

MEMORANDUM

COUNTY OF PLACER

ADMINISTRATIVE SERVICES DEPARTMENT

TO: Honorable Board of Supervisors
FROM: Leslie Blagg, Central Services Manager
DATE: November 18, 2014
SUBJECT: Approve a Technical Budget Revision in the Amount of \$22,038 and Modification to the County's Master Fixed Asset List.

ACTION REQUESTED

1. Approve a Technical Budget Revision within the appropriate accounts of the FY 2014/15 Central Services Budget in the amount of \$22,038 for the acquisition of an Integrated Folding System;
2. Approve a modification of the appropriate components to the County's Master Fixed Asset List.

BACKGROUND

On February 25, 2014, your Board approved the award of Bid 10335 to purchase a Duplo Slitter/Cutter/Creaser by competitive bid from Ricoh USA of Sacramento, CA. As part of Bid 10335, vendors were requested to provide pricing for the slitter/cutter/creaser for evaluation purposes as well as an optional integrated folding system for the County's purchase consideration if funding was available. The new Duplo Slitter/Cutter/Creaser unit was acquired during FY 2013/14 without the Integrated Folding System.

The addition of this unit to our operations has resulted in bindery efficiencies, allowing for less operator intervention and monitoring. The Central Services Division is requesting the addition of the Integrated Folding System module to the Duplo Slitter/Cutter/Creaser unit to further enhance the Division's bindery capabilities.

Today your Board's approval of a Technical Budget Revision within the appropriate accounts of the Central Services' budget, in the amount of \$22,038 and a modification to the County's Master Fixed Asset List is required for the acquisition of the Integrated Folding System.

FISCAL IMPACT

Funding for the requested Technical Budget Revision in the amount of \$22,038, to support the acquisition of an Integrated Folding System module, is budgeted within the Central Services Division's (06380) FY 2014/15 budget unit.

cc: Jerry Gamez, Director of Administrative Services Department
Melissa Nunnink, Administrative & Fiscal Operations Manager

Attachments

MODIFICATION TO MASTER FIXED ASSET LIST

CURRENT:

<u>QTY</u>	<u>DESCRIPTION</u>	<u>UNIT COST</u>	<u>TOTAL COST</u>
1	Duplo Slitter/Cutter/Creaser	\$29,025	\$29,025
	Total Fixed Assets		\$29,025

MODIFIED:

<u>QTY</u>	<u>DESCRIPTION</u>	<u>UNIT COST</u>	<u>TOTAL COST</u>
1	Integrated Folding System	\$22,038	\$22,038
	Total Fixed Asset with Modifications		\$51,063

BUDGET REVISION

PAS DOCUMENT NO.

POST DATE:

- Cash Transfer Required
- Reserve Cancellation Required
- Establish Reserve Required

- 11/4 Auditor-Controller
- County Executive
- Board of Supervisors

DEPT NO.	DOC TYPE	Total \$ Amount	TOTAL LINES
01	BR	44,076.00	2

ESTIMATED REVENUE ADJUSTMENT											APPROPRIATION ADJUSTMENT											
DEPT NO.	T/C	Rev	Fund	Sub Fund	OCA	PCA	OBJ 3	PROJ.	PROJ. DTL	AMOUNT	DEPT NO.	T/C	Rev	Fund	Sub Fund	OCA	PCA	OBJ 3	PROJ.	PROJ. DTL	AMOUNT	
											01	015		205	305	990638			2555			22,038.00
											01	014		205	305	990638			4451			22,038.00
TOTAL										0.00	TOTAL										44,076.00	

REASON FOR REVISION: Technical Budget Revision to purchase an Integrated Folding System for Central Services Division.

Prepared by Melissa Nunnink Ext 4208

Department Head

Board of Supervisors _____

Date: 11/3/14

Page: _____

Budget Revision # _____ FOR INDIVIDUAL DEPT USE

Distribution: ORIGINAL ONLY to Auditor 2014 NOV -4 AM 8:02

239

AUDITOR-CONTROLLER

