



Document Summary

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Revision History

Bid Specification	Revision Level	Revision Date	Author	Summary of Changes
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1. 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. APPLICATION SPECIFICATIONS AND STANDARDS

Specifications and standards referenced in this document in effect on the opening of the Invitation for Bid (IFB) form a part of this specification where referenced.

2.1 STANDARDS

TAPPI, Technical Association of the Pulp and Paper Industry

3. REQUIREMENTS

3.1 Configuration

The offered paper shall be available in the following weight and sizes:

Type	Weight/Grade	Size (inches)	Color
Letter	20 lb.	8.5 x 11	White
Legal	20 lb.	8.5 x 14	White
Ledger	20 lb.	11 x 17	White
Letter	24 lb.	8.5 x 11	White

3.2 Dimensional tolerance

Cut sheets shall be within +/- 0.063 inches (1.6 mm) of their nominal dimension.

3.3 Material

All 20 lb. bond paper shall be offered with 30% and 100% Post-Consumer Recycled Content (PCRC).

All 24 lb. bond paper shall be offered in a range of 0% to 30% PCRC.

3.4 Characteristics

The bond paper shall possess the following characteristics after conditioning per TAPPI T- 402.

Description	TAPPI Test Method	Letter	Legal	Ledger	Letter
Base Weight in lb., 500 sheets (17 in. x 22 in.)	T-410	20 ± 1	20 ± 1	20 ± 1	24 ± 1
Thickness in inch, minimum	T-411	.0039	.0039	.0039	.0039
Moisture Content in %	T-412	4.5 ± 0.4	4.5 ± 0.4	4.5 ± 0.4	4.5 ± 0.4
Opacity in %, minimum	T-425	88	88	88	88
Brightness in %, minimum	T-452	90	90	90	90
Stiffness in g-cm (Taber): MD (min.)	T-489	2.1	2.1	2.1	2.1
Stiffness in g-cm (Taber): CD (min.)	T-489	1.1	1.1	1.1	1.1
pH	T-509 or T-529	≥ 7.0	≥ 7.0	≥ 7.0	≥ 7.0
Smoothness in SU (Sheffield method)	T-538	150-170	150-170	150-170	150-170

3.5 Performance

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

3.6 Quality and Appearance

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

3.7 Environmentally Preferable Purchasing (EPP)

3.7.1 The product shall comply at a minimum with one of the following:

- Forest Stewardship Council (FSC) Chain of Custody certification
<https://us.fsc.org/en-us/certification/chain-of-custody-certification>
- Sustainable Forest Initiative (SFI) Chain of Custody certification
<https://www.forests.org/chainofcustodystandard/>
- Program for the Endorsement of Forest Certification (PEFC) Chain of Custody certification
<https://pefc.org/for-business/supply-chain-companies>