The Original Signed Bid must be submitted to the Office of Procurement Services to receive consideration for award.

<table>
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<tr>
<th>BID NUMBER</th>
<th>OPENING DATE (1:00 p.m.)</th>
<th>STREET ADDRESS</th>
<th>CITY</th>
<th>STATE</th>
<th>ZIP</th>
<th>COUNTY</th>
<th>MBE/EDGE CERTIFICATE NUMBER</th>
<th>TELEPHONE NO.</th>
<th>TOLL FREE NO.</th>
<th>CONTACT PERSON</th>
<th>FAX NO.</th>
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<td>May 8, 2020</td>
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<th>SELECT YOUR PREFERRED METHOD OF RECEIVING PURCHASE ORDERS AND ENTER THE E-MAIL OR FAX NUMBER INFORMATION (ONLY SELECT ONE METHOD)</th>
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<tbody>
<tr>
<td>□ E-Mail</td>
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<td>□ Fax</td>
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In addition to the standard terms for payment, the payment terms for state agency(ies) will be 2%, 10 Days, Net 30 Days unless otherwise stated in the following space. If no discount is offered, bidder should circle “Net 30 Days”. _____%, _____Days, Net 30 Days

PARTICIPATING AGENCY(IES): ALL STATE AGENCIES, AND PROPERLY REGISTERED COUNTIES, TOWNSHIPS, MUNICIPAL CORPORATIONS, REGIONAL TRANSIT AUTHORITIES, REGIONAL AIRPORT AUTHORITIES, PORT AUTHORITIES, SCHOOL DISTRICTS, CONSERVANCY DISTRICTS, TOWNSHIP PARK DISTRICTS AND PARK DISTRICTS, PURSUANT TO SECTION 125.04(B) OF THE OHIO REVISED CODE, THE COOPERATIVE PURCHASING ACT. STATE UNIVERSITIES, STATE VOCATIONAL SCHOOLS, STATE COMMUNITY COLLEGES OR OTHER INSTITUTIONS OF HIGHER EDUCATION MAY USE THESE CONTRACTS. SUCH USE, HOWEVER, IS BASED UPON EACH ENTITY'S PROCUREMENT AUTHORITY.

THE DEPARTMENT OF ADMINISTRATIVE SERVICES, OFFICE OF PROCUREMENT SERVICES, IS SOLICITING BIDS FOR:

CUT AND COMMERCIAL SIZE PAPER

TERM OF CONTRACT: This Invitation to Bid is to establish a requirements contract to procure the described supplies or services on behalf of the above participating agency(ies). The agency(ies) may place orders against the Contract beginning 04/27/20 or upon the date when DAS signs the Contract, whichever is later in time. The Contract will expire 03/31/21 unless DAS terminates the Contract based upon reasons set forth in the Standard Contract Terms and Conditions. No agencies may place purchase orders against the Contract beyond the expiration date unless DAS renews the Contract by amendment. The Contractor may begin performance under the Contract only upon receipt of a valid order from a participating agency.

CONTRACT RENEWAL: This Contract may be renewed after the ending date of the Contract solely at the discretion of the Contracting Agency for a period of one month. Any further renewals will be by mutual agreement between the Contractor and the Contracting Agency for any number of times and for any period of time. The cumulative time of all mutual renewals may not exceed 0 months unless the Contracting Agency determines that additional renewal is necessary.

INSTRUCTIONS TO BIDDERS and STANDARD TERMS AND CONDITIONS, Revised 05/29/19, are a part of this Invitation to Bid. Copies may be downloaded by clicking the link above. All prior versions of Instructions to Bidders, Contract Terms and Conditions are null and void.

Contract Components. Once awarded, the Contract will consist of: the complete Invitation to Bid, including the Instructions to Bidders, the Standard Contract Terms and Conditions, any Special Contract Terms and Conditions, the bid specifications and any written addenda or amendments to the Invitation to Bid or Contract; the completed competitive sealed bid, including proper modifications, clarifications and samples; and applicable, valid State of Ohio purchase orders or other ordering documents (“Contract”).

