Living
GREEN

DURHAM COLLEGE/UOIT - SUSTAINABILITY COMMITTEE

Development of Procurement Green Initiatives | Goods and Services

Objective:

It is the objective of these guidelines to advance the protection of the environment and support sustainable development by integrating environmental performance considerations into the procurement decision-making process.

Context:

Green procurement is set within the context of achieving value for money. It requires the integration of environmental performance considerations into the procurement process including planning, acquisition, use and disposal. In this context, value for money includes the consideration of many factors such as cost, performance, availability, quality and environmental performance. Green procurement also requires an understanding of the environmental aspects and potential impacts and costs, associated with the life cycle assessment of goods and services being acquired. In addition, the guidelines and procurement methods can also offer opportunities to reduce the environmental impacts of institutional operations.

Expected Results:

The expectation of these guidelines will:

- Benefit the environment by contributing to environmental objectives, such as:
  - Reducing greenhouse gas emissions and air contaminants;
  - Improving energy and water efficiency;
  - Reducing ozone depleting substances;
  - Reducing waste and supporting reuse and recycling;
  - Reducing hazardous waste; and
  - Reducing toxic and hazardous chemicals and substances.
- Lever the purchasing power to achieve economies of scale in the acquisition of environmentally preferable goods and services, thereby reducing the cost for the institutions and strengthening greener markets and industries;
- Result in more environmentally responsible planning, acquisition, use and disposal practices; and
- Support a healthier working environment for employees and for citizens in general through the purchase of environmentally preferable goods and services.

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1 Green Goods and Services

1.1 Advertising Services

Advertising Services may include a full range of services including account management and coordination, creative and production, strategic and media planning as well as placement in media such as newspapers, television, radio, Internet, cinema and out-of-home.

Environmental Criteria
- Paper should be certified as originating from sustainably managed forests (CSA, Forest Stewardship Council (FSC) or Sustainable Forest Initiative (SFI), or Ecologo certification)
- Suppliers must submit, to the extent possible, their proofs electronically to their clients
- Organize meetings and telephone conference calls to reduce travel
- Recycle (shred) unneeded copies of non-classified/secure documents

1.2 Audio-Visual Production Services

Audio-Visual and Photographic Services and Motion Picture Production, including the creation and completion of a complete video or parts thereof, including multimedia requirements, camera shoots, adaptations, duplications, etc. The videos may be informational, documentaries, corporate communications, promotional/motivational, drama and/or docu-drama or educational/training in nature.

Environmental Criteria
- Paper should be certified as originating from sustainably managed forests (CSA, FSC or SFI, or Ecologo certification)
- Off-line and on-line edit drafts posted to FTP website(s) (where possible) for review by the Project and Contracting Authorities
- Only one Master and Dubmaster for each production, with a minimum number of copies
- Recycle (shred) unneeded copies of non-classified/secure documents
- CD/DVD packaging should consist of only paper envelopes made with a minimum of 30% recycled content

1.3 Building Maintenance Services - Elevator

Building Maintenance Services Elevator: Examinations, inspections, tests, cleaning, lubrication, adjustment of parts, repairing or replacing broken parts.

Environmental Criteria
- ISO 14000 certification
- Sound waste disposal programs
- Energy efficiency measures, such as use of ENERGY STAR equipment

- Eco-logo certification for Fan/lights; Paints; Sealant and Caulking Compounds; Adhesives; Acoustical Products
- Recycled content in packaging

1.4 Commercial Printing: Publications and Flat Print

Includes printing of magazines, newspapers, and corporate communications such as digital and/or print media. Includes "offset printing" (large-scale printing jobs using press as opposed to laser printing).

Environmental Criteria
- "No frills" publishing mandate in effect
- Use of Energy Star equipment for internal printing
- ECP certification (digital/offset printing)
- Power saving features on equipment (powerdown, etc.) - Apply to Reprographics only
- Use of non-toxic or vegetable-based inks - Does not apply to Reprographics
- Waste Reduction
- Waste Recycling
- Waterless for large print jobs

1.5 Courier and Freight Services

Environmental Criteria
- Star rating system to show use of environmentally friendly/"green" practices. Elements to be considered in the rating system are, but not limited to, the following:
  - Newer fleets that pollute less;
  - Percentage of vehicles using Alternative Transportation Fuel (ATF) in the fleet;
  - Proper maintenance of the provider's fleet;
  - Providing driver training;
  - Tire, waste oil, glycol, battery recycling programs;
  - Packaging policies that reduce waste such as take back packaging, recycling, etc;
  - Evidence of an environmental management system;
  - ISO 14001 registration.

