

**State of Oregon Department of Administrative Services  
Publishing & Distribution**

# **Signs, Printed Polyethylene**

## **PROVIDER**

Cascade Graphics

## **CONTACT**

Pamela Paget Wakefield  
1-800-445-5351  
FAX: 541-382-8187

135 NE Norton  
Bend OR 97701



# Oregon

Theodore R. Kulongoski, Governor

Department of Administrative Services  
Publishing & Distribution  
550 Airport Road SE  
Salem, Oregon 97301-6084  
(503) 373-1769  
FAX (503) 378-8500

December 14, 2009

Cascade Graphics  
Attn: Mike Whittle  
135 NE Norton  
Bend OR 97701

Dear Mike and Pam:

RE: RENEWAL LETTER - ITB number 450-000045-07; Polyethylene Sign Annual Contract.

Let this letter serve as notification that the above mentioned contract is being extended for an additional one year period beginning February 1, 2010 through January 31, 2011. This contract is in its fourth year of a five year contract with one additional renewal year. Agencies will order signs on this contract by directly contacting Cascade Graphics.

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

Sincerely,

Patricia A. Smith  
Procurement and Contract Specialist

**State of Oregon Department of Administrative Services  
Publishing & Distribution**

**Polyethylene Signs  
Custom Product for the  
State of Oregon**

**P&D Contract #: 450-000045-07**

**ORPIN CONTRACT #: 107-2044-07**

**PROVIDER  
CASCADE GRAPHICS**

**CONTACT**  
PAM WAKEFIELD  
PHONE: 800-445-5351  
FAX: 541-382-8187  
135 NE Norton  
Bend, OR 97701

000045 Polyethylene Sign Annual Contract  
INVITATION TO BID  
State of Oregon  
Department of Administrative Services  
Publishing & Distribution Services Section

ORDER CONTACT INFORMATION:

Name and Address of Firm:

Cascade Graphics 135 NE Norton Ave Bend OR 97701  
Phone number: 800-445-5351

DELIVERY

Delivery Requested: Your firm delivery: 21 calendar days

SPECIFICATIONS

STYLE: Screen printed polyethylene signs

SIZE: 10" x 10"

PAGES: Prints one side only

STOCK:

23 pt. polyethylene with UV inhibitors to resist cracking and peeling for minimum of two years. Must be able to withstand all Oregon weather conditions for a minimum of two years without appreciable deterioration.

Vendor must make the following colors available:

**YELLOW**  
**ORANGE**  
**RED**  
**WHITE**

INK:

Black or white, fade resistant

COMPOSITION:

Vendor will be required to output from electronic file or typeset in accordance with layout supplied by agency. Various amounts of typesetting will be required for each sign. Agency may wish to have line art shot and stripped in position. All line art will be supplied to the vendor camera ready. No bleeds or screens.

PROOF:

Fax proofs are required. Please indicate the number of days that the proof may be kept by the agency in order to guarantee delivery date: 2 days. Vendor must receive a verbal approval followed by a fax approval of proofs within 24 hours to be able to guarantee delivery dates.

**OTHER:**

Delivery: Vendor is required to deliver to the agencies no later than 21 calendar days from receipt of order. This time includes proofing time. Agencies have the option to request a rush delivery of ten calendar days from receipt of order for an additional charge.

**BINDING:**

Drilling may be required.

**PACKAGING:**

Vendor standard. Label each carton as to contents, purchase order number, and quantity.

**DELIVER FOB:**

Shipping anywhere in Oregon is included in costs.

**PRICING MATRIX SECTION**

Vendor to provide Quotations for all quantities and options listed below.

**Sign Quantities:**

1 to 20 signs	\$_45.00_per sign, same copy
21 to 50 signs	\$_8.70_per sign, same copy
51 to 100 signs	\$_4.30_per sign, same copy
101 to 250 signs	\$_2.90_per sign, same copy
251 signs and up	\$_1.85_per sign, same copy

**Options:**

Shooting and stripping line art    \$\_35.00\_/ea, per order

Output art from electronic files    \$\_00.00\_/ea, per order

Drilling per hole                        \$\_.05\_/per hole, per sign

**Rush Delivery -**

No proof necessary    \$\_35.00\_/flat, per order  
(10 calendar days on receipt of order)