

Janitorial Paper Products Bid

Background

Restrooms in Alameda County's facilities are stocked with hand towels and toilet tissue 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: 901547

Contract Start Date: November 2, 2017

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

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

Vendor: JC Paper, (800) 527-2737

Pricing: See page 8 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) 208-9600.

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.

This document is provided for informational purposes only, and may not include all of the product or service specifications. Agencies interested in evaluating this bid for a piggybacking opportunity should obtain a full copy of the bid and other contract documents, as required, to determine if the competitive process and contract awarded allows piggybacking and meets your agency's rules and regulations for contracting. Contact your legal counsel if you have questions about piggybacking.

Environmental Specifications Excerpt: RFQ No. 901547

STATEMENT OF WORK

A. **INTENT**

It is the intent of these specifications, terms and conditions to describe janitorial coarse paper products being requested by the County.

The County intends to award a 3-year contract (with option to renew) to the bidder(s) selected as the lowest responsible bidder whose response meets the County's requirements.

It is the intent of these specifications, terms and conditions to procure the most environmentally preferable products with equivalent or higher performance and at equal or lower cost than traditional products. Specific requirements from the County's Sustainability Program that are related to this Bid are included in the appropriate Bid sections.

D. **SPECIFIC REQUIREMENTS**

6. General Coarse Paper Specifications

- a. Products shall be made in accordance with reasonable industry practice with respect to holes, tears, wrinkles, cleanliness, foreign materials, or dirt.
- b. Products must have no disagreeable odor, either wet, or dry.
- c. Edges of the products must be cleanly cut and not ragged.
- d. Products must dispense properly from the box, spindle, or fixture. Dispenser compatibility shall be tested during negotiations with the intended awardee.
 - (1) The County intends to phase out manual dispensers, and phase in hands-free, motion-detecting dispensing units.
 - (2) Applicable hands-free, motion-detecting 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.

(3) Dispenser Compatibility shall be tested during negotiations with the intended awardee.

e. Products shall 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.

f. Labeling: Product packaging shall be labeled to indicate the percentage of post-consumer recycled content for the products contained within the package.

g. Off/Non-Contract Products

Off-contract products are those products without fixed contract pricing. For example, if a Bidder provides contract pricing on Excel Spreadsheet, Bid Form, then the same Bidder is obligated to provide a guaranteed minimum fixed discount off of the bidder's catalog(s) prices stated for Paper Products that are not on-contract (Please see Excel Spreadsheet, Bid Form, Tab 2 – Off Contract Discount). This discount shall be valid for the duration of any agreement, and will apply to any and all coarse paper products ordered from the Bidder's catalog(s) whether they are in print form or items available for ordering online. Bidder will 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. The primary objective is for each Contractor to provide its entire catalog(s) of products for the specific bid category they are awarded so that their needs with exceptions noted as excluded items.

7. 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. Two-ply coreless toilet tissue will be phased in and the two-ply toilet tissue will be transitioned out.

8. Minimum Environmental Performance

Products shall meet one or more of the following criteria in order to be considered for award:

- a. Product must contain the minimum post-consumer recycled content as set by the U.S. Environmental Protection Agency’s Comprehensive Procurement Guidelines which can be found at <https://www.epa.gov/smm/comprehensive-procurement-guidelines-paper-and-paper-products#03>
- b. Product must carry a current certification by one or more of the following Ecolabel programs:
 - (1) Green Seal Standard for Sanitary Products, GS-1
 - (2) UL Environmental/ECOLOGO Standard for Sustainability for Sanitary Paper Products, UL 175

The minimum environmental performance for all coarse paper products to be considered for award is outlined in the table below:

Minimum Environmental Performance for Product to be Considered for Award	
<i>Coarse Paper Products</i>	<i>Environmental Performance Criteria</i>
Paper Towels	40% Post-Consumer Recycled Content by Weight; or certified by UL ECOLOGO (UL 175) or Green Seal (GS 1)
Napkins	20% Post-Consumer Recycled Content by Weight; or certified by UL ECOLOGO (UL 175) or Green Seal (GS 1)
Toilet Paper	20% Post-Consumer Recycled Content by Weight; or certified by UL ECOLOGO (UL 175) or Green Seal (GS 1)

9. 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.

10. 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 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 <http://www.epa.gov/opptintr/pbt/>. Additionally, PBTs are listed in the California Code of Regulations (CCR), Title 22, Section #66261.24.

Contractor shall provide products and services that allow the County to comply with the PBT Resolution. 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. Contractor shall also provide products that do not contain, use, or generate PBTs. If no alternative materials are available, Contractor shall notify the County in writing prior to providing such materials to the County or using these materials when providing services to the County.

11. Whitening Technology

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.

- a. PCF: Processed Chlorine Free products are most preferable. 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 shall be totally chlorine free.

- b. ECF: Elemental Chlorine Free products are acceptable but not preferred. ECF is a technique that uses chlorine dioxide for the bleaching of wood pulp.

