

Master Price Agreement and Contract Information

(To receive a copy of the awarded contracts please contact the Contract administrator. This document is for information on how to use the contract and for contractor contact information).

The State of Washington, Department of Printing On behalf of the State of Washington and



Printing Services Contract

ADM-92-2006

Contract Administrator:	Jeff Peterson
Phone Number:	(360) 570-3061
Fax Number:	(360) 586-8831
Email:	jeff.peterson@prt.wa.gov

Visit our Internet site: <http://www.prt.wa.gov/>

Term: August 16, 2009 to August 15, 2010

Revision Date: August 15, 2009

Revision Purpose: Extend Contract for additional 12 months. Update WSCA Administrator Information. Update Vendor Contact information.

Scope of Work

The contractor shall deliver printing services to purchasing entities in accordance with the terms of this agreement. This Agreement is a “price agreement”. Accordingly, the contractor shall provide services or products only upon the issuance and acceptance by contractor of valid “purchase orders”. Purchase orders may be issued to purchase services or to purchase products listed on the contractor’s Products and Services Schedule (PSS).

- A. A purchasing entity may purchase any quantity of product or service listed in the contractor’s PSS at the prices stated therein. For large orders, contractor and purchasing entity may negotiate quantity price discounts below the PSS price(s) for a given purchase order.
- B. Contractor may offer authorized educational institutions, educational price discounts that result in prices below the PSS listed prices.

Product and/or Service Delivery

Contractor must be capable of delivering orders to any location specified by the Customer placing the order.

Shipment and Risk of Loss

- A. Contractor shall ship all products F.O.B. destination. Risk of loss or damage to the products shall pass to the purchasing entity upon delivery to the purchasing entity. Contractor agrees to assist the purchasing entity with the processing of claims for such loss or damage and to expedite the processing of claims for such loss or damage and to expedite replacement of lost or damaged products. Destination charges shall be included in the product price on the PSS.
- B. Whenever a purchasing entity does not accept any product and returns it to the contractor, all related documentation furnished by the contractor shall be returned also. The contractor shall bear all risk of loss or damage with respect to returned products except for loss or damage directly attributable to the negligence of the purchasing entity.
Unless otherwise agreed upon by the purchasing entity, the purchasing entity will deliver returned products to the contractor's closest business location at the expense of the purchasing entity.
- C. Unless otherwise arranged between the purchasing entity and contractor, all shipments of products shall be by UPS or Federal Express Second Day (or other carrier as specified by the purchaser)

Price Guarantees

The procuring agencies shall pay the lower of the prices contained in the PSS or an announced promotion price, educational discount price, general price reduction price or large order negotiated price. Only general price reduction will apply to all subsequent orders accepted by contractor after the date of the issuance of the revised prices. Contractor agrees to maintain PSS service and product prices in accordance with the volume price discount guarantees filed with the contract administrator.

Product and Services Schedule

The contractor agrees to maintain the PSS in accordance with the following provisions:

- A. The PSS prices for products and services will conform to the guaranteed prices discount levels.
- B. The contractor may change the price of any product or service at any time without prior written notice, based upon list price changes, but the guaranteed price discount levels shall remain unchanged during the agreed period.
- C. The contractor shall not charge for any overage in excess of 2% of the quantity ordered for production orders (production orders means "more than 100 copies, not sheets") and will not charge for any overage for standard copying (less than 100 copies).
- D. This is a fixed-price contract with price adjustment that provides for variation in the contract price under special conditions defined in the contract, other than customary provisions authorizing price adjustments due to modifications. At the time of each renewal, the contractor prices then prevailing are subject to an increase, which is not to exceed the current rate of inflation, as determined by the Producer Price Index (PPI) commodity code, number WPU0937, prevailing inflation at the time of renewal. No other price increases shall be permitted. All other terms and conditions and specifications will remain the same.
- E. The contractor may make service and product model changes or add new services or products, to the PSS at any time and the pricing for the same shall incorporate, to the extent possible, similar or comparable price discount levels provided herein, as agreed by the parties.
- F. The contractor agrees to delete obsolete and discontinued products from the PSS on a timely basis.
- G. Major service or product model changes shall be incorporated in the PSS as soon as possible after the announcement. In conjunction therewith or as soon as possible, the parties shall negotiate a price discount level for the new services or products as comparable as

possible to the price discount level contained in the PSS for similar services or products.

