



**FLORIDA
DEPARTMENT
OF
MANAGEMENT
SERVICES**

JEB BUSH
Governor

CYNTHIA A. HENDERSON
Secretary



State Purchasing
4050 Esplanade Way
Suite 350
Tallahassee, Florida
32399-0950

Telephone:
850-488-8440

Fax:
850-414-6122

Internet:
www.MyFlorida.com

Suite 315

May 9, 2001

MEMORANDUM NO.: (645-120-01-1) - 1

TO: Department Addressed

FROM: Matthew R. Jeppson
Director, State Purchasing

SUBJECT: Contract No. 645-120-01-1
Title: Paper Office: Virgin & Recycled

The following changes have been made to the subject contract.

A correction has been made to reflect the correct fax number and name of contact person for Unisource Worldwide, on page 31. Changed brand name of paper from Weyherhauser Huskey to Xerographic Bond on the price sheet contained for commodity #645-120-970-0100 and #645-120-970-0120.

Any questions or problems in delivery or service that may arise regarding this contract should be directed to Wanda Beasley at (850) 488-1086, Suncom 278-1086, e-mail to beaslew@dms.state.fl.us

MRJ/wb/kep



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CERTIFICATION OF CONTRACT

TITLE: Paper Office: Virgin and Recycled

CONTRACT NO.: 645-120-01-1

BID NO.: 15-645-120-H

EFFECTIVE: March 29, 2001 through March 28, 2003

SUPERSEDES: 645-120-00-1

CONTRACTOR(S): Mac Papers, Inc. (A)
Unisource Worldwide, Inc. (A)
Xpedx, An International Paper Co. (A)

ANY QUESTIONS, SUGGESTIONS, OR CONTRACT SUPPLIER PROBLEMS WHICH MAY ARISE SHALL BE BROUGHT TO THE ATTENTION OF WANDA BEASLEY AT (850) 488-1086, SUNCOM 278-1086, E-MAIL: beaslew@dms.state.fl.us

- A. **AUTHORITY** - Upon affirmative action taken by the State of Florida Department of Management Services, a contract has been executed between the State of Florida and the designated contractors.
- B. **EFFECT** - This contract was entered into to provide economies in the purchase of Paper: Office Virgin and Recycled by all State of Florida agencies and institutions. Therefore, in compliance with Section 287.042, Florida Statutes, all purchases of these commodities shall be made under the terms, prices, and conditions of this contract and with the suppliers specified.
- C. **ORDERING INSTRUCTIONS** - All purchase orders shall be issued in accordance with the attached ordering instructions. Purchaser shall order at the prices indicated, exclusive of all Federal, State and local taxes.

All contract purchase orders shall show the State Purchasing contract number, product number, quantity, description of item, with unit prices extended and purchase order totaled. (This requirement may be waived when purchase is made by a blanket purchase order.)

- D. CONTRACTOR PERFORMANCE - Agencies shall report any vendor failure to perform according to the requirements of this contract on Complaint to Vendor, form PUR 7017. Should the vendor fail to correct the problem within a prescribed period of time, then form PUR 7029, Request for Assistance, is to be filed with this office.
- E. SPECIAL AND GENERAL CONDITIONS - Special and general conditions are enclosed for your information. Any restrictions accepted from the supplier are noted on the ordering instructions.
- F. CONTRACT APPRAISAL FORM - State Contract Appraisal, form PUR 7073 should be used to provide your input and recommendations for improvements in the contract to State Purchasing for receipt no later than 90 days prior to the expiration date of this contract.

Authorized Signature (date)

WB/meb

Attachments

SPECIAL CONDITIONS

PURPOSE

The purpose of this bid is to establish a 24 month contract for the purchase of Paper: Office, Virgin and Recycled by all State of Florida agencies and other eligible users in accordance with Eligible Users paragraph, General Conditions. It is anticipated that the contract will be effective at a date to be established upon completion of the Electronic On-Line Competitive Bidding Event.

PROCESS

The process used to submit documentation and pricing for this Invitation to Bid shall be accomplished in two steps:

- Step 1) Bidder shall submit this document and all required information, including all Certification forms, in order to be qualified to submit pricing. Failure to submit with your response all required Certification forms, will result in rejection of the response.
- Step 2) Pricing for this ITB will be solicited in step two (2) using an electronic on-line competitive bidding system. Awards will be made on an all-or-none basis, by group, to the responsive low bidder. In order to qualify your bid for a specific group, bids must be submitted for all items listed within that group. For award purposes, all carton prices must be based on Jr. cartons of 10 reams per carton. Discounts and pricing may only be submitted during the Electronic On-Line Competitive Bidding Event (see Competitive Bidding Event Schedule, Page 39).

OPTIONAL CONTRACT USAGE

In addition to the eligible users referenced above and with the consent of the successful bidder(s) purchases may be made under the terms and conditions of this Invitation to Bid/Request for Proposal, by governmental entities located outside the State of Florida. Appropriate governmental entities' purchasing laws, rules and regulations shall apply to purchases made under this contract.

ESTIMATED QUANTITIES

It is anticipated that the State of Florida agencies, and other eligible users, will expend approximately \$23,024,832 in 24 months under any contract resulting from this bid. These estimated figures are given only as a guideline for preparing your bid and should not be construed as representing actual figures under the contract.

SPECIAL ACCOMMODATION

Any person requiring a special accommodation at State Purchasing because of a disability should call State Purchasing at (850) 488-8440 at least five (5) workdays prior to the bid opening. If you are hearing or speech impaired, please contact the Division by using the Florida Relay Service which can be reached at 1 (800) 955-8771 (TDD).

ALTERNATES

If alternate brands of the same type of paper are offered at different prices for any finish, vendor must supply separate bid sheets for each alternate.

