

CITY OF SEATTLE
Purchase Order
Purchasing Services Division
Finance Department
700 3rd Ave #910
Seattle, WA 98104-1818

REQUEST FOR PROPOSAL

This is Not a

Request for Proposal #	Page 1 of 1
JCT-022502	
BUYER: SARA SCHUTT PHONE: 206/684-0456 FAX: 206/233-5155	
Date of Request for Proposal: 4/16/2002 Date/Time Proposals Due: June 5, 2002, 4:00PM	

REQUEST FOR PROPOSAL # JCT-022502

For

ENVIRONMENTALLY PREFERABLE JANITORIAL CLEANING PRODUCTS

The purpose of this request for proposal is to establish an annual vendor contract(s) for ENVIRONMENTALLY PREFERABLE JANITORIAL CLEANING PRODUCTS to be used citywide by departments of the City of Seattle. The City of Seattle may award multiple contracts.

This RFP is for the following categories of products: toilet bowl cleaner, glass cleaner, general purpose cleaner, deodorizer; combined disinfectant/cleaner & disinfectant.

FOR PROPOSAL TO BE CONSIDERED RESPONSIVE, BIDDER MUST SIGN AND SUBMIT THIS FORM WITH PROPOSAL TO 700 – 3RD AVENUE, #910, SEATTLE, WA 98104

All returned proposals and related Documents must be identified with our Request for Proposal ID number. This is Not a Purchase Order

Print Name: _____	Title: _____
Authorized Proposer Signature _____	Date: _____

SECTION I: INTRODUCTION

1.0 PURPOSE:

The City of Seattle hereby solicits responses from interested proposes to provide the City of Seattle with ENVIRONMENTALLY PREFERABLE JANITORIAL CLEANING PRODUCTS. The annual usage for CLEANING PRODUCTS with the City of Seattle is over \$100,000. The primary users of any contract(s) issued as a result of this Request for Proposal (RFP) will be City Wide.

In addition to products cited herein, the City may add new products from time to time. These products will have been approved the City’s Janitorial Commodity Team. The request for new products shall be sent to the vendor contract buyer, currently Sara Schutt, at 206-684-0456. In order for any product to be approved the product shall pass the same environmental criteria, testing procedures, and pricing that are cited in RFP022502.

Requests shall be submitted to:

**City of Seattle Executive Services Department
Purchasing Services
700 3rd Avenue #910
Seattle, WA 98104-1808
Attn: Sara Schutt, Buyer Tel: 206-684-0456
Fax: 206-386-0068
E-mail address is sara.schutt@ci.seattle.wa.us**

Schedule of events for this Request for Proposal:

**Date of Request for Proposal: 4/16/2002
Letter of Intent to Propose Due: 4/29/2002, 5:00PM
Last Day for letters of Clarification: 5/06/2002, 5:00PM
Proposal Opening Date: 6/05/2002, 4:00PM**

LETTER OF INTENT TO PROPOSE:

Vendors interested in participating in this acquisition process should have an authorized representative provide a Letter of Intent To Propose via Email, fax or mail to the Buyer no later than 5/16/2002 This letter of intent should include name of representative, name of company, address, phone number, e-mail address & fax number.

Failure to submit this Letter of Intent to bid as scheduled will result in a vendor’s RFQ being considered non-responsive.

SECTION II: GENERAL INSTRUCTIONS

- A. Vendors may bid on one or any number of product categories.
- B. Any quantities set forth in this RFP are estimated annual usage amounts. Quantities are listed only for the purposes of evaluating bids and will not constitute a purchasing obligation by the City.
- C. Taxes shall not be included in the bid price. The City is exempt from Federal Excise Tax. Washington State and Local Sales Tax will be an added item on invoice only.
- D. Any contracts resulting from this RFP may be expanded to cover any similar product normally stocked by the supplier, provided that the supplier agrees to provide the products using the same pricing structure as the items specifically listed and the product is approved by the City.
- E. It is anticipated that most orders placed under any resultant contract shall be placed by telephone. The successful vendor shall be required to maintain adequate local stock to ensure timely delivery upon request.
- F. Single or multiple awards.
- Award may be made to a single vendor or multiple vendors for each products category.
 - Each contract may be for one product or product category, or for multiple products or product categories.
- G. Award will be based on ENVIRONEMNTAL CRITERIA, PRICING & PERFORMANCE. Products shall be evaluated first according to the environmental criteria in Attachment #2, Technical Specification. If the products fail under the Pass/Fail environmental criteria or if products exceed the Maximum Allowable Points for the Relative Scoring environmental criteria, those products shall be disqualified from further consideration for this bid. If products pass the environmental criteria, they will be evaluated based on performance, and then pricing.
- H. Bid prices are to remain firm through the first year of the contract. A vendor may request a price increase annually, at least 45 days prior to the contract anniversary date. The request for a price increase must be in writing to the buyer in Purchasing Services. The price increase must be mutually agreed upon or the contract may not be extended.
- I. Any contracts resulting from this RFP shall be assigned a vendor contract number. Orders shall be placed directly by using City department. Invoices shall be mailed in duplicate directly to the ordering department.
- J. Vendors are not to make any contact with the City about this RFP except through the Purchasing Services Division. Any vendor who submits a proposal, which is at variance

with this RFP on the basis of information received from any agency other than the Purchasing Services Division, may be considered nonresponsive and that proposal rejected.

K. The Director of Department of Finance reserves the right to reject any and all bids, to waive formalities in bids, to accept any item in a bid and to cancel any contract upon thirty (30 days written notice).

L. **NON-DISCRIMINATION IN BENEFITS (SMC CH. 20.45).** Prior to, and as a condition of, the execution of a purchase contract, the successful vendor shall provide a completed "Equal Benefits Compliance Declaration," Attached.

M. **RFP's shall be sealed in an envelope, and the outside of the envelope should be marked with the following information:**

1. Name of the firm submitting the RFP
2. Title of the RFP
3. RFP number

The RFP shall be submitted in triplicate as follows and shall contain all required submittals listed in the Checklist at the end of these instructions:

1. The original consisting of the City of Seattle Request for Proposal forms completed and signed.
2. Two copies of the original.

RFP's RECEIVED LATE: It is the vendor's responsibility to ensure that their RFP is received by Purchasing Services prior to the opening date and time specified. Any RFP received after the opening date and time will be promptly returned to the vendor unopened. The City of Seattle will not be responsible for RFP's received late because of delays by a third party delivery service; i.e., US Mail, UPS, Federal Express, etc.

RFP's CALCULATION ERRORS: In the event there is a discrepancy between the total proposed amount or the extended amounts and the unit prices proposed, the unit prices will prevail and the corrected sum will be considered the bid price.

CITY RESERVES THE RIGHT: The City reserves the right to waive minor informalities in any proposal; to reject any or all RFP's with or without cause; and/or to accept the RFP that in its judgment will be in the best interest of the City of Seattle.

O. **INSURANCE (AS APPLICABLE)** Insurance shall be provided, per the attached insurance guide. Upon request, an insurance certificate complying with the attached guide may be required prior to award.

P. **ANTI-COLLUSION STATEMENT** No proposer/vendor will divulge, discuss or compare their proposal with other proposers/vendors and will not collude with any other proposer/vendor or party to a proposal whatsoever. Note: no premiums, rebates or gratuities to any employee or agent are permitted either

with, prior to, or after any delivery of materials. Any such violation will result in the cancellation and/or return of material (as applicable) and the removal from the bid proposers list.

Q. CLARIFICATIONS Requests from vendors for clarifications, interpretations, exceptions and/or changes to the Specification must be specifically identified and addressed in writing ten (10) days prior to the bid opening. The City will not review or accept Vendor's preprinted terms and conditions.

R. NO GUARANTY OF USAGE The City does not guarantee the utilization of any contract issued as the result of this RFQ. Any contract issued will be subject to cancellation by either party upon thirty (30) days advanced written notice. The City may award contracts to other vendors for similar products. Actual utilization will be based on availability, proximity of vendors facilities, frequency of deliveries, or any other factor deemed important to the City.

S. SUMMARY REPORTS Upon request, any awarded vendor shall be responsible for furnishing a summary report to any requesting City Department. This report shall encompass City of Seattle usage only, showing at a minimum, the following information:
Full description of the product used
Quantity

SECTION III: RFP EVALUATION PROCESS

1. Evaluation Process

After the RFP's have been opened, the RFP's will be reviewed by the City.

Evaluation Criteria

2.1 All incomplete RFP's submitted shall be determined non-responsive and removed from the evaluation process. To be considered complete, RFP's shall include all required submittals listed in the checklist, and shall be signed and dated.

2.2 All complete RFPs will be evaluated as follows:

Step 1. Pass/Fail Evaluation: Product shall be evaluated according to the criteria in Section D Technical Requirements. If the product passes this step, then the evaluation continues with the next requirement. If the product fails this step, then the evaluation stops.

Step 2: Relative Score Requirements: The product shall receive a relative score for each of the requirements in Part II of Section D, and the accumulative total score shall be calculated. For each requirement Bidder shall submit the specified data.

Step 3: Product Performance Testing: After each product has been evaluated for conformance with this specification, the City may request samples from Bidder. City janitors will test each of the selected products on the job, and will then rank each product according to its performance. City staff will use this performance ranking to make a short list of products for which it will evaluate both cost and administrative convenience. Products which rate most favorably in all of these areas will be considered for purchase by the City.

Step 4: Pricing: After steps one, two, and three, pricing will be reviewed.

2.3 After all steps of the evaluation are completed, the following weighted factors for the areas of consideration will be used in making the recommendations:

3. Final Evaluation

The evaluation team, using the scoring matrix will make a recommendation as to which vendors are to be notified that they are qualified and extending an offer to enter into a contract.

4. Scoring Matrix

<u>Areas of Consideration</u>	<u>Weight</u>
(A) Environmental Criteria	20%
(B) Performance	60%
(C) Pricing	<u>20%</u>
Total:	100%

SPECIAL TERMS AND CONDITIONS

PACKAGING

- A. Specifications: Unless otherwise specified, goods are to be packaged in cartons meeting federal specifications.
- B. Labeling: Individual shipping cartons shall be labeled with the name of the ordering department, order number, contract number, vendor, and where applicable, date of manufacture, batch number, storage requirements, conditions, and recommended shelf life. Vendors are encouraged to offer product packaging with recycled content. Individual containers must meet Federal specifications and include dilution instructions to aid the end user. If product is packaged in multiple sizes or can be used for multiple uses, product must be bid as if it's a separate product.

Each product container, including samples, shall have labeling that will not run if the container contents touch the label, or otherwise become unreadable during the use of the product.

PRICING AND ADJUSTMENTS

Unless otherwise stipulated all bids must include unit prices and extensions where applicable and be otherwise in the format requested.

All bid pricing is to be FOB Destination, freight prepaid and allowed.

All pricing shall include the costs of bid preparation, servicing of accounts, and all contractual requirements. During contract period:

Payment Terms

- A. Requests and Disposition: The City of Seattle reserves the right to request samples, at bidder's expense. The City of Seattle reserves the option of keeping the sample or asking the vendor to pick up the sample..
- B. Labeling and warranty: All samples provided to the City of Seattle shall be identical to products quoted by bidder and shall be labeled with bidder's name and applicable Contract Bid number. All samples are an express warranty, which shall also apply to all future supplies provided under this contract. Bidders failing to comply with this requirement will have their bid rejected or contract terminated.

