

ITB: 17-425-001-F

3.10: Environmental Requirements

Bidder: Office Master, Inc.

1. Environmental Policy - See attached documents titled "OM Environmental Mission Statement" and "The Office Master Environmental Difference." Also attached Office Master's 2010 WRAP certificate awarded by the California Department of Resources Recycling and Recovery.
2. Certifications - See attached Greenguard Certifications for specified products.

OM ENVIRONMENTAL MISSION STATEMENT

sustainable environmentalism

The people at Office Master believe in doing true and everlasting good. We believe that when we promote responsible new practices that build upon the organization's existing good habits, we can not only strengthen our products and the company but just as importantly, meaningfully minimize any negative impact we might have on our surrounding environment.

To this end, we've established at Office Master a culture of pursuing "Sustainable Environmentalism" – environmentalism that brings into harmony the enterprise's economic and environmental responsibilities.

By making the pursuit of environmental conservation align naturally with the undeniable corporate maxim of economic viability we manage to make Office Master a more responsible corporate citizen not just for isolated press releases, but day-in and day-out. Now that's taking a meaningful stand and making a positive difference for our future generations.

Here are some of the ways that we at Office Master are as smart about environmentalism as we are about our seating:

BUILDING A GREEN HOME Office Master has just completed building a new home that meets our twin goals of high efficiency and environmental friendliness. We began by exceeding CA's tough Title 24 energy consumption standards by an average of over 15%, and took it even further by using green building materials throughout...

- High efficiency HVAC units that utilize green refrigerants, zone dampers and energy saving economizers
- LEED-inspired building materials and lighting (CFL bulbs, recycled material in... carpets, corian countertops, office insulation, door cores, etc.)
- Dual-flush, low-flow and sensor-controlled valves on toilets, urinals and sinks
- Daylight, timer- and motion-activated sensor lighting controls in all warehouse, office and production areas
- Green landscaping irrigation systems that utilize reclaimed waste water
- Green-energy equipment (electric-powered forklifts, pallet jacks, and people movers replacing older propane-driven units)

ENCOURAGING & REINFORCING "GOOD" HABITS Just as our parents taught us, good habits are important. And good "green" habits are even more important because of the universal impact that they have... we encourage our customers, vendors and employees to all participate in our Sustainable Environmentalism program by cooperating in the following ways:

- Focus on Blanket Wrap shipping programs that utilize no cardboard packaging and maximize the space usage inside a truck because efficiency here means fewer emissions and less truck fuel consumed
- Office Master receives ongoing recognition for its recycling efforts (winning the California EPA "WRAP" award in 2008, 2009...)
- FSC-certified and Recycled content in ALL printed materials – brochures, pricers, business cards, envelopes, labels, etc.
- Minimize cardboard and wood-based packaging materials...
 - ↳ We purchase foam industry scraps to keep them out of landfills a while longer and so that they can be reused to protect our chairs in transit
 - ↳ We purchase collapsible steel cages and instruct our vendors to use them in transporting components to us so that we can save on excess waste associated with cardboard

BUILDING SUSTAINABILITY INTO OUR PRODUCTS To Office Master, sustainability in good product design not only means that our chairs are made to last, but also that our material selections need to be made with the environment in mind. No matter which way you look at it, not having to replace your chair every few years with even the greenest chair not only saves money but also the limited resources of our environment!

- GREENGUARD™ Certification on representative models from major Office Master product families
- Custom Molded Materials from our CFC-free foam cushions to our plastic components such as shells and casters mean less waste and in many cases better comfort as well.
- Recyclability is a key component of our product sustainability strategy:
 - ↳ Polypropylene is used on many of our components from back shells to arm frames and can be given a second life as everything from washing machine parts to car fenders.
 - ↳ Polyurethane used in creating our seat and back foams can be converted into carpet padding
 - ↳ Aluminum used on our bases footings can eventually be part of your car, kitchen appliances or even golf clubs and power tools.
 - ↳ Steel is a key structural component used on mechanisms to arm brackets, etc. and it has potential to be re-used in countless ways from buildings to bridges, trucks, tools, etc.
 - ↳ Wood such as that used on our seat and back boards can be shredded into mulch and used for landscaping or allowed to decompose.
- 100% water-based glue from a patented Swiss formula means 0 emissions hazards and an earth-friendly adhesive that works for the chairs and the earth
- Tree-farm harvested seat- and back-woods give our chairs a sustainable, but durable structural component that lasts
- In-stock and Grade-in fabric selections are a way for our customers to participate in our *Sustainable Environmentalism* effort... Office Master offers over 40 in-stock options that feature either recycled or recyclable content as well as a very extensive range of green fabrics through our grade-in programs.



The Office Master Environmental Difference

SMART SEATING SOLUTIONS

FULL LINES OF ERGONOMIC SEATING WITH OUR ENVIRONMENT IN MIND



GOOD FOR YOUR ...

