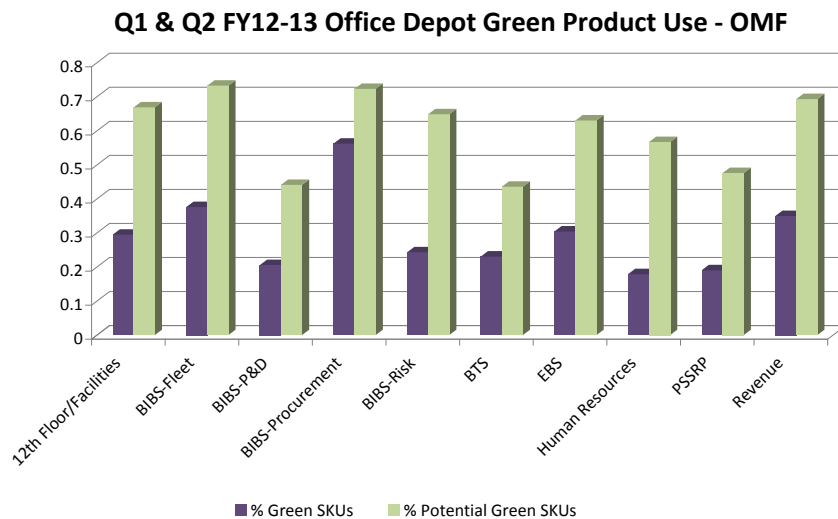




Green Office Supplies

The City's contract for office supplies with Office Depot features numerous green products to meet City sustainability goals. As green becomes more mainstream, more green products are available at competitive prices. So, how are we doing? Does OMF use green office products? The chart below shows the percentage of items (via SKU number) ordered by OMF divisions that met City green product definitions, as well as the percentage that could have been achieved (green potential) if the green option was always chosen.



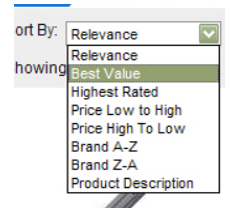
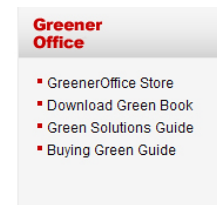
Grouped by how office supplies are ordered

TOP 5 Green Office Product Attributes

1. Reusable - Refillable - Rechargeable
2. Recyclable/Compostable
3. High percentage of Recycled Content
4. Low/No-Odor (low-toxicity for cleaning products)
5. Energy Efficient

Since there is still opportunity for improving our use of green products, here are a few tips for finding green products from Office Depot:

1. Use Office Depot's **Green Book** to help communicate green options to co-workers requesting office supplies.
2. When using the online ordering site, start off by using the **GreenerOffice Store** feature.
3. When using the online ordering site, you can also sort search navigation results by "Best Value". The "Best Value" icon **BEST VALUE** indicates those items that are on the City's core price list. Many basic green products are featured in our core list.



Want to learn more? Check out the **Buying Green from Office Depot** presentation from procurement services from March 13, 2013.