



Date: October 9, 2006

City of Portland, Oregon

RFQ NO. 106169

**REQUEST FOR QUALIFICATIONS (RFQ)**

**FOR**

**PAPER, RECYCLED STOCK FOR CUT-SHEET PAPERS, FORMS  
PAPER, AND ENVELOPES**

**RESPONSES DUE: October 31, 2006, by 4:00pm.**

**Envelope(s) shall be sealed and marked with RFQ # and Title.**

**Submit one complete original and five (5) complete copies of the printed response to:**

City of Portland  
Bureau of Purchases  
1120 SW 5<sup>th</sup> Avenue, Room 750  
Portland, OR 97204

**Refer Questions to:**

Marty Gault, C.P.M.,  
Program Coordinator, Strategic Sourcing  
Phone: 503-823-5680  
Fax: 503-279-3989  
Email: mgault@ci.portland.or.us

## **REQUEST FOR QUALIFICATIONS GENERAL TERMS AND CONDITIONS**

**MINORITY, WOMAN-OWNED AND EMERGING SMALL BUSINESS PARTICIPATION** - The City of Portland is committed to increasing contracting and subcontracting opportunities for minority-owned, woman-owned and emerging small businesses. Respondents are requested to evaluate project specifications in endeavoring to maximize use of MBE, WBE and ESB firms. Respondents are encouraged to conduct informational conferences and are advised to investigate all potential sources of MBE, WBE and ESB participation, including suppliers of materials, services and equipment. Respondents identifying subcontracting opportunities are requested to maximize outreach to MBE, WBE and ESB firms in fulfilling these subcontracting needs.

**ENVIRONMENTALLY PREFERABLE PROCUREMENT** - In accordance with the City's Sustainable City Principles and the City's Sustainable Procurement Strategy, it is the policy of the City of Portland to encourage the use of products or services that help to minimize the human health and environmental impacts of City operations. Therefore, respondents are encouraged to incorporate environmentally preferable products or services into their responses wherever possible. "Environmentally preferable" means products or services that have a lesser or reduced effect on human health and the environment when compared with competing products or services that serve the same purpose. This comparison may consider raw materials acquisition, production, manufacturing, packaging, distribution, reuse, operation, maintenance, or disposal of the product or service. To view the above City policies go to [www.portlandonline.com](http://www.portlandonline.com) and navigate to "Charter, Code & Policies Documents".

**INVESTIGATION** - The respondent shall make all investigations necessary to inform it regarding the service(s) to be performed under this request for qualifications.

**SPECIAL CONDITIONS** - Where special conditions are written in the Request for Qualifications, these special conditions shall take precedence over any conditions listed under the Request for Qualifications "General Instructions and Conditions".

**CLARIFICATION OF REQUEST FOR QUALIFICATIONS** - Any potential respondent requesting a clarification of the RFQ requirements must submit questions in writing to the person(s) shown in the **REFER QUESTIONS TO** section on the cover of the RFQ, or present them verbally at a scheduled informational conference, if one has been scheduled. The City must receive written questions no later than five (5) working days prior to the scheduled deadline for submitting qualifications. The City will issue a response in the form of an addendum to the RFQ, if a substantive clarification is in order.

Oral instructions or information concerning the request for qualification given out by Bureau managers, employees or agents to prospective respondents shall not bind the City.

**ADDENDUM** - Any change to this RFQ shall be made by written addendum. The City is not responsible for any explanation, clarification or approval made or given in any manner except addendum.

**CANCELLATION** - The City reserves the right to modify, revise or cancel this RFQ. Receipt and evaluation of responses or the completion of interviews do not obligate the city to award a contract.

**REJECTION OF SUBMITTED MATERIALS** - The City reserves the right to reject any or all responses to the Request for Qualifications if found in the City's best interest to do so.

**LATE RESPONSES** - Responses and qualifications received after the scheduled closing time for filing will be returned to the respondent unopened.

**CERTIFICATION AS AN EEO AFFIRMATIVE ACTION EMPLOYER** - Respondents must be certified as Equal Employment Opportunity Affirmative Action Employers as prescribed by Chapter 3.100 of the Code of the City of Portland. The required documentation shall be filed with the Bureau of Purchases, City of Portland, prior to the RFQ closing date and not later than the contract execution.

**CONFLICT OF INTEREST** - A respondent filing materials and qualifications in response to this RFQ hereby certifies that no officer, agent or employee of the City who has a pecuniary interest in this Request for Qualifications has participated in the contract interviews on the part of the City, that the submitted materials and qualifications are made in good faith without fraud, collusion or connection of any kind with any other respondent of the same call for qualifications, and that the respondent is competing solely in its own behalf without connection with or obligation to, any undisclosed person or firm.

**CONFIDENTIALITY** - All information submitted by proposers shall be public record and subject to disclosure pursuant to the Oregon Public Records act (ORS 192.410 et seq.), except such portions of the proposals for which proposer requests exception from disclosure consistent with Oregon Law. Any portion of a proposal that the proposer claims constitutes a "trade secret" or is "confidential" must meet the requirements of ORS 192.501(2) and ORS 192.502(4).

