

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



ITEM
3.49
(ID # 3435)

MEETING DATE:

Tuesday, February 7, 2017

FROM : PURCHASING:

SUBJECT: PURCHASING AND FLEET SERVICES: Approval of FY2017/18 Rates for Printing Services, All Districts. [\$2,349,421 Departmental Budgets 100%]

RECOMMENDED MOTION: That the Board of Supervisors:

1. Approve the proposed FY 17/18 rates for Printing Services (Attachment A);
2. Approve the waiver of Board Policy B-28 for the use of unrestricted net assets in the amount of \$195,000 for FY17/18 for capital assets; and,
3. Approve the reserve plan for capital asset replacement for FY18/19 – 21/22 (Attachment B).


ACTION: Policy


Lisa Brandl, Director of Purchasing and Fleet Services 1/23/2017

MINUTES OF THE BOARD OF SUPERVISORS

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

Ayes: Jeffries, Tavaglione, Washington and Ashley
Nays: None
Absent: None
Date: February 7, 2017
xc: Purchasing

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

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

BACKGROUND:

Summary

This submittal is for the purpose of establishing Printing Services rates for fiscal year 2017/18. Printing Services is maintaining current year rates; there are no rate changes for FY 17/18.

Printing Services operates as an Internal Service Fund (ISF) and recovers its operating costs through charges to customers. Printing Services operates in a manufacturing environment with rates derived by combining the direct cost of materials, labor, equipment with indirect costs such as facility, maintenance, custodial and other support costs.

Printing Services provides a secure printing facility to county departments that assures sensitive/restricted materials for departments is handled properly. The department collaborates with Supply Services to secure competitive pricing on all paper and materials needs and with Central Mail services to provide delivery of printing goods and materials. Providing secure internal county printing services has been an ongoing practice in surrounding counties such as San Bernardino and Orange County. County departments have the option of using Printing Services for their printing needs; it is not a required service.

The FY17/18 operating budget for Printing Services has been reduced by \$256,454. The department has been transitioning to a new digital environment eliminating the previous offset operations in last fiscal year resulting in the reduction of six staff positions. The change to the digital environment provides for new graphic printing options for departments in the forms of banners, posters, wood and metal signage, brochures, training manuals and marketing materials. This transition is reshaping the Printing Services to provide additional services available to county departments. Printing Services will continue to strive to provide competitive, quality printing services to county departments and other governmental agencies.

Printing Services is requesting the use of \$195,000 in unrestricted net assets for the replacement of shop equipment in FY17/18. Attachment B identifies the capital equipment purchases for FY17/18-FY21/22.

Attachment

Attachment: Attachment A – Proposed FY 2017/18 Rates for Printing Services
Attachment B – Printing Services Five Year Capital Asset Plan

FINANCIAL DATA	Current Fiscal Year:	Next Fiscal Year:	Total Cost:	Ongoing Cost
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COST	\$ N/A	\$ 2,349,421	\$ 2,349,421	\$ N/A
NET COUNTY COST	\$ N/A	\$ N/A	\$ N/A	\$ N/A
SOURCE OF FUNDS: Departmental Budgets 100%			Budget Adjustment: No	
			For Fiscal Year: 2017/18	

C.E.O. RECOMMENDATION: APPROVE


Lisa Brandl, Director of Purchasing and Fleet Services 1/23/2017

Attachment A
Printing Services Rate Structure
July 1, 2017

Black and White Copies:	Image Charge		Stock Material Charge¹	
	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	-
	< 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 x (.018 + .007) or \$250.

Envelopes:

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

Full Color Copies:	Image Charge		Stock Material Charge¹	
	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 x (.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

** Base price for single side*

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)	\$ 62.44	At Cost

Notes:

1. FY 2018 rates remain the same as the FY 2017 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. 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.

Attachment B
Printing Services
Five-Year Capital Equipment Needs/Reserve Plan

	FY17/18	FY18/19	FY19/20	FY20/21	FY21/22	Total 5 Years
Printing Services	Estimated Cost	Estimated Cost	Estimated Cost	Estimated Cost	Estimated Cost	
Envelope Printer	\$45,000					
Color Copier Replacement	\$150,000	\$150,000				
Cutter		\$60,000				
Total	\$195,000	\$210,000	\$0	\$0	\$0	\$405,000