

Sustainable Jersey

Green Purchasing – Recycled Copier Paper

From Municipal Code:

(j) Within 12 months subsequent to the effective date of this subsection, the Purchasing Agent of the City of Jersey City must conduct a review of existing product and service specifications to determine whether existing specifications either require or exclude the use of recycled products, reusable products or products designed to be recycled, for use by all departments, agencies, offices, boards and commissions.

(k) Within the same twelve-month period, all city departments and agencies must recommend changes to the Purchasing Agent to ensure that performance standards for particular products can be met and that specifications are not overly stringent and to recommend changes to ensure that specifications will incorporate a requirement for the use of recycled materials, reusable products and products designed to be recycled to the maximum extent practicable, subject to an alternative showing that either the performance of the product will be jeopardized or that the product will negatively impact health, safety or operational efficiency...

(m) City staff will work to encourage the copier industry to develop copiers that will accept recycled paper. In addition, recycled paper shall be purchased and used in all copy machines that will accept it.

(n) The Purchasing Agent shall purchase only new copiers which are capable of utilizing recycled paper.

(o) When recycled products are used, reasonable efforts shall be undertaken to label the products to indicate that they contain recycled materials. City departments and agencies shall use for their masthead stationery and envelopes recycled paper that includes postconsumer recycled content and may indicate on the paper that they contain recycled material. Other recycled products used by the city may also indicate that they contain recycled material.

While not individually noted in the code, the sections above became effective as a result of one of the following: [Amended 12-11-1986 by Ord. No. C-347; 10-27-1988 by Ord. No. C-840; 5-27-1992 by Ord. No. 92-052; 12-9-1992 by Ord. No. 92-179; 1-13-1993 by Ord. No. 92-193; 6-12-1996 by Ord. No. 96-063; 8-13-1997 by Ord. No. 97-052]

The Green Purchasing Ordinance (09-003) was enacted January 26, 2009.

Copier Paper Bid Purchases:

Over the past 12 months, the City issued 4 Purchase Orders to Paper Mart for “Furnishing and Delivering Copier Paper”. Two of the PO’s specified “100% Recycled Paper”, as did the attached bid specification issued in April 2011.

Attached is a Vendor History report from the City’s financial system (H&L FOW) showing the City’s expenditures for copier paper over the previous 12 month period.

In the interest of a conservative analysis, and given the impossibility of conducting an inventory of paper delivered 12 months prior, even if we assume that only the Purchase Orders specifying recycled paper

resulted in deliveries of 100% recycled (again, as the City has purchased recycled copier paper for a number of years, this is unlikely), the amount and percentage of recycled paper purchased is:

$$\textbf{\$25,718.15/\$38,263.90 = 67.21\%}$$

Vendor History Report
For Calendar Year-2011, Type-Detail, Sort-Vendor Name

Date : 9/21/2011
Time : 12:48:24 PM
Page : 1

Vendor Number	Vendor Name		Account Number	Type	PO Number	Check Number/Date	Transaction Amount	
PA424480	PAPER MART INC.		1-203-31-433-201	VR	101273	0435503 2/09/2011	2,996.00	
			1-203-31-433-201	VR	101273	0435503 2/09/2011	2,996.00	
	9/22/2010	Recycled not specified	1-203-31-433-201	VR	101273	0435503 2/09/2011	374.50	
			1-203-31-433-201	VR	101273	0435503 2/09/2011	374.50	
			1-203-31-433-201	VR	101273	0435503 2/09/2011	749.00	
			1-203-31-433-201	VR	101273	0435503 2/09/2011	187.25	
			1-203-31-433-201	VR	100815	0436152 3/09/2011	561.75	
	8/4/2010	100% recycled specified on requisition and purchase order	1-203-31-433-201	VR	100815	0436152 3/09/2011	374.50	
			1-203-31-433-201	VR	100815	0436152 3/09/2011	187.25	
			1-203-31-433-201	VR	100815	0436152 3/09/2011	561.75	
			1-203-31-433-201	VR	100815	0436152 3/09/2011	663.65	
			1-203-31-433-201	VR	100815	0436152 3/09/2011	936.25	
			1-203-31-433-201	VR	100815	0436152 3/09/2011	374.50	
			1-201-31-433-201	VR	102294	0436465 3/23/2011	374.50	
	1/31/2011	Recycled not specified	1-201-31-433-201	VR	102294	0436465 3/23/2011	936.25	
			1-201-31-433-201	VR	102294	0436465 3/23/2011	187.25	
			1-201-31-433-201	VR	102294	0436465 3/23/2011	749.00	
			1-201-31-433-201	VR	102294	0436465 3/23/2011	749.00	
			1-201-31-433-201	VR	102294	0436875 4/13/2011	749.00	
	5/25/2011	100% recycled specified on requisition and purchase order	1-201-31-433-201	VR	102294	0436875 4/13/2011	1,123.50	
			1-201-31-433-201	VR	103223	0440380 7/20/2011	1,872.50	
			1-201-31-433-201	VR	103223	0440380 7/20/2011	374.50	
			1-201-31-433-201	VR	103223	0440380 7/20/2011	374.50	
			1-201-31-433-201	VR	103223	0440380 7/20/2011	2,996.00	
			1-201-31-433-201	VR	103223	0440380 7/20/2011	374.50	
			1-201-31-433-201	VR	103223	0440837 8/10/2011	1,310.75	
			1-201-31-433-201	VR	103223	0440837 8/10/2011	7,864.50	
			1-201-31-433-201	VR	103223	0441630 9/14/2011	6,891.25	
	PA424480							
	Vdr. Totals	PAPER MART INC.		PO Total -	35,767.41	PO Open -	2,496.49- Total Paid -	38,263.90

