

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



ITEM: 3.46  
(ID # 11531)

**MEETING DATE:**  
Tuesday, January 28, 2020

**FROM :** PURCHASING AND FLEET SERVICES:

**SUBJECT:** PURCHASING AND FLEET SERVICES: Approval of FY 2020/21 Supply Services  
ISF Rates, All Districts [\$0]

**RECOMMENDED MOTION:** That the Board of Supervisors:

1. Approve the FY2020/21 proposed rates for Supply Services (Attachment A).

**ACTION:** Policy

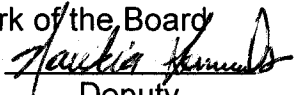
  
Teresa Summers, Director of Purchasing 12/21/2019

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**MINUTES OF THE BOARD OF SUPERVISORS**

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

Ayes: Jeffries, Spiegel, Washington, Perez and Hewitt  
Nays: None  
Absent: None  
Date: January 28, 2020  
xc: Purchasing

Kecia R. Harper  
Clerk of the Board  
By:   
Deputy

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

<b>FINANCIAL DATA</b>	<b>Current Fiscal Year:</b>	<b>Next Fiscal Year:</b>	<b>Total Cost:</b>	<b>Ongoing Cost</b>
<b>COST</b>	\$ N/A	\$ N/A	\$ N/A	\$ N/A
<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>	20/21

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

**BACKGROUND:**

**Summary:**

The Supply Services division procures, warehouses, and distributes commonly used products, furniture, and other materials in bulk for resale to County departments and agencies. By combining orders and purchasing in bulk, the division realizes cost savings. In addition, Supply Services performs all surplus equipment redistribution to county departments and the auctioning of unwanted/unusable items. This function provides cost savings to county departments through the reuse of supplies and equipment. Departments are encouraged to review available items on the department's intranet site before purchasing new product. Supply Services also moves 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 FY20/21 estimated charges to customers reflects an increase of \$119,086. The increase includes an increase of purchased supplies of \$73,086, which is a straight pass-thru cost, and a net increase in operational costs of \$46,000 or 1.48%.

The Supply Services operations allows county departments to have access to deeper discounted prices based on countywide ordering volume and provides a facility to register and deliver goods realizing appropriate sales tax savings. Additionally, Supply Services monitors emergency supplies and bulk water inventories and keeps items stocked and available for fires and other incidents as well as provides staff for special deliveries/responses to these emergency events.

The department will continue to secure competitive product pricing for countywide use, repurpose surplus materials to help reduce overall costs for departments, and register and deliver goods realizing appropriate sales tax savings.

**Impact on Citizens and Businesses**

N/A

**Additional Fiscal Information**

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N/A

Contract History and Price Reasonableness

N/A

ATTACHMENTS:

Attachment A – Proposed FY 2020/21 Rates for Supply Services

Attachment B – Delivery Costs per Department

  
Douglas Ardonez Jr.

  
Douglas Ardonez Jr.

  
1/8/2020

Attachment A  
 Supply Services Rate Structure  
 FY20/21

Supply Services Rates:

	Fiscal Year 20/21	Fiscal Year 19/20	Fiscal Year 18/19
Pickup and Delivery Service per Hour	\$ 92.51	\$ 88.02	\$ 68.25
Surplus Fee per Purchase Order	\$ 3.52	\$ 1.64	\$ -

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County of Riverside  
Purchasing  
FY 2018/2019 actual  
For Use in FY 2020/2021  
Supply Services - Full Recovery

