

**City of Portland RFP 0000443 – Office Furniture  
Sustainable Procurement Specifications Excerpt  
November 2016**

The following includes excerpts from the RFP related to the environmental and human health specifications for office furniture. Note that 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.

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**MANDATORY REQUIREMENTS (EXCERPTS)**

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**REPORTING**

Semi-Annual Usage Report:

1. Contractor shall submit semi-annual usage reports in a Microsoft Excel compatible format to Stacey Foreman, City of Portland Procurement Services, [Stacey.Foreman@PortlandOregon.gov](mailto:Stacey.Foreman@PortlandOregon.gov) and to all Bureau Ergonomic Coordinators (BECs) involved in ordering during that time period. The usage report shall contain the following information as separate columns in the worksheet.
  - Invoice Number
  - Date of Purchase
  - Delivery Date
  - Order Number or DPO number when given
  - Purchasing Entity (City Bureau/Department)
  - Purchasing Contact Name (Ordered By)
  - Ship To/Delivery Street Address
  - Product Category (task chair, sit-stand desk, etc.)
  - Manufacturer Name
  - Manufacturer Product Number
  - Item Model Name
  - Item Description
  - Cost per Item (\$)
  - Quantity Purchased
  - Total Cost
  - Sustainability Attributes - as available (e.g. certifications)
2. Usage reports must be organized such that parts/accessories line items are grouped with the core/parent product line item to which they belong. Additionally, usage reports must be organized such that it is clear where a group of line items associated with one product begins and ends.
3. Ongoing Compliance Reporting for Mandatory Environmental, Human Health, and Certification Requirements
  - a. Upon request, the Contractor shall submit new and/or updated product compliance information pertaining to the Mandatory Environmental, Human Health, and Certification Requirements (See Attachment 1 – Technical Specifications). New Mandatory Use Items may not be added to the resulting Price Agreement without first demonstrating compliance with the Mandatory Environmental, Human Health, and Certification Requirements.

**TECHNICAL SPECIFICATIONS – MANDATORY ENVIRONMENTAL, HUMAN HEALTH AND CERTIFICATION REQUIREMENTS**

## Definitions

- Added Flame Retardant Chemicals: flame retardant chemicals that are present at levels above 1,000 parts per million.
- Antimicrobial Agent: chemicals, substances or other technologies that either kill or slow the growth of microbes.
- BIFMA – Business and Institutional Furniture Manufacturers.
- C2C – Cradle to Cradle
- Flame Retardant Chemical: any chemical or chemical compound for which a functional use is to resist or inhibit the spread of fire. Flame retardant chemicals include, but are not limited to, halogenated, phosphorous-based, nitrogen based, and nanoscale flame retardants, and any chemical or chemical compound for which “flame retardant” appears on the substance Safety Data Sheet (SDS) pursuant to Section 1910.1200(g) of Title 29 of the Code of Federal Regulations.
- Fluorinated Compounds (PFCs): a category of compounds that includes long and short chain per- and poly-fluorinated alkyl compounds and fluorinated polymers.
- FSC – Forest Stewardship Council
- GOTS – Global Organic Textile Standard
- HPD – Health Product Declaration (form)
- Institutional Furniture: individual (e.g. task chair) 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.
- Polyvinyl chloride (PVC), or vinyl: a synthetic thermoplastic material made by polymerizing vinyl chloride.
- Section 19094 of the California Business and Professions Code: requires a manufacturer of covered products, as defined in the Section, to indicate whether or not the product contains added flame retardant chemicals, as defined in the Section, by including a specified statement on the product’s flammability label.
- STeP – Sustainable Textile Production (certification)
- TB 117-2013: California Technical Bulletin 117-2013 - Requirements, Test Procedure and Apparatus for Testing the Smolder Resistance of Materials Used in Upholstered Furniture.
- TB 133: California Technical Bulletin 133 - Flammability Test Procedure for Seating Furniture for Use in [Regulated] Public Occupancies
- Third-Party Certified: an independent organization has reviewed the manufacturing process of a product and has independently determined that the final product complies with specific standards for safety, quality or performance.
- VOC – Volatile Organic Compound

## Mandatory Requirements

1. All Institutional Furniture provided under the resulting Price Agreement shall meet the following environmental and human health requirements:
  - a. Flame Retardants

All Institutional Furniture shall be free of added flame retardant chemicals; this applies to both standard and optional furniture components.

Exceptions:

- Electrical components may contain non-halogenated flame retardants.
- Institutional Furniture for use in regulated spaces that are required to comply with TB 133 (or equivalent) may contain non-halogenated flame retardants.

b. Flame Retardant Declaration Labeling

Within one (1) year from the effective date of the resulting Price Agreement, all applicable Institutional Furniture shall carry wording on the flammability label that is compliant with Section 19094 of the California Business and Professions Code.

c. VOCs

All Institutional Furniture under the resulting Price Agreement shall be third-party certified as to meeting the California Department of Public Health (CDPH) Standard Method v1.1.-2010 (or most current), for the testing and evaluation of VOC emissions from indoor sources using the office environment exposure scenario (Emission testing method California Specification 01350).