If a request to inspect the proposal is made, the City will notify the proposer of the request. If the City refuses to release the records, the proposer agrees to provide information sufficient to sustain its position to the district Attorney of Multnomah County, who currently considers such appeals. If the District Attorney orders that the records be disclosed, the city will notify the proposer in order for the proposer to take all appropriate legal action. The proposer further agrees to hold harmless, defend and indemnify the City for all costs, expenses and attorney fees that may be imposed on the City as a result of appealing any decision regarding the proposer's records.

**These "Request for Qualifications General Terms and Conditions" are not to be construed as exclusive remedies or as a limitation upon rights or remedies that may be or may become available under ORS Chapter 279**

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## REQUEST FOR QUALIFICATIONS

RFQ TITLE            PAPER, RECYCLED STOCK FOR CUT-SHEET PAPERS,  
                             FORMS PAPER, AND ENVELOPES

RFQ #                106169

### PART I

### RFQ REQUIREMENTS

SECTION A	GENERAL INFORMATION
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- 1. INTRODUCTION**    The City of Portland (the City) utilizes a variety of business paper products to conduct daily operations. In accordance with the City’s Sustainable Paper Use Policy (June 2003), the City requires the use of post-consumer waste recycled content (PCW) paper products. In March 2006, City Council encouraged the move to using more 100% PCW paper. To increase 100% PCW business paper options, expand applications thereof, and improve product consistency the City is soliciting qualifications from paper manufacturers capable of producing 100% PCW paper stock for cut sheet papers, form papers, and envelope applications in addition to recycled papers with 30-99% PCW. Manufacturers relying on distributors to submit responses should ensure that distributors do not submit competing responses; there must be only one response for each brand/type of stock paper made by a particular manufacturer for each category.  
To view the City’s Sustainable Paper Use Policy, go to [www.portlandonline.com](http://www.portlandonline.com) and navigate to “Charter Code and Policy Documents” under the “Government” heading.
- 2. SCOPE OF RFQ**    The City is requesting qualifications from manufacturers that make post-consumer waste (PCW) recycled content paper stocks that can be utilized for one or more of the following finished paper products: 1) standard 20lb cut-sheet business printing and xerographic papers; 2) 24lb white wove papers for #9 and #10 business envelopes; and 3) 24lb bond paper for transactional papers. At this point the City is only looking to qualify stock papers and *not the finished products*. Manufacturers are welcome to submit a response on one or multiple categories of this RFQ. Based on the responses received, the City may choose to conduct a subsequent procurement process to secure finished paper products made from qualified stock papers.
- 3. SCOPE OF QUALIFICATIONS**    Qualified stock papers must meet the minimum product requirements outlined in this RFQ. Additional evaluative criteria contained in this RFQ will be used to “short-list” the stock papers that meet the minimum product criteria.

Sample products submitted by respondents must meet the technical requirements contained within this document.
- 4. PROJECT COST ESTIMATE**    The City anticipates a total combined category product cost of approximately \$250,000 for the finished products made from the specified qualified stock papers.
- 5. CHANGES TO QUALIFIED PRODUCTS DURING CONTRACT TERM**    Once a stock paper is qualified as a result of this Request for Qualifications, if any changes are made to the manufacture or technical specifications of the stock paper after qualification, it is the responsibility of the manufacturer or business partners providing any products to the City using the qualified paper stock to notify the City of the changes. Upon receipt of such notification, or if City staff otherwise

becomes aware of such changes, the City reserves the right to review the paper stock to determine if it still meets City qualification criteria. The review may involve performance testing as described in this RFQ prior to determination of qualified status. Upon review, should the paper stock no longer meet the City's qualification criteria, the City reserves the right to remove the paper stock from the qualified product list for stock papers.

