



**INTERAGENCY AGREEMENT
FOR PRINT SERVICES**

Attachment 1

PRODUCT: ENVELOPES, PRINTED: VARIOUS SIZES

PROVIDER: OREGON CORRECTIONS ENTERPRISES

CONTACT: Jeff Tuttle, OCE Inside Sales Representative
Telephone: 503-373-0148
or
1-800-776-7712
Fax: (503) 378-3871
Email: jtuttle@oregoncorrectionsenterprises.com

MAILING ADDRESS: Oregon Corrections Enterprises
Attn: OCE Inside Sales Group
P.O. Box 12849
Salem, OR 97306

PRICE: REFER TO ATTACHED PRICING SCHEDULE

PAYMENT TERMS: NET 30 DAYS

SHIPPING: FOB DESTINATION FOR DESIGNATED DELIVERY REGION ONLY

DAYS REQUIRED FOR DELIVERY: REFER TO DELIVERY SCHEDULE

TRANSPORTATION CHARGES: REFER TO DELIVERY SCHEDULE

MINIMUM ORDER: 1,000 ENVELOPES. ALL ORDERS OVER 1,000 SHALL BE IN INCREMENTS of 500.

Authority Initials _____
Authority Initials _____
Authority Initials _____

Authority Initials _____
OCE Initials _____



**INTERAGENCY AGREEMENT
FOR PRINT SERVICES**

**Attachment 1
ENVELOPES, PRINTED: VARIOUS SIZES**

1. GROUP ONE: ENVELOPES (Price per 1,000 envelopes for each quantity range)

Item #	Product	Stock	1,000-2,000	2,500-4,500	5,000-9,500	10,000-24,500	25,000-50,000	51,000-150,000	151,000-250,000
01	#9 Regular 3-7/8" x 8-7/8"	24# White	\$21.42	\$18.97	\$18.44	\$18.17	\$17.78	\$16.20	\$15.01
02	#10 Regular 4-1/8" x 9-1/2"	24# White	\$22.56	\$20.10	\$19.56	\$19.29	\$18.90	\$15.81	\$14.93
		24# White w/inside tint	\$24.60	\$22.17	\$21.63	\$21.38	\$20.98	\$17.48	\$16.48
03	#10 Window 4-1/8" x 9-1/2"	24# White	\$23.77	\$21.30	\$20.77	\$20.51	\$20.12	\$16.83	\$15.90
		24# White w/inside tint	\$25.23	\$22.78	\$22.28	\$21.98	\$21.59	\$18.09	\$17.09

1.2 GROUP TWO: CATALOG ENVELOPES (OPEN END)

Item #	Product	Stock	1,000-2,000	2,500-4,500	5,000-9,500	10,000-24,500	25,000-50,000
04	6" x 9"	24# Manila	\$94.13	\$69.72	\$63.79	\$51.54	\$47.52
		24# White	\$70.59	\$52.28	\$47.84	\$38.66	\$35.64
05	9" x 12"	28# Manila	\$107.97	\$83.55	\$77.63	\$65.37	\$61.36
		28# White	\$108.91	\$84.51	\$78.67	\$66.32	\$62.30
06	9 1/2" x 12-1/2"	28# Manila	\$112.44	\$88.03	\$82.10	\$69.85	\$65.84
		28# White	\$109.86	\$88.61	\$82.65	\$70.43	\$65.91
07	9 1/2" x 12-1/2"	28# White-Latex Seal	\$193.22	\$121.95	\$106.28	\$86.56	\$67.14
08	10" x 13"	28# Manila	\$116.79	\$92.37	\$86.43	\$74.19	\$70.18
		28# White	\$118.29	\$93.89	\$87.95	\$75.70	\$71.69

1.3 GROUP THREE: BOOKLET ENVELOPES (OPEN SIDE)

Item #	Product	Stock	1,000-2,000	2,500-4,500	5,000-9,500	10,000-24,500	25,000-50,000
09	6" x 9"	24# White	\$84.67	\$62.46	\$57.05	\$45.90	\$42.44
10	9" x 12"	28# White	\$115.61	\$91.52	\$85.67	\$73.57	\$69.61

1.4 ADDITIONAL CHARGES

Printing on back and/or flap.....\$ 0.56/M
 Special Ink Charge (ink color that is not included in specifications).....\$22.00/flat fee
 Second ink color (per color).....\$12.00/flat fee
 Rush Delivery (6 working days delivery)..... \$50.00/flat fee

