

Value Survey

Green Purchasing Best Value Survey Questions for Bidders

This sample bidder green purchasing survey can be incorporated into bid solicitations to help procurement coordinators assign scores ***using a best value bid evaluation process.***

This is a MENU of questions. Not all questions are applicable to all bid solicitations.

Procurement coordinators can decide which questions they want to include in their bid solicitation and assign points to each question based on its importance. These survey questions can be used to help agencies identify potential environmental and economic benefits associated with each bidder's sustainability policies and programs, facilities and operations, and products and services, which can help the state of Washington meet its goal of protecting human health and the environment.

These questions are designed to identify companies that:

- Adopted sustainability policies and plans.
- Reduced the energy or water consumption of their facility operations or the fuel consumption of their fleet vehicles.
- Implemented waste reduction, recycling, toxic chemical avoidance, and packaging policies and programs.
- Source and clearly label their environmentally preferred products and services.
- Have experience providing training, technical assistance and green spending reports for their clients.

Bidder Sustainability Questionnaire

for firms offering products and/or services
to the state of Washington

Please incorporate relevant questions into bid solicitation documents and assign points

Bidder name

Date

Website

Address

Contact name

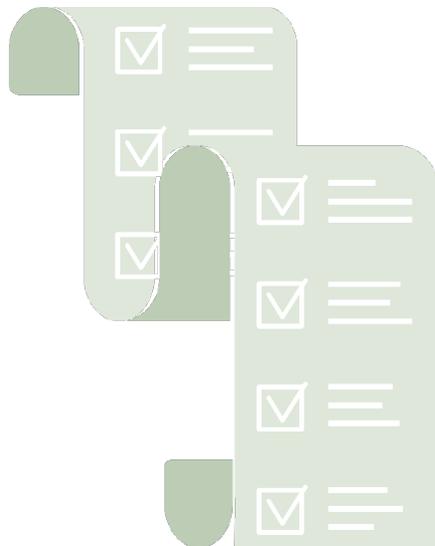
Title

Contact phone

Email

Product/service category

Bid solicitation name and number



Sustainability of your company's products and services

1. Does your company plan to offer environmentally preferred products or use them to perform the services on this contract?

Yes

If yes, please describe the types of green products you're planning to offer or use and whether they meet environmental and health standards listed below or others.

No

A. Multi-attribute third-party environmental and health certifications

- Business and Institutional Furniture Manufacturers Association's (BIFMA)**
Level (2 or higher): Furniture (e.g., office chairs, tables, desks, etc.)
- Carpet and Rug institute's Green Label Plus**
Carpets, rugs, underlay, vacuum cleaners, etc.
- Cradle to Cradle (Silver or Higher)**
Building materials, carpet and flooring, cleaners, clothing, furniture, hand soap, paint, personal care products, textiles, etc.
- Electronic Products Environmental Assessment Tool (EPEAT) (Bronze level or higher required, Silver or Gold level desired)**
Computers, imaging equipment, monitors, TVs, and cell phones
- Green Seal**
Cleaners, construction adhesives, floor maintenance chemicals, hand soaps, janitorial paper products, janitorial services, paint, etc.
- Master Painters Institute Green Performance Standard (including Extreme Green, GPS-1 and GPS-2)**
Paint, primers and other types of architectural coatings, traffic paint, etc.
- Safer Choice**
Cleaners, deicers, dishwashing and laundry detergents, hand soap, floor maintenance chemicals, furniture and metal polish, etc.
- UL EcoLogo**
Cleaners, floor maintenance chemicals, hand soaps and sanitizers, janitorial and office paper products, plastic bags, sealants, etc.

B. Single-attribute third-party environmental and health certifications

- Biodegradable Products Institute (BPI)**
Compostable food service ware and bags
- Carpet and Rug Institute Green Label Plus**
Carpet, carpet adhesives, carpet cushion and rugs
- DesignLights Consortium (Premium)**
LED lighting equipment (e.g., lamps, luminaires and retrofit kits)
- ENERGY STAR/ENERGY STAR Most Efficient**
Air conditioners, dishwashers, fans, lighting equipment, vending machines, washing machines, water heaters, etc.
- Fair Trade Certified (various certifications)**
Coffee, tea, sugar, cocoa and other imported products (mostly food)
- Forest Stewardship Council (FSC)**
Janitorial and office paper, lumber and wood products
- Green-e**
Electricity and various types of products made with 100% renewable energy
- National Electrical Materials Association (NEMA) Premium Efficiency Electric Motors Program**
High-efficiency motors
- Scientific Certification Systems (SCS) FloorScore**
Construction and flooring adhesives
- Scientific Certification Systems (SCS) Indoor Advantage Gold**
Low-emitting building materials (e.g., sealants, wall paneling, etc.), flooring, furniture and upholstery
- UL GREENGUARD Gold**
Building materials and furniture
- USDA Biobased Certified**
Lubricants, printing inks, bioplastics, etc.
- USDA Organic**
Food and other agricultural products
- WaterSense**
Water-efficient faucets, irrigation controllers, showerheads and toilets

C. Other environmental standards

- Alternative Fuel**
Electric, hybrid, renewable diesel
- Rechargeable**
Batteries and flashlights
- Remanufactured**
Furniture and toner/ink cartridges
- [European Union's Restriction of Hazardous Substances \(RoHS\)](#)
Electronics and other types of electrical equipment
- [Healthier Hospitals Listed or Greenhealth Approved](#)
Flooring, furniture, medical equipment
- Solar Powered**
Electricity, water heaters, calculators, flashlights, etc.
- [South Coast Air Quality Management District \(SCAQMD\) limits on volatile organic compounds \(VOCs\)](#)
Adhesives, paints and coatings, solvents, etc.
- [U.S. EPA's Comprehensive Procurement Guidelines](#)
Recycled-content office supplies, landscaping materials, building materials, etc.

