



**INTERAGENCY SERVICE AGREEMENT
FOR PRINT SERVICES
Between
Oregon Corrections Enterprises (OCE)
And
Department of Administrative Services (DAS)**

ARTICLE 1: PARTIES TO AGREEMENT

- 1.1 Parties to Agreement: This Agreement is made and entered into by and between Oregon Corrections Enterprises, a semi-independent agency of the State of Oregon, herein referred to as "OCE," and the Department of Administrative Services (DAS), through its State Services Division, Publishing & Distribution program (P&D).
- 1.2 Authorized Contract Users: OCE agrees to sell from the Agreement to all State Agencies and/or semi-independent State Agencies such as Oregon Department of Higher Education, Oregon Health Sciences University, and Oregon State Lottery with statutory authority or autonomy to solicit for Goods/services independently.

ARTICLE 2: RECITALS

- 2.1 The Director of the Oregon Department of Administrative Services or the designee of the director (e.g., the Publishing & Distribution Manager) has statutory authority under ORS 282.020 and 282.050(2) to control all printing purchases, and to control and manage all state printing, duplicating and copying required by state agencies. The Publishing & Distribution Manager may, as dictated by questions of good business and economy, let bids and award contracts for state printing.
- 2.2 The Director for the Department of Corrections has assigned responsibility to the Administrator of OCE to carry out certain mandates of Article 1, Section 41, of the Oregon Constitution. Central to those responsibilities is the creation of work opportunities for inmate labor, as much as possible, in the support of government operations, to include Print Services.
- 2.3 Article 1, Section 41 of the Oregon Constitution requires every State Agency to cooperate with the Department of Corrections' Director in establishing inmate work programs. ORS 190.110 allows one State Agency to cooperate with another State Agency in the performance of a duty imposed upon it or in exercising a power conferred upon it.
- 2.4 In the exercise of good business judgment and to further the mandates that are part of Article 1, Section 41 of the Oregon Constitution, the Publishing & Distribution Manager desires to collaborate with OCE by utilizing OCE's ability to provide appropriate Print Services to State Agencies by using inmate labor under the direction and control of OCE.
- 2.5 In carrying out its responsibilities under Article 1, Section 41 of the Oregon Constitution, OCE wishes to provide certain print and Document Publishing services, subject to the management and control of the Publishing & Distribution Manager under ORS 279.712, to State Agencies through the use of inmate labor.

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ARTICLE 3: DEFINITIONS

3.1 The following terms contained in this Agreement are herein defined:

- 3.1.1 Document Publishing shall mean the creation of printed and/or copied materials from digital or hard copy format originals.
- 3.1.2 Authorized Representatives shall mean the individuals identified in this Agreement as the individuals responsible for carrying out their respective organization’s responsibilities under the terms of this Agreement.
- 3.1.3 Revenue shall mean the sum of all funds received by OCE as payment for goods sold or services rendered.
- 3.1.4 Print Shop shall mean either OCE’s Print Shop located at the Oregon State Correctional Institution (OSCI) in Salem, Oregon or OCE’s Print Shop located at Coffee Creek Correctional Facility (CCCF) in Wilsonville, Oregon.
- 3.1.5 Print Services shall mean the creation of printed and/or copied materials from digital or hard copy format originals, including (but not limited to) printing and distribution of letterhead, envelopes, business cards, carbonless forms, and specialty items.
- 3.1.6 Order Turnaround Time will be ten (10) working days unless the order is identified as a “Rush.”
- 3.1.7 Rush shall mean the processing of print orders received by OCE from Customer with an expected turnaround time of five (5) working days.
- 3.1.8 Customer shall mean any State Agency and/or semi-independent State Agency with which a Contract is formed.
- 3.1.9 Order shall mean a Printing Order, Purchase Order, Contract Release Order, or Letter of Request on agency letterhead placed by a Customer for Print Services pursuant to the Agreement and which serves as the basis for a Contract between OCE and Customer.
- 3.1.10 Contract shall mean a contract created under this Agreement between OCE and a Customer upon acceptance by OCE of an Order. Unless expressly made not applicable, all terms and conditions of this Agreement shall apply to any Contract formed hereunder.
- 3.1.11 State Agency or State Agencies shall mean every state officer, board, commission, department, institution, branch or agency of the state government, whose costs are paid wholly or in part from funds held in the State Treasury.

ARTICLE 4: TERM OF AGREEMENT

- 4.1 Term of Agreement: This Agreement will become effective upon final signature. The Agreement will remain in effect until June 30, 2011.
 - 4.1.1 OCE and DAS agree to conduct an annual review of OCE’s performance under the Agreement, including market analysis, price review, and evaluation of performance to production and delivery standards.

ARTICLE 5: SCOPE OF OCE OBLIGATIONS

- 5.1 OCE shall provide to Customers buying under this Agreement those Printing Services identified in the Attachments of this Agreement, subject to the terms and conditions of the Agreement.
- 5.2 OCE and DAS will conduct periodic evaluations of the services provided in this Agreement. Attachments may be amended or terminated by either party without notice to third parties in the exercise of good business and economy.

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5.3 Packaging and Shipping: OCE shall send completed Print Services Orders directly to State Agencies. Containers of printed material cannot exceed 50 pounds. OCE shall provide packaging and shipping services to State Agencies via United Parcel Service (UPS), United States Postal Service (USPS), Federal Express (FedEx), P&D delivery services, and/or daily delivery to State of Oregon Shuttle. OCE will work with State Agency to determine the best delivery method for completed Print Services unless otherwise specified in the Print Services Order. Because of space constraints in mail delivery vehicles, DAS P&D shuttle service cannot accommodate print orders in excess of five standard shipping boxes in a single delivery to a State Agency on the shuttle route. (This limitation does not apply to deliveries of business cards.) Print Services Orders exceeding five boxes must be held at OCE and brought to DAS P&D for shuttle delivery on consecutive days. If an Agency needs a single delivery of orders exceeding five standard boxes, alternate shipping services, listed above, must be used by OCE.

ARTICLE 6: SCOPE OF DAS OBLIGATIONS

6.1 OCE shall provide to Customers buying under this Agreement those Printing Services identified in the Attachments of this Agreement, subject to the terms and conditions of the Agreement.

ARTICLE 7: CUSTOMER OBLIGATIONS

7.1 STATE AGENCIES SUBJECT TO DAS PURCHASING AUTHORITY UNDER ORS 279.712 ARE REQUIRED TO PURCHASE FROM THIS INTERAGENCY PRICE AGREEMENT WHEN PURCHASING ITEMS LISTED IN THE ATTACHMENTS UNLESS AN EXEMPTION HAS BEEN PROCESSED AND APPROVED BY DAS.

7.2 By placing an Order, Customer agrees upon acceptance of such Order and creation of a Contract between Customer and OCE to comply with all requirements and satisfy all obligations specified in this Agreement as applicable to Customer, including all Attachments and Exhibits, which are attached and incorporated by reference into this Agreement, in accordance with the terms and conditions of this Agreement.

7.3 Upon receipt of the completed print order, Customer has sixty (60) days to inspect the completed product for errors and request a reprint at OCE's expense. After sixty (60) days, Customer must compensate OCE for a new print order.

ARTICLE 8: CONSIDERATION

8.1 Customer agrees to all terms of compensation as specified in Exhibit A. OCE shall invoice Customer amounts owing for printing services on a weekly basis for delivered products and services.

8.2 OCE shall select the delivery method for Print Services to be delivered under this Agreement. Orders will be shipped via the most economical method at the determination of OCE.

ARTICLE 9: TERMINATION

9.1 This Agreement may be terminated, for any reason, by DAS or OCE upon sixty (60) days written notice to the other party at the address provided in Section 16.2 below. In the event of such termination, OCE shall be permitted to complete any Print Services order received by OCE prior to termination of the Agreement.

9.2 A Customer may cancel its Order under this Agreement by providing written notice of such cancellation to OCE. Customer agrees to be liable for all costs of production incurred up to the time of order cancellation.

ARTICLE 10: REPRESENTATIONS AND WARRANTIES

10.1 OCE Representations and Warranties. OCE makes the following representations and warranties:

10.1.1 OCE is authorized to do business in the State of Oregon.

10.1.2 The services to be provided under this Agreement shall be performed in a good and workmanlike manner and in accordance with the standard of care prevailing in the industry.

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10.1.3 Except as otherwise provided in Article 15, at all times during the term of this Agreement, OCE shall provide individuals who are qualified, competent, and duly licensed (if necessary) to perform the Print Services contemplated by this Agreement.

ARTICLE 11: OWNERSHIP OF WORK PRODUCT

11.1 Customer retains ownership of all materials provided to OCE for assembly and distribution.

ARTICLE 12: INDEMNITIES

12.1 To the extent permitted by Article XI, Section 7 of the Oregon Constitution and by the Oregon Tort Claims Act, DAS and OCE shall defend, save, hold harmless, and indemnify those Customers purchasing under this Agreement including their officers, employees, and agents from and against all claims, suits, actions, losses, damages, liabilities, costs and expenses of any nature whatsoever resulting from, arising out of, or relating to the activities performed by OCE under this Agreement.

ARTICLE 13: INSURANCE

13.1 OCE is self-insured for its property and liability exposure, as subject to the Oregon Tort Claims Act, ORS 30.260 through 30.300. A Certificate of Self-Insurance will be provided to Customer upon request.

ARTICLE 14: LIMITATION OF LIABILITIES

14.1 Neither DAS nor OCE shall be liable to Customer for (i) any indirect, incidental, consequential or special damages under the Agreement or (ii) any damages of any sort arising solely from the termination of this Agreement in accordance with its terms, nor shall any party to this Agreement or to a Contract formed hereunder be entitled to attorney’s fees, court costs, investigative or expert witness fees.

14.2 OCE’s sole liability in the event of damage or loss of any goods provided by Customer to OCE pursuant to a Contract formed under this Agreement shall be the repair or replacement, at the sole discretion of OCE, of such goods or reimbursement to Customer of the value of such goods.

ARTICLE 15: LIMITATIONS ON SERVICES

15.1 Customer Acknowledgment of Service Limitations. Customer acknowledges and agrees that:

15.1.1 Print Services to be provided by OCE under this Agreement will be provided, in part or entirely, using prison inmate labor;

15.1.2 OCE’s inmate workforce is subject to change and limitations due to security and correctional considerations.

15.2 Notification to Customer. In the event services are curtailed under Section 14.1 above, OCE will make its best efforts to communicate with Customer and to advise Customer of the anticipated date that services will be resumed. However, in no event shall OCE be liable to Customer for any damages or claims due to delays or interruption in service for any reason, or for failure of OCE to promptly notify Customer of any such delay or interruption.

ARTICLE 16: COMPLIANCE WITH LAW

16.1 In providing services under this Agreement, OCE shall comply with all applicable federal, state and local laws, regulations, executive orders and ordinances applicable to such services. Customer acknowledges and agrees that services provided by OCE under this Agreement may be regulated or limited by: (i) Title VI of the Civil Rights Act of 1964; (ii) Section V of the Rehabilitation Act of 1973; (iii) the Americans with Disabilities Act of 1990 and ORS 659.425; (iv) regulations and administrative rules established pursuant to the foregoing laws; and (v) other applicable requirements of federal and state civil rights and rehabilitation statutes, rules and regulations. To the extent applicable, performance under this Agreement is conditioned upon compliance with provisions of ORS 279.312, 279.314, 279.320 and 279.555, which are incorporated by reference.