INQUIRIES: All inquiries should be submitted a minimum of five (5) working days prior to the bid opening date through the Procurement website, http://procure.ohio.gov/. Locate the “Quick Links” menu on the right, select “Bid Opportunities Search”; Step 1, enter the “Bid Number; Step 2, click “Search”; Step 3, click the “Document/Bid Number.” The “Submit Inquiry” button is at the bottom right of the Opportunity Detail page. Bidders will not receive a personalized e-mail response to their question, nor will they receive notification when the question is answered. Responses may be viewed by clicking the “View Q & A” button located beneath the “Submit Inquiry” button.

The ORIGINAL signed Bid must be submitted to the Office of Procurement Services by 1:00 o’clock p.m., on the above listed opening date to receive consideration for award. It is requested that the Bidder NOT sign their bid in BLACK ink. BIDDER CERTIFIES, by signature affixed to its bid, that the information provided by it in its bid including the certified statements, is accurate and complete. Bidder declares to have read and understood and agrees to be bound by all of the instructions, terms, conditions and specifications of this Invitation to Bid and agrees to fulfill the requirements of any awarded contract at the prices bid.

Effective: 03/05/19

Rev. 05/29/19
CERTIFICATION STATEMENTS

Bidders claiming preference for Domestic Source End Products, the Ohio preference, and/or the Veteran Friendly Business Enterprise (VBE) must complete the following information. **Any bidder who intentionally submits false or misleading information in an attempt to receive a bid preference will be immediately disqualified and may be subject to legal action up to and including debarment.** The state reserves the right to clarify any information during the evaluation process.

***BIDDERS MUST COMPLETE THE APPROPRIATE CERTIFICATION BELOW TO RECEIVE THE PREFERENCE.***

A. DOMESTIC PREFERENCE (BUY AMERICAN): Revised Code 125:11 and Administrative Code 123:5-1(K)
[Not applicable to “Excepted Products”]

1. Where is each product/services being offered mined, raised, grown, produced or manufactured?
   - United States: _________(State)  □ Canada □ Mexico (Go to B-1)
   - Other: (Specify Country) ________________________ (Go to A-2)

2. End product is manufactured outside the United States and at least 50% of the cost of its components are produced, mined, raised, grown or manufactured within the United States. The cost of components may include transportation costs to the place of manufacture and, in the case of components of foreign origin, duty whether or not a duty free entry certificate is issued.
   - Yes (Go to Section B-1)  □ No (Go to Section A-3)

3. The Bidder hereby certifies that each end product, except the products listed below, is a domestic source end product as defined in the Buy American Act and that components of unknown origin have been considered to have been mined, produced, grown or manufactured outside the United States.
   
   ----------------------------------------(Item)   ----------------------------------------(Country of Origin)
   ----------------------------------------(Item)   ----------------------------------------(Country of Origin)

B. OHIO PREFERENCE (BUY OHIO): Revised Code 125:09 and Administrative Code 123:5-1-06

1. The products/services being offered are raised, grown, produced, mined or manufactured in Ohio.
   - Yes  □ No (Go to B-2)

2. Bidder has significant economic presence within the state of Ohio. □ Yes (Answer a, b, c, d below) □ No (Go to B-3)
   a) Bidder has paid the required taxes due the state of Ohio □ Yes □ No
   b) Bidder is registered with the Ohio Secretary of State
      □ Yes (Charter/Registration No.: __________) □ No
      Questions regarding registration should be directed to (614) 466-3910 or visit their web site at: http://sos.state.oh.us/
   c) Bidder has ten or more employees based in Ohio or border state. □ Yes □ No (Go to B-2d)
   d) Bidder has seventy-five percent or more employees based in Ohio or border state. □ Yes □ No (Go to B-3)

3. Border state bidder: (Except products mined in Michigan)
   □ Yes (Specify which state then go to B-2c): □ KY □ MI □ NY □ PA □ IN □ No (Go to B-4)

