

<p align="center">GUAM POWER AUTHORITY STANDARD OPERATING PROCEDURE</p>	<p>Prepared by:  / <u>01/20/16</u> Date</p>
<p>TITLE: Purchase of Biodegradable, Reusable Recyclable, or Recycled Products</p>	<p align="center">Supply Management Administrator</p>
<p>NO: * SOP-087 Supersedes: SP-087 07/27/09</p>	<p>Concurred by:  / _____ Melinda R. Camacho / Print Assistant General Manager, OPERATIONS</p>
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1.0 PURPOSE:

To provide the guidelines for phasing out the use of non-degradable and non-recycled materials when environmentally safe biodegradable, reusable, recyclable or recycled substitutes in various combinations can be used.

2.0 SCOPE:

This procedure applies specifically to all orders, contracts, commitments or specifications for materials, equipment, and supplies procured for the Authority.

3.0 REFERENCE:

Public Law 21-22

4.0 GENERAL:

The enormous quantity of solid waste on Guam is a serious environmental concern by local leaders, the community and the federal government. Accordingly, the Legislature directed the amendment of existing procurement rules and regulations to ensure that in all purchases of goods by the Government, emphasis on the purchase of products that are biodegradable, reusable, recyclable or recycled, or any combination, are made.

Whenever possible, products that are biodegradable, reusable, recyclable, or recycled material or any combination thereof shall be used.

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The cost (prior to any adjustments for local vendor preference allowed by law) of biodegradable, reusable, recyclable, or recycled products may be as much as ten percent (10%) or greater than the cost of the non-biodegradable, non-reusable, non-recyclable, or non-recycled products that are being replaced.

The General Manager of designee shall determine the authenticity of the product as being biodegradable, recyclable, before qualifying the ten (10%) percent preference to an offer exceeding the lower cost offer. This determination shall be in writing and be made a part of the purchase order folder file.

5.0 PROCUDURES:

5.1 Requestor/End User:

- 5.1.1 Determine the scope and specification of the proposed purchase.
- 5.1.2 Provide justification for “no substitution” where the use of non-biodegradable, non-reusable, non-recyclable, or non-recycled product is absolutely essential.
- 5.1.3 Review available and potential offers to determine product acceptability and provide reasons for rejection of biodegradable or recyclable products.

5.2 Division Managers:

- *5.2.1 Division Managers or designee shall be responsible for reviewing “no substitution” needs and concur with justifications provide in rejecting biodegradable and recyclable products.
- 5.2.2 Take an active role in encouraging the use of biodegradable, reusable, recyclable, and recycled products.

5.3 Product Acceptance Review Committee:

- *5.3.1 A Product Acceptance Review Committee will be convened by the Supply Management Administrator, consisting of designated representatives of the using divisions, Engineering and Generation divisions and if possible by the Standardization Committee for the purposes of establishing product qualification approval which will govern subsequent purchases for recurring demands. (Reference AP-025)
- 5.3.2 Provide detailed report if biodegradable, and/or recyclable products considered qualified to the General Manager for concurrence/approval.

5.4 Buyers:

5.4.1 In soliciting quotes or bids for products, obtain clarification if offers by vendors are recycled, recyclable or biodegradable products. Clarification shall be supported by product data sheet or other acceptable written supporting documentation.

5.4.2 Request for quotes made by facsimile shall include the following information to be completed by the vendor.

“Offering recyclable and/or biodegradable products: () Yes () No for items: _____

“Identify items offered that are recyclable and/or biodegradable for preference consideration and provide product data sheet or other supporting documentation for review and if provided in earlier sales to GPA under what purchase order number: _____.”

5.4.3 Rejection of biodegradable and/or recyclable products offered shall be noted on the quotation or bid evaluation sheet and the reason for the rejection.

5.5 Buyer Supervisor:

*5.5.1 Shall review all items and the condition in the selection of the most responsible offer and that vendor information is complete. An offer for biodegradable, recyclable, or recycled products determined acceptable and not more than 10% of the cost for non-biodegradable, non-recyclable, non-recycled products shall be considered for the award.

*5.5.2 Shall review vendors response to assure quotes received supports the buyer's analysis and recommendations.

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