

CITY OF NEW PRAGUE SUSTAINABLE PROCUREMENT

Date: November 6, 2023

Subject: Sustainable Procurement

Purpose: The purpose of the Sustainable Procurement Policy is to complement and strengthen the City's commitment to sustainability and intends to:

- Communicate the City's commitment to sustainable purchasing to its employees, vendors, and community;
- To build a financially sound organization by choosing products, whenever reasonable, that are more resource-efficient and by considering the total life cycle cost; and
- Through training and education empower employees to be innovative and demonstrate leadership by considering sustainability benefits when making purchasing decisions.

Policy: The City of New Prague recognizes its responsibility to minimize negative impacts on human health and the environment while supporting a diverse, equitable, and vibrant community and economy. The City recognizes that the types of products and services the City buys have inherent social, human health, environmental and economic impacts, and that the City should make procurement decisions that embody the City's commitment to sustainability whenever possible.

All City employees will attempt to purchase products or services, whenever reasonable, in a manner that protects human health and the environment, is fiscally responsible, and promotes social equity, disadvantaged business opportunities, and other economic benefits to the community, such as buying from local, New Prague businesses. This policy applies to all City departments and employees, vendors, contractors, and grantees for all products and services provided to the City.

1. Specifications

City employees shall incorporate, whenever reasonable, the following factors when writing specifications for, or procuring materials, products, or services.

Environmental factors to be considered include, but are not limited to, the life cycle assessment of:

- Pollutant releases
- Toxicity, especially the use of persistent, bio-accumulative, and toxic (PBT) chemicals
- Waste generation
- Water efficiency
- Greenhouse gas emissions
- Energy efficiency and consumption
- Use of renewable energy

- Depletion of natural resources
- Impacts on biodiversity
- Recyclability
- Recycled content

Social equity factors to be considered include, but are not limited to:

- Human health impacts
- Fair labor practices, health and retirement benefits, safety, livable wages, and worker rights
- Use of local businesses and vendors whenever reasonable

Fiscal factors to be considered include, but are not limited to:

- Use reduction; purchase only necessary products
- Product performance, quality, and durability
- Cost (dollar and non-dollar)
- Life-cycle cost assessment; lowest total cost
- Leveraging buying power
- Impact on staff time and labor, including operational and maintenance requirements
- Long-term financial/market changes

While not all factors will be incorporated into every purchase, it is the intent of this policy that City employees will make a good faith effort to incorporate and balance these factors to the maximum extent possible.

2. Use of Best Practices

City employees will utilize best practices in sustainable procurement as they evolve whenever reasonable. As it applies to this policy, best practices in sustainable procurement are those that utilize leading edge sustainability factors, standards, and procedures in an efficient and effective way that is successful and replicable. The City of New Prague will promote and encourage strategies to reduce consumption due to the societal and community costs, such as landfill waste handling, toxin exposures, resource depletion, and greenhouse gas emissions.

3. Environmental Standards and Product and Certifications

3.1 Standards: The City standard for all acquisitions shall be compliant at least to:

- The U.S. Environmental Protection Agency (USEPA) standards whenever published for a product or services.

3.2 Third-Party Certifications: The City of New Prague shall apply the most stringent third-party label standard available for a product or service being acquired. The City shall use independent, third-party social and/or environmental (eco) product or service label certifications when writing specifications for procuring materials, products, or services, whenever a responsible label standard is available. Qualifying labels shall be:

- Developed and awarded by an impartial third-party (examples include: Green Seal, EnergyStar, Environmental Choice and Forest Stewardship Foundation); and
- Represent specific and meaningful leadership criteria for that product or service category.

In addition, whenever reasonable, label standards used in product or service specifications should represent standards that take into account multiple attributes and life-cycle considerations, with claims verified by an independent third party.

3.3 Specifications and Contracts

City Department Directors and Contracted Vendors with support from Purchasing shall be responsible for:

- Ensuring that specifications written comply with this policy and incorporate sustainable procurement best practices; and
- Ensuring purchasing manuals and other internal procedures reference this policy and incorporate best practices for specifying products and services that meet the intent of this policy.

