

Goods and Services RFP (\$150,000 +) Sustainable Purchasing Checklist

1.) ORIGINATING DEPARTMENT

2.) DIVISION

3.) CONTACT

4.) EMAIL OF PERSON COMPLETING THIS FORM

5.) PROCUREMENT INFORMATION

Procurement Name: _____

Brief Description: _____

6.) ESTIMATED TOTAL VALUE

7.) IS THIS PROCUREMENT FOR GOODS ONLY?

☐ NO

☐ YES

If the procurement is an RFP or CPQ (Proposal) the following Mandatory Criteria are applicable:

MANDATORY EVALUATION CRITERIA FOR RIP AND RFP PROCUREMENTS

PUR-8 requires that 25% of the total evaluation points must be allocated to sustainability, social equity, and employee healthcare and other benefits.

- **Sustainability** = 10% of total points. *You can tailor this to your specific procurement. Find sample language you can edit [here](#).*
- **Social Equity** (MWESB and Workforce Diversity) = 10% of total points. *Click [here](#) for approved language,*
- **Employee Healthcare and other benefits** = 5 % of total points. *Click [here](#) for approved language,*

8.) BEST PRACTICES FOR BUY DECISIONS

☐ Available through Surplus Property

☐ Available through Central Stores

☐ Can be leased or rented

☐ A QRF (Qualified Rehabilitation Facility) can provide the good(s) and/or service(s)

☐ There is a cooperative contract available for the good(s) and/or service(s)

☐ None of the above

If you selected YES for any of the above but did not use that option, provide an explanation here.

GOODS: SPECIFICATION DEVELOPMENT

When developing the specifications for the goods being procured, consider how you can integrate sustainability into the specs. This can include specifying certified green cleaning products or products made with recycled content.

9.) GOODS: SPECIFICATION DEVELOPMENT

- ☐ Avoiding single use/disposable items (i.e. refillable products, durable items)
- ☐ Specifying items with reusable components (i.e. rechargeable batteries, task chairs that can be remanufactured)
- ☐ Energy efficient options (i.e. Energy Star qualified electronics, EPEAT registered computers, power savings settings)
- ☐ Water conserving options (i.e. low flow faucets, high efficiency models)
- ☐ Items made from recycled content (i.e. Post-consumer content paper products, plastics, furniture)
- ☐ Specifying alternatives that do not require hazardous waste disposal - if available
- ☐ Recyclable in local facilities and/or can be remanufactured
- ☐ Packaging reduction (i.e. no Styrofoam, right sized packing, returnable or reusable)
- ☐ Toxics Reduction (i.e. no BPA, avoid asthmagens, reproductive toxins)
- ☐ Low emission products (i.e. materials or products that offgas like formaldehyde and paints)
- ☐ Specifying third party certified products (i.e. FSC certified wood or paper, Green Seal cleaning products)
- ☐ Total Cost of Ownership was/will be performed
- ☐ Using LEED standards for specifications
- ☐ Other - please specify

Provide details of the attributes considered in the procurement here

SUSTAINABLE SERVICE PROVIDERS - THE GENERAL BUSINESS PRACTICES OF VENDORS

The County is interested in doing business with vendors that carry out their business in a sustainable manner. This section refers to the way a vendor operates the business and addresses the various environmental and social impacts associated with their business practices.

From the list below, please choose the sustainable practice/s that are being considered and explain how you will address them in this procurement. Include any language you may be using in the space provide below.

10). What sustainable business practices will you consider for this procurement

- ☐ Energy Conservation (i.e. computer power management; energy efficient lighting; Energy Star electronics)
- ☐ Water Conservation (i.e. low flow faucets; high efficiency laundry equipment; low water landscaping plans)
- ☐ Waste Management and Reduction (i.e. e-waste recycling, composting program; paper reduction; buying in bulk)
- ☐ Alternative Fuels and Transportation Options (i.e. commuting options; bus pass program; hybrid electric vehicles; fuel efficient vehicles)
- ☐ Sustainable Purchasing (i.e. recycled content products; green cleaning products; local food)
- ☐ Fair trade and fair labor (i.e. sweatshop free uniforms; fair trade certified goods; fair labor practices)
- ☐ Community engagement (i.e. LEED cleaning standards; certified green cleaning products such as Green Seal or EcoLogo)
- ☐ Support for under-served populations (i.e. volunteering in the community; outreach for recruiting; partnering with community groups)
- ☐ Other

Enter any language you may be using in the procurement here:

SUSTAINABILITY IN CONTRACTED SERVICES (Non-Personal)

This section talks about the various sustainability practices that could be relevant to the service being procured. This could include considering the facilities being used for providing services, the waste management plan for events or operations, the types of vehicles being used in transportation, or the type of processes, materials and supplies that will be used by the contractor.

From the list below, please identify which sustainable practice/s are being considered when developing the scope of work for this service and explain they will be sustainable practices in this procurement. Include any language you may be using in the space provide below.

11). SUSTAINABILITY ATTRIBUTES FOR SERVICES

- ☐ Transportation (i.e. fuel efficient vehicles; route optimization; idling restrictions)
- ☐ Energy Conservation (i.e. energy management plan; using energy efficient appliances; purchasing energy efficient materials)
- ☐ Water conservation (i.e. water conservation practices, using water conserving products; landscaping plan)
- ☐ Waste Management and Reduction (i.e. recycling plan; composting program; buying in bulk)
- ☐ Indoor air quality (i.e. green cleaning products; prohibiting asthma triggering chemicals; using low VOC paints and solvents)
- ☐ Janitorial/Green Cleaning (i.e. green cleaning plan; recycled content paper products; LEED based cleaning standards)
- ☐ Recycled content (i.e. purchasing products with Post Consumer Recycled content including paper and plastic products)
- ☐ Other

Provide details of any questions you used in the procurement here

NOTE: If cleaning is a significant portion of the contracted service(s), please consider including green cleaning specifications in the scope of work. This could include prohibiting certain chemicals or requiring the use of green cleaning products.