4. Border state bidder: mined products mined in respective border state (Except for products mined in Michigan) □ Yes □ No □ Not Applicable

C. VETERANS PREFERENCE (BUY VETERAN): Revised Code 9.318 and Administrative Code 123:5-1-16

Is the bidder a certified Veteran Friendly Business Enterprise as defined in Administrative Code 123:5-1-01(KK)
   □ Yes □ No
SUPPLEMENTAL BID: Any award made as a result of this bid will become a part of Contract No. RS900419, effective 04/27/20 or upon the date DAS signs the Contract, whichever is later in time.

AMENDMENTS TO CONTRACT TERMS AND CONDITIONS: The following Amendments to the Contract Terms and Conditions do hereby become a part hereof. In the event that an amendment conflicts with the Contract Terms and Conditions, the Amendment will prevail.

DELIVERY AND ACCEPTANCE: All paper from Categories I through XIII will be delivered to the participating agency within three (3) days after receipt of order. Delivery for items in Category XIV will be delivered to the participating agency within ten (10) days after receipt of order. The delivery location will be noted on the purchase order issued by the participating agency. The Contractor shall provide inside delivery when requested on the order. Acceptance (transfer of title) will occur upon the inspection and written confirmation by the ordering agency that the supplies delivered conform to the requirements set forth in the Contract. Unless otherwise provided in the Contract, acceptance shall be conclusive except as regards to latent defects, fraud, or such gross mistakes as amount to fraud.

PRODUCT SAMPLES: The bidder(s) may be required to submit samples of the supplies being offered. The samples will be used in the evaluation process to determine the lowest responsive and responsible bidder. If not provided as part of the bid response, the Bidder must provide said literature within five (5) calendar days after notification by the Office of Procurement Services to do so. Any references, that may appear in the descriptive literature, that may alter the terms and conditions and specifications of the bid (e.g. F.O.B. Shipping Point or Prices Subject to Change), will not be part of any contract and will be disregarded by the state of Ohio. Failure of the bidder to furnish descriptive literature either as part of their bid response or within the time specified herein will deem the bidder not responsive.

EVALUATION: Bids will be evaluated in accordance with Article I-17 of the “Instructions to Bidders”. In addition, the State will multiply the overall base price, per the item unit of measure, by the estimated usage figure associated with that item.

CONTRACT AWARD: The contract will be awarded to the lowest responsive and responsible bidder by category of product.

FIXED-PRICE WITH ECONOMIC ADJUSTMENT: The contract prices(s) will remain firm for the first twelve (12) months of the contract. Thereafter, the Contractor may submit a request to increase their price(s) to be effective thirty (30) calendar days after acceptance by DAS. No price adjustment will be permitted prior to the effective date of the increase received by the Contractor from his suppliers, or on purchase orders that are already being processed, or on purchase orders that have been filled and are awaiting shipment. If the Contractor receives orders requiring quarterly delivery, the increase will apply to all deliveries made after the effective date of the price increase.

The price increase must be supported by a general price increase in the cost of the finished supplies, due to increases in the cost of raw materials, labor, freight, Workers’ Compensation and/or Unemployment Insurance, etc. Detailed documentation, to include a comparison list of the contract items and proposed price increases, must be submitted to support the requested increase. Supportive documentation should include, but is not limited to: copies of the old and the current price lists or similar documents which indicate the original base cost of the product to the Contractor and the corresponding increase, and/or copies of correspondence sent by the Contractor’s supplier on the supplier’s letterhead, which contain the above price information and explains the source of the increase in such areas as raw materials, freight, fuel or labor, etc.

