

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

253



FROM: Purchasing and Fleet Services Department

SUBMITTAL DATE:
November 3, 2010

SUBJECT: APPROVAL OF FY2011-2012 SUPPLY SERVICES ISF RATE CHANGES

RECOMMENDED MOTION: That the Board of Supervisors:

Approve the proposed rates for Supply Services as shown in Attachments A and B

BACKGROUND: This Form 11 is for the purpose of setting Supply Services rates for fiscal year 2011/12.

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

FINANCIAL DATA	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:	11-12

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

County Executive Office Signature

MINUTES OF THE BOARD OF SUPERVISORS

On motion of Supervisor Stone, seconded by Supervisor Buster and duly carried, IT WAS ORDERED that the above matter is approved as recommended.

Ayes: Buster, Stone, Benoit and Ashley
Nays: None
Absent: Tavaglione
Date: January 25, 2011
xc: Purchasing, Auditor

Kecia Harper-Ihem
Clerk of the Board
By:
Deputy

Prev. Agn. Ref.:

District: ALL

Agenda Number:

3.30 h

FISCAL PROCEDURES APPROVED
PAUL ANGULO, CPA, AUDITOR-CONTROLLER
BY:
GEORGE C. TABORA
Departmental Controller

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

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 rebid every three years with the most recent award being given 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, county delivery services, and administrative overhead. The basis for FY 11-12 rates is the actual cost of delivery in FY 2010/11 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 2010/11.

Attachment A

County of Riverside
Supply Services Delivery Rates
For Fiscal Year 2011/12

Supply Services Markup Rate

	Fiscal Year 2011/12	Fiscal Year 2010/11
Markup Not to Exceed	10.0%	10.0%

Attachment B

County of Riverside
Supply Services Delivery Rates
For Fiscal Year 11/12

	Complete Sales Total FY 09/10	System Furniture & Moving FY 09/10	Supply Sales FY 09/10	% of Sales	Delivery Charge Allocation FY 11/12	Waived Delivery Charge Allocation FY 10/11
Total Delivery Costs to Allocate					\$ 261,809	272,360
10001 BOARD OF SUPERVISORS	8,642		8,642	0.111%	291	387
10002 CLERK OF THE BOARD	2,815		2,815	0.036%	95	89
11001 COUNTY EXECUTIVE OFFICE	4,120		4,120	0.053%	139	230
11004 WOODCREST LIBRARY	741,115	741,115	-	0.000%	-	-
11040 LSSI	6,372	6,372	-	0.000%	-	-
11092 OASIS-FINANCIALS	4,536		4,536	0.058%	153	120
11093 OASIS HRMS	3,226		3,226	0.042%	109	85
11301 HUMAN RESOURCES	115,684	24,548	91,136	1.174%	3,073	5,094
11303 HUMAN RESOURCES-RIDESHARE	381		381	0.005%	13	36
11308 HUMAN RESOURCES-WORKERS COMP DIVISION	52,116	16,922	35,195	0.453%	1,187	529
11310 HUMAN RESOURCES-RISK MANAGEMENT	52,748	34,135	18,613	0.240%	628	571
11313 HUMAN RESOURCES-SAFETY OFFICE	9,757		9,757	0.126%	329	395
