

Office Supplies Bid

Background

Regulations developed by the State of California to implement [SB 1383 \(Lara, Chapter 395, Statutes of 2016\)](#) require local governments to procure post-consumer recycled content products consistent with the Public Contracting Code (Sections 22150-22154). Alameda County is working with its Contractors to ensure products subject to these regulations are compliant, cost-effective and meet performance requirements of County departments.

In addition, we have developed specifications that define 'green' office supplies beyond this regulatory framework, to promote procurement of all types products that meet environmental performance criteria, such as recycled content, are third party certified to a reputable eco-label, or benefit the environment by being refillable or rechargeable. To promote these products effectively to end-users, we work with the vendor to develop a customized green favorites list on the Alameda County ordering portal. The vendor also provides outreach and training to promote greener products, and helps promote the benefits of consolidated ordering to reduce emissions from delivery.

Bid Details

Bid Type: Request for Proposal (RFP)

Bid Number: 901848

Contract Start Date: July 1, 2020

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

Products Awarded: Office supplies of various types

Vendor: Blaisdell's Business Products, (510) 483-3600

More Information: To obtain pricing information, or for 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: RFQ No. 901848

I. STATEMENT OF WORK

A. INTENT

It is the intent of these specifications, terms and conditions to describe the supply and next day delivery of office supplies required by the County.

The County intends to award a three-year contract (with option to renew) to the lowest responsible bidder who meets the requirements of these specifications, terms, and conditions. It is the County's intent to increase participation of certified Small Local Emerging Businesses (SLEB). In order to participate herein, a business must satisfy the locality requirements and be certified by the County as a small, local, or emerging business.

The County seeks to obtain competitive pricing, but also best value, performance, convenient ordering, reliable delivery, and reliable sustainable products, packaging, and transportation practices.

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.

B. SCOPE / BACKGROUND

The County of Alameda has more than 9,000 employees in more than 21 agencies and departments located in approximately 170 leased and owned facilities. Alameda County requires inside delivery of office supplies to an estimated 158 distinct street addresses. One street address may have multiple delivery locations. The awarded contractor(s) shall invoice accurately and separately each of the 28 County Business Units and its departments. Some locations, such as the County Administration Building, require delivery personnel and packages to pass through security inspections.

Alameda County has a strong commitment to sustainability. The Board of Supervisors has passed numerous policies that promote purchasing practices that reduce the County's environmental impact, including the Climate Action Plan ([R-2010-170](#)) and the Environmentally Preferable Purchasing Policy ([R-2011-108](#)). In addition, the California State legislature has adopted [SB 1383 \(Lara, Chapter 395, Statutes of 2016\)](#) in order to reduce climate emissions from organic waste. These regulations require jurisdictions, by January 1, 2022 to procure paper products, and printing and writing paper, consistent with the requirements of Sections 22150-22154 of the Public Contract Code. In order to comply with this mandate and its commitment, Alameda County intends to partner with the selected vendor to identify and implement actions that will conserve natural resources, create markets for recycled content products, and reduce pollution, water use and greenhouse gas emissions related to the products and services provided as part of this contract.

C. BIDDER QUALIFICATIONS

1. Bidder Minimum Qualifications
 - a. Bidders must be SLEB Certified by the bid submittal due date. All bidders must provide a SLEB Information Sheet.
 - b. Bidder shall be regularly and continuously engaged in the business of providing office supplies for at least three years.
 - c. Bidder shall possess all permits and licenses credentials necessary to supply product and perform services as specified under this RFP.

D. SPECIFIC REQUIREMENTS

1. Contractor shall provide office supplies to County Departments/Agencies.
2. Contract items catalog shall include the following:
 - a. Product Name
 - b. Brand Name/Manufacturer Name
 - c. Manufacturer Item Number/Part Number
 - d. Manufacturer SKU Number
 - e. Item detailed description
 - f. Item Unit of Measure
 - g. Contract Pricing (specified and identified by a "Contract Pricing" icon)
 - h. Discount Pricing (percentage)
 - i. Manufacture Pricing (dollar amount)
 - j. Item detailed description and color photo(s)
 - k. Technical Specifications
 - l. Environmental specifications and attributes, if applicable
 - m. Percentage of post-consumer recycled content (if applicable)
 - n. Reviews for items
3. Contractor shall provide a website specifically for Alameda County agencies and departments. The website shall:

