



## Sustainable Purchasing Checklist: Personal Services RFP (\$150,00+)

- 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 \$ \_\_\_\_\_

### MANDATORY EVALUATION CRITERIA

Remember that 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,*

**Note: The Social Equity and Employee Healthcare language cannot be modified.**

### GENERAL BUSINESS PRACTICES OF VENDORS

From the list below, please choose the sustainable practice/s you will consider for this procurement and explain how you will address sustainable business practices in this procurement. Include any language you may be using in the space provide below.

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

#### 7.) 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**

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## **SUSTAINABILITY IN COUNTY SERVICES**

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 housing services, the waste management plan for events or housing, the types of vehicles being used to transport clients, or the type of materials used to present trainings.

For example: Sustainability in Residential Services could include restricting asthma triggering cleaning chemicals, implementing energy conservation practices, and implementing a composting program. Some of these considerations will be better suited to program design and scope of work. In this case you could then design evaluation criteria based on those specifications.

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

### **8.) How will you incorporate sustainable practices into the service being procured**

- ☐ 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)
- ☐ Medical supplies (i.e. PVC free; mercury free; waste management; less toxic products)
- ☐ Other

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

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*NB: If cleaning is a significant portion of the contracted service(s), please consider including green cleaning specifications in the scope of work and then use the evaluation criteria to establish the proposers' experience and proposed plans for green cleaning. This could include prohibiting certain chemicals rather than requiring the use of green cleaning products. This can depend on your service type and the needs of the population(s) being served.*