

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



ITEM
3.37
(ID # 6219)

MEETING DATE:

Tuesday, February 6, 2018


FROM : PURCHASING AND FLEET SERVICES:

SUBJECT: PURCHASING AND FLEET SERVICES: Approval of FY 2018/19 Supply Services ISF Rates and Approval of Capital Asset Plan FY18/19-22/23, All Districts. [\$152,000 - Departmental Funds 100%]

RECOMMENDED MOTION: That the Board of Supervisors:

1. Approve the FY2018/19 proposed rates for Supply Services (Attachment A); and,
2. Approve the waiver of Board Policy B-28 for the use of unrestricted net assets in the amount of \$152,000 for capital assets and approve the reserve plan for capital asset purchases for FY18/19–FY22/23 (Attachment C).


ACTION: 4/5 Vote Required, Policy


Teresa Summers, Director of Purchasing 1/25/2018

MINUTES OF THE BOARD OF SUPERVISORS

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

Ayes: Jeffries, Tavaglione, Washington, Perez and Ashley
Nays: None
Absent: None
Date: February 6, 2018
xc: Purchasing

Keqia Harper-Ihem
Clerk of the Board
By: 
Deputy

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FINANCIAL DATA	Current Fiscal Year:	Next Fiscal Year:	Total Cost:	Ongoing Cost
COST	\$ N/A	\$ 152,000	\$ 152,000	\$ N/A
NET COUNTY COST	\$ N/A	\$ N/A	\$ N/A	\$ N/A
SOURCE OF FUNDS: Departmental Funds 100%			Budget Adjustment:	No
			For Fiscal Year:	18/19-22/23

C.E.O. RECOMMENDATION: Approve

BACKGROUND:

Summary:

This Form 11 is for the purpose of establishing Supply Services rates for Fiscal Year 2018/19, and the purchase of capital assets. The Supply Services division procures, warehouses, and distributes commonly used products and other materials in bulk for resale to county departments and agencies. By combining orders and purchasing in bulk, the division realizes cost savings. The division also manages disposal of surplus items such as office equipment by redistributing to other county departments or agencies, surplus bids, or through the use of a third party auction company. Supply Services operates a fleet of trucks to move product and goods throughout the county and offers project coordination and logistics for small office moves. Supply Services operates as an Internal Service Fund (ISF) and recovers its operating costs through charges to customers.

The department transitioned to new supply and ordering models, which allows departments to order directly through the vendor's ordering portal/website for common office and equipment supplies. Departments have the option of ordering through Supply Services to meet their business needs, as well as directly with vendors (with direct delivery from the vendor) through countywide contract awards implemented by Supply Services.

The 10% product markup that supports operations related to the ordering, processing, stocking of items, and the processing of returns, will remain the same. The pickup/delivery hourly service rate of \$68.25 will remain the same for requests to move equipment and for the pickup of surplus items to recover the cost of performing the service. As a result of the implementation of the ability for departments to order and get delivery directly from vendors for common office supplies, the estimated total delivery charge to departments for FY18/19 will be reduced to \$118,708 from \$280,746.

In addition, Supply Services performs all surplus equipment redistribution to county departments and the auctioning of unwanted/unusable items. This function provides cost savings achieved through the reuse of supplies and equipment. Departments are encouraged to review available items on the department's Intranet site before purchasing new product. Over the last twelve

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months, the cost avoidance value to county departments for redistributed office equipment/supplies is estimated at \$196,475.

Supply Services is requesting the use of \$152,000 in unrestricted net assets for the purchase of a delivery truck (\$85,000), software or server upgrade depending on the recommended solution from RCIT for inventory (\$42,000), and a purchase of a forklift (\$25,000). Attachment C identifies the capital purchases for FY18/19-FY22/23.


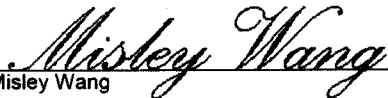
Supply Services will continue to secure competitive product pricing for countywide use and repurpose surplus materials to help reduce overall costs for departments.

