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**STATE
GOVERNMENT
RESOURCE
RECOVERY
REPORT**

**FISCAL YEARS
2003-2004**

DECEMBER 2004

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EXECUTIVE SUMMARY

The **Materials Management Division (MMD)** of the Department of Administration (Admin) manages the procurement of product and commodity purchases that contain recycled materials for the State and establishes statewide contracts that are available to State agencies and Cooperative Purchasing Venture (CPV) members for purchasing needed goods and services. MMD conducts product tests in conjunction with using agencies, as well as developing the specifications for product purchases and State contracts, operates the State's centralized office products store, assists State agencies with the end-of-life disposition of property, and manages the State's cooperative purchasing program.

The **Resource Recovery Office (RRO)** of Admin assists agencies in reducing waste and encouraging recycling through the State Resource Recovery Program. Established in 1980, the program works to "promote the reduction of waste generated by State agencies, the separation and recovery of recyclable and reusable commodities, the procurement of recyclable commodities and commodities containing recycled materials, and the uniform disposition of recovered materials and surplus property" as set forth in Minn. Stat. § 115A.15 Subd. 1. The RRO, in the Plant Management Division (PMD), provides interagency waste reduction and recycling assistance, on-site consultation and training, recycling progress measurement and reporting, and management of recycling collection and marketing systems. It also operates the Minnesota State Recycling Center. The RRO works closely with MMD to support the program's environmental purchasing and surplus property requirements.

This report reviews biennial reporting requirements in accordance with Minn. Stat. § 115A.15, Subd. 5 and provides a summary of past activities and proposed goals for the Resource Recovery Program.

Admin achieved the FY 2003-2004 State Resource Recovery Program goals to: (1) reduce waste and toxicity; (2) encourage the reuse of materials; (3) improve recycling efforts; (4) incorporate environmental criteria into State contracts; (5) continue training for waste reduction and environmental purchasing and; (6) track and evaluate environmentally responsible purchasing.

State Resource Recovery Program goals for FY 2005-2006 are adopted from the State Resource Recovery Program Recommendations Report. The Office of Environmental Assistance (OEA) and the Department of Commerce submitted this report to Admin in accordance with Minn. Stat. §115A.15, Subd. 5(b).

MMD partnered with PCA to provide agencies with several training opportunities on how to meet and/or exceed Governor Tim Pawlenty's Executive Order 04-08, which requires state agencies to take specific actions to reduce air pollution.

Admin supports and furthers the State Resource Recovery Program goals by collaborating with agencies and other partners and by fostering new relationships to increase knowledge, visibility, and buy-in to the program. Admin strives to guide State government to increase efficiency and progress toward a more sustainable Minnesota.

INTRODUCTION

The Mission of the Department of Administration is “To lead Minnesota state government in delivering quality products and services faster, better and more cost-effectively.” Leadership in environmental stewardship is included in the mission statements of Admin’s divisions of Plant Management and Materials Management.

The Resource Recovery Office promoted the adoption of environmental values by the Plant Management Division and works with the Materials Management Division on environmental issues. Consequently, Plant Management Division employees are directed to use resource conservation and pollution prevention practices in the maintenance of buildings, grounds, support operations, and during their daily service to customers. The Department of Admin’s Priorities for Environmental Materials Management are attached in Appendix A. The Materials Management Division and the Resource Recovery Office distribute these priorities to public employees during purchasing training and at other opportunities. Admin promotes recycling and purchasing at its web site, www.admin.state.mn.us. RRO facilitates waste reduction and recycling through its web site at www.rro.state.mn.us. MMD also makes extensive use of its web site, www.mmd.admin.state.mn.us, with a corresponding reduction in the need for paper copies of policies, the purchasing manual and updates, solicitation announcements, contract release documents, and contract listings.

Admin’s focus on environmental partnerships during the past decade has helped to leverage resources and contribute toward a more sustainable quality of life. Sustainability requires a balance between economic, community and environmental considerations. Admin’s promotion of sustainability through environmental training, purchasing, recovery of recyclables and partnerships is summarized in this report.

ACHIEVEMENT OF GOALS 2003-2004

Admin achieved the 2003-2004 State Resource Recovery Program goals. These goals and the key accomplishments relating to these goals are discussed in this section.

Waste and toxicity reduction goals:

- Promote the use of e-mail messages instead of faxes where feasible. Promote waste reduction partnerships and strategies to reduce the amount and the toxicity of waste.
- Exercise its leadership role in reducing the use of office paper through electronic technologies and educational efforts.

Key accomplishments:

- MMD rebid and awarded two new contracts for recycling fluorescent lamps, high intensity discharge lamps, and lamp ballasts that contain PCBs (polychlorinated biphenols) thereby reducing the toxicity of the waste stream.
- Environmentally preferable specifications have been incorporated by MMD into many contracts such as the State cleaning supplies contract. For instance, by purchasing products packaged as concentrates, State agencies can reduce packaging waste by 85 percent.
- Serviceable surplus computers are also provided directly to towns, cities, counties, and schools after the hard drives have been thoroughly erased.
- MMD continued a contract that provides alternative deicers for snow and ice melting with on-going evaluation of the several products being tested. The potential exists for the total reduction of salt usage from 10 to 30 percent with these products, but at significantly increased cost. The products have a less corrosive effect on steel, but the total effect on the environment remains unknown. These products have different adverse impacts on the environment, the extent of which is being evaluated. The alternative deicers, when mixed with salt rather than using salt exclusively, increase the effectiveness of road deicing efforts especially at temperatures below 15° F.
- Admin continued to use electronic means of communication such as E-mail, electronic broadcasts, and web sites as the main means of communicating with its customers.
- Admin continued to use and encourage double-sided copying. The majority of paper used by MMD and RRO is recycled paper made from 100 percent post consumer materials produced in a chlorine-free pulping and bleaching process. The remainder of paper used contains 30 percent post consumer content or is paper recovered from the State Recycling Center.
- RRO continues to use e-mail to conduct the annual recycling measurement survey and to report recycling progress of public entity customers. E-mail and the RRO website are an increasingly important means of communication with customers.

Reuse of materials goals:

- Promote and train agencies regarding opportunities for reuse such as on-site materials exchanges, use of State Surplus Services and use of the State Recycling Center Reusables Area.
- Educate agencies to plan for reuse during the procurement of goods and services such as considering the use of reusable transport packaging.

Key Accomplishments:

- MMD and RRO, in coordination with MMD's Environmentally Responsible Products Work Group, educated and encouraged agencies to purchase recycled paper whenever possible. Currently the emphasis is to promote the purchase of the 100 percent post consumer recycled paper as opposed to the 30 percent recycled copy paper.
- MMD's Surplus Services continued to acquire and redistribute state and federal reusable equipment and surplus products to eligible public entities and nonprofit organizations. Redistributed or reused supplies include file folders, file dividers, notebooks, paper tablets, paper reams, paper clips, bulldog clips, and record storage boxes that have been separated from recyclables.
- MMD redesigned the contract release document to better identify environmental attributes in State contracts to increase the purchase of environmentally responsible products and services.
- MMD continued to offer contracts for products such as recycled carpet and the recycling of discarded carpet and vinyl flooring.
- The contract for oil change and lubrication of government vehicles, which offers re-refined oil and new oil at the same price, was extended.
- MMD expanded the contract for recycling edible food waste from one correctional facility to five. The food waste is used for animal food at pig farms.
- Reuse of materials is promoted by RRO at www.rro.state.mn.us under the following headings: "Reuse: State Recycling Center reusables;" "Reuse: Surplus property;" and "Reuse: Materials Exchanges."
- MMD, in conjunction with MnDOT, established a contract to remove oil from clay and diatomaceous earth sorbent material so the clay and diatomaceous earth, as well as the oil, can be reused.
- The State Recycling Center's office supply reusable area has provided an increasing number of State agencies with office supplies for reuse in agency locations. The promotion by RRO for the practice of on-site material exchanges during numerous State office clean up activities has made these exchanges routine. Continued promotion by RRO, and budget reductions at State agencies, have increased the demand for office supplies from the State Recycling Center Reusable Area.

Recycling efforts goals:

- Maximize the types and amounts of recyclables recovered from customers rather than decreasing or eliminating the resource recovery services that do not maximize State revenues.
- Coordinate with customers to operate efficient recycling collection services by maximizing the amount of recyclables collected during each pickup.
- Conduct regular evaluations of safety and productivity during State Recycling Center reuse and recycling activities.

Key accomplishments:

- RRO continues its ongoing evaluation of operations and major changes which were initiated in FY 01 and FY 02. The RRO and the SRC have successfully responded to the charge of maintaining recycling services to State agencies while meeting a FY 03 budget reduction of \$140,000. RRO and SRC staff worked with customers to create a new service model that reduced costs while meeting customer needs. SRC staff utilized new and existing equipment to design a more efficient processing system for recyclables. Customers supported the changes to

container handling and pickup routes which reduced transportation expenditures and maximized load capacity. In addition, the RRO web site and increased publicity about the SRC's Reuse Area led to greater customer awareness about the Resource Recovery Program in general. As a result, tonnage of recyclables recovered at the SRC reached a record level in FY 03, quality of marketed recyclable material has remained the same, and the transportation costs were down significantly in FY 03 and FY 04.

