



**REQUEST FOR PROPOSAL  
No. BT159897P**

**Manufacturing New and Reprinted Books**

**PROPOSAL DUE DATE AND TIME:**  
October 10, 2012 (1:00 PM, PST)

OSU Procurement and Contract Services Offices are open from 8:00 am – 12:00 noon and 1:00 pm – 5:00 pm.  
Offices are closed during the 12:00 noon – 1:00 pm lunch hour.

**SUBMITTAL LOCATION:**

Oregon State University  
Procurement and Contract Services  
644 SW 13<sup>th</sup> Avenue  
Corvallis, Oregon 97333

## 1.0 GENERAL

### 1.01 SCHEDULE OF EVENTS:

- Request for Proposal Issue Date..... September 5, 2012
- Deadline for Request for Clarification or Change..... September 19, 2012 (1:00 pm, PST)
- Proposal Due Date and Time..... October 10, 2012 (1:00 pm, PST)

This Schedule of Events is subject to change. Any changes will be made through the issuance of Written Addenda.

### 1.02 PRE-PROPOSAL CONFERENCE:

A Pre-Proposal Conference will not be held.

### 1.03 ISSUING OFFICE:

The Procurement and Contract Services (PaCS) department of Oregon State University (OSU) is the issuing office and is the sole point of contact for this Request for Proposal. Address all concerns or questions regarding this Request for Proposal to the Administrative Contact identified below:

### 1.04 ADMINISTRATIVE CONTACT:

Name: Bonnie Tufts  
Title: Procurement Analyst  
Telephone: 541-737-7353  
Fax: 541-737-2170  
E-Mail: Bonnie.Tufts@oregonstate.edu

### 1.05 DEFINITIONS:

As used in this Request for Proposal, the terms set forth below are defined as follows:

- a. "Addenda" means an addition to, deletion from, a material change in, or general interest explanation of the Request for Proposal.
- b. "Exhibits" means those documents which are attached to and incorporated as part of the Request for Proposal.
- c. "Proposal" means an offer, binding on the Proposer and submitted in response to a Request for Proposal.
- d. "Proposer" means an entity that submits a Proposal in response to a Request for Proposal.
- e. "Proposal Due Date and Time" means the date and time specified in the Request for Proposal as the deadline for submitting Proposals.
- f. "Request for Proposal" (RFP) means a Solicitation Document to obtain Written, competitive Proposals to be used as a basis for making an acquisition or entering into a Contract when price will not necessarily be the predominant award criteria.
- g. "Responsible" means an entity that demonstrates their ability to perform satisfactorily under a Contract by meeting the applicable standards of responsibility outlined in OAR 580-061-0130.
- h. "Responsive" means a Proposal that has substantially complied in all material respects with the criteria outlined in the Request for Proposal.
- i. "Written or Writing" means letters, characters, and symbols inscribed on paper by hand, print, type, or other method of impression intended to represent or convey particular ideas or meanings.

## **2.0 INTRODUCTION AND BACKGROUND**

### 2.01 INTRODUCTION

Oregon State University (OSU) Procurement and Contract Services (PaCS) is seeking Responsive Responsible Proposers to submit Proposals for manufacturing new and reprinted books for OSU Press.

### 2.02 BACKGROUND:

For more than 50 years, Oregon State University Press has been publishing noteworthy books that contribute to the intellectual, cultural, and social development of Oregon and the West.

Oregon State University Press (OSU) is soliciting proposals for a blanket contract for manufacturing new and reprinted books during a two-year period beginning January 1, 2013. The Press intends to purchase the printing and binding of 12-20 new books and 5-10 reprints per year from the successful Proposer under the terms of this contract. However, the Press reserves the right to solicit proposals and to award separately the printing and binding of any book, which, in its opinion, is not appropriate for production under this contract, or in the event that the successful Proposer under this contract is unable to meet the Press' schedule or other needs for a particular job.

From the start of the prior contract (September 2004) through the spring 2012 season, the selected Contractor manufactured 164 new books, of which 92 were paperbacks and 2 cloth bound, and 70 reprints from existing film, all of which were paperbacks.

### 2.03 OREGON STATE UNIVERSITY:

Founded in 1868, Oregon State University is a comprehensive, research-extensive, public university located in Corvallis. OSU is a member of the Oregon University System and one of only two American universities to hold the Land Grant, Sea Grant, Space Grant and Sun Grant designations. OSU is also the only Oregon institution to hold the Carnegie Foundation's top ranking for research universities, a recognition of the depth and quality of OSU's graduate education and research programs.

Through its centers, institutes, Extension offices and Experiment Stations, OSU has a presence in almost every one of Oregon's 36 counties, including its main campus in Corvallis, the Hatfield Marine Sciences Center in Newport and OSU-Cascades Campus in Bend. OSU offers undergraduate, masters and doctoral degrees through 12 academic colleges enrolling more than 20,000 students from every county in Oregon, every state in the country and more than 90 nations.

## **3.0 SPECIFICATIONS / STATEMENT OF WORK**

### 3.01 SAMPLE CONTRACT:

A sample Contract containing the statement of work and contractual terms and conditions is included at Exhibit A.

## **4.0 PROPOSER QUALIFICATIONS**

### 4.01 MINIMUM QUALIFICATIONS:

In order to qualify as a Responsive Proposer, the Proposer needs to meet the minimum qualifications below. After verification that the minimum qualifications have been met, OSU will award points based on the level of the Proposer's qualifications.

- a. An established printer able to meet production specifications outlined in Exhibit D.
- b. Customer references which will demonstrate Proposer's ability to produce work similar to the books described in Exhibits E- H.

#### 4.02 PREFERRED QUALIFICATIONS:

OSU will award additional points for Proposers able to meet the preferred qualifications below.

- a. Proposer's capability to offer new digital technologies i.e. print on demand, e-book conversion or galley printing.

### **5.0 REQUIRED SUBMITTALS**

#### 5.01 QUANTITY OF PROPOSAL:

Submit one (1) original Proposal and three (3) duplicate copies. Mark original Proposal as "ORIGINAL". Original should contain original signatures on any pages where a signature is required. Proposals should contain the submittals listed in this section below:

#### 5.02 REQUIRED SUBMITTALS:

It is the Proposer's sole responsibility to submit information in fulfillment of the requirements of this Request for Proposal. If pertinent information or required submittals are not included within the Proposal, it may cause the Proposal to be rejected or have an adverse impact on evaluation.

Proposers should submit the following information:

- Submittals detailing the following:
  - Briefly introduce your firm providing a summary of the administration, organization and staffing with specific information regarding who will be the OSU account representative.
  - Provide information on the company's regular delivery performance statistics and order scheduling practices.
  - Proposer to provide information on the company's regular quality performance statistics and quality control practices. Proposers must also provide information regarding their method of resolving quality complaints.
  - Sample books per section 6.03
  - Detailed information about how the Proposer meets the minimum and preferred qualifications detailed in section 4.
- Exhibit B, Certifications, fully completed.
- Exhibit C, References, fully completed.
- Exhibit E-I, Pricing fully completed.

### **6.0 EVALUATION AND AWARD**

#### 6.01 EVALUATION:

The stages of review and evaluation are as follows:

- a. Determination of Responsiveness:

OSU will first review all Proposals to determine Responsiveness. Proposals that do not comply with the instructions or are incomplete may be deemed non-Responsive. Written notice will be sent to Proposers whose Proposal is deemed non-Responsive identifying the reason. A proposer has the right to appeal the decision pursuant to OAR 580-061-130(5)(a).
- b. First Stage Evaluation:

Those Proposals determined to be Responsive will be evaluated using the required submittals. Proposals will be scored based on the evaluation criteria listed below in section 6.03. Scores will be used to determine Proposers within a competitive range. The competitive range will be made of

Proposers whose individual scores, when viewed together, form a group of the highest ranked Proposers above a natural break in the scores.

OSU may award after the first stage evaluation to the highest ranked Proposer without moving on to the second stage evaluation. If this option is selected, Written notice of intent to award the Contract to the highest ranked Proposer will be provided to all Responsive Proposers.

c. Second Stage Evaluation:

If award is not made after the first stage evaluation, OSU may choose any of the following methods in which to proceed:

- i. Issue a Written invitation to Proposers within the competitive range requesting an interview, presentation, site visit or any other evaluative method that is relevant to the goods or services solicited in the Request for Proposal. Written invitations will contain the evaluation criteria and scoring that will be used by the evaluation committee.
- ii. Engage in oral or Written discussions with and receive best and final Proposals from all Proposers in the Competitive Range or all Proposers submitting Responsive Proposals. Discussions may be conducted for the following purposes:
  - Informing Proposers of deficiencies in their initial Proposals;
  - Notifying Proposers of parts of their Proposals for which OSU would like additional information; or
  - Otherwise allowing Proposers to develop revised Proposals that will allow OSU to obtain the best Proposal based on the requirements set forth in this Request for Proposal.

The conditions, terms, or price of the Proposal may be altered or otherwise changed during the course of the discussions provided the changes are within the scope of the Request for Proposal. Best and final Proposals will be scored based on the evaluation criteria listed below in section 6.03.

Points awarded in the first stage evaluation will not be carried to the second stage evaluation. Contract will be awarded to the Proposer who in OSU's opinion, best meets the requirements and qualifications of the RFP and OSU's needs.

d. Additional Stages of Evaluation:

If after completion of the second stage of evaluation, an award is not made, OSU may add another stage of evaluation using any of the methods outlined in the second stage evaluation above.

## 6.02 NEGOTIATIONS:

OSU may commence serial negotiations with the highest-ranked Proposer or commence simultaneous negotiations with all eligible Proposers. OSU may negotiate:

- a. The statement of work;
- b. The Contract price as it is affected by negotiating the statement of work; and
- c. Any other terms and conditions determined by OSU in its sole discretion to be reasonably related to those expressly authorized for negotiation. Accordingly, Proposers will not submit and OSU will not accept for negotiation, any alternative terms and conditions that are not reasonably related to those expressly authorized for negotiation.

Terms and conditions within the sample contract that are unrelated to the statement of work or Contract price may be negotiated after award, but before legal sufficiency review or execution of the Contract.

### 6.03 EVALUATION CRITERIA:

Points will be given in each criterion and a total score will be determined. The maximum points available for each criterion are identified below.

<u>Evaluation Criteria:</u>	<u>Points:</u>
Sample Quality	25
Customer Service Rating	25
New Technology - Optional Services Proposals	10
Pricing	40
<b>Total</b>	<b>100</b>

a. Sample Quality:

With your quotation send at least two (2) samples of recently produced paperback books and at least one (1) casebound book comparable to those described in Exhibits E-H. At least one (1) sample book must include black-and-white halftones, and at least one (1) must have a four-color cover or jacket. Include information on recycled products used in the samples with your response.

Members of the evaluation committee will examine and discuss the sample books submitted by each proposer. The categories will be rated on a scale from 1 to 5 points, 5 being the highest/best. So the maximum possible points will be 25.

1. Inking
2. Binding quality
3. Printing of halftones and other illustrations
4. Printing of cover and jackets
5. Use of recycled products

b. Customer Service Rating / Investigation of References:

All bidders shall submit at least three (3) references on Exhibit C. References from university presses, universities, schools or similar institutions are particularly desirable. The list of references will include company/agency name, contact name, current phone number, mailing address, and e-mail address.

The questions asked will include:

1. How was the overall delivery performance?
2. Was order scheduling responsive to your needs and did they meet scheduling promises?
3. Did you have a responsive dedicated account representative with clear communication?
4. Did the vendor provide accurate/reasonable cost estimates for additional work in a timely manner?
5. Was the proof process timely and accurate?
6. How was overall communication, trouble shooting and problem resolution?

The Evaluation Committee will attempt to contact each reference during normal OSU business hours. A maximum of three (3) attempts over a period of no more than five (5) working days will be made to contact each reference. If the three (3) attempts are unsuccessful, the bidder will receive a "0" for that reference.

