

ATTACHMENT E – OFFICE DEPOT COST SCHEDULE

CONTRACT # PD2454 - DIGITAL PRINT AND QUICK COPY SERVICES

Definitions - The following definitions are to be used in relation to Pricing under this contract:

“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.

“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 RFP. Examples of value-added services include, but are not limited to, secure production facilities for sensitive materials, etc.

1. Mandatory Services

1.1. Standard Black-and-White copies (MANDATORY): *** “Retail Price” is the sell price available to the public in our retail stores and could vary by geographic locations.

Size	Paper Type	***Standard Retail Price per Single-Sided Impression	PROPOSED PRICE per Single-Sided Impression	***Standard Retail Price per Double-Sided Impression	PROPOSED PRICE per Double-Sided Impression
8.5 x 11	20# Bond - White	.10	.022	.20	.04
8.5 x 11	20# Bond - White, 3-hole Punch	.11	.023	.21	.041
8.5 x 11	20# Bond - Color	.12	.03	.22	.055
8.5 x 11	Uncoated Text, All Types	.14	.05	.24	.07
8.5 x 11	Coated Text, All Types	.32	.172	.42	.19
8.5 x 11	Uncoated Cover, All Types	.16	.07	.26	.085
8.5 x 11	Coated Cover, All Types	.37	.21	.47	.23
8.5 x 11	Customer Furnished Stock	N/A	.022	N/A	.04
8.5 x 11	Carbonless 2-part (Black Imprint)	.25	.10	.44	.12
8.5 x 11	Carbonless 3-part (Black Imprint)	.35	.15	.64	.17
8.5 x 11	Carbonless 4-part (Black Imprint)	.45	.25	.84	.27
8.5 x 14	20# Bond – White	.10	.022	.20	.04
8.5 x 14	20# Bond – Color	.12	.031	.22	.055
8.5 x 14	Uncoated Text, All Colors	CUSTOM QUOTE	CUSTOM QUOTE	CUSTOM QUOTE	CUSTOM QUOTE
8.5 x 14	Coated Text, All Types	CUSTOM QUOTE	CUSTOM QUOTE	CUSTOM QUOTE	CUSTOM QUOTE
8.5 x 14	Uncoated Cover, All Colors	CUSTOM QUOTE	CUSTOM QUOTE	CUSTOM QUOTE	CUSTOM QUOTE
8.5 x 14	Coated Cover, All Types	CUSTOM QUOTE	CUSTOM QUOTE	CUSTOM QUOTE	CUSTOM QUOTE
8.5 x 14	Customer Furnished Stock	N/A	.022	N/A	.04
11 x 17	20# Bond – White	.20	.04	.40	.08

11 x 17	20# Bond – Color	.12	.03	.22	.055
11 x 17	Uncoated Text, All Colors	.25	.05	.45	.07
11 x 17	Coated Text, All Types	.60	.32	.80	.34
11 x 17	Uncoated Cover, All Colors	.35	.13	.45	.19
11 x 17	Coated Cover, All Types	.65	.38	.85	.42
11 x 17	Customer Furnished Stock	N/A	.04	N/A	.08
12 x 18	20# Bond – White	CUSTOM QUOTE	CUSTOM QUOTE	CUSTOM QUOTE	CUSTOM QUOTE
12 x 18	20# Bond – Color	CUSTOM QUOTE	CUSTOM QUOTE	CUSTOM QUOTE	CUSTOM QUOTE
12 x 18	Uncoated Text, All Colors	CUSTOM QUOTE	CUSTOM QUOTE	CUSTOM QUOTE	CUSTOM QUOTE
12 x 18	Coated Text, All Types	CUSTOM QUOTE	CUSTOM QUOTE	CUSTOM QUOTE	CUSTOM QUOTE
12 x 18	Uncoated Cover, All Colors	CUSTOM QUOTE	CUSTOM QUOTE	CUSTOM QUOTE	CUSTOM QUOTE
12 x 18	Coated Cover, All Types	CUSTOM QUOTE	CUSTOM QUOTE	CUSTOM QUOTE	CUSTOM QUOTE
12 x 18	Customer Furnished Stock	CUSTOM QUOTE	CUSTOM QUOTE	CUSTOM QUOTE	CUSTOM QUOTE

