



## Publishing and Distribution Services FY21 Rate Sheet

### Publishing Services - Available 24/7 as needed

### Expedited Service Rates

An upcharge will be applied to any Network Publishing job with a completion date as follows:  
 - Same day service with expected delivery by end of day. The rate will be calculated as an increase of 30% per order.

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 - 48 hour, two business days with expected delivery by end of day two. The rate will be calculated as an increase of 20% per order.

Upcharge will be imposed due to day-to-day scheduling adjustments, load balancing of workload and staffing requirements. Exclusions of upcharge include: Governors Office and Legislative print.

#### Mainframe printing/page (Continuous Printing - Roll to Stack)

**FY21**

Impact, 1–13 pages	11.316/job
Impact, 14+ pages	0.864/page
1–65 - 8.5" x 11"	\$3.6750/report
66+ 8.5" x 11" Simplex Black	\$0.0382/page
66+ 8.5" x 11" Side 2 Black	\$0.0105

### RICOH 5000 CONTINUOUS FULL COLOR INKJET PRESS

Setup Fee - Color/Black (with bleed)	\$73.50
Setup Fee - Postcards	\$105.00
Postcards Monthly Window Runs: 4-6 days mid month(12th-18th), 3-5 days end of month (26th to end of month). No setup fee will be applied during these monthly window runs as long as postcard size is 4.25" x 6".	
Postcard runs outside of monthly window runs are subject to 20% upcharge	

Standard coverage  
(<50%)

<b>Tier 1 - Minimum 4,000 - 50,000 pages</b>	
Inkjet, 8.5" x 11" Simplex less than 50% color coverage	\$0.0382/page
Inkjet, 8.5" x 11" Side 2 less than 50% color coverage	\$0.0105
<b>Tier 2 - Minimum 50,000+ pages</b>	
Inkjet, 8.5" x 11" Simplex less than 50% color coverage	0.0344/page
Inkjet, 8.5" x 11" Side 2 less than 50% color coverage	0.0095/page

Heavy coverage  
(>50%)

<b>Tier 1 - Minimum 4,000 - 50,000 pages</b>	
Inkjet, 8.5" x 11" Simplex more than 50% color coverage	\$0.0462
Inkjet, 8.5" x 11" Side 2 more than 50% color coverage	\$0.0127
<b>Tier 2 - Minimum 50,000+ pages</b>	
Inkjet, 8.5" x 11" Simplex - more than 50% color coverage	\$0.0420
Inkjet, 8.5" x 11" Side 2 - more than 50% color coverage	\$0.0116



**For quantities less than 4,000 call for pricing.**

**Current BPAD Inventoried Stocks:**

**18" width - 20# Bond Rolls**

**18" width - 24# Bond Rolls**

**18" width - Postcard Stock Rolls**

**All stocks will be based on market pricing plus 13%**

**Specialty order roll stock(other than inventoried stocks) requires advance notice of 4-5 weeks due to paper mill manufacturing demands.**

<b>Network publishing Digital B&amp;W printing</b>		
Impression simplex		\$0.0382/impression
Impression side 2		\$0.0360/impression
Impression, 11 x 17 simplex		\$0.0570/impression
Impression, 11 x 17 side 2		\$0.0538/impression
<b>Note: Impression charge does not include paper, which is billed separately based on current market costs + 13% handling charge.</b>		
<b>Network Publishing Digital Color printing - High Quality</b>		
1-499 copies		\$0.3675/impression
500-999 copies		\$0.3329/impression
1,000-1,499		\$0.2951/impression
1,500 and up		\$0.2594/impression
Banner Sheet size 13" X Length Greater than 19"		\$0.7875/impression
Monochrome on Ricoh 7110x		\$0.0630/impression
<b>Digital Color printing - Mid-Range - Quality (Inkjet)</b>		
Impression Simplex 8.5" x 11" sheet		\$0.1187/impression
<b>Note: Impression charge does not include paper, which is billed separately based on current market costs + 13% handling charge. Clear and White toner is billed separately.</b>		
<b>Large Format Color printing</b>		
<b>Photo Quality Critical Color - Various Media Options</b>		
Wide Format Ink-Jet - Photo Satin Paper* on Latex Printers		\$5.46/per sq. foot
HP Designjet L310 54" Printer		
Ricoh L4160 64" Printer		
<b>* Additional media available billed at cost +13%</b>		
Mimaki Flatbed Printer - Includes Foam Board or 24 pt C1S tag board		\$5.46/per sq. foot
<b>* Additional Media available billed at cost +13%</b>		
<b>Large Format On-site Installation</b>		\$4.00 - \$12.00 per sq/ft



