City of Portland RFP 113380 – Adjustable Work Surfaces Sustainable Procurement Specifications Excerpt September 30, 2011

Note: the technical specifications also included ergonomic requirements. For a complete copy of the technical specifications or RFP, please contact Stacey Foreman at 503-823-3508.

Excerpt from the 2011 City of Portland Readily Adjustable Work Surfaces Specifications

6. ENVIRONMENTAL

- 6.1 All Institutional Furniture (see definition in section 6.5 below) provided to the City shall be third-party certified to meet the following indoor air quality requirements. The Proposer shall complete and submit Attachment A for all Institutional Furniture items being proposed.
 - a. Institutional Furniture shall be tested following ANSI/BIFMA Standard Method M7.1-2011.
 - b. Institutional Furniture shall comply with ANSI/BIFMA Furniture Emissions Standard X7.1-2011. Test results shall be modeled using the open plan, private office, or seating scenario in ANSI/BIFMA M7.1 as appropriate.

Third-party certification must be performed by a certification organization that is ISO Guide 65 accredited and the laboratory's Quality Management System (QMS) and applicable test procedures are conducted in accordance with ISO/IEC 17025:2005.

Continuous Improvement: Current draft versions of the U.S. Green Building Council's (USGBC) LEED™ 2012 for Existing Buildings and Interior Design and Construction certification standards reference the following indoor air quality standards for furniture:

- a. The ANSI/BIFMA Furniture Emissions Standard X7.1-2007
- b. <u>AND</u> the VOC limits of the California Section 01350 specification "Standard Practice For The Testing Of Volatile Organic Emissions From Various Sources Using Small-Scale Environmental Chambers."

If LEED™ 2012 is adopted with the California Section 01350 criteria, then upon the expiration of a contract item's current indoor air quality certification (in compliance with Exhibit B Section 6.1), the contract item shall maintain its indoor air quality certification by achieving third-party certification of compliance with the referenced standards listed above (a and b). Applicable contract items shall not lapse in maintaining compliant indoor air quality certification. Regardless of when a contract item's current indoor air quality certification expires, within twenty-four (24) months of the adoption of LEED™ 2012, all Institutional Furniture provided to the City shall be third-party certified compliant with the referenced standards listed above (a and b). Test results shall be modeled using the open plan, private office, or seating scenario in ANSI/BIFMA M7.1 as appropriate. Third-party certification must be performed by a certification organization that is ISO Guide 65 accredited and the laboratory's Quality Management System (QMS) and applicable test procedures are conducted in accordance with ISO/IEC 17025:2005.

- 6.2 Third-Party Indoor-Air Quality Certification Documentation: third-party certification documentation shall be provided to the City for all Institutional Furniture. The third-party certification product documentation must specifically state:
 - a. Product manufacturer name and address
 - b. Brand name of certified product(s)
 - c. Any exclusions to the certifications (e.g. specific product configurations/options that are not certified)
 - d. Certification conforms to the ANSI/BIFMA Standard Method M7.1-2011 and ANSI/BIFMA Furniture Emissions Standard X7.1-2011
 - e. The exposure scenario used to determine compliance.
 - f. Certification start date and expiration date
 - g. Name and address of the certification organization.

Documentation must also include verification of the certifying organization's ISO Guide 65 accreditation and compliance with ISO/IEC 17205:2005.

- 6.3 All Institutional Furniture provided to the City shall contain at least 10% postconsumer recycled content and/or 20% postindustrial recycled content. The Proposer shall complete and submit Attachment A for all Institutional Furniture items being proposed.
- 6.4 Textile options for paneling components shall include at least one 100% recycled content textile product series that incorporates multiple color options. The Proposer shall complete and submit Attachment A for all Institutional Furniture items being proposed.