TECHNICAL DOCUMENTATION

All products bid must meet or exceed all conditions and specifications of the Invitation to Bid (ITB). When technical documentation is required by this ITB, its purpose is to demonstrate compliance of the product bid with applicable technical requirements of the ITB and to allow a technical evaluation of the product. Failure to provide the required technical documentation with the bid submittal shall make the bidder nonresponsive, unless State Purchasing, in its sole discretion and in the best interest of the State, determines the acceptability of the products offered through technical documentation available within the Division as of the date and time of bid opening. Such authority of the Division shall in no way relieve the bidder from the ultimate responsibility to submit the required technical documentation, nor shall any bidder assume that such documentation is otherwise available to the Division. The State shall not be responsible for the accuracy of the technical documentation in its possession.

DELIVERY

Inside delivery, specifying the exact location, must be requested at time of placing order and shall be billed to the agency by the vendor and shown as a separate item on the invoice. Price for inside delivery shall be shown in the space provided on the pricing pages. The State reserves the right to reject these charges based on excessive pricing.

When requested by the ordering agency, orders for 40 or more cartons must be delivered on expendable pallets at no extra cost to the State.

Deliveries, after receipt of purchase order, shall be within the following:

10 - 199 Cartons	20 Working Days
200 - 799 Cartons	30 Working Days
1 Carload (Approx. 800 Cartons)	40 Working Days

AUTHORIZED DEALERS/DISTRIBUTORS AND/OR SERVICE LOCATIONS:

On any contract where orders will be directed to Authorized Dealers/Distributors or listing Service Locations, this information shall be provided by the BIDDER as part of the bid package in hard copy, and on a 3.5 inch diskette in a Word for windows file. Any subsequent revisions shall be submitted in the same format to the DOP CONTRACT ADMINISTRATOR, for review and approval prior to implementation.

Diskette must be formatted as:

- "Word for Windows"
- Font: Times New Roman 12
- Preset tabs only
- Margins: .5 Left and .5 Right, .5 Top and 1.0 Bottom
- Portrait only-no landscape
- No Tables
- No Headers or Footers
- No Excel Files

Failure to submit the information required in this section will be grounds for disqualification of your bid and/or removal from any resulting contract.

NOTICE TO CONTRACTOR

The employment of unauthorized aliens by any contractor is considered a violation of section 247A(e) of the Immigration and Nationalization Act. If the contractor knowingly employs unauthorized aliens, such violation shall be cause for unilateral cancellation of the contract.

PUBLIC ENTITY CRIMES

A person or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a bid on a contract to provide any goods or services to a public entity, may not submit a bid on a contract with a public entity for the construction or repair of a public building or public work, may not submit bids on leases of real property to a public entity, may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity, and may not transact business with any public entity in excess of the threshold amount provided in f.s. 287.017 for CATEGORY TWO for a period of 36 months from the date of being placed on the convicted vendor list.

SURCHARGE FEE AND SUMMARY OF TOTAL SALES

State Purchasing hereby imposes a vendor surcharge fee of .5% on contractors' sales under any contract resulting from this bid. The fee will be paid by the contractor and must be included in prices bid and cannot be added as a separate item. Use of this contract will be optional by State Agencies. If a State Agency elects to purchase from a source other than the resulting State contract, such purchases shall be in accordance with Chapter 287, F.S., and 60A Florida Administrative Code.

After receipt of payment from the contract purchases, all vendor surcharge fees shall be payable to the State of Florida no later than 15 days after the end of each quarter.

Vendor surcharge fee and contract number should be noted on the check and remitted to:

State of Florida
Department of Management Services
P.O. Box 5438
Tallahassee, FL 32314-5438

Contract supplier shall furnish State Purchasing a detailed summary of sales at the end of each quarter. By submission of these Sales Summary reports and corresponding vendor surcharge deposits, the contractor(s) is certifying their correctness. All such reports and fee deposits shall be subject to audit by the State of Florida.

Failure to comply with these requirements will result in the contract supplier being found in default, in which case any and all procurement costs and all outstanding vendor surcharge fees may be charged against the defaulting contractor and may result in immediate, unilateral cancellation of your contract by State Purchasing.

SUPPLY REQUIREMENTS

Contractor shall deliver as requested, for the contract term. Proof of ability to perform on the contract may be required.

In the event a contractor's mill source should fail to supply a paper item at any time for any reason during the contract term, it will be the contractor's responsibility to temporarily supply another brand of paper of equivalent quality meeting or exceeding all specifications for the contract prices, terms and conditions, as an emergency measure, subject to prior approval of State Purchasing. A period of 10 days will be allowed the contractor to provide written mill certification that substitute the brand meets and/or exceeds specifications.

CERTIFICATION

ALL CERTIFICATIONS REQUIRED IN THIS BID MUST BE COMPLETED AND RETURNED WITH YOUR BID. FAILURE TO COMPLY WITH THIS REQUIREMENT SHALL RESULT IN DISQUALIFICATION OF BID.

PRICES

In order to qualify your bid for a specific lot, bids must be submitted for all items listed within that lot during the Electronic On-Line Competitive Bidding Event. Prices offered shall be firm against any increase for a period of at least 90 days from effective date of contract. Upon completion of this initial period, if vendor has received, or receives during balance of contract period, an increase in prices from the mill, they may request, in writing, an increase not to exceed 5% of initial contract prices. Request may cover all or part of items on contract. A certified letter from the mill showing price increases must accompany the request. Increase (s) requested, if acceptable to the State, will apply only to the wholesale cost per cwt. from the mill, will be general throughout the paper industry, and not confined to the mill supplying the contract paper.

MINIMUM ORDER

Minimum order on this contract shall be 10 cartons of cut paper: Cut paper may be assorted in size and weight but confined to one (1) type of paper. Line item prices shall apply.

