

# City of Commerce

## Environmental Procurement Policy

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### 1. Purpose

This policy shall be known as the "City of Commerce Environmental Procurement Policy." The primary purpose of this policy is to maximize environmental benefits of the City's activities by encouraging the procurement of services and products that:

- reduce toxicity
- conserve natural resources, materials, and energy
- maximize recyclability and recycled content

"Green products" are preferred whenever such products perform satisfactorily and are available at the lowest bid.

A collateral purpose of this policy is to support markets for recycled goods and other environmental products and services.

### 2. Definitions

**Practicable** means sufficient in performance and available at the lowest bid. Final determination of the practicability of any given product must lie with the users of the product since it is the user who understands the product's performance and the user's budgetary requirements.

**Environmental Product** has a lesser or reduced negative effect on human health and the environment when compared with competing products which serve the same purpose. This comparison may consider raw materials acquisition, production, manufacturing, packaging, distribution, reuse, operation, maintenance, and disposal of the product. This term includes, but is not limited to, recycled products, recyclable products, low toxicity products, and reusable products.

**Recyclable Product** is a product that, after its intended end use, can demonstrably be diverted from the City's solid waste stream for use as a raw material in the manufacture of another product.

**Recycled Product** is a product containing recycled material.

**Reusable Products** is a product that can be used several times for an intended use before being discarded, such as a washable food or beverage container or a refillable ballpoint pen.

### **3. Policies**

The City shall acquire its goods and services in a manner that complies with City, state and federal laws. The City shall promote the use of Environmental Products in its acquisition of goods and services. Nothing in this policy shall be construed as requiring any City department to procure products that do not perform adequately for their intended use or products that are not the lowest price bid.

Procedures and guidelines may be established as necessary to encourage the continuation of a strong Environmental Procurement Program. It is the policy of the City of Commerce to:

1. Procure Environmental Products and Services where criteria have been established by governmental or other widely recognized authorities (e.g. Energy Star, Green Seal, and EPA Eco Purchasing Guidelines).
2. Raise staff awareness on the environmental issues affecting procurement by providing relevant information and training.
3. Encourage suppliers and contractors to offer Environmental Products at competitive prices.
4. Encourage providers of services to consider environmental impacts of service delivery.
5. Encourage departments to include specifications for Recycled and Environmental Products in all City contracts. The City Code allows departments to evaluate the efficacy of a product prior to formulation of product specifications and further allows departments to specify both Environmental Products and standard products in the same proposal/bid. Departments may also specify only Environmental Products and select the lowest priced bidder.
6. Continue, and if possible, expand its existing programs to purchase Environmental Products (such as re-refined automotive oils and coolants; the use of integrated pest-management, green seal custodian supplies, etc.). City

departments are also encouraged to evaluate Environmental Products and purchase them when possible.

#### **4. Lead Departments**

The Environmental Services Division of the Public Works and Development Services Department will collaborate with the Finance Department's Purchasing Division in the implementation of this Policy. All departments are also encouraged to participate in the implementation of this Policy.

#### **5. Policy Goals**

City departments should work to integrate environmental factors into the City's buying decisions where external authorities have not established purchasing criteria, for example:

- Replace disposables with reusable or recyclable items.
- Support eco-labeling practices by buying products bearing such labels in preference to others, where they are available and provide value for money.
- Take into account life cycle costs and benefits.
- Evaluate, as appropriate, the environmental performance of vendors in providing products and services.


City departments should follow the following specific purchasing recommendations:

- Imprinted letterhead paper, envelopes and business cards used by the City of Commerce should be composed of recycled paper and bear a symbol identifying the paper as recycled, provided the quality and pricing meet the City criteria.
- Use of re-refined oil in its fleet operations where comparable.
- The percentages of post-consumer content (minimum 10%) and recycled content (minimum 20%) should be specified in the Request for Proposals and bid specifications for letterhead and other paper grades based on industry availability.
- Use of recycled paper products.
- Use of Energy Star and/or low energy rated products.
- Use of green cleaning products.



  
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Tina Baca Del Rio  
Mayor

ATTEST:

  
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Lena Shumway  
City Clerk

## RESOLUTION NO.14-68

### A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COMMERCE, CALIFORNIA, APPROVING AN ENVIRONMENTAL PROCUREMENT POLICY FOR THE CITY OF COMMERCE

WHEREAS, the California Integrated Waste Management Act, which was enacted in 1989, requires the City of Commerce to adopt a Source Reduction and Recycling Element, a Household Hazardous Waste Element, and fees and methods for their implementation; and

WHEREAS, the City is required to report compliance with AB 939 annually; and

WHEREAS, the City is in compliance with the State's recycling program and solid waste reduction goals; and

WHEREAS, in addition to annual compliance reporting, the City is audited annually by the California Department of Resources Recycling and Recovery (CalRecycle) for program implementation and expansion, where feasible, of green practices. After its last audit on March 26, 2014, CalRecycle requested that the City adopt an Environmental Procurement Policy (the "Policy"); and

WHEREAS, the purpose of the Policy is to encourage the procurement of services and products that reduce toxicity, conserve natural resources, materials and energy, and maximize recyclability and recycled content. The Policy further establishes that "green products" are preferred whenever such products perform satisfactorily and are available at the lowest bid; and

WHEREAS, staff recommends that the City Council adopt the proposed Environmental Procurement Policy.

NOW, THEREFORE, THE CITY COUNCIL DOES HEREBY RESOLVE, DECLARE AND DETERMINE AS FOLLOWS:

Section 1. The Environmental Procurement Policy, which is attached hereto, is hereby approved and adopted.

PASSED, APPROVED AND ADOPTED this 1<sup>st</sup> day of July, 2014.