

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

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

SUBMITTAL DATE:
 February 6, 2007

FROM: Department of Facilities Management

SUBJECT: Authorization to Purchase Photocopiers

RECOMMENDED MOTION: That the Board of Supervisors:

1. Authorize the Department of Facilities Management to purchase three photocopiers; and
2. Authorize the Auditor-Controller to amend Facilities Management's FY 2006/07 budget as set out in Attachment A.

BACKGROUND:

The Department of Facilities Management requests authorization to purchase two replacement photocopiers needed to support its administrative and real property functions, as well as one new photocopier needed to support its growing custodial operations.

[Signature]

Robert Field, Director

FINANCIAL DATA	Current F.Y. Total Cost:	\$ 75,000	In Current Year Budget:	No
	Current F.Y. Net County Cost:	\$ 0	Budget Adjustment:	Yes
	Annual Net County Cost:	\$ 0	For Fiscal Year:	06/07

SOURCE OF FUNDS: Intra-Internal Charges, Interfund-Reimbursement for Services, and Custodial Reimbursement	Positions To Be Deleted Per A-30	<input type="checkbox"/>
	Requires 4/5 Vote	<input checked="" type="checkbox"/>

C.E.O. RECOMMENDATION: **APPROVE** *Serena Chow*

County Executive Office Signature

[Faint background text: RECEIVED RIVERSIDE COUNTY]

Prev. Agn. Ref | **District:** | **Agenda Number:** **3.18**

Purchasing: H. Woodruff Director
 Departmental Concurrence

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

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BACKGROUND (continued)

The photocopiers currently supporting Facilities Management's administrative and real property functions continue to experience mechanical difficulties and problems on a consistent basis, which requires frequent servicing and repairs. This hinders staff from making necessary photocopies in support of daily operations.

It is anticipated that the Department's custodial operations will be relocating to a new facility, in order to better support the County's growing custodial needs. As a result of this upcoming relocation, the Department anticipates that the Custodial Division will need one new photocopier to adequately support its operational needs at the new facility.

Financial Data:

All associated costs attributable to the purchase of the three photocopiers will be fully covered by 33.3% administrative cost allocation revenue for Facilities' Administration Division, 33.3% reimbursement for services for the Real Property Division, and 33.3% custodial reimbursement revenue for the Custodial Division. Thus, there would be no additional Net County Cost associated with the purchase of this capital equipment.

In addition, the Department intends to acquire the photocopiers based on the competitive bid process with the County's existing awarded vendors.

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ATTACHMENT A

Increase Estimated Revenues:

10000-7200200000-777150	Custodial	\$25,000
10000-7200400000-778280	Interfund-Reimbursement for Services	\$25,000

Increase Appropriations:

10000-7200100000-546140	Equipment-Office	\$25,000
10000-7200100000-572400	Intra-Internal Charges	(\$25,000)
10000-7200200000-546140	Equipment-Office	\$25,000
10000-7200400000-546140	Equipment-Office	\$25,000