Attachment B - Estimated Costs per Department

Dept	Dept Name	FY 19/20 Webstore Pass Thru	FY 19/20 Delivery Charge	FY 19/20 PO Fee Surplus	Prior FY 19/20 Total Charges	FY 20/21 Webstore Pass Thru	FY 20/21 Delivery Charge	FY 20/21 PO Fee Surplus	Proposed FY 20/21 Total Charge	Net \$ Change	Net % Change
10001	BOARD OF SUPERVISORS	1,252	299	162	1,713	1,289	508	355	2,152	439	25.63%
10002	CLERK OF THE BOARD SUPERVISORS	598	143	-	742	616	164	-	780	38	5.19%
11001	COUNTY EXECUTIVE OFFICE	1,784	425	41	2,250	1,836	490	74	2,330	80	3.54%
11044	GRAND JURY	54	13	-	67	55	111	-	166	100	149.65%
11301	HUMAN RESOURCES 1	13,014	3,104	83	16,212	13,397	2,768	21	16,187	(25)	-0.15%
11303	PERSONNEL-RIDESHARE	122	29	-	151	126	0	-	126	(26)	-16.88%
11308	WORKERS COMP DIVISION	2,763	659	-	3,422	2,844	772	-	3,616	194	5.67%
11310	RISK MANAGEMENT-LIABILITY INS.	1,320	315	-	1,634	1,359	265	-	1,623	(11)	-0.67%
11313	SAFETY OFFICE	353	84	-	438	364	101	-	465	27	6.20%
11318	HUMAN RESOURCES/TAP	1,334	318	-	1,653	1,374	389	-	1,763	110	6.68%
11320	HUMAN RESOURCES EXCLUSIVE CARE	6,439	1,536	-	7,974	6,628	1,482	-	8,110	136	1.70%
11322	HUMAN RESOURCES/EAP	285	68	-	353	294	71	-	365	12	3.34%
11329	HR Occupational Hlth & Wellness	370	88	-	458	380	217	-	596	140	30.58%
12001	ASSESSOR	640	153	518	1,310	669	128	1,073	1,807	547	41.71%
12002	CLERK-RECORDER	321	76	-	397	330	49	-	379	(18)	-4.60%
13001	AUDITOR-CONTROLLER	6,393	1,525	13	7,931	6,581	966	63	7,610	(321)	-4.04%
14001	TREASURER-TAX COLLECTOR	10,490	2,502	7	12,999	10,799	1,343	303	12,445	(554)	-4.26%
15001	COUNTY COUNSEL	6,538	1,560	46	8,143	6,730	1,763	155	8,669	525	6.45%
17001	REGISTRAR OF VOTERS	-	-	154	154	-	0	419	419	265	171.74%
19001	EDA 1	4,141	988	172	5,301	4,283	1,266	211	5,740	439	8.29%
19002	HUD-CDBG HOME GRANTS	95	23	-	118	98	0	-	98	(20)	-16.88%
19003	EDA WORKFORCE DEVELOPMENT CNTR	775	185	3	963	788	42	25	864	(99)	-10.29%
19007	COUNTY FREE LIBRARY	-	-	108	108	-	0	141	141	33	30.09%
19010	EDA - MARKETING	71	17	-	88	73	0	-	73	(15)	-16.88%
19107	EDA - AVIATION UNIT	-	-	26	26	-	0	113	113	86	329.30%
19201	NATIONAL DATE FESTIVAL	39	9	33	81	40	0	35	75	(6)	-7.10%
19301	EDWARD DEAN MUSEUM	-	-	18	18	-	0	11	11	(7)	-41.46%
20001	Emergency Management Department	866	207	164	1,236	991	926	788	2,608	1,370	110.80%
22001	DISTRICT ATTORNEY	40,367	9,630	293	50,291	41,557	11,846	637	54,098	3,749	7.45%
23001	CHILD SUPPORT SERVICES	29,586	7,058	89	36,732	30,458	4,363	187	34,947	(1,785)	-4.86%
24001	PUBLIC DEFENDER	14,425	3,441	10	17,876	14,850	2,797	28	17,675	(200)	-1.12%
25001	SHERIFF'S DEPT 3	2,511	599	4,371	7,480	2,885	263	11,110	13,958	6,477	86.59%
25002	SHERIFF INFORMATION SERVICES	8,503	2,028	-	10,532	8,754	2,155	-	10,909	377	3.58%
25003	SHERIFF'S DEPT 2	114,966	27,432	-	142,428	118,384	22,892	-	141,236	(1,192)	-0.84%
25004	SHERIFF-CORRECTIONS	200,187	47,755	-	247,942	206,086	60,831	-	266,916	18,974	7.65%
25005	SHERIFF-COURT SERVICES	2,187	522	-	2,709	2,352	789	-	3,044	335	12.37%
25007	SHERIFF - CTC	3,945	941	-	4,886	4,061	716	-	4,776	(110)	-2.26%
25010	SHERIFF - CORONER	-	-	-	-	-	268	-	268	268	100.00%
25051	SHERIFF - CAL ID	-	-	-	-	-	3	-	3	3	100.00%

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Attachment B - Estimated Costs per Department

Annual Delivery:

