

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

905



**SUBMITTAL DATE:**  
November 4, 2014

**FROM:** Purchasing and Fleet Services Department

**SUBJECT:** Approval of FY 2015/16 Printing ISF Rate Changes

**RECOMMENDED MOTION:** That the Board of Supervisors approve the proposed rates for Printing Services as shown in Attachment A.

**BACKGROUND:**

**Summary**

This Form 11 is for the purpose of establishing Printing Services rates for fiscal year 2015/16.

(Continued on Page 2)

*Lisa Brandl*

Lisa Brandl, Director  
Purchasing & Fleet Services Dept.

| FINANCIAL DATA  | Current Fiscal Year: | Next Fiscal Year: | Total Cost: | Ongoing Cost: | POLICY/CONSENT<br>(per Exec. Office)                             |
|-----------------|----------------------|-------------------|-------------|---------------|--|
| COST            | \$ N/A               | \$ N/A            | \$ N/A      | \$ N/A        | Consent <input type="checkbox"/> Policy <input type="checkbox"/> |
| NET COUNTY COST | \$ N/A               | \$ N/A            | \$ N/A      | \$ N/A        |  |

**SOURCE OF FUNDS:**

Budget Adjustment: No  
For Fiscal Year: 2015/16

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

APPROVE

BY: *Ivan M. Chand*  
Ivan M. Chand

1/23/2015

County Executive Office Signature

**MINUTES OF THE BOARD OF SUPERVISORS**

FISCAL PROCEDURES APPROVED  
PAUL ANGULO, CPA, AUDITOR-CONTROLLER  
BY: *Russell Dominski* 1-15-15

- A-30
- Positions Added
- 4/5 Vote
- Change Order

Prev. Agn. Ref.:

District: ALL

Agenda Number:

**3-31**

**SUBMITTAL TO THE BOARD OF SUPERVISORS, COUNTY OF RIVERSIDE, STATE OF CALIFORNIA  
FORM 11: Approval of FY 2015/16 Printing ISF Rate Changes**

**DATE: November 4, 2014**

**PAGE: 2 of 2**

**BACKGROUND:**

**Summary (continued)**

Printing Services operates as an Internal Service Fund (ISF) and as such, must recover 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 2014/15 rates.

**Attachment**

Attachment: Attachment A – Proposed FY 2015/16 Rates for Printing Services

**Attachment A  
Printing Services Rate Structure  
July 1, 2015**

| <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%       |

**Notes:**

1. The FY 2016 rates remain the same as the FY 2015 rates.
2. 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.
3. Secure area printing charge includes secure handling and 24 hour turn-around time. Warrant printing includes folding and inserting.
4. Bindery work includes cutting, folding, collating, drilling, numbering, coil binding, comb binding, laminating, shrink wrapping and hand bindery.
5. Shipping boxes and delivery charges are provided at cost.
6. Brokered work will be placed with the lowest cost, most responsive awarded vendor.
7. Items not represented on this rate sheet will be priced when presented for bid.