

*City of Signal Hill Policy & Procedure*  
*Sustainable Purchasing*

DATE: January 14, 2010

REVISION NO.:

APPROVED:  \_\_\_\_\_

DEPARTMENT: Administration

I. Purpose

This policy is intended to encourage sustainable purchasing in order to:

- A. Raise awareness about environmental issues affecting procurement.
- B. Emphasize environmental considerations in purchasing decisions.
- C. Promote practices that improve public and worker health.
- D. Conserve natural resources.
- E. Reward environmentally conscious manufacturers while remaining fiscally responsible.
- F. Support recycling.
- G. Encourage suppliers and contractors to offer environmentally preferable products and services at competitive prices.
- H. Consider environmental impacts of service delivery.

This policy is not intended to supersede the existing City Purchasing Policy that requires that City departments shop locally and make purchases or award contracts to the lowest bidder able to comply with the requirements of quality, quantity and timely delivery. It is the intent of this policy to encourage sustainable purchasing, when practicable, as defined herein.

II. Exemptions

None.

III. Definitions

- A. Available locally: one or more businesses within the City of Signal Hill able to provide goods and supplies in a timely manner, and sufficient quantity and quality to meet a specific department need.
- B. Environmentally preferable: The most practicable product or service that has a reduced negative effect or increased positive effect on human health and the

environment when compared with competing products or services that serve the same purpose. This comparison may consider raw materials acquisition, production, fabrication, manufacturing, packaging, distribution, reuse, performance, maintenance, life cycle costs and disposal of the product.

- C. When practicable: whenever possible and compatible with local, state and federal laws, without reducing safety, quality or effectiveness and where the product or service is available in a reasonable period of time at a price not to exceed the established price preference.
- D. Price preference: means a percentage of increase in price that the City will pay to obtain a designated product, material or supply.
- E. Sustainable purchasing: Purchasing in a manner that reflects fiscal responsibility, social equity, community and environmental stewardship.

#### IV. Policy

- A. Whenever practicable, City departments are encouraged to practice sustainable purchasing, purchase environmentally preferable products or services, and consider the following environmental factors:
  - 1. Depletion of natural resources especially virgin sources
  - 2. Energy consumption
  - 3. Pollutant releases/ greenhouse gas emissions
  - 4. Potential impact on human health and environment
  - 5. Product durability
  - 6. Recycled content and recyclability
  - 7. Reusability
  - 8. Toxicity – reduction or elimination
  - 9. Ultimate disposal
  - 10. Waste generation and prevention
- B. City departments are encouraged to consider the following fiscal factors:
  - 1. Lowest total cost
  - 2. Life cycle costs
  - 3. Impact on staff time and labor
  - 4. Long-term financial/market changes
  - 5. Technological advances in a rapidly changing market
  - 6. Performance of the product or service to accomplish a job or task
  - 7. Price preference
- C. City departments are encouraged to consider purchase of available locally products and services recognizing that the City benefits from:
  - 1. Sales taxes generated locally

2. Local employment opportunities
3. Reduce transportation costs
4. Reduce transportation related green house gas emissions

V. Implementation

- A. Implementation of this policy will be phased based on the available resources and City priorities as determined by the City Manager.
- B. Phase 1: All City Departments begin purchase of environmentally preferable office products listed on the Office Depot Green Analysis, 2009, (except for certain color copier printer cartridges).
- C. Phase 2: Price preference established. All City Departments begin the transition to procurement of environmentally preferable products including services that are provided by contractors by revising requests for proposals, requests for quotations and bid documents to include criteria implementing the intent of this policy.
- D. Phase 3: All City Departments practice sustainable purchasing.