<b>SECTION B</b>	<b>TECHNICAL SPECIFICATIONS</b>
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<b>SUBSECTION B.1</b>	<b>DEFINITIONS AND ACRONYMS</b>
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- CAA** US Clean Air Act
- CWA** US Clean Water Act
- ECF** Elemental Chlorine-Free (ECF) is a term used to describe a bleaching technology used in manufacturing pulp and paper. An ECF paper is made from pulp bleached with chlorine dioxide or other chlorine derivatives but not elemental chlorine.
- FSC** Forest Stewardship Council
- PCF** Process Chlorine-Free (PCF) is a term used to describe paper that has some post-consumer material (PCM) content for which the original bleaching process cannot accurately be determined but that has had no new chlorine or chlorine derivatives introduced during the paper making process. In addition, any virgin material portion of the paper must be totally chlorine free (TCF).
- PCM/PCW** Post-consumer material (PCM) (or post-consumer waste) is a material or finished product that has served its intended use and has been diverted or recovered from waste destined for disposal, having completed its life as a consumer item. For paper and paper products this includes: (1) Paper, paperboard and fibrous wastes from retail stores, office buildings, homes and so forth, after they have passed through their end-usage as a consumer item including: Used corrugated boxes; old newspapers; old magazines; mixed waste paper; tabulating cards and used cordage; and (2) All paper, paperboard and fibrous wastes that enter and are collected from municipal solid waste.
- RCRA** US Resource Conservation and Recovery Act
- REC** Renewable Energy Credit - a tradable certificate of proof that one kWh of electricity has been generated by a renewable-fueled source and sold to an end-user. RECs are denominated in kilowatt-hours (kWh) and are a separate product from the power itself.
- Recovered Non-Wood Fiber** Recycled material from agricultural waste streams, recycled rags, and other waste streams containing non-wood fiber.
- Renewable Energy** Energy produced from renewable sources. Renewable sources include: solar electric, wind, geothermal, small hydropower (*conditional*), biomass, biodiesel, and fuel cells (powered by hydrogen derived from any of the previously mentioned renewable resources). Go to [http://www.green-e.org/ipp/national\\_standard.html](http://www.green-e.org/ipp/national_standard.html) for more information on energy sources that are eligible to be defined as renewable.
- TRC** Tradable Renewable Certificate – see definition of REC.

## SUBSECTION B.2 PRODUCT CATEGORIES

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The City is seeking a collection of products and may select more than one qualified stock paper in each category area. Individual firms are not required to submit a response on all category areas. Manufacturers wishing to respond to more than one category area must submit separate responses for each category area. Each response must meet the RFQ evaluative criteria as a stand alone response and cannot rely on information included in other responses submitted by the same manufacturer.

Respondents shall indicate on the responder contact form, Attachment A, which of the six category areas your firm is submitting a stock paper for qualification. Respondents shall confirm, by completing Attachment B, that their product(s) meets the minimum criteria per category.

### CATEGORY 1: 20# 30-99% PCW WHITE BOND PAPER STOCK

GRADE:	Bond – suitable for use in duplicators, high-speed printers, multifunction copy/print office machines, laser and inkjet printers
WEIGHT:	20 pound
BRIGHTNESS:	92 minimum
OPACITY:	88 minimum
COLOR:	White
SMOOTHNESS:	140, Sheffield Units (Acceptable range 130-170)
MOISTURE CONTENT:	4.5% (Acceptable range 4.2 to 4.7%)
RECYCLABLE:	Paper must be recyclable in City recycling programs
RECYCLED CONTENT:	30-99% PCW recycled content
BLEACHING PROCESS:	Minimum ECF bleaching process
FINISHED PRODUCT APPLICABILITY	Cut-sheet xerographic paper (see “grade” requirement above) for the following sizes: Letter - 8.5 x 11 Legal – 8.5 x 14 11 x 17
FINISHED PRODUCT PACKAGING	Ream wrap every 500 sheets for 11 and 14 inch, every 250 for 17 inch; 10 reams per case.
FINISHED PRODUCT ESTIMATED USAGE	10,000 cases annually (total for white bond cut sizes – not just for specified recycled content range)

### CATEGORY 2: 20# 100% PCW WHITE BOND PAPER STOCK

GRADE:	Copier/Bond – suitable for use in duplicators, high-speed printers, multifunction copy/print office machines, laser and inkjet printers
WEIGHT:	20 pound
BRIGHTNESS:	92 minimum
OPACITY:	88 minimum
COLOR:	White
SMOOTHNESS:	140, Sheffield Units (Acceptable range 130-170)
MOISTURE CONTENT:	4.5% (Acceptable range 4.2 to 4.7%)
RECYCLABLE:	Paper must be recyclable in City recycling programs
RECYCLED CONTENT:	100% PCW recycled content
BLEACHING PROCESS:	Minimum PCF bleaching process

FINISHED PRODUCT APPLICABILITY:	Cut-sheet xerographic paper (see “grade” requirement above) for the following sizes: Letter - 8.5 x 11 Legal – 8.5 x 14 11 x 17
FINISHED PRODUCT PACKAGING:	Ream wrap every 500 sheets for 11 and 14 inch, every 250 for 17 inch; 10 reams per case.
FINISHED PRODUCT ESTIMATED USAGE:	10,000 cases annually (total for white bond cut sizes – not just for specified recycled content range)

CATEGORY 3: 24# 30%-99% PCW WHITE BOND PAPER STOCK

GRADE:	Bond
WEIGHT:	24 pound
BRIGHTNESS:	88 minimum
OPACITY:	92 minimum
COLOR:	White
RECYCLABLE:	Paper must be recyclable in City recycling programs
RECYCLED CONTENT:	30-99% PCW recycled content
BLEACHING PROCESS:	Minimum ECF bleaching process
FINISHED PRODUCT APPLICABILITY:	Billing forms with perforated return slip
FINISHED PRODUCT PACKAGING:	Ream wrap every 500 sheets, 10 reams per case.
FINISHED PRODUCT ESTIMATED USAGE:	400 cases annually (total for 24# forms white bond – not just for specified recycled content range)