- a. Include all information on all contract items including, but not limited to, information listed for Contract Items Catalog.
- b. Display all contract items.
- c. Provide County contracted pricing.
- d. Provide Manufacturer pricing.
- e. Provide search capability by product name, product type, type of item, manufacturer, manufacturer part number, SKU number, environmentally preferable products, and keyword descriptions.
- f. Provide the ability to define symbols when the mouse cursor hovers over descriptive item.
- g. Have the quantity of the items available for ordering.
- h. Provide the ability to provide a cost comparison among lower cost items that are equal or better in quality to the item(s) selected.
- i. Provide a comparison among items that are environmentally preferable and are equal or better in quality to the item(s) selected.
- j. Provide the ability for ordering agencies and departments to save items in Favorites List/Shopping Cart of most commonly purchased items.
- k. Have the ability to provide an environmental information section including but not limited to: information about the benefits of purchasing environmentally preferred products, the use and benefits of remanufactured supplies, current and future environmental commitment(s), policies and initiatives (e.g. packaging reduction, toxics reduction, equipment end-of-life management) and other relevant topics.
- l. Be accessible for County agencies and departments at no additional cost.
- m. Be provided to County with no additional costs for any training that the Contractor shall provide.

4. 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 Contractor shall identify green products that meet the criteria defined in Exhibit B – Environmental Criteria. The County reserves the right to make changes to these criteria, and welcomes Contractor input on these criteria.
- b. Within six months of contract start date, the Contractor shall create and implement a green favorites list, filter, or other user-friendly method to allow users to easily identify green products that meet the criteria set out in Exhibit B – Environmental Criteria. The list shall contain a minimum of 200 products, with at least one product choice listed for each item and product detail identified in Exhibit B – Environmental Criteria.
- c. The Contractor shall implement contract ordering controls that ensure County compliance with Sections 22150-22154 of the Public Contract Code, as required by SB 1383 (Lara, Chapter 395, Statutes of 2016) regulations. Ordering controls shall be implemented as soon as feasible, but no later than January 1, 2022.
- d. The Contractor is required to clearly identify green products in the online and print catalog and promote these products, with a preference for contract products, to County users.
- e. On an annual basis, the Contractor shall review and identify new green products and shall seek review and approval by the County to add to green product offerings to the green favorites list, filter or other user-friendly method to make them easily accessible to County users. Products marketed as green shall either meet the Exhibit B – Environmental Criteria, or shall have received written approval from the County.
- f. The Contractor shall identify and propose environmentally preferable options for County specialty items, where feasible, for consideration by the County. Examples of specialty items that should be reviewed are County Quick Intra-County (QIC) envelopes, custom folders, and custom calendars.
- g. Within the first 60 days of the contract, and annually thereafter, the Contractor shall provide the County an environmental services plan that describes current and planned initiatives that seek to reduce the environmental impact of the contractor's services and operations. Examples of such initiatives include, but are not limited to:
 - (1) Outreach and education plan to encourage County agencies and departments to procure environmentally preferable products and to consolidate orders as feasible to reduce greenhouse gas emissions related to frequent delivery services.

- (2) Optimization of fleet efficiency through delivery route optimization, fuel efficiency, advanced technology, or other strategies;
- (3) Reuse and/or minimization of delivery packaging;
- (4) Business and facility initiatives such as energy or water efficient fixtures and operation, recycling or reuse of materials generated in normal business operations, transitioning to electronic business processes that reduce paper use; and
- (5) Supply chain initiatives that seek to encourage brand owners and manufacturers of the products Contractor supplies to provide more environmentally preferable products.
- (6) Certifications or awards Contractor has received highlighting achievements in this area, such as Green Business Certification.

5. Excluded Items (Hard Block)

- a. Contractor shall have the capability to restrict County agencies and departments from ordering products that are excluded from this bid, such as, but not limited to:

- (1) Paper for printers, fax machines, and photocopier machines
- (2) Computers, laptops, and computer accessories
- (3) Electronics: speakers, sound systems, and radios
- (4) Printers, photocopier machines, scanners, and other imaging devices
- (5) Toner and Ink Cartridges
- (6) Printing Services
- (7) Janitorial supplies and equipment
- (8) Cleaning Chemicals
- (9) Microwaves, refrigerators, and any small kitchen appliances
- (10) Audio/Visual Equipment
- (11) Purchase and rental of furniture
- (12) Over-the-counter drugs

