

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

435



**FROM:** Purchasing and Fleet Services Department

**SUBMITTAL DATE:**  
November 1, 2012

**SUBJECT:** APPROVAL OF FY2013-2014 SUPPLY SERVICES ISF RATE CHANGES

**RECOMMENDED MOTION:** That the Board of Supervisors:

1. Approve the proposed rates for Supply Services as shown in Attachments A and B.
2. Approve the waiver of Board Policy B-28 for the use of unrestricted net assets to offset operating costs, in the amount of \$465,810.

**BACKGROUND:** This Form 11 is for the purpose of setting Supply Services rates for fiscal year 2014.

Supply Services operates as an Internal Service Fund (ISF) and as such, must recoup its operating costs through charges to its customers. Supply Services rates are derived by combining the direct cost of labor and equipment with indirect costs incurred to run and maintain the facility and operation.

(Continued on Page 2)

ROBERT J. HOWDYSHELL, Director  
Purchasing and Fleet Services Department

<b>FINANCIAL DATA</b>	Current F.Y. Total Cost:	\$ 0	In Current Year Budget:	N/A
	Current F.Y. Net County Cost:	\$ 0	Budget Adjustment:	N/A
	Annual Net County Cost:	\$ 0	For Fiscal Year:	2014

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

**C.E.O. RECOMMENDATION:**

**APPROVE**

BY: Serena Chow  
Serena Chow

**County Executive Office Signature**

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

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

3-9

FISCAL PROCEDURES APPROVED  
 PAUL ANGLUO, CPA, AUDITOR-CONTROL  
 BY: RUSSELL S. DOMINSKI (24-13)  
 Departmental Concurrence

**BACKGROUND (Continued)**

Supply Services provides office, janitorial, and system furniture products to other County departments.

To minimize costs to the County, Supply Services strives for the lowest cost by bidding out large purchases and taking advantage of market conditions. A contract for a primary source of office supplies is reviewed annually and rebid at least every five years with the most recent award made in fiscal year 2009.

**Delivery Rate:**

Each year Supply Services charges delivery costs to customers in the form of rates. The delivery charges consist of direct labor, a portion of management labor, car pool expense, fuel, and administrative overhead. The basis for FY 2014 rates is the actual cost of delivery in FY 2012 spread by the percentage of sales to each customer.

**Markup – Supplies**

Supply Services proposes a flexible markup rate on supplies and services not to exceed 10.0%. This rate reflects no change from the rate established in FY 2013.

**In fiscal year 2014, Supply Services will waive up to 70% on mark up of office and janitorial products to reduce net assets by a total of \$465,810.**

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

Supply Services Markup Rate

	Fiscal Year 2014	Fiscal Year 2013
Markup Not to Exceed	10.0%	10.0%

**Note:** Markup on store items is not to exceed 10%. In some cases, Supply Services charges less than 10% to remain competitive with the private sector market.

In FY 2014 Supply Services will set markup at 3% on common office products and janitorial supplies as a one-year change in order to work down net assets.

