

A Greener Office: Buying Less and Buying Better

Alameda County
Green Purchasing Roundtable
February 24, 2016



Alameda County

SUSTAINABILITY

Local Action, Global Impact.

Agenda

- Introduction: Why a Greener Office?
- Buying Less, Buying Different
Karen Cook
- Implementing a Paperless Office
Interview with Dorian Makres
- Buying Better: Office Supplies
Sarah Church
- **Workshop: Applying It**

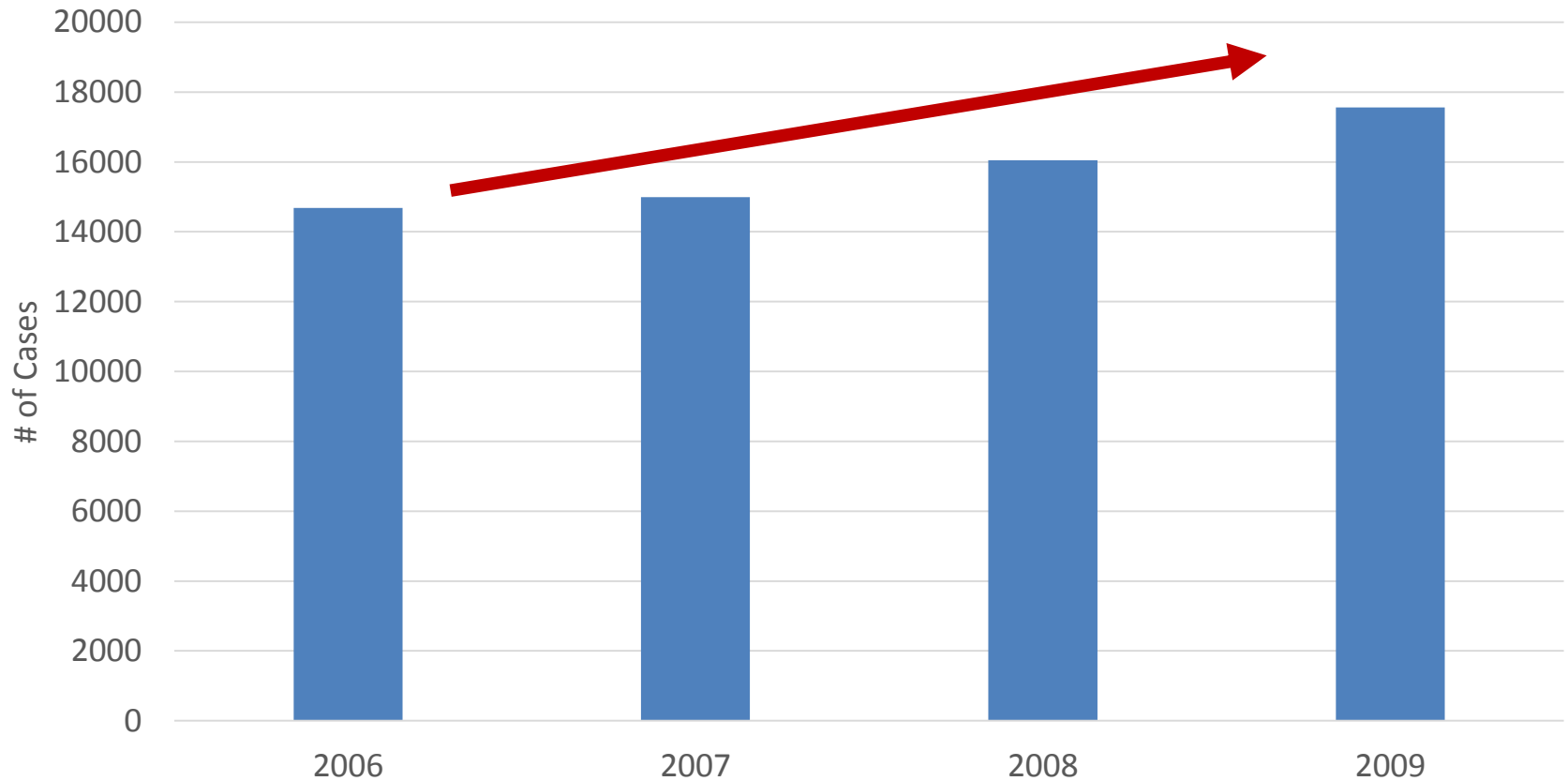
Why a Greener Office

...to Shanghai ...and back



Paper Use Trending Up

Copy Paper Purchases (2006-2009)



Why Save Paper?