4. Implementation and Responsibilities

4.1 Acquisition Responsibilities

City Department Directors and Contracted Vendors with support from Purchasing shall be responsible for:

- Ensure City staff utilizes product and service standards and certifications and best practices that comply with this policy;
- Ensure internal policies and procedures that reference this policy and incorporate the use of sustainable products and services that meet the intent of this policy;
- Encourage pilot testing for environmentally preferable/sustainable products;
- Promote and ensure that bid and contract strategies incorporate the most favorable standards and best practices in sustainable procurement;
- Stay current and informed on advances in sustainable procurement specifications and strategies; and
- When needed, consult with sustainable experts when reviewing or designing specifications, to ensure progressive and emerging specifications for the product or service being solicited.

5. Education

City Department Directors and Contracted Vendors with support from Purchasing shall be responsible for:

- Building awareness of this policy through information dissemination and incorporation into routine employee trainings;
- Encouraging employee attendance at internal and external trainings related to sustainability;

- Encouraging the use of environmentally preferable/sustainable products and services through information dissemination, development of internal procedures, pilot testing, and leading by example;
- Developing employee sustainable procurement resources such as, but not limited to, standards, specifications, tools, and best practices;
- Developing buyer-specific training on sustainable procurement best practices that meet the intent of this policy;
- Developing buyer competency in communicating to other City departments about this policy and opportunities for incorporating sustainable procurement best practices into solicitations and contracts;
- Developing inter-agency communication among public procurement professionals about sustainable procurement best practices; and
- Taking the lead in communicating to existing and potential contractors and the public about this policy and related City requirements.

10. Policy Review

The City Administrator shall be responsible for periodically bringing together internal stakeholders to review this policy for updates or to otherwise determine whether this policy is in alignment with other City sustainability efforts and policies. The policy review shall be completed at least every five years but may be done on a more frequent basis as needed.

11. Additional Resources

This section provides City of New Prague personnel and contractors with resources for identifying suppliers of sustainable products and with standards, which may be useful in the successful application of this procurement policy. The following lists of organizations and sites should be consulted when purchasing products and services.

EPA Green Resources: www.epa.gov/greenerproducts Allows users to search for EPA programs related to greener products based on the type of user and their specific product interests.

EnerGuide: <http://www.nrcan.gc.ca/energiguide/home.cfm> Identifies and ranks hundreds of energy efficient consumer products

EnergyStar: www.energystar.gov- Develops energy efficiency guidelines and help promote efficient products by labeling with the Energy Star logo and educating consumers about the benefits of energy efficiency.

Environmental Choice: www.environmentalchoice.com- Establishes environmental standards and awards its eco-label to product meeting its standards.

EPEAT: www.epeat.net- The Electronic Product Environmental Assessment Tool consists of a set of voluntary environmental criteria for

identifying energy efficient and environmentally preferable computers and other electronic components.

Forest Stewardship Certification: {www.fscus.org} - Sets standards for sustainable forest management practices and certifies forests consistent with its standards.

Green Seal: {www.greenseal.org}- Establishes environmental standards and awards its “green seal of approval” to products meeting its standards. Green Seal has created environmental standards for more than 30 product categories and regularly publishes its Choose Green Reports, which evaluate the environmental impacts of products.

NC Pollution Prevention Division: {www.p2pays.org/epp/} – Provides information and education resources on recycling, environmental management systems, and pollution prevention.

New American Dream: {www.newdream.org/procure} – Provides extensive information on purchasing energy efficiency and environmentally preferable products via its Responsible Purchasing Network.

PowerSmart: {www.bchydro.com} – Identifies energy efficient products and strategies to reduce energy consumption.

US EPA WaterSense: {www.epa.gov/watersense}- Provides labeling, certification, information, and other resources regarding water efficient products, contractors, and programs.