

STATE OF MISSISSIPPI
OFFICE OF PURCHASING AND TRAVEL
SPECIFICATIONS
FOR
OFFICE PAPERS

**Specification
No. 645-12-00**

**Effective
Date: 8/23/82**

**Revised
Date: 07/26/17**

1. SCOPE AND CLASSIFICATION

- 1.1 Scope. This specification covers watermarked cut size office papers as described herein on the Bid.
- 1.2 Classification. The office papers covered by these specifications shall be furnished in first quality and the characteristics specified on the Bid.

2. REQUIREMENTS

- 2.1 Materials and Workmanship. The materials and workmanship used in the virgin office papers specified herein shall meet or exceed the **American Society for Testing and Materials (ASTM)** standards. The recycled paper products specified herein shall conform to only the best commercial standards of paper manufacturing.
- 2.2 Definitions or Description of Terms. "Recovered material" is waste paper and by-products which have been recovered or diverted from solid waste, but such term does not include those materials and by-products generated from and commonly reused within an original manufacturing process; such as, mill broke. "Post-consumer waste" is paper and/or paperboard products which have gone through their intended final use and have been discarded. We will only consider those products generated by a business or consumer which have served their intended end-uses, which have been separated or diverted from solid waste for the purpose of collection, recycling and disposition. "Mill broke" is any paper waste generated in the paper mill prior to the completion of the papermaking process. "Recycled paper" is a paper product with not less than 20% of its total weight consisting of post-consumer waste. Definitions shall be in accordance with "The Dictionary of Paper."
- 2.3 Physical Requirements. The paper shall be sized and shall be in accordance with reasonable industry practice and be uniform in texture, finish, and caliper, free of lint, dust, dirt, slime spots, wrinkles, folds, scuff marks, and shall lie flat, shall be cut squarely on all sides, and be free of knife markings and ragged or torn edges. Paper shall perform satisfactorily for the use designated in the Invitation of Bid.
- 2.4 Qualified Products Only. Only those papers listed in the current edition of the Competitive Grade Finder, or as otherwise accepted by Grade Finders, Inc., for publication in subsequent editions of any of its paper buyers guides will be considered. **Once intent to award has been determined, the vendor will be asked to supply proof of inclusion in Competitive Grade Finders, Inc.** For products not listed in the current Competitive Grade Finder, a copy of Grade Finders letter of acceptability must be included with the returned bid. For all recycled products, in addition to being listed in the Competitive Grade Finder, the vendor will be required to provide published, technical data sheets from the mill which must substantiate compliance with the minimum recycled content; office typed documents will not be considered acceptable.
- 2.5 Watermarked Paper. Where possible, the State prefers watermarks that reflect it is a recycled product when you are bidding recycled products.

2.6 Bond/Xerographic. Where the description indicates Bond/ Xerographic, the paper must be listed in the Competitive Grade Finder under the applicable section of either Bond or Xerographic.

2.7 Target Brightness and Alkaline Requirements. The papers bid shall meet the minimum requirements as set forth below and this fact shall be substantiated by the information in the current edition of the Competitive Grade Finder or the Grade Finders letter of acceptability.

| Commodity | | Minimum | |
|-----------|---|------------|--------------------|
| Header | Paper Description | Brightness | Target Alkaline |
| 645-21-19 | Paper, Bond/Xerographic No. 1, Watermarked | 92 | yes |

2.8 Recycled. Bidders may bid a recycled product for each item, provided that the paper meets all requirements as listed in these specifications.

3. SAMPLING, INSPECTION AND TEST PROCEDURES

3.1 Bid Samples. The Office of Purchasing and Travel reserves the right to request swatch books of papers quoted from bidders prior to award. Requested samples shall be delivered to the Office of Purchasing and Travel within five (5) calendar days of such notification. In the event the bidder(s) fails to submit requested samples within the specified time period, the bid may be deemed as nonresponsive. All samples shall be clearly marked with bidder's name and address, bid number, and brand name

3.2 Random Samples. Samples of delivered items will be randomly selected and tested for compliance with bid award specifications. If it is found that papers delivered fail to meet bid specifications, the entire shipment is subject to rejection and the contractor shall be notified immediately. The contractor shall be required to replace the portion of the delivered papers with acceptable papers conforming to the contract requirements at no additional cost to the buyer.

4. PREPARATION FOR DELIVERY

4.1 Packaging. Paper shall be securely ream-wrapped in moisture resistant wrapping material at the mill unless otherwise specified and shall contain a minimum of 500 sheets.

4.2 Marking and Shipping. Each ream and carton shall be end-labeled to show Class, Size, Color, Grain Direction, and Substance. Contents shall not exceed 12 reams per carton for 8.5 x 11 and 8.5 x 14 sizes, and six (6) reams per carton for size 11 x 17.

5. NOTES

5.1 Commodities procured under this specification shall not deviate from those originally contracted for without written approval from the Office of Purchasing and Travel.

5.2 This specification shall, until revised or rescinded by the Office of Purchasing and Travel, apply to each future purchase and contract for the commodities described herein.

5.3 It is the intent of the specifications to obtain a product that will adequately meet the needs of the user while promoting the greatest extent of competition that is practicable. It is the responsibility of the prospective bidder to review the entire Request for Bids packet and to notify the Office of Purchasing and Travel if the Specifications, Instructions, General or Special Conditions are formulated in a manner which would unnecessarily restrict competition. Any protest or question concerning the specifications or bidding procedures must be received by the Office of Purchasing and Travel not less than 72 hours prior to the time and date set for the bid opening.