

MEMORANDUM

DATE: January 4, 2000

TO: PERSONNEL MANAGEMENT LIAISONS REFERENCE CODE: 2000-001

THIS MEMORANDUM SHOULD BE DISTRIBUTED TO:

Employee Relations Officers  
Personnel Officers  
Administrative Division Chiefs

FROM: Department of Personnel Administration  
Labor Relations Division

SUBJECT: Ordering Camera Ready and Printed Bargaining Contracts

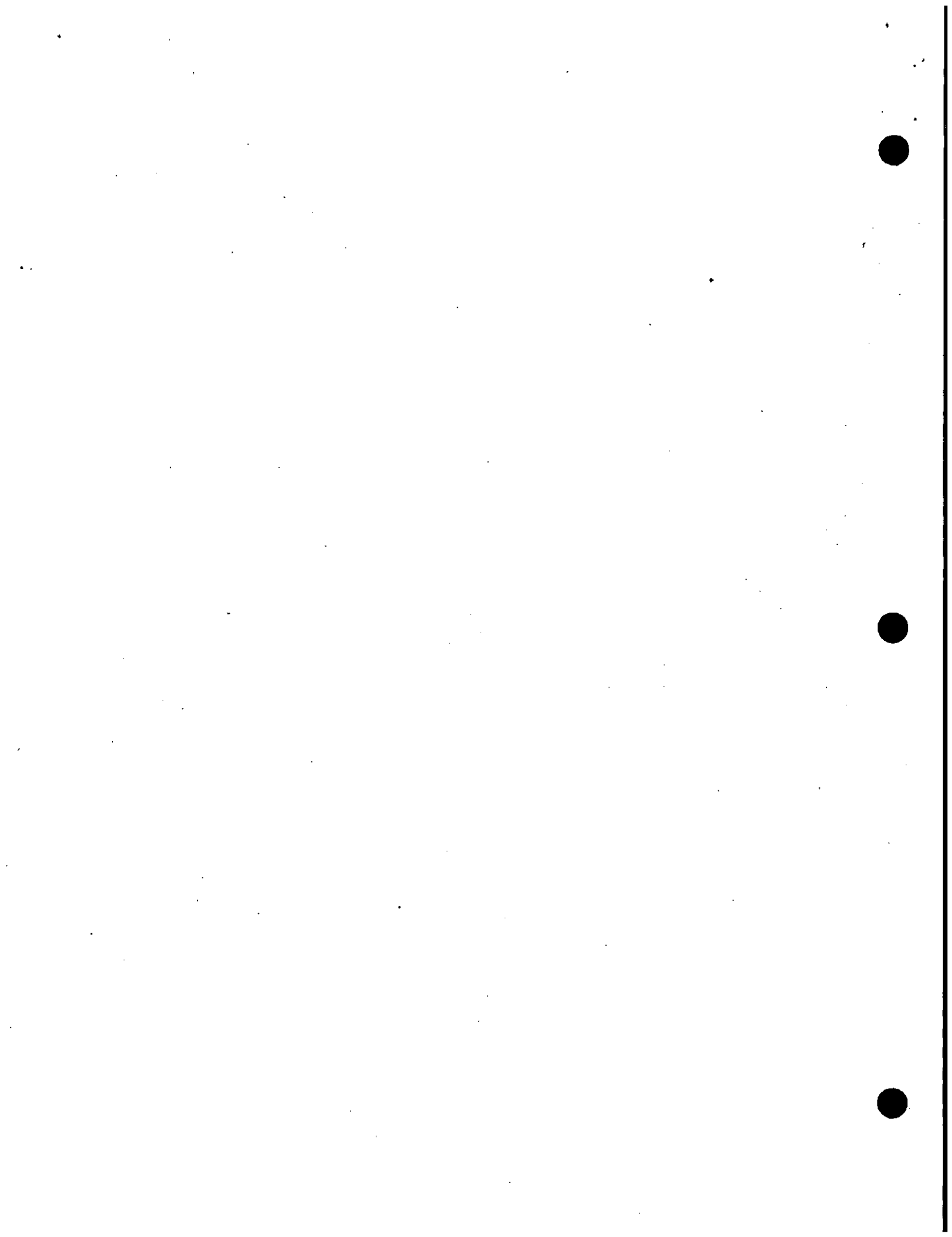
CONTACT: Christina Bowton, Personnel Management Technician  
(916) 324-3868  
FAX: (916) 322-0765  
OFFICE VISION: DPA(ChristinaBowton)  
INTERNET: Christinabowton@dpa.ca.gov