MAXIMUM ORDER

Maximum order shall be no more than one (1) carload (approximately 40,000 lbs.) in a one (1) month period to any one agency. Orders exceeding this quantity shall be considered as abnormal quantities as outlined in General Conditions Paragraph 20.

DELIVERY CHARGE OPTION

The ordering agency may elect to waive inside delivery services; and, will indicate such on the ordering instructions. When the ordering agency elects to waive this service, the inside delivery charge shall not apply to the order.

INTERNET HOME PAGE

The Contract resulting from this bid will become a public document. The State of Florida, State Purchasing is using the Florida Communities Network (FCN) on the Internet World Wide Web (WWW) to distribute State Term Contracts and product information to eligible users and other interested entities.

While not required at this time, each CONTRACT VENDOR is encouraged to develop and maintain a HOME PAGE on the Internet WWW. The Home Page must be compatible with the most recent version of browser software being used by State Purchasing. As of the writing of this solicitation, Netscape Navigator 3.0 is the State Purchasing browser standard. State Purchasing intends to upgrade to new browser versions as they become available and fully tested, at its discretion.

The Universal Resource Locator (URL) for the INTERNET HOME PAGE must be listed in the space provided on the Ordering Instructions page of the bid.

PURCHASES UNDER \$2,500

Agencies have the option to purchase from non-contract vendors provided the cost is below \$2,500. State agencies are encouraged to use the State Visa Purchasing Card for all purchases under \$2,500.

SERVICE

Availability of in-state representation to resolve technical problems and make on-site visits if required, are requirements of this Invitation to Bid and the resulting contract. Bidder shall, therefore, include as part of their response a list of in-state service representatives on the "Authorized Technical Service Representative" form. These representatives will be responsible for providing services during the term of the proposed contract. Failure to comply with this requirement shall result in disqualification of bid.

The coordination of the representatives will be handled by the specific individual designated on the ordering instruction sheet.

VISA ACCEPTANCE

The State of Florida has implemented a purchasing card program, using the VISA platform. Vendors may receive payment from State agencies by the purchasing card in the same manner as other VISA purchases. VISA acceptance is MANDATORY but is not the exclusive method of payment. Please indicate your ability to accept VISA in the space provided on the Ordering Instruction sheet of the bid.

DISCRIMINATION

In accordance with Section 287.134, Florida Statutes, an entity or affiliate who has been placed on the discriminatory vendor list may not submit a bid on a contract to provide goods or services to a public entity, may not submit a bid on a contract with a public entity for the construction or repair of a public building or public work, may not submit bids on lease of real property to a public entity, may not award or perform work as a contractor, supplier, subcontractor, or consultant under contract with any public entity, and may not transact business with any public entity.

INSURANCE, WORKERS' COMPENSATION

The contractor shall take out and maintain during the life of this agreement, Workers' Compensation Insurance for all of his employees connected with the work of this project and, in case any work is sublet, the contractor shall require the subcontractor similarly to provide Workers' Compensation Insurance for all of the latter's employees unless such employees are covered by the protection afforded by the contractor. Such insurance shall comply fully with the Florida Workers' Compensation law. In case any class of employees engaged in hazardous work under this contract at the site of the project is not protected under the Workmen's Compensation statute, the Contractor shall provide, and cause each sub-contractor to provide, adequate insurance, satisfactory to the Purchaser, for the protection of his employees not otherwise protected.

EVALUATION/AWARD

Award will be made statewide, on an all or none basis, by lot, to the lowest responsive bidder in the On-Line Competitive Bidding Event. Award will be made using the pricing formula as indicated on specification pages.

For bid award purposes, all carton prices must be based on Jr. cartons of 10 reams per carton. If bidder wishes to offer 12 ream cartons on certain papers for use on the contract, carton prices may be shown under separate letter but will not be utilized in award process. Cost of 3 hole punching will not be considered in award process. Carton quantity shown for inside delivery is estimated for bidding purposes only. All other provisions of Awards Paragraph, General Conditions, shall prevail.

DEPARTMENT OF MANAGEMENT SERVICES
DIVISION OF PURCHASING

IDENTICAL TIE BIDS/RFP'S

Preference shall be given to businesses with drug-free workplace programs. Whenever two (2) or more bids/RFP's which are equal with respect to price, quality and service are received by the State or by any political subdivision for the procurement of commodities or contractual services, a bid/RFP received from a business that certifies that it has implemented a drug-free workplace program shall be given preference in the award process. Established procedures for processing tie bids/RFP's will be followed if none of the tied vendors have a drug-free workplace program. In order to have a drug-free workplace program, a business shall:

- 1) Publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the workplace and specifying the actions that will be taken against employees for violations of such prohibition.
- 2) Inform employees about the dangers of drug abuse in the workplace, the business's policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation and employee assistance programs and the penalties that may be imposed upon employees for drug abuse violations.
- 3) Give each employee engaged in providing the commodities or contractual services that are under bid/RFP's a copy of the statement specified in subsection (1).
- 4) In the statement specified in subsection (1), notify the employees, as a condition of working on the commodities or contractual services that are under bid/RFP's, the employee will abide by the terms of the statement and will notify the employer of any conviction of, or plea of guilty or nolo contendere to, any violation of Chapter 893 or of any controlled substance law of the United States or any State, for a violation occurring in the workplace no later than five (5) days after such conviction.
- 5) Impose a sanction on, or require the satisfactory participation in a drug abuse assistance or rehabilitation program if such is available in the employee's community by any employee who is so convicted.
- 6) Make a good faith effort to continue to maintain a drug-free workplace through implementation of this section.

As the person authorized to sign the statement, I certify that this firm complies fully with the above requirements.

