

Best Practices: Tracking Recycled Paper Purchases



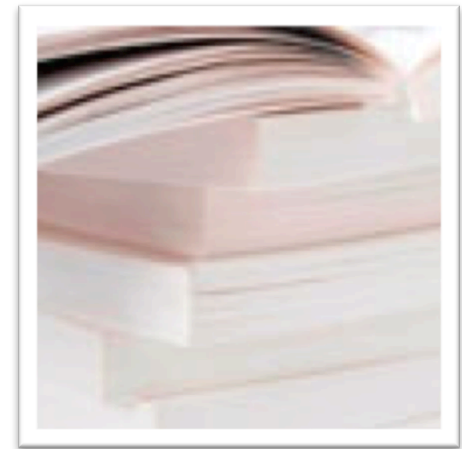
North Dakota Green Paper Purchasing Webinar
November 2013

Audio and Recordings

- Participants are muted. Communicate technical questions (about sound, etc.) through GoToWebinar Chat.
- This presentation will be recorded, and shared through email and online.

Questions?

- Submit questions at any time by typing them into the Questions box in your GoToWebinar application.
- We will compile and answer them at the conclusion of the presentation.



North Dakota's Greener Paper Project

Experience with RPN



www.ResponsiblePurchasing.org



Who is RPN?

Responsible Purchasing Network (RPN) is an international network of buyers dedicated to socially responsible and environmentally sustainable purchasing.

- Technical Assistance
- Purchasing Guides for 15 product categories
- Model Policies, Contracts, And Bid Specifications





RPN Thanks our Partners

- National Association of State Procurement Officials (NASPO)
- Environmental Protection Agency (EPA): sponsor for collaborative Green Purchasing Projects



RPN Presenters

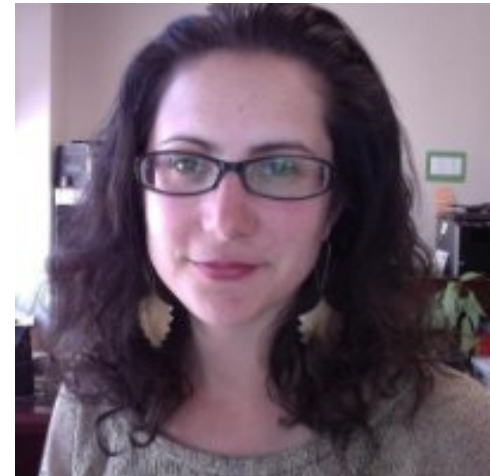


Susan Kinsella

RPN Senior Analyst and Director of Conservatree

Sarah Church

RPN Moderator





Susan Kinsella, Senior Research Analyst

susan@responsiblepurchasing.org
Phone: 510-547-5475

*M.A. Speech Communication/Diffusion of Innovations, San Francisco State University
B.S. Psychology/Sociology, Purdue University*

Many purchasers already know Susan through her work as Director of Conservatree, especially its comprehensive website about environmentally preferable paper products. Her collaboration with RPN brings to its membership her nearly three decades of specialized expertise in sustainability issues associated with paper manufacturing, recycling systems, non-paper recycled products, source reduction, and EPP policy and program implementation. She has worked with purchasers and policy-makers to identify best practices for their agencies, researched cutting-edge product development, and helped lay much of the early groundwork for state and national EPP programs. She also founded the Environmental Paper Network. At RPN, Susan focuses on projects designed to further state and local governments' access to cost-effective environmental products of all kinds, emphasizing recycled content and the potential to reduce solid waste. Recent projects have focused on janitorial tissue products, rechargeable batteries, and compostable food service ware. With her son now in college, Susan hopes to get back to writing short stories.



Tracking Recycled Paper Purchases

– An Overview –

By Susan Kinsella
Responsible Purchasing Network
and Conservatree

**North Dakota Green Paper
Purchasing Webinar
November 2013**

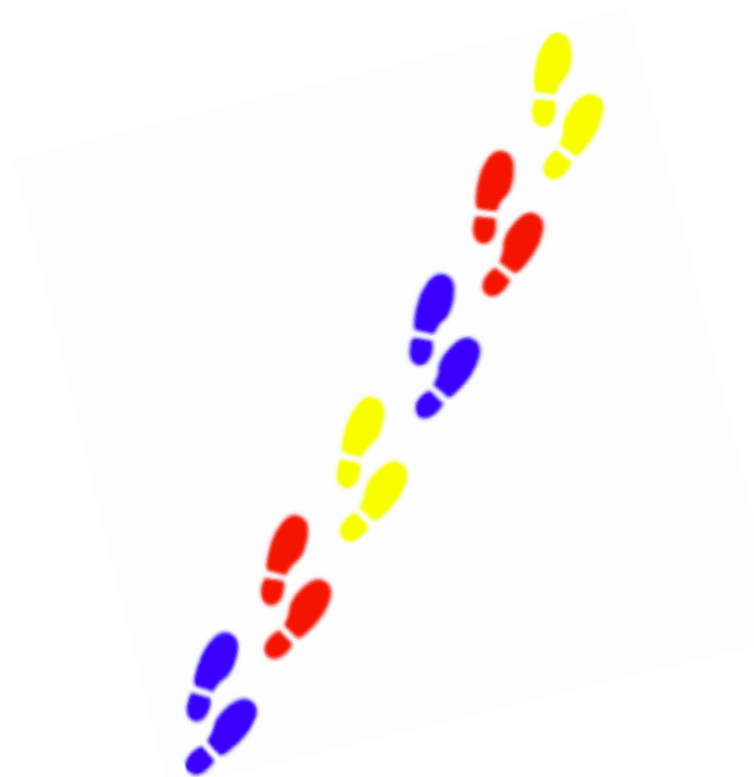


www.ResponsiblePurchasing.org



Tracking North Dakota's Recycled Paper

- Tracking can be challenging
- ND had an unusual combination of requirements
- Tracking opens up new opportunities to evaluate and showcase success
- North Dakota was doing better than they realized
- Positive and resourceful staff



RPN's Report:

North Dakota's Greener Paper Project

Tracking Recycled Content In Paper Products

- Evaluated the requirements of North Dakota's law
- Benchmarked 11 governments' success with tracking
- Distilled Best Practices
- Made recommendations for North Dakota's compliance with their law
- [Available](#) on RPN's website

Poll Question

Are you currently tracking your recycled paper content?

VOTE NOW

Poll

Thank you for participating in our polling questions!

Tracking: What Do You Need To Know?

- What is the total amount of the target product that is purchased annually?
“How much copy paper was bought last year?”
- How much of that qualifies as recycled?
“How much of that was recycled copy paper?”
- What are the actual recycled contents?
“Of that recycled copy paper, how much was 30% postconsumer? 50%? 100%? Other?”

What Information Do You Need?

- Distinct item ID's (e.g., SKUs)
- Manufacturer name
- Product description
- Unit of measure, with details
- Actual annual quantity
- Actual total \$ amount spent
- Recycled content, certifications, environmental attributes

ITEM #	PRODUCT IDENTIFICATION	PRODUCT DESCRIPTION	QTY PURCH	U/M	EXTENDED \$	RECYCLED	CERTS
DU80348	#12 GROCERY BAG KRAFT 40#	7-1/16X4-1/2X13-3/4 500/BDL	18	BDL	402.40	10/10	GS
DU83274	#8 GROCERY BAG KRAFT 35#	6-1/8X4-1/6X12-7/16 500/BDL	12	BDL	227.68		
DU81062	#2 GROCERY BAG KRAFT 30#	4-5/16X2-7/16X7-7/8 500/BDL	29	BDL	310.05		
DU82748	#62 CARRY SACK KRAFT 66#	12X7X23-1/4 250/BL	4	BL	143.48	30/30	FSC
GP16234	ENVISION ECONOMY WHT	1PLY BATH TISSUE 80RL/1210/CS	643	CS	31858.52	60/20	EL
GP13647	ANGEL SOFT PS EMBSD WHT	2PLY BATH TISSUE 80RL/450/CS	8	CS	321.67	100/20	
GP29273	ENVISION EPA COMPLIANT	NAT S-FOLD TOWEL 16PK/250EA/CS	52	CS	1543.29	40/40	EL
GP20293	ENVISION WHT M-FOLD	TOWEL 9.25X9.5 16PK/250/CS	8	CS	171.97		

How Do You Get This Information?

