



**INTERAGENCY SERVICE AGREEMENT
FOR PRINT SERVICES
Between
Oregon Corrections Enterprises (OCE)
And
Department of Administrative Services (DAS)**

ARTICLE 1: PARTIES TO AGREEMENT

- 1.1 Parties to Agreement: This Agreement is made and entered into by and between Oregon Corrections Enterprises, a semi-independent agency of the State of Oregon, herein referred to as "OCE," and the Department of Administrative Services (DAS), through its State Services Division, Publishing & Distribution program (P&D).
- 1.2 Authorized Contract Users: OCE agrees to sell from the Agreement to all State Agencies and/or semi-independent State Agencies such as Oregon Department of Higher Education, Oregon Health Sciences University, and Oregon State Lottery with statutory authority or autonomy to solicit for Goods/services independently.

ARTICLE 2: RECITALS

- 2.1 The Director of the Oregon Department of Administrative Services or the designee of the director (e.g., the Publishing & Distribution Manager) has statutory authority under ORS 282.020 and 282.050(2) to control all printing purchases, and to control and manage all state printing, duplicating and copying required by state agencies. The Publishing & Distribution Manager may, as dictated by questions of good business and economy, let bids and award contracts for state printing.
- 2.2 The Director for the Department of Corrections has assigned responsibility to the Administrator of OCE to carry out certain mandates of Article 1, Section 41, of the Oregon Constitution. Central to those responsibilities is the creation of work opportunities for inmate labor, as much as possible, in the support of government operations, to include Print Services.
- 2.3 Article 1, Section 41 of the Oregon Constitution requires every State Agency to cooperate with the Department of Corrections' Director in establishing inmate work programs. ORS 190.110 allows one State Agency to cooperate with another State Agency in the performance of a duty imposed upon it or in exercising a power conferred upon it.
- 2.4 In the exercise of good business judgment and to further the mandates that are part of Article 1, Section 41 of the Oregon Constitution, the Publishing & Distribution Manager desires to collaborate with OCE by utilizing OCE's ability to provide appropriate Print Services to State Agencies by using inmate labor under the direction and control of OCE.
- 2.5 In carrying out its responsibilities under Article 1, Section 41 of the Oregon Constitution, OCE wishes to provide certain print and Document Publishing services, subject to the management and control of the Publishing & Distribution Manager under ORS 279.712, to State Agencies through the use of inmate labor.

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ARTICLE 3: DEFINITIONS

3.1 The following terms contained in this Agreement are herein defined:

- 3.1.1 Document Publishing shall mean the creation of printed and/or copied materials from digital or hard copy format originals.
- 3.1.2 Authorized Representatives shall mean the individuals identified in this Agreement as the individuals responsible for carrying out their respective organization’s responsibilities under the terms of this Agreement.
- 3.1.3 Revenue shall mean the sum of all funds received by OCE as payment for goods sold or services rendered.
- 3.1.4 Print Shop shall mean either OCE’s Print Shop located at the Oregon State Correctional Institution (OSCI) in Salem, Oregon or OCE’s Print Shop located at Coffee Creek Correctional Facility (CCCF) in Wilsonville, Oregon.
- 3.1.5 Print Services shall mean the creation of printed and/or copied materials from digital or hard copy format originals, including (but not limited to) printing and distribution of letterhead, envelopes, business cards, carbonless forms, and specialty items.
- 3.1.6 Expedite shall mean the processing of print orders received by OCE from Customer with an expected turnaround time of five (5) working days.
- 3.1.7 Customer shall mean any State Agency and/or semi-independent State Agency with which a Contract is formed.
- 3.1.8 Order shall mean a Printing Order, Purchase Order, Contract Release Order, or Letter of Request on agency letterhead placed by a Customer for Print Services pursuant to the Agreement and which serves as the basis for a Contract between OCE and Customer.
- 3.1.9 Contract shall mean a contract created under this Agreement between OCE and a Customer upon acceptance by OCE of an Order. Unless expressly made not applicable, all terms and conditions of this Agreement shall apply to any Contract formed hereunder.
- 3.1.10 State Agency or State Agencies shall mean every state officer, board, commission, department, institution, branch or agency of the state government, whose costs are paid wholly or in part from funds held in the State Treasury.

ARTICLE 4: TERM OF AGREEMENT

- 4.1 Term of Agreement: This Agreement will become effective upon the date of the final signature to this Agreement. This Agreement will remain in effect until terminated.
 - 4.1.1 OCE and DAS agree to conduct an annual review of OCE’s performance under the Agreement, including market analysis, price review, and evaluation of performance to production and delivery standards.

ARTICLE 5: SCOPE OF OCE OBLIGATIONS

- 5.1 OCE shall provide to Customers buying under this Agreement those Printing Services identified in the Attachments of this Agreement, subject to the terms and conditions of the Agreement.

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5.2 OCE and DAS will conduct periodic evaluations of the services provided in this Agreement. Attachments may be amended or terminated by either party without notice to third parties in the exercise of good business and economy.

ARTICLE 6: CUSTOMER OBLIGATIONS

- 6.1 STATE AGENCIES SUBJECT TO DAS PURCHASING AUTHORITY UNDER ORS 279.712 ARE REQUIRED TO PURCHASE FROM THIS INTERAGENCY PRICE AGREEMENT WHEN PURCHASING ITEMS LISTED IN THE ATTACHMENTS UNLESS AN EXEMPTION HAS BEEN PROCESSED AND APPROVED BY DAS.
- 6.2 By placing an Order, Customer agrees upon acceptance of such Order and creation of a Contract between Customer and OCE to comply with all requirements and satisfy all obligations specified in this Agreement as applicable to Customer, including all Attachments and Exhibits, which are attached and incorporated by reference into this Agreement, in accordance with the terms and conditions of this Agreement.

ARTICLE 7: CONSIDERATION

- 7.1 Customer agrees to all terms of compensation as specified in Exhibit A. OCE shall invoice Customer amounts owing for printing services on a weekly basis for delivered products and services.
- 7.2 Unless specifically requested by Customer and agreed to by OCE, OCE shall select the delivery method for Print Services to be delivered under this Agreement.

ARTICLE 8: TERMINATION

- 8.1 This Agreement may be terminated, for any reason, by DAS or OCE upon sixty (60) days written notice to the other party at the address provided in Section 16.2 below. In the event of such termination, OCE shall be permitted to complete any Purchase Order submitted prior to termination of the Agreement.
- 8.2 A Customer may cancel its Order under this Agreement by providing written notice of such cancellation to OCE. Customer agrees to be liable for all costs of production incurred up to the time of order cancellation.

ARTICLE 9: REPRESENTATIONS AND WARRANTIES

- 9.1 OCE Representations and Warranties. OCE makes the following representations and warranties:
 - 9.1.1 OCE is authorized to do business in the State of Oregon.
 - 9.1.2 The services to be provided under this Agreement shall be performed in a good and workmanlike manner and in accordance with the standard of care prevailing in the industry.
 - 9.1.3 Except as otherwise provided in Article 14, at all times during the term of this Agreement, OCE shall provide individuals who are qualified, competent, and duly licensed (if necessary) to perform the Print Services contemplated by this Agreement.

ARTICLE 10: OWNERSHIP OF WORK PRODUCT

- 10.1 Customer retains ownership of all materials provided to OCE for assembly and distribution.

ARTICLE 11: INDEMNITIES

- 11.1 To the extent permitted by Article XI, Section 7 of the Oregon Constitution and by the Oregon Tort Claims Act, DAS and OCE shall defend, save, hold harmless, and indemnify those Customers purchasing under this Agreement including their officers, employees, and agents from and against all claims, suits, actions, losses, damages, liabilities, costs and expenses of any nature whatsoever resulting from, arising out of, or relating to the activities performed by OCE under this Agreement.

ARTICLE 12: INSURANCE

12.1 OCE is self-insured for its property and liability exposure, as subject to the Oregon Tort Claims Act, ORS 30.260 through 30.300. A Certificate of Self-Insurance will be provided to Customer upon request.

ARTICLE 13: LIMITATION OF LIABILITIES

13.1 Neither DAS nor OCE shall be liable to Customer for (i) any indirect, incidental, consequential or special damages under the Agreement or (ii) any damages of any sort arising solely from the termination of this Agreement in accordance with its terms, nor shall any party to this Agreement or to a Contract formed hereunder be entitled to attorney’s fees, court costs, investigative or expert witness fees.

13.2 OCE’s sole liability in the event of damage or loss of any goods provided by Customer to OCE pursuant to a Contract formed under this Agreement shall be the repair or replacement, at the sole discretion of OCE, of such goods or reimbursement to Customer of the value of such goods.

