

**City of Portland RFP 111133 – Task Intensive Chairs  
Sustainable Procurement Specifications Excerpt  
April 7, 2010**

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**DELIVERABLES AND SCHEDULE:**

c. Provide monthly LEED verification reports for each order placed by the City of Portland, emailed to Stacey Foreman, City of Portland Procurement Services, Stacey.Foreman@PortlandOregon.gov. Acceptable electronic file types include Microsoft Word, Microsoft Excel, and Adobe PDF. The report should include all of the following (see Exhibit D – Example LEED Furniture Report):

- Date of Purchase
- Customer Number
- Purchasing Entity (City Bureau/Department)
- Ship To/Delivery Street Address
- Ordered By
- Item Description
- Manufacturer Name
- Manufacturer Number/Model number
- Cost per Item (\$)
- Quantity Purchased and Delivered
- Total Cost of LEED-Qualified Goods as Purchased (\$)
- Product Documentation Provided (Y/N)
- Identification of Sustainability Criteria Met per Item
- LEED-Qualified Products Weighted Value (\$)

Attach to the report the product manufacturer's verification documentation of product attributes related to the USGBC's LEED rating system criteria. Documentation must comply with USGBC's reporting requirements.

**LEED REQUIREMENTS:** In 2001 the City of Portland passed the Green Building Policy (updated 2005) directing City Bureaus to pursue the US Green Building Council's Leadership in Energy and Environmental Design (USGBC LEED) certification for existing building.

In addition, starting with the City's Sustainable City Principles (1994) the City has established a variety of policies to guide its work on sustainability, including: the Sustainable Procurement Policy, Green Building Policy, Local Action Plan on Global Warming, and the Stormwater Management Manual (to view these and related City policies, go to the Portland Policy Documents Website: <http://www.portlandonline.com/auditor/index.cfm?c=26818>).

**DEFINITIONS**

1. Recycled Content: is the proportion, by mass, of preconsumer or postconsumer recycled material in a product.
2. Rapidly Renewable Materials: are agricultural products, both fiber and animal, that take 10 years or less to grow or raise and can be harvested in a sustainable fashion.
3. LEED: is the USGBC's Leadership in Energy & Environmental Design green building certification system.
4. Postconsumer Recycled Content: is the percentage of material in a product that was consumer waste. The recycled material was generated by household, commercial, industrial, or institutional end-users and can no longer be used for its intended purpose.

5. Preconsumer Recycled Content: formally known as postindustrial content, is the percentage of material in a product that is recycled from manufacturer waste. Examples include planer shavings, sawdust, bagasse, walnut shells, culls, trimmed materials, overissue publications, and obsolete inventories. Excluded are rework, regrind, or scrap materials capable of being reclaimed within the same process that generated them.
6. Postindustrial Recycled Content: see 'preconsumer recycled content'
7. Regionally Extracted Materials: are raw materials taken from within a 500-mile radius of the customer's delivery address.
8. USGBC: U.S. Green Building Council
9. FSC: Forest Stewardship Council
10. ISO: International Organization for Standardization
11. CFC: Chlorofluorocarbons
12. HCFC: Hydrochlorofluorocarbons
13. BIFMA: Business and Institutional Furniture Manufacturers Association

NOTE: While items 1 and 2 were included in this solicitation as evaluative questions, I would recommend to agencies pursuing LEED EBOM to make it mandatory that chairs meet LEED EBOM MRc2.2 - Furniture. Many chairs can meet the recycled content criteria.

**LEED & ENVIRONMENT TECHNICALS** ←

1	Describe how the standard options of the proposed chair(s) meet at least one of the following criteria? Indicate which criterion/criteria apply to which proposed chair(s).
1.1	contains at least 10% postconsumer and/or 20% postindustrial material
1.2	contains at least 70% salvaged material
1.3	contains at least 50% rapidly renewable material
1.4	contains at least 50% Forest Stewardship Council (FSC)-certified wood
1.5	contains at least 50% material harvested and processed or extracted and processed within 500 miles of the project
2	Describe how the standard options of the proposed chair(s) meet at least one of the following criteria? Indicate which criterion/criteria apply to which proposed chair(s). Include copies of current (less than 1 years old at time of bid submittal) test results or certification documentation.
2.1	Furniture and seating are Greenguard Indoor Air Quality Certified.
2.2	Calculated indoor air concentrations that are less than or equal to those listed below for seating determined by a procedure based on the EPA Environmental Technology Verification (ETV) Large Chamber Test Protocol for Measuring Emissions of VOCs and Aldehydes (September 1999) testing protocol conducted in an independent air quality testing laboratory. TVOC: 0.25 mg/m <sup>3</sup> Formaldehyde: 25 parts per billion Total aldehydes: 50 parts per billion 4 – Phenylcyclohexene (4-PCH): 0.00325 mg/m <sup>3</sup>
2.3	Calculated indoor air concentrations that are less than or equal to those listed below for seating determined by a procedure based on ANSI/BIFMA M7.1-2007 and ANSI/BIFMA X7.1-2007 testing protocol conducted in an independent third-party air quality testing laboratory. (The requirement in Section 5 of ANSI/BIFMA X7.1-2007 is waived for the purposes of the resulting contract.) TVOC: 0.25 mg/m <sup>3</sup> Formaldehyde: 25 parts per billion