1.6 Data Centre Co-Location Services

The acquisition of high availability, commercial data centre co-location (DCCL) services to be delivered by a single Contractor from one single location. A co-location service is defined as a service provisioned from a controlled and managed data centre space, where multiple customers locate and administer their own network, server and storage gear and interconnect to a variety of telecommunications and other network service provider(s) with a minimum of cost and complexity.

Environmental Criteria
- ISO 14000 certification
- Environmental management policies and practices
- Regular completion of waste audits
- Sound waste disposal programs

1.7   Digital Satellite Imagery and Related Services

Environmental Criteria
Environmental preferable features include:
- Electronic file transfer
- No packaging
- Forestry Stewardship Council (FSC)
- 30% recycled content for paper

1.8   Document Scanners

Document Scanners including flatbed and networked scanners.

Environmental Criteria
Mandatory Criteria implemented for suppliers:
- ISO 14001 and ISO 9001:2000 certification,
- Qualification under the EnergyStar program,
- Consumables Container Recycling Program,
- Hardware Take-Back and Recycling Program,
- Packaging Take-Back and Recycling.

1.9   Electrical and Electronic Supplies and Component

Wiring, cords, cabling, conduit (e.g., PVC), distribution equipment (e.g., safety switches and circuit breakers), controls (e.g., pressure controls, sensors), wiring devices & data/telecom equipment (e.g., wall plates and covers, connectors, adaptors), miscellaneous items (e.g., fuses), resistors, capacitors, fuses, circuit breakers, switches, sockets, plug, jacks, terminals, power supplies, adapters, clamps, solenoids, etc.

Environmental Criteria
- Expand the usage of recycled plastic
- Ensure that all raw materials used in production are free of hazardous substances
- RoHS Compliant

1.10   Enterprise Network Services

Fully Managed Shared Services
- Wide Area Network
- Local Area Network
- IP Telephony
- Voice Mail
- Collaboration
- Conferencing
- IP Contact Centre
- Call Centre Work Force Management
- Service Assurance

Hardware and software telecommunication products
- Collaboration Manager
- IVR
- IP Telephone

- Workstation Client
- Softphone

Environmental Criteria
- Waste Reduction
- Waste Recycling
- Waste Management
- Alternative Transportation
- Energy Management
- Hazardous Material Management
- Bidder or Bidder's primary OEM has ISO 14001 accreditation
- Collaboration services such as Desktop Video Conferencing

1.11   Events Management Services

Event management services include, but are not limited to, the planning, organization and administration of meetings, conferences, workshops, summits, consultations, round tables, award ceremonies, galas and opening ceremonies.

Environmental Criteria
- Encourage participation by delegates through videoconferencing or teleconferencing rather than travelling to the event;
- Use electronic invitation, registration and coordination methods;
- Use recycled paper for printed material;
- Rent signage and rent or reuse exhibits;
- Avoid disposable dishes and single-serve containers for food and beverages;
- Provide fuel efficient and appropriately sized vehicles for the function;
- Host the event at a "green" hotel with a strong environmental policy and action plan;
- Reduce lighting or conserve water and energy consumption wherever possible;
- The creation of an event-wide environmental statement and mission;
- Reduce hazardous materials consumption;
- Purchase locally-grown and organic produce, local food supplies and locally produced beverages wherever possible; and
- Host the event at venue which is certified by an eco-labelling program.

1.12   E-Waste

Recycling Services for Surplus Electronic Assets

Environmental Criteria
- Electronic Products Stewardship Canada Recycling Vendor Qualification Program Certified;
- ISO 14000 certification for primary recyclers;
- ISO 14000 or equivalent for non-primary recyclers;
- OHSAS 18000 or (inter)nationally recognized occupational health and safety system

1.13   Fuels and Lubricants

Fuels, including gasoline, E10, E85, diesel, biodiesel

Environmental Criteria
- Bio-diesel, ethanol, low sulphur and alternative fuel options to reduce CO_2 emissions
- Manufacturer has conducted waste audit
- Manufacturer has an environmental policy statement
- Packaging is designed to minimize waste

1.14   Furniture

Inter-connecting Panels, Free Standing Furniture, Metal Filing and Storage Cabinets, Desking Systems, and Office Seating

Environmental Criteria
- Recycled content in fabrics, plastics and metals to reduce consumption of natural resources;
- Long warranty to reduce waste;
- Low emissions (off-gassing) to improve indoor air quality;
- Minimization of packaging to reduce waste;
- Supplier commitment to environmental performance.

1.15   Graphic, Web and Exhibit and Display Design Services

Graphic, Web and Exhibit and Display Design Services may include a full range of design services including print, electronic media, training materials, web pages, animation, and exhibits and displays.

