

## Janitorial Paper Products Bid

### ***Background***

Restrooms in Alameda County's facilities are stocked with hand towels, toilet tissue, and seat covers that contain post-consumer recycled content. Manufacturing these products with recycled content uses fewer natural resources (such as wood, water and energy), reduces pollution and greenhouse gas emissions, and helps support markets for office paper recycling programs.

### ***Bid Details***

**Bid Type:** Request for Quotation (RFQ)

**Bid Number:** 900683

**Contract Start Date:** July 1, 2011

**Contract Duration:** Three years with the option of two one-year renewals

**Products Awarded:** Paper towels, toilet tissue, and toilet seat covers

**Vendor:** JC Paper, (800) 527-2737; Monahan Paper Company, (510) 835-4670; e\*Poly Star, Inc., (510) 483-1188;

**Pricing:** See page 7 of this document

**More Information:** For more information, or to request a copy of the bid, contract or award summary, call the Alameda County General Services Agency Purchasing Department at (510) 208-9623.

### ***Disclaimer***

This document provides an excerpt of the environmental specifications from this bid. It is compiled from the original bid and all addendums issued during the procurement process. It may not include all of the product or service specifications, e.g. those unrelated to environmentally preferable purchasing. It is provided for informational purposes only. Agencies interested in evaluating this bid for a piggybacking opportunity should obtain a full copy of the bid and other relevant documents as they require.

### ***Environmental Specifications Excerpt: RFI-PQ No. 900683***

Note: This excerpt is from the Request for Information-Prequalification that was conducted prior to issuing a Request for Quotation (RFQ). Only products meeting the environmental criteria that passed the quality evaluation were included for bid in the RFQ.

#### **A. INTENT**

The intent of this Request for Interest Prequalification (RFI/PQ) is to search qualified countywide janitorial coarse paper products as required by the County of Alameda (County). The proposed coarse paper products will be tested and those that meet the specifications will be prequalified by the County. **The subsequent Request for Quotation (RFQ) will contain only the coarse paper products that have been prequalified. Bidders will be allowed to submit bids only for those items specifically listed in the RFQ.**

The County intends to award a three (3) year contract with option to extend for two (2) additional one-year terms to the vendor(s) selected as the lowest responsible bidder(s) meeting the County's requirements.

**D. PRODUCT PREQUALIFICATION CRITERIA**

**Janitorial coarse paper items will be tested and prequalified as acceptable to the County in order to be placed on the bid form. Samples shall be furnished to the County at no charge.**

To be prequalified, products considered must meet the following criteria:

- a. General Coarse Paper Specifications:
  1. Products must be made in accordance with reasonable industry practice with respect to holes, tears, wrinkles, cleanliness, foreign materials or dirt.
  2. Products must have no disagreeable odor, either wet or dry.
  3. Edges of the products must be cleanly cut and not ragged.
  4. Products must dispense properly from the box or fixture. Applicable dispensing units shall be provided at no cost to the County, but when current paper type is specified for use in a location, the existing dispensers will be utilized.
  5. Products will not contain any added pigments, inks, dyes or fragrances with the following exception: paper towels and napkins may be printed with inks or dyes provided these inks or dyes contain a sum concentration of less than 100 parts per million, by weight, of the following toxic heavy metal ions: lead, cadmium, mercury or hexavalent chromium.
  6. Exhibit A provides specific product descriptions.
- b. The County has conducted a small scale pilot program of coreless toilet tissue use and wants to expand this pilot to encompass the entire County. Coreless toilet tissue will be phased in and the two-ply toilet tissue will be transitioned out.
- c. Fibers/Post-Consumer Materials
  - 1) Bathroom and Facial Tissue:

The fiber in bathroom tissue shall contain a minimum of 20% post-consumer materials by weight. The fiber in facial tissue shall contain a minimum of 10% post-consumer materials by weight.

2) Paper Towels and Napkins:

The fiber in paper towels will contain a minimum of 40% post-consumer materials by weight and napkins will contain a minimum of 30% post-consumer material by weight. The core of a roll of paper towels must be manufactured from 100% recovered fiber.

3) Toilet Seat Covers:

The fiber in toilet seat covers will contain a minimum of 20% post-consumer material by weight. Exhibit A provides specific products descriptions.

d. Minimum Post-Consumer Waste Content:

The minimum post-consumer waste content for all coarse paper products to be considered for award is outlined in Table 1 below. These minimum levels are based on the U.S. Environmental Protection Agency’s Comprehensive Procurement Guidelines which can be found at <http://www.epa.gov/wastes/conserves/tools/cpg/index.htm>.

| Table 1<br>Summary of Minimum Post-Consumer Recycled Content for Paper |  |
|--|--|
| Coarse Paper Products  | Minimum Post-Consumer Recycled Content Per Product Type To Be Considered for Award |
| Toilet Paper   | 20% Post-Consumer Material by Weight   |
| Facial Tissue  | 10% Post-consumer Material by Weight   |
| Paper Towels   | 40% Post-Consumer Material by Weight   |
| Napkins  | 30% Post-Consumer Material by Weight   |
| Toilet Seat Covers   | 20% Post-Consumer Material by Weight   |

e. De-inking of Recovered Paper:

