

Highlighting Best Practices - Sustainable Procurement Resources

for Municipal, Academic, Schools and Health & Social Service (MASH) Organizations



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Dalhousie University’s “Building ENERGY STAR® Knowledge in Nova Scotia Municipality, Academia, School, and University (MASH) sector” Project was made possible by a financial contribution from Natural Resources Canada.”

1.0 Purpose of this Guide

In recent years, an increasing number of organizations have adopted corporate social responsibility (CSR) and/or sustainability commitments. As a result, organizations and institutions have begun to embed their sustainability values into purchasing models as a key means by which they can ‘walk the talk’ (Strandberg Consulting, 2011, para. 2).

The purpose of this tool kit is to:

- summarize existing best practices of sustainable purchasing language and resources; and
- highlight specific examples on how to incorporate ENERGY STAR language into policies, RFPS, and tenders.

2.0 Sustainable Procurement Policies

Sustainable procurement integrates social and environmental factors with financial considerations. Purchasing language should ultimately reflect these core principles. Buying sustainably preferred alternatives means purchasing products and services that have a reduced effect on human health and the environment, while enhancing social and environmental conditions (The Cooperators, 2012).

Sustainable procurement policies are employed by all levels of government and many Municipal, Academic, Schools and Health & Social Service (MASH) sector organizations. Public Works and Government Services Canada (2012) expects that the application of their [Policy on Green Procurement](#) will benefit the environment through different environmental objectives, such as:

- Reducing greenhouse gas emissions and air contaminants;
- Improving energy and water efficiency;
- Reducing ozone depleting substances;
- Reducing waste and supporting reuse and recycling;
- Reducing hazardous waste; and
- Reducing toxic and hazardous chemicals and substances.

Provincially, the Province of Nova Scotia outlines in its [Sustainable Procurement Policy](#) a number of important objectives that are aimed at supporting the environment, economy, and society by:

- Ensuring that the Government’s requirements for goods, services, construction, and facilities are met through an open, fair, and transparent process that maximizes competition and value to the Government;
- Ensuring bidders have reasonable notice and opportunity to tender;
- Fostering economic development by ensuring every capable Nova Scotia supplier has opportunity to do business with the Government;

- Providing outreach programs that encourage competitiveness and innovation to Nova Scotia businesses which in turn will contribute to the sustainable prosperity of Nova Scotia;
- Ensuring Government procurement decisions consider the benefit to the environment and social fabric of Nova Scotia;
- Adhering to all trade agreements which create economic opportunities for Nova Scotians;
- Treating out of province bidders in the same way as their jurisdictions would treat bidders from Nova Scotia; and
- Being accountable for procurement decisions.

At the Municipal level the, the City of Ottawa developed a sustainable purchasing checklist outlining key aspects of policy factors:

Absolutely necessary

- Is this purchase absolutely necessary to our operations? Can we do without it?

Durable

- Is it built to last? Does it need lots of maintenance? What is the overall cost of ownership?

Energy and fuel-efficient

- Does the product help us to save money on energy or fuel?

Local source

- Can this product be purchased from a reliable local source? Does it require less fuel or energy to bring this to our workplace?

Responsible source

- Does the manufacturer provide proof of responsible environmental and social practices? Is the manufacturer paying workers standard wages and benefits?

Reusable

- Can the product be used several times for the same or multiple purposes? Can we borrow it, rent or get it used?

Low or no environmental impact

- Is the source material easily renewable? Is there any negative impact on the environment in the harvest, production, transportation, use or disposal? Is it recyclable?

Right size

- Can it be smaller, lighter or made with less material?

Some common purchasing language used in sustainable procurement policies include phrases such as (Warren Wilson College, 2012):

- Reuse existing materials;
- Reduced greenhouse gas emissions;
- Reduce energy and water;
- Purchase recycled or remanufactured materials that have lower impact on the environment in their production, packaging, use, and ultimately, their disposal than new materials;
- Purchase locally provided materials and services where available, with preference given to locally owned and operated businesses;
- Purchasing products made from renewable resources;
- Avoid toxic materials where choices are available;
- ENERGY STAR products should be purchased wherever the choice exists or from Duke University ``In all areas for which ENERGY STAR ratings exist, the products that Duke purchases will be ENERGY STAR certified or meet the performance requirements for ENERGY STAR certification. In areas for which guidelines are not available, [Duke](#) will seek energy efficient products``.