- Centralized vs. Decentralized/Off-Contract Purchasing
- Financial software makes or breaks reports
- Product vendors often can provide reports
- Research contract details for specifications
- Add columns or coding for environmental attributes being tracked



Determining Products' Recycled Content - 1

With new contracts, plan specifications right from the start:

- Certification programs with rigorous, up-to-date, meaningful product standard requirements
- U.S. EPA Comprehensive Procurement Guidelines ([CPG](#))
- Higher recycled thresholds common in a specific marketplace

EPA's Recommended Recovered Fiber Content Levels for Bristols

Product	Postconsumer Fiber (%)	Total Recovered Fiber (%)
File Folders (manila and colored)	30	30
Dyed Filing Products	20	20-50
Cards (index, postal, and other, including index sheets)	20	50
Pressboard Report Covers and Binders	20	50
Tags and Tickets	20	50

Determining Products' Recycled Content - 2

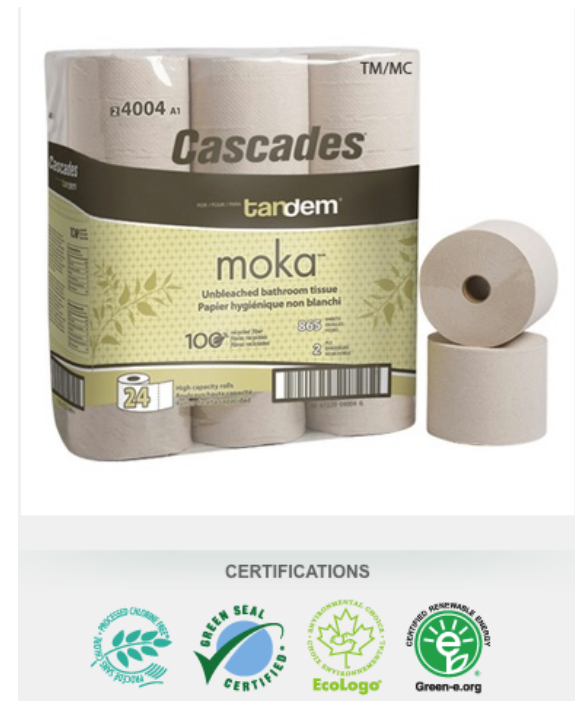
- All-Green contracts
- Environmental databases indicate current content ranges:
 - [Conservatree](#) Environmental Paper Listings
 - Environmental Paper Network [Eco-Paper Database](#)
- Manufacturers' websites, sometimes distributors' (but verify)
- Distinguish compliant vs. noncompliant environmental products

CATEGORY #	ITEM #	GENERIC PRODUCT DESCRIPTION	Unit of Measure (UOM, e.g., CASE)	Sample Product Name	Sample Product Manufacturer	Sample Product SKU/OEM Product Number	Name of Product Offered	Manufacturer of Product Offered	SKU/OEM Product Number of Product Offered	PAPER PRODUCTS: Green Product Certification (Green Seal or UL/EcoLogo) (per Specification in Attachment D)
4A: TOILET PAPER, INDIVIDUAL ROLLS (Certified by Green Seal OR UL/Ecologo, OR 100% recycled content with minimum 20% postconsumer; no antimicrobial ingredients)										
4A	1	2-ply Standard Roll	CASE	EcoSoft Green Seal Universal Tissue, 2-ply, 100% recycled, 25-49% postconsumer, processed chlorine free (PCF), Green Seal-certified, 500 sheets each, 4-3/8"x3.75", 96 rolls/case	Wausau Bay West	54900	Proposer Input	Proposer Input	Proposer Input	Proposer Input

Determining Products' Recycled Content

For existing contracts, research the products' recycled content:

- Certification programs
- Vendors often can provide information
- Environmental databases
- Manufacturers' websites
- Product packaging



To-Do List for Future Improvements

In future contracts:

- Require vendor tracking and reporting, state exactly what information they need to supply
- If using a core list or market basket, include recycled products to get best discount pricing



Additional steps:

- Establish a Green Contracting Team
- Negotiate centralized contract management even when departmental purchasing is decentralized
- Make sure upgraded financial software is flexible and comprehensive enough for sustainability reporting needs

Calculating Data Percentages

Different calculation methods result in different percentages, depending on data available and environmental emphasis:

- Percentage of products that meet the recycled criteria
- Percentage of recycled content averaged across all products in the target category
- Recycled content presented as each category's share of overall budget



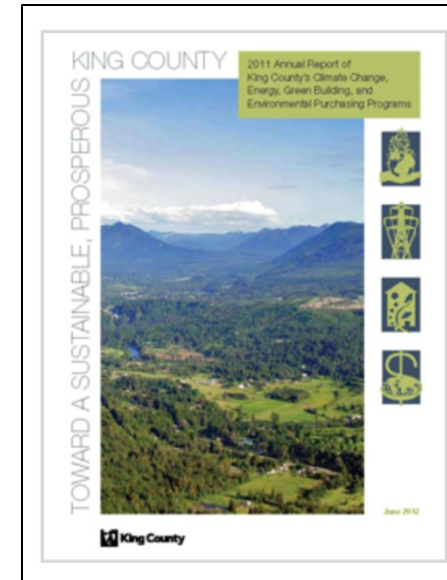
Tracking Paper Reduction

City of Seattle

- Goal of 30% paper reduction vs. 2004 baseline
- Copy paper spec: 100% postconsumer recycled, processed chlorine free
- Copiers defaulted to duplex
- 2010 = achieved 36% paper reduction, \$80,000 annual savings

King County, WA

- 2011 = documented \$118,265 savings from paper reduction



Calculate Environmental Benefits

Use Existing Calculators

Lifecycle Environmental Impact

The following is a break down of the environmental impact of your choices for different grades of paper.

Recalculate	Baseline Paper	100% Recycled Paper
Paper	Uncoated Freesheet (e.g. c) ▾	Uncoated Freesheet (e.g. c) ▾
Quantity per year	1000 Pounds ▾	1000 Pounds ▾
% Postconsumer	0	100
Wood Use	2 tons	0 tons 2 tons less
Net Energy	15 million BTU's	11 million BTU's 4 million BTU's less
Greenhouse Gases	2,941 lbs CO ₂ equiv.	1,711 lbs CO ₂ equiv. 1,230 lbs CO ₂ equiv. less
Wastewater	11,109 gallons	5,186 gallons 5,924 gallons less
Solid Waste	954 pounds	595 pounds 360 pounds less



Papercalculator.org

Benefits of Tracking Environmental Procurement Information

- Evaluate success with achieving environmental goals
- Showcase environmental achievements
- Show legislators and executives how well you're doing
- Applaud and motivate staff
- Qualify for recognition and awards
- Identify opportunities for improvement



Thank You!



Susan Kinsella
Responsible Purchasing Network
and
Conservatree
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susan@responsiblepurchasing.org



Presenters

Chad Keech

Procurement Officer II
New to the Green Team.



Ken Hamel

State Printing Manager
Procurement Officer





North Dakota Laws



54-44.4-07. Procurement of environmentally preferable products.