Authority Initials _____
 Authority Initials _____
 Authority Initials _____

Authority Initials _____
 OCE Initials _____

2. DELIVERY

- 2.1 Group One Regular and Window Envelopes: OCE shall deliver to Customer's dock or ship to Customer within ten (10) working days from receipt of order. An additional twenty-four (24) hours shall be allowed for proofing (a proof is required for all initial orders).
- 2.2 Group Two & Three Envelopes: OCE shall deliver to Customer's dock or ship to Customer within ten (10) working days from receipt of order (ARO). An additional twenty-four (24) hours shall be allowed for proofing (a proof is required for all initial orders).
- 2.3 Rush Delivery: Ship date is six (6) working days ARO. An additional twenty-four (24) hours shall be allowed for proofing (a proof is required for all initial orders).
- 2.4 All prices shall be FOB DESTINATION to Salem, Portland, Eugene, and Corvallis only.
- 2.5 Deliveries to destinations other than those indicated in paragraph 2.4 above will be an additional charge. Shipper will be determined at OCE's discretion unless otherwise specified by Customer. Actual shipping costs will be indicated in invoice.

3. PRODUCT TECHNICAL SPECIFICATIONS

3.1 GROUP ONE: REGULAR & WINDOW ENVELOPES

Item #	Product	Stock	Flap	Seal Flap Length	Seams	Sides	Seal
01	#9 Regular, 3-7/8" x 8-7/8"	24# White Recycled	Round	1-5/8"	Diagonal	Open	1/2" Gum
02	#10 Regular, 4-1/8" x 9-1/2"	24# White Recycled	Round	1-3/4"	Diagonal	Open	1/2" Gum
03	#10 Window, 4-1/8" x 9-1/2" Left window: 1-1/8" x 4-1/2", 7/8" from left, 5/8" from bottom	24# White Recycled 24# White w/inside tint	Round	1-3/4"	Diagonal	Open	1/2" Gum

3.2 GROUP TWO: CATALOG ENVELOPES (OPEN END)

Item #	Product	Stock	Flap	Seal Flap Length	Seams	Sides	Seal
04	6" x 9"	24# Manila 24# White		1-3/4"	Center/Bottom		1" Gum
05	9" x 12"	28# Manila 28# White		1-7/8"	Center/Bottom		1" Gum
06	9 1/2" x 12-1/2"	28# Manila 28# White		2-1/4"	Center/Bottom		1" Gum
07	9 1/2" x 12-1/2"	28# White		2-1/4"	Center/Bottom		1" Latex
08	10" x 13"	28# Manila 28" White		1-7/8"	Center/Bottom		1" Gum

3.3 GROUP THREE: BOOKLET ENVELOPES (OPEN SIDE)

Item #	Product	Stock	Flap	Seal Flap Length	Seams	Sides	Seal
09	6" x 9"	24# White		1-3/8"	Side		1/2" Gum
10	9" x 12"	28# White		2-1/8"	Center/Bottom		1-1/8" Gum

Authority Initials _____
 Authority Initials _____
 Authority Initials _____

Authority Initials _____
 OCE Initials _____

4. GENERAL SPECIFICATIONS: The following specifications shall apply to all orders:

- 4.1 Ink: Pantone® 287, Pantone® Reflex Blue or black. All other standard Pantone® ink colors require a special ink charge (\$22.00 flat fee).
- 4.2 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.
- 4.3 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.
- 4.4 Gumming: Brush gumming.
Light colored or clear seal gum
Light colored seam gum. Thickness of seal gum .0007 to .0009
Envelopes must not be glued together.
NOTE: Application of gumming must not exceed beyond flap edge or leave an uneven edge.
- 4.5 Latex: Standard Latex - Peel and stick will not be accepted.
- 4.6 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.

Group 1 acceptable style based on past usage is die cut, open side, diagonal seams with rounded commercial flap. "V" flap will not be acceptable.
- 4.7 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.
- 4.8 Proofing: Proof is required for all initial orders. OCE is allowed 24 additional hours to provide proof to customer. OCE is responsible for any charges incurred to deliver proof to Customer.
- 4.9 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.
- 4.10 Cartons: 175# test, 3/8" thick standard corrugated cartons.
- 4.11 Markings: Each carton shall be labeled with the following information:
 - 4.11.1 Vendor's name (OCE)
 - 4.11.2 Type and style of stock
 - 4.11.3 Quantity
 - 4.11.4 Size
 - 4.11.5 Weight
- 4.12 Palletizing: Cartons will be stacked on pallets in such a manner to equalize weight distribution.

Standard Format Business Reply #9 Envelope

3 7/8" X 8 7/8"

Attachment: 1A

Business Reply Legend Box: The words "BUSINESS REPLY MAIL" are required above the address in capital (uppercase) letters. Immediately below, the words "FIRST-CLASS MAIL PERMIT NO." followed by the permit number and the name of the issuing post office (city and state) in capital letters (S922.4).