ARTICLE 14: LIMITATIONS ON SERVICES

14.1 Customer Acknowledgment of Service Limitations. Customer acknowledges and agrees that:

14.1.1 Print Services to be provided by OCE under this Agreement will be provided, in part or entirely, using prison inmate labor;

14.1.2 OCE’s inmate workforce is subject to change and limitations due to security and correctional considerations.

14.2 Notification to Customer. In the event services are curtailed under Section 14.1 above, OCE will make its best efforts to communicate with Customer and to advise Customer of the anticipated date that services will be resumed. However, in no event shall OCE be liable to Customer for any damages or claims due to delays or interruption in service for any reason, or for failure of OCE to promptly notify Customer of any such delay or interruption.

ARTICLE 15: COMPLIANCE WITH LAW

15.1 In providing services under this Agreement, OCE shall comply with all applicable federal, state and local laws, regulations, executive orders and ordinances applicable to such services. Customer acknowledges and agrees that services provided by OCE under this Agreement may be regulated or limited by: (i) Title VI of the Civil Rights Act of 1964; (ii) Section V of the Rehabilitation Act of 1973; (iii) the Americans with Disabilities Act of 1990 and ORS 659.425; (iv) regulations and administrative rules established pursuant to the foregoing laws; and (v) other applicable requirements of federal and state civil rights and rehabilitation statutes, rules and regulations. To the extent applicable, performance under this Agreement is conditioned upon compliance with provisions of ORS 279.312, 279.314, 279.320 and 279.555, which are incorporated by reference.

ARTICLE 16: MISCELLANEOUS

16.1 Dispute Resolution. The parties to this Agreement shall make a good faith effort to resolve any dispute arising out of this Agreement at the lowest level possible.

16.2 Notices. Any notices that may be required under this Agreement shall be sent prepaid by U.S. postal service to the individuals identified in this section 16.2. Mailed notices shall be deemed given five (5) days after post marked, when deposited, properly addressed and prepaid, into the U.S. postal service. Faxed notices shall be deemed given upon electronic confirmation of successful transmission to the designated fax number. Electronic mail notices shall be deemed given upon electronic confirmation of successful transmission to the designated address.

For OCE: Dave Caulley, OCE Contracts Manager
Oregon Corrections Enterprises
P. O. Box 12849
Salem, OR 97306
Telephone: (503) 378-2684
Fax: (503) 378-5592
Email: dcaulley@oregoncorrectionsenterprises.com

For DAS: Debbie Gallagher, Deputy of Operations
Department of Administrative Services,
Publishing & Distribution
550 Airport Road
Salem, OR 97301
Telephone: (503) 373-1766
Fax: (503) 373-7789
Email: Deborah.J.Gallagher@state.or.us

- 16.3 Force Majeure. Neither DAS nor OCE shall be held responsible for delay or default caused by fire, riot (including inmate riots and lockdowns), acts of God, terrorist acts, or other acts of political sabotage, or war where such cause was beyond the reasonable control of DAS or OCE, respectively. DAS or OCE, as the case may be, shall, however, make all reasonable efforts to remove or eliminate such a cause of delay or default and shall, upon the cessation of the cause, diligently pursue performance of its obligations under this Agreement.
- 16.4 Confidentiality: Neither DAS nor OCE shall disclose business information acquired from the other party in the performance of this Agreement and identified by the other party as confidential (except for information publicly known or publicly available), including trade secrets, unless and only to the extent disclosure may otherwise be required by law. OCE shall use Customer's confidential information solely for purposes of providing the services contemplated by this Agreement.
- 16.5 No Infringement: Wherever Customer is required to provide source data to OCE to permit OCE to provide the services required by this Agreement, Customer warrants that the source data is not subject to, or vulnerable to, any patent or copyright infringement, theft of trade secret, or other claim related to unauthorized use.
- 16.6 Entire Agreement: This Agreement and incorporated attachments constitute the entire agreement between DAS and OCE on the subject matter hereof. This Agreement, with attachments, supersedes any and all other agreements, either oral or in writing, between DAS and OCE relating to the subject matter hereof, and contains all covenants and agreements between the parties. DAS and OCE each acknowledge that no representations, inducements, promises, or agreements, orally or otherwise, have been made by any party, or anyone acting on behalf of any party, which are not embodied herein, and that no other agreement, statement, or promise not contained in this Agreement shall be valid or binding on either DAS or OCE, except that any other written agreement dated concurrent with or after this Agreement shall be valid as between the signing parties thereto.
- 16.7 Waiver, Consent, Modification. No waiver, consent, modification or change of terms of this Agreement shall bind either DAS or OCE unless in writing and signed by both DAS and OCE and all necessary State approvals have been obtained. Such waiver, consent, modification or change, if made, shall be effective only in the specific instance and for the specific purpose given. The failure of either DAS or OCE to enforce any provision of this Agreement shall not constitute a waiver by either party of that or any other provision.
- 16.8 Assignment and Subletting; Successors and Assigns.
 - 16.8.1 OCE may assign or transfer all or any portion of its interest in this Agreement or enter into subcontracts for any of the services required by this Agreement with DAS's prior written consent, which consent will not unreasonably be withheld.
 - 16.8.2 DAS may not assign or transfer its interest in this Agreement.

16.8.3 The provisions of this Agreement shall be binding upon and shall inure to the benefit of the parties hereto, and their respective successors and permitted assigns, if any.

16.9 Severability. The parties agree that if any term or provision of this Agreement is declared by a court of competent jurisdiction to be illegal or in conflict with any law, the validity of the remaining terms and provisions shall not be affected. The rights and obligations of the parties shall be construed and enforced as if the Agreement did not contain the particular term or provision held to be invalid.

16.10 Governing Law; Venue; Consent to Jurisdiction. This Agreement and any Contract entered into pursuant to the Agreement shall be governed by and construed in accordance with the laws of the State of Oregon without regard to principles of conflicts of law.

16.12 Price Escalation: OCE reserves the right to review material and fuel costs quarterly and may submit price decreases/increases based on market fluctuations to DAS for review and approval.

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OCE Initials _____

IN WITNESS WHEREOF, DAS and OCE have, by their duly authorized representatives, executed this Agreement as of the last date written below.

AUTHORITY:

**DEPARTMENT OF ADMINISTRATIVE SERVICES,
Information Resources Management Division (IRMD)
Publishing & Distribution Section (P&D)**

By _____
Lori Laveau, DAS/OPS Contracts Manager Date

By _____
Dianne Lancaster, State Chief Procurement Officer Date

By _____
Phyllis Michael, Publishing & Distribution Manager Date

By _____
Debbie Gallagher, Deputy of Operations Date

OCE:

OREGON CORRECTIONS ENTERPRISES

By _____
Scott Willis, Region 2 Manager Date



**EXHIBIT A
GENERAL INFORMATION**

- A.1: Ordering Procedures: State Agencies and semi-independent State Agencies shall use their own purchasing order documents to order from this Agreement.
 - A.1.1 State Agency Procedure: State Agencies shall use either the general state approved ordering document referencing the BPO/Contract number, or their own internal purchase order form or agency letterhead to order from this Agreement.
 - A.1.2 Mandatory Purchase Authorization Language: "This purchase is placed against State of Oregon Agreement #5226. The terms and conditions of said Agreement apply to this purchase and take precedence over all other terms and conditions written or implied."
 - A.1.3 OCE in partnership is now offering online ordering to state agencies for items listed in this Agreement.
- A.2 Invoicing and Payment: OCE shall invoice Customer on a weekly basis for all amounts owing for products and services delivered. All such invoices shall include a brief description of the products and services provided.
 - A.2.1 Customer agrees to pay for services rendered within thirty (30) days of receipt of invoice. Payments shall be sent to the address identified on the invoice.
 - A.2.2 OCE may assess overdue account charges, in accordance with the provisions of ORS 293.461 (3), up to a maximum rate of two-thirds of one percent per month (8% per annum).
 - A.2.3 VISA/MASTERCARD: Customer should NOT send credit card information to Print Shop. For assistance, Customer should contact OCE Fiscal Services at 503-373-7604 and be prepared to provide the following information: Name on Credit Card, Credit Card number and expiration date, Invoice number being paid, Amount being paid.
- A.3 Changes in Services: Requests for changes in the services to be provided under this Agreement must be made in writing, and will be effective upon written agreement by OCE and Customer.
- A.4 Change Orders: Customers who notify OCE of cancellation or change of orders will be required to reimburse OCE for services rendered up to the point of notification.
- A.5 Delivery: Orders will be shipped via the most economical method at the determination of OCE unless otherwise specified by the Customer. See Attachments for specific information.
- A.6 Customer Service Contact: If Customer determines that products or services are unsatisfactory, assistance may be obtained by calling the OCE Inside Sales Group at 1-800-776-7712.

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**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.