- H. The PSS shall be maintained by the contractor on an Internet web site provided by the contractor.

Product Substitutions

Contractor may make product substitutions either to the internal system components, options or accessories as long as the substitute item is the same or better technology at the same or lower price. Delivery order modifications will not be required. The invoice will reflect the actual product shipped NOT the product ordered. To effect administrative savings, procuring agencies are instructed to make payments in accordance with this paragraph without requiring a delivery order modification. The following note will appear on the invoice.

"In accordance with the Product Substitutions paragraph in the Master Price Agreement, (name of contractor) has substituted a product on this order. The substitution is the same or better technology at the same or lower price."

Definitions for Master Price List and File Copying Grades:

“Body Copy” – means printing on the main sheet of a tab divider. Body copy does not include printing on the tab portion of the divider.

“Coated Cover” – means all matte, dull, satin, or gloss coated cover stock of any color with an 80 to 100-pound basis weight. This category also includes C1S and C2S cast-coated enamel stock.

“Coated Text” – means all matte, dull, satin, or gloss coated text stock of any color with a 60 to 100-pound basis weight.

“Color Copies” – means digital or analog photocopies using CMYK toner on paper.

“Customer Furnished Stock” – means paper that is furnished by the Customer. Vendors should not include the cost of paper when proposing prices for jobs produced on Customer Furnished Stock.

“File Copying” – means photocopying services that require more labor to produce than standard black-and-white photocopies. File Copying includes the following categories:

Grade A: Litigation Standard – Originals are large rubber-banded sections or loose documents of straight copy. Originals are one-sided, in excellent condition, and on the same size paper with no staples, clips, or folder tabs.

Grade B: Litigation Light – Originals consist of large stapled or clipped sections. Occasional small sections of stapled or clipped documents may be mixed in, but not to the extent of slowing down copy output. All two-sided work that would otherwise be Grade A copying is included in this category, even if it is straight copy. If more than three (3) copies of this grade of job are requested on an order, the job must be charged at Grade A.

Grade C: Litigation Medium – Originals are mainly composed of stapled or clipped sections of letter and legal size, with generally no fewer than five or six pages per staple or clip. This grade also includes binders that require removal and reinsertion of pages. If

more than three (3) copies of this grade of job are requested on an order, the job must be charged at Grade B.

Grade D: Litigation Heavy – Originals are like those described in Grade C, but also include small stapled and clipped sections of five or fewer pages and mixed sizes of originals, such as receipts, envelopes, statements, etc. Originals may have multiple sticky notes to be removed and replaced. These additional variables require more handling and organization, which lowers the number of copies per hour that can be produced. If more than three (3) copies of this grade of job are requested on an order, the job must be charged at Grade C.

Grade E: Glass Work – Originals require greater than fifty percent (50%) hand placement on glass, such as receipts, statements, checks, envelopes, and odd-sized originals, or are of extremely poor quality that require extensive handling on a page-by-page basis. If more than three (3) copies of this grade of job are requested on an order, the job must be charged at Grade D.

“Inline” – means binding or other finishing performed automatically by a printing device as the document is copied.

“Side stitch” – means stapling a document twice at the left edge.

“Standard Black-and-white Copies” – means photocopies that use black toner on paper and require little labor to produce.

“Tabs” – means paper dividers with no Mylar or other protective coating.

“Transparencies” – means photocopies in either black or CMYK toner on a clear plastic substrate.

“Uncoated Cover” – means all uncoated cover stock with a 65 to 100-pound basis weight, and 110-pound index stock. This category includes all colors and finishes of cover-weight paper, including smooth, vellum, felt, linen, and laid.