The office of management and budget, the institutions of higher education, and any other state agency or institution that has authority to purchase products are encouraged to purchase environmentally preferable products.



NORTH DAKOTA LAWS



54-44.4-08. Purchase of recycled paper products.

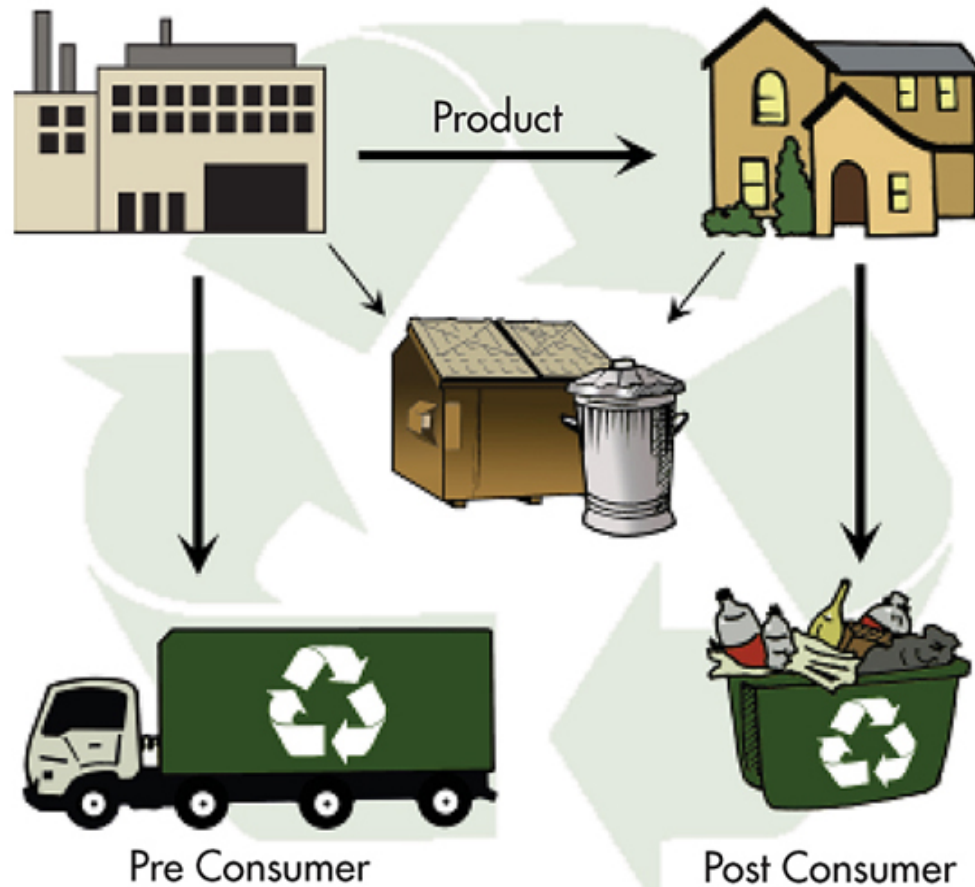
The office of management and budget, and any state agency or institution that has authority to purchase products, shall ensure that at least twenty percent of the total volume of paper and paper products being purchased for state agencies and institutions contain at least twenty-five percent recycled material. The office of management and budget shall implement a methodology to track compliance with this section.



How to interpret the law?



OMB decided that tracking Recycled Content which encompasses post and pre-cons



What is the definition of volume?



Volume is the amount of space a object takes up or amount it takes to fill an o

- A. Weight
- B. Amount of Money \$
- C. Physical size



North Dakota had a need to help organize the way it captured and tracked its (PCR) Post Consumer Recycled Product and RPN initiated the m



dreamstime.com

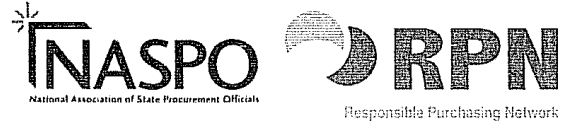


Christy Smith

Procurement Officer II CSD



Christy asked NASPO for help on 11-16-11 to take on this challenge.



Sustainable Procurement Assistance Application

Today's Date: 11/16/2011 Project Due Date: 1/31/2012

Name: Christy Smith Title: Procurement Officer II

Agency/Department: North Dakota Office of Management and Budget, State Procurement Office

Email: csmith@nd.gov Phone: 701.328.4912

Address: 600 E. Boulevard Ave., Dept. 012

City: Bismarck State: ND Zip: 58505-0310

Please briefly describe the project/proposal for which you are seeking assistance:

N.D.C.C. § 54-44.4-08 (www.legis.nd.gov/cencode/t54c44-4.pdf) requires that at least twenty percent of the total volume of paper and paper products purchased for state agencies and institutions contain at least twenty-five percent recycled material. The North Dakota Office of Management and Budget must implement a methodology to track compliance with this section. The statement "twenty-five percent recycled material" has been interpreted to mean "twenty-five percent post-consumer recycled content".

Challenges to meeting the requirements of this law include:

1. Knowing how much total volume of paper and paper products are purchased for state agencies and institutions.
2. Knowing how much post-consumer recycled content is actually in each paper and paper products item.

Any assistance that the Responsible Purchasing Network can provide in assisting us in overcoming these challenges would be greatly appreciated. For example, do U.S. averages exist for post-consumer recycled content of paper and paper products? Do other states have similar laws that we could look to as examples?



Who is NASPO?



<http://www.naspo.org/>





Sustainable Procurement Technical Assistance Delivery Confirmation

State North Dakota Project Name Greener Paper Project:

Tracking Recycled Content In Paper Products

Agency/Department Receiving Assistance ND State Procurement Office

Agency Contact Name Christy Smith

Title Procurement Officer II

Phone 701.328.4912 Email csmith@nd.gov

Description of Deliverable(s) Provided

Written report, 45 pages, including:

1. Written assessment of the State of North Dakota's procurement system including an overview of the information that is available and the barriers that exist that are preventing their tracking of the amount and recycled content of paper purchased by State agencies and institutions.
2. Written benchmarking assessment of best practices for tracking recycled paper product purchases, including the availability of tracking tools, existing information on the recycled content of office and janitorial paper products, and recommendations of strategies and tools the State of North Dakota can consider using to improve their tracking of recycled paper product acquisitions.

Deliverable Cost \$ _____

Yes, the deliverable(s) described above were received and completed to our satisfaction.

Christy K. Smith
Signature

7/5/2012
Date

Comments, including information about how the information was/will be used:
N.D.C.C. § 54-44.4-08 (www.legis.nd.gov/cencode/154c44-4.pdf) requires that at least twenty percent of the total volume of paper and paper products purchased for state agencies and





