

## **DEPARTMENT OF ADMINISTRATION**

### **Environmentally Preferred Purchasing**

The Department of Administration continues to promote the purchase and use of reusable, refillable, repairable, more durable, and less toxic supplies and products. As the Department progresses, more of these products are being added to statewide term contracts, agency specific term contracts, as well as awarded through open market bids. For more information visit the DOA's Web site: <http://www.doa.state.nc.us/PandC/>

### **Efforts Taken To Comply With the Session Laws 1993 {G.S. 130A-309.14(a)}**

Presently, the bids advertised in the Division of Purchase and Contract contain a Recycling and Source Reduction paragraph in item #10 of Instructions to Bidders. When developing bid invitation language, requirements and specifications, purchasers are continuing to look at alternative methods and products, if such products result in waste reduction and their procurement is both practicable and cost-effective. More specifically, the Division of Purchase and Contract has taken the following steps:

#### **NC E-Procurement @Your Service**

NC E-Procurement @ Your Service is a user-friendly, Internet-based purchasing system that offers electronic purchase order processing and enhanced administrative functions to buyers and vendors, resulting in operational efficiencies and cost savings. In the first two full years of operation, the State has used NC E-Procurement to achieve cost savings of \$127 million as a result of decreased prices of items purchased by the State.

The program's goals and objectives reflect the State's "One North Carolina" vision outlined by Governor Michael Easley, as well as that of the sponsoring agencies -- the Department of Administration's Division of Purchase & Contract, the Office of the State Controller, and the Office of Information Technology Services' Statewide Information Technology Procurement Office. As of December 2005, the enterprise-wide system has over 43,500 vendors registered and over 13,000 users from more than 237 entities across the state including State agencies, community colleges, local K-12 schools, and local governments.

Another way that E-Procurement has made the interactions between government and business more intuitive is to create an on-line marketplace for informal bidding; this marketplace is known as eQuote. eQuote allows users to submit electronic requests for quotes to vendors, replacing cumbersome manual quoting processes involving phone, fax, or U.S. mail. Vendors respond with their quotes on-line and buyers view the auto-tabulated quotes, award the contract, and submit the purchase order. . After the purchase order is issued, the vendors who responded to the eQuote are electronically notified of the award.

Through eQuote, buyers have reported savings averaging 23%. These savings have been achieved through the increased competition that results from using the on-line quoting tool. Vendors have also appreciated receiving eQuotes – especially the consistent format and straightforward navigation of the on-line tool.

The NC E-Procurement @ Your Service system has achieved the following process efficiencies for the State:

- Consolidated numerous purchasing systems into a single enterprise procurement system enabling the state to gather significant purchasing information, evaluate purchasing patterns, and negotiate better prices with its vendors.

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- Streamlined and standardized the current procurement processes, allowing for decreased cycle times and increased process efficiencies.
- Enabled the consistent application of both statewide purchasing policies and agency-specific business rules.
- Automated approval workflows. For term contract purchases under predetermined dollar thresholds, the workflow feature can reduce the number of approvers and lessen the impact on purchasing agents, allowing these agents to spend time on more value-added activities.
- Provided product-specific electronic catalogs containing items on statewide term contract. Electronic catalogs increase compliance with state contracts, improve the accuracy of issued purchase orders, and reduce the data entry of end users.
- Automated and standardized the informal quote process. Our electronic quoting process replaced calling, mailing, or faxing vendors; and reduced prices by increasing vendor competition through greater vendor participation.

### **Environmental Benefits**

NC E-Procurement @ Your Service also contributes to a sustainable environment by significant reduction in hard copy document reproduction (paper, printers and supplies) by the use of electronic business transactions and electronic documents.

## **IPS (Interactive Purchasing System) & Vendor Link NC**

The Division of Purchase and Contract continues to promote opportunities for vendors to do business with the state through electronic advertisement of Goods, Services and Design/Construction posting in IPS. The entities using this system consist of State Departments, Institutions, Universities, Community Colleges, Public Schools, Cities, Towns and Counties.

Vendor Link allows vendors to register to receive electronic notification of solicitations. Vendor Link had 18,444 registered vendors June 30, 2005, an increase of 11%. The system continues to grow with the addition of users increasing from 125 Entities with 439 users as of June 30, 2005, an increased user base of 21%.

### **OPEN MARKET AWARDS**

- Office Panel Systems-It is standard procedure to incorporate refurbished language in the bid document for refurbished panel systems.
- Food Product Packaging- Wooden pallets that cases of food are shipped on are exchanged. Also, all of the cardboard cases are recyclable.
- Food serving equipment purchased made from stainless steel that can be recycled at end of use
- 516 bids were awarded last calendar year that support sustainability.

