

CITY OF RICHFIELD
SUSTAINABLE PURCHASING POLICY
March 13, 2018

Purpose

The City of Richfield Sustainable Purchasing Policy is a guide to the selection of goods and services that have minimal impact on the environment. The City recognizes that every purchased product or service affects the environment throughout its lifecycle - from the extraction of raw materials, the manufacturing and transportation of products, to their use and disposal. Careful purchasing decisions use natural resources more efficiently, can lead to significant savings, protect our environment, and increase demand for better products. Specifically, the Policy is adopted in order to:

- Conserve natural resources, including water and energy;
- Reduce materials that are landfilled or incinerated;
- Lower overall costs by addressing full lifecycle cost accounting;

This policy is subject to the Municipal Contracting Law (Minn. Stat. 471.345), the Presidential Executive Order 13101, and all other applicable laws and ordinances.

Implementation

This policy will apply to all City departments and employees. All City departments are responsible for implementation of this policy to ensure their respective employees and contractors are fully aware and supportive of this policy. City staff is responsible for:

- Informal data on purchases of environmentally preferable products;
- Financial implications of the policy, if any; and
- Overall accomplishments and challenges.

Policy

For the purpose of this Policy, the following definitions and abbreviations shall apply:

- *Green Team*: A group of Richfield Staff focused on promoting, educating, researching, and implementing environmentally friendly policies, practices, and considerations.
- *Bio-based product*: A product using biological or renewable agricultural (plant, animal or marine) or forestry materials.
- *Biodegradable*: The ability of a substance, material, or product ingredient to readily decompose by the action of microbes.
- *Buyer*: means personnel authorized to purchase or contract for purchases on behalf of the City of Richfield
- *Carcinogen*: A chemical that causes cancer.
- *CFL*: Compact Fluorescent Lamp.
- *Computer Peripherals*: any auxiliary device such as a computer mouse or keyboard that connects to and works with the computer in some way.
- *Contractor*: means any person, group of persons, business, consultant, designing architect, association, partnership, corporation, supplier,

contractors, or other entity that has a contract with the City of Richfield or serves in a subcontracting capacity with an entity having a contract with the City of Richfield for the provision of goods or services.

- *Energy Star*: An energy efficiency product labeling program by the EPA (<http://www.energystar.gov>).
- *Energy-Efficient Product*: means a product that is in the upper 25% of energy efficiency for all similar products, or that is at least 10% more efficient than the minimum level that meets federal standards.
- *EPEAT*: Electronic Product Environmental Assessment Tool; an on-line tool helping institutional purchasers select and compare electronic equipment such as computers and monitors based on their environmental attributes.
- *Forest Stewardship Council*: A global non-profit organization that certifies responsible forest management (<http://fscus.org/html/>).
- *Postconsumer recycled content*: Refers to an end product containing material that has completed its life cycle as a consumer item and would otherwise have been disposed of as a solid waste.
- *Pre-consumer Material or Post-industrial*: means material or byproducts generated after the manufacturing of a product is completed but before the product reaches the end-use consumer. Pre-consumer material does not include mill and manufacturing trim, scrap, or broke which is generated at a manufacturing site and commonly reused on-site in the same or another manufacturing process.
- *Practical*: mean whenever possible and compatible with local, state, and federal law, without reducing safety, quality, or effectiveness and where the product or service is available at a reasonable cost in a reasonable period of time. A reasonable cost shall mean that the product has a lifecycle cost that is reasonably similar to the lifecycle costs of other similar products and has a 10% or less price preference.
- *Product lifecycle considerations*: Refers to the environmental effects of a product through raw materials acquisition, manufacturing, distribution, use, maintenance and disposal.
- *Recovered Material*: Fragments of products or finished products of a manufacturing process that include pre-consumer and postconsumer material.
- *Recycled Content*: means the percentage of recovered materials, including pre-consumer and postconsumer materials, in a product.
- *Remanufactured Product*: means any product diverted from the supply of discarded materials by refurbishing and marketing said product without substantial change to its original form.
- *US EPA Guidelines*: the Comprehensive Procurement Guidelines established by the United States Environmental Protection Agency for federal agency purchases as of May 2002 and any subsequent versions adopted.
- *Water Sense*: A water conservation product labeling program sponsored by the EPA.

Background

The City of Richfield has an opportunity to serve as a community model for environmental leadership by incorporating environmental considerations in public purchasing that reduce its burden on the local and global environment, reduce costs and liabilities, and help develop markets for environmentally responsible products. These environmental considerations will join existing cost and efficiency factors that city employees consider in their stewardship of taxpayer funds.

The Richfield Sustainable Purchasing Policy has been developed with advice from the Community Services Commission, whose duties include advising the City on all matters relating to the Minnesota GreenStep Cities Program.

