

CITY OF MORRIS

SUSTAINABLE PURCHASING POLICY

PURPOSE

The purpose of this policy is to encourage and increase purchasing that reflects the City's commitment to sustainability. This Policy is adopted in order to promote:

1. Conserving natural resources.
2. Minimizing environmental impacts, such as pollution.
3. Supporting strong recycling markets.
4. Increasing the use and availability of environmentally preferable products that protect the environment.
5. Rewarding manufacturers and vendors that reduce environmental impacts in their production and distribution systems.
6. Creating a model for successfully purchasing environmentally preferable products that encourages other purchasers in our community to adopt similar goals.
7. Lowering overall costs by addressing full cost accounting (purchase, maintenance, disposal, staff time, and labor).
8. Leveraging buying power.

SCOPE

This policy covers all department and all purchases when possible. Everyone should know and understand the City's commitment to sustainability and the need to look at everything we do to insure we are doing our part.

POLICY

The following guidelines are to be followed by the City of Morris:

1. **Recycled Paper Products and Recycled-Content Products.** Per Minnesota Statute 16B.122 and per the Federal Environmental Protection Agency's (EPA) requirements, the City of Morris will strive to purchase paper products containing the highest post-consumer content practicable, but not less than 30% recycled-content for copy paper (which is the minimum

recycled content standard established by the EPA Comprehensive Procurement Guidelines: www.epa.gov). The City should purchase other products made with recycled material whenever possible and economically feasible.

2. **Waste Minimization.** The City should buy in bulk whenever practicable to reduce packaging. 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 the US EPA Energy Star certification is available, will meet Energy Star certification, provided such products are available and financially feasible (www.energystar.gov). This would include lighting systems, exhaust fans, water heaters, computers, exit signs, and appliances, such as refrigerators, dishwashers, and microwave ovens.
4. **Water Saving Products.** Water saving products purchased by the City should meet the WaterSense certification when such products are available and financially feasible (www.epa.gov). This includes, but is not limited to, high-performing fixtures, such as toilets, waterless urinals, low-flow faucets and aerators, and upgraded irrigation systems.
5. **Cleaning Products.** Cleaning products purchased by the City should meet Green Seal, EcoLogo, and/or U.S. EPA Design for the Environment cleaning product standards, if such products are practicable, available, and perform to an acceptable standard.

PROCEDURE

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

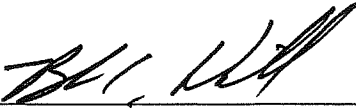
1. Ensure that specifications support the use of reusable, recycled, or environmentally preferable products by following these guidelines.
2. Evaluate environmentally preferable products to determine the extent to which they may be used by the department and its contractors.
3. Facilitate data collection on purchases of designated environmentally preferable products by the department in order to determine the effectiveness of the products and services.
4. Use a standard of reasonability when there is an increased cost for these items. The policy doesn't require sustainable purchases are made, but encourages sustainable purchases if they are available and financially feasible.

RESPONSIBILITY

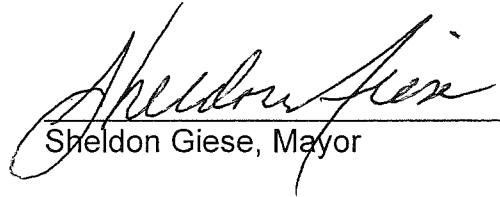
All City departments are responsible for implementation of this policy and to ensure their respective employees are fully aware and supportive of the City's policy to purchase environmentally preferable goods and services. City staff will implement these guidelines in conjunction with the City's normal purchasing procedure and with consideration of the above price differential.

APPROVAL

Date April 24, 2019



Blaine C. Hill, City Manager



Sheldon Giese, Mayor