Dept	Dept Name	FY 19/20 Webstore Pass Thru	FY 19/20 Delivery Charge	FY 19/20 PO Fee Surplus	Prior FY 19/20 Total Charges	FY 20/21 Webstore Pass Thru	FY 20/21 Delivery Charge	FY 20/21 PO Fee Surplus	Proposed FY 20/21 Total Charge	Net \$ Change	Net % Change
26001	PROBATION	53,275	12,709	1,207	67,190	54,845	12,639	2,238	69,722	2,531	3.77%
26002	PROBATION- 1	40,142	9,576	-	49,717	41,324	9,368	-	50,713	995	2.00%
26007	PROBATION DEPARTMENT	6,838	1,631	-	8,469	7,039	394	-	7,433	(1,036)	-12.23%
27002	FIRE DEPARTMENT 1	142,978	34,108	3,561	180,646	147,190	30,251	4,807	182,248	1,602	0.89%
27004	FIRE DEPARTMENT 2	581	138	-	719	598	0	-	598	(121)	-16.88%
28001	AGRICULTURAL COMMISSION	175	42	59	276	180	15	84	279	3	1.22%
31002	TLMA 1	3,889	928	1,951	6,768	4,004	754	5,050	9,808	3,040	44.92%
31003	TLMA 2	2,098	500	-	2,596	2,159	600	-	2,758	162	6.23%
31101	BUILDING AND SAFETY	279	66	-	345	287	2	-	288	(57)	-16.41%
31201	PLANNING	1,485	354	-	1,840	1,528	362	-	1,891	52	2.81%
31301	TRANSPORTATION DEPT 4	2,646	631	-	3,277	2,724	760	-	3,484	207	6.30%
31302	TRANSPORTATION DEPT 1	156	37	-	193	160	0	-	160	(33)	-16.88%
31308	TLMA ALUC	-	-	-	-	-	10	-	10	10	100.00%
31401	TLMA Code Enforcement	601	143	-	744	618	568	-	1,186	442	59.45%
41001	RUHS BEHAVIORAL HEALTH-PUBLIC GUARD	1,749	417	-	2,166	1,801	822	-	2,623	456	21.07%
41002	RUHS BEHAVIORAL HEALTH-TREATMENT PROG.	43,578	10,396	-	53,973	44,862	13,489	-	58,350	4,377	8.11%
41003	RUHS BEHAVIORAL HEALTH-DETENTION	4,522	1,079	320	5,921	4,656	1,022	391	6,068	148	2.49%
41004	RUHS BEHAVIORAL HEALTH-ADMINISTRATION	8,824	2,105	2,887	13,816	9,084	3,531	5,067	18,681	4,866	35.22%
41005	RUHS BEHAVIORAL HEALTH-SUBSTANCE ABUSE	8,201	1,956	-	10,158	8,443	2,607	-	11,050	893	8.79%
42001	RUHS PUBLIC HEALTH 1	57,968	13,828	1,085	72,882	59,676	9,821	2,312	71,810	(1,072)	-1.47%
42002	RUHS PUBLIC HEALTH 2	2,510	599	-	3,109	2,584	80	-	2,664	(445)	-14.30%
42004	Environmental Health	805	192	221	1,218	826	359	306	1,493	275	22.60%
42006	Animal Services	40,554	9,674	457	50,685	41,749	10,344	1,197	53,489	2,804	5.53%
43001	Riverside University Health System	4,036	963	15,913	20,912	4,155	474	35,758	40,383	19,472	93.11%
43002	MEDICAL INDIGENT	-	-	39	39	-	0	67	67	28	69.93%
43003	RUHS DETENTION HEALTH	16	4	-	20	17	0	-	17	(3)	-16.89%
43006	PUBLIC HEALTH ABULATORY CARE	-	-	1,072	1,072	-	7	3,970	3,977	2,904	270.87%
45001	Riverside County Dept of Waste Resources	17,646	4,209	980	22,845	18,166	4,539	2,045	24,750	1,904	8.34%
51001	DPSS	1,234,841	294,574	934	1,530,349	1,271,226	289,958	1,962	1,562,747	32,398	2.12%
52001	COMMUNITY ACTION 1	7,769	1,853	293	9,916	7,998	1,841	405	10,244	328	3.30%
52002	COMMUNITY ACTION 2	2,162	516	-	2,677	2,225	480	-	2,706	29	1.06%
53001	OFFICE ON AGING	15	4	-	18	15	1	-	16	(2)	-10.05%
54001	VETERANS SERVICES	553	132	2	686	589	48	14	631	(55)	-8.04%
63001	COOPERATIVE EXT.	1,539	367	-	1,906	1,584	0	11	1,595	(311)	-16.33%
72001	FACILITIES MANAGEMENT 72001	285,415	63,315	4,004	332,734	273,236	60,064	9,716	343,006	10,272	3.09%
72003	FACILITIES MANAGEMENT 72003	301	72	-	373	310	0	-	310	(63)	-16.88%
72004	FACILITIES MANAGEMENT 72004	261	62	-	323	269	0	-	269	(55)	-16.88%
72005	FACILITIES MANAGEMENT 72005	66	16	-	82	60	20	-	80	6	7.37%
73001	PURCHASING 1	1,101	263	2,535	3,898	1,134	135	5,001	6,269	2,370	60.81%
73005	FLEET SERVICES	2,493	595	-	3,087	2,566	402	-	2,968	(119)	-3.96%

