



**INTERAGENCY AGREEMENT
FOR PRINT SERVICES**

Attachment 1

PRODUCT: ENVELOPES, PRINTED: VARIOUS SIZES

PROVIDER: OREGON CORRECTIONS ENTERPRISES

CONTACT: OCE Sales Representative
Telephone: 503-373-0148
Fax: (503) 364-1154
Email: oceprintshop@oce.oregon.gov

MAILING ADDRESS: Oregon Corrections Enterprises
Attn: OCE Print Shop
P.O. Box 12849
Salem, OR 97306

PRICE: REFER TO ATTACHED PRICING SCHEDULE

PAYMENT TERMS: NET 30 DAYS

SHIPPING: SEE EXHIBIT A, GENERAL INFORMATION, SECTION A.6, PACKAGING AND DELIVERY ABOVE

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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OCE Initials _____



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Attachment 1
ENVELOPES, PRINTED: VARIOUS SIZES**

1. GROUP ONE: ENVELOPES (Price per 500 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
1	#9 Regular 3-7/8" x 8-7/8"	24# White	\$12.00	\$10.62	\$10.33	\$10.17	\$9.96	\$9.07	\$8.40
2	#10 Regular 4-1/8" x 9-1/2"	24# White	\$12.63	\$11.26	\$10.95	\$10.80	\$10.58	\$8.85	\$8.36
		24# White w/inside tint	\$13.78	\$12.41	\$12.11	\$11.97	\$11.75	\$9.79	\$9.23
3	#10 Window 4-1/8" x 9-1/2"	24# White	\$13.31	\$11.93	\$11.63	\$11.48	\$11.27	\$9.42	\$8.90
		24# White w/inside tint	\$14.12	\$12.76	\$12.48	\$12.31	\$12.08	\$10.12	\$9.56

If More Than 250,000 Envelopes, contact OCE Print Shop for Quote

1.2 GROUP TWO: CATALOG ENVELOPES (OPEN END) (Price per 500 envelopes in 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
4	6" x 9"	24# Manila	\$52.71	\$39.04	\$35.72	\$28.86	\$26.61
		24# White	\$39.52	\$29.28	\$26.79	\$21.65	\$19.96
5	9" x 12"	28# Manila	\$60.46	\$46.78	\$43.47	\$36.60	\$34.52
		28# White	\$60.98	\$47.32	\$44.05	\$37.14	\$34.89
6	9 1/2" x 12-1/2"	28# Manila	\$62.97	\$49.29	\$45.98	\$39.11	\$36.87
		28# White	\$61.52	\$49.62	\$46.28	\$36.08	\$36.90
7	9 1/2" x 12-1/2"	28# White-Latex Seal	\$108.20	\$68.29	\$59.52	\$48.47	\$37.60
8	10" x 13"	28# Manila	\$65.40	\$51.72	\$48.40	\$41.54	\$39.30
		28" White	\$66.24	\$52.57	\$49.25	\$42.39	\$40.14

If More Than 50,000 Envelopes, contact OCE Print Shop for Quote

1.3 GROUP THREE: BOOKLET ENVELOPES (OPEN SIDE) (Price per 500 envelopes in 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
9	6" x 9"	24# White	\$47.41	\$34.98	\$31.94	\$25.70	\$23.77
10	9" x 12"	28# White	\$64.74	\$51.25	\$47.97	\$41.19	\$38.98

If More Than 50,000 Envelopes, contact OCE Print Shop for Quote

1.4 ADDITIONAL CHARGES

Printing on back and/or flap.....\$ 0.60/M
 Special Ink Charge (ink color that is not included in specifications).....\$25.00/flat fee
 Second ink color (per color).....\$15.00/flat fee
 Rush Delivery (5 working days delivery)..... \$60.00/flat fee

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2. DELIVERY

- 2.1 OCE shall ship to Customer within ten (10) working days from receipt of Customer’s signed final proof.
- 2.2 Rush Delivery: Ship date is five (5) working days from receipt of Customer’s signed final proof. Add an additional twenty (20) percent to the price shown in the price matrix for shipping. A proof is required for all initial orders.
- 2.3 Shipping: All orders will be shipped via the most method at the determination of OCE. Shipping options include United Parcel Service, Federal Express, United States Post Office, State of Oregon Shuttle, P&D Delivery Services, or OCE Truck. This applies to any single printed order, Purchase Order, Contract Release Order, or request submitted on Customer letterhead. Shipping charges if applicable will be listed on Customer 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

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 (\$25.00 flat fee).

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- 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 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.

