

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

251



SUBMITTAL DATE:
November 3, 2010

FROM: Purchasing and Fleet Services

SUBJECT: APPROVAL OF FY 2011-12 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 2011/12.

(Continued on Page 2)



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 2011/12

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: Serena Chow
Serena Chow

County Executive Office Signature

FISCAL PROCEDURES APPROVED
 PAUL ANGULO, CPA, AUDITOR-CONTROLLER
 BY: George C. Tabora
 GEORGE C. TABORA
 Departmental Concurrence

Dep't Recomin.: 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.

To minimize costs, Printing Services strives for the lowest cost of materials by bidding out large purchases and taking advantage of market conditions.

Rates presented in Attachment A are the lowest possible that will allow Printing Services to recover costs.

Attachment A

Printing Services

Price List

Effective July 1, 2011

Quality product, competitive prices
Smart buyers shop us last

Black and White Copies:	Image Charge		Stock Material Charge ¹	
	8.5 x 11	11 x 17	8.5 x 11	11 x 17
Bond	\$ 0.020	\$ 0.040	\$ 0.007	\$ 0.020
Carbonless	\$ 0.020	\$ 0.040	\$ 0.030	\$ 0.060
Card Stock	\$ 0.020	\$ 0.040	\$ 0.020	\$ 0.040
Labels	\$ 0.020	\$ 0.040	\$ 0.350	\$ 0.700
Tabs	\$ 0.020	-	\$ 0.120	-
Secure Area Printing (Note 2)	\$ 0.050			
Warrant Printing (Note 2)	\$ 0.090			

Example: 10,000 single-sided black and white copies cost $10,000 \times (.020 + .007)$ or \$270.

Full Color Copies:	Image Charge		Stock Material Charge ¹	
	8.5 x 11	11 x 17	8.5 x 11	11 x 17
Laser	\$ 0.250	\$ 0.350	\$ 0.025	\$ 0.050
Carbonless	\$ 0.250	\$ 0.350	\$ 0.030	\$ 0.060
Card Stock	\$ 0.250	\$ 0.350	\$ 0.020	\$ 0.040
Labels	\$ 0.250	\$ 0.350	\$ 0.350	\$ 0.700

Example: 1,000 single-sided full color copies cost $1,000 \times (.250 + .025)$ or \$275.

Envelopes:	< 10,000	> 10,000	Envelope
Standard Envelope	\$ 0.045	\$ 0.025	\$ 0.015

Example: 10,000 #10 envelopes cost $10,000 \times (.025 + .015)$ or \$400.

Business Cards:	250	500	1000
Single Color	\$ 11.00	\$ 14.00	\$ 18.00
Full Color	\$ 27.00	\$ 48.00	\$ 63.00
Foil	\$ 26.00	\$ 51.00	\$ 101.00

Staff and Brokered Rates:	Per Hour	Materials
Creative Graphics	\$ 62.44	At Cost
Pre Press/Print Set Up	\$ 62.44	At Cost
Bindery (Note 3)	\$ 44.45	At Cost
Brokered Work (e.g. Large Maps - Note 5)		Cost + 15%

Notes:

1. Stock materials include 20lb white bond paper for black and white copies, 24lb laser paper for full color copies, 20lb carbonless paper, 90lb card stock, white or window #10 envelope, and 80lb white business card stock. Custom paper or materials provided at additional charge.
2. Secure area printing charge includes secure handling and 24 hour turn-around time. Warrant printing includes folding and inserting.
3. Bindery work includes cutting, folding, collating, drilling, numbering, coil binding, comb binding, laminating, shrink wrapping, and hand bindery.
4. Shipping boxes and delivery charges are provided at cost.
5. Brokered work will be placed with the lowest cost, most responsive awarded vendor.
6. Items not represented on this rate sheet will be priced when presented for bid.