



## **ENVIRONMENTALLY PREFERABLE PURCHASING POLICY**

### **1.0 STATEMENT OF POLICY**

It is the policy of the City of Cathedral City to:

- Institute practices that reduce waste by increasing product efficiency and effectiveness;
- Purchase products that minimize environmental impacts, toxics, pollution, and hazards to worker and community safety;
- Purchase products that reduce greenhouse gas emissions in their production, shipping, use and discard; and
- Purchase products that include recycled content, are durable and long-lasting, conserve energy and water, use agricultural fibers and residues, use unbleached or chlorine free manufacturing processes, are lead-free and mercury-free, and use wood from sustainably harvested forests.

### **2.0 PURPOSE**

This Policy is adopted in order to:

- Conserve natural resources,
- Minimize environmental impacts such as pollution and use of water and energy,
- Eliminate or reduce toxics that create hazards to workers and our community,
- Support strong recycling markets,
- Reduce materials that are landfilled,
- Increase the use and availability of environmentally preferable products that protect the environment,
- Identify environmentally preferable products and distribution systems,
- Reward manufacturers and vendors that reduce environmental impacts in their production and distribution systems or services, and
- Create a model for successfully purchasing environmentally preferable products that encourages the use of agricultural fibers, chlorine-free manufacturing processes, wood from sustainably harvested forests, and other environmentally friendly practices, and that encourages other purchasers in our community to adopt similar goals.

### **3.0 STRATEGIES FOR IMPLEMENTATION**

#### **3.1 Source Reduction**

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- 3.1.1 Institute practices that reduce waste, encourage reuse, and result in the purchase of fewer products.
- 3.1.2 Purchase remanufactured products such as toner cartridges, tires, furniture, equipment and automotive parts.
- 3.1.3 Consider short-term and long-term costs in comparing product alternatives. 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 and replacement parts, disposal costs and expected lifetime compared to other alternatives.
- 3.1.4 Purchase products that are durable, long lasting, reusable or refillable and avoid purchasing one-time use or disposable products.
- 3.1.5 Request vendors eliminate packaging or use the minimum amount necessary for product protection. Vendors shall be encouraged to take back packaging for reuse. A vendor's willingness to take back packaging will be used as part of the consideration in the bid process.
- 3.1.6 Specify a preference for packaging that is reusable, recyclable or compostable, when suitable uses and programs exist.
- 3.1.7 Encourage vendors to take back and reuse pallets and other shipping materials.
  - 3.1.8 Encourage suppliers of electronic equipment, including but not limited to computers, monitors, printers, and copiers, to take back equipment for reuse or environmentally sound recycling when the City discards or replaces such equipment
- 3.1.9 Consider provisions in contracts with suppliers of non-electronic equipment that require suppliers to take back equipment for reuse or environmentally sound recycling when the City discards or replaces such equipment.
- 3.1.10 Promote electronic distribution of documents rather than printing or copying.
- 3.1.11 When producing paper documents, encourage printing and copying documents on both sides to reduce the use and purchase of paper.
- 3.1.12 Ensure imaging equipment is installed with energy and resource-efficient settings, encourage using these settings as default, where practical.

### **3.2 Recycled Content Products**

- 3.2.1 Evaluate products for which the United States Environmental Protection Agency (U.S. EPA) has established minimum recycled content standard guidelines, such as those for printing paper, office paper, janitorial paper, construction, landscaping, parks and recreation, transportation, vehicles, miscellaneous, and non-paper office products, that contain the highest post-consumer content available.
- 3.2.2 Purchase multi-function devices, copiers and printers compatible with the use of recycled content and remanufactured products.

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- 3.2.3 In accordance with California Public Contract Code, Sec. 10409, purchase re-refined lubricating and industrial oil for use in its vehicles and other equipment, as long as it is certified by the American Petroleum Institute (API) as appropriate for use in such equipment. This section does not preclude the purchase of virgin-oil products for exclusive use in vehicles whose warranties expressly prohibit the use of products containing recycled oil.
- 3.2.4 When specifying asphalt, concrete, aggregate base or portland cement concrete for road construction projects, use recycled, reusable or reground materials.
- 3.2.5 Specify and purchase recycled content traffic control products, including signs, cones, parking stops, delineators, channelizers and barricades.

### **3.3 Energy Efficient and Water Saving Products**

- 3.3.1 Purchase energy-efficient equipment with the most up-to-date energy efficiency functions. This includes, but is not limited to, high efficiency space heating systems and high efficiency space cooling equipment.
- 3.3.2 Replace inefficient interior lighting with energy-efficient equipment.
- 3.3.3 Replace inefficient exterior lighting, street lighting and traffic signal lights with energy-efficient equipment. Minimize exterior lighting where possible to avoid unnecessary lighting of architectural and landscape features while providing adequate illumination for safety and accessibility.
- 3.3.4 Purchase U. S. EPA Energy Star certified products when available. When Energy Star labels are not available, choose energy-efficient products that are in the upper 25% of energy efficiency as designated by the Federal Energy Management Program.
- 3.3.5 Purchase U.S. EPA WaterSense labeled water-saving products when available. This includes, but is not limited to, high-performance fixtures like toilets, low-flow faucets and aerators, and upgraded irrigation systems.

### **3.4 Green Building Products and Practices**

- 3.4.1 Consider Green Building practices for design, construction, and operation as described in the LEED Rating Systems for all building and renovations undertaken by the City.

