

COOK COUNTY  
BUREAU OF ADMINISTRATION

**PRINTING  
+ GRAPHIC  
SERVICES**

CATALOG  
**2017**

**ROCKWELL PRINT SHOP**

2323 S. Rockwell Street, Chicago, Illinois 60608  
(773) 843-6010

**DOWNTOWN PRINT SHOP (PEDWAY)**

69 W. Washington Street, Chicago, Illinois 60602  
(312) 603-1445

**PETER GARDENIER**

Manager, Printing & Graphic Services  
peter.gardenier@cookcountyil.gov  
(773) 843-6007 Office  
(312) 919-7828 Cell

For questions, to request a job quote and or place an order, contact us at:

**[printjob.request@cookcountyil.gov](mailto:printjob.request@cookcountyil.gov)**



**TONI PRECKWINKLE**  
COOK COUNTY BOARD PRESIDENT



# This catalog defines products and services available to all governmental entities that use PGS (*Printing & Graphic Services*) to help them meet their agency's mission.

Beginning FY2013, the Bureau of Administration consolidated the 2323 S. Rockwell Offset Print Shop, 69 W. Washington Digital Graphics Unit, and Graphic Services into a single agency named Printing and Graphic Services (PGS), with a primary goal of providing timely, cost effective, quality products to its customers.

At PGS, our mission is to provide a variety of services in the field of duplicating, graphic design, book binding, support and consultation for all departments and agencies of Cook County government. These services will be accomplished on a not-for-profit basis, providing essential services in the most cost-effective expeditious manner without the need for a bid alternative.

We accomplish this through:

- A combination of traditional offset printing and high-speed digital network copiers, resulting in a savings of cost, material and time. The Print Shop has purchased state-of-the-art high-speed digital copiers with multiple printing, collating and bindery capabilities that can communicate over our network.
- Use of Cook County's WAN and LAN systems to communicate with various departments within Cook County government. This connectivity enhances the ability for all parties to effectively communicate their needs and make adjustments with minimal delay, resulting in faster turn-around times.
- Continuing education and cross-training in graphic design, duplicating and administration.

PGS has many high-speed presses, including black and color copiers. Our Xerox DocuTechs produce high volume, uncompromising image quality, using mixed stocks, with feeding and finishing versatility. PGS also uses offset machines in conjunction with our state-of-the-art plate maker to produce large volume prints including carbon-less forms and envelopes. These offset printers provide a consistent high-quality image in a manner that is cost effective and requires less maintenance. We also offer many binding and finishing options for various projects.

## THE PGS TEAM:

**MICHAEL DAVIS**  
Administrative Analyst III  
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**LISA BLANDI**  
Accountant III  
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**MARTIN BURCIAGA**  
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**MARY SHEERAN**  
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**NICHOLAS PACER**  
Bindery & Digital Printer Operator  
nicholas.pacer@cookcountyil.gov

**KRYSTAL ANDERSON**  
Bindery & Digital Printer Operator

**ROCCO LIACE**  
Motor Vehicle Driver

**VERNITA FASON**  
Multilith Operator IV

**TONY WILSON**  
Multilith Operator IV

**JANUSZ KACZMARCZYK**  
Multilith Operator IV

# ORDER & CHARGEBACK PROCEDURES

Print Order Liaisons or authorized employees submit a completed PGS Order Request Form along with print-ready files and/or samples of the requested material via email to [printjob.request@cookcountyiil.gov](mailto:printjob.request@cookcountyiil.gov).

PGS will not accept phone orders, walk-in orders, faxed orders, verbal orders, hand-written orders and or previous versions of the PGS Order Request Form. If the six-digit cost center is not included on the job request form, PGS will return the form to the user department, without processing the order.

After the department submits a completed PGS Order Request Form, PGS prepares and emails a price quote for the print job as well as the estimated completion date. The email also will inform the order originator that the print job cost will be charged automatically to the department's cost center listed on the PGS Order Request Form.

Department reviews the quote and responds via email to [printjob.request@cookcountyiil.gov](mailto:printjob.request@cookcountyiil.gov) acknowledging and approving the price quote for the print job.

