

Sustainability Checklist PCRB Goods

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We want to promote sustainability with environmental considerations, social equity, and economic impacts. We have created the Sustainability checklist to document the sustainability considerations you are bringing into your procurement planning. We want to hear about the sustainability considerations in your procurement planning which could mean you name other supporting documents that have your sustainability considerations such as in your project manuals or plans in the open fields below. We have provided sustainability considerations for you to review and potentially use in your procurement planning.

- For example, you might be working on a project that will include the shipping of goods. If you ship a product there will be packaging so you could review and consider the suggestions on packaging that reduces waste.
- For example, you might be planning to order a product with plastic which means you might want to do more research and Bisphenol-A(BPA) before completing your specifications because BPA is in a lot of plastic.

The vendor will see the sustainability criteria in the responsible business practices section of their solicitation or in specifications. We have adopted sustainability as our responsible business practices. The Sustainability Checklist is a tool meant to bring sustainability criteria into our procurement planning. We are working on creating a responsive Sustainability Checklist that will continually change to meet the needs of our community.

The Sustainability Checklist is below. We have provided space for you to tell us what you are already doing for sustainability and additional sustainability considerations that you may use in your procurement planning. Please select all the questions that apply to your procurement. You will be emailed your selections so that you can put them in your solicitation documents.

Procurement Information Section

Please be as complete as you can with your answers to these questions.

Originating Department: **required*

- | | | |
|---|---|--|
| <input type="radio"/> Chair & Commissioner's Offices | <input type="radio"/> District Attorney's Office | <input type="radio"/> Department of County Assets/Marketplace, FRED and, IT & Telecom |
| <input type="radio"/> I don't know | <input type="radio"/> Sheriff's Office | <input type="radio"/> Department of County Human Services/Community Services (except Weatherization), Developmental Disabilities and MHASD |
| <input type="radio"/> Health Department | <input type="radio"/> Department of Community Services/Transportation and Land Use & Planning | <input type="radio"/> Department of County Assets/Facilities & Property Management |
| <input type="radio"/> Department of Community Justice | <input type="radio"/> Department of Community Services/Animal Services, Emergency MGMT and, Elections | <input type="radio"/> Department of County Human Services/Aging, Community Services –Only Weatherization, Domestic Violence and, MHASD |
| <input type="radio"/> Auditors Office | <input type="radio"/> Department of County Management | <input type="radio"/> Library |
| <input type="radio"/> County Attorney's Office | <input type="radio"/> Non-Departmental | |

Program/Project Manager: **required*

Person completing the checklist : **required*

Email: **required*

Describe this procurement with as much detail that you have at this time. (Do not ask for brand names unless you have to.): **required*

Providing a detailed description of your procurement enables purchasing staff to better advise on the selection of the most appropriate sustainability considerations and helps ensure the MWESB search is a close match for your procurement.

Do not ask for a brand name. Example: John Deer Tractor.

Do not ask for a specific company. Example: Kraft Macaroni and Cheese

We want to encourage fair and open competition We often times promote fair and open competition by not naming a brand name or specific

What is the RFX # for this procurement? (This field is not required.):

Please select procurement amount:

☐ Under \$150,000 (Intermediate) ☐ Over \$150,000 (Formal)

Please select procurement type:

☐ TBD-To Be Determined ☐ CPQ ☐ RFP
☐ ITB ☐ Other ☐ Quote Tab
☐ RIP

Please select the Central Purchasing Staff you are working with on this procurement:

☐ sherry.n.taylor@multco.us ☐ kathi.braeme-burr@multco.us ☐ paula.j.rickman@multco.us
☐ lawrence.e.russell@multco.us ☐ christy.tran@multco.us ☐ tessa.steele@multco.us
☐ gerald.e.jelusich@multco.us ☐ I don't know or N/A ☐ kelly.wilhelm@multco.us

In this section you will select or create your sustainability criteria for your specification of goods.

Environmental Specifications

We have created environmental specifications for your procurement of goods.

Environmental Considerations= Criteria are customized for each procurement: Products or services that "have a lesser or reduced effect on human health and the environment when compared with competing products or services that serve the same purpose." This comparison may consider raw materials acquisition, production, manufacturing, packaging, distribution, reuse, operation, maintenance or disposal of the product or service.

Please select all of the environmental considerations that you are going to bring into your procurement planning by clicking on the options below. We have provided environmental considerations in the five areas most often found in our procurements for your review. If you have your own environmental considerations for this procurement please share them with us in the space provided below.

- Healthy Purchasing;
- Energy Conservation;
- Transportation;
- Waste Reduction, Management, and Re-use and;
- Water Conservation.

The Food Vendors section is only required if you are purchasing food or a food service.

Please enter the environmental considerations you have created for your solicitation here:

Please enter your sustainability considerations in this field. If you have it documented in a planning document please site the document and page numbers.

Toxic reduction is briefly described as selecting products that do not have an adverse impact on the environment or human health. We encourage you to refer to our resources on how to avoid toxic chemicals in business practices. Our resources start with our Toxic Reduction Strategy (2006) and our Healthy Purchasing Initiative (2012) that gives us guidance on how to avoid toxic chemicals by providing a restricted substance list.

Environmental Considerations: Healthy Purchasing/Toxic Reduction:

- ☐ Prohibit Chlorine from the products we are purchasing. ☐ If you are purchasing appliances and furniture please put in the specifications you want to exclude these chemicals: Halogenated Flame Retardants (HFR's) and Chromium VI. ☐ We do not want products with these chemicals: Alkylphenols, Bisphenol A (BPA) and Polychlorinated biphenyls (PCBs), Cadmium, Chlorinated polyethylene and chlorosulfonated polyethylene (CSPE), Chloroprene, Neoprene, and Chlorobenzene, Chromium, Formaldehyde, Mercury (HIGHLY TOXIC), Perfluorinated compounds (used in water resistant textiles), Phthalates, Polyvinyl chloride and Polyvinylidene chloride (common in water bottles, stuffed animals, and dolls), Wood treatments containing creosote, arsenic, pentachlorophenol, Volatile organic compounds (VOCs), Flame Retardants, & Lead (HIGHLY TOXIC).

- | | | |
|--|---|---|
| <input type="checkbox"/> I will be submitting toxic reduction specifications I have created. | <input type="checkbox"/> If you are purchasing water bottles, toys, water proofing agents, flame retardants, Paint, kitchen ware-bowls, utensils or any other plastic prohibit Bisphenol-A. | <input type="checkbox"/> Low VOC paints, solvents, stains, insecticides or pesticides. |
| <input type="checkbox"/> We want to promote indoor air quality. We are looking for green cleaning products that prohibit asthma triggering chemicals. These chemicals include: Alkylphenols, Bisphenol A (BPA) and Polychlorinated biphenyls (PCBs), Cadmium, Chlorinated polyethylene and chlorosulfonated polyethylene (CSPE), Chloroprene, Neoprene, and Chlorobenzene, Chromium, Formaldehyde, Mercury (HIGHLY TOXIC), Perfluorinated compounds (used in water resistant textiles), Phthalates, Polyvinyl chloride and Polyvinylidene chloride (common in water bottles, stuffed animals, and dolls), Wood treatments containing creosote, arsenic, pentachlorophenol, Volatile organic compounds (VOCs), Flame Retardants, & Lead (HIGHLY TOXIC). | <input type="checkbox"/> If you are purchasing personal care products prohibit chlorine, mercury, formaldehyde, lead, and phthalates. | <input type="checkbox"/> If you are purchasing anything with an adhesive, glue paint or dye please write in the specifications that we will not order phthalate, mercury, and lead because they are often in personal care products, medical supplies/devices, detergents, surfactants, packaging, children's toys, modeling clay, waxes, paints, printing inks, food products, textiles, and printing inks and coatings. |
| <input type="checkbox"/> Prohibit Bisphenol-A. | <input type="checkbox"/> If you are purchasing any rubber product please put in your specifications to exclude these chemicals: polyvinylidene chloride, chlorosulfonated polyethylene, arsenic, pentachlorophenol, & chlorprene(neoprene). | <input type="checkbox"/> If you are purchasing anything with foam in it please put in your specifications to exclude halogenated flame retardants. |

Energy Conservation – Energy Conservation is the practice of reducing the demand for energy, meeting demands efficiently as possible, supply energy from low carbon and renewable energy sources, carbon off-setting, use of energy efficient products, purchasing energy efficient materials, and avoiding products that are energy vampires that draw power when off. Using less energy to fulfill the same function or purpose; usually attributed to a technological fix rather than a change in behavior, examples include better insulation to reduce heating / cooling demand, compact fluorescent bulbs to replace incandescent, or proper tire inflation to improve gas mileage.

Environmental Considerations: Energy Conservation :

- | | | |
|--|--|--|
| <input type="checkbox"/> Products that are energy efficient when in use. | <input type="checkbox"/> Use of energy efficient light bulbs and other products. | <input type="checkbox"/> Use energy efficient materials. |
| <input type="checkbox"/> I will be submitting energy conservation specifications I have created. | <input type="checkbox"/> Use of energy efficient appliances and equipment. | |

Environmental Considerations: Transportation :

- | | | |
|---|--|---|
| <input type="checkbox"/> Emission retrofits on capital equipment. | <input type="checkbox"/> I will be submitting transportation conservation specifications I have created. | <input type="checkbox"/> Route optimization for delivery of services. |
| <input type="checkbox"/> Fuel Efficient vehicles. | | |

Waste Management and Reduction-is a resource conservation process where we try to first avoid waste, then reduce waste, reuse waste, recycle waste, recover waste and if we have to dispose of waste.

Environmental Considerations: Waste Reduction, Management, and Re-Use:

- | | | |
|--|---|---|
| <input type="checkbox"/> No styrofoam/polystyrene in packaging of the products in shipping or for storage. | <input type="checkbox"/> I will be submitting waste reduction specifications I have created. | <input type="checkbox"/> Product(s) is/are manufactured and assembled in the United States of America. |
| <input type="checkbox"/> Ensure that waste is minimized by avoiding the landfill with re-use, re-purposing before recycling into a new item. | <input type="checkbox"/> Materials for products must be harvested or mined and manufactured in the United State of America. | <input type="checkbox"/> We are looking for the recycled fiber content on post consumer materials purchased. The minimum recycled content should be 10%. Examples of products paper products 30%, toilet tissue 20%, facial tissue 10%, napkins and paper towels 40%. If purchasing raw materials ask for recycled metals and wood. |
| <input type="checkbox"/> Raw materials must be mined or harvested and processed in the United States of America. | <input type="checkbox"/> Purchase with less packaging. | <input type="checkbox"/> This project includes demolition and disposal of materials. We want to ensure that these materials are processed in a sustainable manner and not just sent to the landfill. |
| <input type="checkbox"/> This project is requiring demolition and deconstruction and we would like to ensure that materials are salvaged for re-use in our project or donated or sold for re-use or recycling. | <input type="checkbox"/> No styrofoam/polystyrene in products we are purchasing. | <input type="checkbox"/> Materials for products must be harvested or mined and manufactured in North America. |

☐ Use reclaimed, recycled, or salvaged materials.

☐ Purchase in bulk.

☐ Raw materials for this product is mined, manufactured, and assembled in the Pacific Northwest.

Water conservation refers to reducing the usage of water and recycling of waste water for different purposes such as cleaning, manufacturing, and agriculture irrigation. Water conservation is defined as any beneficial reduction in water loss, a reduction in water use, or improved water management.

We are looking for water conservation in products, processes, plans and, potentially policy.

Environmental Considerations: Water Conservation:

☐ Water conservation in the products being purchased.

☐ The use of water conserving products such as low flow toilets, shower and faucet fixtures.

☐ I will be submitting water conservation specifications I have created.

☐ The use of water conserving products such as appliances and electronic equipment.

Please only complete the Food Vendors section if you are purchasing food.

Environmental Considerations: Food Vendors (The Food Vendors section is only required if you are purchasing food or a food service.):

☐ Food that needs minimal packaging.

☐ I will be submitting food vendor environment conservation specifications and evaluation criteria I have created.

☐ Purchase reusable plates, utensils, glasses, mugs and serving ware.

☐ The packaging that is used to purchase or serve food and know we have a preference for reusable, recyclable and biodegradable materials.

☐ No styrofoam products.

☐ Prohibit individually wrapped food.

☐ Food will be wrapped in reusable or recyclable materials other than plastic.

☐ Food is provided on platters that can be returned or in brown paper bags with some recycled content and no print.

☐ Food being purchased was raised without the use of toxic chemicals.

Social Equity & Economic Impacts

Work with Central Purchasing to incorporate our social equity and economic impact values into our solicitation documents.

Social Equity (MWESB & Workforce Diversity) & Economic Impact (includes employee wellness and other benefits)

To bring social equity and economic impacts into your purchase of goods we have criteria for you to use.

Providing a detailed description of your procurement enables purchasing staff to better advise on the selection of the most appropriate sustainability considerations and helps ensure the MWESB search is a close match for your procurement.

- Do not ask for a brand name. Example: John Deer Tractor.
- Do not ask for a specific company. Example: Kraft Macaroni and Cheese
- We want to encourage fair and open competition We often times promote fair and open competition by not naming a brand name or specific company. If you think there might be an approved equal in the market we encourage you to ask for it. However, we do understand there are times when a brand name must be used.
- Do:Ask for the product you are looking for in detail without a brand name or manufacturer name.
- Be detailed the functionality you are looking for in your product.

Sustainability Concepts to bring into your procurement planning:

- Biomimicry:A design discipline that studies nature's elements, processes and designs and uses these ideas to imitate or design new solutions to human problems sustainably.
- BIODEGRADABLE: A product or material capable of decomposing in nature within a reasonably short period of time.
- CLOSED-LOOP RECYCLING: The process of utilizing a recycled product in the manufacturing of a similar product or the remanufacturing of the same product.
- CRADLE-TO-CRADLE: A design philosophy put forth by architect William McDonough that considers the life-cycle of a material or product. Cradle-to-Cradle design models human industry on nature's processes, in which materials are viewed as nutrients circulating in healthy metabolism.

Sustainable Systems Thinking

- If you don't understand the inter-relatedness of things, solutions often cause more problems.
- Simple questions often require complex and reflective thinking if good solutions are to be found.
- It is always better to manage by design than by default.

Please enter social equity & economic impact specifications you have created for your solicitation:

You are welcome to create questions around social equity and economic impact for use in your procurement, but Central Purchasing will vet them for use in your procurement. Examples: We are looking for Product X or another product that will be an approved equal. We have researched our product and do not need to ask for a certain brand so we will be putting out specifications for all interested vendors to bid. Once we have created our specifications we will conduct an MWESB search to include our outreach to vendors.

Environmental Considerations

We have highlighted environmental consideration for your planning. You are welcome to use these environmental considerations, modify them, or just read for research and ideas to create your own.

Submit

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