

**ENVIRONMENTALLY PREFERABLE
PROCUREMENT
AND
WASTE PREVENTION
ANNUAL REPORT
FISCAL YEAR 2005**



**The City of New York
Department of Citywide Administrative Services
Division of Municipal Supply Services**

October 2005

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EXECUTIVE SUMMARY

The Department of Citywide Administrative Services (DCAS), through its Division of Municipal Supply Services (DMSS) is committed to identifying and procuring products that contain recycled content, minimize waste, conserve energy, and are less toxic. In Fiscal Year (FY) 2005, DMSS continued to make significant progress in increasing purchases of Environmentally Preferable (EP) products.

The purpose of this annual report is to highlight our environmentally preferable purchasing efforts and compare DMSS's contribution to New York City's solid waste reduction efforts in FY 2005 to the prior fiscal year.

FY 2005 ANNUAL RESULTS

As a result of DMSS's efforts, the City has a wide range of EP products under requirement contracts. DMSS EP procurement efforts generated contracts worth over \$175.4 million for these products in FY 2005 compared to \$123.1 million in FY 2004¹. This represents a 42.6 percent increase in the purchase of EP products over last year.

- Energy Efficient and Energy Star Products
 - The procurement value of Energy Star/energy efficient appliances and other products totaled \$89.2 million for FY 2005.
- Environmentally Preferable (EP) Products
 - The total value of EP products purchased and the estimated value of contracts with recycled and other environmentally preferable criteria available for purchase was over \$54.5 million for FY 2005.
- Alternative Fuel Vehicles and Alternative Fuels
 - In FY 2005, the City purchased 518 environmentally friendly vehicles with a total purchase value of \$10.6 million.
 - The City used 110,453 gallons of ethanol valued at \$192,654 and 190,982 therms of compressed natural gas (CNG) valued at \$189,831 in FY 2005.
- Lower Emission Fuel
 - In FY 2005, the City procured 12,471,495 gallons of Ultra Low Sulfur Diesel fuel worth \$20.7 million.
- Waste Prevention Efforts
 - The total revenue realized through sales and redistribution efforts by the DMSS Office of Surplus Activities (OSA) amounted to \$8.9 million in FY 2005.

¹ \$115.6 million from New York City (NYC) plus a previously unreported \$7.5 million from New York State (NYS) and Health and Hospital Corporation (HHC) contracts in FY 2004.

I. INTRODUCTION

THE DMSS ENVIRONMENTALLY PREFERABLE PURCHASING AND WASTE REDUCTION PROGRAM

DCAS, through DMSS, contributes to the City of New York's environmental procurement and waste prevention efforts by making effective use of available information and purchasing opportunities. DMSS facilitated many cost-effective recycling and waste prevention activities during FY 2005 and continues these efforts with available resources. This report summarizes the activities carried out by DMSS, including the management of contracts to purchase alternative fuel vehicles, alternative fuels, lower emission fuels, recycled content paper goods including office supplies, non-paper products with recycled content such as carpet tiles, and the management of contracts for the proper disposal of surplus items, including vehicles and heavy equipment.

DMSS is responsible for the procurement of goods needed by City agencies to support their operations. DMSS staff is required to:

- develop or assist agencies in the development of product specifications;
- develop requirement contracts for those products commonly used by City agencies;
- assure that, through the competitive bidding process, products are purchased which meet both agency needs and conserve City resources;
- evaluate and inspect products;
- warehouse commonly used items;
- re-allocate reusable goods; and
- dispose of items no longer needed by the City.

DMSS strives to procure goods that meet environmentally preferable criteria by taking a proactive role in environmentally sound purchasing. Through its dedication to recycling and waste reduction, DMSS continues to:

- assist agency users with the identification of opportunities to use recycled-content products and products meeting other EP criteria;
- require vendors to meet environmentally preferable criteria; and
- influence the development of new markets in City agencies for EP products, including remanufactured products, such as furniture and toner cartridges.

In addition to procuring EP products, DMSS, through its Office of Surplus Activities (OSA) continues to effectively manage the City's surplus program effectively. During FY 2005, OSA helped divert various materials from the waste stream through sales and redistribution. These materials included vehicles, heavy equipment, furniture and scrap metal. Total revenues generated from all activities under the management of OSA amounted to \$8.9 million in FY 2005 compared to \$7.2 million in FY 2004.

These activities by DMSS have helped make New York City government an environmentally conscious and concerned consumer. Our efforts reflect the City's long-term commitment to support EP product markets and to pursue the economical use of recycled materials.

NOTE: EXPLANATION OF DATA REPORTED

The information presented in this report represents the efforts by DCAS to ensure that products available for purchase through DMSS requirement contracts are environmentally preferable. The data presented in this report does not reflect the actual amount spent unless specifically stated otherwise. The dollars reported are the estimated amounts anticipated for purchase for that fiscal year. The City's requirement contracts are developed based on agency need and planned usage. Actual usage is affected by a number of factors, such as available funding at the agency level, competing technologies, and changes in service patterns.

The information presented herein should not be used as the definitive statement of the City's environmental procurement policies. This report does not reflect the City's entire waste management efforts. Throughout FY 2004 and FY 2005, there were a number of ongoing initiatives taking place citywide, independent of DMSS, which dealt with waste reduction and other environmental issues. Requests for information regarding these initiatives should be directed to the Mayor's Office of Operations at 212-788-1400 and the Business Integrity Commission at 212-676-6219.

Finally, it is important to note that New York City agencies may purchase supplies through alternate methods. DMSS develops requirement contracts based on specific criteria. Agencies are independently authorized to make small purchases of goods with an aggregate value of less than \$100,000. Furthermore, supplies procured as part of construction projects are not reflected in this report.