The answers to each question will be rated on a scale from 1 to 5 points, 5 being the highest/best. So 3 references x 6 questions x up to 5 points each = 90 possible points as the maximum score which would be given the highest point value.

Example of Pricing Points Calculation:

Proposer A's rating total is scored at 90 points (highest) and they are awarded 25 points.

Proposer B's rating total is scored at 75 points and they are awarded 21 points (75/90X 25).

OSU reserves the right to investigate and to consider the references and the past performance of any Proposer with respect to such things as its performance or provision of similar goods or services, compliance with specifications and contractual obligations, and its lawful payment of suppliers, subcontractors, and workers. OSU further reserves the right to consider past performance, historical information and facts, whether gained from the Proposal, Proposer interviews, references, OSU or any other source in the evaluation process. OSU may postpone the award or execution of the Contract after the announcement of the notice of intent to award in order to complete its investigation.

c. New Technology

Members of the evaluation committee will consider the new digital technologies offered by each proposer and determine a point value for the proposals between 1 and 10.

d. Pricing:

Pricing will be awarded points based on the lowest total cost to OSU. This will be determined based on calculated total cost for a representative sample of Press books.

1. The price used for calculation will be the total of four books, Exhibits E-H and the price must be representative of the costs shown in Exhibit I.
2. The proposer with the lowest total cost to OSU, based on the examples, will receive the maximum amount of price points.

Example of Pricing Points Calculation:

Proposer A's is the lowest cost at \$100 and they are awarded 40 points.

Proposer B's is next lowest cost at \$75 and they are awarded 30 points ( $75/100 \times 40$ ).

## **7.0 INSTRUCTIONS TO PROPOSERS**

### 7.01 APPLICABLE STATUTES AND RULES:

This RFP is subject to the applicable provisions and requirements of the Oregon Revised Statutes, Oregon Administrative Rules, and OSU Policies and Procedures.

### 7.02 REQUEST FOR CLARIFICATION OR CHANGE:

Requests for clarification or change of the Request for Proposal must be in Writing and received by the Administrative Contact no later than the Deadline for Request for Clarification or Change as specified in the Schedule of Events. Such requests for clarification or change must include the reason for the Proposer's request. OSU will consider all timely requests and, if acceptable to OSU, amend the Request for Proposal by issuing an Addendum. Envelopes, e-mails or faxes containing requests should be clearly marked as a Request for Clarification or Change and include the RFP Number and Title.

### 7.03 ADDENDA:

Only documents issued as Written Addenda by PaCS serve to change the Request for Proposal in any way. No other direction received by the Proposer, written or verbal, serves to change the Request for Proposal. PaCS will notify potential Proposers through publication of the Addenda on the OUS procurement website. If you have received a Request for Proposal you should consult the OUS procurement website, prior to Proposal submittal, to assure that you have not missed any Addenda. Proposers are not required to return Addenda with their Proposal. However, Proposers are responsible for obtaining and incorporating any changes made by the Addendum into their Proposal. Failure to do so may, in effect, make the Proposal non-Responsive, which may cause the Proposal to be rejected.

#### 7.04 PREPARATION AND SIGNATURE:

All Required Submittals must be Written or prepared in ink and signed in ink by an authorized representative with authority to bind the Proposer. Signature certifies that the Proposer has read, fully understands, and agrees to be bound by the Request for Proposal and all Exhibits and Addenda to the Request for Proposal.

#### 7.05 PUBLIC RECORD:

Upon completion of the Request for Proposal process, information in your Proposal will become subject records under the Oregon Public Records Law. Only those items considered a "trade secret" under ORS 192.501(2), may be exempt from disclosure. If a Proposal contains what the Proposer considers a "trade secret" the Proposer must mark each sheet of information as such. Only bona fide trade secrets may be exempt and only if public interest does not require disclosure.

#### 7.06 SUBMISSION:

Proposals must be submitted in a sealed envelope and be delivered to the submittal location listed on the Request for Proposal cover sheet no later than the Proposal Due Date and Time. Proposer must specify on the outside of the envelope the Request for Proposal number, the Request for Proposal title and the Proposal Due Date and Time. **E-MAIL OR FACSIMILE PROPOSALS WILL NOT BE ACCEPTED.**

#### 7.07 MODIFICATION:

Prior to submittal, Proposers should initial modifications or erasures in ink by the person signing the Proposal. After submittal but prior to the Proposal Due Date and Time, Proposals may be modified by submitting a Written notice indicating the modifications and a statement that the modification amends and supersedes the prior Proposal. After the Proposal Due Date and Time, Proposers may not modify their Proposal.

#### 7.08 WITHDRAWALS:

A Proposer may withdraw their Proposal by submitting a Written notice to the Administrative Contact identified in this Request for Proposal prior to the Proposal Due Date and Time. The Written notice must be on the Proposer's letterhead and signed by an authorized representative of the Proposer. The Proposer, or authorized representative of the Proposer, may also withdraw their Proposal in person prior to the Proposal Due Date and Time, upon presentation of appropriate identification and evidence of authority to withdraw the Proposal satisfactory to OSU.

#### 7.09 LATE SUBMITTALS:

Proposals and Written notices of modification or withdrawal must be received no later than the Proposal Due Date and Time. OSU may not accept or consider late Proposals, modifications, or withdrawals except as permitted in OAR 580-061-0120.

#### 7.10 PROPOSAL OPENING:

Proposals will be opened immediately following the Proposal Due Date and Time at the Submittal Location. Proposer may attend the Proposal opening. Only the names of the Proposers submitting Proposals will be announced. No other information regarding the content of the Proposals will be available.

#### 7.11 PROPOSALS ARE OFFERS:

The Proposal is the Proposer's offer to enter into a Contract pursuant to the terms and conditions specified in the Request for Proposal, its Exhibits, and Addenda. The offer is binding on the Proposer for one hundred twenty (120) days. OSU's award of the Contract constitutes acceptance of the offer and binds the Proposer. The Proposal must be a complete offer and fully Responsive to the Request for Proposal.

#### 7.12 CONTINGENT PROPOSALS:

Proposer shall not make its Proposal contingent upon OSU's acceptance of specifications or contract terms that conflict with or are in addition to those in the Request for Proposal, its Exhibits, or Addenda.



7.13 RIGHT TO REJECT:

OSU may reject, in whole or in part, any Proposal not in compliance with the Request for Proposal, Exhibits, or Addenda, if upon OSU's Written finding that it is in the public interest to do so. OSU may reject all Proposals for good cause, if upon OSU's Written finding that it is in the public interest to do so. Notification of rejection of all Proposals, along with the good cause justification and finding of public interest, will be sent to all who submitted a Proposal.

7.14 AWARDS:

OSU reserves the right to make award(s) by individual item, group of items, all or none, or any combination thereof. OSU reserves the right to delete any item from the award when deemed to be in the best interest of OSU.

7.15 LEGAL SUFFICIENCY REVIEW:

Prior to execution of any Contract resulting from this Request for Proposal, the Contract may be reviewed for legal sufficiency by a qualified attorney for OSU pursuant to the applicable Oregon Revised Statutes and Oregon Administrative Rules. Legal sufficiency review may result in changes to the terms and conditions specified in the Request for Proposal, Exhibits, and Addenda.

7.16 PROPOSAL RESULTS:

A notice of intent to award containing the Proposal results will be issued to all Proposers. The Proposal file will be available for Proposer's review during the protest period at the PaCS Department. Proposers must make an appointment with the Administrative Contact to view the Proposal file. After the protest period, the file will be available by making a Public Records Request to OSU.

7.17 PROPOSAL PREPARATION COST:

OSU is not liable for costs incurred by the Proposer during the Request for Proposal process.

7.18 PROPOSAL CANCELLATION:

If a Request for Proposal is cancelled prior to the Proposal Due Date and Time, all Proposals that may have already been received will be returned to the Proposers. If a Request for Proposal is cancelled after the Proposal Due Date and Time or all Proposals are rejected, the Proposals received will be retained and become part of OSU's permanent Proposal file.

7.19 PROTEST OF CONTRACTOR SELECTION, CONTRACT AWARD:

Any Proposer who feels adversely affected or aggrieved may submit a protest within seven (7) calendar days after OSU issues a notice of intent to award a Contract. The protest must be clearly identified as a protest, identify the type and nature of the protest, and include the Request for Proposal number and title. The rules governing protests are at OAR 580-061-0145.

**EXHIBIT A  
SAMPLE CONTRACT**

*[Remainder of this page left intentionally blank]*

This Contract is between the State of Oregon acting by and through the State Board of Higher Education on behalf of Oregon State University and its OSU Press department ("OSU"), and [Contractor's name] ("Contractor").

WHEREAS, OSU competitively solicited for the goods outlined in this Contract under [Request for Proposal number BT159897P entitled Manufacturing New and Reprinted Books and was selected as the Proposer best able to provide these goods; and

WHEREAS, Contractor understands the requirements for the goods outlined in this Contract, and is willing and able to provide, in accordance with the terms of this Contract, the goods;

NOW, THEREFORE, OSU and Contractor agree as follows:

**1. CONTRACT TERM AND TERMINATION:**

**A. CONTRACT TERM.**

This Contract is effective on the date of last signature and expires on the later of December 31, 2014 or the date Contractor has completed all goods in accordance with the requirements of this Contract, and the goods have been accepted by OSU. This Contract may be renewed, upon mutual agreement of the parties through written amendment, for eight (8) additional one (1) year terms based on the current terms and conditions provided that the total Contract Term does not extend beyond ten (10) years or as otherwise allowed by law.

**B. PRICE STABILITY.**

The prices and other terms offered by the Contractor under this contract must be followed even if the actual number of books printed under the contract is more or less than projected. Should any book be in process at the termination of this contract, it must be completed to specifications, regardless of the contract's expiration date, with no change in price, terms, or conditions.

Prices quoted for printing must remain firm for the two-year term of the contract; however, demonstrable industry-wide increases in paper costs may be passed on at actual cost, provided the Contractor notifies OSU at least 30 days in advance and submits documentation of the cost increase and a revised price list and calculator. Prior to renewing the contract, a negotiated price adjustment may be made to reflect documented increases or decreases in the cost of materials and/or labor. Contractor shall not establish or charge any surcharges or fees, of any kind, unless expressly permitted by this Contract.

For each job to be manufactured under this contract OSU will supply final specifications, cost calculated based on the contract, and required production schedule. The Contractor is to provide OSU with written confirmation of costs (including cost per copy for any overruns or underruns) and schedule within 10 calendar days of receipt of this information.

**C. TERMINATION.**

This Contract may be terminated at any time by mutual consent of both parties or by OSU upon thirty (30) days' notice in writing and delivered by certified mail or in person to the other party. In addition, OSU may terminate this Contract at any time by written notice to Contractor if (a) Federal or state statutes, regulations or guidelines are modified or interpreted in such a way that the services are no longer allowable or appropriate for purchase under this Contract; (b) any license or certificate required by law or regulation to be held by the Contractor to provide the services required by this Contract is for any reason denied, revoked, or not renewed; or (c) OSU fails to receive sufficient legislative appropriations (or from applicable federal, state, or other sources) to permit OSU, in the exercise of its reasonable administrative discretion, to fulfill its obligations under this Contract, or if the OSU program for which this Contract was executed is abolished.

This Contract may also be terminated by OSU for default (including breach of contract) if (a) Contractor fails to timely provide services or materials called for by this Contract; or (b) Contractor fails to perform any of the other provisions of this Contract, or so fails to pursue the work as to endanger performance of this Contract in accordance with its terms and conditions, and after receipt of written notice from OSU, fails to correct such failures within ten (10) days. The rights and remedies of OSU provided in the above clause related to defaults (including breach of contract) by Contractor shall not be exclusive and are in addition to any other rights and remedies provided by law or under this Contract.

