TECHNICAL REQUIREMENTS EXCERPTS

1. TECHNICAL OR REQUIRED SERVICES

The Contractor will perform the tasks listed below for this project. The Contractor shall be expected to work closely with designated City of Portland bureau personnel to accomplish the goals and perform the tasks as listed below:

- a. Provide Promotional Items which the Contractor can provide as ordered by individual City
- b. Print or etch logos or messages on items as required by each City bureau.
- c. Promote product selections which consist of:
 - High post-consumer waste (PCW) recycled content material
 - Readily recyclable or compostable items (Note: any compostable item provided must be third-party BPI Certified Compostable)
 - Energy Efficient
 - Minimized and readily recyclable packaging
 - Nontoxic dyes or inks
 - Durable quality
- d. Provide quotes for items manufactured in the Pacific Northwest upon request by the bureau and if available for the items to be ordered

2. PROHIBITED SUBSTANCES

Items provided under the Price Agreement will not contain the following:

- 2.1 Prohibited in all items:
 - PVC (vinyl) (exception allowed for waterproof sticker/label products)
 - Mercury
 - Arsenic
 - Cadmium
 - Chromium (Hexavalent VI)
 - Lead (exception allowed for Energy Star qualified CFL lamps)
 - Mercury (exception allowed for Energy Star qualified CFL lamps)
 - Triclosan and other anti-microbial additives
 - Perfluorinated surfactants (anti-stain coatings)
 - Polystyrene foam (e.g. Styrofoam)
- 2.2 Any food/liquid container items (e.g. water bottles) will not contain:
 - Phthalates
 - Bisphenol-A
- 2.3 Any seed packets or seeded paper products shall not contain seeds of plants that are listed on the City of Portland's "Nuisance Plant List" or the "Prohibited Plant List" (to view the Portland Plant List go to: http://www.portlandoregon.gov/bes/article/453985).

2.4 Upon request, the Contractor shall provide third-party product test reports verifying compliance with the above prohibited substances.

3. SAFETY & PRODUCT RECALLS

All promotional items must comply with the U.S. Child Safety Protection Act and related Federal Consumer Product Safety regulations. If the Contractor is informed of any product recalls applicable to City purchases, the Contractor shall notify the applicable City agency within 1 business day of learning about the product recall.

4. MARKETING-LABELING OF "GREEN" PRODUCTS

All "green" product claims printed on promotional items provided under the resulting Price Agreement shall comply with the Federal Trade Commission's "Green Guides" (Guides for the Use of Environmental Marketing Claims). http://business.ftc.gov/advertising-and-marketing/environmental-marketing The Contractor shall take the initiative in, and be responsible for, ensuring all "green" items provided under the resulting Price Agreement are in compliance with FTC Green Guides regulations.

5. PROJECT QUOTE DOCUMENTATION

Project quote documentation provided to City employees shall incorporate the following, at a minimum:

- Product #
- Product Description
- Product Photo
- Product Colors Available
- Per UOM Product Price before freight, including different price points depending on order volumes
- Freight Charge (FOB destination) associated with each order volume price point
- Per UOM Product Price including freight (FOB destination) for each order volume price point
- Details on what level of screenprinting is included in the UOM price
- Description of product screenprint area/location-options
- Additional Charge Information, to include:Set-up fee
- Turn-around/production time
- Packaging Description (UOM per carton/pack)
- Product country-of-origin (country where product is manufactured), if the U.S. identify the State
- Green Attributes of Product (following FTC Green Guides regulations)

6. USAGE REPORTS

The Contractor will provide quarterly itemized usage reports to Procurement Services in a Microsoft Excel-compatible format. Usage reports shall contain, at a minimum:

- Order Date
- Customer Number
- Customer Name (City Bureau/Division)
- Ordered By Name (City Employee Name)
- Product #
- Product Description
- UM (unit of measurement)
- Price per UM
- Quantity ordered
- Ext. Price (Quantity x Price per UM)

EVALUATIVE CRITERIA/QUESTIONS EXCERPTS

- 1. Describe your experience in actively seeking out USA-manufactured or locally-manufactured options for customers.
- 2. In the past 12 months, what percentage (by product SKU) of the products supplied to your customers were manufactured in the Pacific Northwest (Oregon, Washington, Idaho)?
- 3. Describe your process for ensuring environmental marketing (for "green" products) in your product catalogs or on the product itself is in compliance with FTC "Green Guides" regulations (Guides for the Use of Environmental Marketing Claims). Also address how you work with suppliers to build awareness and compliance with the FTC "Green Guides".
- 4. Describe your firm's process for ensuring products supplied to the City would not contain any of the prohibited substances listed under Part I, Section B.2 "Prohibited Items". Include in your response whether you can provide verification documents (e.g. test results) with each order.
- 5. Describe how your firm stays informed of product recalls and the processes you have in place to ensure applicable customers are notified promptly.
- 6. Provide a response to the following scenario: One of the City departments contacts you and asks whether you can provide any "green" (environmentally preferable) drink coasters. In your response:
 - Provide a list (product name, description) of up to 5 different "green" drink coasters you can offer
 - For each coaster, include information on its "green" product attributes

Submittal of Samples

Each sample submitted shall have a logo or a message of one color printed on the item. Each proposal shall include one each of the following samples:

- a. Recycled content, non-woven, polypropylene Tote Bag with plastic bottom panel
- b. Safety Strobe Light
- c. Bandana
- d. Reflective leg strap for biking
- e. Reusable stainless steel water bottle
- f. Umbrella, compact, collapsible

With each sample include:

- Documentation that the sample product does not contain any of the prohibited substances listed under Part 1, Section B.2.
- The applicable Project Quote Documentation per Part 1, Section B.5

Samples will be evaluated in conjunction with the criteria for sustainability, quality, and pricing.