Postage Paid Line: Place the statement "POSTAGE WILL BE PAID BY ADDRESSEE" (in capital letters) under the business reply legend box. (S922.4).

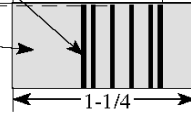
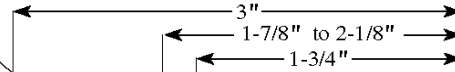
Facing Identification Mark (FIM): A FIM pattern (specifically FIM B without barcode or FIM C with barcode) is required on all BRM postcards and letter-size mailpieces.

FIM Location: The FIM clear zone must contain no printed matter other than the FIM Pattern. FIM bars must be between 1/2 and 3/4 inch high and 0.03125 (1/32 inch) (±0.008 inch wide (S992.4.10).

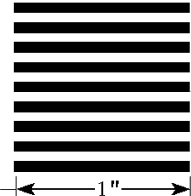
Postage Endorsement Indicia: "NO POSTAGE NECESSARY IF MAILED IN THE UNITED STATES" must appear in the upper right corner of the mailpiece and must not exceed more than 1-3/4 inches from the right edge (S922.4.5).

Top of FIM Bars must be within 1/8" of edge.

FIM Clear Zone: 1-1/4"x5/8"



NO POSTAGE NECESSARY IF MAILED IN THE UNITED STATES



3/16" min.

BUSINESS REPLY MAIL
FIRST-CLASS MAIL PERMIT NO. ### CITY, OREGON

Bars must not extend below the delivery address line.

POSTAGE WILL BE PAID BY ADDRESSEE

DEPARTMENT OR AGENCY NAME
BRANCH OR DIVISION
PO BOX OR STREET ADDRESS
CITY NAME OR 97310-9999

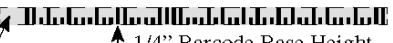
at least 1/2"

at least 1"

5/8" min.
2-1/4" max

Barcode Clear Zone:
4-1/2" x 5/8"

Leftmost bar must fall between 3-1/4" and 4" from right edge.



1/4" Barcode Base Height

4-3/4"

7/16"

Horizontal Bars: These bars must be uniform length, at least 1 inch long, and 1/16 to 3/16 inch thick and evenly spaced. The bars may not extend below the delivery address line, which is located directly above the line containing the city, state, and ZIP Code (S922.4.9).

POSTNET Barcode Location: The barcode must be located here (unless an address block barcode is used on a window envelope or printed address label). The barcode must be a ZIP+4 barcode (*delivery point barcode not permitted*). This area must be free of any printing other than the barcode. A free camera-ready barcode positive may be obtained from your local postal business center (S922.5).

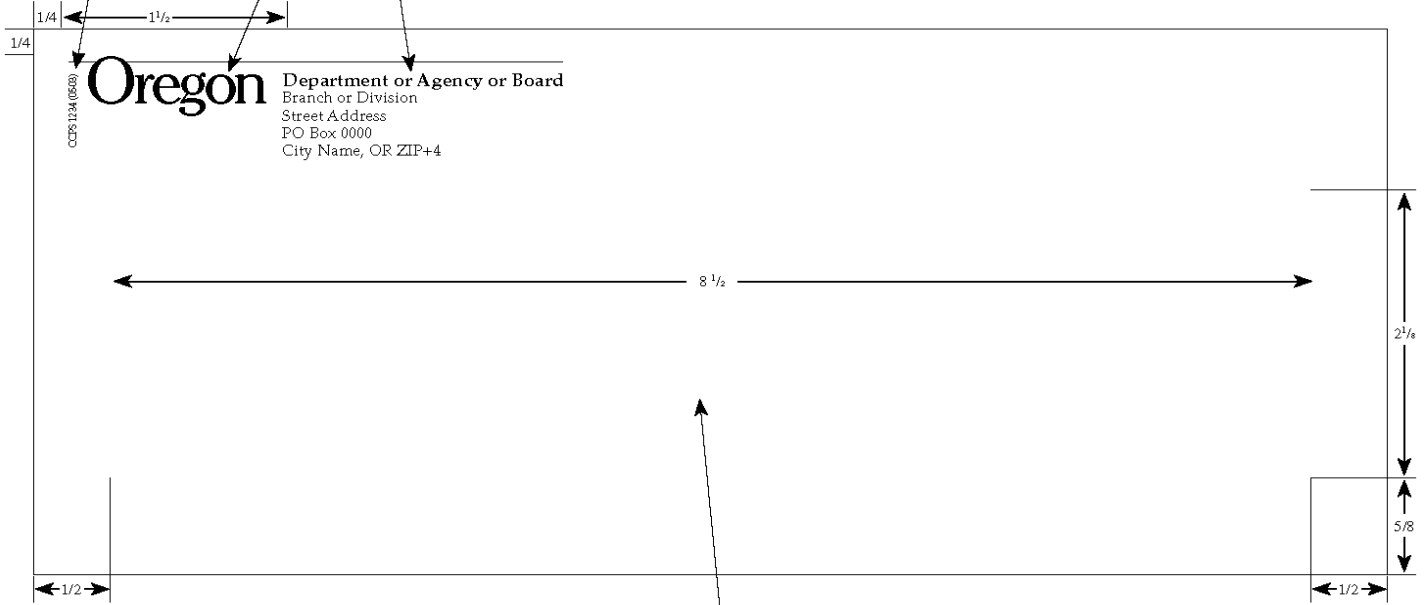
Authority Initials _____
Authority Initials _____
Authority Initials _____

