

What We Do

The mission of the State Procurement Office is to provide comprehensive purchasing services based upon sound procurement practices and principles.

Office of Management and Budget has the authority to operate a centralized purchasing service for printing, commodities, and services.

Procurement is the process of purchasing, renting, leasing, or otherwise acquiring commodities and services; this includes preparing specifications and solicitations, evaluating bids and proposals, awarding a contract, and contract administration. The terms “procurement” and “purchasing” are used interchangeably.

Why Green?

The State of North Dakota is a large consumer of goods and services. Every one of our purchases has an environmental impact resulting from the combined effect of a product’s manufacture, use and disposal. As a result, the daily purchasing decisions of our employees and contractors can positively or negatively affect the environment.

North Dakota Law

N.D.C.C. 54-44.4-07

The Office of Management and Budget, the institutions of higher education, and any other state agency or institution that has authority to purchase products are encouraged to purchase environmentally preferable products.

- Where practicable, specifications for purchasing newsprint printing services should specify the use of soybean-based ink. The North Dakota Soybean Council and the Agriculture Commissioner shall assist the Office of Management and Budget in locating suppliers of soybean-based inks and in collecting data on the purchase of soybean-based inks.
- In requesting bids for paper products, the Office of Management and Budget must request information on the recycled content of such products.
- Where practicable, bio-based products should be specified.

N.D.C.C. 54-44.4-08

The Office of Management and Budget, and any state agency or institution that has authority to purchase products, shall ensure that at least twenty percent of the total volume of paper and paper products being purchased for state agencies and institutions contain at least twenty-five percent recycled material. The Office of Management and Budget shall implement a methodology to track compliance with this section.



Learn More

visit us online at www.nd.gov/spo to learn more about our **Green** state contracts



State Contracts
for a **Greener**
North Dakota



Green State Contracts

Disposal - Electronic Waste Recycling

Agencies are encouraged to dispose of their electronics while the property is in a serviceable and desirable condition. Many political subdivisions, including schools, rely on Surplus Property to provide them current and serviceable computers for no fee or at a nominal fee.

Disposal - Waste and Recycling Services

The State Procurement Office, in coordination with TransTrash & Waste Management, has a statewide recycling program. Recycling has never been easier with this contract that allows co-mingled recycling of most recyclable material in Bismarck, Fargo and Grand Forks.

Disposal - Hazardous Material

State agencies, counties, cities and schools generate hazardous materials that need to be disposed of properly. The State has a contract for the disposal of hazardous material, including batteries, fluorescent lamps and compressed gas cylinders. This contract is a full service pickup and waste removal program.

Janitorial Paper & Disposal Food Service Products

This contract is eco-friendly with recycled and bio-based options for plates and cups.

Cut Paper

The objective of this contract is to have one central paper contract for the State of North Dakota. This cooperative effort combines cut paper with common usage to create volume purchase discounts. The paper contract contains both recycled paper and virgin paper.

Recycling

The State of North Dakota is committed to buying more environmentally preferable products and services that meet our performance needs and are available within a reasonable period of time, at a reasonable cost.

Every employee with authority to purchase on behalf of the state is responsible for considering the environmental impact of the products and services, and specifying environmentally preferable and bio-based products where practicable.

Surplus Property

The purpose of ND State Surplus Property is to reutilize, recycle and redistribute federal and state surplus property.

Taxpayer money is saved by transferring property to eligible entities and disposing of electronic waste (e-waste) in a safe and responsible manner.

Services offered include:

- Distribution of state, federal and law enforcement surplus property to North Dakota government entities and eligible nonprofits.
- Sale of state surplus property to the public.
- Recycling of electronic waste through the state term recycling contract.
- Disposal of unsalable property in a safe, responsible manner.

The Bismarck warehouse is open from 8:00 a.m. - 4:00 p.m. Monday through Friday.

GREEN

contact us

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