THE CITY OF NEW YORK'S ENVIRONMENTALLY PREFERABLE PROCUREMENT POLICY

The City of New York's Environmental Procurement Policy is derived from the following Local Laws and Mayoral Directives:

- §16-322(d) of the New York City Administrative Code states: "When purchasing paper products and other products pursuant to this section, the Department of Citywide Administrative Services [DCAS] shall utilize the United States Environmental Protection Agency minimum content standards for recycled materials content promulgated pursuant to 42 USC §6901 *et seq.*"
- Mayoral Directive 93-2 of 1993 delineates citywide policies pertaining specifically to environmental initiatives. The Directive outlines an implementation plan for the acquisition and use of environmentally preferable products, and describes a cost-effective procurement preference program favoring the purchase of these products.
- Mayoral Directive 96-2 of 1996, Directive on Waste Prevention and Efficient Materials Management Policies, is aimed at reducing costs by conserving supplies and reducing the amount of solid waste generated by the City government.
- Local Law 30 of 2003 pertains to the procurement of energy efficient products by the City. As a result of this local law, Section 6-127 of the Administrative Code of the City of New York was amended to update requirements relevant to the procurement of energy-using products. This section states that "In any solicitation by an agency for the purchase or lease of energy-using products, the agency shall include a specification that such products be ENERGY STAR labeled, provided that there are at least six manufacturers that produce such products with the ENERGY STAR label. Nothing herein shall preclude an agency from including a specification in a solicitation for energy-using products requiring that such products be ENERGY STAR labeled if there are fewer than six manufacturers that produce such products with the ENERGY STAR label."

It also states that "In any solicitation by an agency for the purchase or lease of energy-using products which are not available in a form that meets the specifications and criteria of subdivision b of this section, the agency shall include a specification that the product be energy efficient."

This report presents an update on DMSS's implementation of these legislative and executive mandates.

THE FUNCTIONS OF THE ENVIRONMENTAL GROUP

The City of New York continues to make progress in environmentally preferable (EP) procurement. DMSS emphasizes the development of strategies to increase the number and use of EP products. The DMSS Environmental Group was formed in 2003 to carry out environmentally preferable product research and support functions within DMSS. The Environmental Group is committed to working with City agencies and the vendor community to identify additional EP products. The addition of two administrative manager positions will assist the Environmental Group in carrying out its required functions.

The Environmental Group facilitates the procurement and use of environmentally preferable products through requirement contracts made available by DMSS to all City agencies and assists division personnel in relevant activities. The Group:

- Assists DMSS personnel in preparing/reviewing responses to various departmental inquiries, vendor appeals and Council hearings.
- Provides comments on current and pending environmental legislation through research on related environmental issues.
- Provides DMSS Procurement staff with technical support, emphasizing environmentally preferable (EP) products and waste reduction, to expand the use of environmental criteria in procurement documents. Some of the tasks include:
 - researching EP products and procurement resources and providing such information to DMSS Procurement staff for use in bids;
 - specifying EP standards with assurance by leveraging resources of other municipal/state EP programs, EPA Comprehensive Procurement Guidelines (CPG), Energy Star, and non-profit environmental organizations such as Green Seal; and
 - recommending the inclusion of EP criteria in specifications during the bid preparation cycle.
- Helps expand environmentally preferable products offered through DMSS contracts.
- Prepares DCAS's *Environmentally Preferable Procurement and Waste Prevention Annual Report* and *Semi-Annual Reports* in coordination with various units within DMSS such as Procurement, Office of Surplus Activities, Office of Fleet Administration and Information Systems.
- Makes available an on-line resource center for EP product information.
- Promotes environmentally preferable product purchasing and develops EP product market awareness by attending vendor fairs, seminars, conferences and participating in Internet presentations.

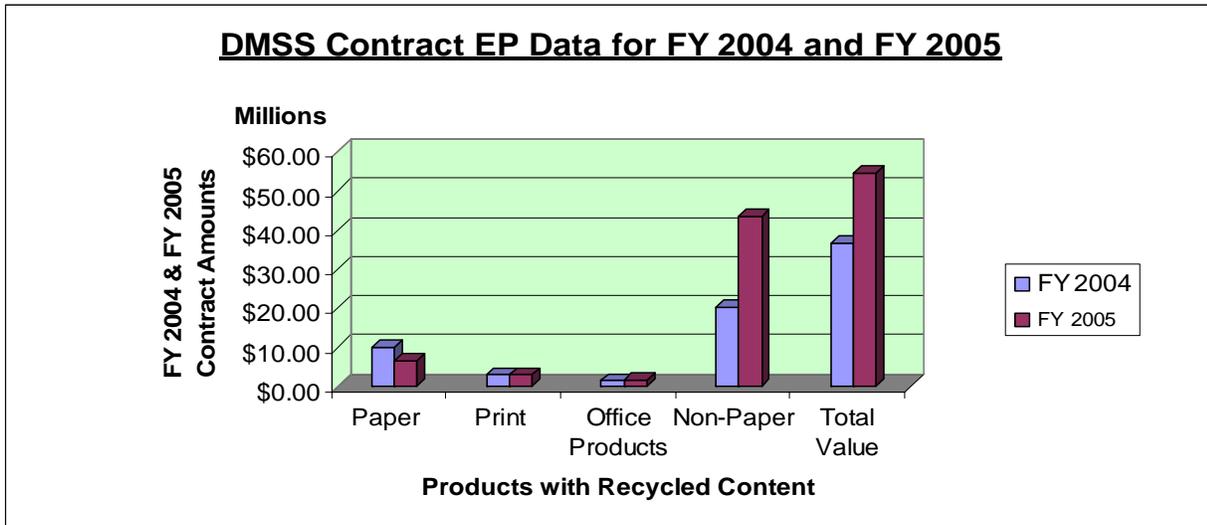
II. ENVIRONMENTALLY PREFERABLE PROCUREMENT