CATEGORY 4: 24# 100% PCW WHITE BOND PAPER STOCK

GRADE:	Bond
WEIGHT:	24 pound
BRIGHTNESS:	88 minimum
OPACITY:	92 minimum
COLOR:	White
RECYCLABLE:	Paper must be recyclable in City recycling programs
RECYCLED CONTENT:	100% PCW recycled content
BLEACHING PROCESS:	Minimum PCF bleaching process
FINISHED PRODUCT APPLICABILITY:	Billing forms with perforated return slip
FINISHED PRODUCT PACKAGING:	Ream wrap every 500 sheets, 10 reams per case.
FINISHED PRODUCT ESTIMATED USAGE:	400 cases annually (total for 24# forms white bond – not just for specified recycled content range)

CATEGORY 5: 24# 30%-99% PCW WHITE WOVE ENVELOPE STOCK

GRADE:	White Wove Envelope Stock
WEIGHT:	24 pound
BRIGHTNESS:	88 minimum
COLOR:	White
RECYCLABLE:	Paper must be recyclable in City recycling programs
RECYCLED CONTENT:	30-99% PCW recycled content
BLEACHING PROCESS:	Minimum ECF bleaching process
FINISHED PRODUCT APPLICABILITY:	#9, #10 envelopes with cut-out or glassine windows #9, #10 envelopes without window
FINISHED PRODUCT PACKAGING:	Box every 500 envelopes, 5 boxes per case.
FINISHED PRODUCT ESTIMATED USAGE:	900 cases annually (total for all #9, #10 envelopes – not just for specified recycled content range)

CATEGORY 6: 24# 100% PCW WHITE WOVE ENVELOPE STOCK

GRADE:	Wove
WEIGHT:	24 pound
BRIGHTNESS:	88 minimum
COLOR:	White
RECYCLABLE:	Paper must be recyclable in City recycling programs
RECYCLED CONTENT:	100% PCW recycled content
BLEACHING PROCESS:	Minimum PCF bleaching process
FINISHED PRODUCT APPLICABILITY:	#9, #10 envelopes with cut-out or glassine windows #9, #10 envelopes without window
FINISHED PRODUCT PACKAGING:	Box every 500 envelopes, 5 boxes per case.
FINISHED PRODUCT ESTIMATED USAGE:	900 cases annually (total for all #9, #10 envelopes – not just for specified recycled content range)



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**SUBSECTION B.3 SUPPLEMENTAL QUESTIONS FOR ALL CATEGORIES**

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Responses to the supplemental questions shall be responded to on Attachment C of this RFQ and must be submitted with the response.

- 1. THIRD PARTY PRODUCT CERTIFICATIONS** Identify whether stock paper (and/or fibers used in stock paper) is certified by the Forest Stewardship Council (FSC), the Chlorine Free Products Association (PCF certification), Green Seal, Environmental Choice, and/or other third-party certification program. Include fiber percent (%) information as applicable (i.e. % of FSC certified fibers).
  - 2. RECOVERED NON-WOOD FIBERS** Indicate whether the paper stock contains any fibers from recovered wood-free fibers such as agricultural residues (i.e. straw or bagasse). Include information on source (type and location) of recovered fibers.
  - 3. MILL LOCATION** Provide Mill Name, City, State, and Country of the mill(s) where stock paper is manufactured.
  - 4. MILL RENEWABLE ENERGY USE** Provide information on any renewable energy used to supply electricity for mill facilities, either on site or through purchases of tradable renewable certificates (TRC) or renewable energy credits (REC). Information should include percent (%) electricity from renewable energy used to power mill facilities, type(s) of renewable energy (i.e. wind, solar) and any third party certifications such as Green-e. Renewable energy shall be defined as in subsection B.1.
  - 5. MILL RESOURCE EFFICIENCY** Describe any strategies, equipment, processes, or procedures implemented at the mill facilities specifically to reduce energy, water, material use, and waste streams. This can include, but is not limited to: heat recovery systems, wastewater reuse, energy-efficient (Energy Star™ or better) lighting, HVAC upgrades, or reuse of scrap materials. Also include any successful participation in resource efficiency programs such as the US Department of Energy Industrial Technologies Program.
  - 6. FEDERAL/ STATE PERMIT COMPLIANCE** Indicate, by number of quarters, whether the mill(s) sourcing the paper stock has been identified by the US EPA as in alleged violation, noncompliance, significant noncompliance, or high priority violation for any CAA, CWA, or RCRA permits in the last 3 years. Include the number of federally reportable inspections that have occurred at the mill(s) in the last 3 years.
  - 7. CUSTOMER SATISFACTION & RELATIONSHIP** Indicate whether, as a manufacturer of the paper stock, you would be willing and able work together with City employees, printing equipment manufacturers, forms and envelope converters, and other stakeholders to ensure the finished paper product works as needed. Describe a plan for such a customer relationship and/or any similar relationships you have with other customers/end-users to ensure satisfaction with the product.
  - 8. "CLOSE THE LOOP" DEVELOPMENT** Indicate, as a manufacturer of the paper stock, your willingness to explore future opportunities with the City (and associated stakeholders) to collect City facility recycled papers for regional processing back into "new" recycled content papers for City use. This would involve working with a variety of partners and approaches to "close the loop" for paper fibers used by the City (and other potential partners). Briefly describe why your company would be willing and interested in working with the City on such a project and your approach for developing such a project.
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**SECTION C****PRODUCT SAMPLES**

