

Comparison of Internal Services Department Print Shop Pricing vs. Commercial Vendors Pricing

Commissioner Zapata requested the Office of the Commission Auditor (OCA) to perform a review of printing cost by comparing cost charged by Miami Dade County's (County) Internal Services Department (ISD) versus Commercial Vendors. OCA contacted the following three outside vendors to perform this comparison; Staples, FedEx and Office Depot/Max.

Background

The County has the following Administrative Order (AO) and Procedure dealing with duplicating services and printing:

- **Central Duplicating Services AO No.: 5-3**, *effective March 1965*, states: due to the large and varied amount of printing and duplicating services required by the various departments and divisions of the metropolitan government, it is desirable to centralize many of the duplicating facilities and to have all requests for duplicating equipment or services routed through a single coordinating center for processing.

County entities are not required to have printing services performed by ISD as indicated in AO No.: 5-3. The AO's procedure on Outside Printing Services states: the cost of all printing performed by outside concerns will be charged to the department for which the work was done.

- **Printing and Photo Procedure No.: 353**, *effective January 2013*, states: the Graphics Section of the ISD, Business Services Division provides all Departments with full service creative design from concept to finished product. Services include printing brochures, posters, books, reports, newsletters, large color displays, mass mailing services, personalized laser imprinting, invitations, programs and presentation folders.

Comparison Pricing

The comparison below illustrates pricing for six categories: Ream of paper, Black and White copies, and Color copies, Banner, Poster and Lawn Sign. The entity with the lowest price is highlighted in each of the six categories.

Paper – Ream 500 Sheets

Paper Size	ISD	Staples	FedEx	Office Depot/Max
8.5"x11" Letter	\$4.50	\$2.49	\$5.49	2.99

Black and White Copies (8.5" x 11")

Quantity	ISD	Staples	FedEx	Office Depot/Max
1 - 50	\$0.032	\$0.085	\$0.21	\$0.10
51 - 100	\$0.032	\$0.085	\$0.21	\$0.10
101 - 500	\$0.032	\$0.073	\$0.21	\$0.09
501 - 1,000	\$0.032	\$0.060	\$0.20	\$0.08
1,001 - 2,000	\$0.032	\$0.057	\$0.17	\$0.07
2,001 - 5,000	\$0.032	\$0.041	\$0.17	\$0.07

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5,001 - 10,000	\$0.029	\$0.038	\$0.16	\$0.05
10,001 - 15,000	\$0.029	\$0.021	\$0.14	\$0.03
15,001 - 20,000	\$0.029	\$0.021	\$0.14	\$0.03
20,001 - 25,000	\$0.029	\$0.020	\$0.14	\$0.03
25,001 or more	\$0.029	\$0.019	\$0.13	\$0.03

Standard Color Copies (8.5" x 11")

Quantity	ISD	Staples	FedEx	Office Depot/Max
1 - 50	\$0.036	\$0.420	\$0.69	\$0.59
51 - 100	\$0.036	\$0.370	\$0.69	\$0.59
101 - 500	\$0.036	\$0.320	\$0.69	\$0.59
501 - 1,000	\$0.036	\$0.270	\$0.59	\$0.49
1,001 - 2,000	\$0.036	\$0.230	\$0.59	\$0.49
2,001 - 5,000	\$0.036	\$0.210	\$0.59	\$0.49
5,001 - 10,000	\$0.032	\$0.100	\$0.49	\$0.35
10,001 - 15,000	\$0.032	\$0.090	\$0.35	\$0.29
15,001 - 20,000	\$0.032	\$0.080	\$0.27	\$0.29
20,001 - 25,000	\$0.032	\$0.070	\$0.23	\$0.29
25,001 or more	\$0.032	\$0.060	\$0.21	\$0.25

Banner (34" x 96")

Quantity	ISD	Staples	FedEx	Office Depot/Max
1	\$97.00	\$41.99	\$139.99	82.99

Poster (18" x 24")

Quantity	ISD	Staples	FedEx	Office Depot/Max
1	\$38.00	\$19.99	\$39.99	\$19.99

Lawn Sign (12" x 18")

Quantity	ISD's Price List	Staples	FedEx	Office Depot/Max
1	\$65.00	\$15.99	\$27.99	28.99