VENDOR REQUIREMENTS

- A. General Requirements: The City of Seattle, in conjunction with purchasers, monitors and maintains records of vendor performance. Purchasers will be provided with product/service performance report forms to forward reports of superior or poor performance to the City of Seattle, Purchasing Office.
- B. Staff Training/Education: The awarded vendor(s) will help educate City Departments on the proper use of their products.
- C. Cost of Remedying Defects: All defects, indirect and consequential costs of correcting, removing or replacing any or all of the defective product will be charged against the Contractor.

OSHA AND WISHA REQUIREMENTS

Contractor agrees to comply with conditions of the Federal Occupational Safety and Health Acts of 1970 (OSHA), as may be amended, and, if it has a workplace within the State of Washington, the Washington Industrial Safety and Health Act of 1973 (WISHA), as may be amended, and the standards and regulations issued thereunder and certifies that all items furnished and purchased under this order will conform to and comply with said standards and regulations. Contractor further agrees to indemnify and hold harmless purchaser from all damages assessed against purchaser as a result of Contractor's failure to comply with the acts

and standards thereunder and for the failure of the items furnished under this order to so comply.

AWARD OF CONTRACT

Upon award of contract vendor shall provide the following;

A. 1. Designation: Name, e-mail address, fax number and phone number of contact representative who will be responsible for contract.

B.

2. Responsibility: Representative shall function as the primary point of contact, shall ensure supervision and coordination and shall take corrective action as necessary to meet contractual requirements.

3. Availability: Representative, or designee, shall be available at all times during normal working hours throughout the term of the contract.

Price/Product Information Sheets

I. Glass Cleaner

Product Description

Glass cleaner, non-streaking liquid. Product may be concentrated or ready to use. Ready to use product must be available in a minimum 20-oz. non-aerosol container. If concentrated, product must have dilution instructions to equal a 20-oz. container. For use on glass, Plexiglas, plastic, mirrors, and chrome.

Product Name _____ **Manufacturer:** _____

1. How is the product packaged? (Check one:)

_____ Concentrated _____ Ready to use, packaged in bulk _____ Packaged in single-user containers

2. **If the product is concentrated**, then answer the following:

What is the price per gallon of concentrate? _____

What is the dilution ratio for medium soil? _____

What is the price per gallon diluted for medium soil? _____

What is the container size in ounces? _____

3. **If the product is ready-to-use and packaged in bulk**, then answer the following:

What is the price per gallon of product? _____

What is the container size in ounces? _____

4. **If the product is ready to use and packaged in single-user containers** (not in bulk), then answer the following:

What is the price per gallon of product? _____

What is the container size in ounces? _____

If shipped by the case, how many containers per case? _____

5. What is the shelf life of the product? _____

6. Does product require special equipment to dispense/use properly? _____ YES

_____ NO

If yes, please explain & describe equipment:

It is encouraged that this equipment be offered at no charge to the city.

Can you accommodate? ____YES ____NO

If not, what is the cost of the equipment?

7. Are there special requirements that are needed such as power, plumbing, or special waste handling that we need to be aware of before agreeing to use your product? ____YES

____NO

If yes, please explain & describe requirements:

8. Is product sensitive to heat, cold, light or anything else that requires special warehouse conditions?

____YES ____NO If yes, please explain:

9. Does product have to "sit" for a specified amount of time to work properly? ____YES

____NO

If yes, please explain:

10. Does your product contain added fragrances? ____YES ____NO

11. If the product you are bidding contains fragrance, do you have a comparable product that doesn't? ____YES ____NO

Price/Product Information Sheet

II. Toilet Bowl/ Cleaner

Product Description

Toilet bowl/urinal cleaner. Product shall be non-corrosive, non-aerosol and have fast penetrating action to remove stains, eliminate and neutralize urine odors. Product will be used on porcelain & stainless steel.

Product Name: _____ **Manufacturer:** _____

1. How is the product packaged? (Check one:)

____ Concentrated ____ Ready to use, packaged in bulk ____ Packaged in single-user containers

2. **If the product is concentrated**, then answer the following:

What is the price per gallon of concentrate? _____

What is the dilution ratio for medium soil? _____

What is the price per gallon diluted for medium soil? _____

What is the container size in ounces? _____

3. **If the product is ready-to-use and packaged in bulk**, then answer the following:

What is the price per gallon of product? _____

What is the container size in ounces? _____

4. **If the product is ready to use and packaged in single-user containers** (not in bulk), then answer the following:

What is the price per gallon of product? _____

What is the container size in ounces? _____

If shipped by the case, how many containers per case? _____

5. What is the shelf life of the product? _____

6. Does product require special equipment to dispense/use properly? ____ YES

____ NO

If yes, please explain & describe equipment:

It is encouraged that this equipment be offered at no charge to the city.

Can you accommodate? ____ YES ____ NO

If not, what is the cost of the equipment?

7. Are there special requirements that are needed such as power, plumbing, or special waste handling that we need to be aware of before agreeing to use your product? _____ YES
_____ NO

If yes, please explain & describe requirements:

8. Is product sensitive to heat, cold, light or anything else that requires special warehouse conditions?

_____ YES _____ NO If yes, please explain:

9. Does product have to "sit" for a specified amount of time to work properly? _____ YES
_____ NO

If yes, please explain:

10. Does your product contain added fragrances? _____ YES _____ NO

11. If the product you are bidding contains fragrance, do you have a comparable product that doesn't? _____ YES _____ NO

Price/Product Information Sheet

III. Basin, Tub and Tile Cleaner

Product Description

Tub and tile non-aerosol cleaner. Cleaner for use on porcelain, tile, ceramic tile, & fiberglass surfaces. Effective on soap scum, suntan and body oils, mildew, lime, water scale and rust deposits. Must be non-corrosive to metal.

ProductName: _____ **Manufacturer:** _____

1. How is the product packaged? (Check one:)

____ Concentrated ____ Ready to use, packaged in bulk ____ Packaged in single-user containers

2. **If the product is concentrated**, then answer the following:

What is the price per gallon of concentrate? _____

What is the dilution ratio for medium soil? _____

What is the price per gallon diluted for medium soil? _____

What is the container size in ounces? _____

3. **If the product is ready-to-use and packaged in bulk**, then answer the following:

What is the price per gallon of product? _____

What is the container size in ounces? _____

4. **If the product is ready to use and packaged in single-user containers** (not in bulk), then answer the following:

What is the price per gallon of product? _____

What is the container size in ounces? _____

If shipped by the case, how many containers per case? _____

5. What is the shelf life of the product? _____

6. Does product require special equipment to dispense/use properly? ____ YES

____ NO

If yes, please explain & describe equipment:

It is encouraged that this equipment be offered at no charge to the city.

Can you accommodate? ____ YES ____ NO

If not, what is the cost of the equipment?

7. Are there special requirements that are needed such as power, plumbing, or special waste handling that we need to be aware of before agreeing to use your product? _____ YES
_____ NO

If yes, please explain & describe requirements:

8. Is product sensitive to heat, cold, light or anything else that requires special warehouse conditions?

_____ YES _____ NO If yes, please explain:

9. Does product have to "sit" for a specified amount of time to work properly? _____ YES
_____ NO

If yes, please explain:

10. Does your product contain added fragrances? _____ YES _____ NO

11. If the product you are bidding contains fragrance, do you have a comparable product that doesn't? _____ YES _____ NO

Price/Product Information Sheet

IV. General Purpose Cleaner

Product Description

General-purpose cleaner/degreaser non-aerosol. For floors, marble, granite, quarry tile, vinyl, composition tile. Suitable for porcelain, linoleum, painted & unpainted walls, countertops, and metal surfaces. Product may be concentrated or ready to use. Must have the ability to dissolve a wide range of fats, grease, inks, dirt, or petroleum hydrocarbons. Must be non-abrasive and rinse free.

Product Name: _____ **Manufacturer:** _____

1. How is the product packaged? (Check one:)

____ Concentrated ____ Ready to use, packaged in bulk ____ Packaged in single-user containers

2. **If the product is concentrated**, then answer the following:

What is the price per gallon of concentrate? _____

What is the dilution ratio for medium soil? _____

What is the price per gallon diluted for medium soil? _____

What is the container size in ounces? _____

3. **If the product is ready-to-use and packaged in bulk**, then answer the following:

What is the price per gallon of product? _____

What is the container size in ounces? _____

4. **If the product is ready to use and packaged in single-user containers** (not in bulk), then answer the following:

What is the price per gallon of product? _____

What is the container size in ounces? _____

If shipped by the case, how many containers per case? _____

5. What is the shelf life of the product? _____

6. Does product require special equipment to dispense/use properly? ____ YES

____ NO

If yes, please explain & describe equipment:

It is encouraged that this equipment be offered at no charge to the city.

Can you accommodate? YES NO

If not, what is the cost of the equipment?

7. Are there special requirements that are needed such as power, plumbing, or special waste handling that we need to be aware of before agreeing to use your product? YES
 NO

If yes, please explain & describe requirements:

8. Is product sensitive to heat, cold, light or anything else that requires special warehouse conditions?

YES NO If yes, please explain:

9. Does product have to "sit" for a specified amount of time to work properly? YES
 NO

If yes, please explain:

10. Does your product contain added fragrances? YES NO

11. If the product you are bidding contains fragrance, do you have a comparable product that doesn't? YES NO

Price/Product Information Sheet

V. Deodorizer

Product Description
Deodorizer. Non-staining, for use in a pump spray container. Eliminates odors produced by cigar and cigarette smoke, urine and fecal matter, mildew, vomit, food spillage, garbage, cooked foods, pets and perspiration.

Product Name: _____ **Manufacturer:** _____

1. How is the product packaged? (Check one):
____ Concentrated ____ Ready to use, packaged in bulk ____ Packaged in single-user containers

2. **If the product is concentrated**, then answer the following:

What is the price per gallon of concentrate? _____

What is the dilution ratio for medium soil? _____

What is the price per gallon diluted for medium soil? _____

What is the container size in ounces? _____

3. **If the product is ready-to-use and packaged in bulk**, then answer the following:

What is the price per gallon of product? _____

What is the container size in ounces? _____

4. **If the product is ready to use and packaged in single-user containers** (not in bulk), then answer the following:

What is the price per gallon of product? _____

What is the container size in ounces? _____

If shipped by the case, how many containers per case? _____

5. What is the shelf life of the product? _____

6. Does product require special equipment to dispense/use properly? ____ YES
____ NO

If yes, please explain & describe equipment:

It is encouraged that this equipment be offered at no charge to the city.

Can you accommodate? ____ YES ____ NO

If not, what is the cost of the equipment?

