



**INTERAGENCY AGREEMENT  
FOR PRINT SERVICES**

**Attachment 1**

PRODUCT	ENVELOPES, PRINTED: VARIOUS SIZES
PROVIDER:	OREGON CORRECTIONS ENTERPRISES
CONTACT:	OCE Sales Representative Telephone: 503-373-0148 Email: <a href="mailto:oceprintshop@oce.oregon.gov">oceprintshop@oce.oregon.gov</a>
MAILING ADDRESS:	OCE Sales Representative Attn: OCE Print Shop 3405 Deer Park Dr. SE Salem, OR 97310
PRICE:	REFER TO ATTACHED PRICING SCHEDULE
PAYMENT TERMS:	NET 30 DAYS
SHIPPING:	SEE EXHIBIT A, GENERAL INFORMATION, SECTION A.5, PACKAGING AND DELIVERY ABOVE
DAYS REQUIRED FOR DELIVERY:	REFER TO DELIVERY SCHEDULE
TRANSPORTATION CHARGES:	REFER TO DELIVERY SCHEDULE
MINIMUM ORDER:	500 ENVELOPES. ALL ORDERS SHALL BE IN INCREMENTS of 500.



**INTERAGENCY AGREEMENT  
FOR PRINT SERVICES**

**Attachment 1 – Pricing Schedule**

**ENVELOPES, PRINTED: VARIOUS SIZES**

**1.1 GROUP ONE: ENVELOPES (Price per 1000 envelopes for each quantity range)**

Item #	Product	Stock	500 only	1,000-2,499	2,500-4,999	5,000-9,900	10,000-14,999	15,000-19,999	20,000-24,999	25,000-29,999	30,000-34,999	35,000-39,999	40,000-49,999	50,000-74,999	75,000-99,999	100,000-149,000
1	#9 Regular 3-7/8" x 8-7/8"	24# White w/inside tint	\$156.39	\$179.79	\$100.00	\$73.50	\$60.25	\$55.84	\$53.63	\$52.30	\$51.42	\$50.79	\$50.32	\$49.65	\$48.77	\$48.33
2	#10 Regular 4-1/8" x 9-1/2"	24# White w/inside tint	\$156.36	\$179.74	\$99.95	\$73.45	\$60.20	\$55.78	\$53.57	\$52.25	\$51.36	\$50.73	\$50.26	\$49.60	\$48.71	\$48.27
3	#10-Window 4-1/8" x 9-1/2"	24# White w/inside tint	\$158.38	\$183.78	\$103.99	\$77.50	\$64.25	\$59.83	\$57.62	\$56.30	\$55.41	\$54.78	\$54.31	\$53.65	\$52.76	\$52.32

**Envelopes not listed here will need to be ordered through DAS publishing and Distribution.**

**Contact OCE Print Shop for Quote on quantities not seen on matrix.**

**1.2 GROUP TWO: CATALOG ENVELOPES (OPEN END) (Price per 1000 envelopes for each quantity range)**

Item #	Product	Stock	500 only	1,000-2,499	2,500-4,999	5,000-9,999	10,000-24,999	25,000-29,999	30,000-39,999
4	6" x 9"	24# White	\$173.03	\$223.69	\$150.26	\$125.79	\$113.55	\$106.21	\$105.39
		24# Manila	\$197.51	\$272.64	\$199.22	\$174.74	\$162.51	\$155.16	\$154.35
5	9" x 12"	28# White	\$201.71	\$281.04	\$207.61	\$183.14	\$170.90	\$163.56	\$162.74
		28# Manila	\$241.38	\$360.38	\$286.96	\$262.49	\$250.25	\$242.91	\$242.09
6	9-1/2" x 12.5"	28# White	\$229.08	\$335.79	\$262.36	\$237.89	\$225.65	\$218.31	\$217.49
		28# Manila	\$245.81	\$369.25	\$295.83	\$271.35	\$259.12	\$251.77	\$250.96
7	10" x 13"	28# White	\$223.17	\$323.96	\$250.54	\$226.06	\$213.83	\$206.49	\$205.67
		28# Manila	\$252.67	\$382.97	\$309.55	\$285.07	\$272.83	\$265.49	\$264.09

**Envelopes not listed here will need to be ordered through DAS Publishing and Distribution.**

**Contact OCE Print Shop for Quote on quantities not seen on matrix.**

### 1.3 GROUP THREE: BOOKLET ENVELOPES (OPEN SIDE) (Price per 1000 envelopes for each quantity range)

Item #	Product	Stock	500 only	1,000-2,499	2,500-4,999	5,000-9,999	10,000-24,999	25,000-29,999	30,000-39,999
8	6" x 9"	24# White	\$168.00	\$213.64	\$140.21	\$115.74	\$103.50	\$96.16	\$95.34
		24# White w/ tint	\$162.03	\$201.69	\$128.27	\$103.79	\$91.56	\$84.21	\$83.40
9	9" x 12"	28# White	\$183.64	\$268.59	\$209.38	\$189.64	\$179.77	\$173.85	\$173.40