Recovered paper will not be de-inked using chlorinated solvents or any chemicals listed by the United States Environmental Protection Agency (USEPA) under Section 313 of the Emergency Planning and Community Right to Know Act or under Proposition 65 by the California Office of Environmental Health Hazard Assessment.

f. Persistent Bio-Accumulative Toxins:

In January 2002, the County passed a resolution to “encourage the reduction and, where feasible, the elimination of ‘persistent bio-accumulative and toxic’ (PBT) chemical emissions...” The USEPA has established a list of twelve (12) priority PBTs including dioxins, polychlorinated bi-phenyls, mercury and its compounds, lead and others. The most current list can be found at the EPA’s website at [www.epa.gov/opptintr/pbt/](http://www.epa.gov/opptintr/pbt/). Additionally, PBTs are listed in the California Code of Regulations (CCR), Title 22, Section #66261.24.

Vendor must provide products and services that allow the County to comply with the PBT Resolution and must complete the certification statement included in the Exhibit B. The PBT Resolution requires that the County eliminates and reduces the procurement of products and services which contain or cause the generation and release of PBTs into the environment during their manufacture, use or destruction/disposal. Bidders should provide products that do not contain, use or generate PBTs. If no alternative materials are available, bidders must notify the County in writing prior to providing such materials to the County or using these materials when providing services to the County.

g. Environmental Requirements and Environmental Evaluation Criteria:

Products will be evaluated in the Environmental Section of the Evaluation Criteria based on the following attributes:

a. Whitening Technology:

Vendor shall indicate on the Exhibit A-Janitorial Product Listing, the type of whitening technology used and this shall be certified by the manufacturer on Exhibit B. All papers, whether manufactured in the U.S. or offshore, must comply with the U.S. EPA standards of manufacturing without elemental chlorine. The County will not procure paper products whitened with elemental chlorine. In the case where products of comparable performance are submitted in the bid process, products will be eligible for a higher evaluation score based on the following:

- (1) PCF: Processed Chlorine Free products are most preferable and will be eligible for the highest score. Processed Chlorine Free refers here to

products that contain recycled content produced without elemental chlorine or chlorine derivatives, although one or more fiber components may have originally been bleached with chlorine or chlorine derivatives. Any virgin pulp is totally chlorine free.

- (2) ECF: Elemental Chlorine Free products are acceptable but not preferred and will not be eligible for the highest score. ECF is a technique that uses chlorine dioxide for the bleaching of wood pulp.

b. Third Party Certification:

Products will be eligible for a higher evaluation score if they have achieved, and vendor can document, one (1) or more of the following third-party environmental certifications: Green Seal™ Environmental Standard for Tissue Paper (GS-1), Green Seal™ Environmental Standard for Paper Towels and Paper Napkins (GS-9) and EcoLogo<sup>CM</sup> Certification for Toilet Tissue (CCD-082), EcoLogo<sup>CM</sup> Certification for Facial Tissue (CCD-083), EcoLogo<sup>CM</sup> Certification for Table Napkins (CCD-084), and EcoLogo<sup>CM</sup> Certification for Hand Towels (CCD-086). Vendors must submit documentation verifying certification.

c. 100% Total Recycled Content or Forest Stewardship Council (FSC) Certified Virgin Content:

Products will be eligible for a higher evaluation score if either one of the following criteria is met:

- (1) The product is made from 100% recovered content (mandated post-consumer content plus pre-consumer content equates to 100% of the product by weight); or
- (2) All of the virgin content is certified to be from FSC certified forests. Vendors must submit documentation verifying certification.

d. Recycled Content in Primary and Secondary Packaging:

Products will be eligible for a higher evaluation score if the primary and secondary packaging made from paper or paperboard is recyclable and made from 100% recovered material and secondary packaging made from containerboard (corrugated cardboard) is recyclable and made from a minimum of 30% recovered material. Vendors should certify that packaging meets these requirements in their response using Exhibit B attached.

e. Additional Environmentally Advantageous Attributes:

Vendors may submit information on environmentally advantageous attributes not listed above, as well as initiatives undertaken to improve the environmental lifecycle of the products or the manufacturing process. Initiatives that are well documented to achieve environmental benefit may result in a higher evaluation score at the discretion of the County Prequalification Team (CPQT).

f. Product Certification (Exhibit B):

Vendors must submit, in the form of the Exhibit B-Product Certification, a verifiable statement signed by a corporate officer of the manufacturing entity certifying the accuracy of the environmental claims made of the products submitted in the RFI/PQ response. Claims that shall be certified are as follows: the post-consumer recycled content, the total recycled content, the whitening technology, the third-party environmental certification, FSC certified virgin content (if applicable), and whether the product packaging meets the recycled content requirements. In the event that a product substitution is necessary once the contract is awarded certifications for the proposed product, signed by the manufacturer, must also be provided to the County.

