



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

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

RE: RENEWAL LETTER – ITB number 450-000051-12;
Tabbed Divider Annual Contract

Dear Denise:

Let this letter serve as notification that the above mentioned contract is being extended for an additional one year period beginning February 17, 2016 through February 15, 2017. This contract is in its fifth and final year of a five year. Agencies will order tabs on this contract by directly contacting Col Tab, Inc.

If you have any questions, please feel free to contact me at (503) 373-1769.

Sincerely,

Patricia S. Smith
Procurement and Contract Specialist

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

ORPIN NUMBER 107-2892-12

**PRICE AGREEMENT
450-000051-12**

RELEASE DATE: January 24, 2012

OPENING DATE & TIME:

DATE: January 31, 2012

TIME: 10:00 AM PST

**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 (\$10.00 minimum)
Drilling 2, 4, 5, or 7 holes	\$ 3.50/per 1000 sheets (\$10.00 minimum)
110# colored index	\$ 64.00/per 1000 sheets
65# white Wausau Exact Cover	\$ 50.00/per 1000 sheets
65# colored Wausau Exact Cover	\$ 61.00/per 1000 sheets
Colored mylar	\$ 7.00/per 1000 sheets (\$5.00 minimum)
Special ink color	\$ 40.00/flat charge per color
Shrink wrap	\$.36/per set
Body printing (art supplied)	\$ 40.00/per page/face only
Rush Delivery (5 working days)	25% /flat charge
Additional plate charge for more than 4 different cut formats in one order \$25.00 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

450-000051-12 WORKSHEET #1 - Col-Tab, Inc.

Tabbed Divider Worksheet

Pricing Per Set:

Numbers of Sets

# of Tabs	25	50	75	100	150	200	250	300	350	500	750	1000	1500	2000
1	2.50	1.62	1.06	0.84	0.73	0.65	0.53	0.50	0.45	0.40	0.38	0.25	0.23	0.21
2	2.09	1.65	1.22	1.04	0.92	0.71	0.67	0.62	0.55	0.42	0.41	0.39	0.25	0.24
3	2.17	1.73	1.35	1.17	1.05	0.80	0.74	0.68	0.62	0.47	0.46	0.41	0.33	0.32
4	2.35	1.93	1.48	1.31	1.18	0.92	0.80	0.75	0.68	0.55	0.54	0.44	0.38	0.37
5	2.55	2.06	1.62	1.44	1.32	1.01	0.88	0.83	0.76	0.63	0.60	0.48	0.46	0.44
6	2.74	2.26	1.75	1.63	1.39	1.14	1.02	0.94	0.86	0.71	0.67	0.53	0.50	0.47
7	2.95	2.46	1.96	1.76	1.44	1.27	1.10	1.04	0.96	0.73	0.72	0.60	0.59	0.58
8	3.21	2.65	2.09	1.90	1.66	1.34	1.16	1.10	1.08	0.85	0.81	0.69	0.66	0.64
9	3.40	2.85	2.22	2.05	1.74	1.48	1.24	1.18	1.10	0.92	0.89	0.75	0.74	0.72
10	3.67	3.05	2.36	2.18	1.87	1.62	1.32	1.26	1.19	1.00	0.95	0.82	0.80	0.77
11	3.86	3.19	2.49	2.30	1.94	1.70	1.39	1.32	1.24	1.08	1.02	0.88	0.87	0.85
12	3.99	3.32	2.63	2.45	2.08	1.83	1.46	1.40	1.32	1.18	1.08	0.95	0.93	0.91
13	4.20	3.44	2.76	2.58	2.20	1.89	1.60	1.52	1.44	1.25	1.13	1.05	1.01	0.96
14	4.33	3.65	2.91	2.72	2.28	1.98	1.67	1.60	1.52	1.34	1.27	1.10	1.06	1.04
15	4.53	3.85	3.10	2.92	2.48	2.25	1.81	1.72	1.63	1.43	1.40	1.25	1.20	1.17
16	4.67	3.98	3.23	2.99	2.56	2.37	1.94	1.84	1.72	1.48	1.42	1.29	1.26	1.24
17	4.80	4.06	3.38	3.12	2.69	2.44	2.02	1.91	1.80	1.56	1.49	1.38	1.34	1.33
18	4.99	4.25	3.50	3.26	2.83	2.58	2.09	1.96	1.82	1.58	1.52	1.43	1.40	1.39
19	5.15	4.40	3.66	3.36	2.91	2.67	2.18	2.07	1.96	1.70	1.62	1.50	1.47	1.45
20	5.33	4.53	3.78	3.47	3.05	2.73	2.24	2.16	2.04	1.78	1.69	1.56	1.54	1.52
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	0.15	0.15	0.15

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