General Policies

The Green Team is responsible to coordinate the implementation of the Richfield Environmental Purchasing Policy. The Green Team will ensure all departments/operations will:

- Identify opportunities for environmental purchasing initiatives and the trade-offs involved (e.g., cost, ability to meet specifications for product effectiveness, etc.);
- Provide a forum for open discussion by affected personnel; and
- Educate and inform staff about the environmental purchasing program.

The Green Team shall meet as needed following the adoption of this policy to ensure its implementation and effectiveness.

Identification of Products and Services

Source Reduction

1. The City will institute practices that reduce waste and result in the purchase of fewer products whenever practicable and cost-effective, but without reducing safety or workplace quality, including but not limited to:
 - communicating electronically instead of printing to the greatest degree possible given some residents and city workers do not have email;
 - photocopying and printing double-sided;
 - streamlining and computerizing forms;
 - printing of documents and reports only as they are needed and required by state mandated record retention policies;
 - using long-life products with service agreements supporting maintenance and repair;
 - sharing equipment and occasional use items;
 - choosing durable products rather than disposable;
 - buying in bulk, whenever storage is available and operations allow it;
 - reusing products such as file folders, storage boxes, office supplies, and furnishings;
 - using washable and reusable dishes and utensils; and
 - reducing the use of disposable batteries by purchasing rechargeable batteries for battery operated devices when application and cost-effectiveness permit (e.g., batteries used by water meters, fire

department equipment and other life critical applications, police radios, etc. are not included in this policy).

2. The City will require to the extent practical, that surplus or outdated electronic equipment is designated for reuse and or recycling except where constrained by data practices procedures (such as disk storage equipment).
3. The city will avoid usage of single-use bottled water wherever practical (e.g., police and fire departments must have water in the field).

Recycled Content Products

1. Printing paper, office paper, and paper products shall contain the highest postconsumer content practical and within budgets, but ideally no less than the minimum recycled content standards established by the US EPA Comprehensive Procurement Guidelines and Minnesota State Law.
2. Janitorial paper products will contain the highest postconsumer content practical and within budgets. Ideally this is no less than the minimum recycled content standards established by the US EPA Comprehensive Procurement Guidelines.
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4. When specifying asphalt concrete, aggregate base or cement concrete for road construction projects, the City will use recycled, reusable or reground materials when they meet specifications and are available and cost-effective.
5. To the greatest extent practical and within budgets, the City will specify and purchase recycled content transportation products, including signs, cones, parking stops, and barricades, and other recycled products approved by the Minnesota Department of Transportation.
6. The City will purchase re-refined lubricating and industrial oil certified by the American Petroleum Institute (API) for use in its vehicles and other equipment that meets manufacturer's specifications/warranties, is cost-effective and practical.
7. The City will purchase recycled content for outdoor applications whenever practical and cost-effective.

Energy and Water Savings

1. Where applicable and cost effective, energy-efficient equipment will be purchased with the most up to-date energy efficiency functions. When necessary, the City will train equipment operators and maintenance personnel

in the proper enabling and use of energy efficient and sleep mode functions on their equipment.

2. The City will purchase ENERGY STAR compliant equipment and appliances when US EPA Energy Star certification is available for the product. Typically, this would include lighting, heating and cooling systems, exhaust fans, water heaters, computer monitors and peripherals, exit signs, and appliances.
3. When Energy Star labels are not available, choose energy efficient products that are in the upper 25% of energy efficiency as designated by the Federal Energy Management Program if cost effective.
4. The City will purchase Water Sense complaint products whenever practical and cost effective and for which the US EPA Water Sense certification is available. This includes, but is not limited to, high-performance fixtures like toilets, waterless urinals, low-flow faucets and aerators, and upgraded irrigation systems.

Green Building - Construction and Renovations

1. The City will purchase high efficiency cooling and heating equipment and motion sensitive lighting, whenever practical and economical.

Waste Minimization

1. The City will prefer packaging that is reusable, recyclable or compostable, when suitable uses and programs exist for these materials and are cost effective.
2. Vendors will be encouraged to take back and reuse pallets and packaging materials.
3. The City will dispose of electronic equipment, including but not limited to computers, monitors, printers, and copiers, or use disposal companies that will take back equipment for reuse or dispose them according to certified environmentally safe recycling if cost effective and satisfactory under public equipment disposal laws.

Bio-Based Products

1. Vehicle fuels made from plant-based contents (e.g. bio-diesel) are encouraged whenever practical in terms of cost and specification unless they are determined to be less environmentally friendly than the alternative.
2. Paper products and construction products made from non-wood, plant-based contents and residues are encouraged whenever practical.

Substitution Process

The City will work with their various suppliers to encourage those suppliers to bring information and ideas on environmentally and preferable alternatives for currently specified products that are readily available, cost effective and can perform for the intended use. The City will follow applicable State and Local procurement laws to make substitutions where possible.

Adopted by City Council on March 13, 2018