



BioSpecs for Food Service Ware Sustainability Assessment Bid Evaluation Sheet

INSTRUCTIONS: This *BioSpecs Sustainability Assessment Bid Evaluation Sheet* is designed to help purchasing agents determine which products are the most environmentally preferable. It is highly important that these products are used in facilities that have a designated composting facility or collection of compostable food service ware in place to enable recovery. Purchasing agents may use the BioSpecs Purchasing Specifications as is or tailor them to their own procurement practices.

All products, or similar products in a product line, offered by each bidder should be evaluated individually.¹

- First, each product should be assessed to determine whether it meets the institution’s basic design specifications such as size, shape, color, minimum temperature tolerance, ability to break without creating sharp edges, etc.
- Second, each product that meets basic design specifications should be assessed to determine whether it meets ALL of the mandatory criteria.
- Third, using a point scale of 100, each product that meets all of the mandatory criteria, should then be evaluated based on the additional desirable criteria to determine the extent to which it is environmentally preferable compared to similar products offered by other bidders. (Purchasers may also simply request disclosure of information relating to each non-mandatory criterion.)
- Fourth, purchasers should “performance test” the products to ensure that they meet their needs. (Information about performance testing can be found at the end of the bid evaluation sheets.)

Purchasers can use the following tables to track each product’s compliance with the BioSpecs’ mandatory and additional desirable criteria.

BIDDER NAME _____

PRODUCT TYPE _____


PRODUCT NAME _____

MATERIAL TYPE _____









¹ Similar products in a product line include grouping fork, knives, spoons and sporks together as well as differing sizes of products as long as the same thickness is maintained between products (ie, a 9oz and 12oz cup as long as thickness of cup is the same). Thickness and density of products impacts its compostability which is a mandatory criterion in the specifications.










A. MANDATORY CRITERIA (MC)



MC #	Mandatory Criterion Description	Documentation Required	Documentation Provided by Bidder	MSC Met? (Y/N)
1	Product must be manufactured in compliance with all applicable laws and regulations.	Bidder must submit written declaration stating that the product was made in a facility that complies with all applicable laws and regulations. Must state that manufacturer has had no violations in last 3 years or disclose all open cases.	<input type="checkbox"/> On manufacturer's letterhead <input type="checkbox"/> Written <input type="checkbox"/> Signed <input type="checkbox"/> Dated <input type="checkbox"/> No violations in last 3 years <input type="checkbox"/> Disclosed open cases	
2	<p>Non-cutlery products (e.g., cups, plates, bowls, etc.) must contain at least 90% biobased carbon content based on ASTM Method D6866.</p> <p>Cutlery products must contain at least 70% biobased carbon content based on ASTM Method D6866</p>	<p>Any of the following:</p> <ol style="list-style-type: none"> ASTM D6866 lab analysis Certification by USDA's BioPreferred Program – Biobased Label Vinçotte's OK Biobased program (<i>Check actual biobased content not just number of stars.</i>) 	<p>Documentation provided (circle one):</p> <p style="text-align: center;">1 2 3</p> <p>% biobased content: _____ %</p>	
	<p>Exception: Product is <u>UNCOATED</u> wood, paper or another fiber-based material</p>	<p>Exception: Provide sample of product</p>	<p>Sample submitted (Y/N)?</p>	
3	Disclose whether or not engineered "nanomaterials" were intentionally added to the product.	Written, signed, and dated letter on manufacturer's letterhead by manufacturer declaring whether or not engineered "nanomaterials" were intentionally added.	<input type="checkbox"/> On manufacturer's letterhead <input type="checkbox"/> Written <input type="checkbox"/> Signed <input type="checkbox"/> Dated	
4	Product does not contain fluorine or fluorinated compounds (such as PFOS/PFOA chemicals used as grease barrier)	<p>All products: Written, signed, and dated letter on manufacturer's letterhead by manufacturer declaring fluorinated compounds were not intentionally added.</p>	<input type="checkbox"/> On manufacturer's letterhead <input type="checkbox"/> Written <input type="checkbox"/> Signed <input type="checkbox"/> Dated	
		<p>If paper or fiber-based product: Must also identify the type of grease barrier/coating used.</p>	<p>Type of grease barrier/coating used on the product (if any): _____</p>	