11318 HUMAN RESOURCES-TAP	22,383	11,308	11,075	0.143%	373	385
11320 HUMAN RESOURCES EXCLUSIV	124,218	88,552	35,666	0.459%	1,203	875
11322 HUMAN RESOURCES-EAP	4,922		4,922	0.063%	166	165
11329 HUMAN RESOURCES-OCCUPATIONAL HLTH	8,704		8,704	0.112%	293	302
11501 CFD ASSESSMENT	20		20	0.000%	1	-
12001 ASSESSOR	48,301	(689)	48,990	0.631%	1,652	1,776
12002 ASSESSOR-COUNTY CLERK /RECORDER	41,796		41,796	0.538%	1,409	1,765
12003 ASSESSOR-CLERK RECORDER	8,407		8,407	0.108%	283	236
12004 ASSESSOR-CREST	1,086		1,086	0.014%	37	107
13001 AUDITOR CONTROLLER	32,062		32,062	0.413%	1,081	1,348
13002 AUDITOR CONTROLLER-INTERNAL AUDIT	-		-	0.000%	-	84
14001 TREASURER-TAX COLLECTOR	38,890	1,891	36,999	0.476%	1,247	1,651
15001 COUNTY COUNSEL	48,888	21,137	27,751	0.357%	936	791
17001 REGISTRAR OF VOTERS	6,976		6,976	0.090%	235	272
19001 ECONOMIC DEV AGENCY	181,603	23,123	158,480	2.041%	5,343	4,148
19003 EDA REDEVELOPMENT	1,188,815	1,108,323	80,492	1.037%	2,714	2,300
19005 WORKFORCE DEVELOPMENT CT	-		-	0.000%	-	17
19107 ECONOMIC DEV AGENCY-AVIATION	38		38	0.000%	1	-
19201 ECONOMIC DEV AGENCY-NATIONAL DATE FESTIVAL	1,952		1,952	0.025%	66	64
22001 DISTRICT ATTORNEY	291,331	5,095	286,236	3.686%	9,651	15,035
23001 CHILD SUPPORT SERVICES	299,896		299,896	3.862%	10,112	5,830
24001 PUBLIC DEFENDER	82,896	49,814	33,082	0.426%	1,115	3,686
25001 SHERIFF-ADMINISTRATION	26,906		26,906	0.347%	907	1,136
25002 SHERIFF-INFORMATION TECHNOLOGY	117,518	41,312	76,206	0.981%	2,569	4,154
25003 SHERIFF-PATROL	553,855	752	553,103	7.123%	18,649	17,069
25004 SHERIFF-ADMINISTRATION	580,798	94,354	486,444	6.265%	16,401	5,417
25005 SHERIFF COURT SERVICE-EA	51,012		51,012	0.657%	1,720	2,367
25006 SHERIFF	3,025		3,025	0.039%	102	83
25007 SHERIFF-BCTC	62,684	29,897	32,788	0.422%	1,105	2,633
25008 SHERIFF-AUTO THEFT	1,457		1,457	0.019%	49	71
25009 SHERIFF-ANTI DRUG ABUSE	4,089		4,089	0.053%	138	143
25010 SHERIFF CORONER	11,799		11,799	0.152%	398	420
25011 SHERIFF-PUBLIC ADMINISTRATION	6,215		6,215	0.080%	210	124
25051 SHERIFF-CAL ID	20,048		20,048	0.258%	676	408
26001 PROBATION	142,374	8,983	133,391	1.718%	4,498	3,875
26002 PROBATION	184,607	6,964	177,643	2.288%	5,990	5,939
26007 PROBATION	56,967	22,058	34,908	0.450%	1,177	2,334
27001 FIRE-LAND ACQUISITION	7,024		7,024	0.090%	237	-
27002 FIRE DEPARTMENT	384,808	35,851	348,957	4.494%	11,766	14,323
28001 AGRICULTURAL COMMISSIONER	9,301		9,301	0.120%	314	356
31001 TLMA	1,777		1,777	0.023%	60	46
31002 TLMA	12,187		12,187	0.157%	411	430
31003 TLMA	5,570		5,570	0.072%	188	223
31005 TLMA	8,447		8,447	0.109%	285	81
31101 TLMA-BUILDING AND SAFTEY	4,394		4,394	0.057%	148	111
31201 TLMA-PLANNING	9,678		9,678	0.125%	326	511
31301 TLMA	73,461		73,461	0.946%	2,477	2,384
31302 TLMA-SURVEY	5,276		5,276	0.068%	178	153
31305 TLMA	227		227	0.003%	8	72
31307 TLMA	950		950	0.012%	32	9

