

CITY OF WEST SACRAMENTO

ADMINISTRATIVE POLICY

NUMBER: IV-B-7

Established: August 1, 1995
DATE: June 1, 2008
Revised: May 14, 2010

**SUBJECT: ENVIRONMENTALLY
PREFERABLE PURCHASING**

AUTHORITY: City Manager

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RELATED POLICIES:

- Purchasing
- City Recycling Program

PURPOSE:

The purpose of this policy is to promote the procurement of Environmentally Preferable Products and Services throughout City departments in order to foster the practice of responsible purchasing choices that are cost-effective, reduce the impact of such purchases on public health and the environment, support markets for recycled content products, and comply with applicable provisions of the California Public Contract Code.

POLICY:

- A. If fitness and quality are equal, and to the extent that such use does not negatively impact health, safety or operational efficiency, each city department shall procure Environmentally Preferable (EP) products, including recycled content products, whenever the EP product is available at the same or lesser total cost than the competing product that serves the same purpose; whenever product specific procurement guidelines have been developed for the product; or whenever the life-cycle cost of the product is determined to be less when taking into consideration quality, performance and ownership costs, including, but not limited to, acquisition, extended warranties, operation (including energy and water consumption), supplies, maintenance, hazardous materials training and other labor cost, end-of-life management costs and options, and expected lifetime compared to other alternatives.

To facilitate the purchase of EP products, procurement guidelines may be developed and updated, as outlined in Section E of the Procedures section of this policy, for the purchase of the following product categories, and any new product categories as they come available:

- Appliances
- Batteries
- Electronic equipment (e.g. Computers, Copiers, Printers)
- Fleet maintenance products
- Janitorial & other building maintenance products
- Landscaping and grounds maintenance products
- Lighting Equipment
- Office supplies
- Motor Oil & other lubricants
- Paint
- Road paving material

- B. Each department, whenever practicable, or when specific procurement guidelines have been developed, shall designate environmentally preferable products when procuring products/services from vendors and, if applicable, shall require vendors to specify the minimum percentage of recycled content in the products offered, both postconsumer material and secondary material.
- C. Each department shall specify duplex capabilities on shared laser printers and copiers and each department shall use both sides of paper sheets, whenever practicable, in printing and copying.
- D. Each department shall specify recycled paper with a minimum 30% postconsumer recycled content material on all outside print jobs.
- E. Each department shall make an effort to procure goods and services from suppliers that are located in the city or surrounding region, certified as a “green” business by a program that is acceptable to the City, and/or demonstrate a high level of environmental and social responsibility by:
- Offering free or low-cost product “take-back” services for their products to ensure that these items are safely managed at the end of their useful life,
 - Disclosing any hazardous materials contained in their products,
 - Assisting the City in documenting, monitoring and reporting the climate and other environmental benefits of the products they sell to the City; or
 - Instituting any other procedures that help the City to fully implement this policy.

PROCEDURE:

- A. **Background:** Solid waste management poses an increasingly difficult problem as America's consumption increases and landfill space becomes scarcer. As part of an effort to address this issue, the City of West Sacramento has developed a comprehensive recycling program for city residents, city employees, and for local business entities. The intent of these programs is consistent with guidelines established by the state of California Legislature and the technological maturity of the recycling industry.

The City of West Sacramento also recognizes that a recycling program alone is insufficient and that recycling has not truly taken place until the recycled material has been used in the manufacture of a product and that product has been purchased and placed in use. In addition, the city will place focus on products and practices that protect human health and the environment by:

- Conserving energy, biodiversity, water and other natural resources,
- Reducing the release of pollutants that can expose employees and residents to toxic chemicals and contribute to climate change, smog, depletion of the ozone layer, poor indoor air quality, aquatic toxicity and other negative impacts, and
- Minimizing the generation of solid wastes.

- B. **Glossary:** This section sets forth a collection of specialized terms with accompanying definitions. A broader range of applicable terms and definitions is found in the Glossary: Administrative PURCHASING Policy, Number IV-B-1.

Best Value shall mean a result intended in the acquisition of all goods and services based on consideration of total cost of ownership, product lifecycle impacts, human health, product quality and performance, and vendor quality of service.

Biobased shall mean products composed in whole or in significant part of biological products, forestry materials, or renewable domestic agricultural materials, including plant, animal, or marine materials, generally safer for the environment than petroleum-based counterparts, and usually biodegradable or recyclable. Example: integration of plant/animal-based fertilizers into an Integrated Pest Management (IPM) landscape maintenance contract.

End-of-life Management shall mean the process by which products are disposed of, or recycled, after their term of useful service expires.

Environmentally Preferable Product or Service shall mean a product or service that has a lesser or reduced effect on human health and the environment when compared with competing products or services that serve the same purpose. This comparison may consider raw materials acquisition, production, manufacturing, packaging, distribution, reuse, operation, maintenance, and/or disposal of the product. Characteristics of environmentally preferable products and services shall include, but are not limited to: derived from renewable energy sources, bio-based, readily biodegradable or compostable, high recycled content (particularly post-consumer material), low toxicity (e.g., low volatile organic compounds or devoid of carcinogens, reproductive toxins, bioaccumulative toxins, or asthma-causing substances), reduced pollution and green house gas emissions, recyclable, repairable, long-lasting, resource efficient (e.g., energy- and water-conserving), and reusable.

