

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



ITEM: 3.12  
(ID # 12730)

MEETING DATE:  
Tuesday, June 16, 2020

**FROM :** PURCHASING AND FLEET SERVICES:

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

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

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

**ACTION:**Policy

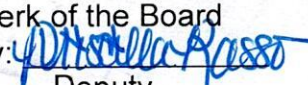
  
Teresa Summers, Director of Purchasing 6/4/2020

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MINUTES OF THE BOARD OF SUPERVISORS

On motion of Supervisor Hewitt, seconded by Supervisor Jeffries 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: June 16, 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>
COST	\$ N/A	\$ N/A	\$ N/A	\$ N/A
NET COUNTY COST	\$ 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:**

On January 28, 2020 (Item 3.46), the Board of Supervisors approved the establishment of FY 20/21 rates for Supply Services. On May 6, 2020, the department was directed by the Executive Office to take reductions in response to the pandemic.

The Supply Services budget is comprised of pass through costs for product and fixed costs that cannot be reduced. Therefore, the warehouse will be closed, which will end supply operations for county-wide purposes. The reduction includes the loss of three of four positions. The revised rated is to support one staff position that will remain to preserve surplus operations. Departments will be directed to use awarded vendors for all their supplies, including bulk paper, printer cartridges, janitorial supplies, and supply of water for emergencies.

**Impact on Citizens and Businesses**

N/A

**Additional Fiscal Information**

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**

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

  
Douglas Cordonez Jr.



  
6/11/2020

**Attachment A**  
**Supply Services Rate Structure**

**Supply Services Rates:**

	<b>Fiscal Year 20/21</b>	<b>Fiscal Year 19/20</b>	<b>Fiscal Year 18/19</b>
Pickup and Delivery Service per Hour	\$ -	\$ 88.02	\$ 68.25
Surplus Fee per Purchase Order	\$ 6.81	\$ 1.64	\$ -

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

Attachment B - Estimated Costs per Department

Annual Delivery:

Dept	Dept Name	FY 19/20 Webstore Pass Thru	Total Purchases for FY17/18	FY19/20 Delivery Charge	FY19/20 PO Fee Surplus	Prior FY 19/20 Total Charges	FY 20/21 Webstore Pass Thru	FY 20/21 PO Fee Surplus	Proposed FY 20/21 Total Charge	Net \$ Change	Net % Change
10001	BOARD OF SUPERVISORS	1,252	1,367	299	162	1,713		688	688	(1,025)	-59.84%
10002	CLERK OF THE BOARD SUPERVISORS	599	654	143	-	742			-	(742)	-100.00%
11001	COUNTY EXECUTIVE OFFICE	1,784	1,948	425	41	2,250		143	143	(2,107)	-93.64%
11044	GRAND JURY	54	59	13	-	67			-	(67)	-100.00%
11301	HUMAN RESOURCES 1	13,014	14,210	3,104	93	16,212		41	41	(16,171)	-99.75%
11303	PERSONNEL-RIDESHARE	122	133	29	-	151			-	(151)	-100.00%
11308	WORKERS COMP DIVISION	2,763	3,017	659	-	3,422			-	(3,422)	-100.00%
11310	RISK MANAGEMENT-LIABILITY INS.	1,320	1,441	315	-	1,634			-	(1,634)	-100.00%
11313	SAFETY OFFICE	353	386	84	-	438			-	(438)	-100.00%
11318	HUMAN RESOURCES/TAP	1,334	1,457	318	-	1,653			-	(1,653)	-100.00%
11320	HUMAN RESOURCES EXCLUSIVE CARE	6,439	7,031	1,536	-	7,974			-	(7,974)	-100.00%
11322	HUMAN RESOURCES/EAP	285	312	68	-	353			-	(353)	-100.00%
11329	HR Occupational Hlth & Wellns	370	404	88	-	458			-	(458)	-100.00%
12001	ASSESSOR	640	699	153	518	1,310		2,077	2,077	767	58.50%
12002	CLERK-RECORDER	321	350	76	-	397			-	(397)	-100.00%
13001	AUDITOR-CONTROLLER	6,393	6,980	1,525	13	7,931		123	123	(7,808)	-98.45%
14001	TREASURER-TAX COLLECTOR	10,490	11,455	2,502	7	12,999		586	586	(12,413)	-95.49%
15001	COUNTY COUNSEL	6,538	7,139	1,560	46	8,143		300	300	(7,844)	-96.32%
17001	REGISTRAR OF VOTERS	-	-	-	154	154		810	810	656	425.85%
19001	EDA 1	4,141	4,522	988	172	5,301		409	409	(4,892)	-92.29%
19002	HUD-CDBG HOME GRANTS	95	104	23	-	118			-	(118)	-100.00%
19003	EDA WORKFORCE DEVELOPMENT CNTR	775	846	185	3	963		48	48	(916)	-95.05%
19007	COUNTY FREE LIBRARY	-	-	-	108	108		272	272	164	151.75%
19010	EDA - MARKETING	71	77	17	-	88			-	(88)	-100.00%
19107	EDA - AVIATION UNIT	-	-	-	26	26		218	218	192	730.76%
19201	NATIONAL DATE FESTIVAL	39	43	9	33	81		68	68	(13)	-16.10%
19301	EDWARD DEAN MUSEUM	-	-	-	18	18		20	20	2	13.29%
20001	Emergency Management Department	866	945	207	164	1,236		1,525	1,525	289	23.40%
22001	DISTRICT ATTORNEY	40,367	44,079	9,630	293	50,291		1,233	1,233	(49,058)	-97.55%
23001	CHILD SUPPORT SERVICES	29,586	32,306	7,058	89	36,732		361	361	(36,371)	-99.02%
24001	PUBLIC DEFENDER	14,425	15,751	3,441	10	17,876		54	54	(17,821)	-99.70%
25001	SHERIFF'S DEPT 3	2,511	2,742	599	4,371	7,480		21,499	21,499	14,019	187.41%
25002	SHERIFF INFORMATION SERVICES	8,503	9,285	2,028	-	10,532			-	(10,532)	-100.00%
25003	SHERIFF'S DEPT 2	114,996	125,570	27,432	-	142,428			0	(142,428)	-100.00%
25004	SHERIFF-CORRECTIONS	200,187	218,595	47,755	-	247,942			0	(247,942)	-100.00%

County of Riverside  
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FY 2018/2019 actual  
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Supply Services  
Attachment B - Estimated Costs per Department

Annual Delivery:

Dept	Dept Name	FY 19/20 Webstore Pass Thru	Total Purchases for FY17/18	FY19/20 Delivery Charge	FY19/20 PO Fee Surplus	Prior FY 19/20 Total Charges	FY 20/21 Webstore Pass Thru	FY 20/21 PO Fee Surplus	Proposed FY 20/21 Total Charge	Net \$ Change	Net % Change
25005	SHERIFF-COURT SERVICES	2,187	2,388	522	-	2,709			-	(2,709)	-100.00%
25007	SHERIFF - CTC	3,945	4,308	941	-	4,886			-	(4,886)	-100.00%
25010	SHERIFF - CORONER	-	-	-	-	-			-	-	100.00%
25051	SHERIFF - CAL ID	-	-	-	-	-			-	-	100.00%
26001	PROBATION	53,275	58,174	12,709	1,207	67,190		4,331	4,331	(62,859)	-93.55%
26002	PROBATION- 1	40,142	43,833	9,576	-	49,717			0	(49,717)	-100.00%
26007	PROBATION DEPARTMENT	6,838	7,466	1,631	-	8,469			-	(8,469)	-100.00%
27002	FIRE DEPARTMENT 1	142,978	156,125	34,108	3,561	180,646		9,302	9,303	(171,344)	-94.85%
27004	FIRE DEPARTMENT 2	581	634	138	-	719			-	(719)	-100.00%
28001	AGRICULTURAL COMMISSION	175	191	42	59	276		163	163	(112)	-40.74%
31002	TLMA 1	3,889	4,247	928	1,951	6,768		9,772	9,772	3,004	44.38%
31003	TLMA 2	2,096	2,289	500	-	2,596			-	(2,596)	-100.00%
31101	BUILDING AND SAFTEY	279	304	66	-	345			-	(345)	-100.00%
31201	PLANNING	1,485	1,622	354	-	1,840			-	(1,840)	-100.00%
31301	TRANSPORTATION DEPT 4	2,646	2,889	631	-	3,277			-	(3,277)	-100.00%
31302	TRANSPORTATION DEPT 1	156	170	37	-	193			-	(193)	-100.00%
31308	TLMA ALUC	-	-	-	-	-			-	-	100.00%
31401	TLMA Code Enforcement	601	656	143	-	744			-	(744)	-100.00%
41001	RUHS BEHAVIORAL HEALTH-PUBLIC GUARD	1,749	1,910	417	-	2,166			-	(2,166)	-100.00%
41002	RUHS BEHAVIORAL HEALTH-TREATMENT PROG.	43,578	47,585	10,396	-	53,973			0	(53,973)	-100.00%
41003	RUHS BEHAVIORAL HEALTH-DETENTION	4,522	4,938	1,079	320	5,921		756	756	(5,165)	-87.23%
41004	RUHS BEHAVIORAL HEALTH-ADMINISTRATION	8,824	9,635	2,105	2,887	13,816		11,740	11,740	(2,075)	-15.02%
41005	RUHS BEHAVIORAL HEALTH-SUBSTANCE ABUSE	8,201	8,955	1,956	-	10,158			-	(10,158)	-100.00%
42001	RUHS PUBLIC HEALTH 1	57,968	63,299	13,828	1,085	72,882		4,474	4,474	(68,408)	-93.86%
42002	RUHS PUBLIC HEALTH 2	2,510	2,741	599	-	3,109			-	(3,109)	-100.00%
42004	Environmental Health	805	879	192	221	1,218		592	592	(626)	-51.36%
42006	Animal Services	40,554	44,283	9,674	457	50,685		2,315	2,315	(48,370)	-95.43%
43001	Riverside University Health System	4,036	4,407	963	15,913	20,912		69,190	69,190	48,278	230.87%
43002	MEDICAL INDIGENT	-	-	-	39	39		129	129	90	228.84%
43003	RUHS DETENTION HEALTH	16	18	4	-	20			-	(20)	-100.00%
43006	PUBLIC HEALTH ABULATORY CARE	-	-	-	1,072	1,072		7,682	7,682	6,609	616.43%
45001	Riverside County Dept of Waste Resources	17,646	19,268	4,209	990	22,845		3,957	3,957	(18,889)	-82.68%
51001	DPSS	1,234,841	1,348,389	294,574	934	1,530,349		3,024	3,024	(1,527,325)	-99.80%
52001	COMMUNITY ACTION 1	7,769	8,484	1,853	293	9,916		783	783	(9,133)	-92.10%
52002	COMMUNITY ACTION 2	2,162	2,360	516	-	2,677			-	(2,677)	-100.00%
53001	OFFICE ON AGING	15	16	4	-	18			-	(18)	-100.00%