**D. REMEDIES FOR CONTRACTOR'S DEFAULT.**

In the event Contractor is in default, OSU may, at its option, pursue any or all of the remedies available to it under this Contract and at law or in equity, including, but not limited to: (a) rejection of the services, (b) requiring Contractor to correct any defects without charge, (c) negotiation with Contractor to sell the services to OSU at a reduced price, (d) termination of the Contract, (e) withholding all moneys due for the services Contractor has failed to deliver within any scheduled completion dates or has performed inadequately or defectively, (f) initiation of an action or proceedings for damages, specific performance, or declaratory or injunctive relief, or (g) exercise of its right of set off. These remedies are cumulative to the extent the remedies are not inconsistent, and OSU may pursue any remedy or remedies singly, collectively, successively, or in any order whatsoever.

**2. REQUIRED GOODS, SERVICES, PRICING AND DELIVERY SCHEDULE.**

Contractor shall deliver to OSU the following goods for the prices specified in Exhibit I of the original response for RFP reference number BT159897P.

**A. General Description of the Work:**

The books manufactured under this contract will, unless otherwise specified, be printed in black only and will be in standard trim sizes ranging from 5 1/2" x 8 1/2" to 8 1/2" x 11", though the majority will be 6" x 9". The books will have page counts from 96 to 576 pages in steps of 32, 16, or 8 pages, though the majority will be between 160 and 320 pages. If there are inserts, the Contractor may be asked to quote separately the cost of producing such inserts for OSU in addition to the basic costs covered by this contract. Some books will contain halftones, either in sections or run-in with text. Some casebound books will not be jacketed. Except in rare instances, jackets and/or paper covers will be printed by the Contractor.

**B. Files:**

All files are considered the property of the Press. They are to be stored by the Contractor, under conditions that provide protection against abuse and deterioration, for possible future use during the term of this contract. Replacement costs for damage or loss while in possession of the Contractor or in transit from the Contractor to the Press will be borne by the Contractor. At the expiration of this contract, or immediately upon request by the Press, the Contractor will send any such files to the Press, at the Contractor's expense.

**C. Quantities:**

Quantities will range from 500 to 7,500 copies. A few may be split runs with both case-bound hard covers and perfect-bound or notch-bound paperbacks. Occasionally a print run may be as small as 300 books. All materials to be supplied by Contractor.

**D. Subcontracting:**

The Contractor may subcontract some functions as necessary to meet OSU's needs, but will be contractually responsible to meet all quality and scheduling requirements. Any freight charges to and from any subcontractor are the sole responsibility of the Contractor.

- E. **Quality of Work:**  
High-quality work and adherence to schedules are conditions of this contract. Noncompliance will be grounds for termination of the contract. Quality of work must be excellent in all phases as defined in the Franklin Printing Catalog. Binding must be of quality to insure that books remain intact under normal usage. Trimming must be flush, square, and without torn or damaged covers.
- F. **Schedule:**  
Except in unusual circumstances agreed upon in advance, perfect-bound or notch-bound books must be delivered within 7 weeks from Contractor's receipt of electronic files and within 9 weeks for case-bound books. In most instances, proofs will be returned within 2 working days. Contractor must provide a written schedule and confirmation of costs for each job within 10 calendar days of receipt of final specifications from OSU, and reconfirm the schedule and costs within 10 calendar days of receipt of electronic files.
- G. **Prepress:**  
OSU will normally supply electronic files for new books.
- H. **Reprints from Existing Books:**  
The Contractor will be required to prepare electronic files for some books, which are reprints of books previously printed by another publisher, from one or two copies of the original book. In almost all cases, additional pages will also be provided as electronic files.
- I. **Reprints from Electronic Files:**  
For reprints of the Press's own books, electronic files held in the Contractor's facility may be used, or OSU may provide electronic files used by the Contractor of the previous printing. In some cases a few amended pages may be supplied as electronic files.
- J. **Proofs:**  
Basic quotes must include cost for one complete set of digital text proofs and a matchprint or equivalent proof for a 4-color cover or jacket.
- K. **Text Stock:**  
All paper must be furnished by the Contractor. All stock must be suitable for printing normal halftones, must be acid-free, and have an opacity of 90 or better. All stock must be printed right-grain for binding unless OSU agrees to cross-grain for a specific book.
- L. **Normal Stock:**  
Basic prices quoted on Exhibit I must be for 50# white, 50# natural, and 60# white offset. Proposer must indicate stock quoted in each case and provide a printed sample of each, with bulking information, opacity rating, pH rating, and recycled content. Proposers' prices will be compared based on these stocks, which are most commonly used by OSU. After the contract is awarded, the winning proposer may be required to provide additional samples, information, and price charts.
- M. **Binding:**  
For purposes of this contract, binding is understood to be included in book manufacture. All materials must be supplied by the Contractor, including dies. Whenever possible, materials will be selected from the Contractor's house stocks if samples are provided.
- a. **Quotes must be based on the following specifications:**
- Binding method: Smyth-sewing for hardcover books; perfect binding or notch binding for paperbacks
  - Casing in: cloth binding, regular loose back
  - Boards: .080 or .088 binder's boards, vertical grain
  - Cover: one-piece B-grade Pyroxilin cloth
  - Overhang of cases: 1/8 inch
  - End paper: not printed, 80# stock matching color and texture of text stock

- Details: edges smooth, corners square, back slightly rounded
  - Linings: single crash and paper
  - Headbands: head and tail, two-color or solid
  - Jacketing: include cost to wrap jackets in case-binding price
  - Stamping: On spine only, in one color foil or pigment
  - Dies: Manufacturer to provide (OSU will provide file)
  - Paperback cover: 12-pt. C1S, flat back, smooth trim on three sides
- b. Jackets and Covers: For most books, the Contractor will print jackets and/or covers.
- Jacket stock: 80# white enamel will be used in most cases, and should be assumed for the basic prices quoted. 100# white enamel may be used occasionally; please provide additional cost for this option.
  - Cover stock: 12-pt. white C1S will be used in most cases, and should be assumed for the basic prices.
  - Printing: Jackets and covers must be printed with grain parallel to binding. Assume that jackets and covers will normally bleed all four sides and will be coated with glossy lay-flat film laminate, which will also bleed all four sides. Please provide the additional cost, if any, for matte lamination.
  - Quantity: normally 100 more than book quantity for jackets; no more than book quantity for paperback covers.
  - Inks: Two or three PMS colors, or 4-color process.

N. DELIVERY:

- a. Contractor shall deliver goods F.O.B. Destination, Prepaid and Allowed. Responsibility and liability for loss or damage remain with the Contractor until final inspection and acceptance, when responsibility passes to OSU except as to latent defects, fraud and Contractor's warranty obligations.
- b. Packing and Shipping: All packing and shipping charges (including the cost of sending proofs) must be included in your binding quotation, but the cost of shipping finished books should be included as a separate line item. No additional charges will be allowed without prior approval. Pack and ship books according to Chicago Distribution Center guidelines (available upon request).

Books must be shipped via prepaid freight and billed at actual cost to OSU as part of the complete invoice for the job but as a separate line item. For most books, approximately 150 copies (exact number will be specified for each book) or nearest case quantity must be shipped to Oregon State University Press, 121 The Valley Library, Corvallis, OR 97331. All remaining copies must be shipped to: Oregon State University Press, c/o Chicago Distribution Center (CDC), 11030 S. Langley Avenue, Chicago IL 60628. Each shipment to CDC must contain a packing list, copies of which should also be sent to Oregon State University Press.

O. NEW AND UNUSED GOODS:

Unless specified otherwise, Contractor shall deliver goods that are new, unused and produced from current production inventory. Contractor shall provide goods manufactured from only those components that the manufacturer offers in the manufacturer's current parts catalog for goods and carry full manufacturer warranties.

**P. WARRANTIES:**

Contractor warrants all goods delivered to be free from defects in labor, material, and manufacture and to be in compliance with specifications in the Solicitation Document. All implied or expressed warranty provisions of the Uniform Commercial Code, at ORS Chapter 72, are incorporated into this Contract. All warranties run to OSU.

**Q. NON-COMPLIANCE:**

If any goods or component parts are recalled by a regulatory body or the manufacturer, or discovered by Contractor not to comply with applicable regulatory standards or the Specifications, Contractor shall immediately notify OSU of the recall or non-compliance, and shall provide copies of the recall notice or notice of non-compliance, as applicable, and all other supporting documentation for the recall or non-compliance determination. OSU may elect to (a) reject goods in whole or in part, or (b) revoke its acceptance of goods in whole or in part. If OSU rejects goods or revokes its acceptance of goods, Contractor shall remove the particular goods from OSU's possession at no cost to OSU and shall reimburse OSU for all payments made for those goods.

**3. PAYMENT:**

**A. Billing:**

On completion of each job, invoicing for that job must use the same nomenclature and pricing as in the contract and be itemized according to the categories established by these specifications. Any variation from the contract price which was approved by the Press must be clearly explained. Send invoices to: Oregon State University Press, Attn: Production Editor.

a. Overruns and underruns will be accepted, at a reduced cost, up to a maximum of 10% for overruns and 5% for underruns. Overruns or underruns exceeding those limits must have prior approval by the Press. Unapproved overruns beyond 10% will be returned at Contractor's expense.

**B. GENERAL PAYMENT PROVISIONS.**

OSU shall pay Contractor for services performed at the prices and rates specified herein. Contractor shall look solely to OSU for payment of all amounts OSU owes to Contractor. Payment of OSU contracts is normally made within 30-45 days following the date the invoice is received. After 45 days, Contractor may assess overdue account charges up to a maximum of two-thirds of one percent (2/3 of 1%) per month or eight percent (8%) per annum on the outstanding balance (ORS 293.462).

**4. INSURANCE AND INDEMNIFICATION:**

**A. LIABILITY INSURANCE.**

During the term of this Contract, Contractor shall maintain in force at its own expense the following insurances, if marked, to cover injury, death, errors, omissions or negligent acts related to the goods or services provided under this Contract in the amounts listed below.

- Commercial General Liability
- Professional Liability
- Automobile Liability

Contractor shall ensure that insurance policies are issued by an insurance carrier authorized to do business in the State of Oregon with an A.M. Best rating of at least A-VII, or such other insurance carrier approved in writing, in advance, by OSU. Contractor shall ensure that OSU's employees and agents are included as additional insureds in said insurance policy.

Limit for any single claimant per occurrence:

From commencement of the Contract term to June 30, 2012:	\$1,700,000.
July 1, 2012 to June 30, 2013:	\$1,800,000.
July 1, 2013 to June 30, 2014:	\$1,900,000.

July 1, 2014 to June 30, 2015: \$2,000,000.  
July 1, 2015 and thereafter the adjusted limitation as determined by the State Court Administrator pursuant to Oregon Laws 2009, chapter 67, paragraph 3 (Senate Bill 311).

Limit for all claimants per occurrence:

From commencement of the Contract term to June 30, 2012: \$3,400,000.

July 1, 2012 to June 30, 2013: \$3,600,000.

July 1, 2013 to June 30, 2014: \$3,800,000.

July 1, 2014 to June 30, 2015: \$4,000,000.

July 1, 2015 and thereafter the adjusted limitation as determined by the State Court Administrator pursuant to Oregon Laws 2009, chapter 67, paragraph 3 (Senate Bill 311).

Property Damage:

Limit for any single claimant per occurrence: \$101,400.

Limits for all claimants per occurrence: \$506,900.

This amount is effective on July 1, 2011 – June 30, 2012 and will be adjusted every year thereafter as determined by the State Court Administrator pursuant to Oregon Laws 2009, chapter 67, paragraph 5 (Senate Bill 311).

**B. WORKERS' COMPENSATION.**

The Contractor, its subcontractors, if any, and all employers providing work, labor or materials under this Contract are subject employers under the Oregon Workers' Compensation law and shall comply with ORS 656.017, which requires them to provide workers' compensation coverage that satisfies Oregon law for all their subject workers, unless such employees are exempt under ORS 656.126.

