

CENTRAL PRINTING Services

NEWSLETTER

2016-2017 VOLUME 1

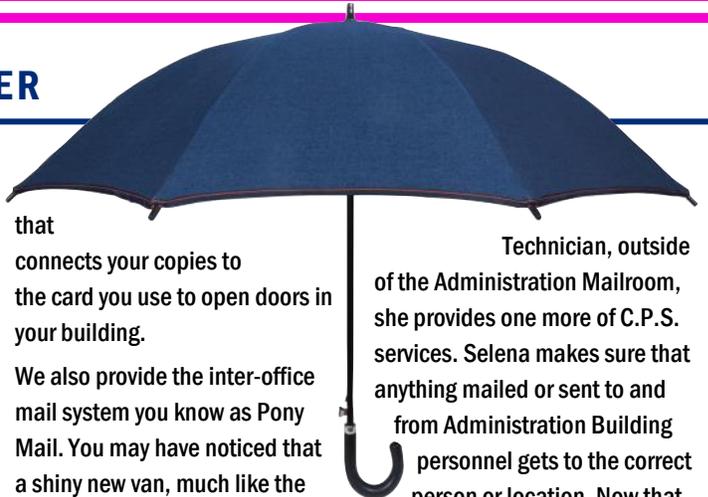
• PRINT SHOP • PONY MAIL
• MAILROOM • COPIERS

CENTRAL PRINTING IS NOT JUST PRINTING

You may know that Central Printing Services (C.P.S.) prints things, even if you didn't know, it would stand to reason. We print forms, documents, booklets, letterhead, business cards, playbills, graduation and football programs, flyers, brochures and even laminated posters and banners. What you may not know is that Central

Printing Services is so much more than just ink and toner on paper.

Did we just say toner on paper? We also manage the copier/multi-function device (MFD) program. There are over 500 Ricoh copier/MFDs located in just about every worksite in the District. They are all monitored and billed through a system



that connects your copies to the card you use to open doors in your building.

We also provide the inter-office mail system you know as Pony Mail. You may have noticed that a shiny new van, much like the one in the picture below, has been stopping at your worksite daily. These are new, more fuel efficient Pony vans. While you may never see Selena

Technician, outside of the Administration Mailroom, she provides one more of C.P.S. services. Selena makes sure that anything mailed or sent to and from Administration Building personnel gets to the correct person or location. Now that you know what Central Printing Services can do for you, please do not hesitate to call with questions regarding something we may do for you at (727) 588-6387.

ADDRESSING PONY MAIL

The Pony mail system is tasked with moving vital materials to and from District worksites and departments as efficiently as possible. In order to do that, we only require a minimum of information on the envelope. Unlike the U.S. Postal Service (which requires name, address, city, state and zip code), The Pony only requires 3 things:

Pony Route Number

Think of it like a zip code, we only have three zip codes in the pony mail system, and that determines on which truck the mail goes. The trucks leave early in the morning from the Administration Building and makes 55 stops in eight hours. If an incorrect route number is

on an envelope, it won't come back to you until the next day for correction, this will delay delivery.

Worksite

The worksite is very important because each Pony truck has 55 bins, one for each worksite. If the worksite is not listed, the Pony drivers do not have the resources in the truck to research the name.

Name

When you send Pony mail to places like the Administration Building or the Walter Pownall Service Center, there are hundreds of people working there. Some worksites/departments within these



buildings have a lot of people and it may take some time to get them routed to the correct person, especially if the

worksite is incorrect or the name is incorrect or illegible.

NEW MORE FUEL EFFICIENT PONY TRUCKS AND WHAT IT COULD MEAN TO YOU.

The new Pony trucks are smaller outside and therefore, smaller inside. In order to accommodate all the different stops each truck makes (about 55 per day), the bins that organize the mail inside the trucks are smaller. Each one is only 17" deep x 17" wide x 10" tall. Please keep this in mind when sending overstuffed Pony envelopes. The drivers may not be able to carry them all and get them delivered in one day.

CENTRAL PRINTING SERVICES—Newsletter

COPIER REFRESH FOR 2017-2018

Pinellas County Schools will be having a total refresh of all copiers and MFDs this summer.

We have exciting news from C.P.S. for fans of copiers and new things. There will be a total refresh with new equipment to replace the copier fleet we've had for five years. Ricoh has already begun replacing some of the 50 copiers that are most

heavily used with more robust versions. Plans are to have those completed and in place by early next year. The refresh of the rest of the copier fleet at schools and worksites should be complete before the

start of the school next year. The new copiers/MFDs will be comparable in size and capacity as to the models they are replacing, but will be faster, have better technology and be more cost effective.



ADMINISTRATION MAILROOM INFO

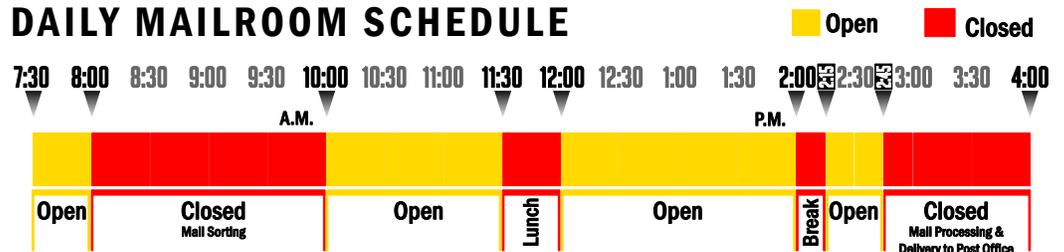


The Administration Building Mailroom is open every day employees are required to work, but the United States Postal Service recognizes Federal Holidays that we may not. On these days, there will be no mail coming or going from the post office. Please make sure the mail or packages you intend to send are able to be sent out after these Federal holidays.

2017 Postal Holidays

- Monday, January 2 New Year's Day (observed)
 - Monday, January 16 Martin Luther King Jr. birthday
 - Monday, February 20 Washington's Birthday
 - Monday, May 29 Memorial Day
 - Tuesday, July 4 Independence Day
 - Monday, September 4 Labor Day
 - Monday, October 9 Columbus Day
 - Friday, November 10 Veterans Day (observed)
 - Thursday, November 23 Thanksgiving Day
 - Monday, December 25 Christmas Day
- Note:** FedEx and U.P.S will be closed on Monday, January 2, 2017 in observance of New Year's Day.

DAILY MAILROOM SCHEDULE

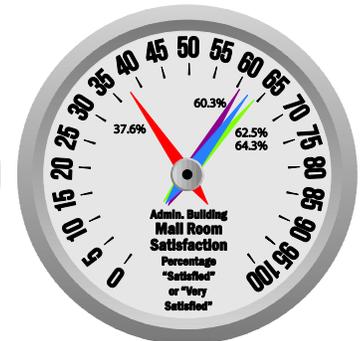
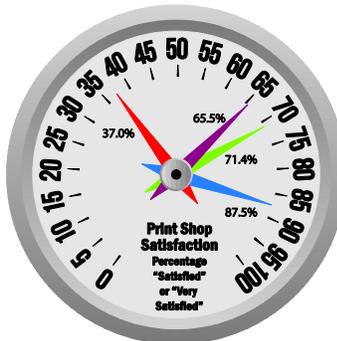
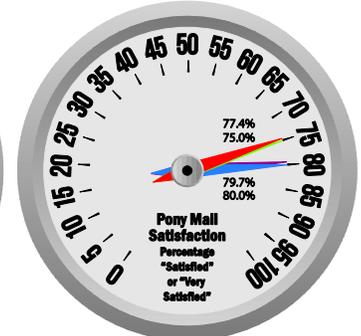
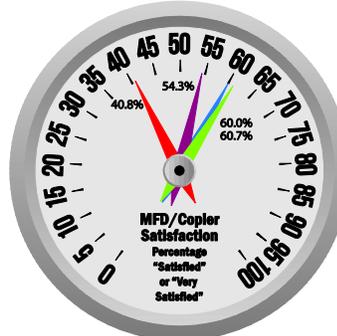
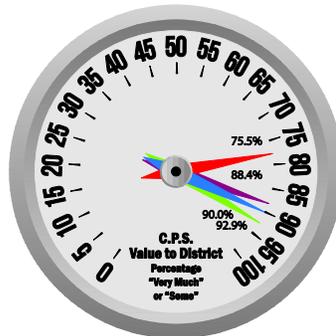


2016 CENTRAL PRINTING SURVEY RESULTS

Last April, we sent out a survey and we've looked at the results and chosen a few key indicators.

- How much value do you believe Central Printing Services provides the District?
- What is your satisfaction level with the Copier/MFD Program?
- What is your satisfaction level with the Print Shop?
- What is your satisfaction level with the Mailroom?
- What is your satisfaction level with the Pony Mail?

We'll send out another survey in April 2017. Thank you for taking the time to fill out the survey, we really appreciate your input.



WHY DOES THE PRINT SHOP CHARGE?

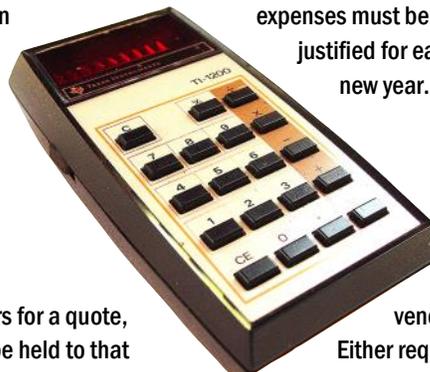
Certainly it would be easier for every department and school to be able to just request anything they want, right? Maybe, but it wouldn't be the most cost effective way of work. The Print Shop is different than most other departments in that we are required to charge other cost

centers for the services we provide to them. This is what is known as a charge-back system. Our task is to get the District's printing needs met in the most cost effect and efficient manner possible. In order to do this, we utilize

the Print Shop, the MFD/Copier Fleet and outside vendors. We are a zero-based budget department. Zero-based budgeting (ZBB) is a method of budgeting in which all expenses must be justified for each new year.

READ MORE ABOUT ZERO-BASED BUDGETING

[Definition](#) [Overview](#)



REQUISITION FOR PRINTING ESTIMATES

The reason why we need a requisition is simply because we need to know the scope of the project. Without the details on what quantity, what paper, how many printed sides, bindery options, etc., we cannot give you an accurate estimate. If the print job is a large one, we can ask

one of our vendors for a quote, but they cannot be held to that price. Large print jobs generally go out for bid and the lowest bidder may not be the one we asked. Please only ask for an estimate if you have a tight budget. Estimates take time on the part of Print Shop staff or that of an outside

vendor. Either request will cut into turn-around time and may even affect meeting your deadline. We realize this is a little inconvenient, but we are working on a process that will provide you with instant estimates. Stay tuned!

Without details ...
We cannot give you an accurate estimate.



Superintendent

Dr. Michael A. Grego

School Board Members

Peggy L. O'Shea
Chairperson

Rene Flowers
Vice Chairperson

Carol J. Cook

Terry Krassner

Joanne Lentino

Linda S. Lerner

Eileen M. Long

**Associate Superintendent
Operational Services**

Clint Herbic

Pinellas County Schools



A Division of

Operational Services

301 4th St. SW
Largo, FL 33770

Mission Statement

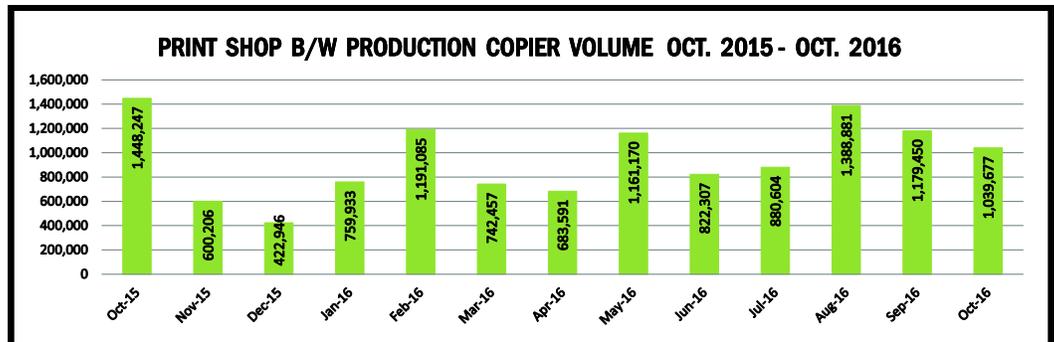
To partner with the community, schools and departments to produce the District's printing and copying in a timely and economic manner.

**WHO IS WHO IN
CENTRAL PRINTING SERVICES**

<u>Print Shop</u>	<u>Title</u>	<u>Basic Function</u>
Michael Domke	Central Printing Services Coordinator	Coordinator (727) 588-6385
Clara Anzick	Central Printing Services Assistant	Print Job Intake
Theresa Godin	Central Printing Services Assistant	Billing
Gary Reading.....	Graphic Designer	Prepress, PCS Forms, Design
Ruth Holmberg	Graphic Designer, Prepress	Prepress, PCS Forms, Design
Rolanda Dudley	Central Printing Services Foreman	Production Copier Operation, Foreman
Charles Wilson	Printer 2	Offset Press Operator
Ed Stockowski	Electronic Publishing Technician	Production Copier Operation
Richard Hock.....	Bindery Technician	Bindery Operations
Mark Kosel.....	Bindery Technician	Bindery Operations
<u>Administration Building Mailroom</u>		
Selena Mamagona	Mail Services Technician	All Mailroom operations
<u>Pony Mail</u>		
Sue Irwin	Mail Courier II	Lead Pony Truck Driver
Robert Odom.....	Mail Courier I	Pony Truck Driver
Kenneth Trent.....	Mail Courier I	Pony Truck Driver

Print Shop
(727) 588-6387

Administration Building Mailroom
(727) 588-6037



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 the Central

Printing Services in determining whether such materials are produced internally and externally.

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