Environmental Criteria
- Carbon assessments and use of offsetting carbon credits;
- Renewable fuels/energy sources for use in shipping;
- ENERGY STAR qualified (or equivalent) equipment where applicable; and
- Reduction in use of PVC and plasticizers, heavy metals, industrial solvents in inks, and paper bleaching chemicals.

1.16   IT Hardware

- Desktop Microcomputers
- Servers
- Mobile
- Storage Area Networks (SAN) and Network Attached Storage (NAS)
- Archive/Back-up (Tier 3 Storage: Tape drives, tape autoloaders, tape libraries, tape media and low-cost disk-based backup and archiving.)

Environmental Criteria
- EPEAT Gold Certified
- TCO Certified Notebooks 3 (if feasible)
- TCO Certified Desktops 3 (if feasible)
- Ecma-370 IT Eco Declaration
- User presence detect for auto power down/power up on monitors

- CGSB Standard for bulk packaging
- ISO 14001 certified manufacturer

1.17 Learning Services

Design, development, and delivery of traditional classroom training, eLearning training, and blended learning training.

Environmental Criteria

- Suppliers and Clients will be requested to adhere to the following environmental objectives:
  - When printing, print using the double-sided function;
  - Distribute documents/deliverables electronically;
  - Minimize the number of hard copy documents/deliverables;
  - Conduct meetings via telephone, teleconference, and/or video conferencing in order to minimize travel requirements;
  - Use ENERGY STAR office equipment;
  - Recycle unneeded printed documents (in accordance with Security Requirements).

1.18 Local Access Service

Centrex Telephony service
Telephone sets

Environmental Criteria

- Reduction of consumption through:
  - Asset rationalization for redeployment of Centrex telephone lines and sets;
  - Service applications reside on Service Provider location therefore no pre-packaged CDs delivered to users;
  - Teleworking – reduces office space, heating, cooling, travel;
  - 3-Way and 6-Way conferencing features reduce paper waste from printed presentations and reduces travel;
  - Re-use of existing wiring;
  - Online orders and related reports to reduce paper waste.

1.19 Managed Cabling Services

Cabling Services - Offering complete cabling services from individual Moves, Adds, and Changes (MACs) to large infrastructure projects

Environmental Criteria

- Reduction of consumption through:
  - Sharing of infrastructure by departments;
  - Re-use of existing assets where possible (racks, harnesses, patch panels, patch   cords, trays);
  - Online orders and related reports to reduce paper waste;
  - Teleconferencing to reduce travelling.
- Environmental delivery, maintenance and disposal of goods and/or services:
  - Hardware Take-Back and Recycling Program (all scrap, fiber, copper cabling);
  - Packaging Take-Back and Recycling.

1.20   Managed Print Solution (MPS)

- Vendor Consulting Services (VCS): Consulting services delivered by approved vendors will include data collection, analysis, design and assistance to clients for implementation and improvement activities during a specified contract period.
- Vendor Managed Services (VMS): Services delivered by approved vendors for the delivery of overall managed services during a specified contract period.

MPS provides client organizations with services, tools and expertise to effectively acquire and manage all ownership aspects of imaging device environments.
Specific goods and services which will be **impacted** by MPS include:

Services
- Inventory and Total Cost of Ownership (TCO) Determination
- Concept Design
- Transition
- Fleet Management
- Manage and Improve

Goods
- Imaging equipment such as: printer, copier, fax, scanner, plotter and related accessories.
- Consumables and supplies such as: paper, toner, ink, maintenance kit and user replaceable parts.

Environmental Criteria
- Reduction of printers, copiers, faxes and scanners and reduced energy consumption;
- Selection of equipment with ENERGY STAR registration;
- Proper recycling or disposal practices for:
  - Supplies;
  - Packaging;
  - Consumables; and
  - Parts

1.21   Office Supplies

Office and Desk Supplies.

Environmental Criteria
- Corporate environmental policy in place
- 30% recycled content in paper
- Paper from sustainably managed forests
- Waste material from manufacturing is recycled
- Minimize waste/bulk packaging
- Recycled materials are used to produce the packaging

1.22   Photocopy Paper (Multi-purpose)

Environmental Criteria
- Certified paper (Forest Stewardship Council (FSC), Ecologo, Environmental Choice program CCD-077, Canadian Standards Association (CSA); Sustainable Forestry Initiative (SFI), Program for the Endorsement of Forest Certification schemes (PEFC);
- Eco-packaging;
- Eco-labelling;
- Alternative fibre paper;
- Energy and greenhouse gas emissions reduction initiatives undertaken in manufacturing;
- Reduction of packaging material;
- 30% pre and post-consumer recycled content (100% will also be made available)
- Delivering paper products to minimize fuel consumption;
- Suppliers with a Corporate Sustainability Policy in place;
- Suppliers with an Environmental Management System (EMS) in place (e.g., ISO 14001);
- Supplier has Corporate Social Responsibility reporting in place;
- Supplier conducts waste audits;
- Waste material from manufacturing is recycled;
- Paper is bleached using element chlorine (ECF): a bleaching process that substitutes chlorine dioxide for elemental chlorine in the bleaching process; compared to element chlorine bleaching processes, ECF bleaching reduces the formation of many chlorinated organic compounds;
- Recycled materials used for packaging.

