



# Oregon

Theodore R. Kulongoski, Governor

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

February 11, 2022

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

Letter of Contract Extension for 3 months – ITB number 450-000056; Tabbed Divider Annual Contract

Dear Denise:

Let this letter serve as notification that the Oregon Department of Administrative Services Publishing and Distribution Division wishes to extend the above-mentioned contract for the final 3-month extension period February 17, 2022, through May 16, 2022. This is a 3-month extension that is permitted under Part 2 Standard Contract Terms and Conditions 2.32.1 of this contract. Production Cost price adjustments are not available for three-month extensions obtained pursuant to this Section. Consecutive three-month extensions under this Section are not allowed. This contract has no additional renewal or extensions permitted. Agencies will order tabs on this contract by directly contacting Col Tab, Inc.

If you have any questions regarding this extension letter or the contract, please feel free to contact me at 503-666-9549 or [keith.whittier@das.oregon.gov](mailto:keith.whittier@das.oregon.gov).

Denise Dowless agrees of the above mentioned 3-month extension based on her approval to extend received by email on February 10, 2022.

Sincerely,

Keith Whittier  
Procurement and Contract Specialist  
State of Oregon | Publishing & Distribution  
550 Airport Road SE, Suite A  
Salem OR 97301

**THE STATE OF OREGON  
DEPARTMENT OF ADMINISTRATION SERVICES  
PUBLISHING AND DISTRIBUTION**

**PRICE AGREEMENT  
# 450-000056-16**

**RELEASE DATE: February 17, 2017  
OPENING DATE & TIME:  
DATE: NOVEMBER 11, 2016  
TIME: 5:00 PM PST**

Contract Extended for 3-Months  
February 17, 2022, through May 16, 2022

**FOR  
THE STATE OF OREGON  
ALL AGENCIES TAB PRICE AGREEMENT**

**VENDOR TO CONTACT FOR ORDER:**

COL-TAB INC  
Attn: Denise Dowles  
1919 SE Belmont St  
Portland OR 97214

503-233-2248  
1-800-624-6061

**TECHNICAL SPECIFICATIONS:**

**STYLE:**

Custom tabbed dividers

**SIZE:**

- 1) 8-1/2" x 11" plus 1/2" extension on 11" side
- 2) 8-1/2" x 11" plus 1/2" bottom extension on 8-1/2" side
- 3) 5-1/2" x 8-1/2" plus 1/2" extension on 8-1/2" side

**PAGES:**

Can be printed one or two sides

**STOCK:**

90# or 110# white, manila or buff index  
90# or 110# colored index  
65# white or colored Premium Cover (Wausau Exact or equivalent).

All paper used in each order must be of uniform shade. Vendor is encouraged to bid recycled paper when available.

**INK:**

Black.

If the ink color ordered is other than black, vendor will match the Pantone number as indicated on the contract release order or specification sheet

**COMPOSITION:**

The contractor will be required to set type from furnished manuscript copy for the tab only. There will be up to three lines per tab. Required typefaces must include a sans serif and a bold face, roman style font. Samples may be provided on some orders, and the contractor will be required to match these typefaces. The contractor will only print two sides of the tabbed extension, unless option for body printing is selected. Absolutely no vendor advertising or trademarks!

NUMBER OF TABS PER SET: Approximately one to forty tabs per set. Twenty-five sets is minimum order.

**PROOF:**

The furnishing of proofs is waived if the vendor guarantees to print exactly as the camera-ready copy or sample that is provided. If an agency requests a proof, the

proof may be faxed and an additional 3 working days will be granted for proofing time.

**OTHER:**

STATE TO FURNISH: To place an order, an Agency will provided Contractor with a Contract release order (sometimes referred to as "Purchase Order"), including all prices to be incurred, camera ready copy and/or copy of layout, and tabbed divider specification sheet.

**DELIVERY:** Delivery of an Order is to be made by Contractor within 10 working days from receipt of contract release order, camera ready copy and/or layout of copy, and tabbed divider specification sheet.

**DIE CUTTING:** Die cut from one to sixteen positions per bank. Round outside corners will require combinations of various position cuts.

**REINFORCEMENT:** Reinforcement on binding edge to be at lease 3/4" wide, and run along the full length of the binding edge. The reinforcement material must adhere firmly to the sheet. Holes must not be outside the area of reinforcement. Both sides of tab are to be reinforced 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 contract release order or specification sheet.

**DRILLING:**

Tabs are to be drilled with holes 1/4", 5/16", or 3/8" in diameter. The Contract release order and/or instruction sheet will usually required 3-hole punch, 4-1/4" center to center. Drilling is to be accurate so that tabs align when inserted into binders.

**BINDING:**

BINDING and COLLATING: Materials are to be gathered into sets in the order stated in the contract release order or specification sheet.

**PACKAGING:**

Vendor will pack suitable quantities per shipping containers (not to exceed 25 pounds gross weight). Tabs must be protected from damage during shipping. Vendor will label each carton as to contents, contract release order and quantity.

**DELIVER FOB:**

Materials to be delivered to Salem, Portland, Corvallis and Eugene to be FOB destination. Materials to be delivered to other Oregon areas are to be shipped prepaid and the cost added to the invoice.