**C. PROPERTY INSURANCE.**

The Contractor must maintain Property Insurance during the term of the Contract that covers all property used for Contract work and all Contractor-owned property that is stored at OSU.

**D. PRIMARY COVERAGE.**

Insurance carried by Contractor under this Contract shall be the primary coverage and OSU's insurance is excess and solely for damages or losses for which OSU is responsible.

**E. CERTIFICATES OF INSURANCE.**

As evidence of the insurance coverages required by this Contract, the Contractor shall furnish Certificate(s) of Insurance to OSU Contract Administrator, upon request. In such case, Contractor shall ensure that the Certificate(s) specifies all additional insureds (or loss payees). Contractor shall be financially responsible for all deductibles, self-insured retentions and/or self-insurance included hereunder.

**F. NOTICE OF CANCELLATION OR CHANGE.**

Contractor shall not cause or permit any cancellation, material change, potential exhaustion of aggregate limits or notice of intent not to renew insurance coverage(s) without 30 days' written notice from the Contractor or its insurer(s) to OSU's Contract Administrator.

**G. INDEMNITY AND RESPONSIBILITY FOR DAMAGES.**

a. Contractor shall be responsible for all damage to property, injury to persons, and loss, expense, inconvenience, and delay which may be caused by, or result from, any willful or negligent act or omission of Contractor, its subcontractors, or employees under this Contract. Contractor shall save, defend, indemnify, and hold harmless OSU, the Oregon State Board of Higher Education, the State of Oregon and their agencies, subdivisions, officers, directors, agents, members, and employees from all claims, suits, and actions resulting from or arising out of the willful or



negligent acts or omissions of Contractor or its subcontractors, officers, agents, or employees acting under this Contract.

- b. Without limiting the generality of this section a., Contractor expressly agrees to defend, indemnify, and hold OSU, the Oregon State Board of Higher Education, the State of Oregon and their agencies, subdivisions, officers, directors, agents, members, and employees harmless from any and all claims, suits, actions, losses, liabilities, costs, expenses and damages arising out of or related to any claims that the services or any other tangible or intangible goods delivered to OSU by Contractor that may be the subject of protection under any state or federal intellectual property law or doctrine, or OSU's use thereof infringes any patent, copyright, trade secret, trademark, trade dress, mask work, utility design, or other proprietary right of any third party; provided, that OSU shall provide Contractor with prompt written notice of any infringement claim.
- c. Contractor shall have control of the defense and settlement of any claim that is subject to a. or b.; however, neither Contractor nor any attorney engaged by Contractor shall defend the claim in the name of the State of Oregon or any agency of the State of Oregon, nor purport to act as legal representative of the State of Oregon or any of its agencies, without first receiving from the Oregon Attorney General, in a form and manner determined appropriate by the Attorney General, authority to act as legal counsel for the State of Oregon, nor shall Contractor settle any claim on behalf of the State of Oregon without the approval of the Attorney General. The State of Oregon may, at its election and expense, assume its own defense and settlement in the event that the State of Oregon determines that Contractor is prohibited from defending the State of Oregon, or is not adequately defending the State of Oregon's interests, or that an important governmental principle is at issue and the State of Oregon desires to assume its own defense.

## **5. GENERAL TERMS AND CONDITIONS:**

### **A. ACCESS TO RECORDS AND AUDIT.**

Contractor shall maintain books, records, documents, and other evidence and accounting procedures and practices sufficient to reflect properly all costs of whatever nature claimed to have been incurred and anticipated to be incurred in the performance of this Contract. OSU, the Oregon State Board of Higher Education, Oregon Secretary of State, federal government, and their duly authorized representatives shall have access to the books, documents, papers, and records of Contractor which are directly pertinent to this Contract for the purpose of making audit, examination, excerpts, and transcripts. Contractor shall maintain such books and records for OSU's review for at least six years beyond the Term of the Contract unless OSU authorizes a shorter period in writing. Contractor shall promptly remedy any discrepancies involving deviation from the terms of this Contract and shall promptly reimburse OSU for any commitments or expenditures found by OSU to have been in excess of amounts authorized by OSU.

OSU shall have the right to an independent third-party audit of the Contractor's records associated with or related to the goods or services provided for under this Contract. OSU may request an independent third-party audit no more than one time per calendar year. OSU will determine the time-period that will be the subject of the audit. However, the entire term of the Contract, including the original term and any subsequent renewals or extensions, may be the subject of the independent third-party audit at any time. Contractor shall bear the full cost of such independent third-party audit.

### **B. ASSIGNMENT/SUBCONTRACT/SUCCESSORS.**

Contractor shall not assign, sell, transfer, or subcontract rights, or delegate responsibilities under this Contract, in whole or in part, without the prior written approval of OSU Procurement and Contract Services Department, and any attempt by Contractor to assign, sell, transfer, or

subcontract rights or delegate responsibilities under this Contract, without first acquiring written approval of OSU Procurement and Contract Services Department, is void. No such written approval from OSU relieves Contractor of any obligations of this Contract, however, and any assignee, new owner, transferee or subcontractor will be considered an agent of Contractor. Contractor shall remain liable to OSU under the Contract as if no such assignment, sale, transfer, or subcontract had occurred. The provisions of this Contract are binding upon and will inure to the benefit of the parties to the Contract and their respective permitted successors and assigns.

C. APPLICABLE LAW; JURISDICTION AND VENUE.

- a. This Contract is governed and shall be construed in accordance with the laws of the State of Oregon, without resort to any other jurisdiction's conflict of law rules or doctrines. Any claim, action, or suit between OSU and Contractor that arises out of or relates to performance of this Contract must be brought and conducted solely and exclusively within the Circuit Court for Marion County, for the State of Oregon.
- b. Notwithstanding the foregoing paragraph, if a claim must be brought in federal forum, it must be brought and adjudicated solely and exclusively in the United States District Court for the District of Oregon. This paragraph applies to a claim brought against OSU only to the extent Congress has validly abrogated OSU's sovereign immunity and is not consent by OSU to be sued in federal court. This paragraph is also not a waiver by OSU of any form of immunity, including without limitation sovereign immunity and immunity based on the Eleventh Amendment to the United States Constitution.
- c. Except as set forth in the paragraph above, the parties consent to in personam jurisdiction in the above courts and waive any objection to venue and any objection that the forum is inconvenient.

D. COMPLIANCE WITH APPLICABLE LAW.

The parties shall at all times comply with all federal, state and local laws, regulations, executive orders and ordinances pertaining to their respective businesses, products or services, employment obligations, and the subject matter of this Contract. Without limiting the generality of the foregoing, Contractor expressly agrees to comply with the following laws, regulations and executive orders to the extent they are applicable to the Contract: (i) Titles VI and VII of the Civil Rights Act of 1964, as amended; (ii) Paragraphs 503 and 504 of the Rehabilitation Act of 1973, as amended; (iii) the Americans with Disabilities Act of 1990, as amended; (iv) Executive Order 11246, as amended; (v) the Health Insurance Portability and Accountability Act of 1996; (vi) the Age Discrimination in Employment Act of 1967, as amended, and the Age Discrimination Act of 1975, as amended; (vii) the Vietnam Era Veterans' Readjustment Assistance Act of 1974, as amended; (viii) ORS Chapter 659, as amended; (ix) all regulations and administrative rules established pursuant to the foregoing laws; and (x) all other applicable requirements of federal and state civil rights and rehabilitation statutes, rules and regulations. These laws, regulations and executive orders are incorporated by reference herein to the extent that they are applicable to the Contract and required by law to be so incorporated.

E. CONFIDENTIALITY.

This Contract is subject to the limitations and conditions of the Oregon Public Records Law, ORS 192.410-192.505.

F. EXECUTION AND COUNTERPARTS.

This Contract may be executed by facsimile or PDF and in two or more counterparts, each of which shall be deemed an original and all of which together shall constitute one instrument.

G. EXPORT CONTROL.

Contractor acknowledges that OSU has students and faculty who are foreign nationals who may work with the services, product or technology received from Contractor pursuant to this Contract.

Contractor represents that it has informed OSU in writing, prior to executing this Contract if it is providing OSU any product or technology subject to the U.S. Export Administration Act of 1979, the Export Administration Regulations and the International Traffic in Arms Regulations, and if so, under what Commerce Control List number(s) or U.S. Munitions List number(s) it is controlled.

H. FORCE MAJEURE.

Neither OSU nor Contractor shall be held responsible for delay or default caused by fire, riot, act of nature, terrorist acts, or other acts of political sabotage, or war where such cause was beyond, respectively, OSU's or Contractor's reasonable control. Contractor shall make all reasonable efforts to remove or eliminate such a cause of delay or default and shall, upon cessation of the cause, diligently pursue performance of its obligations under this Contract. However, if a default or delay due to a force majeure event continues for an unreasonable time, as determined by OSU, then OSU is entitled to terminate the Contract.

I. GOVERNMENT EMPLOYMENT STATUS:

Contractor certifies that it is not currently employed by the federal government and not an employee of OSU.

J. INDEPENDENT CONTRACTOR STATUS.

The services to be rendered under this Contract are those of an independent contractor. OSU reserves the right (a) to determine and modify the delivery schedule for the services and (b) to evaluate the quality of the services; however, OSU may not and will not control the means or manner of Contractor's performance. Contractor is responsible for determining the appropriate means and manner of performing the services. Contractor is not an officer, employee or agent of OSU as those terms are used in ORS 30.265.

K. NOTICE.

All notices or other communications under this Contract must be in writing and, unless otherwise expressly set forth in this Contract, shall be delivered in person, by email (and confirmed by mail), first class mail, fax (and confirmed by mail), registered or certified mail, or overnight delivery service to the other party at its respective address, email address, or fax number set forth below. All notices are effective upon receipt by the party to be notified.

<u>OSU Contract Administrator</u> and:	<u>OSU Departmental Administrator</u>
Bonnie Tufts	Thomas Booth
Procurement Analyst	Associate Director OSU Press
644 SW 13 <sup>th</sup> St	3844 SW Jerald Way
Corvallis, OR 97333	Portland, OR 97221
541-737-7353	503-796-0547
541-737-2170	503-796-0549
Bonnie.Tufts@oregonstate.edu	Thomas.Booth@oregonstate.edu

CONTRACTOR Contract Administrator

[Name]  
[Title]  
[Address]  
[City, State, Zip]  
[Phone Number]  
[Fax Number]  
[E-Mail Address]

L. ORDER OF PRECEDENCE.

In the event of a conflict, all the terms and conditions of this Contract, its exhibits, and any amendments thereto supersede all terms and conditions on any forms used by the Contractor.

M. OSU NAME AND TRADEMARK.

Contractor's shall not use names, marks or trademarks identifying OSU, or any department or office of OSU, or in any other way identify OSU without prior written approval from OSU's Office of University Advancement.

N. PARKING.

All Contractors, vendors and commercial vehicles on OSU campus are required to have a permit to park, whether utilizing designated street parking or parking in the parking lots. Permits are available for purchase at Transit & Parking Services, located in Adams Hall, 606 SW 15th Street.

O. RECYCLABLE PRODUCTS.

Contractors will use recyclable products to the maximum extent economically feasible in the performance of the Contract.

P. SAFETY AND HEALTH REQUIREMENTS/HAZARD COMMUNICATION:

Services supplied under this Contract shall comply with all federal Occupational Safety and Health Administration (OSHA) requirements and with all Oregon safety and health requirements, including those of the State of Oregon Workers' Compensation Division. Contractor shall notify OSU prior to using products containing hazardous chemicals to which OSU employees may be exposed. Products containing hazardous chemicals are those products defined by Oregon Administrative Rules, Chapter 437. Upon OSU's request, Contractor shall immediately provide Material Safety Data Sheets, as required by OAR 437-155-025, for the products subject to this provision.