E. DELIVERABLES / REPORTS

1. Upon request, Contractor shall provide electronic quarterly usage reports to the GSA-Sustainability Department and to the Procurement & Contracts Specialist for Janitorial Coarse Paper products at no cost to the County. These reports shall be submitted in a Microsoft Excel electronic file and be formatted in such a way as to be sortable by the key categories described below.
2. The County shall work with Contractor to finalize the format of these reports upon contract award. The County reserves the right to make changes to the report and to request additional information, if deemed necessary. Additional electronic copies of these reports shall be sent to additional County business units upon request. Ad hoc reports shall be provided by the Contractor, as required, at no additional cost. Below is a description of the minimum information that shall be included in the report and the formatting requirements.
 - a. Detailed Quarterly Usage Report Formatting
 - (1) Information provided in one worksheet (not multiple tabs or worksheets).
 - (2) Formatted to sort chronologically by purchase date and by key categories as defined below.
 - (3) Each horizontal line to contain the data for a single transaction including item, quantity, unit cost, and total cost of transaction.
 - b. Key Categories
 - (1) Purchase date
 - (2) Customer Number (provide key)
 - (3) Item part number
 - (4) Item description (e.g., brand, size, color, etc.)

- (5) Type of unit used for pricing (e.g., each, box)
- (6) Number of individual pieces per unit
- (7) Units purchased (i.e., order quantity)
- (8) Shipped quantity (if not same as order quantity)
- (9) Unit price (i.e., charge to customer)
- (10) Total order cost
- (11) Certification standard met by product, if any (e.g. Green Seal, UL ECOLOGO)

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 -

PAYMENT TERMS

- County will use its best efforts to make payment to Contractor upon successful completion and acceptance of the following services listed within thirty (30) days upon receipt and approval of invoice.

Item No.	Item Description	Approved Brand/Part Number	Unit of Measure	Ecolabel Certification (Green Seal/ UL ECOLOGO)	Post-Consumer Material Percentage	Year 1 Unit Cost	Year 2 Unit Cost	Year 3 Unit Cost
1	Paper L3141, 12" x 13", White Lunch Napkin Quarter Fold Type, Single-ply Sulphite, Embossed Finished	SCAL3141	400 sheets per pack, 6 packs per case	ECOLOGO/EPA	30%	\$ 32.95	\$ 33.94	\$ 34.96
2	Paper, roll, 8" x 600'	SCARK600E	6 rolls per case	ECOLOGO/EPA	40%	\$ 31.59	\$ 32.54	\$ 33.51
3	Paper, Multi-fold, Single-ply, 10.25" x 9.5"	GP24590	250 sheets per pack, 12 packs per case	GREEN SEAL/ECOLOGO	50%	\$ 17.61	\$ 17.61	\$ 17.61
4	Paper, Roll, White, Single-ply, 8" x 800'	GP26601	6 rolls per case	GREEN SEAL/ECOLOGO	50%	\$ 22.72	\$ 22.72	\$ 22.72
5	Paper, Multi-fold, 10.2" x 10.8"	GP33587	220 sheets per pack, 10 packs per case	EPA	40%	\$ 22.89	\$ 22.89	\$ 22.89
6	Paper, Roll, 7.75" x 9.5", 700'	SCA290087	700 sheets per roll, 6 rolls per case	ECOLOGO/EPA	50%	\$ 32.78	\$ 33.76	\$ 34.75
7	Tork Hand Roll Towel, White, 7.75" x 9.5", 700'	SCA290087	6 rolls per case	ECOLOGO/EPA	50%	\$ 32.78	\$ 33.76	\$ 34.75
8	Wrapped Rolls, Single-ply, White, Between 4" - 4.2" x 4" - 4.4"	GP14580/01	1,000 sheets per roll, 96 rolls per case	GREEN SEAL/ECOLOGO	25%	\$ 40.45	\$ 40.45	\$ 40.45
9	Wrapped Rolls, Multi-Layer, White, Facial Quality, Between 4" - 4.5" x 4" - 4.1"	TM1616S	500 sheets per roll, 96 rolls per case	ECOLOGO/EPA	20%	\$ 31.98	\$ 32.94	\$ 33.93
10	Hygienic, Single Interfold, Two-ply, Box, White, 4.5" x 8.3"	SCA120255	250 per pack, 36 packs per case	ECOLOGO/EPA	20%	\$ 28.01	\$ 28.85	\$ 29.71

**Master Contract No. 901547
Procurement Contract No. 15744**

Item No.	Item Description	Approved Brand/Part Number	Unit of Measure	Ecolabel Certification (Green Seal/ UL ECOLOGO)	Post-Consumer Material Percentage	Year 1 Unit Cost	Year 2 Unit Cost	Year 3 Unit Cost
11	Wrapped Rolls, 2-ply, Facial Quality, White, Between 4.75" - 5.25" diameter; Between 3.4" - 3.9" width	GP19375	1,000 sheets per roll, 36 rolls per case	GREEN SEAL/ECOLOGO	25%	\$ 37.61	\$ 37.61	\$ 37.61
12	Paper, Flat, Half-fold Type of Soluble Tissue	IMPSEAT	250 sheets per pack, 20 packs per case		20%	\$ 21.05	\$ 21.47	\$ 21.75

2. Invoices will be reviewed for approval by the following County Departments:
 - a. General Services Agency – Building Maintenance Department
 - b. Probation Department
 - c. Alameda County Library
 - d. Alameda County Sheriff’s Office

3. Total payment under the terms of this Agreement will not exceed the total amount of \$2,120,560. This cost includes all taxes and all other charges.

EXHIBIT B-1

OFF-CONTRACT DISCOUNT

Product	Discount Off List Price
Napkins	30%
Roll Paper Towels	30%
Multi-fold Paper Towels	30%
Toilet Paper	30%
Toilet Seat Covers	30%

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 the 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 the County.