***Contract Pricing***

This information is provided for informational purposes only and is current as of the contract start date listed in this document or otherwise stated in the following pages. Alameda County does not guarantee pricing or that you will be able to piggyback on any contract. If your agency wishes to piggyback, contact the vendor directly and work with your legal counsel to establish a separate contract apart from Alameda County.

- Pricing follows on next page -

## EXHIBIT B PAYMENT TERMS

1. County will pay Contractor upon within thirty (30) days, upon receipt of invoice.

| DESCRIPTION   | Brand/ Part Number           | Unit of Measure                         | PC Material Content | Year 1    | Year 2    | Year 3    |
|---|------------------------------|---|---------------------|-----------|-----------|-----------|
|   |                              |   |                     | Unit Cost | Unit Cost | Unit Cost |
| Toilet paper, wrapped rolls, single-ply, white, 4-1/2 x 4-1/2 inches              | SCA TS1636S                  | 1000 sheets per roll, 96 rolls per case | 20%                 | \$38.38   | \$41.44   | \$44.76   |
| Toilet paper, wrapped rolls, multi layer, white, facial quality, 4-1/2 x 4 inches | SCA TM1616                   | 500 sheets per roll, 96 rolls per case  | 20%                 | \$31.92   | \$34.47   | \$37.23   |
| Toilet seat cover, paper, flat, half-fold type of soluble tissue (recycled)       | Green Life Toilet Seat Cover | 250 per pack, 20 packs per case         | 80%                 | \$19.48   | \$21.42   | \$24.74   |

2. Invoices will be approved by the County Building Maintenance Department, Probation Department or Sheriff's Office.
3. Total payment under the terms of this Agreement will not exceed the total amount of \$910,000. This cost includes all taxes and all other charges.

## EXHIBIT B-1 OFF-CONTRACT DISCOUNT

| <b>Product</b>         | <b>Discount off List Price</b> |
|------------------------|--------------------------------|
| Napkins                | 20%                            |
| Roll Paper Towels      | 20%                            |
| Multifold Paper Towels | 20%                            |
| Toilet Paper           | 20%                            |
| Toilet Seat Covers     | 20%                            |

This discount must be valid for the duration of any agreement, and will apply to any and all Coarse Paper Products ordered from the Contractor's catalog(s) whether they are in print form or items available for ordering online. Contractor shall provide County the maximum discount possible from their catalog list price to match or improve on competitor's retail prices for same exact product required by County.

## EXHIBIT B PAYMENT TERMS

1. County will pay Contractor upon within thirty (30) days, upon receipt of invoice.

| DESCRIPTION   | Approved Items (Brand/Part Number) | Unit of Measure  | PC Material Content | Year 1    | Year 2    | Year 3    |
|---|------------------------------------|------------------|---------------------|-----------|-----------|-----------|
|   |                                    |                  |                     | Unit Cost | Unit Cost | Unit Cost |
| Towel, paper, multi-fold, single-ply, minimum brightness 82, approx size 9-1/4 x 9-1/4 inches | GP 24590                           | 4,000 per case   | 45%                 | \$17.02   | \$18.11   | \$19.27   |
| Towel, paper, roll, white, single-ply, 7.75 inches x 800 feet                                 | GP 26601                           | 6 rolls per case | 45%                 | \$21.82   | \$23.21   | \$24.70   |

2. Invoices will be approved by the County Building Maintenance Department, Probation Department or Sheriff's Office.
3. Total payment under the terms of this Agreement will not exceed the total amount of \$450,000. This cost includes all taxes and all other charges.

## EXHIBIT B-1 OFF-CONTRACT DISCOUNT

| <b>Product</b>         | <b>Discount off List Price</b> |
|------------------------|--------------------------------|
| Napkins                | 35%                            |
| Roll Paper Towels      | 35%                            |
| Multifold Paper Towels | 35%                            |
| Toilet Paper           | 35%                            |
| Toilet Seat Covers     | 35%                            |

This discount will be valid for the duration of any agreement, and will apply to any and all Coarse Paper Products ordered from the Contractor's catalog(s) whether they are in print form or items available for ordering online. Contractor shall provide County the maximum discount possible from their catalog list price to match or improve on competitor's retail prices for the same exact product required by County.

## EXHIBIT B PAYMENT TERMS

1. County will pay Contractor upon within thirty (30) days, upon receipt of invoice.

| DESCRIPTION  | Approved Items (Brand/Part Number) | Unit of Measure                 | PC Material Content | Year 1    | Year 2    | Year 3    |
|--|------------------------------------|---------------------------------|---------------------|-----------|-----------|-----------|
|  |                                    |                                 |                     | Unit Cost | Unit Cost | Unit Cost |
| Towel, paper, single fold, sub. 20, sulphite or sulphate grade, 9-1/2 x 10-1/4 inches (recycled) or equal; Recycled content: 40% post-consumer materials | TP SF912975-N                      | 334 per pack, 12 packs per case | 70%                 | \$18.25   | \$19.00   | \$19.65   |

2. Invoices will be approved by the County Building Maintenance Department, Probation Department or Sheriff's Office.
3. Total payment under the terms of this Agreement will not exceed the total amount of \$17,000. This cost includes all taxes and all other charges.