PROGRAM ACCOMPLISHMENT HIGHLIGHTS

The Environmental Procurement Program's effectiveness has been due, in part, to its emphasis on identifying and making available environmentally preferable (EP) products for agencies to purchase through DMSS requirement contracts. In FY 2005, DMSS had commodities contracts worth \$54.5 million in place for the procurement of environmentally preferable products compared to \$35 million in FY 2004. These include products that have recycled content, reduce waste, use less energy, and are less toxic.

The following table summarizes EP product procurement data for FY 2004 and FY 2005. This data is primarily obtained from supply contracts. Supply contracts are centrally administered and enable City agencies to purchase materials at low and consistent prices.

	<i>FY 2004</i>	<i>FY2005</i>
<i>Paper Contract</i>	\$ 10,193,000	\$ 6,495,616
<i>Print Contract</i>	\$ 2,994,625	\$ 2,999,102
<i>Total Value – Paper & Print Contracts</i>	\$ 13,187,625	\$ 9,494,718
<i>Office Products</i>	\$ 1,484,338	\$ 1,647,723 ²
<i>Non-Paper Contract</i>	\$ 20,459,000	\$ 43,402,819
<i>TOTAL VALUE - ALL CONTRACTS</i>	\$ 35,130,963	\$ 54,545,260



² Actual value purchased

PAPER PRODUCTS

Paper, Copy and Bond



Through DMSS, City agencies purchased recycled copy paper with 30 percent post-consumer content. The post-consumer level meets the Federal Environmental Protection Agency's (EPA) Comprehensive Procurement Guidelines (CPG) established by Federal Executive Order 13101 and the requirements of §16-322(d) of the New York City Administrative Code. The estimated value of paper

contracts with recycled content totaled \$6.5 million in FY 2005 compared to over \$10 million for the 2004 reporting year.

The reduction in the value of Paper Contracts can be attributed to reduced paper use from factors such as increased use of electronic means for storage of information, increased use of e-mails for transfer and distribution of information, and print-on-demand practices.

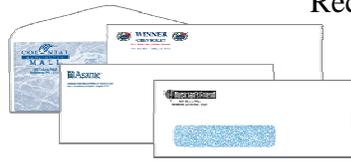
TABLE 1
EP PAPER PRODUCTS CONTRACTS DETAILS (FY 2005)

PAPER ITEM	CONTRACT No	FY '05 AMOUNT
BAGS: PAPER, KRAFT	20020007311	\$ 29,053
	20030019149	\$ 16,698
BOXES, CORRUGATED, STORAGE & POLICE DEPT. SPECIAL	20030013555	\$ 9,163
BOXES, CORRUGATED, VARIOUS, STORAGE, & TRANSFILES.	20020009161	\$ 53,468
BOX, STORAGE, MOVING	(small purchase)	\$ 16,655
CUSTOM LEDGER/LOG BOOKS FOR NYPD	20020002016	\$ 79,705
	20020000115	\$ 39,823
ENVELOPES, COMMERCIAL PLAIN, WINDOW & COLORS	20040010394	\$ 281,687
ENVELOPES, EXPANSION, RED FIBER	9187666	\$ 13,690
ENVELOPES, KRAFT, EXPANSION	9187666	\$ 15,845
ENVELOPES (P2M)	20040016351	\$ 22,509
NAPKINS: TABLE, PAPER	20040025107	\$ 46,722
PAPER, BOND AND OFFSET CITY WIDE.	20030004848	\$ 37,678
PAPER, INDEX #4 (BRISTOL).	20010020338	\$ 69,334
PAPER, KRAFT, GOLDEN BROWN	20050000631	\$ 9,625
	20010018107	\$ 1,983
PAPER, OFFSET, CITY WIDE SUB. 50 LB ROLLS	20010016855	\$ 143,587
PAPER, RAG BOND STD. SIZES & ROLLS (FORMS) TYPE C	20030016496	\$ 4,800
PAPER, RECYCLED, 50 LB. OFFSET, ROLLS.	20020012020	\$ 35,704
PAPER, TOILET, ROLL, WHITE	20020000604	\$ 905,280
PAPER, TOILET, ROLLS, JUMBO, 9"	20050016307	\$ 28,011
	20020000351	\$ 1,760
PAPER, VELLUM BRISTOL	20020005797	\$ 34,964

PAPER ITEM	CONTRACT No	FY '05 AMOUNT
PAPER: CARBONLESS ROLL	20010019748	\$ 90,355
PAPER: DUAL PURPOSE RECYCLED ONLY	20020005582	\$3,460,479
PAPER: WAXED, ROLLS	20030014534	\$ 114,359
PLATES AND BOWLS (PAPER)	20050030460	\$ 35,674
PLATES (PAPER)	20020004079	\$ 62,947
RECORD BOOKS NO. 18006-(SPECIAL) N.Y.P.D.	20030000032	\$ 23,625
STOCK, VARIOUS, FOR MAYOR'S OFFICE PRINT	20020006359	\$ 48,913
TOWELS: PAPER, C-FOLD	9187666	\$ 26,280
TOWELS: PAPER, ROLLS AND DISPENSERS	20020013523	\$ 31,388
TOWELS: PAPER, SINGLE FOLDED	20010018463	\$ 515,412
TRAY, PAPER, 5 COMPARTMENT WITHOUT LID	20030015252	\$ 188,440

PRINT PRODUCTS

Paper, Printing



Recycled paper is to be used in DMSS printing requirement contracts. This includes all types of printing from business cards, envelopes, court forms and reports to publications.