ATTACHMENTS:

Attachment A – Proposed FY 2018/19 Rates for Supply Services

Attachment B – Delivery Costs per Department

Attachment C – Five Year Capital Asset Plan


Ineida Delos Santos 1/30/2018 
Misley Wang 1/26/2018

Attachment C
 Supply Services
 Five Year Capital Asset Needs/Reserve Plan

Capital Asset	FY18/19	FY19/20	FY20/21	FY21/22	FY22/23	Total 5 Years
Box Truck	\$ 85,000					\$ 85,000
Forklift - 4000 lb - Surplus	\$ 25,000					\$ 25,000
Inventory Software / Server Replacement	\$ 42,000					\$ 42,000
Total	\$ 152,000	\$ -	\$ -	\$ -	\$ -	\$ 152,000

**Attachment B
Supply Services
Annual Delivery Charges**

Dept	Dept Name	FY 17/18 Delivery Charge	FY 18/19 Delivery Charge	Net \$ Change	Net % Change
10001	BOARD OF SUPERVISORS	346.99	54.07	(292.92)	-84%
10002	CLERK OF THE BOARD SUPERVISORS	57.64	27.04	(30.60)	-53%
11001	COUNTY EXECUTIVE OFFICE	112.12	58.20	(53.92)	-48%
11044	GRAND JURY	49.97	-	(49.97)	-100%
11301	HUMAN RESOURCES 1	2,030.75	951.26	(1,079.49)	-53%
11303	PERSONNEL-RIDESHARE	8.00	-	(8.00)	-100%
11308	WORKERS COMP DIVISION	550.59	145.19	(405.40)	-74%
11310	RISK MANAGEMENT-LIABILITY INS.	446.90	64.58	(382.32)	-86%
11313	SAFETY OFFICE	102.75	23.28	(79.47)	-77%
11318	HUMAN RESOURCES/TAP	167.81	51.89	(115.92)	-69%
11320	HUMAN RESOURCES EXCLUSIVE CARE	1,336.74	360.57	(976.17)	-73%
11322	HUMAN RESOURCES/EAP	138.73	6.98	(131.75)	-95%
11329	HR Occupational Hlth & Wellns	310.21	-	(310.21)	-100%
12001	ASSESSOR	1,517.83	27.16	(1,490.67)	-98%
12002	CLERK-RECORDER	2,390.81	5.45	(2,385.36)	-100%
12003	RMAP	50.18	-	(50.18)	-100%
12004	CREST	35.88	-	(35.88)	-100%
13001	AUDITOR-CONTROLLER	926.86	348.92	(577.94)	-62%
14001	TREASURER-TAX COLLECTOR	1,167.87	34.26	(1,133.61)	-97%
15001	COUNTY COUNSEL	1,257.02	226.01	(1,031.01)	-82%
17001	REGISTRAR OF VOTERS	1,338.82	-	(1,338.82)	-100%
19001	EDA 1	921.85	213.39	(708.46)	-77%
19002	HUD-CDBG HOME GRANTS	134.51	15.69	(118.82)	-88%
19003	EDA WORKFORCE DEVELOPMENT CNTR	628.06	64.78	(563.28)	-90%
19009	EDA RDA	6.88	-	(6.88)	-100%
19010	EDA - MARKETING	210.62	11.64	(198.98)	-94%
19107	EDA AVIATION UNIT	60.52	-	(60.52)	-100%
19201	NATIONAL DATE FESTIVAL	58.93	6.42	(52.51)	-89%
20001	Emergency Management Department	712.35	-	(712.35)	-100%
22001	DISTRICT ATTORNEY	9,194.96	1,751.80	(7,443.16)	-81%
23001	CHILD SUPPORT SERVICES	4,494.16	1,177.66	(3,316.50)	-74%
24001	PUBLIC DEFENDER	2,889.00	651.19	(2,237.81)	-77%
25001	SHERIFF'S DEPT 3	1,337.85	148.16	(1,189.69)	-89%
25002	SHERIFF INFORMATION SERVICES	3,791.89	330.19	(3,461.70)	-91%
25003	SHERIFF'S DEPT 2	17,957.49	5,295.69	(12,661.80)	-71%
25004	SHERIFF-CORRECTIONS	18,955.39	4,618.09	(14,337.30)	-76%
25005	SHERIFF-COURT SERVICES	1,458.59	97.59	(1,361.00)	-93%
25006	SHERIFF'S DEPT 1	18.49	-	(18.49)	-100%
25007	SHERIFF - CTC	1,473.31	204.71	(1,268.60)	-86%
25010	CORONER	568.89	-	(568.89)	-100%
25011	Public Administrator	190.42	-	(190.42)	-100%
25051	SHERIFF-CAL ID	519.64	-	(519.64)	-100%
26001	PROBATION	4,636.03	2,449.64	(2,186.39)	-47%
26002	PROBATION- 1	7,545.87	1,708.69	(5,837.18)	-77%
26007	PROBATION DEPARTMENT	2,694.90	264.85	(2,430.05)	-90%
27002	FIRE DEPARTMENT 1	12,235.28	7,171.30	(5,063.98)	-41%
27004	FIRE DEPARTMENT 2	88.81	95.44	6.63	7%
28001	AGRICULTURAL COMMISSION	414.83	23.95	(390.88)	-94%
31002	TLMA 1	804.45	151.13	(653.32)	-81%
31003	TLMA 2	563.66	58.20	(505.46)	-90%
31101	BUILDING AND SAFTEY	276.09	-	(276.09)	-100%
31201	PLANNING	385.62	81.48	(304.14)	-79%