- The RRO has tracked the effects on employee safety as related to improvements that were implemented to the recycling processing procedure. To date, no SRC employee injuries have resulted from using the new reconfiguration of equipment or from the new service model procedures adopted for the collection of recyclables.
- MMD provides a program for remanufactured laser toner cartridges for purchase and exchange from both Office Supply Connection and S&T Office Products.
- The State Architect's Office (SAO), for building repair/replace/remodel projects it manages, specifies that contractors are required to: reuse salvaged material, recycle construction waste, and specify which construction materials supplied contain recycled materials. Guidelines are posted on SAO's website at <http://www.sao.admin.state.mn.us/index.asp>.

Incorporating environmental criteria into State contracts goals:

- Incorporate environmental criteria into State contracts.
- In specific solicitations in which environmental conditions apply, work with OEA to develop appropriate solicitation requirements.

Key accomplishments:

- MMD in collaboration with OEA has incorporated statements in many contracts on stewardship, end-of-life reuse or take back, or proper disposal of old, removed products. These contracts include furniture products and carpet products.
- MMD redesigned the contract release document to better identify environmental attributes in State contracts to increase the purchase of environmentally responsible products and services.
- MMD convened contract user groups to determine environmental considerations for solicitation specifications.
- Procurement Environmental Codes developed by the Department of Administration assist in the purchasing and tracking of environmentally preferable products and services. The codes are included in the *Authority for Local Purchase (ALP) Training Manual* and are on the MMD website.
- MMD has established a preference for recycled content of up to 10 percent on solicitations. The amount of the preference is based on the percent of recycled content of the items offered, and then divided by a factor of 10; i.e., 40 percent recycled content would receive a 4 percent price preference.
- MMD asks rubbish contract vendors to supply containers for segregating recyclables for voluntary recycling outside the metro area.
- MMD promotes the use of recycled latex paint by including pricing for recycled products on State painting contracts.
- MMD continues to specify that contracts for paper and printing work require uncoated paper, that the paper have a recycled post-consumer content by weight of at least 30 percent, that the paper is not dyed with colors (excluding pastel colors), that the recycled content paper is manufactured using little or no chlorine bleach or chlorine derivatives, that printing is done with

no more than two colored inks, standard or processed (except in formats in which they are necessary in order to convey the meaning), that inks are soy-based, that binding is done using reusable materials or staples and by a method without glue and that reports, publications and periodicals that are procured are readily recyclable within the State Resource Recovery Program.

- Under the management of the State Architect's Office (SAO), an interdisciplinary team developed sustainable building guidelines for use by State agencies and consultants. All new State building projects must meet the Minnesota Sustainable Building Guidelines (per MS 16B.325, Sec.2). Guidelines are linked on SAO's website at <http://www.sao.admin.state.mn.us/index.asp>.

- MMD, on behalf of the National Association of State Procurement Officials (NASPO) and the Western States Contracting Alliance (WSCA) incorporated many requirements of environmental interest into a recent solicitation. The responders were awarded points in the evaluation phase on how well the programs they currently have in place operate, as well as the programs they have under development are designed to operate. The environmental program areas that they were required to respond to were:

A. Takeback / Recycling

Responders had to describe their Equipment Takeback/Recycling program. Points were awarded based on many listed standard factors. Examples of factors included type of equipment, LAN hardware and/or peripherals being taken back or proposed to be taken back, volume of equipment being recycled/disposed currently or volume proposed to be taken back, certificates of lawful disposal, disk storage cleaning, takeback charges by type of equipment, compliance with the European Union's WEEE Directive, and compliance with federal or other regulatory authorities regarding disposal of electronic equipment. Responders were asked to address ISO 14001 certification.

B. Environment

Responders were asked to describe their product environmental improvement program in each of the following areas: reduction/minimization/avoidance of the use of toxic and hazardous constituents (cadmium, chromium, mercury, and/or lead); compliance with international directives such as the European Union directive, "Restriction of Hazardous Substances," reduction of chlorinated plastics (PVC) and brominated flame retardants; certification by independent third party eco-labeling programs (TCO, Blue Angel, and Nordic Swan); and migration to the use of recyclable, nontoxic packaging. Responders were required to identify equipment or peripherals that have been environmentally certified and the type of environmental certification obtained. Responders had to describe how certified units are labeled and identified as such on the responder's web site.

C. Energy Efficiency

Responders were asked to describe their energy efficiency programs by identifying the products that meet Energy Star or other recognized programs for energy efficiency. In addition, responders were required to describe how products are identified as energy efficient on the units and on their web site.

Training for waste reduction and environmental purchasing goals:

- Provide training in environmentally preferable purchasing as part of State certification classes and continue to work with the OEA to provide additional environmentally responsible information for the purchasing training provided to State employees.

- Promote environmentally preferable contracts to State agencies and local units of government with assistance from OEA.
- Work in partnership with the Environmentally Responsible Work Group to educate agency staff to increase purchases of environmentally preferable products.
- Use Office Supply Connection's e-catalog to decrease catalog press runs, continue publishing the MMD Office Supply Connection newsletter and price list online, and continue to utilize fax broadcast messages and the MMD web site to educate agencies and CPV members about environmental topics and environmentally preferable State contracts.
- Promote and help distribute the Environmentally Preferable Purchasing Guide to State agencies and others with which Admin has regular contact.
- Update the environmentally responsible purchasing section of the Authority for Local Purchasing training manual that is provided to State employees.
- Participate in trade shows and conferences to promote environmentally preferable purchasing.
- Provide a program for remanufactured laser toner cartridges.

Key accomplishments:

- MMD continued to include extensive training on environmental purchasing as part of its State purchasing certification and recertification classes. MMD provided approximately 1,200 State employees with purchasing training for the biennium.
- MMD, OEA and RRO environmental information is included in the *Authority for Local Purchasing* manual that is given to purchasers by MMD and is also available online on the MMD web site at www.mmd.admin.state.mn.us/alpmanual.htm. The RRO web site contains links to MMD environmental purchasing information.
- The *Environmental Purchasing Guide* (EPG) is available on the MMD and RRO web sites.
- Office Supply Connection continued Internet shopping for public entity customers, listing 24,900 items and promoting over 3,000 recycled-content products by using the recycling logo.
- Office Supply Connection and MMD continued to encourage its customers to purchase 100 percent post-consumer recycled copier paper that is also 100 percent processed chlorine-free, by lowering its selling price by 46 cents per ream below the Department of Finance approved markup rate, making its cost comparable to 30 percent recycled paper.
- RRO promoted waste reduction strategies when providing customer consultations, designing and staffing educational displays at promotional venues, and on the RRO web site, www.rro.state.mn.us, under the following headings: "Reduce: Office waste paper;" "Reduce: Publication design and printing;" and "Suggestions and tips for environmentally responsible holiday celebrations."
- MMD updated the environmentally responsible purchasing section of the *Authority for Local Purchasing Manual*.
- MMD participated in numerous trade shows and conferences, providing environmentally preferable purchasing information.
- MMD provides a program for remanufactured laser toner cartridges for purchase and exchange from both Office Supply Connection and S&T Office Products.
- MMD partnered with PCA to provide agencies with several training opportunities on how to meet and/or exceed Governor Tim Pawlenty's Executive Order 04-08, which requires state agencies to take specific actions to reduce air pollution.

Tracking and evaluation of environmental purchasing goals:

- Maintain and keep current the list of environmentally responsible products and services available through State contracts and Office Supply Connection.
- Continue measures for tracking environmental purchases.

Key accomplishments

- MMD maintained on its web site a list of environmentally preferable goods and services available from contracts (See Appendix B). This list has been expanding as more contracts meeting the criteria are created. The amount of purchasing on these contracts has been increasing as well, with a current estimated value of the contracts of over \$260 million.
- MMD can use the State's electronic purchasing system, known as the Minnesota Accounting and Procurement System (MAPS), to track environmental purchases.
- Procurement Environmental Codes developed by MMD in coordination with OEA and other agencies assist in the purchasing and tracking of environmentally preferable products and services. The codes are included in the *ALP Training Manual* and are on the MMD web site.

Program achievements and recognition as summarized in this report are the result of successful Admin partnerships. During this past decade, reliance upon partnerships continued to grow stronger and to feed the success of the program. Admin will continue to collaborate with its customers and other interested parties to implement waste reduction and recycling excellence in government.

RESOURCE RECOVERY PROGRAM GOALS 2005-2006

The 2005 – 2006 Resource Recovery Program Goals are adapted from the State Resource Recovery Program Recommendations Report, September 2004, developed by the Minnesota Office of Environmental Assistance and the Minnesota Department of Commerce and are as follows:

Waste and toxicity reduction goals are to continue to:

- Encourage building owners to use environmentally preferable products.
- Encourage mailings to be sent out via e-mail, and instead of printing reports and/or other information, put them on the agency web site for people to read or reference.
- Send Request for Proposals (RFPs) electronically to bidders whenever possible and encourage bidders to send responses to RFPs electronically.
- Use the materials developed by the OEA (www.reduce.org) to educate employees on the benefits of reducing paper waste.
- Promote surplus supplies from the Resource Recovery Office and Materials Management Division Surplus Service that are available for state agencies to use.
- Make available to state agencies refillable pens and pencils rather than disposables.
- Provide for replacement of mercury thermometers with digital or other alternatives.
- Encourage the use of soy inks, wherever feasible.
- Promote the reuse of envelopes, especially envelopes that are sent internally.