During FY 2005, the value of print contracts with recycled content paper totaled \$3.0 million compared to \$2.9 million in FY 2004.



TABLE 2
EP PRINT PRODUCTS CONTRACTS DETAILS
(FISCAL YEAR 2005)

PRINT ITEM	CONTRACT No	FY '05 AMOUNT
AUCTION CATALOGS	20030003826	\$ 143,504
BALLOTS: PRIMARY ELECTION AND SCHOOL BOARD	20050002915	\$ 222,228
BALLOTS: PRIMARY ELECTION AND SCHOOL BOARD	20040027503	\$ 297,830
CALENDARS, DIARIES, PLANNERS, JOURNALS FOR 2005	20050001055	\$ 269,732
CITY RECORD-COMPOSITION, PRINT, MAIL & DELIVER	20020006865	\$ 435,881
ENG DIES, LETTERHEADS (MAYOR'S OFFICE)	20030018133	\$ 7,136
ENVELOPE, BROWN KRAFT	20020011127	\$ 91,480
ENVELOPE, SPECIAL WINDOW (COMPROLLER)	20020002786	\$ 25,733
	20050019457	\$ 14,611
ENVELOPES FOR BOARD OF ELECTION (PRINTED & BLANK)	20040012778	\$ 323,091
ENVELOPES FOR INVITATIONS	20030001252	\$ 10,967
ENVELOPE MULTI-SERVICE PRINTED	9187666	\$ 18,500
ENVELOPES: SPECIAL WINDOW, WHITE (FINANCE ONLY)	20050021653	\$ 4,641
	20020006920	\$ 4,011

PRINT ITEM	CONTRACT No	FY '05 AMOUNT
FORMS, PRINT, STORE AND SHIP FOR PROBATION	20030017503	\$ 12,333
PRINT & BIND EXAMINATIONS	20050000415	\$ 17,296
PRINT BUSINESS CARDS	20030023395	\$ 25,882
PRINT CALENDARS CITY COUNCIL.	20030008916	\$ 213,967
PRINT: CALENDARS, MAYOR'S OFFICE OF CONTRACTS	20040020216	\$ 75,869
PRINT: MAYOR'S MANAGEMENT REPORT & EXEC SUMMARY	20030013730	\$ 17,743
PRINTING: COMMERCIAL AND DIRECT MAIL	20030007787	\$ 766,667

OFFICE SUPPLY PRODUCTS

In 1996, DMSS implemented a citywide contract for the direct delivery of office supplies. Agency staff orders office supplies through the awarded vendor, Staples Business Advantage. As part of the contract, Staples Business Advantage tracks the procurement of products containing recycled content. The *City of New York Custom Office Supply Catalog* also highlights all the items with recycled content that are available for agencies to purchase from Staples.

Office Products – Various



Various office supplies containing recycled content were purchased during FY 2004 and FY 2005 through the contract established with Staples. The recycled content of these products ranged from 10 to 100 percent. The purchases amounted to \$1.6 million in FY 2005, up from \$1.5 million during FY 2004.

NON-PAPER PRODUCTS

As in prior years, DMSS continues to establish contracts that allow agencies to procure a wide variety of non-paper goods that contain recycled content and meet other EP criteria. The following highlights some of the products available for procurement during FY 2005.

Bathroom Partitions and Accessories



DMSS had one contract for bathroom partitions and accessories with 30 percent recovered materials in place during FY 2005 with an annual value of \$6,810.

Blankets, Synthetic



DMSS managed one contract with an estimated annual value of \$61,000 in FY 2005 for synthetic blankets with 10 percent recycled content. The Department of Correction uses these blankets in its jails.

Carpet, Broadloom, general/executive type



DMSS managed one contract with an estimated annual value of \$941,750 in FY 2005 for Broadloom Carpet with 11 percent recovered material.

Carpet Tiles



Carpet tiles containing coal fly ash filler were used during FY 2005 in renovations and remodeling of City sites. In addition, carpet tiles enable efficient floor coverage compared to rolled carpet, minimize waste, and provide easier sub-floor access. Recycled carpet tiles conserve both valuable landfill space and the resources required to manufacture new products. In FY 2005 there was one contract in place valued at \$444,808. The carpet tiles contain 37 percent recovered material.

Cones, Traffic



In FY 2005, the City had one contract in place for traffic cones consisting of 58 percent recovered material of which a minimum of 8 percent is post consumer. The contract has an annual value of \$51,780.

Container, Plastic Garbage



In FY 2005, DMSS had a contract valued at \$80,873 for plastic garbage containers. These containers are made from a minimum of 10 percent recovered material.

Container, Refuse, Plastic, Wheeled



DMSS managed one contract for Plastic Wheeled Refuse Containers in FY 2005 with an estimated annual value of \$450,450. The containers are made from 25 percent post consumer material.

Fiberboard



Fiberboard is used as storage boxes for records. One requirement contract was in place in FY 2005 with an estimated annual value of \$33,480. The fiberboards contain 100 percent post-consumer material.

Furniture, Systems Remanufactured



DMSS had one contract in place for Remanufactured Furniture Systems with 69 percent post consumer material during FY 2005. The estimated annual value of this contract is \$427,204.