MC #	Mandatory Criterion Description	Documentation Required	Documentation Provided by Bidder	MSC Met? (Y/N)
5	Product must be certified as “commercially” compostable. It must meet ASTM D6400 or D6868; DIN EN 13432; AS 4376; or ISO 17088	<p>Non-cutlery products: need logo on product itself</p> <p>Cutlery products: need logo on packaging</p> <p>Bidder must submit product or packaging sample with logo from certification organization such as BPI, Green Seal, AIB Vincotte, Din Certo, Australian Bioplastics Assoc., or Japan Bioplastics Assoc. demonstrating that the product is compostable in a commercial composting facility.</p>	<p>Circle the certification logo(s) found on the product or packaging:</p> 	
	<p>Exception: Product is <u>UNCOATED</u> wood, paper or another fiber-based material</p>	<p>Exception: Disclose material type of product offered</p>	<p>Exception: Material type: _____</p>	
6	Product must be offered in bulk.	Bidder must submit samples and/or information demonstrating that product is available in bulk.	<input type="checkbox"/> Demonstrated availability in bulk	
	<p>OR: Individual wrappings are certified as compostable in a commercial composting facility.</p>	If purchaser needs product individually wrapped, bidder must demonstrate that the wrapping is certified as compostable in a commercial composting facility.	<p>Need at least one of the following:</p> <input type="checkbox"/> Compostable logo on wrapper <input type="checkbox"/> Wrapper listed on certification bodies website as a certified product <input type="checkbox"/> Wrapper meets compostability standard (i.e., ASTM D6400, EN 13432, etc)	
7	Product may not be packaged in PS or PVC	Bidder must provide sample of product packaging with offer (could be packaging for samples provided).	<input type="checkbox"/> Sent samples	
8	Product must pass jurisdiction’s performance testing.	Bidder must provide at least 10 samples of the product with offer for performance testing. (Check temperature rating for hot items.)	<input type="checkbox"/> Sent samples <input type="checkbox"/> Hot items withstand 130° F	

B. ADDITIONAL DESIRABLE CRITERIA (ADC)

ADC #	Additional Desirable Criteria Description	Documentation Required	Documentation Provided by Bidder	Points Awarded
1	Product contains a higher percentage of biobased material than minimum specification: Non-cutlery: 1 point per 1% above 90% Cutlery: 1 point per 3% above 70%	Any of the following: 1. ASTM D6866 lab analysis 2. Certification by USDA's BioPreferred Program – Biobased Label 3. Vinçotte's OK Biobased program (<i>Check actual biobased content not just number of stars.</i>)	Documentation provided (circle one): 1 2 3 % biobased content: _____ %	(Max = 10)
	Exception: Product is <u>UNCOATED</u> wood, paper or another fiber-based material	Exception: Provide sample of product	Sample submitted (Y/N)?	(Max = 10)
2. Production of the biobased material used to make the product protects workers and the environment through sustainable farming and forestry practices				
2.a	Product contains biobased material that was sustainably produced. 10 points if product has sustainable production certification from FSC, Rainforest Alliance, USDA Organic, Protected Harvest, or Fair Trade USA	Any of the following: 1. Logo on products or packaging 2. Product listed on a certifying organization's website or letterhead 3. Documentation by a third-party certification organization	Circle the certificate(s) provided:     	(Max = 10)
2b	Product contains biobased material that was grown without genetically modified organisms (GMOs).	Any of the following: • Product packaging sample with ecolabel certifying product is GMO-free (from Non-GMO Project Verified, CERT ID Non-GMO, or ProTerra) • Letter or current website printout from certifying organization (Non-GMO Project Verified, CERT ID Non-GMO, or ProTerra) • ISO 17025 test data • Test data from GeneScan, Inc.	Need at least one of the following: <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/> ISO 17025 test data <input type="checkbox"/> GeneScan, Inc.	(Max = 10)

ADC #	Additional Desirable Criteria Description	Documentation Required	Documentation Provided by Bidder	Points Awarded
2c	GMO Offset Certificates have been purchased by the resin producer and/or product manufacturer.	GMO offset program certificate awarded to resin producer or product manufacturer. Acceptable certificates include Working Landscapes Certificate and Natureworks Source Offset program.	<p>Need at least one of the following:</p> <p><input type="checkbox"/>  WORKING LANDSCAPES CERTIFICATE</p> <p><input type="checkbox"/>  NatureWorks®</p>	(Max = 10)
3. The product was made using a sustainable manufacturing process.				
3a	<p>Chemicals of high concern were avoided:</p> <ol style="list-style-type: none"> No intentionally added Prop 65 chemicals Sum of the concentration level of Pb, Cd, Hg, As, CrVI is less than 100 ppm Less than 100 ppm of halogens and organohalogens No chlorine used in production or bleaching No BPA or harmful phthalates 	<p>2 points per each of the following:</p> <ol style="list-style-type: none"> Written, signed, dated declaration from manufacturer XRF test analysis showing concentration XRF test analysis showing concentration Must have either certification: Green Seal or Chlorine-Free Product Association Lab analysis showing product is BPA-free or devoid of DINP, DEHP/DOP, DnOP, DIDP, BBP, DBP 	<ol style="list-style-type: none"> <input type="checkbox"/> Written, signed, dated declaration <input type="checkbox"/> XRF test analysis <input type="checkbox"/> XRF test analysis Circle certificate provided: <ul style="list-style-type: none">  CHLORINE-FREE PRODUCTS ASSOCIATION  GREEN SEAL CERTIFIED <input type="checkbox"/> Lab analysis claiming BPA-free, <i>or</i> <ul style="list-style-type: none"> <input type="checkbox"/> Lab analysis showing product is devoid of the phthalates listed 	(Max = 10)
3b	<p>Recycled content was used to make wood- and paper-based food service product.</p> <p>1 point – every 10% post-consumer recycled content 1 point – every 25% post-industrial recycled content</p> <p>Points awarded for both types of recycled content within a product but cannot exceed 4 points.</p>	<p>Any of the following (must give exact recycled content and type):</p> <ul style="list-style-type: none"> FSC Recycled FSC Mixed Sources Green Seal Scientific Certification Systems UL Environment 	<p>Circle the certificate(s) provided:</p> <p>   </p> <p> Environment <small>ENVIRONMENTAL CLAIMS VALIDATED</small></p> <p>% Post-consumer recycled content: _____</p> <p>% Post-industrial recycled content: _____</p>	(Max = 4)