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**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

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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

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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

3⁷/₈" X 8⁷/₈"

Attachment: 1A

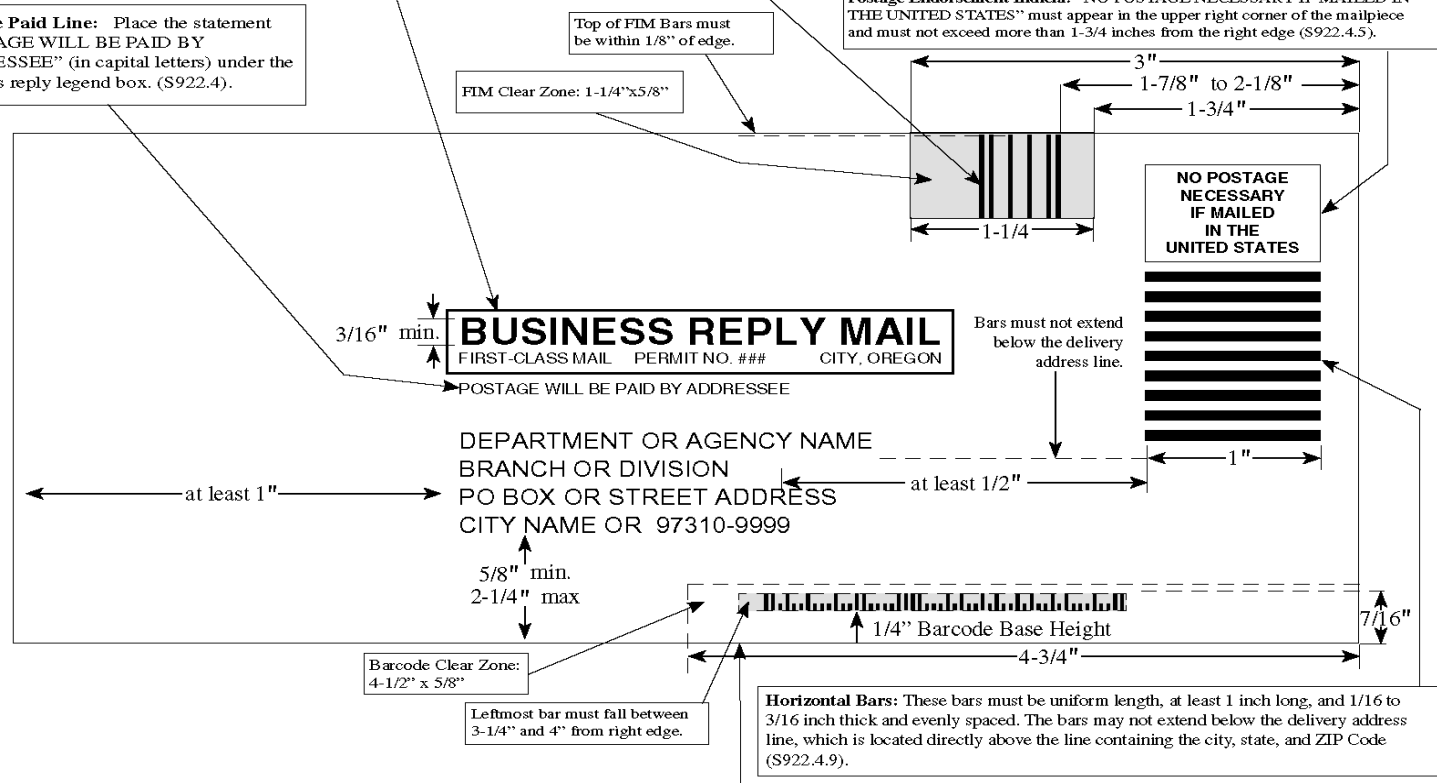
Business Reply Legend Box: The words "BUSINESS REPLY MAIL" are required above the address in capital (uppercase) letters. Immediately below, the words "FIRST-CLASS MAIL PERMIT NO." followed by the permit number and the name of the issuing post office (city and state) in capital letters (S922.4).

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).



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).

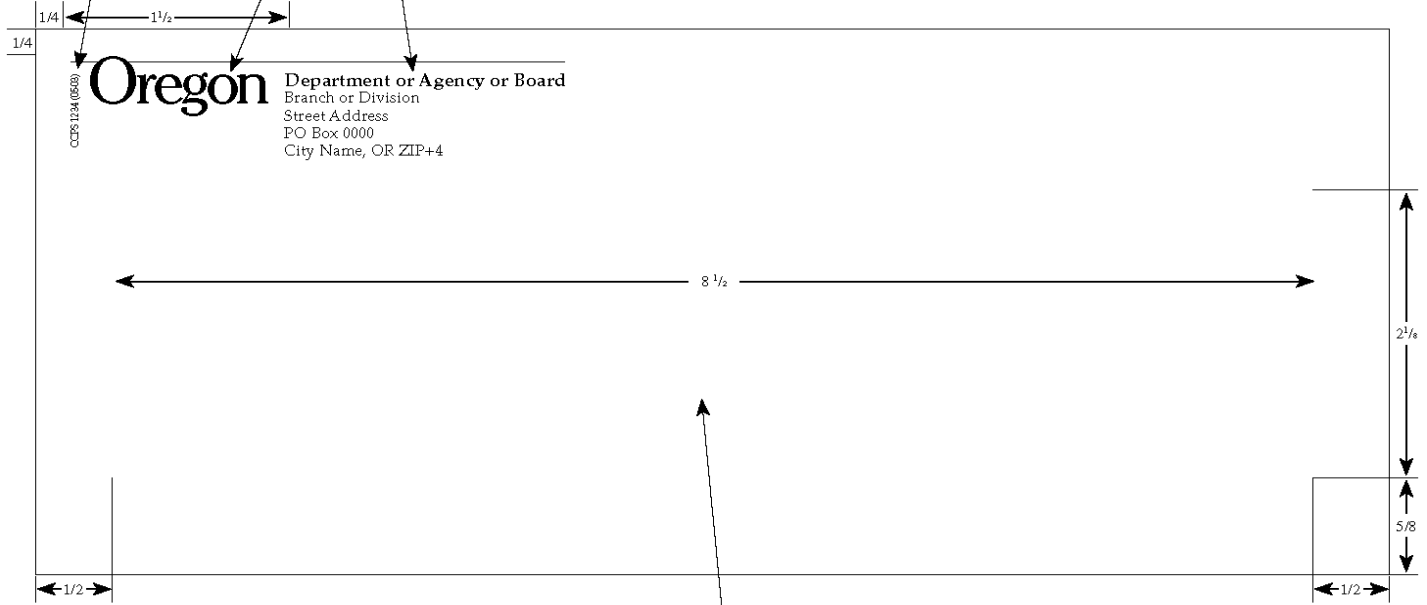
Authority Initials _____
 Authority Initials _____
 Authority Initials _____

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.

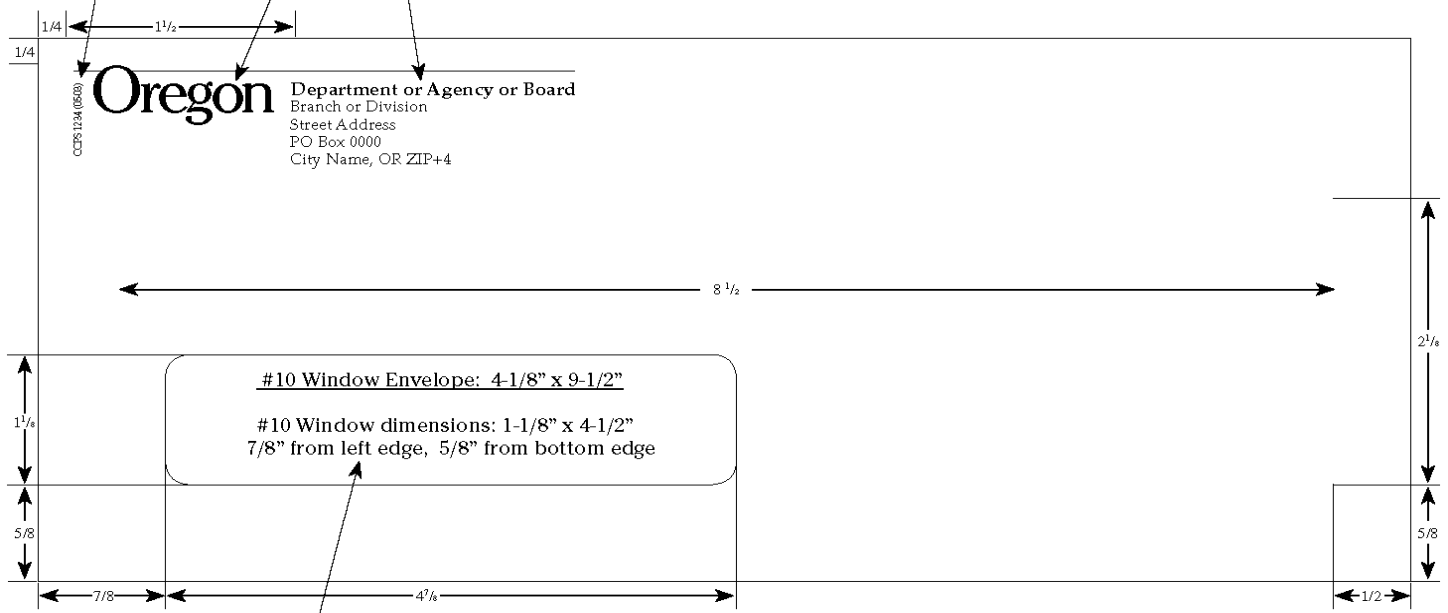
Authority Initials _____
Authority Initials _____
Authority Initials _____