6.5 Definitions related to this section:

- "Institutional Furniture" includes: individual and group seating; open-plan and private-office workstations; desks of all types, tables of all types; storage units, credenzas, bookshelves, filing cabinets and other case goods; integrated visual display products (e.g. markerboards and tackboards, excluding electronic display products); hospitality furniture; and miscellaneous items such as mobile carts, freestanding screens, and movable partitions. Movable partitions include office furniture system cubicle panels that are typically integrated with work surfaces, desks, and storage furniture. "Institutional Furniture" does not include office accessories, such as desk top blotters, trays, tape dispensers, waste baskets, all electrical items such as lighting and small appliances, and accessories such as aftermarket keyboard trays, monitor stands and monitor arms. For the purposes of defining products subject to indoor air quality requirements, "Institutional Furniture" does not include products that are inherently non-emitting sources of VOCs, specifically powder-coated, plated or anodized metals, and glass without integral organic based surface coatings, binders, or sealants.
- 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 that can no longer be used for its intended purpose. It includes returns of materials from the distribution chain. Examples include construction and demolition debris, materials collected through recycling programs, discarded products (e.g. furniture, cabinetry, decking), and landscaping waste (e.g. leaves, grass clippings, tree trimmings).
- Postindustrial recycled content is the percentage of material in a product that is recycled from manufacturing 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.

Excerpt from the Work Requirements section of the RFP

1. Technical or Required Services:

- k. Provide pick up and recycling services for existing readily adjustable work surfaces being replaced, if so desired by bureau coordinator or other City employee responsible for bureau equipment. Additional removal/recycling services for unwanted furniture items not being replaced are desirable.
- **3. Indoor Air Quality Product Certification:** For this section, please refer to Exhibit B, section 6.5 for the definition of Institutional Furniture.
 - **3.1 Standard And Testing Procedure:** As specified in section 6.1 of the City of Portland Readily Adjustable Work Surface Specifications (Exhibit B), all Institutional Furniture provided to the City shall be third-party certified to meet the following indoor air quality requirements:
 - a. Institutional Furniture shall be tested following ANSI/BIFMA Standard Method M7.1-2011.
 - b. Institutional Furniture shall comply with ANSI/BIFMA Furniture Emissions Standard X7.1-2011. Test results shall be modeled using the open plan, private office, or seating scenario in ANSI/BIFMA M7.1 as appropriate.
 - **3.2 Third-Party Certification:** All Institutional Furniture shall be third-party certified to demonstrate compliance with the indoor air quality requirements stated in section 6.1 of the City of Portland Readily Adjustable Work Surface

Specifications (Exhibit B). Third-party certification must be performed by a certification organization that is ISO Guide 65 accredited and the laboratory's Quality Management System (QMS) and applicable test procedures are conducted in accordance with ISO/IEC 17025:2005.

- **3.3 Third-Party Certification Documentation:** Third-party certification documentation shall be provided to the City for all Institutional Furniture. The third-party certification documentation must specifically state:
 - a. Product manufacturer name and address
 - b. Brand name of certified product(s)
 - c. Any exclusions to the certifications (e.g. specific product configurations/options that are not certified)
 - d. Certification conforms to the ANSI/BIFMA Standard Method M7.1-2011 and ANSI/BIFMA Furniture Emissions Standard X7.1-2011
 - e. The exposure scenario used to determine compliance
 - f. Certification start date and expiration date
 - g. Name and address of the certification organization.

Documentation must also include verification of the certifying organization's ISO Guide 65 accreditation and compliance with ISO/IEC 17205:2005.

- **3.4 Delayed Compliance:** If the proposed products are not currently certified, but the proposal is otherwise the highest scored proposal, then the successful Proposer shall have six months after contract award to have proposed products successfully certified. The City may extend the six month deadline if the City decides that additional time is required due to circumstances beyond the control of the successful Proposer. If the products are not successfully certified during the specified timeframe, the resulting contract will not be renewed and the City may request proof of certification from the Contractor before bidding or proposing on future solicitations for adjustable work surfaces, or initiate other forms of penalty up to debarment of the Contractor (or associated product manufacturer), for up to 3 years.
- **3.5 Certification Maintenance:** Third-party certification of all Institutional Furniture products provided to the City must maintain their certification throughout the contract term. Current product certification documentation shall be submitted to the City on an annual basis.
- **3.6 Continuous Improvement:** Current draft versions of the U.S. Green Building Council's (USGBC) LEED™ 2012 for Existing Buildings and Interior Design and Construction certification standards reference the following indoor air quality standards for furniture:
 - a. The ANSI/BIFMA Furniture Emissions Standard X7.1-2007
 - b. <u>AND</u> the VOC limits of the California Section 01350 specification "Standard Practice For The Testing Of Volatile Organic Emissions From Various Sources Using Small-Scale Environmental Chambers."

