Enterprise Services Procedure No. PRO-DES-255-00A

Recycled Content Purchasing Preference Procedure

**Applies To**: Agencies when conducting a competitive solicitation for products containing recycled material, in accordance with DES Policy #POL-DES-255-00.

**Effective Date**: \_\_\_\_\_\_\_\_\_\_\_\_\_ 2019

**Last Update**: N/A

**Sunset Review Date**: {5 years from effective date}

Approved By: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Chris Liu, Director

**RECYCLED CONTENT PURCHASING PREFERENCE PROCEDURE: APPLYING THE PREFERENCE**

Action By Action

**Agency**

1. Review the [Environmental Protection Agency’s (EPA) Comprehensive Procurement Guideline (CPG) Program](https://www.epa.gov/smm/comprehensive-procurement-guideline-cpg-program#products) to determine if the items to be purchased fall under the designated product category(ies). If so, click the product category to display the most current EPA CPG recommended content level percentages for the commodity in need.

1. Use the EPA CPG Recommended Recovered Content Levels “Post-Consumer” and “Total Recovered” percentage ranges as the basis for establishing minimum recycled content levels and preference eligibility. Only those products that **exceed** the minimum recovered content levels, and otherwise be at least functionally equal to all other specifications and use requirements, will be eligible for the preference. If no ranges are listed, the minimum acceptable recovered content range must be at least 15%. Apply all other recommendations included in the CPG as sound professional judgment dictates.
2. Add language to the solicitation. The solicitation must alert bidders of the available preference and the minimum recycled content levels that must be exceeded to receive the preference.
3. Obtain documentation from the bidder. Product literature or written correspondence from the product producer must be provided with the bid to validate price preference eligibility.
4. Apply the preference at time of bid evaluation. When scoring the bid price of qualifying bidders, a **10% price reduction** is to be applied to those bidder’s items that qualify for the recycled content preference, but only for price evaluation purposes. This preference is to be separate from and applied after any other preferences allowed by statue.
	1. In the event of a tie, the bidder with the larger post-consumer recovered content will break the tie and determine the award.

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| Sample Calculation #1 | File Folders (5,000 plastic) EPA GPC recommends:**90%** Post-Consumer and **90%** Total Recovered Contents (P-C/TRC) |
| P-C/TRC Bid | Bid Price | Price Preference | Evaluated Price1 |
| Bidder A | 90%/90% | $110.00 | N/A | $110.00 |
| **Bidder B** | 90%/95% | $115.00 | 10% | **$103.50** |
| Bidder C | 95%/95% | $120.00 | 10% | $108.00 |

|  |  |
| --- | --- |
| Sample Calculation #2 | Steel Bike Racks EPA GPC recommends:**16%** Post-Consumer and **25-30%2** Total Recovered Contents (P-C/TRC) |
| P-C/TRC Bid | Bid Price | Price Preference | Evaluated Price1 |
| Bidder A | 16%/25% | $50,000 | N/A | $50,000 |
| Bidder B | 16%/30% | $57,000 | 10% | $51,300 |
| **Bidder C** | 20%/25% | $51,300 | 10% | **$46,170** |

**1Calculation of price preference: Bid Price multiplied by .90 equals the Evaluated Price**

**2As shown in the Sample Calculation #2, if the EPA CPG recommends a range for either of the post-consumer or total recovered content levels, agencies shall use the lower of the range as the minimum.**

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