VENDOR'S SIGNATURE

PUR-7009 (04/96)

SPECIFICATIONS

PAPER: CUT-SIZE, BONDS

STATE OF FLORIDA

DEPARTMENT OF MANAGEMENT SERVICES

STATE PURCHASING

Specification
No.: 645-120
Date: 11/03/00
(Rev.)

1.0 SCOPE AND CLASSIFICATION

1.1 Scope: This specification consists of seven (4) types of cut-size bond papers. These papers shall be for office use and various publication reproduction purposes including offset and xerographic processes.

1.2 Classification: Papers covered by this specification shall be furnished in the types and grades as follows and according to substances, sizes and colors listed herein and further identified in TABLE I and TABLE II.

Type I:	Virgin Bond, Cutsizes, No. 4
Type II:	Virgin Xerographic Bond, Cutsizes, No. 4
Type III:	Recycled 25% Cotton Bond, Cutsizes, No. 1
Type IV:	Recycled Bond, Dual Purpose, No. 4

2.0 APPLICABLE PUBLICATIONS

2.1 Applicable portions of the following publications (issue in effect on date of invitation to bid) shall form a part of this specification:

T.A.P.P.I. Test Methods

T-401, T-403, T-410, T-411, T-412, T-425, T-435, T-452, T-538

Copies of the Methods may be obtained from the Technical Association of the Pulp & Paper Industry, Post Office Box 105113, Atlanta, Georgia 30348-5113.

3.0 REQUIREMENTS

3.1 Technical Documentation for Bid Evaluation

3.1.1 Technical Documentation: Acceptable technical documentation shall be defined as: Manufacturers' specification sheets, technical publications, printed product literature, engineering drawings, instruction or maintenance manuals or other published manufacturers' literature, and all certifications required by the specifications. Acceptable documentation shall be legible and have good printed quality.

In the event the information required by the specification is not available as requested above, the bidder shall furnish a clarification letter with the bid, from the manufacturer and on manufacturers' letterhead, that supplies the information required to determine specification compliance. Individual specifications and requirements must be addressed; a general statement such as "complies with all requirements" is not acceptable. Notes typed or handwritten on manufacturers' documentation or on bid price sheets are not acceptable documentation. The clarification letter shall be signed by an Engineering or Marketing Manager (or equivalent or superior title) who is an employee of the Manufacturer.

Technical documentation is required to enable the State to perform an evaluation to determine the compliance of each product bid with the applicable specifications.

Every specification and requirement shall be verifiable from the acceptable technical documentation supplied. All products bid shall meet or exceed all conditions and specifications.

3.2 For all items of this bid, the following shall apply:

3.2.1 Composition: Fiber content of paper supplied under this specification shall not be less than 90% chemical wood fiber, the total mechanical wood pulp not to exceed 10%. Fibers, whether chemical or mechanical wood pulp, may be derived from recycled fibers. Test method T-401.

3.2.2 Physical Requirements: The paper shall be uniform and in accordance with reasonable industry practice with regard to texture, finish, caliper, lint, dust, wrinkles, folds, scuff marks, and shall lie flat. Paper shall be cut squarely on all sides and be free of knife markings and ragged or torn edges. Ream and roll edges of all papers shall be straight, not fluted or wavy. Unless otherwise specified, paper shall be mill-cut, with grain running lengthwise the sheet. The papers as described in Table I, shall meet requirements set forth in this specification and in TABLE II, TABLE OF VALUES.

Moisture Content: Unless otherwise specified, papers shall be manufactured to have a moisture content that will be in equilibrium with a relative humidity of $40\% \pm 10\%$, and bidder shall provide certification attesting thereto, if requested. Test method T-412.

3.2.3 Variations: Cut-size Paper variation shall not exceed $\pm 1/32$ " in either direction. On successive sheets within a ream, size variation shall not exceed $\pm 1/64$ ".

3.2.4 Drilling: Any drilling requested shall be standard three-hole spacing; all holes shall be clean, sharp, and free of torn or ragged edges. Drilling through ream-wrappers is UNACCEPTABLE.

3.3 For specific paper requirements of this bid, the following shall apply.

3.3.1 Recycled Content: Fiber content of paper supplied under this specification shall be derived from recovered materials (paper). Refer to "Recycled Content Requirements" document in this bid package for definitions of "Recycled Content" and "Recovered Materials."

3.3.2 Recycled Content Certification: When bidding recycled paper stock items, bidder shall certify, in writing, the percentage (%) of recovered materials contained in the specified commodities. A certification of Recycled Content Requirements form is provided at the end of the bid package. All certifications in this bid must be completed and returned with your bid. Failure to comply with this requirement shall result in disqualification of the related bid.

3.3.3 Definition:

3.3.3.1 Dual Purpose Bond: For the purpose of this bid the terminology "Dual Purpose" is defined as: Any bond paper manufactured to be suitable for two or more usage applications.

3.3.4 Cotton Bond: The fiber content of Types I and X shall be 25% minimum cotton fiber with the remainder being fiber derived from bleached chemical pulp. Cotton Bond Paper shall have a light cockle finish. Use test method T-401. See paragraph 3.2.1, Composition.

3.3.5 Colored Paper: In addition to white, the required standard paper colors to be supplied under these specification requirements shall be as follows:

Type I:	Virgin Bond, Cutsite, No. 4 Colors required: Blue, buff, green, pink, goldenrod, and canary (or yellow).
Type IV:	Recycled Bond, Dual Purpose, No. 4 Colors required: Blue, buff, green, pink, goldenrod, and canary (or yellow).