Should there be a decrease in the cost of the finished product due to a general decline in the market or some other factor, the Contractor is responsible to notify DAS immediately. The price decrease adjustment will be incorporated into the contract and will be effective on all purchase orders issued after the effective date of the decrease. If the price decrease is a temporary decrease, such should be noted on the invoice. In the event that the temporary decrease is revoked, the contract pricing will be returned to the pricing in effect prior to the temporary decrease. For quarterly deliveries, any decrease will be applied to deliveries made after the effective date of the decrease. Failure to comply with this provision will be considered as a default and will be subject to the “Suspension/Termination” and the “Contract Remedies” sections of the “Standard Contract Terms and Conditions”.

USAGE REPORTS: At the request of OPS, the contractor must submit a report (written or on disk) indicating sales generated by this contract. The report shall list usage by customer, by line item, showing the quantities/dollars generated by this contract. The report shall be forwarded to the Office of Procurement Services, 4200 Surface Road, Columbus, OH 43228-1395, Attn: Contract RS900419 Analyst.
CERTIFICATION/DOCUMENTATION: Each bidder shall submit with their bid a manufacturer’s letter attesting to the availability of all item(s) bid for the duration of the contract and extensions.

To ensure continuous product availability, the State of Ohio is allowing the use of more than one manufacturer. The quality of the product furnished by any manufacturer must meet or exceed all bid specifications as stated herein and offered at the same bid price. Bidders listing multiple manufacturers shall submit a manufacturer’s letter from each manufacturer attesting to the availability of all items bid for the duration of the contract and extensions.

Each bidder shall submit with the bid response a technical data sheet detailing all physical properties of the item bid.

COOPERATIVE PURCHASING CONTRACT: This Contract may be relied upon by Ohio institutions of higher education and Ohio political subdivisions. Ohio political subdivisions include any county, township, municipal corporation, school district, conservancy district, township park district, park district created under Chapter 1545 of the Revised Code, regional transit authority, regional airport authority, regional water and sewer district, port authority or any other political subdivision as described in the Ohio Revised Code. To qualify to use this Contract the political subdivision must be currently enrolled in the State’s Cooperative Purchasing Program. Purchases made from this Contract by a political subdivision that is not properly registered with the State’s Cooperative Purchasing Program will be a violation of law and may be contrary to the political subdivision’s competitive bidding requirements. If a political subdivision or institution of higher education relies upon this Contract to issue a purchase order or other ordering document, the political subdivision or institution of higher education “steps into the shoes” of the State under this Contract. The political division’s or institution of higher education’s order and this Contract are between the Contractor and the political subdivision or institution of higher education. The Contractor must look solely to the political subdivision or institution of higher education for performance, including payment. The Contractor agrees to hold the state of Ohio harmless with regard to political subdivisions and institution of higher education’s orders and political subdivision’s and institution of higher education’s performance. DAS may cancel this Contract and may seek remedies if the Contractor fails to honor its obligations under an order from a political subdivision or institution of higher education.

CONTRACTOR QUARTERLY SALES REPORT: The Contractor must report the quarterly dollar value (in U.S. dollars and rounded to the nearest whole dollar) of the sales, to include both state agencies and political subdivisions, under this Contract by calendar quarter (e.g. January-March, April-June, July-September and October-December). The dollar value of the sale is the price paid by the Contract user for the products and/or services listed on the purchase order or other encumbering document, as recorded by the Contractor.

The Contractor will receive an email with a User ID and password and must report the quarterly dollar value of sales to the Department of Administrative Services (DAS) via the Internet using the web form at the Ohio DAS Contract Management Contractor Portal, https://cm.ohio.gov/. If no sales occur, the Contractor must show zero. The report must be submitted thirty (30) days following the completion of the reporting period. The Contractor is responsible for emailing the Analyst listed on page one of the contract with any company contact changes.

The Contractor shall also submit a close-out report within one hundred and twenty (120) days after the expiration of this Contract. The Contract expires upon the physical completion of the last outstanding task or delivery order of the Contract. The close-out report must cover all sales not shown in the final quarterly report and reconcile all errors and credits. If the Contractor reported all contract sales and reconciled all errors and credits on the final quarterly report, then the Contractor should show zero “0” sales in the close-out report.

