

I-X ENVIRONMENTALLY PREFERABLE PROCUREMENT POLICY

1. PURPOSE

The City of Woodland recognizes the importance of reducing the City's impact on the waste stream by making environmentally preferable purchasing decisions. To that end, the City is committed to specifying and purchasing environmentally preferable products and services whenever possible, including but not limited to: products that are designed to be less toxic and contain less packaging; products that are designed to be easier to recycle and remanufacture; products made from recycled-content; and to request manufacturer take-back of products at the end-of -life (EOL) for toxic products, [products defined as hazardous waste and Universal waste](#), and [other](#) products that have been banned from landfilling in California. This policy is consistent with the expectations of the Department of Resources Recycling and Recovery (CalRecycle) and meets the Environmentally Preferable Purchasing policy criteria to be considered eligible for CalRecycle and other state agency grant programs. This policy is similar to the Environmentally Preferable Purchasing policies adopted by the County of Yolo and the City of West Sacramento.

The purpose of this policy is to:

- 1.1. Affirm the City's support for the purchase of recycled content products and environmentally preferable products in order to reduce the City's carbon footprint and increase sustainability relating to City government operations.
- 1.2. Be consistent with the goals and intent of Assembly Bill 939 (1989), the Integrated Waste Management Act, and subsequent legislation requiring at least a 50% reduction of material sent to landfills and active local government participation in achieving state waste reduction goals.
- 1.3. Serve as a model to influence community waste prevention, recycling and sustainable procurement efforts.

To meet these purposes, the City shall:

Encourage waste prevention, recycling, market development and use of recycled/recyclable materials through lease agreements, contractual relationships and purchasing practices with vendors, contractors, businesses and other governmental agencies.

Adopt waste prevention, recycling and use of recycled supplies/materials as a City priority. Generate and consume less waste material by reviewing how supplies, materials and equipment are manufactured, purchased, packaged, delivered, used and disposed.

Comment [r1]: Marshall, I'd like a simple one-paragraph introduction (either under this heading or a separate "Intro" heading) that explains the relationship to AB939, CalRecycle's expectation that this type of policy will be adopted by each local jurisdiction, and the fact that this policy is similar to and consistent with the policies already adopted by Yolo County and the other cities in the county (that's true, isn't it?). RC

[Through the purchasing and contracting process, ask for or require vendor take-back of products that will become hazardous waste or Universal waste at the End of Life \(EOL\) or that have been banned from landfilling in California in order to encourage Extended Producer Responsibility \(EPR\) and drive green design.](#)

2. REFERENCES

2.1. City of Woodland Recycled Product Content Policy No. _____.

3. DEFINITIONS

~~3.1.~~ 3.1. “Environmentally Preferable Products” means products that have a lesser impact on human health and the environment when compared with competing products. This comparison may consider raw materials acquisition, production, manufacturing, packaging, distribution, reuse, operation and/or disposal of the product.

~~3.1.3.2.~~ 3.1.3.2. “Green Seal Standards” means products that comply with the stringent environmental and lifecycle testing and standards set by the independent non-profit environmental certification organization.

~~3.2.3.3.~~ 3.2.3.3. “Local Vendor” means, for the purpose of this section, a business enterprise including, but not limited to, a sole proprietorship, partnership, or corporation which has a valid business license issued from the City of Woodland **and** a place of business with a physical address located within the jurisdictional limits of the City of Woodland.

~~3.3.3.4.~~ 3.3.3.4. “Practical” means sufficient in performance and reasonably available at a competitive cost which shall mean no more than 5% more than the cost of other comparable products.

~~3.4.3.5.~~ 3.4.3.5. “Recycled Content Products” are 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.

~~3.5.3.6.~~ 3.5.3.6. “Recycling” means the process of collecting, sorting, cleansing, treating, and reconstituting materials that would otherwise become solid waste, and returning them to the economic mainstream in the form of raw materials for new, reused, or reconstituted products which meet the quality standards necessary to be used in the marketplace.

~~3.6.3.7.~~ 3.6.3.7. “Take-back” means the vendor supplying a product is responsible for ensuring that the product is collected or accepted from the City of Woodland at the end of the product’s useful life for the purpose of repair, remanufacture, recycling or proper disposal without additional cost to the City of Woodland.

~~3.7.3.8.~~ 3.7.3.8. “Waste Reduction” means any action undertaken by an individual or organization to eliminate or reduce the amount or toxicity of materials before they enter the municipal solid waste stream. This action is intended to conserve resources, promote efficiency, and reduce pollution.

