

ENVIRONMENTALLY PREFERABLE PROCUREMENT POLICY

CITY OF SIMI VALLEY, CA

BACKGROUND

The guiding principles incorporated into the City's Green Community Action Plan (GCAP) reflect a strategic commitment to a sustainable future, and green leadership through environmentally preferred purchasing practices. Incorporating environmental considerations in public purchasing decisions will help the City of Simi Valley meet this commitment by reducing its burden on the local and global environment, and potentially improving local environmental quality. This policy is intended to direct the City's effort in procuring environmentally preferable products and services.

PURPOSE

This policy shall be known as the "City of Simi Valley Environmentally Preferable Procurement Policy." The primary purpose of this policy is to minimize negative environmental impacts of the City's operations by ensuring the procurement of products and services that, to the extent practicable:

- Conserve natural resources, materials, and energy;
- Reduce toxicity;
- Reduce the amount of material sent to landfills;
- Maximize recyclability and recycled content;
- Increase the use and knowledge of environmentally preferable products that protect the environment.

POLICY ELEMENTS

1. It is the policy of the City of Simi Valley to procure recycled and environmentally preferable products that meet or exceed environmental standards established by governmental or other widely recognized authorities whenever practicable. Examples include Green Seal standards for janitorial products, the U.S. Environmental Protection Agency (EPA) Guidelines for minimum product recycled content standards, and Energy Star certification for energy efficient equipment.
2. Whenever practicable, recycled materials shall be procured and used in City operations (e.g., recycled paper shall be used in copy machines, and for printing purposes by departments).
3. Departments shall examine their purchasing specifications and shall, where practicable, include the use of products which contain post-consumer recycled content, are reusable, are designed to be easily recyclable, or are environmentally preferable, and shall encourage vendors to implement their own environmentally preferable purchasing practices. Contractors that are bidding to provide products and/or services to the City of Simi Valley, including printing services, shall be encouraged to use products with recycled content whenever practicable.

4. A life cycle cost analysis may be an appropriate tool for departments to use when evaluating purchasing alternatives. Life cycle cost should reflect the annual cost of the product calculated over the life of the product and should consider final costs, not just initial up-front costs. A life cycle cost analysis may include factors such as capital costs, installation costs, maintenance costs, energy and other operating costs, and disposal costs.
5. In accordance with California Public Contract Code, Sections 22150 - 22154, the City of Simi Valley shall purchase recycled products as defined in section 12200 of the same code, if the product fitness and quality are equal to the non-recycled product and available at the same or lesser total cost than nonrecycled items. These products shall include paper products, printing and writing papers, mulch, compost, and cocompost products, glass products, lubricating oils, plastic products, paint, antifreeze, tires, tire-derived products and metal.
6. The City of Simi Valley will favorably consider the selection of other recycled and environmentally preferable materials, products and supplies over their non-recycled or non-environmentally preferable alternatives when the availability, fitness, operational efficiency, quality, safety, and price of the recycled or environmentally preferable product is equal to, or better than the non-recycled or non-environmentally preferable alternative. The list of materials, products, and supplies shall include, but not be limited to business office products, alternative fuels, rubberized asphalt, and other items.
7. Departments are encouraged to consider less toxic alternatives when purchasing products or services such as pesticides or pest control services, and to purchase energy and water conserving products whenever possible.
8. The City of Simi Valley shall comply with all environmental, legislative, and regulatory requirements in the procurement of products and services.

Nothing contained in this policy shall be construed as requiring the City, departments or contractors to procure products that do not perform adequately for their intended use, exclude adequate competition, risk the health or safety of workers and citizens, or are not available at a reasonable and competitive price in a reasonable period of time.

RESPONSIBILITIES

Purchasing Division Responsibilities

1. Develop and maintain information about environmentally preferable products and recycled products to be purchased by departments, whenever possible.
2. Inform departments of their responsibilities under this policy and provide implementation assistance.

3. Establish guidelines governing the review and approval of specifications for the procurement of selected materials based on consideration of recycling, life cycle costing, energy and water conservation, and other environmental considerations.
4. Submit reports of policy impacts on an annual basis as required.

Department Responsibilities

1. Ensure that contracts include recycled and/or environmentally preferable products whenever practicable. Departments are to address all environmentally preferable, and recycled content purchasing requirements in the development of their bid specifications.
2. Ensure that contractors provide recycled content or environmentally preferable products as required by the contract, and that contractors provide certification of recycled content and report amounts used.
3. Report total purchases of recycled and environmentally preferable products annually to Purchasing.

DEFINITIONS

The following terms shall have the assigned definitions for all purposes under this policy.

- A. **City of Simi Valley** means the City of Simi Valley, the Simi Valley Community Development Agency, the Simi Valley Industrial Development Agency, the Simi Valley Public Financing Authority, and the Ventura County Waterworks District No. 8.
- B. **Energy Star** means the U.S. EPA's energy efficiency product labeling program.
- C. **Environmentally Preferable Products and Services** means products and services that have a lesser or reduced effect on human health and the environment when compared with competing products that serve the same purpose.
- D. **Green Seal** is 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 only appear on certified products.
- E. **Less Toxic Alternatives** means products and services that minimize risks to human health, animals, and the environment when compared with similar products used for the same purpose.
- F. **Life Cycle Cost** means the amortized annual cost of a product, including capital costs, installation costs, operating costs, maintenance costs, and disposal costs discounted over the lifetime of the product.

- G. **Practicable** means whenever possible and compatible with local, state, and federal law, without reducing safety, quality, or performance and where the product or service is available at a reasonable cost in a reasonable period of time.
- H. **Recyclable Product** means a product, which, after its intended end use, can demonstrably be diverted from the City of Simi Valley's solid waste stream for use as a raw material in the manufacture of another product.
- I. **Recycled Material** means material and byproducts that have been recovered or diverted from solid waste, and have been used in place of raw or virgin material in manufacturing a product. It is derived from post-consumer recycled material, manufacturing waste, industrial scrap, agricultural waste, and other waste material, but does not include material or byproducts generated from, and commonly reused within an original manufacturing process.
- J. **Recycled Product** means a product containing recycled material.
- K. **U.S. EPA Guidelines** means the Comprehensive Procurement Guidelines established by the U.S. Environmental Protection Agency for Federal Agency purchases as of May 2002 and any subsequent versions adopted.