



2023

**Orange County's
Environmentally Preferable
Purchasing Policy
Best Practices Guide**

Prepared by the County Procurement Office
County of Orange





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Introduction

In an effort to achieve the goals set forth in the Environmentally Preferable Purchasing (EPP) Policy, the County Procurement Office will issue periodic initiatives as part of the EPP Best Practices guide aimed at the following environmental considerations:

- Bio-based products
- Cleaning products
- Energy-efficient products
- Furniture
- Green building
- Landscaping
- Paint products and painting services
- Paper
- Pest management
- Recycled content products
- Renewable electricity
- Vehicles and maintenance

These initiatives will provide information regarding specifications to be applied to all products and services when evaluating possible vendors. Example Request for Proposal (RFP)/ Contract language and standards will be included for customization to the needs of each purchase.

The given preferences and standards should be adhered to as long as they meet performance needs and are available within a reasonable period of time at a reasonable cost. Section 5 of this manual outlines methods and formulas to calculate preference. In instances where State or Federal law outlines purchasing requirements, these standards are explained. Beyond these set requirements, nothing in this guide should be construed as requiring a purchaser or contractor to procure products that do not perform adequately for their intended use, exclude adequate competition, or are not available at a reasonable price or in a reasonable period of time.

Environmentally Preferable Products

Our current initiatives are as follows:

1. Janitorial Cleaners & Products

Janitorial Cleaners and Products are divided into the following classifications: Hard surface/General-Purpose Cleaners; Biologically-based Cleaning and Degreasing Compounds; Disinfectants and Disinfecting Cleaners; Carpet & Upholstery Cleaners; and Floor-Care



Products. These classifications cover products ranging from bathroom, carpet and upholstery, general purpose, window/glass, disinfectant, and industrial cleaners.

Deputy Purchasing Agents (DPAs) **must** purchase products in compliance with the maximum allowable Volatile Organic Compound content, under the California Code of Regulations (Article 2 Section 94509, Title 17). The current level of VOC content for this product category is 30%. Products included in the Bidder's response must, at a minimum, meet this VOC requirement. Product performance should meet industry acceptable performance standards. All products **must** be compliant with California OSHA requirements.

DPAs may choose to go beyond these environmental requirements. In these instances DPAs should consider a full range of environmentally preferable attributes, along with overall performance and cost, consistent with the County EPP Policy when soliciting vendor proposals. Evaluating the environmental attributes of cleaners can be challenging due to creative marketing and product labeling. To assist DPAs in making the most environmentally conscious purchasing decisions possible regarding janitorial cleaners, the following third-party certifying agencies should be utilized.

When feasible preference should be given to vendors offering janitorial cleaners and products registered through one of the following certification agencies. Vendors may also receive preference for products for which there is demonstrable evidence that the product meets the standards of these agencies:

1. EcoLogo, <http://www.terrachoice-certified.com/en/>
2. Green Seal, <http://www.greenseal.org/>
3. Environmental Protection Agency, Design for the Environment (DfE), www.epa.gov/dfc

Additional information with regard to specific product standards for each of these certifications can be found at the websites given above.

Since improper use can affect the performance of green cleaning products, DPAs should consider requiring vendors to provide training to maintenance staff on the proper use of the products. Training is considered essential for successful implementation.

1.1 Hard surface/General-Purpose Cleaning products

Hard surface cleaning products are used to remove both organic and inorganic soils from a variety of hard surfaces including plastic, glass, ceramic, metal, porcelain, rubber, leather, wood and stone. These products include bathroom cleaners, boat and bilge cleaners, cooking appliance cleaners, degreasers, dish cleaners, industrial cleaners, vehicle cleaners for household and institutional use, window and glass cleaners, and cleaning products with low potential for environmental illness.

If the DPA chooses to require an environmentally preferable hard surface/general purpose cleaning product, the following example of suggested language may be incorporated in the RFP and/or contract:



a) When contracting for the purchase of these products or services requiring the utilization of this product, the County is authorizing a 5% price preference be given to vendors adopting the use of environmentally preferable products and methods.

The County defines an environmentally preferable hard surface/general-purpose cleaning product as one that is certified through one of the following agencies or has demonstrable evidence that it possesses the same attributes and standards of a certified product:

Environmentally Preferable Product Standards:

- 1. EcoLogo Standard CCD-146, <http://www.terrachoicecertified.com/en/>*
- 2. Green Seal GS-37 & GS-34, <http://www.greenseal.org/>*
- 3. EPA Design for the Environment (DfE) Program, www.epa.gov/dfe*

** All products must comply with the standards set forth in the California Code of Regulations (Article 2 Section 94509, Title 17) and be California OSHA compliant.*

Cleaning chemicals must be certified through one of these agencies and must remain certified for the duration of the contract. Products that are not listed through one of these certification agencies are prohibited as part of this cleaning contract. Bidders must provide proof of agency certification if the product is not listed on the certification agency's website at time of bid submission.

Prior to bid award, bidder must provide a complete list of all products to be used and the Material Safety Data Sheets. Material Safety Data Sheets (MSDSs) must be provided for both ready-to-use products and concentrate, if provided in concentrated form. Bidders must provide changes to any products and/or product lists used as part of this contract. These changes must be submitted in writing to the appropriate official, along with any new Material Safety Data Sheets. Noncompliant chemicals must be removed immediately from the building.

1.2 Biologically-based Cleaning and Degreasing Compounds

These are products used to remove soils from a variety of surfaces including plastic, glass, ceramic, metal, porcelain, rubber, leather, wood, and stone; can include the following product types: cleaners, biobased-general facility maintenance cleaners, cleaners, biobased cleaners all of which are generally 100 percent biodegradable and non-toxic.

If the DPA chooses to require an environmentally preferable biologically-based cleaning and degreasing product, the following example of suggested language may be incorporated in the RFP and/or contract:

a) When contracting for the purchase of these products or services requiring the utilization of this product, the County is authorizing a 5% price preference be given to vendors adopting the use of environmentally preferable products and methods.