## Attachment B

**County of Riverside**  
**Supply Services Delivery Rates**  
**For Fiscal Year 13/14**

	Compiere Sales Total FY 2012	System Furniture & Moving FY 2012	Supply Sales FY 2012	% of Sales	Delivery Charge Allocation FY 2014	Waived Delivery Charge Allocation FY 2013
<b>Total Delivery Costs to Allocate</b>					<b>\$ 243,315</b>	<b>\$ 251,394</b>
10001 BOARD OF SUPERVISORS	4,592	-	4,592	0.054%	131	283
10002 CLERK OF THE BOARD	1,565	-	1,565	0.018%	45	86
11001 COUNTY EXECUTIVE OFFICE	4,170	-	4,170	0.049%	119	126
11092 OASIS-FINANCIALS	1,894	-	1,894	0.022%	54	42
11093 OASIS HRMS	1,446	-	1,446	0.017%	41	47
11301 HUMAN RESOURCES	83,359	585	82,774	0.972%	2,364	3,011
11303 HUMAN RESOURCES-RIDESHARE	1,198	-	1,198	0.014%	34	37
11308 HUMAN RESOURCES-WORKERS COMP DIVISION	11,483	-	11,483	0.135%	328	556
11310 HUMAN RESOURCES-RISK MANAGEMENT	28,933	-	28,933	0.340%	826	619
11313 HUMAN RESOURCES-SAFETY OFFICE	10,020	-	10,020	0.118%	286	307
11318 HUMAN RESOURCES-TAP	21,048	-	21,048	0.247%	601	675
11320 HUMAN RESOURCES EXCLUSIV	36,338	-	36,338	0.427%	1,038	1,189
11322 HUMAN RESOURCES-EAP	6,065	-	6,065	0.071%	173	192
11329 HUMAN RESOURCES-OCCUPATIONAL HLTH	23,693	12,070	11,623	0.136%	332	376
12001 ASSESSOR	51,110	-	51,110	0.600%	1,460	1,255
12002 ASSESSOR-COUNTY CLERK /RECORDER	96,581	27,027	69,555	0.816%	1,986	1,759
12003 ASSESSOR-CLERK RECORDER	4,751	-	4,751	0.056%	136	143
12004 ASSESSOR-CREST	5,123	-	5,123	0.060%	146	25
13001 AUDITOR CONTROLLER	45,938	-	45,938	0.539%	1,312	1,295
14001 TREASURER-TAX COLLECTOR	45,867	-	45,867	0.538%	1,310	1,264
15001 COUNTY COUNSEL	31,134	7,398	23,736	0.279%	678	1,460
17001 REGISTRAR OF VOTERS	13,853	-	13,853	0.163%	396	234
19001 ECONOMIC DEV AGENCY	63,592	21,550	42,042	0.493%	1,201	1,908
19002 HUD-CDBG HOME GRANTS	59,000	-	59,000	0.693%	1,685	259
19003 EDA REDEVELOPMENT	58,530	-	58,530	0.687%	1,672	2,297
19201 ECONOMIC DEV AGENCY-NATIONAL DATE FESTIVAL	1,590	-	1,590	0.019%	45	74
22001 DISTRICT ATTORNEY	266,105	-	266,105	3.123%	7,600	7,399
23001 CHILD SUPPORT SERVICES	189,910	-	189,910	2.229%	5,424	7,311
24001 PUBLIC DEFENDER	98,848	-	98,848	1.160%	2,823	1,510
24013 PUBLIC DEFENDER-CAPITAL DEFENDERS	37,573	34,012	3,562	0.042%	102	37
25001 SHERIFF-ADMINISTRATION	24,457	2,544	21,913	0.257%	626	748
25002 SHERIFF-INFORMATION TECHNOLOGY	104,277	5,852	98,424	1.155%	2,811	2,665
25003 SHERIFF-PATROL	520,396	36,820	483,576	5.676%	13,811	14,217
25004 SHERIFF-ADMINISTRATION	826,576	57,284	769,292	9.030%	21,970	22,715
25005 SHERIFF COURT SERVICE-EA	49,172	2,151	47,021	0.552%	1,343	1,786
25006 SHERIFF	968	-	968	0.011%	28	42
25007 SHERIFF-BCTC	39,995	5,164	34,831	0.409%	995	955
25008 SHERIFF-AUTO THEFT	2,899	-	2,899	0.034%	83	96
25009 SHERIFF-ANTI DRUG ABUSE	4,337	-	4,337	0.051%	124	120
25010 SHERIFF CORONER	17,980	-	17,980	0.211%	513	300
25011 SHERIFF-PUBLIC ADMINISTRATION	4,431	-	4,431	0.052%	127	74
25051 SHERIFF-CAL ID	18,934	-	18,934	0.222%	541	355
26001 PROBATION	85,327	2,969	82,359	0.967%	2,352	3,493
26002 PROBATION	228,716	47,235	181,481	2.130%	5,183	5,169
26007 PROBATION	185,315	119,548	65,767	0.772%	1,878	1,155
27001 FIRE-LAND ACQUISITION	6,362	6,167	195	0.002%	6	31
27002 FIRE DEPARTMENT 1	391,901	38,228	353,673	4.151%	10,101	13,744
27004 FIRE DEPARTMENT 2	14,869	3,602	11,267	0.132%	322	3
28001 AGRICULTURAL COMMISSIONER	26,539	-	26,539	0.312%	758	324

