

CHAPTER XIII.

February 26, 1888

An Act to provide for the Execution and Supervision of the State Printing and Binding.

- SECTION 1.** Declares who shall constitute Commissioners of Public Printing.
2. Divides the State printing into five classes, to be let in separate contracts, and defines what constitutes each class.
 3. Commissioners to give notice in newspapers, for specified time, for reception of contracts for execution of state printing. Proposals to state the price per thousand ems for composition of all matter in the five classes; also, price for press work. Bond to be executed for performance of contract. Establishes maximum prices for doing work.
 4. Commissioners of Printing, within two days after expiration of term for receiving proposals, to make their awards. Provides for manner in which commissioners shall make awards. Arbitrator to be appointed if two or more persons bid the same. Work done outside city, transportation of all materials for printing to be at expense of contractors.
 5. Defines how printing of first class shall be done—size of pages and kind of type to be used.
 6. Specifies how printing in the second class shall be performed.
 7. The printing of the third class to be in the same description of type, and the pages to be of the same size as those in the second class. Defines what matter to be printed. Only one charge allowed for any matter which may have been printed in pamphlet form and afterwards inserted in Journals.²
 8. How the work in the fourth class is to be executed.
 9. Defines how the printing is to be executed in the fifth class. In press work what constitutes a quire.
 10. In estimating composition, what constitutes a page. How much to be allowed for composition of matter requiring additional justification, and all rule work, and rule and figure work. How many impressions to constitute a token.
 11. Secretary of State to give notice to successful bidder that his proposals have been accepted. In case of death, or failure to perform contract, commissioners to make contract with next lowest bidder. Contractor failing, after having commenced the work, to execute same with reasonable expedition, commissioners to have power to cancel contract and make new one with some other person.
 12. Commissioners to give notice for receipt of sealed proposals for folding and stitching. Proposals to specify the rates per hundred sheets for folding and stitching, and for brochure covering. Bids to be accompanied with bonds and sureties. Establishes maximum prices for executing work.
 13. How journals and executive documents and laws to be bound.
 14. Folding, stitching and binding to include collating, drying and pressing.

- Sec. 15. Contractor for printing bills, resolutions and other matter to be printed in bill form, and contractors in the other classes, to complete the work without unnecessary delay. Specifies the time within which the work shall be executed.
16. Secretary of State to inspect work and see that it is done in a workmanlike manner. He shall also keep account of all paper delivered to public printers. He shall ascertain whether full number of copies of each job ordered is received from printer, audit all accounts and keep record of cost of printing and binding. Contractors to deliver copy of each document to Secretary of State, with account for same, particularizing the various jobs performed.
17. Contractor for folding, stitching, &c., to furnish copies, accounts, &c., as in preceding section.
18. Accounts filed under two preceding sections to be examined by Secretary of State. When correct he shall certify to State Auditor, who shall draw order on Treasurer for amount.
19. Contractor to deliver to Secretary of State or on his order, to binder, all work under his contract. The same rules to govern binder.
20. Paper to be provided by State. Secretary of State to deliver same to printer, taking his receipt therefor. Paper not used to be returned. Penalty for not returning paper.
21. Secretary of State to furnish accurate copy of laws to printer, and clerks of legislature all other documents.
22. Secretary of Senate and Clerk of House to make out indices, and to read proof.
23. Repeals all acts inconsistent with this act.
24. When act to take effect.

Be it enacted by the Legislature of the State of Minnesota:

SECTION 1. That the Secretary of State, State Treasurer and State Auditor, shall be ex-officio Commissioners of the Public Printing, during their terms of office, respectively. Who to be Commissioners.

SEC. 2. The printing for the State shall be divided into five classes, to be let in separate contracts, as follows: The printing of all bills for the two houses of the Legislature, together with such resolutions and other matters as may be ordered by the two houses, or either of them, to be printed in bill form, shall constitute the first class, and shall be let in one contract; the printing of the journals of the Senate and House of Representatives, and of such reports, communications and other documents as enter into and make a part of the journals, shall constitute the second class, and shall be let in one contract; the printing of all reports, and all communications and other documents, ordered by the Legislature, or either branch thereof, or by the executive departments, to be printed Printing to be divided into classes Defines classes.

in pamphlet form, together with the volumes of public documents, shall constitute the third class, and shall be let in one contract; the printing of the general and local laws, and joint resolutions, shall constitute the fourth class, and shall be let in one contract; the printing of all blanks, circulars and other work necessary for the use of the executive departments, other than such as shall be printed in pamphlet form, shall constitute the fifth class, and shall be let in one contract. *Provided*, however, that the printing and binding of the general statutes shall not be included in any contract provided for in this act.

