



Effective: May 15, 2019

**A RESOLUTION OF THE CITY COUNCIL OF NEW CARROLLTON
ADOPTING A SUSTAINABLE PURCHASING POLICY**

WHEREAS, the City of New Carrollton desires to be an environmentally and socially responsible leader and to become a Sustainable Maryland Certified community; and

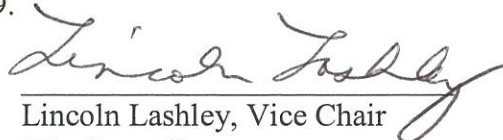
WHEREAS, one of the action items to becoming a Sustainable Maryland Certified community is for the City to evaluate its purchasing policies to determine if the policies result in the City seeking to purchase products that have a lesser or reduced negative effect or an increased positive effect on human health and the environment, when compared with other products that serve the same purpose; and

WHEREAS, the City has reviewed its purchasing policies and has determined that it would be in the best interest of the City to enact a sustainable purchasing policy such as that attached hereto as Exhibit A that seeks to ensure that the City considers purchasing products that have a lesser or reduced negative effect or an increased positive effect on human health and the environment.

NOW, THEREFORE, BE IT RESOLVED, by the City Council of New Carrollton that the Sustainable Purchasing Policy attached hereto as Exhibit A is hereby adopted.

This Policy shall be effective immediately (Wednesday, May 15, 2019).

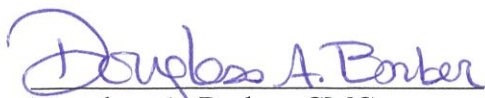
ADOPTED AND ENACTED BY THE CITY COUNCIL OF THE CITY OF NEW CARROLLTON THIS 15TH DAY OF MAY 2019.


Lincoln Lashley, Vice Chair
City Council

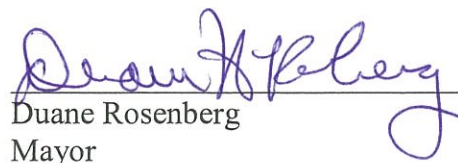
[SEAL]

Date: MAY 15, 2019

ATTEST:


Douglass A. Barber, CMC
City Clerk

APPROVED:


Duane Rosenberg
Mayor

Date: 05-15-19

CITY OF NEW CARROLLTON

SUSTAINABLE PURCHASING POLICY

MAY 2019

I. Purpose

The purpose of this policy is to support the purchase of materials, products and services in a manner that integrates fiscal responsibility, social equity and community and environmental stewardship in order to minimize environmental impacts relating to City business. The City of New Carrollton recognizes it can make a difference in favor of environmental quality. Accordingly, the City desires to use its best efforts to purchase environmentally preferable products whenever the products perform satisfactorily and are available at a reasonably competitive price.

The City shall use its best efforts to:

1. Procure materials, products and services in a manner that integrates fiscal responsibility, social equity and community and environmental stewardship.
2. Encourage waste prevention, recycling, market development and use of recycled/ recyclable materials through lease agreements, contractual relationships and purchasing practices with vendors, contractors, businesses and other governmental agencies.
3. Seek to generate less waste material by reviewing how supplies, materials and equipment are manufactured, purchased, packaged, delivered, used, and disposed.

II. Definitions

The following terms, as used in this document, shall have the meaning ascribed to them below:

1. "Environmentally Preferable Products" means products that have a lesser impact on human health and the environment when compared with competing products. This comparison may consider raw materials acquisition, production, manufacturing, packaging, distribution, reuse, operation and/or disposal of the product.
2. "Life Cycle Assessment" means the comprehensive examination of a product's environmental and economic effects throughout its lifetime including new material extraction, transportation, manufacturing, use, and disposal.
3. "Practical" means sufficient in performance and reasonably available at a competitive price that provides the best total value comprising of availability, delivery time, fitness for purpose, payment terms, quality, quantity and service.

4. "Recycled Products" are products manufactured with waste material that has been recovered or diverted from the waste stream. Recycled material may be derived from post-consumer waste (material that has served its intended end-use and been discarded by a final consumer), industrial scrap, manufacturing waste and/or other waste that otherwise would not have been utilized.
5. "Recycling" means the process of collecting, sorting, cleansing, treating, and reconstituting materials that would otherwise become solid waste, and returning them to the economic mainstream in the form of raw material for new, reused, or reconstituted products which meet the quality standards necessary to be used in the marketplace.
6. "Sustainable Procurement" means purchasing materials, products, and services in a manner that integrates fiscal responsibility, social equity, and community and environmental stewardship.
7. "Toxicity" means the quality, relative degree, or specific degree of being toxic or poisonous.
8. "Waste Prevention" means any action undertaken by an individual or organization to eliminate or reduce the amount or toxicity of materials before they enter the municipal solid waste stream. This action is intended to conserve resources, promote efficiency, and reduce pollution.