MIND

(value pricing puts your mind at ease)



BODY

(ergonomic chairs to fit your body)



SOUL

(environmentally sound practices,
environmentally friendly construction)



MATERIALS used in Office Master seating:



Aluminum (Can eventually be part of your car, kitchen appliance, power tool and golf clubs.)



Nylon (Can be recycled as hair brush bristles and can also become glides or casters for other chairs.)



Polyurethane (Can be re-used as carpet padding.)



Polypropylene (Can eventually be part of a new coffee maker, washing machine or car fender.)



Steel (The re-use possibilities are endless...buildings, bridges, trucks, tools, etc.)



Wood (Can be shredded into mulch and used for landscaping or allowed to decompose.)



Office Master YES Series YS79

Office Master MATERIALS:

Office Master uses materials that are good for our chairs, our customers, and our environment. With this said, here are just some of the materials that we routinely incorporate into Office Master chairs: polypropylenes in areas such as back shells and arm frames; polyurethanes in arm pads and seat cushions; tree-farm harvested plywood in seats and backs; and an offering of over 19 in-stock graded fabrics that feature 80 – 100% recycled environmentally friendly materials.

PRODUCTION:

We produce our chairs with the utmost attention to minimizing waste and promoting healthy environments for our workers. Most of Office Master's components are made of custom molded materials. Molded materials – as opposed to fabricated parts – eliminate waste. In addition, Office Master uses a patented Swiss formula glue that is 100% water based and that is good for our chairs and friendly to our environment.

TRANSPORT:

We push hard for the use of reusable packaging or box-free shipping methods whenever possible to decrease our use of wasteful packaging materials. As a last resort, we ship chairs in packaging that maximizes space efficiency to reduce the number of pallets and trucks required to ship our products. With this approach, we minimize the use of cardboard, wood, fuels, emissions, and other valuable resources while saving you money. We also purchase industry foam scraps to keep them out of the landfills and protect our chairs in transit.

LIFE:

Office Master chairs are built with the concept that high quality chairs last a long time, and not only give back to the people using them, but also to the environment that gave birth to them.

REINCARNATION OF MATERIALS:

Many of the materials used in Office Master seating can be given a second life as described in the section on the left. And, beyond this, Office Master is ready to build on to its environmental commitment in the next few years with a building that will be as green as our logo...

Office Master's Edge: Sustainable Environmentalism

CONNECTING THE DOTS . . .

Office Master places great emphasis on the responsible creation of high quality chairs because doing so has an impact on not only our customers but also on the overall environmental bottom line.

What this means is that while producing a chair through environmentally friendly practices and with materials that are responsibly derived are paramount goals within our organization, being responsible to our customers is also vital. To achieve both our aims, Office Master uses materials such as 9-layer tree-farm harvested woods, polypropylene, polyurethane, steel and CFC-free foams. We engage daily in responsible practices because to us, sustainable environmentalism means that what we do once is ok, but what we do repeatedly is what counts. So we do everything from recycling our cardboard waste daily to using energy-efficient bulbs to "the simple things" like turning off the climate control systems when we head home at night.

And looking ahead in the next one to two years, Office Master is seriously investigating the installation and use of solar power generation, water-conservative landscaping and the use of energy-efficient building materials in everything from roofing to windows.

The point is that Office Master's commitment to our environment isn't only "PR"... it's who we are.

The Office Master difference comes in the way that we approach environmentalism, much as we approach our business: With an eye towards both responsible and sustainable practices. Our belief is that what doesn't make sense for all three – the environment, the company and our customers – can't be sustained, and therefore is less likely to have an impact long-term. Either our chairs will be made below our admittedly high standards for quality and comfort, or else we'll need to expend all the resources again to make replacements... and we just don't believe that this is responsible environmentalism.

Instead, Office Master seating is made once and made right. We look at stewardship of our environment as connecting the dots of our people, our products, our customers and our environment. And the success of this complex system depends very much on each and every dot benefiting equally and feeding into a positive cycle that not only can last, but will have a lasting impact.



DEPARTMENT OF RESOURCES RECYCLING AND RECOVERY

801 K STREET, MS 19-01, SACRAMENTO, CALIFORNIA 95814 • (916) 322-4027 • WWW.CALRECYCLE.CA.GOV

November 15, 2010

Lovenna Wang
Office Master, Inc.
1110 S. Mildred Ave.
Ontario, CA 91761

Dear Lovenna Wang,

Congratulations! Your organization has earned the distinction of becoming one of just 285 California businesses and nonprofit organizations to be named a 2010 Waste Reduction Awards Program (WRAP) winner. As a recipient of this year's award, you will be recognized both locally and statewide for your efforts to reduce, reuse, recycle, and buy recycled.

Collectively, this year's WRAP winners have reported a diversion of over two million tons from our landfills and more than \$190 million in cost savings. Your work is truly commendable.

The Department of Resources Recycling and Recovery (CalRecycle) is eager to publicize your notable achievement and is distributing a formal press release with a list of all 2010 WRAP winners to local and statewide media representatives. A copy of the press release is available at <http://www.calrecycle.ca.gov/NewsRoom/>. Be sure to contact your local media directly and encourage them to highlight your accomplishments.