PO 101273	\$ 7,677.25
PO 100815	\$ 3,659.65
PO 102294	\$ 4,868.50
PO 103223	\$22,058.50

TOTAL	\$38,263.90

Recycled Specified	\$25,718.15
Not Specified	\$12,545.75
Percent Recycled	67.21%
Percent Not Specified	32.79%

BID**FOR: FURNISHING AND DELIVERING COPIER PAPER**

Sealed bids will be received, opened and read in public by the Acting Purchasing Director at 1 Journal Square Plaza, 2nd Floor, Jersey City, N.J. on _____. Bids may be submitted in person or may be sent by U.S. certified mail return receipt requested or may be sent by private courier service. Mail bids to: Peter Folgado, Acting Purchasing Director, Division of Purchasing, 1 Journal Square Plaza, 2nd Floor, Jersey City, N.J. 07306. Bids sent by mail must be received by the Acting Purchasing Director no later than 4:00 P.M. of the last City business day before the day of the bid reception. Bids sent by courier service must be delivered to the Acting Purchasing Director no later than 11:00 A.M. on the day of the bid reception. The City shall not be responsible for the loss, non-delivery or physical condition of bids sent by mail or courier service. Bids must be submitted individually in a sealed envelope addressed to the Acting Purchasing Director. Bid proposals must comply with specifications.

Recycled Fine Copier Paper:

Length & Width Tolerance	+ or - 1/32"
Type Cut	Lennox or Guillotine
Brightness	84
Caliper	.0038" + .0006"
Moisture	4.5% + or - 1%
Opacity	Various
Composition Weight	20 lbs.
Composition Pulp	100% Recycled
Stiffness - Machine Direction	1.7 Minimum
Cross Direction	.7 Minimum
Strength - Tear	33 to 47
Grain Direction	8 ½ x 11 Long 8 ½ x 14 Long

	<u>Maximum Quantity</u>		<u>Description</u>	<u>Unit Price</u>	<u>Extension</u>
1)	1000	Cartons	Hammermill Tidal D.P. 8 ½ x11 Copier Paper 20 lbs. White or Approved Equal	_____	_____
2)	300	Cartons	Hammermill Tidal D.P. 8 ½ x14 Copier Paper 20 lbs. White or Approved Equal	_____	_____
3)	75	Cartons	Hammermill Tidal D.P. 11x17 Copier Paper 20 lbs. White or Approved Equal	_____	_____
4)	75	Cartons	Hammermill Tidal D.P. 8 ½ x11 Copier Cardstock 80 lbs. White or Approved Equal	_____	_____
5)	25	Cartons	Hammermill Tidal D.P. 11x17 Copier Cardstock 80 lbs. White or Approved Equal	_____	_____
6)	15	Cartons	Hammermill Tidal D.P. 8 ½ x11 Copier Cardstock 80 lbs. White or Approved Equal	_____	_____
7)	10	Cartons	Hammermill Tidal D.P. 11x17 Copier Cardstock 80 lbs. White Semi Vellum 60 text or Approved Equal	_____	_____
8)	50	Cartons	Hammermill Tidal D.P. 8 ½ x11 3 Hole Copier Paper 20 lbs. White or Approved Equal	_____	_____

BID FORM

TOTAL BID AMOUNT \$ _____

Total Bid Amount in Written Words)