Commissioners
to give notice in
newspapers for
sealed proposals.

Sec. 3. The commissioners of printing shall, immediately on the passage of this act, give notice in two newspapers printed in the city of St. Paul, and in such other papers in the State as they may deem necessary, not to exceed four, for two consecutive weeks, that sealed proposals will be received at the office of the Secretary of State, until the twentieth day after the first publication of said notice, for the execution of the several classes of the State printing in separate contracts, as hereinafter specified, until the first Monday in November, one thousand eight hundred and sixty-seven, and the commissioners shall, during the first week in May, one thousand eight hundred and sixty-seven, and annually thereafter, give notice, as above prescribed, for the period of sixty days, for the executing of the several classes of the State printing, for the term of one year, from the first of November next thereafter. Said proposals shall distinctly and specifically state the price per thousand ems for the composition of all matter embraced in the five classes of printing, or such of them as shall be covered by the bid; the price per token for all press work embraced in the first, second, third and fourth classes, and the price per quire for the press-work contained in the fifth class, at which the bidder will undertake to do the work embraced in the class or classes of the printing covered by his proposals. Each proposal shall be accompanied by a bond, executed in due form, by the bidder, with at least two good and sufficient sureties, satisfactory to the commissioners of printing, in the penal sum of ten thousand dollars, conditioned for the faithful performance, pursuant to this act, of such

class or classes of the State printing, as may be adjudged to him, and for the payment, as liquidated damages, by such bidder, to the State, of any excess of cost over the bid or bids of such bidder, which the State may be obliged to pay for such work, by reason of the failure of such bidder to complete his contract. Said bond to be null and void, if no contract shall be awarded to him. No bid, unaccompanied by such bond, shall be entertained by the commissioners of printing. *Provided*, that the following prices for printing are hereby established as maximum prices for doing the work, and no bids at higher rates shall be entertained:

Establishes
maximum prices

For plain composition, per 1,000 ems, 55 cents.

For figure work, per 1,000 ems, 85 cents.

For rule and figure work, per 1,000 ems, \$1 10.

For press work, per token of 250 impressions, 55 cts.

For stitching, trimming and covering pamphlets, not exceeding 100 pages, per 100 copies, \$1 25.

SEC. 4. The commissioners of printing, or any two of them, shall, within two days after the expiration of the term for receiving proposals as aforesaid, proceed to open all such proposals by them received, and they shall, on careful examination and computation, (with the aid of a disinterested printer, if it shall be found necessary), award the contract for each class of printing to the lowest bidder therefor; *Provided*, that nothing herein contained shall be construed so as to prevent the same person from becoming contractor for two or more classes of the printing, if he shall be the lowest bidder therefor. If two or more persons shall bid the same, and the lowest price for any class or classes of the printing, the commissioners shall award the contract to such one or more of them as in their opinion will best subserve the interest of the State, having reference, however, to a division of the work, as far as practicable, among the several lowest bidders as aforesaid. If two or more bidders shall propose for the same contract, and the proposal of one shall be lower on composition, and that of another lower on press-work, then the commissioners, with the aid of a disinterested practical printer, selected by them for that purpose, shall make a strict computation, based on the work of the same class of printing of the pre-

Commissioners
to open bids
within two days.

Two or more persons making same bid, Commissioners to decide.

ceding year, and assign the contract or contracts to the lowest aggregate bidder, as shall appear by said computation. If any of the aforesaid printing shall be executed without the city of St. Paul, all transportation of paper, copy, proof or printed sheets, shall be at the expense of the contractor or contractors for such printing.

Designates how printing to be done.

SEC. 5. The bills, resolutions and other matter specified in the first class of printing, shall be printed in folio foolscap form, with small pica type, each page to contain not less than thirty lines of solid matter, of the usual length, with a great primer reglet only in each space between the lines, and in counting the composition upon the bills, resolutions and other matters contained in the first class, the same shall be measured as solid small pica matter; every necessary fraction of a page shall be counted as a full page, but no entire blank page shall be counted or charged for.

Designates size of pages.

