

New York State Office Of General Services  
Procurement Services Group  
Corning Tower Building  
Empire State Plaza  
Albany, New York 12242  
<http://www.ogs.state.ny.us>

# PURCHASING MEMORANDUM

## GENERAL INFORMATION BULLETIN

**NUMBER:** CL-700

**DATE:** August 15, 2008

**PLEASE ADDRESS INQUIRIES TO:  
STATE AGENCIES & CONTRACTORS**

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**SUBJECT: GOVERNOR'S EXECUTIVE ORDER NO. 4: ESTABLISHING A STATE GREEN  
PROCUREMENT AND AGENCY SUSTAINABILITY PROGRAM**

**TO ALL STATE AGENCIES AND OTHERS AUTHORIZED TO USE STATE CONTRACTS AND  
PROSPECTIVE BIDDERS:**

On April 26, 2008, Governor David A. Paterson signed Executive Order No 4 - Establishing A State Green Procurement And Agency Sustainability Program, requiring each State agency and authority to develop and implement programs and policies that will promote environmental sustainability and stewardship. These programs and policies will focus on reducing potential impacts on public health and the environment, by supporting recycling, reducing or eliminating the use and generation of toxic substances, pollution and waste, increasing energy efficiency, and using renewable energy sources.

Pursuant to Executive Order No. 4, effective July 1, 2008, all copy paper, janitorial paper and other paper supplies purchased by each State agency or authority shall be composed of 100% post-consumer recycled content to the maximum extent practicable, and all copy and janitorial paper shall be process chlorine-free to the extent practicable, unless such products do not meet required form, function or utility, or the cost of the product is not competitive.

Additionally, effective July 1, 2008, all State agency and authority publications shall be printed on 100% post-consumer recycled content paper. Where paper with 100% post-consumer recycled content is not available, or does not meet required form, function and utility, paper procurements shall use post-consumer recycled content to the extent practicable. Non-recycled content shall be derived from a sustainably-managed renewable resource to the extent practicable, unless the cost of the product is not competitive.

In an effort to advance this initiative, the Office of General Services, Procurement Services Group (OGS-PSG) is pleased to announce that the following statewide recycled paper contract meeting the EO 4 requirement is presently in effect:

<b>Award Number</b>	<b>Description</b>	<b>Post Consumer Recycled Content</b>	<b>Pulp Bleaching Process</b>
21427-RS	Recycled Copy Paper (Truckload Lots)	Item 1:100%	PCF

Additional contracts are listed below as alternatives that include recycled content, but do not at this time meet EO 4.

<b>Award Number</b>	<b>Description</b>	<b>Post Consumer Recycled Content</b>	<b>Pulp Bleaching Process</b>
20994-RS	Facial Tissue	95%	PCF
20995-RS	Paper Napkins	70%	PCF
21427-RS	Recycled Copy Paper (Truckload Lots)	Item 2: 50%	ECF
21040-RS	Jumbo Roll Toilet Tissue	20%	PCF

PCF – Processed Chlorine Free

ECF – Elemental Chlorine Free

Authorized users may access any of these contracts by visiting the OGS website at [www.ogs.state.ny.us](http://www.ogs.state.ny.us)

Additionally, OGS-PSG is in the process of evaluating bids submitted in response to the bid opening for Invitation For Bids 21239 - Recycled Copy Paper (Less Than Truckload Lots), which was held on July 1, 2008. Pending approval by the Office of the State Comptroller (OSC), OGS-PSG anticipates issuing a statewide contract on or about September 1, 2008, for recycled copy paper in less than truckload lots that contains 100% post-consumer recycled content and is also processed chlorine free in the near future.

In accordance with Executive Order No. 4, O OGS-PSG will continue to actively pursue more environmentally friendly paper products for addition to state contract.

To review Executive Order No. 4 in its entirety, please refer to the link below.  
[http://www.ny.gov/governor/executive\\_orders/xeorders/eo\\_4.html](http://www.ny.gov/governor/executive_orders/xeorders/eo_4.html)