

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

140



FROM: Purchasing and Fleet Services Dept.

SUBMITTAL DATE:
October 28, 2013

SUBJECT: APPROVAL OF FY 2014-2015 PRINTING SERVICES ISF RATE CHANGES; All Districts
[\$3,509,889], 100% User Department Budgets

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 setting Printing Services rates for fiscal year 2015.

(Continued on Page 2)

Robert J. Howdysshell, Director
Purchasing & Fleet Services Dept.

FINANCIAL DATA	Current Fiscal Year:	Next Fiscal Year:	Total Cost:	Ongoing Cost:	POLICY/CONSENT (per Exec. Office)
COST	\$ 0	\$ 3,509,889	\$ 3,509,889	\$ N/A	Consent <input type="checkbox"/> Policy <input checked="" type="checkbox"/>
NET COUNTY COST	\$ 0	\$ N/A	\$ N/A	\$ N/A	
SOURCE OF FUNDS: All County Departments/Agencies				Budget Adjustment: N/A	
				For Fiscal Year: 2015	

C.E.O. RECOMMENDATION:

APPROVE

BY:
Serena Chow

County Executive Office Signature

MINUTES OF THE BOARD OF SUPERVISORS

On motion of Supervisor Jeffries, seconded by Supervisor Ashley and duly carried by unanimous vote, IT WAS ORDERED that the above matter approved as recommended.

Ayes: Jeffries, Tavaglione, Stone, Benoit and Ashley
Nays: None
Absent: None
Date: January 28, 2014
xc: Purchasing

Kecia Harper-Ihem
Clerk of the Board
By:
Deputy

Prev. Agn. Ref.:

District: ALL

Agenda Number:

3-44

FISCAL PROCEDURES APPROVED

PAUL ANGULO, CPA, AUDITOR-CONTROLLER

BY:

RUSSELL S. DOMINSKI 1-16-14

Departmental Concurrence

☐ Positions Added

☐

☐ Change Order

☐

☐ A-30

☐ 4/5 Vote

☐

**SUBMITTAL TO THE BOARD OF SUPERVISORS, COUNTY OF RIVERSIDE, STATE OF CALIFORNIA
FORM 11: APPROVAL OF FY 2014-2015 PRINTING SERVICES ISF RATE CHANGES**

DATE: October 28, 2013

PAGE: Page 2 of 2

BACKGROUND:

Summary (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. Rates represent no change from fiscal year 2014 rates.

Impact on Residents and Businesses

Printing Services produces a variety of printed products and forms in-house to ensure the needs of the County are met at an extremely cost effective price. Fast in-house production time ensures County Departments and Agencies have the the forms, manuals, and literature available for the residents who call on the many County Departments. There is no direct impact on County residents and businesses.

ATTACHMENTS (if needed, in this order):

Attachment A – Printing Services Rate Structure

Attachment A

Printing Services Rate Structure

July 1, 2014

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%

Notes:

1. The FY 2015 rates remain the same as the FY 2014 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.