SEC. 6. The journals of the two houses of the Legislature, specified in the second class, shall be printed in super-royal octavo form, on neat long primer type, without any unnecessary lead, blank or broken lines or pages.

To be same size and kind of type as journals.

SEC. 7. The volumes of public documents and reports, communications and other matters specified in the third contract, shall be printed on the same kind of type and the pages shall be of the same size as required for the journals in the preceding section; *Provided*, that so much of the annual reports of the officers of the executive departments and of the superintendents of the public institutions as contains the remarks of those officers, may be single leaded with leads not exceeding in thickness six to pica. The volumes of public documents shall contain nothing that is to be inserted in the laws and journals of the same year, and the various reports, communications and other documents inserted therein, shall follow each other in as close, compact order as is consistent with good workmanship, without the intervention of unnecessary blanks or separate title or half title pages, and the paging thereof shall be consecutive, and at the conclusion there shall be an index referring to the particular page at which each separate document commences. In all cases when any document

is printed in pamphlet form, by order of the Legislature or either branch thereof, by the contractor, for the printing of the volume of public documents, which shall also be inserted in the volume of public documents, and in all cases when any such document is printed in pamphlet form by the contractor for the printing of the journals, which shall also be printed in the journals, but one charge shall be made or allowed for the composition thereof.

SEC. 8. The laws specified in the fourth class shall be printed in super-royal octavo form, on good small pica type, the pages to be of the same size and form as those of the journals and documents specified in the two preceding sections, with marginal notes to the general laws, in brevier type, similar to those heretofore inserted.

How laws to be printed.

SEC. 9. The printing for the executive departments, embraced in the fifth class, shall be executed in a style consistent with good workmanship and with due reference to economy. In estimating the composition of all work in script type, or of which script is the chief kind used, shall be estimated as pica, and measured by the surface actually covered, not by the size of the sheet used. All open work, such as letter heads, blank deeds and the like, shall be estimated in the same manner; *Provided*, no job shall be counted as less than one thousand ems. All work in other than script type shall be estimated according to the type actually used; *Provided*, that when different kinds are used in a single job, it may be measured and estimated proportionately for the different kinds used. In estimating press work in the fifth class a quire shall be considered twenty-four impressions of a side or page, as the case may be, of twenty-four full sheets of such paper as the proper officer may furnish, with such matter as the printer shall be directed to put upon it; *Provided*, that no job of press work shall be estimated at less than one quire.

How work to be executed and measured.

SEC. 10. In estimating the composition of all pamphlets, laws, journals and volumes of public documents, every necessary fraction of a page shall be counted as a full page, but no entire blank page shall be counted or charged for; and if in any branch of the printing, tabular statements occur which it shall

How composition to be estimated.

be impracticable to print on the ordinary sized pages, the same shall be printed in tabular sheets of the necessary size, and the amount of composition on the same shall be ascertained by measuring the printed surface and thereby ascertaining the number of ems. All figure work requiring additional justification in each line, and all rule work requiring the fitting in of rules, shall be allowed one price and a half, and for all rule and figure work double price for composition shall be allowed, the same to be ascertained by strict measurement and count. But one charge shall be made for the composition of all documents ordered to be printed by both branches of the Legislature, and no charge or allowance shall be made for composition when extra or additional copies are ordered to be printed. In estimating the press work of pamphlets, laws, journals and volumes of public documents, the token shall consist of two hundred and fifty impressions of a form of sixteen pages, or one hundred and twenty-five sheets of double super-royal paper, printed on both sides, or two hundred and fifty sheets of the same printed on one side only; *Provided*, that if any document shall make less than sixteen pages, or if the last form of any document shall not be a full form of sixteen pages, the same shall be counted as a full form.

What allowance made.

Successful bidders to have notice of proposals being accepted.

SEC. 11. It shall be the duty of the Secretary of State to give prompt notice to each successful bidder that his proposals have been accepted. If from death or any unforeseen cause there shall be a failure on the part of any successful bidder to execute his contract, the commissioners of printing, or a majority of them, may enter into a contract with the next lowest bidder, or with some other person, to execute the work, having reference to the lowest prices at which the same can be done with promptness and accuracy. If any contractor, after commencing upon his contract, shall fail to execute the work embraced therein with reasonable expedition, and in a suitable manner, the commissioners of printing may notify him that for reasons which they shall specify, his contract is cancelled; and they may then contract with some other person to do the work at the lowest practicable rates.

Commissioners may cancel contract.