“Uncoated Text” – means all uncoated text and book stock with a 60 to 100-pound basis weight, and 90-pound index stock. This category includes all colors and finishes of uncoated text-weight paper, including résumé paper and Astrobrights text.

“Value-added Services” – means services within the scope of this contract as offered by the Vendor that provide additional convenience and/or functionality for Customers who purchase services under this RFQ. Examples of value-added services include, but are not limited to, secure production facilities for sensitive materials and online ordering capabilities.

Click on contractor name for contact information		Office Max	Standard Register	Minuteman Press – Yakima	Office Depot	Reprographics Northwest
Black & White Copies		Low Price				
*8.5 x 11, Customer stock	\$0.0150	0.025	0.024	0.026	0.0250	0.015
*8.5 x 11, 20# bond, white	\$0.0200	0.025	0.021	0.024	0.0250	0.020
*8.5 x 11, 20# bond, 3-hole	\$0.0200	0.025	0.024	0.024	0.0250	0.020
*8.5 x 11, 20# bond, color	\$0.0250	0.028	0.039	0.040	0.0400	0.025
*8.5 x 11, Uncoated text	\$0.0300	0.070	0.040	0.040	0.0400	0.030
*8.5 x 11, Coated text	\$0.0400	N/A	0.054	0.040	0.0600	0.040
*8.5 x 11, Uncoated cover	\$0.0620	0.110	0.062	0.090	0.0900	0.120
*8.5 x 11, Coated cover	\$0.0740	N/A	0.074	0.110	0.1000	0.140
*8.5 x 11, Carbonless 2-part	\$0.0880	0.170	0.088	0.090	0.1000	0.180
*8.5 x 11, Carbonless 3-part	\$0.0600	0.240	0.135	0.140	0.0600	0.300
*8.5 x 11, Carbonless 4-part	\$0.0600	0.320	0.200	0.180	0.0600	0.400
*8.5 x 14, Customer stock	\$0.0200	0.0280	0.0463	0.0260	0.0250	0.0200
*8.5 x 14, 20# bond, white	\$0.0240	0.0280	0.0240	0.0240	0.0250	0.0240
*8.5 x 14, 20# bond, color	\$0.0300	0.0350	0.0599	0.0400	0.0400	0.0300
*8.5 x 14, Uncoated text	\$0.0350	0.0800	0.0400	0.0400	0.0400	0.0350
*8.5 x 14, Coated text	\$0.0400	N/A	0.0772	0.0400	0.0600	0.0400
*8.5 x 14, Uncoated cover	\$0.0861	0.1200	0.0861	0.0900	0.0900	0.0900
*8.5 x 14, Coated cover	\$0.1000	N/A	0.1016	0.1100	0.1000	0.1100
*11 x 17, Customer stock	\$0.0500	0.0500	0.0707	0.0500	0.0510	0.0500
*11 x 17, 20# bond, white	\$0.0480	0.0500	0.0480	0.0480	0.0510	0.0480
*11 x 17, 20# bond, color	\$0.0560	0.0560	0.0898	0.0800	0.0800	0.0700