Attachment B

**County of Riverside
Supply Services Delivery Rates
For Fiscal Year 11/12**

	Complete Sales Total FY 09/10	System Furniture & Moving FY 09/10	Supply Sales FY 09/10	% of Sales	Delivery Charge Allocation FY 11/12	Waived Delivery Charge Allocation FY 10/11
Total Delivery Costs to Allocate					\$ 261,809	272,360
31308 TLMA-ALUC	315		315	0.004%	11	
31401 TLMA-CODE ENFORCEMENT	30,677		30,677	0.395%	1,034	906
41001 MENTAL HEALTH-PUBLIC GUA	12,626		12,626	0.163%	426	690
41002 MENTAL HEALTH-TREATMENT PROGRAM	344,410		344,410	4.435%	11,612	17,080
41003 MENTAL HEALTH-DETENTION	24,619		24,619	0.317%	830	872
41004 MENTAL HEALTH	125,971		125,971	1.622%	4,247	3,678
41005 MENTAL HEALTH-SUBSTANCE ABUSE	90,639		90,639	1.167%	3,056	3,052
42001 CHA	476,598		476,598	6.138%	16,069	19,183
42002 CHA	45,597		45,597	0.587%	1,537	1,420
42003 CHA	87,867	(10,725)	98,593	1.270%	3,324	3,952
42004 CHA	84,780		84,780	1.092%	2,858	2,570
42006 CHA	39,749		39,749	0.512%	1,340	1,646
43001 RCRMC	623,262	49,923	573,338	7.384%	19,331	17,946
43002 RCRMC - MEDICAL INDIGENT	3,630		3,630	0.047%	122	105
43003 RCRMC - DETENTION HEALTH	6,257		6,257	0.081%	211	162
45001 WASTE MANAGEMENT	18,568		18,568	0.239%	626	898
51001 DPSS	2,351,598	984,284	1,367,315	17.609%	46,102	54,764
51006 DPSS HOMELESS	4,258		4,258	0.055%	144	221
52001 DPSS-MATERIAL MANAGEMENT	41,202		41,202	0.531%	1,389	830
52002 COMMUNITY ACTION	64,791	23,164	41,627	0.536%	1,404	442
52003 COMMUNITY ACTION	31,262	2,966	28,297	0.364%	954	232
53001 OFFICE ON AGING	29,065		29,065	0.374%	980	1,046
54001 VETERANS SERVICES	6,124		6,124	0.079%	206	233
63001 COOPERATIVE EXTENSION	13,636		13,636	0.176%	460	301
72001 FACILITIES MANAGEMENT	32,135		32,135	0.414%	1,083	1,566
72002 FACILITIES MANAGEMENT	425,119		425,119	5.475%	14,334	12,139
72003 FACILITIES MANAGEMENT	9,931		9,931	0.128%	335	396
72004 FACILITIES MANAGEMENT	11,283		11,283	0.145%	380	286
72005 FACILITIES MANAGEMENT	8,057		8,057	0.104%	272	189
72007 FACILITIES MANAGEMENT	5,412		5,412	0.070%	182	178
72008 FACILITIES MANAGEMENT	1,115,273	1,115,273	-	0.000%	-	63
72011 FACILITIES MANAGEMENT	1,342		1,342	0.017%	45	30
73001 PURCHASING	5,285		5,285	0.068%	178	237
73003 PRINTING SERVICES	187,123		187,123	2.410%	6,309	7,694
73004 SUPPLY SERVICES	29,682		29,682	0.382%	1,001	323
73005 FLEET SERVICES	15,423		15,423	0.199%	520	734
73006 CENTRAL MAIL	1,472		1,472	0.019%	50	66
74001 INFORMATION TECHNOLOGY	17,671		17,671	0.228%	596	771
74003 INFORMATION TECHNOLOGY- 800 Mhz Radio Project	6,129		6,129	0.079%	207	234
931105 REGIONAL PARKS DISTRICT- AQUISIT & DEV TRUST	-		-	0.000%	-	5
931117 REGIONAL PARKS DISTRICT	-		-	0.000%	-	28
931119 REGIONAL PARKS DISTRICT	4,326		4,326	0.056%	146	-
931150 REGIONAL PARKS DISTRICT-MSHPC RESERVE	458		458	0.006%	15	6
931170 REGIONAL PARKS DISTRICT-HABITAT & OPEN SPACE	613		613	0.008%	21	-
931180 REGIONAL PARKS DISTRICT-BOXING CLUB	211		211	0.003%	7	-
931200 REGIONAL PARKS DISTRICT - 1	4,500		4,500	0.058%	152	2
931210 REGIONAL PARKS DISTRICT - HEADQUARTERS	844		844	0.011%	28	-
931220 REGIONAL PARKS DISTRICT	7,642		7,642	0.098%	258	51
931230 REGIONAL PARKS DISTRICT	-		-	0.000%	-	0
931400 REGIONAL PARKS DISTRICT - 4	43,977		43,977	0.566%	1,483	1,164
931500 REGIONAL PARKS DISTRICT	579		579	0.007%	20	17
931708 REGIONAL PARKS DISTRICT-ARUNDO REMOVAL	-		-	0.000%	-	4
931709 REGIONAL PARKS DISTRICT-HIDDEN VALLEY	764		764	0.010%	26	13
931710 REGIONAL PARKS DISTRICT - 5	4,969		4,969	0.064%	168	32
934001 EDA REDEVELOPMENT	81,575	81,575	-	0.000%	-	-
935001 HABITAT CONSERVATION AGENCY	284		284	0.004%	10	10
935200 WRC-REGIONAL CONSERVATION AGENCY	-		-	0.000%	-	126
935201 WRC-REGIONAL CONSERVATION AGENCY	3,293		3,293	0.042%	111	60
935320 WDC-REGIONAL CONSERVATION AGENCY	-		-	0.000%	-	23
938001 CHILDRENS AND FAMILIES	52		52	0.001%	2	6
938002 CHILDRENS AND FAMILIES-FIRST FIVE ADMIN	8,909		8,909	0.115%	300	-
938004 CHILDRENS AND FAMILIES-FIRST FIVE PROGRAM	2,019		2,019	0.026%	68	-
947140 FLOOD CONTROL	289		289	0.004%	10	-

Attachment B

**County of Riverside
Supply Services Delivery Rates
For Fiscal Year 11/12**

	Complete Sales Total FY 09/10	System Furniture & Moving FY 09/10	Supply Sales FY 09/10	% of Sales	Delivery Charge Allocation FY 11/12	Waived Delivery Charge Allocation FY 10/11
Total Delivery Costs to Allocate					\$ 261,809	272,360
947200 FLOOD CONTROL	342		342	0.004%	12	1
947260 FLOOD CONTROL	228		228	0.003%	8	-
947300 FLOOD CONTROL	241		241	0.003%	8	292
980501 PERRIS VALLEY CEMETERY	666		666	0.009%	22	7
985101 Public Authority Admin	6,421		6,421	0.083%	217	131
Total	12,383,188	4,618,275	\$ 7,764,913	100.0%	\$ 261,809	272,360

Notes:

- 1 Departments were not charged for delivery charges in fiscal year 2011 as part of a plan adjust Supply Services cash balance.
- 2 Delivery charges for FY 2012 are based on percentage of office and janitorial product sales in FY 2010.