Reuse of materials goals are to continue to:

- Encourage vendors to use reusable transport packaging (RTP) and use RTP where possible in the state system. An RTP directory is available online at www.moea.state.mn.us/transport/about.cfm.
- Require any person or entity that receives a surplus or used state computer or other electronic product to properly dispose of it, if disposal is not already included under the state disposal contract.
- Expand the reuse of surplus state government property by creating an online surplus exchange program or using an existing one (e.g., the Minnesota Materials Exchange Alliance – <http://www.mnexchange.org/>). Agencies could advertise their surplus property on the web site as well as post a “materials needed” request. By utilizing the Minnesota Materials Exchange Program, all the waste being diverted from landfills could be tracked and publicized.

Recycling efforts goals are to continue to:

- Offer consulting services from the OEA to state offices that have not met the statutory recycling goal of 60 percent. The OEA could perform a “recycling and waste audit” of the offices and provide recommendations for increasing recycling.
- Utilize existing resources to remind employees of state recycling efforts and provide agencies with management support pieces that can be mailed to employees on how to reduce, reuse, and recycle at state facilities.

- Establish requirements in state construction contract RFPs that recyclable materials such as corrugated cardboard, steel, aluminum, and carpet be recovered from building/remodeling projects and recycled.
- Evaluate and implement more cost-effective methods of providing recycling services to state agencies by implementing the recommendations from the *Phase 2 Report on the Department of Administration's Resource Recovery Operation*.
- Require that recycling containers are placed conveniently in all state offices.
- Expand efforts to recover organic materials from the Department of Health and Human Services building, Labor and Commerce building and the Capitol Complex area.
- Develop purchasing contracts for biodegradable products such as plates, cups and flatware to be used in cafeterias where organics collection programs have been implemented.

Incorporating environmental criteria into State contracts goals are to continue to:

- Report to the Legislature on the status of agency environmentally preferable purchasing.
- Implement the Department of Administration's refined environmentally preferable purchasing processes to provide a statutorily allowable preference (Minn. Stat. § 16B.121 www.revisor.leg.state.mn.us/stats/16B/121.html) within each bid and proposal, which is based on the post-consumer content of the products under consideration. For example, products that contain 100 percent post-consumer content will receive the full 10 percent preference allowed. Products that contain 50 percent post-consumer content will receive a 5 percent preference. MMD should communicate this enhancement to agency staff with delegated authority and include the process in all training for delegated purchasing authority.
- Use default purchasing for items with environmentally preferable attributes without additional cost.
- Follow the Public Entities Law, which requires state facilities to include a provision in waste management contracts for waste to be processed through waste-to-energy or MSW composting or in a manner consistent with local solid waste planning.
- In specific solicitations where environmental conditions apply, work with the OEA to develop appropriate statements indicating that the state encourages corporate environmental responsibility.
- Require buyers to identify each purchase order with an environmental code and responding vendors to identify the goods and services offered with the state's environmental codes in solicitation documents.
- Promote the use of and state a preference for environmentally preferable products.
- Incorporate questions regarding mercury content into its contract solicitation documents. (This information should be used to make specification decisions in future solicitations. To enable buyers to make informed decisions when there are multiple awards, MMD should also include mercury content information on the contract release).
- Require post-consumer recycled paper content of at least 30 percent in all printed material.
- Announce all contracts that are scheduled to expire within six months in order to allow the OEA, other state agencies, CPV members and the public (vendors, environmental groups and other interested individuals) to comment on the contracts.

Training for waste reduction and environmental purchasing goals are to continue to:

- With assistance from the OEA, increase purchasers' awareness of the availability of environmentally preferable products and services at trade shows and conferences.
- With assistance from the OEA, update the environmentally responsible purchasing section of the Authority of Local Purchasing training manual that is provided to state employees.
- Work in partnership with the Environmentally Responsible Work Group to educate agency staff to increase purchases of environmentally preferable products.
- Provide training in environmentally preferable purchasing as part of state certification classes and continue to work with the OEA to provide environmentally responsible information through the purchasing training provided to state employees.
- Promote environmentally preferable contracts to state agencies and local units of government, with assistance from the OEA.
- Use Office Supply Connection's e-catalog to help decrease catalog press runs, continue to publish the MMD Office Supply Connection newsletter and price list online, and continue to use fax broadcast messages and the MMD web site to educate agencies and CPV members on environmental topics and environmentally preferable State contracts.
- Promote and make available the *Environmentally Preferable Purchasing Guide* (www.swmcb.org/EPPG) to State agencies and others with which the Department of Administration has regular contact.

Tracking and evaluation of environmental purchasing goals are to continue to:

- Use the valuable information obtained by tracking environmentally preferable purchases to structure future specifications so contracts will have goods and services that are more environmentally preferable.
- Develop an electronic tracking mechanism for E85 fuel use in state agency fleets.
- Implement and enhance measures for tracking environmentally preferable purchases, such as requiring buyers to code each purchase order with an environmental code on Minnesota Accounting and Procurement System (MAPS).
- Maintain and keep current the list of environmentally responsible products and services available through state contracts and Office Supply Connection.

Energy conservation goals in state-owned and wholly state-leased buildings are to continue to:

- Work with all state agencies to implement energy efficient government purchasing practices, including working with state hospitals and other facilities with laundry service to adjust their specifications to require Energy Star labeled clothes washing machines for all replacement equipment.
- Incorporate Energy Star specifications into government procurement policies, RFPs and legislation. As part of a comprehensive strategy to reduce energy usage, the U.S. Environmental Protection Agency and the Department of Energy have developed tools, such as a Government Purchasing Tool Kit (<http://www.energystar.gov/>), to streamline government purchase of Energy Star labeled and FEMP recommended products for office buildings, schools, and public housing.
- Assess energy usage in all public buildings for the purpose of establishing energy efficiency benchmarks and energy conservation goals in accordance with Minnesota Session Laws 2001,

Chapter 212, Section 3. Benchmarks will identify the best and worst energy performing buildings or building groups, if not separately metered. The benchmarking process will enable the state to prioritize energy conservation activities, so that the poorest performing buildings will be addressed first, resulting in the most cost-effective expenditure of budget dollars.

Alternative fuel vehicles and fuel procurement goals are to continue to:

- Vehicle labeling and identification.
 - Developing a fuel tracking system to target education of vehicle users.
 - Developing guidelines for fuel choice, based on relative distance to an E85 fuel site.
 - Offering driver incentive programs.
 - Distributing informational materials.
 - Investigate the development of an online state agency carpool/matching program for conferences, workshops, and events that employees from the same or different agencies might frequently attend.
- RRO and MMD will continue to work together, integrating these goals into their workplans and accounting for them in the FY 2005 –2006 biennial report. Admin looks forward to collaborating through its current partnerships fostering new relationships to implement the State Resource Recovery Program goals. Admin’s environmental partnerships will guide government’s increasing efficiency and progress toward a more sustainable Minnesota.

PRODUCTS AND SERVICES SUMMARY LIST

MMD maintains a summary list of products and services that are available on State contracts to governmental purchasers. Known as the *Environmentally Responsible Products and Services* list, it is displayed in Appendix B. Available to State agencies and Cooperative Purchasing Venture (CPV) members, these contracts allow purchasers to take advantage of the newest environmental research with minimal effort.

Contracts on the *Environmentally Responsible Products and Services* list include items that are made of recycled materials, are remanufactured, or provide an environmental service. Each contract has at least one attribute that makes it more environmentally responsible than other common options. For comparison purposes, the list displays both the recycled content of the contract item and, when known, the recycled content standards of the United States Environmental Protection Agency.

Admin promotes environmentally preferable purchasing from this list through various outreach methods. MMD announces new contract opportunities on the environmental purchasing area of its web page, in fax broadcasts to customers, at Environmentally Responsible Work Group meetings, at quarterly procurement coordinator meetings and by integrating environmental topics into purchasing conferences and training. RRO also encourages government offices to purchase from this list through its promotional travel displays; distribution of copies of the list at meetings, conferences and training sessions; and by networking with customers.

PERFORMANCE TEST RESULTS

Below are examples of some performance tests. Performance testing can demonstrate that environmentally responsible products can meet the needs of the governmental entity.

The Materials Management Division of Admin coordinated a test of a new 100 percent recycled content paper from a new manufacturer. Four organizations participated in the test. The paper performed well and was accepted for sale from Office Supply Connection based on that test.

After the award of the environmentally friendly cleaning products contract, Plant Management Division (PMD) performed in-service testing of the products as part of a complete environmentally friendly system of cleaning products delivery. Based on their tests, they adopted the comprehensive line of products from the contract. As a result, packaging was reduced and the products are safe, less toxic and easy to use. They can be stocked and dispensed easily with minimal training required.