Lifecycle Cost shall mean the comprehensive accounting of the total cost of a product including procurement, initial cost, energy and operational cost, maintenance, longevity of service and disposal.

Low Toxicity shall mean a decrease in the amount of toxic chemicals used in making a product. Example: alcohol-based thermometer instead of mercury-based thermometer.

Practicable shall mean sufficient in performance and available at a reasonable price, within a reasonable time, based on a life-cycle cost assessment that considers initial cost as well as expected replacement, operation and maintenance, and end-of-life management costs.

Recycled Content Products shall mean products manufactured with waste material that has been recovered or diverted from the waste stream. Recycled material may be derived from post-consumer waste (material that has served its intended end-use and been discarded by a final consumer), industrial scrap, manufacturing waste, and/or other waste that otherwise would not have been utilized. For purposes of this policy, wherever not specified elsewhere, minimum recycled content will be defined by product category through procurement guidelines

Recycled Material shall mean material and byproducts that have been recovered or diverted from solid waste and that can be utilized in place of raw or virgin material in manufacturing 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.

Secondary material shall mean fragments of finished products or finished products of a manufacturing process which has converted a resource into a commodity of real economic value, and includes postconsumer material but does not include excess virgin resources of the manufacturing process.

Take-back Services shall mean programs or policies whereby equipment can be returned to a manufacturer, distributor or recycler at the end of useful life.

Total Cost of Ownership shall mean the real cost for a product, encompassing materials, installation, maintenance, anticipated repairs, necessary monitoring, and end-of-life management.

Toxic Substance shall mean a chemical or mixture that may present an unreasonable risk or injury to health or the environment.

C. Purchase Requisitions, Specifications & Bid Solicitations:

Product specifications and requisitions for products shall conform to the following guidelines:

1. Specifications and requisitions shall not require the use of products made from virgin resources, nor specifically exclude the use of recycled content or other environmentally preferable products, unless the product is to be used in equipment whose warranties expressly prohibit the use of recycled content or other environmentally preferable products.
2. Performance standards must be reasonable and related to function, and shall not be designed to exclude the purchase of recycled content or other environmentally preferable products and services.
3. Each department shall acknowledge compliance with this policy in the manner as set forth in the Administrative PURCHASING Policy, Number IV-B-1.

D. Responsibility of Purchasing Agent:

1. The city's purchasing agent has the authority to specify a minimum recycled content or environmentally preferable product standard in bid solicitations to accomplish the purposes of this policy.
2. The city's purchasing agent shall have the authority to procure products and services utilizing approved independent, third-party social and/or environmental product or service standards.

3. The city's purchasing agent shall have the authority to procure goods and services that offer the Best Value to the City based on Total Cost of Ownership, taking into consideration its quality, performance and ownership costs including, but not limited to, acquisition, extended warranties, operation (including energy and water consumption), supplies, maintenance, hazardous materials training and other labor costs, end-of-life management costs and options, and expected lifetime compared to other alternatives.
4. In addition to the responsibilities identified in the Administrative PURCHASING Policy, Number IV-B-1, the city's purchasing agent may conduct a periodic review of purchase orders and contracts to ensure compliance with the Environmentally Preferable Purchasing Policy.

E. Responsibility of the Refuse & Recycling Division:

1. The Refuse & Recycling Division Shall:
 - a. In cooperation with, and approval from, the Purchasing Agent, the Green Team and any other relevant departments, and using existing committees or groups wherever possible, develop product category specific procurement guidelines to implement this policy.
 - b. Review existing product specifications to identify any obstacles to implementing this policy and, if possible, assist in devising solutions to overcome them,
 - c. Develop specifications, procedures and standards that promote the highest combination of environmentally preferable factors while ensuring sufficient competition, including consulting with appropriate departments regarding technical and performance specifications when the departments have specific expertise, and
 - d. Ensure that purchasing documents, specifications, and contracting procedures maximize purchasing of products and/or implementation of practices that fulfill this Environmentally Preferable Purchasing Policy.

F. Responsibility of all City Departments:

1. Each City Department shall be responsible for implementation of this policy and shall:

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- a. Ensure staff are familiar with this policy and assist the Purchasing Agent, the Green Team and the Refuse & Recycling Division in fulfilling the purpose and intent of this policy,
- b. Identify appropriate staff, using established committees or groups wherever possible, to participate in the identification, selection and pilot testing, if necessary, of environmentally preferable products and services, particularly those that are specific to an operation, for the purpose of developing product specific procurement guidelines,
- c. Ensure designated purchasing staff, using established committees or groups wherever possible, attend environmentally preferable procurement trainings,
- d. Provide feedback to the Purchasing Agent, Green Team, and/or the Refuse & Recycling Division regarding performance, availability, cost, and other issues concerning environmentally preferable products and services, and
- e. Ensure departmental use of environmentally preferable products through training, information dissemination, development of internal procedures, and other means.

G. **Exemptions:**

1. 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, exclude adequate competition, or are not available at a reasonable price in a reasonable period of time.
2. This section does not apply to public works contracts awarded under the Public Contracts Code.