The Contractor must forward the Quarterly Sales Report to one of the following addresses,

For same day or overnight deliveries:

Huntington National Bank  
ATTN: L-3686  
7 Easton Oval  
Columbus, OH 43219

All other deliveries may be sent to the following address:

Department of Administrative Services  
L-3686  
Columbus, OH 43260-3686

If the Contractor fails to submit sales reports, falsifies reports or fails to submit sales reports in a timely manner, DAS may suspend, terminate or cancel this Contract.
CONTRACTOR REVENUE SHARE: The Contractor must pay the Department of Administrative Services (DAS) a revenue share of the sales transacted under this contract. The Contractor must remit the revenue share in U.S. dollars within thirty (30) days after the end of the quarterly sales reporting period. The revenue share equals 0.75% of the total quarterly sales reported. Contractors must include the revenue share in their prices. The revenue share is included in the award price(s) and reflected in the total amount charged to ordering agencies which includes both state agencies and political subdivisions using this Contract.

The contractor must remit any monies due as the result of the close-out report at the time the close-out report is submitted to DAS. The Contractor must pay the revenue share amount due by check. To ensure the payment is credited properly, the Contractor must identify the check as a “Revenue Share” and include the Ohio Contract Management Remittance Report.

The Contractor should make the check payable to: Treasurer, State of Ohio.

Use the following address for same day or overnight deliveries:

Huntington National Bank
ATTN: L-3686
7 Easton Oval
Columbus, OH 43219

All other deliveries may be sent to the following address:

Department of Administrative Services
L-3686
Columbus, OH 43260-3686

If the full amount of the revenue share is not paid within thirty (30) calendar days after the end of the applicable reporting period, the non-payment constitutes a contract debt to the State. The State may either initiate withholding or setting off payments or employ the remedies available under Ohio law for the non-payment of the revenue share.

If the Contractor fails to pay the revenue share in a timely manner, DAS may suspend, terminate or cancel this Contract.

BID AUTOMOBILE LIABILITY CHECKLIST: Contractor will indicate, by checking the appropriate box(es) below, which mode of transportation will apply to this contract.

☐ Bidder/Broker ("The Contractor") or their Sub Contractor will make delivery or be performing services using a vehicle that is owned, leased or rented. Provide Certificate of Insurance documenting automobile liability with a Combined Single Limit of $500,000.00.

☐ Goods/Services will be delivered via common carrier.

☐ No employee or representative of the contractor will have cause to be on state property to make deliveries or to perform services.

DISCLOSURE OF SUBCONTRACTORS / JOINT VENTURES:

List names of subcontractors who will be performing work under the Contract.

____________________________________________________

____________________________________________________

____________________________________________________

By the signature affixed to Page 1 of this Bid, Bidder hereby certifies that the above information is true and accurate. The Bidder agrees that no changes will be made to this list of subcontractors or locations where work will be performed or data will be stored without prior written approval of DAS. Any attempt by the Bidder/Contractor to change or otherwise alter subcontractors or locations where work will be performed or locations where data will be stored, without prior written approval of DAS, will be deemed as a default. If a default should occur, DAS will seek all legal remedies as set forth in the Terms and Conditions which may include immediate cancellation of the Contract. Failure to complete this page may deem your bid not responsive.
SPECIFICATIONS

I. Scope. This bid is issued to obtain a contractor(s) to provide cut and commercial size paper for use by the Ohio Department of Administrative Services-State Printing, Ohio Penal Industries (OPI), and any other state agencies or properly registered cooperative purchasing members. The various sizes, weights, and finishes of paper listed in the bid represents the paper which will ordinarily be used by DAS and OPI to execute the various printing contracts. It is unknown the amount that may be ordered by other state agencies and properly registered cooperative purchasing members. The paper shall also be utilized to execute various printing requirements set forth by state agencies, satellite print shops, and any one-time printing on which the state intends to furnish paper.

