

**Document Summary**

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**Revision History**

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9310-4107	A	June 20, 2017	Mora, D.	Bid development

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**1.0 SCOPE**

This specification establishes the minimum acceptable quality level for plain, cut stock bond paper suitable for use in various offices copying equipment such as high speed copier/duplicators, laser printers, plain paper fax machines etc.

**2.0 APPLICABLE LAWS and INDUSTRY STANDARDS**

Specifications, standards and regulations referenced in this document in effect on the opening of the invitation for bid, form a part of this specification.

2.1 LAWS and REGULATIONS

None listed

2.2 INDUSTRY STANDARDS

None listed

**3.0 TECHNICAL REQUIREMENTS**

3.1 CONFIRGURATION

Paper shall be available in the following weight and sizes:

Table 1: Paper Configuration

Type	Weight, pounds	Size, inches	Color
Letter	20	8.5 by 11	White
Legal	20	8.5 by 14	White
Ledger	20	11 by 17	White
Letter, 3-hole punched	20	8.5 by 11	White

3.2 DIMENTIONAL TOLERANCE

Cut sheets shall be within  $\pm 0.063$  inches (1.6 mm) of their nominal dimension.

3.3 CUT HOLES

For 3-hole punched option, cut stock shall be furnished with three holes along the long side of the sheet for use in a 3-ring binder. The set of three holes will be centered along the long side of the sheet with additional characteristics shown below.

Table 2: Cut Holes

Description	Specification, in inches
Hole size	0.312
Center to center hole spacing	4.25
Distance from long edge to hole center	0.50

3.4 MATERIAL

The bond paper shall be offered with 30% and 100% post-consumer recycled content.

### 3.5 CHARACTERISTICS

The bond paper shall possess the following characteristics after conditioning per TAPPI T402:

Table 3: Paper Characteristics

Description	TAPPI Test Method	Letter	Legal	Ledger
Base Weight, 500 sheets ±1 pounds (17 by 22 inches)	T410	20	20	20
Minimum Thickness in inches	T411	0.0039	0.0039	0.0039
Moisture Content Percentage ±4%	T412	4.5	4.5	4.5
Minimum Opacity Percentage	T425	88	88	88
Minimum Brightness Percentage	T452	90	90	90
Machine Direction Stiffness in g-cm (Taber)	T489	2.1	2.1	2.1
Machine Cross Direction Stiffness (Taber)	T489	1.1	1.1	1.1
Smoothness in Sheffield Units	T538	150-170	150-170	150-170
pH	T509 or T529	≥7.0	≥7.0	≥7.0

### 3.6 PERFORMANCE

- 3.6.1 Packaged paper shall be preconditioned for 24-hours in an office environment where the temperature is between 68°F to 76°F and the relative humidity prior to conducting performance tests is between 35% to 55%.
- 3.6.2 The paper shall have a reliability rate of 99.98% (no more than one jam per 5000 sheets) when performing single-sided operations.
- 3.6.3 The paper shall have a reliability rate of 99.93% (no more than three jams per 4000 sheets) when performing double-sided operations.

### 3.7 QUALITY AND APPEARANCE

- 3.7.1 Upon visual inspection, the paper shall lie flat when removed from packaging.
- 3.7.2 The paper shall be free from defects that will affect appearance or printability.

## 4.0 ENVIRONMENTALLY PREFERABLE PURCHASING (EPP)

The product shall comply with one of the following:

- [Forest Stewardship Council \(FSC\) Chain of Custody certification](#)
- [Sustainable Forest Initiative \(SFI\) Chain of Custody certification](#)
- [Programme for the Endorsement of Forest Certification \(PEFC\) Chain of Custody Certification](#)