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ARTICLE 16: MISCELLANEOUS

- 17.1 Dispute Resolution. The parties to this Agreement shall make a good faith effort to resolve any dispute arising out of this Agreement at the lowest level possible.
- 17.2 Notices. Any notices that may be required under this Agreement shall be sent prepaid by U.S. postal service to the individuals identified in this section 16.2. Mailed notices shall be deemed given five (5) days after post marked, when deposited, properly addressed and prepaid, into the U.S. postal service. Faxed notices shall be deemed given upon electronic confirmation of successful transmission to the designated fax number. Electronic mail notices shall be deemed given upon electronic confirmation of successful transmission to the designated address.
 - For OCE: Dave Caulley, OCE Contracts Manager
Oregon Corrections Enterprises
P. O. Box 12849
Salem, OR 97306
Telephone: (503) 428-5519
Fax: (503) 363-4170
Email: dcaulley@oce.oregon.gov
 - For DAS: Debbie Gallagher, Deputy of Operations
Department of Administrative Services,
Publishing & Distribution
550 Airport Road
Salem, OR 97301
Telephone: (503) 373-1766
Fax: (503) 373-7789
Email: Deborah.J.Gallagher@state.or.us
- 17.3 Force Majeure. Neither DAS nor OCE shall be held responsible for delay or default caused by fire, riot (including inmate riots and lockdowns), acts of God, terrorist acts, or other acts of political sabotage, or war where such cause was beyond the reasonable control of DAS or OCE, respectively. DAS or OCE, as the case may be, shall, however, make all reasonable efforts to remove or eliminate such a cause of delay or default and shall, upon the cessation of the cause, diligently pursue performance of its obligations under this Agreement.
- 17.4 Confidentiality: Neither DAS nor OCE shall disclose business information acquired from the other party in the performance of this Agreement and identified by the other party as confidential (except for information publicly known or publicly available), including trade secrets, unless and only to the extent disclosure may otherwise be required by law. OCE shall use Customer's confidential information solely for purposes of providing the services contemplated by this Agreement.
- 17.5 No Infringement: Wherever Customer is required to provide source data to OCE to permit OCE to provide the services required by this Agreement, Customer warrants that the source data is not subject to, or vulnerable to, any patent or copyright infringement, theft of trade secret, or other claim related to unauthorized use.
- 17.6 Entire Agreement: This Agreement and incorporated attachments constitute the entire agreement between DAS and OCE on the subject matter hereof. This Agreement, with attachments, supersedes any and all other agreements, either oral or in writing, between DAS and OCE relating to the subject matter hereof, and contains all covenants and agreements between the parties. DAS and OCE each acknowledge that no representations, inducements, promises, or agreements, orally or otherwise, have been made by any party, or anyone acting on behalf of any party, which are not embodied herein, and that no other agreement, statement, or promise not contained in this Agreement shall be valid or binding on either DAS or OCE, except that any other written agreement dated concurrent with or after this Agreement shall be valid as between the signing parties thereto.
- 17.7 Waiver, Consent, Modification. No waiver, consent, modification or change of terms of this Agreement shall bind either DAS or OCE unless in writing and signed by both DAS and OCE and all necessary State approvals have been obtained. Such waiver, consent, modification or change, if made, shall be effective only in the specific instance and for the specific purpose given. The failure of either DAS or OCE to enforce any provision of this Agreement shall not constitute a waiver by either party of that or any other provision.

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**EXHIBIT A
GENERAL INFORMATION**

- A.1: Ordering Procedures: State Agencies and semi-independent State Agencies shall use their own purchasing order documents to order from this Agreement.
 - A.1.1 State Agency Procedure: State Agencies shall use either the general state approved ordering document referencing the BPO/Contract number, or their own internal purchase order form or agency letterhead to order from this Agreement.
 - A.1.2 Mandatory Purchase Authorization Language: "This purchase is placed against State of Oregon Agreement #5537. The terms and conditions of said Agreement apply to this purchase and take precedence over all other terms and conditions written or implied."
 - A.1.3 OCE in partnership is now offering online ordering to state agencies for items listed in this Agreement by logging on to MyOrderDesk.com.
- A.2 Invoicing and Payment: OCE shall invoice Customer on a weekly basis for all amounts owing for products and services delivered. All such invoices shall include a brief description of the products and services provided.
 - A.2.1 Customer agrees to pay for services rendered within thirty (30) days of receipt of invoice. Payments shall be sent to the address identified on the invoice.
 - A.2.2 OCE may assess overdue account charges, in accordance with the provisions of ORS 293.461 (3), up to a maximum rate of two-thirds of one percent per month (8% per annum).
- A.3 Print Services: Upon receipt of the Customer's completed print order, and the Customer's signed final proof, OCE will complete the order within ten (10) working days. A proof is required for all initial orders.
- A.4 Changes in Services: Requests for changes in the services to be provided under this Agreement must be made in writing, and will be effective upon written agreement by OCE and Customer.
- A.5 Change Orders: Customers who notify OCE of cancellation or change of orders will be required to reimburse OCE for services rendered up to the point of notification.
- A.6 Packaging and Delivery: OCE shall ship completed Print Services Orders directly to State Agencies. A shipping box cannot exceed 50 pounds. OCE shall provide packaging and shipping services via United Parcel Service (UPS), United States Postal Service (USPS), Federal Express (FedEx), P&D delivery services, and/or daily delivery to State of Oregon Shuttle. OCE will work with the State Agency to determine the best delivery method, unless it is otherwise specified on the Print Services Order. DAS P&D shuttle service has a limit of 5 standard shipping boxes per shipment. Print Services Orders exceeding five boxes must be shipped on consecutive days. If an Agency needs a single delivery, other shipping services must be used by OCE. The 5 box limit does not apply to business cards.
- A.7 Customer Service Contact: If Customer determines that products or services are unsatisfactory, assistance may be obtained by calling the OCE Print Shop at 503-373-0148, or sending an e-mail to: oceprintshop@oce.oregon.gov.
- A.8 Quarterly Review of Paper Cost Escalation: OCE will review Print Services prices quarterly due to the escalation in the cost of paper stock. Increases in the cost of paper stock will be documented and reflected in the price of Print Services under this Agreement. Similarly, reductions in the price of paper stock will be documented and reflected in the price of Print Services under this Agreement.

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**INTERAGENCY AGREEMENT
FOR PRINT SERVICES**

Attachment 1

PRODUCT: ENVELOPES, PRINTED: VARIOUS SIZES

PROVIDER: OREGON CORRECTIONS ENTERPRISES

CONTACT: OCE Sales Representative
Telephone: 503-373-0148
Fax: (503) 364-1154
Email: oceprintshop@oce.oregon.gov

MAILING ADDRESS: Oregon Corrections Enterprises
Attn: OCE Print Shop
P.O. Box 12849
Salem, OR 97306

PRICE: REFER TO ATTACHED PRICING SCHEDULE

PAYMENT TERMS: NET 30 DAYS

SHIPPING: SEE EXHIBIT A, GENERAL INFORMATION, SECTION A.6, PACKAGING AND DELIVERY ABOVE

DAYS REQUIRED FOR DELIVERY: REFER TO DELIVERY SCHEDULE

TRANSPORTATION CHARGES: REFER TO DELIVERY SCHEDULE

MINIMUM ORDER: 1,000 ENVELOPES. ALL ORDERS OVER 1,000 SHALL BE IN INCREMENTS of 500.

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**INTERAGENCY AGREEMENT
FOR PRINT SERVICES
Attachment 1
ENVELOPES, PRINTED: VARIOUS SIZES**

1. GROUP ONE: ENVELOPES (Price per 500 envelopes for each quantity range)

Item #	Product	Stock	1,000-2,000	2,500-4,500	5,000-9,500	10,000-24,500	25,000-50,000	51,000-150,000	151,000-250,000
1	#9 Regular 3-7/8" x 8-7/8"	24# White	\$12.00	\$10.62	\$10.33	\$10.17	\$9.96	\$9.07	\$8.40
2	#10 Regular 4-1/8" x 9-1/2"	24# White	\$12.63	\$11.26	\$10.95	\$10.80	\$10.58	\$8.85	\$8.36
		24# White w/inside tint	\$13.78	\$12.41	\$12.11	\$11.97	\$11.75	\$9.79	\$9.23
3	#10 Window 4-1/8" x 9-1/2"	24# White	\$13.31	\$11.93	\$11.63	\$11.48	\$11.27	\$9.42	\$8.90
		24# White w/inside tint	\$14.12	\$12.76	\$12.48	\$12.31	\$12.08	\$10.12	\$9.56

If More Than 250,000 Envelopes, contact OCE Print Shop for Quote

1.2 GROUP TWO: CATALOG ENVELOPES (OPEN END) (Price per 500 envelopes in each quantity range)

Item #	Product	Stock	1,000-2,000	2,500-4,500	5,000-9,500	10,000-24,500	25,000-50,000
4	6" x 9"	24# Manila 24#	\$52.71	\$39.04	\$35.72	\$28.86	\$26.61
		White	\$39.52	\$29.28	\$26.79	\$21.65	\$19.96
5	9" x 12"	28# Manila 28#	\$60.46	\$46.78	\$43.47	\$36.60	\$34.52
		White	\$60.98	\$47.32	\$44.05	\$37.14	\$34.89
6	9 1/2" x 12-1/2"	28# Manila 28#	\$62.97	\$49.29	\$45.98	\$39.11	\$36.87
		White	\$61.52	\$49.62	\$46.28	\$36.08	\$36.90
7	9 1/2" x 12-1/2"	28# White- Latex Seal	\$108.20	\$68.29	\$59.52	\$48.47	\$37.60
8	10" x 13"	28# Manila 28"	\$65.40	\$51.72	\$48.40	\$41.54	\$39.30
		White	\$66.24	\$52.57	\$49.25	\$42.39	\$40.14

If More Than 50,000 Envelopes, contact OCE Print Shop for Quote

1.3 GROUP THREE: BOOKLET ENVELOPES (OPEN SIDE) (Price per 500 envelopes in each quantity range)

Item #	Product	Stock	1,000-2,000	2,500-4,500	5,000-9,500	10,000-24,500	25,000-50,000
9	6" x 9"	24# White	\$47.41	\$34.98	\$31.94	\$25.70	\$23.77
10	9" x 12"	28# White	\$64.74	\$51.25	\$47.97	\$41.19	\$38.98

If More Than 50,000 Envelopes, contact OCE Print Shop for Quote

1.4 ADDITIONAL CHARGES

- Printing on back and/or flap.....\$ 0.60/M
- Special Ink Charge (ink color that is not included in specifications).....\$25.00/flat fee
- Second ink color (per color).....\$15.00/flat fee
- Rush Delivery (5 working days delivery)..... \$60.00/flat fee

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2. DELIVERY

- 2.1 OCE shall ship to Customer within ten (10) working days from receipt of Customer’s signed final proof.
- 2.2 Rush Delivery: Ship date is five (5) working days from receipt of Customer’s signed final proof. Add an additional twenty (20) percent to the price shown in the price matrix for shipping. A proof is required for all initial orders.
- 2.3 Shipping: All orders will be shipped via the most method at the determination of OCE. Shipping options include United Parcel Service, Federal Express, United States Post Office, State of Oregon Shuttle, P&D Delivery Services, or OCE Truck. This applies to any single printed order, Purchase Order, Contract Release Order, or request submitted on Customer letterhead. Shipping charges if applicable will be listed on Customer Invoice.

3. PRODUCT TECHNICAL SPECIFICATIONS

3.1 GROUP ONE: REGULAR & WINDOW ENVELOPES

Item #	Product	Stock	Flap	Seal Flap Length	Seams	Sides	Seal
01	#9 Regular, 3-7/8" x 8-7/8"	24# White Recycled	Round	1-5/8"	Diagonal	Open	½" Gum
02	#10 Regular, 4-1/8" x 9-1/2"	24# White Recycled	Round	1-3/4"	Diagonal	Open	½" Gum
03	#10 Window, 4-1/8" x 9-1/2" Left window: 1-1/8" x 4-1/2", 7/8" from left, 5/8" from bottom	24# White Recycled 24# White w/inside tint	Round	1-3/4"	Diagonal	Open	½" Gum

3.2 GROUP TWO: CATALOG ENVELOPES (OPEN END)

Item #	Product	Stock	Flap	Seal Flap Length	Seams	Sides	Seal
04	6" x 9"	24# Manila 24# White		1-3/4"	Center/Bottom		1" Gum
05	9" x 12"	28# Manila 28# White		1-7/8"	Center/Bottom		1" Gum
06	9 1/2" x 12-1/2"	28# Manila 28# White		2-1/4"	Center/Bottom		1" Gum
07	9 1/2" x 12-1/2"	28# White		2-1/4"	Center/Bottom		1" Latex
08	10" x 13"	28# Manila 28" White		1-7/8"	Center/Bottom		1" Gum

3.3 GROUP THREE: BOOKLET ENVELOPES (OPEN SIDE)

Item #	Product	Stock	Flap	Seal Flap Length	Seams	Sides	Seal
09	6" x 9"	24# White		1-3/8"	Side		½" Gum
10	9" x 12"	28# White		2-1/8"	Center/Bottom		1-1/8" Gum

4. GENERAL SPECIFICATIONS: The following specifications shall apply to all orders:

- 4.1 Ink: Pantone® 287, Pantone® Reflex Blue or black. All other standard Pantone® ink colors require a special ink charge (\$25.00 flat fee).