Q. SALES AND USE TAXES.

OSU shall pay all applicable sales, excise, or use taxes in connection with this Contract. Invoices shall separately identify all such taxes and shall include either Contractor's sales tax or use tax permit number. Contractor shall be responsible for all other taxes, including taxes based upon Contractor's income. Contractor shall indemnify, defend, and hold harmless OSU from and against any interest, penalties, or other charges resulting from the non-payment or late payment of taxes or other charges for which Contractor failed to invoice OSU or which Contractor otherwise failed to pay in a timely manner.

R. SEVERABILITY.

The invalidity, illegality or enforceability of any provision of this Contract shall not affect the validity, legality or enforceability of any other provision of this Contract, which shall remain in full force and effect and shall be liberally construed in order to effectuate the purpose and intent of this Contract.

S. SEXUAL HARASSMENT.

The State Board of Higher Education has adopted polices applicable to Contractors that prohibit sexual harassment, and Contractor's company and employees are required to adhere to OSU's policy prohibiting sexual harassment in their interactions with members of the OSU community.

T. SURVIVAL.

The terms and conditions of this Contract that by their sense and context are intended to survive termination or expiration hereof shall so survive.

U. NO THIRD PARTY BENEFICIARY.

OSU and Contractor are the only parties to this Contract and are the only parties entitled to enforce its terms. Nothing in this Contract gives, is intended to give, or shall be construed to give or provide any benefit or right, whether directly, indirectly, or otherwise, to third parties

V. WAIVER.

The waiver by either party of any breach of this Contract by the other party shall not waive subsequent breaches of the same or different kind. The failure of either party to enforce any rights under this Contract in a particular instance shall not operate as a waiver of said party's right to enforce the same or different rights in subsequent instances.

W. ENTIRE CONTRACT.

This Contract, including all documents referred to herein and attached hereto, constitutes the entire agreement between the parties and supersedes all prior representations, understanding and agreements between the parties. No amendment, consent, or waiver of terms of this Contract shall bind either party unless in writing and signed by authorized representatives of each of the parties. Any such amendment, consent, or waiver is effective only in the specific instance and for the specific purpose given.

6. CERTIFICATIONS AND SIGNATURES:

This Contract must be signed in ink by an authorized representative of Contractor. The undersigned certifies under penalty of perjury both individually and on behalf of Contractor that:

- A. The undersigned is a duly authorized representative of Contractor, has been authorized by Contractor to make all representations, attestations, and certifications contained in this Contract and to execute this Contract on behalf of Contractor and that this Contract, when executed and delivered, shall be a valid and binding obligation of Contractor enforceable in accordance with its terms;
- B. Contractor is not a contributing member of the Public Employees' Retirement System and will be responsible for any federal or state taxes applicable to payment under this Contract. Contractor will not, by virtue of this Contract, be eligible for federal Social Security, employment insurance, workers' compensation or the Public Employees' Retirement System, except as a self-employed individual.
- C. Pursuant to OAR 580-061-0030, Contractor certifies that Contractor has not discriminated against Minority, Women or Emerging Small Business Enterprises in obtaining any required subcontracts;
- D. The undersigned hereby certifies under penalty of perjury that the undersigned is authorized to act on behalf of Contractor and that Contractor is, to the best of the undersigned's knowledge, not in violation of any Oregon Tax Laws. For purposes of this certification, "Oregon Tax Laws" means a state tax imposed by ORS 320.005 to 320.150 and 403.200 to 403.250 and ORS chapters 118, 314, 316, 317, 318, 321 and 323 and the elderly rental assistance program under ORS 310.630 to 310.706 and local taxes administered by the Department of Revenue under ORS 305.620.

Each of the parties has caused its duly authorized representative to execute this Contract on the date set forth in its respective signature block below.

**CONTRACTOR:**

**OSU:**

Signature: \_\_\_\_\_

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_ Date: \_\_\_\_\_

Title: \_\_\_\_\_ Date: \_\_\_\_\_

**EXHIBIT B  
CERTIFICATIONS**

By signature on this certification the undersigned certifies that they are authorized to act on behalf of the Proposer and that under penalty of perjury the undersigned will comply with the following:

**SECTION I. OREGON TAX LAWS**

The undersigned hereby certifies under penalty of perjury that the undersigned is authorized to act on behalf of Proposer and that Proposer is, to the best of the undersigned's knowledge, not in violation of any Oregon Tax Laws. For purposes of this certification, "Oregon Tax Laws" means a state tax imposed by ORS 320.005 to 320.150 and 403.200 to 403.250 and ORS chapters 118, 314, 316, 317, 318, 321 and 323 and the elderly rental assistance program under ORS 310.630 to 310.706 and local taxes administered by the Department of Revenue under ORS 305.620.

**SECTION II. AFFIRMATIVE ACTION**

The undersigned hereby certifies that they have not discriminated against Minority, Women or Emerging Small Business Enterprises in obtaining any required subcontracts, pursuant to OAR 580-061-0030 (3).

**SECTION III. COMPLIANCE WITH SOLICITATION**

The undersigned agrees and certifies that they:

1. Have read, fully understands and agrees to be bound by the Request for Proposal and all Exhibits and Addenda to the Request for Proposal; and
2. Are an authorized representative of the Proposer, that the information provided is true and accurate, and that providing incorrect or incomplete information may be cause for rejection of the Proposal or Contract termination; and
3. Will furnish the designated item(s) and/or service(s) in accordance with the Request for Proposal and the Contract; and
4. Has provided a correct Federal Employer Identification Number or Social Security Number with the Proposal.

**SECTION IV. PERMISSIVE COOPERATIVE PROCUREMENTS**

If Proposer is awarded a contract from this Request for Proposal, Proposer hereby (check one)

- agrees  
 disagrees

to offer the resulting contractual terms and prices to other public institutions.

Authorized Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Name (Type or Print): \_\_\_\_\_

Telephone:(\_\_\_\_\_)\_\_\_\_\_

Title: \_\_\_\_\_

Fax:(\_\_\_\_\_)\_\_\_\_\_

FEIN ID# or SSN# (required): \_\_\_\_\_

Email: \_\_\_\_\_

Company: \_\_\_\_\_

Address, City, State, Zip: \_\_\_\_\_

Construction Contractors Board (CCB) License Number (if applicable): \_\_\_\_\_

Business Designation (check one):

- Corporation     Partnership     LLC     Sole Proprietorship     Non-Profit

Minority, Women & Emerging Small Business (MWESB) Certified Firm:     Yes     No

If yes, Minority, Women & Emerging Small Business (MWESB) Certification Number: \_\_\_\_\_

**EXHIBIT C  
REFERENCES**

**REFERENCE 1**

COMPANY: \_\_\_\_\_ CONTACT NAME: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_ PHONE NUMBER: \_\_\_\_\_  
CITY, STATE ZIP: \_\_\_\_\_ FAX NUMBER: \_\_\_\_\_  
WEBSITE: \_\_\_\_\_ E-MAIL: \_\_\_\_\_  
GOODS OR SERVICES PROVIDED: \_\_\_\_\_

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**REFERENCE 2**

COMPANY: \_\_\_\_\_ CONTACT NAME: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_ PHONE NUMBER: \_\_\_\_\_  
CITY, STATE ZIP: \_\_\_\_\_ FAX NUMBER: \_\_\_\_\_  
WEBSITE: \_\_\_\_\_ E-MAIL: \_\_\_\_\_  
GOODS OR SERVICES PROVIDED: \_\_\_\_\_

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**REFERENCE 3**

COMPANY: \_\_\_\_\_ CONTACT NAME: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_ PHONE NUMBER: \_\_\_\_\_  
CITY, STATE ZIP: \_\_\_\_\_ FAX NUMBER: \_\_\_\_\_  
WEBSITE: \_\_\_\_\_ E-MAIL: \_\_\_\_\_  
GOODS OR SERVICES PROVIDED: \_\_\_\_\_

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<b>EXHIBIT D SPECIFICATIONS</b>
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A. General Description of the Work:

The books manufactured under this contract will, unless otherwise specified, be printed in black only and will be in standard trim sizes ranging from 5 1/2" x 8 1/2" to 8 1/2" x 11", though the majority will be 6" x 9". Books will have page counts from 96 to 576 pages in steps of 32, 16, or 8 pages, though the majority will be between 160 and 320 pages. If there are inserts, the Contractor may be asked to quote separately the cost of producing such inserts for OSU in addition to the basic costs covered by this contract. Some books will contain halftones, either in sections or run-in with text. Some casebound books will not be jacketed. Except in rare instances, jackets and/or paper covers will be printed by the Contractor.

B. Quantities:

Quantities will range from 500 to 7,500 copies. A few may be split runs with both case-bound hard covers and perfect-bound or notch-bound paperbacks. Occasionally a print run may be as small as 300 books. All materials to be supplied by Contractor.

C. Subcontracting:

The Contractor may subcontract some functions as necessary to meet OSU's needs, but will be contractually responsible to meet all quality and scheduling requirements. Any freight charges to and from any subcontractor are the sole responsibility of the Contractor.

D. Quality of Work:

High-quality work and adherence to schedules are conditions of this contract. Noncompliance will be grounds for termination of the contract. Quality of work must be excellent in all phases as defined in the Franklin Printing Catalog. Binding must be of quality to insure that books remain intact under normal usage. Trimming must be flush, square, and without torn or damaged covers.

E. Schedule:

Except in unusual circumstances agreed upon in advance, perfect-bound or notch-bound books must be delivered within 7 weeks from Contractor's receipt of electronic files and within 9 weeks for case-bound books. In most instances, proofs will be returned within 2 working days. Contractor must provide a written schedule and confirmation of costs for each job within 10 calendar days of receipt of final specifications from OSU, and reconfirm the schedule and costs within 10 calendar days of receipt of electronic files.

F. Prepress:

OSU will normally supply electronic files for new books. All line art will be in place, and all photographs will have been scanned and placed.

G. Reprints from Existing Books:

The Contractor will be required to prepare electronic files for some books, which are reprints of books previously printed by another publisher, from one or two copies of the original book. In almost all cases, additional pages will also be provided as electronic files.

H. Reprints from Electronic Files:

For reprints of the Press's own books, electronic files held in the Contractor's facility may be used, or OSU may provide electronic files used by the Contractor of the previous printing. In some cases a few amended pages may be supplied as electronic files.

I. Proofs:

Quotes must include one complete set of digital text proofs and a matchprint or equivalent proof for a 4-color cover or jacket.

J. Text Stock:

All paper must be furnished by the Contractor. All stock must be suitable for printing normal halftones, must be acid-free, and have an opacity of 90 or better. All stock must be printed right-grain for binding unless OSU agrees to cross-grain for a specific book.



K. Normal Stock:

Basic prices quoted on the price charts must be for 50# white, 50# natural, and 60# white offset. Proposer must indicate stock quoted in each case and provide a printed sample of each, with bulking information, opacity rating, pH rating, and recycled content. Proposers' prices will be compared based on these stocks, which are most commonly used by OSU. After the contract is awarded, the winning proposer may be required to provide additional samples, information, and price charts.

L. Binding:

For purposes of this contract, binding is understood to be included in book manufacture. All materials must be supplied by the Contractor, including dies. Whenever possible, materials will be selected from the Contractor's house stocks if samples are provided.

a. Quotes must be based on the following specifications:

- i. Binding method: Smyth-sewing for hardcover books; perfect binding or notch binding for paperbacks
- ii. Casing in: cloth binding, regular loose back
- iii. Boards: .080 or .088 binder's boards, vertical grain
- iv. Cover: one-piece B-grade Pyroxilin cloth
- v. Overhang of cases: 1/8 inch
- vi. End paper: not printed, 80# stock matching color and texture of text stock
- vii. Details: edges smooth, corners square, back slightly rounded
- viii. Linings: single crash and paper
- ix. Headbands: head and tail, two-color or solid
- x. Jacketing: include cost to wrap jackets in case-binding price
- xi. Stamping: On spine only, in one color foil or pigment
- xii. Dies: Manufacturer to provide (OSU will provide file)
- xiii. Paperback cover: 12-pt. C1S, flat back, smooth trim on three sides

b. Jackets and Covers: For most books, the Contractor will print jackets and/or covers.