Although this RFQ is for the stock paper of a variety of end-use applications (and not the end-use product itself), in order to evaluate the quality of the stock paper for the anticipated end-use this RFQ requires the submittal of product samples. Product samples should reflect the requests by category indicated below. It is expected that paper stock manufacturers will work with their customers, envelop converters, distributors or other partners using their paper stock in order to supply the required product samples, at no charge, at the same time the RFQ response is submitted.

**Required Product Samples for Evaluation**Category 1 and 2:

Using stock paper meeting specifications listed in Part I Section B Subsection B.2 submit:

Two (2) cases of 8.5"x11" (letter cut) 20# copy paper. Each case should contain 10 reams of 500 sheets per ream.

Category 3 and 4:

Using stock paper meeting specifications listed in Part I Section B Subsection B.2 submit:

- A. One (1) case (5,000 sheets) of form bond paper according to the following specifications:
- Billing paper with "tear-off" return slip
  - 8.5" x 11"
  - Micro-perf 52 to the inch
  - 'ironed' perforation 3.67" from bottom of page
  - vacuumed perf for low paper dust
  - low curl
  - low water content

Category 5 and 6:

Using stock paper meeting specifications listed in Part I Section B Subsection B.2 submit

- A. One (1) case (2,500 envelopes) **EACH** of:
- a. #9 standard envelope with **glassine** window (no Mylar), suitable for high-speed inserter machinery
  - b. #10 standard envelope with **glassine** window (no Mylar), suitable for high-speed inserter machinery

**SECTION D****ATTACHMENTS**

- Attachment A** Responder contact form (required)
- Attachment B** Category response form (required)
- Attachment C** Supplemental questions response form (required)
- Attachment D** Distributor list (required)

## PART II

## RFQ PREPARATION AND SUBMITTAL

<b>SECTION A</b>	<b>RFQ CLARIFICATION</b>
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### 1. Questions and Clarifications

Questions and requests for clarification regarding this Request for Qualifications must be directed in writing, via mail, email or fax to the person listed below. **The deadline for submitting such questions/clarifications is October 24, 2006.** An addendum will be issued no later than 72 hours prior to the due date to all recorded holders of the RFQ if a substantive clarification is in order.

Marty Gault, C.P.M  
City of Portland, Bureau of Purchases  
1120 SW 5<sup>th</sup> Avenue, Room 750  
Portland, OR 97204  
Ph: 503-823-5680  
Fax: 503-279-3989  
Email: mgault@ci.portland.or.us

<b>SECTION B</b>	<b>RESPONSE SUBMISSION</b>
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### 1. NO DUPLICATE RESPONSES

The City is requesting responses from paper manufacturers. Manufacturers relying on distributors to submit responses should ensure that distributors do not submit competing responses; there must be only one response for each brand/type of stock paper made by a particular manufacturer for each category.

### 2. RESPONSES DUE

Sealed responses must be received no later than the date and time, and at the location, specified on the cover of this RFQ. The outside of the envelope shall plainly identify the RFQ number, the RFQ title and the name and address of the Respondent. Responses received after time or date listed herein shall not be considered. Responses received after the scheduled closing time for filing will be returned to the Respondent unopened.

### 3. RESPONSE SUBMITTALS

Responses must be clear and succinct. Attachments A, B, C, and D and specified product samples are required in your response to this RFQ. Failure to submit any of the attachments, or incomplete submittals thereof, may be cause for rejection of the entire response.

For purposes of review and in the interest of the City's Sustainable Paper Use Policy and sustainable business practices in general, the City encourages the use of submittal materials (i.e. paper, dividers, binders, brochures, etc.) that contain post-consumer recycled content and are readily recyclable. The City discourages the use of materials that cannot be readily recycled such as PVC (vinyl) binders, spiral bindings, and plastic or glossy covers or dividers. Alternative bindings such as reusable/recyclable binding posts, reusable binder clips or binder rings, and recyclable cardboard/paperboard binders are examples of preferable submittal materials. Respondents are encouraged to print/copy on both sides of a single sheet of paper wherever applicable; if sheets are printed on both sides, it is considered to be two pages. Color is acceptable, but content should not be lost by black-and-white printing or copying.

All submittals will be evaluated on the completeness and quality of the content. Only those Respondents providing complete information as required will be considered for evaluation. The ability to follow these instructions demonstrates attention to detail.

All submittals, qualification materials and addendum attachments will become part of the public file on this matter, without obligation to the City.

