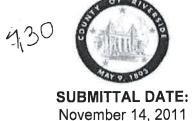
SUBMITTAL TO THE BOARD OF SUPERVISORS COUNTY OF RIVERSIDE, STATE OF CALIFORNIA



FROM: Purchasing and Fleet Services

SUBJECT: APPROVAL OF FY 2012/13 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 2013. (Continued on Page 2) ROBERT J. HOWNYSHELL, Director Purchasing and Fleet Services Dept. In Current Year Budget: N/A Current F.Y. Total Cost: \$ N/A FINANCIAL N/A \$ N/A **Budget Adjustment:** Current F.Y. Net County Cost DATA FY 2013 For Fiscal Year: \$ N/A Annual Net County Cost: Positions To Be SOURCE OF FUNDS: **Deleted Per A-30** Requires 4/5 Vote C.E.O. RECOMMENDATION: APPROVE Serena Chow County Executive Office Signature

District:

3.3 F

Agenda Number:

Departmental Concurrence

DOMINSKI

FISCAL PROCEDURES APPROVED

TAMEDIO, CP

Policy

Consent

Dep't Recomm.:

Policy

Consent

Ofc.:

Exec.

Prev. Agn. Ref .:

Form 11:

PRINTING SERVICES ISF RATES FY 2012/13

Page 2

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 allow Printing Services to recover costs and represent no change from fiscal year 2012 rates with the exception of color copy rates which are reduced by 20 percent.

Attachment A

Printing Services Price List Effective July 1, 2012

	Image Charge				Stock Material Charge ¹			
Black and White Copies:	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		4	\$	0.120		3 4
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.

		Image Charge				Stock Material Charge ¹			
Full Color Copies:	100	8.5 x 11		11 x 17		8.5 x 11		11 x 17	
Laser	\$	0.200	\$	0.200	\$	0.025	\$	0.050	
Carbonless	\$	0.200	\$	0.200	\$	0.030	\$	0.060	
Card Stock	\$	0.200	\$	0.200	\$	0.020	\$	0.040	
Labels	\$	0.200	\$	0.200	\$	0.350	\$	0.700	

Example: 1,000 single-sided full color copies cost 1,000 x (.20 + .025) or \$225 (20% price drop from FY 2012).

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

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

Business Cards:	Fello	250			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:	Pe	er 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.