If LEED™ 2012 is adopted with the California Section 01350 criteria, then upon the expiration of a contract item's current indoor air quality certification (in compliance with Exhibit B Section 6.1), the contract item shall maintain its indoor air quality certification by achieving third-party certification of compliance with the referenced standards listed above (a and b). Applicable contract items shall not lapse in maintaining compliant indoor air quality certification. Regardless of when a contract item's current indoor air quality certification expires, within twenty-four (24) months of the adoption of LEED™ 2012, all Institutional Furniture provided to the City shall be third-party certified compliant with the referenced standards listed above (a and b). Test results shall be modeled using the open plan, private office, or seating scenario in ANSI/BIFMA M7.1 as appropriate. Third-party certification must be performed by a certification organization that is ISO Guide 65 accredited and the laboratory's Quality Management System (QMS) and applicable test procedures are conducted in accordance with ISO/IEC 17025:2005. The City may extend the twenty-four month deadline if the City decides that additional time is required due to circumstances beyond the control of the successful Proposer(s). If the products are not successfully certified during the specified timeframe, the resulting contract will not be renewed and the City may request proof of certification from the Contractor before bidding or proposing on future solicitations for adjustable work surfaces, or initiate other forms of penalty up to debarment of the Contractor (or associated product manufacturer), for up to 3 years.

4. Deliverables and Schedule:

b. Provide LEED™ reports for orders placed by the City of Portland. Reports shall be provided upon request, within 15 business days from the date of the request, for quarterly or annual historical usage (not more than four times a calendar year) or as needed during LEED™ certification performance periods (the City will contact the successful proposer prior to performance period start dates to ensure coordination). Reports shall be delivered electronically in a Microsoft Excel compatible format.

The report shall include:

- Date of Purchase
- Customer Number
- Purchasing Entity (City Bureau/Department)
- Ship To/Delivery Street Address
- Ordered By
- Item Description
- Manufacturer Name
- Manufacturer Product Number/Model number
- Cost per Item (\$)
- Quantity Purchased and Delivered

Upon request, attach to the report the product manufacturer's verification documentation for each product that meets the USGBC LEED™ criteria as specified by the City. Documentation must comply with LEED™ reporting requirements.

- c. Provide quarterly waste management reports for all items picked-up and removed from City locations. Reports shall be delivered electronically to stacey.foreman@portlandoregon.gov in a Microsoft Excel compatible format. The report shall include:
 - Date of Removal
 - Address of Removal Location
 - Description of Item Removed
 - Quantity of Item Removed
 - Landfill or Recycle or Reuse/Salvage?
 - Destination Facility, incl. City & State (Name of landfill, recycler, or reuse facility)
 - Weight (lbs) of Each Item (estimate)
 - Total Weight (Each Weight x Quantity)

Excerpt from the Evaluative Criteria (proposal submittal) section of the RFP

6.C. Product Specifications Compliance/Requirements (With Attachment A Submittals) See Exhibit B – 2010 City Of Portland Workstation Specifications. Confirm the areas where your product(s) fall in compliance with the specifications and where you think they fall short or exceed the expectations. If there are areas that fall short of the expectations, explain what you will do to bring your product(s) up to compliance with expectations. Confirm whether your product(s) meet all of the mandatory items marked within the workstation specifications table Exhibit B. Submit Attachment A for all Institutional Furniture items being proposed (make additional copies if Attachment A as needed for the number of proposed Institutional Furniture items).

6.D. Sustainable Practices: Please provide a written response to the following questions. Copies of websites pages, product brochures or catalogs, and selections from corporate reports are not considered a complete response.