Hot Asphalt Paving Mix Delivered Into City Trucks



DMSS managed ten (10) contracts for Hot Asphalt Paving Mix with 10 percent to 30 percent post-consumer material during FY 2005. The contracts had an estimated annual value of \$21,898,800.

Liners Polyethylene, General Purpose



In FY 2005, DMSS managed two contracts valued at \$978,758 for polyethylene liners. Post-consumer recycled content comprised 10 percent to 15 percent of the products total 100 percent recycled content.

Netting, Environmental Protection



DMSS had two (2) contracts for Environmental Protection Netting with 6 percent recovered material in FY 2005. The combined annual value of the contracts was estimated to be \$31,591.

Open Space Furniture Systems And Related Products



DMSS managed two contracts with a combined estimated annual value of \$12,812,649 in FY 2005. The furniture systems and related products contained a minimum of 21 percent post-consumer material.

Petroleum Products, Re-Refined

Re-refining oil offers environmental advantages. Since recycled oil used to manufacture re-refined oil is not discarded into the waste stream, the recycling/re-refining process serves to eliminate air pollution caused by oil incineration and water pollution caused by improper dumping. One contract valued \$751,603 was in place in FY2005. The re-refined petroleum products contained 100 percent post-consumer material.

PVC Pipe, Fittings and Valves



Sewer Fittings



Sewer Pipe

DMSS managed one contract in FY 2005 for PVC Pipe, Fittings and Valves with 20 percent recovered material. The annual value of the contract was \$57,662.

Ready Mixed Concrete



In FY 2005, DMSS managed two Ready Mixed Concrete contracts with an annual combined value of \$110,897. The Ready Mixed Concrete item contained up to 27 percent post consumer material.

Sheeting, Rolled Polyethylene



One contract was managed by DMSS for Rolled Polyethylene Sheeting in FY 2005. The contract had an annual value of \$48,242, and the sheeting contained 15 percent post consumer material.

Thermoplastic Materials



DMSS managed one contract for Thermoplastic Materials with 20 percent recycled content in FY 2005. The contract had an annual value of \$69,245.

Tile, Ceiling



DMSS managed one contract for Ceiling Tiles in FY 2005. The contract had an annual value of \$27,792. The tiles contained 60 percent post consumer material.

Tile, Floor Vinyl and Accessories



Two contracts for vinyl floor tiles with 25 percent post-consumer material were managed by DMSS in FY 2005. The contracts had a value of \$105,092.

Toner Cartridges



DMSS has contracted with Industries for the Blind of New York State for the provision of recycled laser toner cartridges; the City's actual purchases totaled \$3.45 million in FY 2005. The cartridges are double-yield, resulting in cost effective operation. They are shipped in "ecologically-friendly" packaging with a pre-paid return label, allowing end users to send back used toner cartridges to the vendor for recycling. When agencies return used cartridges, they are awarded and the manufacturer ensures the used laser toner cartridge components are diverted from the waste stream.

Sewer Castings



Manhole cover



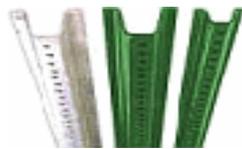
Manhole frame

In FY 2005, DMSS managed one contract for Sewer Castings, which included items such as manhole covers and frames. The contract's annual value was \$345,857. The sewer casting had 25 percent post consumer content.

Steel Sign Posts



Steel Pipe Sign Post



Steel U-Channel Sign Post

DMSS had one contract in place for Steel Sign Posts in FY 2005. The contract had an annual value of \$214,800. These sign posts contained 100 percent post consumer material.

TABLE 3
EP NON-PAPER PRODUCTS CONTRACTS DETAILS
(FISCAL YEAR 2005)

NON-PAPER ITEM	CONTRACT No.	FY 2005 AMOUNT
BATHROOM PARTITIONS AND ACCESSORIES	20030013985	\$ 6,810
BLANKETS SYNTHETIC, NON-WOVEN	20050015845	\$ 61,000
CARPET, BROADLOOM, GEN/EXECUT. TYPE FURNISH & INSTALL	20050002576	\$ 941,750
CARPET TILES	20040022797	\$ 444,808
CONES, TRAFFIC, RECYCLED PLASTIC	20040001513	\$ 51,780
CONTAINERS, PLASTIC, GARBAGE	20050000459	\$ 80,873
CONTAINERS, REFUSE, PLASTIC, WHEELED	20040012399	\$ 450,450
FIBERBOARD, WEATHERPROOF-NYPD	20040014110	\$ 33,480
FURNITURE, SYSTEMS-REMANUFACTURED, HERMAN MILLER	20040001142	\$ 427,204
HOT ASPHALT PAVING MIX DELIVERED INTO CITY TRUCKS.	20040028265	\$ 2,948,607
	20040025814	\$ 4,320,878
	20050001775	\$ 4,344,538
	20040028247	\$ 2,265,978
	20040025872	\$ 4,026,748
	20050035311	\$ 647,967
	20050035312	\$ 986,538
	20050035313	\$ 954,680
	20050035314	\$ 453,196
	20050035315	\$ 949,670
LINERS, POLYETHYLENE, GENERAL PURPOSE	20020013268	\$ 941,695
	20020013273	\$ 37,063
NETTING: ENVIRONMENTAL PROTECTION	20030017653	\$ 24,341
	20050034940	\$ 7,250
OPEN SPACE FURNITURE SYSTEMS AND RELATED PRODUCTS	20050013628	\$ 9,777,159
	20020002870	\$ 3,035,490
PETROLEUM PRODUCTS RE-REFINED	20040000905	\$ 751,603
PVC PIPE, FITTINGS AND VALVES	20050012479	\$ 57,662
READY MIXED CONCRETE	20030018502	\$ 89,513
	20050032843	\$ 21,384
SHEETING, ROLLED POLYETHYLENE	20040009920	\$ 48,242
THERMOPLASTIC MATERIAL	20040014532	\$ 69,245
TILE ,CEILING FURNISH ONLY	20030022052	\$ 27,792
TILE, FLOOR-VINYL & ACCESSORIES	20050000318	\$ 16,082
	20050000319	\$ 89,010
TONER (GENERIC/RECYCLED) FOR LASER PRINTERS	9287215	\$ 3,451,676
SEWER CASTING	20050001940	\$ 345,857
STEEL SIGN POST	20050017480	\$ 214,800