### **3.5 Landscaping Products and Practices**

- 3.5.1 Employ Drought-Friendly Landscaping or sustainable landscape management techniques for all landscape renovations, construction and maintenance performed by the City, including, but not limited to, integrated pest management, grasscycling, drip irrigation, computerized central irrigation linked with a local weather station, composting, and procurement and use of mulch and compost that give preference

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to those produced from regionally generated plant debris and/or food scrap programs.

- 3.5.2 Select plants to minimize waste by choosing species for purchase that are appropriate to the microclimate, species that can grow to their natural size in the space allotted them, and perennials rather than annuals for color. Native and drought-tolerant plants that require no or minimal watering once established are preferred.
- 3.5.3 Hardscapes and landscape structures constructed of recycled content materials are encouraged. Limit the amount of impervious surfaces in the landscape. Permeable substitutes, such as permeable asphalt or pavers, are encouraged for walkways, patios and driveways.
- 3.5.4 Create swales in all landscape renovations and construction to assist in water run-off management. Develop outreach programs to instruct the public in the proper maintenance of swales.

### **3.6 Toxics and Pollution Prevention Products and Practices**

- 3.6.1 Manage pest problems through prevention and physical, mechanical and biological controls when the City and its contractors maintain buildings and landscapes.
- 3.6.2 Use products with the lowest amount of volatile organic compounds (VOCs), highest recycled content, low or no formaldehyde and no halogenated organic flame retardants when purchasing building maintenance materials such as paint, carpeting, adhesives, furniture and casework.
- 3.6.3 Purchase or require janitorial contractors to supply, industrial and institutional cleaning products that meet Green Seal or UL/EcoLogo certification standards for environmental preferability and performance.
- 3.6.4 Prohibit the purchase of products that use polyvinyl chloride (PVC) such as, but not limited to, furniture and flooring.
- 3.6.5 Purchase products and equipment with no lead or mercury whenever possible. For products that contain lead or mercury, give preference to those products with lower quantities of these metals and to vendors with established lead and mercury recovery programs. In addition, whenever lead- or mercury-containing products require disposal, dispose of those products in the most environmentally safe manner possible. All fluorescent lamps and batteries will be recycled.
- 3.6.6 Purchase or specify personal computers, displays, imaging equipment and televisions that meet, at a minimum, all Electronic Product Environmental Assessment Tool (EPEAT) environmental criteria designated as "required" as contained in the IEEE 1680 family of Environmental Assessment Standards.
- 3.6.7 Purchase or specify office furniture that meets the California Bureau of Electronic and Appliance Repair, Home Furnishings and Thermal Insulation (BEARHFTI) and Department of Consumer Affairs standard Technical Bulletin 117-2013 for testing upholstered furniture flammability without the use of flame retardant chemicals.

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- 3.6.8 Purchase or specify commercial carpeting that meets NSF/ANSI 140 Standard for Sustainable Carpet Assessment and require old carpet that is removed be recycled.
- 3.6.9 Purchase or specify non-carpet floor coverings that meet NSF/ANSI 332 Standard for Resilient Flooring including vinyl, linoleum and rubber flooring.
- 3.6.10 When replacing vehicles, consider less-polluting alternatives to diesel such as compressed natural gas, bio-based fuels, hybrids, electric batteries, and fuel cells, as available.

### **3.7 Bio-Based Products**

- 3.7.1 Encourage the use of vehicle fuels made from non-wood, plant-based contents such as vegetable oils whenever practicable.
- 3.7.2 Use paper, paper products and construction products made from non-wood, plant-based contents such as agricultural crops and residues.
- 3.7.3 Use bio-based plastic products that are biodegradable and compostable, such as bags, film, food and beverage containers.
- 3.7.4 Purchase compostable plastic products that meet American Society for Testing and Materials (ASTM) standards as found in ASTM D6400. Meet ASTM D6868 standards for biodegradable plastics used as coatings on paper and other compostable substrates.

### **3.8 Forest Conservation Products**

- 3.8.1 Encourage the purchase or use of previously used or salvaged wood and wood products whenever practicable.

## **4.0 RESPONSIBILITIES**

- 4.1 The health and safety of workers and citizens is of utmost importance and takes precedence over all other practices. Nevertheless, Cathedral City recognizes its duty to act in a fiscally responsible as well as a timely manner.
- 4.2 Nothing contained in this policy shall be construed as requiring a department, purchaser or contractor 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 price in a reasonable period of time.
- 4.3 Nothing contained in this policy shall be construed as requiring a Cathedral City department, purchaser, or contractor to take any action that conflicts with local, state or federal requirements.

Cathedral City has made significant investments in developing a successful recycling system and recognizes that recycled content products are essential to the continuing viability of that recycling system and for the foundation of an environmentally sound production system. Therefore, to the greatest extent

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practicable, recycled content shall be included in products that also meet other specifications, such as chlorine free or bio-based.

### **5.0 IMPLEMENTATION**

- 5.1 The Administrative Services Director shall implement this policy in coordination with other appropriate personnel.
- 5.2 Require successful bidders to certify in writing that the environmental attributes claimed in competitive bids are accurate. In compliance with State law, vendors shall be required to specify the minimum or actual percentage of recovered and post-consumer material in their products, even when such percentages are zero.
- 5.3 Upon request, buyers making the selection from competitive bids shall be able to provide justification for product choices that do not meet the environmentally preferable purchasing criteria in this policy.
- 5.4 Encourage vendors, contractors and grantees to comply with applicable sections of this policy for products and services provided.

### **6.0 PROGRAM EVALUATION**

- 6.1 The Administrative Services Director shall periodically evaluate the success of this policy's implementation and report to the City Council.

### **7.0 EFFECTIVE DATE**

- 8.1 This policy shall take effect upon adoption by the City Council.