7. Are there special requirements that are needed such as power, plumbing, or special waste handling that we need to be aware of before agreeing to use your product? _____ YES

_____ NO

If yes, please explain & describe requirements:

8. Is product sensitive to heat, cold, light or anything else that requires special warehouse conditions?

_____ YES _____ NO If yes, please explain:

9. Does product have to "sit" for a specified amount of time to work properly? _____ YES

_____ NO

If yes, please explain:

10. Does your product contain added fragrances? _____ YES _____ NO

11. If the product you are bidding contains fragrance, do you have a comparable product that doesn't? _____ YES _____ NO

Price/Product Information Sheet

VI. Disinfectant

Product Description
Disinfectant. For use on walls, floors, restrooms, countertops, telephones, and garbage cans.

Product Name: _____ **Manufacturer:** _____

1. How is the product packaged? (Check one:)
____ Concentrated ____ Ready to use, packaged in bulk ____ Packaged in single-user containers

2. **If the product is concentrated**, then answer the following:

What is the price per gallon of concentrate? _____

What is the dilution ratio for medium soil? _____

What is the price per gallon diluted for medium soil? _____

What is the container size in ounces? _____

3. **If the product is ready-to-use and packaged in bulk**, then answer the following:

What is the price per gallon of product? _____

What is the container size in ounces? _____

4. **If the product is ready to use and packaged in single-user containers** (not in bulk), then answer the following:

What is the price per gallon of product? _____

What is the container size in ounces? _____

If shipped by the case, how many containers per case? _____

5. What is the shelf life of the product? _____

6. Does product require special equipment to dispense/use properly? ____ YES
____ NO

If yes, please explain & describe equipment:

It is encouraged that this equipment be offered at no charge to the city.

Can you accommodate? ____ YES ____ NO

If not, what is the cost of the equipment?

7. Are there special requirements that are needed such as power, plumbing, or special waste handling that we need to be aware of before agreeing to use your product? _____ YES
_____ NO

If yes, please explain & describe requirements:

8. Is product sensitive to heat, cold, light or anything else that requires special warehouse conditions?

_____ YES _____ NO If yes, please explain:

9. Does product have to "sit" for a specified amount of time to work properly? _____ YES
_____ NO

If yes, please explain:

10. Does your product contain added fragrances? _____ YES _____ NO

11. If the product you are bidding contains fragrance, do you have a comparable product that doesn't? _____ YES _____ NO

Price/Product Information Sheet
VII. Combined Disinfectant Cleaner

Product Description
Combination disinfectant cleaner. For use on any public area where disinfectant is necessary. For use on walls, floors, restroom, countertops, telephones, and garbage cans.

Product Name: _____ **Manufacturer:** _____

1. How is the product packaged? (Check one:)
____ Concentrated ____ Ready to use, packaged in bulk ____ Packaged in single-user containers

2. **If the product is concentrated**, then answer the following:

What is the price per gallon of concentrate? _____

What is the dilution ratio for medium soil? _____

What is the price per gallon diluted for medium soil? _____

What is the container size in ounces? _____

3. **If the product is ready-to-use and packaged in bulk**, then answer the following:

What is the price per gallon of product? _____

What is the container size in ounces? _____

4. **If the product is ready to use and packaged in single-user containers** (not in bulk), then answer the following:

What is the price per gallon of product? _____

What is the container size in ounces? _____

If shipped by the case, how many containers per case? _____

5. What is the shelf life of the product? _____

6. Does product require special equipment to dispense/use properly? ____ YES
____ NO

If yes, please explain & describe equipment:

It is encouraged that this equipment be offered at no charge to the city.

Can you accommodate? ____ YES ____ NO

If not, what is the cost of the equipment?

7. Are there special requirements that are needed such as power, plumbing, or special waste handling that we need to be aware of before agreeing to use your product? _____ YES

_____ NO

If yes, please explain & describe requirements:

8. Is product sensitive to heat, cold, light or anything else that requires special warehouse conditions?

_____ YES _____ NO If yes, please explain:

9. Does product have to "sit" for a specified amount of time to work properly? _____ YES

_____ NO

If yes, please explain:

10. Does your product contain added fragrances? _____ YES _____ NO

11. If the product you are bidding contains fragrance, do you have a comparable product that doesn't? _____ YES _____ NO

City of Seattle Technical Specification For Environmentally Preferable Janitorial Chemicals

A. Introduction • Environmentally Preferable Products

Bidder Submittals The City of Seattle (City) wishes to evaluate the environmental, health, and safety impacts of various janitorial products that it is considering for purchase for City-wide use.

Bidder shall submit the following for each proposed product:

- Product Certification Form, Attachment 3, complete with all the following attachments;
- Current Material Safety Data Sheet (MSDS);
- Product Use Instructions;
- Sample Product Label; and
- Specified Test Results (if available).

The City prefers Bidder do the following:

- All copies shall be printed on recycled and/or tree free paper.
- All copies shall be double-sided.
- Covers and dividers shall be recyclable paper.
- Unnecessary attachments or documents not specifically asked for shall not be submitted.
- Superfluous use of paper (e.g. separate title sheets or chapter dividers) shall be avoided.

One Product Intended For Use In More Than One Category If a single product fulfills more than one category (e.g., it can serve both as a glass cleaner and as an all purpose cleaner), then use a separate Product Certification Form for each intended use category. Bidder shall complete a separate Certification Form for each product.

Proprietary Information All information received by City is subject to public disclosure. Bidder should not submit to City any information that it considers to be proprietary.

Dispensing Systems for Concentrates: Upon award of contract, vendor shall be required to provide the following: For products intended for multiple uses that come in a concentrated state, vendor shall provide a dispensing system.

Evaluation Process

Step 1. Pass/Fail Evaluation: Product shall be evaluated according to the criteria in Section D Technical Requirements. If the product passes this step, then the evaluation continues with the next requirement. If the product fails this step, then the evaluation stops. See page 3.

Step 2: Relative Score Requirements: The product shall receive a relative score for each of the requirements in Part II of Section D, and the accumulative total score shall be calculated. For each requirement Bidder shall submit the specified data. See page 16.

Step 3: Product Performance Testing After each product has been evaluated for conformance with this specification, the City may request samples from Bidder. City janitors will test each of the selected products on the job, and will then rank each product according to its performance. City staff will use this performance ranking to make a short list of products for which it will evaluate both cost and administrative convenience. Products that rate the most favorably in all of these areas will be considered for purchase by the City.

Step 4: Pricing: After steps one, two, and three, pricing will be reviewed.

B. Definitions

The following definitions shall apply:

CAS - Chemical Abstract Service number assigned to specific chemicals, for example: diethanolamine [CAS 111-42-2].

Combined total - the sum of all applicable product ingredients determined on a weight basis.

Concentrate - a product to which water is to be added before its use by City janitorial staff.

Concentrated form - the product as it is delivered to the City.

Disinfectant – a product that has received EPA registration based upon claims to kill bacteria, viruses, or other micro-organisms. As used here, the word disinfectant shall be an umbrella term that includes “sanitizer”, “disinfectant”, and “sterilant” products used in janitorial work.

Cleaner / Disinfectant – a product that has received EPA registration based upon claims to kill bacteria, viruses, or other micro-organisms, and that is also effective as a surface cleaner.

“>” - greater than.

“<” - less than.

“≥” - greater than or equal to.

“≤” - less than or equal to.

C. Certification Requirements

Bidder shall certify by one or more of the following methods that each proposed product meets the City’s Technical Requirements specified in Section D.

- 1 **Submittal Directly To City:** If Bidder selects this option Bidder shall complete, sign, and submit to City of Seattle a Product Certification Form for each product. Bidder shall also submit a MSDSs, test results, product data sheet, and sample container label for each product. Bidder shall disclose to the City all ingredients included in each product.

- 2 Use of Third Party Certifier: If Bidder selects this option Bidder shall complete, sign, and submit a Product Certification Form to a City-approved third party certifier for review and counter-signature. Bidder shall then submit this countersigned form to the City together with a MSDSs, product data sheet, and sample container label for each product.

Bidder shall disclose to the third party certifier all ingredients included in each product. Bidder need only disclose to the City those ingredients that are required to be listed on the MSDS (i.e., full disclosure of ingredients to the City is desired but not required).

- 3 Products With Existing Green Seal Certification: If a product has been certified by Green Seal as meeting Standard GS-37 then Bidder may at its option submit a copy of that certification to demonstrate that the product satisfies certain of the City's Technical Requirements. The specific requirements to which Green Seal certification applies are identified in Section D.

Bidder shall submit information in accordance with Method 1 or 2 above for those City Technical Requirements that Green Seal Standard GS-37 does not include.

- 4 Products Being Purchased by the State of Washington If a product is being purchased by the State of Washington as an Environmentally Preferable Product under Contract Number 11399, dated March 13, 2000, then that product is presumed to satisfy certain of the City's Technical Requirements. The specific requirements to which State purchase applies are identified in Section D.

Bidder shall submit information in accordance with Method 1 or 2, above, for those City Technical Requirements not included in State of Washington Contract 11339.

D. Technical Requirements

Janitorial chemical products that Bidder proposes to the City for consideration will be scored according to the requirements detailed below. Product must first pass Part 1 mandatory requirements in order to be evaluated further in Part II. Products that do not pass Part 1 shall be disqualified from any further consideration for this bid. Products that pass Part 1 will then be given relative scores in accordance with the Part II requirements. Products receiving relative scores exceeding the maximum allowable points shall be disqualified from any further consideration for this bid.

Part I – Pass / Fail Requirements

Goal: Product shall satisfy all of the following mandatory requirements. Requirements that are covered by Green Seal GS-37 or by the State of Washington EPP Purchase Contract are indicated in the paragraphs that follow.

PF 1 Carcinogens and Reproductive Toxins (Green Seal GS-37 and State of WA)

PF 2 Neurotoxins

PF 3 Flammability (Green Seal GS-37 and State of WA)

PF 4 Corrosivity

PF 5 Volatile Organic Compounds (Green Seal)

PF 6 Endocrine Modifiers (Green Seal GS-37 and State of WA)

PF 7 Aerosol Containers

P/F 01 Carcinogens or Reproductive Toxins

1.1 Pass/Fail Requirements

1.1.1 Listed Substances Product in its concentrated form shall contain less than 0.1% by weight of any intentionally added ingredient or known contaminant that is identified as a known, probable, or possible human carcinogen or reproductive toxin on any of the following lists:

- California Safe Drinking Water And Toxic Enforcement Act of 1986 (Prop. 65), CCR Title 22, Division 2, Subdivision 1, Chapter 3, Section 12000 et seq.
- Annual Report on Carcinogens, National Toxicology Program (NTP).
- International Agency for Research on Cancer, Group 1, 2A, or 2B.
- OSHA regulated carcinogens and reproductive toxins.

The edition of each list that is included on the compact disk furnished with the bid request, shall apply.

1.1.2 Additional Substances Product shall contain less than 0.1% by weight of each of the following substances. These substances shall not be acceptable because they are destined for inclusion in one or more of the above lists.

- propylene glycol [CAS 57-55-6]
- diethanolamine [CAS 111-42-2]
- diethylene glycol monomethyl ether [CAS 111-77-3]
- diethylene glycol monoethyl ether [CAS 111-90-0]
- n-methyl pyrrolidinone [CAS 872-50-4]
- coconut diethanolamide [CAS 8051-30-7]
- coconut oil diethanolamine [CAS 68603-42-9]

1.1.3 Exempt Substances Product may contain silica sand even though this substance is a listed carcinogen.

1.2 Pass/Fail Evaluation (See Score Sheet)

Product shall be evaluated according to the following. If the product passes this step, then the evaluation continues with the next requirement. If the product fails this step, then the evaluation stops.

