

ENVIRONMENTALLY PREFERRED PURCHASING POLICY

POLICY STATEMENT

The City recognizes that its purchases of goods and services can contribute significantly to the success of its sustainability policies and goals. Therefore, the City shall incorporate environmental, economic and social stewardship criteria into its purchases of products and services. This policy will align the City's purchases and Purchasing Department policies and procedures with the City's sustainability policies and programs to:

- protect and conserve natural resources;
- minimize the City's contributions to global warming, solid waste, local and global pollution, and toxic chemical exposures to people and the environment; and
- promote human health and well-being.

This policy shall not require the City to exclude competition, or to purchase products or services that do not perform adequately or are not available at a reasonable price in a reasonable period of time.

Applicability of this Policy

To achieve these goals the City Manager shall convene a Sustainable Purchasing Committee. The Committee will include management-level staff from key departments as identified by the City Manager or his/her designee. The Committee will create a plan and related procedures that include:

- a framework to identify preferable products and services;
- criteria to evaluate the cost, performance and sustainable benefits of those products and services. This criteria would employ a total cost of ownership analysis which includes life cycle factors such as energy and water use, maintenance, replacement, disposal and recycling, and environmental and social benefits to the local and global community;
- an assessment of whether Municipal Code amendments are necessary to implement City goals;
- commitment and engagement of all City staff to identify sustainable products and services that are not purchased centrally;
- training for staff on new products and purchasing procedures that are centrally purchased; and
- support for external purchasing-related initiatives and programs that benefit City sustainability goals, e.g., extended producer responsibility and independent product and service performance certifications.

- requirements for annual vendor reports on sustainable product purchases tracking dollars spent, units purchased, and other information as specified by the City
- an appropriate program reporting approach
- recommendations for financial and human resources that are needed to implement and maintain this policy
- a three year timeline for implementing changes to the City's purchasing specifications, scopes of service, and procedures. Tasks will be prioritized based on need and available resources. This timeline will be reviewed annually and adjusted as needed.

This policy and plan will be reviewed every three years by the Environmentally Preferred Purchasing (EPP) Committee or as needed to realign with City priorities and requirements.

PROCEDURES

Coordinating environmental and ASD policies and purchases

1. This policy shall not require the City to exclude competition, or to purchase products or services that do not perform adequately or are not available at a reasonable price in a reasonable period of time.
2. Evaluation prices for goods and services shall factor in life-cycle costs, total product cost over the lifetime of the product (use, maintenance, disposal), risk management, regulatory requirements and penalties for non-compliance.
3. Administrative Services and other staff comprising the Environmentally Preferred Purchasing Committee will collaborate and coordinate efforts before, during and after any new environmental purchasing policy implementation to ensure mutual program needs are met and confer and resolve problems jointly.
4. Necessary training or education for City staff as a result of a new purchasing policy will be planned in consultation between the environmental program and ASD.

Policy Maintenance

5. Existing environmentally preferred product and service specifications will be kept accessible via the Purchasing manual and will link to Environmental Policies, programs and specifications listed in the City Manager Policies and Programs.
6. Changes to any environmental policy can only be made by the department issuing the policy and must be coordinated through the City Manager's Office.

Environmentally Preferred Product and Service Specifications

Pest Control

Specs

Policy/CMR

NOTE: Questions and/or clarification of this policy should be directed to the Public Works Department.