- i. Jacket stock: 80# white enamel will be used in most cases, and should be assumed for the basic prices quoted. 100# white enamel may be used occasionally; please provide additional cost for this option.
- ii. Cover stock: 12-pt. white C1S will be used in most cases, and should be assumed for the basic prices.
- iii. Printing: Jackets and covers must be printed with grain parallel to binding. Assume that jackets and covers will normally bleed all four sides and will be coated with glossy lay-flat film laminate, which will also bleed all four sides. Please provide the additional cost, if any, for matte lamination.
- iv. Quantity: normally 100 more than book quantity for jackets; no more than book quantity for paperback covers.
- v. Three PMS colors, or 4-color process

M. Packing and Shipping: All packing and shipping charges (including the cost of sending proofs) must be included in your binding quotation, but the cost of shipping finished books should be included as a separate line item. No additional charges will be allowed without prior approval. Pack and ship books according to Chicago Distribution Center guidelines (available upon request).

Books must be shipped via prepaid freight and billed at actual cost to OSU as part of the complete invoice for the job but as a separate line item. For most books, approximately 150 copies (exact number will be specified for each book) or nearest case quantity must be shipped to Oregon State University Press, 121 The Valley Library, Corvallis, OR 97331. All remaining copies must be shipped to: Oregon State University Press, c/o Chicago Distribution Center (CDC), 11030 S. Langley Avenue, Chicago IL 60628. Each shipment to CDC must contain a packing list, copies of which should also be sent to Oregon State University Press.

**EXHIBIT E**  
**SAMPLE PRICING**

Printing and binding specifications for *Sample Book 1*

*Quantity:* 2000

*Trim size:* 5.5 x 8.5 inches

*Number of pages:* 128

*Stock:*

*inside pages* - 55# natural offset acid-free stock.

*paper cover* - 12 pt. C1S

*Ink: inside* - black only throughout

*paperback outside cover* - 4-color plus matte lamination

*Binding:* Notch binding

*Proofs:* One dylux or digital proof of entire book and a Cromalin or Matchprint color proof of the cover will be required for approval.

*We will provide:* Press quality PDFs together with laser-printer output for confirmation only. Art for the cover will be supplied as an electronic file, with all necessary graphics and fonts provided.

Price \_\_\_\_\_

Proposer Name: \_\_\_\_\_

**EXHIBIT F  
SAMPLE PRICING**

Printing and binding specifications for *Sample Book 2*

*Quality:* Excellent in all phases as defined in the Franklin Printing Catalog. Binding shall be of quality to insure that books remain intact under normal usage. Trimming to be flush, square, and without torn or damaged covers.

*Quantity:* 600.

*Additional covers/jackets:* 25

*Trim size:* 6 x 9 inches (binds on long side)

*Overhang of cases:* 1/8 inch

*Number of pages:* 152

*Stock:*

*inside pages* - 60# white acid-free stock. *Please supply samples of stock*

*hard cover* - B grade cloth

*endsheets* - Rainbow, color not determined

*jacket* - 80# enamel gloss

*Please state savings for substituting plain endpapers.*

*Ink: inside* - black only throughout

*Jacket* - 4-color plus lamination

*Binding:*

*Sewing* - Smyth sewn signatures.

*Stamping* - imitation gold or silver stamping on spine only; vendor to provide dies for stamping.

*Details* - edges smooth, corners square, back round

*lining up* - single crash and paper

*headbands* - color not yet determined

*boards* - .080 binders' board

*casing in* - cloth binding, regular loose back

*cover material* - see above

*collation* - vendor to collate books and tip on endsheets

*jacketing* - yes

*workmanship* - good quality, tightly sewn, properly glued, rounded back, cased in

*Proofs:* One dylux or digital proof will be required for approval of the inside pages and a Matchprint or equivalent proof of the jacket. Please include the cost of shipping proofs in your bid.

*We will provide:* CD with press quality PDFs. Art for the jacket will be supplied as an electronic file, with all necessary graphics and fonts provided. Art will be provided for creating the die for stamping the cover.

Price \_\_\_\_\_

Proposer Name: \_\_\_\_\_

**EXHIBIT G  
SAMPLE PRICING**

Printing and binding specifications for *Sample Book 3*

*Quantity:* 2,500

*Trim size:* 6 x 9 inches

*Number of pages:* 208 text pages plus 16-page 4-color insert

*Stock:*

*text pages* - 60# white offset acid-free stock.

*insert pages* - 80# white enamel acid-free stock

*paper cover* - 12 pt. C1S

*Ink: inside* - black only for text pages; 4-color for insert

*paperback outside cover* - color plus gloss lamination

*Binding:* Notch binding

*Proofs:* One dylux or digital proof of entire book and a Cromalin or Matchprint color proof of the cover and insert will be required for approval.

*We will provide:* Press quality PDFs together with laser-printer output for confirmation only. Art for the cover will be supplied as an electronic file, with all necessary graphics and fonts provided.

Price \_\_\_\_\_

Proposer Name: \_\_\_\_\_

**EXHIBIT H  
SAMPLE PRICING**

Printing and binding specifications for *Sample Book 4*

*This is a reprint of a book for which you will have been provided digital files:*

*Quantity:* 2,100

*Trim size:* 7 x 10 inches

*Number of pages:* 352.

*Stock:*

*inside pages* - 50# white acid-free stock.

*Cover* - C1S 12pt

*Ink: inside* - black only throughout

*Cover* - 4-color plus lamination

*Binding:* notch binding

*Proofs:* Proofs will only be required of the 3 pages with revisions. Soft proofs will be accepted

*We will provide:* Press quality PDF of 3 pages with revisions. Copy of last printing if requested.

Price \_\_\_\_\_

Proposer Name: \_\_\_\_\_

**EXHIBIT I  
COMPANY INFORMATION AND COST SHEET**

The prices and information offered by the Contractor on this Exhibit I must be followed even if the actual numbers of books printed under the awarded contract are more or less than projected.

Prices quoted for printing must remain firm for the two (2) term of the contract; however, demonstrable industry-wide increases in paper costs may be passed on at actual cost, provided the Contractor notifies the Press at least 30 days in advance and submits documentation of the cost increase and a revised price list and calculator. Prior to renewing the contract, a negotiated price adjustment may be made to reflect documented increases or decreases in the cost of materials and/or labor.

Proposer \_\_\_\_\_

A. Specify text stocks you are quoting on for normal use (must be acid-free) and provide samples.

- Name and manufacturer for 50# white: \_\_\_\_\_
- Opacity: \_\_\_\_\_ Bulk in ppi: \_\_\_\_\_ pH rating: \_\_\_\_\_
- Recycled content and percentage post-consumer waste content: \_\_\_\_\_
  
- Name and manufacturer for 60# white: \_\_\_\_\_
- Opacity: \_\_\_\_\_ Bulk in ppi: \_\_\_\_\_ pH rating: \_\_\_\_\_
- Recycled content and percentage post-consumer waste content: \_\_\_\_\_
  
- Name and manufacturer for 50# natural: \_\_\_\_\_
- Opacity: \_\_\_\_\_ Bulk in ppi: \_\_\_\_\_ pH rating: \_\_\_\_\_
- Recycled content and percentage post-consumer waste content: \_\_\_\_\_

**Proofs:**

Cost of one complete set of digital text proofs and a matchprint or equivalent proof for a 4-color cover or jacket.

\$ \_\_\_\_\_. Supply the savings per page on proofs if these are not required for reprints \$ \_\_\_\_\_ / page

Availability of other proofing options you provide and the price differences. \_\_\_\_\_

**ADDITIONAL COSTS OR DEDUCTIONS**

- Alterations to printing plates: \$ \_\_\_\_\_/per affected page
- Cost per 8-page signature for 4-color process printing on 60# matte coated stock of electronic files supplied with high-resolution images in place:
  - 6"x 9": \$ \_\_\_\_\_/per 1000 copies
  - 8 1/2"x 11": \$ \_\_\_\_\_/per 1000 copies

- Deduction for A-grade binding cloth instead of B-grade:
  - 5-1/2"x 8-1/2" or 6"x 9" trim sizes: \$ \_\_\_\_\_/per unit
  - 7"x 10" trim size: \$ \_\_\_\_\_/per unit
  - 8-1/2"x 11" trim size: \$ \_\_\_\_\_/per unit
- Additional for .098 Binder's board, instead of .080 or .088:
  - 7"x 10" trim size: \$ \_\_\_\_\_/per unit
  - 8"x 10" or 8-1/2"x 11" trim size: \$ \_\_\_\_\_/per unit
- Additional for Rainbow or Multicolor Antique or comparable endpapers instead of plain:
  - 5-1/2"x 8-1/2" or 6"x 9" trim sizes: \$ \_\_\_\_\_/per unit
  - 7" x 10" trim size: \$ \_\_\_\_\_/per unit
  - 8-1/2" x 11" trim size: \$ \_\_\_\_\_/per unit
- Additional stamping on front cover, approx. 6 square inches, including cost of die: \$ \_\_\_\_\_/per unit
- Deduction for **not** printing & wrapping jackets: \$ \_\_\_\_\_/per unit
- Additional for wrapping furnished jackets: \$ \_\_\_\_\_/per unit
- Additional to bind & trim furnished paper covers: \$ \_\_\_\_\_/per unit
- Shrinkwrapping (if required)
  - Individual \$ \_\_\_\_\_/per unit
  - In threes \$ \_\_\_\_\_/per unit
- **REPRINTS FROM STANDING NEGATIVES:** Previously printed books held as standing negative flats may be reprinted under this contract.
- Per page deduction from contract prices for use of existing negative flats:
  - 5-1/2" x 8-1/2" \$ \_\_\_\_\_/per page
  - 6" x 9" or 6-1/2" x 9-1/2" \$ \_\_\_\_\_/per page
  - 7" x 10" \$ \_\_\_\_\_/per page
  - 8-1/2" x 11" \$ \_\_\_\_\_/per page
- Per page charge for outputting replacement pages from supplied files: \$ \_\_\_\_\_/per page
- Per page charge for stripping in corrections: \$ \_\_\_\_\_/per page
- Per page charge for restripping supplied negative flats, if necessary: \$ \_\_\_\_\_/per page

## Printing Jackets and Covers Form

### Printing Dust Jackets

**Materials:** Jacket stock will be 80# white enamel. Specify and provide a sample of stock you will normally use. Jackets will normally have 3-1/2" flaps. Jackets must be printed with grain parallel to binding. Assume that ink and coating will normally bleed all four sides. Unless otherwise specified, all jackets are to be coated with glossy lay-flat film laminate.

JACKET STOCK: \_\_\_\_\_

Dust jacket quantity will normally be 100 more than book quantity.

For purposes of quotation, assume that jackets will be submitted as complete electronic files, with all fonts and picture files in place. Full bluelines and ColorKey proof required for 2-color & 3-color jobs, and full color proofs (MatchPrint or comparable) for 4-color jobs.