Policies are also used by regional associations, such as regional buying groups (ie. [Interuniversity Services Incorporated- ISI](#)) and members of the MASH sector. ISI works with different institutions in identifying and promoting opportunities to “acquire goods and services with enhanced values and reduced costs” (ISI, 2012). ISI is a purchasing group that represents most universities and colleges in Atlantic Canada. ISI passed a sustainability policy in 2010. With each commodity that goes to RFP or tender, sustainability criteria are created and evaluated. Dalhousie University has incorporated sustainability language in the [University Purchasing Policy](#). In addition to this, a [Sustainable Building Policy](#) was crafted and specific sustainability criteria are included in RFP and tender documents.

Becoming an [ENERGY STAR participant](#) is a great way for organizations and institutions to integrate sustainability into their purchasing practices. The ENERGY STAR symbol helps consumers identify major appliances and other energy-using equipment that save energy. ENERGY STAR identifies products as the top high efficiency performer in their category. Dalhousie University is an ENERGY STAR participant and promotes the use of ENERGY STAR products on campus. There are a number of ENERGY STAR products relevant to the MASH sector including (Natural Resources Canada, 2012):

- Electronics
- Fenestration Products (windows, doors & skylights)
- Heating, Cooling & Ventilation (HVAC) equipment
- Lighting Equipment
- Major Household Appliances
- Office Equipment

- Commercial Products
- New Homes

Examples of Dalhousie ENERGY STAR promotion and projects to-date include providing three-hour modules on sustainable procurement including ENERGY STAR training as part of an Employee Sustainability Certificate program, offering one hour lunch and learn sessions and working with partners to audit and switch out non ENERGY STAR products to ENERGY STAR products. Recent examples including switching out 491 old fridges and freezers on campus to ENERGY STAR versions, switching out 38 old washing machines for new ENERGY STAR machines, and auditing all kitchen equipment and creating a replacement schedule based on payback and emissions for new ENERGY STAR equipment.

Hospitals are another example of an institution within the MASH sector that uses sustainable purchasing policies. Sustainable procurement is an important strategy for reducing a hospital's waste production (Strashok et al., 2010). According to Strashok et al. (2010) a procurement policy for hospitals should:

- Include language about the packaging material in supplier specifications;
- Reduce use of toxic materials;
- Request rationalized packaging;
- Buy in bulk to reduce packaging;
- Ensure longevity of the product;
- Buy local and seasonal food;
- Procure organic food when possible;
- Eliminate bottled water where possible, and
- Purchase the least toxic disinfectant and sanitization products available

2.1 Sustainable Purchasing Policy and Program Resources

- 10 Steps to Starting a Sustainable Purchasing Program
<http://www.responsiblepurchasing.org/publications/tensteps.pdf>
- Whistler 2020: Sustainable purchasing guidelines
<http://www.whistler2020.ca/whistler/site/genericPage.acds?context=1967998&instanceid=1967999>
- Buy Smart: Guide to the Business Case & Benefits of Sustainability Purchasing
http://www.buysmartbc.com/_Library/Resources/resource_bsn_business_case_to_sustainability_2008.pdf
- Metro Vancouver Sustainable Region Initiative: Sustainable Purchasing Guide
<http://www.metrovancouver.org/about/publications/Publications/SustainablePurchasing1.pdf>
- Reeve Consulting: The 2011 Report on the State of Municipal Sustainable Procurement in Canada – Trends & Best Practices

http://www.buysmartbc.com/Library/Resources/Municipal_Sustainable_Purchasing_in_Canada_2011.pdf

