

Responsible Officer: Sustainability Manager,
Director of Contracting & Procurement
Responsible Office: Campus Sustainability,
Contracting & Procurement

Sustainable Procurement and Life Cycle Consideration Policy

I. Policy Statement

It is the policy of Portland State University (“University”) to include sustainability as a key consideration in its public contracting programs. The University strives to minimize the adverse life cycle effects of product or service production, transport, use, and final disposition and consider the inherent social, environmental, and economic impacts of procurement decisions and activities.

II. Reason for Policy/Purpose

The University is renowned for its commitment to sustainability in operations, the built environment, research, academics, and student life. Acknowledging our impact as a major purchaser of goods and services, this policy aims to ensure that University procurement supports the sustainability goals of the institution and models environmental, economic, and community stewardship. This policy intends to:

- Identify sustainability factors to be incorporated into procurement decisions
- Provide guidance on implementation
- Empower employees to demonstrate innovation and leadership by integrating sustainability considerations into procurement decisions
- Complement and communicate the University’s commitment to sustainability

III. Applicability

This policy applies to all employees, schools, colleges, and administrative units of the University. It will have the largest impact on administrative, academic, and campus operations staff. To a lesser extent, it will also impact students. The following departments would play a large role in policy implementation: Facilities & Property Management, Contracting & Procurement Services, Campus Sustainability Office, Office of Information Technology, and General Counsel. These rules will act as a guide for purchasing decision making.

Nothing in these procedures shall be construed as requiring the procurement of products or services that do not perform adequately for their intended use, limit competition, or are not available at a reasonable price or in a reasonable period of time.

IV. Definitions

For the purposes of this policy, the following terms and definitions apply:

Best Value Contracting: A type of contracting that allows purchasers to consider factors other than price, such as: experience, sustainability, personnel, diversity, financial capabilities.

Campus Sustainability Office (CSO): A unit within Planning, Construction & Real Estate that works to ensure environmentally responsible practices are incorporated into campus operations.

Carpet and Rug Institute (CRI) Green Label Plus: Green Label Plus is an industry testing program for carpet, adhesive, and cushion products that establishes IAQ standards for low emitting carpet, adhesives and cushion.

Certified organic: An item that has been grown according to strict federal standards (USDA) and are verified by independent state or private organizations.

Contractor: Any person, group of persons, consultant, association, partnership, corporation, or other business entity that has a contract with PSU (including suppliers) or serves in a subcontracting capacity with an entity having a contract with PSU for the provision of goods or services.

Ecolabel: A label that identifies overall environmental preference of a product or service within a specific product/service category based on Life Cycle Cost Assessment considerations and that is awarded Third Party Certification.

ECOLOGO: A Certification for products that meet multi-attribute, life cycle-based sustainability standards.

Energy Star: A U.S. Environmental Protection Agency (EPA) voluntary program that helps businesses and individuals save money and protect our climate through superior energy efficiency.

Environmental product declaration (EPD): is a standardized way of quantifying the environmental impact of a product or system in life cycle assessment. Declarations include information on the environmental impact of raw material acquisition, energy use and efficiency, content of materials and chemical substances, emissions to air, soil and water and waste generation.

EPEAT: Electronic Product Environmental Assessment Tool. An environmental certification for electronic equipment, commonly computers, developed by the Environmental Protection Agency and maintained by the Green Electronics Council.

Fair trade: A trading partnership, based on dialogue, transparency and respect, which seeks greater equity and contributes to sustainable development by offering better trading conditions to, and securing the rights of, marginalized producers and workers.

GREENGUARD: A certification program that ensures that a product has met rigorous and comprehensive standards for low emissions of volatile organic compounds (VOCs) into indoor air.

Green Seal: is a non-profit environmental certification organization that certifies products, services, restaurants, and hotels based on performance, health, and sustainability standards.

Health Product Declaration (HPD): The Health Product Declaration® is an open standard format for the accurate reporting of material contents and potential health hazards.

LEED: Leadership in Energy & Environmental Design. A commonly used building certification system developed and maintained by the US Green Building Council.

Least toxic: No ingredients that are chemicals of high concern to human or environmental health (i.e. those that present the risk of carcinogenicity, reproductive toxicity, developmental and neurotoxicity, endocrine activity, mutagenicity/genotoxicity, acute and chronic aquatic toxicity, environmental persistence, and bioaccumulation) may constitute part of the product except at concentrations that occur naturally in an environmental medium (air, water, soil) and are not the result of human activities.