ENERGY EFFICIENT PRODUCTS

In support of Local Law 30 of 2003, the City of New York recognizes that buying and promoting energy efficient products not only uses less energy but also saves money by reducing operating costs, and helps protect the environment by reducing the greenhouse effect.

The U.S. Environmental Protection Agency (EPA) ensures the existence of relevant standards, labeling and certification requirements for energy efficient products.

The EPA's Energy Star program helps businesses and individuals protect the environment by setting standards, labeling and certification requirements for energy efficient products. Using Energy Star products helps prevent global warming and promotes cleaner air without sacrificing product quality and performance.

DMSS has placed various contracts in place for Energy Star/energy efficient products to allow agencies to purchase more energy efficient products and help to reduce pollution levels. In FY 2004, actual purchases of Energy Star products amounted to \$72.7 million; in FY 2005 these purchases jumped to \$89.2 million, as listed below.

Air Conditioners



Energy Star room air conditioners use at least 10 percent less energy than conventional models. In FY 2005, City purchases of Energy Star air conditioners amounted to: \$310,872.

Copiers

Energy Star copier purchases and rentals by various city agencies totaled \$22.1 million in FY 2005.



Printers



Purchases of Energy Star mainframe printers by city agencies amounted to \$469,403 in FY 2005.

Fax Machines

City purchases of Energy Star fax machines in FY 2005 totaled \$794,195.



Computers and Related Products



City purchases of Energy Star computers and related product in FY 2005 totaled \$65,374,155.

Refrigerators

City purchases in FY 2005 of Energy Star refrigeration products totaled \$ 183,841.



TABLE 4
COMPARISON OF EP ENERGY STAR AND ENERGY EFFICIENT
PRODUCT PURCHASES IN FY 2004 & FY 2005

PRODUCT	AMOUNT IN FY 2004	AMOUNT IN FY 2005
AIR CONDITIONERS	\$ 627,027	\$ 310,872
COPIERS	\$ 11,016,653	\$ 22,110,326 ³
PRINTERS (MAINFRAME)	\$ 237,252	\$ 469,403
FAX MACHINES	\$ 1,046,491	\$ 794, 195
COMPUTERS & RELATED PRODUCTS	\$ 59,690,959	\$ 65,374,155

³ This figure is the sum of the amounts spent on copiers using NYC, NYS and HHC contracts. The 2004 figure only included NYC contracts.

VEHICLES AND FUELS

ALTERNATIVE FUEL VEHICLES

Alternative fuel vehicles in the City's fleet include electric vehicles, hybrid gas-electric vehicles, dedicated compressed natural gas vehicles, methanol/gas or bi-fuel CNG/gas, and flex-fueled vehicles. The flex-fueled vehicles run on a combination of unleaded gasoline and an alcohol-based fuel, usually ethanol. As of June 2005, the citywide fleet included a total of 3,693 alternative fuel vehicles. The fleet includes dedicated compressed natural gas (CNG), bi-fuel CNG, methanol (M85), ethanol (E85), fully electric (including Global Electric Motor(GEM) vehicles⁴) and hybrid electric vehicles.

DMSS has established requirements contracts to purchase hybrid electric vehicles (HEVs) that offer increased fuel efficiency and reduced greenhouse gas emissions. HEVs combine the internal combustion engine of a conventional vehicle with the battery and electric motor of an electric vehicle, and attain significant fuel economy. This combination offers the extended range and rapid refueling of a conventional vehicle, with a significant portion of the energy and environmental benefits of an electric vehicle.

In FY 2005, the City purchased 518 environmentally friendly vehicles with a total purchase value of \$10.6 million. These vehicles included Honda Civic CNGs, Honda Civic Hybrids, Honda Accord Hybrids, Ford Escape Hybrids, Toyota Prius Hybrids, Ford Taurus Flex Fuel, and Chevrolet Silverado Hybrid Pickups.

⁴ The Global Electric Motor (GEM) vehicles were donated to the City's fleet.

ALTERNATIVE FUEL VEHICLES IN THE CITY CONTRACT



Global Electrical Motor Vehicle (GEM)



Chevrolet Cavalier Bi-fuel CNG



Ford Escape Hybrid



Honda Accord Hybrid



Chevrolet Silverado Hybrid



Toyota Prius

ALTERNATIVE FUELS

In FY 2005, the City purchased 110,453 gallons of ethanol valued at \$192,654 and 190,982 therms of CNG valued at \$189,831. In FY 2004, the City's actual purchase of alternative fuels included 72,900 gallons of ethanol valued at \$116,000 and 232,216 therms of CNG valued at \$205,170.

LOW EMISSION FUEL

In FY 2005 the City procured \$20.7 million worth of Ultra Low Sulfur Diesel fuel; \$4.4 million was purchased in FY 2004.