**Attachment B
Supply Services
Annual Delivery Charges**

Dept	Dept Name	FY 17/18 Delivery Charge	FY 18/19 Delivery Charge	Net \$ Change	Net % Change
31301	TRANSPORTATION DEPT 4	2,500.38	127.00	(2,373.38)	-95%
31302	TRANSPORTATION DEPT 1	343.00	-	(343.00)	-100%
31307	TRANSPORTATION DEPT 3	66.37	-	(66.37)	-100%
31308	ALUC	18.99	-	(18.99)	-100%
31401	TLMA Code Enforcement	1,247.87	11.64	(1,236.23)	-99%
41001	RUHS BEHAVIORAL HEALTH-PUBLIC GUARD	652.84	27.16	(625.68)	-96%
41002	RUHS BEHAVIORAL HEALTH-TREATMENT PROG.	19,225.73	1,545.29	(17,680.44)	-92%
41003	RUHS BEHAVIORAL HEALTH-DETENTION	1,382.26	322.87	(1,059.39)	-77%
41004	RUHS BEHAVIORAL HEALTH-ADMINISTRATION	5,174.14	429.30	(4,744.84)	-92%
41005	RUHS BEHAVIORAL HEALTH-SUBSTANCE ABUSE	3,288.29	321.26	(2,967.03)	-90%
42001	RUHS PUBLIC HEALTH 1	7,709.40	3,105.81	(4,603.59)	-60%
42002	RUHS PUBLIC HEALTH 2	1,443.12	198.09	(1,245.03)	-86%
42004	Environmental Health	1,362.79	49.58	(1,313.21)	-96%
42006	Animal Services	2,354.50	1,948.61	(405.89)	-17%
42007	RUHS FQHC Care Clinics	5,315.07	-	(5,315.07)	-100%
43001	Riverside University Health System	14,258.47	417.18	(13,841.29)	-97%
43002	MEDICAL INDIGENT	178.61	-	(178.61)	-100%
43003	RUHS DETENTION HEALTH	1,058.80	2.68	(1,056.12)	-100%
45001	Riverside County Dept of Waste Resources	1,155.80	823.95	(331.85)	-29%
51001	DPSS	76,231.84	57,368.79	(18,863.05)	-25%
51006	DPSS HOMELESS	46.60	-	(46.60)	-100%
52001	COMMUNITY ACTION 1	1,092.71	566.80	(525.91)	-48%
52002	COMMUNITY ACTION 2	420.90	80.17	(340.73)	-81%
52003	COMMUNITY ACTION 3	33.71	-	(33.71)	-100%
53001	OFFICE ON AGING	2,063.70	-	(2,063.70)	-100%
54001	VETERANS SERVICES	503.09	41.07	(462.02)	-92%
63001	COOPERATIVE EXT.	296.62	74.13	(222.49)	-75%
72001	FACILITIES MANAGEMENT 72001	10,988.47	19,926.34	8,937.87	81%
72002	FACILITIES MANAGEMENT 72002	107.55	-	(107.55)	-100%
72003	FACILITIES MANAGEMENT 72003	536.20	49.56	(486.64)	-91%
72004	FACILITIES MANAGEMENT 72004	430.98	42.98	(388.00)	-90%
72005	FACILITIES MANAGEMENT 72005	210.13	-	(210.13)	-100%
72006	FACILITIES MANAGEMENT 72006	28.05	-	(28.05)	-100%
72007	FACILITIES MANAGEMENT 72007	143.42	-	(143.42)	-100%
72008	Facilities Management 72008	16.95	-	(16.95)	-100%
73001	PURCHASING 1	189.50	13.38	(176.12)	-93%
73003	PRINTING SERVICES 1	2,919.72	-	(2,919.72)	-100%
73005	FLEET SERVICES	281.89	235.05	(46.84)	-17%
73006	Central Mail Services	56.17	5.54	(50.63)	-90%
74001	INFORMATION TECHNOLOGY 1	617.20	30.15	(587.05)	-95%
74006	RCIT Support Services	207.76	-	(207.76)	-100%
915202	CSA- ADMIN	62.34	17.94	(44.40)	-71%
931104	REGIONAL PARKS DISTRICT 2	2.15	-	(2.15)	-100%
931116	PARKS - MSR-MWD MULTI-SPECIES RESERVE	4.08	-	(4.08)	-100%
931119	PARKS DISTRICT 3 - INTERPRETIVE SITES	299.96	12.25	(287.71)	-96%
931155	PARKS DISTRICT	-	-	-	0%
931156	COMMUNITY CENTERS	227.33	-	(227.33)	-100%
931170	PARK DISTRICT - HABITAT & OPEN SPACE MGMT	73.74	59.52	(14.22)	-19%
931180	PARK DISTRICT-RECREATION - GENERAL	18.72	-	(18.72)	-100%
931181	PARK DISTRICT - THE GOPHER HOLE	26.36	-	(26.36)	-100%
931183	PARKS DISTRICT - RESERVATIONS	11.67	-	(11.67)	-100%
931184	PARKS DISTRICT - COVE - GENERAL	22.08	-	(22.08)	-100%