- Greening Greater Toronto: Commitment to Buy Green- Green Purchasing Guide
<http://www.partnersinprojectgreen.com/files/GreenPurchasingGuide.pdf>
- Strandberg Consulting: Global Scan of Sustainable Purchasing Practices
http://www.buysmartbc.com/Library/Resources/BSN_Summary_of_Practices_Insurance_2011.pdf
- Association for Advancement of Sustainability in Higher Education (AASHE) – Sustainable Procurement policies and resources. - <http://www.aashe.org/resources/resources-sustainable-purchasing-higher-education/> (Some access to files require an AASHE membership)

3.0 Request for proposal (RFP)

A request for proposal (RFP) is a document used by organizations to elicit bids from potential vendors for a product or service (Rouse, 2007). It is designed to gather information about goods or services required so that competing bids can be assessed against specific criteria (ITP, 2012). RFPs ask for information about a firm's approach, process, experience, as well as requests for project specific information, such as team organization, schedule approach, and fee schedules (AIA, 2012). "An RFP is used when the purchaser is looking for the best value solution to resolve a problem or to deliver a good or service, but is not exactly sure how to achieve it"(Northwest Territories Public Works and Services, 2010, p. 4.1) .

Incorporating language in your purchasing RFPs and contracts that clearly communicates your institution's commitment to sustainability goals is an excellent way to encourage vendors to offer more sustainable products and services (American Hospital Association, 2012). RFPs should be tailored to fit each project's unique needs. There are a number of goods and services that use RFPs- including food services, consultants, building design and construction management, construction and demolition, kitchen designs, and travel. Some general contract language can be found below:

General RFP language

The xx organizations takes social and environmental factors into consideration alongside financial factors when making procurement decisions. Thus the following sustainability considerations will be used in evaluating products and services where applicable.

- Reduction of the quantity of items purchased through options such as reducing amounts needed, renting, sharing or reusing an existing item.
- Purchasing used equipment to minimize consumption of resources for manufacturing new and the requirement for disposal.
- Purchasing new items that;
 - minimize resources and energy and water consumption during manufacturing, operation, and end-of-life;
 - meet the most recent ENERGY STAR certification (in all areas for which ENERGY STAR ratings exist) or meet the performance requirements for ENERGY STAR certification;
 - meet Electronic Product Environmental Assessment Tool (EPEAT) silver or higher standards;
 - shorten the transportation of raw materials and finished goods;
 - are durable, long lasting, reusable, or refillable;
 - minimize the requirement for packing material and use packing material that is reused and recyclable;
 - are non-toxic or minimally toxic, and preferably biodegradable when applicable;
 - are produced locally for economical and environmental benefits when applicable;

- minimize health and safety impacts for people involved in manufacturing, operation and disposal of items;
- are from businesses that consistently demonstrate sustainable and socially conscious practices;
- are products that meet the specifications of third party certification programs such as Fair Trade, EcoLogo, Green Seal, and Canadian Organics when applicable; and
- adhere to labor practices that are child, labour, sweatshop-free and provide a fair/living wage to their workers.

In addition organizational related sustainability policies, documents, and guidelines should be referenced in the RFP for vendors. Standard clauses can also be incorporated into RFPs. Placing a “Green Clause” in all RFP contracts is a means to expand the environmental influence through a market sector (Richmond, 2012). It is possible for institutions to have bid requirements and contract demands that require potential suppliers or companies to hold an “Audited Green Certification” (Green Clean Institute, n.d.). An example of a green clause is as follows: “As an environmentally concerned business desirous to participate in the sustainable practices that impact our community and our world, our company requires all services and vendors to demonstrate similar environmental commitment by providing a Green business certification that comes from an audited verification by a national organization. Concerns for Greenwashing and ethical application of sustainable practices encourages our company to require all vendors to comply with verified environmental compliance.” – Green Clean Institute, n.d.