III. WASTE PREVENTION

Waste prevention involves eliminating or reducing the amount of waste, including recyclables. DMSS's Office of Surplus Activities (OSA) implements waste prevention measures through the reallocation or marketing and sale of equipment, materials, and products that are no longer needed by the agencies that originally purchased them. The total revenue realized through sales and redistribution efforts by OSA amounted to \$8.9 million in FY 2005 compared to \$7.2 million in FY 2004.

THE OFFICE OF SURPLUS ACTIVITIES

DCAS, through OSA, oversees the proper disposal of all revenue-generating surplus property relinquished from City agencies by selling surplus property and managing salvage contracts. OSA's goal is to ensure that the City realizes the maximum use potential from all materials purchased and receives the greatest level of revenue through the resale of items that have become obsolete or unusable. After an agency informs OSA that it has goods ready for disposal, OSA develops an appropriate action plan for disposal. The most common methods used by OSA to dispose of surplus goods include vehicle auctions, sealed bids, on-site sales, and direct transfers of materials between agencies.

VEHICLE AUCTIONS

Vehicle auctions are the primary method by which OSA disposes of the City's surplus vehicles. The auctions, held bi-monthly at the Brooklyn Navy Yard, help to recycle usable vehicles and/or materials to other users and have also been a consistent revenue source for the City. In FY 2005, OSA generated over \$4.9 million in revenue from the sale of more than 2,349 surplus vehicles. The average price received per vehicle in FY 2005 was \$2,104 compared to \$1,815 in FY 2004. The total revenue from vehicle auctions conducted in FY 2004 amounted to over \$4 million.

OSA's success in selling a large volume of vehicles each year is the result of a targeted marketing strategy. This marketing strategy includes advertising heavy equipment in various media, designing and publishing brochures that feature product and auction information, broadening the customer base by identifying potential domestic and international clients, and tracking those clients via a comprehensive database. In particular, OSA has made specific marketing initiatives towards the sale of street sweepers and collection trucks that are relinquished from the Department of Sanitation's Bureau of Motor Equipment. Targeted marketing in trade journals which cater to these specific market segments has resulted in a broadening of the client pool and ultimately higher revenues obtained via open auction.

SEALED BIDS

OSA also sells heavy equipment and a variety of other surplus items via sealed bids. The sealed bid process, in the case of asset dispositions, ensures that the highest competitive bid is fairly selected to generate the most revenue possible for the City. This process includes appraising, coordinating, and administering all sealed bids that have been submitted. The sale of this equipment increases the City's revenue while decreasing the amount of surplus property in the waste stream. Revenue derived from such sealed bids

amounted to \$4 million in FY 2005 and nearly \$3.2 million in FY 2004. In FY 2005, sales of scrap metal amounted to \$542,000; in FY 2004 \$364,400 was realized for these sales.

AGENCY ON-SITE SALES

Scrap metals and other non-transferable materials are also sold via sealed bids directly from an agency location. On-site sales are preferable when the material is of significant weight or size and when transporting that material is not deemed cost-effective. More importantly, this ongoing initiative has made available valuable storage space for City agencies to accept new material for storage and use throughout the five boroughs. The sale of scrap metals has been made more efficient by the use of a scrap metal container contract, which has allowed City agencies to have containers dropped at their sites for use by the winning bidder who periodically the scrap metal.

DIRECT TRANSFERS

OSA also attempts to match those agencies that are planning to dispose of a particular good with other agencies that are looking to obtain/purchase that same type of good. In these cases, OSA arranges for the direct transfer of the good between agencies. The transfer value of vehicles and goods in FY 2005 amounted to nearly \$1.25 million. Goods transferred via the inter-agency program were valued at \$1.86 million during FY 2004.

APPENDIX

TABLE 5
LIST OF EP PAPER PRODUCT CONTRACTS AVAILABLE IN
FY 2005 & RECYCLED CONTENT

PAPER PRODUCTS	PERCENT RECYCLED CONTENT
BAGS: PAPER, KRAFT	5 - 85
BOXES, CORRUGATED, STORAGE & POLICE DEPT. SPECIAL	35
BOXES, CORRUGATED, VARIOUS, STORAGE, & TRANSFILES.	35
BOX, STORAGE, MOVING	35
CUSTOM LEDGER/LOG BOOKS FOR NYPD	30
ENVELOPES COMMERCIAL PLAIN, WINDOW & COLORS	30
ENVELOPES, EXPANSION, RED FIBER	30
ENVELOPES, KRAFT, EXPANSION	30
ENVELOPES (P2M)	30
NAPKINS: TABLE, PAPER	80
PAPER, BOND AND OFFSET CITY WIDE.	30
PAPER, INDEX #4 (BRISTOL).	30
PAPER, KRAFT, GOLDEN BROWN	20-30
PAPER, OFFSET, CITY WIDE SUB. 50 LB ROLLS.	30
PAPER, RAG BOND STD. SIZES & ROLLS (FORMS) TYPE C.	30
PAPER, RECYCLED, 50 LB. OFFSET, ROLLS.	30
PAPER, TOILET, ROLL, WHITE	80
PAPER, TOILET, ROLLS, JUMBO, 9"	20
PAPER, VELLUM BRISTOL.	30
PAPER: CARBONLESS ROLL	30
PAPER: DUAL PURPOSE RECYCLED ONLY.	30
PAPER: WAXED, ROLLS	7
PLATES AND BOWLS (PAPER)	100
PLATES (PAPER)	100
RECORD BOOKS NO. 18006-(SPECIAL) N.Y.P.D.	30
STOCK, VARIOUS, FOR MAYOR'S OFFICE PRINT	30
TOWELS, PAPER, C-FOLD	100
TOWELS: PAPER, ROLLS AND DISPENSERS	40
TOWELS: PAPER, SINGLE FOLDED	40
TRAY, PAPER, 5 COMPARTMENT WITHOUT LID	99

