

EPA OFFICE OF POLLUTION PREVENTION AND TOXICS—GREEN CONFERENCE SAMPLE CONTRACT LANGUAGE

*** This is a contract excerpt only. To view the entire contract please view the file listed after the heading, "Entire Contract:". To find this file, search the Conferences aisle on the EPP Database <notes.erg.com> for the EPA Office of Pollution Prevention and Toxics Green Conference Contract.

EPP-SPECIFIC LANGUAGE

SECTION C - DESCRIPTION/SPECIFICATIONS/WORK STATEMENT

C.2 STATEMENT OF WORK--CONTRACT WHERE WORK IS ORDERED BY WORK ASSIGNMENTS OR DELIVERY ORDERS (EP 52.210-110) (APR 1984)

GENERAL INFORMATION:

Requirements -

Performance of work under the contract shall be initiated by Work Assignments issued by the Contracting Officer.

OPPTS has the lead for implementing pollution prevention programs within EPA. As such, we expect that all meetings/conferences will be staged using as many pollution prevention measures as possible. These meetings/conferences shall be showpieces for "green conferences," and the contractor is expected to take the initiative in identifying and recommending as many environmentally responsible conference features and practices as feasible. These include but are not limited to, waste management, recycling, energy use, use of renewable resources in a sustainable manner and conservation of non-renewable resources. EPA will consider contractor recommendations and will make all final decision under this contract regarding environmental preferability. At a minimum, the contractor's work plan shall address pollution prevention opportunities associated with:

- all transportation needs of attending participants;
- selection of hotel accommodations (including price, performance and environmental considerations contributing to the selection of a particular hotel);
- selection of a meeting facility (including price, performance and environmental consideration associated with selection of a particular facility);
- provision of food and beverages in general within all venues utilized for the conference; and,
- procedures for communication with meeting participants as well as other general office practices, registration, and dissemination of meeting related information to participants before, during and after the meetings/conferences.

The Contractor shall in performance of Work Assignments comply with the Green Conference Initiative (GCI) goals set forth in the Contractor's approved GCI plan. The Contractor shall have within its proposed staff or through a subcontract arrangement, an individual or individuals designated to promoting green conference initiative goals.

SECTION F - DELIVERIES OR PERFORMANCE

**F.3 USE OF RECOVERED MATERIALS IN PAPER AND PAPER PRODUCTS (EP 52.210-150)
(JUN 1991)**

(a) If the Contractor is required under this contract to deliver any of the paper and paper products listed below, all such items delivered shall meet the minimum content standards for recovered materials, postconsumer recovered materials, or waste paper set forth below in paragraph (b).

(1) Recovered materials are defined as waste material and by-products that have been recovered or diverted from solid waste, not including those materials and by-products generated from, and commonly reused within, an original manufacturing process.

(2) Postconsumer recovered materials are defined as waste materials recovered from retail stores, office buildings, homes, and so forth after they passed through their end usage as a consumer item.

(3) Waste paper is defined as all items from the first two categories above in addition to forest residues, and manufacturing and other wastes.

(b) Unless otherwise directed by the Contracting Officer, the Contractor shall use "High Grade Bleached Printing and Writing Papers" as defined in this clause to produce all progress reports, draft reports, final reports, any other products required to be delivered to the Government under this contract.

EPA MINIMUM CONTENT STANDARDS FOR SELECTED PAPER AND PAPER PRODUCTS

	Minimum % Recovered Materials	Minimum % Postconsumer Recovered Materials	Minimum % Waste Paper
NEWSPRINT			40
HIGH GRADE BLEACHED PRINTING AND WRITING PAPERS:			
Offset printing			50
Mimeo and duplicator paper			50
Writing (stationery)			50
Office paper (e.g., note pads).....			50
Paper for high speed copiers			50
Envelopes			50
Form bond including computer paper and carbonless			50

