

**REPORT/RECOMMENDATION TO THE BOARD OF SUPERVISORS  
OF SAN BERNARDINO COUNTY  
AND RECORD OF ACTION**

**October 26, 2021**

**FROM**

**PATRICK SCALZITTI, Interim Director, Purchasing Department**

**SUBJECT**

Declare Offset Printing Equipment as Surplus and Approval of Capital Improvement Project for Printing Services Electrical Upgrade and Budget Adjustments

**RECOMMENDATION(S)**

1. Declare the following fixed asset as surplus to the County's needs:  
2015 Ryobi 760E Printing Press, Serial number 1024, Asset number 2678-0, with an estimated value of \$94,000.
2. Authorize Purchasing Agent to utilize a Printing Equipment broker to determine a fair market value and sell the above referenced fixed asset (Four votes required).
3. Authorize the Purchasing Department to deposit the proceeds from the sale of the above referenced fixed asset to the Printing Services Internal Service Fund.
4. Approve Capital Improvement Program Project No. 22-065 in the amount of \$59,500 for the Purchasing Department – Printing Services Division's Electrical Upgrade Project (WBSE 10.10.1242), located at 777 East Rialto Avenue in San Bernardino.
5. Authorize the Auditor-Controller/Treasurer/Tax Collector to post the necessary budget adjustments, as detailed in the Financial Impact Section, for Printing Services Division's Electrical Upgrade Project (Four votes required).

(Presenter: Patrick Scalzitti, Interim Director, 387-2073)

**COUNTY AND CHIEF EXECUTIVE OFFICER GOALS & OBJECTIVES**

**Improve County Government Operations.**

**Operate in a Fiscally-Responsible and Business-Like Manner.**

**FINANCIAL IMPACT**

Approval of this item will not result in the use of Discretionary General Funding (Net County Cost).

The department will fund the Electrical Upgrade Project (Project) listed on Recommendation No. 4 from its Printing Services Division (Printing)'s net position. Proceeds from the sale of the fixed asset identified in Recommendation No. 1 will offset the cost of the recommended CIP project.

The following adjustments, as detailed in Table No. 1 are needed to account for the sale of surplus items. Adjustments in Table No. 2 list the required funds and sets the budget for the CIP Project.

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<b>Table No. 1</b>				
<b>Description</b>	<b>Funds/ Cost Center</b>	<b>Commitment Item</b>	<b>Action</b>	<b>Amount</b>
Fixed Assets Transfers Out	7610004000	55405016	Increase	\$59,500
Residual Equity Transfers In	7610004000	40909995	Increase	\$59,500

<b>Table No. 2</b>					
<b>Fund Center</b>	<b>Commitment Item</b>	<b>Description</b>	<b>Action</b>	<b>Amount</b>	<b>WBSE</b>
7700003100	54304030	Improvement to Structures	Increase	\$59,500	10.10.1242
7700003100	55415017	Fixed Assets Transfers In	Increase	\$59,500	10.10.1242

**BACKGROUND INFORMATION**

Printing currently uses the Ryobi 760E Printing Press to produce forms, books, training and marketing materials for internal and public facing use for San Bernardino County (County) departments and external municipalities. With repair and maintenance costs totaling approximately \$60,000 annually, the Ryobi press has reached the end of its useful life. Therefore, Printing recommends replacing the press and the plate writer with updated equipment.

On April 1, 2021, Printing issued a Request for Proposal (RFP) for High Production Color Inkjet or Electro-Ink & Monochrome Digital Press Rentals. An award was made on September 3, 2021 for the rental of high-end digital equipment that will allow Printing to better meet the needs of its customers. Anticipating that the current electrical system would be unable to provide the necessary electricity for updated machinery, Printing requested County Facilities Management (Facilities) conduct an assessment of the electrical infrastructure on April 28, 2021. Facilities recommended the Project of removing the existing transformer and installing new, compatible transformers, conduits and cables rated to the appropriate ampere.

The recommended surplus of this fixed asset and the Project align with the County and Chief Executive Officer Goals and Objectives to Improve County Government Operations and Operate in a Fiscally-Responsible and Business-Like Manner. It is anticipated that the sale of the 2015 Ryobi 760E, the rental of more modern equipment, and upgrade to Printing's electrical infrastructure will increase Printing's output capacity by approximately 45%.

**PROCUREMENT**

N/A

**Declare Offset Printing Equipment as Surplus and Approval of Capital  
Improvement Project for Printing Services Electrical Upgrade and  
Budget Adjustments  
October 26, 2021**

**REVIEW BY OTHERS**

This item has been reviewed by County Counsel (John Tubbs II, Deputy County Counsel, 387-3203) on October 5, 2021; Auditor-Controller/Treasurer/Tax Collector (Vanessa Doyle, Chief Deputy Controller, 382-3195) on October 6, 2021; Real Estate Services Department-Project Management Division (Jennifer Costa, Assistant Director, 387-5380) on October 5, 2021; Finance (Sofia Almeida, Administrative Analyst, 387-4378) on October 7, 2021; and County Finance and Administration (Robert Saldana, Deputy Executive Officer, 387-5423) on October 8, 2021.

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Record of Action of the Board of Supervisors  
San Bernardino County

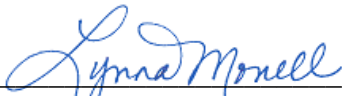
**APPROVED (CONSENT CALENDAR)**

Moved: Joe Baca, Jr. Seconded: Col. Paul Cook (Ret.)

Ayes: Col. Paul Cook (Ret.), Janice Rutherford, Dawn Rowe, Curt Hagman, Joe Baca, Jr.

Lynna Monell, CLERK OF THE BOARD

BY



DATED: October 26, 2021



cc: File- Purchasing

LA 10/28/2021