2. Does your company label the environmentally preferred products or services in your catalog and website?

- Yes**
If yes, how are these products labeled and what criteria are used to determine which products qualify?

No

3. Does your company have a link to the certification website that specifically verifies your products?

- Yes**
If yes, please provide details and a link.

No

4. Does your company offer an online shopping platform that can block products that do not meet the state of Washington's Green Purchasing Specifications?

Yes

If yes, please provide details about the capabilities of your online shopping program?

No

5. Does your company provide your clients with training about how to use the environmentally preferred products or services you are planning to offer on this contract?

Yes

If yes, please provide details about your training program.

No

6. Can your company generate green sales reports for customers that identify each products' individual sustainability attributes (e.g., ENERGY STAR, EPEAT, U.S. EPA CPG-compliant)?

Yes

If yes, please describe your green spend reporting capabilities and provide a sample report.

No

7. Does your company offer a product take-back and recycling program to your clients?

Yes

If yes, what types of products would your company collect and recycle on this contract?

No

8. Has your company adopted policies and/or procedures to reduce the environmental impacts of your packaging (e.g., using reusable, recycled-content, right-sized or easily recyclable packaging)?

Yes

If yes, please describe.

No

9. Does your company have any policies, plans, programs or procedures in place to reduce or eliminate the use of toxic chemicals of concern (such as carcinogens, asthmagens, or reproductive toxins) when your products are services are provided?

Yes

If yes, please describe and provide documentation, if available.

No

Your company's sustainability policies and program

10. Has your company adopted any environmental, green purchasing or sustainability policies?

Yes

If yes, please describe and provide documentation, if available.

No

11. Does your company have a sustainability manager or green team?

Yes

If yes, please describe their role(s) and how your company's sustainability program works?

No

12. Does your company produce a public sustainability or environmental progress report about its policies and operations?

Yes

If yes, please provide a copy or link and indicate compliance with any international standards (e.g., ISO 14000/14001)

No

13. Has your company undergone an independent supplier-level rating (Global Reporting Initiative, Carbon Disclosure Project, etc.)?

Yes

If yes, please describe and provide documentation, if available.

No

14. Does your company have any policies, plans, programs or procedures in place to monitor and reduce the energy consumption of your facilities (e.g., undergoing an energy audit, replacing all of your lighting with LEDs, etc.)?

Yes

If yes, please describe.

No

15. Does your company have any policies, plans, programs or procedures (e.g., a Climate Action Plan) in place to monitor and reduce the greenhouse gas emissions (GHG) of your facilities or operations, including Scope 1 (direct emissions), Scope 2 (emissions from electricity consumption), and/or Scope 3 (indirect, supply chain emissions)?

Yes

If yes, please describe and provide documentation.

No

16. Does your company have any policies, plans, programs or procedures in place to reduce the environmental impacts of your vehicle fleet (e.g., use of anti-idling technologies, re-refined motor oil, U.S. EPA SmartWay-certified delivery companies, electric vehicles and chargers, etc.) when your services are being provided?

Yes
If yes, please describe.

No

17. Does your company have any policies, plans, programs or procedures in place to monitor and reduce water consumption at your facilities or of the services you provide (e.g., utilizing WaterSense-certified plumbing equipment, planting drought-tolerant plants, or recycling water)?

Yes
If yes, please describe.

No

18. Does your company have any policies, plans, programs or procedures in place to purchase and/or offer healthy, sustainably sourced, Washington-grown food and/or beverages, including efforts to reduce the greenhouse gas emissions associated with food served at your company's cafeterias?

Yes
If yes, please describe, including the criteria you follow in your sustainable food purchasing?

No

Sustainability of your company's facilities and operations

19. Has your company earned any environmental or sustainability awards or certifications during the past three years?

Yes
If yes, please provide details and documentation, if available.

No

20. Has your company implemented a waste reduction and recycling program at your facilities?

Yes
If yes, please describe and provide documentation, if available.

No

21. Has your company built or renovated your facilities to third-party sustainability standards such as the [U.S. Green Building Council's Leadership in Energy and Environmental Design \(LEED\)](#)?

Yes
If yes, please describe your company's green building policies, actions, experience and practices.

No

22. Has your company installed solar power in your facilities or does it purchase renewable energy above the current minimum required under the [State's Renewable Energy Portfolio Standard](#)?

Yes

If yes, please indicate the percentage of renewable energy your company uses and provide documentation, if available.

No

23. Is your business a certified disadvantaged business enterprise, a public benefit corporation or a nonprofit organization?

Yes

If yes, please describe and provide documentation, if available.

No

24. Does your company use certified low-toxicity products to clean your facilities?

Yes

If yes, please describe and provide documentation or a list of the green cleaning products that you use, if available.

No