Notes to Bidders

1. The City will award this contract as an open- end contract. The minimum quantity for all items that the City shall be obligated to purchase is zero (0).
2. The maximum quantities are stated in the schedule.
3. The total bid amount shall be based on the maximum quantity and the summation of the extended prices.
4. The total bid amount will be used to determine the lowest responsible bidder.
5. The contract should be valid for six (6) months from the date of award of the contract.
6. The City shall have an option to extend the contract for an additional 6 months. After the initial 6 month period the Contractor may submit a request for a price adjustment if the Contractor's price for copier paper has been increased by the paper mill and the Contractor's allotment for that type of paper at the price quoted is exhausted. The Contractor must also submit a letter from the paper mill documenting the increase. The increase will be based on the increased cost of the paper. No built-in profit is allowable, nor is any increase allowed for any warehousing, packaging and administrative costs. Should prices from the manufacturer be reduced, the City is to be given the reduced pricing within five (5) business days of the reductions.

NOTE:

SUCCESSFUL BIDDER IS NOT REQUIRED TO SUBMIT A PERFORMANCE BOND WITH EXECUTED CONTRACT. BID BOND OR CERTIFIED CHECK FOR TEN (10%) PERCENT OF THE TOTAL BID AMOUNT REMAINS IN EFFECT. BID PROPOSAL MUST COMPLY STRICTLY IN ACCORDANCE WITH SPECIFICATION LISTED HEREIN AND ATTACHED HERETO. THE CITY OF JERSEY CITY RESERVES THE RIGHT TO MAKE AWARDS ON THE BASIS OF THE TOTAL BID AMOUNT.

All Quotations Must Be Typewritten Or Written In Ink. Pencil Quotations Will Automatically Render Bid Informal. This Bid Must Be Accompanied by a Bond Or Certified Check For Ten (10%) Percent Of The Total Amount Of The Bid. Bond Must Be From Some Surety Company Authorized To Do Business In The State Of New Jersey.

(This Proposal Form Not Transferrable)

COMPANY NAME:	NAME:
ADDRESS:	ADDRESS:
DATE:	

The Contractor shall provide, for each delivery, a receipt showing the items being delivered and the ordering locations. When the Contractor delivers to a location, it shall obtain proof of delivery signed by an authorized employee of the receiving unit location. This proof of delivery must also accompany the Contractor's invoice when submitted for payment.

Delivery Locations:

an Department/Division	Address	Locations Marked with An "X" Indicates No Elevator Must Use Stairs
1. Mail Room	280 Grove St.	
2. Central Services	1 Journal Sq. Plaza	
3. Fire Headquarters	465 Marin Blvd.	
4. H.E.D.C.	30 Montgomery St.	
6. Recreation	1 Chapel Ave.	X
7. Police Hqtr.	8 Erie St.	
8. Police Property Room	365 Summit Ave.	
9. Public Works	575 Route 440	
10. Police East District	207 7th St.	X
11. Police West District	576 Communipaw Ave.	X
12. Police South District	191 Bergen Ave.	X
13. Police North District	282 Central Ave.	X
14. Chief of Patrol-Operations	282 Central Ave. 2nd Fl.	X
15. WIC	284 MLK Drive	
16. Juvenile Bureau	139 Cator Ave.	X
17. Pershing Pool	Pershing Plaza	
18. CCTV	394 Central Ave.	
19. Comm. Ctr.	140 MLK Drive	
20. Commerce	282 MLK Drive	
21. Health Clinic	260 MLK Drive	
22. Special Patrol Bureau	141 Cornelison Ave.	
23. OEM	715 Summit Ave.	
24. Messenger Services	575 Rt. #440	
25. Police Comm.	73-85 Bishop Street	
26. Police E.S.U.	575 Route 440	

Department/Division

Department/Division	Phone#
1. Mail Room	547-5166
2. Central Services	547-5962
3. Fire Headquarters	547-4264
4. H.E.D.C.	547-5692
6. Recreation	547-4582
7. Police Headquarters	547-5308
8. Police Property Room	547-5540

Department/Division	Phone#
9. Public Works	547-4400
10. Police East District	547-5410
11. Police West District	547-5446
12. Police South District	547-5455
13. Police North District	547-5743
14. Chief of Patrol- Operations	547-5395
15. WIC	
16. Juvenile Bureau	547-4850
17. Pershing Pool	547-6886
18. CCTV	547-4573
19. Community Center	547-4565
20. Commerce	547-5140
21. Health Clinic	
22. Special Patrol Bureau	547-5403
23. OEM	547-5686
24. Messenger Services	547-5653
25. Police Communications	547-4996
26. Police E.S.U	547-5430

All locations 100% Recycled Paper