



**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: oceprintshop@oce.oregon.gov
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. Ordering Instructions: (Please also refer to General Instructions in Exhibit A)

- 1.1 Envelope Ordering Process: Envelope orders must be submitted through the online ordering portal, MyOrderDesk.com, or electronically via email with sample files included. Please see Attachment 1A, 1B, and 1C for Standard Specifications for State of Oregon. Price includes typesetting charges only, not graphic design services, (see Section 2.4 for graphic design charges).
- 1.2 Repeat orders: For repeat orders, send a sample envelope 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 envelope.

2. Pricing:

2.1 Group One: Envelopes (Price per 1000 envelopes for each quantity range)

Item #	Product	Stock	500 only	1,000-2,000	2,500-4,500	5,000-9,500	10,000-14,500	15,000-19,500	20,000-24,500	25,000-29,500	30,000-34,500	35,000-39,500	40,000-44,500
1	#9 Regular 3-7/8" x 8-7/8"	24# White w/inside tint	\$161.12	\$187.16	\$106.11	\$79.19	\$65.73	\$61.24	\$59.00	\$57.65	\$56.76	\$56.12	\$55.64
2	#10 Regular 4-1/8" x 9-1/2"	24# White w/inside tint	\$160.92	\$186.75	\$105.70	\$78.78	\$65.32	\$60.83	\$58.59	\$57.24	\$56.34	\$55.70	\$55.22
3	#10-Window 4-1/8" x 9-1/2"	24# White w/inside tint	\$162.85	\$190.63	\$109.57	\$82.66	\$69.20	\$64.71	\$62.47	\$61.12	\$60.22	\$59.58	\$59.10

Group One: Envelopes (Price per 1000 envelopes for each quantity range)

Item #	Product	Stock	45,000-49,500	50,000-74,500	75,000-99,500	100,000-149,500	150,000-199,500	200,000-249,500	250,000-299,500	300,000-349,500	350,000-399,500	400,000-449,500	450,000-499,500
1	#9 Regular 3-7/8" x 8-7/8"	24# White w/inside tint	\$55.26	\$54.96	\$52.63	\$47.77	\$42.73	\$40.29	\$38.80	\$37.80	\$37.11	\$36.58	\$36.16
2	#10 Regular 4-1/8" x 9-1/2"	24# White w/inside tint	\$54.85	\$54.55	\$52.25	\$47.38	\$42.35	\$39.91	\$38.42	\$37.42	\$36.73	\$36.19	\$35.77
3	#10-Window 4-1/8" x 9-1/2"	24# White w/inside tint	\$58.73	\$58.43	\$57.18	\$51.69	\$46.03	\$43.28	\$41.61	\$40.48	\$39.70	\$39.10	\$38.63

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

Contact OCE Print Shop for Quote on quantities 500,000 and over

2.2 Group Two: Catalog Envelopes (Open End) (Price per 1000 envelopes for each quantity range)

Item #	Product	Stock	500 only	1,000-2,000	2,500-4,500	5,000-9,500	10,000-14,500	15,000-19,500	20,000-24,500	25,000-29,500	30,000-34,500	35,000-39,500	40,000-44,500	45,000-49,500
4	6" x 9"	24# White	\$186.74	\$247.84	\$172.46	\$147.33	\$134.76	\$130.57	\$128.48	\$127.22	\$126.39	\$125.79	\$125.34	\$124.99
		28# Manila	\$205.25	\$284.86	\$209.47	\$184.34	\$171.77	\$167.59	\$165.49	\$164.24	\$163.40	\$162.80	\$162.35	\$162.00
5	9" x 12"	28# White	\$208.80	\$291.95	\$216.56	\$191.43	\$178.87	\$174.68	\$172.59	\$171.33	\$170.49	\$169.89	\$169.45	\$169.10
		28# Manila	\$231.74	\$337.83	\$262.44	\$237.31	\$224.75	\$220.56	\$218.47	\$217.21	\$216.37	\$215.78	\$215.33	\$214.98
6	9-1/2" x 12.5"	28# White	\$231.74	\$337.83	\$262.44	\$237.31	\$224.75	\$220.56	\$218.47	\$217.21	\$216.37	\$215.78	\$215.33	\$214.98
		28# Manila	\$268.16	\$410.67	\$335.29	\$310.16	\$297.59	\$293.40	\$291.31	\$290.05	\$289.22	\$288.62	\$288.17	\$287.82
7	10" x 13"	28# White	\$234.93	\$344.22	\$268.83	\$243.70	\$231.14	\$226.95	\$224.85	\$223.60	\$222.76	\$222.16	\$221.71	\$221.36
		28# Manila	\$256.22	\$386.79	\$311.40	\$286.27	\$273.71	\$269.52	\$267.42	\$266.17	\$265.33	\$264.73	\$264.28	\$263.93

