

## CHAPTER LXXXVII.

[S. B. No. 275.]

## RELATING TO THE PUBLIC PRINTING.

AN ACT to amend sections 1 and 5 of "An act to provide for the state printing and binding, etc.," approved February 19, 1890, the same being sections 2929 and 2933 of volume 2 of Hill's Annotated Statutes and Code of Washington.

*Be it enacted by the Legislature of the State of Washington:*

SECTION 1. That section 1 of "An act to provide for the state printing and binding, etc.," approved February 19, 1890 (2929 Hill's Code), be amended to read as follows: All printing, bookmaking and binding required by any officer, institution, board or commission of the State of Washington, except printing in newspapers and legislative printing, shall be done under the supervision of the board to be known as the state printing board, consisting of the governor, secretary of state and state treasurer, of which the governor shall be *ex officio* chairman. It shall be the duty of said board to determine what stationery and printing shall be furnished every state officer, institution, board or commission, and no requisition for stationery, printing or binding shall be filled by the state printer unless the same shall be approved by said board, or a majority thereof, indorsed thereon in writing. It shall be the duty of said board to examine all matter for biennial reports of state officers, institutions, boards or commissions, and reject therefrom all unnecessary verbiage or statistics, and the officer, institution, board or commission so reporting, shall be bound by the action of a majority of said board, in the rejection of such unnecessary matter. Said board shall have full power to adopt such rules and regulations for the transaction of its business as by it may be deemed necessary. Requisitions shall be made only by the head of the department, institution, board or commission, for which stationery, printing, bookmaking or binding may be required, or by a first assistant of any of the state officers constituting the executive department. All printing and binding when completed, except such as shall be done in a

State printing  
board.

Duties of  
board.

newspaper, and such books as are required by law to be delivered to some other public officer, shall be delivered to the secretary of state. Said secretary shall carefully examine all work delivered to him, and every bill presented for such work, and shall see that the work charged for has been done according to law and the directions of said board.

No bill or claim shall at any time be audited or allowed for or on account of any uncompleted job or work, nor until the entire job or work charged for shall be finished and delivered in all respects as required by law. When any book, pamphlet, blank, report or job of any kind shall be completed and delivered, the state printer shall make out and deliver to the secretary of state, in duplicate, a bill therefor, stating what the book, work or job is, when the copy therefor was received by him, and when the same was finished and delivered, and specifying particularly by items everything charged for in such bill grouping the items by classes, as hereinafter designated, and giving the prices and amount charged, for each item, and the aggregate amount charged for such job or work, and the number of copies or quires thereof printed and delivered. One copy of such bill shall be attached to a copy of the book, job or work therein mentioned, and the same shall remain on file and of record in the office of the secretary of state.

No bill shall cover more than one book, report, blank or job of any kind. All bills shall be numbered, and the secretary of state shall record all bills in numerical order in a book prepared and ruled for such purpose, and so ruled that he can enter in red ink, opposite the amount charged by the state printer for any item, the amount allowed by the secretary of state, as auditor, for such item; and the amount so audited and allowed, if less than the amount claimed in said bill, shall in all cases be so entered by such secretary. Immediately after the record of any bill the secretary of state shall enter in such book the date of the filing of the bill, and the amount by him audited and allowed thereon, and he shall designate on the duplicate of said bill such item or items as he shall disallow, in whole or in part, and shall certify thereon, to the auditor of state, the amount by him allowed on such bill, and re-

No claim for unfinished work to be audited.

Manner of delivery of work to secretary of state.

Secretary of state to record; manner of making record, etc.

Certificate to state auditor.

deliver said duplicate to the state printer. On presentation of such certified duplicate to the auditor of state such officer shall issue a warrant therefor on the state treasury, payable out of any funds appropriated for that purpose. The auditor of state, if requested so to do, may include in one warrant the aggregate of any number of bills as audited and certified by the secretary of state, when such bills are payable out of the same funds. Separate bills for all printing or advertising mentioned in section twenty-nine hundred and thirty-one of this volume of General Statutes shall be made out in duplicate, designating the printing or advertising charged for, the rate and number of insertions, and date or dates thereof; and a copy of such publication or advertisement, cut from such newspaper, shall be attached to each copy of the bill therefor. Such duplicate bills shall be verified by the affidavit of the publisher or foreman of the publisher of the newspaper in which printing was done or advertisement was published, and one copy of such duplicate bill shall be filed and recorded and audited by the secretary of state in the manner hereinbefore provided for other bills for public printing and binding: *Provided*, That in recording such bills the copy of the advertisement or publication cut from such newspaper and attached to the bill shall not be transcribed or recorded. The secretary of state shall make similar indorsements and certificates on the duplicates of such bills as hereinbefore required for other duplicate bills, and the auditor of state shall issue warrants for the amount due thereon as in other cases.

Warrant may include any number of bills.

Printing and advertising.

Bills verified by affidavit of publishers.

Estimates of paper and binding materials.

Advertisement for bids.

SEC. 2. That section 5 of the act approved February 19, 1890 (2933, Hill's Code), be amended to read as follows: The state printer shall on the first day of April of each year, make estimates for paper and binding materials to be used in the public printing, and shall advertise in one of the most widely circulated newspapers in the cities of St. Louis, Mo., Chicago, Ill., Portland, Ore., and San Francisco, Cal., and in two of the most widely circulated papers in this state, for sealed bids for furnishing such paper and binding material at the state printing house; and at the time and place named in such advertisement such sealed

bids shall be opened by the secretary of state in the presence of the state printer, and said board, and the contract to furnish such paper and binding material shall be awarded by said board to the lowest responsible bidder or bidders, at such biddings: *Provided*, That if it shall appear to the satisfaction of said board that said bids are collusive, it shall direct the state printer to readvertise for sealed bids as hereinabove provided: *And provided further*, That, before such state printer shall receive such paper and binding materials, he shall be satisfied that such paper and binding materials are in all respects up to the standard required by law, and such paper and binding materials shall be paid for out of the state treasury upon vouchers sworn to by the person furnishing such material, or by persons in their behalf having a knowledge of the facts, and certified by the state printer to be correct, each voucher being filed, as in other cases, with the auditor of state, and warrants drawn by that officer on the state treasurer. Upon receipt of such paper and binding materials by the state printer, as herein contemplated, he shall certify the fact to the secretary of state, with an invoice of the items in detail, corresponding with the contract to furnish such paper and binding material, and the secretary of state shall thereupon charge the state printer with such material and their contract value. When the state printer presents bills for payment to the secretary of state, under section twenty-nine hundred and thirty-one of this volume of General Statutes, he is hereby authorized to add to such bills, five per centum of the paper and binding materials used in the work for which pay is demanded in said bills to cover waste and losses, and the secretary of state shall allow the same if found by him to be correct, and the secretary of state shall thereupon credit the state printer with the quantity of paper and binding material found in said bills: *Provided*, That said state printer shall add said five per centum only upon material actually consumed in his office.

Awarding contract.

In case of collusion, to re-advertise.

Payment for materials.

Five per centum added for waste and losses.

Approved March 9, 1893.