

SUSTAINABLE PURCHASING GUIDELINES

Purpose

Purchasing decisions should reflect the City's commitment to sustainability and the protection of human health and the environment. These specifications will guide the City's efforts to procure environmentally sustainable products and services. These guidelines are intended to promote the conservation of natural resources, minimize environmental impacts such as pollution, support strong recycling markets, and lower overall costs by considering product life cycle costs (operation, maintenance, resource consumption, disposal, staff time, and labor). While not all of these guidelines will be feasible in every procurement of goods and services, the City will make an effort to incorporate these preferences to the maximum extent possible in its procurement decisions.

Guidelines

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

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 Golden Valley will purchase paper products containing the highest post-consumer content practicable, but no less than 30% recycled-content for copy paper, letterhead, and envelopes. The City should purchase other products made with recycled material whenever such products are available, practicable, and financially feasible.

2. Energy Saving Products

All appliances and equipment purchased by the City, for which the US EPA Energy Star certification is available, will meet Energy Star certification. This includes, but is not limited to, exhaust fans, heating and cooling systems, office equipment, computers, exit signs, water heaters, and appliances, such as refrigerators, dishwashers, microwave ovens, light bulbs, and lighting systems. Light bulbs and lighting systems will be LED or the most efficient option available at the time.

3. Water Saving Products

All fixtures and products that use water purchased by the City will be WaterSense certified when such products are available and financially feasible. This includes, but is not limited to, sinks, toilets, urinals, showerheads, pre-rinse spray valves, and irrigation controllers.

4. Cleaning Products

Cleaning products purchased by the City will meet the Green Seal, EcoLogo, and/or US EPA Safer Choice cleaning product standards when such products are available, practicable, and perform to an acceptable standard.

5. Waste Minimization

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

Procedure

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

- Ensure that specifications support the use of reusable, recycled, or environmentally preferable products
- Evaluate environmentally preferable products to determine the extent to which they may be used by the department and its contractors
- Facilitate data collection on purchases of designated environmentally preferable products by the department in order to determine the effectiveness of the products and services
- Communicate and coordinate bulk purchases between departments in order to better facilitate cost savings and waste reduction
- Use a standard of accepting up to a 10% increased cost for these items as compared to the standard product model. Authorization from the City Manager may be required for the purchase.

Responsibility

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

Definitions

The following terms, as used in this document, shall have the meanings stated:

Environmentally Preferable Products and Services: Defined by the United States Environmental Protection Agency (US EPA) as products or services that have a lesser or reduced effect on human health and the environment when compared with competing products or services that serve the same purpose. This applies to raw materials, manufacturing, packaging, distribution, use, reuse, operation, maintenance, and disposal.

Energy Star: The U.S. EPA's energy efficiency product labeling program

Water Sense: The U.S. EPA's water efficiency product labeling program

Safer Choice: The U.S. EPA's safe chemical-based product labeling program

Green Seal: An independent, non-profit environmental labeling organization. Green Seal standards for products and services meet the U.S. EPA's criteria for third-party certifiers. The Green Seal is a registered certification mark that may appear only on certified products.

Post-consumer Recycled Material: Material that has served its intended use and has been discarded for disposal or recovery, having completed its life as a consumer item, and is used as a raw material for new products.

Practicable: Whenever feasible and compatible with State and Federal law, without reducing safety, quality, or effectiveness.