SEC. 12. The commissioners of printing shall at the

same time and in the same manner as is prescribed in the third section of this act, give notice that sealed proposals will be received for the folding and stitching of all bills, resolutions, pamphlets or documents ordered to be printed, and the brochure covering of all documents ordered to be covered, and for the folding, stitching and binding of the laws, journals and volumes of public documents, which proposals shall specify the rate per hundred sheets for folding, the rate per hundred copies for stitching all bills, resolutions, pamphlets and documents, the rate per hundred copies for brochure covering all documents ordered to be covered, and the rate per hundred sheets for folding, the rate per hundred copies for stitching, and the rate per hundred copies for binding the laws, journals and volumes of public documents, at which the bidder is willing to do the same. The folding of all bills, resolutions, pamphlets or documents ordered to be printed, together with the stitching of the same, and the brochure covering of all documents ordered to be covered by the Legislature, or either branch thereof, shall be let in one contract; and the folding, stitching and binding of the laws, journals and public documents shall be let in another contract. Each bid under this section shall be accompanied with a bond, with two or more sureties, satisfactory to the commissioners of printing, in the penal sum of two thousand dollars, conditioned for the faithful performance of the work specified in the proposal accompanying it; and the commissioners of printing, and the contractor or contractors for the work specified in this section shall be governed by the same rules, as far as applicable, regarding the execution of the work and the transportation of sheets and bound copies of documents as specified in this act relative to contractors for the printing; *Provided*, that the following prices for binding are hereby established as maximum prices for doing the work, and no bid at higher rates shall be entertained:

Notice to be published for proposals for folding, &c.

How contracts to be let

Establishes maximum prices

For binding session laws, journals and executive documents, per volume, in brochure covering—10 cents.

In pasteboard covering—35 cents.

In sheep skin, half bound—70 cents.

In law style, full bound—\$1.25.

How Journals
and Documents
are to be bound.

SEC. 13. The journals, executive documents and laws required by this act to be printed and put up in book form, shall be bound in half law binding, and each journal and its appropriate appendix shall be bound in the same volume, unless in the opinion of the commissioners of printing the same shall make a volume too large for convenience, in which case each journal shall be bound separately, and the appendix shall be bound separately or together, as the said commissioners may direct.

What to include
in counting.

SEC. 14. In counting, folding, stitching and binding, shall include the collating, drying and pressing.

Contractors to
execute their
contracts without
unnecessary de-
lay.

SEC. 15. The contractor for the printing of bills, resolutions and other matter to be printed in bill form, shall promptly and without delay execute all orders of the Legislature, or either branch thereof, for the printing of all bills, resolutions and other matter, and all contractors under the provisions of this act shall promptly and without unnecessary delay execute all orders to them issued by the Legislature or either branch thereof, or the executive officers of the State; and the laws and volumes of public documents shall be delivered to the contractor for the folding, stitching and binding, on the order of the Secretary of State, within twenty days after the adjournment of the Legislature, and the journals of the two houses shall likewise be delivered within ninety days after the adjournment of the Legislature. And the contractor for folding, stitching and binding shall within thirty days after the receipt thereof, execute the folding, stitching and binding, and deliver to the Secretary of State the volumes bound, under the penalty of the forfeiture of his bond; *Provided, however,* that the commissioners of printing may, on good cause shown by any such contractor, extend the time, not exceeding twenty days, for the execution of his contract.

Commissioners
may extend time
of contractors.

Secretary of State
to inspect print-
ing, and binding.

SEC. 16. The Secretary of State shall examine the work executed under the provisions of this act, and see that the printing and binding is executed correctly and in a suitable and workmanlike manner, and in accordance with the requirements of this act; and the Secretary of State shall keep an accurate account of all papers delivered to the public printer or printers, and see that it is used properly and without unneces-

sary waste. All work to be executed for the executive departments shall be ordered through the Secretary of State, and it shall be his duty to see that the full number of copies of each job ordered is received from the printer and delivered to the proper department. He shall audit all accounts for printing and binding executed under the provisions of this act, and shall keep a record of the cost of printing and binding, the amount of paper used, and the entire expense of each document or item, and a copy of each document shall be duly filed and preserved by him, with the cost endorsed upon it. Each contractor for any class of the public printing shall file and preserve one copy of each document or other matter by him printed for the State, which he shall deliver to the Secretary of State, with his account for the same, in which account shall be specifically stated the various jobs performed, the number of copies of each job, the number of ems [of] composition in each, the extra charge, if any, for rule or figure, or rule and figure work, the number of tokens or quires of press work in each, designating whether ordered by the Senate, the House of Representatives, or jointly by both, or by the other officers or agents of the State, together with the kind and quantity of paper used for each job.