1.2. Color copies (MANDATORY):

Size	Paper Type	Standard Retail Price per Single-Sided Impression	PROPOSED PRICE per Single-Sided Impression	Standard Retail Price per Double-Sided Impression	PROPOSED PRICE per Double-Sided Impression
8.5 x 11	24# Laser* - White	.59	.21	1.18	.38
8.5 x 11	Uncoated Text, All Types	.63	.24	1.22	.41
8.5 x 11	Coated Text, All Types	.81	.36	1.40	.53
8.5 x 11	Uncoated Cover, All Types	.64	.255	1.23	.425
8.5 x 11	Coated Cover, All Types	.84	.40	1.77	.57
8.5 x 11	Customer Furnished Stock	N/A	.21	N/A	.38

8.5 x 14	24# Laser - White	.59	.21	1.18	.38
8.5 x 14	Uncoated Text, All Types	CUSTOM QUOTE	CUSTOM QUOTE	CUSTOM QUOTE	CUSTOM QUOTE
8.5 x 14	Coated Text, All Types	CUSTOM QUOTE	CUSTOM QUOTE	CUSTOM QUOTE	CUSTOM QUOTE
8.5 x 14	Uncoated Cover, All Types	CUSTOM QUOTE	CUSTOM QUOTE	CUSTOM QUOTE	CUSTOM QUOTE
8.5 x 14	Coated Cover, All Types	CUSTOM QUOTE	CUSTOM QUOTE	CUSTOM QUOTE	CUSTOM QUOTE
8.5 x 14	Customer Furnished Stock	N/A	.21	N/A	.38
11 x 17	24# Laser* - White	1.18	.42	1.36	.76
11 x 17	Uncoated Text, All Types	1.23	.45	1.41	.79
11 x 17	Coated Text, All Types	1.58	.72	1.76	1.06
11 x 17	Uncoated Cover, All Types	1.33	.53	1.51	.87
11 x 17	Coated Cover, All Types	1.67	.76	1.85	1.10
11 x 17	Customer Furnished Stock	N/A	.42	N/A	.76
12 x 18	24# Laser* - White	CUSTOM QUOTE	CUSTOM QUOTE	CUSTOM QUOTE	CUSTOM QUOTE
12 x 18	Uncoated Text, All Types	CUSTOM QUOTE	CUSTOM QUOTE	CUSTOM QUOTE	CUSTOM QUOTE
12 x 18	Coated Text, All Types	CUSTOM QUOTE	CUSTOM QUOTE	CUSTOM QUOTE	CUSTOM QUOTE
12 x 18	Uncoated Cover, All Types	CUSTOM QUOTE	CUSTOM QUOTE	CUSTOM QUOTE	CUSTOM QUOTE
12 x 18	Coated Cover, All Types	CUSTOM QUOTE	CUSTOM QUOTE	CUSTOM QUOTE	CUSTOM QUOTE
12 x 18	Customer Furnished Stock	CUSTOM QUOTE	CUSTOM QUOTE	CUSTOM QUOTE	CUSTOM QUOTE

*60# Uncoated Text is acceptable in this category.

1.3. Binding

All Prices proposed in this section are for binding only. The price for cardstock covers are listed separately as the price for black-and-white or color copies on cover stock.

Binding Type	Standard Retail Price per Book	PROPOSED PRICE per Book
Staple Upper Left/Right	.02	.01
Side stitch	.05	.02
Saddle stitch – Inline, 5.5. x 8.5 Finished Size	.35	.11
Saddle stitch – Manual, 5.5. x 8.5 Finished Size	.35	.11
Saddle stitch – Inline, 8.5 x 11 Finished Size	.35	.11
Saddle stitch – Manual, 8.5 x 11 Finished Size	.35	.11

1.4. Envelope

All Prices proposed in this section are for plain paper, white, gummed flap stock printing only.

