CENTRAL PRINTING Services

NEWSLETTER

Getting Your Files to Central Printing

Do you know how safely and effectively to get the files you need printed to Central Printing? No?

Well you are in luck, because you are about to know more then you ever dreamed of knowing about how to send files to Central Printing so that they get printed correctly and by your deadline.

There are many ways you could get us the files, but there may be issues with the way you are sending them now, and we're going to help you avoid them in as few words as possible.
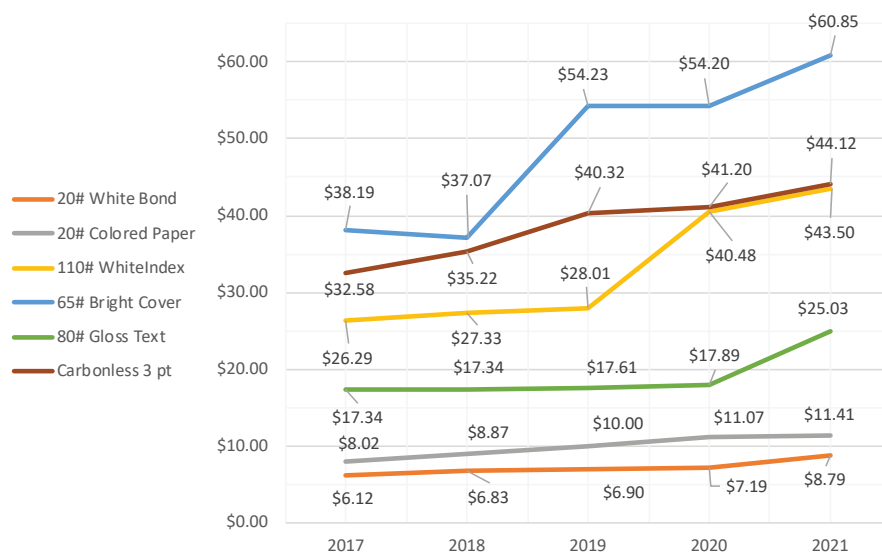
Prices and Supply Chain Issues

In the last two issues of this newsletter we reported that we had about an average increase in the price of paper of 20%. In the past two years we had another 26% increase. We've tried to keep up with the price increase as we see them so there isn't a year-to-year shock when it comes to print jobs that occur annually. While this increase affects a percentage of the per copy price, wage increases of about 3.25% a year contribute to a rise in the cost of folding, cutting and binding. In the chart to the right I've charted the prices of some of our most utilized papers.

We've also been experiencing supply chain issues for the past six months and they are expected to continue until at least mid-March. There are six paper mills in this country, two are at reduced capacity due to equipment failure or lack of staff, one is was bought by another company and was shut down completely to facilitate a re-organization. The shut down mill provides all of the low cost cover stocks and colored papers we use. Of the papers we can get, they have had at Least 20% increase in price and some products as high as an 80% increase. We've added two more suppliers so I can scour their warehouses via online ordering apps for

Prices for Paper Letter Size - Price is per 1,000 sheets

Legend:
- 20# White Bond
- 20# Colored Paper
- 110# WhiteIndex
- 65# Bright Cover
- 80# Gloss Text
- Carbonless 3 pt

	2017	2018	2019	2020	2021
65# Bright Cover	$38.19	$37.07	$54.23	$54.20	$60.85
Carbonless 3 pt	$32.58	$35.22	$40.32	$41.20	$44.12
110# WhiteIndex	$26.29	$27.33	$28.01	$40.48	$43.50
80# Gloss Text	$17.34	$17.34	$17.61	$17.89	$25.03
20# Colored Paper	$8.02	$8.87	$10.00	$11.07	$11.41
20# White Bond	$6.12	$6.83	$6.90	$7.19	$8.79

Pony Route Changes

Last April, we made major changes to the Pony System including renaming routes and a switch to an every third day delivery schedule, a three week rotating schedule and a switch from three to two drivers. Some locations were dropped from the routes and some stops were consolidated. The information was updated in **August** also. You can find more information regarding the changes on our Pony and Delivery Truck web page: https://www.pcsb.org/Page/835

Send your file via an Email attachment

This is way most people send us their files, it's quick, it's easy and works 95% of the time... Except when you send it to an individual in Central Printing directly.