- Save energy & water:
 - Resource intensive industry
 - Contributes to climate change
- Save trees:
 - Healthy ecosystems
 - Forests absorb CO₂
- Save time & money:
 - Less file storage space
 - Searchable electronic files



County EPP Policy (2011)

Buy Less

1. Prioritize waste reduction and cost efficiency opportunities by identifying alternative options to the purchase of new products.

Buy Better

2. Procure products that contain the highest percentage of post-consumer recycled content material available in the marketplace and that are recyclable.

Buying Less, Buying Different

Convene a Team

- Gain broad input and buy-in
- Identify stakeholders and champions

County Team Goal:

20% reduction in paper use



3 Strategies to Meet Goal

Countywide

Contract Change



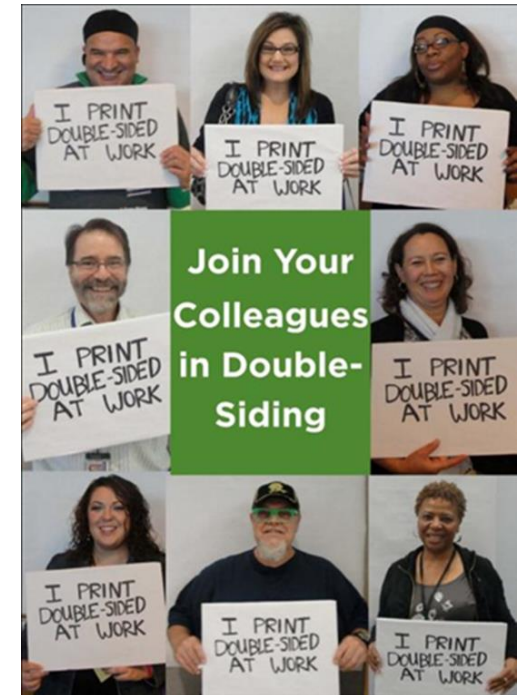
Agency

Process Change



Employee

Behavior Change



Countywide Contract for Multi-Function Devices (MFDs*)

- New contract requires equipment set up to default duplex printing & copying

Benefits include:

- Less equipment needed
- Energy efficiency
- Cost efficient



*MFDs can print, copy, scan and fax

MFD Contract

- Two vendors, Konica Minolta and Toshiba
- Available for piggybacking

Konica Minolta

Contact: Michael Young
Phone: (510) 865-7200

Toshiba

Contact: Laurie Corral
Phone: (925) 277-2162



More Information at:

<http://www.acgov.org/sustain/what/purchasing/bids/piggyback.htm>

Agency Level Adoption of New Technologies for Business

Tools for improving the way business is done



Benefits:

- Increase speed and efficiency of business
- Allows for paperless business transaction



“...reduce off-site storage costs”

“...faster to retrieve stored documents”



“...3 days instead of 3 weeks to collect signatures”

“...sign anywhere, anytime, on any device”