Book papers	50
Bond papers	50
Ledger	50
Cover stock	50
Cotton Fiber papers 25.....	50

TISSUE PRODUCTS:

Toilet tissue	20
Paper towels	40
Paper napkins	30
Facial tissue	5
Doilies	40
Industrial wipes	0

UNBLEACHED PACKAGING:

Corrugated boxes	35
Fiber boxes	35
Brown papers (e.g. bags).....	5

RECYCLED PAPERBOARD:

Recycled paperboard products	80
Pad backing	90

**F.4 USE OF DOUBLE-SIDED COPYING IN THE SUBMISSION OF REPORTS (EP 52.210-160)
(JUL 1990)**

(a) For the purpose of this clause, "double sided copying" means copying two one-sided originals on to the front and back side of one sheet of paper.

(b) Unless otherwise directed by the Contracting Officer, the Contractor shall use double-sided copying to reproduce any progress report, draft report or final report in response to this contract.

SECTION I - CONTRACT CLAUSES

I.2 PRINTING/COPYING DOUBLE-SIDED ON RECYCLED PAPER (FAR 52.204-4) (JUN 1996) DEVIATION

(a) In accordance with Executive Order 12873, dated October 20, 1993, as amended by Executive Order 12995, dated March 25, 1996, the Offeror/Contractor is required to submit paper documents, such as offers, letters, or reports, that are printed/copied double-sided on recycled paper that has at least 20% postconsumer material.

(b) The 20% standard applies to high-speed copier paper, offset paper, forms bond, computer printout paper, carbonless paper, file folders, white woven envelopes, and other uncoated printed and writing paper, such as writing and office paper, book paper, cotton fiber paper, and cover stock. An alternative standard to meeting the 20% postconsumer material standard is 50% recovered material content of certain industrial by-products.

SECTION K - REPRESENTATIONS, CERTIFICATIONS, AND OTHER STATEMENTS OF OFFERORS

K.13 RECOVERED MATERIAL CERTIFICATION (FAR 52.223-4) (OCT 1997)

As required by the Resource Conservation and Recovery Act of 1976 (42 U.S.C. 6962(c)(3)(A)(i)), the offeror certifies, by signing this offer, that the percentage of recovered material to be used in the performance of the contract will be at least the amount required by the applicable contract specifications.

SECTION L - INSTRUCTIONS, CONDITIONS, AND NOTICES TO OFFERORS

**L.8 USE OF DOUBLE-SIDED COPYING IN SUBMISSION OF PROPOSALS (EP 52.210-155)
(JUL 1990)**

(a) For the purpose of this clause, "double sided copying" means copying two one-sided originals on to the front and back side of one sheet of paper.

(b) Unless otherwise directed by the Contracting Officer, offerors shall use double-sided copying to reproduce all bids or proposals in response to this solicitation.

**L.11 INSTRUCTIONS FOR THE PREPARATION OF TECHNICAL AND COST OR PRICING
PROPOSALS (EPAAR 1552.215-73) (AUG 1993) DEVIATION**

Technical Proposal Content

Written proposals should consist of five sections: Technical Approach, Management Approach, Corporate or Organizational Experience, Personnel, Past Performance, and Green conferencing Initiative (GCI) Plan. Each of these sections is linked to the corresponding evaluation criterion detailed in the Technical Evaluation Criteria of this RFP.

B. Required Sections of the Written Proposal

- f. Green Conferencing Initiative (GCI) Plan** The offeror shall submit a Green Conference Initiative (GCI) Plan describing steps the contractor plans to take to incorporate Green Conference practices in the performance of this contract.

The plan shall include the following:

- 1) A statement of policy concerning the organization's commitment to implement a GCI program to assure that opportunities are made to incorporate Green Conference practices.
- 2) The designation of an official within the company responsible for incorporating Green Conference practices in the performance of this contract and a description of how the person or function fits within the organizational structure. Generally, this position would be at a middle to upper level of management and would be available to the EPA as a point of contact.
- 3) The type and degree of experience the offeror has in developing

and applying GCI in the planning and execution of conferences.

