

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



FROM: Purchasing and Fleet Services

SUBMITTAL DATE:
December 1, 2008

SUBJECT: APPROVAL OF FY 2009/10 PRINTING SERVICES ISF RATE CHANGES

RECOMMENDED MOTION: That the Board of Supervisors:

Approve the proposed rate changes for Printing Services as shown in Attachment A.

BACKGROUND: This Form 11 is for the purpose of setting Printing Services rates for fiscal year 2010

In response to a call for reduced internal service fund rates, Printing Services has lowered its key rates by 10%.

(Continued on Page 2)

Departmental Concurrence

ROBERT J. HOWDYSHELL, Director
Purchasing and Fleet Services Dept.

FINANCIAL DATA	Current F.Y. Total Cost:	\$ N/A	In Current Year Budget:	N/A
	Current F.Y. Net County Cost:	\$ N/A	Budget Adjustment:	N/A
	Annual Net County Cost:	\$ N/A	For Fiscal Year:	FY 2010

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

C.E.O. RECOMMENDATION:

APPROVE

BY: _____
Robert Tremaine

County Executive Office Signature

FISCAL PROCEDURES APPROVED
ROBERT E. BYRD, AUDITOR-CONTROLLER
BY:
JERRY D. WOOD

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

BACKGROUND (Continued)

Printing Services operates as an Internal Service Fund (ISF) and as such, must recoup its operating costs through charges to its customers for product produced. Printing Services operates in a manufacturing environment with rates derived by combining the direct cost of materials, labor and equipment with indirect costs incurred to run and maintain the facility and operation.

Printing Services revenues are volume-driven. It is a concern that if County departments and agencies reduce their volume requirements Printing Services will lose revenue from both rate and volume reductions. These revenue losses can be absorbed for a short period of time through a reduction of net assets but this cannot be a long-term strategy.

To minimize costs, Printing Services strives for the lowest cost of materials by bidding out large purchases and taking advantage of market conditions. However, costs for coated and carbonless paper have continuously risen which concerns us that material costs will be an additional factor that adversely impact financial balance.

Printing Services rate methodology was established in 1996 with the assistance from R. J. Donahue and Associates, a consultant, recommended by the Printing Industries Association of America (PIA). We continue to utilize this rate methodology which provides our customers with pricing that reflects advancements in printing technology and keeps Printing Services prices competitive with the private sector.

Attachment A
Printing Services

QUICK PRINT PRICE LIST

BLACK & WHITE PHOTO COPIES						
Quantity	One-Sided 8 1/2 x 11	Two-Sided 8 1/2 x 11	One-Side 8 1/2 x 14	Two-Sided 8 1/2 x 14	One-Sided 11 x 17	Two-Sided 11 x 17
01 -1,000	\$0.030	\$0.055	\$0.031	\$0.061	\$0.080	\$0.130
1,001 & Over	\$0.025	\$0.047	\$0.030	\$0.054		
COLOR PHOTO COPIES						
Quantity	8 1/2 x 11	2 sided 8 1/2 x 11	11 x 17	2 sided 11 x 17		
01 - 1000	\$0.400	\$0.60	\$0.60	\$0.80		
1001 & over	\$0.300	\$0.40	\$0.40	\$0.50		
Full Color Posters up to 3 feet by 10 feet \$5.50 per square foot						

Additional Charges

Colored Paper-----		\$0.30/hundred Sheets
(Blue, Green, Canary, Pink, Goldenrod Salmon (11" only) Tan & Ivory)		
Special Paper-----		\$1.65/hundred Sheets
(Index, Vellum Bristol, Text, Bright Colors, etc.) Ask for Samples		
Staples-----	\$0.01 ea.	Holes---\$0.30/hundred or \$1.00 minimum
Cutting-----	\$1.00 minimum or hourly rate	Folding-----\$1.20 minimum or Hourly rate
Coil Binding-----	\$1.00/book	Padding-----\$0.11/pad

Lamination

QTY	5.5" X 8.5"	8.5" X 11"	11" X 17"	17" X 22"
1-500	0.50	0.55	1.10	2.10
501-1000	0.40	0.50	0.90	1.80
1001-2000	0.30	0.45	0.80	1.60
2001+	0.20	0.40	0.75	1.28

Minimum charge for any job is \$5.00

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 JERRY W. COLLIER
 CLERK COUNTY

Business Card Rates			
Quantity	250	500	1000
One Color	\$ 10.00	\$ 12.35	\$ 16.00
Two Colors	\$ 10.10	\$ 12.60	\$ 16.50
Gold Foil Cards	\$ 43.75	\$ 79.87	\$ 151.00
Printing in Secured Area			
Cost per Sheet (includes secured handling and 24 hour turnaround time)		\$	0.05
Warrant Printing in Secured Area			
Cost per Sheet (includes Folding and Inserting)		\$	0.09

Hourly Rate Schedule	
Graphics	\$66.60
Pre Press/Plate Making	\$68.40
Small Sheet Feed Press	\$67.50
Large Sheet Feed Press	\$120.00
Web/Roll Press	\$113.40
Cutter	\$58.50
Collator/Jogger	\$65.70
Folder	\$58.50
Drill	\$48.60
Bookstitcher	\$48.60
Book Binder	\$48.60
Number/Perforator	\$48.60
Shrink Wrap	\$48.60
Hand Bindery	\$51.30