

## **Mandatory Requirements**

---

### **1. ENVIRONMENTAL AND HUMAN HEALTH MANDATORY REQUIREMENTS**

#### **1.1. Laundry Chemicals Disclosure**

The Proposer shall submit a list of all laundry products that would be used to clean items under the resulting contract, such as, but not limited to: laundry detergents, surfactants, builders, colorants, solvents, softeners, optical brighteners, pH neutralizers, colorants, bleaches, disinfectants, spot/stain removers, dry-cleaning chemicals, and dryer treatments. The list shall include links to applicable online product Safety Data Sheets. (Attachment 5, Laundry Facilities and Products)

#### **1.2. Perchloroethylene (PERC) Prohibition**

Contract items shall not be laundered using Perchloroethylene (CAS# 127-18-4).

#### **1.3. Alkylphenol Ethoxylates (APEOs) Prohibition**

Contract items shall be laundered using products free of alkylphenol ethoxylates (APEOs) or their derivatives, including nonylphenol (NP) and nonylphenol ethoxylates (NPEs).

#### **1.4. Phosphates Limit**

The total level of phosphorus in any cleaning product used to launder contract items shall be limited to a maximum level of 0.5 weight % in the cleaning product as sold (measured as elemental phosphorus). Inorganic phosphates, as defined by the US EPA New Chemicals Program, cannot make up any portion of the 0.5 weight % of phosphorus. Cleaning products used to launder contract items shall not contain inorganic phosphates, as defined by the US EPA New Chemicals Program.

#### **1.5. Use of Chlorine Alternatives**

The Contractor shall use alternatives to chlorine bleach and chlorine-based brighteners.

#### **1.6. Energy Conservation – Wash Water Temperatures**

The Contractor shall use low temperature detergents and wash contract items in the coolest effective water temperature, including using cold water for cycles not required at sanitizing temperatures.

#### **1.7. Plastic Film Bag Prohibition**

The Contractor shall not wrap or package laundered items in plastic film bags.

#### **1.8. Packaging Waste Reduction**

The Contractor shall deliver as many contract items as possible using reusable totes, with no added packaging. In the event that some items need to be delivered on hangers, a hanger collection box shall be provided (by the Contractor) to each applicable delivery location and hangers shall be collected (by the successful Proposer) for reuse. In the event that some items need to be packaged in something other than a reusable tote, the Contractor shall ensure all packaging is either recyclable on-site at the delivery location, or is collected by the Contractor for reuse or recycling. If pallets are used to deliver Price Agreement items, the Contractor shall take back all pallets for reuse.

#### **1.9. Water Discharge & Pre-Treatment Permits**

Per the City's Toxics Reduction Strategy (2006), the Contractor shall be in compliance with all required water discharge and pre-treatment permits at all laundry facilities that would service the City under the resulting

contract. To demonstrate compliance with this requirement, the Proposer shall list all water discharge and pretreatment permits for all laundry facilities that would service the City under the resulting contract. (Attachment 5, Laundry Facilities and Products)

