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.
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.

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](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:

<table>
<thead>
<tr>
<th>Coarse Paper Products</th>
<th>Environmental Performance Criteria</th>
</tr>
</thead>
<tbody>
<tr>
<td>Paper Towels</td>
<td>40% Post-Consumer Recycled Content by Weight; or certified by UL ECOLOGO (UL 175) or Green Seal (GS 1)</td>
</tr>
<tr>
<td>Napkins</td>
<td>20% Post-Consumer Recycled Content by Weight; or certified by UL ECOLOGO (UL 175) or Green Seal (GS 1)</td>
</tr>
<tr>
<td>Toilet Paper</td>
<td>20% Post-Consumer Recycled Content by Weight; or certified by UL ECOLOGO (UL 175) or Green Seal (GS 1)</td>
</tr>
</tbody>
</table>

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
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 biphenyls, 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/](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 -
EXHIBIT B

PAYMENT TERMS

1. 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.

<table>
<thead>
<tr>
<th>Item No.</th>
<th>Item Description</th>
<th>Approved Brand/Part Number</th>
<th>Unit of Measure</th>
<th>Ecolabel Certification (Green Seal/ UL ECOLOGO)</th>
<th>Post-Consumer Material Percentage</th>
<th>Year 1 Unit Cost</th>
<th>Year 2 Unit Cost</th>
<th>Year 3 Unit Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Paper L3141, 12&quot; x 13&quot;, White Lunch Napkin Quarter Fold Type, Single-ply Sulphite, Embossed Finished</td>
<td>SCAL3141</td>
<td>400 sheets per pack, 6 packs per case</td>
<td>ECOLOGO/EPA</td>
<td>30%</td>
<td>$32.95</td>
<td>$33.94</td>
<td>$34.96</td>
</tr>
<tr>
<td>2</td>
<td>Paper, roll, 8&quot; x 600'</td>
<td>SCARK600E</td>
<td>6 rolls per case</td>
<td>ECOLOGO/EPA</td>
<td>40%</td>
<td>$31.59</td>
<td>$32.54</td>
<td>$33.51</td>
</tr>
<tr>
<td>3</td>
<td>Paper, Multi-fold, Single-ply, 10.25&quot; x 9.5&quot;</td>
<td>GP24590</td>
<td>250 sheets per pack, 12 packs per case</td>
<td>GREEN SEAL/ECOLOGO</td>
<td>50%</td>
<td>$17.61</td>
<td>$17.61</td>
<td>$17.61</td>
</tr>
<tr>
<td>4</td>
<td>Paper, Roll, White, Single-ply, 8&quot; x 800'</td>
<td>GP26601</td>
<td>6 rolls per case</td>
<td>GREEN SEAL/ECOLOGO</td>
<td>50%</td>
<td>$22.72</td>
<td>$22.72</td>
<td>$22.72</td>
</tr>
<tr>
<td>5</td>
<td>Paper, Multi-fold, 10.2&quot; x 10.8&quot;</td>
<td>GP33587</td>
<td>220 sheets per pack, 10 packs per case</td>
<td>EPA</td>
<td>40%</td>
<td>$22.89</td>
<td>$22.89</td>
<td>$22.89</td>
</tr>
<tr>
<td>6</td>
<td>Paper, Roll, 7.75&quot; x 9.5&quot;, 700'</td>
<td>SCA290087</td>
<td>700 sheets per roll, 6 rolls per case</td>
<td>ECOLOGO/EPA</td>
<td>50%</td>
<td>$32.78</td>
<td>$33.76</td>
<td>$34.75</td>
</tr>
<tr>
<td>7</td>
<td>Tork Hand Roll Towel, White, 7.75&quot; x 9.5&quot;, 700'</td>
<td>SCA290067</td>
<td>6 rolls per case</td>
<td>ECOLOGO/EPA</td>
<td>50%</td>
<td>$32.78</td>
<td>$33.76</td>
<td>$34.75</td>
</tr>
<tr>
<td>8</td>
<td>Wrapped Rolls, Single-ply, White, Between 4&quot; - 4.2&quot; x 4&quot; - 4.4&quot;</td>
<td>GP14580/01</td>
<td>1,000 sheets per roll, 96 rolls per case</td>
<td>GREEN SEAL/ECOLOGO</td>
<td>25%</td>
<td>$40.45</td>
<td>$40.45</td>
<td>$40.45</td>
</tr>
<tr>
<td>9</td>
<td>Wrapped Rolls, Multi-Layer, White, Facial Quality, Between 4&quot; - 4.5&quot; x 4&quot; - 4.1&quot;</td>
<td>TM16165</td>
<td>500 sheets per roll, 96 rolls per case</td>
<td>ECOLOGO/EPA</td>
<td>20%</td>
<td>$31.98</td>
<td>$32.94</td>
<td>$33.93</td>
</tr>
<tr>
<td>10</td>
<td>Hygienic, Single Interfold, Two-ply, Box, White, 4.5&quot; x 8.3&quot;</td>
<td>SCA120255</td>
<td>250 per pack, 36 packs per case</td>
<td>ECOLOGO/EPA</td>
<td>20%</td>
<td>$28.01</td>
<td>$28.85</td>
<td>$29.71</td>
</tr>
</tbody>
</table>

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

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

<table>
<thead>
<tr>
<th>Product</th>
<th>Discount Off List Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Napkins</td>
<td>30%</td>
</tr>
<tr>
<td>Roll Paper Towels</td>
<td>30%</td>
</tr>
<tr>
<td>Multi-fold Paper Towels</td>
<td>30%</td>
</tr>
<tr>
<td>Toilet Paper</td>
<td>30%</td>
</tr>
<tr>
<td>Toilet Seat Covers</td>
<td>30%</td>
</tr>
</tbody>
</table>

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.