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

Contact OCE Print Shop for Quote on quantities 50,000 and over

2.3 Group Three: Booklet Envelopes (Open Side) (Price per 1000 envelopes for each quantity range)

Item #	Product	Stock	500 only	1,000-2,000	2,500-4,500	5,000-9,500	10,000-14,500	15,000-19,500	20,000-24,500	25,000-29,500	30,000-34,500	35,000-39,500	40,000-44,500	45,000-49,500
8	6" x 9"	24# White	\$176.16	\$226.68	\$151.29	\$126.16	\$113.59	\$109.41	\$107.31	\$106.06	\$105.22	\$104.62	\$104.17	\$103.82
		24# White w/ inside tint	\$175.63	\$225.61	\$150.22	\$125.10	\$112.53	\$108.34	\$106.25	\$104.99	\$104.15	\$103.56	\$103.11	\$102.76
9	9" x 12"	28# White	\$177.48	\$253.83	\$193.15	\$172.93	\$162.82	\$159.45	\$157.76	\$156.75	\$156.08	\$155.59	\$155.23	\$154.95

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

Contact OCE Print Shop for Quote on quantities 50,000 and over

2.4 ADDITIONAL CHARGES:

Graphic Design Services.....\$56.41/hr
 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 (additional 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

3. Delivery:

3.1 OCE shall ship to Customer within ten (10) working days from receipt of Customer's signed final proof.

3.2 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.

4. Product Technical Specifications:

4.1 Group One: Regular & Window Envelopes

Item#	Product	Stock	Flap	Seal Flap Length	Seams	Sides	Seal
1	#9 Regular, 3-7/8" x 8-7/8"	24# white w/inside tint	Square Round	1-1/4"	Side Vertical	Open	½" Gum
2	#10 Regular, 4-1/8" x 9-1/2"	24# white w/inside tint	Square Round	1-1/4"	Side Vertical	Open	½" Gum
3	#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	½" Gum

4.2 Group Two: Catalog Envelopes (Open End)

Item#	Product	Stock	Flap	Seal Flap Length	Seams	Sides	Seal
4	6" x 9"	24# White 28# Manila		1-3/4"	Center/Bottom		1" Gum
5	9" x 12"	28# White 28# Manila		1-7/8"	Center/Bottom		1" Gum
6	9 1/2" x 12-1/2"	28# White 28# Manila		2-1/4"	Center/Bottom		1" Gum
7	10" x 13"	28# White 28# Manila		1-7/8"	Center/Bottom		1" Gum