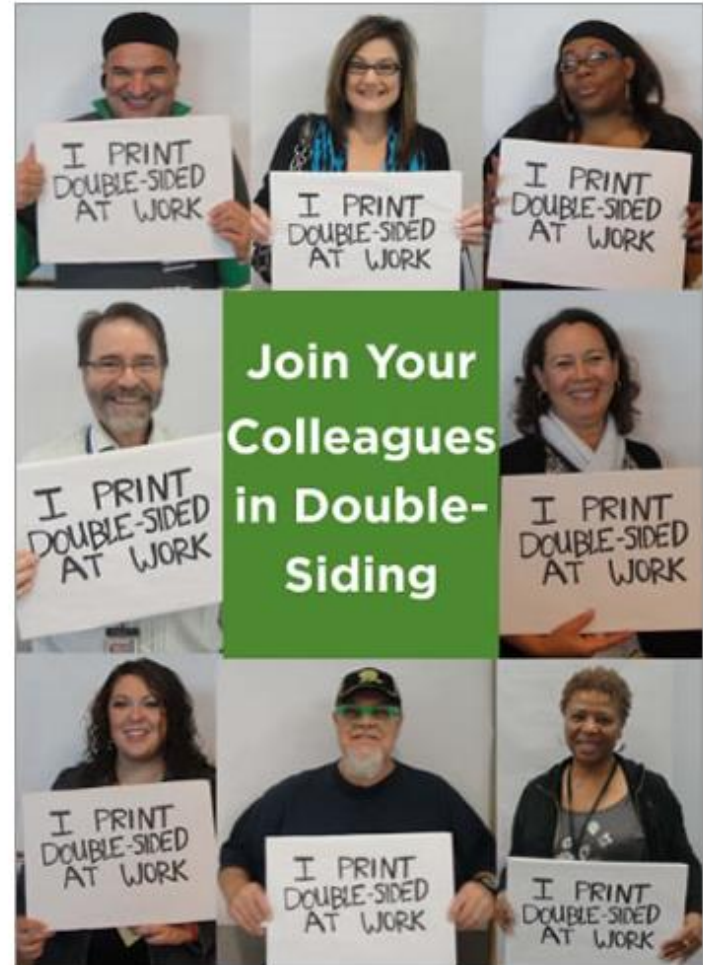
Bottom Line

More efficient from a time, resource, and cost perspective

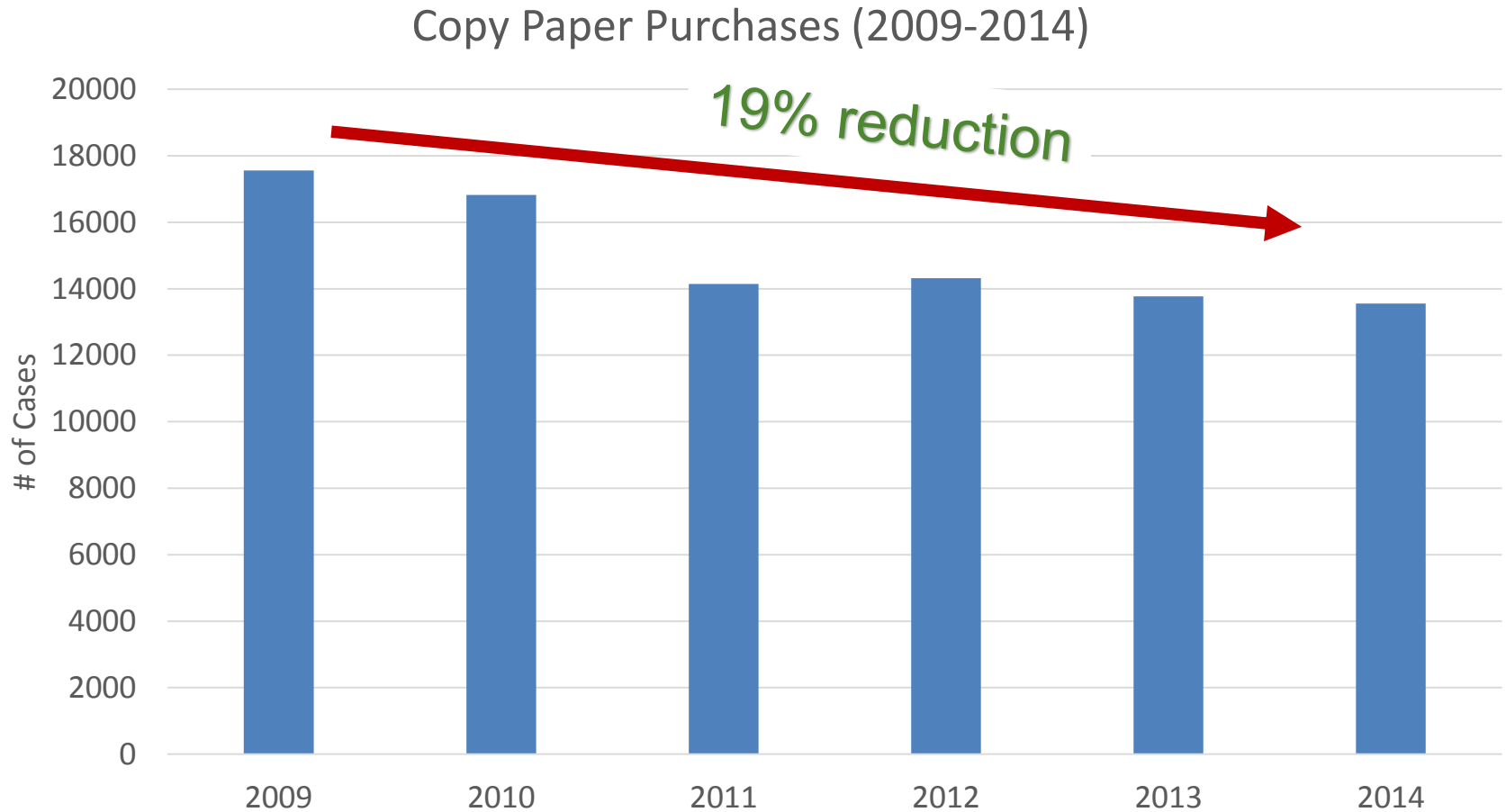
Employee Behavior Change

Community Based Social Marketing Techniques

- Norming
- Prompts
- Commitments
- Competition



Measuring Progress



Paperless Office

Contracts and Strategies for Buying Less Paper

