

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

202



FROM: Purchasing and Fleet Services

SUBMITTAL DATE:
December 10, 2009

SUBJECT: APPROVAL OF FY 2010/11 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 2011.

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FISCAL PROCEDURES APPROVED
 ROBERT E. BYRD, AUDITOR-CONTROLLER
 By *Russell Dominiski*
 Russell Dominiski
 3/19/10

 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 2011

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

C.E.O. RECOMMENDATION: No purchases or early debt retirement of printing equipment is recommended at this time. Printing Services will conduct a time study with guidance from the Auditor-Controller's Office.

APPROVE

 BY: Jerry Norris

County Executive Office Signature

MINUTES OF THE BOARD OF SUPERVISORS

On motion of Supervisor Buster, seconded by Supervisor Stone and duly carried, IT WAS ORDERED that the above matter is approved as recommended, with the Executive Office recommendation that no purchases or early debt retirement of printing equipment is recommended at this time, and Printing Services will conduct a time study with guidance from the Auditor-Controller's office.

Ayes: Buster, Stone, Benoit and Ashley
 Nays: None
 Absent: Tavaglione
 Date: March 16, 2010
 xc: Purchasing and Fleet Services, E.O., Auditor

Kecia Harper-Ihem
 Clerk of the Board
 By: *Kecia Harper-Ihem*
 Deputy

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

3.49

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 is a custom manufacturing operation 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. County departments choose Printing Services because of print quality, customer service, and price.

To minimize costs, Printing Services strives for the lowest cost of materials by bidding out large purchases and taking advantage of market conditions.

Printing Services has used a rate methodology was established in 1996 with the assistance from R. J. Donahue and Associates, a consultant, recommended by the Printing Industries Association of America (PIA) for several years. Printing Services continued to utilize this rate methodology which provides our customers with pricing that reflects advancements in printing technology and keeps Printing Services prices competitive with the private sector for fiscal year 2011. However, the Auditor Controller's Office and Executive Office have requested the rate model be revised. Therefore, issues and recommended solutions are as follows:

- Verifiable information regarding the number of hours billed/actual productive hours used during Fiscal Year 2008/09 was not readily available. Consequently, Printing Services could not satisfactorily meet rate setting guidelines for proposed Fiscal Year 2010/11 printing rates.
- Printing Services will establish and implement a process for tracking units billed by June 30, 2010. The department will provide the data to the Executive Office on a quarterly basis.
- Printing rates will remain unchanged for Fiscal Year 2010/11 until such time that a rate adjustment is recommended. Printing Services will perform a study to support a revised methodology for developing rates. A revised methodology will result in rates that bill by units of product and/or function and the actual time needed to perform that function. Rate adjustments may be recommended to the Board of Supervisors at mid-year FY 2010-11 as necessary.

Attachment A
Printing Services
QUICK PRINT PRICE LIST

Effective 7/1/2010

BLACK & WHITE PHOTO COPIES						
Quantity	One-Sided 8 1/2 x 11	Two-Sided 8 1/2 x 11	One-Side 8 1/2 x 14	Two-Sided 8 1/2 x 14	One-Sided 11 x 17	Two-Sided 11 x 17
01 -1,000	\$0.030	\$0.055	\$0.031	\$0.061	\$0.080	\$0.130
1,001 & Over	\$0.025	\$0.047	\$0.030	\$0.054		
COLOR PHOTO COPIES						
Quantity	8 1/2 x 11	2 sided 8 1/2 x 11	11 x 17	2 sided 11 x 17		
01 - 1000	\$0.400	\$0.60	\$0.60	\$0.80		
1001 & over	\$0.300	\$0.40	\$0.40	\$0.50		
Full Color Posters up to 3 feet by 10 feet \$5.50 per square foot						

Additional Charges

Colored Paper-----		\$0.30/hundred Sheets
(Blue, Green, Canary, Pink, Goldenrod Salmon (11" only) Tan & Ivory)		
Special Paper-----		\$1.65/hundred Sheets
(Index, Vellum Bristol, Text, Bright Colors, etc.) Ask for Samples		
Staples-----	\$0.01 ea.	Holes---\$0.30/hundred or \$1.00 minimum
Cutting-----	\$1.00 minimum or hourly rate	Folding-----\$1.20 minimum or Hourly rate
Coil Binding-----	\$1.00/book	Padding-----\$0.11/pad

Lamination

QTY	5.5" X 8.5"	8.5" X 11"	11" X 17"	17" X 22"
1-500	0.50	0.55	1.10	2.10
501-1000	0.40	0.50	0.90	1.80
1001-2000	0.30	0.45	0.80	1.60
2001+	0.20	0.40	0.75	1.28

Minimum charge for any job is \$5.00

Business Card Rates			
Quantity	250	500	1000
One Color	\$ 10.00	\$ 12.35	\$ 16.00
Two Colors	\$ 10.10	\$ 12.60	\$ 16.50
Gold Foil Cards	\$ 43.75	\$ 79.87	\$ 151.00
Printing in Secured Area			
Cost per Sheet (includes secured handling and 24 hour turnaround time)		\$	0.05
Warrant Printing in Secured Area			
Cost per Sheet (includes Folding and Inserting)		\$	0.09

Hourly Rate Schedule	
Graphics	\$66.60
Camera	\$66.60
Striping	\$64.00
Plate Making	\$68.40
Small Sheet Feed Press	\$67.50
Large Sheet Feed Press	\$120.00
Web/Roll Press	\$113.40
Cutter	\$58.50
Collator/Jogger	\$65.70
Folder	\$58.50
Drill	\$48.60
Bookstitcher	\$48.60
Book Binder	\$48.60
Number/Perforator	\$48.60
Shrink Wrap	\$48.60
Hand Bindery	\$51.30