3.4 Manufacturer's Product Certification:

3.4.1 Certification: In order to ensure compliance with this bid invitation, responsive and responsible bidders shall provide written mill certification to show, that brands bid for each state commodity number have been verified to meet and/or exceed the specification requirements of the bid. The specification requirements and characteristic values of the products bid shall be verified by the mill's/manufacture's representative.

Certification shall be submitted with each vendor's bid documents and have the following information:

- A. Vendor/Distributor name and address
- B. Mill representative name, signature and address
- C. Certification date each item verified to meet or exceed bid specifications
- D. Mill brand specification values in accordance with bid specification Table II
- E. Mill brand name and number, and associated State commodity number
- F. ITB number

The enclosed Manufacturer's Product Certification shall be completed and signed by the manufacturer's representative. It is the bidder's sole responsibility to ensure that for each commodity bid, all appropriate values are entered into the certification table. Failure to submit a completed certification will result in disqualification of the bid.

- 3.4.2 Performance: Products supplied under any contract resulting from this bid shall perform satisfactorily when utilizing: pen and ink for writing, electrostatic copiers/duplicators employing either liquid or dry toner technology in conjunction with heat and/or pressure fusing sections, computer laser printers, word processing equipment, and offset printing equipment.

4.0 SAMPLING, INSPECTION, AND TEST PROCEDURES

- 4.1 Random Samples: Samples of delivered items may be randomly selected and tested in accordance with the test and inspection procedures for compliance with these specifications. If it is found that delivered commodities are not equal to or better than the requirements of this specification and/or of the original samples if tested, State Purchasing may proceed as stipulated in the "General Conditions" of the bid pertaining to non-conformance by the contractor.

5.0 PREPARATION FOR DELIVERY

- 5.1 Packing for Cutsized Papers: All cut-size paper shall be securely wrapped in moisture resistant material at the mill and with content labeling on the end of each ream. Carton containers are to be corrugated and industry standard. Packing quantities shall be as follows: 8-1/2" x 11" and 8-1/2" x 14" sheet sizes shall not exceed ten (10) or twelve (12) reams per carton. 11" x 17" sheet sizes shall not exceed five (5) or six (6) reams per carton.

5.2 Labeling Requirements:

- 5.2.1 Cutsized Papers: Unless otherwise specified each ream or package shall be end-labeled to show brand, size, color, and substance. Each carton shall be labeled to show quantity (number of reams and sheets) contained therein, name of contractor and contract and purchase order numbers.
- 5.2.2 Recycled Content: Paper certified to have recycled content shall be labeled to indicate the recycled content and that the product is manufactured with recovered materials..

Specification Nos.: 645-120

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6.0 NOTES

6.1 Commodities procured under this specification shall not deviate from those originally contracted for without written approval from the State Purchasing.

6.2 This specification shall, until revised or rescinded by the State Purchasing, apply to each future purchase and contract for the commodities described herein.

TEST AND INSPECTION PROCEDURE - TIP 645-120

CUTSIZE PAPERS: BONDS, COVERS, OFFSET AND WEB ROLL

1.0 TEST AND INSPECTION PROCEDURE

1.1 Inspection Procedure: Visually inspect the ream samples for the following:

1.1.1 Wrapping: Each ream or package shall be individually wrapped, and all be labeled as to Brand, Size, Color, Substance and Recycled Content (if applicable).

1.2 Test Procedure: Size tolerances shall be as follows:
(Note: Size tolerances shall not apply to cutsize samples submitted to satisfy roll paper requirements).

1.2.1 Paper size variation shall not exceed $\pm .0312$ " in either direction.

1.2.2 On successive sheets within a ream, size variation shall not exceed $\pm .0156$ ".

1.3 Test Methods: The paper requirements of this specification shall be tested according to TAPPI Standards below and as set forth in TABLE II: TABLE OF VALUES of this specification. The bid samples required for testing are indicated in 4.1 of this specification.

TAPPI Standards:

T-401 Test for fiber analysis of paper with 25% cotton fiber content.

T-403 Test for bursting strength of paper.

T-410 Test for basis weight of paper and paperboard.

T-411 Thickness (caliper) of paper and paperboard.

T-412 Moisture in paper.

T-425 Opacity of Paper (15/Diffuse Illuminate A, 89%Reflectance Backing and Paper Backing).

T-435 Hydrogen ion concentration (pH) of paper extracts (hot extraction method).

T-452 Brightness of pulp, paper, and paperboard (directional reflectance at 457nm). This test method shall be omitted for any colored paper submitted for testing.

T-538 Smoothness of Paper (Sheffield Method).

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TABLE I

CUTSIZE: BOND, COVERS, OFFSET AND WEB ROLL OFFSET PAPERS

<u>COMMODITY NO.</u>	<u>GRADE</u>	<u>COLOR</u>	<u>SUBSTANCE</u>	<u>SIZE</u>	<u>TYPE</u>
645-120-060-0220	4	White	20 lb.	8-1/2 X 11"	Virgin Bond
645-120-060-0240	4	White	20 lb.	8-1/2 X 14"	Virgin Bond
645-120-060-0260	4	White	20 lb.	11 X 17"	Virgin Bond
645-120-060-0280	4	Colors	20 lb.	8-1/2 X 11"	Virgin Bond
645-120-060-0300	4	Colors	20 lb.	8-1/2 X 14"	Virgin Bond
645-120-970-0100	4	White	20 lb.	8-1/2 X 11"	Virgin Xero-graphic Bond
645-120-970-0120	4	White	20 lb.	8-1/2 X 14"	Virgin Xero-graphic Bond
645-120-710-0510	1	White	20 lb.	8-1/2 X 11"	Recycled 25% Cotton Bond
645-120-710-0530	1	White	20 lb.	8-1/2 X 14"	Recycled 25% Cotton Bond
645-120-710-0550	1	White	20 lb.	11 X 17"	Recycled 25% Cotton Bond
645-120-710-0100	4	White	20 lb.	8-1/2 X 11"	Recycled Bond Dual Purpose
645-120-710-0105	4	Colors	20 lb.	8-1/2 X 11"	Recycled Bond Dual Purpose
645-120-710-0110	4	White	20 lb.	8-1/2 X 14"	Recycled Bond Dual Purpose
645-120-710-0115	4	Colors	20 lb.	8-1/2 x 14"	Recycled Bond Dual Purpose
645-120-710-0120	4	White	20 lb.	11" x 17"	Recycled Bond Dual Purpose
645-120-710-0125	4	Colors	20 lb.	11" x 17"	Recycled Bond Dual Purpose
645-120-710-0130	4	White	24 lb.	8-1/2 x 11"	Recycled Bond Dual Purpose

