



State Procurement Manual

Department of Administration, State Bureau of Procurement

Number
PRO-209

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SCOPE: The purpose of this policy is to promote development of contract specifications that minimize the generation of solid waste and increase recyclability, and to establish procedures to follow in purchasing goods with recycled content.

POLICY: The Bureau of Procurement, state agencies and authorities as prescribed in s. 16.72(2)(e), Wis. Stats, have certain responsibilities to promote the purchase of recycled or recovered materials, and to minimize solid waste generation through its procurement activities to the extent practicable.

To achieve the goals of recycling and waste reduction in procurement, actions will include revising specifications, bidding effectively, and purchasing recycled or recovered products.

Equipment procurement and the consideration of energy use factors is covered by PRO-510, Procurement of Equipment: Energy-Efficient and Graphic Reproduction.

Use of life cycle costing is consistent with sustainability goals and will be followed when applicable. See PRO-208, Life Cycle Costing.

The Bureau's role is to assist state agencies in achieving these goals, and ensuring standards set in state contracts allow for recycled, recovered, and energy-efficient products wherever technically and economically feasible.

- PROCEDURE:**
- I. Specification Development
 - A. State agencies will write product specifications which incorporate requirements for recycled materials and recovered materials when technically and economically feasible. Specifications should not contain unnecessary prohibitions to products made from recycled materials or recovered materials.



Legal Authority

Wis. Stats. s. 16.70 (11), (12), (13); 16.71;
16.72(2)(e), (f); 16.75(8)(am), (bm), (9); s. 287.05(12)
Agencies Affected: All, unless otherwise noted

Authorized:
Sara Redford, Director
State Bureau of Procurement



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B. Priority categories currently include:

- Paper and paper products
- Plastic and plastic products
- Glass and glass products
- Motor oil and lubricants
- Construction materials, including insulating materials
- Furnishings, including rugs, carpet, and furniture
- Highway equipment, including signs, signposts, reflectors, guardrails, lane dividers, and barricades

C. Specifications should include requirements that minimize solid waste in accordance with the state solid waste management priorities as identified in s. 287.05(12), Wis. Stats, currently including:

1. The reduction of the amount of solid waste generated (such as reduced packaging)
2. The reuse of solid waste
3. The recycling of solid waste
4. The composting of solid waste
5. The recovery of energy from solid waste
6. The burning of solid waste

D. Specifications will favor durable, multiple-use items over single-use disposable products and acknowledge ultimate disposal and recyclability of products.



Legal Authority

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E. In the case of paper, specifications will use the Environmental Protection Agency (EPA) definitions of the terms “recovered material” and “postconsumer recovered material”.

1. Paper specifications will achieve the maximum postconsumer content that is reasonably available from at least two manufacturers and that satisfies performance standards.
2. The criteria for determining realistic recycled content specifications are adequate supply, a competitive market and a reasonable price.
3. A mill certification, which is a letter from a paper mill that confirms the recycled content of contracted paper, can be used to confirm use of EPA definitions for recovered and postconsumer recovered material.

II. Bidding Structures

- A. Agencies will determine the suitability of recycled products for their use by determining appropriate performance and/or quality requirements.
- B. Price and availability of recycled products will influence an agency's consideration of bid structure options that include but are not limited to:
 1. The recycled product is specified and bid independently.
 2. The recycled product and its nonrecycled counterpart are combined into a single low bid category only when both products are comparable in price.



Legal Authority

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3. The recycled product and nonrecycled counterpart are included on one bid but are in different lots for which separate awards can be made.
4. Bidding the recycled product is encouraged as an option or an alternative.
5. Information on recycled products is requested but does not form an integral part of the specification.

III. Sustainable Purchasing Selections

- A. Statewide contracts will include standard commodity recycled products when the following factors are present:
 1. Demonstrated quality and performance
 2. Proven, consistent and adequate supply
 3. Competitive market
 4. Reasonable price (often within 10% of the nonrecycled counterpart)
- B. Statewide mandatory contracts with a scope of only recycled or recovered products will be used by all agencies. See PRO-402, Statewide Contracts: Standards and Utilization.
- C. On statewide optional contracts, or on mandatory contracts that contain both recycled/recovered and non-recycled/recovered products, agencies are expected to purchase the recycled option when prices are the same.



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IV. Recycled Paper Products

- A. The average recycled content of all paper purchased, measured as a proportion by weight of the fiber content, must be at least 40% of all purchased paper.
- B. Paper purchases include procurement of paper and paper products, as well as paper purchased through services where paper is a substantial portion of the overall cost of the service, such as printing, quick-copy, and computer print-out.
- C. The method used for calculating the recycled fiber content by weight includes multiplying the percentage recycled by the weight of the paper purchased.
- D. Paper purchases should be claimed by the end-user of the product.
 - 1. If a printing service is provided by a state agency, paper purchases should be applied to the customer agency. If doubt exists as to which agency should count the purchase, consider whether the customer agency has a choice about which printer or copy center to go to.
 - 2. Paper purchases for materials that are printed by one agency but used or distributed by other agencies should be applied to the agency that has contract administration responsibility.



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