Authority Initials _____
OCE Initials _____

- 1st return address line is 9.5pt. Palatino Bold
- Other address lines are 8pt. Palatino
- Oregon text is 36pt. Cheltenham
- Optional Form number is 5pt. Palatino

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

Attachment: 1B



Optical Character Reader Area
The entire delivery address should be within this "OCR area".
Any information outside this area will not be read.

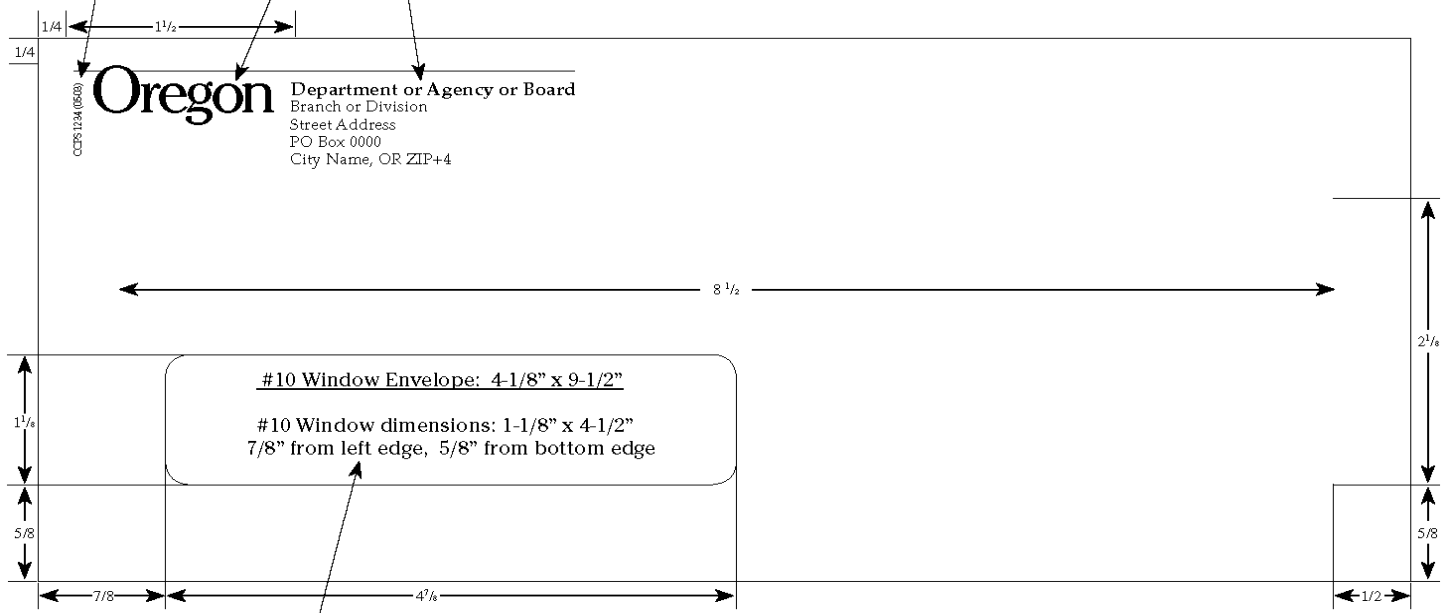
Authority Initials _____
Authority Initials _____
Authority Initials _____

Authority Initials _____
OCE Initials _____

- 1st return address line is 9.5pt. Palatino Bold
- Other address lines are 5pt. Palatino
- Oregon text is 36pt. Cheltenham
- Optional Form number is 5pt. Palatino

Standard Format
“Fast Forward” #10 Window Envelope
 4 1/8” X 9 1/2”

Attachment: 1C



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.

Authority Initials _____
 Authority Initials _____
 Authority Initials _____

Authority Initials _____
 OCE Initials _____