Click on contractor name for contact information		Office Max	Standard Register	Minuteman Press – Yakima	Office Depot	Reprographics Northwest
Black & White Copies	Low Price					
*11 x 17, Uncoated text	\$0.0700	0.1400	0.0800	0.0800	0.0800	0.0700
*11 x 17, Coated text	\$0.0800	N/A	0.1166	0.0900	0.1300	0.0800
*11 x 17, Uncoated cover	\$0.1331	0.1800	0.1331	0.1800	0.1700	0.2200
*11 x 17, Coated cover	\$0.1505	N/A	0.1505	0.1800	0.2000	0.2200
Color copies						
*8.5 x 11, Customer stock	\$0.2277	0.3500	0.2277	0.3900	0.3700	0.2500
*8.5 x 11, 24# Laser, white	\$0.2414	0.3500	0.2414	0.3900	0.3700	0.2900
*8.5 x 11, Uncoated text	\$0.2419	0.4400	0.2419	0.4500	0.3700	0.2900
*8.5 x 11, Coated text	\$0.2512	0.8000	0.2512	0.4500	0.3900	0.3900
*8.5 x 11, Uncoated cover	\$0.2573	0.4100	0.2573	0.6500	0.4200	0.4900
*8.5 x 11, Coated cover	\$0.2697	0.8300	0.2697	0.6500	0.4300	0.5900
*8.5 x 14, Customer stock	\$0.2500	0.4600	0.3416	0.3900	0.3700	0.2500
*8.5 x 14, 24# Laser, white	\$0.2900	0.4600	0.3587	0.3900	0.3700	0.2900
*8.5 x 14, Uncoated text	\$0.2900	N/A	0.3621	0.4500	0.3700	0.2900
*8.5 x 14, Coated text	\$0.2900	N/A	0.3586	0.4500	0.3900	0.2900
*8.5 x 14, Uncoated cover	\$0.3868	N/A	0.3868	0.5000	0.4200	0.4900
*8.5 x 14, Coated cover	\$0.3897	N/A	0.3897	0.5000	0.4300	0.5900
*11 x 17, Customer stock	\$0.4556	0.7200	0.4556	0.5900	0.7800	0.5000
*11 x 17, 24# Laser, white	\$0.4843	0.7200	0.4843	0.5900	0.7800	0.5800
*11 x 17, Uncoated text	\$0.5130	N/A	0.5130	0.7900	0.7800	0.5800
*11 x 17, Coated text	\$0.5015	1.6700	0.5015	0.7900	0.8500	0.7800
*11 x 17, Uncoated cover	\$0.5147	0.8200	0.5147	0.8400	0.8900	0.9800
*11 x 17, Coated cover	\$0.5012	1.6000	0.5012	0.8400	0.9200	1.1800

Click on contractor name for contact information Low Price		Minuteman Press – Yakima					Reprographics Northwest
		Office Max	Standard Register		Office Depot		
Binding		Low Price					
*Staple	\$0.0100	0.0100	0.0264	0.0200	0.0100	0.0500	
*Sidestitch	\$0.0200	0.0200	0.0412	0.0400	0.1600	0.1000	
*Saddlestitch, Inline 5.5. x 8.5	\$0.0600	0.3500	0.2938	0.0600	0.1700	0.1500	
*Saddlestitch, Manual 5.5 x 8.5	\$0.1500	0.5300	0.3672	0.1900	0.3000	0.1500	
*Saddlestitch, Inline 8.5 x 11	\$0.0600	0.3500	0.2938	0.0600	0.1700	0.1500	
*Saddlestitch, Manual 8.5 x 11	\$0.1500	0.5300	0.3672	0.1900	0.3000	0.1500	
Oversize copies							
24 x 36, B&W	\$0.3600	2.0700	2.00	N/A	1.8900	0.3600	
24 x 36, Color	\$12.0000	33.6000	33.25	N/A	33.2400	12.0000	
24 x 36, Blueprint	\$0.3600	N/A	N/A	N/A	N/A	0.3600	
File copying							
Grade A	\$0.0364	0.1100	0.0364	0.1200	0.0800	0.0500	
Grade B	\$0.0364	0.1500	0.0364	0.1500	0.1000	0.0700	
Grade C	\$0.0364	0.2100	0.0364	0.1900	0.2300	0.1100	
Grade D	\$0.0364	0.2800	0.0364	0.2250	0.2500	0.1500	
Grade E	\$0.0364	0.3500	0.0364	0.2250	0.2500	0.2000	
Hourly rate applies			\$44.34				
Transparencies							
8.5 x 11, B&W	\$0.2000	0.4900	0.5553	N/A	0.3800	0.2000	
8.5 x 11, Color	\$0.3000	1.5300	0.7560	N/A	1.0200	0.3000	
11x17, B&W	\$0.4000	N/A	0.5957	N/A	0.7800	0.4000	
11x17, Color	\$0.5000	N/A	2.1500	N/A	2.0400	0.5000	