Road deicing research by the Minnesota Department of Transportation continues to evaluate alternatives to sodium chloride (salt). Some of these products provide a new use for agricultural byproducts of corn and sugar beets. Alternative products, when mixed with salt or magnesium chloride, result in more effective road deicing at lower temperatures and reduce the amount of deicing salt needed. They also appear to decrease surface corrosion on vehicles. Part of the research is to determine the environmental impact of the agricultural-based products on surface water and biological life. MMD assists MnDOT with the purchase of these products for testing.

COOPERATIVE PURCHASING

The Cooperative Purchasing Venture (CPV) is an MMD program that offers public entity members the ability to purchase goods and services from State of Minnesota contracts. A total of 481 cities, townships, counties, school districts, regional entities, universities and colleges and other types of governmental offices participating in this program. CPV members are listed in Appendix C.

CPV participants benefit from using State contracts. Cost savings as high as 75 percent may accrue from the purchase of these goods and services. Additionally, members reduce or eliminate time spent researching product specifications; enhance and simplify product selection; minimize time identifying new vendors; and reduce or eliminate the time and expense required to bid, award, process and maintain a contract.

Use of the Environmentally Responsible Products and Services listed in Appendix B is a significant benefit for CPV members. Other benefits include instructions, guidance, contract interpretation, and access to contract information through MMD's voice/fax service or web site www.mmd.admin.state.mn.us.

All governmental units are eligible for membership as defined in Minn. Stat. § 471.59:

The term "governmental unit" as used in this section includes every city, county, town, school district, other political subdivision of this or another state, another state, the University of Minnesota, and any agency of the state of Minnesota or the United States, and includes any instrumentality of a governmental unit. For the purpose of this section, an instrumentality of a governmental unit means an instrumentality having independent policy making and appropriating authority.

An annual fee of \$500 covers MMD's administrative costs from July 1 through June 30.

APPENDICES

APPENDIX A
Priorities for Environmental Materials Management

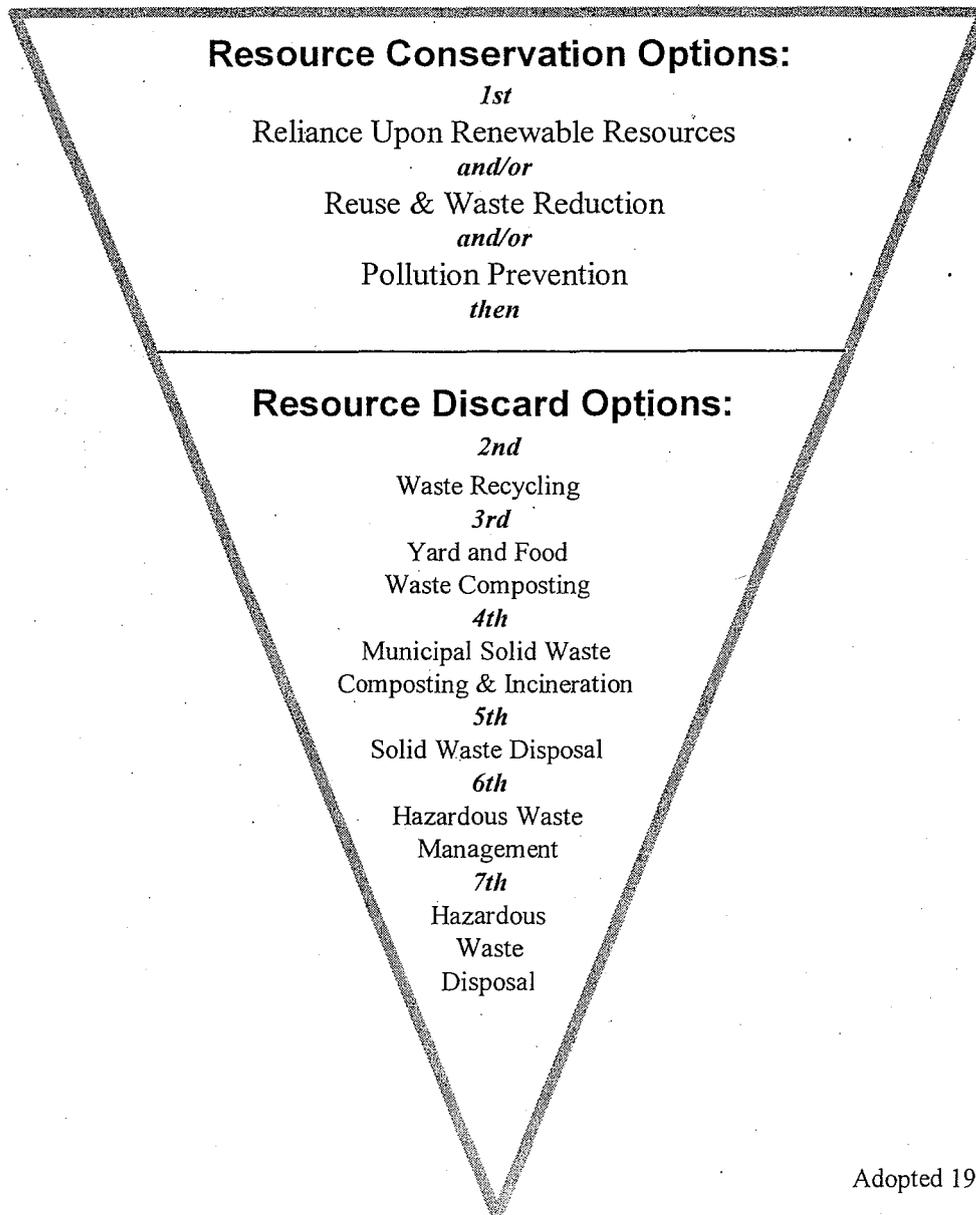
APPENDIX B
Environmentally Responsible Products and Services

APPENDIX C
Cooperative Purchasing Venture Members

APPENDIX A
Priorities for Environmental Materials Management

**Minnesota Department of Administration
Priorities For Environmental Materials Management**

The acquisition, use, maintenance and discard of materials should first maximize resource conservation options to avoid and reduce waste quantity and volume. Then, resource discard options should be maximized in the order of priority.



Appendix B

ENVIRONMENTALLY PREFERABLE GOODS AND SERVICES AVAILABLE FROM STATE CONTRACTS

Contract Release numbers ending in (5) are available to Cooperative Purchasing Venture members.

NOVEMBER 2004

KEY TO ABBREVIATIONS USED IN THIS TABLE: EE = Energy Efficient, EM = Remanufactured, LT = Less Toxic, MU = Multiple Codes, NA = Not Applicable, PB = Plant Based, PC = Post-Consumer, RB = Rebuilt, RC = Recycled Content, RE = Repair, RK = Reduced Packaging, TO = Other, US = Used, WC = Water Conserving

CR #	PRODUCT/SERVICE	ENV. CODE	MINNESOTA RC CONTENT	FEDERAL RC STANDARDS	BRANDS	SOURCE	ANNUAL DOLLARS
A-175(5)	AUTOMOBILES, VANS ALTERNATIVE FUEL (E-85) AND NON-ALTERNATIVE FUEL VEHICLES	RC	20% PC	NA	FORD, GM, CHRYSLER	VARIOUS	\$10,000,000
A-174(5)	AUTOMOBILES: STATE PATROL	RC	20%	NA	CROWN VICTORIA	SUPERIOR FORD	\$13,000,000
A-215	AUTOMOBILES: STATE PATROL	RC	20%	NA	IMPALA	HINCKLEY CHEVROLET	\$1,500,000
A-225	AUTOMOBILES: POLICE PURSUIT	RC	20%	NA	CHEVROLET TAHOE	THANE HAWKINS POLAR CHEV	\$250,000
A-203(5)	AUDIO-VIDEO EQUIPMENT	RC	100% RC	NA	MULTIPLE	B&H, COMPVIEW	\$41,000 \$30,000
B-298(5)	BAGS: PLASTIC TRASH	RC	25% PC	10-100% PC	VARIOUS	APACHE HUTERBORE PACKAGING	\$107,000 \$18,000
B-280(5)	BOXES: CORRUGATED	RC	60% PC 100% PC	30% PC 30% PC	NA NA	LIBERTY TILSNER	\$15,000
B-297(2)	BOXES: RECORDS STORAGE	RC	100% PC	25-50% PC	NA	OFFICE SUPPLY CONNECTION	\$29,586
C-252(5)	CLEANING SUPPLIES	LT	NA	NA	VARIOUS	VARIOUS	\$575,000
C-432(5)	CARPET - RECYCLED & RECYCLING OF	RC	NA	NA	VARIOUS	VARIOUS	\$239,725

