



Suggested language to add to your organization's procurement documents for desktop computers & related peripherals. Sections may be modified or omitted. "Purchaser" refers to your organization. The State assumes no liability in the use of these suggestions.

1. Provide information on your corporate environmental responsibility policies and practices:
 - (a) Environmental Management System – The vendor shall have a documented Environmental Management System in accordance with requirements of the ISO 14001 or other internationally recognized standard.
 - (b) Environmental Policy – The vendor shall have an up-to-date, documented Environmental Policy including commitment to environmental protection, prevention of pollution, compliance with environmental legislation and continuous improvement. The policy shall be effectively communicated to and understood by the whole organization. The vendor shall also be able to provide evidence of implementing the policy.
2. Provide information on ENERGY STAR[®] compliance with the following detailed setup specifications:
 - (a) Equipment shall be configured so it automatically enters a low-power mode after a period of inactivity.
 - (b) When a computer in a low-power mode is used again, it automatically returns to active mode.
 - (c) Computer shall be shipped with power management feature enabled.
 - (d) For computers that will be used in networked environments, CPUs and monitors shall be set up to sleep on networks and respond to wake events.
 - (e) Provide integrated computer systems where the CPU and monitor will together enter a low-power mode of no more than 45 watts after a specified period of inactivity.
 - (f) Deliver all machines configured properly for automatic energy-saving features, as per current ENERGY STAR[®] specifications.
 - (g) Provide customer support on the power management features so that these features remain properly activated.
3. Provide information on third-party certification using Eco-Labels and Eco-Declarations addressing Multiple Environmental Criteria:
 - (a) Vendor's bids shall identify those products that have received certification by third party eco-label organizations, received a manufacturer's internal eco-label or have an eco-declaration published in accordance with NITO¹ or ECMA TR/70² guidelines or the equivalent. Bidders shall be awarded additional points should they offer computer equipment which has been certified by appropriate third-party certification organizations such as TCO, Blue Angel or others.
4. Provide information on product take-back for end-of-life computer equipment.
 - (a) Vendors shall propose methods that will allow for the return of used equipment at the end of the contract period to the original manufacturer or 3rd party entity for reuse or recycling, preferably at no cost to the Purchaser. Such take-back methods may include but are not limited to:
 - One-for-one exchange of equipment offered by, or previously purchased from, the vendor upon purchase of new equipment from said vendor.
 - Collection of any used computer equipment by vendor or sub-contractor for reuse or recycling. Provisions should be included to continue recycling operations should a sub-contractor no longer be able to perform such activities. Vendor gives the Purchaser the authority to audit its records on the disposition and management of Purchaser's end-of-life (EOL) equipment concerning the recycling practices and sub-contractors being used.

¹ NITO (Nordic Information Technology Organization <http://www.ecolabel.no/>).

² ECMA (European Computer Manufacturers Association <http://www.ecma.ch>).

SAMPLE LANGUAGE TO "GREEN" COMPUTER PROCUREMENT

- Coupon system for pre-paid take-back at permanent electronics recycling or collection facility.
 - (b) Provide information to document that any proposed electronics reuse or recycling method for the EOL take-back of the computer units sold or leased under this contract will assist the Purchaser in reducing its downstream liability from improper disposal of said EOL electronics and will maintain high environmental standards. This will include but not be limited to:
 - verifying that the Purchaser's EOL equipment that will be handled in-state is done so in accordance with Colorado's Universal Waste Rule handling procedures (information available at <http://www.cdphe.state.co.us/hm/electronics.pdf>);
 - verifying that any EOL equipment shipped out of state is handled in compliance with all applicable local, state, and federal laws;
 - assuring the Purchaser that no parts or sub-parts of said EOL equipment will be disposed of in a manner contrary to local, state or federal law; and
 - verify that EOL equipment sent to nonprofit recyclers is appropriately managed when the recipients are done with Purchaser's old EOL equipment.
 - (c) Provide detailed information on the sound environmental take-back practices vendor proposes for recycling or reuse of the current fleet of Purchaser-owned desktop computers at end-of-life. It is recognized that there may be fiscal value in reuse/refurbishment possibilities for this EOL equipment if the vendor takes it, and it is anticipated that vendor proposal will reflect cost savings from take-back of this equipment. The proposed take-back practices for the current EOL electronic equipment should be in accordance with the requirements detailed above in items 4 (a) and (b).
5. Product and packaging features.
- (a) Vendor shall document and quantify any use of recycled material in the plastic housing or other components of the models being submitted under this bid.
 - (b) Vendor shall document whether components are labeled with their material contents to facilitate end-of-life (EOL) recycling.
 - (c) Vendor shall identify if its packaging uses reduced and/or recycled packaging for shipping, such as boxes that contain 35% post-consumer fiber for corrugated cardboard.
 - (d) When possible, vendor shall minimize quantity and weight of any non-recyclable packaging and shipping material; e.g., use molded paper or cardboard substitutes for polystyrene and Styrofoam.
 - (e) Vendor's product user manuals shall be easily recyclable (no difficult binding) and printed on recycled content paper (with at least 30% post-consumer fiber content).

Note: Some facilities may be concerned about environmentally questionable recycling practices used in some overseas markets. If your facility shares these concerns, you may want to add restrictions on the use of overseas recyclers for your end-of-life computer equipment in Section 4. Suggested:

- restrict the use of recycling facilities and end-markets that use environmentally unsafe overseas markets;
- The Purchaser reserves the right, solely at its option after award of the contract, to allow the overseas management of waste materials, components and/or residuals resulting from this contract (overseas meaning outside of Mexico, Canada, or the United States). This allowance for the use, processing, reuse, reclamation, or disposal of waste materials overseas will only be made if the Purchaser can at reasonable cost assure itself of proper environmental management and limited environmental risk to the Purchaser. Such overseas waste recycling and management shall be by approval of specific subcontractors and specific overseas locations and must be approved in writing by the Purchaser's contract manager or environmental health professional prior to management of the waste materials overseas.