COUNTY OF LOS ANGELES
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Director

To enrich lives through effective and caring service.

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January 21, 2009

To: Each Supervisor

From: Tom Tindall
Director

Subject: **REQUEST FOR IDENTIFICATION OF QUALIFIED VENDORS AND ISSUANCE OF REQUEST FOR STATEMENT OF QUALIFICATIONS FOR THE COLLECTION AND RECYCLING OF BEVERAGE CONTAINERS**

On November 25, 2008, your Board directed the Countywide Energy and Environmental Policy Team (Team) to do the following:

- Work in consultation with County Counsel and CEO Office of Risk Management to design and administer a Request For Statement of Qualifications (RFSQ) to establish an equitable means for identifying non-profit organizations that would like to partner with the County, on a gratis basis, for the collection and recycling of beverage containers, and report back to the Board in 60 days with an inventory of interested organizations.

- Develop a proposal to eliminate the opportunity for County department to purchase paper with less than 30 percent recycled content from non-ISD procured order by June 2010.

- Determine criteria under which County facilities should be required to implement beverage container and paper recycling programs.

- Report back to the Board in 90 days, and thereafter as part of the AB 32 update report to the Board, by posting information on the County's internal website (http://green.lacounty.gov) that includes their progress, and an inventory of progress by departments and/or facilities that have:

    - Implemented beverage container collection and recycling services from a menu of options (including agreements with existing waste haulers,

internal staff, Styrofoam® recyclers, or non-profit organizations), and the quantities collected and recycled.

- Established an agreement for paper collection and recycling services with one of the existing County vendors, including quarterly reports that track the quantities collected and recycled, and revenue generated.

- Eliminated the purchase of non-recycled content paper.

- Provide regular updates on a County Climate Action Plan in order to allow the Board to make short-and long-term strategic decisions on how best to pursue a comprehensive Sustainability Program.

This memorandum is to report to you the status of the efforts to identify qualified, interested organizations to collect County recyclable beverage containers, and to provide your Board with a status report on the additional Team actions to promote County departmental recycled paper purchases, implement and report on County departmental paper and beverage container recycling, and develop a County Climate Action Plan.

RFSQ Process

The Team has met and consulted with County Counsel to begin the RFSQ process. This process includes outreach to organizations; development of the RFSQ, Master Agreement and proposal evaluation documents; allowing time for organizations to review and respond to the RFSQ; the County's review of the organizations' responses, and award of Master Agreements to qualified organizations. The Team anticipates that this entire process, culminating in award of contracts to qualified vendors, will be completed within the next 120 days. We will keep you apprised of the status of this process and will provide you with a list of qualified vendors when it is available.

County Departmental Recycled Paper Purchases

On January 1, 2009, the County signed a contract with Spicers Paper, Inc., for paper purchases by County departments. Spicers Paper had the most recent contract with the County for paper purchases and they have been providing a quarterly report indicating the percentage of recycled content paper purchased by County departments. The current, and past, contract requires all departments to purchase paper with at least 30% post-consumer recycled content. Currently, the County Energy & Environmental Dashboard shows, by County department, what percentage of paper purchased meets the recycled content requirement. The Dashboard is provided as Attachment 1 and posted on the County's Energy & Environmental website: http://green.lacounty.gov

(click on the "Energy" tab on the navigation menu, then go the Energy and Environmental Dashboards). Overall, the County's office paper purchases are about 70% recycled content. This does not satisfy the County's goal. The Team will continue to work with Spicers Paper, Inc., to develop more refined information about recycled content paper purchases including quantities of recycled content paper purchases and purchases.

The Team will continue to promote the purchase of recycled content paper to eliminate the purchase of paper with less than 30% recycled content. The Team will distribute a report to all County buyers, responsible for County departmental paper purchases, titled, "Recycled Paper: The Best Choice." The report provides information on: reasons to purchase recycled content paper, how recycled content paper prices compare to non-recycled content paper, what actually constitutes recycled content paper, and arguments against the common excuses for not using recycled content paper. This report is also posted on the Energy & Environmental website: http://green.lacounty.gov/waste.asp.

