

## City of McCall Environmentally Preferable Purchasing Policy

### 1. STATEMENT OF POLICY

It is the policy of the City of McCall to:

- Purchase products or services that minimize environmental and health impacts, toxins, pollution, and hazards to worker and community safety and to the larger global community to the greatest extent possible; however

It is not the intent of this policy to require a department, buyer, or contractor to take any actions that conflict with local, state or federal procurement requirements or to procure products that do not perform adequately for their intended use, exclude adequate competition, or are not available at a reasonable price in a reasonable period of time.

Nothing contained in this policy shall be construed as requiring the City of McCall and its departments, buyers, or contractors to take any action that conflicts with local, state or federal requirements.

### 2. PURPOSE

#### 2.1 This policy is adopted in order to meet the following goals, which are not limited to:

- a) Minimize health risks to City staff and residents,
- b) Protect the quality of ground and surface waters,
- c) Minimize the City's consumption of resources,
- d) Improve air quality, and
- e) Minimize the City's contribution to global climate change.

#### 2.2 Further, this policy is adopted in order to encourage:

- a) Purchase of products that include recycled content, conserve energy and water, reduce greenhouse gas emissions, and are free of mercury and lead, and eliminate the use of other persistent bio-accumulative toxic chemicals where possible;
- b) Practices that reduce waste by increasing product efficiency and effectiveness, use products that are durable and long-lasting, and reduce materials that are deposited in landfills;

- c) Increased use and availability of environmentally preferable products, services and distribution systems that protect human health and the environment;
- d) Support of manufacturers and vendors that reduce environmental and human health impacts in their services and production and distributions systems; and
- e) Creation of a model for successfully purchasing environmentally preferable products and services that encourages other buyers and consumers in our community to adopt similar goals.

### **3. CATEGORIES**

The City of McCall shall consider the following categories and strategies for environmentally preferable product and service procurement when making purchasing decisions:

#### **3.1 Source Reduction**

- a) The City of McCall shall 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.
- b) Purchase remanufactured products (i.e. for equipment and vehicles) whenever possible, but without reducing safety, quality or effectiveness.
- c) Products that are durable, long lasting, reusable, refillable, recyclable, or otherwise create less waste shall be selected whenever possible.
- d) All documents shall be printed and copied on both sides to reduce the use and purchase of paper, unless needed to be single sided as per legal requirements.
- e) All buyers shall consider short-term and long-term costs in comparing product alternatives, when feasible. This includes evaluation of total costs expected during the time a product is owned, including, but not limited to, acquisition, extended warranties, operation, supplies, maintenance, disposal costs and expected lifetime compared to other alternatives.

#### **3.2 Toxics Reduction and Pollution Prevention**

- a) Products or services purchased by the City of McCall shall not, to the extent practicable, contain, emit, or create the following in its use:
  - 1. Carcinogens and reproductive toxins,
  - 2. Persistent bio-accumulative toxicants, including, for example, lead, mercury, dioxins and furans,
  - 3. Compounds toxic to humans or aquatic life or that are corrosive to the skin or eyes, and

4. Substances that contribute to the production of photochemical smog, tropospheric ozone production, or poor air quality.
- b) When maintaining buildings, the City of McCall shall use products with the lowest amount of volatile organic compounds (VOCs), highest recycled content, and low or no formaldehyde when purchasing materials such as paint, carpeting, flooring, adhesives, furniture and casework.
- c) When replacing vehicles, the City of McCall shall lease or purchase only the most fuel-efficient models available that are suitable for each task.
- d) To the extent practicable, the City of McCall shall use renewably-derived fuels or fuels that are cleaner and less-polluting than gasoline and conventional diesel fuel, including biodiesel, and electricity.

### **3.3 Recycled Content Products**

- a) Copiers and printers purchased shall be compatible with the use of recycled content and remanufactured products.
- b) Copy paper purchased shall have a post-consumer recycled content of 30% or greater.
- c) The City of McCall shall recycle asphalt and concrete that is removed for streets and sidewalks and will use materials containing recycled asphalt and concrete for constructing roads and sidewalks when such materials are available and appropriate for the projects at hand.
- d) The City of McCall shall specify and purchase, whenever possible, recycled content transportation products, including signs, cones, parking stops, delineators, and barricades.

### **3.4 Energy and Water Savings**

- a) New and replacement equipment for lighting, heating, ventilation, refrigeration and air conditioning systems, water consuming fixtures and process equipment, and all such components shall meet or exceed U.S. Department of Energy (DOE) Federal Energy Management Program (FEMP) recommended levels, whenever practicable.
- b) All products purchased by the City of McCall and for which the U.S. Environmental Protection Agency (EPA) Energy Star certification is available shall meet Energy Star certification, whenever possible.
- c) Demand water heaters shall be purchased whenever practicable.
- d) Energy Star and power-saving features for copiers, computers, monitors, printers and other office equipment shall be enabled during the initial installation and shall remain

enabled unless lease features conflict with the manufacturer's recommended operation and maintenance of the equipment.

### **3.5 Green Building – Construction and Renovations**

- a) The City of McCall shall use industry-leading environmental sustainability standards integrated into the planning, design, construction and materials for all new City buildings and renovation projects, pursuant to City of McCall Resolution 09-01 dated February 12, 2009.

