

CENTRAL PRINTING Services

NEWSLETTER

2018-2019 VOLUME 5

· PRINT SHOP

· MAILROOM

· PONY MAIL

· COPIERS

Prices Rising for Paper... Again.

In the last newsletter (2018-2019 Volume 4) we mentioned that the price of copier paper had risen by 16% since March of 2018, the price of paper has risen another 4.88% for a total of over a 20% increase. This will have to be passed onto our customers in the price of print jobs. We will hold the line on the cost of MFD copies at \$0.05 per copy until the next increase. Even with the cost for MFD copies staying steady, the most cost effective way to make copies in quantities over 500 is still the Print Shop.

Item Description		Source	Price Increase for April 1, 2019
8 1/2 x 11, 20lb White Bond	Letter Size Copier Paper	Warehouse	5.39%
		Print Center	4.88%
8 1/2 x 11, 24lb White Bond	Better Letter Size Copier Paper	Print Center	3.96%
8 1/2 x 14, 20lb White Bond	Legal Size Copier Paper	Warehouse	4.07%
		Print Center	3.59%
11 x 17, 20lb White Bond	Tabloid Size Copier Paper	Print Center	4.22%
11 x 17, 24lb White Bond	Better Tabloid Size Copier Paper	Print Center	4.46%
		Warehouse	4.30%
8 1/2 x 11, 20lb White (3HP)	3 hole drilled Letter Size Copier Paper	Print Center	4.22%
		Warehouse	3.40%
		Print Center	3.00%
11 x 17, 20lb Colors	Color Tabloid Size Copier Paper	Print Center	2.98%
8 1/2 x 11, 67lb White VB	Letter Size White Bristol Cover	Print Center	5.00%
11 x 17, 67lb White VB	Tabloid Size White Bristol Cover	Print Center	5.00%
23 x 35, 67lb White VB	Parent Sheet White Bristol Cover	Print Center	5.00%
8 1/2 x 11, 67lb Colors VB	Letter Size Color Bristol Cover	Print Center	5.00%
11 x 17, 67lb Colors VB	Tabloid Size Color Bristol Cover	Print Center	5.00%
23 x 35, 67lb Colors VB	Parent Sheet Color Bristol Cover	Print Center	5.00%
8.5 x 11, 2 Part	Letter Size 2 part Carbonless Paper	Print Center	8.00%
8.5 x 11, 3 Part	Letter Size 3 part Carbonless Paper	Print Center	8.00%
8.5 x 14, 2 Part	Legal Size 4 part Carbonless Paper	Print Center	8.00%
8.5 x 14, 3 Part	Legal Size 3 part Carbonless Paper	Print Center	8.00%
8.5 x 14, 4 Part	Legal Size 2 part Carbonless Paper	Print Center	8.00%
11 x 17, 2 Part	Tabloid Size 2 part Carbonless Paper	Print Center	8.00%
11 x 17, 3 Part	Tabloid Size 3 part Carbonless Paper	Print Center	8.00%
11 x 17, 4 Part	Tabloid Size 4 part Carbonless Paper	Print Center	8.00%

Pony and Print Shop Delivery Truck Changes

There will be some changes to the policies for items which will not be able to be "Ponied". These changes are being made because, by nature, there isn't any accountability for items sent through the Pony. Items like paychecks will not be delivered via Pony any longer. For reason of safety and accountability, Sonitrol/proximity cards should never be delivered via Pony.

Due to the priority of testing materials and shortage of drivers and the need for the Warehouse and the Print Shop to work together, Print Shop delivery truck and Pony routes may not run on every scheduled day. The Warehouse or Central Printing will send out an email as soon as we are notified that personnel are being temporarily reassigned to cover for a need that supercedes that of Pony or Print Shop deliveries. If there is an emergency, we may be able to make other arrangements to send or receive your Pony mail or Print Shop items.

Please call 727-588-6387 or 727-574-7122 to make those arrangements.



Bookkeepers Corner

If you find that you have a number of employees in Equitrac that no longer work at your site or have retired, you can remove them from encumbering money in their account by removing the department and replacing it with "None" from the properties screen for each user.



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
Gary Reading	Graphic Designer	(727) 588-6387
Tabitha Murphy	Graphic Designer	(727) 588-6387
Ronald Sellers	Printer 2	(727) 588-6387
Ed Stockowski	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 Mamagosa	Mail Services Technician	(727) 588-6038
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Pony Mail

Robert Odom	Mail Courier II	Pony Truck Driver
CT Thompson	Mail Courier I	Pony Truck Driver
Kenneth Trent	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.

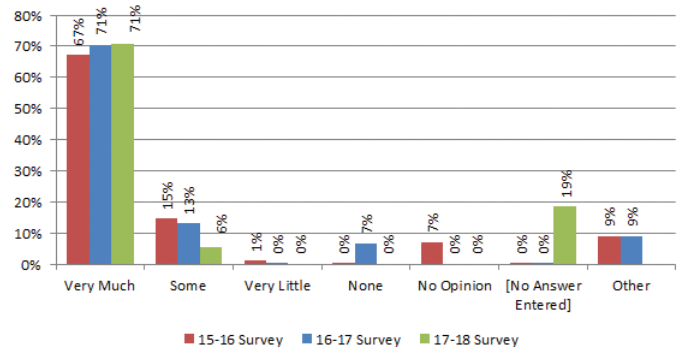
School Board of Pinellas County, District Bylaws and Policies, 8000 Operations

2017-2018 Survey Results

Last April, we sent out a survey and we've looked at the results and chose a few key indicators. We now have 3 years of data to compare for most of the questions.

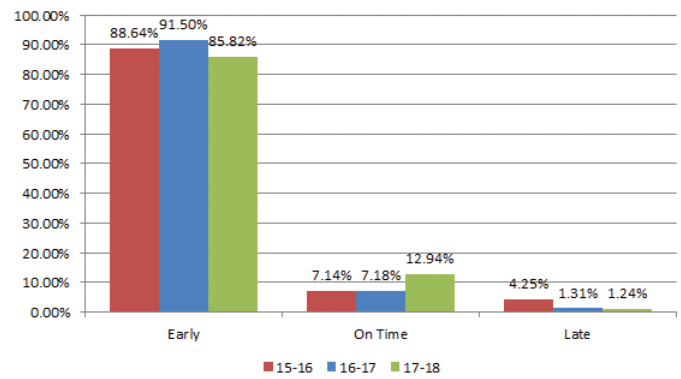
CPS's Value to District

(619 - 15-16 vs. 326 16-17 respondents)

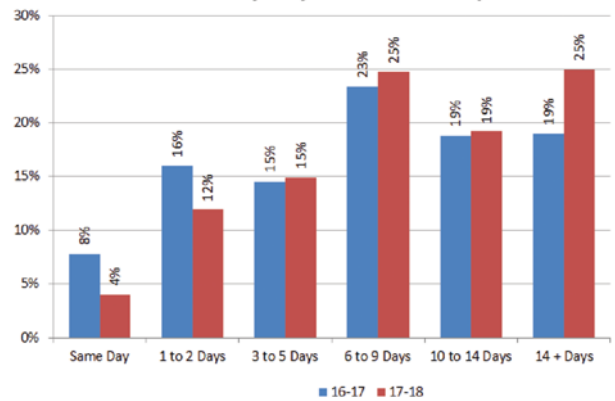


Print Shop Deadlines Met/Not Met

(15-16 5,122 vs. 16-17, 4709 vs. 17-18, 4,845)



% of Print Jobs by Days Given to Complete



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.