

Green Purchasing Questions for Procurement Coordinators

Starting a solicitation

Please take a moment to answer the following questions and submit your answers to your supervisor for review with your draft solicitation package to help identify and document green purchasing considerations for this product/service category.

1. What type of products or services are you procuring in your solicitation?

2. Are there environmental or health goals that you're hoping to achieve with this contract? If so, what are they? (See below or [green buying guides](#) for examples)

3. Are any of the products or services included in the State of Washington's Product-Specific Recommended Green Purchasing Specifications? Please indicate which categories apply:

Building construction, maintenance and repair products

Adhesives, carpet, ceiling tiles, cement and concrete, fiberboard and wallboard, hand cleaners, hand dryers, hand sanitizers, janitorial paper products, surface disinfectants and sanitizers, vacuum cleaners and deep cleaning extractors

Cleaning products

Bags, cleaning and floor maintenance chemicals, hand cleaners and sanitizers, hand dryers, janitorial paper products, surface disinfectants and sanitizers and vacuum cleaners and deep cleaning extractors

Electronics

Appliances, communications and computer equipment, imaging equipment, lighting equipment and televisions

Energy-related products

Electricity, flashlights and batteries, heating products, motors, power generators and power storage systems

Fleet equipment and supplies

Brakes, engine coolants, electric vehicle charging stations, fuel, motor oil, parts cleaners, tires, vehicles, washing chemicals, and wheel weights

Food service equipment and supplies

Beverages, food, food service equipment, food service ware, gloves, napkins, straws

Medical equipment and supplies

Gloves, PPE

Office supplies

Envelopes, file folders, mats, office furniture, copy paper, pencils, pens, sticky notes, toner and ink cartridges, and whiteboard cleaners

Outdoor products

Firefighting agents and equipment, irrigation equipment, landscaping materials and timbers, pest management, and traffic- and zone-marking paint

4. If this is a category covered by the State of Washington’s recommended Green Product Specifications Guidance, did you include the recommended minimum required specification language, including applicable certifications or labels, identified in your solicitation (or purchase order)?

Yes

If yes, please insert below the recommended environmental or health specifications, certifications, labels, or other language that you included in your solicitation document for this product category.

No

If no, please explain why you did not include recommended specifications, certifications and labels.

5. Did you include any of the state green purchasing boilerplate language in your solicitation document?

Yes

If yes, please insert below the boilerplate language that you included in your solicitation.

No

If no, please explain why you did not include boilerplate language.

6. Are any of the products or services offered on this contract eligible for an environmental price preference as set forth in WA state green purchasing Laws, Rules, Executive Orders & Enterprise Policies?

Yes

If yes, which one(s)? (*Examples: PCB-free, mercury-free, recycled content, sustainable electronics, HFC-free*)

No

7. Are you offering non-cost best value points for environmental or health attributes to bidders on this contract?

Yes

If yes, please describe below how you are planning to evaluate the bids using a best value analysis, including the non-cost point that you are offering.

No

If no, please explain why you are not using a best value analysis or offering any non-cost points in your bid evaluation process.



If you answered yes to any of the questions above, your contract should include green purchasing considerations. Please consult your agency green purchasing coordinator for assistance (where available).

Use this document as a starting point for future green purchasing discussions.

Your Name _____ Date _____

Shared with Supervisor's Name _____ Date

Shared with Stakeholder Team & EPP Coordinators _____ Date

Applicable environmental bid preferences indicated by check mark(s) below.

PCB-free products

Examples: Fish food, paints/coatings, traffic marking materials, toner/ink

Resources: PCBs Preference in Procurement Desk Aid; PCBs and Procurement Training

Recycled-content products

Examples: Construction materials (insulation, wall board), landscaping materials (compost, mulch), janitorial supplies (paper towels, trash bags), mats, office supplies (paper, envelopes, file folders, toner cartridges), sorbents, vehicle supplies (motor oil, tires)

Resources: Recycled-Content Products Environmental Preference Desk Aid

Sustainable electronics

Examples: Computers, monitors, imaging equipment (copiers, printers, multifunction devices), mobile phones, servers, TVs

Resources: Sustainable Electronics Environmental Preference Desk Aid

Mercury-free/low-mercury products

Examples: Appliances, batteries, lighting equipment (lamps and luminaires), medical equipment, vehicles

Resources: Mercury-Free/Low-Mercury Environmental Preference Desk Aid

Products that do not contain hydrofluorocarbons (HFCs)

Examples: Refrigeration and air conditioning equipment, refrigerants, foam blowing agents, cleaning solvents, adhesives, coatings, inks, aerosols

Resources: HFC-Free Environmental Preference Desk Aid

This solicitation does not have an environmental bid preference.