

**SUBMITTAL TO THE BOARD OF SUPERVISORS  
COUNTY OF RIVERSIDE, STATE OF CALIFORNIA**

437



**FROM:** Purchasing and Fleet Services Department

**SUBMITTAL DATE:**  
November 12, 2003

**SUBJECT: APPROVAL OF RATES FOR PURCHASING DIVISION AND PRINTING SERVICES ISF**

**RECOMMENDED MOTION:** That the Board of Supervisors:

Approve the rates for the Purchasing and Printing Services Divisions as outlined in Attachment A.

**BACKGROUND:** This Form 11 is for the purpose of establishing rates for new services being provided by the Purchasing and Fleet Services Department. The proposed Printing Division rates were established using the rate calculation methodology approved by the Board on February 3, 1998 agenda number 3.24.

At the request of County departments, Printing Services has acquired the technology and expertise to produce business cards. This service is being provided with a significantly enhanced turn around time of one week or less at rates that are competitive with the private sector.

Rates are also being recommended for printing activities transferred from Information Technology (IT) to Printing Services. Large printing volumes and warrant printing have been redirected from the IT Department to the more cost effective Printing Services environment. The rates being recommended for these printing activities are significantly lower than those that were proposed by IT and they are competitive with those in the private sector.

(Continued on Page 2)

ROBERT HOWDYSHELL, Director  
Purchasing and Fleet Services Department

<b>FINANCIAL DATA</b>	Current F.Y. Total Cost:	\$ N/A	In Current Year Budget:	Yes
	Current F.Y. Net County Cost:	\$ N/A	Budget Adjustment:	No
	Annual Net County Cost:	\$ N/A	For Fiscal Year:	FY 03/04

<b>SOURCE OF FUNDS:</b> N/A	<b>Positions To Be Deleted Per A-30</b>	<input type="checkbox"/>
	<b>Requires 4/5 Vote</b>	<input type="checkbox"/>

**C.E.O. RECOMMENDATION:**

**APPROVE**

**County Executive Office Signature**

FISCAL PROCEDURES APPROVED  
 ROBERT E. BYRD, Auditor-Controller  
 BY

Deputy  
 Dept't Recomm.:  Policy  
 Per Exec. Ofc.:  Policy  
 Consent  
 Consent

**Prev. Agn. Ref.:** 3.24 on 2/3/98

**District:**  
ALL

**Agenda Number:**

**3.14**

**Board of Supervisors**

**Form 11: APPROVAL OF RATES FOR PURCHASING DIVISION AND PRINTING  
SERVICES ISF**

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**BACKGROUND (Continued)**

In addition, the Purchasing Division has developed courses to provide enhanced and ongoing training for County employees in purchasing business practices using OASIS software. A nominal rate is being recommended to enable the Purchasing Division to recover the incremental costs involved.

It is anticipated that these new rates will remain in effect through FY 0405.

## Attachment A

<b>Printing Services</b>			
<b>Business Card Rates</b>			
Quantity	250	500	1000
One Color	\$ 11.11	\$ 13.74	\$ 17.79
Two Colors	\$ 11.21	\$ 13.99	\$ 18.34
Gold Foil Cards	\$ 48.61	\$ 88.74	\$ 167.79

  

<b>Printing in Secured Area</b>	
Cost per Sheet (includes secured handling and 24 hour turnaround time)	\$ 0.06

  

<b>Warrant Printing in Secured Area</b>	
Cost per Sheet (includes Folding and Inserting)	\$ 0.10

<b>Purchasing</b>		
<b>Training Rate Structure</b>		
Class Size	20	15
Cost per Participant for a 4 Hour Class	\$ 22.00	\$ 26.00