

**CITY OF KEENE, NEW HAMPSHIRE
ADMINISTRATIVE DIRECTIVE**

No.:2.04

Date Issued:10/29/08

Effective Date:11/10/08

Supersedes: N/A

I. SUBJECT

Environmentally Preferable Purchasing

II. AUTHORITY

Section 1301.0, Central Purchasing, of Chapter 1300, Internal Operating Procedures of the City Code.

Resolution R-2008-2-B, Fiscal Policies

III. PURPOSE

The purpose of this policy is to maximize environmental benefits of the City's activities by establishing procedures to encourage the procurement of services and products that:

- reduce toxicity;
- conserve natural resources, materials, water, and energy; and
- maximize recyclability and recycled content and reduce waste.

By including environmental considerations in purchasing decisions along with the traditional concerns of price, performance, and availability, City departments will remain fiscally responsible while promoting practices that improve public health and safety; reduce pollution, conserve natural resources, and reward manufacturers and suppliers who reduce adverse environmental impacts in their production and distribution systems.

IV. POLICY

The City shall acquire its goods and services in a manner that complies with city, state and federal laws. The City shall promote the use of environmentally preferable products in its acquisition of goods and services.

Nothing in this policy shall be construed as requiring a department to procure products that do not perform adequately for their intended use or products that are not the lowest price bid, as required by the City's purchasing policies and procedures.

Procedures and guidelines may be established as necessary to encourage the continuation of a strong Environmental Preferable Purchasing Program (EP3).

It is the policy of the City of Keene to:

1. Procure environmentally preferable products and services where criteria have been established by governmental or other widely recognized authorities (e.g. Energy Star, Green Seal, and EPA Eco Purchasing Guidelines).
2. Where external authorities have not established purchasing criteria for products and services, City departments should work to integrate environmental factors into contract language and buying decisions, such as:
 - Replace disposables with reusable or recyclable items.
 - Support eco-labeling practices by buying products bearing such labels in preference to others that do not bear such labels, where they are available and where they provide value for the money.
 - City departments are encouraged to request and obtain life-cycle cost analysis from potential suppliers as part of the bid submittal procedure.
 - Evaluate, as appropriate, the environmental performance of vendors in providing products and services.
3. Raise staff awareness on the environmental issues affecting procurement by providing relevant information and training.
4. Encourage suppliers and contractors to offer environmentally preferable products at competitive prices.
5. Encourage providers of services to consider environmental impacts of service delivery.
6. Encourage departments to include specifications for recycled and environmentally preferable products in all City contracts.
7. Continue, and if possible, expand existing City programs to purchase environmentally preferable products (such as re-refined automotive oils and coolants; integrated pest-management programs, green seal custodian supplies, etc.). City departments are also encouraged to evaluate environmentally preferable products and purchase them when possible.

V. **RESPONSIBILITY**

Every department is responsible for ensuring that suppliers and contractors provide the City with products and services that meet the intent of this administrative directive. Every department shall ensure its employees are familiar with this Administrative Directive.

It will be the primary responsibility of the Purchasing Agent and the EP3 Team to implement this policy by identifying program goals, providing training and information when requested, and assistance in the evaluation of the environmentally preferable purchasing status of a product or service.

The EP3 Team will be composed of, at a minimum, representatives from the Planning, Public Works, IMS, Fire, Police, Finance, and Parks, Recreation and Facilities departments. Other departments are encouraged to participate on the EP3 Team. The E3 Team will:

- Assist the Purchasing Agent to evaluate specifications and contract language for environmentally preferable purchasing to be incorporated into city contracts.
- Undertake Life Cycle Cost Analysis, on a pilot basis, when developing specifications for costly durable products.
- Participate in training and ensure that all departments are represented in training to raise awareness of environmentally preferable purchasing.
- Assist the Purchasing Agent in developing and refining environmentally preferable purchasing benchmarks and measurable goals for the program.
- Promote the environmentally preferable purchasing efforts that departments undertake currently.
- Develop and promote department recognition and participation in the program.
- Work to continuously improve the City of Keene's environmentally preferable purchasing performance.
- Apply for grant funding to support environmentally preferable purchasing activities.
- Report program outcomes/accomplishments to City Council, city committees, and the general public on a periodic basis.

VI. PROMOTION

The City can facilitate promotion of this policy throughout City departments by developing an incentive program. An environmentally preferable purchasing incentive program could include:

- An award (such as some form of recognition) for the Department with the best annual or monthly environmentally preferable purchasing outcomes.
- Creation of an Environmentally Preferable Purchasing VIP Award Program with its own review panel that includes representatives from the EP3 Team.

VII. IMPLEMENTATION

The Purchasing Agent, with assistance by the EP3 Team, will facilitate Environmentally Preferable Purchasing by creating systems to:

- Track environmentally preferable purchases by department and category/commodity (e.g. paper, paint) and report the results to all departments and City Council against the program's goals and benchmarks for success.
- Publish, on a regular basis, a "hot sheet" of new environmentally preferable products available for purchase.

- Develop an environmentally preferable purchasing web page that links to existing environmentally preferable purchasing websites, with information about products, specifications, cost comparisons, suppliers, etc.
- Incorporate environmental preferable purchasing specifications and language in City bids and contracts. The Finance Department shall implement this policy in coordination with City departments.

VIII. PROGRAM EVALUATION

- a) The Finance Department shall periodically evaluate the success of this policy's implementation against the goals and benchmarks for success established for the EP3 program by the EP3 Team.
- b) At a minimum, this policy and the program shall be re-evaluated once every five (5) years.

IX. DEFINITIONS

Practicable means sufficient in performance and available at the lowest bid. Final determination of the practicability of any given product must lie with the users of the product since it is the user who understands the product's performance and the user's budgetary requirements.

Environmentally Preferable Product has a lesser or reduced negative effect on human health and the environment when compared with competing products which serve the same purpose. This comparison may consider raw materials acquisition, production, manufacturing, packaging, distribution, reuse, operation, maintenance, and disposal of the product. This term includes, but is not limited to, recycled products, recyclable products, low toxicity products, and reusable products.

Life Cycle Analysis is the comprehensive examination of a product's environmental and economic effects throughout its lifetime, including new material extraction, transportation, manufacturing, use, and disposal.

Recyclable Product is a product that, after its intended end use, can demonstrably be diverted from the City's solid waste stream for use as a raw material in the manufacture of another product.

Recycled Product is a product containing recycled material.

Reusable Product is a product that can be used several times for an intended use before being discarded, such as a washable food or beverage container or a refillable ballpoint pen.


X. EFFECTIVE DATES

ENVIRONMENTALLY PREFERABLE PURCHASING POLICY

X. EFFECTIVE DATES

This policy shall take effect on DATE OF ADOPTION.

Approved:



John A. MacLean, City Manager
Date 10/29/08