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CR #	PRODUCT/SERVICE	ENV. CODE	MINNESOTA RC CONTENT	FEDERAL RC STANDARDS	BRANDS	SOURCE	ANNUAL DOLLARS
C-405(5)	COMPUTERS: APPLE HW, SW, MAINT	EE	NA	NA	MACINTOSH	APPLE COMPUTERS	\$27,000,000
C-680(2)	COMPUTER SUPPLIES	RC	100% PC	NA	GREEN DISK	OFFICE SUPPLY CONNECTION	\$9,000
C-831	COMPUTER: AUTOMATED STICKER/ REGIS. SELF-MAILER PRINTING SYSTEM	LT RK	NA	NA	VARIOUS	STANDARD REGISTER	\$128,345
C-807(5)	COMPUTERS: DELL, HW, SW, & MAINT	EE	NA	NA	DELL & VARIOUS	DELL	\$45,718,000
C-808(5)	COMPUTERS: GATEWAY HW, SW, MAINT.	EE	NA	NA	VARIOUS	GATEWAY	\$6,578,460
C-809(5)	COMPUTERS: COMPAQ HW, SW, & PERIPHERALS	EE	NA	NA	COMPAQ	COMPAQ/HP	\$26,700,000
C-813(5)	COMPUTERS: COMARK HW, SW & MAINT.	EE	NA	NA	VARIOUS	COMARK	\$9,500,000
C-814(5)	COMPUTERS: EN POINTE, HW, SW & MAINT.	EE	NA	NA	VARIOUS	EN POINTE	\$24,000,000
C-815(5)	COMPUTERS: COMPAR, HW.	EE	NA	NA	VARIOUS	COMPAR	\$8,455,960
C-816(5)	COMPUTERS: SOFTWARE	RK	NA	NA	VARIOUS	SOFTWARE HOUSE INT'L	\$1,900,000
C-705(5)	COMPUTERS: MICRON PERSONAL	EE	NA	NA	MICRON	MICRON	\$785,712
C-738(5)	COMPUTERS: UNISYS HW, SW & MANT.	EE EM RE	NA	NA	UNISYS	UNISYS	\$7,500,000 \$25,000 \$1,500,000

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C-787(5)	COMPUTERS: OMNITECH	EE RK	NA NA	NA	VARIOUS	OMNITECH	\$5,696,041 \$569,604
C-6XX(5)	COPY EQUIPMENT RENTAL	EE	NA	NA	VARIOUS	VARIOUS	\$5,560,000
D-150(2)	DATED PRODUCTS	RC	30% PC	30% PC	HOD/AT-A-GLANCE	OFFICE SUPPLY CONNECTION	\$44,166
D-156(5)	DEICERS: CMA & ALTERNATES	PB,TO	20% PB	NA	NA	VARIOUS	\$200,000
D-146(5)	DESTRUCTION OF CONFIDENTIAL NON-PAPER DOCUMENTS	TO	NA	NA	NA	SHRED RIGHT	\$5,000
D-204	DISPLAY STORAGE/MAINTENANCE	RC	95%	NA	NA	FEATHERLIGHT	\$2,000
E-82(2)	ENVELOPES: JIFFY PADDED WHITE UNPRINTED GLASSINE WINDOW KRAFT UNPRINTED	RC	10-62% PC 30% PC 30% PC 20% PC	5 - 15% PC 10- 20% PC 10- 20% PC 10- 20% PC	NA	OFFICE SUPPLY CONNECTION	\$11,482 \$9,738 \$2,358 \$45,816

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CR #	PRODUCT/SERVICE	ENV. CODE	MINNESOTA RC CONTENT	FEDERAL RC STANDARDS	BRANDS	SOURCE	ANNUAL DOLLARS
F-400(2)	<u>FILING SUPPLIES:</u> FILE FOLDERS HANGING FOLDERS RING BINDER INDEX FILE GUIDES SHEET PROTECTORS FILE FOLDER INSERTS PORTFOLIO REPORT COVERS CLASSIFICATION FOLDERS FILE POCKETS, RED ROPE PRESSBOARD REPORT COVERS FILE POCKETS, MANILA	RC	10% PC 10% PC 20% PC 10% PC 70% RC 10% PC 10% PC 25% PC 10% PC 10% PC	30% PC 20% PC 20% PC 20% PC 20% PC 20% PC 20% PC	ESSELTE SMEAD KLEERFAX SMEAD C-LINE SMEAD SMEAD SMEAD SMEAD SMEAD	OFFICE SUPPLY CONNECTION	\$80,656 \$38,495 \$10,152 \$550 \$11,300 \$236 \$24,667 \$12,044 \$51,066 \$4,659 \$5,537
F-439(2)	FILM: 3M TRANSPARENCIES	RC	50/25% PC	NA	3M	OFFICE SUPPLY CONNECTION	\$64,461
F-339(5)	FOOD SERVICE PRODUCTS: CUPS	RC	80/20% PC PHX	NA	SWEETHEART	SUNTRAND	\$5,000
F-358(5)	FLASHLIGHTS, BATTERIES	LT	NO ADDED MERCURY	NA	RAYOVAC	NORTHLAND ELECTRIC	\$119,730
F-354(5)	<u>FOOD SERVICE EQUIPMENT:</u> RECYCLED ALUMINUM RECYCLED STEEL RECYCLED STEEL	RC	25/0% PC 80/0% PC 25/0% PC	NA	COMMERCIAL VOLLRATH BLOOMFIELD	ST CLOUD RESTUARANT SUPPLY	\$40,000
F-454	FISH FOOD: SALMON & TROUT	LT	NA	NA	NA	NELSON & SONS	\$72,000
F-423	FREIGHT PACKAGING	RC	1% PC	NA	NA	UPS	\$60,000

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CR #	PRODUCT/SERVICE	ENV. CODE	MINNESOTA RC CONTENT	FEDERAL RC STANDARDS	BRANDS	SOURCE	ANNUAL DOLLARS
F-394(5)	FURNITURE: PANEL REUPHOLSTER	RB	NA	NA	VARIOUS	MINNCOR	\$945
F-397	FURNITURE, CASE GOODS	RC	25%	NA	STEELCASE	STEELCASE	\$200,000
F-422(5)	FURNITURE: REUPHOLSTER	RE	NA	NA	VARIOUS	MINNCOR	\$62,119
F-328	FURNITURE: FREESTANDING	RC	30%	NA	KRUEGER INT'L	MINNCOR	\$2,000,000
F-452(5)	FURNITURE: RECONFIGURATION AND CLEANING	RB	NA	NA	NA	VARIOUS	\$1,100,000
F-467(5)	FURNITURE: ADJUSTABLE HEIGHT WORK SURFACE	RC	85% PC	NA	STEELCASE	STEELCASE	\$100,000
F-379(5)	FURNITURE: SEATING	RC	40% PC 40% PC 50% PC 22% PC 50% PC 1% PC 1% PC		HAYWORTH GRAHL ALLSEATING HERMAN MILLER STEELCASE BODYBUILT SIT-ON-IT	HAYWORTH GRAHL ALLSEATING HERMAN MILLER STEELCASE BODYBUILT SIT-ON-IT	\$6,368 \$1,500 \$10,000 \$75,000 \$267,000 \$100,000 \$24,000
F-442(5)	FURNITURE: LIBRARY & SCHOOL	RB	95% PC	NA	MINNCOR	MINNCOR	\$800,000
F-480	FURNITURE: REMANUFACTURED STEELCASE	EM MU	80% PC	NA	STEELCASE	OFFICE FURN. SPECIALISTS OMNI	\$4,400
F-478	FURNITURE: REMANUFACTURED KRUEGER INTERNATIONAL	MU	90%	NA	KRUEGER INT'L	MINNCOR	

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CR #	PRODUCT/SERVICE	ENV. CODE	MINNESOTA RC CONTENT	FEDERAL RC STANDARDS	BRANDS	SOURCE	ANNUAL DOLLARS
F-464(5)	FURNITURE: NEW HERMAN MILLER SYSTEMS	RC	90% PC	NA	HERMAN MILLER	VARIOUS	\$445,000
G-181(5)	GAS; REFRIGERANT	TO	NA	NA	NA	REFRON	\$15,000
G-207	GLOVES - NITRILE	TO	NA	NA	VARIOUS	ASIA DYNAMICS	\$100,880
H-61	HOSPITAL SUPPLIES	RC/LT	NA	NA	NA	PHSYCIAN SALES & SERVICE	\$4,216,405
H-63(5)	HAZARDOUS SPILL: EMERGENCY RESPONSE, FULL SERVICE	TO	NA	NA	NA	BAY WEST, INC. WEST CENTRAL ENV.	\$300,000 \$242,000
H-69(5)	HAZARDOUS WASTE MGMT.	TO	NA	NA	NA	ONYX HERITAGE	\$2,300,000 \$408,000
H-90(5)	HAZARDOUS MATERIALS: COMPUTER/ ELECTRONICS RECYCLING & WASTE MANAGEMENT	TO	NA	NA	NA	ASSET RECOVERY CORP.	\$900,000
H-92(5)	HAZARDOUS WASTE MGMT: Mn/DOT	TO	NA	NA	NA	HERITAGE	\$71,500
H-75	ENVIRONMENTAL DRILLING	TO	NA	NA	NA	BERGERSON-CASWELL	\$131,000
H-77(5)	HAZARDOUS SPILL: EMERGENCY RESPONSE, LIMITED SERVICE	TO	NA	NA	NA	VARIOUS	\$100,000
H-79(5)	HAZ. WASTE: FLUORESCENT AND HID LAMP RECYCLING	TO	NA	NA	NA	ONYX/SUPERIOR SPECIAL SVS GREENLIGHTS	\$50,000 \$50,000

