

## COUNCIL POLICY

<b>SUBJECT:</b> Environmentally Preferable Purchasing Policy	<b>POLICY NO.:</b> 92-09	<b>DATE ADOPTED:</b> 2/17/09
	<b>AUTHORITY:</b> Resolution No. CC-0902-014	

### **PURPOSE:**

To establish an Environmentally Preferable Purchasing Policy that will minimize the negative environmental impacts of the City's activities by making it a priority to procure services and products that reduce toxicity, conserve natural resources, materials and energy, and maximize recyclability and use of recycled content.

### **POLICY:**

The City:

- Recognizes the need to strengthen markets for materials collected in local recycling collection systems,
- Desires to maximize reduction of discarded materials,
- Desires to ensure that every department purchases environmentally-preferred products and services without compromising overall budgetary or performance requirements,
- Desires to implement policies that limit waste and promote environmental responsibility, and
- Complies with California state law, which requires local agencies to buy recycled products and which allows local agencies to adopt purchasing preferences for recycled products (SB 1106).

### **Definitions**

The following terms shall have the assigned definitions for all purposes under this policy:

- A. "Environmentally preferable product" means a product that has a lesser or reduced effect on human health and the environment when compared with competing products that serve the same purpose. This comparison may consider raw materials acquisition, production, manufacturing, packaging, distribution, reuse, operation, maintenance, or disposal of the product.
- B. "Post-consumer" means only those products generated by a business or consumer which have served their intended end uses, and which have been separated or diverted from the solid waste stream for the purposes of collection, recycling and disposition.
- C. "Practicable" means sufficient in performance and available at a reasonable price.
- D. "Recycled material" means material and byproducts that have been recovered or diverted from solid waste that can be utilized in place of raw or virgin material in the manufacturing of a product. It is derived from post-consumer recycled material, manufacturing waste, industrial scrap, agricultural waste, and other waste material, but does not include material or byproducts generated from, and commonly reused within, an original manufacturing process.
- E. "Recycled product" means a product containing recycled material.

- F. "Virgin material" means any material occurring in its natural form. Virgin material is used in the form of raw material in the manufacture of new products.

## **Policy**

The City commits to taking all of the following actions:

- A. Procuring environmentally preferable products and services where criteria have been established by governmental or other widely recognized authorities (e.g. Energy Star and EPA Eco Purchasing Guidelines).
- B. Integrating environmental factors into the City's buying decisions where external authorities have not established criteria. Examples:
- Replacing disposables with reusables or recyclables.
  - Supporting eco-labeling practices by buying products bearing such labels in preference to others, where they are available and provide value for the money.
  - Taking into account life cycle costs and benefits.
  - Evaluating, as appropriate, the environmental performance of vendors in providing products and services.
- C. Complying with all environmental legislative and regulatory requirements in the procurement of products and services.
- D. Requiring any requests for proposals or bids for services requested by the City to include a standard statement that the City has implemented an environmentally responsible purchasing policy and that the City encourages other businesses to adhere to similar principles. It shall further be requested that submitted proposals be printed two-sided on recycled content paper. Any consultants or contractors producing reports for the City will submit such on (post-consumer) recycled and recyclable paper.

Nothing in this policy shall be construed as requiring a department or contractor to procure products that do not perform adequately for their intended use or are not available at a reasonable price in a reasonable period of time.

## **Responsibilities of all City Departments**

- A. Purchase recycled products with the maximum amount of recycled material practicable.
- B. Ensure that contracts issued by the department require recycled and environmentally preferable products whenever practicable.
- C. Ensure that contracts issued by the department for recycled products require the maximum practicable amount of recycled material and that contractors provide certification of this content and report amounts used.
- D. Ensure that, whenever practical, all printing by City departments uses recycled paper.
- E. Use both sides of paper sheets whenever practicable in printing and copying.
- F. Ensure that requests for bids and proposals issued by the City require that contractors and consultants use recycled paper and both sides of paper sheets whenever practicable.
- G. Ensure that, whenever practical, re-refined oil is purchased and used in the City's vehicles.
- H. Ensure that, whenever practical, low or no volatile organic compound ("VOC") paints are used on the interior or exterior of City buildings, as well as during graffiti abatement.
- I. Ensure that, whenever practical, rubberized asphalt is used for the development of new thoroughfares, and for the replacement of traditional asphalt when replacing existing thoroughfare surfaces.