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



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 _____



**INTERAGENCY AGREEMENT
FOR PRINT SERVICES**

Attachment 2

PRODUCT: **BUSINESS CARDS, STANDARD STATE FORMAT**

PROVIDER: OREGON CORRECTIONS ENTERPRISES

CONTACT: Jeff Tuttle, OCE Inside Sales Representative
Telephone: 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: United Parcel Service, State Shuttle or OCE Truck

DAYS REQUIRED FOR DELIVERY: REFER TO DELIVERY SCHEDULE

TRANSPORTATION CHARGES: REFER TO DELIVERY SCHEDULE

MINIMUM ORDER: 250 BUSINESS CARDS. ALL ORDERS OVER 250 SHALL BE IN INCREMENTS of 250.

Authority Initials _____
Authority Initials _____
Authority Initials _____

Authority Initials _____
OCE Initials _____



**INTERAGENCY AGREEMENT
FOR PRINT SERVICES**

**Attachment 2
BUSINESS CARDS, STANDARD STATE FORMAT**

1. **Ordering Instructions:** (Please also refer to general instructions in Exhibit A).
 - 1.1 **Business Card Format Sheet:** A business card format sheet or comparable format sheet is required with each order and must be mailed. Faxed orders will no longer be accepted. Please see Attachment 2A, 2B, 2C and 2D for Standard Specifications for State of Oregon Business Cards.
 - 1.2 **Repeat orders:** For repeat orders, send a sample card from the last order attached to the format sheet. Enter new information on the Format Sheet where you want the information to appear. Please do not cross out and add information to the sample business card.
2. **Pricing:** Price per unit – 250 business cards per unit

	One Color Single Sided	One Color Double Sided
1 Name 250 Cards	\$15.75	\$30.94
2 - 5 Names 250 Cards Each	\$15.19	\$29.81
6 - 10 Names 250 Cards Each	\$14.63	\$28.69

2.1 **ADDITIONAL CHARGES**

Rush Delivery (ship in 5 working days)..... \$8.00 per unit/flat fee

Authority Initials _____
 Authority Initials _____
 Authority Initials _____

Authority Initials _____
 OCE Initials _____

3. Delivery:

3.1 OCE shall ship to Customer within ten (10) working days from receipt of order.

3.2 Rush Delivery: Ship date for rush orders is five (5) working days. See Section 2.1 for rush delivery charges.

3.3 All orders will be shipped United Parcel Service (UPS) or, if for delivery to a State Agency, by State Shuttle or OCE Truck to a single address depending on location/region. Shipping charges if applicable will be listed on Customer Invoice.

4. General Specifications: The following specifications shall apply to all orders:

4.1 Ink: Standard Ink Color is Pantone® 287.

4.2 Paper: 80# Recycled Talc Passport Cover-Smooth Finish or equivalent.

4.3 Packaging: One unit (250) cards will be placed in a 2" x 3-1/2" x 3-1/2" box.

4.4 Layout: Standard Business Cards have standard layout format. See Exhibit A for detailed specifications including position of type, maximum number of characters per line, placement of state seal, etc.

Standard Single Sided Business Card Format

Attachment: 2A

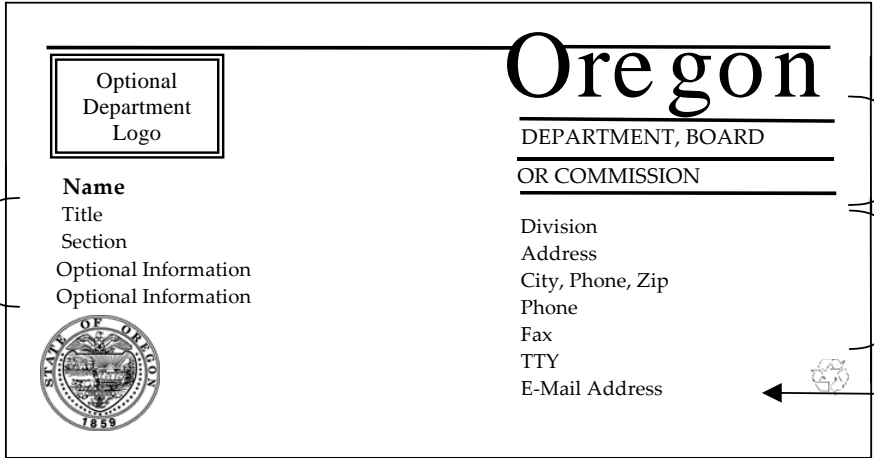
Two line Department Header

Optional Departmental Logo →

Name line is 30 Max characters, Font is Bold Palatino at 9 pt →

30 Max characters, Font is Normal Palatino at 8 pt

You may change font styles for any line; (i.e. Uppercase, Lowercase, Bold, Italics, Underline, etc.)



Department line is 20 Max characters, Font is All Capitals Palatino at 8.5 pt

30 Max characters, Font is Normal Palatino at 8 pt

E-Mail Address line is 55 Max characters, Font is Normal Palatino at 8 pt

You may change font styles for any line; (i.e. Uppercase, Lowercase, Bold, Italics, Underline, etc.)

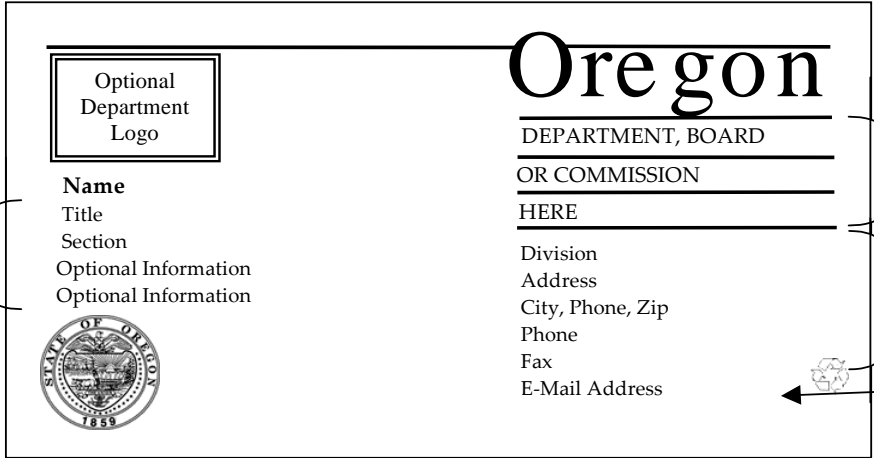
Three line Department Header

Optional Departmental Logo →

Name line is 30 Max characters, Font is Bold Palatino at 9 pt →

30 Max characters, Font is Normal Palatino at 8 pt

You may change font styles for any line; (i.e. Uppercase, Lowercase, Bold, Italics, Underline, etc.)



Department line is 20 Max characters, Font is All Capitals Palatino at 8.5 pt

30 Max characters, Font is Normal Palatino at 8 pt

E-Mail Address line is 55 Max characters, Font is Normal Palatino at 8 pt

You may change font styles for any line; (i.e. Uppercase, Lowercase, Bold, Italics, Underline, etc.)

Authority Initials _____
 Authority Initials _____
 Authority Initials _____

Authority Initials _____
 OCE Initials _____

Standard Double Sided Business Card Format

Attachment: 2B

Two line Department Header

Front Side

Optional Departmental Logo

Name line is 30 Max characters, Font is Bold Palatino at 9 pt

30 Max characters, Font is Normal Palatino at 8 pt

You may change font styles for any line; (i.e. Uppercase, Lowercase, Bold, Italics, Underline, etc.)

Optional Department Logo

Oregon

DEPARTMENT, BOARD
OR COMMISSION

Name
Title
Section
Optional Information
Optional Information

Division
Address
City, Phone, Zip
Phone
Fax
TTY
E-Mail Address

Department line is 20 Max characters, Font is All Capitals Palatino at 8.5 pt

30 Max characters, Font is Normal Palatino at 8 pt

E-Mail Address line is 55 Max characters, Font is Normal Palatino at 8 pt

You may change font styles for any line; (i.e. Uppercase, Lowercase, Bold, Italics, Underline, etc.)