Pass/Fail Evaluation		Commentary
1.2.1	Meets GS-37 PASSES	Green Seal has certified that concentrated product meets the requirements of GS-37. Submit copy of Green Seal Certificate.
1.2.2	On State P.O. PASSES	State of Washington is purchasing this product under C11399 for Environmentally Preferable Products. Submit copy of letter or purchase order from State of Washington.
1.2.3	< 0.1%: PASSES	Concentrated product contains < 0.1% of any ingredient or contaminant that is identified in ¶ 1.1.1 or 1.1.2 as a carcinogenic, teratogenic, or mutagenic substance. Submit detailed list of ingredients to designated certifier (See ¶C, above).
1.2.4	≥ 0.1%: FAILS	Concentrated product contains ≥ 0.1% of any ingredient or contaminant that is identified in ¶ 1.1.1 or 1.1.2 as a carcinogenic, teratogenic, or mutagenic substance.
1.2.5	No Data Submitted FAILS	List of ingredients needed to evaluate this requirement has not been submitted.

1.3 References

- California Safe Drinking Water And Toxic Enforcement Act of 1986
<<http://www.oehha.org/prop65.html>>
- Annual Report on Carcinogens, National Toxicology Program
<<http://ntp-server.niehs.nih.gov>>
- International Agency for Research on Cancer
<<http://193.51.164.11/default.html>>

- OSHA regulated carcinogens and reproductive toxins
<<http://www.osha-sic.gov/SLTC/carcinogens.html>>
<<http://www.osha-sic.gov/SLTC/reproductivehazards.html>>
- Green Seal
<<http://www.greenseal.org>>

P/F 02 Neurotoxins / CNS Depressants

2.1 Pass/Fail Requirements

2.1.1 Prohibited Substances (1.0%) The product in its concentrated form shall contain less than 1.0% by weight of any of the following ingredients:

- propylene glycol [57-55-6]
- acetone [67-64-1]
- methyl ethyl ketone [78-93-3]
- trichloroethylene [79-01-6]
- benzyl alcohol [100-51-6]
- hexylene glycol [107-41-5]
- propylene glycol monomethyl ether [107-98-2]
- toluene [108-88-3]
- cyclohexanol [108-93-0]
- n-hexane [110-54-3]
- diethylene glycol [111-46-6]
- diethylene glycol monoethyl ether [111-90-0]
- diethylene glycol monobutyl ether [112-34-5]
- perchloroethylene [127-18-4]
- xylene [1330-20-7]
- butoxy propanol [5131-66-8]
- naphtha [8030-30-6]
- stoddard solvent [8052-41-3]

2.1.2 Prohibited Substances (10.0%) The product in its concentrated form shall contain less than 10% by weight of any of the following ingredients:

- ethyl alcohol [64-17-5]
- isopropyl alcohol [67-63-0]
- ammonia [7664-41-7]

2.2.3 MSDS Identified Substances The product in its concentrated form shall contain less than 1.0% by weight of any ingredient that is listed on the MSDS prepared by the supplier of that ingredient as having a known or probable effect upon the human nervous system.

2.2 Pass/Fail Evaluation (See Score Sheet)

Product shall be evaluated according to the following. If the product passes this step, then the evaluation continues with the next requirement. If the product fails, then the evaluation stops.

Pass/Fail Evaluation		Commentary
2.2.1	< 1.0%: PASSES	Concentrated product contains <1.0% of any ingredient or contaminant that is a neurotoxin identified in Section 2.1.1, or < 10.0% of any ingredient or contaminant that is a neurotoxin identified in Section 2.1.2. Submit detailed list of ingredients to designated certifier (See ¶C, above).
2.2.2	≥ 1.0%: FAILS	Concentrated product contains ≥ 1.0% of any ingredient or contaminant that is a neurotoxin according to Section 2.1.1, above.
2.2.3	≥ 10.0%: FAILS	Concentrated product contains ≥ 10.0% of any ingredient or contaminant that is a neurotoxin according to Section 2.1.2, above.
2.2.4	No Data Submitted FAILS	List of ingredients needed to evaluate this requirement has not been submitted.

2.3 References

U.S. EPA evaluates and reports upon the neurotoxicity of chemicals in its Integrated Risk Information System (IRIS), available on the internet at <<http://www.epa.gov/iriswebp/iris/index.html>>.

NIOSH identifies some neurotoxins in NIOSH Report 48, Organic Solvent Neurotoxicity (1987), which is available on the internet at <http://www.cdc.gov/niosh/87104_48.html>. Refer to Appendix B.

P/F 03 Flammability

3.1 Pass/Fail Requirements

- 3.1.1 When tested by the appropriate OSHA approved method identified in Section 3.3, the product as a whole in its concentrated form shall have a flash point of 140°F or higher.
- 3.1.2 Products that are OSHA Class I (Flammable) or OSHA Class II (Combustible) Liquids shall not be accepted.

- 3.1.3 If whole product test data are unavailable, the lowest flashpoint for any individual ingredient present at or above 5.0% of the concentrated product shall be used to determine the flammability score.
- 3.1.3 The product shall fail this requirement if the flash point is determinable but flammability test data need to make this determination are not submitted for the whole product or for individual ingredients present at 5.0% or more by weight of the concentrated product.

3.2 Pass/Fail Evaluation (See Score Sheet)

Product shall be evaluated according to the following. If the product passes this step, then the evaluation continues with the next requirement. If the product fails, then the evaluation stops.

Pass/Fail Evaluation		Commentary
3.2.1	Meets GS-37 PASSES	Green Seal has certified that concentrated product meets the requirements of GS-37. Submit copy of Green Seal Certificate.
3.2.2	On State P.O. PASSES	State of Washington is purchasing this product under C11399 for Environmentally Preferable Products. Submit copy of letter or purchase order from State of Washington.
3.2.3	OSHA Class IIIB Flash Point >200F: PASSES	Product or each individual ingredient present ≥ 5% has a flash point at or above 200F (93.3C). Submit detailed list of ingredients to designated certifier (See ¶C, above). Submit flashpoint test report for whole product, or flashpoint test reports for individual ingredients, or supplier MSDSs for individual ingredients that clearly show flashpoint test results.

3.2.4	Class IIIA 140-200F: PASSES	Product or each individual ingredient present \geq 5% has a flash point at or above 140F (60C) and below 200F (93.3C). Submit detailed list of ingredients to designated certifier (See ¶C, above). Submit flashpoint test report for whole product, or flashpoint test reports for individual ingredients, or supplier MSDSs for individual ingredients that clearly show flashpoint test results.
3.2.5	Class II 100-139F: FAILS	OSHA Class II (Combustible) liquids have flash points at or above 100F (37.8C) and below 140F (60C).
3.2.6	Class I <100F: FAILS	OSHA Class I (Flammable) liquids have flash points below 100F (37.8C).
3.2.7	No Test Data FAILS	Flammability test data are unavailable both for the whole product and for individual ingredients present at 5.0% or more by weight of the concentrated product.

3.3 References

As defined in OSHA Regulations (29 CFR) Hazard Communication. - 1910.1200, "Flash Point" means the minimum temperature at which a liquid gives off a vapor in sufficient concentration to ignite when tested as follows:

(i) Tagliabue Closed Tester (See American National Standard Method of Test for Flash Point by Tag Closed Tester, Z11.24-1979 (ASTM D 56-79)) for liquids with a viscosity of less than 45 Saybolt Universal Seconds (SUS) at 100 F (37.8C), that do not contain suspended solids and do not have a tendency to form a surface film under test.

or

(ii) Pensky-Martens Closed Tester (see American National Standard Method of Test for Flash Point by Pensky-Martens Closed Tester, Z11.7-1979 (ASTM D 93-79)) for liquids with a viscosity equal to or greater than 45 SUS at 100F (37.8C), or that contain suspended solids, or that have a tendency to form a surface film under test. See also <<http://www.epa.gov/epaoswer/hazwaste/test/1xxx.htm>>

or

(iii) Setaflash Closed Tester (see American National Standard Method of Test for Flash Point by Setaflash Closed Tester (ASTM D 3278-78)). See also <<http://www.epa.gov/epaoswer/hazwaste/test/1xxx.htm>>.

Source: <http://www.osha-slc.gov/OshStd_data/1910_1200.html> See Page 465. The Code of Federal Regulations may also be accessed via: <<http://frwebgate.access.gpo.gov>>, and asking for 29CFR1910.1200.

P/F 04 Corrosivity

4.1 Pass/Fail Requirements

- 4.1.1 An aqueous product as a whole in its concentrated form shall have a pH between 2.0 and 12.5.
- 4.1.2 An aqueous product shall fail this requirement if pH test data are not submitted for the product as a whole in its concentrated form.
- 4.1.3 A product which is insoluble in water for which a pH measurement is not feasible shall be exempt from this requirement.

4.2 Pass/Fail Evaluation (See Score Sheet)

Product shall be evaluated according to the following. If the product passes this step, then the evaluation continues with the next requirement. If the product fails, then the evaluation stops.

Pass/Fail Evaluation		Commentary
4.2.1	pH between 2.0 and 12.5: PASSES	Concentrated product has a pH in this range. Submit a MSDS that identifies the pH of the concentrated product.
4.2.2	pH<2.0: FAILS or pH>12.5: FAILS	Concentrated product has a pH in either of these two ranges.
4.2.3	No Test Data FAILS	pH test data are unavailable for the whole product .

4.3 References

EPA Standard Method 9040B: pH Electrometric Measurement
SW-846 - Test Methods for Evaluating Solid Waste

P/F 05 Volatile Organic Compounds (VOCs)

5.1 Pass/Fail Requirements

5.1.1 Product as a whole shall have a VOC content determined on a weight basis that is equal to or less than the percentages listed below.

This VOC content shall be determined at the highest use concentration identified in Bidder's product label or instructions (i.e., the "diluted-for-use" concentration):

Product Type	Maximum VOC Limit
Air Freshener / Room Deodorant - Liquid/Pump	18%

- Solid Gel	3%
General Purpose Cleaner	4%
Glass Cleaner	4%
All Other Products	10%

5.1.2 Example: A glass cleaner concentrate has 10% VOC content. The label says that the product should be diluted 1 part product to at least 8 parts water.

Diluted-For-Use concentration: $10\% / 9 = 1.1\%$, which is less than limit of 4% listed in the table of Section 5.1.1.

The diluted-for-use product has less than 4% VOC, and so is therefore judged to “pass” this requirement.

5.1.3 VOC content of the product shall be determined in accordance with California Air Resources Board Method 310.

At its option, Bidder shall either:

- test the whole product by Method 310 to determine the VOC content; or
- calculate the total VOC content from Method 310 data provided by suppliers of each individual ingredient present at 1.0% or more by weight of the diluted-for-use product.

5.1.4 The product shall fail this requirement if the VOC content data are not submitted for the whole product or for individual ingredients present at 1.0% or more by weight of the diluted-for-use product.