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- 4.2 Stock: If a recyclable materials logo is going to be printed, OCE shall guarantee that the placement of the logo will not interfere with bar code scanning, whether the scanning be on the front or the back of the envelope. See 1A, 1B and 1C for Standard Specifications for envelopes.
- 4.3 Windows: Clear transparent material, such as poly, with low sheen which is accepted by the Postal Service. Must be readable by all scanners and approved by the Postal Service.
- 4.4 Gumming: Brush gumming.
Light colored or clear seal gum
Light colored seam gum. Thickness of seal gum .0007 to .0009
Envelopes must not be glued together.
NOTE: Application of gumming must not exceed beyond flap edge or leave an uneven edge.
- 4.5 Latex: Standard Latex - Peel and stick will not be accepted.
- 4.6 Style Open side or open-end (see individual items) commercial flap.
Must be guaranteed for use on State of Oregon inserting machines when noted on Printing Order, Letter of Request, Contract Release Order (CRO) or Purchase Order (PO). Specific brand and model of inserting machine will be specified on Order.

Group 1 acceptable style based on past usage is die cut, open side, diagonal seams with rounded commercial flap. "V" flap will not be acceptable.
- 4.7 Printing: Preprinted information will be required on all envelopes for State Agencies. All non-standard envelope designs for State Agencies must be approved by Agency Director and submitted to Department of Administrative Services, for approval prior to printing. See Attachment 1A, 1B and 1C for Standard State Envelope Layout Formats.
- 4.8 Proofing: Proof is required for all initial orders. OCE is responsible for any charges incurred to deliver proof to Customer.
- 4.9 Boxes: Box to be made of 3/16" chipboard and so constructed to withstand stacking ten (10) high. Lid of box to be made of 3/16" chipboard and so constructed to enable the bottom box to be removed from a stack of five high by using the side as a pull.
- 4.10 Cartons: 175# test, 3/8" thick standard corrugated cartons.
- 4.11 Markings: Each carton shall be labeled with the following information:
4.11.1 Vendor's name (OCE)
4.11.2 Type and style of stock
4.11.3 Quantity
4.11.4 Size
4.11.5 Weight
- 4.12 Palletizing: Cartons will be stacked on pallets in such a manner to equalize weight distribution.

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Standard Format Business Reply #9 Envelope

3⁷/₈" X 8⁷/₈"

Attachment: 1A

Business Reply Legend Box: The words "BUSINESS REPLY MAIL" are required above the address in capital (uppercase) letters. Immediately below, the words "FIRST-CLASS MAIL PERMIT NO." followed by the permit number and the name of the issuing post office (city and state) in capital letters (S922.4).

Postage Paid Line: Place the statement "POSTAGE WILL BE PAID BY ADDRESSEE" (in capital letters) under the business reply legend box. (S922.4).

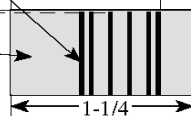
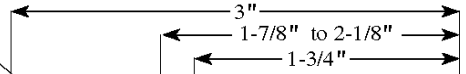
Facing Identification Mark (FIM): A FIM pattern (specifically FIM B without barcode or FIM C with barcode) is required on all BRM postcards and letter-size mailpieces.

FIM Location: The FIM clear zone must contain no printed matter other than the FIM Pattern. FIM bars must be between 1/2 and 3/4 inch high and 0.03125 (1/32 inch) (±0.008 inch wide (S992.4.10).

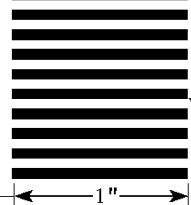
Postage Endorsement Indicia: "NO POSTAGE NECESSARY IF MAILED IN THE UNITED STATES" must appear in the upper right corner of the mailpiece and must not exceed more than 1-3/4 inches from the right edge (S922.4.5).

Top of FIM Bars must be within 1/8" of edge.

FIM Clear Zone: 1-1/4"x5/8"



NO POSTAGE NECESSARY IF MAILED IN THE UNITED STATES



3/16" min.

BUSINESS REPLY MAIL
FIRST-CLASS MAIL PERMIT NO. ### CITY, OREGON

Bars must not extend below the delivery address line.

POSTAGE WILL BE PAID BY ADDRESSEE

DEPARTMENT OR AGENCY NAME
BRANCH OR DIVISION
PO BOX OR STREET ADDRESS
CITY NAME OR 97310-9999

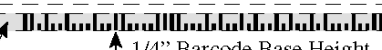
at least 1/2"

at least 1"

5/8" min.
2-1/4" max

Barcode Clear Zone:
4-1/2" x 5/8"

Leftmost bar must fall between 3-1/4" and 4" from right edge.



1/4" Barcode Base Height

4-3/4"

7/16"

Horizontal Bars: These bars must be uniform length, at least 1 inch long, and 1/16 to 3/16 inch thick and evenly spaced. The bars may not extend below the delivery address line, which is located directly above the line containing the city, state, and ZIP Code (S922.4.9).

POSTNET Barcode Location: The barcode must be located here (unless an address block barcode is used on a window envelope or printed address label). The barcode must be a ZIP+4 barcode (*delivery point barcode not permitted*). This area must be free of any printing other than the barcode. A free camera-ready barcode positive may be obtained from your local postal business center (S922.5).

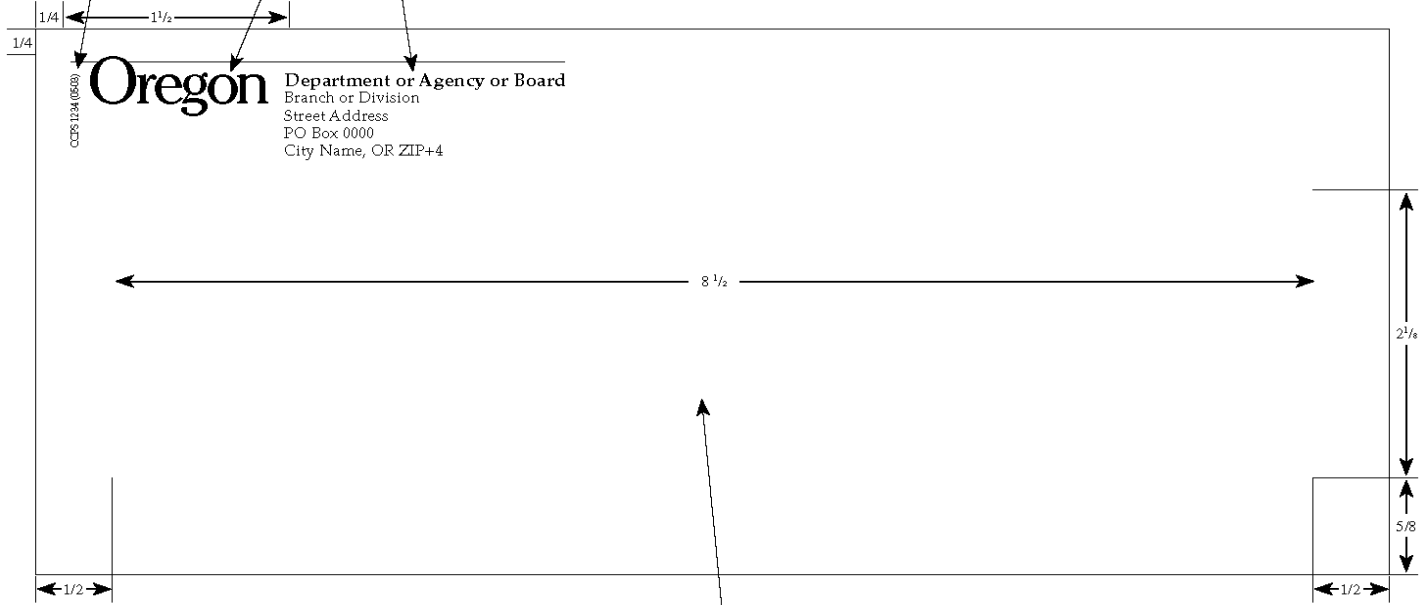
Authority Initials _____
Authority Initials _____
Authority Initials _____
Authority Initials _____

OCE Initials _____

- 1st return address line is 9.5pt. Palatino Bold
- Other address lines are 8pt. Palatino
- Oregon text is 36pt. Cheltenham
- Optional Form number is 5pt. Palatino

**Standard Format
#10 Envelope**
4 1/8" X 9 1/2"

Attachment: 1B



Optical Character Reader Area
The entire delivery address should be within this "OCR area".
Any information outside this area will not be read.

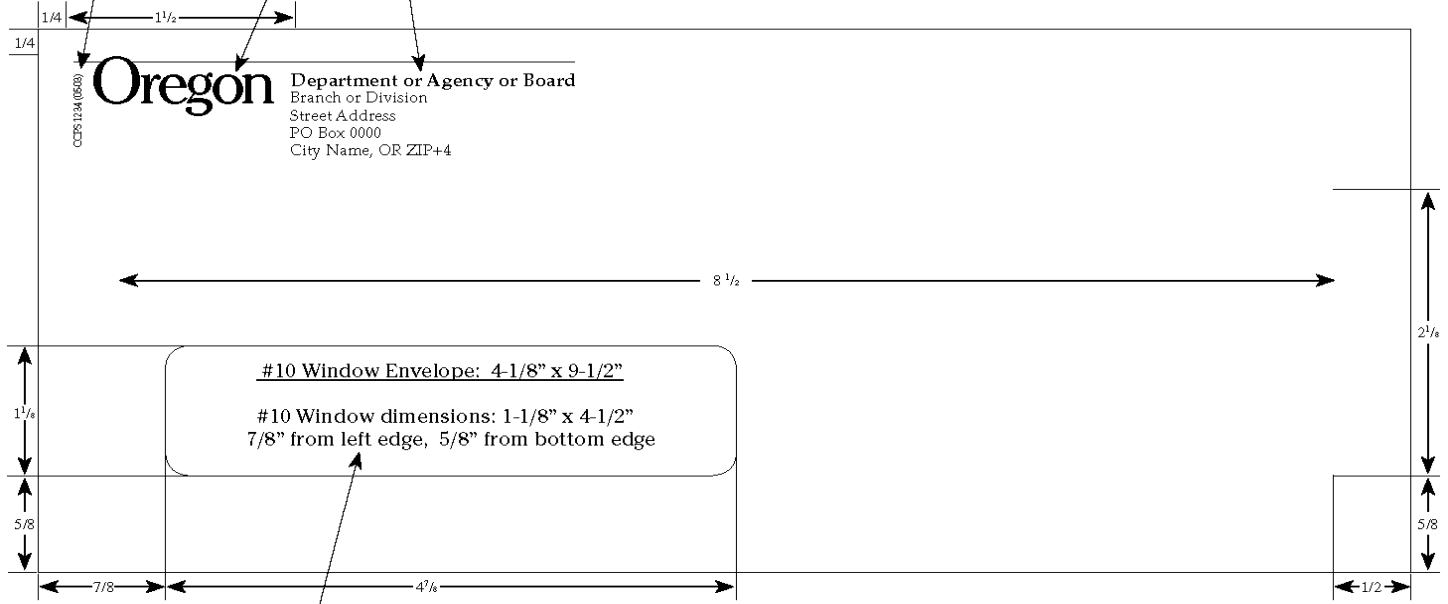
Authority Initials _____
 Authority Initials _____
 Authority Initials _____
 Authority Initials _____

OCE Initials _____

- 1st return address line is 9.5pt. Palatino Bold
- Other address lines are 8pt. Palatino
- Oregon text is 36pt. Cheltenham
- Optional Form number is 5pt. Palatino

Standard Format
“Fast Forward” #10 Window Envelope
 4 1/8” X 9 1/2”

Attachment: 1C



Window Area

Optical Character Reader Area
 The entire delivery address should be within this “OCR area”.
 Any information outside this area will not be read.

