

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

430



**FROM:** Purchasing and Fleet Services

**SUBMITTAL DATE:**  
November 14, 2011

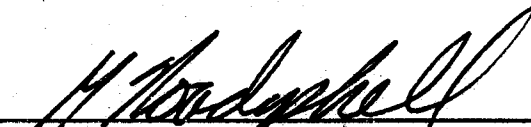
**SUBJECT: APPROVAL OF FY 2012/13 PRINTING SERVICES ISF RATE CHANGES**

**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 2013.

(Continued on Page 2)

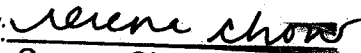
  
ROBERT J. HOWDYSHELL, Director  
Purchasing and Fleet Services Dept.

|                |                               |        |                         |         |
|----------------|-------------------------------|--------|-------------------------|---------|
| 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 2013 |

|                  |                                  |                          |
|------------------|----------------------------------|--------------------------|
| 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 Tavaglione, seconded by Supervisor Stone and duly carried by unanimous vote, IT WAS ORDERED that the above matter is approved as recommended.

Ayes: Buster, Tavaglione, Stone, Benoit and Ashley  
Nays: None  
Absent: None  
Date: February 7, 2012  
xc: Purchasing, Auditor, EO

Kecia Harper-Ihem  
Clerk of the Board  
By:   
Deputy

**3.3 F**

FISCAL PROCEDURES APPROVED  
 PAUL LANGULO, CPA, AUDITOR-CONTROLLER  
 BY:   
 RUSSELL S. DOMINSKI 1-30-12 Departmental Concurrence

Dept's Recomm.:  Consent  Policy   
 Per Exec. Ofc.:  Consent  Policy

**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 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 and represent no change from fiscal year 2012 rates with the exception of color copy rates which are reduced by 20 percent.

# Attachment A

## Printing Services

### Price List

Effective July 1, 2012

| Black and White Copies:       | Image Charge |          | Stock Material Charge <sup>1</sup> |          |
|-------------------------------|--------------|----------|------------------------------------|----------|
|                               | 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     |          |                                    |          |

Example: 10,000 single-sided black and white copies cost  $10,000 \times (.020 + .007)$  or \$270.

| Full Color Copies: | Image Charge |          | Stock Material Charge <sup>1</sup> |          |
|--------------------|--------------|----------|------------------------------------|----------|
|                    | 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  $1,000 \times (.20 + .025)$  or \$225 (20% price drop from FY 2012).

| Envelopes: | < 10,000          | > 10,000 | Envelope |
|------------|-------------------|----------|----------|
|            | Standard Envelope | \$ 0.045 | \$ 0.025 |

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

| Business Cards: | 250          | 500      | 1000      |
|-----------------|--------------|----------|-----------|
|                 | Single Color | \$ 11.00 | \$ 14.00  |
| 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   |
| 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. 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.
2. Secure area printing charge includes secure handling and 24 hour turn-around time. Warrant printing includes folding and inserting.
3. Bindery work includes cutting, folding, collating, drilling, numbering, coil binding, comb binding, laminating, shrink wrapping, and hand bindery.
4. Shipping boxes and delivery charges are provided at cost.
5. Brokered work will be placed with the lowest cost, most responsive awarded vendor.
6. Items not represented on this rate sheet will be priced when presented for bid.