

State of Indiana

Recycled

And

Environmentally Friendly Products

Indiana Department of Administration

Procurement Division

2004 Annual Report

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Originally Printed on 30% Post Consumer Recycled Paper

Introduction

The Indiana Department of Administration (IDOA) Procurement Division is responsible for the purchase and use of recycled-content products. The State of Indiana maintains a position of leadership through the efforts and accomplishments of State employees who are actively pursuing ways to increase the purchase of recycled products and develop new applications for recycled materials. The Recycled Business Coordinator researches recycled and environmentally preferable products, applications, and vendors, and communicates this information to State agencies. She also ensures that contracts issued by the State require recycled and environmentally preferable components wherever practicable, and serves as a resource for any State government agency or employee that has purchasing authority and is in need of information as to the availability of recycled-content items.

The purpose of this report is to summarize and document the State's Recycled-Content and Environmentally Friendly Purchase program's accomplishments for 2004 and to establish goals for fiscal year 2005 to assist in the continuing effort to implement Executive Order 03-27, Greening the Government.

The Statute: Development of Recycled Materials Market

In 1993, the General Assembly passed House Enrolled Act 1412, embodied in the Law as IC4-13-1.4. This Law:

- Charges IDOA with preparing specifications for recycled-content products in several categories.
- Requires IDOA Procurement Division to annually submit a report to the General Assembly, which addresses the effectiveness of the State's recycled product procurement policies.
- Provides that all agencies use recycled and recyclable products whenever technologically and economically feasible.

Changes in the statute during the 1999 legislative session resulted in adjustments to the recycled preferences that apply to bids submitted by vendors after July 1, 1999. A recycled preference of fifteen (15%) percent may be applied for evaluation purposes, unless stated otherwise in the specifications. The statute provides that the price preference may not be less than ten (10%) percent or more than fifteen (15%) percent. The revisions removed statutory preferences that specify particular preference percentages and amounts of recycled materials.

The change in statute allows the State greater flexibility in determining the amount of preference and recycled content required for each purchase. Overall, the benefits of buying recycled products have not affected the agencies' expenditures.

Recycled-Content Procurement Policy

The State of Indiana recycled-content procurement policy directs each agency to evaluate the use of recycled-content products and to revise specifications and procurement procedures, to increase the purchase of recycled-content products. Each agency is required to:

- Evaluate recycled products to determine the extent to which they may be used by the agency and its contractors.
- Purchase recycled and recyclable products whenever practicable.
- Ensure that contracts issued by the agencies require recycled content material whenever practicable;
- Ensure that contractors provide certification of this content; and, report amounts of recycled-content products purchased.

The Indiana Department of Transportation and Adjutant General of the State of Indiana are exempt, by law, from having to purchase through the IDOA Procurement Division. However, they are required to report their purchases to the IDOA Procurement Division on a quarterly basis.

Greening the Government – Executive Order 03-27

As research associated with the Greening the Government effort has progressed, IDOA Procurement has identified products and services that All State Agency contract and/or specifications have been created. We will continue our research efforts to locate additional products and services to purchase that contain recycled materials, minimize waste, conserve energy, or reduce the use of toxic products.

IDOA Procurement is continuing to work toward a paperless operation. Until our goal is reached, the use of recycled paper and double-siding copying when applicable will continue to be mandated. We still require proposals that are submitted by vendor to be double-sides and printed on 30% minimum post-consumer recycled content paper or tree free paper. When available, soy ink should be used.

Per Governor Kernan's Greening the Government Executive Order 03-27 and the Greening the Government Plan, products with additional environmental attributes are also purchased by the state of Indiana. For example, IDOA's Procurement Division's contracts for equipment such as computers, copiers, and fax machine are Energy Star compliant. Equipment purchases by the State during the last reported fiscal cycle totaled over \$20,904,639.05. As older equipment is phased out, Energy Star rated replacements will make a majority of Indiana State offices highly energy efficient. Additionally, environmental attributes of various cleaning products are also considered during purchasing process, with the goal of reducing negative environmental impacts from such products' use. And in other non-commodity projects, such as in highway and building projects, recycled-content products are also being used in many applications.

State of Indiana Recycled Products Purchases

Listed below are figures for 2003/2004 recycled and environmentally friendly products

Recycled Products	FY 2003/2004
File Cabinets	\$44,759.47
Dust Rags	\$13,448.80
Corrugated Boxes	\$91,575.00
Office Supplies	\$47,514,525.24
Remanufacture Toner Cartridges	\$496,203.00
Indiana License Plates (Aluminum)	\$6,854,000.00
Printing	\$151,624.21
Re-refined Oil	\$17,218.00
Business Furniture	\$447,071.01
Batteries	\$186,311.71
Highway Signs	\$892,503.71
Historical Markers (Plastic)	\$18,800.00
Paper and Paper Products	\$4,114,610.48
Trash Can Liners	\$609,210.29
TOTAL DOLLARS	\$61,451,860.92

In addition to the products listed in above table, the State of Indiana purchases over \$58 millions in goods that contain recycled and recyclable materials such as steel, aluminum and plastic.

Fiscal year 2003/2004 Highlights

- 1) Conducted a Buy Recycled Conference at French Lick Springs Hotel with Vendors who have recycled content products. Purchasing Agents from Southern Indiana attended this conference.
- 2) Received copies of recycled purchasing from most State Agencies making it easier to track recycled content products.

GOALS FOR YEAR 2004/2005

- 1) Continue to improve tracking of recycled products.
- 2) Conduct Buy Recycled Conferences to bring vendors and purchasing agents together in the North, South, and Central Regions of Indiana.
- 3) Train Purchasing Agents to help them identify and use recycled products and to report them properly.
- 4) Work with Agencies to find recycled products that meet their need at a fair price.
- 5) Work with Indiana Department of Transportation and Adjutant General's office to help them find, use and report more recycled content products.
- 6) Encourage Hopewell to conduct a hands on training session for remanufactured toner cartridges to educate the agencies.
- 7) Work with the Legislative to purchase recycled paper and Remanufactured toner cartridges.