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Annual Delivery:

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73006	Central Mail Services	534	127	-	861	550	5	-	555	(106)	-16.06%
74001	INFORMATION TECHNOLOGY 1	6,781	1,618	516	8,915	6,381	863	542	8,396	(530)	-5.94%
74006	RCIT Support Services	179	43	202	423	184	8	208	400	(23)	-5.48%
915202	CSA- ADMIN	109	26	480	615	112	0	711	823	208	33.74%
931104	Regional Parks & Open Space Dist.	-	-	-	-	-	51	-	51	51	100.00%
931119	PARKS DISTRICT 3 - INTERPRETIVE SITES	1,570	374	-	1,944	1,616	376	-	1,991	47	2.44%
931150	Parks - MSHCP - RCA RESERVE MANAGEMENT	433	103	-	536	446	0	-	446	(90)	-16.88%
931170	PARK DISTRICT - HABITAT & OPEN SPACE MGMT	1,141	272	-	1,413	1,174	0	-	1,174	(239)	-16.88%
931186	Regional Parks - JURUPA SPORTS COMPLEX	462	110	-	573	476	0	-	476	(97)	-16.88%
931235	Regional Parks - BUSINESS OPERATIONS	146	35	408	589	150	16	933	1,098	510	86.64%
931240	Regional Parks - FINANCE	205	49	-	254	211	16	-	227	(27)	-10.69%
931400	REGIONAL PARKS DISTRICT 4	12,630	3,013	-	15,643	13,002	1,767	-	14,769	(873)	-5.58%
931401	PARKS DISTRICT - WEDDINGS & EVENTS	98	23	-	121	100	0	-	100	(20)	-16.88%
931710	PARKS DISTRICT - HIDDEN VALLEY NATURE CENT	222	53	-	275	228	0	-	228	(46)	-16.88%
935001	Habitat Conservation Agency	157	38	-	195	162	0	-	162	(33)	-16.88%
935201	WRC-Regional Conservation	605	144	-	749	623	94	-	717	(32)	-4.30%
935320	WDC-RCA	70	17	-	87	72	0	-	72	(15)	-16.88%
938002	FIRST FIVE - RCCFC-Admin	346	82	48	476	356	0	225	581	105	22.16%
947200	FLOOD CONTROL 3	-	-	826	826	-	0	1,795	1,795	968	117.21%
985101	PUBLIC AUTHORITY ADMIN	-	-	18	18	-	0	80	80	42	231.74%
194	CANYON LAKE P.O.A.	66	16	-	82	68	13	-	81	(1)	-1.27%
240	CITY OF INDIO 1	5,632	1,344	-	6,975	5,788	1,089	-	6,887	(88)	-1.27%
317	VALLEY-WIDE REC & PARK DIST.	939	224	-	1,163	966	182	-	1,148	(15)	-1.27%
472	Housing Authority	200	48	-	247	206	39	-	244	(3)	-1.27%
638	SHERIFF'S STATION	8,893	2,121	-	11,014	9,155	1,720	-	10,875	(140)	-1.27%
780	Western Riverside Council of Gov't's 2	116	28	-	144	119	22	-	142	(2)	-1.26%
	<b>Total</b>	<b>\$ 2,480,357</b>	<b>\$ 591,694</b>	<b>\$ 46,351</b>	<b>\$ 3,118,402</b>	<b>\$ 2,553,443</b>	<b>\$ 582,828</b>	<b>\$ 101,218</b>	<b>\$ 3,237,489</b>	<b>\$ 119,086</b>	<b>3.82%</b>

Total - Delivery Cost Center

582,828