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CR #	PRODUCT/SERVICE	ENV. CODE	MINNESOTA RC CONTENT	FEDERAL RC STANDARDS	BRANDS	SOURCE	ANNUAL DOLLARS
H-86(5)	HAZ. WASTE: USED OIL SORBENT & FILTER MANAGEMENT	TO	NA	NA	NA	ECO CLEAN CORP CRI RECYCLING	\$20,000 \$27,000
L-247(5)	LAB ANALYSIS - INVERTEBRATE SAMPLING, PROCESSING & IDENTIFICATION	TO	NA	NA	NA	UNIVERSITY OF MINNESOTA RHITHRON ASSOC.	\$45,000 \$55,000
L-290(5)	LAMPS: FLUORESCENT, INCANDESCENT, HID	EE, LT	ENERGY EFFICIENT LOW MERCURY	NA	VARIOUS	VARIOUS	\$999,473
L-245(5)	LUBRICATING OILS	RC, EE	50% RE-REFINED	25% RE-REFINED	UNITED	VARIOUS	\$100,000
M-466(5)	MAILING EQUIPMENT & SUPPLIES NEW EQUIPMENT LEASES	RC, EE	20% RC 40% RC	NA NA	PITNEY BOWES NEOPOST	PITNEY BOWES NEOPOST	\$416,000 \$282,000
D-205	MEDICAL RECORDS, DOC	RC	60% PC	NA	VARIOUS	HALDEMAN HOMME	\$124,000
N-16(5)	N-PROPYL BROMIDE 1-1-1 TRICHLORO-ETHANE REPLACEMENT	TO	NA	NA	NA	PETROFORM	\$65,000
O-69(5)	OIL: RE-REFINED OIL CHANGE	RC	50% RE-REFINED	25% PC	VARIOUS	VARIOUS	\$79,801
O-61(2)	OFFICE PRODUCTS: WHOLESALE CATALOG PROGRAM	RC	3024 ITEMS RC 10-50% PC	VARIOUS	VARIOUS	OFFICE SUPPLY CONNECTION (INCLUDES \$ FOR PRINTER CARTRIDGES FROM PG 9)	\$2,000,000
P-672(2)	PAPER: 25% COTTON BOND	RC	30% PC	NA	EASTERN CERTIFICATE	OFFICE SUPPLY CONNECTION	\$19,556
O-73(2)	OFFICE SUPPLIES: DATA BINDERS	RC	50% PC	20% PC	VARIOUS	OFFICE SUPPLY CONNECTION	\$231,852

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CR #	PRODUCT/SERVICE	ENV. CODE	MINNESOTA RC CONTENT	FEDERAL RC STANDARDS	BRANDS	SOURCE	ANNUAL DOLLARS
O-74(2)	OFFICE SUPPLIES: POST-IT NOTES	RC	20% PC	NA	3M	OFFICE SUPPLY CONNECTION	\$132,829
O-74(2)	OFFICE SUPPLIES: POST-IT FLAGS	RC	50% PC DISPENSER	NA	3M	OFFICE SUPPLY CONNECTION	\$132,829
O-79(2)	OFFICE SUPPLIES: RC PENCILS	RC	100% PC	NA	FABER	OFFICE SUPPLY CONNECTION	\$1,014
O-80(5) O-83(5)	OPERATION & MAINTENANCE OF CLOSED LANDFILLS	TO	NA	NA	NA	VARIOUS	\$2,200,000
P-734(5)	PAINT: SOLVENT-FREE - LOW VOC	LT	NA	NA	SHERWIN-WILLIAMS	SHERWIN-WILLIAMS	\$9,896
P-661(5)	PAPER: TOWELS, TISSUE, & NAPKINS	RC	90-95% PC	5-40% PC	FORT JAMES	REGIONAL DEALERS	\$1,027,948
P-755(2)	PAPER: COPY	RC	30% PC	30% PC	NEW LIFE REPRO	OFFICE SUPPLY CONNECTION	\$1,013,445
P-755(2)	PAPER: COPY, PROCESS CHLORINE-FREE	RC	100% PC	30% PC	ENVIROGRAPHIC 100	OFFICE SUPPLY CONNECTION	\$58,687
P-755(2)	PAPER: COPY COLORS	RC	30% PC	30% PC	COPYRITE	OFFICE SUPPLY CONNECTION	\$100,889
P-755(3)	PAPER: COPY - COMM.MEDIA	RC	30% PC	30% PC	GREAT WHITE	UNISOURCE	\$120,000
P-755(2)	PAPER: LASER (NEW ITEM FOR FY03)	RC	30% PC	30% PC	EASTERN PRISTINE	OFFICE SUPPLY CONNECTION	\$165,269

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CR #	PRODUCT/SERVICE	ENV. CODE	MINNESOTA RC CONTENT	FEDERAL RC STANDARDS	BRANDS	SOURCE	ANNUAL DOLLARS
P-762(2)	<u>PAPER: MISCELLANEOUS</u> COATED BLANKS C1S COATED BLANKS C2S INDEX, 110 LB. WHITE, 8-1/2 x 11 INDEX CARDS - 90 LB. WHITE BLOTTING KRAFT WRAP THEME	RC	18% PC 20% PC 30% PC 10% PC 30% PC 30% PC 40% PC	20% PC 20% PC 20% PC 20% PC NA 5-20% PC NA	BEVERIDGE BEVERIDGE WAUSAU ESSELTE VERIGOOD NA RIVERSIDE	OFFICE SUPPLY CONNECTION	\$478 \$356 \$3,846 \$2,112 \$38 \$2,371 \$2,317
P-757(2)	PENS: REFILLABLE STICK	TO	NA	NA	PAPERMATE	OFFICE SUPPLY CONNECTION	\$47,837
P-698(5)	PLUMBING SUPPLIES	RC	50% STEEL/CAST IRON 30% COPPER	NA	WARD MUELLER/GOODIN	GOODIN & STATE SUPPLY	\$72,000 \$17,000
P-643(5)	PRINTED LETTERHEAD STATIONERY	RC	30% PC	30% PC	NA	MINNCOR	\$150,000
P-711	PRINTED SELF-MAILER, CONTINUOUS FORM WARRANTS	RC	10% PC	NA	NA	TWIN CITY CONSUMER DISTR.	\$274,000
P-818	PRINTED WINDOW ENVELOPES	RC	30% PC	30% PC	NA	TWIN CITY CONSUMER DISTR.	\$15,000
P-718(5)	PRINTED BUSINESS CARDS	RC	10-30% PC	30% PC	NA	CORPORATE GRAPHICS	\$48,000
P-707(5)	PRINTED ENVELOPES <5000	RC	30% PC	30% PC	NA	HEINRICH ENVELOPE	\$12,251
P-710(5)	PRINTED ENVELOPES >5000	RC	30% PC	30% PC	NA	HEINRICH ENVELOPE	\$650,000

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P-706	PRINTING: MN VOLUNTEER	RC	50/10% PC	10% PC	NA	QUEBECOR	\$266,100
P-726	PRINTING PRODUCTS	RC	1%	1%	AB DICK MULTIGRAPHICS	AB DICK	\$60,000
P-768	PRINTED CONTINUOUS FORMS - DHS	RC	50/10% PC	30% PC	NA	PERFORMANCE OFFICE PAPER	\$45,000
P-709(5)	PRINTED 1-PLY FORMS/LETTERHEAD	RC	50/20% PC	30% PC	NA	BERGSTROM CO.	\$60,000
P-712	PRINTED STATIONERY ARTS BOARD	RC	60/30% PC	30% PC	NA	CHASE PRINTING	\$5,600
P-743	PRINTED WINDOW ENVELOPES - DHS	RC	50/20% PC	30% PC	NA	TCC DISTRIBUTORS	\$266,068
P-803	PRINTED FORMS - DHS	RC	10% PC	30% PC	NA	ROYAL	\$20,000
P-729(5)	PRINTING PRODUCTS: SOY INK	RC	NA	NA	NA	FLINT INK	\$10,000
P-824	PRINTING & MAILING TAX FORMS	RC	10% PC	10% PC	NA	ROBERTS BUSINESS FORMS	\$154,809
P-830	PRINTING: DHS NEWSLETTER	RC	10% PC	20-85% PC	NA	BERGSTROM CO.	\$138,000
P-846	PRINTING: DES NEWSLETTER	RC	20% PC	20-85% PC	NA	JOHNSON LITHO GRAPHICS	\$2,500
NA	PRINTER CARTRIDGES	EM	REMAN.	REMAN.	NA	OFFICE SUPPLY CONNECTION /S&T PRODUCTS	SEE 0-61 ON P6
R-557(2)	PAPER: ADDING MACHINE ROLLS	RC	30% PC	30% PC	NCR	OFFICE SUPPLY CONNECTION	\$3,492