The County defines an environmentally preferable biologically-based cleaning and degreasing product as one that is certified through one of the following agencies or has demonstrable evidence that it possesses the same attributes and standards of a certified product:

Environmentally Preferable Product Standards:

- 1. EcoLogo Standard CCD-110, <http://www.terrachoice-certified.com/en/>*
- 2. EPA Design for the Environment (DfE) Program, www.epa.gov/dfe*

** All products must comply with the standards set forth in the California Code of Regulations (Article 2 Section 94509, Title 17) and be California OSHA compliant.*

Cleaning chemicals must be certified through one of these agencies and must remain certified for the duration of the contract. Products that are not listed through one of these certification agencies are prohibited as part of this cleaning contract. Bidders must provide proof of agency certification if the product is not listed on the certification agency's website at time of bid submission.

Prior to bid award, bidder must provide a complete list of all products to be used and the Material Safety Data Sheets. Material Safety Data Sheets (MSDSs) must be provided for both ready-to-use products and concentrate, if provided in concentrated form. Bidders must provide changes to any products and/or product lists used as part of this contract. These changes must be submitted in writing to the appropriate official, along with any new Material Safety Data Sheets. Noncompliant chemicals must be removed immediately from the building.

1.3 Disinfectants and Disinfecting Cleaners

Disinfectant cleaners are defined as liquid one-step cleaning and disinfecting products used in offices, schools, hospitals and retail settings. Disinfectant products covered under this document are also known as hard-surface disinfectants or low-level disinfectants, and serve to kill pathogenic microorganisms (bacteria, fungi) on hard non-porous surfaces

If the DPA chooses to require an environmentally preferable disinfectants and disinfecting cleaners, the following example of suggested language may be incorporated in the RFP and/or contract:

a) When contracting for the purchase of these products or services requiring the utilization of this product, the County is authorizing a 5% price preference be given to vendors adopting the use of environmentally preferable products and methods.

The County defines an environmentally preferable disinfectant or disinfecting cleaner as one that is certified through one of the following agencies or has demonstrable evidence that it possesses the same attributes and standards of a certified product:



Environmentally Preferable Product Standards:

1. EcoLogo Standard CCD-146, <http://www.terrachoice-certified.com/en/>
2. EPA Design for the Environment (DfE) Program, www.epa.gov/dfe

** All products must comply with the standards set forth in the California Code of Regulations (Article 2 Section 94509, Title 17) and be California OSHA compliant.*

Cleaning chemicals must be certified through one of these agencies and must remain certified for the duration of the contract. Products that are not listed through one of these certification agencies are prohibited as part of this cleaning contract. Bidders must provide proof of agency certification if the product is not listed on the certification agency's website at time of bid submission.

Prior to bid award, bidder must provide a complete list of all products to be used and the Material Safety Data Sheets. Material Safety Data Sheets (MSDSs) must be provided for both ready-to-use products and concentrate, if provided in concentrated form. Bidders must provide changes to any products and/or product lists used as part of this contract. These changes must be submitted in writing to the appropriate official, along with any new Material Safety Data Sheets. Noncompliant chemicals must be removed immediately from the building.

1.4 Carpet & Upholstery Cleaners

Carpet & upholstery cleaners include the following product types: carpet spot and stain removers, cleaners-carpet, fabrics and other woven materials.

If the DPA chooses to require an environmentally preferable carpet and upholstery cleaners, the following example of suggested language may be incorporated in the RFP and/or contract:

a) When contracting for the purchase of these products or services requiring the utilization of this product, the County is authorizing a 5% price preference be given to vendors adopting the use of environmentally preferable products and methods.

The County defines an environmentally preferable carpet and upholstery cleaners as one that is certified through one of the following agencies or has demonstrable evidence that it possesses the same attributes and standards of a certified product:

Environmentally Preferable Product Standards:

1. EcoLogo Standard CCD-148, <http://www.terrachoice-certified.com/en/>
2. Green Seal GS-37, <http://www.green seal.org/>
3. EPA Design for the Environment (DfE) Program, www.epa.gov/dfe

** All products must comply with the standards set forth in the California Code of Regulations (Article 2 Section 94509, Title 17) and be California OSHA compliant.*

Cleaning chemicals must be certified through one of these agencies and must remain certified for the duration of the contract. Products that are not listed through one of these



certification agencies are prohibited as part of this cleaning contract. Bidders must provide proof of agency certification if the product is not listed on the certification agency's website at time of bid submission.

Prior to bid award, bidder must provide a complete list of all products to be used and the Material Safety Data Sheets. Material Safety Data Sheets (MSDSs) must be provided for both ready-to-use products and concentrate, if provided in concentrated form. Bidders must provide changes to any products and/or product lists used as part of this contract. These changes must be submitted in writing to the appropriate official, along with any new Material Safety Data Sheets. Noncompliant chemicals must be removed immediately from the building.

1.5 Floor-Care Products

Floor-care products include the following product types: floor finish, neutralizers, restorers, sealers, strippers.

If the DPA chooses to require an environmentally preferable floor-care product, the following example of suggested language may be incorporated in the RFP and/or contract:

a) When contracting for the purchase of these products or services requiring the utilization of this product, the County is authorizing a 5% price preference be given to vendors adopting the use of environmentally preferable products and methods.

The County defines an environmentally preferable floor-care product as one that is certified through one of the following agencies or has demonstrable evidence that it possesses the same attributes and standards of a certified product:

Environmentally Preferable Product Standards:

- 1. EcoLogo Standard CCD-147 <http://www.terrachoice-certified.com/en/>*
- 2. Green Seal GS-40, <http://www.greenseal.org/>*
- 3. EPA Design for the Environment (DfE) Program, www.epa.gov/dfe*

** All products must comply with the standards set forth in the California Code of Regulations (Article 2 Section 94509, Title 17) and be California OSHA compliant.*

Cleaning chemicals must be certified through one of these agencies and must remain certified for the duration of the contract. Products that are not listed through one of these certification agencies are prohibited as part of this cleaning contract. Bidders must provide proof of agency certification if the product is not listed on the certification agency's website at time of bid submission.