County Departmental Recycling

The Department of Public Works Environmental Programs Division (DPW/EPD) has been working to increase recycling within County facilities for several years. Recently, they have purchased 8,000 desk-side paper recycling bins for County facilities. Through an ISD administered Countywide contract, two vendors pick up and recycle all paper collected from most County facilities. The Team will continue to work with those vendors to obtain reports that provide the quantities collected paper for recycling by County facility.

DPW/EPD also has provided beverage container recycling bins at various County facilities using funds obtained from outside sources. A table showing the department facilities that have been provided with these recycling bins and the number of bins provided is posted on the County Energy & Environmental website: http://green.lacounty.gov/waste.asp, and provided as Attachment 2. Beverage container recycling bins are provided by DPW/EPD upon request by any County department pending availability of funds. Building proprietors are responsible for bin accessibility, pick-up and cleanliness. The RFSQ being developed by the Team will establish a Master Agreement on various organizations that provide beverage container recycling services and give County Departments a better opportunity to establish a complete beverage container recycling program.

Climate Action Plan Reporting

An update on the development of a Countywide Climate Action Plan will be provided as part of the Energy and Environmental Policy Team Update Report which is prepared every six months. The next report is due on February 20, 2009.

If you have any questions, please contact me at (323) 267-2101 or Howard Choy at (323) 881-3939.

TT:ad

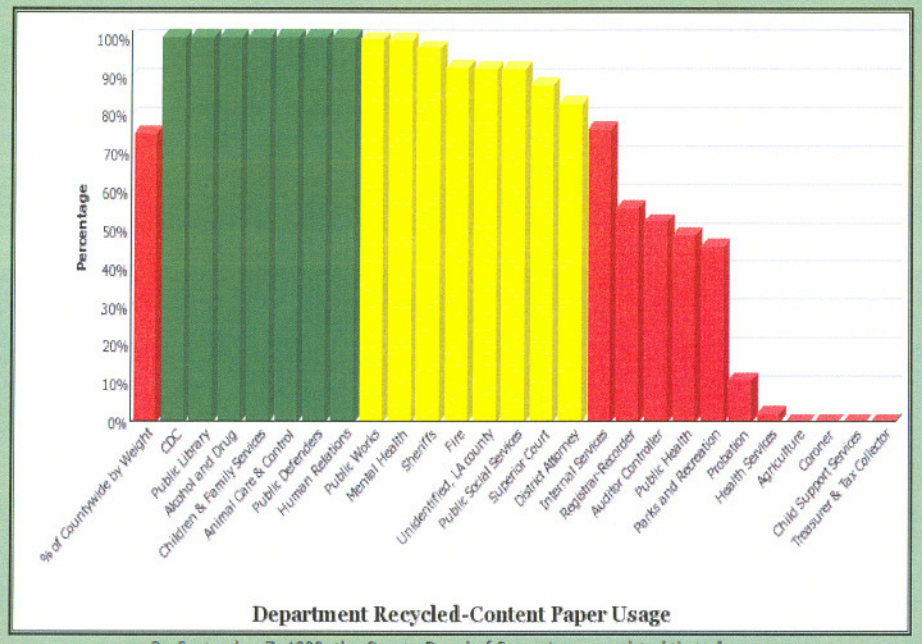
Attachments

c: Chief Executive Officer
Deputy Chief Executive Officers
County Counsel
CEO Office of Risk Management
ISD Board Deputies
Department Heads

Recycled-content paper purchases made by County departments.

Use the dropdown menu below to view details of a specific department.

Select Department: By Department Finish



Department Recycled-Content Paper Usage

On September 7, 1999, the County Board of Supervisors mandated that all paper purchases by County departments contain a minimum of 20% recycled-content paper.

100% Recycled - Content Paper

80% - 99% Recycled - Content Paper

Department	Beverage Container Recycling Bins
Beaches and Harbors	18
Child Support Services	15
Fire	14
Hall of Administration (various departments)	30
Internal Services	11
Mental Health	4
Museum of Arts	30
Parks and Recreation	5
Probation	17
Public Health	5
Public Social Services	9
Public Works	46
Registrar-Recorder	60
Sheriff	36
Superior Court	70