II. Classifications of Paper. The specifications within this bid cover the following categories of paper which shall be stocked by the Contractor:
   A. Category VIII – Index, Vellum Bristol and Tag Sheets (Recycled Stock)

III. Material Requirements
   A. Recycled Paper Specifications
      1. For the purpose of this bid, recycled paper shall be waste paper as defined by the U.S. E.P.A.’s Comprehensive Procurement Guideline for Products Containing Recovered Materials, 40 CFR 247.  
      2. Waste paper includes both post-consumer recovered materials and pre-consumer recovered items as defined herein and as stipulated in Resources Conservation and Recovery Act Section 6002. Mill broke is specifically excluded from the definition of recovered material because it is waste generated before completion of the paper making process. 
      3. Post-consumer recovered materials are items which have been recovered after passing through their end usage as a consumer item, such as old magazines, newspapers, used corrugated containers, and office waste. Pre-consumer waste includes manufacturing wastes like paper and paperboard waste generated after completion of the paper making process (i.e. cutting and trimming) and other paper and paperboard waste, resulting from printing, cutting, forming, and other converting operations; box, bag, and carton manufacturing wastes; and butt rolls, mill wrappers and rejected unused stock; and finished paper and paperboard from obsolete inventories of paper and paper-board manufacturers, merchants, wholesalers, dealers, printers, converters and other.
   B. Applicable Documents. The latest versions of the following shall apply:
      1. Resources Conservation and Recovery Act (RCRA) Section 6002
   C. Material of construction shall contain recycled paper as defined herein, either with the combination of virgin sulphite bond and/or ground wood or exclusively made of recycled content.
   D. All types of paper stipulated herein, shall be manufactured with a recycled content of not less than 50% recovered materials, including 10% post-consumer materials. There shall be no excessive dirt or lint (per CPO/JCP specifications).
   E. The bursting strength, tear, and moisture content shall be as equal to each items virgin counterparts or as much as possible. Opacity and brightness properties shall be as stipulated herein.
   F. All laser bond paper shall be of twenty-four pound white virgin sulphite bond paper with no ground wood with Sheffield of 50 or lower.
   G. Bond 25% Cotton Fiber, White 24# specifications shall be of twenty four pound white sulphite bond paper with no ground wood. No blended bonds shall be accepted.
   H. Additional colors requested on pricing schedule are classified as those colors for which an additional charge is incurred due to the high color hue and the paper.
IV. Packaging Requirements
A. Any paper items ordered under this Contract shall be packaged in accordance with mill specifications and industry standards.

B. Sheet stock ordered under this Contract shall be:
   1. Ream-marked on skids,
   2. Packed in cartons, or
   3. Carton-packed on pallets.

C. Labels for all types, cartons, and skids shall be marked with pertinent information, including:
   1. Quantity,
   2. Sheet size,
   3. Basis weight of paper,
   4. Gross and net shipping weights,
   5. Brand name, and
   6. Other information provided at the time of order placement, including job number, requisition number, and agency name.

V. Mill Swatch Book Available upon Request
A. Contractor shall provide sixteen (16) swatch books for each approved contract paper for use by State Printing Procurement, State Printing Copy Centers, and Ohio Penal Industries if requested.

B. Additional swatch books may be requested by any agency or properly registered cooperative purchasing member at no additional cost.

C. Each mill swatch book should also include standard weights and sizes, packing schedules, sheet size tolerances, machine trims, roll packing, overruns and underruns, and any other information needed for placement of paper orders.

D. The mill swatch book may be used as a basis of comparison with actual product delivered under contract.
   1. Any variation between the samples and product being delivered may be considered as an event of default.
   2. Any variations between the samples and actual product being delivered that are due to manufacturer changes may be acceptable and shall require prior written approval from DAS.

VI. Ordering Requirements
A. State Printing, OPI, or another state agency or properly registered cooperative program will determine the approximate amount and type of paper to be used for completion of the particular printing requirement.

B. Orders will be placed for shipment to a specified location, with most locations being within the State of Ohio; however, there may be occasional out-of-state shipments.