**4. COST OF RESPONDING**

All costs incurred by the Respondent in preparation of responses to this solicitation, including presentations to the City and/or for participation in an interview shall be borne solely by the Respondent; the City shall not be liable for any of these costs. At no time will the City provide reimbursement for submission of a response unless so stated herein.

**5. ORGANIZATION OF RESPONSE**

The Respondents must provide all information as requested in this Request for Qualifications (RFQ). Responses must follow the format outlined in this RFQ. The City may reject as non-responsive at its sole discretion any response or any part thereof, which is incomplete, inadequate in its response, or departs in any substantive way from the required format. Responses shall be organized in the following manner:

- a. Attachment A – Responder Contact Form
- b. Attachment B – Category Response Form
- c. Attachment C – Supplemental Questions Response Form
- d. Attachment D – Distributor List
- e. Include Product Samples As Requested

<b>SECTION C</b>	<b>EVALUATION CRITERIA</b>
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**1. RESPONDER CONTACT FORM AND CATEGORY RESPONSE FORM**

Pass or Fail criteria. Attachments A and B must be completed in entirety.

For Attachment B, responders must meet all the minimum product category specifications listed under Part I Section B Subsection B.2 for the category(ies) submitted for qualification. Responders not meeting the minimum specifications for the category(ies) submitted for qualification will be rejected.

**2. EVALUATION OF RESPONSES TO SUPPLEMENTAL QUESTIONS**

Responses involving more than one mill location for a single paper stock will be evaluated as one (combined or averaged) unit. For example on Question 4, if a response includes two mills that are using renewable energy, that response will not receive double points than another response that has one mill for a single paper stock just because there are two mills.

Question 1 – Third Party Product Certifications

Points will be allotted for paper stock with applicable and credible third-party certifications. Examples include the Forest Stewardship Council ([www.fscus.org](http://www.fscus.org)), the Chlorine Free Products Association ([www.chlorinefreeproducts.org](http://www.chlorinefreeproducts.org)), Green Seal ([www.greenseal.org](http://www.greenseal.org)), and/or Environmental Choice ([www.environmentalchoice.com](http://www.environmentalchoice.com)).

Question 2 – Recovered Wood-Free Fibers

Points will be allotted for paper stock containing recovered wood-free fibers.

Question 3 – Mill Location

Points will be allotted according to location. The City desires to support our local/regional economy and opportunities to utilize regional resources. Location also affects transportation costs and environmental impacts thereof, which the City seeks to minimize.

Question 4 – Mill Renewable Energy Use

Points will be allotted for mills utilizing credible sources of renewable energy for

the electricity used at the mill facilities. Renewable energy shall be defined as in subsection B.1. An example of a third-party renewable energy certifier includes: Green-e ([www.green-e.org](http://www.green-e.org)).

Question 5 – Mill Resource Efficiency

Points will be allotted for mills incorporating meaningful resource efficiency practices for mill facility operations. Examples include: heat recovery systems, wastewater reuse, energy-efficient (Energy Star™ or better) lighting, HVAC upgrades, reuse of scrap materials, or successful participation in resource efficiency programs such as the US Department of Energy Industrial Technologies Program.

Question 6 – Federal/State Permit Compliance

Points will be allotted for mills with zero/low number of quarters identified by the US EPA as in alleged violation, noncompliance, significant noncompliance, or high priority violation for any CAA, CWA, or RCRA permits in the last 3 years. The number of federally reportable inspections that have occurred at the mill(s) in the last three years will be taken into account when evaluating the number of violations or noncompliance (etc.) quarters.

Question 7 – Working Relationship

Points will be allotted for manufacturers demonstrating the willingness and follow-through required to develop a working relationship to ensure product quality and satisfaction for the end-use of the paper stock.

Question 8 – “Close the Loop” Development

Points will be allotted for manufacturers demonstrating the willingness and follow-through required to explore future opportunities with the City and associated stakeholders to “close the paper loop” for City paper use at a regional level.

**4. DISTRIBUTOR INFORMATION**

Pass or Fail criteria. Responders failing to submit distributor information will be rejected.

**5. EVALUATION OF PRODUCT SAMPLES**

Cut Sheet Papers

After inspection for compliance with specifications, the City shall submit requested samples to two performance tests: 1) A continuous run of 5,000 sheets each shall be printed on a City Heidelberg 9110 digital printer; and 2) 5,000 sheets in set volume runs will also be printed on a standard City office multifunction machine running 35-50 copies per minute. The City expects that papers run through with no more than one jam in 5,000 copies.

Envelopes

After inspection for compliance with specifications, the City shall submit requested samples to a performance test. A continuous run of envelopes shall run through a high speed City printing press, inserter, and automated mail opening equipment. The City expects that envelopes will perform completely clean runs.

24# Billing Paper

After inspection for compliance with specifications, the City shall submit requested samples to a performance test. Samples will be subject to a continuous run through a high speed City printing press, folder, inserter, and automated mail opening equipment. The City expects that forms will perform completely clean runs.

