

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

458



**SUBMITTAL DATE:**  
November 1, 2012

**FROM:** Purchasing and Fleet Services

**SUBJECT: APPROVAL OF FY 2013/14 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 2014.

(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 2014

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

Dept Recomm.:  Consent  Policy   
Per Exec. Ofc.:  Consent  Policy

Prev. Agn. Ref.: \_\_\_\_\_ District: \_\_\_\_\_ Agenda Number: \_\_\_\_\_

3-8

FISCAL PROCEDURES APPROVED  
 PAUL-ANGULO, CPA, AUDITOR-CONTROLLER  
 BY:   
 RUSSELL S. DOMINSKI 1-24-12  
 Departmental Comment

**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. Rates represent no change from fiscal year 2013 rates.

**Attachment A  
Printing Services Rate Structure  
July 1, 2013**

<b>Black and White Copies:</b>	<b>Image Charge</b>		<b>Stock Material Charge<sup>1</sup></b>	
	<b>8.5 x 11</b>	<b>11 x 17</b>	<b>8.5 x 11</b>	<b>11 x 17</b>
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			
	<b>&lt; 10,000</b>	<b>&gt; 10,000</b>	<b>Envelope</b>	
Standard Envelope	\$ 0.045	\$ 0.025	\$ 0.015	

*Example: 10,000 single-sided black and white copies cost 10,000 x (.018 + .007) or \$250.*

*Envelopes:*

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

<b>Full Color Copies:</b>	<b>Image Charge</b>		<b>Stock Material Charge<sup>1</sup></b>	
	<b>8.5 x 11</b>	<b>11 x 17</b>	<b>8.5 x 11</b>	<b>11 x 17</b>
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 (.200 + .025) or \$225.*

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

<b>Staff and Brokered Rates:</b>	<b>Per Hour</b>	<b>Materials</b>
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%

**Attachment A**  
**Printing Services Rate Structure**  
**July 1, 2013**

Black and White Copies:	Image Charge		Stock Material Charge <sup>1</sup>	
	8.5 x 11	11 x 17	8.5 x 11	11 x 17
Bond	\$ 0.020	\$ 0.040	\$ 0.007	\$ 0.020
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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			
	< 10,000	> 10,000	Envelope	
Standard Envelope	\$ 0.045	\$ 0.025	\$ 0.015	

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

Envelopes:

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

Full Color Copies:	Image Charge		Stock Material Charge <sup>1</sup>	
	8.5 x 11	11 x 17	8.5 x 11	11 x 17
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Carbonless	\$ 0.200	\$ 0.200	\$ 0.030	\$ 0.060
Card Stock	\$ 0.200	\$ 0.200	\$ 0.020	\$ 0.040
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Business Cards:	250	500	1000
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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
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.

**Attachment A**  
**Printing Services Rate Structure**  
**July 1, 2012**

<b>Black and White Copies:</b>	<b>Image Charge</b>		<b>Stock Material Charge<sup>1</sup></b>	
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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 x (.020 + .007) or \$270.*

<b>Full Color Copies:</b>	<b>Image Charge</b>		<b>Stock Material Charge<sup>1</sup></b>	
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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).*

<b>Envelopes:</b>	<b>&lt; 10,000</b>	<b>&gt; 10,000</b>	<b>Envelope</b>
Standard Envelope	\$ 0.045	\$ 0.025	\$ 0.015

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

<b>Business Cards:</b>	<b>250</b>	<b>500</b>	<b>1000</b>
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2. Secure area printing charge includes secure handling and 24 hour turn-around time. Warrant printing includes folding
3. Bindery work includes cutting, folding, collating, drilling, numbering, coil binding, comb binding, laminating, shrink wrapping, and hand bindery.
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