		Total aldehydes: 50 parts per billion 4 – Phenylcyclohexene (4-PCH): 0.00325 mg/m <sup>3</sup>
3		Describe if the chairs contain polybrominated diphenylethers (PBDEs) or has 2010 it been applied to any material/component of the chair(s)?
4		Describe if and what CFCs and HCFCs have been used as foam-blowing agents for any foam padding materials?
5		Describe if and what powder-coated processes been used for all metal coatings/finishes.
6		Describe if any metal coatings/finishes contain: mercury, lead, hexavalent chromium, cadmium, or arsenic?
7		Describe if chairs have been designed for remanufacturing and recycling? Indicate which of the below or any additional criterion/criteria applies to which proposed chair(s). <ul style="list-style-type: none"> <li>• Product disassembly instructions are publicly available</li> <li>• Disassembly is possible with standard tools and does not require special training</li> <li>• Disassembly can occur in a reasonable amount of time</li> <li>• Product parts are labeled, or otherwise identified to facilitate separation by material content and identification of any materials that may require special handling. Labeling/marking of plastic components are in accordance with ISO 11489</li> </ul>
8		Describe any use of PVC in Products
	8.1	Does the proposed product(s) contain components made from polyvinyl chloride (PVC/vinyl)?
	8.2	If so, list which components are made from PVC.
	8.3	Is/Are the manufacturer(s) currently working to phase out the use of PVC in their products? If so, by when?
9		Describe the use of Perfluorochemical-Based Stain Repellants/Protection
	9.1	Is any part of the proposed product(s) treated with perfluorochemicals (including fabric)?
	9.2	If so, list the product components that are treated with perfluorochemicals and which perfluorochemical the component is treated with (chemical name or brand name).
10		Describe the use of Phthalates
	10.1	Does any component of the proposed product(s) contain phthalates?
	10.2	If so, list the product components that contain phthalates.
	10.3	Is/Are the manufacturer(s) currently working to phase out the use of phthalates? If so, by when?
11		Describe any Third-Party Certifications held regarding the proposed products.
	11.1	Are the proposed product(s) third-party certified to any of the following certification standards? If so, indicate which product is certified by which standard and at what level of certification (as applicable). <ul style="list-style-type: none"> <li>• MBDC Cradle-to-Cradle</li> <li>• Eco-Logo</li> <li>• Third-Party Certified to the BIFMA e3-2008 Sustainability Standard (indicate which third-party entity performed the certification/audit)</li> </ul>

**SUSTAINABILITY REQUIREMENTS:** The City has a history of striving to be more sustainable in its operations and planning. Starting with the City's Sustainable City Principles (1994) the City has established a variety of policies to guide its work on sustainability, including: the Sustainable Procurement Policy, Green Building Policy, Local Action Plan on Global Warming, and the

Stormwater Management Manual (to view these and related City policies, go to the Portland Policy Documents Website: <http://www.portlandonline.com/auditor/index.cfm?c=26818>). As applicable to City procurement, these policies guide the City to buy products and services that reduce the City's negative environmental and social impacts. While specific goals vary, the City's sustainability objectives tend to focus on: reducing energy use; reducing air, water, and land pollution; building and maintaining high-performance green buildings; reducing the use of materials toxic to the environment and human health; utilizing resources efficiently, including the use of renewable, reusable and recycled materials; utilizing minority-owned, small, and/or local businesses; preserving or enhancing biodiversity; and maintaining fiscal health in the short and long term. As such, the City seeks to do business with firms that will actively contribute to the City's sustainability objectives.

1. Describe your firm's sustainability plans, strategy or goals for improving your firm's social, environmental and economic performance.
2. Describe any sustainability programs or activities that your firm currently has in place.
3. Describe how packaging will be minimized, including programs to use returnable, refillable, reusable, biodegradable and/or recycled packaging; reusing pallets; etc.
4. Describe how your firm reports publicly on its sustainability performance? (website, annual report, etc.)
5. Describe how your firm will contribute to meeting the City's sustainability objectives as part of the resulting contract.