

CAO Notes
8-28-12

COUNTY OF EL DORADO
CHIEF ADMINISTRATIVE OFFICE
INTEROFFICE MEMORANDUM

TO: Board of Supervisors
FROM: Kim Kerr, Assistant Chief Administrative Officer
DATE: August 28, 2012
SUBJECT: CAO Notes Meeting of August 28, 2012: County Print Shop

On May 22nd, we reported to you that the sole remaining regular staff member of the County Print Shop had retired, and that we'd be issuing blanket purchase orders to several local print shops for a six month period (June 1-November 30) while the Information Technologies and Procurement and Contracts staff explore our options. In the three month period since then, we've spent approximately \$7,533 on these services Countywide. Annualized, that amounts to approximately \$24,000. The annual costs of running the Print Shop included more than \$100,000 a year in machine lease and consumables costs, plus \$57,000 for staff, not including costs associated with supervision and administration. In addition, IT has been reviewing the types of jobs the Print Shop had been processing for departments and has been able to either find vendors that can provide the services or suggest alternatives to contracting these jobs out. Based on this analysis, we are recommending that we proceed with a bid for these services. Procurement and Contracts staff should complete the process by the end of November or early December. If you have questions or suggestions, please contact either Sue Hennike or Kelly Webb.

COPY SENT TO BOARD MEMBERS
FOR THEIR INFORMATION

DATE 8-29-12
Dists 1-5

Submitted by K. Kerr

at Board Hearing of 8/28/12
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