

Section A

MANDATORY ENVIRONMENTAL REQUIREMENTS

These requirements will be incorporated into the solicitation document. All bidders will be required to submit substantiating documentation.

Manufacturer's Commitment

The manufacturer shall have an environmental policy

The manufacturer shall demonstrate past performance on environmental improvements and initiatives.

The manufacturer shall demonstrate their commitment to continuing environmental improvements and initiatives.

Manufacturing

Waste material from the manufacturing process shall be minimized and/or recycled.

The warranty shall be for ten (10) years with the exception of user adjustable components that must have a five (5) year warranty

Use and Maintenance

Inventory numbers for replacement parts shall be available.

All freestanding office desk products shall be permanently and legibly marked with the expiry date of the warranty *mfg name, prod code & date of mfr.*

Packaging and Distribution

Packaging shall be designed to minimize waste.

Corrugated containers used for packaging shall contain a minimum of 35% recycled content paper fibre.

confirm - 80%??

Other

Manufacturers shall be required to indicate how their product would assist in scoring points for LEED credits in the following categories:

Materials & Resources

- 4.1 Recycled Content, 10%
- 4.2 Recycled Content, 20%
- 6 Rapidly Renewable Materials
- 7 Certified Wood

Indoor Environmental Quality

- 4.1 Low-emitting Materials, Adhesives and Sealants
- 4.2 Low-emitting Materials, Paints and Coatings
- 4.4 Low-emitting Materials, Composite Wood and Laminate Adhesives
- 4.5 Low-emitting Materials, Systems Furniture and Seating

*discussed
w/ RPS +
OGGO*

Section B

MANDATORY TECHNICAL REQUIREMENTS

These requirements will be incorporated into the purchase descriptions for Freestanding Office Desk Products and Components – PD1 and PD3

Resource Input:

Adhesives used in the manufacture of freestanding office desk products shall be free of Volatile Organic Compounds (VOC's)

All metal components shall be finished using low VOC content or ^{non-toxic} ~~water-based liquid~~ surface coatings.

All metal used in the manufacture of freestanding office desk products and components shall contain a minimum of 20% recycled material.

All wood based products used in the manufacture of freestanding office desk products and components shall contain a minimum of 20% recycled material

Plastic parts shall contain recycled content.

When the substrate for work surfaces, shelving, modesty panels, support panels or any other component is a composite wood product (i.e. particle board, medium density fibreboard, plywood) that contains formaldehyde-based resins, the substrates shall be fully encapsulated on all six sides.

Holes drilled into the composite wood product components at the factory shall be supplied with plugs that can be removed when the holes are required for the assembly of the workstation components.

All under-shelf task lights shall be equipped with linear or compact fluorescent lamp technology. If a linear fluorescent lighting system is provided, it shall have high frequency electronic ballast, and a minimum lamp life of 15,000 hours. Alternatively, if a compact fluorescent lamp technology is provided, it shall have electronic ballast and a minimum lamp life of 10,000 hours

Product Design

All freestanding office desk products and components shall be designed for disassembly

All freestanding office desk products and components shall be designed to keep assembly and disassembly methods and the use of special tools to a minimum

All freestanding office desk products and components shall be designed for ease of separation to aid in the recovery and recycling of materials.

Wear susceptible parts are designed to be replaceable

Section C

ADDITIONAL MANDATORY TECHNICAL REQUIREMENT – GPD-3

The following requirement is applicable to executive freestanding office desks and components only.

All executive office desk products and components shall be off-gassed in a dry, well ventilated space for a minimum of 24 hours after the final stage of manufacture and before the components are wrapped and packaged. The ventilation rate in the space shall be no less than 1 air change per hour of outdoor air.

Section D

PROPOSED ENVIRONMENTAL ATTRIBUTES

These requirements may be included in the mandatory requirements in a future Request for Proposal for Freestanding Office Desk Products and Components

NOTE: Wherever a technical clause is identified by "should"; it is anticipated that the requirement will become mandatory for a future Standing Offer program.

Manufacturing

All freestanding office desk products and components should be manufactured at a facility that has established a program for solid waste auditing and has prepared a waste reduction plan. The facility should also have instituted a means to track progress towards waste reduction and diversion of materials such as metals, plastics, wood etc. from disposal. A description of this program and/or a copy of the most recent waste audit should be submitted with the bid document

The facility should be accredited to ISO 14001 - Environmental Management System, or alternatively as a minimum, the facility should self-declare their conformance to ISO 14001 by reviewing their own operations against ISO 14001 and deem the facility to be compliant

All rigid molded plastic components with a surface large enough to incorporate a label should include a stamp indicating the composition code to facilitate future recycling efforts.

The freestanding office desk product should meet the volatile organic compound (VOC) emissions from office furniture of ANSI/BIFMA X7.1 2007 Standard for Formaldehyde and TVOC emissions of Low emitting Office Furniture Systems and Seating when tested in accordance with ANSI/BIFMA M7.1 2007 Standard Test Method for determining VOC Emissions from Office Furniture Systems, Components and Seating

Use and Maintenance

Freestanding office desk products and components should be accompanied by information describing procedures for repairing or replacing worn parts and for ordering

replacement parts and indicating where parts and service may be obtained following the discontinuation of the desk product line.

Packaging

Supplier should accept the packaging for reuse, recycling, or recovery.

Disposal

There should be a product buy or take back program.