5.2 Pass/Fail Evaluation (See Score Sheet)

Product shall be evaluated according to the following. If the product passes this step, then the evaluation continues with the next requirement. If the product fails, then the evaluation stops.

Pass/Fail Evaluation		Commentary
5.2.1	Meets GS-37 PASSES	Green Seal has certified that concentrated product meets the requirements of GS-37. Submit copy of Green Seal Certificate.

5.2.2	VOC ≤ limits: PASSES	Product contains VOCs at or below those listed in Section 5.1.1. Submit VOC test report; or submit detailed list of ingredients, VOC calculation, and ingredient supplier VOC data to designated certifier (See ¶C, above).
5.2.3	VOC > limits: FAILS	Product contains VOCs above those listed in Section 5.1.1.
5.2.4	No VOC Data Product FAILS	Product and ingredient VOC data are not submitted.

5.3 References

California Air Resources Board Method 310 is available at:
<http://www.arb.ca.gov/testmeth/cptm/es_05.pdf>.

P/F 06 Endocrine Modifiers

6.1 Pass/Fail Requirements

6.1.1 Prohibited Substances: The product in its concentrated form shall contain a combined total of less than 0.1% by weight of any ingredient that is on the following list:

CAS Number	Chemical Name
84-74-2	Dibutyl phthalate
104-35-08	4-Nonylphenoxy ethanol
2315-61-9	p-Octylphenol diethoxylate
2315-62-0	p-Octylphenol ethoxylate
2315-63-1	p-Octylphenol ethoxylate
2315-64-2	p-Octylphenol ethoxylate
2315-67-5	2-(4-1,1,3,3-tetramethylbutyl)phenoxy) ethanol
9002-93-1	p-tert-octylphenoxypolyethoxyethanol
9014-92-0	Dodecylphenol ethoxylates
9016-45-9	Nonylphenol polyethylene oxide

9036-19-5	Octylphenoxypoly (ethoxyethanol)
26027-38-3	Nonoxynol-9
27986-36-3	Nonylphenol monoethoxylate
68412-54-4	C9 Branched alkylphenol ethoxylate
68987-90-6	C8 Branched alkylphenol ethoxylate

- 6.1.2 Bidder shall obtain from each supplier specific written assurance that none of the endocrine modifiers identified above are in the ingredients furnished to Bidder for the product. An ordinary supplier MSDS for an ingredient shall not satisfy this requirement unless it specifically identifies all chemicals present, or specifically states that none of the identified endocrine modifiers is present.
- 6.1.3 The product shall fail this requirement if complete ingredient data are not submitted to the designated certifier.

6.2 Pass/Fail Evaluation (See Score Sheet)

Product shall be evaluated according to the following. If the product passes this step, then the evaluation continues with the next requirement. If the product fails, then the evaluation stops.

Pass/Fail Evaluation		Commentary
6.2.1	Meets GS-37 PASSES	Green Seal has certified that concentrated product meets the requirements of GS-36. Submit copy of Green Seal Certificate.
6.2.2	On State P.O. PASSES	State of Washington is purchasing this product under C11399 for Environmentally Preferable Products. Submit copy of letter or purchase order from State of Washington.
6.2.3	< 0.1%: PASSES	Concentrated product contains < 0.1% of ingredients or contaminants that are identified in Section 6.1 as endocrine modifiers. Submit detailed list of ingredients to designated certifier (See ¶C, above). Submit certification from each ingredient supplier that its ingredients do not contain endocrine modifying substances identified in Section 6.1.

6.2.4	<p>≥ 0.1%: FAILS</p>	Concentrated product contains ≥ 0.1% of ingredients or contaminants that are identified in Section 6.1 as endocrine modifiers.
6.2.5	<p>No Data Submitted FAILS</p>	Information needed to evaluate this requirement has not been submitted.

6.3 References

None. List provided above.

P/F 07 Aerosols

7.1 Pass/Fail Requirements

Product shall be furnished in an unpressurized non-aerosol container.

7.2 Pass/Fail Evaluation (See Score Sheet)

Product shall be evaluated according to the following. If the product passes this step, then the evaluation continues with the next requirement. If the product fails, then the evaluation stops.

Pass/fail Evaluation		Commentary
7.2.1	<p>Non-Aerosol: PASSES</p>	Product is available as a non-aerosol.
7.2.2	<p>Aerosol: FAILS</p>	Product is only packaged as an aerosol.

7.3 References

None.

Part II - Relative Score Requirements

If a product satisfies all of the “pass/fail” evaluation of Part I it shall next be scored according to a series of desirable attributes as described below. A low score is best.

The product shall receive a relative score for each of these requirements, and the accumulative total score shall be calculated. For each requirement Bidder shall submit the specified data. As noted in the following table Bidder at its option may satisfy these requirements by submitting evidence that the product has been accepted either by Green Seal (GS-37) or the State of Washington as meeting a similar requirement.

Requirement	Max Points
R 01 Eye Irritation (Green Seal GS-37 & WA State)	100
R 02 Skin Irritation (Green Seal GS-37 & WA State)	100
R 03 Skin Absorbtion	75
R 04 Volatile Organic Compounds	75
R 05 Eutrophication (Phosphates) (Green Seal GS-37 & WA State)	75
R 06 Acute Toxicity (Oral LD50) (Green Seal GS-37 & WA State)	75
R 07 Aquatic Toxicity (Green Seal GS-37 & WA State)	75
R 08 Combined Disinfectant / Cleaner	75
R 09 Biodegradability (Green Seal GS-37 & WA State)	75
R 10 Fragrances (WA State)	25
R 11 Dyes (WA State)	25
R 12 Concentrates	25
R 13 Recyclable Container & Package	25

Maximum Allowable Points: To be acceptable, a product shall receive a total relative score of less than 250 points maximum. Fewer points are better.

Whenever a product reaches an accumulative score of 250 points then the evaluation shall stop. In other words, a product shall be disqualified if its total for this section higher than 250 points.

R01 Eye Irritation 75 Points

R1.1 Relative Score Requirements

R1.1.1 When tested to the following standard, it is desired that the product as a whole in its concentrated form shall have an eye irritation score of Category IV ("Mild" or "Reddening"). OPPTS 870.1000 Health Effects Test Guidelines; EPA 712-C-98-189, August 1998.

R1.1.2 Eye irritation effects levels determined via these tests shall be stated as Category I, II, III, or IV, as defined in OPPTS 870.1000, published in EPA 712-C-98-189, 8/98.

R1.1.3 If whole product test data are unavailable, Bidder at its option may determine the overall eye irritation effect as the weighted average of individual OPPTS 870.1000 eye irritation effects of each ingredient that is present at a concentration of ≥1.0%.

As an alternative, Bidder may propose to determine the overall eye irritation effect from signal words such as the following that are used by each ingredient suppliers in its respective MSDS.

Eye Irritation Category	Example MSDS Signal Words
IV	"mild"; "reddening"; "non-irritating"
III	"irritation"; "tearing"; "burning sensation"
II	"severe irritation"; "injury lasting less than 7 days"; "temporary effect"
I	"corneal damage"; "permanent injury"; "blindness"; "eye injury lasting more than 7 days"

R1.1.4 The City wishes to use existing test data wherever possible. Therefore, Bidder at its option may propose equivalent eye irritation data from Draize tests, FDA approved in vitro tests, or toxicological modeling of the whole product or its individual ingredients to establish the eye irritation score.

R1.1.5 If whole product test data, ingredient test data, and an estimate based upon MSDS signal words are all unavailable, then product shall be assigned the maximum points for this requirement.

R1.2 Determination of Relative Score (See Score Sheet)

R1.2.1 Product shall be evaluated according to the following. If the product accumulates more than the maximum allowable points specified in the bid request, then the evaluation shall stop.

At bidder’s option, it shall submit one of the following to the designated certifier (either the City, or an approved third party - See ¶C, above):

- eye irritation test report for whole product in its concentrated form; or
- detailed list of ingredients together with their eye test reports or ingredient supplier MSDSs that clearly designate eye effects; or
- evidence of Green Seal GS-37 Certification; or
- evidence State of Washington purchases product under C11399.

Relative Point Score		Commentary
1.2.1	Category IV, Reddening: 0 Points	Concentrated product, or the weighted average of each ingredient present above a concentration of 1.0%, causes this level of eye impact.
1.2.2	Category III, Irritation: 25 Points	Concentrated product, or the weighted average of each ingredient present above a concentration of 1.0%, causes this level of eye impact. or State of Washington purchases product, and has determined "no warning label required".
1.2.3	Category II, Severe Irritation: 50 Points	Concentrated product, or the weighted average of each ingredient present above a concentration of 1.0%, causes this level of eye impact. or Green Seal GS-37 certificate submitted. or State of Washington purchases product, and has determined "caution label required".
1.2.4	Category I, Corrosive Damage: 75 Points	Concentrated product, or the weighted average of each ingredient present above a concentration of 1.0%, causes this level of eye impact. or State of Washington purchases product, and has determined "warning label required".
1.2.5	No Test Data 75 Points	Neither whole product nor ingredient eye irritation data are submitted.

R1.2.2 Bidder's submittal of Green Seal GS-37 Certificate shall be equivalent to Category II: Severe Eye Irritation, unless Bidder at its option also submits other data sufficient to determine that the product has a lesser eye effect.

R1.3 References

OPPTS standards are at:
 <http://www.epa.gov/opptsfrs/OPPTS_Harmonized/870_Health_Effects_Test_Guidelines/Series>

R02	Skin Irritation	75 Points
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R2.1 Relative Score Requirements

R2.1.1 When tested to the following standard, it is desired that the product as a whole in its concentrated form shall have a skin irritation score of Category IV ("Mild" or "Reddening"). OPPTS 870.1000 Health Effects Test Guidelines; EPA 712-C-98-189, August 1998.

R2.1.2 Skin irritation effects levels determined via these tests shall be stated as Category I, II, III, or IV, as defined in OPPTS 870.1000, published in EPA 712-C-98-189, 8/98.

R2.1.3 If whole product test data are unavailable, Bidder at its option may determine the overall skin irritation effect as the weighted average of individual OPPTS 870.1000 skin irritation effects of each ingredient that is present at a concentration of ≥ 1.0%.

As an alternative, Bidder may propose to determine the overall skin irritation effect from signal words such as the following, that are used by each ingredient suppliers in its respective MSDS:

Skin Irritation Category	Example MSDS Signal Words
IV	"mild"; "reddening"; "non-irritating"
III	"irritation"; "itching"; "burning sensation"
II	"severe irritation"; "injury lasting less than 7 days"; "may defat skin"
I	"scars"; "permanent injury"; "burns"; "injury lasting more than 7 days"

R2.1.4 The City wishes to use existing test data wherever possible. Therefore, Bidder may at its option propose equivalent skin irritation data from Draize tests, FDA approved in vitro tests, or toxicological modeling of the whole product or its individual ingredients to establish the skin irritation score.

R2.1.5 If whole product test data, ingredient test data, and an estimate based upon MSDS signal words are all unavailable, then product shall be assigned the maximum points for this requirement.