C. Orders may be placed for different sizes, colors, and weights with one purchase order, one invoice, and one destination.

D. No order shall specify delivery to exceed thirty (30) days beyond the expiration and/or cancellation date of this Contract.

VII. Emergency Delivery and Emergency Freight Charge
A. Contractor may be required to provide same-day delivery or delivery within twenty-four (24) hours for all items on this Contract.

B. Emergency shipments will be subject to the Emergency Freight Charge indicated by the bidder on Page 21 of this Invitation To Bid.
   1. The Emergency Freight Charge will not be used in the evaluation process.
   2. The Emergency Freight Charge is firm for the life of the contract.
   3. The Emergency Freight Charge shall be one charge for all items on the same order for emergency delivery, regardless of category and/or quantity ordered for emergency delivery.
VIII. Discontinued Paper Stock
A. Contractors shall notify Office of Procurement Services (OPS) immediately should any item on this contract be discontinued.
B. In the event of paper stock being discontinued, the Contractor may only substitute alternate stock with the permission of OPS.
   1. Substitutions must meet all specifications.
   2. Price adjustments for substituted items shall only be permitted in accordance with FIXED-PRICE WITH ECONOMIC ADJUSTMENT, page 3.

IX. Additional Requirements
A. Sizing: All grades of paper shall have proper amounts of sizing chemicals to take different inks and toners, as applicable, without feathering or ink penetration to the other side.
B. Finish
   1. All grades of paper shall have smooth finish, as standard to the industry, to maintain compatibility with the appropriate equipment.
   2. Smoothness shall be within given range in United States Government Printing Office (GPO) and Joint Committee on Printing (JCP) specifications.
C. Lint Control
   1. All bond-type paper shall essentially be lint free.
   2. Any grade paper having lint problems may be rejected by the using agency and shall be immediately replaced by the vendor at no additional cost.
   3. If repeated lint problem occurs, the contract may be subjected to cancellation.
D. Moisture Content
   1. Multi-purpose and laser printer papers shall have proper amounts of moisture content to minimize excessive curling of paper in machines, resulting in a machine jam.
   2. Multi-purpose grades should be compatible with high-speed Xerox or similar machines.
E. Size and Trim
   1. Paper shall be furnished in sheets of the size(s) ordered and shall be flat, trimmed square on four (4) sides with smooth edges.
   2. The sheets shall not be undersized or oversized more than 1/16” inches in either direction.
F. Workmanship
   1. All types of paper listed in this Contract shall be manufactured according to the standards of the industry.
   2. The paper shall be free from pinholes, slime spots, excessive lint, and foreign particles.
G. Count
   1. Mill count on business-cut sizes and commercial portfolio-cut sizes shall be accurate for all grades of paper.
      a. Business-cut sizes: 500 perfect text sheets per ream.
      b. Commercial portfolio-cut sizes: carton packed as per industry standards.
   2. Mill weight for web rolls, packed as per industry standards, shall be accurate for all grades of paper.
   3. Sheet counts for chipboard shall be listed on the carton or bundle, respectively to industry standard.
   4. Verification of count may be requested by the ordering agency and deliveries may be rejected for incorrect count.
X. Specific Category Requirements

A. Category VIII—Index, Vellum Bristol, and Tag Sheets (Recycled Stock)

1. Index Sheets
   a. Paper shall be suitable for all types of printing processes.
   b. Paper shall maintain the same quality finish on both sides of sheet.
   c. Target brightness of 96, based on 90#, 110#, and 140#, White.
   e. Required weights and colors.
      i. 90#, White.
      ii. 110#, White.
      iii. 110#, Color.
      iv. 140#, White.

2. Vellum Bristol Sheets
   a. Paper shall be suitable for all types of printing processes.
   b. Paper shall maintain the same quality finish on both sides of the sheet.
   c. Target brightness of 90, based on 67#, White.
   e. Required weights and colors.
      i. 67# and 80#, White.
      ii. 67#, Color.