TABLE II: TABLE OF VALUES

TAPPI TEST METHOD	VIRGIN AND RECYCLED 25% COTTON BOND		VIRGIN BOND AND RECYCLED DUAL PURPOSE BOND	
	20 LB	24 LB	20 LB	24 LB
Fiber Analysis ^A , Min., Cotton Fiber Content	25%	25%	-----	-----
Min., Chemical Pulp T-401	90%	90%	90%	90%
Bursting Strength, PSI., Min. T-403	17	23	16.5	22
Basis Wt., Lbs., 500 X 17" X 22", $\pm 1\%$ T-410	20	24	20	24
Thickness, Inches \pm 0.0006 T-411	0.0046	0.0054	0.0040	0.0048
Moisture Content ^B , % of Original Weight $\pm 1\%$ T-412	---	---	---	---
Opacity, %, Min. T-425	85	88	84	86
Extract pH, Min. T-435	6.5	6.5	7.0	7.0
Brightness, %, Min. T-452	88	88	79.0	79.0
Smoothness, Sheffield, Units T-538	260 - 340	260-340	100 - 235	100 -235

A. See Specification 3.3.4 and 3.2.1

B. See Specification 3.2.2

TABLE II: TABLE OF VALUES

<u>TAPPI TEST METHOD</u>	<u>VIRGIN BOND DUPLICATOR</u>	<u>VIRGIN BOND MIMEOGRAPH</u>	<u>VIRGIN BOND XEROGRAPHIC</u>
	<u>20 LB</u>	<u>20 LB</u>	<u>20 LB</u>
Bursting Strength, PSI., Min. T-403	16.5	16.5	16.5
Basis Wt., Lbs., 500 x 17" x 22", ± 1% T-410	20	20	20
Thickness, Inches ± 0.0006 T-411	0.0036	0.0048	0.0040
Moisture Content ^B , % of Original Weight ± 1% T-412	---	---	---
Opacity, % Min. T-425	84	84	84
Extract pH, Min. T-435	7.0	4.6	7.0
Brightness, %, Min. T-452	77.5	77.5	77.5
Smoothness, Sheffield, Units T-538	60 - 150	210 - 335	114 - 215

B. See Specification 3.2.2

Price Sheet

20 LB. BOND - VIRGIN PAPER

<u>COMMODITY NO.</u>	<u>SIZE</u>	<u>CARTON BREAKS</u>	<u>PRICE PER JR. CARTON</u>
645-120-060-0220	8-1/2" x 11" <u>WHITE</u>	10 - 39	19.85
		40 - 99	19.55
		100 - 199	19.23
		200 - 799	19.10
		800 +	18.87

BRAND: Econosource GP

Vendor: Unisource Worldwide, Inc.

645-120-060-0240	8-1/2" x 14" <u>WHITE</u>	10 - 39	24.58
		40 - 99	24.35
		100 - 199	24.22
		200 - 799	24.10
		800 +	23.98

BRAND: Econosource GP

Vendor: Unisource Worldwide, Inc.

Price Sheet

20 LB. BOND - VIRGIN PAPER

<u>COMMODITY NO.</u>	<u>SIZE</u>	<u>CARTON BREAKS</u>	<u>PRICE PER JR. CARTON</u>
645-120-060-0260	11" x 17" <u>WHITE</u>	10 - 39	19.85
		40 - 99	19.58
		100 - 199	19.23
		200 - 799	19.10
		800 +	18.87

BRAND: Econosource GP

Vendor: Unisource Worldwide, Inc.

645-120-060-0280	8-1/2" x 11" <u>COLORS</u>	10 - 39	25.26
		40 - 99	24.74
		100 - 199	24.49
		200 - 799	24.24
		800 +	24.00

LIST COLORS:

Blue, Buff, Canary, Ivory,

Gold, Gray, Green, Pink

BRAND: GP Ardor Bond

Vendor: Unisource Worldwide, Inc.

Price Sheet

20 LB. BOND - VIRGIN PAPER

<u>COMMODITY NO.</u>	<u>SIZE</u>	<u>CARTON BREAKS</u>	<u>PRICE PER JR. CARTON</u>
645-120-060-0300	8-1/2" x 14"	10 - 39	32.11
	<u>COLORS</u>		
LIST COLORS:		40 - 99	31.44
<u>Blue, Canary, Ivory,</u>		100 - 199	31.12
<u>Green, Pink</u>		200 - 799	30.81
BRAND: <u>GP Ardor Bond</u>		800 +	30.50

PRICE PER 1,000 SHEETS FOR DRILLING STANDARD 3-HOLES IN ALL 8-1/2" X 11",
20 LB., CUT-SIZE PAPERS: \$0.75

VENDOR: Unisource Worldwide, Inc.