R2.2 Determination of Relative Score (See Score Sheet)

R2.2.1 Product shall be evaluated according to the following. If the product accumulates more than the maximum allowable points specified in the bid request, then the evaluation shall stop.

<p>At bidder’s option, it shall submit one of the following to the designated certifier (either the City, or an approved third party - See ¶C, above):</p> <ul style="list-style-type: none"> - skin irritation test report for whole product in its concentrated form; or - detailed list of ingredients together with their skin test reports or ingredient supplier MSDSs that clearly designate skin effects; or - evidence of Green Seal GS-37 Certification; or - evidence State of Washington purchases product under C11399. 		
Relative Point Score		Commentary
2.2.1	Category IV, Reddening: 0 Points	Concentrated product, or the weighted average of each ingredient present above a concentration of 1.0%, causes this level of skin impact.
2.2.2	Category III, Irritation: 25 Points	Concentrated product, or the weighted average of each ingredient present above a concentration of 1.0%, causes this level of skin impact. or State of Washington purchases product, and has determined “no warning label required”.
2.2.3	Category II, Severe Irritation: 50 Points	Concentrated product, or the weighted average of each ingredient present above a concentration of 1.0%, causes this level of skin impact. Or Green Seal GS-37 certificate submitted. Or State of Washington purchases product, and has determined “caution label required”.

2.2.4	Category I, Corrosive Damage: 75 Points	Concentrated product, or the weighted average of each ingredient present above a concentration of 1.0%, causes this level of skin impact. or State of Washington purchases product, and has determined "warning label required".
2.2.5	No Test Data 75 Points	Neither whole product nor ingredient skin irritation data are submitted.

R2.2.2 Bidder's submittal of Green Seal GS-37 Certificate shall be equivalent to Category II: Severe Skin Irritation, unless Bidder at its option submits other data sufficient to determine that the product has a lesser skin effect.

R2.3 References

OPPTS standards are at:

<http://www.epa.gov/opptsfrs/OPPTS_Harmonized//870_Health_Effects_Test_Guidelines/Series>

R03 Skin Absorbtion

50 Points

R3.1 Relative Score Requirements

R3.1.1 When tested to the following standard, it is desired that product as a whole in its concentrated form shall have a low potential to absorb through skin.

In addition, it is desired that each individual ingredient that comprises 1.0% or more of the product by weight shall have a low potential to absorb through skin.

R3.1.2 Skin absorbtion shall be determined by test methods specified by OPPTS 870.7600 for Dermal Penetration studies, as published in EPA 712-C-98-350, August 1999.

A "low potential" for skin absorbtion shall mean that less than 1.0% of the whole product or individual ingredient test dose absorbs through the skin of the test subject.

R3.1.3 The City wishes to use existing test data wherever possible. Therefore, Bidder at its option may propose equivalent skin absorbtion data from other tests, FDA approved in vitro tests, or toxicological modeling to establish the skin absorbtion score.

R3.1.4 The following ingredients have a potential for skin absorption, and where present as an ingredient at or above 1.0% shall cause a product to receive the highest possible score for this requirement.

- Isopropanol [67-63-0]
- 2-butoxyethanol [111-76-2]
- Acetone [67-64-1]
- 1,1,1-TCE [71-55-6]
- MEK [78-93-3]
- Naphthalene [91-20-3]
- Triethanolamine [102-71-6]
- Ethylene glycol [107-21-1]
- Toluene [108-88-3]
- Diethylene glycol monobutyl ether [113-34-5]
- Tetrachloroethylene [127-18-4]
- Monoethanolamine [141-43-5]
- Xylene [1330-20-7]

R3.1.5 Certain ingredients, such as 2-butoxyethanol [111-76-2], require an ACGIH designation for skin exposure to appear as signal words on a product MSDS. Products containing such ingredients at or above 1.0% shall be scored as having a “high” potential for skin absorption.

R3.1.6 If whole product test data, ingredient test data, and an estimate based upon ACGIH signal words on the MSDS are all unavailable, then product shall be assigned the maximum points for this requirement.

R3.2 Determination of Relative Score (See Score Sheet)

Product shall be evaluated according to the following. If the product accumulates more than the maximum allowable points specified in the bid request, then the evaluation shall stop.

<p>At bidder’s option, it shall submit one of the following to the designated certifier (either the City, or an approved third party - See ¶C, above):</p> <ul style="list-style-type: none"> - skin absorption test report for whole product in its concentrated form; or - product MSDS that indicates skin absorption potential; or - detailed list of ingredients together with their test reports or ingredient supplier MSDSs that clearly designate skin absorption effects. 		
Relative Point Score		Commentary
3.2.1	Low Potential: 0 Points	Products or individual ingredients for which less than 1% of the test dosage is absorbed shall be designated as having a 'low potential' for skin absorption.

3.2.2	High Potential: 50 Points	Products or individual ingredients for which 1% or more of the test dosage is absorbed shall be designated as having a 'high potential' for skin absorption.
3.2.3	High Potential: 50 Points	Product contains 1.0% or more of an ingredient listed in section R3.1.4.
3.2.4	High Potential: 50 Points	Product contains 1.0% or more of an ingredient that requires an ACGIH "Skin Notation" to appear on the MSDS.
3.2.5	No Test Data 50 Points	Neither whole product nor ingredient skin absorption data are submitted.

R3.3 References

OPPTS toxicology standards and procedures for skin absorption tests are available at <http://www.epa.gov/opptsfrs/OPPTS_Harmonized/870_Health_Effects_Test_Guidelines/Series>.

R04 Volatile Organic Compounds (VOCs) 50 Points

R4.1 Relative Score Requirements

R4.1.1 Requirement P/F 06, above, states that product as a whole in its diluted-for-use form shall contain no more than the specified allowable maximum VOC content. This maximum is different for various kinds of products.

The City desires that Bidder furnish products with the lowest possible VOC content. Therefore, each product shall also receive a relative score according to the amount of VOC that it contains compared to the allowable maximum for products of that type.

R4.1.2 If product or ingredient VOC data are not submitted, then product shall be assigned the maximum points for this requirement.

R4.2 Determination of Relative Score (See Score Sheet)

Product shall be evaluated according to the following. If the product accumulates more than the maximum allowable points specified in the bid request, then the evaluation shall stop.

<p>At bidder's option, it shall submit one of the following to the designated certifier (either the City, or an approved third party - See ¶C, above):</p> <ul style="list-style-type: none"> - VOC content test report for whole product in its concentrated form; or - detailed list of ingredients together with their VOC test reports; or - ingredient supplier MSDSs that clearly designate VOC content. 		
Relative Point Score		Commentary
4.2.1	VOC = 0% 0 Points.	Product contains no VOCs.
4.2.2	VOC = half of allowable maximum 25 Pts.	Product contains VOCs that equal 50% of the maximum allowable limit specified in Requirement P/F 06.
4.2.3	VOC = 100% of allowable maximum 50 Pts.	Product contains VOCs that equal 100% of the maximum allowable limit specified in Requirement P/F 06.
4.2.4	No VOC Data 50 Points	Ingredient VOC data are not submitted.

R4.3 References

California Air Resources Board Method 310 is available at:
http://www.arb.ca.gov/testmeth/cptm/es_05.pdf.

R05 Eutrophication (Phosphates) 50 Points

R5.1 Relative Score Requirements

R5.1.1 The City desires that each product shall contain the least amount of phosphates possible. Therefore, each product shall receive a relative score according to the amount of phosphorous compounds that it contains as measured by EPA Test Method 365.5 (colorimetric) or an appropriate spectrophotometric method.

R5.1.2 If ingredient data are unavailable, then product shall be assigned the maximum points for this requirement.

R5.2 Determination of Relative Score (See Score Sheet)

Product shall be evaluated according to the following. If the product accumulates more than the maximum allowable points specified in the bid request, then the evaluation shall stop.

<p>At bidder's option, it shall submit one of the following to the designated certifier (either the City, or an approved third party - See ¶C, above):</p> <ul style="list-style-type: none"> - Phosphates content test data for whole product in its concentrated form; or - evidence of Green Seal GS-37 Certification; or - evidence State of Washington purchases product under C11399; or - detailed list of ingredients together with their test reports; or - ingredient supplier MSDSs that clearly designate phosphate content. 		
Relative Point Score		Commentary
5.2.1	Meets GS-37 0 Points	Green Seal has certified that concentrated product meets the requirements of GS-37.
5.2.2	≤ 0.5% 0 Points	Bidder submits evidence showing that product contains ≤ 0.5% by weight of phosphorous. or State of Washington purchases product, and has determined phosphates are ≤ 0.5% by weight.
5.2.3	> 0.5% 50 Points	Bidder submits evidence showing that product contains > 0.5% by weight of phosphorous. or State of Washington purchases product, and has determined phosphates are > 0.5% by weight.
5.2.4	No Data 50 Points	Ingredient data are not submitted.

R5.3 References

EPA 600/R97/072, Methods for the Determination of Chemical Substances in Marine and Estuarine Environmental Matrices, Second Edition, Test Method 365.5, which may be viewed on the internet by going to: <<http://www.epa.gov/cgi-bin/claritgw>>, and then searching for “phosphorus test”, or “600R97072”.

R 06 Overall Acute Toxicity (Oral LD 50)

50 Points

R6.1 Relative Score Requirements

6.1.1 The City desires that the product in its concentrated form shall have an oral LD 50 equal to or greater than 2,000 mg/kg when tested in accordance with OPPTS Harmonized Test Guideline 870.1100 (see Section R6.3, below).

6.1.2 If whole product test data are unavailable, the City desires that the weighted average of oral LD 50 values for all individual ingredients present at 1.0% or more by weight of the concentrated product shall be equal to or greater than 2,000 mg/kg.

At its option, Bidder may:

- rely upon oral LD 50 data in the MSDSs prepared by the suppliers of each ingredient;
- conduct its own oral LD 50 tests of the ingredients, or
- cite LD50 tests reported for the ingredients in peer-reviewed literature.

6.1.3 The City desires to minimize the number of new tests conducted upon live animal subjects. Therefore, as an alternative to LD50 tests, Bidder is encouraged to submit equivalent results from in vitro tests. Bidder shall provide information sufficient for City to judge this equivalency, including how well the alternative tests model acute systemic toxicity, toxicokinetic effects (e.g., absorption, distribution, & metabolism), and specific organ toxicity.

6.1.4 The product shall be assigned the maximum points for this requirement if oral LD 50 test data are unavailable both for the whole product and for individual ingredients present at 1.0% or more by weight of the concentrated product.

6.2 Determination of Relative Score (See Score Sheet)

Product shall be evaluated according to the following. If the product accumulates more than the maximum allowable points specified in the bid request, then the evaluation shall stop.

At bidder's option, it shall submit one of the following to the designated certifier (either the City, or an approved third party - See ¶C, above):

- Acute oral toxicity test data for whole product in its concentrated form; or
- evidence of Green Seal GS-37 Certification; or
- evidence State of Washington purchases product under C11399; or
- detailed list of ingredients together with their LD50 test reports; or
- ingredient supplier MSDSs that clearly designate acute oral toxicity.