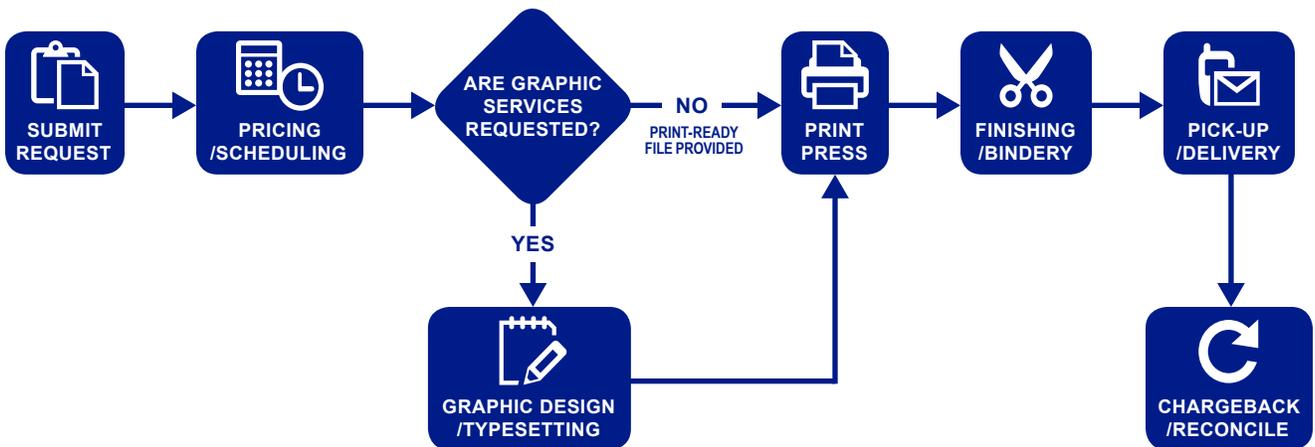
During production, your material will go to our Graphics Technicians for review and/or design before it goes to our Press Operator who will perform a test run for quality assurance before running your selected paper type, size and color. Finally, your material will go to our Bindery for finishing if requested.

PGS completes the print job and informs the order originator.

Once PGS completes the print job, the department receives the completed job with a copy of the 29A via an authorization email. Someone who is authorized should respond to this e-mail with "OK TO PAY", which would be your signature (NO SIGNING), that you are confirming the responsibility for these amounts.

PGS will electronically submit the original 29A, a copy of the PGS Order Request Form, and forward the authorization email to the Comptroller for automatic charge-back of the print job. If after 2 weeks, PGS does not receive a response, the 29a will be sent to comptroller office to transfer funds without your approval.

If the department's cost center has insufficient funds, the Comptroller will contact the Budget Department, who will work with the department to identify and transfer funds to cover the cost of the print job.



On an everyday basis, PGS plans for a minimum of 5 to 7 working days for completion of an ordinary order; however, shorter turnaround times are the norm. For reprints, timing starts when the order is entered with a Job Number. For an item requiring changes or an "Approval to Print", timing begins when the final "Approval" is received at the Print Shop. Please plan ahead when requesting large and or complex orders, keeping in mind your deadline and workload of the Print Shop.

All County agencies must submit the name(s) of a Print Order Liaison as well as employees authorized to submit printing and graphic orders using the Printing and Graphic Services (PGS) "Authorized Employees to Submit Print Orders."

Forms are available via the County's Employee Portal website under the Agencies tab > Bureau of Administration > Printing & Graphic Services (PGS).