<p>Installation services require pre-inspection of location and are for basic installation of framed material, pre-printed boards, wall fabric and window cling media. Installations that require special hardware needs that will impact wall surface must have pre-approval from Facilities prior to install.</p>			
<h2 style="color: red;">Large Format Hardware Rental</h2>			
<b>Weekly</b>	<b>Monthly</b>		
\$25.00 (Hardware Only)	\$75.00 (Hardware Only)		
\$15.00 (Hardware w/Large Format Print Order)	\$50.00 (Hardware w/Large Format Print Order)		
<p>Rentals not returned in a timely manor will be charged additional rental fee. Equipment damaged, lost, stolen or not returned will incur replacement cost at current market value.</p>			
<h2 style="color: green;">Large Format Delivery Service</h2>			
<p>Delivery of large format material is based on time sensitive requirements, scheduling of vehicle availability, destination(within Madison area) and weather restrictions. Outside Madison area call for pricing.</p>		\$30.00 - \$75.00	
<h3>High Speed Color/Monochrome - Maps, Plans &amp; POS Posters (content driven)</h3>			
Tier #1: 0 – 100 sq ft (includes 20 lb. Bond paper)		\$0.7875/sq ft	
Tier #2: 101 – 1,000 sq ft (includes 20 lb. Bond paper)		\$0.4935/sq ft	
Tier #3: 1,001 – 10,000 sq ft (includes 20 lb. Bond paper)		\$0.2625/sq ft	
Tier #4: 10,001 sq ft or more (includes 20 lb. Bond paper)		\$0.0966/sq ft	
<p><b>*Paper other than 20 lb. Bond is market price plus 13% per sq ft</b></p>			
<h3>Large format Finishing</h3>			
Laminate		\$2.50 per square foot + \$7.00 set-up	
Mounting		\$2.50 per square foot + \$7.00 set-up	
<h3>WebCRD - Print Ready Files</h3>			
<p>WebCRD jobs that require additional preflight and assembly will be placed On Hold until customer is notified.            If additional preflight work is required approval from customer will be needed to proceed. Additional work will be quoted at a rate of \$50.00/hour.</p>			
<h3>Preflight, Graphic Design &amp; Application Development</h3>			
<p style="color: red;">Preflight Fee - All jobs not submitted thru WebCRD or the Mainframe will incur this fee.            If additional preflight work is required approval from customer will be needed to proceed.            File work/alterations will be quoted at a rate of \$50.00/hour.</p>		\$10.00	
Development, design and pre-press		\$50.00/hour	
Variable data merge		\$36.00 each	
Auto-scan pages to file		\$0.02/side	