4.3 Group Three: Booklet Envelopes (Open Side)

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

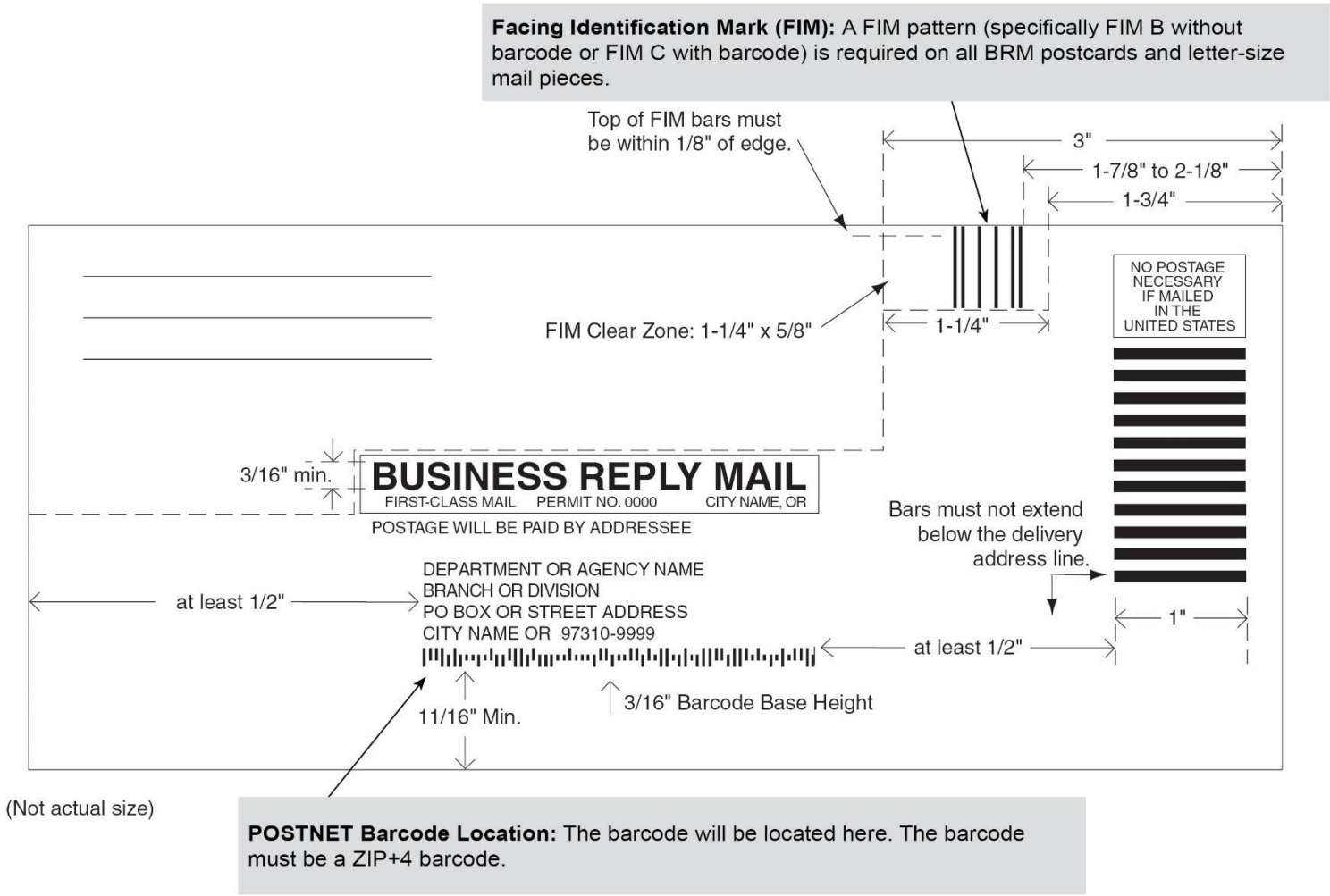
5. Product General Specifications: The following specifications shall apply to all orders:

- 5.1 Ink: Pantone® 287, Pantone® Reflex Blue or black. All other standard Pantone® ink colors require a special ink charge (\$18.75 + \$0.43/m).
- 5.2 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.
- 5.3 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.

- 5.4 Gumming: Brush gumming. Light colored or clear gum. Envelopes must not be glued together. NOTE: Application of gumming must not exceed beyond flap edge or leave an uneven edge.
- 5.5 Latex: Standard Latex - Peel and stick will not be accepted.
- 5.6 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.
- 5.7 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.
- 5.8 Proofing: Proof is required for all initial orders. OCE is responsible for any charges incurred to deliver proof to Customer.
- 5.9 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.
- 5.10 Cartons: 175# test, 3/8" thick standard corrugated cartons.
- 5.11 Markings: Each carton shall be labeled with the following information:
- 5.11.1 Vendor's name (OCE)
 - 5.11.2 Type and style of stock
 - 5.11.3 Quantity
 - 5.11.4 Size
 - 5.11.5 Weight
- 5.12 Palletizing: Cartons will be stacked on pallets in such a manner to equalize weight distribution.
- 5.13 Deviations: For agency specific "standard designs", exemptions may or may not require approval through the Department of Administrative Services (DAS).