### **STATEWIDE TERM CONTRACTS**

As existing term contracts are re-bid and new term contracts are developed, the Division of Purchase and Contract continues to improve the contracts by offering a wider range of sustainable or environmentally friendly products. These term contracts are listed below.

- ❑ **Air Conditioners, Room, 031A** - Items available through this contract were awarded based on the lowest energy efficiency cost, meeting specifications. The majority of the items awarded are Energy Star Compliant, containing recycled materials and packaging.
- ❑ **Domestic Appliances, 045A** - All refrigerators, washers and dishwashers are "Energy Star" qualified. This is a fairly stringent measurement of energy efficiency, which is monitored by the

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Department of Energy. The payoff is a more efficient appliance, which use less energy over the lifetime of the product.

- ❑ **Batteries, Storage, 060B** - Battery casings are made from recycled material (96%). Batteries are exchanged as a core and picked up by the vendor. In addition the contractor will pick up and properly dispose of junk batteries on quantities less than 20. Core (junk) batteries are considered to be an environmental hazard and are otherwise expensive to properly remove.
- ❑ **Oil Filters, 060C** - Allows for multipacking, which reduces the number of individual boxes for the filters. This helps reduce trash that would otherwise be generated.
- ❑ **Tire, Automotive, Recapping and Repairing, 060E** - The retread tire provided should be a premium retread that will provide optimum tire mileage/service and safety. Recycling of tires through retreading and repairing reduces the new purchases and disposal of tire casings.
- ❑ **Passenger Cars, 070A; Law Enforcement Vehicles, 070B; Trucks/Vans/Utility Vehicles, 070G** - Bids included an AFV (alternate fuel vehicle) category for each line item. Passenger cars were bid for both standard and alternate fuels, with only the AFV types awarded, including a gasoline /electric hybrid vehicle. Limited availability restricted award of AFV type Law Enforcement and Trucks/Vans/Utility Vehicles. According to the Steel Recycling Institute, 67.7% of a vehicle is steel or iron. Of that steel or iron, 26.6% is post consumer material. Therefore, 18% of a vehicle is made from post consumer recycled material.
- ❑ **Remanufactured Toner Cartridges, 207A** - Common use cartridges are remanufactured to equivalency with the original OEM performance. Fewer cartridges are added to the waste stream.
- ❑ **Coolers, Water, Electric, 225A** - Packaging, refrigerant and metal components may contain or are recyclable.
- ❑ **Large & Specialty Lamps, 285A** - Encourages the use of energy efficient fluorescent lamps and lists products that meet the Federal Energy Management Program (FEMP) recommendations. Some of the lamps contain up to 65% recycled content including glass and mercury. Some of the packaging contains 73% recycled content. Some of the lamps are low mercury (TCLP compliant), non-hazardous.
- ❑ **Ballasts, 285B** – Electronic ballasts are more energy efficient, supports variable illumination on demand and reduces electro magnetic radiation. A link is provided to FEMP that illustrates ROI for retrofitting with more energy efficient lamps and ballasts. Ballasts contain no PCB's and can be disposed of in the trash. Reduced form factor minimizes packaging and metal enclosure requirements.
- ❑ **Carpet, 360A** - Recycled content required is either (1) minimum 5% postconsumer content except that vinyl-backed and other similar hardbacked products contain 20% by weight of postconsumer recycled content, (2) minimum 15% by weight of recovered materials (both preconsumer and postconsumer), or (3) minimum of 25% by weight of recyclable content.
- ❑ **Paper, Computer and Labels, 395B** - This contract is limited to recycled computer paper and continuous stock labels most often used by the State.
- ❑ **Fuel, Propane (Tankwagon), 405A** - Metal components may contain recycled materials. Metal is recyclable.
- ❑ **Recycled Motor Oil, 405H, 405J** - State Surplus Property disposes of waste oil and antifreeze under contract.
- ❑ **Bio-Diesel Fuel, 405L** - B20 blended fuel contains 80% diesel fuel and 20% virgin soy or

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reprocessed vegetable oil. Approximately 3,449,367 gallons purchased with 689,873 gallons from recycled biomass reduces crude oil consumption.