Authority Initials _____
 Authority Initials _____
 Authority Initials _____
 Authority Initials _____

OCE Initials _____



**INTERAGENCY AGREEMENT
FOR PRINT SERVICES**

Attachment 2

PRODUCT: **BUSINESS CARDS, STANDARD STATE FORMAT**

PROVIDER: OREGON CORRECTIONS ENTERPRISES

CONTACT: OCE Sales Representative
Telephone: (503) 373-0148
Fax: (503) 364-1154
Email: oceprintshop@oce.oregon.gov

MAILING ADDRESS: Oregon Corrections Enterprises
Attn: OCE Print Shop
P.O. Box 12849
Salem, OR 97306

PRICE: REFER TO ATTACHED PRICING SCHEDULE

PAYMENT TERMS: NET 30 DAYS

SHIPPING: SEE EXHIBIT A, GENERAL INFORMATION, SECTION A.6, PACKAGING AND DELIVERY ABOVE

DAYS REQUIRED FOR DELIVERY: REFER TO DELIVERY SCHEDULE

TRANSPORTATION CHARGES: REFER TO DELIVERY SCHEDULE

MINIMUM ORDER: 250 BUSINESS CARDS. ALL ORDERS OVER 250 SHALL BE IN INCREMENTS of 250.

Authority Initials _____
Authority Initials _____
Authority Initials _____
Authority Initials _____

OCE Initials _____



**INTERAGENCY AGREEMENT
FOR PRINT SERVICES**

**Attachment 2
BUSINESS CARDS, STANDARD STATE FORMAT**

1. **Ordering Instructions:** (Please also refer to general instructions in Exhibit A).
 - 1.1 **Business Card Format Sheet:** A business card format sheet or comparable format sheet is required with each order and must be mailed. Please see Attachment 2A, 2B, 2C and 2D for Standard Specifications for State of Oregon Business Cards.
 - 1.2 **Repeat orders:** For repeat orders, send a sample card from the last order attached to the format sheet. Enter new information on the Format Sheet where you want the information to appear. Please do not cross out and add information to the sample business card.
2. **Pricing:** Price per unit – 250 business cards per unit; no discount for additional cards

	One Color Single Sided	One Color Double Sided
1 Name 250 Cards	\$20.00	\$40.00

2.1 **ADDITIONAL CHARGES**

Rush Delivery (ship in 5 working days)..... \$10.00 per unit/flat fee

3. **Delivery:**
 - 3.1 OCE shall ship to Customer within ten (10) working days from receipt of final Customer signed proof.
 - 3.2 **Rush Delivery:** Ship date for rush orders is five (5) working days final Customer signed proof..
 - 3.3 All orders will be shipped via the most economical method at the determination of OCE. Shipping options include United Parcel Service, Federal Express, United States Post Office, State of Oregon Shuttle, P&D Delivery Services, or OCE Truck. This applies to any single printed order, Purchase Order, Contract Release Order, or request submitted on Customer letterhead. Shipping charges if applicable will be listed on Customer Invoice.

4. **General Specifications:** The following specifications shall apply to all orders:

- 4.1 **Ink:** Standard Ink Color is Pantone® 287.
- 4.2 **Paper:** 80# Royal Fiber-Smooth White Cover

Authority Initials _____
 Authority Initials _____
 Authority Initials _____
 Authority Initials _____

OCE Initials _____

- 4.3 Packaging: One unit (250) cards will be placed in a 2" x 3-1/2" x 3-1/2" box.
- 4.4 Layout: Standard Business Cards have standard layout format. See Exhibit A for detailed specifications including position of type, maximum number of characters per line, placement of state seal, etc.

Authority Initials _____
Authority Initials _____
Authority Initials _____
Authority Initials _____

OCE Initials _____

Standard Single Sided Business Card Format

Attachment: 2A

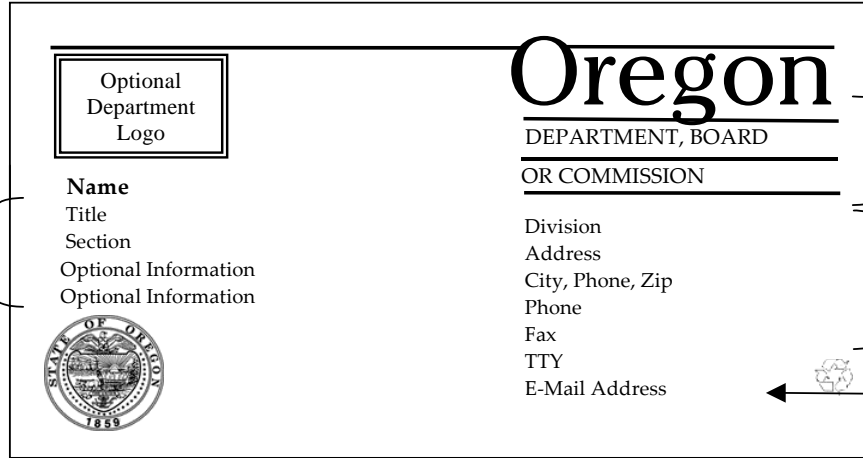
Two line Department Header

Optional Departmental Logo →

Name line is 30 Max characters, Font is Bold Palatino at 9 pt →

30 Max characters, Font is Normal Palatino at 8 pt

You may change font styles for any line; (i.e. Uppercase, Lowercase, Bold, Italics, Underline, etc.)



Department line is 20 Max characters, Font is All Capitals Palatino at 8.5 pt

30 Max characters, Font is Normal Palatino at 8 pt

E-Mail Address line is 55 Max characters, Font is Normal Palatino at 8 pt

You may change font styles for any line; (i.e. Uppercase, Lowercase, Bold, Italics, Underline, etc.)

Three line Department Header

Optional Departmental Logo →

Name line is 30 Max characters, Font is Bold Palatino at 9 pt →

30 Max characters, Font is Normal Palatino at 8 pt

You may change font styles for any line; (i.e. Uppercase, Lowercase, Bold, Italics, Underline, etc.)



Department line is 20 Max characters, Font is All Capitals Palatino at 8.5 pt

30 Max characters, Font is Normal Palatino at 8 pt

E-Mail Address line is 55 Max characters, Font is Normal Palatino at 8 pt

You may change font styles for any line; (i.e. Uppercase, Lowercase, Bold, Italics, Underline, etc.)

Authority Initials _____
 Authority Initials _____
 Authority Initials _____
 Authority Initials _____

OCE Initials _____

Standard Double Sided Business Card Format

Attachment: 2B

Two line Department Header

Front Side

Optional Departmental Logo

Name line is 30 Max characters, Font is Bold Palatino at 9 pt

30 Max characters, Font is Normal Palatino at 8 pt

You may change font styles for any line; (i.e. Uppercase, Lowercase, Bold, Italics, Underline, etc.)

Optional Department Logo

Oregon
DEPARTMENT, BOARD
OR COMMISSION

Name
Title
Section
Optional Information
Optional Information

Division
Address
City, Phone, Zip
Phone
TTY
E-Mail Address

Department line is 20 Max characters, Font is All Capitals Palatino at 8.5 pt

30 Max characters, Font is Normal Palatino at 8 pt

E-Mail Address line is 55 Max characters, Font is Normal Palatino at 8 pt

You may change font styles for any line; (i.e. Uppercase, Lowercase, Bold, Italics, Underline, etc.)

Back Side

Standard Format Back Side (Without Department Logo)

You may change font styles for any line; (i.e. Uppercase, Lowercase, Bold, Italics, Underline, etc.)

Appointment Backer.

Mission Statement Backer.

Oregon
DEPARTAMENTO DE

José
Especialista de Campo
Unidad de Trabajo
Oficina de Medford

APPOINTMENT

DATE: _____

TIME: _____

WITH: _____

It is the MISSION of the Division of Child Support

To Enhance the Well-Being of Children and Promote Positive Parental Involvement by Providing Child Support Program Services to Families.

Authority Initials _____
 Authority Initials _____
 Authority Initials _____
 Authority Initials _____

OCE Initials _____

Three line Department Header

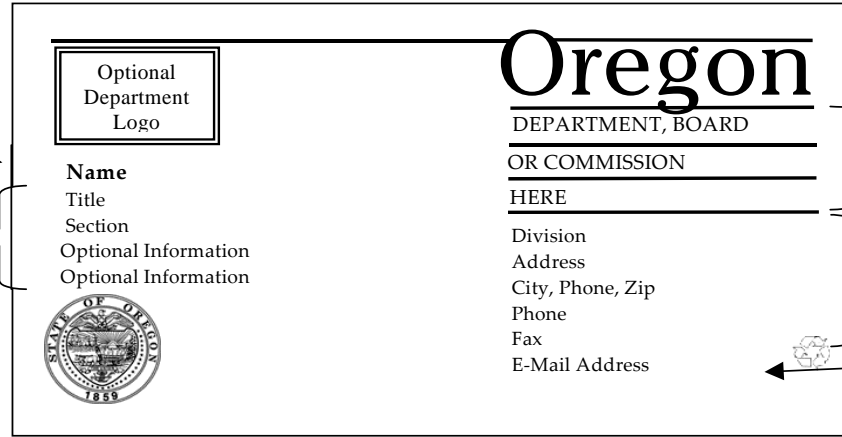
Front Side

Optional Departmental Logo

Name line is 30 Max characters, Font is Bold Palatino at 9 pt

30 Max characters, Font is Normal Palatino at 8 pt

You may change font styles for any line; (i.e. Uppercase, Lowercase, Bold, Italics, Underline, etc.)



Department line is 20 Max characters, Font is All Capitals Palatino at 8.5 pt

30 Max characters, Font is Normal Palatino at 8 pt

E-Mail Address line is 55 Max characters, Font is Normal Palatino at 8 pt

You may change font styles for any line; (i.e. Uppercase, Lowercase, Bold, Italics, Underline, etc.)

