



# Oregon

Kate Brown, Governor

Department of Administrative Services  
State Services Division – Publishing and Distribution  
550 Airport Rd SE, Suite A  
Salem, Oregon 97301-6076  
503-373-1772

January 17, 2020

Cascade Graphic  
Attn: Billy Sherritt  
475 SE Bridgeford Blvd  
Bend OR 97702

Dear Billy:

RE: RENEWAL LETTER - ITB number 48-000057-17; Polyethylene Sign Annual Contract.

Let this letter serve as notification that the above mentioned contract is being extended for an additional one year period beginning February 1, 2020 through January 31, 2021. This contract is in its third year of a five year contract. Agencies will order signs on this contract by directly contacting Cascade Graphics.

If you have any questions, please feel free to contact me at (503) 373-1772.

Sincerely,

Brent A. Hiatt

Procurement and Contract Specialist

**State of Oregon  
Department of Administrative Services  
Publishing & Distribution**

**Polyethylene Signs  
Custom Product for the  
State of Oregon**

**P&D Contract #: 48-000057-17**

**ORPIN CONTRACT #: 107-3576-17**

**PROVIDER  
CASCADE GRAPHICS**

**CONTACT**

Dan Vance

PHONE: 800-445-5351 X-302

FAX: 541-389-7622

475 SE BRIDGFORD BLVD

BEND, OR 97702

## SPECIFICATIONS

**STYLE:** Screen printed polyethylene signs

**SIZES:** 10" x 10"  
12" x 18"  
16" x 24"

**PAGES:** Prints one side only

**STOCK:** 23 pt. for 10" x 10", 35 pt. for 12" x 18" and 16" x 24" polyethylene with UV inhibitors to resist cracking and peeling for minimum of two years. Must be able to withstand all Oregon weather conditions for a minimum of two years without appreciable deterioration.

Vendor must make the following colors available: **yellow, orange, red and white.**

**INK:** Screen Printed Option: Black or white, fade resistant

**COMPOSITION:** Vendor will be required to output from electronic file or typeset in accordance with layout supplied by agency. Various amounts of typesetting will be required for each sign. Agency may wish to have line art shot and stripped in position. All line art will be supplied to the vendor camera ready. No bleeds for both options, no screen tints for Screen Printed Option.

**PROOF:** Email or Fax proofs are required. Please indicate the number of days that the proof may be kept by the agency in order to guarantee delivery date:  3  days. Vendor must receive a verbal approval followed by an email or fax approval of proofs within 24 hours to be able to guarantee delivery dates.

**OTHER:** Delivery: Vendor is required to deliver to the agencies no later than 21 calendar days from receipt of order. This time includes proofing time. Agencies have the option to request a rush delivery of ten calendar days from receipt of order for an additional charge.

**BINDING:** Drilling may be required.

**PACKAGING:** Vendor standard. Label each carton as to contents, purchase order number and quantity.

### **DELIVER FOB:**

Delivery to Salem, Portland, Corvallis and Eugene to be FOB destination. Remaining Order areas to be prepaid shipping and added to invoice. NOTE: Only cost to be added is the actual shipping cost, all processing and handling charges to be included into the per piece price in the base bid

### **C. PRICING MATRIX SECTION**

Vendor to provide Quotations for all quantities and options listed below.

#### **Screen Printed Size & Sign Quantities:**

10" x 10" - 1 to 20 signs      \$20.00 per sign, same copy

10" x 10" - 21 to 50 signs      \$8.70 per sign, same copy

10" x 10" - 51 to 100 signs      \$4.30 per sign, same copy

10" x 10" - 101 to 250 signs      \$2.90 per sign, same copy

10" x 10" - 251 signs and up      \$1.68 per sign, same copy

12" x 18" - 1 to 20 signs      \$25.00 per sign, same copy

12" x 18" - 21 to 50 signs      \$12.25 per sign, same copy

12" x 18" - 51 to 100 signs      \$6.15 per sign, same copy

12" x 18" - 101 to 250 signs      \$4.25 per sign, same copy

12" x 18" - 251 signs and up      \$3.25 per sign, same copy

16" x 24" - 1 to 20 signs      \$34.00 per sign, same copy

16" x 24" - 21 to 50 signs      \$14.75 per sign, same copy

16" x 24" - 51 to 100 signs      \$10.90 per sign, same copy

16" x 24" - 101 to 250 signs      \$9.10 per sign, same copy

16" x 24" - 251 signs and up      \$8.10 per sign, same copy

#### **Options:**

Shooting and stripping line art      \$35.00/ea, per order

Output art from electronic files      NO CHARGE/ea, per order

Drilling per hole      \$0.05/per hole, per sign

Round Corners      \$0.20 per sign\_\_\_\_\_/per hole, per sign

Rush Delivery - No proof necessary      \$35.00/flat, per order  
(10 calendar days on receipt of order)