

State of Oregon Department of Administrative Services  
Publishing & Distribution

**Tabbed Dividers  
Custom Produced for the  
State of Oregon**

**Commodity Code: 61539**

**Price Agreement: 2052**

**PROVIDER**

ColTab, Inc.

**CONTACT**

Denise Dowless  
1-800-624-6061  
FAX: 503-230-7901

1919 SE Belmont Street  
Portland OR 97214



# Oregon

Theodore R. Kulongoski, Governor

Department of Administrative Services  
Publishing & Distribution  
550 Airport Road SE  
Salem, Oregon 97301-6084  
(503) 373-1769  
FAX (503) 378-8500

February 23, 2007

Col-Tab, Inc  
Attn: Denise Dowless  
1919 SE Belmont  
Portland OR 97214

Dear Denise:

RE: NOTICE OF AWARD - ITB number 450-000044-06; Tabbed Divider Annual Contract

Your firm is the successful vendor on the above mentioned ITB, (Invitation to Bid), to provide Tabbed Dividers for all agencies per the specification of the ITB.

The first year of this contract will begin on February 17, 2007 and go through February 16, 2008. This contract is in its first of a five-year contract with four additional renewal years, if agreed upon by your company and the State of OR, P&D. Agencies will do ordering on this contract by directly contracting Col-Tab.

If Col-Tab would like to take advantage of the paper escalation clause during the life of the contract, Col-Tab must provide certificate of the actual cost of the stock for each item (including each quantity) of the contract within 10 working days from receipt of this letter. If Col-Tab stock prices are confidential, please mark the copies accordingly and the copies will be placed in our safe. Thank you for your continued interest in State of Oregon Print Services procurement.

Sincerely,

Patricia Smith – Print Contract Analyst  
(503) 373-1769 (voice) – (503) 378-8500 (fax)  
[pat.smith@state.or.us](mailto:pat.smith@state.or.us)

cc: Bid File  
(NOTE: Hard copy of this email letter to follow by mail)



# Oregon

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**Department of Administrative Services**  
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FAX (503) 373-8500

January 8, 2009

Col Tab, Inc.  
Attn: Denise Dowless  
1919 SE Belmont Street  
Portland OR 97214

RE: RENEWAL LETTER – ITB number 450-000044-07; Tabbed Divider Annual Contract

Dear Denise:

Let this letter serve as notification that the above mentioned contract is being extended for an additional one year period beginning February 17, 2009 through February 16, 2010. This contract is in its third year of a five year contract with two additional renewal years. Agencies will order tabs on this contract by directly contacting Col Tab, Inc.

If you have any questions, please feel free to contact me at (503) 373-1769.

Sincerely,

Patricia S. Smith  
Procurement and Contract Specialist

STATE OF OREGON  
DEPARTMENT OF ADMINISTRATIVE SERVICES  
PURCHASING DIVISION  
PRICE AGREEMENT SUMMARY PAGE: 1  
COMMODITY CODE: 61539 PA NUMBER: 2052  
BUYER NAME: DAS/OBA Contra (503) 378-4922 REVISION NUMBER: 002  
EFFECTIVE DATE: 01/27/2003

ITEM: TABBED DIVIDERS, CUSTOM PRODUCED FOR STATE OF  
OREGON AGENCIES REQUIRING THE FOLLOWING:  
COMPOSITION, PRINTING, BINDERY, PACKING & DELIVERY

AGENCY: STATE OF OREGON

CONTRACTOR: COL TAB, INC.  
1919 SE BELMONT STREET  
PORTLAND OR 97214 0000

PH#:(800) 624-6061 FAX:50323079010000 CONTACT: DENISE DOWLESS

BRAND/TRADE NAME: COL TAB

PRICE: REFER TO PRICING SCHEDULE

TERMS: NET 30  
FOB: FOB DESTINATION

CONTRACT PERIOD: FEB 4 2002 THROUGH JAN 31 2004

DAYS REQUIRED FOR DELIVERY: 10 BUSINESS DAYS  
MINIMUM ORDER: \$65.00 MINIMUM CHARGE ALL ORDERS  
TRANSPORTATION CHARGES: REFER TO SUPPLEMENTAL INFORMATION  
OTHER CONDITIONS:

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REVISION # 2 ISSUED TO EXTEND PRICE AGREEMENT TO JANUARY 31, 2004.  
REVISION # 1 WAS ISSUED TO UPDATE CONTRACT ADMINISTRATION INFORMATION.  
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ADDRESS INQUIRIES TO PAT SMITH - PRINT PLANT (503) 378-3560 (EXT 302).  
THIS PRICE AGREEMENT WAS AWARDED PER A PUBLISHING & DISTRIBUTION  
SOLICITATION # 450-000034-01. CONTACT THE DAS OFFICE OF BUSINESS  
ADMINISTRATION - CONTRACTING SECTION (503) 378-4922 FOR ADDITIONAL  
INFORMATION REGARDING THIS PRICE AGREEMENT AWARD PROCESS.  
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THE STATE AGENCY OR AGENCIES LISTED ARE REQUIRED TO PURCHASE FROM THE  
CONTRACTOR WHEN PURCHASING THE ITEMS LISTED IN THE PRICE SCHEDULE UNLESS  
AN EXCEPTION IS INDICATED.