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Standard Format Business Reply #9 Envelope

Attachment: 1A

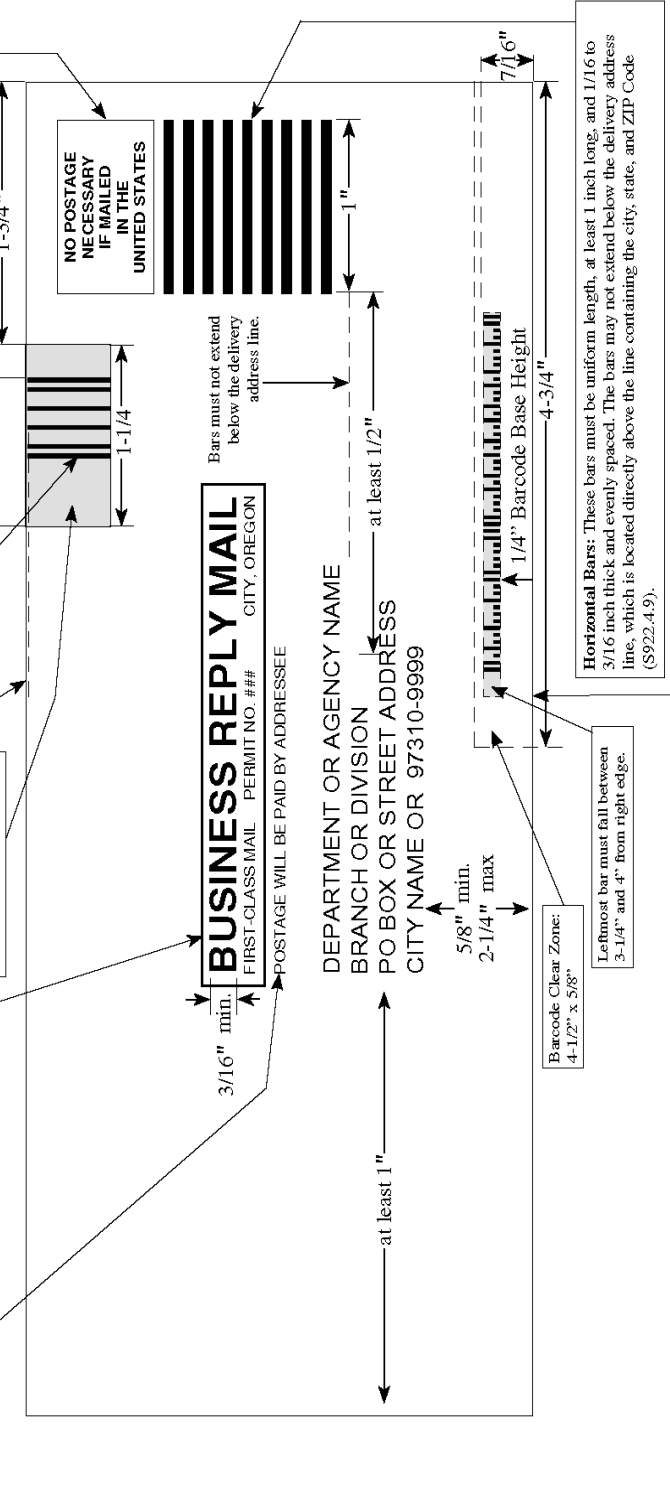
Business Reply Legend Box: The words "BUSINESS REPLY MAIL" are required above the address in capital (uppercase) letters. Immediately below, the words "FIRST-CLASS MAIL PERMIT NO.:" followed by the permit number and the name of the issuing post office (city and state) in capital letters. (S922.4).

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

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 0.05125 (1/32 inch) to 0.06875 (1/16 inch) wide. (S922.4.10).

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

Postage Endorsement Indicia: "NO POSTAGE NECESSARY IF MAILED IN THE UNITED STATES" must appear in the upper right corner of the multiple 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).