Click on contractor name for contact information		Office Max	Standard Register	Minuteman Press – Yakima	Office Depot	Reprographics Northwest
Tabs (White paper, no body copy)		Per Tab				
B&W, one sided	\$0.1400	0.2800	0.3481	N/A	0.1400	0.2000
B&W, two-sided	\$0.1700	N/A	0.4240	N/A	0.1700	0.3000
Color, one sided	\$0.4000	0.6100	0.5759	N/A	N/A	0.4000
Color, two-sided	\$0.5000	N/A	N/A	N/A	N/A	0.5000
Optional Binding						
Pad without chipboard	\$0.2000	0.3500	0.4216	0.2000	0.2800	0.2000
Pad with chipboard	\$0.2000	0.3500	0.4216	0.2000	0.3000	0.2500
Tape/Thermal, Inline, Small	\$0.5059	1.7400	0.5059	N/A	0.7600	0.6000
Tape/Thermal, Inline, Medium	\$0.5059	1.8800	0.5059	N/A	0.8300	0.7000
Tape/Thermal, Inline, Large	\$0.5059	2.2300	0.5059	N/A	0.8300	0.8000
Tape/Thermal, Manual, Small	\$0.6000	1.7400	0.7670	N/A	0.7600	0.6000
Tape/Thermal, Manual, Medium	\$0.7000	1.8800	0.7670	N/A	0.8300	0.7000
Tape/Thermal, Manual, Large	\$0.7670	2.2300	0.7670	N/A	0.8300	0.8000
Comb, Small	\$0.3000	1.3200	1.6200	2.0000	0.7600	0.3000
Comb, Medium	\$0.4000	1.7400	2.0700	2.0000	0.8300	0.4000
Comb, Large	\$0.5000	2.1600	2.3800	2.0000	1.0300	0.5000
Spiral/Coil, Small	\$0.4000	2.6900	1.6100	2.0000	1.2500	0.4000
Spiral/Coil, Medium	\$0.5000	2.0900	2.0700	2.2500	1.6000	0.5000
Spiral/Coil, Large	\$0.6000	2.4400	2.3900	2.5000	2.0000	0.6000
Wire-o	\$1.0000	N/A	N/A	N/A	N/A	1.0000
Screwpost	\$1.0000	N/A	N/A	N/A	N/A	1.0000
Velo-Small	\$0.0000	N/A	N/A	N/A	N/A	N/A
Velo-Medium	\$0.0000	N/A	N/A	N/A	N/A	N/A
Velo-Large	\$0.0000	N/A	N/A	N/A	N/A	N/A
Perfect bind	\$0.0000	N/A	N/A	N/A	N/A	N/A
Click on contractor name for contact information		Office Max	Standard Register	Minuteman Press – Yakima	Office Depot	Reprographics Northwest
Value-added and Other Services						

<i>Scoring/Perforating</i>	\$0.0000	N/A	N/A	N/A	N/A	N/A
<i>Online Ordering</i>		Yes	Yes	Yes	Yes	Yes
<i>42" Wide Indoor/Outdoor Posters</i>		No	Yes	No	No	No
<i>Inserting</i>						0.0500
<i>Scan LFBW</i>						2.0000
<i>Scan SFBW</i>						0.3000
<i>File Conversion (per file)</i>						1.0000
<i>Post to PlanWell (plans)</i>						2.0000
<i>Post to PlanWell (specs)</i>						0.1000
<i>Fax Addendum (per address)</i>						0.6500
<i>Fax Attachment (per address)</i>						0.3000
<i>E-mail Addendum (per address)</i>						0.5000
<i>E-mail Attachment (per address)</i>						0.3000
<i>CD Burn</i>			Yes			7.5000
<i>Foam Core Mounting 3/16"</i>			Yes			2.7500
<i>UV Protectant</i>						1.5500
<i>Lam/Encapsulate (3 mil)</i>			Yes			1.9000