IF PRODUCTS OR SERVICES PURCHASED UNDER THIS CONTRACT ARE UNSATISFACTORY  
ASSISTANCE MAY BE OBTAINED BY SUBMITTING A PURCHASING PERFORMANCE REPORT  
(FORM NO. 125-3001) TO THE QUALITY ASSURANCE UNIT OF THE PURCHASING DIV.

THIS CONTRACT COVERS ONLY THOSE ITEMS LISTED.

DATE OF ISSUANCE: 02/04/2002  
BID NO.: 99900001 03

STATE OF OREGON  
DEPARTMENT OF ADMINISTRATIVE SERVICES  
PURCHASING DIVISION  
PRICE AGREEMENT SUMMARY PAGE: 2

COMMODITY CODE: 61539 REVISION NUMBER: 002  
PA NUMBER: 2052

ITEM - 00001 UNIT - EA COMMODITY - 61539 PRICE - \$0.0000  
TABBED DIVIDERS, CUSTOM: REFER TO SUPPLEMENTAL INFORMATION FOR PRICING  
SCHEDULE AND ORDER INFORMATION





COMMODITY CODE: 61539 REVISION NUMBER: 002  
PA NUMBER: 2052

Special ink color: Add \$30.00 flat charge per order

Shrink wrap: Add \$ 0.30 per set

Body printing (art supplied): Add \$18.00 per page

RUSH delivery: Add 25% extra

Bank cuts; 5 or more different  
bank cuts in one order  
(i.e. one 3-bank, one  
4-bank, one 5-bank, one  
10-bank, one 16-bank): Add \$10.00 per additional cut

Deduction; no mylar on tabs: Deduct \$10.00 per 1000 sheets

Deduction;  
No printing on tabs: Deduct \$11.00 per 1000 sheets

Deduction;  
90# white, manila,  
or buff index: Deduct \$10.00 per 1000 sheets

Deduction; 90# colored index: Deduct \$ 4.00 per 1000 sheets

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TECHNICAL SPECIFICATIONS  
\*\*\*\*\*

COMPOSITION: The contractor will be required to set type from furnished manuscript copy for the tab only. There will be up to three type lines per tab. Required typefaces must include a sans serif and a bold face, roman style font. Samples may be provided on some orders, contractor will be required to match typefaces.

STOCK: 90# or #110 white, manila or buff index, 90# or #110 colored index, #65 white Carnival cover, or 65# color Carnival cover. All paper used in each order must be of uniform shade.

PRINTING: Print two sides in a single color ink, usually black. If another color other than black, match Pantone number as indicated on Contract Release Order and/or order sheet.

BINDING: Reinforcement on binding edge to be at least 9/16" wide, along the full length of edge, the reinforcement material must adhere firmly to the sheet. Holes must not be outside the area

STATE OF OREGON  
DEPARTMENT OF ADMINISTRATIVE SERVICES  
PURCHASING DIVISION  
PRICE AGREEMENT SUMMARY PAGE: 6

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of reinforcement.

**REINFORCEMENT ON TABS:** Reinforce both sides of tab with clear or colored mylar at least 3/4" wide. The material is to be fused solidly to the tabs. Reinforcement colors may be mixed within sets, as per order instructions.

**DIE CUTTING:** Die-cut from one to sixteen positions per bank. Round outside corners will require combinations of various position cuts. Note: Additional cost per thousand sheets for full length tabbed extension.

**DRILLING:** Tabs which require drilling can be drilled with holes 1/4", 5/16" or 3/8" in diameter. Orders will usually require 3-hole punch, 4-1/4" center to center. Drilling is to be accurate so that tabs align when inserted into binders.

**COLLATING:** Gather into sets in sequence stated on order.

**PACKING:** Pack suitable quantities per shipping containers (not to exceed 30 lbs. gross weight). Tabs must be protected from damage during shipment.

**LABELING:** Label each carton as to contents and quantity.

**DELIVERY:** Delivery to be FOB destination.

**MINIMUM ORDER:** \$65.00 base minimum on all orders or 25 set, whichever applies.