

City of Tacoma- Respondent Guide for Sustainable Procurement Request for Proposal

The City of Tacoma seeks to do business with vendors who value our communities' commitment to sustainability. The purpose of this sheet is to help you answer questions as accurately and completely as you can. Proposal criteria may be modified at the discretion of the requesting departments.

Evaluative Factors for Sustainability

1. Does the Respondent have an organizational sustainability plan and/or policy?
 - a. Yes No
 - b. Provide additional information if checked "Yes," including whether it is made publicly available (provide link) and how it is communicated to employees.

2. Does the Respondent have:
 - a. Greenhouse gas emission reduction targets? Yes No
 - b. Energy and water conservation targets? Yes No
 - c. Waste reduction targets? Yes No
 - d. Toxics use reduction targets? Yes No
 - e. Pollution reduction targets? Yes No
 - f. Measure progress regularly and publicly? Yes No

3. How will the Respondent, through service delivery and/or their own operations during the contract period:
 - a. Minimize greenhouse gas emissions?
 - b. Minimize polluted stormwater runoff in Tacoma?
 - c. Minimize waste generation?
 - d. Minimize toxic use and/or generation?

 - e. Minimize air pollution in Tacoma?
 - f. Minimize resource extraction?
 - g. Demonstrate industry leadership across these areas? Is the Respondent an EnviroStars recognized business? Provide any relevant certifications and/or verified results.

How to Answer #1

Please provide the full text for your policy if it exists and list where this policy can be found. Provide copies of documents or training materials that are for employees. If you also have a written sustainable purchasing policy, this is the place to let us know. Attached policies can be for internal operations or reducing your product/service's environmental footprint.

How to Answer #2

For each target area, include what you are doing to meet your targets and what progress you have made so far.

Examples of carbon emission reduction actions: replacing vehicles as necessary with hybrids or electric, having employee transportation programs that encourage and/or incentivize carpooling, transit, walking or biking to work, purchasing renewable energy

Examples of water and energy conservation actions: installing low-flow faucets and toilets, using natural landscaping practices, having motion-sense lights, using passive building temperature control practices

Examples of waste reduction actions: paper reduction campaigns, automatic double-sided printing, ensuring people are recycling properly, buying office products in bulk, not using single-use disposable items, encouraging reuse and buying durable products, composting programs at your office, using paper-less billing and contracting systems

Examples of toxics use reduction: using green cleaning products approved through a program like Safer Choice, having a hazardous waste disposal policy,

How to Answer #3

This question addresses how your service will help us meet our own sustainability goals. We want to know how you, compared with other vendors, will most help the City in meeting our environmental goals. Direct quantitative comparisons are helpful, but not required.

- a.) Are your products/services more energy efficient than your competitors? Do you use hybrid or electric vehicles in the delivery of your service?
- b.) Are your vehicles regularly checked for leaks? How do you dispose of waste generated during service?
- c.) Are the products used in service delivery reusable? Can all materials used be reused, repurposed, or recycled? Is packaging minimized?
- d.) What chemicals do you use? What fuel is in your vehicles? How will you get around Tacoma? Are your products certified to be any kind of healthy air quality?
- e.) Conservation metrics? How does your product/service compare to your competitors?
- f.) Do you have any third-party sustainability certifications for your company or products? I.e., EnviroStars, B-Corps, Salmon Safe, GreenGuard, FSC

Also worthwhile to include, if available: Performance specifications for your products/services that compare to your primary competitors