



PURCHASING OFFICE

Wingate Hall, Room 112
160 Convent Avenue
New York, New York 10031

TEL: 212.650.5250
FAX: 212.650.7228
www.cuny.cuny.edu

CCNY Procurement Bulletin #2

To: All Departmental Procurement Liaisons

Subject: 100% Post Consumer Recycled Paper

Date: September 19, 2008

In April of 2008, Governor Patterson signed Executive Order #4 entitled "Establishing a State Green Procurement and Agency Sustainability Program". An important provision of this Executive Order is the requirement, to the extent practicable, to purchase copy paper that is composed of 100% post consumer recycled content and process chlorine free.

I am pleased to inform you that the New York State Office of General Services has issued a statewide contract for recycled copy paper (Less Than Truckload Lots) that is either processed chlorine free or elemental chlorine free, for All Zones of the state.

While there are several items listed on this contract, City College Departments may only purchase from ZONE 4 - DOWNSTATE COUNTIES - METROPOLITAN NEW YORK CITY AREA. Please refer to page 8 of the PDF listed below when preparing your requisition.

The item numbers for Zone 4 are as follows:

ITEM 4 - 100% Post Consumer Fiber Recycled White Bond Multipurpose Office Paper
ITEM 8 - 50% Post Consumer Fiber Recycled White Bond Multipurpose Office Paper
ITEM 12 - 30% Post Consumer Fiber Recycled White Bond Multipurpose Office Paper

The Office of General Services has awarded these items to multiple vendors for our Zone at different unit prices. Departments are to only select the vendor with the lowest price, based on your required quantity, offering 100% Post Consumer Fiber Recycled White Bond Multipurpose Office Paper, unless the lowest cost vendor cannot meet our delivery requirements or you have received approval from the Vice President of Finance and Administration to deviate from the Governors Executive Order. For assistance with these options, please contact the Purchasing Office at 212-650-5250.

All paper orders, regardless of dollar amount, must be placed by the Purchasing Department via official CCNY purchase order. Please forward your completed requisition referencing the selected vendor and pricing to the Purchasing Department in Wingate 112.

Please visit the following link to view the entire text of the contract. Remember to refer to page 8 for Zone 4 pricing.

<http://www.ogs.state.ny.us/purchase/spg/pdfdocs/5021121239ra.pdf>