## Attachment B

**County of Riverside**  
**Supply Services Delivery Rates**  
**For Fiscal Year 13/14**

	Compiere	System	Supply		Delivery	Waived
	Sales	Furniture	Sales	%	Charge	Delivery
	Total	& Moving		of Sales	Allocation	Allocation
	FY 2012	FY 2012	FY 2012		FY 2014	FY 2013
31001 TLMA	1,366	-	1,366	0.016%	39	16
31002 TLMA	8,314	-	8,314	0.098%	237	196
31003 TLMA	5,250	-	5,250	0.062%	150	136
31005 TLMA	5,542	-	5,542	0.065%	158	62
31101 TLMA-BUILDING AND SAFTEY	2,340	-	2,340	0.027%	67	80
31201 TLMA-PLANNING	6,084	-	6,084	0.071%	174	249
31301 TLMA	70,879	-	70,879	0.832%	2,024	2,083
31302 TLMA-SURVEY	4,890	-	4,890	0.057%	140	128
31307 TLMA	1,578	-	1,578	0.019%	45	24
31308 TLMA-ALUC	377	-	377	0.004%	11	6
31401 TLMA-CODE ENFORCEMENT	18,484	-	18,484	0.217%	528	812
41001 MENTAL HEALTH-PUBLIC GUA	13,163	-	13,163	0.155%	376	633
41002 MENTAL HEALTH-TREATMENT PROGRAM	406,195	-	406,195	4.768%	11,601	11,314
41003 MENTAL HEALTH-DETENTION	31,314	-	31,314	0.368%	894	597
41004 MENTAL HEALTH	177,097	-	177,097	2.079%	5,058	4,063
41005 MENTAL HEALTH-SUBSTANCE ABUSE	83,263	-	83,263	0.977%	2,378	2,664
42001 CHA	490,030	27,092	462,939	5.434%	13,221	15,942
42002 CHA	41,962	-	41,962	0.493%	1,198	1,576
42003 CHA	83,345	-	83,345	0.978%	2,380	3,121
42004 CHA	57,324	-	57,324	0.673%	1,637	1,729
42006 CHA	30,787	-	30,787	0.361%	879	831
43001 RCRMC	712,069	-	712,069	8.358%	20,336	20,059
43002 RCRMC - MEDICAL INDIGENT	7,182	-	7,182	0.084%	205	112
43003 RCRMC - DETENTION HEALTH	3,715	-	3,715	0.044%	106	81
45001 WASTE MANAGEMENT	14,050	-	14,050	0.165%	401	513
51001 DPSS	2,983,597	1,058,522	1,925,076	22.596%	54,979	51,145
51006 DPSS HOMELESS	6,630	-	6,630	0.078%	189	86
52001 COMMUNITY ACION 1	18,337	-	18,337	0.215%	524	638
52002 COMMUNITY ACION 2	14,558	2,171	12,387	0.145%	354	438
52003 COMMUNITY ACION 3	11,313	-	11,313	0.133%	323	577
53001 OFFICE ON AGING	47,665	-	47,665	0.559%	1,361	1,363
54001 VETERANS SERVICES	4,812	-	4,812	0.056%	137	172
63001 COOPERATIVE EXTENSION	21,395	-	21,395	0.251%	611	367
72001 FACILITIES MANAGEMENT	368,563	-	368,563	4.326%	10,526	9,978
72002 FACILITIES MANAGEMENT	8,422	-	8,422	0.099%	241	2,926
72003 FACILITIES MANAGEMENT	12,603	-	12,603	0.148%	360	494
72004 FACILITIES MANAGEMENT	10,689	-	10,689	0.125%	305	391
72005 FACILITIES MANAGEMENT	13,128	-	13,128	0.154%	375	495
72006 FACILITIES MANAGEMENT	3,232	-	3,232	0.038%	92	-
72007 FACILITIES MANAGEMENT	2,174	-	2,174	0.026%	62	282
72008 FACILITIES MANAGEMENT	373,202	373,202	-	0.000%	-	-
73001 PURCHASING	4,347	-	4,347	0.051%	124	143
73003 PRINTING SERVICES	186,954	-	186,954	2.194%	5,339	6,306
73005 FLEET SERVICES	17,417	-	17,417	0.204%	497	473
73006 CENTRAL MAIL	782	-	782	0.009%	22	31
74001 INFORMATION TECHNOLOGY	12,129	-	12,129	0.142%	346	529
74003 INFORMATION TECHNOLOGY- 800 Mhz Radio Project	2,868	-	2,868	0.034%	82	39
915202 CSA - ADMIN	8,738	-	8,738	0.103%	250	-
931104 REGIONAL PARKS DISTRICT - 2	716	-	716	0.008%	20	57
931119 REGIONAL PARKS DISTRICT	4,071	-	4,071	0.048%	116	96
931170 REGIONAL PARKS DISTRICT-HABITAT & OPEN SPACE	2,845	-	2,845	0.033%	81	36

