

PCRB Quote Tab - (\$5,000 - \$75,000) 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

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 them, provide an explanation here.

SPECIFICATION DEVELOPMENT

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

9.) 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 (ie. 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

SUSTAINABILITY IN CONTRACTED SERVICES [Not applicable for Goods only procurements]

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

10). 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)
- ☐ 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 specs or language you may be using in the procurement here

9.) MWESB OUTREACH: *at least three (3) must be solicited if available*

- ☐ Three MWESB vendors were solicited
- ☐ Less than three MWESB vendors were solicited
- ☐ More than three MWESB vendors were solicited

10.) SELECTED VENDOR INFORMATION

Vendor name: _____