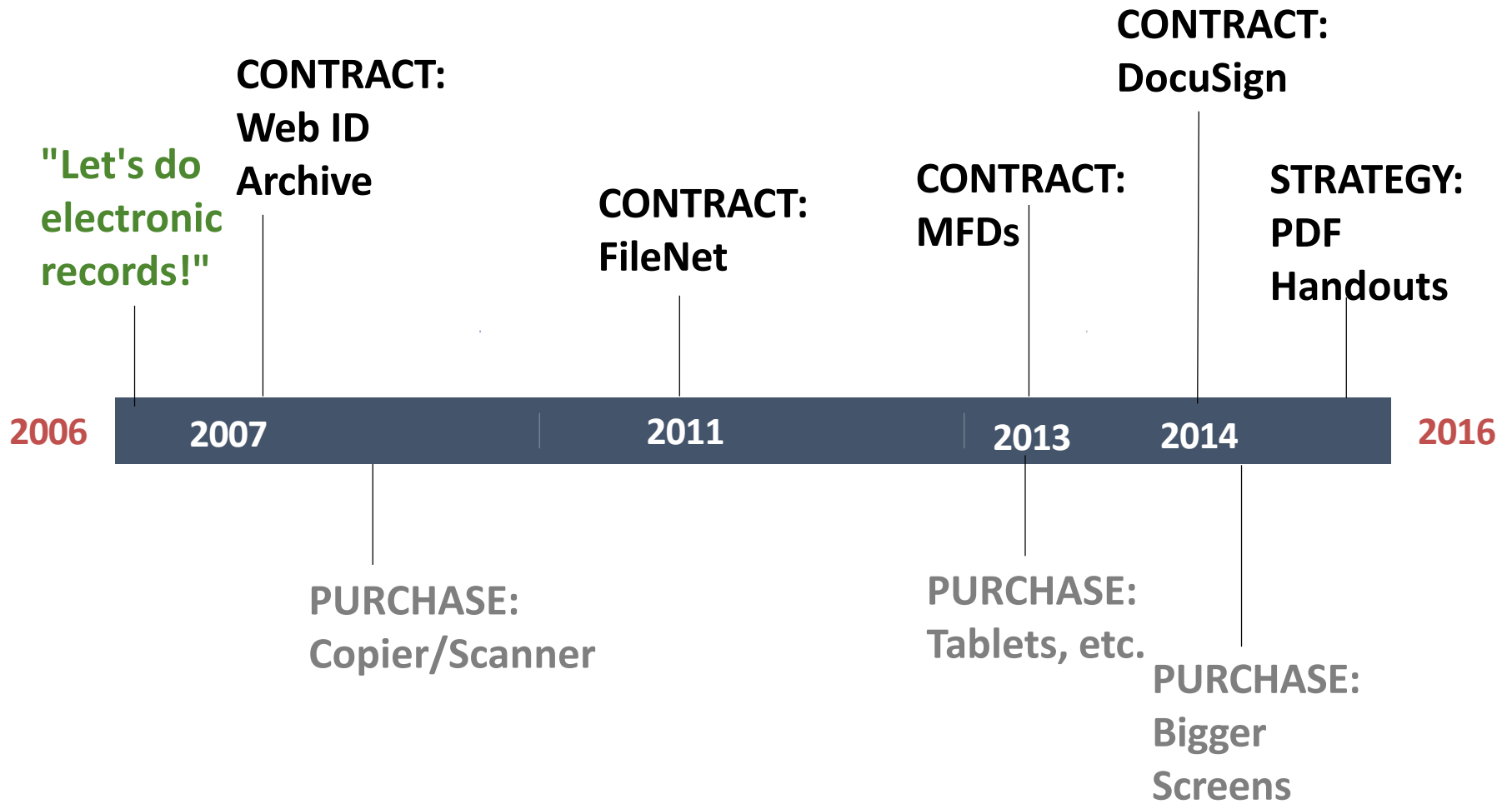


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Meet Dorian Makres

- Procurement and Contracts Supervisor
- 10 years at County
- **Achievement of Excellence in Procurement Award** from the National Procurement Institute
- **Sustainable Purchasing Leadership Council Award** for paperless strategies
- Paperless Office champion