Pass/Fail Evaluation		Commentary
6.2.1	Meets GS-37 0 Points	Green Seal has certified that concentrated product meets the requirements of GS-37.
6.2.2	LD50≥2,000 mg/kg 0 Points	Bidder submits evidence that oral LD50 for the concentrated product tested as a whole, or the weighted average of LD50s of each ingredient comprising 1% or more by weight of the product, is equal to or greater than 2,000 mg/kg. or State of Washington purchases product, and has determined that product as a whole meets its criteria for Level 1 acute oral toxicity (LD50 >5,000 mg/kg).
6.2.3	LD50 <2,000 mg/kg 50 Points	Bidder submits evidence that oral LD50 for the concentrated product tested as a whole, or the weighted average of oral LD50s of each ingredient comprising 1.0% or more by weight of the product, is less than 2,000 mg/kg.
6.2.4	No Test Data 50 Points	Oral LD 50 test data are unavailable both for the whole product and for individual ingredients present at 1.0% or more by weight of the concentrated product.

R6.3 References

OPPTS harmonized test guidelines for Acute Oral Toxicity are available in the internet at the following site: <http://www.epa.gov/docs/OPPTS_Harmonized/870_Health_Effects_Test_Guidelines/Series/870-1100.pdf>

R07 Aquatic Toxicity **50 Points**

R7.1 Relative Score Requirements

R7.1.1 The City desires that no product shall be toxic to aquatic life, as measured by EPA Environmental Effects Testing Guidelines found in 40CFR Chapter 1 Part 797, and as determined by meeting any one of the following criteria for acute (Daphnia, fish), acute (algae), and chronic (Daphne) effects:

Acute EC20 Daphnia (48 hr.) > 1,000 mg/L
 Acute EC20 fish (96 hr.) > 1,000 mg/L
 Acute EC20 algae (96 hr.) > 1,000 mg/L

Chronic EC20 Daphnia (21-day or 14-day min.) > 1,000 mg/L

- R7.1.2 If whole product test data are unavailable, Bidder at its option may determine an equivalent overall aquatic toxicity effect as the highest individual effect out of all ingredients that are present at a concentration of $\geq 1.0\%$.
- R7.1.3 The City wishes to use existing test data wherever possible. Therefore, Bidder at its option may propose equivalent data from other recognized standard aquatic toxicity tests to establish this score.
- R7.1.4 Exceptions – Disinfectant products with an EPA pesticide registration number shall be exempt from the above requirements.
- R7.1.5 If whole product test data and ingredient test data are both unavailable, then product shall be assigned the maximum points for this requirement.

R7.2 Determination of Relative Score (See Score Sheet)

Product shall be evaluated according to the following. If the product accumulates more than the maximum allowable points specified in the bid request, then the evaluation shall stop.

<p>At bidder's option, it shall submit one of the following to the designated certifier (either the City, or an approved third party - See ¶C, above):</p> <ul style="list-style-type: none"> - Aquatic toxicity test data for whole product in its concentrated form; or - evidence of Green Seal GS-37 Certification; or - evidence State of Washington purchases product under C11399; or - detailed list of ingredients together with their test reports; or - ingredient supplier MSDSs that clearly designate aquatic toxicity. 		
Relative Point Score		Commentary
7.2.1	Meets GS-37 0 Points	Green Seal has certified that concentrated product meets the requirements of GS-37.
7.2.2	Non-Toxic 0 Points	<p>Bidder submits evidence showing that product as a whole meets the criteria for aquatic toxicity specified in R6.1.</p> <p style="text-align: center;">or</p> <p>Bidder submits evidence showing that the most toxic individual ingredient present at or above 1.0% meets the criteria for aquatic toxicity specified in R6.1.</p> <p style="text-align: center;">or</p> <p>State of Washington purchases product, and has determined that product as a whole meets its criteria for aquatic toxicity.</p>
7.2.3	Toxic 50 Points	<p>Bidder submits evidence showing that product as a whole fails the criteria for aquatic toxicity specified in R6.1.</p> <p style="text-align: center;">or</p> <p>Bidder submits evidence showing that the most toxic individual ingredient present at or above 1.0% fails the criteria for aquatic toxicity specified in R6.1.</p>
7.2.4	No Test Data 50 Points	Neither whole product nor ingredient data are submitted.

R7.3 References

Aquatic toxicity test methods are specified by 40CFR Chapter 1 Part 797, Environmental Effects Testing Guidelines<http://www.access.gpo.gov/nara/cfr/cfrhtml_00/Title_40/40cfr797_00.html>

R08 Combined Disinfectant / Cleaners 50 Points

R8.1 Relative Score Requirements

R8.1.1 The City desires that if a product is intended for use only as a cleaner, it shall contain in its concentrated form a combined total of less than 1.0% of any intentionally added disinfectant ingredient, unless that disinfectant ingredient is present to serve another function.

For example, a cleaning product not registered with EPA as a disinfectant may contain a surfactant ingredient that also has the ability to act as a disinfectant.

R8.1.2 The City desires that any product specifically designed as a combined disinfectant / cleaner shall be registered with EPA as a disinfectant with claims based upon tests performed in the presence of 5.0% or more organic matter (e.g., blood, serum, or body fluids).

R8.1.3 If ingredient data are unavailable, then product shall be assigned the maximum points for this requirement.

R8.2 Determination of Relative Score (See Score Sheet)

Product shall be evaluated according to the following. If the product accumulates more than the maximum allowable points specified in the bid request, then the evaluation shall stop.

At bidder's option, it shall submit one of the following to the designated certifier (either the City, or an approved third party - See ¶C, above):

- EPA disinfectant test data for whole product in its concentrated form; or
- detailed list of ingredients together with their EPA test reports; or
- ingredient supplier MSDSs that clearly designate EPA test results.

Relative Point Score		Commentary
8.2.1	Not a combined product: 0 Points	Product is a cleaner that contains < 1.0% of ingredients with disinfectant properties, or such ingredients are present ≥ 1.0% to serve another function, and the product is not registered with EPA as a disinfectant.
8.2.2	Combined Cleaner / Disinfectant (High-level test): 0 Points	Bidder submits evidence showing that product is formulated and sold as an EPA registered combined cleaner – disinfectant based upon tests conducted in presence of ≥ 5.0% blood or other organic fluids.
8.2.3	Combined Cleaner / Disinfectant (Low-level Test): 50 Points	Bidder submits evidence showing that product is formulated and sold as an EPA registered combined cleaner – disinfectant based upon tests conducted in the presence of < 5.0% of blood or other body fluids.
8.2.4	No Data 50 Points	Ingredient data are not submitted.

R8.3 References

None.

R09 Biodegradability 50 Points

9.1

RELATIVE SCORE REQUIREMENTS

- 9.1.1 City desires that either the product as a whole in its concentrated form, or each ingredient comprising 5.0% or more of the total, shall meet the Organization for Economic Cooperation and Development (OECD) definition of readily biodegradable.
- 9.1.2 To meet the definition of readily biodegradable, independent lab test shall achieve the corresponding score on any one of the following:

<u>Test</u>	<u>Readily Biodegradable Score</u>
Closed Bottle Test	60% Theoretical Oxygen Demand (ISO 10707)
CO2 Evolution Test	60% Theoretical CO2 Evolution (ISO 9439)

Mod. OECD Screen	70% Dissolved Organic Carbon (ISO 7827)
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- 9.1.3 For a product to be considered readily biodegradable, these values shall be met within 10 days of reaching 10% and shall also be met within 28 days of the beginning of the test.
- 9.1.4 New testing shall not be required for any ingredient for which sufficient information concerning its biodegradability exists either from peer-reviewed literature or from tests conducted according to standard procedures equivalent to those listed here.
- 9.1.5 If biodegradability test data are unavailable both for the product as a whole and for each ingredient comprising 5.0% or more of the total, then the product shall receive the maximum points for this requirement.

R9.2 RELATIVE SCORE REQUIREMENTS

Product shall be evaluated according to the following. If the product accumulates more than the maximum allowable points specified in the bid request, then the evaluation shall stop.

<p>At bidder’s option, it shall submit one of the following to the designated certifier (either the City, or an approved third party - See ¶C, above):</p> <ul style="list-style-type: none"> - Biodegradability test data for whole product in its concentrated form; or - evidence of Green Seal GS-37 Certification; or - evidence State of Washington purchases product under C11399; or - detailed list of ingredients together with their test data; or - ingredient supplier MSDSs that clearly designate biodegradability. 		
Relative Point Score		Commentary
9.2.1	Meets GS-37 0 Points	Green Seal has certified that concentrated product meets the requirements of GS-37.

9.2.2	Readily Biodegradable: 0 Points	Bidder submits evidence showing that product passes one of the specified tests and therefore is readily-biodegradable. or Bidder submits ingredient test data or evidence from ingredient supplier that ingredients comprising 5.0% or more are readily biodegradable. or State of Washington is purchasing this product under C11399.
9.2.3	Not Readily Biodegradable: 50 Points	Bidder submits evidence showing that product fails one of the specified tests and therefore is not readily-biodegradable.
9.2.4	No Test Data 50 Points	Neither whole product nor ingredient biodegradability data are submitted.

R9.3 References

OECD Test Standards for biodegradability may be ordered on the internet at:
http://www.iso.org/iso/en/Standards_Search.StandardsQueryForm

R10 Fragrances 25 Points

R10.1 Relative Score Requirements

R10.1.1 The City desires that the product as a whole in its concentrated form shall contain a combined total of 0.1% or less of any fragrances that are either non-functional ingredients or SARA 313 listed hazardous materials.

- Different fragrances added to groups of products to aid in product identification shall be considered functional ingredients.
- Ingredients added to give a psychological impression to product users or building occupants shall be considered as non-functional.

R10.1.2 If ingredient data are unavailable, then product shall be assigned the maximum points for this requirement.

R10.2 Determination of Relative Score (See Score Sheet)

Product shall be evaluated according to the following. If the product accumulates more than the maximum allowable points specified in the bid request, then the evaluation shall stop.

<p>At bidder's option, it shall submit one of the following to the designated certifier (either the City, or an approved third party - See ¶C, above):</p> <ul style="list-style-type: none"> - Evidence that Washington purchases product under C11399; or - detailed list of ingredients together with their functions; or - information showing that Bidder offers a family of products that each have a different odor. 		
Relative Point Score		Commentary
10.2.1	<p>≤ 0.1%: 0 Points</p>	<p>Bidder submits evidence showing that product contains ≤ 0.1% of fragrances that are non-functional or that are listed as SARA 313 Hazardous Materials.</p> <p style="text-align: center;">or</p> <p>Bidder submits evidence showing that product contains only fragrances that are functional.</p> <p style="text-align: center;">or</p> <p>State of Washington purchases product, and has determined that product as a whole meets its criteria for fragrances.</p>
10.2.2	<p>> 0.1%: 25 Points</p>	<p>Product contains > 0.1% of fragrances that are non-functional or that are listed as SARA 313 Hazardous Materials.</p>
10.2.3	<p>No Data 25 Points</p>	<p>Ingredient data are not submitted.</p>

R10.3 References

SARA 313 ingredients list is available on the internet at:
<<http://www.epa.gov/tri/chemical/chemlist2001.pdf>>

R11 Dyes

25 Points

R11.1 Relative Score Requirements

R11.1.1 The City desires that the product as a whole in its concentrated form shall contain a combined total of 0.1% or less of any coloring agents that are either non-functional ingredients or SARA 313 listed hazardous materials.