## PART III

## RFQ EVALUATION

<b>SECTION A</b>	<b>REVIEW AND EVALUATION</b>
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### 1. EVALUATION CRITERIA SCORING

An evaluation review committee will be appointed to evaluate the responses received. The committee will score the responses based upon the information submitted in accordance with the following criteria and point factors:

Criteria		Maximum Score
a.	Responder Contact Form (Attachment A)	Pass/Fail
b.	Category Response (Attachment B)	Pass/Fail
c.	Supplemental Questions (Attachment C)	50
d.	Distributor Information Form (Attachment D)	Pass/Fail
e.	Product Samples	50
Total Points Available		100

### 2. DEVELOPMENT OF THE SHORT LIST

An evaluation review committee will be appointed to evaluate the Request for Qualifications responses received. For the purpose of scoring, each of the committee members will evaluate each response in accordance with the criteria and point factors contained in this RFQ. The evaluation committee may seek outside expertise, including, but not limited to, input from technical advisors to assist in evaluating responses.

The City will score the responses based on the criteria and will develop a short list of the three (3) highest scoring Respondents in each category. The short listed Respondents will be identified approximately 30 days from the receipt of the Request for Qualifications. The City reserves the right to increase or decrease the number of Respondents on the short list depending on the respondent's reasonableness to achieve qualified product status or in the best interest of the City.

<b>SECTION B</b>	<b>FINAL SELECTION</b>
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### 1. FINAL SELECTION

Pending RFQ results, it is anticipated that this RFQ will be followed by a Request for Proposals or Invitation to Bid for the finished products mentioned in this document. It is anticipated that any subsequent RFP or ITB will cite specific stock paper for the finished paper products.

### 2. REVIEW AND PROTESTS

Respondents are permitted to challenge the City's decision to exclude the Respondent from the next step in the evaluation process and/or to award a contract. Depending on the nature of the protest, respondents may wish to review PCC 5.33.720, and 5.33.730, and 5.33.740 regarding protest procedures, all of which may be found online at the City of Portland's Code and Charter website: <http://www.portlandonline.com/auditor/index.cfm?c=37766>.

The Bureau of Purchases shall post a Notice of Intent to Short List or Award of Qualified Products. A Respondent who is adversely affected or aggrieved by the Notice of Intent shall have seven (7) days after the issuance of the "Notice" to file a protest. The contents to be included in the protest are found in PCC 5.33.740. A protest is not valid if the Respondent would not be eligible to move to the next stage of the project or to be awarded as a qualified product if its protest were upheld. The Purchasing Agent will review any protest and issue a written decision. Whether there are further appeal processes depends on the discretion of the Purchasing Agent.

**ATTACHMENT A – RESPONDER CONTACT FORM**

*(if responding to more than one category, include separate form for each category response)*

**Responder's (Company) Name:** \_\_\_\_\_

**Contact Name:** \_\_\_\_\_

**Contact Signature:** \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_

\_\_\_\_\_

**Phone:** \_\_\_\_\_ **Fax:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**RFQ Product Category For Which a Response is Included:** \_\_\_\_\_

**Responder is a:**  paper stock manufacturer  
 other (please describe and fill out section below)  
*Manufacturers relying on distributors or other business partners to submit responses should ensure that distributors/partners do not submit competing responses; there must be only one response for each brand/type of stock paper made by a particular manufacturer for each category*  
\_\_\_\_\_

*If responding on behalf of a paper stock manufacturer, please list appropriate contact information for that paper manufacturer:*

**Manufacturer (Company) Name:** \_\_\_\_\_

**Contact Name:** \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_

\_\_\_\_\_

**Phone:** \_\_\_\_\_ **Fax:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**Describe responder's business relationship with manufacturer:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## ATTACHMENT B – CATEGORY RESPONSE FORMS

*(if responding to more than one category, include separate form for each category response)*

Applicable RFQ Product Category: \_\_\_\_\_

### PART I: PAPER STOCK: GENERAL QUESTIONS

<b>1. Paper Stock Name</b>					
<b>2. Paper Stock Manufacturer</b>					
<b>3. Grade</b>		<b>4. Weight</b>		<b>5. Brightness</b>	
<b>6. Opacity</b>		<b>7. Smoothness</b>		<b>8. Moisture Content</b>	
<b>9. Is paper readily recyclable in typical office &amp; residential paper recycling programs?</b>					
<b>10. Applicable finished products of stock paper include:</b>					
<b>11. Packaging</b> (indicate sheets per ream and ream per carton; or envelopes per box and boxes per carton):					
<b>12. Is the ream wrapper readily recyclable in typical office &amp; residential paper recycling programs?</b>					



**PART II: PAPER STOCK: FIBER USAGE AND BLEACHING VERIFICATION**

Please fill out form completely. For each type of fiber, fill out all boxes to the right. If you use multiple sources for any one type of fiber, please include information on all sources. See the following notes for guidance:

**Certification:** Type of certification (FSC, SFI, CSA, or none). Include name of certifying organization (Smartwood, SCS, etc.)

