

Commonwealth of Massachusetts

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General environmental product specifications

Bidder checklist

Bid submission instructions

The Commonwealth of Massachusetts has used these general product specifications:

1. It is desirable that all submissions are in compliance with our environmental bid submission requirements stated earlier in this RFR.
2. Offering products and packaging which is environmentally responsible with supportive documentation is desirable. Environmentally responsible products refers to those products which:
 - Ⓐ are minimally packed,
 - Ⓐ are packaged in recyclable materials that are collected in recycling programs,
 - Ⓐ are packaged in materials which contain post-consumer recycled content,
 - Ⓐ are packaged in materials which are not chlorine-bleached,
 - Ⓐ do not contain heavy metals, lead, chromium, cadmium, and arsenic, or which contain the least amount of these ingredients,
 - Ⓐ do not contain polyvinyl chloride (PVC), or which contain the least amount of this ingredient.
3. It is desirable for Bidders to offer an environmentally responsible program for the return and pick up of over-pack shipping cartons and/or internal case pack cartons.

The Commonwealth of Massachusetts uses a bidder checklist including the following items:

1 It is desirable that Bidders use recycled and environmentally preferable products to minimize waste in the submission of their bids. See RFR for details

Yes__ No__

2 It is strongly desirable Bidders offer products which are environmentally responsible including but not limited to: product biodegradability, product and packaging made from recyclable content, reduction in waste through packaging engineered for compactness and biodegradability, plus submission of biodegradability data sheets verifying biodegradability product content. Note: Information is available from each manufacturer.

Environmentally Responsible? Yes__ No__

Data Sheets? Yes__ No__

3 It is desirable for Bidders to offer and submit an environmental program for the return and pick up of over-pack shipping and/or internal case packs cartons.

Yes__ No__

The Commonwealth of Massachusetts uses the following bid submission instructions to encourage resource conservation regarding bid submission:

Environmental Bid Submission Compliance:

In an effort to promote greater use of recycled and environmentally preferable products and minimize waste, all bids submitted should comply with the following guidelines:

1. All copies should be printed double sided.
2. All submittals and copies should be printed on recycled paper with a minimum post-consumer content of 20% or on tree-free paper (i.e. paper made from raw materials other than trees, such as kenaf). All bids should note whether recycled paper or tree-free paper is being used, as well as the specific level of recycled content contained in the paper.
3. Unless absolutely necessary, all bids and copies should minimize or eliminate use of non-recyclable or non re-usable materials such as plastic report covers, plastic dividers, vinyl sleeves and GBC binding. Three ringed binders, glued materials, paper clips and staples are acceptable.
4. Bidders should submit materials in a format which allows for easy removal and recycling of paper materials.
5. Bidders are encouraged to use other products which contain recycled content in their bid documents. Such products may include, but are not limited to, folders, binders, paper clips, diskettes, envelopes, boxes, etc. Where appropriate, Bidders should note which products in their bids are made with recycled materials.
6. Unnecessary samples, attachments or documents not specifically asked for should not be submitted. Bidders should avoid superfluous use of paper, such as separate title sheets or chapter dividers.