**XEROGRAPHIC PAPER (STATEWIDE) T 92507**

1. All paper bid in this solicitation must be equal to or better than the grades specified. The most current issue of *The Competitive Grade Finder*, published by Grade Finders, Inc. ([www.gradefinders.com](http://www.gradefinders.com)) will be used in determining whether papers bid meet the grade and other specification requirements of this solicitation.

Only those papers listed in the Grade Finder Section of the most current issue of *The Competitive Grade Finder,* or as otherwise accepted by Grade Finders, Inc., for publication in subsequent editions, will be considered. For products not listed in the current edition, a copy of Grade Finders, Inc.’s letter of acceptability will be required before an award is made.

2. 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 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 contract 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.

The bidder awarded a contract must also provide paper clearly labeled with the Sustainable Forestry Initiative (SFI) Certified Fiber Sourcing label on both the outside of cases and each individual ream of paper.

3. Shipments must be packed in such a manner as to prevent damage in transit.

4. 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.

5. Paper shall be of the dimensions and weights specified, with dimensional value 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.

6. With regard to recycled items, the contract 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 Revised Statutes 30:2412 and 30:2415.

Any paper offered as recycled shall contain a minimum of 30% post-consumer recovered fiber. Post-consumer fiber is paper from homes, offices, retail stores, schools and other institutions after it has been used for its’ intended purposes and discarded.

* Lines 1, 2, 3, 4, 5, 8, 11, and 12 must be 100% Virgin Material
* The target brightness shall be 92 out of 100 on the Brightness Scale.
* Must be Alkaline
* Must have a target whiteness of 145
* Caliper must be 4.0
* Must have a minimum opacity of 88
* Shall be Multi-Purpose, suitable for copiers, fax machines, and desktop printers.
* Vendor shall guarantee rentability.

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.

7. Sample(s) may be required: When requested, samples must be furnished at the vendor’s expense, and received no later than 10 calendar days after request. Samples are to be one ream each of virgin and recycled paper (8-1/2” x 11”), cut and ream-wrapped by the mill or 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. 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 the bid.

Packages should be clearly labeled with the solicitation number. Each individual sample within the package must be clearly labeled with the bidder’s name, manufacturer’s brand name and number, solicitation number and item reference. Submit only one bid proposal’s samples per box. Samples of the successful bidder will be retained at the Office of State Procurement for the purpose of receiving merchandise. Any part of merchandise received that does not meet the quality standards and construction of the sample will be rejected and returned at the vendor’s expense.

Any other samples received, if not destroyed in testing, may be returned at the bidder’s expense. Request for return, shipping authorization, and sufficient return postage must be received no later than 10 business days after receipt of samples, or commodities shall be disposed of by the State of Louisiana.

8. Sustainable Forestry Initiative (SFI): The certified fiber sourcing label must show that the manufacturer meets SFI’s fiber sourcing requirements and that the company has been certified by an independent accredited certification body as meeting the SFI 2022 Standard’s procurement requirements.

Also acceptable certified paper may include:

Forest Stewardship Council (FSC)

Program for the Enforcement of Forest Certification (PEFC)