*VOC Certification and Documentation Requirements*

Third-party certification must be performed by a certification organization that is ISO 17065:2012 compliant and the laboratory's Quality Management System (QMS) and applicable test procedures are conducted in accordance with ISO/IEC 17025:2005. Documentation demonstrating compliance with this requirement shall be provided to the City upon request.

Third-party VOC certification documentation shall be provided to the City for all Institutional Furniture. The third-party product certification documentation must specifically state:

- Product manufacturer name and address
- Brand name of certified product(s)
- Any exclusions to the certifications (e.g. specific product configurations/options that are not certified)
- Certified product conforms to the required specification
- The exposure scenario used to determine compliance
- Certification start date and expiration date
- Name and address of the certification organization

d. Formaldehyde

All Institutional Furniture containing composite wood materials (including hardwood plywood, hardwood plywood veneer core, hardwood plywood composite core, particleboard, or medium density fiberboard), whether raw or finished, shall comply with Phase 2 of California's Code of Regulations, Title 17 §93120.2 – Airborne Toxic Control Measure to Reduce Formaldehyde Emission from Composite Wood Products.

e. Antimicrobials

All Institutional Furniture shall be free of intentionally added or built-in antimicrobial agents, including textiles.

- f. Perflourinated Compounds (PFCs)  
Within two (2) years from the effective date of the resulting Price Agreement all Institutional Furniture shall be free of PFCs, including textiles.
  - g. PVC  
No product containing PVC greater than 1% by weight shall be sold to the City under the resulting Price Agreement when PVC-free options within the same or similar product line are available.
  - h. Textiles  
When presenting Institutional Furniture textile options to City end-users, the Contractor shall always include information on textile options certified to at least one of the following standards:
    - GOTS
    - Oeko-Tex 100
    - STeP
    - Cradle to Cradle
  - i. Heavy Metals  
All Institutional Furniture shall contain less than 100 ppm of any heavy metals and hexavalent or trivalent chromium.
  - j. Material Transparency  
Within two (2) years from the effective date of the resulting Price Agreement all Mandatory Use Items shall have a publicly available Health Product Declaration (HPD) form, Declare Label or other comparable and publicly available material hazard transparency documentation approved by the City.
2. Energy Efficient Lighting
- a. All integrated and stand-alone lighting under the resulting Price Agreement shall be compliant with the most current Energy Star standard.

### **EVALUATIVE CRITERIA (EXCERPTS)**

All Institutional Furniture must be in compliance with the Mandatory Environmental, Human Health, and Certification Requirements in Attachment 1 – Technical Specifications. Complete the following to describe how your company goes above and beyond minimum sustainability criteria:

1. Describe the internal process you will follow to verify that each Institutional Furniture and lighting item under the resulting Price Agreement will be in compliance. Include specifics that address each requirement.
2. Do any of the proposed Mandatory Use Items meet any of the following criteria? If so, identify which products meet which of the following criteria and provide a corresponding web link to online verification documentation.

Product has publicly available environmental product declaration (EPD) form.

- Product has publicly available health product declaration (HPD) form.
- Product has a publicly available Declare Label.
- Product has been entered into the mindful MATERIALS platform.
- Product utilizes ULEF binders in the composite wood materials.
- Product currently has a flammability label that is compliant with Section 19094 of the California Business and Professions Code.
- Product, including all textiles, is currently free of PFCs.
- Product's standard option utilizes FSC certified wood components by default.
- Product is Cradle to Cradle certified.
- Product is BIFMA level 3 certified.
- Product meets the Living Product Challenge.
- Product utilizes sustainable biomaterials. If so, list what they are and where in the product the biomaterials are used.
- Product is designed to be easily cleaned. If the product contains textiles, the textile is easily removed for cleaning or replacement.
- Product is designed to be easily repairable/recyclable. Describe how product is designed for easy repair. Describe how product is designed to minimize waste to landfill at the end of its useful life (e.g. ease of separating and identifying materials for standard recycling streams).

#### Sustainable Business Practices

1. List the top three actions/ongoing practices your firm has implemented to reduce the environmental impacts of your operations (e.g., energy efficiency, use of recycled content or non-toxic products, use of public transit or alternative fuel vehicles, waste prevention and recycling, water conservation, green building practices, etc.). Reference implementation dates, timelines, and any performance metrics that characterize your achievements.
2. Does your firm hold any third-party certifications related to sustainable business operations (e.g. Sustainability at Work, B-Corp certification, etc.)? If so, reference the name of the certification, a link to the certification requirements and who administers the certification.