

County of Sonoma <b>Countywide Cost Saving Ideas</b>		<u>FOR OFFICIAL USE ONLY</u>
<b>NAME OF ORGANIZATION</b> ISD/REPROGRAPHICS		<b>DATE RECEIVED</b> 1/29/09
<b>NAME OF PERSON SUBMITTING IDEA</b>	<b>WORK PHONE #</b>	<b>EMAIL</b>
<b>TITLE OR SUBJECT OF COST SAVING IDEA</b> <p>Mandate that the majority of County printing should be done at the County printshop. Also, the County should stop providing bottled water. (Arrowhead etc.)</p>		
<b>EXISTING CONDITION (if more space is needed, please summarize and attach additional sheet/s)</b> <p>Currently there is close to 1 small printer for every 3 or 4 County employees. Also, there are hundreds of small to medium size copiers throughout County offices. The cost of toner and the number of toner cartridges being gone through and thrown away is staggering. We need to be more "green" both environmentally and monetarily. The County has a printshop that has been in existence for more than 60 years. It should be being utilized more.</p>		
<b>SUGGESTED COST SAVINGS IDEA (if more space is needed, please summarize and attach additional sheet/s)</b> <p>The savings would come from less service contracts &amp; leases, less "click" charges, toner, supplies, paper (that departments buy) <u>and</u> in the person standing there to run copiers when they could and should be doing other things.</p> <p>A good analogy for this situation would be...if a door in the CAO's office isn't working properly Fac Ops is called, <u>not</u> a general contractor; or, if an employee needs a vehicle to go out and conduct County business, they <u>don't</u> call Hertz, they call Fleet Ops. If departments need printing done, they should have it done at Reprographics <u>not</u> do it themselves or call Kinkos!</p>		
<b>BENEFITS OF IDEA (Cash savings, revenue, labor, space, service) (if more space is needed, please summarize and attach additional sheet/s)</b> <p>As far as bottled water goes, I believe the County spends somewhere in the neighborhood of 40K a year. That's one half of a full-time employee position. We can bring our own water or drink from the tap.</p>		
<b>ISSUES (legal, costs, MOU, space) THAT COULD POTENTIALLY LIMIT IMPLEMENTATION OF THIS IDEA</b>		

Send to \_\_\_\_\_, at CAO's office