Prior to bid award, bidder must provide a complete list of all products to be used and the Material Safety Data Sheets. Material Safety Data Sheets (MSDSs) must be provided for both ready-to-use products and concentrate, if provided in concentrated form. Bidders must provide changes to any products and/or product lists used as part of this contract.



These changes must be submitted in writing to the appropriate official, along with any new Material Safety Data Sheets. Noncompliant chemicals must be removed immediately from the building.

2. Paper Products

Paper products are categorized as follows: Office Supplies (including but not limited to file folders, envelopes, index cards, etc.), Copier Paper, Janitorial Paper Products, and Other Printing and Writing Paper.

The state of California has set forth requirements that **must** be followed when purchasing paper products.

Public Contract Code (PCC) section 12203 and 12209 requires State agencies (including California State Universities) to ensure that at least 75 percent of the dollars spent on paper products be spent on paper products with at least 30 percent, by fiber weight, postconsumer fiber, however the County increases the latter requirement from 30 percent to 50 percent. Additionally, SB 1383 (see CCR 18993.3) requires that the paper products must be eligible to be labeled with an “unqualified recyclable label” indicating that recycling facilities are available to at least 60 percent of the consumers or communities where the item is sold.

The State Agency Buy Recycled Campaign paper product (PP) category includes, but is not limited to, paper janitorial supplies, cartons, wrapping, packaging, file folders, and hanging files, building insulation and panels, corrugated boxes, tissue, and toweling. The State Agency Buy Recycled Campaign printing and writing paper category includes, but is not limited to copy, xerographic, watermark, cotton fiber, offset, forms, computer printout paper, white wove envelopes, manila envelopes, book paper, note pads, writing tablets, newsprint, and other uncoated writing papers, posters, index cards, calendars, brochures, reports, magazines, and publications (see PCC section 12207).

DPA's may choose to go beyond these basic requirements. Preference may be given to vendors offering paper products that are environmentally preferable. In order to effectively evaluate whether a product is environmentally preferable, DPAs should utilize the following agency product lists and standards:

1. EcoLogo, <http://www.terrachoice-certified.com/en/>
2. Green Seal, <http://www.greenseal.org/>
3. Conservatree, <http://www.conservatree.com>
4. Forest Stewardship Council (FSC) chain of custody certification, <http://www.fscus.org/>
5. Chlorine Free Products Association's Totally Chlorine-free (TCF) and/or Processed Chlorine-free (PCF) marks, <http://www.chlorinefreeproducts.org/>

Chlorine-free or less-chlorinated paper products are preferential. The following language on labels and in catalogs addresses the level of chlorine used in the production process:

1. Unbleached



2. Bleached without chlorine or chlorine derivatives
3. Totally chlorine-free (TCF). This applies to virgin paper fiber that is unbleached or processed without chlorine or chlorine derivatives.
4. Processed chlorine-free (PCF) applies to recycled paper fiber that is unbleached or bleached without chlorine or chlorine derivatives; however, since some of the waste paper being recycled may previously have been bleached with chlorine, recycled paper products labeled PCF cannot be labeled TCF. If the final product contains any virgin fiber, then that fiber must be TCF.
5. Elemental chlorine-free (ECF) paper fiber is bleached with chlorine derivatives that produce fewer dioxins than elemental chlorine.

2.1 Copier Paper Purchasing

When buying copier paper preference should be given when feasible to products that are at least 50 percent postconsumer recycled content and certified to be processed chlorine-free. In addition, chain of custody certificate for virgin content will ensure paper comes from well managed forests. The DPA may require vendors to also offer tree-free alternatives such as kenaf or hemp.

If the DPA chooses to require an environmentally preferable copier paper, the following example of suggested language may be incorporated in the RFP and/or contract:

a) When contracting for the purchase of these products or services requiring the utilization of this product, the County is authorizing a 5% price preference be given to vendors adopting the use of environmentally preferable products and methods.

The County defines an environmentally preferable copier paper as one that is certified through one of the following agencies or has demonstrable evidence that it possesses the same attributes and standards of a certified product.

Environmentally Preferable Product Standards:

1. *EcoLogo Standard CCD-077 Printing and Writing Papers, <http://www.terrachoice-certified.com/en/>*
2. *Green Seal GS-7 Printing and Writing Paper, <http://www.greenseal.org/>*
3. *Green Seal GS-10 Coated Printing Paper, <http://www.greenseal.org/>*
4. *Chlorine Free Products Association, <http://www.chlorinefreeproducts.org/>*

**Should the product not appear on the certifying agency's product list at the time the bid is submitted, the bidder is responsible for providing proof of certification.*

2.2 Janitorial Paper Products Purchasing

Janitorial paper products include bathroom and facial tissue and paper towels and napkins.



Fiber is the main component of janitorial paper products, and it can come from sources such as trees or recovered paper. There is a hierarchy of fiber to consider, starting with the most environmentally preferable fiber:

1. Postconsumer fiber
2. Secondary fiber
3. Virgin fiber from sustainably harvested non-old growth and non-endangered forests. Whenever possible, avoid janitorial paper products that contain any virgin material.

Avoid janitorial paper products that contain any virgin fiber, especially fiber from old growth forests, endangered forests, and unsustainably harvested forests. These terms may be defined differently by different parties, so to err on the safer side, look for janitorial paper products that contain the highest possible amount of recycled - preferably postconsumer - material. Postconsumer material is a low-risk fiber source.