3. Tag Sheets
   a. Paper shall be suitable for all types of printing processes.
   b. Paper shall maintain the same quality finish on both sides of sheet.
   c. Target brightness of 96, based on 100#, White.
   d. Minimum Acceptable Brightness 100#, White: 92.
   e. Required weights and types:
      i. 100# and greater, White.
      ii. 100# and greater, Manila.
PRICING SCHEDULE

For all items to be bid within the pricing schedule, bidders shall not insert a unit cost more than 3 digits after the decimal point. Digit(s) beyond 3, after the decimal point, shall be dropped by the Office of Procurement Services and not used in evaluation and any subsequent order.

CATEGORY VIII – Index, Vellum Bristol and Tag Sheets (Recycled Stock)

1. See SPECIFICATIONS SECTION X, A, Page 9 for specifications for this category.
2. Estimated usage figures for Category VIII are in pounds. For those items that the usage is unknown, the State will use one (1) pound as the usage number for the purpose of evaluation.

A. INDEX SHEETS

BIDDER NAME: ______________________________

MFG. NAME(S) (WHITE): __________________________  BRAND NAME(S) (WHITE): __________________________

MFG. NAME(S) (COLOR): __________________________  BRAND NAME(S) (COLOR): __________________________

COLORS AVAILABLE: ______________________________

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<th>OAKS ITEM ID</th>
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<tr>
<td>TBD</td>
<td>140#, White</td>
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Restocking charge: $___________ per hundred weight*

Deduction for skids: $_________________________ per hundred weight*

Up charge for cutting (vendor cut): $___________ per hundred weight*

Contains recycled materials – Y/N: ___________ if Yes _________%* 

*Not to be used in the evaluation process
B. VELLUM BRISTOL SHEETS

<table>
<thead>
<tr>
<th>OAKS ITEM ID</th>
<th>DESCRIPTION</th>
<th>ESTIMATED USAGE (POUNDS)</th>
<th>PRICE PER HUNDRED WEIGHT (100LBS+)</th>
</tr>
</thead>
<tbody>
<tr>
<td>TBD</td>
<td>67# and 80#, White</td>
<td>1,250</td>
<td>$</td>
</tr>
<tr>
<td>TBD</td>
<td>67#, Color</td>
<td>1,250</td>
<td>$</td>
</tr>
</tbody>
</table>

Restocking charge: $__________ per hundred weight*

Deduction for skids: $__________________________ per hundred weight*

Up charge for cutting (vendor cut): $__________ per hundred weight*

Contains recycled materials – Y/N: __________ if Yes ________ %*

*Not to be used in the evaluation process

C. TAG SHEETS

<table>
<thead>
<tr>
<th>OAKS ITEM ID</th>
<th>DESCRIPTION</th>
<th>ESTIMATED USAGE (POUNDS)</th>
<th>PRICE PER HUNDRED WEIGHT (100LBS+)</th>
</tr>
</thead>
<tbody>
<tr>
<td>TBD</td>
<td>100#+, White</td>
<td>1,250</td>
<td>$</td>
</tr>
<tr>
<td>TBD</td>
<td>100#+, Manila</td>
<td>1,250</td>
<td>$</td>
</tr>
</tbody>
</table>

Restocking charge: $__________ per hundred weight*

Deduction for skids: $__________________________ per hundred weight*

Up charge for cutting (vendor cut): $__________ per hundred weight*

Contains recycled materials – Y/N: __________ if Yes ________ %*

*Not to be used in the evaluation process

EMERGENCY DELIVERY FREIGHT CHARGE

1. Please see SPECIFICATIONS, EMERGENCY DELIVERY AND FREIGHT CHARGE, Page 7.
2. There shall be no charges in addition to the Emergency Delivery Freight Charge for emergency deliveries.
3. Failure to include an Emergency Delivery Freight Charge will result in no additional charge for emergency delivery.

Emergency Delivery Freight Charge: $__________ *

*Not to be used in the evaluation process