

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

534



SUBMITTAL DATE:
December 7, 2015

FROM: Purchasing and Fleet Services Department

SUBJECT: Approval of FY 2016/17 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 2016/17.

(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 (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: 2016/17	

C.E.O. RECOMMENDATION:

APPROVE

BY: *Ivan M. Chand*

County Executive Office Signature

Ivan M. Chand 1/26/2016

MINUTES OF THE BOARD OF SUPERVISORS

FISCAL PROCEDURES APPROVED

PAUL ANGULO, CPA, AUDITOR-CONTROLLER

BY: *Paul Angulo* 1/25/16

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

Prev. Agn. Ref.:

District: ALL

Agenda Number:

3-26

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FORM 11: Approval of FY 2016/17 Printing ISF Rate Changes

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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.

Rates presented in Attachment A are the lowest possible that allow Printing Services to recover costs. Rates represent no change from fiscal year 2015/16 rates.

Attachment

Attachment: Attachment A – Proposed FY 2016/17 Rates for Printing Services

Internal Audits Review Comments:

The Auditor-Controller approved the FY 2016-17 rate methodology with the understanding that a plan will be developed and operative by January 2017 to address concerns involving required reserves and working capital.

Attachment A
Printing Services Rate Structure
July 1, 2016
For Fiscal Years 2016 and 2017

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

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

Envelopes:

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

Full Color Copies:

	Image Charge		Stock Material Charge ¹	
	8.5 x 11	11 x 17	8.5 x 11	11 x 17
Laser	\$ 0.200	\$ 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 $1,000 \times (.200 + .025)$ or \$225.

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%

no longer have

Notes:

1. The FY 2017 rates remain the same as the FY 2016 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.