- (13) First aid kits and refill items for first aid kits
 - (14) Foods
 - (15) Paper products, and printing and writing papers that are non-compliant with Sections 22150-22154 of the Public Contract Code
 - (16) Any other products as determined by the County
- b. Contractor shall provide information to ordering agencies and departments about the County's policy on blocked items when there is an attempt to order blocked items.
 - c. The County reserves the right to amend the list of excluded items at any time.
 - d. Awarded vendors are NOT allowed to provide any products that are not on the approved office supplies contract items list.
6. Alternative Items (Soft Block)
- a. Contractor shall have the capability to suggest alternative products when a County user selects a product that has an equivalent green product available.
 - b. When ordering online, the alternative items shall be proposed automatically when the item is selected.
 - c. When ordering by phone, sales staff shall be knowledgeable about the County's policy and about alternative green products to suggest to the County user.
 - d. The contractor shall collaborate with the County to identify equivalent environmentally preferable products, both on and off-contract, as described in Exhibit B – Environmental Criteria.

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14. Training

- a. Contractor shall provide training and education to County users on green office products and other related topics, such as order consolidation to reduce emissions from delivery, packaging reduction strategies, or other programs offered by the Contractor.
- b. Training and education strategies may include, but are not limited to, the following:

- (1) Producing educational email announcements to County end users no less than two times per year.
 - (2) Providing environmentally preferable product samples to end users to test, upon request.
 - (3) Participating in in-person training events, upon request, limited to no more than four times per year.
- c. Contractor shall develop and implement training in coordination with the County and shall be responsible for all costs associated with the program.
 - d. Contractor shall obtain final signed approval from the County prior to publishing or distributing materials to County users.

E. DELIVERABLES / REPORTS

1. Contractor shall provide electronic quarterly usage reports and detailed product order reports to the County of Alameda GSA-Procurement Department and Sustainability Office, upon request. The reports shall be provided to the County at no charge at designated intervals, as well as by request, and shall include all purchases made as a result of this contract. These reports shall be submitted in Microsoft Excel format.

The County will work with the 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. These reports will be issued within three weeks of the close of the previous quarter or of the request date. Electronic copies and hard 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 will be included in the reports and the formatting requirements.

a. Quarterly Usage Report

- (1) The purpose of this report will be to provide a summary of all purchases made under this contract. Information shall be provided in one Microsoft Excel worksheet (not multiple tabs) with no spaces between data in columns or rows. Each horizontal line shall contain the data for all contract purchases of a single

product and shall be formatted to include, and sort by, all key categories listed below.

(2) Key categories shall be defined as:

- (e) Item part number
- (f) Item description (e.g., brand, size, color, etc.)
- (g) Unit of measure (e.g., each, box)
- (h) Quantity of units purchased
- (i) Number of times orders were placed
- (j) Total sales
- (k) Average sales price
- (l) Product Category
- (m) Percentage of post-consumer content
- (n) Percentage of total recycled content (e.g., post- and pre-consumer recycled content)
- (o) Identification of refillable, rechargeable products
- (p) Identification of third party certifications
- (q) Identification of products listed in the Green Favorites List

b. Detailed Product Order Reports

- (1) The purpose of this report will be to identify detailed ordering information for a single product or subset of products. Information shall be provided in one Microsoft Excel worksheet (not multiple tabs) with no spaces between data in columns or rows.

(2) Each horizontal line shall contain the data for a single transaction and shall be formatted to include, and sort by, all key categories listed below.

- (a) Account Number
- (b) Customer Name
- (c) Item part number
- (d) Item description (e.g., brand, size, color, etc.)
- (e) Unit of measure (e.g., each, box)
- (f) Units purchased (i.e., order quantity)
- (g) Unit price (i.e., charge to customer)
- (h) Total order cost
- (i) Percentage of post-consumer content
- (j) Percentage of total recycled content (e.g., post- and pre-consumer recycled content)
- (k) Identification of refillable, rechargeable products
- (l) Identification of third party certifications
- (m) Number of individual pieces per unit
- (n) Shipped quantity (if not same as order quantity)

c. Contract Summary Report

The contractor shall provide an electronic Contract Summary Report to the County Contract Administrator on a quarterly basis. The Contract Summary Report must contain at a minimum, but not limited to, the data elements specified below:

- (1) Total Purchases (Dollar Value)

