**Cut-and-Paste Acquisition Language for Computers/Laptops/Displays [Product Solicitation]**

**Statement of Work [*Include in solicitation AND contract language*]**

According to [*your organization’s*] goals to optimize energy performance at [*your site*], the Vendor shall ensure that all computers/laptops/displays supplied are [ENERGY STAR ®](https://www.energystar.gov/productfinder/) certified and/or are rated as [EPEAT [*specify tier*]](https://epeat.net/).

**Technical Specifications [*Include in solicitation AND contract language*]**

The vendor shall supply computers/laptops/displays that are ENERGY STAR ® certified and/or rated as EPEAT [*specify tier*]. Find products that meet the certification requirements using the links in the table below:

|  |  |  |
| --- | --- | --- |
| **Certification** | **Computers/Laptops** | **Displays** |
| ENERGY STAR ® | <https://www.energystar.gov/productfinder/product/certified-computers/results> | <https://www.energystar.gov/productfinder/product/certified-displays/results>  |
| EPEAT | <https://epeat.net/search-computers-and-displays>  |

Computers/laptops/displays that are not ENERGY STAR ® certified and/or rated as EPEAT [*specify tier*] **will not** be considered for the bid.

**Document Requirements [*Include in solicitation AND contract language*]**

The Vendor shall submit manufacturer cut sheets for each model of computer/laptop/monitor supplied indicating ENERGY STAR ® certification and/or EPEAT [*specify tier*] rating.

**Evaluation Criteria**

[*Option 1*] The Vendor will be evaluated based on the Vendor’s ability to verify that all computers/laptops/displays supplied are ENERGY STAR ® certified and/or EPEAT [*specify tier*] rated.

[*Option 2*] The Vendor will be evaluated based on Best Value as assessed through life cycle cost analysis. Vendors are required to provide the cost for each product using the life cycle cost formula below:

LCC = I + Repl − Res + E + W + OMR + X

where:

LCC = Total LCC in present-value dollars of a given alternative

I = Present-value investment costs

Repl = Present-value capital replacement costs

Res = Present-value residual value (resale value, scrap value, salvage value) less disposal costs

E = Present-value energy costs

W = Present-value water costs

OMR = Present-value non-fuel operating, maintenance, and repair costs

X = Present-value other costs (benefits treated as negative costs)

For more information on how to calculate life cycle cost, refer to <https://nvlpubs.nist.gov/nistpubs/hb/2020/NIST.HB.135-2020.pdf>

**Reporting** **[*Optional - For recurring purchases/indefinite delivery/blanket purchase orders*]**

[*Insert in* ***Document Requirements*** *section*] The Vendor shall submit a sample Green Products Report. This report will serve as an example of the regular Green Products Report expected during the duration of the contract and should include the type of product supplied, quantity, dollar value, and type of green certification the product qualifies for, for all computers/laptops/monitors supplied.

[*Insert in* ***Evaluation Criteria*** *section*] Additional points shall be awarded to the Vendor able to provide a Green Products Report with every invoice for the duration of the contract. The Green Products report must include all of the information specified in the **Document Requirements** section for all computers/laptops/monitors supplied.

[*Insert in* ***Document Requirements*** *section \*Include in contract language*] The Vendor shall provide a Green Products Report to [*your organization*] with every invoice. This report should include the type of product supplied, quantity, dollar value, and type of green certification the product qualifies for, for all computers/laptops/monitors supplied.

Reference: SF Tool Green Procurement Compilation - <https://sftool.gov/greenprocurement>