WSCA Contractors:

Standard Register WSCA Contractor				
Tom Chase 877-314-2906 Email: Tom.Chase@standardregister.com				
Pickup and Delivery				
Service	Yes or No	Method	Pricing	Additional Information
Order Pickup	Yes	UPS Ground	PPY and Charge	Shipping Charges are added as a separate Line Item. UPS Ground or VIA Customer Designated Carrier.
Local Delivery	Yes	UPS Ground	PPY and Charge	
Other Delivery	Yes	UPS Ground	PPY and Charge	

Office Max WSCA Contractor				
Andrew Kniberg 212-920-9135 Email: andrewkniberg@officemax.com				
Pickup and Delivery				
Service	Yes or No	Method	Pricing	Additional Information
Order Pickup	Yes	Company Vehicle	N/C	\$50 Minimum Order/ Limited Delivery Area
Local Delivery	Yes	Company Vehicle	N/C	\$50 Minimum Order/ Limited Delivery Area
Other Delivery	Yes	DHL/UPS		Standard Rates

Washington Only Contractors:

Minuteman Press – Yakima Washington State Only				
Stan Eichwald 509 452-6144 Email: stan@minutemanpress.com				
Pickup and Delivery				
Service	Yes or No	Method	Pricing	Additional Information
Order Pickup	Yes	Staff	Free	
Local Delivery	Yes	Staff	Free	
Other Delivery	Yes	FedEx/UPS		As Determined by Weight
Reprographics Northwest –Washington State Only				
Veronica Cosgrove-Huser 206 624-2040 Email: veronica@repronw.com				
Pickup and Delivery				
Service	Yes or No	Method	Pricing	Additional Information
Order Pickup	Yes	Courier	N/C	
Local Delivery	Yes	Courier	N/C	
Other Delivery	Yes	Fedex/UPS		As Determined by Weight
Office Depot - Washington State Only				
Don Shivers 253 905-4440 Email: don.shivers@officedepot.com				
Pickup and Delivery				
Service	Yes or No	Method	Pricing	Additional Information
Order Pickup	No	N/a	N/A	
Local Delivery	Yes	UPS	N/C	
Other Delivery	Yes	UPS	N/C	

**PARTICIPATING ADDENDUM
WESTERN STATES CONTRACTING ALLIANCE**

**PRINTING SERVICES AND PRODUCT
MASTER PRICE AGREEMENT
ADM-92-2006**

1. Scope: (Replace these instructions with a brief description or the jurisdiction of the governmental entity. For example, the jurisdiction includes all the governmental entities within an entire state, a statement to that effect will suffice)
2. Changes: (Replace this with specific changes or a statement that no changes are required)
3. Lease Agreements: (Insert a statement whether or not equipment lease agreement terms and conditions have been approved for use by the governmental entity)
4. Primary Contact: The primary participating entity contact individual for this participating addendum is as follows:

**Name
Address**

**Telephone: Fax:
E-mail:**

5. Servicing Subcontractors: The following servicing subcontractors are authorized to perform services.

(Insert servicing subcontractor name or the word "NONE")

This Addendum and the Price Agreement together with its exhibits, set forth the entire agreement between the parties with respect to the subject matter of all previous communications, representations or agreements, whether oral or written, with respect to the subject matter hereof. Terms and conditions inconsistent with, contrary or in addition to the terms and conditions of this Addendum and the Price Agreement, together with its exhibits, shall not be added to or incorporated into this Addendum or the Price Agreement and its exhibits, by any subsequent purchase order or otherwise, and any such attempts to add or incorporate such terms and conditions are hereby rejected. The terms and conditions of this Addendum and the Price Agreement and its exhibits shall prevail and govern in the case of any such inconsistent or additional terms.

IN WITNESS WHEREOF, the parties have executed this Addendum as of the date of execution by both parties below.

State of _____

Contractor: _____

By: _____

By: _____

Name: _____

Name: _____

Title: _____

Title: _____

Date: _____

Date: _____

Lead State of Washington: