

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

931



FROM: Purchasing and Fleet Services Department

SUBMITTAL DATE:
November 14, 2011

SUBJECT: APPROVAL OF FY2012-2013 SUPPLY SERVICES ISF RATE CHANGES

RECOMMENDED MOTION: That the Board of Supervisors:

1. Approve the proposed rates for Supply Services as shown in Attachments A and B.
2. Approve the waiver of Board Policy B-28 for the use of unrestricted net assets to offset operating costs, in the amount of \$251,394.

BACKGROUND: This Form 11 is for the purpose of setting Supply Services rates for fiscal year 2013.

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. HOWBY SHELL, 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:	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

3.36

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

Dept's Recomm.: Policy
 Per Exec. Ofc.: Policy
 Consent
 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 reviewed annually and rebid at least every five years with the most recent award made 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, and administrative overhead. The basis for FY 2013 rates is the actual cost of delivery in FY 2011 spread by the percentage of sales to each customer.

In fiscal year 2013, Supply Services will waive 100% of delivery charges which total \$251,394. Attachment B provides a schedule of charges waived by department.

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 2012.

Attachment A

County of Riverside
Supply Services Delivery Rates
For Fiscal Year 2013

Supply Services Markup Rate

	Fiscal Year 2013	Fiscal Year 2012
Markup Not to Exceed	10.0%	10.0%

Attachment B

**Supply Services
Delivery Charges - Fiscal Year 2013**

Dept #	Department	Supply	% of Sales	Delivery	Delivery
		Services Sales FY 2011		Charge FY 2013	Charge FY 2012
				\$ 251,394	\$ 261,806
10001	BOARD OF SUPERVISORS	9,147	0.112%	283	291
10002	CLERK OF THE BOARD	2,776	0.034%	86	95
11001	COUNTY EXECUTIVE OFFICE	4,067	0.050%	126	139
11092	OASIS-FINANCIALS	1,360	0.017%	42	153
11093	OASIS HRMS	1,529	0.019%	47	109
11301	HUMAN RESOURCES	97,398	1.198%	3,011	3,073
11303	HUMAN RESOURCES-RIDESHARE	1,188	0.015%	37	13
11308	HUMAN RESOURCES-WORKERS COMP DIVISION	17,978	0.221%	556	1,187
11310	HUMAN RESOURCES-RISK MANAGEMENT	20,014	0.246%	619	628
11313	HUMAN RESOURCES-SAFETY OFFICE	9,945	0.122%	307	329
11318	HUMAN RESOURCES-TAP	21,836	0.269%	675	373
11320	HUMAN RESOURCES EXCLUSIV	38,457	0.473%	1,189	1,203
11322	HUMAN RESOURCES-EAP	6,203	0.076%	192	166
11329	HUMAN RESOURCES-OCCUPATIONAL HLTH	12,166	0.150%	376	293
12001	ASSESSOR	40,609	0.499%	1,255	1,652
12002	ASSESSOR-COUNTY CLERK /RECORDER	56,913	0.700%	1,759	1,409
12003	ASSESSOR-CLERK RECORDER	4,614	0.057%	143	283
12004	ASSESSOR-CREST	817	0.010%	25	37
13001	AUDITOR CONTROLLER	41,897	0.515%	1,295	1,081
14001	TREASURER-TAX COLLECTOR	40,891	0.503%	1,264	1,247
15001	COUNTY COUNSEL	47,235	0.581%	1,460	936
17001	REGISTRAR OF VOTERS	7,564	0.093%	234	235
19001	ECONOMIC DEV AGENCY	61,713	0.759%	1,908	5,343
19002	HUD-CDBG HOME GRANTS	8,376	0.103%	259	-
19003	EDA REDEVELOPMENT	74,316	0.914%	2,297	2,714
19201	ECONOMIC DEV AGENCY-NATIONAL DATE FESTIVAL	2,390	0.029%	74	66
22001	DISTRICT ATTORNEY	239,360	2.943%	7,399	9,651
23001	CHILD SUPPORT SERVICES	236,507	2.908%	7,311	10,112
24001	PUBLIC DEFENDER	48,836	0.601%	1,510	1,115
24013	PUBLIC DEFENDER-CAPITAL DEFENDERS	1,190	0.015%	37	-
25001	SHERIFF-ADMINISTRATION	24,205	0.298%	748	907
25002	SHERIFF-INFORMATION TECHNOLOGY	86,209	1.060%	2,665	2,569
25003	SHERIFF-PATROL	459,908	5.655%	14,217	18,649
25004	SHERIFF-ADMINISTRATION	734,812	9.036%	22,715	16,401
25005	SHERIFF COURT SERVICE-EA	57,760	0.710%	1,786	1,720
25006	SHERIFF	1,345	0.017%	42	102
25007	SHERIFF-BCTC	30,903	0.380%	955	1,105
25008	SHERIFF-AUTO THEFT	3,113	0.038%	96	49
25009	SHERIFF-ANTI DRUG ABUSE	3,868	0.048%	120	138
25010	SHERIFF CORONER	9,693	0.119%	300	398