Another example of a green clause that can be inserted into all RFPs uses the following language: “In harmony with the EPA’s ‘Environmentally Preferred Purchasing,’ we (require/prefer/desire) that all bids submitted include an independent Green Certification of the company, products, or workers required via the proposed contract. Green certification refers to the operational aspects of the company often referred to as ‘Green Practices.’ Self-assertion of environmental merit does not resolve potential greenwashing concerns. Therefore, a company demonstrating an environmentally credible operation by an independent review shall be a minimum requirement for all vendors, suppliers, and business relationships.” - Green Path Guide, 2012

According to Baxter International Inc. (2012) RFPs can ask suppliers to provide:

- Their sustainability and policy mission statement;
- A description of company sustainability initiatives and outcomes;
- A list of sustainability-related awards received;
- Disclosure of environmental violations and fines for the past three years;
- Details on purchasing from diverse suppliers, particularly related to products and services in the RFP (as applicable); and
- Information about other initiatives that would support [your organization’s] sustainability goals

Harvard University’s Green Campus Initiative (2010) provides another examples of the type of sustainability language that can be integrated into RFPs for contractors and consultants:

- Demonstrating institutional practices that promote sustainability, including measures to increase efficiency and use of renewable resources, and to decrease production of waste and hazardous materials, both in the institution’s own operations and in those of its suppliers;
- Promoting health, productivity and safety of the institution’s community through design and maintenance of the built environment;
- Enhancing the health of ecosystems and increasing the diversity of native species;
- Developing planning tools to enable comparative analysis of sustainability implications and to support long-term economic, environmental and socially responsible decision-making;
- Encouraging environmental inquiry and institutional learning throughout the institution’s community; and
- Establishing indicators for sustainability that will enable monitoring reporting and continuous improvement

Specific RFP clauses

Manufacture take-back

- Require proof of reuse or recycling (American Hospital Association, 2012):
 - “All vendors of electronic devices...shall provide take-back management services for their products at the end of life of those products. Vendors shall provide assurances that these services will operate in compliance with all applicable environmental laws. Purchasing preference must be given to devices that incorporate design for the preservation of the environment.”- *Section 1610 (Electronic waste) of State of Maine Title 38, Chapter 16: Sale of Consumer Products Affecting the Environment*

Packaging Considerations

- It should be a requirement that all suppliers’ use recycled or biodegradable packing materials (American Hospital Association, 2012):
 - “It is desirable that all corrugated packaging contain a minimum of 35% post-consumer recycled content and provide certification form the carton manufacturer/ supplier to verify the actual percentage of recycled content.” - *Alameda County, California*

Green Cleaning

- It is important to specify desired characteristics for cleaning products. The following language has been adapted from the U.S. Department of Interior Custodial RFP (American Hospitality Association, 2012):

- “An offered cleaning product that represents the following five characteristics to some verifiable or demonstrable degree will receive more favorable consideration than other products, assuming the product otherwise meets efficacy requirements:
 - Minimize skin, eye, and respiratory irritation
 - Exhibits partial or complete biodegradability
 - Avoids unnecessary additives, including dyes and fragrances
 - Is packaged in recyclable or reusable containers, minimizing the use of non-recyclable packaging materials
 - Meets or exceeds other relevant standards in whole or in part (i.e. Green Seal standards)
 - U.S. Department of Interior Custodial RFP

Dalhousie has developed a Green Cleaning guidance document with objectives and specific tender requirements that would be included in an RFP for green cleaners, janitorial products, equipment and flooring.

Building Design and Development

RFPs are often times used for building design and development, construction, and construction management services. According to AIA (2012), sample sustainability language, similar to that of the City of Portland’s RFP for their Green Investment Fund (2002), of specific project objectives might include the following:

- Ecological site design; on-site erosion control, water purification/pollution reduction, and storm water management (bioswales, ecoroofs, storm water filtration, etc.)
- Transportation: promoting bicycle, pedestrian, and transit use
- Waste reduction: building reuse, job site recycling, and efficient use of materials
- On-site management of sewage and organic wastes, such as graywater systems and biological wastewater treatment
- Energy efficiency: efficient thermal envelopes, efficient space and water heating, lighting, controls and monitoring, and appliances
- Renewable energy: photovoltaics, geothermal pumps, wind turbines, micro-turbines, and fuel cells
- Water efficiency, both domestic and irrigation, including rainwater harvesting for irrigation and toilet flushing

Materials and resources:

