

SUBMITTAL CHECKLIST

- Proposal - One original and four (4) copies
- Cover Letter
- Certified Financial Audit (one with original proposal)
- Technical Proposal consisting of:
 - Cover Letter
 - Certified Financial Audit
 - Security Instrument
 - Insurance
 - Description of Tracking
 - Environmentally Preferable Purchasing Policy
 - Project Team
 - a) Companies
 - b) Identify Key personnel of Both Proposer and Subcontractors
 - c) Licenses
 - d) Ownership
 - References
 - Waste Handling Methods
 - Disposal Methods
 - OSHA
 - Cost Proposal
- Cost Proposal (one hard copy and one electronic (PDF) copy with original proposal) consisting of at minimum:
 - Attachment A Submittal Checklist
 - Attachment B Labor Detail
 - Attachment C Equipment and Supplies
 - Attachment D Disposal Matrix
 - Attachment E Minimum Container Volumes
 - Attachment F Disposal Site Qualifications
 - Attachment G Experience Modification Rate
 - Attachment H Environmentally Preferable Procurement Policy
 - Attachment I Instructions to Vendors
 - Attachment J Stockton Location Map

LABOR DETAIL

HAZARDOUS WASTE MANAGEMENT SERVICES

On-Site Labor

Personnel Type	Hour ST	\$/Hour	Hours OT	OT \$/Hour	Per Diem
Project Manager					
Site Supervisor					
Lead Chemist					
Chemist/Specialist					
Technician					

STANDARD EQUIPMENT, SUPPLY LIST AND PRICING

Item	Unit	Unit Cost
Duct Tape (specify size)	Roll	
Spray Adhesive (specify size)	Ea	
20x100 Visqueen (specify thickness)	Ea	
12x100 Visqueen (specify thickness)	Ea	
Tarps 16x20 (specify thickness and material)	Ea	
Tarps 20x30 (specify thickness and material)	Ea	
Tarps 30x40 (specify thickness and material)	Ea	
Dumpster Liners	Ea	
Directional Signs (on site-specify)	Ea	
Directional Signs (off site-specify)	Ea	
Traffic Cones	Ea	
Fluorescent Tube Containers 4'	Ea	
Fluorescent Tube Containers 8'	Ea	
Cubic Yard Un Boxes	Ea	
Cubic Yard Non-Un Boxes	Ea	
Cubic Meter Un Boxes	Ea	
Cubic Meter Non-Un Boxes	Ea	
55 Gallon 1A2 Drum (steel)	Ea	
55 Gallon 1H2 Drum (poly)	Ea	
30 Gallon 1A2 Drum (steel)	Ea	
30 Gallon 1H2 Drum (poly)	Ea	
15 Gallon 1A2 Drum (steel)	Ea	
15 Gallon 1H2 Drum (poly)	Ea	
5 Gallon 1H2 Drum (poly)	Ea	
85 Gallon 1A2 Overpack Drum	Ea	
Drum Liners	Box	
5 Gallon Plastic Bags	Ea	
Asbestos Liners	Roll	
Vermiculite	Bag	
Absorbent (specify type)	Ea	
Absorbent Pads (assorted)	Bags	
D.O.T. Labels (assorted)	Rolls	
Hazardous Waste Labels	Roll	
Packing Lists w/Envelope	Ea	
Tyvek (various sizes)	Box	
Safety Glasses	Ea	
Face Shields	Ea	
Respirator (1/2 face)	Ea	
Respirator Cartridges	Ea	
Leather Gloves	Ea	
Chemical Resistant Gloves	Pair	
Cotton Glove Liners	Pair	
Labpack Gloves (specify)	Box	
Aprons	Ea	
Boot Covers	Pair	
pH Paper	Box	
Stretch Wrap (specify size)	Roll	