1. Bathroom tissue is available with up to 100 percent recycled content and high levels of postconsumer content (up to 80 percent). Processed chlorine-free bathroom tissue is available.
2. Facial tissue is available with up to 100 percent recycled content and low to medium levels of postconsumer content (up to 40 percent). Processed chlorine-free facial tissue is available.
3. Paper towels are available with up to 100 percent total recycled content and high levels of postconsumer content (up to 80 percent). Processed chlorine-free paper towels are available.
4. Toilet seat covers are available with up to 100 percent total recycled content and low to medium levels of postconsumer content.
5. Paper napkins are available with up to 100 percent total recycled content and medium to high levels of postconsumer content (up to 80 percent). Processed chlorine-free paper napkins are available.
6. "Where available, purchase bathroom tissue and paper towels certified as environmentally preferable under Green Seal's environmental standards, GS-1 and GS-9, respectively.
7. Purchase bathroom tissue and paper towels made of 100% recovered materials.
8. Bathroom tissue should contain a minimum of 20% postconsumer waste; paper towels should contain a minimum of 40% postconsumer waste.
9. Choose unbleached paper towels first; process chlorine free (PCF), second; elemental chlorine free (ECF), third.
10. Select packaging having minimum environmental impact: made of recycled and recyclable materials; imprinted with safe inks; and containing no toxic metals, dyes, inks or fragrances. Avoid products which are packaged in outer cartons that are inappropriately sized or which contain excessive inner packaging materials.
11. Seek items having the largest amount of product. For example, each roll of bathroom tissue should contain at least 40 square feet of product.
12. Select high-capacity hardwound roll towels (800 feet or more).

2.2.1 Bathroom Tissue and Facial Tissue



If the DPA chooses to require environmentally preferable bathroom tissue and facial tissue, the following example of suggested language may be incorporated in the RFP and/or contract:

a) When contracting for the purchase of these products or services requiring the utilization of this product, the County is authorizing a 5% price preference be given to vendors adopting the use of environmentally preferable products and methods.

The County defines environmentally preferable bathroom tissue and facial tissue as those that are certified through one of the following agencies or have demonstrable evidence that they possess the same attributes and standards of a certified product:

Environmentally Preferable Product Standards:

- 1. EcoLogo Standard CCD-082 Toilet Tissue, <http://www.terrachoice-certified.com/en/>*
- 2. EcoLogo Standard CCD-083 Facial Tissue, <http://www.terrachoice-certified.com/en/>*
- 3. Green Seal GS-1, <http://www.greenseal.org/>*
- 4. Chlorine Free Products Association, <http://www.chlorinefreeproducts.org/>*

** Should the product not appear on the certifying agency's product list at the time the bid is submitted, the bidder is responsible for providing proof of certification.*

2.2.2 Paper Towels and Napkins

If the DPA chooses to require environmentally preferable paper towels and napkins, the following example of suggested language may be incorporated in the RFP and/or contract:

a) When contracting for the purchase of these products or services requiring the utilization of this product, the County is authorizing a 5% price preference be given to vendors adopting the use of environmentally preferable products and methods.

The County defines environmentally preferable paper towels and napkins as those that are certified through one of the following agencies or have demonstrable evidence that they possess the same attributes and standards of a certified product.

Environmentally Preferable Product Standards:

- 1. EcoLogo Standard CCD-084 Table Napkins, <http://www.terrachoice-certified.com/en/>*
- 2. EcoLogo Standard CCD-086 Hand Towels, <http://www.terrachoice-certified.com/en/>*
- 3. Green Seal GS-9, <http://www.greenseal.org/>*



4. Chlorine Free Products Association,
<http://www.chlorinefreeproducts.org/>

** Should the product not appear on the certifying agency's product list at the time the bid is submitted, the bidder is responsible for providing proof of certification.*

2.3 Other Printing and Writing Papers

There are numerous grades of printing and writing papers; therefore, it is not possible to provide information in this Manual regarding every available grade of paper. Nearly every common grade of paper is available with at least one environmental attribute, such as some level of postconsumer content.

The most environmentally preferable fibers for printing and writing papers are listed below in order of preference:

1. Postconsumer fiber
2. Agricultural residue fiber
3. On-purpose non-tree crop fiber and/or fiber from sustainably harvested non-old growth and non-endangered forests

Paper coating and treatments are also of importance when considering suitability for environmentally preferable purchasing.

1. Uncoated papers: Most grades of uncoated papers are available with postconsumer content, and some commonly used text and cover papers are available with up to 100 percent postconsumer content and/or processed chlorine-free fiber.
2. Coated papers: Coated papers are available with postconsumer content, and some are available with up to 50 percent postconsumer content and/or processed chlorine-free fiber.
3. Acid-free papers: Many environmentally preferable papers are acid-free for archival longevity. This includes papers made with postconsumer paper fiber, pre- and postconsumer cotton, organic cotton, tree-free fiber, processed chlorine-free fiber, and many combinations thereof.

If the DPA chooses to require environmentally preferable printing and writing papers, the following example of suggested language may be incorporated in the RFP and/or contract:

a) When contracting for the purchase of these products or services requiring the utilization of this product, the County is authorizing a 5% price preference be given to vendors adopting the use of environmentally preferable products and methods.

Preference will also be given to printing and writing papers that are certified through one of the following agencies or have demonstrable evidence that they possess the same attributes and standards of a certified product:



Environmentally Preferable Product Standards:

1. *EcoLogo Standard CCD-077 Printing and Writing Papers*
<http://www.terrachoice-certified.com/en/>
2. *Green Seal GS-7 Printing and Writing Paper*, <http://www.greenseal.org/>
3. *Green Seal GS-10 Coated Printing Paper*, <http://www.greenseal.org/>
4. *Chlorine Free Products Association*,
<http://www.chlorinefreeproducts.org/>

** Should the product not appear on the certifying agency's product list at the time the bid is submitted, the bidder is responsible for providing proof of certification.*

3. Office Supplies

Many office supplies, especially those made from paper, metal, or plastic are available with recycled content. When feasible, DPAs should procure products that contain postconsumer material, which is finished material that has completed its life cycle as a consumer item, and would have been disposed of as a solid waste, but is instead diverted from landfill disposal and recycled or reused. Purchasing recycled-content products that are made with postconsumer material directly supports the recycling programs of local jurisdictions.