**Sources** (see recycled content table). Please list company-owned and/or independent de-ink pulp mills for de-inked post-consumer fiber. Include pulp mill location

<b>Virgin Content</b> (% of total fiber). For any non-wood fiber, indicate type.	<b>Manufacturer, Mill</b>	<b>Bleaching Process</b> (PCF, TCF, ECF, or specify)	<b>Forest of Origin (or Tree Farm) / Geographical Area / Ownership</b>	<b>Tree Species/ Logging Rotation (yrs) / Year of Previous Harvest</b>	<b>Pulping Efficiency</b> (Percent)	<b>Certification /3<sup>rd</sup> Party Verification</b>
<i>Hard Wood (%)</i>						
<i>Soft Wood (%)</i>						
<i>Ground Wood (%)</i>						
<i>Non-Wood (%)</i>						

<b>% Recycled Content</b>	<b>Bleaching Process</b>	<b>Sources</b>
<i>Post-Consumer %)</i>		
<i>Recovered Non-Wood Fiber (%)</i>		

**ATTACHMENT C – SUPPLEMENTAL QUESTIONS**

*(if responding to more than one category, include separate form for each category response)*

**1. THIRD PARTY PRODUCT CERTIFICATIONS** Identify whether stock paper (and/or fibers used in stock paper) is certified by the Forest Stewardship Council (FSC), the Chlorine Free Products Association (PCF certification), Green Seal, Environmental Choice, and/or other third-party certification program.

<b>Third Party Certification</b>	<b>Certification Website</b>	<b>Brief description of certification requirements and applicability to stock paper</b>	<b>% certified fiber (if applicable)</b>

**2. RECOVERED NON-WOOD FIBERS** Indicate whether the paper stock contains any fibers from **recovered** non-wood fibers such as agricultural residues (i.e. straw or bagasse). Include information on source (type and location) of recovered fibers.

--

**3. MILL LOCATION(S)** Provide Name, City, State/Province, and Country of the mill(s) where stock paper is manufactured.

Mill Name	City	State	Country

**4. MILL RENEWABLE ENERGY USE** Provide information on any renewable energy used to supply electricity for mill facilities, either on site or through purchases of tradable renewable certificates (TRC) or renewable energy credits (REC). Renewable energy shall be defined as in Part I, Section B, Subsection B.1.

<b>Describe Type of On-Site Renewable Energy Used and/or Name/Type of REC/TRC (including issuer of REC/TRC)</b>	<b>Electricity Application (i.e. mill, admin offices, etc.)</b>	<b>Number renewable kWh produced or offset</b>	<b>% of total kWh used at facility that is from renewable source (% of total kWh for the referenced application)</b>	<b>Name of Third Party Certification (if applicable)</b>

**5. MILL RESOURCE EFFICIENCY** Describe any strategies, equipment, processes, or procedures implemented at the mill facilities specifically to reduce energy, water, material use, and waste streams. This can include, but is not limited to: heat recovery systems, wastewater reuse, energy-efficient lighting, HVAC upgrades, or reuse of scrap materials. Also include any successful participation in resource efficiency programs such as the US Department of Energy Industrial Technologies Program.

A large, empty rectangular box with a thin black border, intended for the user to provide details regarding mill resource efficiency strategies, equipment, processes, or procedures.



**7. CUSTOMER SATISFACTION & RELATIONSHIP** Indicate whether, as a manufacturer of the paper stock, you would be willing and able work together with City employees, printing equipment manufacturers, forms and envelope converters, and other stakeholders to ensure the finished paper product works as needed. Describe a plan for such a customer relationship and/or any similar relationships you have with other customers/end-users to ensure satisfaction with the product.

A large, empty rectangular box with a thin black border, intended for the respondent to describe a plan for customer relationships and/or any similar relationships they have with other customers/end-users to ensure satisfaction with the product.

**8. “CLOSE THE LOOP” DEVELOPMENT** Indicate, as a manufacturer of the paper stock, your willingness to explore future opportunities with the City (and associated stakeholders) to collect City facility recycled papers for regional processing back into “new” recycled content papers for City use. This would involve working with a variety of partners and approaches to “close the loop” for paper fibers used by the City (and other potential partners). Briefly describe why your company would be willing and interested in working with the City on such a project and your approach for developing such a project.





**ATTACHMENT D – DISTRIBUTOR LIST AND/OR PARTNERSHIPS**

*(if responding to more than one category, include separate form for each category response)*

Please list any distributors for the Portland, Oregon Metro Area of finished products using the stock papers described in your response. Also include any business partners, such as envelope converters or form suppliers, that utilize the stock papers described in your response. This information will be used to contact potential responders to a subsequent solicitation for the finished products using the stock paper as described in this RFQ. Make a copy of this page if needed to list additional names.

**Exclusive Column:** indicate whether distributor/partner has exclusive rights to distribute/convert certain finished products and if so, which finished products.

Company Name	Address	Phone/Fax/Email	Contact Name	Business Type	Exclusive?	Expiration Date of Current Distributor Agreement