Back Side

Standard Format Back Side (Without Department Logo)

You may change font styles for any line; (i.e. Uppercase, Lowercase, Bold, Italics, Underline, etc.)

Appointment Backer.

Mission Statement Backer.

José
Especialista de Campo
Unidad de Trabajo
Oficina de Medford

Oregon

DEPARTAMENTO DE

APPOINTMENT

DATE: _____

TIME: _____

WITH: _____

**It is the MISSION
of the Division of Child Support**

To Enhance the Well-Being of Children
and Promote Positive Parental Involvement
by Providing Child Support Program Services
to Families.

Authority Initials _____
 Authority Initials _____
 Authority Initials _____

Authority Initials _____
 OCE Initials _____

Three line Department Header

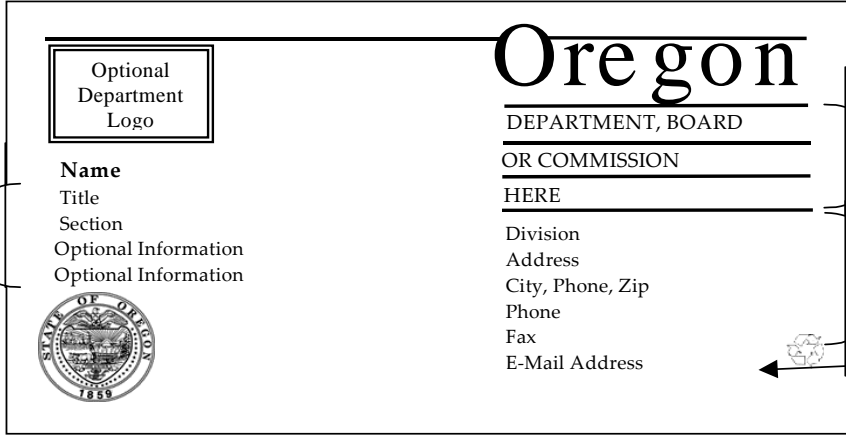
Front Side

Optional Departmental Logo

Name line is 30 Max characters, Font is Bold Palatino at 9 pt

30 Max characters, Font is Normal Palatino at 8 pt

You may change font styles for any line; (i.e. Uppercase, Lowercase, Bold, Italics, Underline, etc.)



Department line is 20 Max characters, Font is All Capitals Palatino at 8.5 pt

30 Max characters, Font is Normal Palatino at 8 pt

E-Mail Address line is 55 Max characters, Font is Normal Palatino at 8 pt

You may change font styles for any line; (i.e. Uppercase, Lowercase, Bold, Italics, Underline, etc.)

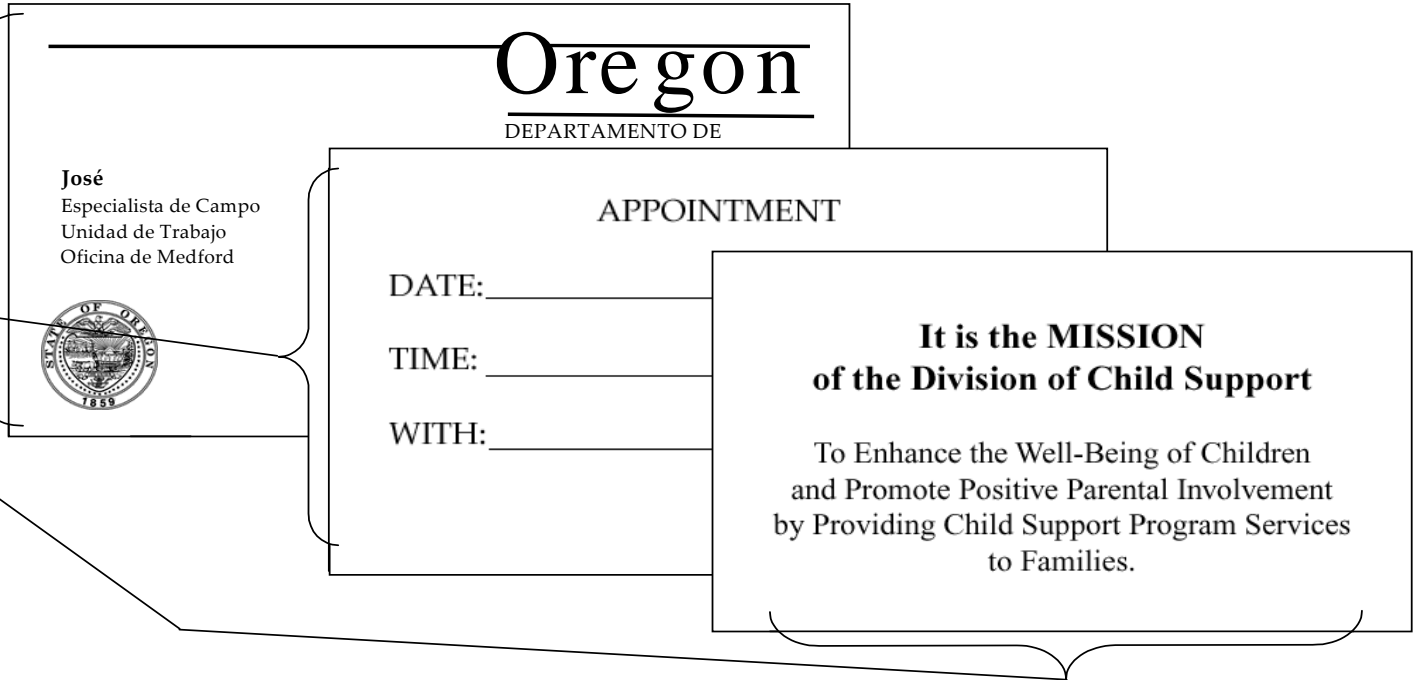
Back Side

Standard Format Back Side (Without Department Logo)

You may change font styles for any line; (i.e. Uppercase, Lowercase, Bold, Italics, Underline, etc.)

Appointment Backer.

Mission Statement Backer.



Authority Initials _____
 Authority Initials _____
 Authority Initials _____

Authority Initials _____
 OCE Initials _____

Standard Large Print Style Business Card

Front Side

Optional Departmental Logo

Oregon

Department, Board or Commission

Name

Title

Section

Optional Information

Optional Information

Optional Departmental Logo

28 Max characters, Font is Bold Palatino at 14 pt

26 Max characters, Font is Normal Palatino at 14 pt

20 Max characters, Font is Normal Palatino at 14 pt

You may change font styles for any line; (i.e. Uppercase, Lowercase, Bold, Italics, Underline, etc.)

Back Side

25 Max characters, Font is Normal Palatino at 14pt

You may change font styles for any line; (i.e. Uppercase, Lowercase, Bold, Italics, Underline, etc.)

Division

Address

City, State, Zip

Phone

Fax

TTY

E-Mail Address



**INTERAGENCY AGREEMENT
FOR PRINT SERVICES**

Attachment 3

PRODUCT: **BUSINESS CARDS, NON-STANDARD FORMAT**

PROVIDER: OREGON CORRECTIONS ENTERPRISES

CONTACT: Jeff Tuttle, OCE Inside Sales Representative
Telephone: 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: United Parcel Service, State Shuttle or OCE Truck

DAYS REQUIRED FOR DELIVERY: REFER TO DELIVERY SCHEDULE

TRANSPORTATION CHARGES: REFER TO DELIVERY SCHEDULE

MINIMUM ORDER: 250 BUSINESS CARDS. ALL ORDERS OVER 250 SHALL BE IN INCREMENTS of 250.

Authority Initials _____
Authority Initials _____
Authority Initials _____

Authority Initials _____
OCE Initials _____



**INTERAGENCY AGREEMENT
FOR PRINT SERVICES**

**Attachment 3
BUSINESS CARDS, NON-STANDARD FORMAT**

1. Ordering Instructions: (Please also refer to general instructions in Exhibit A):

1.1 All non-standard business card designs for use by State Agency personnel must be approved by Agency Director and submitted to Department of Administrative Services, for approval prior to printing. Approved agency logos supplied in TIFF or EPS format. First time orders (new design) must be proofed with signed release from Customer prior to printing. Matrix price includes typesetting charges only, not graphic design services, (see Section 2.1 for graphic design charges). Proofs are available in Portable Document Format (PDF). Customer is required to return proof within twenty-four (24) hours of receipt.