- Durable building envelopes and long-lived materials or assemblies
- Recycled-content materials
- Safer, less toxic materials, such as alternatives to CCA-treated wood
- Innovative application of natural materials (characterized by low embodied energy, local availability, good performance, biodegradable, safe, esthetic) such as straw, earth, and other composites

- Indoor environmental quality, pollution reduction, worker and occupant safety, air cleaning, humidity control, and thermal comfort

Food Services

RFPs are often used for food services. It is important to incorporate sustainability language into food services RFPs. For example Portland State University has included in their food services RFP the following statement:

Sustainability-General Procurement: PSU supports and encourages the procurement of goods produced in environmentally friendly and socially responsible ways.

i. Contractor shall support and procure food products that meet sustainability standards, equivalent to the Food Alliance, in the areas of pesticide reduction, soil and water conservation, wildlife habitat conservation, care for livestock, non-GMO products, and safe and fair working conditions to the maximum extent feasible during the performance of this contract.

ii. Contractor shall utilize sustainable, “green” cleaning products to the maximum extent feasible during the performance of this contract, with an emphasis on using products that are: biodegradable, less toxic, with minimal use of unnecessary dyes and fragrances.

iii. Contractor will participate in future campus based education efforts to promote awareness and understanding of sustainable agriculture, benefits of local foods, organics, and of “green” products and systems (i.e. recycling and composting).

iv. All bidders are required to answer the following question:

Specifically state how your company addresses sustainability issues in food service for maximum environmental, social and economic impact.

Sustainability-Local Food Procurement: PSU would like to incorporate a significant level of local food sourcing into PSU’s campus food services as a way of contributing to the economic vitality, environmental sustainability, and quality of life in the region.

i. The Contractor shall develop meaningful partnerships with local growers and producers whenever possible – Local to be defined as products grown and processed in the Northwest (Oregon, Washington, Idaho, and Northern California) with an emphasis on Oregon and Washington grown and processed products within 150 miles of the campus.

ii. Contractor shall strive to meet standards equivalent to the Food Alliance in regards to food procurement, labeling, and marketing of all locally grown and organic foods.

iii. Contractor to provide annual and quarterly reports to PSU documenting the actual percent of cost of sales that are local. 13v. Contractor to provide annual and quarterly reports to PSU documenting the actual percent of cost of sales that are organic.

v. All bidders are required to answer to the following questions (bidder responses to be compared during the selection process):

1. What are your thoughts on organic and locally sourced foods? What percentage of your current buying is local (see definition above)? What percentage is organic?

2. What level (percentage of cost of sales) of fruits and vegetables will you commit to sourcing locally for PSU? What level (percentage of cost of sales) of beef, chicken, fish, eggs, and dairy will you commit to sourcing locally for PSU? Please state what level (percentage of cost of sales) of organics will you commit to providing PSU.

3. Please name 10 of your favorite local producers.

4. Please submit sample spring, summer, fall, and winter seasonal menus that will incorporate locally sourced foods.

5. Please identify and describe all efforts of preserving and processing locally sourced food for use in the winter and spring (non-growing seasons).

- Shuman, Portland State University, 2005

3.1 RFP Resources

- Harvard Green Campus Initiative: Recommended Language for Inclusion in RFPS
http://www.greencampus.harvard.edu/sites/all/themes/green-ofs/theresource/new-construction/rfp-language/documents/RFP_Contractor.pdf
- International Tourism Partners: Sustainability Criteria In RFPS- Thinking Green for the Corporate Marketplace
http://www.tourismpartnership.org/images/content/downloads/pdf/sustainability_criteria_in_rfps.pdf
- The American Institute of Architects: Writing the Green RFP
<http://www.aia.org/practicing/groups/kc/AIAS074658>
- Environmental Protection Agency: Database of Environmental Information for Products and Services- Contract language, specifications, and policies
<http://yosemite1.epa.gov/oppt/eppstand2.nsf/Pages/Contracts.html?Open>

- Food Alliance and the Association for the Advancement of Sustainability in Higher Education: A Guide to Developing a Sustainable Food Purchasing Policy
http://www.aashe.org/documents/resources/pdf/food_policy_guide.pdf

4.0 Tenders

A tender is used when the purchaser knows exactly what good or service they want and is looking for the best price to deliver it "(Northwest Territories Public Works and Services, 2010, p. 4.1) . There are three common aspects to every tender proposal: company overview, response to specifications, and pricing. Tenders are used for many different goods and services- including paper, AV equipment, electronics, furniture, vehicles, and appliances. Many firms will use the structure of the RFP to format their response, correlating each section to make comparison easier for the client (Conjecture Corporation, 2012).