Life cycle cost assessment: The comprehensive accounting of the total cost of ownership, including the initial costs, energy and operational costs, longevity and efficacy of service, and disposal costs.

Locally available: Grown, manufactured, or assembled within 400 miles of the Metro Region or sold from a vendor located within 400 miles of the Metro Region.

Office of Contracting and Procurement Services (CAPS): The Office of Contracting and Procurement Services serves as the central procurement authority for the University under the authority of the Vice President of Finance and Administration. CAPS supports all University schools, colleges, programs and administrative units with the procurement of goods and services they require.

Post-consumer material: A material or finished product that has served its intended use and has been discarded for disposal or recovery. Post-Consumer Material is a part of the broader category of Recovered Material.

Practicable: Satisfactory in performance and available at a fair and reasonable price.

Pre-consumer material: Material or waste remaining after manufacture of a product.

Product stewardship: Whoever designs, produces, sells, or uses a product takes responsibility for minimizing the product's environmental impact throughout all stages of the product's life cycle.

Recovered material: Waste material and by-products which have been recovered or diverted from solid waste and includes both Post-Consumer Material and manufacturing or Pre-Consumer Material. Also known as recycled material, recovered, or recycled content.

Solicitation: A request for a priced offer to sell goods or services. This includes invitation to bid (ITB), request for quote (RFQ), and request for proposal (RFP).

Sustainability: Using, developing and protecting resources in a manner that enables people to meet current needs and provides that future generations can also meet future needs, from the joint perspective of environmental, economic and community objectives.

Total cost of ownership: A financial determination of the total direct and indirect costs of a product or system over a set period of time.

UL Environment (ULE): UL Environment is a division of UL global independent safety science company and is the exclusive provider of GREENGUARD Certification for products that meet stringent chemical emissions requirements, and ECOLOGO Certification for products that meet multi-attribute, life cycle-based sustainability standards. UL Environment also offers single-attribute environmental claims validations, waste to landfill validation, Environmental Product Declarations and organizational sustainability certifications.

Responsible Offices: Campus Sustainability Office, Contracting & Procurement Services

Responsible Officers: Jennifer McNamara, Campus Sustainability Manager, Darin Matthews, Director of Contracting & Procurement

V. Policy

1. Guidelines

1.1 University shall, whenever practical, show preference for used, salvaged, or borrowed goods making every effort to avoid unnecessary purchases.

1.1.1 New purchases will be made only if:

- The old item is no longer viable, safe, and effective, has reached the end of its useful life, cannot be repaired, has greater life-cycle impacts than replacing it with a newer item, and/or is now obsolete
- All efforts were made to share, borrow, and redistribute the item and the item cannot be obtained through surplus, the reuse room, or the lending library

1.2 University shall leverage its purchasing power to strengthen sustainable markets and contribute to environmental and public health objectives such as reducing hazardous chemicals, air contaminants, and greenhouse gas emissions.

- 1.3 University shall, whenever practical, show contractual preference for suppliers that strive to mitigate lifecycle impacts through “closed loop” product stewardship programs and specify goods that can be disposed of in a responsible manner (recyclable, compostable, and reusable).

VI. Procedure

1. Materials Sourcing

1.1 Used or Surplus Goods

- 1.1.1 Check on product availability through the [ReUse Room](#) or Surplus Property before purchasing new
- 1.1.2 If an item is needed temporarily, post a request on PSU’s [Lending Library](#) to see if the product is available on loan from another department.

1.2 New Products

- 1.2.1 To the highest extent possible use Best Value Contracting principles when determining a solicitation method. If feasible, use a Request for Proposal (RFP) rather than a low-bid method of solicitation so that factors other than price may be considered. Factors that may be considered include, but are not limited to: sustainability (both environmental and social) and life cycle cost assessment.

2. Solicitation for Goods and Services

- 2.1 Sustainability shall be considered in every purchase of goods and services made by Portland State. When a competitive RFP is issued for materials (and services where applicable), a minimum of 15% of available points of the selection criteria shall be allotted to sustainability. CSO shall provide guidance on how this area is evaluated. Criteria may include, but is not limited to: third party certifications, sustainable product attributes, demonstrated commitment to sustainability in business practices, corporate social responsibility, and life cycle impacts of proposed goods or services.