- Different dyes added to groups of products to aid visual product identification shall be considered functional ingredients.
- Dyes added to give a psychological impression to product users shall be considered as non-functional.

R11.1.2 If ingredient data are unavailable, then product shall be assigned the maximum points for this requirement.

R11.2 Determination of Relative Score (See Score Sheet)

Product shall be evaluated according to the following. If the product accumulates more than the maximum allowable points specified in the bid request, then the evaluation shall stop.

<p>At bidder's option, it shall submit one of the following to the designated certifier (either the City, or an approved third party - See ¶C, above):</p> <ul style="list-style-type: none"> - Evidence State of Washington purchases product under C11399; or - detailed list of ingredients together with their functions; or - information showing that Bidder offers a family of products that each have a different color. 		
Relative Point Score		Commentary
11.2.1	<p>≤ 0.1%: 0 Points</p>	<p>Bidder submits evidence showing that product contains ≤ 0.1% of dyes that are non-functional or that are listed as SARA 313 Hazardous Materials.</p> <p style="text-align: center;">or</p> <p>Bidder submits evidence showing that product contains only dyes that are functional.</p> <p style="text-align: center;">or</p> <p>State of Washington purchases product, and has determined that product as a whole meets its criteria for dyes.</p>
11.2.2	<p>> 0.1%: 25 Points</p>	<p>Product contains > 0.1% of dyes that are non-functional or that are listed as SARA 313 Hazardous Materials.</p>

11.2.3	No Data 25 Points	Ingredient data are not submitted.
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R11.3 References

SARA 313 ingredients list is available on the internet at:
<<http://www.epa.gov/tri/chemical/chemlist2001.pdf>>

R12 Concentrates 25 Points

R12.1 Relative Score Requirements

R11.1.1 A product that contains water when used shall be shipped to the City in a concentrated form, which shall be defined as either:

- a powder that is to be mixed with water; or
- a liquid that is intended to be diluted prior to use by at least eight parts water for every one part of concentrate (8:1 dilution ratio).

R12.1.2 This requirement shall not apply to products that do not contain water, and that are not designed to be mixed with water prior to use.

R12.1.3 If ingredient data are unavailable, then product shall be assigned the maximum points for this requirement.

R12.2 Determination of Relative Score (See Score Sheet)

Product shall be evaluated according to the following. If the product accumulates more than the maximum allowable points specified in the bid request, then the evaluation shall stop.

Bidder's shall submit the following to its designated certifier (either the City, or an approved third party - See ¶C, above):

- Product mixing instructions that state how much water is to be added; or
- a statement that the product is non-aqueous.

Relative Point Score		Commentary
12.2.1	Concentrate: 0 Points	Product available as a concentrate to which the site adds water. or Product is non-aqueous and no water is to be added (i.e., requirement is not applicable).
12.2.2	Only RTU: 25 Points	Product contains water, and is only delivered as Ready To Use (RTU).
12.2.3	No Data 25 Points	Product mixing instructions are not submitted.

R12.3 References

None.

R13 Recyclable Container and Packaging 25 Points

R13.1 Relative Score Requirements

The City desires that Bidder shall either provide for the management and return of all empty product containers and shipping packages, or shall furnish its products in containers and shipping packages of the following materials and in a size that the City may recycle locally:

- Plastic - Type 1 or 2 Only; or
- Cardboard; or
- Metal (non-aerosol).

If package and container data are unavailable, then product shall be assigned the maximum points for this requirement.

R13.2 Determination of Relative Score (See Score Sheet)

Product shall be evaluated according to the following.

Bidder's shall submit a statement certifying the recyclability of product container and packaging (to either the City, or an approved third party - See ¶C, above).		
Relative Point Score		Commentary
13.2.1	Both container & package recyclable: 0 Points	Both container and shipping package are returnable, reusable, or recyclable.
13.2.2	Either container or package recyclable, but not both: 10 Pts.	Either the container or shipping package (but not both) is returnable, reusable, or recyclable.
13.2.3	Neither container nor packaging recyclable: 25 Pts.	Neither the container nor the shipping package are returnable, reusable, or recyclable.
13.2.4	No Data 25 Points	Package and container data are not submitted.

R13.3 References

None.

Product Certification Form

(Bidder shall complete a separate certification form for each product.)

Product Brand Name: _____	Date of MSDS _____	
Vendor Identification Number for Product _____		
Intended Use Category Circle one category below that applies. Use one Product Certification Form for each product category you are bidding:		
Toilet Bowl Cleaner	Deodorizer	
Glass Cleaner	Combined Disinfectant / Cleaner	
General Purpose Cleaner	Disinfectant	
Basin, Tub, & Tile Cleaner		
Bidder Information	Date: _____	
Bidder: _____		
Contact Person: _____		
Address: _____		
Phone: _____	FAX: _____	e-mail: _____
Independent Third-Party Certifier Information Date: _____		
<u>(Fill in if Bidder is using a third party to certify the information on this form)</u>		
Certifier: _____		
Contact Person: _____		
Address: _____		
Phone: _____	FAX: _____	e-mail: _____

Bidder shall submit the following for each proposed product:

- **this Product Certification Form and the following attachments:**
- **Material Safety Data Sheet (MSDS),**
- **product use instructions,**
- **sample product label,**
- **and specified test results for this product.**

How is this product made? (circle your response)

You formulate & package this product yourself

Someone else formulates this product and then you package it

Someone else both formulates and packages this product for you

Other:

MSDS Requirements - Bidder shall attach one printed copy of the MSDS, sample label, use instructions, test reports, and other literature for this product. Bidder's material safety data sheets submitted to the City shall meet the following requirements:

- Legibility – MSDS shall be legible, shall have a sufficiently large font size that it is easily readable, and shall be printed on white paper that is easily photocopied.
- Date – MSDS shall be current. If MSDS is dated more than two (2) years before the bid due date, then bidder shall add an endorsement on the front page of the MSDS stating that it is still current.
- Completeness – MSDS shall include all physical properties, acute health risks, chronic health risks, and environmental effects for the product and its ingredients.

Ingredients

At its option, Bidder shall either:

List here all ingredients that are in the product, and identify the percentage by weight of each ingredient.

or

Submit complete list of all ingredients and their respective percentages to bidder's third-party certifier.

If MSDS lists all ingredients and their percentages then bidder does not need to repeat that information here.

Bidder shall sign below if ingredients are proprietary, and it has submitted a full list of them to its third-party certifier:

All information received by City, including information that Bidder considers proprietary, is subject to public disclosure.

Part I – Pass / Fail Requirements

Bidder shall respond to each question.

Mandatory Pass/Fail Requirements	Does Product Pass? (Circle Response)	Where is backup for your response? Place X in all columns that apply				
		MSDS	Test Report	Other Document	GS-37	WA State C11399
P/F 01 Carcinogens & Reproductive Toxins Does product in its concentrated form contain less than 0.1% by weight of any ingredient that is a human carcinogen or reproductive toxin?	Yes No					
P/F 02 Neurotoxins Does product in its concentrated form contain less than 1.0% by weight of any ingredient that has an effect on the human nervous system?	Yes No					
P/F 03 Flammability Does product in its concentrated form have a flash point of 140°F or higher? If whole product test data are unavailable, does the lowest flashpoint for any individual ingredient present above 5.0% of the concentrated product have a flash point of 140°F or higher?	Yes No					
P/F 04 Corrosivity (pH) If product is aqueous, does it have a pH between >2.0 and <12.5 in its concentrated form?	Yes No					
P/F 05 Volatile Organic Compounds (VOC) Does product as a whole in its diluted-for-use concentration have a VOC content equal to or less than the specified percentages?	Yes No					
P/F 06 Endocrine Modifiers Does product in its concentrated form contain a combined total of less than 0.1% by weight of any ingredient that is a known, probable, or possible endocrine modifier on the specified lists?	Yes No					
P/F 07 Aerosol Containers Is product furnished in an unpressurized non-aerosol container?	Yes No					

Part II – Relative Score Requirements

Bidder shall respond to each question by circling choice or writing in its answer. Lower points are better. Overall goal = fewer than 250 total points.

(Circle Response)				Where is backup for your response? Place X in all columns that apply				
Relative Score Requirements	Circle Your Response	Point Score for Each Requirement	Total Points	MSDS	Test Report	Other Document	GS-37	WA State C-11399
R 01 Eye Irritation Indicate eye irritation score of concentrated product or weighted average of its ingredients.	IV III II I	0 25 50 75						
R 02 Skin Irritation Indicate skin irritation score of concentrated product or weighted average of its ingredients.	IV III II I	0 25 50 75						
R 03 Skin Absorbtion Indicate skin absorbtion potential of concentrated product or iweighted average of ts ingredients.	Low High	0 50						
R 04 Volatile Organic Compounds Indicate VOC content of diluted-for-use product, and compare this content with maximum allowed by P/F05. VOC % =	Zero 50% of P/F05 100% of P/F 05	0 25 50						
R 05 Eutrophication (Phosphates) Is phosphorous content of concentrated product \leq 0.5%?	Yes No	0 50						

(Circle Response)

Where is backup for your response? Place X in all columns that apply
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Relative Score Requirements	Circle Your Response	Point Score for Each Requirement	Total Points	MSDS	Test Report	Other Document	GS-37	WA State C-11399
R 06 Acute Toxicity (Oral LD 50) Is oral LD50 of concentrated product or the weighted average of ingredient LD50s >2,000 mg/kg?	Yes No	0 50						
R 07 Aquatic Toxicity Is aquatic toxicity of concentrated product or the weighted average of ingredient toxicities >1,000 mg/L?	Yes No	0 50						
R 08 Combined Disinfectant / Cleaner If product is a combined cleaner / disinfectant, is its EPA registration based upon tests performed in the presence of ≥ 5% body fluids?	Yes No N/A	0 50 0						
R 09 Biodegradable Is concentrated product, or each ingredient ≥5.0% of total, readily biodegradable?	Yes No	0 50						
R 10 Fragrances Does concentrated product contain ≤0.1% of fragrances that are either non-functional ingredients or SARA 313 listed hazardous materials?	Yes No	0 25						
R 11 Dyes Does concentrated product contain ≤0.1% of coloring agents that are either non-functional ingredients or SARA 313 listed hazardous materials?	Yes No	0 25						
R 12 Concentrates Is the product available as a concentrate?	Yes No N/A	0 25 0						

(Circle Response)

Where is backup for your response?
Place X in all columns that apply

Relative Score Requirements	Circle Your Response	Point Score for Each Requirement	Total Points	MSDS	Test Report	Other Document	GS-37	WA State C-11399
R 13 Recyclable Container & Package Are empty containers and shipping packages made of materials that City may recycle locally?	Both Container Only Package Only Neither	0 10 10 25						

Certification

The person completing this form asserts that they are either the bidder or its designated representative, that the information provided is accurate, and that they are qualified to provide the information.

Name (Print) _____

Title/Affiliation (indicate if third party) _____

Phone _____ FAX _____ e-mail _____

Employed By _____

Signature _____

Date _____