1.2 Repeat orders: For repeat orders, send a sample card from the last printing attached to the order.

2. Pricing: Price per unit (shipping price not included) – 250 business cards per unit.

	One Color Single Sided	One Color Double Sided	Two Color Single Sided	Two Color Double Sided
1 Name 250 Cards	\$41.40	\$48.60	\$66.94	\$79.31
2 - 5 Names 250 Cards Each	\$38.70	\$45.34	\$62.21	\$74.59
6 - 10 Names 250 Cards Each	\$36.68	\$42.19	\$57.38	\$69.75
1 Name 500 Cards	\$50.40	\$60.53	\$76.50	\$90.68
2 - 5 Names 500 Cards Each	\$47.70	\$57.26	\$72.11	\$85.73
6 - 10 Names 500 Cards Each	\$45.68	\$53.21	\$67.39	\$80.33
1 Name 1000 Cards	\$67.61	\$82.12	\$86.06	\$98.84
2 - 5 Names 1000 Cards Each	\$65.70	\$78.86	\$81.11	\$93.60
6 - 10 Names 1000 Cards Each	\$63.68	\$75.71	\$73.39	\$88.88

2.1 ADDITIONAL CHARGES:

Metallic colored ink \$22.00 flat fee
 Graphic Design Services..... \$28.00 per hour
 Rush Delivery (Ship in 5 working days).....Add 20% to pricing matrix
 Shipping.....Standard State Shuttle Rates or UPS

Authority Initials _____
 Authority Initials _____
 Authority Initials _____

Authority Initials _____
 OCE Initials _____

3. Delivery:

- 3.1 OCE shall ship to Customer within ten (10) working days from receipt of order (ARO). An additional 24 hours shall be allowed for proofing (a proof will be done for all initial orders).
- 3.2 Rush Delivery: Ship date is five (5) working days. An additional 24 hours shall be allowed for proofing (a proof will be required for all initial orders). See Section 2.1 for rush delivery charges.
- 3.3 All orders will be shipped United Parcel Service (UPS) or, if for delivery to a State Agency, by State Shuttle or OCE Truck to a single address depending on location/region. Shipping charges if applicable will be listed on Customer Invoice.

4. Product Technical Specifications:

Item	Product	Stock	Ink
	3-1/2" x 2" Business Cards Typeset in Approved Agency Format	Various (see Section 5.2)	Various (see Section 5.1)

5. General Specifications: The following specifications shall apply to all orders:

- 5.1 Ink: All Pantone® colors available. Metallic colors are additional charge (see Section 2.1) No Thermograph (raised printing), gold foil, or four-color process available at this time.
- 5.2 Paper: 80# White Smooth Finish, 80# Bright White Linen, 80# Natural White, or 80# Baronial Ivory.
- 5.3 Proofing: All first time orders require a proof. Proofs are available in Portable Document Format (PDF). OCE is allowed 24 additional hours to provide proof to Customer. OCE is responsible for any charges incurred to deliver proof to Customer.
- 5.4 Packaging One unit (250) cards will be placed in a 2" x 3-1/2" x 3-1/2" box.

Authority Initials _____
 Authority Initials _____
 Authority Initials _____

Authority Initials _____
 OCE Initials _____



**INTERAGENCY AGREEMENT
FOR PRINT SERVICES**

Attachment 4

PRODUCT: **LETTERHEAD, STANDARD STATE FORMAT**

PROVIDER: OREGON CORRECTIONS ENTERPRISES

CONTACT: Jeff Tuttle, OCE Inside Sales Representative
Telephone: 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: United Parcel Service, State Shuttle or OCE Truck

DAYS REQUIRED FOR DELIVERY: REFER TO DELIVERY SCHEDULE

TRANSPORTATION CHARGES: REFER TO DELIVERY SCHEDULE

MINIMUM ORDER: 1,000 EACH

Authority Initials _____
Authority Initials _____
Authority Initials _____

Authority Initials _____
OCE Initials _____



**INTERAGENCY AGREEMENT
FOR PRINT SERVICES**

**Attachment 4
LETTERHEAD, STANDARD STATE FORMAT**

1. Ordering Instructions: (Please also refer to general instructions in Exhibit A):

1.1 Standard state format will be used in accordance with DAS standard specifications. Matrix price includes typesetting charges only, not graphic design services. Approved agency logos supplied in TIFF or EPS format. Orders must be proofed with signed release from customer prior to printing. Proofs available as laser (hard copy) or emailed in Portable Document Format (PDF). Customer is required to return proof within twenty-four (24) hours of receipt.

2. Pricing: Pricing for Standard 8.5" x 11" Letterhead is as follows:

Quantity	Price	Quantity	Price
1,000	\$63.52	9,500	\$267.84
1,500	\$71.19	10,000	\$278.60
2,000	\$78.87	12,500	\$327.70
2,500	\$94.23	15,000	\$390.74
3,000	\$109.57	17,500	\$450.84
3,500	\$124.94	20,000	\$510.75
4,000	\$140.30	22,500	\$569.53
4,500	\$155.56	25,000	\$627.19
5,000	\$171.06	30,000	\$711.79
5,500	\$181.80	40,000	\$775.23
6,000	\$192.54	50,000	\$841.39
6,500	\$203.29	60,000	\$918.00
7,000	\$214.03	70,000	\$1,068.19
7,500	\$224.82	80,000	\$1,206.00
8,000	\$235.58	90,000	\$1,346.63
8,500	\$246.33	100,000	\$1,485.00
9,000	\$257.09		

2.1 **ADDITIONAL CHARGES:**

Graphic Design Services..... \$28.00 per hour
 Rush Delivery (ship in 5 working days)..... Add 20% to pricing matrix
 Shipping.....Standard State Shuttle Rates or UPS

Authority Initials _____
 Authority Initials _____
 Authority Initials _____

Authority Initials _____
 OCE Initials _____

3. Delivery:

- 3.1 OCE shall ship to Customer within ten (10) working days from receipt of order.
- 3.2 Rush Delivery & Fee: Ship date is five (5) working days from receipt of order, add 20% fee to pricing matrix.
- 3.3 Shipping: Standard State Shuttle Rates or United Parcel Service.
- 3.4 All orders are shipped United Parcel Service (UPS) or, if for delivery to a State Agency, by State Shuttle or OCE Truck to a single address depending on location/region. This applies to any single Printing Order, Purchase Order, Contract Release Orders or request submitted on Customer letterhead. Shipping charges if applicable will be listed on Customer Invoice.

4. Product General Specifications:

The following specifications shall apply to all orders:

- 4.1 Ink: Pantone® 287 Blue
- 4.2 Paper: White 60# Smooth Finish, #1 bond laser compatible.
- 4.3 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.
- 4.4 Layout: Standard State Letterhead has standard layout format. See Attachment 4A and 4B for detailed Standard State of Oregon Letterhead Specifications including position of type, maximum number of characters per line, placement of state seal, etc.
- 4.5 Packaging: Product will be shrink-wrapped packaged 500 sheets each and carton packed 5,000 sheet maximum each box unless specified otherwise by Customer. Cartons will be labeled with Customer order number and quantity. Alternate packaging methods will be an additional charge.

Authority Initials _____
Authority Initials _____
Authority Initials _____

Authority Initials _____
OCE Initials _____



Oregon

Theodore R. Kulongoski, Governor

Attachment: 4A

Department, Board or Commission

- Division Line
- Address Line
- City, State, Zip
- Phone
- Fax
- TTY
- Email Address
- Web Site
- Optional Info
- Optional Info

Optional Department Logo Here

Standard Letterhead Format

You may change font styles for any line; (i.e. Uppercase, Lowercase, Bold, Italics, Underline, etc.)

42 Max characters, Font is 12 pt Bold Palatino

42 Max characters, Font is 10 pt Normal Palatino

Department Logo

Optional Mission Statement, Font is 10 pt Palatino

Form Number, Font is 8 pt Normal Palatino

Optional Mission Statement Here

Form-12345678-A

Authority Initials _____
 Authority Initials _____
 Authority Initials _____

Authority Initials _____
 OCE Initials _____



Oregon
Theodore R. Kulongoski, Governor

Department, Board or Commission

- Division Line
- Address Line
- City, State, Zip
- Phone
- Fax
- TTY
- Email Address
- Web Site
- Optional Info
- Optional Info

Optional
Department
Logo Here

Standard Large Print Letterhead Format

You may change font styles for any line; (i.e. Uppercase, Lowercase, Bold, Italics, Underline, etc.)

