

**Excerpt from Work Requirements Section:**

**2. CITY OF PORTLAND SUSTAINABLE PAPER USE POLICY & ENERGY USE REDUCTION**

Services performed under the resulting contract shall incorporate and support the requirements of the City's Sustainable Paper Use Policy (a copy of the policy is available at: <http://www.portlandonline.com/shared/cfm/image.cfm?id=24521>). Most notably, the policy directs the City to:

- a) Utilize recycled content paper for all applications (minimum 30% post-consumer waste [PCW])
- b) Utilize energy-efficient, duplex-capable printing equipment

The City also has a variety of policies directing energy use reduction. Examples of how the successful proposer will be expected support the City's Sustainable Paper Use Policy and energy use reduction goals include (but are not limited to):

- a) Proposer's technicians shall not recommend to City customers that they switch to non-recycled (e.g. virgin) content paper or paper with lower levels of recycled content. Rather, preventive maintenance solutions shall accommodate the use of recycled content paper (from 30% PCW to 100% PCW recycled content).
- b) Maintain duplex-default settings on all printers on which service is performed (as applicable).
- c) Maintain ENERGY STAR default settings and related energy savings settings (sleep modes, etc.) on all printers on which service is performed. When performing printer maintenance, educate end-users on how to optimize energy savings through effective use of sleep mode settings, etc.
- d) Incorporate ENERGY STAR (and other energy efficiency best practices), recycled content paper use, and duplexing requirements when providing asset management services. For example, road maps for different printer models on the market shall reference printers that are ENERGY STAR qualified, are duplex capable, and are suitable for using up to 100% PCW recycled content paper.

**3. USE OF REMANUFACTURED TONER CARTRIDGES**

The City encourages the use of remanufactured toner cartridges when quality and performance matches OEM toner cartridges. In performing printer maintenance services, the successful proposer shall not automatically assume break/fix incidents are caused by the use of non-OEM toner. However, the successful proposer will include toner type (manufacturer name and part number) per printer in online/electronic break/fix reports submitted to the City, so the City can use the information to evaluate the use of remanufactured cartridges versus OEM cartridges per type of printer.

**4. ON-SITE RECYCLING & WASTE REDUCTION**

The successful proposer shall perform printer maintenance services in a manner that reduces waste and supports the City's 85% recycling goal. For example, the successful proposer shall utilize recycling options at City service locations, such as recycling all cardboard/paper packaging and metal materials. Some City locations also have recycling available for plastic film, molded plastic, and Styrofoam. The successful proposer shall check with the City contact at the service site for all recycling options prior to disposing of materials in the trash.