4. POLICY

- 4.1. City staff will specify the use of recycled and environmentally preferable products whenever practical.
- 4.2. City staff shall solicit the use of recycled content and environmentally preferable products in procurement documents and contracts whenever practical.
- 4.3. City staff will specify end-of-life product take-back in bids, requests for proposals and solicitations whenever practical.
- 4.4. City Departments/Divisions shall practice waste prevention whenever practical.

5. WASTE REDUCTION, SUSTAINABILITY AND PROCUREMENT GOALS

5.1. **Procurement**

All City Departments/Divisions shall, at a minimum, follow these guidelines whenever practical:

- 5.1.1. **Inform** vendors of our Green Procurement Policy.
- 5.1.2. Structure applicable contracts, RFPs and RFQs to offer and/or feature recycled-content products and services whenever possible, (e.g. office supplies, lubricating oils and janitorial supplies and services) and provide incentives, points or percentages to vendors that offer recycled content products or services.
- 5.1.3. Integrate the principles of product stewardship, including product take-back at the end-of-life by then vendor or manufacturer, into contracts, bids RFPs and RFQs.
- 5.1.4. Integrate language in janitorial contracts requiring vendors to use less toxic cleaning [and maintenance](#) products.
- 5.1.5. Integrate language in janitorial contracts to require the use of clear plastic bags in recycling receptacles to facilitate conformance with available recycling programs.
- 5.1.6. Purchase paper products with a minimum of 30% post-consumer recycled content, including but not limited to: letterhead; envelopes; business cards; janitorial supplies; shop towels; hand towels; facial tissue; toilet paper; seat covers; corrugated boxes; file boxes; hanging file folders and other products comprised largely of paper.
- 5.1.7. Increase purchases of cleaning supplies and chemicals that are environmentally preferable.
- 5.1.8. Increase purchases of recycled-content plastic- bags as liners for litter and trash receptacles.
- 5.1.9. Increase purchases of recycled plastic outdoor-wood substitutes, including items such as benches, fencing, signs and posts.
- 5.1.10. Increase purchases of rechargeable batteries for use in City equipment including hand-held radios, two-way communication devices and other electronic equipment.
- 5.1.11. Increase purchase of fluorescent lamps and compact fluorescent lamps to replace incandescent in City applications.
- 5.1.12. Specify that road maintenance projects use recycled content aggregates and that construction projects use recycled content aggregates provided those aggregates meet Caltrans specifications.
- 5.1.13. Give a price preference of up to 3% for goods and equipment proposals submitted by local vendors. Professional services are exempt.

Comment [r2]: This section seems like the meat of the document (main course). Should we make it more prominent?

Comment [r3]: 6.3 through 6.7 could just be incorporated into the Procurement section above.
RC

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5.1.14. Increase purchases of cement and asphalt concrete containing tire rubber, glass cullet, recycled fiber, plastic, fly ash or other alternative products.

5.1.15. Increase purchases of remanufactured laser printer toner cartridges and remanufactured or refillable ink-jet cartridges that meet the same quality as single-use cartridges, except where doing so would void the manufacturer's warranty.

~~5.1.15-~~5.1.16. Increase purchases of recycled-content paint that meets or exceeds Green Seal standards for use in structural applications.

~~5.1.16-~~5.1.17. Maintain purchases of re-refined motor oil at 85% or greater of total motor oil purchases.

~~5.1.17-~~5.1.18. Require staff to rent alternative fueled or clean burning fueled vehicles for travel, whenever available.

~~5.1.18-~~5.1.19. Increase purchases of alternative fuel vehicles and/or vehicles with increased fuel economy features therefore reducing fuel consumption by 10%.

~~5.1.19-~~5.1.20. Save energy and money while being a part of the solution to global warming by purchasing electronics and appliances that are ENERGY STAR compliant.

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Comment [B4]: Should we specify latex? Might want to leave it open ended in case other paint types later achieve green seal standards.

5.2. Recycling Collection

5.2.1. Increase collection of cardboard, newspaper, mixed paper, magazines, junk mail, plastic containers #1-#7, glass bottles, tin and aluminum cans from City facilities.

5.2.2. Implement consistent recycling collection and disposal options in all City facilities such that recycling collection containers are situated in each office, public meeting room and common area.