## **2. CITY OF PORTLAND SWEATSHOP FREE PROCUREMENT POLICY AND CODE OF CONDUCT FOR APPAREL CONTRACTORS**

- 2.1. The successful proposer must provide apparel products in accordance with the City's Sweatshop Free Procurement Policy, Code of Conduct for Apparel Contractors, and related Administrative Rules. Copies of these documents are available online at <http://www.portlandoregon.gov/brfs/50342> and the City's Code of Conduct for Apparel Contractors is attached as Exhibit B. The City's Sweatshop Free Procurement Policy and Code of Conduct are applicable to the Contractor and all subcontractors and suppliers down to the cut and sew (point-of-assembly) level of the manufacturing process for the products provided under the resulting price agreement. Proposer must acknowledge receipt of the Code of Conduct and Code of Conduct compliance in the Proposer's response cover letter.
- 2.2. Prior to contract award, the highest-scored proposer must demonstrate compliance with the City's Code of Conduct for Apparel Contractors by completing and submitting the City of Portland Sweatshop Free Procurement Policy Prime Contractor Full Compliance & Declaration Form and the Point-of-Assembly Factory Location Form (available for download at: <http://www.portlandoregon.gov/brfs/50342>). Note that the Policy and the forms apply to all apparel products that will be supplied to the City and applies to all subcontractors/suppliers down to the cut and sew (point-of-assembly) level of the manufacturing process. Prior to contract award, the highest-scored proposer must disclose factory locations (down to point-of-assembly) for those contract apparel items provided to the City. Delayed Compliance may be requested by the successful proposer, if necessary, by completing the Delayed Compliance Authorization Request Form posted on the above website.
- 2.3. The City reserves the right to investigate all evidence reasonably necessary to determine whether the successful proposer is in full compliance with the City's Code of Conduct for Apparel Contractors, including on-site audits by City-approved independent third-party monitors of manufacturing facilities producing contract items. The City of Portland is a member of the Sweatfree Purchasing Consortium, and as such, the City shares the factory information collected on the Point-of-Assembly Factory Location Form with the Consortium for purposes of compliance verification. The Consortium also uses the information provided to aid its efforts in increasing transparency and accountability in the apparel industry, and as such, will enter the information received from Consortium members into the Consortium's Sweatfree LinkUp online database. Information about where specific products are made is not made public, but information about which factories are used by which brand owner is publicly available through the online database.
- 2.4. Compliance with the City's Sweatshop Free Procurement Policy must be maintained during the entire term of the contract (including subsequent amendments and / or extensions). The Contractor must provide written notification to the Purchasing Agent of any change in the terms of its compliance or its inability to maintain compliance within 15 calendar days of such changes taking place; this includes but is not limited to, changes in Supply Chain Partners and/or factory locations.

### **Evaluative Criteria**

---

#### **Ability To Meet or Exceed Sustainability Requirements – 15 points**

1. Has your firm earned the Textile Rental Services Association's (TRSA) Clean Green Certification? If so, please indicate the year your firm achieved the certification.

2. Is your firm a member and active participant of the TRSA Laundry ESP (Environmental Stewardship Program)? If so, how long have you participated in the program?
3. Is your firm a member and active participant of the EPA's Safer Detergents Stewardship Initiative? If so, how long have you participated in the initiative?
4. Is your firm an EPA SmartWay Program Partner?
5. Describe how your firm will meet the packaging waste reduction requirements stated in Attachment 3, Sustainability Requirements, section 1.8. Specifically address the types of containers/packaging that will be used for different types of contract items.
6. How many laundry facilities will you utilize to complete the work under this contract?
7. Complete one Attachment 5, Laundry Facilities and Products form for each laundry facility to be used in this contract.

**LAUNDRY SERVICES AND INDUSTRIAL GARMENTS**  
**RFP #0000510**

**ATTACHMENT 5**  
**LAUNDRY FACILITIES AND PRODUCTS**

Instructions: Complete this form to list all water discharge and pretreatment permits for all laundry facilities that would service the City's contract.

Complete one form per laundry facility.

Laundry Facility Name & Location	Permit #	Name of Agency the Permit is Filed with:

1. Indicate whether any of the following Best Management Practices (BMPs) have been implemented at the laundering facility that will service the City under the resulting contract. If more than one laundering facility will be servicing the City under the resulting contract, include separate answers for each facility. For more information and/or BMP definitions refer to the [TRSA Clean Green Certification Standard](#).

- A.  Boiler Heat Recovery or Direct-Fired Hot Water Heater
- B.  Wastewater Heat Recovery
- C.  Wastewater Pre-Treatment (mechanical solids removal)
- D.  Wastewater Pre-Treatment (advanced treatment technologies)
- E.  Water Reuse Technology
- F.  Alternative Energy, Solar or Geothermal (at least 10% of electrical energy)
- G.  Dryer Heat Recovery
- H.  Energy Audit (at least every three years)
- I.  Fleet Vehicles Utilize Alternative Fuels (at least 15% of fleet)
- J.  Fleet Vehicle Route Optimization
- K.  Low Temperature Detergents  
*(Required – refer to Attachment 3, Sustainability Requirements, section 1.6)*
- L.  Preventative Boiler or Water Heater Maintenance Program
- M.  Recycling Program
- N.  Skylights or Energy Efficient Lighting
- O.  Slug Discharge Control Plan or Spill Prevention Plan

2. Indicate Water Usage (gallons per pound of laundry production)

3. Indicate Energy Usage (BTU per pound of laundry production)

4. Provide product and chemical information.

On the next page, complete one line for each of the laundry chemicals/products that will be used to clean items under the resulting contract, such as, but not limited to: laundry detergents, surfactants, builders, colorants, solvents, softeners, optical brighteners, pH neutralizers, colorants, bleaches, disinfectants, spot/stain removers, dry-cleaning chemicals, and dryer treatments.