Manual Scanning up to 11" x 17" (Photo and Line Work)	\$3.50/side	
Large Format Scanning up to 36" wide	\$5.00/side	
<b><i>Ink Jet labeling</i></b>		
Basic printer setup	\$21.00/job	
Ink jet custom variable text onto letter size pieces, flats or envelopes, preparing for post office, if required.	0.0357 per label	
<b><i>Ink Jet Envelope Printer</i></b>		
Basic printer setup	\$21.00/job	
Ink jet custom variable text onto flats or envelopes, preparing for post office, if required.	0.0357 per envelope	
<b><i>Tabbing</i></b>		
Basic setup	\$15.45	
White and opaque tabs, either one or two per mail piece	\$0.0162/tab	
<b><i>Other Services</i></b>		
Write to CD (Removable Media per Request)	\$4.00/CD	
Time charge: Hand-marry inserts, job make-ready and nonstandard equipment setups (minimum 6 min. \$7.00)	\$70.00/hour	
<b><i>Bindery</i></b>		
Bindery setup	\$7.00 each	
Stitching in-line	\$0.004	
Stitching off-line	\$0.0091/sheet	
Saddle-stitch booklets	\$0.1628/book + setup	
Fold (for each pass) Complex Fold(right angle) setup X 2	\$0.0076/sheet + setup	
Cut - Guillotine Cutter	\$0.0048/sheet per cut	
Drill	\$0.0048/sheet	
Perforate/Score MBO / SmartSlitter	\$0.0108/sheet	
Glue Padding	\$0.6510 each	
Tape bind, Narrow - 15 min. – 125 max. sheets	\$1.0815/book + setup	
Tape bind, Medium - 125 min. – 250 max. sheets	\$1.2075/book + setup	
Tape bind, Wide - 250 – 325 max. sheets	\$1.4175/book + setup	



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Perfect bind & three-side trim	\$1.6170/book + setup	
Corner Rounding (minimum charge \$10)	\$0.0053/sheet per cut	
Grommet Installation	\$1.05	
Tying & Banding	\$0.1575 + Setup	
Roll Laminator 8.5"x11" - 11"x17"	\$0.315 - \$1.575	
Comb Binding (Per Book)	\$0.84 - \$2.709	
Coil Binding (Per Book)	\$0.798 - \$3.066	
Shrink Wrapping	\$1.05	
<b>Distribution Services - Available 24/7 as needed</b>		
<b>Metering</b>		
Metering - Letters & Flats	9% of Postage	
First class letters (handwritten addresses)	9% of Postage	
First Class Postcards up to 500 pieces	9% of Postage	
<b>Certified Mail</b>		
Certified Mail - Scannable mailing label & Electronic Return Receipt	\$0.20 + 9% of postage	
Certified Mail - Handwritten & Electronic Return Receipt	\$0.60 + 9% of postage	
Certified Mail - Self prepared Return Receipt Requested <i>Inquire about Electronic Return Receipt</i>	9% of Postage	
<b>Packages &amp; Parcels - Lowest rate or chosen carrier: FED EX, UPS, SPEEDEE, USPS - Tracking included. Certified Mail and Package Services Solution to be implemented approximately 10/1/19. USPS Postal pricing will decrease for package services and will be based on USPS Commercial rates.</b>		
Packages with scannable mailing labels under 1 lb.	\$0.50	
Packages without scannable mailing labels under 1 lb.	\$0.90	
Packages with scannable mailing labels 1 lb. - 10 lbs.	\$1.00	
Packages without scannable mailing labels 1 lb. - 10 lbs.	\$1.40	
Packages with scannable mailing labels over 10 lbs.	\$2.00	
Packages without scannable mailing labels over 10 lbs.	\$2.40	
<b>Presorting (Monday - Friday)</b>		
First class letter mail (labeled or printed addresses)	\$0.038/piece	
First Class Postcards with permit imprint (minimum 500 and must be automation compatible and pre-approved by BPAD)	\$0.023/piece	
Standard class letter mail	\$0.038/piece	