In preparing a tender, there are some general items that institutions should keep in mind (University of Aberdeen, n.d.):

- Plan the process. Agree what the significant dates will be and who will be involved at each stage.
- Establish a means of recording the tendering process from start to finish. It is recommended that departments maintain a register of all tendering exercises. An example of a tender recording form is included in this Guide (See Record of Tender within this section - Example 7: Standard Tender Documents).
- Allow sufficient time and resource to manage the process. Some complex tender exercises can take 40 to 60 hours of work to complete and it is not possible to cut corners.
- Properly explore the market. In most situations it is best to ensure that all possible suppliers are given an opportunity to bid. Decide whether it is necessary to invite applications, advertise the contract notice locally, nationally, in specialist publications or in the European Journal.
- Decide on an "open" or "restricted" process. Is it necessary to invite firms to qualify to tender (restricted) or will you issue tender papers to anyone who applies for them?
- Keep a record of all of the suppliers who have applied to tender or who have been invited to tender

In the last four years Dalhousie has added sustainability information to a number of RFPs and tenders including food and construction, consulting, and demolition services, and kitchen, fleet, paper, cleaning, audio visual, and washing equipment and products.

Two examples of sustainability language for grounds trucks and multi-function device include:

Tender criteria for Grounds Vehicle (Truck)

- Electric Vehicle or Fuel Efficient vehicle with Combined Fuel Combustion Rating of a minimum of 6.5 L /100 km (36.2 mpg) or less.
- Capable of carrying up to ½ tonne.

- Open back with dumping capability
- Legal on Nova Scotia highways and HRM roads (for Dalhousie Halifax Campuses)
- 4 by 4 capability
- Used or new. New require a 12 month warranty. Used a three-month warranty and less than 80,000 km.
- At least two seats.
- Normal functions such as cab heat, defrost, radio, wipers, horn, daytime running lamp.
- Up to-date MV safety inspection sticker.
- Local service locations maintenance experience.
- Automatic transmission.

Will require a road test and optional mechanical assessment.

Multi-functional Device tender language

- How is water reduced in the making of this product?
- Please suggest strategies for reducing fleet numbers and single function devices in an institutional setting?
- Product must have ENERGY STAR low-power feature activated or enabled when received.
- Product must be in compliance with the most current ENERGY STAR Technical Specifications for Imaging Equipment at the time of product acceptance. This specification includes energy performance requirements for any/all digital front ends, functional adders, external power supplies and cordless handsets that may be included with the MFD. *Additional points will be awarded: If the product is more energy efficient than specified in the latest ENERGY STAR® specifications for energy performance*
- Product must be certified by the manufacturer as complying with Class A or Class B limits for radio noise emissions from digital apparatus set out in the Industry Canada Interference Causing Equipment Standard (ICES-003) definition or US FCC Class A or Class B equivalent emission limits for digital apparatus as set in the Radio Interference Regulations.
- How many watts does the product (s) use in each of the following modes: active; ready; sleep; standby; off?
- What is the default delay time to each successive power-down mode?
- Does the products(s) have an automatic off feature?
- What percentage of machines are refurbished/ reconditioned/ remanufactured and make use of remanufactured parts?
- Vendor uses minimal packaging and/or arranges for packaging taken back for reuse.
- All products should be received with duplexing as the Default.
- All Product(s) Have duplexing capabilities.
- Product is compatible with recycled paper containing up to 100% post-consumer fibers
- Vendor picks up or provides pre-paid mailback for used toner cartridges
- Manufacturer disassembles and remanufactures printer cartridges at end-of-life.