**PRICING FOR OPTIONAL COST LISTED BELOW**

## PRICING MATRIX PAGE(S)

In addition to the pricing matrix below see Worksheet 1

### OPTIONS:

Full length/1-bank tabs	\$195.00/per 1000 sheets
Collating	\$ 8.00/per 1000 sheets
Drilling 2, 4, 5, or 7 holes	\$ 3.50/per 1000 sheets
110# colored index	\$ 65.00/per 1000 sheets
65# white Neenah Exact Cover	\$ 70.00/per 1000 sheets
65# colored Neenah Exact Cover	\$ 71.00/per 1000 sheets
Colored mylar	\$ 7.00/per 1000 sheets (\$5.00 minimum)
Special ink color	\$ 45.00/flat charge per color
Shrink wrap	\$ .36/per set
Body printing (art supplied)	\$ 45.00/per page/face only
Rush Delivery (5 working days)	20% /flat charge

Additional plate charge for more than  
4 different cut formats in one order \$30.00 per plate  
(ie: 1-3 bank, 1-5 bank, 1-10 bank, 1-16 bank).

### DEDUCTIONS:

No mylar on Tab	Deduct \$ 4.00/per 1000 sheets
No printing on Tab	Deduct \$10.00/per 1000 sheets
90# white, manila or buff index	Deduct \$ -0- /per 1000 sheets
90# colored index	Deduct \$ -0- /per 1000 sheets
Extension printing on one side only	Deduct \$ -0- /per 1000 sheets

# Col-Tab, Inc. 2017

## Tabbed Divider Worksheet

Pricing Per Set:

Numbers of Sets														
No. of Tabs	25/49	50/74	75/99	100/149	150/199	200/249	250/299	300/349	350/499	500/749	750/999	1000/1499	1500/1999	2000/2500
1	2.55	1.68	1.10	0.86	0.75	0.68	0.56	0.53	0.48	0.43	0.41	0.28	0.25	0.23
2	2.14	1.69	1.26	1.08	0.96	0.75	0.71	0.66	0.59	0.46	0.45	0.44	0.29	0.28
3	2.20	1.76	1.38	1.20	1.08	0.83	0.77	0.71	0.65	0.50	0.49	0.44	0.36	0.35
4	2.39	1.97	1.52	1.35	1.22	0.96	0.84	0.79	0.72	0.59	0.58	0.48	0.42	0.41
5	2.60	2.11	1.67	1.49	1.37	1.06	0.93	0.88	0.81	0.68	0.65	0.53	0.51	0.49
6	2.79	2.31	1.80	1.68	1.44	1.19	1.07	0.99	0.91	0.76	0.72	0.58	0.55	0.52
7	3.00	2.51	2.01	1.81	1.51	1.32	1.15	1.06	1.01	0.78	0.77	0.65	0.64	0.63
8	3.26	2.70	2.14	1.95	1.71	1.39	1.21	1.15	1.13	0.90	0.86	0.74	0.71	0.69
9	3.43	2.88	2.25	2.08	1.77	1.51	1.27	1.21	1.13	0.95	0.92	0.78	0.77	0.75
10	3.70	3.08	2.39	2.21	1.90	1.65	1.35	1.29	1.22	1.03	0.98	0.85	0.83	0.80
11	3.88	3.21	2.51	2.32	1.96	1.72	1.41	1.33	1.26	1.10	1.05	0.91	0.90	0.87
12	4.03	3.36	2.67	2.49	2.12	1.87	1.50	1.44	1.36	1.22	1.12	0.99	0.97	0.95
13	4.23	3.47	2.79	2.61	2.23	1.92	1.63	1.55	1.47	1.28	1.16	1.08	1.04	0.99
14	4.37	3.69	2.95	2.76	2.32	2.02	1.71	1.64	1.56	1.38	1.31	1.14	1.10	1.08
15	4.57	3.89	3.14	2.96	2.52	2.29	1.85	1.76	1.67	1.47	1.44	1.29	1.24	1.21
16	4.71	4.02	3.27	3.04	2.60	2.41	1.98	1.88	1.76	1.52	1.49	1.33	1.30	1.28
17	4.85	4.11	3.43	3.17	2.74	2.49	2.07	1.96	1.85	1.61	1.54	1.43	1.39	1.37
18	5.04	4.30	3.55	3.31	2.88	2.63	2.14	2.01	1.87	1.63	1.57	1.48	1.45	1.44
19	5.20	4.45	3.71	3.41	2.96	2.72	2.23	2.12	2.01	1.75	1.67	1.55	1.52	1.50
20	5.44	4.64	3.89	3.58	3.15	2.84	2.34	2.26	2.14	1.88	1.79	1.66	1.64	1.62

Over 20 tabs per set - add	0.30	0.30	0.25	0.20	0.20	0.20	0.20	0.18	0.18	0.18	0.18	0.16	0.16	0.16
-------------------------------	------	------	------	------	------	------	------	------	------	------	------	------	------	------

Above pricing includes 8.5" x 11" (side or bottom tab) or 5.5" x 8.5" sheet plus 1/2" tab extension. 110# white, manila, or buff index. Tabs printed two sides in black ink. 3 round holes, reinforced binding edge, clear mylar tabs, uncollated.

Minimum Order \$70.00\_\_\_\_  
or 25 sets minimum order - whichever applies