Because Every Purchase Matters



North Dakota's Greener Paper Project Tracking Recycled Content In Paper Products

Summarized ND current method for tracking PCR/PCW

Showed how other states have similar problems and how they track

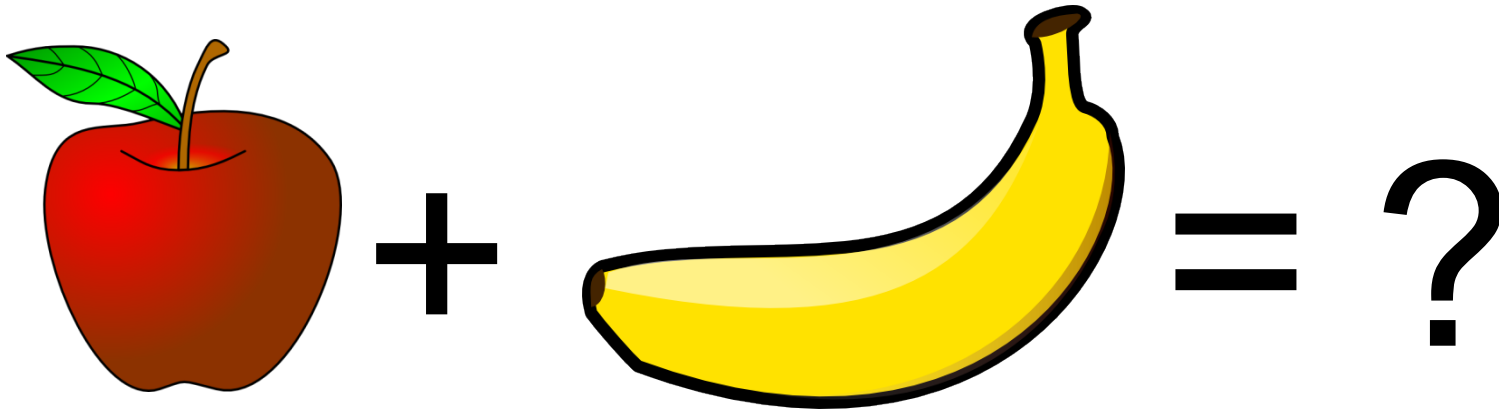
Recommended steps to help North Dakota more comprehensively report PCR/PCW purchases.



www.ResponsiblePurchasing.org



How do you calculate Apples and Bananas



Option #1 - Calculate the % of paper product weight that meets at least the minimum recycled content requirement. In this case, the weight of the product fulfills the requirement for measuring the "volume" of the paper.

Product		Weight x Total Units	Weight x Recycled Units	B/A = %
XYZ Copy Paper	50 lbs/case 100 cases total 25 cases with 30% recycled content	5000 lbs.	1250 lbs. with at least 25% recycled content	25%
ABC Paper Towels	25 lbs/case 200 cases All are 40% recycled content	5000 lbs.	5000 lbs. with at least 25% recycled content	100%
Prime Facial Tissues	25 lbs/case 100 cases All have 10% recycled content	2500 lbs.	0 lbs. with at least 25% recycled content	0%
Printing Paper	125 lbs/case 25 cases total 3 cases with 100% recycled content	3125 lbs.	375 lbs. with at least 25% recycled content	12%
TOTAL PAPER PURCHASES		15,625 lbs.	6625 lbs. with at least 25% recycled content	42.4% overall compliant

Option #2 - Calculate the % of recycled content across all paper products

EXAMPLE Product		A Weight x Total Units	B Weight x Recycled Units x Recycled Content	B/A = %
XYZ Copy Paper	50 lbs/case 100 cases total 25 cases with 30% recycled content	5000 lbs.	375 lbs. recycled content	7.5 %
ABC Paper Towels	25 lbs/case 200 cases All are 40% recycled content	5000 lbs.	2000 lbs. recycled content	40%
Prime Facial Tissues	25 lbs/case 100 cases All have 10% recycled content	2500 lbs.	250 lbs. recycled content	10%
Printing Paper	125 lbs/case 25 cases total 3 cases with 100% recycled content	3125 lbs.	375 lbs. recycled content	12%
TOTAL PAPER PURCHASES		15,625 lbs.	3000 lbs. recycled content overall	19.2% overall recycled content

Option #3 - Calculating recycled content paper products as a % of the total State paper purchases.

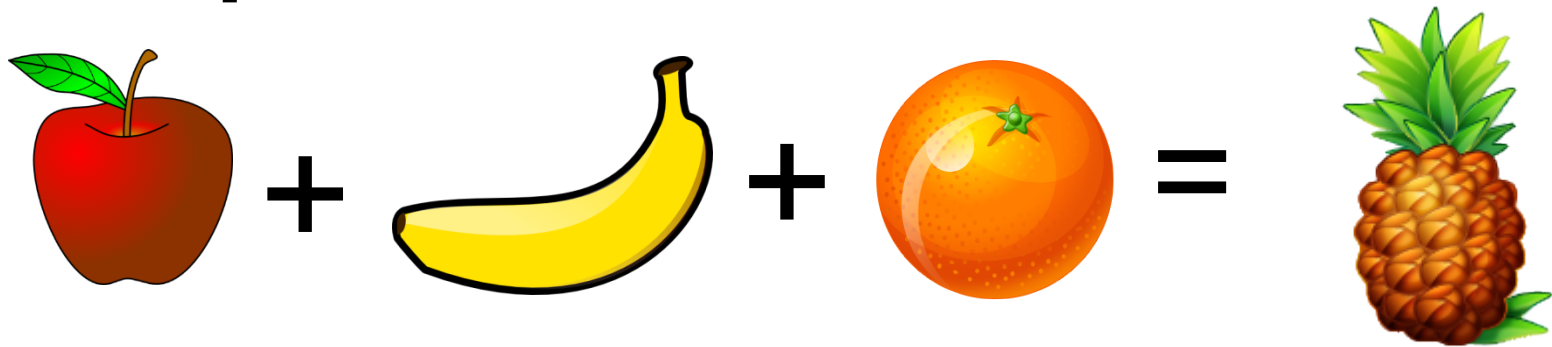
Calculate the numbers together:

- $$\frac{\text{Copy} + \text{Printing} + \text{Janitorial} + \text{Food Svc} + \text{Other}}{30\% \times 20\% + 20\% \times 10\% + 30\% \times 80\% + 10\% \times 10\% + 10\% \times 0\%} =$$
- $$.06 + .02 + .24 + .01 + 0 = .33$$
- $$.33 \times 100\% = 33\%$$
- In fact, in the example above, the janitorial paper category by itself fulfills the legislative goal.

Option #3 - Calculating recycled content paper products as a % of the total State paper purchases.

With Option 1 PCW%					
Option#3 \$\$ With Print	Total Money	Percent Of total \$	PCW%	Total %\$XPCW%	
Print	\$1,331,970.79	0.43	6.00%	2.56%	
Calendars	\$15,735.70	0.01	100.00%	0.50%	
Envelope	\$294,834.90	0.09	0.00%	0.00%	
Janitorial	\$488,671.41	0.16	59.35%	9.28%	
Paper	\$892,692.49	0.29	14.42%	4.12%	
Office Supplies	\$83,660.97	0.03	64.49%	1.73%	
Core Boxes	\$19,085.80	0.01	100.00%	0.61%	
Total Spend	\$3,126,652.06	1.00		18.78%	
Option#3 \$\$ With out Print	Total Money	Percent Of total \$	PCW%	Total %\$XPCW%	
Calendars	\$15,735.70	0.01	100.00%	0.88%	
Envelope	\$294,834.90	0.16	0.00%	0.00%	
Janitorial	\$488,671.41	0.27	59.00%	16.06%	
Paper	\$892,692.49	0.50	14.00%	6.96%	
Office Supplies	\$83,660.97	0.05	64.00%	2.98%	
Core Boxes	\$19,085.80	0.01	100.00%	1.00%	
Total Spend	\$1,794,681.27	1.00		27.88%	

How does it all add up?



Poll Question

How do you currently track recycled paper content?

VOTE NOW

Poll

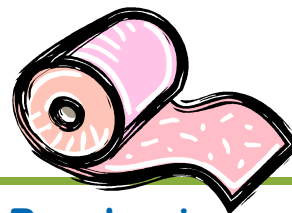
Thank you for participating in our polling questions!

Types of Paper

1. Fine Papers: Printing and writing paper, including copy paper, computer paper, and printing paper used to make letterhead, matching envelopes, business cards, tickets and other products, as well as to print reports, brochures, and publications. Office paper products such as file folders and filing supplies, envelopes, labels, adhesive notes, index cards, notepads, calendars, easel paper, paper rolls for printing data and receipt boxes for storage and packaging.