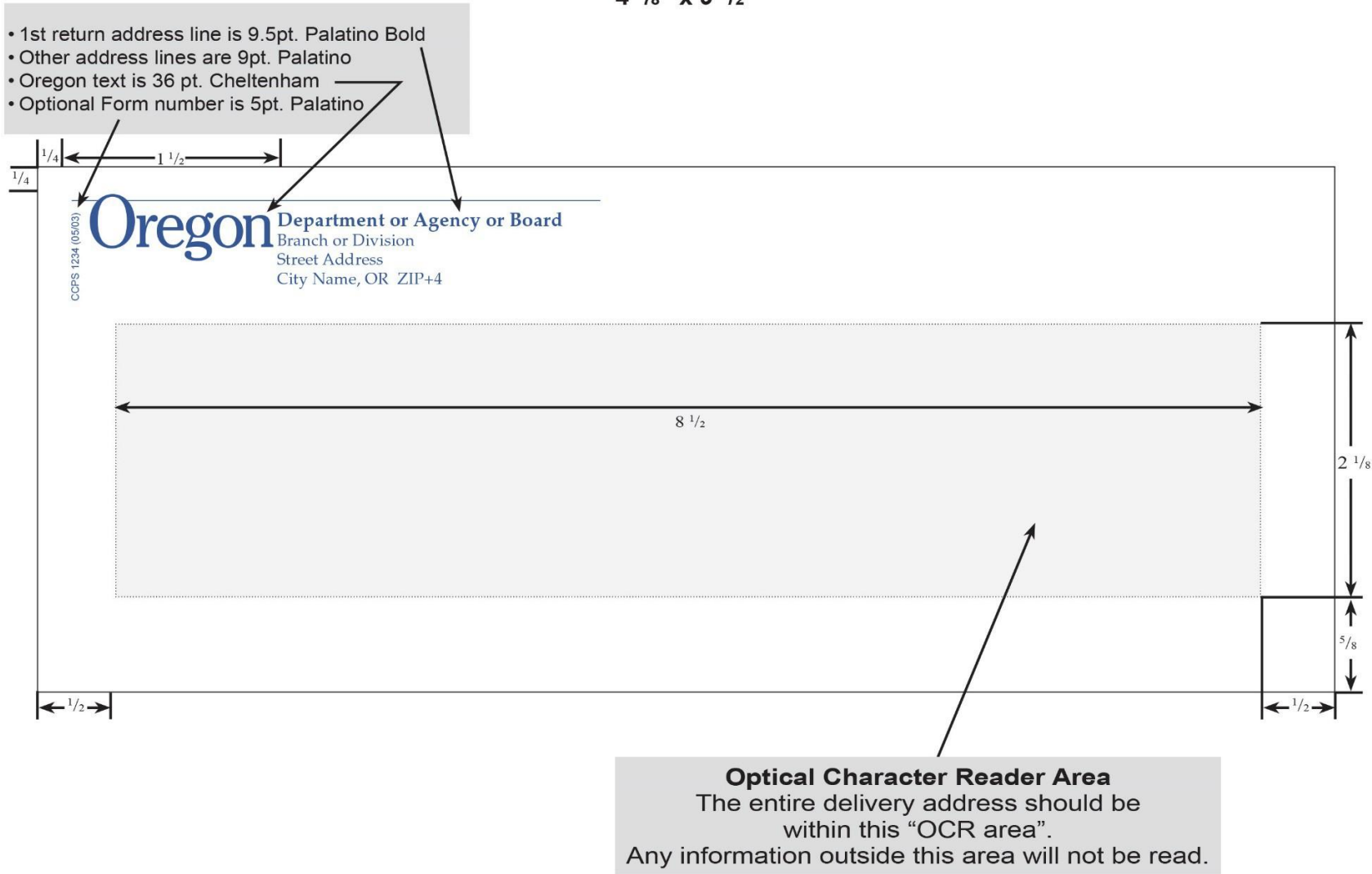
Standard Format Business Reply #9 Envelope
3 7/8" x 8 1/2"