Compared to manufacturing with virgin materials, making products with recycled materials typically requires less energy; emits lower levels of climate-changing gases; and produces less pollution.

DPAs should look for products that meet or exceed the minimum recycled content requirements of the State Agency Buy Recycled Campaign (SABRC) when feasible, and should ask their suppliers to provide purchase reports that provide the information needed for SABRC tracking and reporting.

A wide variety of new environmentally preferable office supplies are available, including:

1. Archive boxes - postconsumer recycled content
2. Binders - postconsumer recycled content
3. Bubble wrap - postconsumer recycled content
4. Calculators - solar powered
5. Calendars - postconsumer recycled content
6. Clipboards - postconsumer recycled content
7. Compact disk cases - new disks in reused cases
8. Continuous feed computer paper - postconsumer recycled content
9. Copier paper - postconsumer recycled content; processed chlorine free; alternative fiber
10. Correction fluid - low odor; water-based
11. Daily planners - postconsumer recycled content
12. Desk accessories - postconsumer recycled content
13. Envelopes and mailers - postconsumer recycled content
14. File folders - postconsumer recycled content
15. Floppy disks - reformatted for reuse
16. Glue sticks - low or no odor



17. Hanging folders - postconsumer recycled content
18. Highlighters - low or no odor
19. Index cards - postconsumer recycled content
20. Mailing tubes - postconsumer recycled content
21. Markers - low or no odor
22. Message pads/books - postconsumer recycled content
23. Notebooks/pads - postconsumer recycled content
24. Paper clips - postconsumer recycled content
25. Pencils - refillable; recycled content
26. Pens - refillable
27. Portfolios - postconsumer recycled content
28. Repositionable notes - postconsumer recycled content
29. Ruled paper - postconsumer recycled content
30. Rulers - postconsumer recycled content
31. Scissors - postconsumer recycled content
32. Sheet protectors - recycled content
33. Stationery - postconsumer recycled content; processed chlorine free; alternative fiber
34. Toner and inkjet cartridges - remanufactured
35. Transparency film - recycled content

4. Office Equipment

Office Equipment is divided into the following classifications: Computers and Monitors, Copiers, Laser Printers, Toner and Inkjet Cartridges.

The state of California has adopted requirements that **must** be followed in the purchase of office equipment. These requirements include specific EPEAT and ENERGY STAR® requirements. All EPEAT products are required to achieve Silver registration or higher under the EPEAT standards. In the occasion that no EPEAT Silver equipment model meets the special and specific performance requirements set by the Eligible Entity, EPEAT Bronze Standard equipment shall be considered. It is mandatory that bidder(s) offer goods that meet the most recent set of U.S. Environmental Protection Agency's and Department of Energy's ENERGY STAR® guidelines and have the ENERGY STAR label or substitute affixed to any goods covered by such guidelines. Product performance should meet industry acceptable performance standards. All products must be compliant with California OSHA, NAAQS and NIOSAH requirements when is applicable.

- * EPEAT products only cover desktop computers, Laptops and Monitors.
- * All EPEAT products are Energy Star compliant.
- * All Energy Star products meet the Federal Energy Management Program (FEMP) recommended standards where standards are available.

When soliciting vendor proposals, Deputy Purchasing Agents should consider a full range of environmentally preferable attributes, along with overall performance and cost, consistent with the County EPP Policy.



DPA's should consider multifunctional devices that provide the function of two or more. A Multi-Function device could act as a printer, a scanner, a fax machine and a photocopier. Such multifunctional capabilities eliminate the need to purchase other office machines. This can reduce costs, save space and reduce energy consumption.

In addition, DPAs should consider that Bidder(s) propose a program in which they agree to provide take back and management services for end of life electronic products. This can be accomplished through a contractual provision whereby the seller agrees to be responsible for taking back the products and providing for appropriate re-use or recycling when the authorized purchaser no longer needs the product.

Since improper use can affect the performance of green office equipment, DPAs should consider requiring vendors to provide training to maintenance staff on the proper use of the products. Training is considered essential for successful implementation.

4.1. Computers and Monitors

Computer and Monitors are categorized as follows: Desktop computers, integrated desktop computers, monitors, notebooks and workstations.

If the DPA chooses to require environmentally preferable computers and monitors beyond the required EPEAT and ENERGY STAR® specifications, the following example of suggested language may be incorporated in the RFP and/or contract:

a) When contracting for the purchase of these products or services requiring the utilization of this product, the County is authorizing a 5% price preference be given to vendors adopting the use of environmentally preferable products and methods.

The County defines environmentally preferable computers and monitors as those that are certified through the following agency or has demonstrable evidence that it possesses the same attributes and standards of a certified product:

Environmentally Preferable Product Standards:

- 1. EcoLogo Standard CCD-035, <http://www.terrachoice-certified.com/en/>*

Office Equipment -- Computer and Monitor products must be certified through these agencies and must remain certified for the duration of the contract. Products that are not listed through this certification agency are prohibited as part of this contract. Bidders must provide proof of agency certification if the product is not listed on the certification agency's website at time of bid submission.

Bidders must provide changes to any products and/or product lists used as part of this contract. These changes must be submitted in writing to the appropriate official.

4.2. Copiers

Copiers refer to photocopying machines or copying machines.



If the DPA chooses to require environmentally preferable copiers beyond the required ENERGY STAR® specifications, the following example of suggested language may be incorporated in the RFP and/or contract:

a) When contracting for the purchase of these products or services requiring the utilization of this product, the County is authorizing a 5% price preference be given to vendors adopting the use of environmentally preferable products and methods.