- ❑ **Gasohol, 405M** - E-10 blended fuel contains 90% unleaded gasoline and 10% ethanol.
- ❑ **Furniture, Metal, Folding Chairs, Tables, Storage Units, Wood Library Furniture, 420 - Furniture, Desks (Wood), Credenzas, Conference Tables, Etc. & Bookcases, Furniture, 425B & C** - Contractors support sustainability through different practices, Mechanical parts can be recycled or replaced – extending service of item. Packaging is recycled and recyclable. Products may be ground up into particleboard. Packaging may contain up to 40% post consumer waste and is reusable. Wood, plastic and metal contain recycled post consumer content and are recyclable.

### **Furniture, Chairs, Ergonomic, 425E - Fabric, Chair Cushions may contain up to 100% post consumer recycled content. Packaging contains post consumer waste, is reusable and recyclable after use.**

- ❑ **Lateral and Vertical Filing Cabinets, 425F & 425G** - Cabinets contains from 10% to 30% recycled content. Corrugated boxes have a minimum of 50% post consumer waste and are recyclable. Contractor will purchase back files at end of their use.
- ❑ **Storage, Combination Storage/Wardrobe and Wardrobe Cabinets, 425H** - Cabinets have a minimum of 10% recycled metals. Packaging contains post consumer waste, is reusable and recyclable after use.
- ❑ **Industrial, Medical and Specialty Gases, 430A** - Are delivered statewide in reusable cylinders and are exchanged when replacement cylinders are needed.
- ❑ **Disinfectants and Odor Counteractants, 435A** - Plastic bottles and shipping boxes are 100% recyclable. Plastic containers for deodorant cake can be recycled after cake evaporates totally.
- ❑ **External Defibrillators, 465B** - Defibrillators can be refurbished and packaging materials can be recycled.
- ❑ **Indoor And Outdoor Waste Receptacles, Food Prep Containers, Pails, and Related Items, 485F** - Most plastic products contain 15% to 20% post consumer recycled content. Packaging contains 10% post consumer recycled content. Some containers are sold to customers to assist with sustainability management. For example the aluminum can recycle bins support recycling procedures recommended to users. Metal parts contain recycled content.
- ❑ **Brooms, Mops, Brushes, and Other Cleaning Implements, 485G** - Products may contain up to 60% post consumer recycled content. Packaging may contain up to 40% post consumer recycled waste. All cotton mops are made of cotton waste. Shipping boxes are recyclable. Broom handles can be used as wooden dowels for multiple purposes; such as garden stakes, hanging banners in classroom, etc. Forty-five percent of broom material is biodegradable.
- ❑ **LED Vehicle Traffic Signal Modules, 550A** - Traffic signals employing the high efficiency light emitting diode (LED) technology consumes 90% less energy than conventional signals, while providing greater reliability, long-lasting, and low-maintenance performance. Signals are certified for ENERGY STAR for reduced energy consumption.
- ❑ **Material Handling Carts/Trucks, 560A** - Very few products are made from virgin steel. Products are not shipped in cartons.
- ❑ **Musical Instruments and Accessories, 580B** - New designs use recyclable plastics. Band

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instruments may be traded in to be reconditioned and re-sold. Donations of trade-in instruments to the Links Program for the needy promotes music education. Plastic and brass parts may be recycled for future part replacement. Cardboard and pallets are recyclable.

- ❑ **Calculators, 600A** - Packaging material may be recycled.
- ❑ **Dictation/Transcription Equipment, 600C** - Vendors use recycled items (approx. 10%) and are ISO 9000 compliant. Packaging contains from 60%-100% recycled content.
- ❑ **Office Supplies, 615A** - Contractors are required to the extent feasible and practical, to offer as many recycled products, including packaging, especially those having post-consumer waste content. Wherever possible and practical, such products should be identified as such.
- ❑ **Napkins, Bathroom Tissue, and Paper Towels, 640A** -Contains 100% recycled fiber, 40% post-consumer recycled fiber.
- ❑ **Office Paper, 645A** - Contains both 100% and 50% post consumer and chlorine free copy paper. Other recycled and virgin paper products including envelopes are supported.
- ❑ **Cameras, Digital & Film, 655A** -The metal camera bodies, plastic parts and packaging materials can be recycled. Contract also includes the digital cameras and electronic storage media that promote reduction, reuse, and recycling and reduced environmental impact. Soft copy images can be easily transmitted to distance locations. Chemicals used in manufacturing and processing of the film are eliminated. Typically only proofed images are printed. Electronic storage media has a long lifetime before replacement. Even when the images are printed, the user can decide if high cost paper and toner are required. Disposal of the images on paper has less environmental impact than the toxic metals contained in film.
- ❑ **Bags, Plastic, Trash, 655B** - May have up to 15% recycled content.
- ❑ **Laminators & Laminating Film, 665A** -Some of the film contains 5% post consumer content. Packaging contains 25%-80% post consumer content.
- ❑ **Ammunition, 680A** - Brass shell casings can be saved and recycled and others can be reloaded.
- ❑ **Wiping Cloths, 735A** - All items are second-hand textiles. Vendors resell waste instead of sending to landfills. All recycled textile rags can be sold to make paper products. All rags can be re-laundered.
- ❑ **Vending Machines And Money Changers, 740B** - Packaging, refrigerant and metal components may contain recycled content and are recyclable.
- ❑ **Markerboards, Tackboards and Accessories, 785B** - Metal and wood components contain recycled materials.
- ❑ **Teaching Equipment, Electricity/Electronics Courses, 924A** - Office paper, cardboard and metal enclosures have recycled content. Documentation provided in soft copy instead of hard copies printed materials.
- ❑ **E-85 Fuel - Agency Specific Contract for use by Motor Fleet Management.** E-85 blended fuel contains 15% unleaded gasoline and 85% ethanol. Fuel is used in the flex fuel vehicles compatible for E85 fuel. Approximately 338,880 gallons purchased with 288,048 gallons from ethanol.
- ❑ **Electronic Equipment Recycling Services, 926A** - Assists agencies and local governments with CRT disposal prohibition and in diverting surplus or discarded electronic products from landfill disposal.