The Department of Personnel Administration (DPA) is currently preparing the bargaining contracts for printing and stocking at the Office of State Publishing (OSP). The following contracts are presently available to be ordered through OSP:

- Bargaining Unit 4
- Bargaining Unit 9
- Bargaining Unit 16
- Bargaining Unit 18
- Bargaining Unit 19

To order these contracts you must fill out a form STD 67 - PRINTING/SUPPORT SERVICE ORDER and submit it to OSP. Orders submitted to OSP will be accepted by fax at (916)445-9134. A Sample STD 67 order form is enclosed and the form is available on Department of General Services website at [www.osp.dgs.ca.gov](http://www.osp.dgs.ca.gov). Please contact your departmental business services office for further information on completing the STD 67 form.

A DPA BARGAINING CONTRACT ORDER FORM is also included with this letter and will be posted on the DPA website to assist you in ordering the contracts and may be submitted along with your STD 67 to OSP (This is optional).



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As more contracts become available for ordering from OSP, further notification will be placed on DPA's website at [www.dpa.ca.gov](http://www.dpa.ca.gov). Please visit our website regularly for updated information. If you do not have access to our website and you would like to know which contracts are available for ordering, you may contact Andrea Tibbitts at OSP at 1-800-962-4916.

If you have further questions not specifically addressed in this memo, please contact Christina Bowton at the address and numbers listed above.



Gloria Moore Andrews  
Chief of Labor Relations

Attachment(s)



**SUPPLEMENTAL BARGAINING UNIT CONTRACT ORDER FORM**

DPA 675 (New 12/99)

Bargaining Unit Contracts	CD DISK		CAMERA READY		PRINTED CONTRACT		SUBTOTAL
	Qty	Price	Qty	Price	Qty	Price	
1		Not available		Not available		Not available	Not available
2		Not available		Not available		Not available	Not available
3		Not available		Not available		Not available	Not available
4		Not available		<b>\$6.50</b>		<b>\$5.50</b>	
5		Not available		Not available		Not available	Not available
6		Not available		Not available		Not available	Not available
7		Not available		Not available		Not available	Not available
8		Not available		Not available		Not available	Not available
9		Not available		<b>\$6.00</b>		<b>\$4.80 ea</b>	
10		Not available		Not available		Not available	Not available
11		Not available		Not available		Not available	Not available
12		Not available		Not available		Not available	Not available
13		Not available		Not available		Not available	Not available
14		Not available		Not available		Not available	Not available
15		Not available		Not available		Not available	Not available
16		Not available		<b>\$5.00</b>		<b>\$4.00 ea</b>	
17		Not available		Not available		Not available	Not available
18		Not available		<b>\$6.00</b>		<b>\$4.80 ea</b>	
19		Not available		<b>\$6.00</b>		<b>\$4.80 ea</b>	
20		Not available		Not available		Not available	Not available
21		Not available		Not available		Not available	Not available
<b>SUBTOTALS</b>		<b>0</b>					

\*\*\*Actual shipping costs to be billed at the appropriate UPS rate at the time of shipment

\*\*\*This form is updated regularly at [www.dpa.ca.gov](http://www.dpa.ca.gov) website as more contracts become available for ordering.

\*\*\*All orders for contracts must be submitted to OSP on a STD 67. This form can be submitted along with the STD 67 as a supplemental order form.

OSP - Andrea Tibbitts 344 North Seventh Street, Sacramento, CA 95814 Phone(800) 962-4916 Fax (916) 327-1018



**1. MASS MAIL SERVICES  
 REQUIRED**

9. MATERIAL CLASSIFICATION		10. AGENCY BILLING CODE		11. JOB NUMBER	
12. AGENCY REQUISITION #		13. QUANTITY (Finished product)		14. No. of ORIGINALS	15. DATE WANTED
16. LAST OSS JOB or OSP COPY ID NUMBER (Attach 2 copies of latest printed material)					
17. PRINT <input type="checkbox"/> ONE SIDE <input type="checkbox"/> TWO SIDES <input type="checkbox"/> HEAD/HEAD <input type="checkbox"/> HEAD/FOOT					
18. COST QUOTE \$		19. ESTIMATE NUMBER		20. QUOTED BY	
21. AMOUNT ENCUMBERED \$					
22. CHAPTER		23. STATUTE	24. FISCAL YR.	25. LINE ITEM CODE CODE/ CALSTARS CODE	
27. COMPOSING NEEDED <input type="checkbox"/> YES <input type="checkbox"/> NO		28. PROOF REQUIRED <input type="checkbox"/> YES <input type="checkbox"/> NO		29. DISK I.D. (if provided)	
31. INQ. TO / PROOFER'S NAME		32. TELEPHONE		33. FAX	
26. SIGNATURE AUTHORIZING EXPENDITURE   					
30. APPROVED BY   					