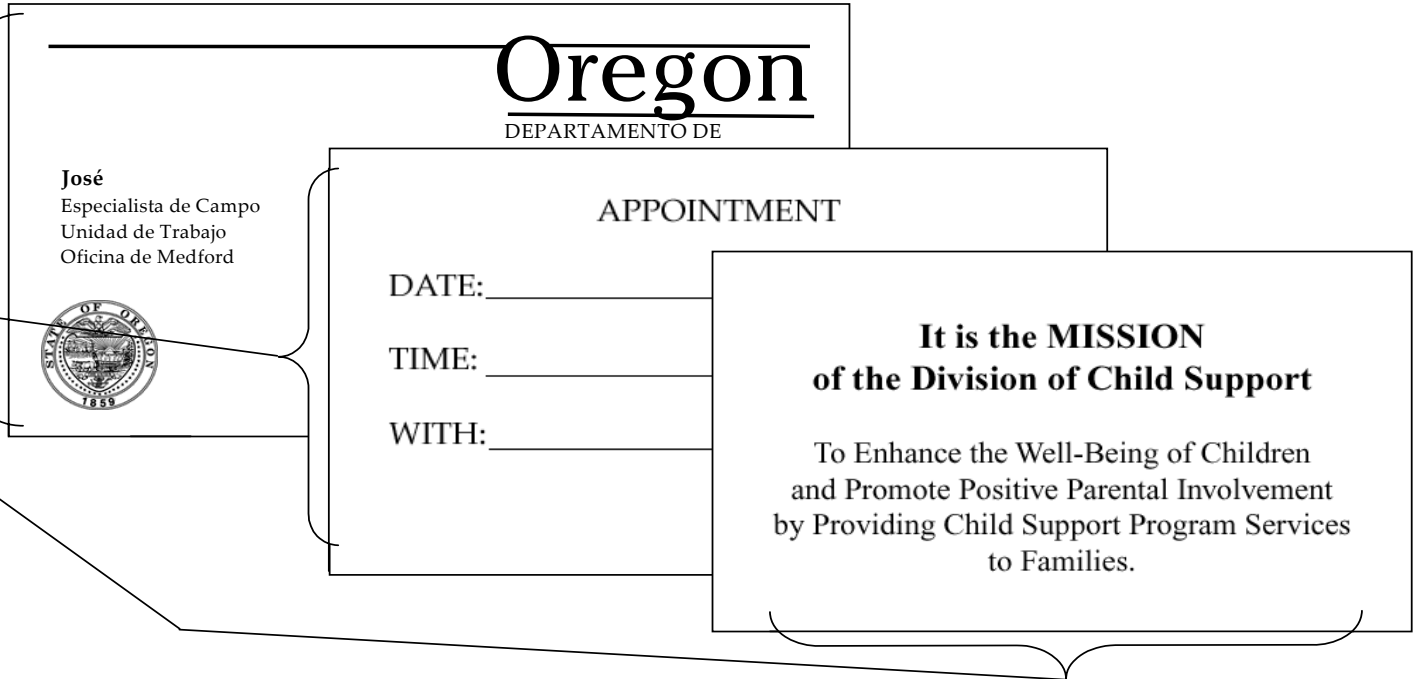
Back Side

Standard Format Back Side (Without Department Logo)

You may change font styles for any line; (i.e. Uppercase, Lowercase, Bold, Italics, Underline, etc.)

Appointment Backer.

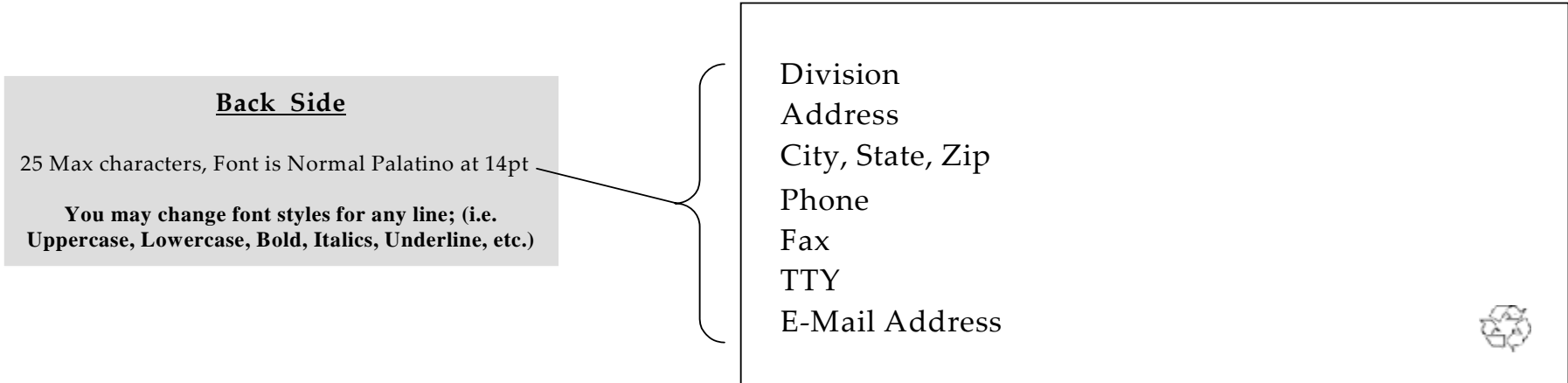
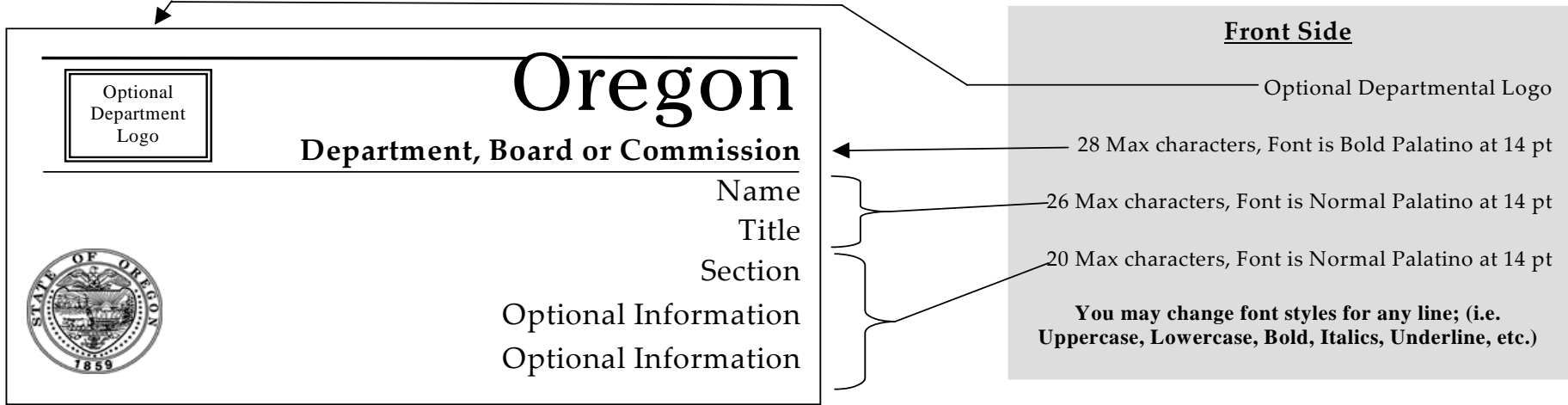
Mission Statement Backer.



Authority Initials _____
 Authority Initials _____
 Authority Initials _____
 Authority Initials _____

OCE Initials _____

Standard Large Print Style Business Card





**INTERAGENCY AGREEMENT
FOR PRINT SERVICES**

Attachment 3

PRODUCT: **BUSINESS CARDS, NON-STANDARD FORMAT**

PROVIDER: OREGON CORRECTIONS ENTERPRISES

CONTACT: OCE Sales Representative
Telephone: (503) 373-0148
Fax: (503) 364-1154
Email: oceprintshop@oce.oregon.gov

MAILING ADDRESS: Oregon Corrections Enterprises
Attn: OCE Print Shop
P.O. Box 12849
Salem, OR 97306

PRICE: REFER TO ATTACHED PRICING SCHEDULE

PAYMENT TERMS: NET 30 DAYS

SHIPPING: SEE EXHIBIT A, GENERAL INFORMATION, SECTION A.6, PACKAGING AND DELIVERY ABOVE

DAYS REQUIRED FOR DELIVERY: REFER TO DELIVERY SCHEDULE

TRANSPORTATION CHARGES: REFER TO DELIVERY SCHEDULE

MINIMUM ORDER: 250 BUSINESS CARDS. ALL ORDERS OVER 250 SHALL BE IN INCREMENTS of 250.

Authority Initials _____
Authority Initials _____
Authority Initials _____
Authority Initials _____

OCE Initials _____



**INTERAGENCY AGREEMENT
FOR PRINT SERVICES**

**Attachment 3
BUSINESS CARDS, NON-STANDARD FORMAT**

1. Ordering Instructions: (Please also refer to general instructions in Exhibit A):

- 1.1 All non-standard business card designs for use by State Agency personnel must be approved by Agency Director and submitted to Department of Administrative Services, for approval prior to printing. Approved agency logos supplied in TIFF or EPS format. First time orders (new design) must be proofed with signed release from Customer prior to printing. Price includes typesetting charges only, not graphic design services, (see Section 2.1 for graphic design charges). Proofs are available in Portable Document Format (PDF).
- 1.2 Repeat orders: For repeat orders, send a sample card from the last printing attached to the order.

2. Pricing: Price per unit (shipping price not included) – 250 business cards per unit; no discounts for additional cards

	One Color Single Sided	One Color Double Sided	Two Color Single Sided	Two Color Double Sided
1 Name 250 Cards	\$50.00	\$60.00	\$70.00	\$80.00

2.1 ADDITIONAL CHARGES:

Metallic colored ink	\$25.00 flat fee
Graphic Design Services.....	\$30.00 per hour
Rush Delivery (Ship in 5 working days).....	\$10.00 per unit/flat fee

3. Delivery:

- 3.1 OCE shall ship to Customer within ten (10) working days from receipt of Final Proof.
- 3.2 Rush Delivery: Ship date is five (5) working days from receipt of Final Proof.
- 3.3 All orders will be shipped via the most economical method at the determination of OCE. Shipping options include United Parcel Service, Federal Express, United States Post Office, State of Oregon Shuttle, P&D Delivery Services, or OCE Truck. This applies to any single printed order, Purchase Order, Contract Release Order, or request submitted on Customer letterhead. Shipping charges if applicable will be listed on Customer Invoice.

4. Product Technical Specifications:

Item	Product	Stock	Ink
	3-1/2" x 2" Business Cards Typeset in Approved Agency Format	Various (see Section 5.2)	Various (see Section 5.1)

Authority Initials _____
 Authority Initials _____
 Authority Initials _____
 Authority Initials _____

OCE Initials _____

5. General Specifications: The following specifications shall apply to all orders:

- 5.1 Ink: All Pantone® colors available. Metallic colors are additional charge (see Section 2.1) No Thermograph (raised printing), gold foil, or four-color process available at this time.
- 5.2 Paper: 80# White Smooth Finish, or 80# Bright White Linen.
- 5.3 Proofing: All first time orders require a proof. Proofs are available in Portable Document Format (PDF). OCE is responsible for any charges incurred to deliver proof to Customer.
- 5.4 Packaging One unit (250) cards will be placed in a 2" x 3-1/2" x 3-1/2" box.

Authority Initials _____
Authority Initials _____
Authority Initials _____
Authority Initials _____

OCE Initials _____



**INTERAGENCY AGREEMENT
FOR PRINT SERVICES**

Attachment 4

PRODUCT: **LETTERHEAD, STANDARD STATE FORMAT**

PROVIDER: OREGON CORRECTIONS ENTERPRISES

CONTACT: OCE Sales Representative
Telephone: (503) 373-0148
Fax: (503) 364-1154
Email: oceprintshop@oce.oregon.gov

MAILING ADDRESS: Oregon Corrections Enterprises
Attn: OCE Print Shop
P.O. Box 12849
Salem, OR 97306

PRICE: REFER TO ATTACHED PRICING SCHEDULE

PAYMENT TERMS: NET 30 DAYS

SHIPPING: SEE EXHIBIT A, GENERAL INFORMATION, SECTION A.6, PACKAGING AND DELIVERY ABOVE

DAYS REQUIRED FOR DELIVERY: REFER TO DELIVERY SCHEDULE

TRANSPORTATION CHARGES: REFER TO DELIVERY SCHEDULE

MINIMUM ORDER: 1,000 EACH

Authority Initials _____
Authority Initials _____
Authority Initials _____
Authority Initials _____

OCE Initials _____



**INTERAGENCY AGREEMENT
FOR PRINT SERVICES**

**Attachment 4
LETTERHEAD, STANDARD STATE FORMAT**

1. Ordering Instructions: (Please also refer to General Instructions in Exhibit A):

1.1 Standard state format will be used in accordance with DAS standard specifications. Matrix price includes typesetting charges only, not graphic design services. Approved agency logos supplied in TIFF or EPS format. Orders must be proofed with signed release from customer prior to printing. Proofs available as laser (hard copy) or emailed in Portable Document Format (PDF).