ADC #	Additional Desirable Criteria Description	Documentation Required	Documentation Provided by Bidder	Points Awarded
3c	Workers and the environment were protected during manufacturing of the finished product.	Any of the following: <ul style="list-style-type: none"> • ISO 14001 • SAI 8000 • OHSAS 18001 • Any ILO standard • ISO International Certification Services 13 Standards 	<input type="checkbox"/> ISO 14001 <input type="checkbox"/> SAI 8000 <input type="checkbox"/> OHSAS 18001 <input type="checkbox"/> ILO standard <input type="checkbox"/> ISO International Certification Services 13 Standards	(Max = 5)
4. End-of-life impacts are avoided.				
4a	Product is acceptable to the local commercial composting facility used by the institution.	Bidder must submit letter from composting facility used by institution stating that the product is compostable in their facility.	<input type="checkbox"/> Letter from composter	(Max = 10)
4b	Product is clearly labeled “Compostable”.	Sample of product must be provided with the word “compostable” clearly visible on product.	<input type="checkbox"/> Sample sent has “compostable” clearly visible on product.	(Max = 10)
4c	Product is compostable in a “home/backyard” composting system.	Vincotte’s OK Compost HOME certification	<input type="checkbox"/> 	(Max = 6)
	Automatic full points: Uncoated paper products will automatically qualify for these points.	Provide sample of product	Sample submitted (Y/N)?	(Max = 6)
4d	Product is biodegradable in an aquatic environment.	Any of the following: <ul style="list-style-type: none"> • Lab analysis proving the product meets ASTM D7081 • Certified “OK Biodegradable WATER” by Vincotte 	<input type="checkbox"/> ASTM D7081 lab results <input type="checkbox"/> 	(Max = 4)
	Automatic full points: Uncoated paper products will automatically qualify for these points.	Provide sample of product	Sample submitted (Y/N)?	(Max = 4)

ADC #	Additional Desirable Criteria Description	Documentation Required	Documentation Provided by Bidder	Points Awarded
5	Transportation impacts were avoided. 2 points – finished product was made in North America 2 points – resin producer/converter is located in North America 2 points – feedstock is sourced from North America	Depending on which points: <ul style="list-style-type: none"> Written, signed, dated letter from product manufacturer declaring where product was made Written, signed, dated letter from resin producer/converter declaring where resin was made Written, signed, dated letter from resin producer declaring where feedstock came from 	<input type="checkbox"/> Written, signed, dated letter Product manufacturing location: _____ <input type="checkbox"/> Written, signed, dated letter Resin producer/converter location: _____ <input type="checkbox"/> Written, signed, dated letter Feedstock source: _____	(Max = 6)
6. Packaging impacts were avoided.				
6a	Primary packaging is compostable in a commercial composting facility.	1 point for each of the following: <ul style="list-style-type: none"> Bidder must submit sample with logo from certification organization such as BPI, Green Seal, AIB Vincotte, Din Certo, Australian Bioplastics Assoc., or Japan Bioplastics Assoc. Letter from composting facility used by institution stating that the product is compostable in their facility. 	Circle the certification logo(s) found on the product or packaging:  <input type="checkbox"/> Letter from composter	(Max = 2)
5b	Packaging is “easily recyclable”.	Demonstrate that the product’s primary packaging materials are recyclable in the institution’s recycling program.	<input type="checkbox"/> Packaging is acceptable	(Max = 1)
5c	Packaging is Devoid of Pb, Cd, Hg, As, and CrVI.	XRF test analysis showing that the sum of the concentration level of Pb, Cd, Hg, As, CrVI is less than 100 ppm	<input type="checkbox"/> XRF test analysis	(Max = 1)
5d	Packaging materials contain post-consumer recycled (PCR) content. 0.25 points for each 25% of PCR content	Bidder must submit a sample of the product’s primary packaging with a statement of its minimum amount of PCR content.	<input type="checkbox"/> Statement that product contains _____ % PCR content	(Max = 1)