Attachment B

**Supply Services
Delivery Charges - Fiscal Year 2013**

	Supply Services Sales FY 2011	% of Sales	Delivery Charge FY 2013	Delivery Charge FY 2012
25011 SHERIFF-PUBLIC ADMINISTRATION	2,387	0.029%	74	210
25051 SHERIFF-CAL ID	11,475	0.141%	355	676
26001 PROBATION	112,994	1.389%	3,493	4,498
26002 PROBATION	167,225	2.056%	5,169	5,990
26007 PROBATION	37,354	0.459%	1,155	1,177
27001 FIRE-LAND ACQUISITION	999	0.012%	31	237
27002 FIRE DEPARTMENT 1	444,605	5.467%	13,744	11,766
27004 FIRE DEPARTMENT 2	95	0.001%	3	-
28001 AGRICULTURAL COMMISSIONER	10,467	0.129%	324	314
31001 TLMA	532	0.007%	16	60
31002 TLMA	6,340	0.078%	196	411
31003 TLMA	4,397	0.054%	136	188
31005 TLMA	2,016	0.025%	62	285
31101 TLMA-BUILDING AND SAFTEY	2,600	0.032%	80	148
31201 TLMA-PLANNING	8,069	0.099%	249	326
31301 TLMA	67,368	0.828%	2,083	2,477
31302 TLMA-SURVEY	4,138	0.051%	128	178
31305 TLMA	-	0.000%	-	8
31307 TLMA	789	0.010%	24	32
31308 TLMA-ALUC	186	0.002%	6	11
31401 TLMA-CODE ENFORCEMENT	26,274	0.323%	812	1,034
41001 MENTAL HEALTH-PUBLIC GUA	20,483	0.252%	633	426
41002 MENTAL HEALTH-TREATMENT PROGRAM	366,003	4.501%	11,314	11,612
41003 MENTAL HEALTH-DETENTION	19,304	0.237%	597	830
41004 MENTAL HEALTH	131,447	1.616%	4,063	4,247
41005 MENTAL HEALTH-SUBSTANCE ABUSE	86,182	1.060%	2,664	3,056
42001 CHA	515,706	6.341%	15,942	16,069
42002 CHA	50,979	0.627%	1,576	1,537
42003 CHA	100,962	1.241%	3,121	3,324
42004 CHA	55,932	0.688%	1,729	2,858
42006 CHA	26,869	0.330%	831	1,340
43001 RCRMC	648,904	7.979%	20,059	19,331
43002 RCRMC - MEDICAL INDIGENT	3,630	0.045%	112	122
43003 RCRMC - DETENTION HEALTH	2,611	0.032%	81	211
45001 WASTE MANAGEMENT	16,593	0.204%	513	626
51001 DPSS	1,654,506	20.345%	51,145	46,102
51006 DPSS HOMELESS	2,795	0.034%	86	144
52001 DPSS-MATERIAL MANAGEMENT	20,635	0.254%	638	1,389
52002 COMMUNITY ACTION	14,168	0.174%	438	1,404
52003 COMMUNITY ACTION	18,653	0.229%	577	954
53001 OFFICE ON AGING	44,104	0.542%	1,363	980
54001 VETERANS SERVICES	5,566	0.068%	172	206

