



Oregon

Kate Brown, Governor

Department of Administrative Services
State Services Division - Publishing and Distribution
550 Airport Road SE
Salem, Oregon 97301-6076
PHONE: 503-373-1769

December 1, 2015

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

Dear Billy:

RE: RENEWAL LETTER - ITB number 450-000050A-12; 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, 2016 through January 31, 2017. This contract is in its fifth and final 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) 373-1769.

Sincerely,

Patricia A. Smith
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 #: 450-000050A-12

ORPIN CONTRACT #: 107-2893-12

**PROVIDER
CASCADE GRAPHICS**

CONTACT
MIKE WHITTLE
PHONE: 800-445-5351 X-302
FAX: 541-389-7622
475 SE BRIDGFORD BLVD
BEND, OR 97702

450-000050A-12 Polyethylene Sign Annual Contract
INVITATION TO BID
State of Oregon
Department of Administrative Services
Publishing & Distribution Services Section

DELIVERY

Delivery Requested: Your firm delivery: 21 calendar days

SPECIFICATIONS

STYLE: Screen printed polyethylene signs

SIZE: 10" x 10"

PAGES: Prints one side only

STOCK:

23 pt. 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
WHITE

INK:

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 or screens.

PROOF:

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: 2 days. Vendor must receive a verbal approval followed by a 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:

Shipping anywhere in Oregon is included in costs.

PRICING MATRIX SECTION

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

Sign Quantities:

1 to 20 signs \$ _20.00_ per sign, same copy

21 to 50 signs \$ _8.70_ per sign, same copy

51 to 100 signs \$ _4.30_ per sign, same copy

101 to 250 signs \$ _2.90_ per sign, same copy

251 signs and up \$ _1.68_ per sign, same copy

Options:

Shooting and stripping line art \$ _00.00_ /ea, per order

Output art from electronic files \$ _00.00_ /ea, per order

Drilling per hole \$ _00.00_ /per hole, per sign

Rush Delivery -

**No proof necessary \$ _00.00_ /flat, per order
(10 calendar days on receipt of order)**