

Scope of Work

The City of Oregon City's scope of work for the printing company to print and mail Neighborhood Association notifications includes the following.

Listed below is a current list of the Neighborhood Associations and the number of households in each.

- Barclay Hills 1681
- Canemah 200
- Caufield 2066
- Gaffney Lane 1617
- Hazel Grove 996
- Hillendale 1803
- McLoughlin 1960
- Park Place 1219
- Rivercrest 789
- South End 1450
- Tower Vista 1211
- Two Rivers 585

TOTAL = 15,577

The quantities, frequency, and type of publications vary among the neighborhoods. The printing company needs to be able to print and mail the following for each of the neighborhood associations at the price quoted for the fiscal year.

¼ Sheet Postcard = \$0.13 each

- Stock: 65# Astrobright card stock
- Black and white on both sides, no bleeds
- Finished size: 4.25" x 5.5"
- Computer addressed
- Camera ready digital artwork

½ Sheet Postcard = \$0.16 each

- Stock: 65# Astrobright card stock
- Black and white on both sides, no bleeds
- Finished size: 5.5" x 8.5"
- Computer addressed

- Camera ready digital artwork

8.5" x 11" Single Sheet Newsletter = \$0.24 each

- Black and white on both sides, no bleeds
- Letter fold or single fold with tabs
- Computer addressed
- Camera ready digital artwork

11" x 17" Single Sheet Newsletter (60# Astrobright) = \$0.45 each

11" x 17" Single Sheet Newsletter (20# white) = \$0.37 each

- Black and white on both sides, no bleeds
- Folded, tabbed and computer addressed
- Camera ready digital artwork

11" x 17" Single Sheet Newsletter with insert (60# Astrobright) = \$0.55 each

11" x 17" Single Sheet Newsletter with insert (20# white) = \$0.47 each

- Black and white on both sides, no bleeds
- 8.5" x 11" insert
- Folded, tabbed and computer addressed
- Camera ready digital artwork

Postage = \$0.27 each

Using a Permit and providing the postage at no additional cost

Typesetting if and/or when needed = \$50.00 per hour (\$5 Minimum)

Other requirements:

- Electronic delivery of publications for printing
- Net 30 invoicing terms
- Turn-around – 2 to 3 business days
- Use of the printing company's permit number for bulk printing
- Pricing to account for printing, data processing, ink jetting, cutting, addressing, folding & tabbing (if required), and sorting

SCOPE OF SERVICES TO OREGON CITY PERSONAL SERVICES AGREEMENT