Attachment B

**Supply Services
Delivery Charges - Fiscal Year 2013**

	Supply Services Sales FY 2011	% of Sales	Delivery Charge FY 2013	Delivery Charge FY 2012
63001 COOPERATIVE EXTENSION	11,866	0.146%	367	460
72001 FACILITIES MANAGEMENT	322,765	3.969%	9,978	1,083
72002 FACILITIES MANAGEMENT	94,660	1.164%	2,926	14,334
72003 FACILITIES MANAGEMENT	15,970	0.196%	494	335
72004 FACILITIES MANAGEMENT	12,646	0.156%	391	380
72005 FACILITIES MANAGEMENT	16,014	0.197%	495	272
72007 FACILITIES MANAGEMENT	9,119	0.112%	282	182
72011 FACILITIES MANAGEMENT	-	0.000%	-	45
73001 PURCHASING	4,629	0.057%	143	178
73003 PRINTING SERVICES	203,997	2.508%	6,306	6,309
73005 FLEET SERVICES	15,291	0.188%	473	520
73006 CENTRAL MAIL	999	0.012%	31	50
74001 INFORMATION TECHNOLOGY	17,113	0.210%	529	596
74003 INFORMATION TECHNOLOGY- 800 Mhz Radio Project	1,275	0.016%	39	207
931104 REGIONAL PARKS DISTRICT - 2	1,832	0.023%	57	-
931119 REGIONAL PARKS DISTRICT	3,111	0.038%	96	146
931150 REGIONAL PARKS DISTRICT-MSHPC RESERVE	-	0.000%	-	15
931170 REGIONAL PARKS DISTRICT-HABITAT & OPEN SPACE	1,179	0.014%	36	21
931180 REGIONAL PARKS DISTRICT-BOXING CLUB	497	0.006%	15	7
931181 REGIONAL PARKS DISTRICT	38	0.000%	1	-
931182 REGIONAL PARKS DISTRICT	4,708	0.058%	146	-
931183 REGIONAL PARKS DISTRICT	1,966	0.024%	61	-
931184 REGIONAL PARKS DISTRICT	6,166	0.076%	191	-
931200 REGIONAL PARKS DISTRICT - 1	1,679	0.021%	52	152
931205 REGIONAL PARKS DISTRICT - CARRIAGE HOUSE	1,746	0.021%	54	-
931210 REGIONAL PARKS DISTRICT - HEADQUARTERS	2,428	0.030%	75	28
931220 REGIONAL PARKS DISTRICT	14,411	0.177%	445	258
931230 REGIONAL PARKS DISTRICT	1,506	0.019%	47	-
931235 REGIONAL PARKS DISTRICT	164	0.002%	5	-
931250 REGIONAL PARKS DISTRICT	121	0.001%	4	-
931400 REGIONAL PARKS DISTRICT - 4	50,753	0.624%	1,569	1,483
931401 REGIONAL PARKS DISTRICT	711	0.009%	22	-
931500 REGIONAL PARKS DISTRICT	583	0.007%	18	20
931709 REGIONAL PARKS DISTRICT-HIDDEN VALLEY	83	0.001%	3	26
931710 REGIONAL PARKS DISTRICT - 5	5,141	0.063%	159	168
935001 HABITAT CONSERVATION AGENCY	18	0.000%	1	10
935201 WRC-REGIONAL CONSERVATION AGENCY	3,896	0.048%	120	111
935320 WDC-REGIONAL CONSERVATION AGENCY	1,963	0.024%	61	-
938001 CHILDRENS AND FAMILIES	-	0.000%	-	2
938002 CHILDRENS AND FAMILIES-FIRST FIVE ADMIN	9,152	0.113%	283	300
938004 CHILDRENS AND FAMILIES-FIRST FIVE PROGRAM	350	0.004%	11	68
947140 FLOOD CONTROL	-	0.000%	-	10

Attachment B

**Supply Services
Delivery Charges - Fiscal Year 2013**

	Supply Services Sales FY 2011	% of Sales	Delivery Charge FY 2013	Delivery Charge FY 2012
947200 FLOOD CONTROL	461	0.006%	14	12
947260 FLOOD CONTROL	-	0.000%	-	8
947300 FLOOD CONTROL	-	0.000%	-	8
980501 PERRIS VALLEY CEMETERY	690	0.008%	21	22
985101 Public Authority Admin	5,278	0.065%	163	217
Total	\$ 8,132,430	100.000%	\$ 251,394	260,806