**Envelopes not listed here will need to be ordered through DAS Publishing and Distribution.**

**Contact OCE Print Shop for Quote on quantities not seen on matrix.**

### 1.4 ADDITIONAL CHARGES

Printing on back and/or flap.....	Quote Required
Special Ink Charge for first color (ink color that is not included in specifications).....	\$18.75 +\$0.43/M
Second ink color (per color).....	\$90.00 +\$1.29/M
Three or more colors Total (Special Order).....	Quote Required
Rush Delivery (5 working days delivery).....	\$60.00/flat fee

## 2. DELIVERY

- 2.1 OCE shall ship to Customer within ten (10) working days from receipt of Customer's signed final proof.
- 2.2 Shipping: 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, Oregon State 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 w/inside tint	Square Round	1-1/4"	Side Vertical	Open	1/2" Gum
02	#10 Regular, 4-1/8" x 9-1/2"	24# white w/inside tint	Square Round	1-1/4"	Side Vertical	Open	1/2" Gum
03	#10 Window, 4-1/8" x 9-1/2" Left window: 1-1/8" x 4-1/2", 5/8" from left, 5/8" from bottom	24# White w/inside tint	Square Round	1-1/4"	Side Vertical	Open	1/2" 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	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
08	6" x 9"	24# White 24# white w/inside tint		1-3/8"	Side		1/2" Gum
09	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 (\$18.75 + \$0.43/m).
- 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  
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.
- 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.

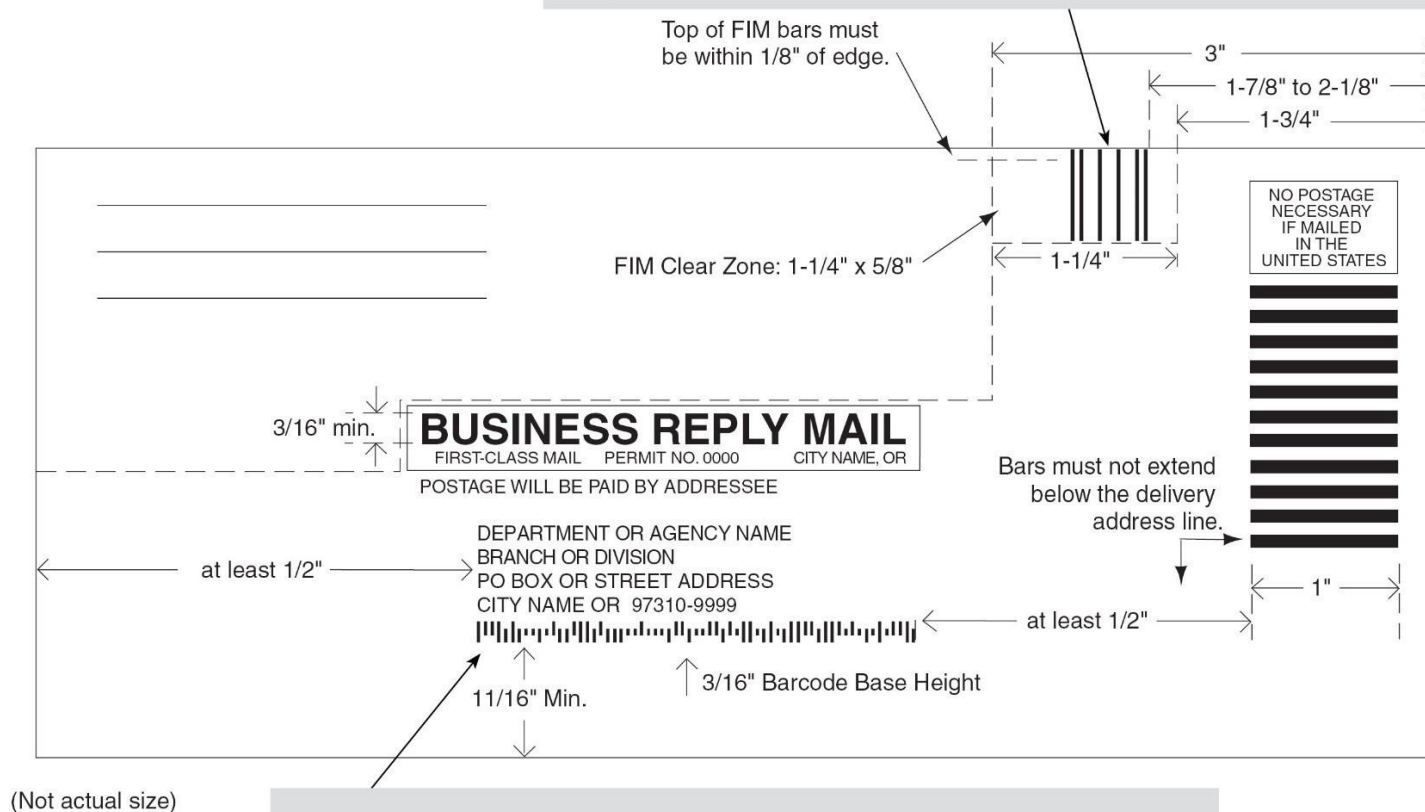
- 4.8 Proofing: Proof is required for all initial orders. OCE is responsible for any charges incurred to deliver proof to Customer.
- 4.9 Boxes: Box to be made of 3/16" chipboard and so constructed to withstand stacking ten (10) high. Lid of box to be made of 3/16" chipboard and so constructed to enable 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.
- 4.13 Deviations: For agency specific "standard designs", exemptions may or may not require approval through the Department of Administrative Services (DAS).

## Standard Format Business Reply #9 Envelope

3 7/8" x 8 1/2"

Attachment 1A

**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 mail pieces.



**POSTNET Barcode Location:** The barcode will be located here. The barcode must be a ZIP+4 barcode.

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

Attachment 1B

• 1st return address line is 9.5pt. Palatino Bold  
• Other address lines are 9pt. Palatino  
• Oregon text is 36 pt. Cheltenham  
• Optional Form number is 5pt. Palatino

CCPS 1234 (05/03)

**Oregon** Department or Agency or Board  
Branch or Division  
Street Address  
City Name, OR ZIP+4

8 1/2

2 1/8

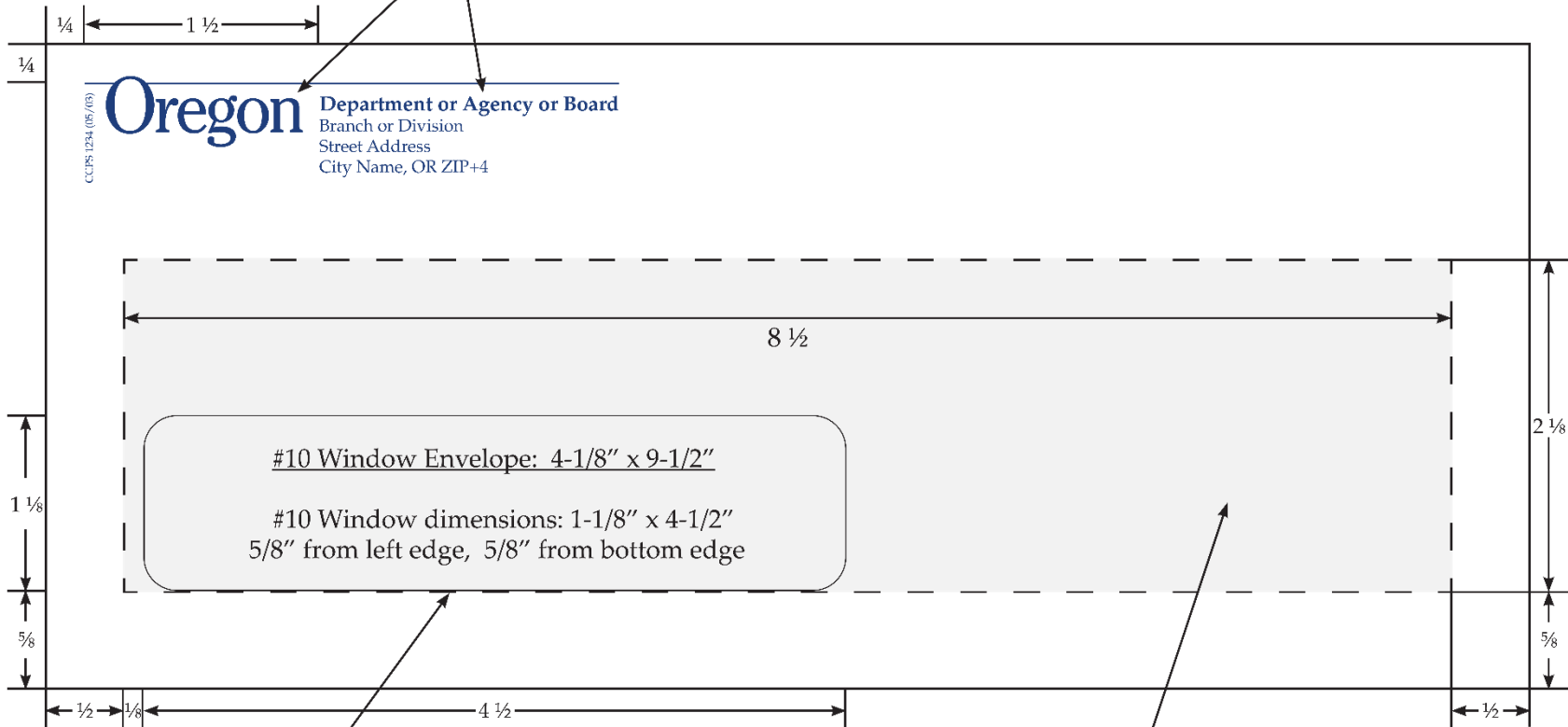
5/8

1/2

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

**Standard Format**  
**Fast Forward #10 Window Envelope**  
4 1/8" x 9 1/2"

- 1st return address line is 9.5pt. Palatino Bold
- Other address lines are 9pt. Palatino
- Oregon text is 36pt. Cheltenham
- Optional Form number is 5pt. Palatino



+