3. Required Qualifications

The following qualifications shall be incorporated into all PSU solicitations for procurement of goods and services to the highest extent practicable and where appropriate:

- 3.1 **Copy Paper:** 100% post-consumer material and processed chlorine-free (PCF). High speed copiers: minimum 30% post-consumer material paper.
- 3.2 **Electronic Equipment:** Energy Star and/ or EPEAT Silver certified minimum, where certified products are available.

- 3.3 **Green House Gas Reduction:** Green House Gas reduction criteria incorporated into specifications and scopes of work when possible.
- 3.4 **Least Toxic:** “Least toxic” options and verification of low toxicity requested in specifications of goods and scopes of work where applicable.
- 3.5 **Water Efficiency:** Water efficient fixtures and equipment (refer to [Technical Design Standards](#)) and Water Sense certified, where certified products are available.
- 3.6 **Vehicles:** A smaller environmental footprint (more fuel efficient, alternative fuel source, etc.) than the vehicle replaced or, if new, a low or no emissions vehicle if possible.
- 3.7 **Cleaning Chemicals:** Green Seal or EcoLogo certified. If exceptional circumstances exist and non-certified solutions are required, chemicals being considered should be reviewed by CSO and Environmental Health & Safety.
- 3.8 **Janitorial supplies:** Green Seal or EcoLogo certified, where certified products are available.
- 3.9 **Computers:** EPEAT GOLD certified.
- 3.10 **Lamps:** Meet the LEED credit for reduced mercury in lamps:70 picograms per lumen-hour or less.
- 3.11 **Paint:** No or low VOC and Green Seal certified
- 3.12 **Batteries:** rechargeable batteries for standard office use
- 3.13 **Landscaping chemicals:** adhere to requirements of PSU’s [IPM Plan](#).

In addition to the required qualifications above, purchasers shall incorporate or request preferred qualifications (Exhibit A) when procuring goods and services to the highest extent practicable.

4. Roles and Responsibilities

4.1. Department Supervisors and Managers

- 4.1.1. Designate department Sustainable Procurement Representative
- 4.1.2. Include Sustainable Purchasing as an area for employee development, where practical
- 4.1.3. Ensure that employees complete available training opportunities

4.2. Department Sustainable Procurement Representatives

- 4.2.1. Participate in sustainable procurement trainings and be the resource for department staff
- 4.2.2. Serve as the point person for department evaluation of the practicability of using specific sustainable products and services
- 4.2.3. Represent the department on agency-wide Sustainable Procurement efforts
- 4.2.4. Revise procedures as necessary to facilitate sustainable procurement and data collection
- 4.2.5. Measure and track sustainable purchases made and report to CSO

4.3. Any PSU employee buying goods or services

- 4.3.1. Take into consideration sustainability when planning purchases
- 4.3.2. Include required and preferred sustainability factors in purchases, whenever practicable
- 4.3.3. Participate in CAPS online sustainable procurement training
- 4.3.4. Consult with appropriate parties (e.g., sustainability specialists, contracting officers) early in the procurement process to prepare sustainable scopes of work or specifications
- 4.3.5. Monitor contract performance to ensure compliance with sustainable procurement requirements in the terms of the contract
- 4.3.6. Submit the Material Safety Data Sheet (MSDS) to Environmental Health & Safety whenever the purchased product has an MSDS.

4.4. Procurement Services

- 4.4.1. Include formal and informal Sustainable Procurement Training in the Procurement Training Curriculum
- 4.4.2. Seek opportunities for cooperative purchases
- 4.4.3. Monitor agency compliance with these rules
- 4.4.4. Revise Procurement Procedures periodically to reflect these rules
- 4.4.5. Provide a Sustainable Procurement Toolbox and update regularly. This toolbox will include:
 - Solicitation and Contract examples including sustainability language
 - Lists (including links) of suitable sustainable goods and services
 - Description of third party certifications and advice on how to use them
 - Guidance on purchasing less-toxic or non-toxic products
 - Training documents and links to external training opportunities
 - Sustainable Procurement Checklist

4.5. Campus Sustainability Office

- 4.5.1. Consult with Procurement Services and departments about integrating sustainability criteria into procurements and contracts
- 4.5.2. Advise Procurement Services on best practices in sustainable procurement
- 4.5.3. Coordinate with Procurement Services to evaluate sustainable procurement progress and report to external and internal stakeholders
- 4.5.4. Provide assistance to buyers in writing and evaluating sustainability in solicitations and purchases

5. Reporting Requirements

- 5.1 Contracting & Procurement Services, in collaboration with CSO, will report fiscal results annually. These reports shall include the percentage of sustainable procurements by dollar amount as compared with total overall spending

6. Sustainable Procurement Program Goals

- 6.1. An increase of 5 percent per year on the dollar amount of sustainable products purchased from the prior year. The baseline will be FY 14-15. PSU’s five year goal is to achieve a 25 percent increase from baseline year spending levels.
- 6.3. An increase in the utilization of local businesses within 400 miles of the Portland Metro area.