Envelope Size	Standard Retail Price Per Standard Full Panel Design Envelope	PROPOSED PRICE per Standard Full Panel Design Envelope	Standard Retail Price per Window Envelope (where applicable)	PROPOSED PRICE per Window Envelope (where applicable)
#10	N/A	N/A	N/A	N/A
A2	N/A	N/A	N/A	N/A
6" x 9"	N/A	N/A	N/A	N/A
#9	N/A	N/A	N/A	N/A
6 ¾"	N/A	N/A	N/A	N/A
5" x 7"	N/A	N/A	N/A	N/A
6" x 9" Catalog	N/A	N/A	N/A	N/A
9" x 12" Catalog	N/A	N/A	N/A	N/A
10" x 13" Catalog	N/A	N/A	N/A	N/A

1.5. Lamination Services

Thickness	Standard Retail Price per Pouch (letter size)	PROPOSED PRICE per Pouch (letter size)	Standard Retail Price per Sq. Foot (Presentation Graphics)	PROPOSED PRICE per Sq. Foot (Presentation Graphics)
3 mil	N/A	N/A	1.99	1.49
5 mil	1.49	1.12	N/A	N/A
7 mil	N/A	N/A	N/A	N/A
10 mil	2.49	1.87	N/A	N/A

1.6. Recycled content

Paper	Total Recycled Fiber Content	Post-consumer Recycled Fiber Content	Process Chlorine Free? Y or N	Additional Information Include Brightness	Additional Cost if any for recycled
20# Bond – White	0 %	0 %	Y	92 brightness, acid free	\$.03 retail
20# Bond - Color	30 %	30%	Y	N/A	N/A
24# Laser - White	0%	0%	Y	98 brightness	N/A
65# Uncoated Cover – White	20 %	20 %	Y	98 brightness	N/A

2. Optional Services

2.1. Oversize Copies (OPTIONAL):

Max. Size	Type	Standard Retail Price per Impression	PROPOSED PRICE per Impression
24 x 36	Black-and-white	24.99	18.74
24 x 36	Color	24.99	18.74
24 x 36	Blueprint	2.89	2.17

2.2. File Copying (OPTIONAL):

Please see *Definitions* for an explanation of File Copying Grades.

Grade	Description	Standard Retail Price per Impression	PROPOSED PRICE per Impression	Additional Costs if Any
Grade A	Litigation Standard	CUSTOM QUOTE	CUSTOM QUOTE	
Grade B	Litigation Light	CUSTOM QUOTE	CUSTOM QUOTE	
Grade C	Litigation Medium	CUSTOM QUOTE	CUSTOM QUOTE	
Grade D	Litigation Heavy	CUSTOM QUOTE	CUSTOM QUOTE	
Grade E	Litigation Glass Work	CUSTOM QUOTE	CUSTOM QUOTE	

2.3. Transparencies (OPTIONAL):

Size	Copy Type	Standard Retail Price per Impression	PROPOSED PRICE per Impression
8.5 x 11	Black-and-white	.50	.38
8.5 x 11	Color	1.49	1.12
11 x 17	Black-and-white	N/A	N/A
11 x 17	Color	N/A	N/A

2.4. Tabs (OPTIONAL):

Description	Type of Printing on Tab	Standard Retail Price per Tab	PROPOSED PRICE per Tab
Standard White Paper, No Body Copy	Black-and-white, One Side	.79 bank of 5	.59 bank of 5
Standard White Paper, No Body Copy	Black-and-white, Two Sides	CUSTOM QUOTE	CUSTOM QUOTE
Standard White Paper, No Body Copy	Color, One Side	CUSTOM QUOTE	CUSTOM QUOTE
Standard White Paper, No Body Copy	Color, Two Sides	CUSTOM QUOTE	CUSTOM QUOTE

2.5. Optional Binding (OPTIONAL):

All Prices proposed in this section are for binding only. The price for cardstock covers are listed separately as the price for black-and-white or color copies on cover stock.

Binding Type	Standard Retail Price per Book	PROPOSED PRICE per Book
Pad	.60	.45
Pad with Chipboard Backing	.60	.45
Tape/Thermal Bind – Inline, Small	1.89	1.19
Tape/Thermal Bind – Inline, Medium	1.99	1.29
Tape/Thermal Bind – Inline, Large	1.99	1.29
Tape/Thermal Bind – Manual, Small	1.89	1.19
Tape/Thermal Bind – Manual, Medium	1.99	1.29
Tape/Thermal Bind – Manual, Large	1.99	1.29
Comb Bind – Small	1.89	1.29
Comb Bind – Medium	1.99	1.39
Comb Bind – Large	1.99	1.39
Spiral/Coil Bind – Small	2.79	1.29
Spiral/Coil Bind – Medium	3.19	1.39
Spiral/Coil Bind – Large	3.19	1.39
Other (specify): Perfect Binding	5.99	1.05