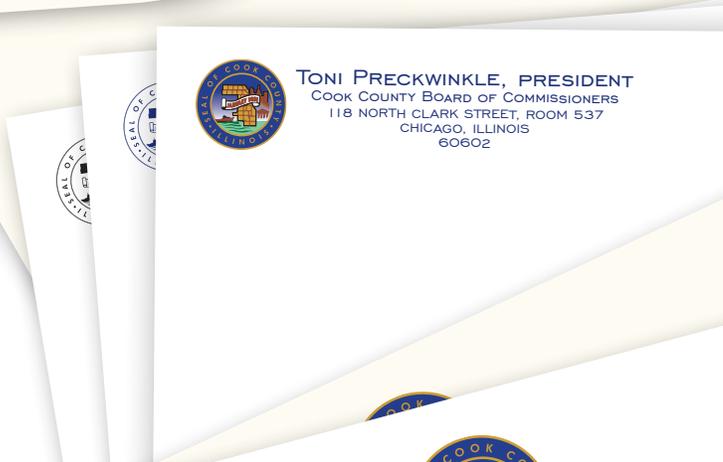
## BUSINESS CARDS

	HALF BOX 250 CARDS	1 BOX 500 CARDS
1 COLOR 2-SIDED	\$10 \$15	\$15 \$20
FULL COLOR 2-SIDED	\$15 \$20	\$30 \$40



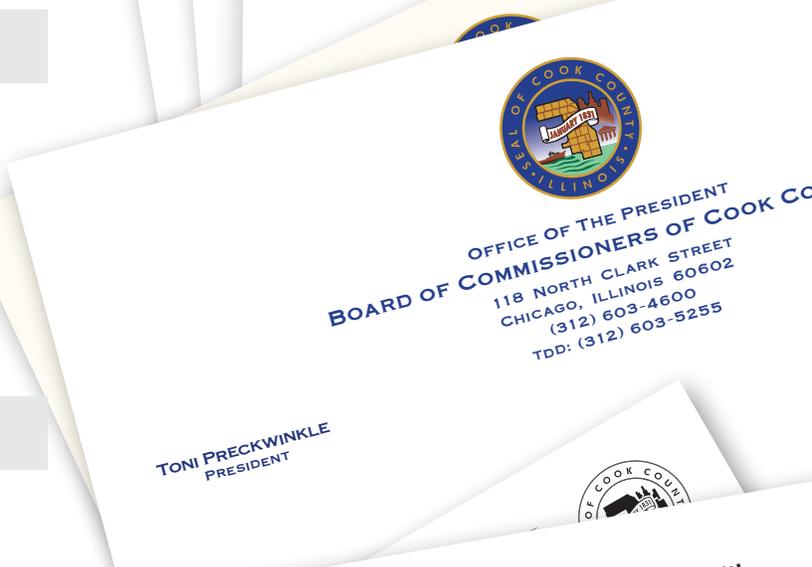
## LETTERHEAD

	1 BOX 500 SHEETS
24LB BOND (25% COTTON) WHITE STOCK	\$35
24LB BOND (25% COTTON) IVORY STOCK	\$50



## MEMO PADS

	1 PAD 100 SHEETS
5.5" X 8.5" (LETTER - HALF) WHITE STOCK	\$2
CUSTOM SIZE SPECIALTY STOCK	REQUEST QUOTE

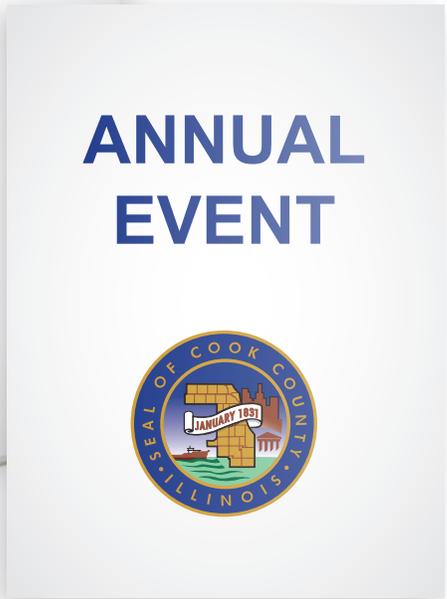


## ENVELOPES

	PER 1,000 ENVELOPES
#10 ENVELOPES (WHITE)	\$30
#10 ENVELOPES (WHITE) w/ WINDOW	\$35
SPECIALTY SIZE/COLOR ENVELOPE	REQUEST QUOTE

**Gold Foil Stamping is no longer available.**





## POSTERS

	EACH
24" X 36" (BLACK & WHITE PRINT)	\$13
24" X 36" (BLACK & WHITE / FOAM MOUNTED)	\$23
24" X 36" (COLOR PRINT)	\$19
24" X 36" (COLOR / FOAM MOUNTED)	\$29
33" X 44" (BLACK & WHITE PRINT)	\$19
33" X 44" (BLACK & WHITE / FOAM MOUNTED)	\$39
33" X 44" (COLOR PRINT)	\$31
33" X 44" (COLOR / FOAM MOUNTED)	\$51

## BANNERS

	EACH
40" - DESIRED LENGTH	\$10 PER FOOT

## GRAPHIC DESIGN

	\$75 PER HOUR
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### Want your print materials to be more professional, persuasive, powerful and memorable?

Then take advantage of our graphic design services. We offer everything from creative consulting and concept to art direction, layout and production. By choosing the right type fonts, graphics, colors and other design elements, we'll create a unique style that makes a great impression - while reflecting Cook County and your agency.

### Is your file already designed?

If someone else has created the file, give us everything you have. We'll give you a quote and we'll do our best to make it work. Our technicians will run checks to ensure that your file complies with our production requirements.

- What we look for:
- File type is print-ready (please save as PDF)
  - Page size is correct
  - No images are missing
  - No fonts are missing

## 20LB BOND (COPY PAPER)

Single Color (Black)	1 SIDED PER 1,000	2 SIDED PER 1,000
8.5" X 11" (WHITE STOCK)	\$25	\$30
8.5" X 11" (COLOR STOCK)	\$29	\$34
11" X 17" (WHITE STOCK)	\$42	\$52
11" X 17" (COLOR STOCK)	\$49	\$59

## 90LB INDEX (COVER STOCK)

Single Color (Black)	1 SIDED PER 1,000	2 SIDED PER 1,000
8.5" X 11" (WHITE STOCK)	\$41	\$46
8.5" X 11" (COLOR STOCK)	\$51	\$56
11" X 17" (WHITE STOCK)	\$67	\$77
11" X 17" (COLOR STOCK)	\$92	\$102

## CARBONLESS

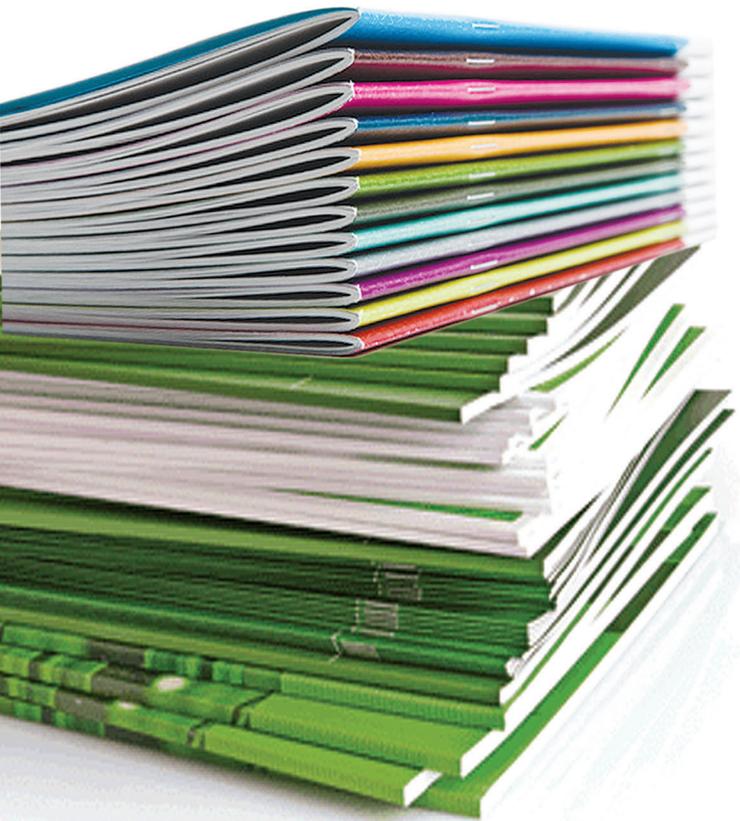
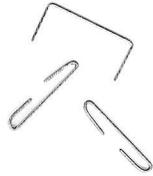
Single Color (Black)	1 SIDED PER 1,000	2 SIDED PER 1,000
2 PART (8.5" X 11")	\$60	\$70
3 PART (8.5" X 11")	\$100	\$110
4 PART (8.5" X 11")	\$133	\$143
5 PART (8.5" X 11")	\$169	\$179

\*QUANTITIES ABOVE 5,000 - REQUEST QUOTE

## FULL COLOR

	1 SIDED PER 1,000	2 SIDED PER 1,000
8.5" X 11"	\$200	\$300
11" X 17"	\$250	\$350





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## FINISHING

	EACH PER 1,000
FOLDING	\$10
STAPLING	\$5
PADDING	\$5
PERFORATING / SCORING	\$10
PUNCHING (1 SIDED)	\$5
PUNCHING (2 SIDED)	\$8
CUTTING	\$10
TRANSPARENCY	\$150
TABS	\$120
UV COATING (1 SIDED)	\$100
UV COATING (2 SIDED)	\$160

## BOOK BINDING

	PER BOOK
BOOKLET FINISHING (STAPLE SPINE)	\$0.30
TAPE BIND	\$0.30
COMB BIND	\$1
SPIRAL BIND	\$1
VELO BIND	\$1
PERFECT BINDING (UP TO 0.5")	\$0.30
PERFECT BINDING (0.5" - 1")	\$0.60
PERFECT BINDING (1" - 2")	\$0.90



COMB



SPIRAL



TAPE



VELO



PERFECT



BOOKLET