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R-454(5)	RAGS: CLOTH WIPING	TO	NA	NA	NA	BRO-TEX	\$16,782
R-452(5)	REMANUFACTURED: ALTERNATOR	EM	50% REMAN.	NA	DELCO	JOHN'S AUTO ELECTRIC	\$5,000
R-523(5)	REMANUFACTURED: DIESEL ENGINES	EM	50% REMAN.	NA	FORD, NEW HOLLAND CATERPILLAR	VARIOUS	\$50,000
S-792(5)	<u>SAMPLING & LAB ANALYSIS - FULL SERVICE</u> " <u>SAMPLING & LAB ANALYSIS - LTD SERVICE</u>	TO	NA	NA	NA	PACE ANALYTICAL SERVICES MN VALLEY TESTING NE TECHNICAL SERVICES INTERPOLL LABS VARIOUS	\$100,000 \$300,000 \$300,000 \$300,000 \$100,000
S--833(5)	SERVICE: ACQUEOUS PARTS WASHERS	LT,PB, WC	NA	NA	NA	BIOFORCE ENVIRO-TECH	\$15,902
S-895	SERVICE, LAB, WATER ANALYSIS FOR TRACE METALS	TO	NA	NA	NA	FRONTIER GESCENCES	\$31,735
S-903	SERVICE, LAB, ANALYSIS, BACTERIA	TO	NA	NA	NA	NORHT SHORE ANALYTICAL	\$25,000
S-828(5)	SHREDDING: CONFIDENTIAL RECORDS	TO	NA	NA	NA	DOCUMENT DESTRUCTION	\$58,147
S-742(5)	STEEL: COMMON USE ITEMS: STATEWIDE	RC	95%	NA	VARIOUS	SO. ST. PAUL STEEL	\$517,000
T-549(5)	TIRES: RETREAD	RC	100%	SPEC ZZ-T-381	BANDAG	ROYAL TIRE	\$250,000
S-910(5)	SERVICE: NATIVE PLANT COMMUNITY RESTORATION & MANAGEMÉNT	PB,WC	NA	NA	VARIOUS	VARIOUS	\$5,900

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T-642-3(5)	TRUCKS 4x2, 4x4	RC	20% PC	NA	FORD, GMC & DODGE	VARIOUS	\$13,050,000
T-636(5)	TRUCKS : CHASSIS CABS	RC	20% PC	NA	FORD, GMC & DODGE	VARIOUS	\$8,500,000
T-647(5)	TRUCKS : CHASSIS CABS, HEAVY DUTY	RC	20% PC	NA	VARIOUS	VARIOUS	\$15,000,000
W-148	WASTE CONTAINERS: RECYCLING	RC	20% PC	20-100% PC	RUBBERMAID	DIVERSE MAINTENANCE	\$75,000
W-192(5)	WASTE DISPOSAL: INFECTIOUS AND CONFIDENTIAL DOCUMENTS	TO	NA	NA	NA	ADT MEDICAL WASTE	\$235,000
W-166(5)	WASTE PAPER RECYCLING: DULUTH GOV. OFFICES	TO	NA	NA	NA	HOWARD WASTE PAPER	\$1,000
W-134(5)	WASTE PAPER SALES: METRO	TO	NA	NA	NA	WALDORF	\$125,000
W-112(5)	WASTE TIRE: HAULING/DISPOSAL	TO	NA	NA	NA	FIRST STATE TIRE DIS.	\$65,000
W-184	EDIBLE FOOD WASTE DISPOSAL - MCFs: STILLWATER, OAK PARK HEIGHTS, RUSH CITY, LINO LAKES	RC	100%	NA	NA	YOTTER FOOD RECYCLING	\$45,000
W-198	WASTE: TRANSPORTATION & RECYCLING OF ALUMINUM, STEEL, GLASS & PLASTIC BOTTLES & CONTAINERS	TO	NA	NA	NA	WASTE MANAGEMENT	\$2,500
						TOTAL DOLLARS:	\$263,361,791

Appendix C: Cooperative Purchasing Venture Members

CITIES

City of Albert Lea	City of Deephaven	City of Lakeville
City of Albertville	City of Delano	City of Lambertton
City of Andover	City of Dilworth	City of Lanesboro
City of Annandale	City of Duluth - Purchasing	City of Le Sueur
City of Anoka	City of Eagan	City of Lindstrom
City of Apple Valley	City of East Bethel	City of Lino Lakes
City of Arlington	City of East Grand Forks	City of Litchfield
City of Aurora	City of Eden Prairie	City of Little Falls
City of Austin	City of Edina	City of Long Prairie
City of Baudette	City of Elk River	City of Luverne
City of Belle Plaine	City of Elysian	City of Madison
City of Bemidji	City of Eyota	City of Mahtomedi
City of Big Lake	City of Fairmont	City of Mankato
City of Blackduck	City of Faribault	City of Maple Grove
City of Blaine	City of Farmington	City of Maple Lake
City of Bloomington	City of Farmington	City of Maplewood
City of Blue Earth	City of Fergus Falls	City of Medina
City of Brainerd	City of Foley	City of Melrose
City of Breckenridge	City of Forest Lake	City of Mendota Heights
City of Brooklyn Center	City of Franklin	City of Minneapolis
City of Brooklyn Park	City of Fridley	City of Minnetonka
City of Burnsville	City of Glencoe	City of Minnetrista
City of Cambridge	City of Golden Valley	City of Montevideo
City of Canby	City of Grand Forks	City of Montgomery
City of Cannon Falls	City of Grand Marais	City of Monticello
City of Carver	City of Grand Rapids	City of Moorhead
City of Centerville	City of Ham Lake	City of Morgan
City of Champlin	City of Hanover	City of Morris
City of Chanhassen	City of Harris	City of Mounds View
City of Chaska	City of Hastings	City of Mountain Iron
City of Chatfield	City of Hermantown	City of Mountain Lake
City of Chisago City	City of Hibbing	City of Nashwauk
City of Chisholm	City of Hopkins	City of New Brighton
City of Circle Pines	City of Hoyt Lakes	City of New Hope
City of Cloquet	City of Hugo	City of New Prague
City of Cohasset	City of Hutchinson	City of New Ulm
City of Cokato	City of Independence	City of North Branch
City of Columbia Heights	City of International Falls	City of North Mankato
City of Comfrey	City of Inver Grove Heights	City of North St Paul
City of Coon Rapids	City of Janesville	City of Northfield
City of Corcoran	City of Jordan	City of Norwood Young America
City of Cottage Grove	City of Kasson	City of Oak Grove
City of Crosslake	City of Lake City	City of Oakdale
City of Crystal	City of Lake Crystal	City of Orono
City of Dayton	City of Lake Elmo	City of Oronoco

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City of Owatonna	City of Sandstone	City of Victoria
City of Paynesville	City of Sartell	City of Virginia
City of Perham	City of Sauk Centre	City of Wabasha
City of Pine Island	City of Shafer	City of Waconia
City of Plainview	City of Shakopee	City of Wadena
City of Plymouth	City of Shoreview	City of Waite Park
City of Princeton	City of Shorewood	City of Waseca
City of Prior Lake	City of So St Paul	City of Waverly
City of Proctor	City of Spring Grove	City of Wayzata
City of Ramsey	City of Spring Valley	City of Wells
City of Red Wing	City of St Bonifacius	City of White Bear Lake
City of Redwood Falls	City of St Cloud	City of Willmar
City of Remer	City of St Francis	City of Windom
City of Rice	City of St James	City of Winnebago
City of Richfield	City of St Louis Park	City of Winona
City of Robbinsdale	City of St Michael	City of Woodbury
City of Rochester	City of St Paul Park	City of Worthington
City of Rockford	City of St Paul/Ramsey Cty Jt: Purchasing	City of Wyoming
City of Rockville	City of Staples	City of Zumbrota
City of Rogers	City of Stewartville	
City of Rosemount	City of Stillwater	

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County of Anoka	County of Faribault	County of Lyon
County of Becker	County of Fillmore	County of Mahnommen
County of Beltrami	County of Freeborn	County of Marshall
County of Benton	County of Goodhue	County of Martin
County of Big Stone	County of Grant	County of McLeod
County of Blue Earth	County of Hennepin	County of Meeker
County of Brown	County of Houston	County of Mille Lacs
County of Carlton	County of Hubbard	County of Morrison
County of Carver	County of Isanti	County of Mower
County of Cass	County of Itasca	County of Murray
County of Chippewa	County of Jackson	County of Nicollet
County of Chisago	County of Kanabec	County of Nobles
County of Clay	County of Kandiyohi	County of Norman
County of Clearwater	County of Kittson	County of Olmsted
County of Cook	County of Koochiching	County of Otter Tail
County of Cottonwood	County of Lac qui Parle	County of Pennington
County of Crow Wing	County of Lake	County of Pine
County of Dakota	County of Lake of the Woods	County of Pipestone
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County of Redwood	County of St Louis	County of Waseca
County of Renville	County of Stearns	County of Washington
County of Rice	County of Steele	County of Wilkin
County of Rock	County of Stevens	County of Winona
County of Roseau	County of Swift	County of Wright
County of Scott	County of Todd	County of Yellow Medicine
County of Sherburne	County of Traverse	

