

## Purchasing Policy 16

**Date:** March 1, 2016  
**To:** State Agencies and ALP Buyers  
**From:** Luke Jannett, Acquisitions Manager  
**Subject:** Instructions for Procuring Paper Products and Printing Services

For the purposes of this Policy the following definitions apply:

- "Copier paper" means paper purchased for use in copying machines.
- "Office paper" means notepads, loose-leaf fillers, tablets, and other paper commonly used in offices.
- "Postconsumer material" means a finished material that would normally be discarded as a solid waste, having completed its life cycle as a consumer item.
- "Practicable" means capable of being used, consistent with performance, in accordance with applicable specifications, and availability within a reasonable time.
- "Printing paper" means paper designed for printing, other than newsprint, such as offset and publication paper.
- "Soy-based ink" means printing ink made from soy oil.
- "Uncoated" means not coated with plastic, clay, or other material used to create a glossy finish.

When purchasing **PAPER PRODUCTS**, OSP recommends that a worksheet that requests comparisons for both Minnesota paper mills and non-Minnesota paper mills be utilized so that pricing, quality, and environmental considerations for both may be evaluated. The purchasing agency should include a delivery ARO (after receipt of order) so that the purchasing agency may identify the "availability" as being within "a reasonable amount of time" per the statutory definition.

In the event an agency determines that it is not "practicable" to purchase **PAPER PRODUCTS** or **PRINTING** according to Minn. Stat. § 16C.073, justification for that determination must be approved in writing by the Agency Head or Delegate and retained in the corresponding purchasing file.

### Paper Products

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- Executive Order 11-13 states at least 93 percent of all copier paper purchased from the copier paper contract vendor must be a minimum of 30 percent postconsumer recycled content paper and third party certified under one of two internationally recognized forest management certification systems: the Forest Stewardship Council (FSC) or the Sustainability Forestry Initiative (SFI).
- When "practicable," Minn. Stat. § 16C.073 requires state agencies to purchase paper as follows:
  - (1) purchase uncoated copy paper, office paper, and printing paper, unless the coated paper is made with at least 50% postconsumer material

- (2) purchase recycled content copy paper with at least 30 percent postconsumer material by weight and purchase printing and office paper with at least ten percent postconsumer material by weight;
- (3) purchase copy, office, and printing paper which has not been dyed with colors, excluding pastel colors;
- (4) purchase recycled content copy, office, and printing paper that is manufactured using little or no chlorine bleach or chlorine derivatives;
- and**
- (5) purchase paper which has been made on a paper machine located in Minnesota.
- Agencies committed to sustainable procurement should consider following the US EPA guidelines. US EPA Comprehensive Procurement Guidelines for printing and writing papers ([EPA Conserve Tools](#)) require that all copy and printing papers contain a minimum of 30% postconsumer recycled content.

## Printing

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When “practicable,” Minn. Stat. § 16C.073 requires state agencies to:

- (1) use reusable binding materials or staples and bind documents by methods that do not use glue;
- (2) use soy-based inks;
- (3) produce reports, publications, and periodicals that are readily recyclable;
- and**
- (4) print documents on both sides of the paper where commonly accepted publishing practices allow.

There are several options available to meet agency printing needs such as:

- Per Minn. Stat. § 16C.09, for general service contracts valued in excess of \$5,000, DHS or DEED must be utilized for printing services if they are able and available to perform the services. Utilizing state agencies does not require the use of the solicitation process. See below for the printing services offered by these state agencies.
- A solicitation must be sent to MINNCOR, vendor number 274788, when applicable.
- When the printing request is over the buyer’s ALP authority (and is not being ordered from a state agency or state contract), enter a requisition in SWIFT for OSP to solicit and order the printing.
- Check to see if the desired printing is available from an existing state contract.

**Minnesota Department of Human Services (DHS)**, is a print to mail production facility. They can provide:

- high speed & volume letter printing and insertion
- high speed & volume letter sortation for postage savings
- optimized for production mail cost savings
- postcards
- large envelope insertion
- different materials stock printing

For more information contact DHS, at 651.431.2000 or [DHS.info@state.mn.us](mailto:DHS.info@state.mn.us).

**Minnesota Department of Employment and Economic Development (DEED)** can provide the following services:

- high speed letter and volume printing
- high speed printing of books/brochures/color copy materials
- postcard printing/cutting

For more information contact DEED, at 651.259.7114 or [DEED.CustomerService@state.mn.us](mailto:DEED.CustomerService@state.mn.us).

**MINNCOR** Printing Industries can do the following types of printing and general services:

- manuals
- newsletters
- booklets
- brochures
- business cards
- letterhead
- envelopes
- posters
- typesetting
- cutting
- large projects
- photocopying
- assembly
- fulfillment (warehousing, mailing & shipping)
- drilling
- bindery
- coil binding
- folding
- inserting
- packaging

Online ordering is available. For more information contact MINNCOR Customer Service at 651.361.7500.