An Interview with Dorian



Hyperlinked Agendas

Training Program Planning

February 1, 2016 – 2:00 pm, GSA, Room 906

1. Expand current Procurement Module classes
 - a) 101 – Government and Alameda County Specific Contracting requirements including SLEB, Sustainability, Nutrition, waivers, etc.
 - b) 102 – Procurement Methods 1 and 2 sections of current 101 (101 required)
 - c) 103 – Formal Bid Process (101 & 102 required)
2. Training Program Development:
 - a) Prep for PCPC – procurement staff list
<I:\PURCHASING\PurchContract\Word\D.Makres\Training\Procurement staff list\CHART Master - Procurement personnel contact list x BU.xlsx>
 - b) <I:\PURCHASING\PurchContract\Word\D.Makres\Training\Procurement staff list\Chart Master summary.xlsx>
 - c) Movement toward a Board resolution on universal training and certification. Plan steps to go from current commitment levels to submission of Board letter. Draft <I:\PURCHASING\PurchContract\Word\D.Makres\Training\Resolution Board Letter\Training and Certification Draft.docx>



Example Handout – in PDF

How Can YOU Buy Green?

Office Supplies:

- Use the County login on Blaisdell's to see contract pricing & green product choices:
Username: acgov
Password: acgov1
- Use the green search filter or include "recycled" with your search.

Visit the County's **Green Buying Guide** to find out more:
<http://alcoweb/gsa/green/guide/>

Print Services:

- Ask for recycled content paper when ordering your next print job.
- Many vendors are already certified Green Business Printers, which means they have committed to sustainable practices.

Catering:

- Use the Green & Healthy Events website to find tips on reducing waste:
<http://alcoweb/sustain/greenevents.htm>
- Many caterers used by County departments are certified by the Green Business Program.

Multi-Function Devices (MFDs):

- Always print to MFDs when available
- MFDs can print, copy, fax, and scan — all in one
- Save money, paper, and ink!

Green Purchasing @ Alameda County

Alameda County's Board of Supervisors has adopted a green purchasing policy. GSA has developed a Green Buying Guide to help departments implement this policy.

Frequently Asked Questions:

Does this policy apply to my department?

The policy applies to the purchase of all goods and services made with County funds for which the County is a green alternative available in the market place; the green alternative is available at a reasonable price; the green alternative is available in a reasonable amount of time; and the green alternative product is of equivalent quality and performs the intended purpose.

How do I know if there is a green alternative available?

Check the County's Green Buying Guide at <http://alcoweb/gsa/green/guide/> to find information about commonly purchased products with green alternatives, such as office supplies, computers, batteries, and more! If a green alternative product is not listed there, ask your vendor to help you find a green alternative.

Where can I get more help?

Contact the GSA Green Purchasing program at (510) 208-9754 or greenpurchasing@acgov.org.

Many employees across the County are already purchasing green products. Are you?

Favorite Take-Aways


- The Business Case
- Thinking Ahead
- Persistence

...and the groundwork was laid...


Strategies to Buy Better: Paper

Bid Strategy to Optimize Price

- Only bid for 100% PCR
- 85% of contract value is 8.5 x 11 copy paper



Savings of
\$3.80/case



\$120,000
net savings
in 2014

We're Protecting the Climate



Avoiding carbon pollution equivalent to
removing 86 cars from the road
for one year.