The County defines an environmentally preferable copier as one that is certified through the following agency or has demonstrable evidence that it possesses the same attributes and standards of a certified product:

Environmentally Preferable Product Standards:

- 1. EcoLogo Standard CCD-035, <http://www.terrachoice-certified.com/en/>*

Copiers must be certified by this agency and be used for the duration of the contract. Products that are not listed through this certification agency are prohibited as part of this contract. Bidders must provide proof of agency certification if the product is not listed on the certification agency's website at time of bid submission.

Bidders must provide changes to any products and/or product lists used as part of this contract. These changes must be submitted in writing to the appropriate official.

4.3 Laser Printers

If the DPA chooses to require environmentally preferable laser printers beyond the required ENERGY STAR® specifications, the following example of suggested language may be incorporated in the RFP and/or contract:

a) When contracting for the purchase of these products or services requiring the utilization of this product, the County is authorizing a 5% price preference be given to vendors adopting the use of environmentally preferable products and methods.

The County defines an environmentally preferable laser printer as one that is certified through the following agency or has demonstrable evidence that it possesses the same attributes and standards of a certified product:

Environmentally Preferable Product Standards:

- 1. EcoLogo Standard CCD-035, <http://www.terrachoice-certified.com/en/>*

Laser printers must be certified through this agency and be used for the duration of the contract. Products that are not listed through this certification agency are prohibited as part of this contract. Bidders must provide proof of agency certification if the product is not listed on the certification agency's website at time of bid submission.



Bidders must provide changes to any products and/or product lists used as part of this contract. These changes must be submitted in writing to the appropriate official.

4.4 Toner and Inkjet Cartridges

Printer or duplication cartridge means a cartridge, including, but not limited to, a toner or ink cartridge, used in printer or duplication equipment for business or personal use.

The state of California has established set requirements that **must** be followed when purchasing toner and inkjet cartridges. Printer and duplication cartridges fall within the State Agency Buy Recycled Campaign (SABRC) plastic products (PL) category (see PCC section 12207).

PCC sections 12203 and 12209 require State agencies (including California State Universities) to ensure that at least 75 percent of the dollars spent on plastic products be spent on products that meet the content requirements set forth in PCC section 12209. Content requirements specific to printer and toner cartridges are described in PCC section 12209(f)(2). To count towards the procurement mandates printer or duplication cartridges shall comply with one of the following:

1. Be a recycled cartridge that has undergone a process of collecting, sorting, cleansing, treating, or reconstituting, and which has been returned for the remanufacture of a used cartridge.
2. Be a remanufactured cartridge that has been restored, renovated, repaired, or recharged, without substantial alteration of its form.
3. Consist of at least 10 percent postconsumer material.

PCC section 12205 requires State agencies to obtain from printer and duplication cartridge suppliers written certification:

1. of the postconsumer content of each cartridge, or
2. that the cartridge complies with the requirements of PCC section 12156(e)

To avoid potential adverse health effects associated with volatile organic compound (VOCs) emissions, DPAs should consider select inks that are not petroleum-based. Purchase ink or toner cartridges with agri-based ink such as soy-based inks. This will reduce adverse impacts on indoor air quality due to the volatilization of VOCs that may be present in petroleum-based ink and toner.

Remanufactured toner and inkjet cartridges are available through the mandatory statewide strategically sourced office supplies contract with Office Depot, Inc. (Contract #1S-06-75-55). <http://www.pd.dgs.ca.gov/contracts/OfficeSupplies.htm>

Remanufactured Toner cartridges should be able to perform to specifications equal to or exceeding original equipment manufacturer's (OEM) cartridge standards of quality and performance and approved remanufactured toner cartridge industry standards. Toner cartridges furnished to this specification should meet or exceed the latest remanufactured



toner cartridge standards, or the guidelines adopted by the Standardized Test Methods Committee (STMC) and the American Society for Testing and Materials (ASTM).

If the DPA chooses to require environmentally preferable toner and inkjet cartridges beyond the required SABRC specifications, the following example of suggested language may be incorporated in the RFP and/or contract:

When contracting for the purchase of these products or services requiring the utilization of this product, the County is authorizing a 5% price preference be given to vendors adopting the use of environmentally preferable products and methods.

The County defines an environmentally preferable toner or inkjet cartridge as one that is certified through the following agency or has demonstrable evidence that it possesses the same attributes and standards of a certified product:

Environmentally Preferable Product Standards:

1. EcoLogo Standard CCD-039, <http://www.terrachoice-certified.com/en/>

Toner or inkjet cartridges must be certified through this agency and must remain certified for the duration of the contract. Products that are not listed through this certification agency are prohibited as part of this contract. Bidders must provide proof of agency certification if the product is not listed on the certification agency's website at time of bid submission.

Bidders must provide changes to any products and/or product lists used as part of this contract. These changes must be submitted in writing to the appropriate official.

5. Disposable Food Service Items (and other Food Service Consumable Products)

DPA's are strongly encouraged to assist in preserving the environment by ceasing to purchase and use Foam or expandable polystyrene (EPS) food service products. EPS is commonly used as a disposable food container due to its light weight, insulating properties, and low price. EPS is made from crude oil, and like all plastics, EPS is non-renewable, non-biodegradable, and virtually non-recyclable. Polystyrene foam food container usage by the County is prohibited except under extenuating circumstances (public health/public safety). These items include but are not limited to EPS and plastic food containers (bowls, plates, trays, cartons, and cups) not intended for reuse, on or in which food or beverages are placed, and/or packaged.

DPA's should gather product samples, pricing, and performance data on a variety of EPS product alternatives by searching out bioproducts that are Fair-Trade and organic-certified food and beverage containers and select the most environmentally preferable and economically viable product alternatives to EPS. Bioproducts are made from renewable natural ingredients, often byproducts of other manufacturing processes. These include products made from corn starch, the pulp that remains after juice is extracted from sugar cane, or a combination of bamboo, tapioca and water. These products are completely biodegradable and can be composted.



6. Pesticides

Pest control shall be managed through prevention; physical and mechanical methods, and with pesticides only when necessary. Contractors will use the least toxic pest control substance required to be effective.

