

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

534



**SUBMITTAL DATE:**  
December 7, 2015

**FROM:** Purchasing and Fleet Services Department

**SUBJECT:** Approval of FY 2016/17 Printing ISF Rate Changes

**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 establishing Printing Services rates for fiscal year 2016/17.

(Continued on Page 2)

*Lisa Brandl*  
\_\_\_\_\_  
Lisa Brandl, Director  
Purchasing & Fleet Services Dept.

FINANCIAL DATA	Current Fiscal Year:	Next Fiscal Year:	Total Cost:	Ongoing Cost:	POLICY/CONSENT (per Exec. Office)
<b>COST</b>	\$ N/A	\$ N/A	\$ N/A	\$ N/A	Consent <input type="checkbox"/> Policy <input type="checkbox"/>
<b>NET COUNTY COST</b>	\$ N/A	\$ N/A	\$ N/A	\$ N/A	

<b>SOURCE OF FUNDS:</b>	<b>Budget Adjustment:</b> No
	<b>For Fiscal Year:</b> 2016/17

**C.E.O. RECOMMENDATION:**

**APPROVE**  
*Ivan M. Chand*  
BY: \_\_\_\_\_  
Ivan M. Chand 1/26/2016

**County Executive Office Signature**

**MINUTES OF THE BOARD OF SUPERVISORS**

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

**Ayes:** Jeffries, Tavaglione, Washington, Benoit and Ashley  
**Nays:** None  
**Absent:** None  
**Date:** February 2, 2016  
**xc:** Purchasing

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

**Prev. Agn. Ref.:** | **District:** ALL | **Agenda Number:**

**3-26**

FISCAL PROCEDURES APPROVED  
PAUL ANGULO, CPA, AUDITOR-CONTROLLER  
BY: *Paul Angulo* 1/25/16

- A-30
- Positions Added
- 4/5 Vote
- Change Order

**SUBMITTAL TO THE BOARD OF SUPERVISORS, COUNTY OF RIVERSIDE, STATE OF CALIFORNIA  
FORM 11: Approval of FY 2016/17 Printing ISF Rate Changes**

**DATE: December 7, 2015**

**PAGE: 2 of 2**

**BACKGROUND:**

**Summary (continued)**

Printing Services operates as an Internal Service Fund (ISF) and as such, must recover 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.

Rates presented in Attachment A are the lowest possible that allow Printing Services to recover costs. Rates represent no change from fiscal year 2015/16 rates.

**Attachment**

Attachment: Attachment A – Proposed FY 2016/17 Rates for Printing Services

**Internal Audits Review Comments:**

*The Auditor-Controller approved the FY 2016-17 rate methodology with the understanding that a plan will be developed and operative by January 2017 to address concerns involving required reserves and working capital.*

**Attachment A**  
**Printing Services Rate Structure**  
**July 1, 2016**  
**For Fiscal Years 2016 and 2017**

	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			
	< 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.

	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  $1,000 \times (.200 + .025)$  or \$225.

	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

	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%

no longer have

**Notes:**

- The FY 2017 rates remain the same as the FY 2016 rates.
- 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.
- Secure area printing charge includes secure handling and 24 hour turn-around time. Warrant printing includes folding and inserting.
- Bindery work includes cutting, folding, collating, drilling, numbering, coil binding, comb binding, laminating, shrink wrapping and hand bindery.
- Shipping boxes and delivery charges are provided at cost.
- Brokered work will be placed with the lowest cost, most responsive awarded vendor.
- Items not represented on this rate sheet will be priced when presented for bid.