2. Industrial papers. Janitorial paper products such as paper towels, toilet paper, tissues and toilet seat covers. Food service products such as napkins, paper plates, bowls and cups, molded paper trays and paper tray liners, and take-out boxes.



Volume Weight vs. Dollar amount



Difficulty in tracking Fine Paper

8/8/2013

COLE PAPERS

ibslib/qstatndpp1 EOM Usage Rpt: State of ND PP0607 contract

Item	Contract	Description	Unit	Invoice Date	Customer#Name	Qty	Sales
COLE BOI200	PP0607	OX9001 8.5X11 20 BOISE X9 WHT	RM	2013070256364500	PRINT AND COPY SERVICE NDSU	100	313
COLE BOI200	PP0607	OX9001 8.5X11 20 BOISE X9 WHT	RM	2013070381624000	NDSU BOOKSTORE	400	1196
COLE BOI200	PP0607	OX9001 8.5X11 20 BOISE X9 WHT	RM	2013070412564500	CENTRAL DUPLICATING BIS #####	400	1196
COLE BOI200	PP0607	OX9001 8.5X11 20 BOISE X9 WHT	RM	2013070652898000	DAKOTA COLLEGE AT BOTTINEAU	100	313
COLE BOI200	PP0607	OX9001 8.5X11 20 BOISE X9 WHT	RM	2013071055789000	ND DEPT OF HUMAN SRVCS FIN####	100	313
COLE BOI200	PP0607	OX9001 8.5X11 20 BOISE X9 WHT	RM	2013071056364500	PRINT AND COPY SERVICE NDSU	380	1189.4
COLE BOI200	PP0607	OX9001 8.5X11 20 BOISE X9 WHT	RM	2013071155789000	ND DEPT OF HUMAN SRVCS FIN####	200	626
COLE BOI200	PP0607	OX9001 8.5X11 20 BOISE X9 WHT	RM	2013071210453300	BURLEIGH COUNTY AUDITOR	400	1196
COLE BOI200	PP0607	OX9001 8.5X11 20 BOISE X9 WHT	RM	2013071212564500	CENTRAL DUPLICATING BIS #####	400	1196
COLE BOI200	PP0607	OX9001 8.5X11 20 BOISE X9 WHT	RM	2013071218886000	DEPT OF PUBLIC INSTRUCTION	200	626
COLE BOI200	PP0607	OX9001 8.5X11 20 BOISE X9 WHT	RM	2013071255789000	ND DEPT OF HUMAN SRVCS FIN####	150	469.5
COLE BOI200	PP0607	OX9001 8.5X11 20 BOISE X9 WHT	RM	2013071256364500	PRINT AND COPY SERVICE NDSU	50	156.5
COLE BOI200	PP0607	OX9001 8.5X11 20 BOISE X9 WHT	RM	2013071312564500	CENTRAL DUPLICATING BIS #####	0	0
COLE BOI200	PP0607	OX9001 8.5X11 20 BOISE X9 WHT	RM	2013071612564500	CENTRAL DUPLICATING BIS #####	400	1196
COLE BOI200	PP0607	OX9001 8.5X11 20 BOISE X9 WHT	RM	2013071719760000	ND CENTER FOR DISTANCE EDUCATI	200	626
COLE BOI200	PP0607	OX9001 8.5X11 20 BOISE X9 WHT	RM	2013071804883000	BANK OF NORTH DAKOTA	600	1794
COLE BOI200	PP0607	OX9001 8.5X11 20 BOISE X9 WHT	RM	2013071840479590	JOB SERVICE NORTH DAKOTA ####	120	375.6
COLE BOI200	PP0607	OX9001 8.5X11 20 BOISE X9 WHT	RM	2013071880864090	UND ACCOUNTING SERVICES	100	313
COLE BOI200	PP0607	OX9001 8.5X11 20 BOISE X9 WHT	RM	2013071956050000	ND PARKS & RECREATION DEPT####	100	313
COLE BOI200	PP0607	OX9001 8.5X11 20 BOISE X9 WHT	RM	2013071959612500	OFFICE OF ATTORNEY GENERAL	200	626
COLE BOI200	PP0607	OX9001 8.5X11 20 BOISE X9 WHT	RM	2013071974883000	STATE DEVLPMNTL CNT GRAFT ####	400	1196
COLE BOI200	PP0607	OX9001 8.5X11 20 BOISE X9 WHT	RM	2013071980863700	UND CENTER FOR FAMILY MEDICINE	140	438.2
COLE BOI200	PP0607	OX9001 8.5X11 20 BOISE X9 WHT	RM	2013072340479590	JOB SERVICE NORTH DAKOTA ####	400	1196
COLE BOI200	PP0607	OX9001 8.5X11 20 BOISE X9 WHT	RM	2013072356316000	NDCS CENTRAL RECEIVING	800	2392
COLE BOI200	PP0607	OX9001 8.5X11 20 BOISE X9 WHT	RM	2013072356364500	PRINT AND COPY SERVICE NDSU	100	313
COLE BOI200	PP0607	OX9001 8.5X11 20 BOISE X9 WHT	RM	2013072381149000	VALLEY CITY STATE UNIVERSTY	100	313
COLE BOI200	PP0607	OX9001 8.5X11 20 BOISE X9 WHT	RM	2013072412564500	CENTRAL DUPLICATING BIS #####	400	1196
COLE BOI200	PP0607	OX9001 8.5X11 20 BOISE X9 WHT	RM	2013072456354000	NDSU	860	2571.4
COLE BOI200	PP0607	OX9001 8.5X11 20 BOISE X9 WHT	RM	2013072556354000	NDSU	80	287.2
COLE BOI200	PP0607	OX9001 8.5X11 20 BOISE X9 WHT	RM	2013072558040300	NORTHEAST JUDICIAL DIST COURT	200	626
COLE BOI200	PP0607	OX9001 8.5X11 20 BOISE X9 WHT	RM	2013072612564500	CENTRAL DUPLICATING BIS #####	400	1196
COLE BOI200	PP0607	OX9001 8.5X11 20 BOISE X9 WHT	RM	2013072712465700	CENTER FOR TOBACCO PREVNT CNRL	100	313
COLE BOI200	PP0607	OX9001 8.5X11 20 BOISE X9 WHT	RM	2013072712564500	CENTRAL DUPLICATING BIS #####	400	1196



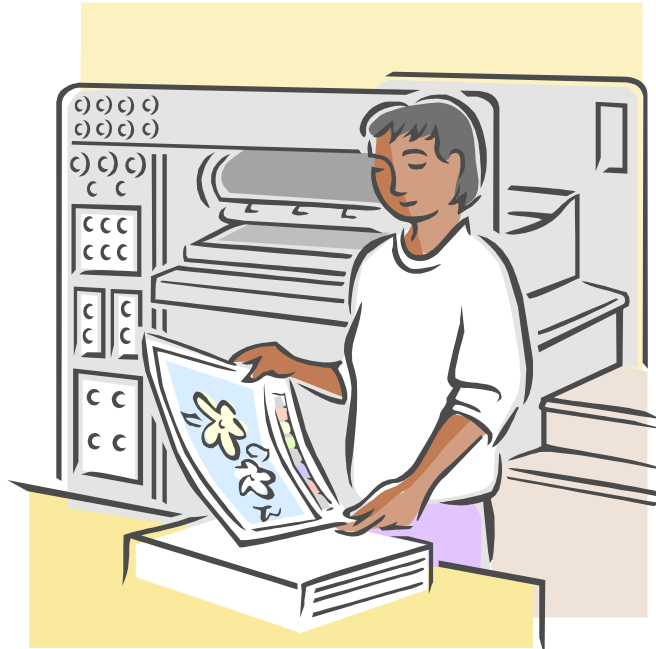
Total Tabulations from Pivot Table

Percentage of Purchases by Weight 2012

January	13.11%		
February	15.93%		
March	16.14%		
April	8.47%		
May	18.37%		
June	87.01%		
July	72.16%		
August	18.78%		
September	9.55%		
October	12.82%		
November	14.50%		
December	18.25%		
Yearly Average	25.42%	67.29%	46.36%
	<i>Fine paper</i>	<i>Industrial paper</i>	<i>Average</i>



