



APPROVED COUNTY OF SANTA CLARA PRODUCT & SERVICE STANDARD

This form outlines the minimum specifications and requirements approved by the County's Chief Procurement Officer related to the acquisition of the specified product/services below. These requirements must be included in any County solicitation and/or contract unless written exception is approved by the Lead Department and the Chief Procurement Officer. These requirements are applicable to all County acquisitions regardless of the procurement method utilized.

APPENDIX NO. A-1 **PRODUCT/SERVICE: PAPER PRODUCTS & PRINTING SERVICES** **REVISION NUMBER 1.0**

LEAD AGENCY/DEPT. Procurement Department **EFFECTIVE DATE** 7/14/2022 **EXPIRATION DATE** N/A

BRAND STANDARD: Yes No **APPROVED BRAND(S):** N/A **MODEL NUMBER(S):** N/A

EQUIVALENTS ALLOWED? Yes No **Notes:** See Minimum Product Certifications, Specifications, & Requirements section below, item #2.

AUTHORIZED SOURCE OF SUPPLY: Yes No **AUTHORIZED SOURCE(S):** See Minimum Product Certifications, Specifications, & Requirements section below, item #1.

MINIMUM PRODUCT CERTIFICATIONS, SPECIFICATIONS, & REQUIREMENTS

The Standard specifications below should be included in any Scope of Work or specifications document in the acquisition. Please check with the Lead Department listed above and your County Counsel if you intend to deviate from these specifications.

All County procurements of paper products, printing and writing paper, and printing services shall comply with all applicable State laws, including the California Short-Lived Climate Pollutant Act (SB 1383) and the California Public Contract Code, and must conform to the below requirements, as further detailed in the Paper Product and Printing Services Exhibit.

Paper Products, Printing and Writing Paper Requirements:

1. All paper products offered for sale must be eligible to be labeled with an "unqualified recyclable label" as defined in 16 C.F.R. 260.12.
2. All paper products offered for sale must contain at least 30% post-consumer recycled fiber content whenever recycled products are available at the same or lesser total cost than non-recycled items, if the County determines that fitness and quality are equal. Where recycled products are unavailable or cost-prohibitive, exceptions must be documented on the Paper Product and Printing Services Vendor Certification Form and signed by the Director of Procurement.

Printing Services Contract Requirements:

1. Contractors must use paper products that satisfy the recyclability and recycled content standards set forth above for all printing services provided to the County.

VENDOR REQUIREMENTS

This section should include any requirements the vendor must take on to comply with the Standard, whether to deliver the product/ service, or to help the County report on contract related data (i.e., purchase, usage, disposal, etc.). To ensure an awarded vendor can comply with these requirements, include the below in any Scope of Work or specifications document in the sourcing event.

All County procurements of applicable paper products must ensure Vendor conforms to the above requirements.

During a sourcing event, Vendor must certify post-consumer fiber content and recyclability for all paper products offered to the County. Where recycled-content products are unavailable or of lesser fitness or quality, documentation of limited market availability to meet the requirement must be furnished to the County.

During the active term of a contract with the County, Contractor must:

1. Provide the contract User Agency/Department an invoice or receipt that detail the paper products purchased by product description (i.e., brand, product, and/or model numbers), quantity, unit price, and total price.
2. Maintain all documents supporting compliance for a period of not less than five years from the date of purchase.

COUNTY STAFF REQUIREMENTS

This section should list the responsibilities County staff must comply with while the Standard is in effect. The information below illustrates the minimum expectations of the Procurement Officer, User Department, Contract Administrator/ Monitor, and Lead Agency/Department in administering the approved Standard.

To enable County compliance with SB 1383 record-keeping requirements and avoid any financial penalties from the State, County procurement representative shall:

1. Engage the Procurement Department Sustainable Purchasing Program (PRC-SPP) prior to issuing a solicitation or establishing any contract for paper products or printing services. PRC-SPP can be notified by email at spp@prc.sccgov.org.
2. Include the Paper Product and Printing Services Recycled Content and Recyclability Exhibit and corresponding Paper Product and Printing Services Vendor Certification Form in all solicitations and contracts.
3. Evaluate bid/ proposal and upon determination of award, work with Contractor as necessary to complete the Paper Product and Printing Services Vendor Certification Form. Exceptions to paper products containing 30% post-consumer recycled content requirement must be documented on the Paper Product and Printing Services Vendor Certification Form and signed by the Director of Procurement or designee. If non-compliant products are to be procured, staff must further document a justification narrative and include it in the recommendation memorandum, memorandum to file, justifications for exception/exemption to competitive procurement, etc.
Justification narrative should include at a minimum:
 - a) A detailed explanation of why the requirements could not be met, including any relevant vendor and end user/ client communication; and
 - b) Attachment of the solicitation, including the Bidder's Response Form or comparable documentation that captures post-consumer recycled fiber content and recyclability of products offered.
4. Collect and incorporate into the contract, purchase order, or p-card documentation packet the fully executed Paper Product and Printing Services Vendor Certification Form showing post-consumer recycled fiber content and recyclability standards were met or an exception approved.
5. Upon contract award, provide a copy of the contract, solicitation documents, and signed Paper Product and Printing Services Vendor Certification Form to PRC-SPP and identify the system where invoices or receipts will be retained. PRC-SPP can be notified by email at spp@prc.sccgov.org.
6. Collect and verify that all invoices or receipts detail the paper products purchased by product description (i.e., brand, product, and/or model numbers), quantity, unit price, and total price prior to remitting payment.

REGULATORY REQUIREMENTS

This section outlines the responsibilities and frequency for reporting purchase, usage, or other related data to a Federal or State regulatory agency. Please ensure the awarded vendor can help you comply with the listed reporting requirements below.

The Procurement Department shall serve as the Lead Agency that monitors and manages these Product and Service Standards related to paper products and printing services. PRC-SPP also serves as the Recordkeeping Designee for acquisitions related to this Standard. Upon request, PRC-SPP shall make records accessible to CalRecycle staff within ten business days of a request.

Relevant purchasing documents shall be maintained for a period not less than five years from the date of receipt or creation.

CalRecycle may audit the County at any time, requiring on-site department interviews and access to purchase documents, including all aforementioned documentation that explains deviations from this Purchasing Standard.

STATUTORY AUTHORITY

This section lists the applicable federal, state, or local laws and requirements to which the County must comply. To ensure an awarded vendor can comply with these requirements, include a reference to the below statutes, policies, or other regulations in any Scope of Work or specifications document in the sourcing event.

California Public Contract Code §22153; California Health and Safety Code §39730.5 – §39730.8.

14 C.C.R. section 18993.3, 18993.4

DocuSigned by:

Gene Clark

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COUNTY APPROVING AUTHORITY:

DATE APPROVED/AMENDED: 7/14/2022