### **3.6 Landscaping**

- a) All landscape renovations, construction and maintenance by the City of McCall, including contractors providing landscaping services, shall employ sustainable landscape management techniques for design, construction and maintenance whenever possible, including, but not limited to, integrated pest management, drip irrigation, composting, and procurement of mulch and compost that give preference to those produced from regionally generated plant debris and/or food waste programs.
- b) When available and practicable, the City of McCall shall purchase landscaping equipment that is not dependent on the use of fossil fuels.
- c) Plants should be selected to minimize waste by choosing species for purchase that are appropriate to the microclimate, species that grow to their natural size in the space allotted, native species, and perennials rather than annuals for color.
- d) Hardscapes and landscape structures constructed of recycled content materials are encouraged.
- e) The City of McCall shall limit the amount of impervious surfaces in the landscape, whenever practicable.

### **3.7 Forest Conservation**

- a) To the greatest extent possible, the City of McCall shall not procure wood products such as lumber and paper that originate from forests harvested in an environmentally unsustainable manner and shall give preference to wood and wood products that are certified to be sustainably harvested by a comprehensive, performance-based certification system such as those of the Forest Stewardship Council.
- b) Paper and paper products made from non-wood, plant-based contents are to be purchased and used whenever practicable.

## **4. IMPLEMENTATION**

- a) Department heads shall implement this policy in coordination with other appropriate City of McCall personnel.
- b) The City of McCall Environmental Advisory Committee shall be available to advise the department heads regarding environmentally preferable products that comply with this policy.
- c) Whenever possible, the City will use existing eco-labels and standards to make purchasing decisions.
- d) Successful bidders shall certify in writing that the environmental attributes claimed in formal competitive bids are accurate.
- e) Vendors, contractors and grantees shall comply with applicable sections of this policy for products and services provided to the City of McCall, where practicable.
- f) If the buyer making the selection from competitive bids or the requesting department seek to purchase products that do not meet the environmentally preferable purchasing criteria in this Policy, the buyer shall provide a written justification to the department head with a copy forwarded to the Mayor or its designee explaining why the requirements of this policy should not apply, e.g. the product is not technically practical, economically feasible, or available within the timeframe required.
- g) All future vendor contracts shall be negotiated in light of this policy. If a vendor that is under contract to the City of McCall is no longer able to provide a product that meets the City's environmentally preferable specifications, it shall notify the appropriate City representative. Prior written consent from an authorized City representative shall be required before substituting any alternative product.

## **5. PROGRAM EVALUATION**

Once every two years, the City of McCall Environmental Advisory Committee shall ask Department Heads to report on the applicability of this policy, shall evaluate the success of the implementation of this policy, and shall revise this policy as appropriate.

## **6. DEFINITIONS**

“Buyer” means personnel authorized to purchase or contract for purchases on behalf of the City of McCall or its departments.

“Contractor” means any person, group of persons, businesses, consultant, designing architect, association, partnership, corporation, supplier, vendor or other entity that has a contract with the City of McCall or services in a subcontracting capacity with an entity having a contract with the City of McCall for the provision of goods or services.

“Practical” and “Practicable” 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.

## 7. RESOURCES

The following is a sample list of online resources for evaluating and locating environmentally preferable purchasing options:

- *U.S. Environmental Protection Agency (U.S. EPA) Environmentally Preferable Purchasing*, a federal program offering fact sheets, case studies, and vendor lists of product brands that meet federal environmentally preferable purchasing standards: [www.epa.gov/epp/](http://www.epa.gov/epp/)
- *U.S. Department of Agriculture (USDA) BioPreferred*: [www.biobased.oce.usda.gov](http://www.biobased.oce.usda.gov)
- *ENERGY STAR*, a joint program of the U.S. Department of Energy and U.S. EPA that includes information about energy-efficient products (such as light fixtures, exit signs, appliances, and office equipment): [www.energystar.gov](http://www.energystar.gov)
- *U.S. EPA’s Comprehensive Procurement Guidelines (CPG)*, recommendations of minimum recycled-content levels for dozens of products: [www.epa.gov/cpg](http://www.epa.gov/cpg)
- *EPA’s Design for the Environment*: [www.epa.gov/dfe/index.htm](http://www.epa.gov/dfe/index.htm)
- *Green Seal*, a nonprofit organization that established standards for products (such as janitorial cleaners, floor strippers and paints) and certifies products that meet those standards: [www.greenseal.org](http://www.greenseal.org)
- *Electronic Products Environmental Assessment Tool (EPEAT)*, an independent program that certifies “green” electronic equipment such as computers, monitors and laptops: [www.epeat.net](http://www.epeat.net)
- *EcoLogo*, Canada’s environmental product certification program has issued standards for over 300 product categories (such as flooring, paint, electricity, cleaners, office equipment and paper products), many of which are sold in the U.S.: [www.environmentalchoice.com/en](http://www.environmentalchoice.com/en)
- *Forest Stewardship Council* certifies lumber and other building products made with sustainably harvested wood and products that reduce wood consumption: [www.fsc.org](http://www.fsc.org)
- *Greenguard*, a nonprofit organization that certifies products that impact indoor air quality and lists products (such as flooring, paints, furniture and cleaning products) with low VOCs and other emissions: [www.greenguard.org](http://www.greenguard.org)
- *Chlorine-free Products Association*, a nonprofit organization that certifies chlorine-free products (such as copy paper, envelopes and tissue products): [www.chlorinefreeproducts.org](http://www.chlorinefreeproducts.org)