

City of Hutchinson Sustainable Purchasing Policy

April 12, 2016

Purpose

The Purpose of this policy is to encourage and increase purchasing that reflects the City's Global Ends Statement, as well as its commitment to sustainability. This policy is adopted in order to promote the following goals:

- Conserving natural resources
- Minimizing environmental impacts, such as pollution
- Supporting strong recycling markets, such as the ones that the City contributes to through its recycling programs
- Increasing the use and availability of environmentally preferable products that protect the environment
- Rewarding manufacturers and vendors that reduce environmental impacts in their production and distribution systems
- Creating a model for successfully purchasing environmentally preferable products that encourages other purchasers in our community to adopt similar goals
- Lowering overall costs by addressing full cost accounting (purchase, maintenance, resource consumption, disposal, staff time, and labor)
- Leveraging buying power

Policy

The following guidelines are to be followed by the City of Hutchinson.

1. Recycled Paper Products and Recycled-content Products

Per Minnesota Statute 16C.073 and per the Federal Environmental Protection Agency's (EPA) requirements, the City of Hutchinson will endeavor to purchase paper products containing the highest available and practicable post-consumer content for paper office supplies. For copy paper, this should be no less than 30% recycled-content paper. For all purchases, this guideline is to be followed so long as it is economically feasible.

2. Waste minimization

The City should buy in bulk whenever practical to reduce packaging and waste. Packaging that is reusable, recyclable, or compostable is preferred when suitable uses and programs exist.

3. Energy Saving Products

All appliances and products purchased by the City for which that US EPA Energy Star certification is available, will meet Energy Star Certification, provided such products are available and financially feasible. This includes lighting systems, IT equipment, and appliances. The lifecycle energy cost reductions of purchasing such systems are encouraged to be factored in when determining whether the purchase is economically feasible.

Procedure

When purchasing products and services for the City, staff will:

- Ensure that specifications support the use of reusable, recycled, or environmentally preferable products by following these guidelines.
- Evaluate environmentally preferable products to determine the extent to which they may be used by the departments and its contractors
- Communicate and coordinate bulk purchases between departments in order to better facilitate cost savings and waste reduction
- Use a standard of accepting 10% increased cost for these items, although departments may choose to accept another standard depending on budgetary constraints or flexibility