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54001	VETERANS SERVICES	553	604	132	2	686		27	27	(659)	-96.03%
63001	COOPERATIVE EXT.	1,539	1,681	367	-	1,906		20	20	(1,886)	-98.93%
72001	FACILITIES MANAGEMENT 72001	265,415	289,821	63,315	4,004	332,734		18,802	18,802	(313,932)	-94.35%
72003	FACILITIES MANAGEMENT 72003	301	329	72	-	373			-	(373)	-100.00%
72004	FACILITIES MANAGEMENT 72004	261	285	62	-	324			-	(324)	-100.00%
72005	FACILITIES MANAGEMENT 72005	66	72	16	-	82			-	(82)	-100.00%
73001	PURCHASING 1	1,101	1,202	263	2,535	3,898		9,677	9,677	5,779	148.23%
73005	FLEET SERVICES	2,493	2,722	595	-	3,087			-	(3,087)	-100.00%
73006	Central Mail Services	534	583	127	-	661			-	(661)	-100.00%
74001	INFORMATION TECHNOLOGY 1	6,781	7,405	1,618	516	8,915		1,049	1,049	(7,867)	-88.24%
74006	RCIT Support Services	179	195	43	202	423		402	402	(21)	-4.97%
915202	CSA- ADMIN	109	119	26	480	615		1,376	1,376	760	123.50%
931104	Regional Parks & Open Space Dist.	-	-	-	-	-			-	-	100.00%
931119	PARKS DISTRICT 3 - INTERPRETIVE SITES	1,570	1,714	374	-	1,944			-	(1,944)	-100.00%
931150	Parks - MSHCP - RCA RESERVE MANAGEMENT	433	473	103	-	536			-	(536)	-100.00%
931170	PARK DISTRICT - HABITAT & OPEN SPACE MGMT	1,141	1,246	272	-	1,413			-	(1,413)	-100.00%
931186	Regional Parks - JURUPA SPORTS COMPLEX	462	505	110	-	573			-	(573)	-100.00%
931235	Regional Parks - BUSINESS OPERATIONS	146	159	35	408	589		1,805	1,805	1,216	206.65%
931240	Regional Parks - FINANCE	205	224	49	-	254			-	(254)	-100.00%
931400	REGIONAL PARKS DISTRICT 4	12,630	13,791	3,013	-	15,643			-	(15,643)	-100.00%
931401	PARKS DISTRICT - WEDDINGS & EVENTS	98	107	23	-	121			-	(121)	-100.00%
931710	PARKS DISTRICT - HIDDEN VALLEY NATURE CENT	222	242	53	-	275			-	(275)	-100.00%
935001	Habitat Conservation Agency	157	172	38	-	195			-	(195)	-100.00%
935201	WRC-Regional Conservation	605	660	144	-	749			-	(749)	-100.00%
935320	WDC-RCA	70	77	17	-	87			-	(87)	-100.00%
938002	FIRST FIVE - RCCFC-Admin	346	377	82	48	476		436	436	(40)	-8.36%
947200	FLOOD CONTROL 3	-	-	-	826	826		3,473	3,473	2,647	320.32%
985101	PUBLIC AUTHORITY ADMIN	-	-	-	18	18		116	116	98	541.95%
194	CANYON LAKE P.O.A.	66	72	16	-	82			-	(82)	-100.00%
240	CITY OF INDIO 1	5,632	6,150	1,344	-	6,975			-	(6,975)	-100.00%
317	VALLEY-WIDE REC & PARK DIST.	939	1,025	224	-	1,163			-	(1,163)	-100.00%
472	Housing Authority	200	218	48	-	247			-	(247)	-100.00%
638	SHERIFF'S STATION	8,893	9,710	2,121	-	11,014			-	(11,014)	-100.00%
780	Western Riverside Council of Gov'ts 2	116	127	28	-	144			-	(144)	-100.00%
<b>Total</b>		<b>\$ 2,480,357</b>	<b>\$ 2,708,436</b>	<b>\$ 591,694</b>	<b>\$ 46,351</b>	<b>\$ 3,118,402</b>	<b>\$ -</b>	<b>\$ 195,869</b>	<b>\$ 195,870</b>	<b>\$ (2,922,532)</b>	<b>-93.72%</b>