**EXHIBIT A: DESCRIPTION OF GOODS**

1. **Non-Recycled White Copy Paper:**
* Quantity of 1,400 cases.
* 8.5x11 inch.
* 20lb, white.
* Minimum of 92 brightness. If not specified on packaging, vendor must supply specifications sheet.
* 500 sheets per ream, 10 reams per case.
* If quoted, recycled printing and writing paper shall consist of at least 30 percent, by fiber weight, postconsumer fiber.
* Multiple deliveries will be accepted. A minimum of 840 cases must be delivered within two weeks of receipt of purchase order; entire order must be delivered no later than 45 days within receipt of purchase order.
* Must be 40 cases per pallet; 8 tie, 5 high lay out.
* Grade B, Block, or Skid pallets will not be accepted.
1. **Specialty Paper:**
* Quantity, 240 Cases Copy Paper, 8.5x11 inch, Pink 2 hole (top) punch paper-must meet the following specifications:
* Must be 80 cases per pallet, 5 reams per case, 500 sheets per ream
* Quantity, 160 Cases Copy Paper, 8.5x11 inch, White 3 hole (side) punch paper-must meet the following specifications:
* Must be 40 cases per pallet, 10 reams per case, 500 sheets per ream
* Entire order must be delivered and invoiced no later than 45 days within receipt of purchase order.
* Vendor should quote both non-recycled and recycled paper.
* Recycled printing and writing paper shall consist of at least 30 percent, by fiber weight, postconsumer fiber.
1. **All Items must meet the following specifications:**
* Sugar cane fiber paper will **not** be accepted.
* The court **may** request samples.
* No loading dock is available.
* Cases must be strapped to the pallets.
* Must pre-arrange delivery time to ensure staff and forklift availability.
* Delivery company must be able to unload pallets from delivery truck.
* Deliver “Free on Board Destination Freight Prepaid” to Court’s Distribution Center located at **770 S. Gifford Ave, San Bernardino CA 92408.**