Price Sheet

20 LB. XEROGRAPHIC BOND - VIRGIN PAPER

<u>COMMODITY NO.</u>	<u>SIZE</u>	<u>CARTON BREAKS</u>	<u>PRICE PER JR. CARTON</u>
645-120-970-0100	8-1/2" x 11" <u>WHITE</u>	10 - 39	20.82
		40 - 99	19.96
		100 - 199	19.32
		200 - 799	19.24
BRAND: <u>Hammermill Tidal 162008</u> Replicopy 65305 or IP Relay 13020 (Rev. 01 May 01)		800 +	18.58

Vendor: Xpedx

645-120-970-0120	8-1/2" x 14" <u>WHITE</u>	10 - 39	26.14
		40 - 99	25.60
		100 - 199	24.32
		200 - 799	24.26
BRAND: <u>Hammermill Tidal 162016</u> Relicopy 65307 or IP Relay 13021 (Rev. 01 May 01)		800 +	24.09

PRICE PER 1,000 SHEETS FOR DRILLING STANDARD 3-HOLES IN ALL 8-1/2" X 11",
20 LB., CUT SIZE PAPERS: \$0.35

VENDOR: Xpedx

Price Sheet

20 LB. BOND - RECYCLED CONTENT PAPER

<u>COMMODITY NO.</u>	<u>SIZE</u>	<u>CARTON BREAKS</u>	<u>PRICE PER JR. CARTON</u>	X	<u>WEIGHT FACTOR</u>	<u>EXTENDED TOTALS</u>
645-120-710-0510	8-1/2" x 11" <u>WHITE</u>	10 - 39	47.82			
		40 - 99	46.88			
		100 - 199	43.13			
		200 - 799	41.25			
BRAND: <u>Wausau Royal Bond</u>		800 +	38.25			

Vendor: Mac Paper, Inc.

20 LB. BOND - RECYCLED CONTENT PAPER

645-120-710-0530	8-1/2" x 14" <u>WHITE</u>	10 - 39	52.47			
		40 - 99	51.52			
		100 - 199	50.09			
		200 - 799	49.13			
BRAND: <u>Wausau Royal Bond</u>		800 +	48.18			

Vendor: Mac Papers, Inc.

Price Sheet

20 LB. BOND - RECYCLED CONTENT PAPER

<u>COMMODITY NO.</u>	<u>SIZE</u>	<u>CARTON BREAKS</u>	<u>PRICE PER JR. CARTON</u>
645-120-710-0550 <u>WHITE</u>	11" x 17*	10 - 39	43.13
		40 - 99	42.00
		100 - 199	40.50
		200 - 799	38.63
		800 +	37.88

BRAND: Wausau Royal Bond

Vendor: Mac Papers, Inc.

24 LB. BOND - RECYCLED PAPER

<u>COMMODITY NO.</u>	<u>SIZE</u>	<u>CARTON BREAKS</u>	<u>PRICE PER JR. CARTON</u>
645-120-710-0580	8-1/2" x 11" <u>WHITE</u>	10 - 39	58.50
		40 - 99	56.25
		100 - 199	51.75
		200 - 799	46.35
		800 +	45.45

BRAND: Wausau Royal Bond

Vendor: Mac Papers, Inc.

PRICE PER 1,000 SHEETS FOR DRILLING STANDARD 3-HOLES IN ALL 8-1/2" X 11",
20 LB., CUT-SIZE PAPERS: \$1.00

Price Sheet

DUAL PURPOSE BOND - RECYCLED CONTENT PAPER

<u>COMMODITY NO.</u>	<u>SIZE</u>	<u>CARTON BREAKS</u>	<u>PRICE PER JR. CARTON</u>
645-120-710-0100	8-1/2" x 11"	10 - 39	19.44
	20 LB		
	<u>WHITE</u>	40 - 99	19.44
		100 - 199	19.44
		200 - 799	19.44
BRAND: <u>G.P. Geocycle</u>		800 +	19.44

Vendor: Unisource Worldwide, Inc.

645-120-710-0105	8-1/2" x 11"	10 - 39	23.00
	20 LB		
	<u>COLORS</u>	40 - 99	23.00
		100 - 199	23.00
		200 - 799	23.00
BRAND: <u>G.P. Colorsource</u>		800 +	23.00

LIST COLORS:

Blue, Buff, Canary, Cherry,

Tan, Gray, Green, Ivory,

Pink and Salmon

Vendor: Unisource Worldwide, Inc.

Price Sheet

DUAL PURPOSE BOND - RECYCLED CONTENT PAPER

<u>COMMODITY NO.</u>	<u>SIZE</u>	<u>CARTON BREAKS</u>	<u>PRICE PER JR. CARTON</u>
645-120-710-0110	8-1/2" x 14"	10 - 39	24.73
20 LB			
<u>WHITE</u>		40 - 99	24.73
		100 - 199	24.73
		200 - 799	24.73
BRAND: <u>G.P. Geocycle</u>		800 +	27.73

Vendor: Unisource Worldwide, Inc.

645-120-710-0115	8-1/2" x 14"	10 - 39	29.57
20 LB			
<u>COLORS</u>		40 - 99	29.57
LIST COLORS:			
<u>Blue, Buff, Canary, Cherry,</u>		100 - 199	29.57
<u>Tan, Gray, Green, Ivory, Gold,</u>			
<u>Pink and Salmon</u>		200 - 799	29.57
BRAND: <u>G.P. Colorsource</u>		800 +	29.57

Vendor: Unisource Worldwide, Inc.

Price Sheet

DUAL PURPOSE BOND - RECYCLED CONTENT PAPER

<u>COMMODITY NO.</u>	<u>SIZE</u>	<u>CARTON BREAKS</u>	<u>PRICE PER JR. CARTON</u>
645-120-710-0120	11" X 17"	10 - 39	19.44
20 LB			
<u>WHITE</u>		40 - 99	19.44
		100 - 199	19.44
		200 - 799	19.44
BRAND: <u>G.P. Geocycle</u>		800 +	19.44

Vendor: Unisource Worldwide, Inc.