2. Pricing: Pricing for Standard 8.5" x 11" Letterhead is as follows:

Quantity	Price	Quantity	Price
1,000	\$73.05	9,500	\$308.02
1,500	\$81.87	10,000	\$320.39
2,000	\$90.70	12,500	\$376.86
2,500	\$108.36	15,000	\$449.35
3,000	\$126.01	17,500	\$518.47
3,500	\$143.68	20,000	\$587.36
4,000	\$161.35	22,500	\$654.96
4,500	\$178.89	25,000	\$721.27
5,000	\$196.72	30,000	\$818.56
5,500	\$209.07	40,000	\$891.51
6,000	\$221.42	50,000	\$967.60
6,500	\$233.78	60,000	\$1,055.70
7,000	\$246.13	70,000	\$1,228.42
7,500	\$258.54	80,000	\$1,386.90
8,000	\$270.92	90,000	\$1,548.62
8,500	\$283.28	100,000	\$1,707.75
9,000	\$295.65	If More than 100,000 Contact	OCE Print Shop for Quote

2.1 **ADDITIONAL CHARGES:**

Graphic Design Services.....\$30.00 per hour
 Rush Delivery (Ship in 5 working days).....Add 20% to Pricing Matrix

3. Delivery:

3.1 OCE shall ship to Customer within ten (10) working days from receipt of Final Proof.

3.2 Rush Delivery: Ship date is five (5) working days from receipt of Final Proof.

Authority Initials _____
 Authority Initials _____
 Authority Initials _____
 Authority Initials _____

OCE Initials _____

3.3 All orders will be shipped via the most economical method at the determination of OCE. Shipping options include United Parcel Service, Federal Express, United States Post Office, State of Oregon Shuttle, P&D Delivery Services, or OCE Truck. This applies to any single printed order, Purchase Order, Contract Release Order, or request submitted on Customer letterhead. Shipping charges if applicable will be listed on Customer Invoice.

4. Product General Specifications:

The following specifications shall apply to all orders:

- 4.1 Ink: Pantone® 287 Blue
- 4.2 Paper: White 60# Smooth Finish, #1 bond laser compatible.
- 4.3 Proofing: Proof is required for all initial orders. OCE is responsible for any charges incurred to deliver proof to Customer.
- 4.4 Layout: Standard State Letterhead has standard layout format. See Attachment 4A and 4B for detailed Standard State of Oregon Letterhead Specifications including position of type, maximum number of characters per line, placement of state seal, etc.
- 4.5 Packaging: Product will be shrink-wrapped packaged 500 sheets each and carton packed 5,000 sheet maximum each box unless specified otherwise by Customer. Cartons will be labeled with Customer order number and quantity. Alternate packaging methods will be an additional charge.

Authority Initials _____
Authority Initials _____
Authority Initials _____
Authority Initials _____

OCE Initials _____



Oregon
Theodore R. Kulongoski, Governor

Department, Board or Commission

- Division Line
- Address Line
- City, State, Zip
- Phone
- Fax
- TTY
- Email Address
- Web Site
- Optional Info
- Optional Info



Standard Large Print Letterhead Format

You may change font styles for any line; (i.e. Uppercase, Lowercase, Bold, Italics, Underline, etc.)

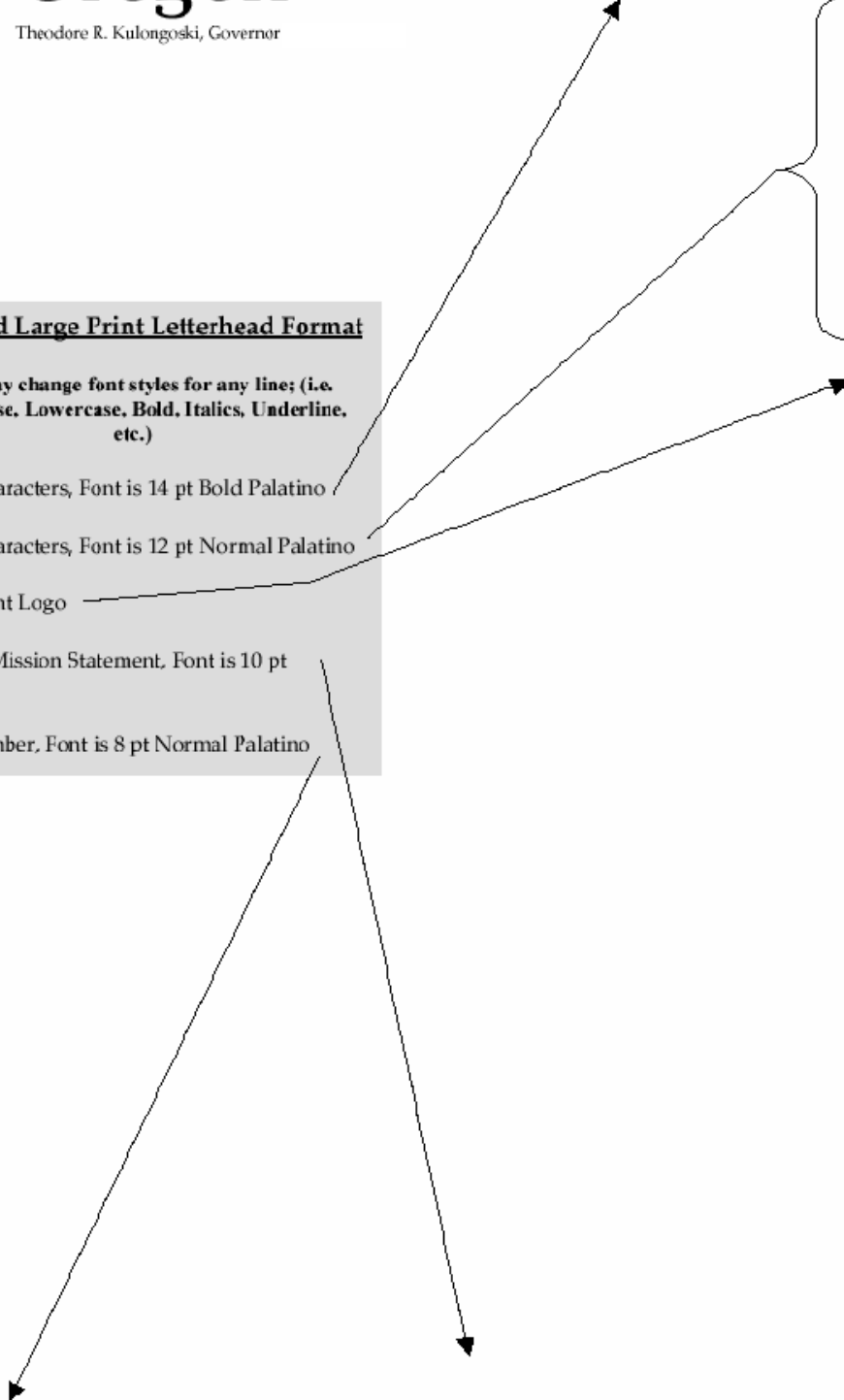
42 Max characters, Font is 14 pt Bold Palatino

42 Max characters, Font is 12 pt Normal Palatino

Department Logo

Optional Mission Statement, Font is 10 pt Palatino

Form Number, Font is 8 pt Normal Palatino



Optional Mission Statement Here

Form-12345678-A

Authority Initials _____
 Authority Initials _____
 Authority Initials _____
 Authority Initials _____

OCE Initials _____



Oregon
Theodore R. Kulongoski, Governor

Department, Board or Commission

- Division Line
- Address Line
- City, State, Zip
- Phone
- Fax
- TTY
- Email Address
- Web Site
- Optional Info
- Optional Info



Standard Large Print Letterhead Format

You may change font styles for any line; (i.e. Uppercase, Lowercase, Bold, Italics, Underline, etc.)

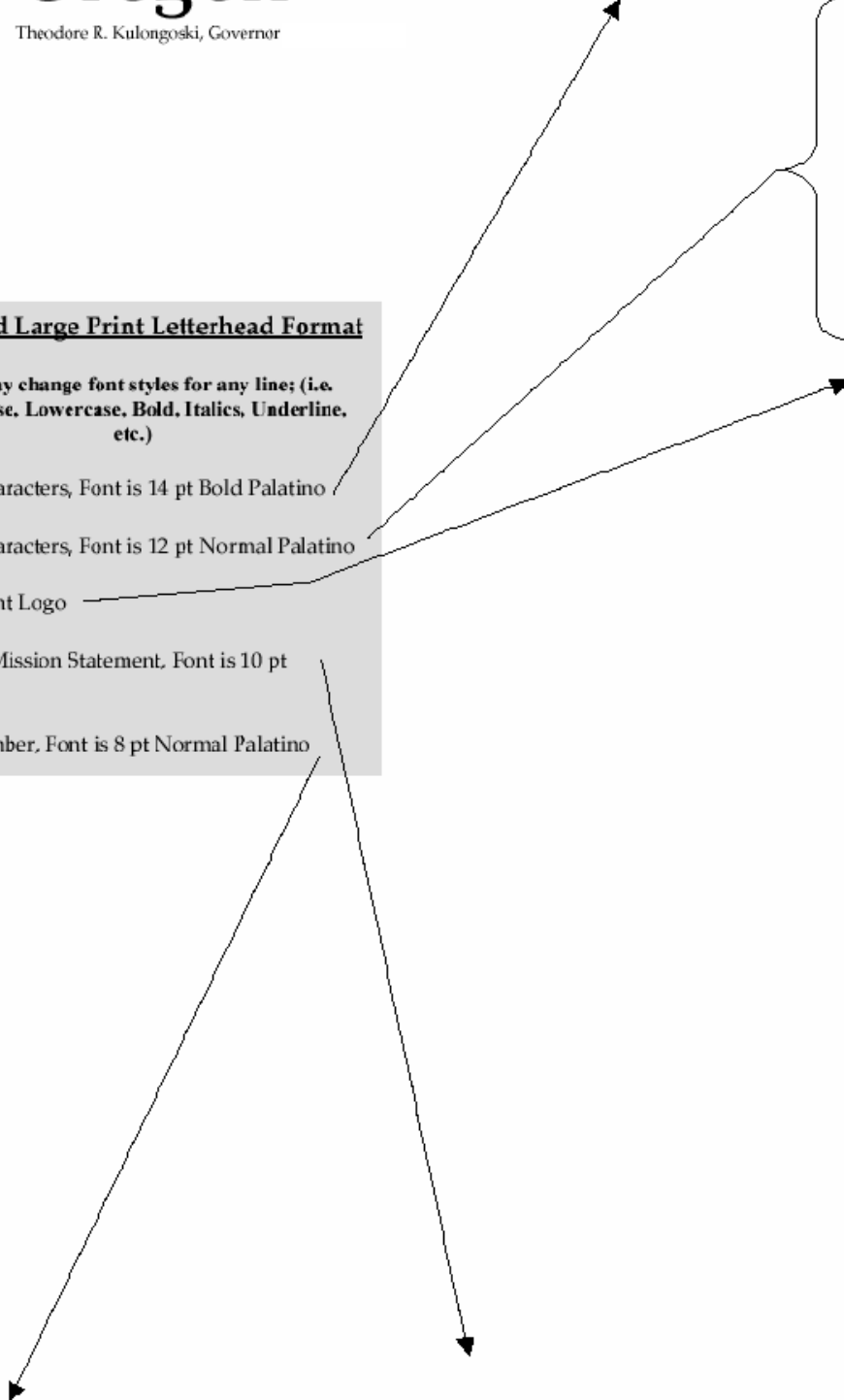
42 Max characters, Font is 14 pt Bold Palatino

42 Max characters, Font is 12 pt Normal Palatino

Department Logo

Optional Mission Statement, Font is 10 pt Palatino

Form Number, Font is 8 pt Normal Palatino



Optional Mission Statement Here

Form-12345678-A

Authority Initials _____
 Authority Initials _____
 Authority Initials _____
 Authority Initials _____

OCE Initials _____



**INTERAGENCY AGREEMENT
FOR PRINT SERVICES**

Attachment 5

PRODUCT: **LETTERHEAD, NON-STANDARD FORMAT**

PROVIDER: OREGON CORRECTIONS ENTERPRISES

CONTACT: OCE Sales Representative
Telephone: (503) 373-0148
Fax: (503) 364-1154
Email: oceprintshop@oce.oregon.gov

MAILING ADDRESS: Oregon Corrections Enterprises
Attn: OCE Print Shop
P.O. Box 12849
Salem, OR 97306

PRICE: REFER TO ATTACHED PRICING SCHEDULE

PAYMENT TERMS: NET 30 DAYS

SHIPPING: SEE EXHIBIT A, GENERAL INFORMATION, SECTION A.6, PACKAGING AND DELIVERY ABOVE

DAYS REQUIRED FOR DELIVERY: REFER TO DELIVERY SCHEDULE

TRANSPORTATION CHARGES: REFER TO DELIVERY SCHEDULE

MINIMUM ORDER: 1,000 EACH

Authority Initials _____
Authority Initials _____
Authority Initials _____
Authority Initials _____

OCE Initials _____



**INTERAGENCY AGREEMENT
FOR PRINT SERVICES**

**Attachment 5
LETTERHEAD, NON-STANDARD FORMAT**

1. Ordering Instructions: (Please also refer to general instructions in Exhibit A):

1.1 Non-Standard letterhead for use by State Agencies must be approved by Agency Director and submitted to Department of Administrative Services for approval prior to printing. Approved agency logos supplied in TIFF or EPS format. First time orders (new design) must be proofed with signed release from Customer prior to printing. Matrix price includes typesetting charges only, not graphic design services, (see Section 2.2 for graphic design charges). Proofs available as faxed laser (hard copy) or emailed in Portable Document Format (PDF).