Contractors to file and preserve copies.

SEC. 17. Each contractor for the folding, stitching covering and binding, shall file and preserve one copy of every document or other matter by him folded, stitched or bound, which he shall deliver, together with his account for the same, to the Secretary of State, which account shall specifically state each item, as provided for in the twelfth section of this act, and the number of copies of each bill, pamphlet, resolution or document folded, stitched or covered, and the number of copies of laws, journals and documents bound.

Further designates duties of contractors.

SEC. 18. All accounts filed under the two preceding sections, shall be carefully examined by the Secretary of State, aided by a disinterested practical printer, (if he shall deem it necessary) employed for that purpose, at the expense of the State, and compared with the vouchers therefor and the orders for the same. If any errors be found in such account by said Secretary of State, he shall immediately correct the

Secretary of State to examine accounts.

same and return it to the contractor who rendered it, and when the account is finally corrected and adjusted, he shall certify the same to the State Auditor, who, on the receipt thereof, shall give his warrant upon the treasury of the State for the amount thereof, payable out of any moneys appropriated for that purpose.

Work to be delivered in good order.

SEC. 19. Each contractor for any class of State printing shall deliver over to the Secretary of State or on his order, to the proper binder, in good order, all copies of work ordered to be printed by him, the Legislature, or either branch thereof, or by the executive departments or other officers or agents of the State. And each binder shall deliver all copies of documents bound by him under the provisions of this act, to the proper department or to the Secretary of State, as specified in this act.

Paper to be provided by State.

SEC. 20. The paper for the state printing aforesaid, shall be provided by the State, and the Secretary of State shall from time to time, as the same may be needed, deliver over to each contractor suitable paper for the printing which he is required by his contract to do; he shall take and preserve from each contractor a receipt for all paper so delivered, and at the annual settlement on or before the first day of November, each contractor shall deliver to the Secretary of State all paper which has not been used in the State printing, and if any such paper shall have been wasted or converted to any other use, the contractor to whom the same shall have been delivered shall be charged with the value thereof, together with a penalty of fifty per cent., and the amount shall be deducted from his account.

Penalty for wasting paper.

Secretary of State and Clerks of Legislature to furnish copy.

SEC. 21. The Secretary of State shall furnish a true and accurate copy of the laws as they may be demanded by the printer thereof, and the clerks of the respective branches of the Legislature shall [each] furnish to the printer, who is bound by his contract to print the same, copies of the journals, bills, reports and other papers and documents without unnecessary delay, and no contractor shall be accountable for any delay occasioned by the want of such copy.

Duties of Secretary of Senate and Clerk of House.

SEC. 22. In printing of the journals of the Senate and House of Representatives, as specified in the sixth section of this act, it shall be the duty of the

Secretary of the Senate and the Clerk of the House of Representatives of the respective sessions of the Legislature, to make out indexes to the printed and recorded journals of said Senate and House of Representatives, and to attend to reading proof sheets of the same whenever required by the commissioners on printing.

SEC. 23. That all acts and parts of acts inconsistent with the provisions of this act are hereby repealed. Repeals all acts inconsistent with this act.

SEC. 24. This act shall take effect and be in force from and after its passage.

Approved February 26, 1866.

CHAPTER XIV.

An Act to amend an act entitled an act to Provide for the Execution and Supervision of the State Printing and Binding, passed February 26, 1866. March 1, 1866.

- SECTION 1. Amends section six of an act "To provide for the execution and supervision of State printing and binding."
2. Amends section eight of said act so as to have the laws printed in small pica.
 3. Amending section thirteen of aforesaid act so as to give power to commissioners to have journals and documents either bound separately or together, at discretion of commissioners.
 4. Amends section fifteen of said act so as to give power to commissioners to extend time for completing contract, on good cause shown.
 5. When act to take effect.

Be it enacted by the Legislature of the State of Minnesota:

SECTION 1. That section six of the act entitled an act "To provide for the execution and supervision of the State printing and binding," passed February 26th, 1866, be so amended as to read as follows: The jour- Amends an act in reference to State Printing.