**GENERAL SPECIFICATIONS**

1. All paper bid in this solicitation must be equal to or better than the grades specified. The most current electronic edition of the “Competitive Grade Finder, North American Edition” will be used in determining whether papers meet the grade and other specification requirements of this solicitation. Only those papers listed in the “Competitive Grade Finder, North American Edition will be considered. [www.PaperBuyersonline.com](http://www.paperbuyersonline.com/)

For products not listed at time of bid opening, a copy of Grade Finders, Inc. letter of acceptability will be required before an award is made.

1. Paper in sizes 8-1/2" x 11", 8-1/2" x 14" and 11" x 17" is to be factory cut, long grain, unless otherwise specified, and factory ream-wrapped in moisture resistant paper, labeled and placed in cartons that are labeled with the brand name, substance, size, number of sheets per carton, and recycled content, where applicable. For the purpose of these specifications, paper cut and packaged by a converter is considered to be factory cut and factory ream-wrapped.

If a bidder claims a preference based on paper being manufactured or converted in Louisiana, and that bidder is awarded a contract, then any paper delivered under the contact must also be clearly labeled with the name of the manufacturer or converter and the location within Louisiana where the paper or paper product is manufactured or converted.

1. Shipments must be packed in such a manner as to prevent damage in transit.
2. Paper supplied shall be in accordance with current industry practices, uniform texture, formation, finish, and caliper (free of lint, dust, dirt, slime, spots, wrinkles, folds, scuff marks). Paper shall be cut squarely on all sides, shall lie flat, and be free of knife marking and ragged or torn edges. For three-hole punched items, holes are to be round or serrated, clean, free of torn or ragged edges.
3. Paper shall be of the dimensions and weights specified, with dimensional variation not to exceed + 1/32" in width and length. On successive sheets within a ream, the variation shall not exceed + 1/64". Deviation from squareness shall not exceed 1/32" in the long dimension.
4. Recycled Items: It is the State’s intent to solicit pricing for recycled paper as well as traditional (virgin) paper. Recycled paper shall contain the minimum post-consumer recovered fiber (PCRF) as recommended in the EPA 2007 Comprehensive Procurement Guidelines, Page 4: Carbonless – 30%, Offset – 30%, Index – 20%, Reprographic (Xerographic) – 30%, Pressboard (Chipboard) – 20%, and Coated – 10%. This solicitation is intended to be in compliance with guidelines adopted by the Environmental Protection Agency (EPA) under the Resource Conservation and Recovery Act of 1976 (Public Law

94-580, 42 U.S.C. 6901 et seq.), the EPA’s Comprehensive Procurement Guidelines (CPG), and La. R.S. 30:2412 and 30:2415. Post consumer fiber is paper from homes, offices, retail stores, schools, and other institutions after it has been used for its intended purpose and discarded.

The following cannot be considered "recovered paper materials":

“Mill broke” refers to paper discarded anywhere in the paper manufacturing process. "Wet broke" is paper taken off the wet end of a paper machine; "dry broke" comes from paper damaged in the drying or calendaring section of the paper machine; trimmed off in the rewinding of rolls or sheeting process; or discarded for manufacturing defects or obsolescence. Mill broke has always been routinely reused in the papermaking process and therefore, its use does not have much impact on reducing the waste stream.

1. SAMPLES: The bidder is required to submit one ream of paper (8-1/2” x 11”), cut and ream-wrapped by the mill of the converter (where applicable) for each brand of paper bid. These reams shall be the actual paper the bidder intends to supply during the contract period. Sample reams are requested to be submitted with the bid. If not submitted with the bid, they will be required within seven business days of request by OSP, and prior to award. The vendor should submit information from the mill (mill brands) or from the private label holder (private brands) which verifies that the paper is available in the sizes and configurations indicated in this solicitation.