100% PCR Copy Paper Contract

- Available for piggybacking
- One contractor, Give Something Back
- Bid only available to certified Small, Local and Emerging Business

Give Something Back

Contact : Louis Schuster

Phone: (800) 261-2619



More Information at:

<http://www.acgov.org/sustain/what/purchasing/bids/piggyback.htm>

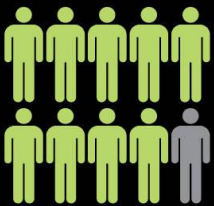
Strategies to Buy Better: Office Supplies

Impact of Office Supplies



Toxic chemicals in your home and body

BPA is found in
9 out of 10
Americans



Phthalates
and PBDE flame
retardants are
found in
99%
of pregnant
women

232

toxic
chemicals
were found in
umbilical cord
blood for U.S.
newborns



Bid Language

2. Environmentally Preferable Products / Service Plan: The County intends to partner with the Contractor to identify and promote the purchase of environmentally preferable products, also referred to as green products, and to identify opportunities to reduce the impact of office supply services, including but not limited to packaging, delivery, business operations and marketing.
 - a. The County will collaborate with the Contractor to define green product criteria, and identify products that meet those criteria. Exhibit F –
 - Plan, developed in partnership with Contractor
 - Based on our own list of criteria

Vendor's "Green Filter"

OFFICE SUPPLIES TECHNOLOGY FURNITURE MAINTENANCE & BREAKROOM SHOP ALL CA




[View more File Folders](#)

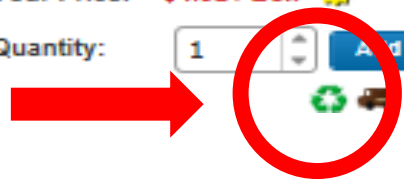



universal File Folders, 1/ 3 Cut Assorted, Tab, Letter, Manila, 100/ Box

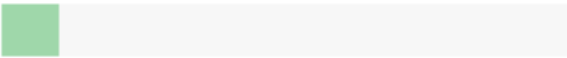
Item: UNV12113

- Classic folder constructed to resist tearing.
- Bottom triple-scored for no-sag expansion.
- Undercut at tabs for increased indexing area.
- 11 pt. Manila.

Packaging: 100 Each/Box
Your Price: \$4.52 / Box 
Quantity:   [Add to Cart](#) [Add to Favorites](#)