42 Max characters, Font is 14 pt Bold Palatino

42 Max characters, Font is 12 pt Normal Palatino

Department Logo

Optional Mission Statement, Font is 10 pt Palatino

Form Number, Font is 8 pt Normal Palatino

Optional Mission Statement Here

Form-12345678-A

Authority Initials _____
Authority Initials _____
Authority Initials _____

Authority Initials _____
OCE Initials _____



**INTERAGENCY AGREEMENT
FOR PRINT SERVICES**

Attachment 5

PRODUCT: **LETTERHEAD, NON-STANDARD FORMAT**

PROVIDER: OREGON CORRECTIONS ENTERPRISES

CONTACT: Jeff Tuttle, OCE Inside Sales Representative
Telephone: 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: United Parcel Service, State Shuttle or OCE Truck

DAYS REQUIRED FOR DELIVERY: REFER TO DELIVERY SCHEDULE

TRANSPORTATION CHARGES: REFER TO DELIVERY SCHEDULE

MINIMUM ORDER: 1,000 EACH

Authority Initials _____
Authority Initials _____
Authority Initials _____

Authority Initials _____
OCE Initials _____



**INTERAGENCY AGREEMENT
FOR PRINT SERVICES**

**Attachment 5
LETTERHEAD, NON-STANDARD FORMAT**

1. Ordering Instructions: (Please also refer to general instructions in Exhibit A):

1.1 Non-Standard letterhead for use by State Agencies must be approved by Agency Director and submitted to Department of Administrative Services for approval prior to printing. Approved agency logos supplied in TIFF or EPS format. First time orders (new design) must be proofed with signed release from Customer prior to printing. Matrix price includes typesetting charges only, not graphic design services, (see Section 2.2 for graphic design charges). Proofs available as faxed laser (hard copy) or emailed in Portable Document Format (PDF). Customer is required to return proof within twenty-four (24) hours of receipt.

2. Pricing: Pricing for Non-Standard, One Color, 8.5" x 11" Letterhead is as follows:

Quantity	Price	Quantity	Price
1,000	\$66.69	9,500	\$281.23
1,500	\$74.75	10,000	\$292.52
2,000	\$82.82	12,500	\$344.08
2,500	\$98.94	15,000	\$410.28
3,000	\$115.07	17,500	\$473.39
3,500	\$130.65	20,000	\$536.29
4,000	\$147.32	22,500	\$598.01
4,500	\$163.44	25,000	\$658.55
5,000	\$179.61	30,000	\$747.38
5,500	\$190.89	40,000	\$813.98
6,000	\$202.17	50,000	\$883.46
6,500	\$213.46	60,000	\$963.90
7,000	\$224.73	70,000	\$1,121.60
7,500	\$238.50	80,000	\$1,266.30
8,000	\$247.35	90,000	\$1,412.96
8,500	\$258.65	100,000	\$1,559.25
9,000	\$269.94		

2.2 ADDITIONAL CHARGES:

Metallic colored ink\$22.00 flat fee
 Graphic Design Services.....\$28.00 per hour
 Rush Delivery (ship in 5 working days).....Add 20% to pricing matrix
 Shipping.....Standard State Shuttle Rates or UPS

Authority Initials _____
 Authority Initials _____
 Authority Initials _____

Authority Initials _____
 OCE Initials _____

2.3 Pricing for Non-Standard, 2 Color, 8.5" x 11" Letterhead is as follows:

Quantity	Price	Quantity	Price
1,000	\$76.22	9,500	\$321.41
1,500	\$85.43	10,000	\$334.32
2,000	\$94.64	12,500	\$393.24
2,500	\$113.07	15,000	\$468.88
3,000	\$131.50	17,500	\$541.01
3,500	\$149.93	20,000	\$612.90
4,000	\$168.36	22,500	\$683.44
4,500	\$186.78	25,000	\$752.63
5,000	\$205.27	30,000	\$854.15
5,500	\$218.16	40,000	\$930.27
6,000	\$231.05	50,000	\$1,009.67
6,500	\$243.95	60,000	\$1,101.60
7,000	\$256.84	70,000	\$1,281.83
7,500	\$269.79	80,000	\$1,447.20
8,000	\$282.69	90,000	\$1,615.95
8,500	\$295.59	100,000	\$1,782.00
9,000	\$308.50		

2.4 ADDITIONAL CHARGES:

- Metallic colored ink\$22.00 flat fee
- Graphic Design Services.....\$28.00 per hour
- Rush Delivery (ship in 5 working days).....Add 20% to pricing matrix
- Shipping.....Standard State Shuttle Rates or UPS

3. Delivery:

- 3.1 OCE shall ship to Customer within ten (10) working days from receipt of order.
- 3.2 Rush Delivery & Fee: Ship date is five (5) working days from receipt of order, add 20% fee to pricing matrix.
- 3.3 All orders are shipped United Parcel Service (UPS) or, if for delivery to a State Agency, by State Shuttle or OCE Truck to a single address depending on location/region. This applies to any single Printing Order, Purchase Order, Contract Release Order, or request submitted on Customer letterhead. Shipping charges if applicable will be listed on Customer Invoice.

4. Product General Specifications:

The following specifications shall apply to all orders:

- 4.1 Ink: All Pantone® colors available. Metallic ink colors are additional charge (see above). No Thermograph (raised printing), gold foil, or four-color process available at this time.
- 4.2 Paper: White 24# Smooth Finish, #1 bond laser compatible. Alternate letterhead paper is available and may require additional time based upon availability and may be an additional charge.
- 4.3 Proofing: Proof is required for all first time orders. OCE is allowed 24 additional hours to provide proof to customer. OCE is responsible for any charges incurred to deliver proof to Customer.
- 4.4 Packaging: Product will be shrink-wrapped packaged 500 sheets each and carton packed 5,000 sheets maximum each box unless specified otherwise by Customer. Cartons will be labeled with Customer order number and quantity. Alternate packaging methods will be an additional charge.

Authority Initials _____
 Authority Initials _____
 Authority Initials _____

Authority Initials _____
 OCE Initials _____



**INTERAGENCY AGREEMENT
FOR PRINT SERVICES**

Attachment 6

PRODUCT: CARBONLESS FORMS, STANDARD

PROVIDER: OREGON CORRECTIONS ENTERPRISES

CONTACT: Jeff Tuttle, OCE Inside Sales Representative
Telephone: 1-800-776-7712
Fax: (503) 378-3871
Email: jtuttle@oregoncorrectionseaterprises.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: United Parcel Service, State Shuttle or OCE Truck

DAYS REQUIRED FOR DELIVERY: REFER TO DELIVERY SCHEDULE

TRANSPORTATION CHARGES: REFER TO DELIVERY SCHEDULE

MINIMUM ORDER: 250 EACH

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**INTERAGENCY AGREEMENT
FOR PRINT SERVICES**

**Attachment 6
CARBONLESS FORMS, STANDARD**

1. Ordering Instructions: (Please also refer to general instructions in Exhibit A):

1.1 Clean, black-on-white hard copy original can be supplied with order or OCE can typeset. Electronic files are accepted in Portable Document Format (PDF). Camera-ready copy will be returned to Customer upon completion of order. Proofs available as faxed laser (hard copy) or emailed to Customer in PDF. Customer is required to approve and return proof within twenty-four (24) hours of receipt.

2. Pricing:

1.1 Pricing for 8.5 x 5.5" Standard Carbonless Forms is as follows:

Quantity	250	500	750	1000	1500	2000	2500	3000	3500	4000	4500	5000
2-Part	24.96	37.07	49.17	61.28	82.45	103.61	124.88	145.91	167.07	188.04	209.40	230.55
3-Part	28.51	49.14	69.80	90.43	119.03	147.80	176.49	205.18	233.87	262.54	291.24	319.93
4-Part	37.47	64.68	91.88	118.74	152.80	186.53	220.24	253.98	287.65	321.79	355.11	388.88
5-Part	52.65	89.18	125.72	162.26	234.21	306.17	378.12	449.84	522.05	625.26	737.92	843.75

2.2 Pricing for 8.5" x 11" Standard Carbonless Forms is as follows:

Quantity	250	500	750	1000	1500	2000	2500	3000	3500	4000	4500	5000
2-Part	43.41	64.47	85.52	106.54	143.39	180.19	217.16	253.77	290.57	327.04	364.16	400.96
3-Part	49.58	85.48	121.38	157.28	207.16	257.05	306.95	356.83	406.72	456.60	506.50	556.39
4-Part	65.18	112.48	159.78	206.51	265.74	324.38	383.03	441.70	500.27	558.92	617.60	676.31
5-Part	91.56	155.10	216.64	282.18	407.33	532.46	657.61	782.34	907.91	1,087.41	1,158.19	1,283.36

2.3 Pricing for 8.5" x 14" Standard Carbonless Forms is as Follows:

Quantity	250	500	750	1000	1500	2000	2500	3000	3500	4000	4500	5000
2-Part	54.27	80.60	106.90	133.23	179.24	225.24	271.45	317.21	363.21	408.79	455.21	501.20
3-Part	61.98	106.84	151.72	196.59	258.76	321.31	383.68	446.03	508.40	570.76	633.12	695.49
4-Part	81.47	140.59	199.73	258.13	332.17	405.48	478.79	552.12	625.33	698.66	771.96	845.38
5-Part	114.46	193.88	273.31	352.73	509.16	665.58	822.00	977.92	1,134.89	1,359.27	1,447.73	1,604.19

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2.4 ADDITIONAL CHARGES:

Typesetting Charge.....	\$28.00 per form or \$5.65 for 1 line
Colored ink	\$22.00 flat fee
Printing Backer (30% Screened).....	Add 25% to matrix
Graphic Design Services.....	\$28.00 per hour
Rush Delivery (ship in 5 working days).....	Add 20% to pricing matrix
Shipping.....	Standard State Shuttle Rates or UPS
Padding to Chipboard Backer:.....	25 sets per pad is \$.56/pad 50 sets per pad is \$.39/pad
Numbered Forms: Flat set up fee of \$11.25 plus:.....	250 sets or less - \$20.00 251 sets to 500 - \$22.00 501 sets to 1,000 -\$22.00 Over 1,000 sets - \$18.00 per 1,000
Drilling: Flat set up fee of \$3.38 plus:.....	2 Hole Drill is \$.45 per 100 sets 3 Hole Drill is \$.45 per 100 sets 5 Hole Drill is \$.90 per 100 sets
Shrink Wrapping:.....	25 sets per package is \$.50 each 50 sets per package is \$.50 each 100 sets per package is \$1.00

each

3. Delivery:

3.1 OCE shall ship to Customer within ten (10) working days from receipt of order.

3.2 Rush Delivery & Fee: Shipment is five (5) working days from receipt of order, add 20% to pricing matrix.

3.3 All orders are shipped United Parcel Service (UPS) or, if for delivery to a State Agency, by State Shuttle or OCE Truck to a single address depending on location/region. This applies to any single Printing Order, Purchase Order, Contract Release Order, or request submitted on Customer letterhead. Shipping charges if applicable will be listed on Customer Invoice.

4. Product General Specifications: The following specifications shall apply to all orders:

- 4.1 Ink: All forms will be printed in black ink unless customer specifies otherwise. Pantone® color inks are available, charge is a flat fee of \$22.00. Pantone® metallic ink colors are not recommended.
- 4.2 Paper: Good quality black image carbonless paper will be used in standard weights available in coated back, coated front and back, and coated front. Stock colors are white, canary, pink, green, blue and goldenrod.
- 4.3 Paper Sequence:
 - 2-part: White, 20#; Canary, 20#
 - 3-part: White, 20#; Canary, 20#, Pink, 20#
 - 4-part: White, 20#; Canary, 20#, Pink, 20#; Goldenrod, 20#
 - 5-part: White, 20#; Green, 20#; Canary, 20#, Pink, 20#; Goldenrod, 20#

4.4 Proofing: Customer may request a proof. If requested, OCE is allowed 24 additional hours to provide proof to Customer. All typeset orders will require a proof. OCE is responsible for any charges incurred to deliver proof to Customer.

4.5 Bindery:

4.5.1 All forms will be set padded (no stub or tip out) across dimension indicated by Customer.

4.5.2 Customer has the following options:

4.5.2.1 Padded to chipboard backer in sets of 25 or 50 each.

4.5.2.2 Drilling up to 5 holes on 1 side of the sheet.

4.5.2.3 Numbering 1 position up to 6 numerals.

4.5.3 Shrinkwrap packaging with 500 sheet maximum, (example: 250 sets of 2-part carbonless equal 500 sheets).

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OCE Initials _____



**INTERAGENCY AGREEMENT
FOR PRINT SERVICES**

Attachment 7

PRODUCT: CARBONLESS FORMS, NON-STANDARD

PROVIDER: OREGON CORRECTIONS ENTERPRISES

CONTACT: Jeff Tuttle, OCE Inside Sales Representative
Telephone: 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: United Parcel Service, State Shuttle or OCE Truck

DAYS REQUIRED FOR DELIVERY: REFER TO DELIVERY SCHEDULE

TRANSPORTATION CHARGES: REFER TO DELIVERY SCHEDULE

MINIMUM ORDER: 250 EACH

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Authority Initials _____
OCE Initials _____



**INTERAGENCY AGREEMENT
FOR PRINT SERVICES**

**Attachment 7
CARBONLESS FORMS, NON-STANDARD**

2. Ordering Instructions: (Please also refer to general instructions in Exhibit A):

1.2 Clean, black-on-white hard copy original can be supplied with order or OCE can typeset. Electronic files are accepted in Portable Document Format (PDF). Camera-ready copy will be returned to Customer upon completion of order. Proofs available as faxed laser (hard copy) or emailed to Customer in PDF. Customer is required to approve and return proof within twenty-four (24) hours of receipt.

2. Pricing:

1.2 Pricing for 8.5 x 5.5" Non Standard Carbonless Forms is as follows:

Quantity	250	500	750	1000	1500	2000	2500	3000	3500	4000	4500	5000
2-Part	32.45	48.18	63.03	79.66	107.18	134.70	150.74	175.10	200.49	216.25	240.80	265.12
3-Part	37.06	63.88	90.73	117.55	154.73	192.14	211.78	246.21	280.63	301.92	335.92	367.92
4-Part	48.71	84.07	119.44	154.36	198.63	242.48	264.29	304.77	345.17	369.59	408.36	447.21
5-Part	68.44	115.93	163.43	210.94	304.47	398.01	453.75	539.81	626.45	719.04	848.61	970.31

2.2 Pricing for 8.5" x 11" Non Standard Carbonless Forms is as follows:

Quantity	250	500	750	1000	1500	2000	2500	3000	3500	4000	4500	5000
2-Part	56.43	83.81	111.17	138.56	186.40	234.25	260.58	304.53	348.67	392.45	437.00	461.10
3-Part	64.45	111.12	157.78	204.46	269.11	334.16	368.33	428.20	488.06	547.92	607.79	639.84
4-Part	84.73	146.22	207.71	268.45	345.45	421.70	459.63	530.03	600.31	670.70	741.08	777.75
5-Part	119.03	201.63	284.23	366.83	529.53	692.20	789.13	938.80	1,089.48	1,304.89	1,389.83	1,475.85

2.3 Pricing for 8.5" x 14" Non-Standard Carbonless Forms is as Follows:

Quantity	250	500	750	1000	1500	2000	2500	3000	3500	4000	4500	5000
2-Part	70.55	104.77	138.96	173.21	233.00	292.80	352.88	412.36	472.16	531.43	591.76	651.56
3-Part	80.56	138.89	197.22	255.57	336.48	417.70	487.53	579.84	660.92	741.98	823.05	904.13
4-Part	105.91	182.77	259.65	335.57	431.81	527.23	622.42	717.75	812.89	908.25	1,003.55	1,099.00
5-Part	148.79	252.05	355.30	458.55	661.91	865.26	1,068.60	1,271.28	1,475.35	1,767.05	1,882.05	2,085.45

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 OCE Initials _____

2.4 ADDITIONAL CHARGES:

Typesetting Charge.....	\$28.00 per form or \$5.65 for 1 line
Colored ink	\$22.00 flat fee
Printing Backer (30% Screened).....	Add 25% to matrix
Graphic Design Services.....	\$28.00 per hour
Rush Delivery (ship in 5 working days).....	Add 20% to pricing matrix
Shipping.....	Standard State Shuttle Rates or UPS
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- 4.1 Ink: All forms will be printed in black ink unless customer specifies otherwise. Pantone® color inks are available, charge is a flat fee of \$22.00. Pantone® metallic ink colors are not recommended.
- 4.3 Paper: Good quality black image carbonless paper will be used in standard weights available in coated back, coated front and back, and coated front. Stock colors are white, canary, pink, green, blue and goldenrod.
- 4.3 Paper Sequence: Any collated sequence in the following colors: White, 20#; Green, 20#, Canary, 20#, Pink, 20#; Goldenrod, 20#. If form has back printing, backer will be 30% screened black ink unless Customer specifies otherwise, (add \$10.00 flat fee for backer).
- 4.4 Proofing: Customer may request a proof. If requested, OCE is allowed 24 additional hours to provide proof to Customer. All typeset orders will require a proof. OCE is responsible for any charges incurred to deliver proof to Customer.

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4.5 Bindery:

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4.5.2 Customer has the following options:

4.5.2.1 Padded to chipboard backer in sets of 25 or 50 each.

4.5.2.2 Drilling up to 5 holes on 1 side of the sheet.

4.5.2.3 Numbering 1 position up to 6 numerals.

4.5.3 Shrinkwrap packaging with 500 sheet maximum, (example: 250 sets of 2-part carbonless equal 500 sheets).

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OCE Initials _____



**INTERAGENCY AGREEMENT
FOR PRINT SERVICES**

Attachment 8

Publishing & Distribution's (P & D) Shuttle Route and Delivery Service Schedule

1. P&D operates 13 Shuttle routes providing pick-up and delivery of interagency and postal mail for subscribing State Agencies in cities along the I-5 corridor. This service is provided via an assessment based on the average weight of mail transported and the number of deliveries to each location in a distribution zone.

A list of Shuttle route schedules and locations may be viewed at
<http://www.oregon.gov/DAS/SSD/PD/rates.shtml>.

P&D provides on-call Delivery Services for \$98.00 per hour and \$.034 per pound (2007-2009 Biennium Rates).

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