2. Pricing: Pricing for Non-Standard, One Color, 8.5" x 11" Letterhead is as follows:

Quantity	Price	Quantity	Price
1,000	\$76.69	9500	\$323.41
1,500	\$85.96	10000	\$336.40
2,000	\$95.24	12500	\$395.69
2,500	\$113.78	15000	\$471.82
3,000	\$132.33	17500	\$544.40
3,500	\$150.25	20000	\$616.73
4,000	\$169.42	22500	\$687.71
4,500	\$187.96	25000	\$757.33
5,000	\$206.55	30000	\$859.49
5,500	\$219.52	40000	\$936.08
6,000	\$232.50	50000	\$1,015.98
6,500	\$245.48	60000	\$1,108.49
7,000	\$258.44	70000	\$1,289.84
7,500	\$274.28	80000	\$1,456.25
8,000	\$284.45	90000	\$1,624.90
8,500	\$297.45	100000	\$1,793.14
9,000	\$310.43	If More than 100,000 Contact	OCE Print Office for Quote

a. **ADDITIONAL CHARGES:**

Metallic colored ink\$25.00 flat fee
 Graphic Design Services.....\$30.00 per hour
 Rush Delivery (ship in 5 working days).....Add 20% to pricing matrix

Authority Initials _____
 Authority Initials _____
 Authority Initials _____
 Authority Initials _____

OCE Initials _____

b. Pricing for Non-Standard, 2 Color, 8.5" x 11" Letterhead is as follows:

Quantity	Price	Quantity	Price
1,000	\$87.65	9500	\$369.62
1,500	\$98.24	10000	\$384.47
2,000	\$108.84	12500	\$452.23
2,500	\$130.03	15000	\$539.21
3,000	\$151.23	17500	\$622.16
3,500	\$172.42	20000	\$704.84
4,000	\$193.61	22500	\$785.96
4,500	\$214.80	25000	\$865.52
5,000	\$236.06	30000	\$982.27
5,500	\$250.88	40000	\$1,069.81
6,000	\$265.71	50000	\$1,161.12
6,500	\$280.54	60000	\$1,266.84
7,000	\$295.37	70000	\$1,474.10
7,500	\$310.26	80000	\$1,664.28
8,000	\$325.09	90000	\$1,858.34
8,500	\$339.93	100000	\$2,049.30
9,000	\$354.78	If More than 100,000 Contact	OCE Print Office for Quote

c. ADDITIONAL CHARGES:

- Metallic colored ink\$25.00 flat fee
- Graphic Design Services.....\$30.00 per hour
- Rush Delivery (ship in 5 working days).....Add 20% to pricing matrix

3. Delivery:

- 3.1 OCE shall ship to Customer within ten (10) working days from receipt of Final Proof.
- 3.2 Rush Delivery & Fee: Ship date is five (5) working days from receipt of Final Proof, add 20% fee to pricing matrix.
- 3.3 All orders will be shipped via the most economical method at the determination of OCE. Shipping options include United Parcel Service, Federal Express, United States Post Office, State of Oregon Shuttle, P&D Delivery Services, or OCE Truck. This applies to any single printed order, Purchase Order, Contract Release Order, or request submitted on Customer letterhead. Shipping charges if applicable will be listed on Customer Invoice.

4. Product General Specifications:

The following specifications shall apply to all orders:

- 4.1 Ink: All Pantone® colors available. Metallic ink colors are additional charge (see above). No Thermograph (raised printing), gold foil, or four-color process available at this time.
- 4.2 Paper: White 24# Smooth Finish, #1 bond laser compatible. Alternate letterhead paper is available and may require additional time based upon availability and may be an additional charge.
- 4.3 Proofing: Proof is required for all first time orders. OCE is responsible for any charges incurred to deliver proof to Customer.
- 4.4 Packaging: Product will be shrink-wrapped packaged 500 sheets each and carton packed 5,000 sheets maximum each box unless specified otherwise by Customer. Cartons will be labeled with Customer order number and quantity. Alternate packaging will be an additional charge.

Authority Initials _____
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 Authority Initials _____

OCE Initials _____



**INTERAGENCY AGREEMENT
FOR PRINT SERVICES**

Attachment 6

PRODUCT: CARBONLESS FORMS, STANDARD

PROVIDER: OREGON CORRECTIONS ENTERPRISES

CONTACT: OCE Sales Representative
Telephone: (503) 373-0148
Fax: (503) 364-1154
Email: oceprintshop@oce.oregon.gov

MAILING ADDRESS: Oregon Corrections Enterprises
Attn: OCE Print Shop
P.O. Box 12849
Salem, OR 97306

PRICE: REFER TO ATTACHED PRICING SCHEDULE

PAYMENT TERMS: NET 30 DAYS

SHIPPING: SEE EXHIBIT A, GENERAL INFORMATION, SECTION A.6, PACKAGING AND DELIVERY ABOVE

DAYS REQUIRED FOR DELIVERY: REFER TO DELIVERY SCHEDULE

TRANSPORTATION CHARGES: REFER TO DELIVERY SCHEDULE

MINIMUM ORDER: 250 EACH

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OCE Initials _____



**INTERAGENCY AGREEMENT
FOR PRINT SERVICES**

**Attachment 6
CARBONLESS FORMS, STANDARD**

1. Ordering Instructions: (Please also refer to general instructions in Exhibit A):

1.1 Clean, black-on-white hard copy original can be supplied with order or OCE can typeset. Electronic files are accepted in Portable Document Format (PDF). Camera-ready copy will be returned to Customer upon completion of order. Proofs available as faxed laser (hard copy) or emailed to Customer in PDF.

2. Pricing:

2.1 Pricing for 8.5 x 5.5" Standard Carbonless Forms is as follows:

Quantity	250	500	750	1000	1500	2000	2500	3000	3500	4000	4500	5000
2-Part	\$27.96	\$41.52	\$55.07	\$68.63	\$92.34	\$116.04	\$139.87	\$163.42	\$187.12	\$210.60	\$234.53	\$258.22
3-Part	\$31.93	\$55.04	\$78.18	\$101.28	\$133.31	\$165.54	\$197.67	\$229.80	\$261.93	\$294.04	\$326.19	\$358.32
4-Part	\$41.97	\$72.44	\$102.91	\$132.99	\$171.14	\$208.91	\$246.67	\$284.46	\$322.17	\$360.40	\$397.72	\$435.55
5-Part	\$58.97	\$99.88	\$140.81	\$181.73	\$262.32	\$342.91	\$423.49	\$503.82	\$584.70	\$700.29	\$826.47	\$945.00

If More than 5,000, contact OCE Print Office for Quote

2.2 Pricing for 8.5 x 11" Standard Carbonless Forms is as follows:

Quantity	250	500	750	1000	1500	2000	2500	3000	3500	4000	4500	5000
2-Part	\$48.62	\$72.21	\$95.78	\$119.32	\$160.60	\$201.81	\$243.22	\$284.22	\$325.44	\$366.28	\$407.86	\$555.52
3-Part	\$55.53	\$95.74	\$135.95	\$176.15	\$232.02	\$287.90	\$343.78	\$399.65	\$455.53	\$511.39	\$567.28	\$623.16
4-Part	\$73.00	\$125.98	\$178.95	\$231.29	\$297.63	\$363.31	\$428.99	\$494.70	\$560.30	\$625.99	\$691.71	\$757.47
5-Part	\$102.55	\$173.71	\$242.64	\$316.04	\$456.21	\$596.36	\$736.52	\$876.22	\$1,016.86	\$1,217.90	\$1,297.17	\$1,437.36

If More than 5,000, contact OCE Print Office for Quote

2.3 Pricing for 8.5 x 14" Standard Carbonless Forms is as follows:

Quantity	250	500	750	1000	1500	2000	2500	3000	3500	4000	4500	5000
2-Part	\$60.78	\$90.27	\$119.73	\$149.22	\$200.75	\$252.27	\$304.02	\$355.28	\$406.80	\$457.84	\$509.84	\$561.34
3-Part	\$69.42	\$119.66	\$169.93	\$220.18	\$289.81	\$359.87	\$429.72	\$499.55	\$569.41	\$639.25	\$709.09	\$778.95
4-Part	\$91.25	\$157.46	\$223.70	\$289.11	\$372.03	\$454.14	\$536.24	\$618.37	\$700.37	\$782.50	\$864.60	\$946.83
5-Part	\$128.20	\$217.15	\$306.11	\$395.06	\$570.26	\$745.45	\$920.64	\$1,095.27	\$1,271.08	\$1,522.38	\$1,621.46	\$1,796.69

If More than 5,000, contact OCE Print Office for Quote

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OCE Initials _____

2.4 ADDITIONAL CHARGES:

Typesetting Charge.....	\$31.00 per form or \$6.50 for 1 line
Colored ink	\$25.00 flat fee
Printing Backer (30% Screened).....	Add 25% to matrix
Graphic Design Services.....	\$30.00 per hour
Rush Delivery (ship in 5 working days).....	Add 20% to pricing matrix
Shipping.....	United Parcel Service, Federal Express, United States Post Office, State of Oregon Shuttle, P&D Delivery Services, or OCE Truck
Padding to Chipboard Backer:.....	25 sets per pad is \$.65/pad 50 sets per pad is \$.43/pad
Numbered Forms: Flat set up fee of \$12.50 plus:.....	250 sets or less - \$22.00 251 sets to 500 - \$24.00 501 sets to 1,000 -\$24.00 Over 1,000 sets - \$20.00 per 1,000
Drilling: Flat set up fee of \$3.72 plus:.....	2 Hole Drill is \$.50 per 100 sets 3 Hole Drill is \$.50 per 100 sets 5 Hole Drill is \$1.00 per 100 sets
Shrink Wrapping:.....	25 sets per package is \$.75 each 50 sets per package is \$1.00 each 75 sets per package is \$1.25 each 100 sets per package is \$1.50 each

3. Delivery:

- 3.1 OCE shall ship to Customer within ten (10) working days from receipt of Final Proof.
- 3.2 Rush Delivery & Fee: Ship date is five (5) working days from receipt of Final Proof, add 20% fee to pricing matrix.
- 3.3 All orders will be shipped via the most economical method at the determination of OCE. Shipping options include United Parcel Service, Federal Express, United States Post Office, State of Oregon Shuttle, P&D Delivery Services, or OCE Truck. This applies to any single printed order, Purchase Order, Contract Release Order, or request submitted on Customer letterhead. Shipping charges if applicable will be listed on Customer Invoice.