4) Ideas the offeror has for addressing GCI in each of the following areas:

A) Communications and General Office Practices: All of the communication platforms related to the production, delivery and management of a meeting or conference.

B) Accommodations: All facilities that provide housing for meeting or conference attendees relating to guest rooms and public areas but excluding food and beverage.

C) Transportation: All forms of movement facilitating getting to and from facilities used during a meeting or conference.

D) Food and Beverage: All food and beverage services, outlets and facility catering providers that the meeting or conference program encompasses.

E) Facilities: All inclusive of but not limited to convention centers, hotel meeting rooms, auditoriums, university conference facilities and theaters.

F) Exhibitions: All aspects of trade shows, including exhibitors and attendees, excluding the facility operations.

E. Evaluation of Proposals. You are advised to read closely the evaluation criteria prior to preparation of a technical proposal.

SECTION M - EVALUATION FACTORS FOR AWARD

M.3 EVALUATION FACTORS FOR AWARD (EPAAR 1552.215-71) (SEP 1996)

(a) The Government will make award to the responsible offeror(s) whose offer conforms to the solicitation and is most advantageous to the Government, cost or price and other factors considered. For this solicitation, all evaluation factors other than cost or price when combined are significantly more important than cost or price.

(b) Technical Evaluation Criteria. The technical proposal instructions in Section L are hereby incorporated into the technical evaluation criteria set forth below:

6. Green Conferencing Initiative (GCI) Plan (15 points)

Offerors will be evaluated on the familiarity with Green Conferencing and the degree to which they will incorporate such practices in the performance of the SOW as demonstrated by their GCI Plan.

SAMPLE WORK ASSIGNMENT

PURPOSE OF THIS WORK ASSIGNMENT:

This work assignment will provide logistical support for November, 2000, National meeting and Regional Division Directors Meeting of the Office of Prevention, Pesticides and Toxic Substances (OPPTS). The meetings will be held in Seattle, Washington. OPPTS' National Meeting brings together EPA regional and headquarters personnel involved in regulation and implementation activities under TSCA, FIFRA, FQPA, EPCRA, PPA, and three asbestos statutes. The purpose of this work assignment is to provide for logistical support to Region 10 and OPPTS/HQ before, during, and after holding a National Meeting and Regional Division Directors meeting. As indicated, there will be two meetings that occur at the same location and at the same time.

OPPTS has the lead for implementing pollution prevention programs within EPA. As such, we expect that this meeting will be staged using as many pollution prevention measures as possible. This meeting shall be a showpiece for "green conferences," and the contractor is expected to take initiative in identifying and recommending for EPA approval as many environmentally responsible conference features and practices as feasible. These include but are not limited to waste management, recycling, energy use, use of renewable resources in a sustainable manner and conservation of non-renewable resources. At a minimum, the contractor's work plan shall address pollution prevention opportunities associated with:

- all transportation needs of attending participants;
- selection of hotel accommodations (including price, performance and environmental considerations contributing to the selection of a particular hotel);
- selection of a meeting facility (including price, performance and environmental consideration associated with selection of a particular facility);
- provision of food and beverages in general within all venues utilized for the conference; and,
- procedures for communication with meeting participants as well as other general office practices, registration, and dissemination of meeting related information to participants before, during and after the meeting.

PERFORMANCE CRITERIA:

4. This meeting shall be a showpiece for the application of environmentally responsible conferencing features and practices. The success of this effort will be judged by the following three elements:
 - A) the creativity and persistency of the contractor in the identification of as many environmentally responsible conferencing features and practices as possible,
 - B) the successful application by the contractor of as many of the

identified environmentally responsible conferencing features and practices as possible,

- C) the learning and understanding shared with EPA about the barriers responsible for the not-successfully-applied identified environmentally responsible conferencing features and practices.