**Items Aiding Waste Reduction Purchased By State Agencies through Term Contracts and Open Market**

The following items purchased by State agencies meet the criteria for aiding waste reduction by being reusable, refillable, repairable, more durable, and/or less toxic than their traditional counterparts:

**Reusable**

Ammunition, Cartridge Refills  
Digital Cameras (reduces need for film and chemicals)  
Freon Recovery System (filters reusable)  
Musical Instruments  
Rechargeable Dry cell Batteries  
Recycled Carpet and Virgin Carpet  
Recycled Paper  
Recycled Content Furniture (not traditional wood)  
Printers  
Solvent Degreaser (reuses solvent)  
Tire Recapping & Repairing Service  
Uniforms, Vacuum Bags, Wiping Cloths

**More Durable**

Above-Ground Vaulted Fuel Storage Tanks  
Classroom Furniture, Electronic Lamps & Ballasts  
Vacuum Cleaners, Floor Polish, Grader Blades  
Grader Slope Attachment, Kindergarten Furniture  
Paint Brushes, Plastic Lumber, Mattresses  
Plastic Tableware, Staplers  
Vertical File Cabinets, Wood Case goods  
Wood library furniture

**Energy Star – Reduced Energy Consumption**

Audio Visual System,  
Changeable Message Signs – Solar Powered  
Domestic Appliances  
Lighting Fixtures,  
Room Air Conditioners,  
Sonography Equipment  
Television & Video Equipment, Lamps  
Traffic Signals – LED,  
Ultrasound Scanner  
Ultrasound Training Simulator Equipment  
Warning Lights - Vehicles Safety  
Water Coolers

**Used** - Automobiles and trucks

**Refillable**

Ammunition-Cartridge Refills  
Batteries -Vehicle & Storage  
Drums – Steel, Fire Extinguishers  
Cylinders for Welding, Medical & Specialty Gases  
Fuel Tanks, Liquid Hand Soap  
Self-Contained Breathing Apparatus

**Repairable**

Defibrillators, Musical Instruments  
Tire Recapping & Repairing Service

**Refurbished/Rebuilt**

Aircraft Engines, Ferry Engine Repair Parts  
Medical Diagnostic Equipment & Instrumentation  
Remanufactured Toner Cartridges for Laser  
Scientific Equipment, Sewing Machines

**Less Toxic**

Alternative Fuel Vehicles, Correction Fluid  
Dry Cell Batteries, Electronic Lamps & Ballasts,  
Fertilizers/Farm Chemicals,  
Inks for printing (using non-petroleum-based inks)  
Instructional Art Materials, Markerboard Markers  
Mattresses, Scientific Products (eliminating Freon),  
Refrigeration and A/C Equipment

**Longer Lasting**

Floor Maintenance Machine Batteries, Library  
Furniture, Aluminum Nuts and Bolts – non-rusting  
alloys, Fluorescent electronic ballasts permit longer  
lamp life

**Recyclable**

Commodity Packaging, Commodity Metal  
enclosures & parts, Plastics, Steel & Reinforced  
Concrete Pipe, Chain Link Fencing, Electrical Wire,  
Treated Lumber, Motor Oil – refined, HVAC &  
Refrigeration Equipment. - Refrigerants

**Washable** - HVAC Filters Wiping Cloths