7. Update of Administrative Procedures

- 7.1 The required qualifications may be updated periodically by an action of the Sustainability Manager and Director of Contracting & Procurement Services with approval by the University Policy Committee. Revisions will be documented in the policy history and will be publicly available.

VII. Links To Related Forms

None.

VIII. Links To Related Policies, Procedures or Information

- [Technical Design Standards](#)
- [PSU Climate Action Plan \(Materials Section\)](#)
- PSU Climate Action Progress [Report](#)
- [PSU Integrated Pest Management Plan](#)

IX. Contacts

If you have any questions regarding this policy, please contact the Campus Sustainability Office at (503) 725 – 5499 or Contracting & Procurement Services at (503) 725 - 3441

X. History/Revision Dates

Adoption Date: January 20, 2016

Next Review Date: January 20, 2021

XI. Policy Adoption/Reaffirmation/Revision Approvals

Approved  Date 4/13/16
 PORTLAND STATE UNIVERSITY PRESIDENT


Approved  Date 4/13/16
 PORTLAND STATE UNIVERSITY GENERAL COUNSEL

Exhibit A:

Sustainable Procurement and Life Cycle Consideration Policy Preferred Qualifications

- 4.1 Certified organic products
- 4.2 Repurposed furniture
- 4.3. Fair trade certified products
- 4.4 Locally available products and services
- 4.5 Durable, repairable and refillable products
- 4.6 Products and services certified by a reputable third-party ecolabel such as GREENGUARD, Carpet and Rug Institute, Cradle to Cradle, Green Seal, EcoLogo, etc.
- 4.7 Products made of recycled and recovered content
- 4.8 Sustainable practices within vendor business operations which may include but is not limited to use of sustainable and non-toxic products and use of alternative fuel vehicles for delivery or other services.
- 4.9 Reduced packaging through such methods as vendor take-back of packaging or packaging reuse
- 4.10 Sustainable delivery and shipping options, such as use of renewable fuels for transportation, bicycle delivery service, and compressed delivery schedules that reduce trips to campus.
- 4.11 Life Cycle Cost Assessment: considering Life Cycle Cost Assessment when evaluating a product's price using a Product Stewardship model for goods or all phases of the product or service (leased carpet tiles, for example).
- 4.12 Reports from selected vendors on compliance with PSU's Sustainable Procurement and Life Cycle Consideration Policy whenever possible.
- 4.13 Environmental Product Declarations and Health Product Declarations wherever possible
- 4:14 Forest Stewardship Council (FSC) certified wood and paper products.
- 4.15 Utilization of the following price preferences allowable by State of Oregon when purchasing agricultural products or recycled content products:
 - 4.15.1 10 percent price preference for agricultural products grown and transported entirely within the State of Oregon
 - 4.15.2 10 percent price preference for goods that are fabricated or processed, or services that are performed, entirely within the State of Oregon
 - 4.15.3 5 percent price preference for recycled goods as defined and explained in the EPA's Comprehensive Procurement Guidelines
- 4.16 Metro recycled latex paint
- 4.17 Furniture that is GREENGUARD certified or certified through other reputable standards and labels that meet the VOC emission requirements of California Section 01350 as described in CA Department of Health Services Standard Practice CA/DHS/EHLB/R-174.certified furniture
- 4.18 Request products that avoid the [Living Building Challenge's red list](#) materials and chemicals
- 4.19 Upholstered furniture free of toxic chemical flame retardants
- 4.20 Carpet and Rug Institute (CRI) Green Label Plus certified carpet, carpet adhesives, and carpet padding.

- 4.21 Clean diesel requirements in solicitations to reduce carcinogenic diesel exhaust associated with on road and non-road vehicles and equipment used for construction and capital improvement projects.
- 4.22 Remanufactured toner cartridges that are EcoLogo certified.

Preferred Qualifications may be updated periodically by an action of the Sustainability Manager and Director of Contracting & Procurement Services