 **This Product Is Green!**

 **10%**

Post-consumer Recycled Content Percent

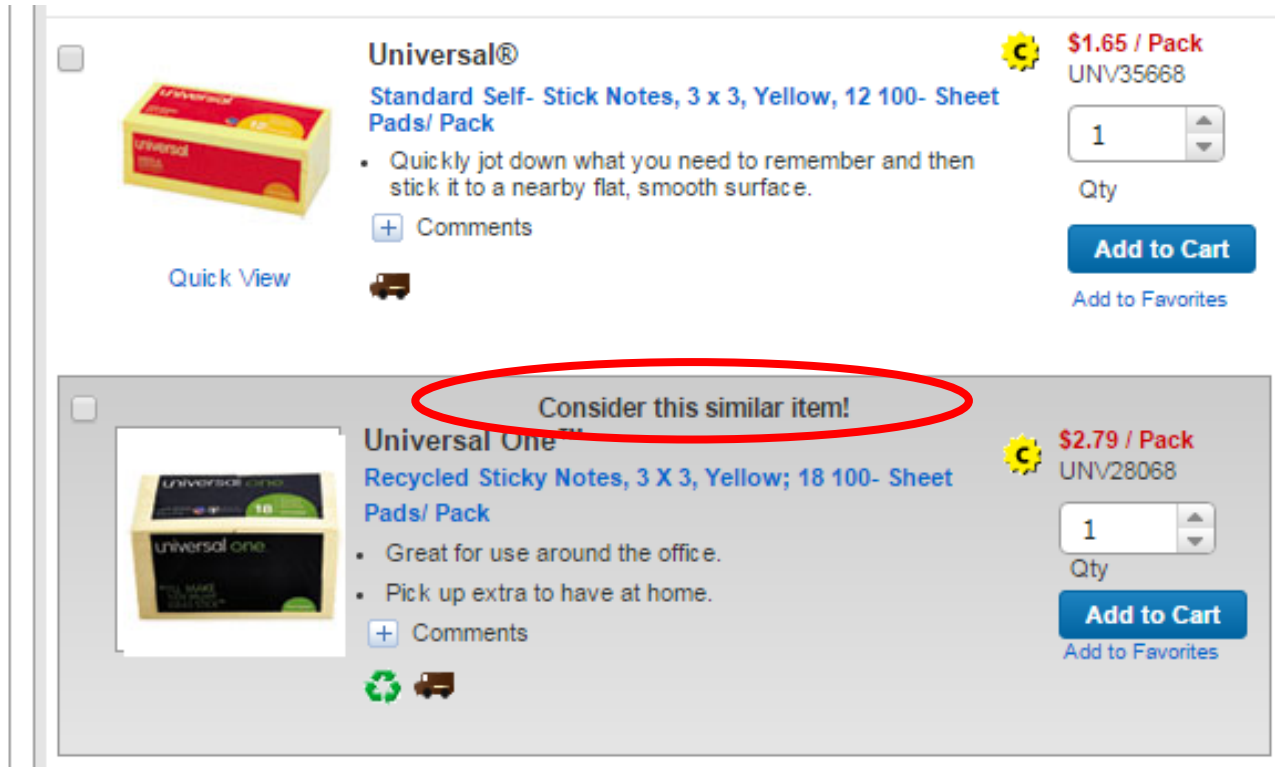
County Specs and EPA CPG = 30% PCR

“Green Favorites” List

The screenshot shows the Blaisdell's Business Products website. At the top left is the logo for Blaisdell's Business Products with the tagline 'Have a great workday'. To the right is a customer support phone number: 510-483-3600. Below this is a search bar with the placeholder text 'Enter keywords or item #'. A navigation bar contains the following categories: OFFICE SUPPLIES, TECHNOLOGY, FURNITURE, MAINTENANCE & BREAKROOM, and SHOP ALL. On the left side, there is a 'Manage Favorites' section and a 'Shop Favorites Lists' section. Under 'MY LISTS', there is a 'SHARED LISTS' section with a link to 'Alameda County's Green Favorites!'. Below that is a 'CATEGORY' section with a list of categories and their item counts: Binders & Binding Supplies (8), Binders & Business Cases (10), Cleaning & Breakroom (3), Files & Filing Supplies (13), Filing & Storage (6), Forms, Record Keeping & Reference (3), Furniture (1), and General Office Supplies (2). The main content area is titled 'Alameda County's Green Favorites!' and shows a list of items. The first item is 'AT-A-GLANCE® Monthly Planner, 8 7/8 x 11, Black, 2016- 2017'. It includes a description: 'Great for big picture monthly planning.' and 'Premium paper resists ink bleed.' There are buttons for 'Add to Cart' and 'Compare'. Below the item is a 'Comments' button and a 'RETURNS' icon. The second item is 'AT-A-GLANCE® Recycled Monthly Planner, 9 x 11, Black, 2016- 2017'.

- Different from “Green Filter” – based on our specifications of minimum PCR, etc.

Green Product Suggestions



The screenshot displays two product listings. The top listing is for 'Universal® Standard Self- Stick Notes, 3 x 3, Yellow, 12 100- Sheet Pads/ Pack' priced at \$1.65 / Pack (UNV35668). It includes a 'Quick View' link, a 'Comments' button, and an 'Add to Cart' button. The bottom listing is for 'Universal One™ Recycled Sticky Notes, 3 X 3, Yellow; 18 100- Sheet Pads/ Pack' priced at \$2.79 / Pack (UNV28068). This listing features a green recycling symbol icon, a 'Comments' button, and an 'Add to Cart' button. A red oval highlights the text 'Consider this similar item!' positioned above the second product listing.

- Suggests green products when a category is searched

Consolidated Ordering



- Best Practices from one agency that was already doing it
- Cost savings (staff time savings)
- Vendor savings – partnered outreach to buyers

“Greened” Office Supplies Contract

- Available for piggybacking
- One contractor, Blaisdell’s
- Bid only available to certified Small, Local and Emerging Business

Blaisdell's Business Products

Contact: Margee Witt, Owner

Phone: (510) 483-3600



More Information at:

<http://www.acgov.org/sustain/what/purchasing/bids/piggyback.htm>

Resources



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Alameda County Contracts

The screenshot shows the Alameda County Sustainability website. At the top left is the logo with the text "Alameda County SUSTAINABILITY Local Action, Global Impact." Below the logo is a navigation bar with tabs: "Who we are", "What we work on", "How we do it", "What's next", "What you can do", "News", and "Docu". The "What we work on" tab is active. On the left side, there is a sidebar menu with "Bids and Specifications" highlighted, and sub-items: "Bid Excerpts", "Construction Specifications", "Green Lease Documents", and "Piggybacking". The main content area has a breadcrumb trail: "You are here: Home » What We Work On » Purchasing » Bids & Specifications »". The main heading is "Piggybacking". The text explains that piggybacking on Alameda County's green contracts provides access to volume pricing and green product research. It notes that vendors are not required to allow piggybacking but are asked to consider offering the same green products and implementation strategies to other organizations. A link to "tips" is provided for more information. Below the text, there are four product categories with right-pointing arrows: "Office Paper", "Office Supplies", "Multi-Function Device Lease", and "More Contracts". At the bottom, there is a section titled "What is Piggybacking?" with a partial definition: "Piggybacking is when a public agency uses an existing competitively-t... contract directly with the vendor to purchase on the same or similar to..."