- 1. List the top five actions/ongoing practices your firm has implemented to reduce your firm's environmental impact of doing business. Included references to specific timelines, performance metrics, and any third-party awards/recognition.
- 2. Describe how your firm has minimized the environmental impact of submitting this proposal as requested in Part II. Section B.2.
- 3. Describe how your firm will provide pick-up and recycling services for existing adjustable work surfaces. Specifically address:

- a. Who will provide the pick-up service and how the process works (e.g. who does the City contact for pick-up service and when). Address whether the pick-up and recycling service applies to all brands/manufacturers and types of existing furniture.
- b. List the associated costs, if any, for the pick-up services. Address whether an equivalent order for new products is required for pick-up/recycling services.
- c. Confirm that your firm or your subcontractor will provide waste management reports as described in Part I, Section B.4.
- d. Describe how products will be reused or recycled and by whom (name & location of firm).
- 4. Provide an example LEED™ for Existing Buildings Report as required in Part I Section B.4. The example must be compiled from the usage of a current customer from Q2 2011 (April-June). Identify whether your firm or your subcontractor will provide this report.
- 5. Describe the packaging that will be used to deliver the proposed products to the City, and the recyclability thereof. Specifically address:
 - a. Packaging materials used (cardboard, plastic film, etc.)
 - b. Recyclability of packaging at City facilities (NOTE: the City does not have the capability to recycle Styrofoam®, molded plastics, or plastic film)
 - c. Whether packaging is taken-back by your firm or subcontractor (as part of delivery services) for reuse or recycling
 - d. Your firm's efforts to minimize packaging without compromising product quality and integrity
- 6. List which of the proposed products (if any) are certified to the BIFMA e3-2010 Furniture Sustainability Standard.
- 7. Describe any other unique attributes of the proposed products that result in reduced negative environmental or social impacts compared to competing products.
- 8. Identify the textile/fabric options available for the proposed product lines/accessories that do not contain the following. List all compliant textile/fabric names and product numbers/style numbers and the product lines/accessories for which they are available. Including a statement from the manufacturer confirming the absence of the following chemicals in the applicable textiles/fabrics is preferred.
 - a. azo dyes (benzidine-based and congener-based dyes)
 - b. long-chain and/or short-chain perfluorinated chemicals
 - c. polybrominated diphenyl ethers (e.g. decaBDE) and hexabromocyclododecane (HBCD)
- 9. Identify the product lines/accessories (product name, product numbers/style numbers) that do not contain the following. Including a statement from the manufacturer confirming the absence of the following chemicals in the applicable product lines and accessories is preferred.
 - a. polybrominated diphenyl ethers (e.g. decaBDE) and hexabromocyclododecane (HBCD)
 - b. phthalates (DBP, DIBP, BBP, DnPP, DEHP, DnOP, DINP, DIDP)
 - c. chlorinated paraffins (short chain, medium chain, or long-chain)
 - d. polyvinyl chloride (PVC)

Attachment A - Environmentally Preferable Procurement Requirements Submittal Form (see Exhibit B Adjustable Desk Specifications - Section 6)

For all Institutional Furniture items being proposed (as defined in Exhibit B, section 6.5), complete the following form. Make additional copies of this form as needed.

Propo	oser Na	ame:								
Produ	uct Ma	nufactu	ırer:							
Produ	uct Bra	nd/Mo	del Name:							
Mfr P	roduct	t/Mode	l Number:							
For th	ne nroc	duct list	ed above, plea	ase fill out the	following					
			table Desk Spe			initions.				
1						e of the follow	ing Drovido %	as applicable		
-		_	=			:W) recycled co	_	NO PCW	☐ YES enter PCW %:	
	Product contains at least 20% postindustrial (PI) recycled content							□ NO PI	☐ YES enter PI %:	
				•						
2	[REQUIRED] Indoor Air Quality Ceritification									
	2a The product listed above is (all must be checked):									
	Third-Party certified to meet the indoor air quality requirements stated in Exhibit B, Section 6.1									
			Third-party p	Third-party product certification documentation as required in Exhibit B, Section 6.2 is attached.						
			Documentati attached.	on verifying th	he certifying o	rganization's IS	O Guide 65 acc	reditation and co	ompliance with ISO/IEC 17	205:2005 is
		OR								
	2b		-						act award. By checking th n B.3 of the RFP.	is box the
		OR								
	2c The product listed above is completely comprised of the following inherently non-emitting sources of VOCs									
	powder-coated, plated or anodized metal									
		$\ \square$ glass without integral organic-based surface coatings, binders, or sealants								
3	[RFO	I IIRFD1	100% Recycle	d Content Tex	rtile					
		_	_			and the followir	ng is the name o	of the applicable	textile line that is made o	f 100%
			ed content ma							
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		OR								
			oduct listed at	oove does not	utilize a textil	e finish.				