

ATTACHMENT C
2021-22 Proposed Rates
Purchasing Department

The Purchasing Department supports County departments in the procurement of goods and services, and provides in-house printing, mail, surplus property disposition, and storage services. No rate changes are recommended for 2021-22.

Mail/Courier Services (Internal Service Fund 4008)

Mail/Courier Services provides mail handling and interoffice courier service, including the U.S. Postal Service and various expedited shipping contracts for County departments, Superior Court, and some municipalities. This internal service fund also provides automated mailing services such as folding, tabbing, perforation and labeling. Postage costs are passed directly to departments and are not included when calculating rates.

Service	Current Rate	Proposed Rate
Mail Automated Handling (fold/tab/label/Perf)	\$0.025 per piece	No change
Other Mail Handling	\$0.088 per piece	No change
Mail Delivery	\$6.50 per stop	No change
Packaged Mail ('Flats')	\$0.94 per piece	No change

Printing Services (Internal Service Fund 4000)

Printing Services provides digital, offset, and wide-format printing, Quick Copy centers, graphic design and videography services. The five cost centers within Printing Services that establish rates are: printing labor, rush labor, black and white copies, color copies, and Outside Services.

The rates are recommended to remain unchanged.

Service	Current Rate	Proposed Rate
Labor per hour (Printing)	\$96/hour	No change
Labor per hour (Graphics)	\$90/hour	No change
Rush labor per hour	\$120/hour	No change
Black/white copy	\$0.025/copy	No change
Color copy	\$0.20/copy	No change
Outside services	3%	No change

Surplus Property and Storage Operations (Internal Service Fund 4004)

Surplus Property and Storage Operations (Surplus) manages storage and disposition of property for County departments. This division reallocates used items, distributes surplus furniture and computer equipment to approved community-based organizations, and contracts with auctioneers and recyclers to maximize returns on County assets. This is a mandated function of the Purchasing Agent under County Code Section §14.0110.

Service	Current Rate	Proposed Rate
Storage	\$0.59 per cubic foot (Monthly)	No change
Disposition	2.38% on selected commodities	No change

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Procurement (Department-Fund: 761-1000)

Procurement is funded by a combination of Discretionary General Funding (Net County Cost), rate revenue, and rebate revenue.

Service	Current Rate	Proposed Rate
Office Supply Desktop Delivery Program	12% markup	No change