- Vendor must provide an end-of-life take-back guarantee and must provide appropriate proof of its capacity to secure the environmentally-friendly and social-responsible re-use, recycling and/or disposal of waste.
- Manufactured without using CFCs, HCFC's, HCF's in any phase of the manufacturing process.
- The product must not contain the following hazardous substances: Lead; Mercury; Cadmium; Hexavalent Chromium; Polybrominated Biphenyl (PBB); Polybrominated Diphenyl Ether (PBDE)
- Appropriate proof that these substances are not contained, such as a technical report, or certification that it meets the legal requirements
- How many Kms away were the Products Made and Shipped from?
- The background lighting of LCD monitors shall not contain more than 3 mg of mercury on average per lamp.
- Does not emit ozone at a concentration in excess of 1.5 mg/h
- Does not emit dust at a concentration in excess of 4.0 mg/h.
- Does not emit volatile organic compounds (mg/h) in excess of 10 mg/h.
- Does not use wet process technology. Wet process technology emits high concentrations of Volatile Organic Compounds (VOC), gaseous compounds which can cause headaches and flu-like symptoms in building occupants.
- Production of the product should be in accordance to international labor standards.
- The vendor and the manufacturer of the final product are required to demonstrate the existence and public availability of a written corporate environmental and sustainability management approach.
- The vendor must meet or exceed all applicable governmental and industrial safety and performance standards; governmental acts, by laws and regulations relevant to Atlantic Canada.
- Is the Product Certified through the Canadian Environmental Choice, Eco-Logo program?
- Is this Product Certified through other Recognized environment and Sustainability Certification Systems?
- The equipment shall be leased for [X] years. During this time the vendor must guarantee an on-the-spot support service including repair and removal of the equipment.

Sustainability tender information gathered for multi-functional devices was sourced and modified from the following resources:

- UNEP. 2008. Sustainable procurement guidelines for OFFICE IT equipment - www.pnuma.org/industria/documentos/Reunion%20SUN/05SP%20guidelines%20office%20IT%20-%20Product%20Sheet%20-%20final.pdf
- SEATTLE MUNICIPAL VENDOR QUESTIONS: <http://www.seattle.gov/environment/Documents/VendorQuestionnaire.pdf>
- ENERGY STAR SPECIFICATIONS: <http://oee.nrcan.gc.ca/residential/business/manufacturers/specifications/imaging-equipment.cfm?attr=12> and http://www.energystar.gov/index.cfm?c=copiers.pr_proc_copiers
- ECO LOGO – TECHNICAL SPECIFICATIONS - [http://www.terrachoice-certified.com/common/assets/criterias/ccd-035officemachines\(nov282008\).pdf](http://www.terrachoice-certified.com/common/assets/criterias/ccd-035officemachines(nov282008).pdf)

4.1 Tender Resources

- Green Tenders: An Action Plan on Green Public Procurement
http://www.procurement.ie/sites/default/files/green_tenders_-_an_action_plan_on_green_public_procurement_0.pdf
- Metro Vancouver’s Sustainable and Green Procurement Procedures
<http://www.metrovancouver.org/bids/Bidding%20Documents/MetroVancouverSustainableGreenProcurementInformationPackage.pdf>
- Including Environmental Information in Tendering – ICLEI
http://deep.iclei-europe.org/fileadmin/template/projects/procuraplus/files/CD-ROM/Printed_Manual/Procura_Manual_Chapter3_01.pdf

Final Thoughts

Sustainable purchasing is an important driver of sustainability in the economy, as it is through the supply chain that buyers signal their commitment to fostering social well being, economic prosperity, and a healthy environment (Strandberg Consulting, 2011). Understanding the principles of green purchasing is critical in limiting the impact that business, governments, and cooperation’s have on natural resources, ecosystems, and human well being (UC Berkley Extension, n.d.). Through sustainable purchasing goals and policies, organizations can be more efficient at managing the social and environmental risks inherent in their supply chain. It is therefore crucial that the MASH sector continues to pursue sustainable procurement practices. An easy first step is to purchase ENERGY STAR only items.

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