Enclosed with this letter please find your 2010 WRAP Winner Certificate and a decal with the WRAP winner logo. Feel free to display these prominently to let your patrons and other businesses know you are taking action to help protect the environment and preserve our natural resources. In addition, for your promotional use, the WRAP winner logo artwork is available electronically in various formats at www.calrecycle.ca.gov/WRAP/Logo/7894562.htm.

Visit our website, www.calrecycle.ca.gov/WRAP/, for additional information about WRAP and other CalRecycle programs available to assist your business's waste reduction and recycling efforts. If you have questions about your award or any other program, please contact your CalRecycle local representative. Contact information can be found at www.calrecycle.ca.gov/LGCentral/Reports/Contacts.aspx.

Once again, we applaud your voluntary efforts to reduce, reuse, recycle, and buy recycled! Your waste reduction activities are helping to move California toward a healthier future. We look forward to your continued efforts and future improvements in waste reduction.

Sincerely,

A handwritten signature in black ink that reads "Margo Reid Brown".

Margo Reid Brown, Director

Enclosures



2010 winner



This certificate is presented by CalRecycle to

Office Master, Inc.

in recognition of waste prevention business practices that reduce greenhouse gas emissions, protect the environment, and preserve valuable resources.

By reusing materials, recycling, composting, procuring environmentally friendly products, and educating consumers and employees on waste reduction, CalRecycle recognizes the recipient as a leader in building California's sustainable economy.

Margo Reid Brown

Margo Reid Brown
Director

Natural Resources Agency
Department of Resources Recycling and Recovery





June 09, 2009

RE: GREENGUARD Certification of Office Master, Inc. Products

To Whom It May Concern:

Office Master has always been a forward-thinking company with a strong focus on environmentalism & sustainability; in fact, we've been employing voluntary sustainable practices since well before the gain in popularity of expensive certifications such as GREENGUARD and others.

Our initial approach towards the trend of environmental certifications was to wait for more formal ANSI/BIFMA Sustainability Guidelines to be released. However, with the recent success of the marketing push put on by GREENGUARD's well-established proponents, Office Master has seen an increasing need to "even the playing field" between ourselves & our larger competitors.

Nevertheless, this certification process is still *very* expensive and time-consuming; only the larger manufacturers typically have had the money and personnel resources to dedicate towards total certification for every chair they manufacture.

Therefore, Office Master's commitment to our customers is the following: We have and will continue to exercise our same environmentally-conscious practices in everything from our manufacturing, to our marketing, to the way in which we ship our chairs. But to allow our customers to finally point to formal certifications in support of our long-existing green practices, we have now also completed the GREENGUARD Environmental Institute's Certification Program for selected chair models within our line to be "GREENGUARD Certified".

In so doing, we have selected a representative collection of chairs to undergo the testing & certification process. However, our choices were not driven by chair popularity, or chair volume, but for the maximum overlap of properties from different Office Master chair families. Thus these products are representative by virtue of having the same manufacturing processes, materials, and manufacturers supplying each of the components for that chair model as those of many of the chairs within our company-wide line.

With that said, we have obtained **GREENGUARD Certification** for the following OM Chair Models:

PA Value Line Series

- PA55 chair with Option for Arms JR37 & KR32
- PA Chair Stool (5500)
- PA61S Sled Base

YES Mesh Back Series

- YS74 with Option for Arms JR37
- YS78 with Option for Arms JR37 & ETR1
- YS75 Chair Stool
- YS71S Guest Chair

BC Collection Series

- BC42, BC44, BC46, BC48 with Option for Arms JR37 & Arms ETR1
- BC47 Chair Stool
- BC48S Guest chair

MAXWELL Collection Series

- MXIU84
- MXIU88 with OPTION for Arms KR48



officemaster

And by extension, and again based on our concept of representative chair certifications, please keep in mind that the above chairs were representative of the below chair families that were manufactured by the same factories:

- Classic Professional and healthcare Stools
- DB Series
- Glenworth Series
- Intensive Use Chairs and Stools
- PT Value – Paramount Series
- Wharton Series

If you have any questions or comments, please feel free to contact Office Master by calling us at (909) 392-5678 or toll-free at (877) 776-5678.

About OM. Office Master, Inc. was established in 1986 as a value-based ergonomic seating manufacturer. Over 22+ years Office Master, Inc. has evolved into the Smart Seating Solutions provider of a full line of seating.

“Sustainable Environmentalism”. The health of our environment is a very real concern to the people at Office Master.

We truly believe that the best way to succeed in preserving the environment is to have a balanced approach: “Sustainable Environmentalism”.

Sustainable Environmentalism basically means that we strive to conduct our business equally in an environmentally, socially, and economically responsible manner. The principle is that what is good for one should be good for all in order to be highly repeatable and therefore most effective. Find out more:

www.officemaster.com