TABLE 6
LIST OF EP PRINT PRODUCT CONTRACTS AVAILABLE IN
FY 2005 & RECYCLED CONTENT

PRINT ITEM	PERCENT RECYCLED CONTENT
AUCTION CATALOGS	30
BALLOTS: PRIMARY ELECTION AND SCHOOL BOARD, WHITE	30
BALLOTS: PRIMARY ELECTION AND SCHOOL BOARD, COLORS	10
CALENDARS, DIARIES, PLANNERS, JOURNALS FOR 2005	30
CITY RECORD-COMPOSITION, PRINT, MAIL & DELIVER	75
ENG DIES, LETTERHEADS (MAYOR'S OFFICE)	20
ENVELOPE, BROWN KRAFT	20
ENVELOPE, MULTI-SERVICE PRINTED	30
ENVELOPE, SPECIAL WINDOW (COMPTROLLER)	30
ENVELOPES FOR BOARD OF ELECTION (PRINTED & BLANK)	30
ENVELOPES FOR INVITATIONS	30
ENVELOPES: SPECIAL WINDOW, WHITE (FINANCE ONLY).	30
FORMS, PRINT, STORE AND SHIP FOR PROBATION	30
PRINT & BIND EXAMINATIONS	30
PRINT BUSINESS CARDS	30
PRINT CALENDARS CITY COUNCIL.	30
PRINT: CALENDARS, MAYOR'S OFFICE OF CONTRACTS	20
PRINT: MAYOR'S MANAGEMENT REPORT & EXEC SUMMARY	30
PRINTING: COMMERCIAL AND DIRECT MAIL	30

TABLE 7
LIST OF EP NON-PAPER PRODUCT CONTRACTS AVAILABLE IN
FY 2005 & RECYCLED CONTENT

NON PAPER PRODUCTS	PERCENT RECYCLED CONTENT
BATHROOM PARTITIONS AND ACCESSORIES	30
BLANKETS SYNTHETIC, NON-WOVEN	10
CARPET, BROADLOOM, GEN/EXECUT. TYPE FURNISH & INSTALL	11
CARPET TILES	37
CONES, TRAFFIC, RECYCLED PLASTIC	58
CONTAINERS, PLASTIC, GARBAGE	10
CONTAINERS, REFUSE, PLASTIC, WHEELED	25
FIBREBOARD, WEATHERPROOF-NYPD	100
FURNITURE, SYSTEMS-REMANUFACTURED, HERMAN MILLER	69
HOT ASP PAVING MIX DELIVERED INTO CITY TRKS.	10-30
LINERS, POLYETHYLENE, GENERAL PURPOSE	10-15
NETTING: ENVIRONMENTAL PROTECTION	6
OPEN SPACE FURNITURE SYSTEMS AND RELATED PRODUCTS	21
PETROLEUM PRODUCTS RE-REFINED	100
PVC PIPE, FITTINGS AND VALVE	20
READY MIXED CONCRETE	27
SHEETING, ROLLED POLYETHYLENE	15
THERMOPLASTIC MATERIAL	20
TILE, CEILING (FURNISH ONLY)	60
TILE, FLOOR-VINYL & ACCESSORIES	25
TONER (GENERIC/RECYCLED) FOR LASER PRINTERS	75
SEWER CASTING	25
STEEL SIGN POST	100

LIST OF ACRONYMS/TERMS USED IN THE REPORT

CNG	Compressed Natural Gas
DCAS	Department of Citywide Administrative Services
DMSS	Division of Municipal Supply Services/DCAS
E85	Ethanol
EPA	U.S. Environmental Protection Agency
FY 2004 ('04)	Fiscal Year 2004 (July 1 st 2003 – June 30 th 2004)
FY 2005 ('05)	Fiscal Year 2005 (July 1 st 2004 – June 30 th 2005)
M85	Methanol
MD	Mayoral Directive
OSA	DCAS/DMSS/Office of Surplus Activities
ULSD	Ultra Low Sulfur Diesel

GLOSSARY

- **Post-consumer Materials:** Refers to a material or finished product that has served its intended use and has been discarded for disposal or recovery, having completed its life as a consumer item. "Post-consumer material" is part of the broader category of "recovered material."
- **Remanufactured Product:** Refers to the process of restoring used, durable products to meet original performance standards. Remanufacturing has many other names, including: rebuilding (automotive sector); retreading (tire remanufacturing); reconditioning; and refurbishing. Remanufacturing results in less waste, raw material, and energy use.
- **Recyclable:** Recyclable products include materials that have been designated for recycling collection by a municipality. In addition, manufacturers or suppliers may also designate that a product is recyclable and provide the user with an incentive and a means to return the used item.
- **Recycled Content:** Refers to materials that have been recovered from the solid waste stream, either during the manufacturing process (pre-consumer), or after consumer use (post-consumer). Recycled content, under the Federal Trade Commission guidelines, includes recycled raw material, that would have otherwise been incinerated or land filled, as well as used, reconditioned and remanufactured components. For products that are only partially made of recycled material, a recycled claim should indicate the percentage, by weight, of recycled content in the finished product.
- **Recycled Product:** A product manufactured with a portion of recovered material, preferably the highest amount for the specific product type.
- **Reusable Product:** A product designed to be used many times for the same purpose without additional processing.