<b>PRINTING THREE-COLOR JACKETS (BLACK AND TWO PMS COLORS)</b>					
	800	1300	1800	2300	add'l 100's
5-1/2" x 8-1/2"					
6" x 9"					
7" x 10"					
8-1/2" x 11"					
If job is supplied as plate-ready film with approved color proof deduct \$ _____ per color					

<b>PRINTING FOUR-COLOR PROCESS JACKETS</b>					
	800	1300	1800	2300	add'l 100's
5-1/2" x 8-1/2"					
6" x 9"					
7" x 10"					
8-1/2" x 11"					
If job is supplied as plate-ready film with approved color proof deduct \$ _____ per color					

<b>ADDITIONAL COSTS FOR JACKETS</b>					
	800	1300	1800	2300	add'l 100's
matte film laminate					
100% white enamel					

**OPTIONS:**

Additional cost for 2- and 3-color jackets if black is not a color: \$ \_\_\_\_\_ / per job

Deduction for Black and 1 PMS Color: \$ \_\_\_\_\_ / per job

Additional cost for metallic ink: \$ \_\_\_\_\_ / per color

Additional for Cromalin or similar proof (not ColorKey): \$ \_\_\_\_\_ / per proof



## Printing Paper Covers

**Materials:** Cover stock will be 12-point white Coated-One Side (C1S). Specify and provide sample of stock you will normally use. Covers must be printed with grain parallel to binding. Assume that ink and coating will normally bleed all four sides. Unless otherwise specified, all covers are to be coated with glossy lay-flat film laminate.

COVER STOCK: \_\_\_\_\_

Paper cover quantity will normally be same as book quantity.

For purposes of quotation, assume that covers will be submitted as complete electronic files, with all fonts and picture files in place. Full blueslines and ColorKey proof required for 2-color & 3-color jobs, and full color proofs (MatchPrint or comparable) for 4-color jobs

PRINTING TWO-COLOR COVERS (TWO PMS COLORS)					
	800	1300	1800	2300	add'l 100's
5-1/2" x 8-1/2"					
6" x 9"					
7" x 10"					
8-1/2" x 11"					
If job is supplied as plate-ready film with approved color proof deduct \$ _____ per color					

PRINTING THREE-COLOR COVERS (BLACK AND TWO PMS COLORS)					
	800	1300	1800	2300	add'l 100's
5-1/2" x 8-1/2"					
6" x 9"					
7" x 10"					
8-1/2" x 11"					
If job is supplied as plate-ready film with approved color proof deduct \$ _____ per color					

PRINTING FOUR-COLOR PROCESS COVERS					
	800	1300	1800	2300	add'l 100's
5-1/2" x 8-1/2"					
6" x 9"					
7" x 10"					
8-1/2" x 11"					
If job is supplied as plate-ready film with approved color proof deduct \$ _____ per color					

ADDITIONAL COSTS FOR JACKETS					
	800	1300	1800	2300	add'l 100's
matte film laminate					
100% white enamel					

**OPTIONS:**

- Additional cost for 2- and 3-color jackets if black is not a color: \$ \_\_\_\_\_ / per job  
Deduction for Black and 1 PMS Color: \$ \_\_\_\_\_ / per job  
Additional cost for metallic ink: \$ \_\_\_\_\_ / per color  
Additional for film corrections after proofs: \$ \_\_\_\_\_ / per film  
Additional for Cromalin or similar proof (not ColorKey): \$ \_\_\_\_\_ / per proof

**Base Pricing Masters**

Format: 5 1/2" x 8 1/2" Number of pages: 96					
	500	1000	1500	2000	Add'l 100's
Prep & proofs DTP	\$	\$	\$	\$	\$
Presswork	\$	\$	\$	\$	\$
Paper - 50# White	\$	\$	\$	\$	\$
Paper - 60# white	\$	\$	\$	\$	\$
Paper - 50# natural	\$	\$	\$	\$	\$
Presswork	\$	\$	\$	\$	\$
Case Binding	\$	\$	\$	\$	\$
CB Estimated freight*	\$	\$	\$	\$	\$
Paper Binding	\$	\$	\$	\$	\$
PB Estimated freight*	\$	\$	\$	\$	\$

\* Estimated freight includes 300 copies to 97333 zip and balance to 85701 zip.

Format: 5 1/2" x 8 1/2" Number of pages: 128					
	500	1000	1500	2000	Add'l 100's
Prep & proofs DTP	\$	\$	\$	\$	\$
Presswork	\$	\$	\$	\$	\$
Paper - 50# White	\$	\$	\$	\$	\$
Paper - 60# white	\$	\$	\$	\$	\$
Paper - 50# natural	\$	\$	\$	\$	\$
Presswork	\$	\$	\$	\$	\$
Case Binding	\$	\$	\$	\$	\$
CB Estimated freight*	\$	\$	\$	\$	\$
Paper Binding	\$	\$	\$	\$	\$
PB Estimated freight*	\$	\$	\$	\$	\$

\* Estimated freight includes 300 copies to 97333 zip and balance to 85701 zip.

<b>Format: 5 1/2" x 8 1/2" Number of pages: 160</b>					
	500	1000	1500	2000	Add'l 100's
Prep & proofs DTP	\$	\$	\$	\$	\$
Presswork	\$	\$	\$	\$	\$
Paper - 50# White	\$	\$	\$	\$	\$
Paper - 60# white	\$	\$	\$	\$	\$
Paper - 50# natural	\$	\$	\$	\$	\$
Presswork	\$	\$	\$	\$	\$
Case Binding	\$	\$	\$	\$	\$
CB Estimated freight*	\$	\$	\$	\$	\$
Paper Binding	\$	\$	\$	\$	\$
PB Estimated freight*	\$	\$	\$	\$	\$

\* Estimated freight includes 300 copies to 97333 zip and balance to 85701 zip.

<b>Format: 5 1/2" x 8 1/2" Number of pages: 192</b>					
	500	1000	1500	2000	Add'l 100's
Prep & proofs DTP	\$	\$	\$	\$	\$
Presswork	\$	\$	\$	\$	\$
Paper - 50# White	\$	\$	\$	\$	\$
Paper - 60# white	\$	\$	\$	\$	\$
Paper - 50# natural	\$	\$	\$	\$	\$
Presswork	\$	\$	\$	\$	\$
Case Binding	\$	\$	\$	\$	\$
CB Estimated freight*	\$	\$	\$	\$	\$
Paper Binding	\$	\$	\$	\$	\$
PB Estimated freight*	\$	\$	\$	\$	\$

\* Estimated freight includes 300 copies to 97333 zip and balance to 85701 zip.

<b>Format: 5 1/2" x 8 1/2" Number of pages: 224</b>					
	500	1000	1500	2000	Add'l 100's
Prep & proofs DTP	\$	\$	\$	\$	\$
Presswork	\$	\$	\$	\$	\$
Paper - 50# White	\$	\$	\$	\$	\$
Paper - 60# white	\$	\$	\$	\$	\$
Paper - 50# natural	\$	\$	\$	\$	\$
Presswork	\$	\$	\$	\$	\$
Case Binding	\$	\$	\$	\$	\$
CB Estimated freight*	\$	\$	\$	\$	\$
Paper Binding	\$	\$	\$	\$	\$
PB Estimated freight*	\$	\$	\$	\$	\$

\* Estimated freight includes 300 copies to 97333 zip and balance to 85701 zip.

<b>Format: 5 1/2" x 8 1/2" Number of pages: 256</b>					
	500	1000	1500	2000	Add'l 100's
Prep & proofs DTP	\$	\$	\$	\$	\$
Presswork	\$	\$	\$	\$	\$
Paper - 50# White	\$	\$	\$	\$	\$
Paper - 60# white	\$	\$	\$	\$	\$
Paper - 50# natural	\$	\$	\$	\$	\$
Presswork	\$	\$	\$	\$	\$
Case Binding	\$	\$	\$	\$	\$
CB Estimated freight*	\$	\$	\$	\$	\$
Paper Binding	\$	\$	\$	\$	\$
PB Estimated freight*	\$	\$	\$	\$	\$

\* Estimated freight includes 300 copies to 97333 zip and balance to 85701 zip.

<b>Format: 5 1/2" x 8 1/2" Number of pages: 288</b>					
	500	1000	1500	2000	Add'l 100's
Prep & proofs DTP	\$	\$	\$	\$	\$
Presswork	\$	\$	\$	\$	\$
Paper - 50# White	\$	\$	\$	\$	\$
Paper - 60# white	\$	\$	\$	\$	\$
Paper - 50# natural	\$	\$	\$	\$	\$
Presswork	\$	\$	\$	\$	\$
Case Binding	\$	\$	\$	\$	\$
CB Estimated freight*	\$	\$	\$	\$	\$
Paper Binding	\$	\$	\$	\$	\$
PB Estimated freight*	\$	\$	\$	\$	\$

\* Estimated freight includes 300 copies to 97333 zip and balance to 85701 zip.

<b>Format: 5 1/2" x 8 1/2" Number of pages: 320</b>					
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Prep & proofs DTP	\$	\$	\$	\$	\$
Presswork	\$	\$	\$	\$	\$
Paper - 50# White	\$	\$	\$	\$	\$
Paper - 60# white	\$	\$	\$	\$	\$
Paper - 50# natural	\$	\$	\$	\$	\$
Presswork	\$	\$	\$	\$	\$
Case Binding	\$	\$	\$	\$	\$
CB Estimated freight*	\$	\$	\$	\$	\$
Paper Binding	\$	\$	\$	\$	\$
PB Estimated freight*	\$	\$	\$	\$	\$

\* Estimated freight includes 300 copies to 97333 zip and balance to 85701 zip.

<b>Format: 6" x 9" Number of pages: 96</b>					
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Prep & proofs DTP	\$	\$	\$	\$	\$
Presswork	\$	\$	\$	\$	\$
Paper - 50# White	\$	\$	\$	\$	\$
Paper - 60# white	\$	\$	\$	\$	\$
Paper - 50# natural	\$	\$	\$	\$	\$
Presswork	\$	\$	\$	\$	\$
Case Binding	\$	\$	\$	\$	\$
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PB Estimated freight*	\$	\$	\$	\$	\$

\* Estimated freight includes 300 copies to 97333 zip and balance to 85701 zip.

<b>Format: 6" x 9" Number of pages: 128</b>					
	500	1000	1500	2000	Add'l 100's
Prep & proofs DTP	\$	\$	\$	\$	\$
Presswork	\$	\$	\$	\$	\$
Paper - 50# White	\$	\$	\$	\$	\$
Paper - 60# white	\$	\$	\$	\$	\$
Paper - 50# natural	\$	\$	\$	\$	\$
Presswork	\$	\$	\$	\$	\$
Case Binding	\$	\$	\$	\$	\$
CB Estimated freight*	\$	\$	\$	\$	\$
Paper Binding	\$	\$	\$	\$	\$
PB Estimated freight*	\$	\$	\$	\$	\$

\* Estimated freight includes 300 copies to 97333 zip and balance to 85701 zip.

<b>Format: 6" x 9" Number of pages: 160</b>					
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Prep & proofs DTP	\$	\$	\$	\$	\$
Presswork	\$	\$	\$	\$	\$
Paper - 50# White	\$	\$	\$	\$	\$
Paper - 60# white	\$	\$	\$	\$	\$
Paper - 50# natural	\$	\$	\$	\$	\$
Presswork	\$	\$	\$	\$	\$
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<b>Format: 6" x 9" Number of pages: 192</b>					
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Prep & proofs DTP	\$	\$	\$	\$	\$
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Paper - 60# white	\$	\$	\$	\$	\$
Paper - 50# natural	\$	\$	\$	\$	\$
Presswork	\$	\$	\$	\$	\$
Case Binding	\$	\$	\$	\$	\$
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Paper Binding	\$	\$	\$	\$	\$
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\* Estimated freight includes 300 copies to 97333 zip and balance to 85701 zip.

<b>Format: 6" x 9" Number of pages: 224</b>					
	500	1000	1500	2000	Add'l 100's
Prep & proofs DTP	\$	\$	\$	\$	\$
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Paper - 60# white	\$	\$	\$	\$	\$
Paper - 50# natural	\$	\$	\$	\$	\$
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Paper Binding	\$	\$	\$	\$	\$
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\* Estimated freight includes 300 copies to 97333 zip and balance to 85701 zip.

<b>Format: 6" x 9" Number of pages: 256</b>					
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Prep & proofs DTP	\$	\$	\$	\$	\$
Presswork	\$	\$	\$	\$	\$
Paper - 50# White	\$	\$	\$	\$	\$
Paper - 60# white	\$	\$	\$	\$	\$
Paper - 50# natural	\$	\$	\$	\$	\$
Presswork	\$	\$	\$	\$	\$
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\* Estimated freight includes 300 copies to 97333 zip and balance to 85701 zip.

<b>Format: 6" x 9" Number of pages: 288</b>					
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Prep & proofs DTP	\$	\$	\$	\$	\$
Presswork	\$	\$	\$	\$	\$
Paper - 50# White	\$	\$	\$	\$	\$
Paper - 60# white	\$	\$	\$	\$	\$
Paper - 50# natural	\$	\$	\$	\$	\$
Presswork	\$	\$	\$	\$	\$
Case Binding	\$	\$	\$	\$	\$
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<b>Format: 6" x 9" Number of pages: 320</b>					
	500	1000	1500	2000	Add'l 100's
Prep & proofs DTP	\$	\$	\$	\$	\$
Presswork	\$	\$	\$	\$	\$
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Paper - 60# white	\$	\$	\$	\$	\$
Paper - 50# natural	\$	\$	\$	\$	\$
Presswork	\$	\$	\$	\$	\$
Case Binding	\$	\$	\$	\$	\$
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Paper Binding	\$	\$	\$	\$	\$
PB Estimated freight*	\$	\$	\$	\$	\$

\* Estimated freight includes 300 copies to 97333 zip and balance to 85701 zip.

<b>Format: 7" x 10" Number of pages: 96</b>					
	500	1000	1500	2000	Add'l 100's
Prep & proofs DTP	\$	\$	\$	\$	\$
Presswork	\$	\$	\$	\$	\$
Paper - 50# White	\$	\$	\$	\$	\$
Paper - 60# white	\$	\$	\$	\$	\$
Paper - 50# natural	\$	\$	\$	\$	\$
Presswork	\$	\$	\$	\$	\$
Case Binding	\$	\$	\$	\$	\$
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Paper Binding	\$	\$	\$	\$	\$
PB Estimated freight*	\$	\$	\$	\$	\$

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<b>Format: 7" x 10" Number of pages: 128</b>					
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Paper - 60# white	\$	\$	\$	\$	\$
Paper - 50# natural	\$	\$	\$	\$	\$
Presswork	\$	\$	\$	\$	\$
Case Binding	\$	\$	\$	\$	\$
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Paper Binding	\$	\$	\$	\$	\$
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<b>Format: 7" x 10" Number of pages: 160</b>					
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Paper - 60# white	\$	\$	\$	\$	\$
Paper - 50# natural	\$	\$	\$	\$	\$
Presswork	\$	\$	\$	\$	\$
Case Binding	\$	\$	\$	\$	\$
CB Estimated freight*	\$	\$	\$	\$	\$
Paper Binding	\$	\$	\$	\$	\$
PB Estimated freight*	\$	\$	\$	\$	\$

\* Estimated freight includes 300 copies to 97333 zip and balance to 85701 zip.

<b>Format: 7" x 10" Number of pages: 192</b>					
	500	1000	1500	2000	Add'l 100's
Prep & proofs DTP	\$	\$	\$	\$	\$
Presswork	\$	\$	\$	\$	\$
Paper - 50# White	\$	\$	\$	\$	\$
Paper - 60# white	\$	\$	\$	\$	\$
Paper - 50# natural	\$	\$	\$	\$	\$
Presswork	\$	\$	\$	\$	\$
Case Binding	\$	\$	\$	\$	\$
CB Estimated freight*	\$	\$	\$	\$	\$
Paper Binding	\$	\$	\$	\$	\$
PB Estimated freight*	\$	\$	\$	\$	\$

\* Estimated freight includes 300 copies to 97333 zip and balance to 85701 zip.



<b>Format: 7" x 10" Number of pages: 224</b>					
	500	1000	1500	2000	Add'l 100's
Prep & proofs DTP	\$	\$	\$	\$	\$
Presswork	\$	\$	\$	\$	\$
Paper - 50# White	\$	\$	\$	\$	\$
Paper - 60# white	\$	\$	\$	\$	\$
Paper - 50# natural	\$	\$	\$	\$	\$
Presswork	\$	\$	\$	\$	\$
Case Binding	\$	\$	\$	\$	\$
CB Estimated freight*	\$	\$	\$	\$	\$
Paper Binding	\$	\$	\$	\$	\$
PB Estimated freight*	\$	\$	\$	\$	\$

\* Estimated freight includes 300 copies to 97333 zip and balance to 85701 zip.

<b>Format: 7" x 10" Number of pages: 256</b>					
	500	1000	1500	2000	Add'l 100's
Prep & proofs DTP	\$	\$	\$	\$	\$
Presswork	\$	\$	\$	\$	\$
Paper - 50# White	\$	\$	\$	\$	\$
Paper - 60# white	\$	\$	\$	\$	\$
Paper - 50# natural	\$	\$	\$	\$	\$
Presswork	\$	\$	\$	\$	\$
Case Binding	\$	\$	\$	\$	\$
CB Estimated freight*	\$	\$	\$	\$	\$
Paper Binding	\$	\$	\$	\$	\$
PB Estimated freight*	\$	\$	\$	\$	\$

\* Estimated freight includes 300 copies to 97333 zip and balance to 85701 zip.

<b>Format: 7" x 10" Number of pages: 288</b>					
	500	1000	1500	2000	Add'l 100's
Prep & proofs DTP	\$	\$	\$	\$	\$
Presswork	\$	\$	\$	\$	\$
Paper - 50# White	\$	\$	\$	\$	\$
Paper - 60# white	\$	\$	\$	\$	\$
Paper - 50# natural	\$	\$	\$	\$	\$
Presswork	\$	\$	\$	\$	\$
Case Binding	\$	\$	\$	\$	\$
CB Estimated freight*	\$	\$	\$	\$	\$
Paper Binding	\$	\$	\$	\$	\$
PB Estimated freight*	\$	\$	\$	\$	\$

\* Estimated freight includes 300 copies to 97333 zip and balance to 85701 zip.

<b>Format: 7" x 10" Number of pages: 320</b>					
	500	1000	1500	2000	Add'l 100's
Prep & proofs DTP	\$	\$	\$	\$	\$
Presswork	\$	\$	\$	\$	\$
Paper - 50# White	\$	\$	\$	\$	\$
Paper - 60# white	\$	\$	\$	\$	\$
Paper - 50# natural	\$	\$	\$	\$	\$
Presswork	\$	\$	\$	\$	\$
Case Binding	\$	\$	\$	\$	\$
CB Estimated freight*	\$	\$	\$	\$	\$
Paper Binding	\$	\$	\$	\$	\$
PB Estimated freight*	\$	\$	\$	\$	\$

\* Estimated freight includes 300 copies to 97333 zip and balance to 85701 zip.

<b>Format: 8 1/2" x 11" Number of pages: 96</b>					
	500	1000	1500	2000	Add'l 100's
Prep & proofs DTP	\$	\$	\$	\$	\$
Presswork	\$	\$	\$	\$	\$
Paper - 50# White	\$	\$	\$	\$	\$
Paper - 60# white	\$	\$	\$	\$	\$
Paper - 50# natural	\$	\$	\$	\$	\$
Presswork	\$	\$	\$	\$	\$
Case Binding	\$	\$	\$	\$	\$
CB Estimated freight*	\$	\$	\$	\$	\$
Paper Binding	\$	\$	\$	\$	\$
PB Estimated freight*	\$	\$	\$	\$	\$

\* Estimated freight includes 300 copies to 97333 zip and balance to 85701 zip.

<b>Format: 8 1/2" x 11" Number of pages: 128</b>					
	500	1000	1500	2000	Add'l 100's
Prep & proofs DTP	\$	\$	\$	\$	\$
Presswork	\$	\$	\$	\$	\$
Paper - 50# White	\$	\$	\$	\$	\$
Paper - 60# white	\$	\$	\$	\$	\$
Paper - 50# natural	\$	\$	\$	\$	\$
Presswork	\$	\$	\$	\$	\$
Case Binding	\$	\$	\$	\$	\$
CB Estimated freight*	\$	\$	\$	\$	\$
Paper Binding	\$	\$	\$	\$	\$
PB Estimated freight*	\$	\$	\$	\$	\$

\* Estimated freight includes 300 copies to 97333 zip and balance to 85701 zip.

<b>Format: 8 1/2" x 11" Number of pages: 160</b>					
	500	1000	1500	2000	Add'l 100's
Prep & proofs DTP	\$	\$	\$	\$	\$
Presswork	\$	\$	\$	\$	\$
Paper - 50# White	\$	\$	\$	\$	\$
Paper - 60# white	\$	\$	\$	\$	\$
Paper - 50# natural	\$	\$	\$	\$	\$
Presswork	\$	\$	\$	\$	\$
Case Binding	\$	\$	\$	\$	\$
CB Estimated freight*	\$	\$	\$	\$	\$
Paper Binding	\$	\$	\$	\$	\$
PB Estimated freight*	\$	\$	\$	\$	\$

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<b>Format: 8 1/2" x 11" Number of pages: 192</b>					
	500	1000	1500	2000	Add'l 100's
Prep & proofs DTP	\$	\$	\$	\$	\$
Presswork	\$	\$	\$	\$	\$
Paper - 50# White	\$	\$	\$	\$	\$
Paper - 60# white	\$	\$	\$	\$	\$
Paper - 50# natural	\$	\$	\$	\$	\$
Presswork	\$	\$	\$	\$	\$
Case Binding	\$	\$	\$	\$	\$
CB Estimated freight*	\$	\$	\$	\$	\$
Paper Binding	\$	\$	\$	\$	\$
PB Estimated freight*	\$	\$	\$	\$	\$

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<b>Format: 8 1/2" x 11" Number of pages: 224</b>					
	500	1000	1500	2000	Add'l 100's
Prep & proofs DTP	\$	\$	\$	\$	\$
Presswork	\$	\$	\$	\$	\$
Paper - 50# White	\$	\$	\$	\$	\$
Paper - 60# white	\$	\$	\$	\$	\$
Paper - 50# natural	\$	\$	\$	\$	\$
Presswork	\$	\$	\$	\$	\$
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<b>Format: 8 1/2" x 11" Number of pages: 256</b>					
	500	1000	1500	2000	Add'l 100's
Prep & proofs DTP	\$	\$	\$	\$	\$
Presswork	\$	\$	\$	\$	\$
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Paper - 60# white	\$	\$	\$	\$	\$
Paper - 50# natural	\$	\$	\$	\$	\$
Presswork	\$	\$	\$	\$	\$
Case Binding	\$	\$	\$	\$	\$
CB Estimated freight*	\$	\$	\$	\$	\$
Paper Binding	\$	\$	\$	\$	\$
PB Estimated freight*	\$	\$	\$	\$	\$

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<b>Format: 8 1/2" x 11" Number of pages: 288</b>					
	500	1000	1500	2000	Add'l 100's
Prep & proofs DTP	\$	\$	\$	\$	\$
Presswork	\$	\$	\$	\$	\$
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Paper - 60# white	\$	\$	\$	\$	\$
Paper - 50# natural	\$	\$	\$	\$	\$
Presswork	\$	\$	\$	\$	\$
Case Binding	\$	\$	\$	\$	\$
CB Estimated freight*	\$	\$	\$	\$	\$
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<b>Format: 8 1/2" x 11" Number of pages: 320</b>					
	500	1000	1500	2000	Add'l 100's
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Presswork	\$	\$	\$	\$	\$
Paper - 50# White	\$	\$	\$	\$	\$
Paper - 60# white	\$	\$	\$	\$	\$
Paper - 50# natural	\$	\$	\$	\$	\$
Presswork	\$	\$	\$	\$	\$
Case Binding	\$	\$	\$	\$	\$
CB Estimated freight*	\$	\$	\$	\$	\$
Paper Binding	\$	\$	\$	\$	\$
PB Estimated freight*	\$	\$	\$	\$	\$

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