2. AGENCY NAME		3. IMS CODE	
4. PERSON ISSUING ORDER		5. TELEPHONE	
6. DATE TYPED			
7. SHIPPING ADDRESS			
8. SPECIAL SHIPPING INSTRUCTIONS <input type="checkbox"/> DELIVER <input type="checkbox"/> CALL <input type="checkbox"/> PICKUP <input type="checkbox"/> SEE ATTACHMENT			

FORMS			34. SIZE (Give Width First)	
35. <input type="checkbox"/> SNAP OUT <input type="checkbox"/> CONTINUOUS		36. STUB/TAB SIZE & LOCATION		37. No. OF PARTS
38. PLY	STOCK	WT	COLOR	INK
39. FORMS PROCESSED BY:	<input type="checkbox"/> TYPEWRITER <input type="checkbox"/> AUTOMATED <input type="checkbox"/> LASER PRINTER COMPATIBLE INK <input type="checkbox"/> CARBON <input type="checkbox"/> NCR			
42. FASTEN	CRIMP	GLUE	PARTS	43. PAD / BOOK
<input type="checkbox"/> L <input type="checkbox"/> R	<input type="checkbox"/> L <input type="checkbox"/> R	<input type="checkbox"/> ALL, or		<input type="checkbox"/> L <input type="checkbox"/> R
44. NUMBER- Beginning		Ending		45. MISSING NUMBERS OK? <input type="checkbox"/> YES <input type="checkbox"/> NO
				<input type="checkbox"/> T <input type="checkbox"/> B

PUBLICATIONS		46. No. of PAGES		47. SIZE (Width First)	
48. INK		49. TEXT PAPER		50. COVER PAPER	
51. BINDING		<input type="checkbox"/> LOOSE LEAF SLIPSHEET		<input type="checkbox"/> PASTED SPIRE	
<input type="checkbox"/> PERFECT BIND		<input type="checkbox"/> SPIRAL BIND		<input type="checkbox"/> SADDLE STITCH	
<input type="checkbox"/> SIDE STITCH (Indicate 1 or 2 stitch)		<input type="checkbox"/> 1 STITCH		<input type="checkbox"/> 2 STITCH	
FINISHING			IF JOB REQUIRES FOLDING, SUPPLY FOLDED SAMPLE		
52. PERFORATE - include Sample		53. No. of FOLDS		54. SIZE AFTER FOLD	
55. PUNCH - No. of Holes		56. PUNCH POSITION <input type="checkbox"/> L <input type="checkbox"/> R <input type="checkbox"/> T <input type="checkbox"/> B			
57. PUNCH CENTER TO CENTER <input type="checkbox"/> 2 3/4" <input type="checkbox"/> 4 1/4" <input type="checkbox"/> OTHER					
58. PACKAGE		SHRINK WRAP		BAND	
<input type="checkbox"/> TIE		UNITS PER PKG.			
59. SHIP		<input type="checkbox"/> CARTON		<input type="checkbox"/> PALLET <input type="checkbox"/> OTHER	
		<input type="checkbox"/> 61. Union Label		<input type="checkbox"/> 62. LDA	

**ADDRESSING/MASS MAIL SERVICES**  
 FURNISH MAIL LIST UPDATES AT LEAST FIVE WORKING DAYS BEFORE MASS MAILING DATE.

64. TITLE OF MATERIAL		65. MUST MAIL BY DATE		70. SPECIAL INSTRUCTIONS - MAILING / ADDRESSING	
66. MAILING LIST NAME / NUMBER AND LABEL TYPE (if Provided)		67. CLASS OF MAIL			
68. <input type="checkbox"/> No. 10'S <input type="checkbox"/> P/S LABELS <input type="checkbox"/> CARDS		69. RESIDUE <input type="checkbox"/> PICKUP <input type="checkbox"/> DELIVER			
<input type="checkbox"/> No. 95'S <input type="checkbox"/> 4-UP LABELS <input type="checkbox"/> ON MATERIAL		<input type="checkbox"/> CALL <input type="checkbox"/> UPS			
		<input type="checkbox"/> OTHER		<input type="checkbox"/> 71. See Attached for Additional Instructions	

63. RELEASED BY MASS MAIL: \_\_\_\_\_ RELEASE DATE \_\_\_\_\_