If you send your files as an attachment directly to an individual who works in Central Printing, you may have already put your deadline in jeopardy. Like you, Central Printing personnel also can be out of the office for vacations or personal days. If an individual is out, they will not be able to forward your file to the next person who needs to see your file in order to process your Print Requisition. With a short turnaround, or when we are busy, there might not be enough time left after it is forwarded to meet your deadline or for it to catch your next truck delivery date. So, what should you do?

Send your file to CentralPrintingServices@PCSB.ORG.

This sends your file to a public folder that everyone in Central Printing Services has access to! Huzzah!

But wait, there are to caveats to this, the first one is easy... Please don't send it to CentralPrintingServices@pcsb.org AND a person(s) you spoke to in Central Printing, the individual might forward it to the public folder and now we have two copies of the same email and it gets confusing. Confusion generates phone calls and more emails, return phone calls and emails can affect deadlines.

The second problem... What if my file is too big to send via email attachment? Well..

Send your file via OneDrive

A relatively new way to send files that are too big or too numerous to easily send as an email attachment is to utilize Office 365 and OneDrive. There is no size limit for OneDrive and you just have to send a link to a folder you share. Unfortunately, if you only share it with one individual in Central Printing, we run the same risk as if you send to only one individual, only that individual has access to your file. We can address that issue after we have you set up a folder to share with Central Printing in OneDrive. Here is a link to a two minute video showing you how to do just that:

Sharing your Files with Central Printing using OneDrive

You can use the video as a guide and pause to follow along step by step. Please watch all the way to the end as there is a special message from your friends in Central Printing Services.
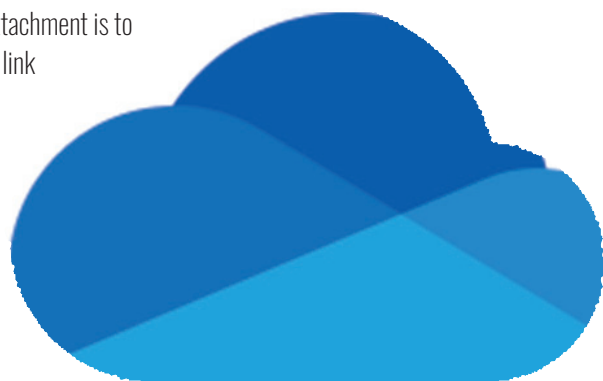
Prices and Supply Chain Issues - Contined

paper we can print on. We tried to get a third extra paper supplier, but they were not accepting new customers because they could not service their existing customers. Currently, we cannot get Foam-core to mount posters at all.

We ask that your remain flexible on colors or weights of stock you specify on your print requoisitions. Some times when a substitution is made, the replacement stock is more expensive as we already use the least expensive option available normally. We also ask that you be flexible with your due dates and give us plenty of time to complete your print jobs and sometime the paper needs to be shipped from further away than normal. In some cases, a suitable paper cannot be sourced, and we could send it out to an outside vendor for printing. They may have the same issues as we do getting paper and deadlines may not get met.

Supply Chain Issues: Copiers/MFDs

We are experiencing major shortages and delays in getting parts for Ricoh copiers/MFDs and even the copiers/MFDs themselves due to the same supply chain issues the rest of the country is facing in other industries.

Copiers/MFDs and Supplies: We had an issue getting toner for our copiers in the Print Shop. We were told this will not be an issue again, but please order ahead of time so that you copiers/MFDs are not down. Don't order more than the suggested, the toner you have in a closet could be used by another school.

Replacement Copiers/MFDs: Recently, we asked some schools that had their largest volume copier replaced six months before the end of the last contract five years ago, put in new requisitions so they would get replacements for those Pro907EX copiers/MFDs in January. We don't have a scheduled delivery date for even the first ones. You will not be charged the new rate until after the new one is delivered. Please keep calling in service for the existing copiers.

Bookkeepers Corner

The end of the five year Ricoh Copier/MFD contract is the end of June 2022. We'll be asking your Principals for recommendations as to what equipment they want to have for the next five year contract. I will be providing data they will need to make an informed decision, but once the decisions are made, we will need the requisitions entered as quickly as possible. TY

Who is Who in
Central Printing Services

Print Shop	Title	Phone
Michael Domke	Coordinator	(727) 588-6385
Rolanda Dudley	Print Shop Foreperson	(727) 588-6387
Tabitha Murphy	Graphic Designer	(727) 588-6387
Sarah Peoples(PT)	Graphic Designer	(727) 588-6387
Ronald Sellers	Printer 2	(727) 588-6387
TBA (PT)	Electronic Publishing Tech.	(727) 588-6387
Clara Anzick	Assistant (Intake)	(727) 588-6387
Dawn DesJardin	Assistant (Billing)	(727) 588-6387
Richard Hock	Bindery Technician	(727) 588-6387
Mark Kosel	Bindery Technician	(727) 588-6387

Admin. Bldg. Mailroom

Selena Mamagona	Mail Services Technician	(727) 588-6038

Pony Mail

Robert Odom	Mail Courier II	Pony Truck Driver
CT Thompson	Mail Courier I	Pony Truck Driver

Main Number
727-588-6387

Printing & Copying Services

The School Board understands that all materials published by the District must be of the highest possible quality. Furthermore, the Board believes that the District expends significant resources to publish said materials, and, therefore, believes that the most cost effective method of printing/copying them must be utilized.

All printed materials which are produced for the District and for which charges are assessed shall be the responsibility of Central Printing Services. Cost and timeliness shall be considered by Central Printing Services in determining whether such materials are produced internally or externally.

School Board of Pinellas County, District Bylaws and Policies, 8000 Operations

Pony Schedule - Rotating week numbers for the remainder of 2021-2022 school year

Week 2	Jan. 10, 2022	Thru	Jan. 16, 2022
Week 3	Jan. 17, 2022	Thru	Jan. 23, 2022
Week 1	Jan. 24, 2022	Thru	Jan. 30, 2022
Week 2	Jan. 31, 2022	Thru	Feb. 6, 2022
Week 3	Feb. 7, 2022	Thru	Feb. 13, 2022
Week 1	Feb. 14, 2022	Thru	Feb. 20, 2022
Week 2	Feb. 21, 2022	Thru	Feb. 27, 2022
Week 3	Feb. 28, 2022	Thru	March 6, 2022
Week 1	March 7, 2022	Thru	March 13, 2022
Week 2	March 14, 2022	Thru	March 20, 2022
Week 3	March 21, 2022	Thru	March 27, 2022
Week 1	March 28, 2022	Thru	April 3, 2022
Week 2	April 4, 2022	Thru	April 10, 2022
Week 3	April 11, 2022	Thru	April 17, 2022
Week 1	April 18, 2022	Thru	April 24, 2022
Week 2	April 25, 2022	Thru	May 1, 2022
Week 3	May 2, 2022	Thru	May 8, 2022
Week 1	May 9, 2022	Thru	May 15, 2022
Week 2	May 16, 2022	Thru	May 22, 2022
Week 3	May 23, 2022	Thru	May 29, 2022*
Week 1	May 30, 2022	Thru	June 5, 2022
Week 2	June 6, 2022	Thru	June 12, 2022**
Week 3	June 13, 2022	Thru	June 19, 2022
Week 1	June 20, 2022	Thru	June 26, 2022

*May 26 - Last day of school for students
**June 6 – 4 day work week begins

CENTRAL PRINTING Services

A Division of
Operational Services

301 4th St. SW Largo, FL 33770

Mission Statement

To partner with the community, schools and departments to produce the district's printing and copying in a timely and economic manner.