Auto-sorted flats rate	\$0.275/piece	
<b>Note: Rates may be adjusted based on increases to the vendor contract which may be adjusted because of USPS postage increases.</b>		
<b>Inserting</b>		
<b>Expedited Service Rates</b>		
<p><i>An upcharge will be applied to any unscheduled Inserting job with a completion date as follows:</i></p> <ul style="list-style-type: none"> <li>- Same day service with expected delivery by end of day. The rate will be calculated as an increase of 30% per order. Orders dependent on file size and submission time.</li> </ul> <p>-----</p> <ul style="list-style-type: none"> <li>- 48 hour, two business days with expected delivery by end of day two. The rate will be calculated as an increase of 20% per order.</li> </ul> <p><i>Upcharge will be imposed due to day-to-day scheduling adjustments, load balancing of workload and staffing requirements. Exclusions of upcharge include: Governors Office and Legislative print.</i></p>		
Basic setup . Includes setup of mailing envelope	\$35.00/job	
Additional insert station setup. Preparing first and additional insert stations. Rate is for each additional station setup	\$25.50 flat rate	
Machine inserting of 1 to 8 sheets of 20# or 24# paper up to 8 1/2" x 14", into an Enterprise standard #10 envelope) Includes metering for up to 3.5 ounces	\$31.00/1,000 envelopes (minimum 1,000)	
Machine inserting of up to 16 sheets of 20# or 24# 8 1/2" x 11", into an Enterprise standard 6 1/4" x 9 1/2" 2-window envelope) Includes metering for up to 3.5 ounces	\$35.00/1,000 envelopes (minimum 1,000)	
Machine inserting of 1 to 8 sheets of 20# or 24# paper up to 8 1/2" x 14", into a non-standard #10 envelope) Includes metering for up to 3.5 ounces	\$35.00/1,000 envelopes (minimum 1,000)	
Machine inserting of 20# or 24# 8 1/2" x 11" paper, into a non-standard 6 " x 9" envelope) Includes metering for up to 3.5 ounces. Maximum number of sheets limited due to envelope size.	\$38.00/1,000 envelopes (minimum 1,000)	
Additional inserts	\$1.00/1000	
Enterprise standard envelopes with inserting services – (All Standard Enterprise Envelopes Including Custom Two-Window Check Envelope) <i>Note: 5% material handling fee</i>	DET cost + 5%	



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Bulk purchasing of Enterprise standard envelopes (Full Skid Only Dock-to-Dock Pricing)	DET cost + 5%	
Bulk purchasing of Enterprise standard envelopes (Less than Full Skid)	DET cost + 13%	
<b>Notes:</b>		
• <i>Envelopes for inserting at DET are pass-through rates + 5%</i>		
• <i>Material handling charge for bulk purchase of paper goods less than full skid: 13%</i>		
• <i>Custom processing of inserting output is charged at handwork rates.</i>		
File processed against National Address Database to identify all deliverable addresses & assign bar codes. Sorts address file for presort arrangement according to USPS reqs, obtaining best postage discounts possible per piece. Create & export custom data file. ** (Files must meet established BPAD standards document. Standards document available upon request).  <a href="https://det.wi.gov/Documents/File%20Processing%20Standards_%20DOA%20Template.pdf">https://det.wi.gov/Documents/File%20Processing%20Standards_%20DOA%20Template.pdf</a>	\$0.750/1,000 records (minimum of \$50.00)	
File processed against NCOALink® to meet USPS move update requirements and provide updated address information to mail list owner.	Included in File Processing	
<b>Handwork</b>		
Sorting, inserting, wrapping, etc. Includes messenger service and overtime. Worked with normal priority.	\$70.00/hour	
Warehouse storage - Per pallet/month	\$18.00	
Secured Storage - Per pallet/month	\$25.00	
Document Sales - Storage rate per bin/month (Non POD)	\$2.00	
Document Sales - Storage rate per bin/month (POD convertible)	\$3.00	
Document Sales - Storage rate per shelf/month (Non POD)	\$4.00	
Document Sales - Storage rate per shelf/month (POD Convertible)	\$6.00	
Document Sales - Storage rate per pallet/month (Non POD)	\$12.00	
Document Sales - Storage rate per pallet/month (POD Convertible)	\$18.00	