Attachment 1A



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

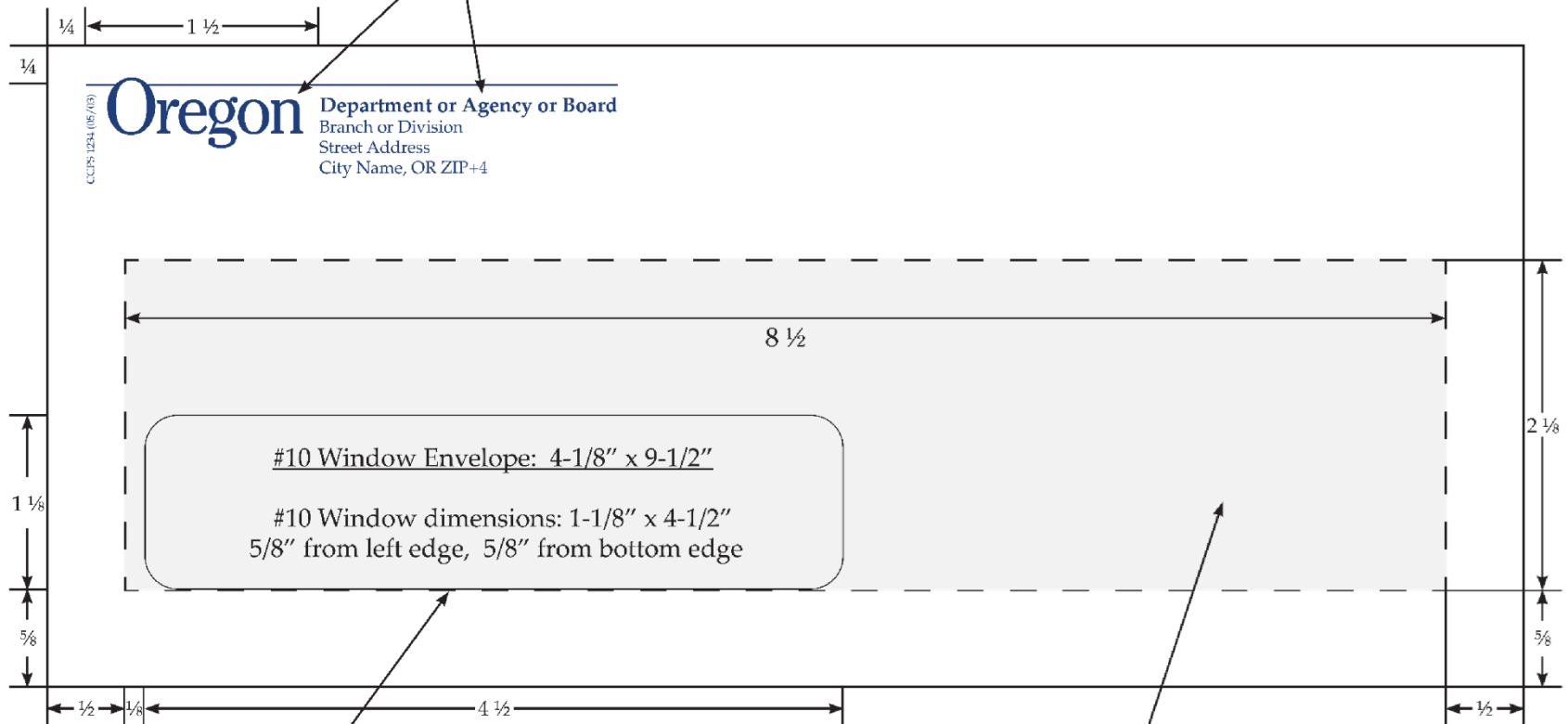
Attachment 1B



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

Attachment 1C

- 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



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.