The DPA shall contract, whenever possible, with a contractor using EPA-registered pesticides. DPA's are to request a list of chemical pesticides the Contractor will be applying. The list will contain pesticides by trade name, EPA registration number, category (i.e herbicides, insecticides, rodenticides, etc.) and label signal word (i.e. caution, warning, or danger) and be kept in the purchasing file. Pesticides must be EPA-registered (or exempt from registration under Section 25b of FIFRA) at the time of use. All products must be applied in strict compliance with the most current labeling restrictions and/or consistent with the most current EPA-approved application use at the time of application.

Is It EPP?

How do you know if you are buying a product that would be considered environmentally preferable? When considering a purchase here are some attributes to keep in mind:

- **Biobased or biodegradable** - a biodegradable item is something that can be decomposed naturally by microorganisms and other biological processes
- **Carcinogen-free** - A cancer-causing substance or agent
- **Chlorofluorocarbon (CHC)-free** - free of chlorofluorocarbons. harmful chemicals that eat away at the ozone
- **Compostable** - capable of being used as compost
- **Durable** - goods, as household appliances, machinery, or sports equipment, that **are** not consumed or destroyed in use and can be used for a period of time.
- **Energy-efficient** – are products that use less energy to provide the same level of performance
- **Heavy metal-free (no lead or mercury)** – products that contain no lead or mercury
- **Low-toxicity** – products that do not contain harmful effects produced through their use
- **Rapidly renewable materials** - a material that's able to regenerate itself in 10 years or less.
- **PBT free** - Substance such as [heavy metals](#) that remain unaffected in the [environment](#) and are non-poisonous to animals and/or [plants](#).
- **Recyclable or recycled content** - used materials (waste) processed into new products to prevent waste of potentially useful materials
- **Reduced packaging** – minimal packaging or sustainable packaging



Scoring Methodologies

Should the DPA wish to provide preference for an environmentally preferable product that is not currently detailed in this EPP Guide or for which there exists no set standard, the techniques described below can be utilized to compare potential products. Life Cycle Assessment, Cradle to Cradle, Best Value Assessment, and Price Preference are valuable tools in this endeavor.

Life Cycle Cost Assessment

A life cycle cost assessment of a product is a true quantitative evaluation of the product's overall cost rather than simply assessing the initial purchase price of the product. The life cycle cost assessment takes into consideration the purchase price, the operational costs, the maintenance costs, and finally the disposal cost of a product. These costs are assessed throughout the product's useful life.

An example of developing a life cycle cost assessment on a typical fleet vehicle with an expected life of seven years is as follows:

- Purchase price: \$14,000
- Operational costs (Fuel Usage): \$800/year x 7 years = \$5,600
- Maintenance Cost (Scheduled Service Intervals): \$300/year x 7 years = \$2,100
- Salvage Value (10% of purchase price): \$1,400

Therefore, the total evaluated assessed cost would be: \$14,000 + \$5,600 + \$2,100 - \$1,400 = \$20,300.

The various cost factors affecting the initial price, operation and maintenance costs, and salvage value will vary from one product to the next and will even vary from brand to brand. It is imperative that the evaluation criteria used to determine a total life cycle cost of a product be consistently applied to all products being evaluated. Evaluating products based on the total cost over their useful lives will help ensure the purchase of the most economic and energy efficient products available on the market.

The United States Environmental Protection Agency has available an Introduction to Life Cycle Assessment, case studies, and resources. There is also an International Standard on Life Cycle Assessment in the International Standards Organization's Environmental Management Standards ISO 14000 series, found in ISO 14040.

Life Cycle Assessment Standards:

1. The EPA introduction to Life Cycle Assessment, <http://www.epa.gov/ORD/NRMRL/std/sab/lca/index.html>
2. International Standards Organization, <http://www.iso.org/iso/home.htm>



Cradle to Cradle (C2C)

In contrast to a Life Cycle or a "Cradle to Grave" approach, the C2C approach reorients the design of products and systems so waste from one process becomes an input to another. Waste equals food. There is no grave. This is accomplished by designing products and systems so materials can flow in closed-loop cycles as either biological nutrients or technical nutrients (e.g., metals and chemicals). In a C2C world, products are designed for reuse and recycling so materials can be separated from one another to eliminate contamination. If everything is reused, there is zero waste.

This product design Expect developed by William McDonough and Michael Braungart, is expected to grow in popularity as more Fortune 500 companies design products and systems using a C2C approach. In the summer of 2005, C2C certification became available for materials and products.

In practice, C2C products may not be realized initially and it may be viewed as a long term vision for our industrial society. C2C forces product and systems redesign. The C2C movement can be expected to provide much better information on materials, which will assist product designers.

Cradle to Cradle Standards:

1. Certification program, <http://www.c2ccertified.com/>

Best Value Assessment

Best value assessment looks at other parameters outside of the initial purchase price of the product. However, best value assessment is more of a qualitative assessment rather than a quantitative assessment. Determining the best value of a product requires identifying specific attributes a product offers and assigning a weighted point system to those attributes. Such attributes associated with typical commodities could include:

1. Price
2. Embodies one or more of these environmental attributes:
 - a. Less Hazardous
 - b. Conserves Energy
 - c. Recycled Content
 - d. Prevents Waste
 - e. Improves Air Quality
 - f. Low Volatile Organic Compounds (VOC)
 - g. Conserves Water
 - h. End-of-life Management
 - i. Waste/Materials Management
 - j. Material Availability
 - k. Reduces Global Warming
 - l. Responsible Manufacturers



Once all attributes have been identified that best embody the solicited product, a weighting system can be developed that assigns a specific amount of points for each attribute identified. When using percentages, make sure all percentages add up to 100%.

