

**CITY OF STOCKTON, CALIFORNIA  
CITY MANAGER ADMINISTRATIVE DIRECTIVE**

<b>Subject:</b>  <b>ENVIRONMENTALLY PREFERABLE PROCUREMENT POLICY</b>	<b>Directive No. FIN-35</b>	<b>Page No. 1 of 6</b>
	<b>Effective Date:</b> <b>12/03/07</b>	<b>Revised From:</b> <b>N/A</b>

I. PURPOSE

To increase the use of environmentally preferable products and services in the City of Stockton 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;
- support the recycling markets; and
- increase the use and availability of environmentally preferable products that protect the environment.

II. POLICY

- A. The City shall, to the extent reasonably practicable, use and require its contractors and consultants to use, environmentally preferable products with the maximum amount of recoverable materials.
- B. The City shall specify recycled content and environmentally preferable products unless such products do not perform satisfactorily and/or are not cost effective. The priority for purchasing recycled content products shall be as follows:
1. The highest percentage of recycled content of "post-consumer recovered material," available in the marketplace; and
  2. The highest percentage of "pre-consumer recovered material," available in the market place.
- C. The City shall solicit the use of recycled content and other environmentally preferred products in its procurement documents.
- D. The City shall ensure that specifications and performance standards for goods and services do not require the use of products made from virgin materials nor specifically exclude the use of environmentally preferable products.
- E. The City shall procure environmentally preferable goods and services where environmental criteria have been established by the United States Environmental Protection Agency or other widely recognized authorities.

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F. The City shall integrate environmental factors into the City's buying decisions, when practicable. Examples include but are not limited to:

- purchasing non-emergency fleet vehicles and equipment that provide, whenever practicable, the best available net reduction in vehicle fleet emissions;
- replacing disposables with re-usable, recyclable, or compostable goods;
- considering life cycle economics;
- considering impacts and threats of harm to human health or the environment; and
- evaluating, as appropriate, the environmental performance of vendors in providing products and services.

G. All City departments shall practice waste prevention and recycling.

DEFINITIONS

**Environmentally Preferable Products and Services** refers to products and services that have a lesser or reduced negative effect on human health and the environment when compared with competing products that serve the same purpose. This comparison may consider raw materials acquisition, production, manufacturing, packaging, distribution, reuse, operation, and/or disposal of the product.

**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 that meet the quality standards necessary to be used in the marketplace.

**Waste Prevention** means any action undertaken by an individual or organization to eliminate or reduce the amount of toxicity of materials before they enter the municipal solid waste stream. This action is intended to conserve resources, promote efficiency and reduce pollution.

**Practicable** means sufficient in performance.

**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

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final consumer), industrial scrap, manufacturing waste, and/or other waste that otherwise would not have been utilized.

**Post-consumer recovered materials** are finished materials that would normally be disposed of as solid waste, having completed its life cycle as a consumer item.

Examples of post-consumer recovered materials include, but are not limited to: old newspapers, office paper, yard waste, steel and/or aluminum cans, glass, plastic bottles, oil, asphalt, concrete and tires.

**Pre-consumer recovered materials** are materials or by-products generated after manufacturing of a product is completed, but before the product reaches the end-use consumer. Examples of pre-consumer recovered materials include, but are not limited to: obsolete inventories of finished goods, rejected unused stock and paper wastes generated during printing, cutting and other converting operations.

**Life Cycle Economics** means the identification and inclusion of all direct and indirect costs associated with a particular product or material. This includes the initial cost of purchase, anticipated maintenance and repair and the direct and indirect disposal costs associated with the disposal or removal of the product at the end of its useful life.

III. ENVIRONMENTALLY PREFERABLE PRODUCTS

The following product lines are initially designated as areas of focus for environmentally preferable purchases:

- A. Printing and writing papers including all imprinted letterhead paper, envelopes, copy paper, and business cards shall contain a minimum of 30 percent post-consumer recycled content.
- B. 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 composed largely of paper.
- C. Remanufactured laser printer toner cartridges and remanufactured or refillable inkjet cartridges.
- D. Re-refined antifreeze including on-site antifreeze recycling.
- E. Re-refined lubricating and hydraulic oils.

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- F. Recycled plastic outdoor wood substitutes including plastic lumber, benches, fencing, signs, and posts.
- G. Recycled content construction, building and maintenance products, including plastic, lumber, carpet, tiles and insulation.
- H. Recrushed cement concrete aggregates and asphalt.
- I. Cement and asphalt concrete containing tire rubber, glass cullet, recycled fiber, plastic, fly ash or other alternative products.
- J. Retreaded tires and products made from recycled tire rubber including rubberized asphalt, playground surfaces and fatigue mats.
- K. Compost, mulch and other organics including recycled biosolid products.
- L. Remanufactured paint.
- M. Janitorial cleaning supplies.
- N. Other products that may be designated.

**IV. WASTE PREVENTION PRACTICES**

A Recycling Team, comprised of department representatives, shall be established to increase waste reduction and recycling practices in all City departments. City staff shall be required to reduce their consumption of resources by incorporating the following practices into their daily activities:

- A. Consider durability and reparability of products prior to purchase.
- B. Conduct routine maintenance on products/equipment to increase the useful life.
- C. Use back-to-back features on laser printers and copiers. Specify back-to-back on all print jobs wherever practical.
- D. Send and store information electronically when possible. This includes e-mail, web site, and electronic fax

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- E. Review records retention policies and implement document imaging systems.
- F. Other waste prevention practices that further the goals of this policy.

**V. RESPONSIBILITIES OF ALL DEPARTMENTS**

Each department shall be responsible for the implementation of this policy and shall:

- A. On a quarterly basis, the Recycling Team department representatives shall report to the City Manager's Office their progress of policy implementation including the types of environmentally preferable products purchased, successes, pitfalls, and changes.
- B. Practice waste prevention and source reduction whenever possible.
- C. Continue to utilize recycling programs and expand them where possible.
- D. Procure recycled products whenever practicable.
- E. Develop, evaluate and maintain information about environmentally preferable and/or recycled products containing the maximum practical amount of recycled materials. Share information with other departments when potential use of a product exists.
- F. Develop specifications used in bids/request for proposals, aimed at eliminating barriers to recycled-content products, such as outdated or overly-stringent product specifications and specifications not related to product performance.
- G. Ensure the bid documents require environmental preferred alternatives whenever practical.
- H. Educate and promote this policy through appropriate staff and the use of the City's Intranet.

**VI. RESPONSIBILITIES OF ADMINISTRATIVE SERVICES PURCHASING DIVISION**

The Purchasing Division shall:

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ATTACHMENT G

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- A. Maintain and use information, furnished by its vendors, about environmentally preferable and recycled products containing the maximum practical amount of recycled materials and encourage Departments to purchase such products whenever possible.
- B. Provide Departments with vendor furnished information about recycled products and environmental procurement opportunities.
- C. Inform vendors of the City's Environmentally Preferable Procurement 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 bids/request for proposals aimed at eliminating barriers to recycled-content products, such as outdated or overly stringent product specifications and specifications not related to product performance. All bids/request 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 reasonably available at a reasonable cost.

APPROVED:

  
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J. GORDON PALMER, JR.  
CITY MANAGER