



Date

Randall Riley, Executive Director
 Texas Building and Procurement Commission
 c/o Lorrie Phillips, Recycle/Special Projects Coordinator
 P. O. Box 13047
 Austin, TX 78711-3047

RE: _____ (Requisition Number or Purchase Order Number Required)

Dear Mr. Riley:

In accordance with Texas Government Code, Title 10, Subtitle D, Chapters 2155.448 concerning the identification and procurement of 1st Choice Recycled targeted Products, this agency is purchasing the virgin (non-recycled) equivalent of the following 1st Choice product(s):

Instructions to Complete Table Below: Check the 1st Choice product; enter the contract ID or class/item; enter the unit price of 1st Choice product; enter the unit price of the virgin equivalent product; and circle the reason code(s). Check and complete the TIBH line as justification is required. If using the 2 – Quality or 3 – Not available, then additional documentation should be attached. If using the 4 – Other reason code an explanation is required. Please attach your supporting documentation to the justification letter.

FY 2003

1st Choice

<u>Product(s)</u>	<u>Class/Item</u>	<u>Unit Price (Recycled)</u>	<u>Unit Price (Virgin)</u>	<u>Reason Code(s)</u>
<input type="checkbox"/> Motor Oil & Lubricants	_____	\$ _____	\$ _____	1 2 3 4
<input type="checkbox"/> Toilet Paper	_____	\$ _____	\$ _____	1 2 3 4
<input type="checkbox"/> Toilet Seat Covers	_____	\$ _____	\$ _____	1 2 3 4
<input type="checkbox"/> Paper Towels	_____	\$ _____	\$ _____	1 2 3 4
<input type="checkbox"/> Printing Paper	_____	\$ _____	\$ _____	1 2 3 4
<input type="checkbox"/> Copier Paper	_____	\$ _____	\$ _____	1 2 3 4
<input type="checkbox"/> Computer Paper	_____	\$ _____	\$ _____	1 2 3 4
<input type="checkbox"/> Business Envelopes	_____	\$ _____	\$ _____	1 2 3 4
<input type="checkbox"/> Plastic Trash Bags	_____	\$ _____	\$ _____	1 2 3 4
<input type="checkbox"/> Plastic-covered Binders	_____	\$ _____	\$ _____	1 2 3 4
<input type="checkbox"/> Recycling Containers	_____	\$ _____	\$ _____	1 2 3 4
<input type="checkbox"/> Energy Star Labeled Copiers	_____	\$ _____	\$ _____	1 2 3 4
<input type="checkbox"/> TIBH Contacted	_____	\$ _____	\$ _____	1 2 3 4

Key to Reason Code: 1 - Cost 2 - Quality 3 - Not available 4 - Other _____

Attached is the supporting documentation to justify the purchase of the virgin equivalent product(s). I understand that this information is needed to assist GSC in reviewing and evaluating the usage of 1st Choice products.

If you should have any questions or need additional information, please contact (agency contact name) at (telephone number).

Sincerely,

Name, Agency Head

cc: Agency Procurement File