**Attachment B
Supply Services
Annual Delivery Charges**

Dept	Dept Name	FY 17/18 Delivery Charge	FY 18/19 Delivery Charge	Net \$ Change	Net % Change
931186	Regional Parks - JURUPA SPORTS COMPLEX	234.32	76.02	(158.30)	-68%
931187	PARKS DISTRICT - COVE - COMP POOL	5.17	-	(5.17)	-100%
931188	PARKS DISTRICT - COVE - WATERPARK	86.17	-	(86.17)	-100%
931190	PARKS DISTRICT - JURUPA AQUATIC CENTER	3.02	-	(3.02)	-100%
931200	REGIONAL PARK DISTRICT 1	-	-	-	0%
931210	PARKS - PLANNING	-	-	-	0%
931220	Regional Parks District 3 - EXECUTIVE ADMIN	5.68	-	(5.68)	-100%
931235	Regional Parks - BUSINESS OPERATIONS	353.34	-	(353.34)	-100%
931240	Regional Parks - FINANCE	25.29	-	(25.29)	-100%
931250	Regional Parks - HUMAN RESOURCES	30.90	-	(30.90)	-100%
931255	Regional Parks - INFORMATION TECHNOLOGY	5.37	-	(5.37)	-100%
931265	PARK DISTRICT - VOLUNTEER MANAGEMENT	3.92	-	(3.92)	-100%
931400	REGIONAL PARKS DISTRICT 4	1,340.95	820.30	(520.65)	-39%
931401	PARKS DISTRICT - WEDDINGS & EVENTS	115.79	16.05	(99.74)	-86%
931710	PARKS DISTRICT - HIDDEN VALLEY NATURE CENT	102.44	-	(102.44)	-100%
935001	Habitat Conservation Agency	26.03	8.03	(18.00)	-69%
935201	WRC-Regional Conservation	59.74	31.04	(28.70)	-48%
935320	WDC-RCA	11.73	-	(11.73)	-100%
938002	FIRST FIVE - RCCFC-Admin	465.07	56.82	(408.25)	-88%
938004	FIRST FIVE - RCCFC - PROGRAM	12.94	-	(12.94)	-100%
946001	SALTON SEA AUTHORITY	-	-	-	0%
947200	FLOOD CONTROL 3	3.70	-	(3.70)	-100%
985101	Public Authority Admin	580.26	-	(580.26)	-100%
194	CANYON LAKE P.O.A.	2.38	-	(2.38)	-100%
240	CITY OF INDIO 1	209.75	310.41	100.66	48%
317	VALLEY-WIDE REC & PARK DIST.	24.78	59.71	34.93	141%
638	SHERIFF'S STATION	472.15	488.53	16.38	3%
720	RIV.CO.TRANSPORTATION COMM.	-	-	-	0%
780	Western Riverside Council of Gov'ts 2	83.26	10.15	(73.11)	-88%
Total		\$ 280,746	\$ 118,708	\$ (162,038)	-58%

Notes:

- 1 Delivery charges for FY18/19 are based on projected percentages of office and janitorial product sales in FY17/18.
- 2 Delivery charges for FY17/18 are based on percentages of office and janitorial product sales in FY15/16.

Attachment A
Supply Services Rate Structure
July 1, 2018

Supply Services Rates:

	Fiscal Year 18/19	Fiscal Year 17/18
Markup Not to Exceed	10.0%	10.0%
Pickup and Delivery Service per Hour	\$ 68.25	\$ 68.25

Note: Markup on store items is not to exceed 10%.