

EXECUTIVE ORDER NO. 52

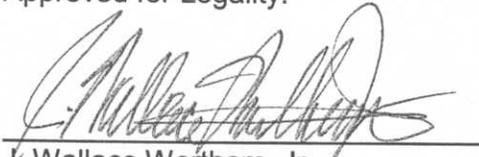
TO: All Agencies Under the Mayor
FROM: Wellington E. Webb, Mayor
DATE: August 14, 2002
SUBJECT: Use of Central Services Division

Purpose: This Executive Order establishes the policy of the City and County of Denver as to the use of the Central Services Division. Executive Order No. 52, dated April 16, 1968, subject "Use of Central Services Division", is hereby cancelled and superseded by this Executive Order.

- 1.0 **Applicable Authority:** The applicable authority relevant to the provisions and requirements of this Executive Order No. 52, is found in Section 2.2.10 of the 2002 Revised Charter.
- 2.0 **Duties and Responsibilities:** The Central Services Division of the Department of General Services is established to provide the following services and functions, as outlined in this order, for all Agencies under the Mayor. Central Services Internal Service fund of the Department of General Services will generate internal billing transfers to Departments/Agencies for the cost of these services.
 - 2.1 All Departments and Agencies must use Central Services for the following:
 - 2.1.1 Graphic design, offset printing, and bindery functions of Official Forms and Official Printing (letterhead, business cards, envelopes, and other official forms or as otherwise defined in Executive Order No. 54). The Division also maintains electronic or plate files of these materials and documents.
 - 2.1.2 The City Inter-departmental mail system
 - 2.2 Other optional services provided by Central Services: (in the event that your Department or Agency does opt to procure its own copier service, the provisions of Executive Order 33, Centralized Purchasing, apply).
 - 2.2.1 Duplicating or reproduction of materials via network connection or hard copy. Every effort should be made to use Central Services for its duplicating requirements. In some cases, Departments/Agencies may determine that other sources may be used because of pricing or convenience, but are encouraged to use Central Services whenever possible.

- 2.2.2 U.S. mail. Addressing, folding, stuffing and mailing of informational materials. When US postal facilities are operated on Departmental or Agency property or within a close proximity to an operating location, that facility may be used for official mailing.
 - 2.2.3 Acquisition of copier equipment. Departments or Agencies are encouraged to use Central Services pre-established copier contracts. These are negotiated periodically by General Services/Purchasing, and are generally the most convenient method to acquire copier service.
 - 2.2.4 Stationery supplies. In some cases other sources may be used because of pricing or convenience.
 - 2.2.5 Acquisition of promotional items. Central Services will assist Departments and Agencies with these requirements on a demand basis.
 - 2.2.6 Records storage and destruction (see Executive Order No. 64, Records Management for more detailed information regarding records management.
- 3.0 Exceptions to using mandatory services (identified in paragraph 2.1) will be in writing, by the Director of Central Services. Central Services will notify all agencies of any new services as they become available.
- 4.0 **Memorandum Attachments:** The procedure(s) for implementing this Executive Order shall be defined by Memorandum Attachments to the Executive Order which may become a part of the Executive Order. Further, the Manager of Central Services, who is responsible for the content of this Executive Order, shall have the authority to issue procedural Memorandum attachments relative to this Executive Order.

Approved for Legality:

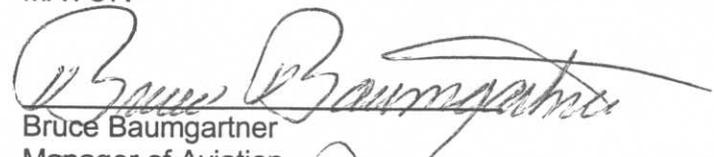


J. Wallace Wortham, Jr.
City Attorney for the City and County
Of Denver

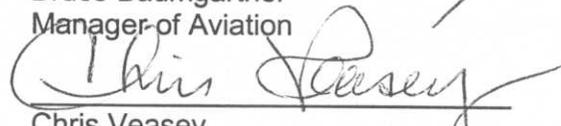
Approved:



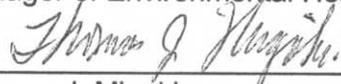
Wellington E. Webb
MAYOR



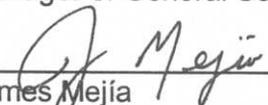
Bruce Baumgartner
Manager of Aviation



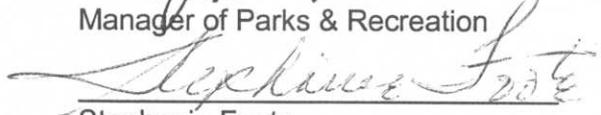
Chris Veasey
Manager of Environmental Health



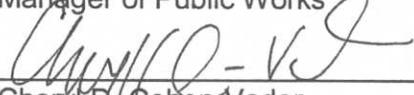
Thomas J. Migaki
Manager of General Services



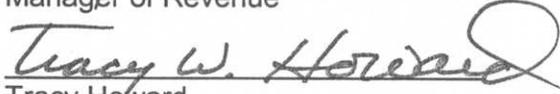
James Mejia
Manager of Parks & Recreation



Stephanie Foote
Manager of Public Works



Cheryl D. Cohen-Vader
Manager of Revenue



Tracy Howard
Manager of Safety



Donna Good
Manager of Human Services