Printing Projects

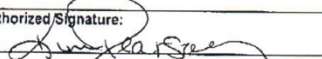


BID RESPONSE
DETAILED SPECIFICATIONS

2014 BND College Planning Center Calendar

1. **Artwork:** Electronic files, printer ready. Files created in Adobe InDesign. Files will be ready October 15, 2013.
2. **Proofreading:** Agency requests that printer provide proofreading services. Vendors are to include one digital blue line, prior to final proof and to include proofreading in bid.
3. **Proofs:** After proofreading, provide one set of high-resolution, contract color proofs of entire calendar, plus final digital blue line of entire calendar.
4. **Pages:** 24 plus cover.
5. **Page Size:** 8 1/2" x 11".
6. **Paper Stock:**
 Cover: 100# white Cougar Opaque cover, smooth, or equivalent.
 Text: 80# white Cougar Opaque offset, smooth, or equivalent.
7. **Ink:** Print 4/4, 4 color process two sides. Full bleeds throughout.
8. **Finishing:** Fold, collate, saddle stitch and final trim to 8 1/2" x 11", drill one 1/8" hole.
9. **Package:** In sturdy, uniformly-sized cartons, label "2014 BND College Planning Center Calendar" along with quantity in each carton.
10. **Deliver (F.O.B. destination) to location indicated on page one of this document.**

Unit price and total price must be in bid response.

ITEM NO.	QTY	UNIT		UNIT PRICE	TOTAL PRICE
1	20,000	Each	2014 BND College Planning Center Calendar, per specifications above.	\$.59265	\$ 11,853 ~
Recycled Content and Total Weight (Recycled content and weight information is for informational and reporting purposes only. Recycled content and weight are not factors in bid evaluation or award for this solicitation.)					
Cover: Recycled (post-consumer) Content:				10	%
Text: Recycled (post-consumer) Content:				10	%
Approximate Total Weight of Cover Paper Used:				787	lbs
Approximate Total Weight of Text Paper Used:				3,779	lbs
Affirm your ability to meet delivery requirements (circle one): <u>YES</u> NO					
Bidder: I					
Street Address:			P.O. Box:		
City: Bismarck		State: ND		Zip Code: 58501	
Telephone:			Fax:		
Type or Print Name of Person Signing: I			E-Mail:		
Authorized Signature: 					

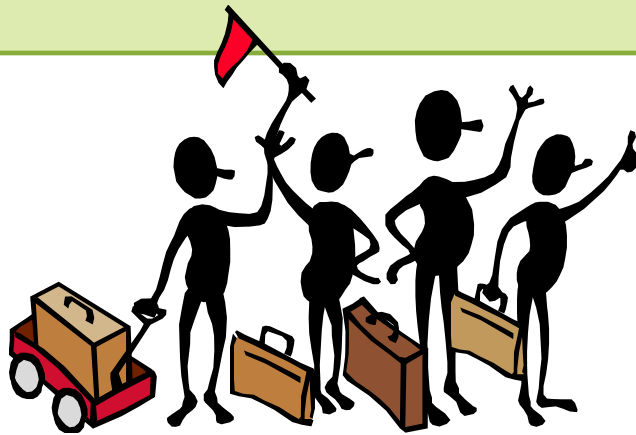
Page 2 of 2
 Bid #: 52865-Printing-2014 BND College Planning Center Calendar
 Bid Opening Date and Time: August 29, 2013 @2:00 pm



BID RESPONSE FORM
Page 2

Recycled Content and Total Weight (Recycled content and weight information is for informational and reporting purposes only. Recycled content and weight are not factors in bid evaluation or award for this solicitation.)	
Cover: Recycled (post-consumer) Content:	_____ %
Approximate Total Weight of Cover Paper Used- 25,200 quantity:	_____ lbs
Text: Recycled (post-consumer) Content:	_____ %
Approximate Total Weight of Text Paper Used-25,200 quantity:	_____ lbs

BIDDER NAME: _____



Bid Number	Bid Name	Agency	Winning Bidder	Out of State?	Total \$ of Award	Running Total	In State \$	% of In State \$	% of PCW	Total Paper Lbs	Total Recycled Lbs at or over 25%
Bids awarded July 1, 2011- June 30, 2012											
	19074 Small Game Gde	G&F	Forum		6703.20	6703.20			0	6479	0
	1116 Blue Book	Sec of State	Image		19437.00	26140.20			10%	2759	275.9
	91470 Fall Tourism	ND Commerce	Forum		22438.99	48579.19			10%	20604	2060.4
	86824 Waterfowl Gde	G&F	Image		5871.84	54451.03			10%	3720	372
	26140 Field Seed Directory	ND Seed	United		5969.04	60420.07			0	2560	0
	56646 Pocket Folder	Job Service	United		3142.04	63562.11			0	1140	0
	97582 Red Ribbon Toolkit	Human Service	Forum		5876.13	69438.24			10%	1003	100.3
110.7-11-057	Outdoor Renewal Env TC 157	G&F	Unlimited Office Prd		6483.75	75921.99			10%	3944	394.4
	2072 CDL Manual TC 182	DOT	Forum		29988.00	105909.99			10%	19100	1910
	11592 Motor Cycle Manual TC 243	DOT	Image		10915.00	116824.99			10%	5382	538.2
110.7-11-044	Application for Assistance TC 124	Human Service	United		26591.76	143416.75			0	18034	0
110.7-11-055	Seed Journal TC 101	ND Seed	Image		3794.00	147210.75			10%	170	17
	55381 Diseases of Wildlife	G&F	Knight		6058.37	153269.12			0	0	0
	66204 Soybean Annl Research Update	ND Soy Council	Forum		3701.00	156970.12			10%	1795	179.5
	3367 Hard Red Wheat & PNW sht	ND Wheat	Cancelled		0.00	156970.12			0	0	0
	5770 Durum Report	ND Wheat	Cancelled		0.00	156970.12	156970.12	100	0	0	0
	56346 ND Hunting & Fishing Gde	ND Commerce	Walsworth Pub	x	12,600.00	169570.12	156970.12	0.93	0	13142	0
	92207 2012 ND Travel Guide	ND Commerce	Walsworth Pub	x	194,341.00	363911.12	156970.12	0.43	0	299,545	0
	60127 Pocket Folder	DPI	United		2187.05	366098.17	159157.17	0.434739048	0	481	0
	47946 Balancing Act	Job Service	Cancelled		not awarded						0
	49151 Tax Incentives for Business	Tax	Knight		3061.60	369159.77	162218.77	0.439426999	10%	925	92.5
110.7-11-080	Durum and Hard Red Wheat reports	ND Wheat	United		6651.80	375811.57	168870.57	0.449349045	0	2200	0
	29911 P.O.D. Membership Directory	AG	Forum		6066.19	381877.76	174936.76	0.458096224	10%	3032	303.2
	90617 Why Apply	Bank of ND	Knight		1187.65	383065.41	176124.41	0.459776334	10%	235	23.5
	67286 2011-12 Ed. Directory	DPI	United		3553.02	386618.43	179677.43	0.464740985	0	500	0
	71254 2011 Individual Income Tax booklet	ND Tax	Forum		19725.00	406343.43	199402.43	0.490723893			0