1.23   Photocopiers and Multifunctional Devices

Photocopiers and Multifunctional Devices (includes accessories, supplies and services)

Environmental Criteria
- Mandatory Criteria implemented for suppliers:
  - ISO 14001 and ISO 9001:2000 certification,
  - Qualification under the ENERGY STAR program,
  - Consumables Container Recycling Program,
  - Hardware Take-Back and Recycling Program,
  - Packaging Take-Back and Recycling.
- Point-Rated criteria:
  - Third Party Environmental Performance Labelling (eco-labelling).

1.24   Printers

Desktop, Network and Wide Format Printers (includes accessories, supplies and services)

Environmental Criteria
- Mandatory environmental criteria include:
  - ENERGY STAR qualification;
  - Ability to duplex print;
  - Compatibility with remanufactured toner cartridges;
  - Low emissions;

- o Hardware take back at end of life;
- o Packaging removal by supplier.

1.25 Printing Services

Offset Printing and Variable Imaging, requirement covers the following printing methods:
Sheet-fed, Web press, and Digital Printing.

Some of the environmental Criteria for both include:
- Optional environmental criteria to evaluate day-to-day environmental practices of the bidders;
- Suppliers must highlight environmentally preferable products and their features;
- Supplier accepts the packaging for reuse, recycling, or recovery
- Departments are encouraged to include environmental considerations in the process of selecting the promotional items they wish to purchase.

1.26 Promotional Items

Printing Services – Custom imprinted promotional items (promotional merchandise) and custom imprinted giftware are articles of merchandise used for communication programs and are usually given away to promote the identity of a department, a departmental program or an event. The custom imprint on the promotional items and giftware relates to the organization or to a specific message *but is not personalized to any individual*. Promotional Items includes a wide array of items such as mugs, cups, pens, bags, hand sanitizer.

Environmental Criteria
- Suppliers are requested to provide all correspondence (documents, invoices, etc.) in electronic format thereby reducing printed material
- The paper format of the offer / arrangement and reports should be certified as originating from a sustainable managed forest and/or with a minimum of 30% recycled content
- Bulk packaging of products to help minimize packaging materials
- A waste disposal program should be in place

1.27 Software

Commercial off the shelf Software and related Maintenance and Support Services

Environmental Criteria
- Electronic delivery of software and related documentation is the default method under the new Supply Arrangement method of supply
- Supplier has environmental management policies and practices that are geared to continuous improvement
- Supplier is ISO 14001 certified
- Supplier uses ENERGYSTAR certified equipment
- Support services provided from remote locations to minimize travel.
- Supplier has included environmental considerations in the corporate travel policy, including minimization of travel and selection of environmentally preferable modes of transportation

1.28   Task and Solutions Professional Services (TSPS)

Various Non-Informatics Professional Services in: Project Management Services, Human Resource Services and Business Consulting/Change Management

Environmental Criteria
- Paper consumption:
  o Distribute documents/deliverables electronically;
  o When printing, use the double-sided function in black and white;
  o Printed material is requested on minimum recycled content of 30% and/or certified as originating from a sustainably managed forest;
  o Recycle unneeded printed documents (in accordance with Security and records management policy).
- Travel Requirements:
  o Conduct meetings via telephone, teleconference, and/or video conferencing in order to minimize travel requirements;
  o Use of properties with environmental ratings.

1.29   Wireless Services

Mobile wireless voice and data products and services

Environmental Criteria
- Re-use of some existing wireless devices;
- Electronic ordering via web portal to reduce paper waste;
- Service related reports available online to reduce paper waste;
- User guides available online to reduce paper waste.

2   Travel

2.1   Car Rental

Environmental Criteria
- Car rental agencies are asked to indicate the availability of hybrid vehicles
- Online booking system minimizes paper usage and integration with Expense Management Tool mitigates paper usage.

2.2   Hotel

Environmental Criteria
- Where possible use hotels with environmental ratings: Green Key (Hotel Association of Canada) and Green Leaf (Terrachoice) eco-rating systems indicate hotels that are certified to uphold environmental standards (i.e. decreased water usage, energy efficiency, etc.).