645-120-710-0125	11" x 17"	10 - 39	23.00
20 LB			
<u>COLORS</u>		40 - 99	23.00
LIST COLORS:			
<u>Blue, Buff, Canary, Cherry,</u>		100 - 199	23.00
<u>Tan, Gray, Green, Ivory, Gold,</u>			
<u>Pink and Salmon</u>		200 - 799	23.00
BRAND: <u>G.P. Colorsource</u>		800 +	23.00

Vendor: Unisource Worldwide, Inc.

Price Sheet

DUAL PURPOSE BOND - RECYCLED CONTENT PAPER

<u>COMMODITY NO.</u>	<u>SIZE</u>	<u>CARTON BREAKS</u>	<u>PRICE PER JR. CARTON</u>
645-120-710-0130	8-1/2" X 11"	10 - 39	31.30
24 LB			
<u>WHITE</u>		40 - 99	31.30
		100 - 199	31.30
		200 - 799	31.30
BRAND: <u>G.P. Opaque Volorem</u>		800 +	31.30
<u>Recycled</u>			

Vendor: Unisource Worldwide, Inc.

PRICE PER 1,000 SHEETS FOR DRILLING STANDARD 3-HOLES IN ALL 8-1/2" X 11",
20 LB. AND 24 LB. CUT-SIZE PAPERS: \$ 0.75

Mac Papers, Inc.

ORDERING INSTRUCTIONS

NOTE: ALL ORDERS SHOULD BE DIRECTED TO:

SPURS VENDOR NUMBER: F59105698-002

VENDOR: Mac Papers, Inc. (Use Distributor nearest your location) (A)

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CITY, STATE, ZIP: Jacksonville, FL 32207

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TOLL FREE NO.: 800-342-3849

ORDERING FAX NO.: 800-233-5734

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TELEPHONE: 904-348-3377

TOLL FREE NO.: 800-622-2968 x3377

URL HOME PAGE ADDRESS: www.macpapers.com

ELECTRONIC MAIL ADDRESS: jshane@macpapers.com

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Jacksonville, FL 32207
Bill Harris, General Manager
904-396-5312
800-233-5734 (FAX)
800-342-3849

F59-1059698-009 (A)
West Palm Beach, FL
7970 Central Industrial Dr., North
Building # 8
Riviera Beach, FL 33404
Rod Highsmith, General Manager
561-840-1900
800-622-2860 (FAX)
800-622-2845

F-591059698-005 (A)
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7601 Kingspointe P/W (32819)
P.O. Box 590115
Orlando, FL 32859-0115
George Kirby, General Manager
407-370-5595
800-352-7330 (FAX)
800-422-1725

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1425 Commerce Blvd.
Havana, FL 32333
Carter Whiddon, General Manager
850-574-3700
800-342-2696
850-574-3757 (FAX)
800-356-7906 (FAX)

F 59-1059698-004 (A)
Tampa, FL
1701 N. 50th Street
P.O. Box 5657
Tampa, FL 33675
Linsay Sims, General Manager
813-247-3461
800-248-6927 (FAX)
800-227-1722

F59-1059698-008 (A)
Mobile, AL
5525 Commerce Blvd., W.
P.O. Box 191207
Mobile, AL 36619
John Warren, General Manager
334-443-5622
334-443-8488 (FAX)
800-622-4450

F 59-1059698-003 (A)
Miami, FL
5900 N.W. 176th Street (33015)
P.O. Box 172640
Miami, FL 33017-2640
Steve Collins, General Manager
305-362-9699
305-362-0262 (FAX)
800-432-3098

Unisource Worldwide, Inc.
ORDERING INSTRUCTIONS

NOTE: ALL ORDERS SHOULD BE DIRECTED TO:

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VENDOR: Unisource Worldwide, Inc. (A)

STREET ADDRESS OR P.O. BOX: 4151 Woodcock Drive

CITY, STATE, ZIP: Jacksonville, FL 32207

TELEPHONE: 904-348-8232

TOLL FREE NO.: 800-631-1955

ORDERING FAX NO.: 800-817-7701; 800-410-0585; 800-545-2594
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REMIT ADDRESS: P.O. Box 102174

CITY, STATE, ZIP: Atlanta, GA 30368

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PRODUCT

INFORMATION: DIRECT INQUIRY TO:

NAME AND TITLE: P.J. Leonardi, Florida Bid Specialist
(Rev. 01 May 01)

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CITY, STATE, ZIP: Jacksonville, FL 32207

TELEPHONE: 904-348-8232

TOLL FREE NO.: 800-631-1955

URL HOME PAGE ADDRESS: www.unisourcelink.com

ELECTRONIC MAIL ADDRESS: leonap01@unisourcelink.com

Xpedx

ORDERING INSTRUCTIONS

NOTE:

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VENDOR: Xpedx: An International Paper Company (A)

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TELEPHONE: 800-482-9897

TOLL FREE NO.: 800-482-9897

ORDERING FAX NO.: 800-540-4922

REMIT ADDRESS: Same as above

CITY, STATE, ZIP: _____

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PRODUCT

INFORMATION: DIRECT INQUIRY TO:

NAME AND TITLE: Daniel L. Harris, Tax Supported-Account Manager

STREET ADDRESS OR P.O. BOX: P.O. Box 37889

CITY, STATE, ZIP: Jacksonville, FL 32236

TELEPHONE: 800-231-3369 x168

TOLL FREE NO.: 800-231-3369 x168

URL HOME PAGE ADDRESS: www.xpedx.com

ELECTRONIC MAIL ADDRESS: dan.harris@xpedx.com