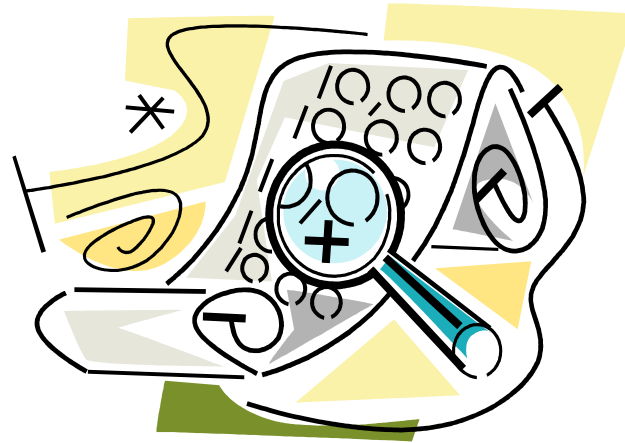
Cut Paper

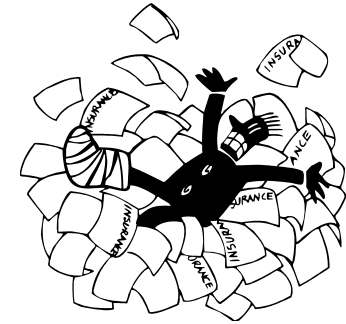


How does it get tabulated in the excel spread sheet to determine the monthly numbers?



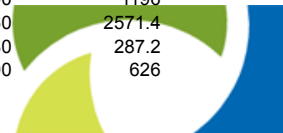
Where is the information sent to?



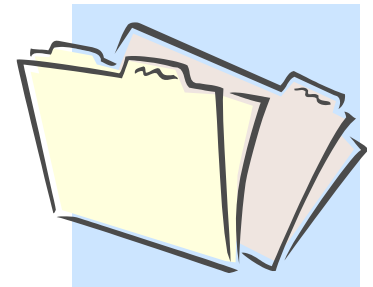
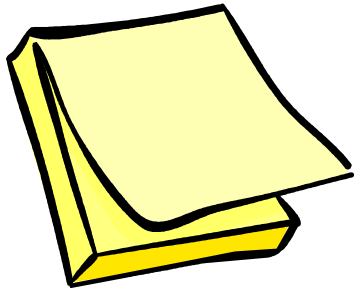


8/8/2013 **COLE PAPERS**
 ibslib/qstatndpp1 **EOM Usage Rpt: State of ND PP0607 contract**

Item	Contract	Description	Unit	Invoice Date	Customer#Name	Qty	Sales
COLE BOI200	PP0607	OX9001 8.5X11 20 BOISE X9 WHT	RM	2013070256364500	PRINT AND COPY SERVICE NDSU	100	313
COLE BOI200	PP0607	OX9001 8.5X11 20 BOISE X9 WHT	RM	2013070381624000	NDSU BOOKSTORE	400	1196
COLE BOI200	PP0607	OX9001 8.5X11 20 BOISE X9 WHT	RM	2013070412564500	CENTRAL DUPLICATING BIS #####	400	1196
COLE BOI200	PP0607	OX9001 8.5X11 20 BOISE X9 WHT	RM	2013070652898000	DAKOTA COLLEGE AT BOTTINEAU	100	313
COLE BOI200	PP0607	OX9001 8.5X11 20 BOISE X9 WHT	RM	2013071055789000	ND DEPT OF HUMAN SRVCS FIN####	100	313
COLE BOI200	PP0607	OX9001 8.5X11 20 BOISE X9 WHT	RM	2013071056364500	PRINT AND COPY SERVICE NDSU	380	1189.4
COLE BOI200	PP0607	OX9001 8.5X11 20 BOISE X9 WHT	RM	2013071155789000	ND DEPT OF HUMAN SRVCS FIN####	200	626
COLE BOI200	PP0607	OX9001 8.5X11 20 BOISE X9 WHT	RM	2013071210453300	BURLEIGH COUNTY AUDITOR	400	1196
COLE BOI200	PP0607	OX9001 8.5X11 20 BOISE X9 WHT	RM	2013071212564500	CENTRAL DUPLICATING BIS #####	400	1196
COLE BOI200	PP0607	OX9001 8.5X11 20 BOISE X9 WHT	RM	2013071218886000	DEPT OF PUBLIC INSTRUCTION	200	626
COLE BOI200	PP0607	OX9001 8.5X11 20 BOISE X9 WHT	RM	2013071255789000	ND DEPT OF HUMAN SRVCS FIN####	150	469.5
COLE BOI200	PP0607	OX9001 8.5X11 20 BOISE X9 WHT	RM	2013071256364500	PRINT AND COPY SERVICE NDSU	50	156.5
COLE BOI200	PP0607	OX9001 8.5X11 20 BOISE X9 WHT	RM	2013071312564500	CENTRAL DUPLICATING BIS #####	0	0
COLE BOI200	PP0607	OX9001 8.5X11 20 BOISE X9 WHT	RM	2013071612564500	CENTRAL DUPLICATING BIS #####	400	1196
COLE BOI200	PP0607	OX9001 8.5X11 20 BOISE X9 WHT	RM	2013071719760000	ND CENTER FOR DISTANCE EDUCATI	200	626
COLE BOI200	PP0607	OX9001 8.5X11 20 BOISE X9 WHT	RM	2013071804883000	BANK OF NORTH DAKOTA	600	1794
COLE BOI200	PP0607	OX9001 8.5X11 20 BOISE X9 WHT	RM	2013071840479590	JOB SERVICE NORTH DAKOTA ####	120	375.6
COLE BOI200	PP0607	OX9001 8.5X11 20 BOISE X9 WHT	RM	2013071880864090	UND ACCOUNTING SERVICES	100	313
COLE BOI200	PP0607	OX9001 8.5X11 20 BOISE X9 WHT	RM	2013071956050000	ND PARKS & RECREATION DEPT####	100	313
COLE BOI200	PP0607	OX9001 8.5X11 20 BOISE X9 WHT	RM	2013071959612500	OFFICE OF ATTORNEY GENERAL	200	626
COLE BOI200	PP0607	OX9001 8.5X11 20 BOISE X9 WHT	RM	2013071974883000	STATE DEVLPMNTL CNT GRAFT ####	400	1196
COLE BOI200	PP0607	OX9001 8.5X11 20 BOISE X9 WHT	RM	2013071980863700	UND CENTER FOR FAMILY MEDICINE	140	438.2
COLE BOI200	PP0607	OX9001 8.5X11 20 BOISE X9 WHT	RM	2013072340479590	JOB SERVICE NORTH DAKOTA ####	400	1196
COLE BOI200	PP0607	OX9001 8.5X11 20 BOISE X9 WHT	RM	2013072356316000	NDSCS CENTRAL RECEIVING	800	2392
COLE BOI200	PP0607	OX9001 8.5X11 20 BOISE X9 WHT	RM	2013072356364500	PRINT AND COPY SERVICE NDSU	100	313
COLE BOI200	PP0607	OX9001 8.5X11 20 BOISE X9 WHT	RM	2013072381149000	VALLEY CITY STATE UNIVERSTY	100	313
COLE BOI200	PP0607	OX9001 8.5X11 20 BOISE X9 WHT	RM	2013072412564500	CENTRAL DUPLICATING BIS #####	400	1196
COLE BOI200	PP0607	OX9001 8.5X11 20 BOISE X9 WHT	RM	2013072456354000	NDSU	860	2571.4
COLE BOI200	PP0607	OX9001 8.5X11 20 BOISE X9 WHT	RM	2013072556864000	NDSU	80	287.2
COLE BOI200	PP0607	OX9001 8.5X11 20 BOISE X9 WHT	RM	2013072558640300	NORTHEAST JUDICIAL DIST COURT	200	626



General Office Supplies Core Items



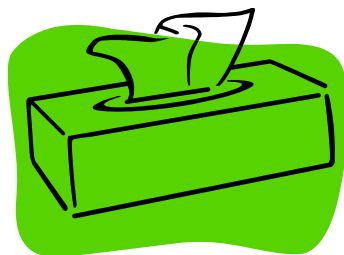
Central Service Product Catalog

Grand Total!!