III. Policies

- A. City employees will incorporate sustainability factors when writing specifications for or procuring materials, products or services, which may include but not be limited to:
 - i. Environmental factors/the life cycle assessment of:
 - a. Pollutant releases
 - b. Toxicity, especially the use of chemicals that are toxic, persist in the environment and bio-accumulate in food chains (PBT)
 - c. Waste generation
 - d. Greenhouse gas emissions
 - e. Energy consumption
 - f. Depletion of natural resources
 - g. Impacts on bio-diversity
 - ii. Social equity factors:
 - a. Human health impacts
 - b. Use of local businesses
 - c. Use of State of Maryland Minority, Women and Emerging Small Businesses
 - iii. Fiscal factors
 - a. Use reduction (buy only what you really need)
 - b. Product performance and quality
 - c. Life-cycle cost assessment; lowest total cost

- d. Leveraging buying power
 - e. Impact on staff time and labor
 - f. Long-term financial/market changes
- B. City personnel will seek to use recycled and environmentally preferable products whenever practical.
 - C. The City shall specifically solicit the use of recycled and other environmentally preferred products in its procurement documents as appropriate.
 - D. City departments/divisions shall practice waste prevention whenever practical.

IV. Best Practices

A. Procurement Practices

The City shall evaluate the following environmentally preferable product categories and purchase them whenever practical.

1. Printing and writing papers, including all imprinted letterhead paper, envelopes, copy paper and business cards. When practical, these shall contain a minimum of 30% post-consumer recycled content.
2. Paper products, including janitorial supplies, shop towels, hand towels, facial tissue, toilet paper, seat covers, corrugated boxes, file boxes, hanging file folders and other products comprised largely of paper.
3. Remanufactured laser printer toner cartridges and remanufactured or refillable ink-jet cartridges.
4. Re-refined antifreeze, including on-site antifreeze recycling.
5. Re-refined lubricating and hydraulic oils.
6. Recycled plastic outdoor-wood substitutes, including plastic lumber, benches, fencing, signs and posts.
7. Recycled content construction, building and maintenance products, including plastic lumber, carpet, tiles and insulation.
8. Re-crushed cement concrete aggregate and asphalt.
9. Cement and asphalt concrete containing tire rubber, glass cullet, recycled fiber, plastic, fly ash or other alternative products.
10. Re-treaded tires and products made from recycled tire rubber including rubberized asphalt, playground surfaces and fatigue mats.
11. Compost, mulch, and other organics including recycled biosolid products.
12. Re-manufactured paint.
13. Other products that may be designated by the City.

B. Waste Prevention Practices

City staff is encouraged to reduce their consumption of resources by incorporating the following practices into their daily work activities.

1. Consider durability and repairability of products prior to purchase.
2. Conduct routine maintenance on products/equipment to increase their useful life.
3. Use duplex features on laser printers and copiers. Specify duplex on print jobs.
4. Create electronic letterhead for use by all City Departments/Divisions.
5. Send and store information electronically when possible. This includes e-mail, website and electronic fax.
6. Review record retention policies and implement document imaging systems.
7. Other waste prevention practices that further the goals of this policy.

V. Responsibilities of All City Departments/Divisions

Each City Department/Division shall be responsible for the implementation of this policy and the Chief of Police, Director of Public Works and the City Administrative Officer shall ensure that their departments comply with this policy and:

1. Practice waste prevention whenever possible.
2. Continue to utilize recycling programs and expand them where possible.
3. Procure recycled products whenever practical.
4. Develop, evaluate and maintain information about environmentally preferable and/or recycled products containing the maximum practical amount of recycled materials. Provide information to other Departments/Division when potential use of a product exists.
5. Develop specifications used in public bidding aimed at eliminating barriers to recycled content products, such as outdated or overly-stringent product specifications and specifications not related to product performance.
6. Ensure that procurement documents issued by the City require environmentally preferred alternatives whenever practical.
7. Educate and promote this policy through appropriate staff and use of the City's Public Information Officer. This will include documentation of successes, pitfalls, changes, etc.

Furthermore, the City Administrative Officer shall be responsible for providing resources to assist all City departments with standards and best practices in sustainable procurement, which shall include routine employee trainings on sustainable procurement practices. In May of each year, the City Administrative Officer shall provide the City Council with information on sustainable procurements of the City via a written report, which shall include an evaluation of this policy and any recommended changes.

VI. Responsibilities

The City shall:

- A. Maintain and use information, furnished by the City's Green Team, the Sustainable Maryland program, and others, about environmentally preferable and recycled products containing the maximum practical amount of recycled materials and encourage City Departments/Divisions to purchase such products whenever possible.
- B. Provide City Departments/Divisions with vendor furnished information about recycled products and environmental procurement opportunities.
- C. Inform vendors of our Environmental Purchasing Policy.
- D. Structure applicable contracts to offer and/or feature recycled-content products whenever possible, (e.g., office supplies, lubricating oils and janitorial supplies).
- E. Encourage development of specifications used in public bidding aimed at eliminating barriers to recycled-content products, such as outdated or overly-stringent product specifications and specifications not related to product performance. All requests for proposals shall encourage vendors to offer recycled products whenever practical.

VII. Exemption

Nothing in this policy shall be construed as requiring the purchase of products that do not perform adequately and/or are not readily available at a reasonable cost. Furthermore, this policy shall not be construed as to require the renegotiation of existing City contracts in order to comply with this Policy. However, as existing contracts expire, this policy shall apply to any new contract.