- (2) County Agencies and Departments
- (3) Per Month
- (4) Year-to-Date
- (5) Number of Orders
- (6) Average Order Size in Dollar Value
- (7) Order Line Fill Rate
- (8) Average Number of Lines per Order
- (9) Total Number of Lines
- (10) Total Number of Lines Filled
- (11) On-Time Delivery Rate
- (12) Total Number of Deliveries
- (13) Total Number of On-Time Deliveries
- (14) Average Days to Ship Orders
- (15) Number of Backorders
- (16) Average Days to Ship Backorders
- (17) Number of Returns
- (18) Number of Damaged/Defective Products
- (19) Year-to-Date Total Returns (Dollar Value)

EXHIBIT B

ENVIRONMENTAL CRITERIA

RFP No. 901848 – Countywide Office Supplies

Minimum requirement for all products:		
No products shall contain persistent bioaccumulative toxins unless this requirement is waived by the County		
Criteria for Identifying Environmentally Preferable (Green) Products		
Item	Product Detail	Criteria required to be considered green
Binders		
Binders	Ring, cardboard or pressboard	20% postconsumer
Binders	Ring, plastic-covered paperboard	30% postconsumer (For Paperboard)
Binders	Ring, paper covered paperboard	30% postconsumer
Dated Good		
Calendars - Desk	Non-coated paper*	30% postconsumer
Calendars - Desk	Coated paper	10% postconsumer
Desk Accessories		
Plastic Desktop Accessories	Desk organizers, sorters, trays, memo holders, note and pencil holders; PE solid plastic	25% postconsumer
Floor Mats	Plastic	10% postconsumer
Floor Mats	Rubber	75% postconsumer
Floor Mats	Plastic/Rubber Composite	100% postconsumer

Envelopes		
Envelopes - Paper	White Wove*	30% postconsumer
Envelopes - Paper	Colored (incl. Manila)	10% postconsumer
Envelopes - Paper	Kraft, unbleached or brown	10% postconsumer
Envelopes - Plastic		25% postconsumer (no vinyl)
Filing and Storage		
File folders - paper	Interior, manila or colored*	30% postconsumer
File folders - paper	Hanging, colored or unbleached*	30% postconsumer
File folders - paper	Wallet files, expanding	10% postconsumer
File folders - paper	Classification, pressboard	10% postconsumer
File folders - paper	Report covers	10% postconsumer
File folders - paper	Portfolios	10% postconsumer
Index - Dividers		10% postconsumer
Index cards	White, Colored, Lined, Unlined*	30% postconsumer
Protective Mailers		
Mailers - Paper, Industrial Paperboard	Various, i.e., photo, document, CD mailers	30% postconsumer
Mailers - Paper, Padded	Unbleached or white	5% postconsumer
Mailing - Corrugated boxes/containers	<300 psi & 300 psi	25% postconsumer
Mailers - Plastic	Padded, various sizes	10% postconsumer (no vinyl)
Post-it Notes and Other Miscellaneous Papers		
Self-Stick notes	Various colors, pop-up, regular*	30% postconsumer
Notepads, Notebooks	Steno-books, notebooks, various sizes and colors*	30% postconsumer

Other Miscellaneous Papers		
Paper - Carbonless	Printed multiple-impact copy forms	10% postconsumer
Paper - Continuous	Adding Machine	10% postconsumer, no BPA
Paper - Text and Cover	Stationery, cover stock, various sizes and colors	10% postconsumer
Paper - Cash register	Forms Bond	10% postconsumer
Paper - Checks	Check Safety Paper	10% postconsumer
Paper - Invitations, Cards	Papeteries	10% postconsumer
Paper - Stationery	Paper - Cotton*	30% postconsumer
Paper - Stationery	Paper - Text or cover*	30% postconsumer
Food Service Ware		
Plates		Paper-based
Cups - Paper		Meet ASTM D6868
Cups - Plastic		No styrofoam
Napkins		30% postconsumer
Other Non-Paper Office Supplies		
Metal Supplies	Scissors, paper clips, binder clips	30% postconsumer
Writing Instruments - Plastic	Pens, mechanical pencils	Refillable or 30% postconsumer
Highlighters and markers	Highlighters, markers, dry erase markers	Water-based, certified AP non-toxic, conforming to ASTM D-4236; low odor for dry erase.
Batteries	AA, AAA, C, and D for non-emergency use	Rechargeable
Wooden Pencils		FSC certified

* Indicates products that must be compliant with Sections 22150-22154 of the Public Contract Code, as required by SB 1383 (Lara, Chapter 395, Statutes of 2016) regulations.