CS#	Weight per Unit	PCW %							
17101	0.683	0.8	D00032						
17102	0.683	0.8	Total		26			0	0
17302	0.808	0.8	D80301	11" CERTIFICATE BLUE	6/24/2013	500	0.012	0	6
17303	0.808	0.8	D80301	11" CERTIFICATE BLUE	6/11/2013	500	0.012	0	6
17304	0.808	0.8	D80301	11" CERTIFICATE BLUE	5/3/2013	500	0.012	0	6
17305	0.917	0.8	D80301	11" CERTIFICATE BLUE	4/29/2013	25	0.012	0	0.3
17306	0.917	0.8	D80301	11" CERTIFICATE BLUE	4/19/2013	500	0.012	0	6
17307	0.917	0.8	D80301	11" CERTIFICATE BLUE	3/13/2013	500	0.012	0	6
17308	1.04	0.8	D80301	11" CERTIFICATE BLUE	3/1/2013	500	0.012	0	6
17309	1.04	0.8	D80301	11" CERTIFICATE BLUE	1/9/2013	50	0.012	0	0.6
17310	1.35	0.8	D80301	11" CERTIFICATE BLUE-24 lb bond	1/2/2013	500	0.012	0	6
17311	1.35	0.8	D80301	11" CERTIFICATE BLUE	11/28/2012	500	0.012	0	6
17350	1.01	0.8	D80301	11" CERTIFICATE BLUE	11/8/2012	500	0.012	0	6
17351	1.01	0.8	D80301	11" CERTIFICATE BLUE	9/27/2012	500	0.012	0	6
17352	1	0.8	D80301	11" CERTIFICATE BLUE	9/18/2012	500	0.012	0	6
17353	1.27	0.8	D80301	11" CERTIFICATE BLUE	9/14/2012	50	0.012	0	0.6
27201	0.746	0	D80301	11" CERTIFICATE BLUE	9/14/2012	200	0.012	0	2.4
33101	0.26	0.6	D80301	11" CERTIFICATE BLUE	8/6/2012	100	0.012	0	1.2
33102	0.26	0.6	D80301	11" CERTIFICATE BLUE	8/6/2012	500	0.012	0	6
33400	0.106	0.1	D80301						
33401	0.106	0.1	Total			6425			0
33403	0.106	0.1	D80302	11" CERTIFICATE BRWN	3/27/2013	35	0.012	0	0.42
33404	0.106	0.1	D80302	11" CERTIFICATE BRWN	10/22/2012	1,500	0.012	0	18
33406	0.106	0.1	D80302	11" CERTIFICATE BRWN	9/19/2012	500	0.012	0	6
33409	0.106	0.1	D80302						
33412	0.106	0.1	Total			2035			0
33413	0.106	0.1	D80303	11" CERTIFICATES GRN	5/17/2013	50	0.012	0	0.6
33414	0.106	0.1	D80303						
36211	0.25	0.1	Total			50			0
			Grand Total			59231		51124.706	19970.1667
									0.390616
									8



Janitorial Supplies



Vendors information is then put into 1 spread sheet.



GROUP 6 - NAPKINS AND EPP ALTERNATIVE PRODUCTS

Item	Description	Contractor	Brand	Man. Number	Order Unit	Unit Count	Price	Net Case Wt	PCW%	Unit (CS) Sales	Paper / Lbs.	PCW/LBs.
78	Dispenser Napkin tall fold, 1-ply, white, 7.0"x13.5" open size, 250/Band, 40 Bands/10K/CS	COLE	SCA Universal	D3052A	CS	10,000	33.96	22.03	100%	335	7,380	7380.05
80	Dispenser Napkins, full fold, 1- ply, white, 12" X 17" opened size, 500/ Pkg., 6K/CS	COLE	SCA Advanced	D802A	CS	6,000	40.37	34.0	100%	20	680	680.00
82	Dinner Napkins, 1/8 fold, 2-ply, white, 15"x17", Embossed 30/Pkg., 100ct Pkg/ CS	DACOTAH	SCA Tissue	NP310A	CS	3,000	34.02	32.84	100%	20	657	656.8
84	Dinner Napkins, 1/4" fold, 1- ply, white, , 16" X 16" - opened size, 500/ Pkg., 8 Bags - 4000/CS	DACOTAH	Kimberly Clark	98171	CS	3,000	40.68	25.85	100%	77	1,990	1990.45

Final Numbers for 2012-2013

Option #1			
Product Category	Weight X Total Units lbs	Weight X Recycled Units lbs	B/A=%
Print	347,506	20,864.30	6.00%
Calendars	4,220.44	4,220.44	100.00%
Envelope	145,192	0	0.00%
Janitorial	543,897	407,743	74.97%
Paper	1,277,715	184,259	14.42%
Office Supplies	51,125	32,970	64.49%
Core Boxes	39,059	39059	100.00%
Total Paper Purchase	2,408,714	689,116.14	28.61%
Goal is 602,178.5 lbs		Goal is 602,178.5 lbs	
		86,937.9 lbs over GOAL!!	

North Dakota is 86,937.9 lbs over GOAL!!!!

www.ResponsiblePurchasing.org



RPN helped North Dakota strengthen its EPP program and set new goals for upcoming years.

New Goals are:

Establishing a Green team.

Centralize purchasing to ensure EPP products are PCR/PCW

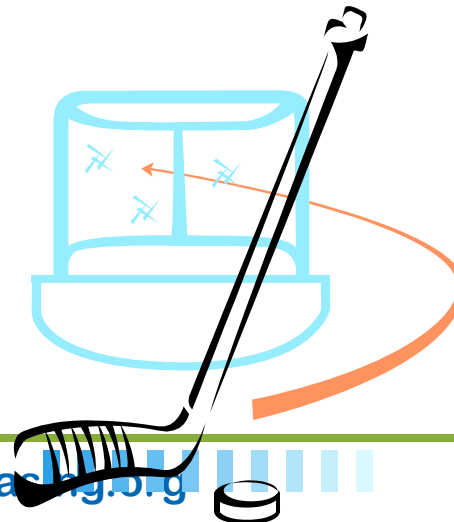
Reviewing contract structures to maximize recycled purchases.

Changing bid specifications to include the minimum EPA CPG standards

Working with people soft to track Green products

Contractually require vendors to provide usage reports.

Updating ND.gov website with more accurate green purchasing information.



Conclusion of RPN's report.



Thank you to NASPO & RPN



Resources

[RPN Tracking Report](http://www.responsiblepurchasing.org/private/naspo/state_tech_assist/north_dakota_paper_report.pdf) - http://www.responsiblepurchasing.org/private/naspo/state_tech_assist/north_dakota_paper_report.pdf

[Conservatree](http://www.conservatree.org) – <http://www.conservatree.org>

[Environmental Paper Network Eco-Paper Database](http://www.whatsinyourpaper.com/index.php?option=com_content&task=view&id=57&Itemid=79) - http://www.whatsinyourpaper.com/index.php?option=com_content&task=view&id=57&Itemid=79

[Environmental Paper Network Paper Calculator](http://www.papercalculator.org) – <http://www.papercalculator.org>

[U.S. EPA Comprehensive Procurement Guidelines](http://www.epa.gov/epawaste/consERVE/tools/cpg/products/index.htm) - <http://www.epa.gov/epawaste/consERVE/tools/cpg/products/index.htm>

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Round Table Discussion



Thank you!

To become an RPN member or learn more about recycled paper tracking, visit:

www.ResponsiblePurchasing.org