

# STAFF REPORT

## City of Lancaster

Date: March 10, 2009

To: Mayor Parris and City Council Members

From: Barbara Boswell, Finance Director

Subject: Environmentally Preferable Purchasing Policy

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**Recommendation:**

Accept and approve the Environmentally Preferable Purchasing Policy.

**Fiscal Impact:**

None

**Background:**

From time to time, it is necessary to update the City's policies and procedures and create new ones to ensure the control and supervision of the affairs of the City. The Environmentally Preferable Purchasing Policy is a new policy being recommended for approval.

Since 1994, the City has recognized the importance of local government's role in preserving the environment. That was the year the City Council chose to adopt the Blue Skies Program, along with a resolution stating that the City should use alternative fuels whenever possible. The City's environmentally-friendly practices have continued growing ever since.

The purpose of this policy is to further enhance our environmentally-friendly practices. It encourages procurement of goods and services that reduce toxicity, conserve natural resources, materials and energy and maximize recyclability and recycled content. It will assist in setting goals and give direction for the City, and will help us in our efforts to obtain grants.

Within the policy, procedures and guidelines have been established to encourage the continuation of a strong Environmental Procurement Program. We will continue to raise staff awareness on the environmental issues affecting procurement by providing relevant information and training. Suppliers and contractors will be encouraged to offer Environmentally Preferable Products at competitive prices and providers of services will be encouraged to consider environmental impacts of the services they recommend for the City.

This policy covers a wide range of activities within the guidelines of environmentally friendly practices. To summarize these activities, three main categories have been identified with examples for each category. As the program expands, the policy allows for additional procedures and guidelines to be established, so this program is not limited to the categories or examples listed below.

- 1) Source Reduction
  - a. Use of electronic communications and forms whenever possible
  - b. Sharing equipment and occasional use items

- c. Utilize washable items (coffee cups, utensils, etc.)
- 2) Recycled Content
- a. Purchase items that contain postconsumer recycled content
  - b. Copiers and printers should be compatible with recycled paper and toner cartridges
  - c. Use of recycled, reusable or reground materials for road construction projects
- 3) Buying Decisions
- a. Procure products that meet the guidelines for environmentally preferable products as established by such authorities as Energy Star, Green Seal, and the Environmental Protection Agency
  - b. Replace disposables with reusable or recyclable items
  - c. Support Eco-labeling practices
  - d. Continue and expand existing programs to purchase Environmentally Preferable Products (such as re-refined automotive oils and coolants; the use of integrated pest-management, green seal custodian supplies, etc.)
  - e. Consider account life cycle costs and benefits
  - f. Evaluate, as appropriate, the environmental performance of vendors in providing products and services

This Environmentally Preferable Purchasing Policy is in accordance with Lancaster Municipal Code Chapter 3.32 (City of Lancaster Purchasing Ordinance). The implementation will begin upon approval of the policy by Council.

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**Attachment:**

Environmentally Preferable Purchasing Policy