Example:

- Price -- 40%
- Conserves energy -- 10%
- Recycled content -- 10%
- Improves air quality -- 10%
- Conserves water -- 10%
- Reduces global warming -- 10%
- End-of-life management -- 10%
- Total -- 100%

Now a point system can be applied to all potential suppliers and the supplier with the maximum amount of points will be the supplier providing the Best Value. See table below for a sample evaluation.

Weighting System Example

Each supplier will be given a rating based on how they compared with the industry as a whole or with other suppliers offering similar products. In this case, a maximum of 10 points was assigned to each attribute. It is imperative that the evaluation criteria used to determine the point ratings of each supplier be consistently applied to all suppliers being evaluated.

Attribute	Rating	Weight	Score
Price	7	40%	2.8
Conserves Energy	4	10%	0.4
Recycled Content	9	10%	0.9
Improves Air Quality	5	10%	0.5
Conserves Water	6	10%	0.6
Reduces Global Warming	8	10%	0.8
End-of-Life Management	10	10%	1.0
Total			7.0



Evaluating Preferences

DPAAs should consider the amount of preference they will attribute to each product category. The preference will be calculated as a percentage deducted from the total cost of the product once determined by the methods listed in the preceding sections. The RFP language must specify the level of point/percentage preference that will be awarded.

Price Preference

To encourage the purchase of recycled-content and environmentally preferable many state and local communities have established price preferences. A price preference acknowledges a buyer's willingness to pay extra for products with specific environmental features such as recycled content.

Price preferences are an important EPP strategy because many state and local governments employ a "low bid wins" purchasing strategy. Under the traditional low bid wins approach, purchasers buy the products and services available for the lowest initial cost. If two competing products meet minimum performance requirements, the lower priced product is purchased even if one performs significantly better than the other. To retain the low bid wins strategy and still maintain a preference for environmentally preferable products, which are sometimes more expensive, numerous state and local governments have adopted price preferences.

Price Preference Example:

A 10 percent price preference allows a buyer to reduce the cost of a recycled-content product by 10 percent when comparing it with the cost of its virgin-content counterpart. As a result, a buyer instructed to purchase the lowest priced product could consider a recycled-content product priced at \$100 to be equivalent, for cost comparison purposes, to a virgin product priced at \$90. Under this scenario, the buyer could elect to buy the recycled-content product for \$100, even though it was more expensive, because the price fell within the 10 percent price preference established for recycled-content products.

A few examples are listed below:

1. Washington has a 10 percent price preference for any recycled-content product designated by EPA's Comprehensive Procurement Guidelines Program
2. Cincinnati, Ohio, includes a 3 percent price preference for products it considers environmentally preferable
3. San Diego County, California, includes a 5 percent price preference for environmentally preferable products
4. Vermont has a 5 percent price preference for recycled-content products.
5. Santa Barbara, California, recently increased its 5 percent price preference for recycled-content paper to 12 percent. The price difference was increased because



the price difference between recycled-content and virgin paper in that part of California is greater than the original 5 percent preference.

- 6. King County, Washington, has a 10 percent price preference for re-refined motor oil and a 15 percent price preference for recycled-content paper.

Point Preference Examples

Your solicitation will require bidders to meet mandatory response criteria. EPP criteria should be included in your criteria. As you determine ratings for your criteria, apply the determined points to the EPP criteria as well. Depending on your rating system, you will add or subtract the given points for EPP criteria and total the points of the solicitation criteria to determine your awardee.

Example:

Responsiveness to County Requirements:	Weighted factor – 20 pts
Staff Expertise and Experience:	Weighted factor – 20 pts
References:	Weighted factor – 15 pts
Cost:	Weighted factor – 25 pts
Recycled Content:	Weighted factor – 10 pts
Compostable:	Weighted factor – 10 pts
Total	100 pts

Organic Material

In accordance with the EPP Policy, County departments shall incorporate environmental considerations in their purchasing practices including the procurement of Recovered Organic Waste Products. When Recovered Organic Waste Products will be used, the following provisions will be incorporated:

Contractual provision for Recovered Organic Waste Products:

In the event Contractor’s responsibilities (as provided in the Scope of Work) include the use or application of compost, mulch or other processed organic material (hereafter referred to as “Organic Material”), Contractor agrees that, upon request from the County, it shall use Organic Material provided by County, if the County’s material meets the required specifications. Said Organic Material will be provided by County free of charge and applicable Agreement cost savings shall be passed onto the County.

Per State requirements, Contractor shall provide records to County regarding use of Recovered Organic Waste Products, such as compost or mulch. Such records shall include the following:

- i. General description of how and where the product was used and applied;
- ii. Source of product, including name, physical location and contact information for each entity, operation, or facility from whom the Recovered Organic Waste Products were procured;
- iii. Type of product;
- iv. Quantity of each product; and
- v. Invoice or other record demonstrating purchase or procurement of the product.

SOW considerations for contracts using organic material:



- Specify SB 1383 compost/mulch quality standards and/or language that requires compliance with SB 1383/Organics Legislation/OCCO Organics Ordinance.
- The contractor cannot avoid using County material by using lower quality or unnecessarily higher quality material.
- Create a line item(s) that establishes the cost for the contract compost/mulch, if used, and invoice instructions for itemization of this when non-County-provided item is used.
 - When the Contractor uses the County's finished compost/mulch, Contractor will not charge the County for this item = cost savings for the service/project.
- If the County does not have available material, then Contractor utilizes the established line item contract pricing.
- If Contractor is providing non-County generated compost/mulch, then we need to make sure that it meets SB1383 standards in order for the County to get diversion credit for its use.
- Determine if product will be applied to comply with Model Water Efficient Landscaping Ordinance (MWELo). If so, contract must require that MWELo application standards be met. For example:
 - Compost: compost rate must be a minimum of 4 cubic yards per 1,000 square feet of permeable area shall be incorporated to a depth of six (6) inches into the soil;
 - Mulch: a minimum three (3) inch layer of mulch on all exposed soil surfaces of planting areas, except turf areas, creeping or rooting groundcovers, or direct seeding applications where mulch is contradicted.