



Publishing and Distribution Services FY22 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.

| <b>Mainframe printing/page (Continuous Printing - Roll to Stack)</b> | <b>FY21</b> |
|----------------------------------------------------------------------|-------------|
|----------------------------------------------------------------------|-------------|

|                              |                 |
|------------------------------|-----------------|
| 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 |



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| <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 style="background-color: #e0f2f1;">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 style="background-color: #e0f2f1;">Large format Finishing</h3>                                                                                                                                                                                                                                                  |                                               |                                           |  |
| Laminate                                                                                                                                                                                                                                                                                                            |                                               | \$2.50 per square foot +<br>\$7.00 set-up |  |
| Mounting                                                                                                                                                                                                                                                                                                            |                                               | \$2.50 per square foot +<br>\$7.00 set-up |  |
| <h3 style="background-color: #e0f2f1;">WebCRD - Print Ready Files</h3>                                                                                                                                                                                                                                              |                                               |                                           |  |
| <p>WebCRD jobs that require additional preflight and assembly will be placed On Hold until customer is notified.<br/>         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 style="background-color: #e0f2f1;">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.<br/>         If additional preflight work is required approval from customer will be needed to proceed.<br/>         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                               |  |



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| 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)<br>Complex Fold(right angle) setup X 2                                                       | \$0.0076/sheet<br>+ setup |  |
| Cut - Guillotine Cutter                                                                                           | \$0.0048/sheet<br>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<br>+ setup  |  |
| Tape bind, Medium - 125 min. – 250 max. sheets                                                                    | \$1.2075/book<br>+ setup  |  |
| Tape bind, Wide - 250 – 325 max. sheets                                                                           | \$1.4175/book<br>+ setup  |  |



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| Perfect bind & three-side trim                                                                                                                                                                                                                                                                          | \$1.6170/book<br>+ setup  |  |
| Corner Rounding (minimum charge \$10)                                                                                                                                                                                                                                                                   | \$0.0053/sheet<br>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             |  |



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| 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<br>(Full Skid Only Dock-to-Dock Pricing)                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | DET cost + 5%                                 |  |
| Bulk purchasing of Enterprise standard envelopes<br>(Less than Full Skid)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | DET cost + 13%                                |  |
| <b>Notes:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                               |  |
| · Envelopes for inserting at DET are pass-through rates + 5%                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                               |  |
| · Material handling charge for bulk purchase of paper goods less than full skid: 13%                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                                               |  |
| · Custom processing of inserting output is charged at handwork rates.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                                               |  |
| 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).<br><br><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<br>(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                                       |  |