4. Product General Specifications: The following specifications shall apply to all orders:

- 4.1 Ink: All forms will be printed in black ink unless customer specifies otherwise. Pantone® color inks are available, charge is a flat fee of \$25.00. Pantone® metallic ink colors are not recommended.
- 4.2 Paper: Good quality black image carbonless paper will be used in standard weights available in coated back, coated front and back, and coated front. Stock colors are white, canary, pink, green, blue and goldenrod.
- 4.3 Paper Sequence: 2-part: White, 20#; Canary, 20#
3-part: White, 20#; Canary, 20#, Pink, 20#
4-part: White, 20#; Canary, 20#, Pink, 20#; Goldenrod, 20#
5-part: White, 20#; Green, 20#; Canary, 20#, Pink, 20#; Goldenrod, 20#
- 4.4 Proofing: All typeset orders will require a proof. OCE is responsible for any charges incurred to deliver proof to Customer.

4.5 Bindery:

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OCE Initials _____

4.5.1 All forms will be set padded (no stub or tip out) across dimension indicated by Customer.

4.5.2 Customer has the following options:

4.5.2.1 Padded to chipboard backer in sets of 25 or 50 each.

4.5.2.2 Drilling up to 5 holes on 1 side of the sheet.

4.5.2.3 Numbering 1 position up to 6 numerals.

4.5.3 Shrinkwrap packaging with 500 sheet maximum, (example: 250 sets of 2-part carbonless equal 500 sheets).

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Authority Initials _____

OCE Initials _____



**INTERAGENCY AGREEMENT
FOR PRINT SERVICES**

Attachment 7

PRODUCT: **CARBONLESS FORMS, NON-STANDARD**

PROVIDER: OREGON CORRECTIONS ENTERPRISES

CONTACT: OCE Sales Representative
Telephone: (503) 373-0148
Fax: (503) 364-1154
Email: oceprintshop@oce.oregon.gov

MAILING ADDRESS: Oregon Corrections Enterprises
Attn: OCE Print Shop
P.O. Box 12849
Salem, OR 97306

PRICE: REFER TO ATTACHED PRICING SCHEDULE

PAYMENT TERMS: NET 30 DAYS

SHIPPING: SEE EXHIBIT A, GENERAL INFORMATION, SECTION A.6, PACKAGING AND DELIVERY ABOVE

DAYS REQUIRED FOR DELIVERY: REFER TO DELIVERY SCHEDULE

TRANSPORTATION CHARGES: REFER TO DELIVERY SCHEDULE

MINIMUM ORDER: 250 EACH

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Authority Initials _____
Authority Initials _____

OCE Initials _____



**INTERAGENCY AGREEMENT
FOR PRINT SERVICES**

**Attachment 7
CARBONLESS FORMS, NON-STANDARD**

2. Ordering Instructions: (Please also refer to general instructions in Exhibit A):

2.4 Clean, black-on-white hard copy original can be supplied with order or OCE can typeset. Electronic files are accepted in Portable Document Format (PDF). Camera-ready copy will be returned to Customer upon completion of order. Proofs available as faxed laser (hard copy) or emailed to Customer in PDF.

2. Pricing:

2.1 Pricing for 8.5 x 5.5" Non Standard Carbonless Forms is as follows:

Quantity	250	500	750	1000	1500	2000	2500	3000	3500	4000	4500	5000
2-Part	\$37.32	\$55.41	\$72.48	\$91.61	\$123.26	\$154.91	\$173.35	\$201.37	\$230.56	\$248.69	\$276.92	\$304.89
3-Part	\$42.62	\$73.46	\$104.34	\$135.18	\$177.94	\$220.96	\$243.55	\$283.14	\$322.72	\$347.21	\$386.31	\$423.11
4-Part	\$56.02	\$96.68	\$137.36	\$177.51	\$228.42	\$278.85	\$303.93	\$350.49	\$396.95	\$425.03	\$469.61	\$514.29
5-Part	\$78.71	\$133.32	\$187.94	\$242.58	\$350.14	\$457.71	\$521.81	\$620.78	\$720.42	\$826.90	\$975.90	\$1,115.86

If More than 5,000, contact OCE Print Office for Quote

Pricing for 8.5 x 11" Non Standard Carbonless Forms is as follows:

Quantity	250	500	750	1000	1500	2000	2500	3000	3500	4000	4500	5000
2-Part	\$64.89	\$96.38	\$127.86	\$159.34	\$214.36	\$269.39	\$299.67	\$350.21	\$400.97	\$451.32	\$502.55	\$530.27
3-Part	64.45*	\$127.79	\$181.46	\$235.13	\$309.48	\$384.28	\$423.58	\$492.43	\$561.27	\$630.11	\$698.96	\$735.82
4-Part	\$97.44	\$168.15	\$238.88	\$308.72	\$397.27	\$484.96	\$528.57	\$609.53	\$690.36	\$771.31	\$852.24	\$894.41
5-Part	\$136.88	201.63*	\$326.87	\$421.85	\$608.96	\$796.03	\$907.50	\$1,079.62	\$1,252.90	\$1,500.62	\$1,598.30	\$1,697.23

If More than 5,000, contact OCE Print Office for Quote

2.2 Pricing for 8.5 x 14" Non Standard Carbonless Forms is as follows:

Quantity	250	500	750	1000	1500	2000	2500	3000	3500	4000	4500	5000
2-Part	\$81.13	\$120.49	\$159.80	\$199.19	\$267.95	\$336.72	\$405.81	\$474.21	\$542.98	\$611.14	\$680.52	\$749.29
3-Part	\$92.64	\$159.72	\$226.80	\$293.91	\$386.95	\$480.36	\$560.66	\$666.82	\$760.06	\$853.28	\$946.51	\$1,039.75
4-Part	\$121.80	\$210.19	\$298.60	\$385.91	\$496.58	\$606.31	\$715.78	\$825.41	\$934.82	\$1,044.49	\$1,154.08	\$1,263.85
5-Part	\$171.11	\$289.86	\$408.60	\$527.33	\$761.20	\$995.05	\$1,228.89	\$1,461.97	\$1,696.65	\$2,032.11	\$2,164.36	\$2,398.27

If More than 5,000, contact OCE Print Office for Quote

2.4 **ADDITIONAL CHARGES:**

Typesetting Charge.....\$31.00 per form or \$6.50 for 1 line
 Colored ink\$25.00 flat fee
 Printing Backer (30% Screened)..... Add 25% to matrix

Graphic Design Services.....\$30.00 per hour
 Rush Delivery (ship in 5 working days).....Add 20% to pricing matrix
 Shipping.....United Parcel Service, Federal Express,
 United States Post Office, State of Oregon Shuttle, P&D Delivery Services, or OCE Truck

Authority Initials _____
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OCE Initials _____

Padding to Chipboard Backer:.....	25 sets per pad is \$.65/pad 50 sets per pad is \$.43/pad
Numbered Forms: Flat set up fee of \$12.50 plus:.....	250 sets or less - \$22.00 251 sets to 500 - \$24.00 501 sets to 1,000 -\$24.00 Over 1,000 sets - \$20.00 per 1,000
Drilling: Flat set up fee of \$3.72 plus:.....	2 Hole Drill is \$.50 per 100 sets 3 Hole Drill is \$.50 per 100 sets 5 Hole Drill is \$1.00 per 100 sets
Shrink Wrapping:.....	25 sets per package is \$.75 each 50 sets per package is \$1.00 each 75 sets per package is \$1.25 each 100 sets per package is \$1.50 each

3. Delivery:

- 3.1 OCE shall ship to Customer within ten (10) working days from receipt of Final Proof.
- 3.2 Rush Delivery & Fee: Ship date is five (5) working days from receipt of Final Proof, add 20% fee to pricing matrix.
- 3.3 All orders will be shipped via the most economical method at the determination of OCE. Shipping options include United Parcel Service, Federal Express, United States Post Office, State of Oregon Shuttle, P&D Delivery Services, or OCE Truck. This applies to any single printed order, Purchase Order, Contract Release Order, or request submitted on Customer letterhead. Shipping charges if applicable will be listed on Customer Invoice.

4. Product General Specifications: The following specifications shall apply to all orders:

- 4.1 Ink: All forms will be printed in black ink unless customer specifies otherwise. Pantone® color inks are available, charge is a flat fee of \$25.00. Pantone® metallic ink colors are not recommended.
- 4.3 Paper: Good quality black image carbonless paper will be used in standard weights available in coated back, coated front and back, and coated front. Stock colors are white, canary, pink, green, blue and goldenrod.
- 4.3 Paper Sequence: Any collated sequence in the following colors: White, 20#; Green, 20#, Canary, 20#, Pink, 20#; Goldenrod, 20#. If form has back printing, backer will be 30% screened black ink unless Customer specifies otherwise, (add \$12.00 flat fee for backer).
- 4.4 Proofing: All typeset orders will require a proof. OCE is responsible for any charges incurred to deliver proof to Customer.

4.5 Bindery:

- 4.5.1 All forms will be set padded (*no stub or tip out*) across dimension indicated by Customer.
- 4.5.2 Customer has the following options:
 - 4.5.2.1 Padded to chipboard backer in sets of 25 or 50 each.
 - 4.5.2.2 Drilling up to 5 holes on 1 side of the sheet.
 - 4.5.2.3 Numbering 1 position up to 6 numerals.
- 4.5.3 Shrinkwrap packaging with 500 sheet maximum, (example: 250 sets of 2-part carbonless equal 500 sheets).

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Authority Initials _____

OCE Initials _____



**INTERAGENCY AGREEMENT
FOR PRINT SERVICES**

**Attachment 8
Publishing & Distribution's (P & D) Shuttle Route and Delivery Service Schedule**

1. P&D operates 11 Shuttle routes providing pick-up and delivery of interagency and postal mail for subscribing State Agencies in cities along the I-5 corridor. This service is provided via an assessment based on the average weight of mail transported and the number of deliveries to each location in a distribution zone.
A list of Shuttle route schedules and locations may be viewed at <http://www.oregon.gov/DAS/SSD/PD/rates.shtml>.
2. P&D has two (2) types of transportation services:
 - 2.1 State of Oregon Shuttle
 - 2.2 P&D Delivery Services (See Rate Sheet on Following Page)

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OCE Initials _____

P&D Delivery Services Rate Sheet

1Hr = \$94.00
.25Hr = \$23.50
.50 Hr = \$47.00
.75 Hr = \$70.50

Rates in Effect Through:
June 30, 2011

Destination	Flat Rate(1 drop only)	Additional Drops w/in same City
Albany	\$117.50(1.25hrs)	.25 hr. per drop
Beaverton	\$188.00(2hrs)	.25 hr. per drop
Corvallis	\$141.00(1.5hrs)	.25 hr. per drop
Dallas	\$141.00(1.5hrs)	.25 hr. per drop
Eugene	\$211.50(2.25hrs)	.25 hr. per drop
Gresham	\$188.00(2hrs)	.50 hr. per drop
Hillsboro	\$188.00(2hrs)	.50 hr. per drop
Lebanon	\$141.00(1.5hrs)	.25 hr. per drop
Milwukie	\$188.00(2hrs)	.25 hr. per drop
Oregon City	\$188.00(2hrs)	.25 hr. per drop
Portland	\$188.00(2hrs)	.25 hr. per drop
Salem	\$47.00(.50hr)	.25 hr. per drop
Sherwood	\$188.00(2hrs)	.25 hr. per drop
Springfield	\$211.50(2.25hrs)	.25 hr. per drop
Tigard	\$188.00(2hrs)	.25 hr. per drop
Tualatin	\$188.00(2hrs)	.25 hr. per drop
Wilsonville	\$188.00(2hrs)	.25 hr. per drop
Woodburn	\$94.00(1hr)	.25 hr. per drop

Contact info:

Jason Lanzafami: Manager 503-373-1715

Dave Garber: Mailroom Coordinator 503-373-1327



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 Authority Initials _____

OCE Initials _____