**Cut-and-Paste Acquisition Language for Printers/Copiers/Scanners/Multifunction Devices [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 printers/copiers/scanners/multifunction devices supplied are [ENERGY STAR](https://www.energystar.gov/productfinder/product/certified-imaging-equipment/results) [®](https://www.energystar.gov/productfinder/) certified and/or are rated as [EPEAT [*specify tier*]](https://epeat.net/search-imaging-equipment).

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

The vendor shall supply printers/copiers/scanners that are ENERGY STAR ® certified and/or rated as EPEAT [*specify tier*]. Find printers/copiers/scanners/multifunction devices that are ENERGY STAR ® certified at: <https://www.energystar.gov/productfinder/product/certified-imaging-equipment/results> and/or are EPEAT registered at: <https://epeat.net/search-imaging-equipment>

Products that are not ENERGY STAR ® certified or EPEAT [*specify tier*] registered **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 printer/copier/scanner/multifunction device supplied indicating an 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 printers/copiers/scanners/multifunction devices 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 printers/copiers/scanners/multifunction device supplied 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>

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