5.3. Waste Reduction and Sustainability Best Practices

City staff is encouraged to reduce consumption of resources by incorporating the following practices into daily activities.

5.3.1. Work with suppliers to minimize the amount of packaging used on their products.

5.3.2. Consider durability and reparability of products prior to purchase.

5.3.3. Conduct routine maintenance on products and equipment to increase their useful life.

5.3.4. Specify and use duplex features on printers and copiers.

5.3.5. Use electronic letterhead.

5.3.6. Send and store information electronically and reduce the amount of paper used in printing when possible. This includes using e-mail, website and electronic fax transmittals and implementing technological advances to reduce the use of printed forms.

5.3.7. Review record retention policies and implement document imaging systems.

5.3.8. Reduce paper purchases for each Department/Division.

5.3.9. Utilize one-sided paper discards for select printers to encourage reuse of the other side.

5.3.10. Explore the design and implementation of an electronic timesheet that requires password or code verification instead of wet signature, thereby eliminating paper timesheets.

5.3.11. Other waste prevention and reduction practices that further the goals of this policy.

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5.4. Employee Education and Outreach

The Environmental Services Division will:

- 5.4.1. Conduct a promotional outreach campaign that will inspire City employees to demonstrate their concern for the environment by making environmentally preferable purchasing decisions and participating in recycling programs. Outreach materials shall be distributed or activities shall occur at least on a quarterly basis.
- 5.4.2. Develop ongoing supply of educational materials to provide to Human Resources that will be distributed to all new employees at orientation.
- 5.4.3. Follow up on all employee comments, questions or suggestions that are submitted to the Environmental Services Division.
- 5.4.4. Examine legislative issues and track model programs to keep the City of Woodland current in its environmental efforts.

Comment [r5]: This seemed too long to follow and the wording was a bit awkward. Marshall, please simplify

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5.5.

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5.5.1.

5.5.2-5.4.5. Provide all employees with in-house waste reduction and procurement policy materials at orientation.

5.5.3-5.4.6. Conduct educational outreach activities or supplemental environmental education on at least a quarterly basis.

6. PURCHASING RESPONSIBILITIES

The Purchasing Department will:

- 6.1. Maintain and use information furnished by its customers/vendors about environmentally preferable and recycled products containing the maximum practical amount of recycled materials and encourage the Departments/Divisions to purchase such products whenever possible. Initially, these shall include the products designated in Section 5 of this policy.
- 6.2. Provide Departments/Divisions with vendor furnished information about recycled products and environmental procurement opportunities.

Comment [B6]: Marshall, I really think we need to beef up this section and describe more efforts to increase product take-back as this will mostly be driven by Purchasing.

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7. RESPONSIBILITIES OF ALL DEPARTMENTS/DIVISIONS

Each City Department/Division shall be responsible for the implementation of this policy and shall:

- 7.1. Purchase all standard 8 1/2 x 11 copy, writing and printing paper with at least 30% post-consumer recycled content materials.
- 7.2. Practice waste prevention whenever possible.
- 7.3. Continue to utilize recycling programs and expand them where possible.
- 7.4. Procure recycled products whenever practical.
- 7.5. Develop specifications used in public bidding aimed at eliminating barriers to recycled-content products, such as outdated or overly-stringent product specifications and specifications not related to product performance.

Comment [r7]: I think a lot of this duplicates the ideas stated above, doesn't it? RC

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- 7.6. Ensure that procurement documents issued by the Departments/Divisions require environmentally preferable alternatives whenever possible.
- 7.7. Educate and promote this policy through appropriate staff and the use of resources provided by the Environmental Services Division.
- 7.8. Make purchasing decisions, in part, based on the durability, reuse, recyclability and ability to repair the product.

8. MEASURABLE GOALS

- 8.1. The Environmental Services Division will submit a report annually to the City Council, quantifying recycled-content and less toxic product purchases, cost savings, and avoided disposal costs resulting from the implementation of this policy.

Comment [r8]: I'd like to think we could do an annual survey with a corresponding qualitative report, but I think this is too ambitious at this time. We should describe some kind of yardstick that we'll use, but please think about how to make it less specific – leave room for the method to be adapted to changing conditions, staffing, and changing focuses. I don't mind saying we'll report annually to the CC since that could be either informal (e-newsletter) or formal (CC meeting). RC I like the annual reporting to CC but a qualitative report may be too ambitious. I'm not sure that our purchasing dept. is equipped to handle such a request. ME.

DRAFT