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Who we are | What we work on | How we do it | What's next | What you can do | News | Docu

Bids and Specifications

- Bid Excerpts
- Construction Specifications
- Green Lease Documents
- Piggybacking**

You are here: [Home](#) » [What We Work On](#) » [Purchasing](#) » [Bids & Specifications](#) »

Piggybacking

Piggybacking on Alameda County's green contracts provides you access to our volume pricing and gives you the benefits of our green product research and promotional strategies. You may also save time and resources by using our administrative process for your contracting needs. Though vendors are not required to allow piggybacking, we've asked each of these vendors to consider offering the same green products and implementation strategies to other organizations that they provide the County.* See these [tips](#) for more information about piggybacking.

Click on the product categories below to find out more about the green features of these County contracts. To learn more about any of these contracts or to request relevant documents or contract pricing, contact the Alameda County General Services Agency's Procurement Department at (510) 208-9623.

- ▶ Office Paper
- ▶ Office Supplies
- ▶ Multi-Function Device Lease
- ▶ More Contracts

What is Piggybacking?

Piggybacking is when a public agency uses an existing competitively-t... contract directly with the vendor to purchase on the same or similar to...

<http://www.acgov.org/sustain/what/purchasing/bids/piggyback.htm>

Piggybacking Tips



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PIGGYBACKING FOR GREEN PURCHASING: Tips and Resources for Local Agencies in Alameda County To Leverage Purchasing of Environmentally Preferable Products

What is Piggybacking

"Piggybacking" or Leveraged Purchasing is when a public agency uses an existing public contract as a template to form their own contract directly with the vendor to purchase on the same or similar terms. Your agency does not become a signatory to, or participate in, the original contract but instead negotiates a new contract with the vendor based on the initial public entity's contract.

Benefits of Piggybacking

You may be able to save time, money and resources by leveraging other government agencies' successful competitive bidding processes. There is no need for repetitive bids for like products when contracts are already in place. For example, Alameda County's volume pricing and policies for environmentally preferable purchasing and local procurement mean you may get best value while supporting a local green economy.



Copy Paper Case Study

You are here: [Home](#) » [What We Work On](#) » [Purchasing](#) » [Success Stories in Purchasing](#) » Office Paper

Office Paper

With this new contract, Alameda County set out to move all purchases of regular white copy paper to 100% post-consumer recycled content. By doing this, we support local recycling markets and reduce the lifecycle impacts associated with making paper such as deforestation, greenhouse gas emissions, and water use.

How We Did It

When going out to bid, we moved all of the County's volume to 100% recycled content for the most commonly used types of white copy paper. By doing this, we made sure the bidders would give us their most competitive price for the product we wanted based on our full purchasing power. Our strategy paid off with great pricing for the 100% recycled content products—even lower than our previous contract prices!

Challenge:

On the previous contract, the price premium for the 100% recycled content paper was a barrier for agencies to make the switch up from 30% recycled content paper. So for several years leading up to this new paper contract bid, we focused our efforts on reducing overall paper use as a way to neutralize any cost premiums. As we developed our bid strategy for this new contract, we gained support from our stakeholders by showing how the cost savings from paper reduction would off-set the move to



Alameda County buys recycled content paper for its copying and office printing needs, which saves trees, water, and energy, and reduces greenhouse gases.

<http://www.acgov.org/sustain/what/purchasing/success/paper.htm>

Workshop

Your next steps for greening your organization's
office

Self-Organize

- 100% PCR Copy Paper OR MFDs, Table 1 (Karen)
- Electronic files and signatures, Table 2 (Dorian)
- Green Office Supplies, Table 3 (Sarah)

Questions for Breakouts

1. **Intros:** Name, Organization, current state of purchasing in this area
2. **Opportunities/Resources:** What is happening in your context (contract expiration, organizational priorities) that could help you move forward?
3. **Barriers:** What might get in your way as you try to make these changes?
4. **Next Steps:** What is your first step after this Roundtable?

Report-back

Your next steps for greening your organization's
office

Thank You!

For more information:

Sarah.Church@acgov.org

Karen.Cook@acgov.org

www.acsustain.org