

SUSTAINABLE PURCHASING POLICY

Policy 4.XX

1. Purpose and Scope

The City of Lakeville Sustainable Purchasing Policy is a guide to the selection of goods and services that encourage minimal impact on the environment. Careful purchasing decisions use natural resources more efficiently, can lead to cost savings, protect our environment, and increase demand for better products.

Specifically, the Policy is adopted in order to:

- Conserve natural resources
- Minimize environmental impacts such as pollution, water usage, and energy waste
- Eliminate or reduce the use of toxic and hazardous compounds
- Identify environmentally preferable products and distribution systems
- Lower overall costs to the City by addressing full life-cycle cost accounting (purchase, operation, maintenance, disposal, staff time, and labor)
- Reduce materials that are landfilled or incinerated
- Utilize best practices in environmental purchasing as identified through the Minnesota Pollution Control Agency's (MPCA) GreenStep Cities Program
- Support local economy as much as possible

This policy encourages City departments to undertake cost/benefit trade-off analyses and bring recommendations for spending money for greener outcomes to City management and the City Council where that encourages prudent stewardship of the City's resources.

This policy will apply to all City departments and employees. This policy is subject to the Municipal Contracting Law (MN Statue 471.345), the City of Lakeville Purchasing Policy, the City of Lakeville Financial Sustainability and Resiliency Policy, and all other applicable laws and ordinances.

2. Definitions

- Environmentally Preferable Products and Services: as defined by the United States Environmental Protection Agency (US EPA) means products and services that have a lesser or reduced effect on human health and the environment when compared to competing products and services that serve the same purpose. This applies to raw material acquisition, as well as product manufacturing, distribution, use, maintenance, and disposal.
- Energy Star: the US EPA's energy efficiency product labeling program described at <http://www.energystar.gov>.
- Energy Efficient Product: a product that 1.) meets Department of Energy and Environmental Protection Agency criteria for use of the Energy Star® trademark label; or, is in the upper 25 percent of efficiency for all similar products as designated by the

Department of Energy's Federal Energy Management Program—
<http://www.eere.energy.gov> .

- Financially Feasible: a product has lower costs over its entire lifecycle as determined by full cost accounting (purchase, operation, maintenance, disposal, staff time, and labor).
- Practicable: whenever possible and compatible with state and federal law, without reducing safety, quality, or effectiveness.
- Post-consumer Recycled Content: 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.
- US EPA Comprehensive Procurement Guidelines: the most current policies established by the U.S. Environmental Protection Agency for federal agency purchases— (<https://www.epa.gov/smm/comprehensive-procurement-guideline-cpg-program>).
- VOCs: Volatile organic compounds are organic chemical compounds that have high enough vapor pressures under normal conditions to significantly vaporize and enter the earth's atmosphere.
- Water-Saving Products: products that are in the upper 25% of water conservation for all similar products, or achieves a WaterSense label/certification.

3. Roles and Responsibilities

All City departments are to be fully aware of the City's guidelines on purchasing environmentally preferable goods and services, and all departments are responsible to:

- Ensure that specifications do not discriminate against reusable, recycled, or environmentally preferable products without justification,
- Evaluate environmentally preferable products to determine the extent to which they may be used by the department and its contractors,
- Review and revise specifications to maximize the specification of designated environmentally preferable products where practicable,
- Facilitate data collection on purchases of designated environmentally preferable products by the department in order to assist in tracking the City's environmentally preferable purchasing efforts.
- Purchase from local businesses as much as feasible that meets the purchasing needs and is still cost competitive.

4. Identification of Products and Services

Waste Reduction

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:

- a. communicating electronically instead of printing to the greatest degree possible given some residents and city staff do not have email
- b. photocopying and printing double-sided
- c. using digital or fillable online forms
- d. printing of documents and reports only as they are needed and required by state mandated record retention policies
- e. buying in bulk, whenever storage is available, and operations allow it
- f. reusing products such as file folders, storage boxes, office supplies, and furnishings
- g. using washable or reusable dishes and utensils
- h. avoid purchasing or acquiring polystyrene foam or other disposable food service ware and where affordable use compostable disposable food service ware when washable and reusable dishes and utensils are impractical

Recycled Content Products

Per subdivisions one (1) and two (2) of Minnesota Statute 16B.122 and per the Federal Environmental Protection Agency's (EPA) requirements, the City of Lakeville will endeavor to purchase paper products containing the highest post-consumer content practicable, but no less than minimum recycled content standards established by the [US EPA Comprehensive Procurement Guidelines](#). The following list should be established as not less than the minimums of these guidelines.

- a. Printing paper, office paper, and paper products should contain the highest postconsumer content practical and within budgets.
- b. Janitorial paper products should contain the highest postconsumer content practical and within budgets.
- c. Materials and products such as those for construction, landscaping, parks and recreation, transportation, vehicles, miscellaneous, and non-paper office products, should contain the highest postconsumer content that meets specifications and budgets and is available, or, when postconsumer material is impractical for a specific type of product/application, contain substantial amounts of recovered material.

Energy and Water Savings

- A. 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). Typically, this would include lighting systems, exhaust fans, water heaters, computers, exit signs, and appliances such as refrigerators, dishwashers, and microwave ovens.
- B. When Energy Star labels are not available, appliances and products that are in the upper 25% of energy efficiency as designated by the Federal Energy Management Program shall be considered for purchase.

- C. Water-saving products purchased by the City will meet the WaterSense certification when such products are available and financially feasible (<http://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.
- D. The City will commit to reducing energy use as much as feasible and the remaining energy needs will be met by renewable, minimally polluting energy sources as much as is practical and economical.

Cleaning Products

Cleaning products purchased by the City will 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.

(<http://www.greenseal.org>, <http://www.environmentalchoice.com>, and <http://www.epa.gov>).

Construction and Renovations

- A. All building and renovations undertaken by the City should review green building practices for design, construction, and operations and implement practices where practical and economical.
- B. The City will purchase high efficiency cooling and heating equipment and motion sensitive lighting, whenever practical and economical.
- C. Sustainable landscape planting and management practices whenever practical, including:
 - i. Plants should be selected to minimize waste by choosing species that are appropriate to the microclimate; species that can grow to their natural size in the allotted space and perennials rather than annuals. Native and non-invasive trees, shrubs, and plants that require minimal watering once established are preferred.
 - ii. Minimize pesticide and herbicide use wherever practical.
 - iii. Apply fertilizer as needed, following a fertilizer application program that is based on soil sampling data, in field inspections, volume and type of use at the facility and best agronomic practices.
- D. When maintaining buildings, the City will attempt to use products with the lowest amount of VOCs, and low or no urea formaldehyde. Examples of such products include paint, carpet, adhesives, furniture, and casework within budget restrictions and product ability to meet specifications.

These guidelines are subject to the requirements and preferences in the Municipal Contracting Law (MN Statutes 471.345) and all other applicable laws and ordinances.