SCHOOL DISTRICTS

E. Metro Integration Dist. #6067	Maplewood	MN
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Independent School District #2165	Hinckley	MN
Independent School District #2170	Staples	MN
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Independent School District #2889	Lake Park	MN
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Independent School District #742	St Cloud	MN
Independent School District #743	Sauk Centre	MN
Independent School District #75	St Clair	MN
Independent School District #761	Owatonna	MN
Independent School District #769	Morris	MN
Independent School District #829	Waseca	MN
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Independent School District #833	Cottage Grove	MN
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Independent School District #91	Barnum	MN
Independent School District #99	Esko	MN
NE Metro Intermediate District #916	White Bear Lake	MN

TOWNS

Township of Amador	Township of LeRay
Township of Beulah	Township of Marysville
Township of Cascade	Township of Monticello
Township of Chatham	Township of Nessel
Township of Columbus	Township of Oronoco
Township of Corinna	Township of Rockford
Township of Elmira	Township of Silver Creek
Township of Franklin	Township of White
Township of High Forest	Township of Woodland
Township of LaGrand	Township of Wyoming

MINN STATE COLLEGES & UNIVERSITIES

MNSCU - Alexandria Technical College	Alexandria	MN
MNSCU - Anoka Ramsey Community College	Coon Rapids	MN
MNSCU - Anoka Technical College	Anoka	MN
MNSCU - Bemidji State University	Bemidji	MN
MNSCU - Central Lakes College	Brainerd	MN
MNSCU - Century College	White Bear Lake	MN
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MNSCU - Lake Superior College	Duluth	MN
MNSCU - Mesabi Range Comm & Tech College	Eveleth	MN
MNSCU - Minneapolis Comm & Tech College	Minneapolis	MN
MNSCU - Minnesota State University	Mankato	MN
MNSCU - Minnesota State University	Moorhead	MN
MNSCU - MN State Comm & Tech College	Wadena	MN
MNSCU - MN West Comm & Tech College	Canby	MN
MNSCU - Normandale Community College	Bloomington	MN
MNSCU - North Hennepin Comm College	Brooklyn Park	MN
MNSCU - Northland Comm & Tech College	Thief River Falls	MN
MNSCU - Pine Technical College	Pine City	MN
MNSCU - Ridgewater College	Willmar	MN
MNSCU - Riverland Community College	Austin	MN
MNSCU - Rochester Comm & Tech College	Rochester	MN
MNSCU - South Central Technical College	No Mankato	MN
MNSCU - Southeast Technical College	Winona	MN
MNSCU - Southwest State University	Marshall	MN
MNSCU - St Cloud State University	St Cloud	MN
MNSCU - St Cloud Technical College	St Cloud	MN
MNSCU - St Paul College	St Paul	MN
MNSCU - System Office	St Paul	MN
MNSCU - Vermilion Community College	Ely	MN
MNSCU - Winona State University	Winona	MN

OTHER ORGANIZATIONS

Regina Medical Center	Hastings	MN
Dakota County Community Development Agency	Eagan	MN
Duluth Seaway Port Authority	Duluth	MN
Great River Regional Library	St Cloud	MN
Hibbing Public Utilities	Hibbing	MN
Housing & Redevelopment Authority	Duluth	MN
Housing & Redevelopment Authority of Winona	Winona	MN
Marshall & Polk Rural Water System	Warren	MN
Metro Transit	St Paul	MN
Metropolitan Airports Commission	Minneapolis	MN
Metropolitan Mosquito Control District	St Paul	MN
Metropolitan Sports Facilities Commission	Minneapolis	MN
Minneapolis Public Housing Authority	Minneapolis	MN
Minnesota Valley Transit Authority	Burnsville	MN
Moose Lake Area Fire Protection District	Moose Lake	MN

Appendix C: Cooperative Purchasing Venture Members

OTHER ORGANIZATIONS

North Suburban Communications Commission	Roseville	MN
Northwest Service Co-op	Thief River Falls	MN
Public Housing Agency of the City of St Paul	St Paul	MN
Ramsey/Washington Suburban Cable Commission	White Bear Lake	MN
Ramsey-Washington Metro Watershed District	No St Paul	MN
Region 5 Development Commission	Staples	MN
Southwest Metro Transit	Eden Prairie	MN
Stearns Co Soil & Water Conservation District	Waite Park	MN
Three Rivers Park District	Plymouth	MN
TIES	St Paul	MN
Two Rivers Watershed District	Hallock	MN
United States Postal Service	Minneapolis	MN
Western Lake Superior Sanitary District	Duluth	MN

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City of Blaine	City of Farmington	City of Maple Lake
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City of Canby	City of Grand Forks	City of Montgomery
City of Cannon Falls	City of Grand Marais	City of Monticello
City of Carver	City of Grand Rapids	City of Moorhead
City of Centerville	City of Ham Lake	City of Morgan
City of Champlin	City of Hanover	City of Morris
City of Chanhassen	City of Harris	City of Mounds View
City of Chaska	City of Hastings	City of Mountain Iron
City of Chatfield	City of Hermantown	City of Mountain Lake
City of Chisago City	City of Hibbing	City of Nashwauk
City of Chisholm	City of Hopkins	City of New Brighton
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City of Remer	City of St Francis	City of Windom
City of Rice	City of St James	City of Winnebago
City of Richfield	City of St Louis Park	City of Winona
City of Robbinsdale	City of St Michael	City of Woodbury
City of Rochester	City of St Paul Park	City of Worthington
City of Rockford	City of St Paul/Ramsey Cty Jt. Purchasing	City of Wyoming
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City of Rogers	City of Stewartville	
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County of Big Stone	County of Grant	County of McLeod
County of Blue Earth	County of Hennepin	County of Meeker
County of Brown	County of Houston	County of Mille Lacs
County of Carlton	County of Hubbard	County of Morrison
County of Carver	County of Isanti	County of Mower
County of Cass	County of Itasca	County of Murray
County of Chippewa	County of Jackson	County of Nicollet
County of Chisago	County of Kanabec	County of Nobles
County of Clay	County of Kandiyohi	County of Norman
County of Clearwater	County of Kittson	County of Olmsted
County of Cook	County of Koochiching	County of Otter Tail
County of Cottonwood	County of Lac qui Parle	County of Pennington
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County of Redwood	County of St Louis	County of Waseca
County of Renville	County of Stearns	County of Washington
County of Rice	County of Steele	County of Wilkin
County of Rock	County of Stevens	County of Winona
County of Roseau	County of Swift	County of Wright
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MNSCU - Lake Superior College	Duluth	MN
MNSCU - Mesabi Range Comm & Tech College	Eveleth	MN
MNSCU - Minneapolis Comm & Tech College	Minneapolis	MN
MNSCU - Minnesota State University	Mankato	MN
MNSCU - Minnesota State University	Moorhead	MN
MNSCU - MN State Comm & Tech College	Wadena	MN
MNSCU - MN West Comm & Tech College	Canby	MN
MNSCU - Normandale Community College	Bloomington	MN
MNSCU - North Hennepin Comm College	Brooklyn Park	MN
MNSCU - Northland Comm & Tech College	Thief River Falls	MN
MNSCU - Pine Technical College	Pine City	MN
MNSCU - Ridgewater College	Willmar	MN
MNSCU - Riverland Community College	Austin	MN
MNSCU - Rochester Comm & Tech College	Rochester	MN
MNSCU - South Central Technical College	No Mankato	MN
MNSCU - Southeast Technical College	Winona	MN
MNSCU - Southwest State University	Marshall	MN
MNSCU - St Cloud State University	St Cloud	MN
MNSCU - St Cloud Technical College	St Cloud	MN
MNSCU - St Paul College	St Paul	MN
MNSCU - System Office	St Paul	MN
MNSCU - Vermilion Community College	Ely	MN
MNSCU - Winona State University	Winona	MN

OTHER ORGANIZATIONS

Regina Medical Center	Hastings	MN
Dakota County Community Development Agency	Eagan	MN
Duluth Seaway Port Authority	Duluth	MN
Great River Regional Library	St Cloud	MN
Hibbing Public Utilities	Hibbing	MN
Housing & Redevelopment Authority	Duluth	MN
Housing & Redevelopment Authority of Winona	Winona	MN
Marshall & Polk Rural Water System	Warren	MN
Metro Transit	St Paul	MN
Metropolitan Airports Commission	Minneapolis	MN
Metropolitan Mosquito Control District	St Paul	MN
Metropolitan Sports Facilities Commission	Minneapolis	MN
Minneapolis Public Housing Authority	Minneapolis	MN
Minnesota Valley Transit Authority	Burnsville	MN
Moose Lake Area Fire Protection District	Moose Lake	MN

Appendix C: Cooperative Purchasing Venture Members

OTHER ORGANIZATIONS

North Suburban Communications Commission	Roseville	MN
Northwest Service Co-op	Thief River Falls	MN
Public Housing Agency of the City of St Paul	St Paul	MN
Ramsey/Washington Suburban Cable Commission	White Bear Lake	MN
Ramsey-Washington Metro Watershed District	No St Paul	MN
Region 5 Development Commission	Staples	MN
Southwest Metro Transit	Eden Prairie	MN
Stearns Co Soil & Water Conservation District	Waite Park	MN
Three Rivers Park District	Plymouth	MN
TIES	St Paul	MN
Two Rivers Watershed District	Hallock	MN
United States Postal Service	Minneapolis	MN
Western Lake Superior Sanitary District	Duluth	MN