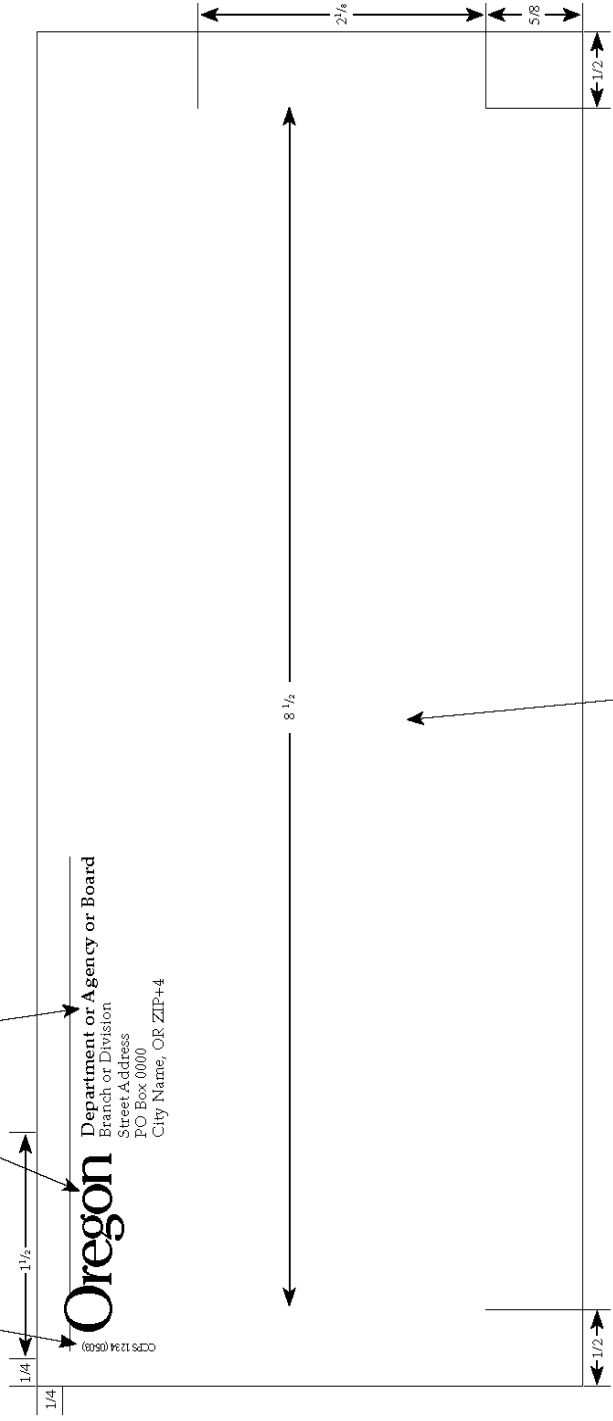
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**Standard Format
#10 Envelope
4 1/8" X 9 1/2"**

Attachment: IB

- 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



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

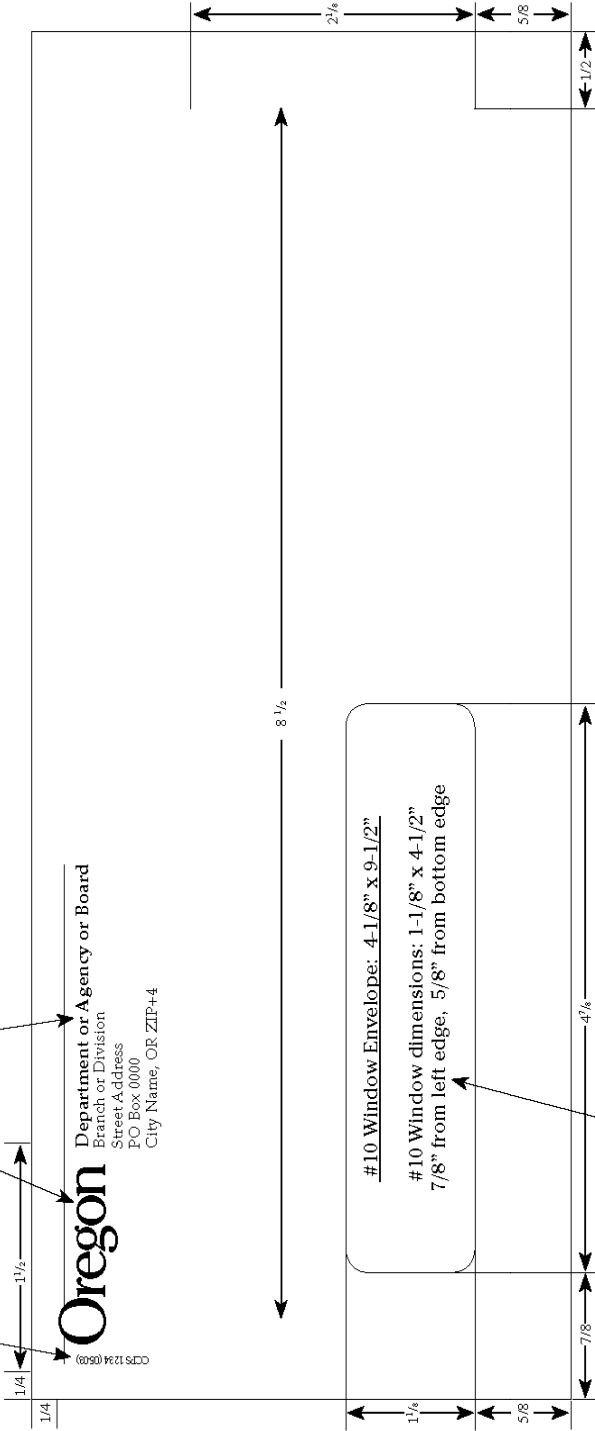
Authority Initials _____
 Authority Initials _____
 Authority Initials _____
 Authority Initials _____

OCE Initials _____

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

Attachment: 1C

- 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



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