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	Compiere Sales Total FY 2012	System Furniture & Moving FY 2012	Supply Sales FY 2012	% of Sales	Delivery Charge Allocation FY 2014	Waived Delivery Charge Allocation FY 2013
931180 REGIONAL PARKS DISTRICT-BOXING CLUB	767	-	767	0.009%	22	15
931181 REGIONAL PARKS DISTRICT	-	-	-	0.000%	-	1
931182 REGIONAL PARKS DISTRICT	13	-	13	0.000%	0	146
931183 REGIONAL PARKS DISTRICT	922	-	922	0.011%	26	61
931184 REGIONAL PARKS DISTRICT	15,176	-	15,176	0.178%	433	191
931186 REGIONAL PARKS DISTRICT	1,414	-	1,414	0.017%	40	-
931187 REGIONAL PARKS DISTRICT - JURUPA AQUATIC CENTER-1	3,727	-	3,727	0.044%	106	-
931188 REGIONAL PARKS DISTRICT - JURUPA AQUATIC CENTER-2	67	-	67	0.001%	2	-
931200 REGIONAL PARKS DISTRICT - 1	-	-	-	0.000%	-	52
931205 REGIONAL PARKS DISTRICT - CARRIAGE HOUSE	940	-	940	0.011%	27	54
931210 REGIONAL PARKS DISTRICT - HEADQUARTERS	-	-	-	0.000%	-	75
931220 REGIONAL PARKS DISTRICT	4,464	-	4,464	0.052%	127	445
931230 REGIONAL PARKS DISTRICT	956	-	956	0.011%	27	47
931235 REGIONAL PARKS DISTRICT	7,282	-	7,282	0.085%	208	5
931240 REGIONAL PARKS DISTRICT	931	-	931	0.011%	27	-
931245 REGIONAL PARKS DISTRICT	34	-	34	0.000%	1	-
931250 REGIONAL PARKS DISTRICT	240	-	240	0.003%	7	4
931400 REGIONAL PARKS DISTRICT - 4	45,248	-	45,248	0.531%	1,292	1,569
931401 REGIONAL PARKS DISTRICT	1,467	-	1,467	0.017%	42	22
931500 REGIONAL PARKS DISTRICT	-	-	-	0.000%	-	18
931709 REGIONAL PARKS DISTRICT-HIDDEN VALLEY	4,518	-	4,518	0.053%	129	3
931710 REGIONAL PARKS DISTRICT - 5	633	-	633	0.007%	18	159
334001 EDA REDEVELOPMENT	206,409	184,195	22,215	0.261%	634	-
935001 HABITAT CONSERVATION AGENCY	-	-	-	0.000%	-	1
935201 WRC-REGIONAL CONSERVATION AGENCY	5,080	-	5,080	0.060%	145	120
935320 WDC-REGIONAL CONSERVATION AGENCY	3,111	-	3,111	0.037%	89	61
938002 CHILDRENS AND FAMILIES-FIRST FIVE ADMIN	8,170	-	8,170	0.096%	233	283
938004 CHILDRENS AND FAMILIES-FIRST FIVE PROGRAM	481	-	481	0.006%	14	11
946001 SALTON SEA AUTHORITY	663	-	663	0.008%	19	-
947200 FLOOD CONTROL	-	-	-	0.000%	-	14
980501 PERRIS VALLEY CEMETERY	-	-	-	0.000%	-	21
985101 Public Authority Admin	5,808	-	5,808	0.068%	166	163
<b>Total</b>	<b>\$ 10,595,074</b>	<b>\$ 2,075,386</b>	<b>\$ 8,519,688</b>	<b>100.0%</b>	<b>\$ 243,315</b>	<b>251,394</b>

**Notes:**

1. Departments were not charged for delivery charges in fiscal year 2013 as part of a plan to adjust Supply Services cash balance.
2. Delivery charges for FY 2014 are based on percentage of office and janitorial product sales in FY 2012.