Pallets	Ea	
Oxidizer Paper	Tubes	
Drum Markers	Box	
Drum Dolly	Ea	
Unloading Carts	Ea	
Bung Wrench	Ea	
Speed Wrench	Ea	
Socket Wrench	Ea	
Paint Tools (spatula, can openers)	Ea	
Paint Bulking Trees	Ea	
Equipment Truck (specify size/driver?)	Ea	
Equipment Truck (specify size/driver?)	Ea	
Equipment Truck (specify size/driver?)	Ea	
Forklift (includes delivery)	1 Day	
Sorting Tables (specify)	Ea	
Portable Scale	Ea	
Security Guard	Per Hour	
Canopy/Tent (specify size)	Per Day	
Portable Toilet	Per Event	
Be sure to specify appropriate sizes, quantities in rolls or boxes, etc. For any other consumables please add to electronic sheet - attach additional sheet for hard copy		

(2023)
DISPOSAL PRICING MATRIX FOR HAZARDOUS WASTE COLLECTIONS
 ** Average weight of container including waste and all packaging material

Waste Type	Waste Profile(s) Required	Waste Management Method(s)	Waste Container Management Method(s)	Waste Packaging Method(s)	Yard Box	Average Weight**	55 Drum	Average Weight**	30 Drum	Average Weight**	5 Drum	Average Weight**	Other	Average Weight**	Cost Per Pound
LATEX PAINT-GOOD															
LATEX PAINT-BAD/SLUDGE															
OIL BASED PAINT (Combine with Loosepack Flammable Liquids)															
OIL BASED PAINT															
OIL BASE PAINT WITH PCBs															
OIL BASE PAINT SLUDGE															
FLAMMABLE LIQUIDS															
FLAMMABLE LIQUIDS															
HALOGENATED SOLVENTS															
NON- HALOGENATED SOLVENTS															
SOLVENT SLUDGE															
RESINS/ TAR/ ADHESIVES															
FLAMMABLE SOLIDS															
LEAD PAINT CHIPS															
WASTE MOTOR OIL															
WASTE MOTOR OIL CONTAMINATED															
OIL FILTERS															
ETHYLENE GLYCOL															
FIRE EXTINGUISHER (NOT RE-USABLE)															
FIRE EXTINGUISHER (RE-CHARGEABLE)															
COMPRESSED GAS CYLINDERS <5 GAL (PROPANE/BUTANE)															
COMPRESSED GAS CYLINDERS 5 GAL OR > (PROPANE)															

NOTES:

N/A= NOT APPLICABLE

WASTE MANAGEMENT METHODS- RU= REUSE, RC= RECYCLE, FB= FUEL BLENDING, TR= TREATMENT/NEUTRALIZE, DI= DESTRUCTIVE INCINERATION,

SB= STABILIZATION/SOLIDIFY/LANDFILL, LF= LANDFILL, (I), (II), OR (III) = CLASS I, II, OR III LANDFILL.

WASTE CONTAINER MANAGEMENT METHODS- RC= RECYCLE, DI= DESTRUCTIVE INCINERATION, FB= FUEL BLENDING, LF= LANDFILL, (1) (2)= CLASS 1 OR 2,

TR= TREATMENT, RU= REUSE

WASTE PACKAGING METHODS- LO= LOOSE PACK, LP= LAB PACK, BU= BULKING, CN= CONTAINERIZING

WASTE CONTAINER TYPE- DM= STEEL DRUM, DF= FIBER DRUM, DP= PLASTIC DRUM, PB= PLASTIC BUCKET

Waste Type	Waste Profile(s) Required	Waste Management Method(s)	Waste Container Management Method(s)	Waste Packaging Method(s)	Yard Box	Average Weight**	55 Drum	Average Weight**	30 Drum	Average Weight**	5 Drum	Average Weight**	Other	Average Weight**	Cost Per Pound
COMPRESSED GAS CYLINDERS UNKNOWN															
PCB CONTAINING BALLAST															
OTHER PCB CONTAINING WASTE SOLID															
OTHER PCB CONTAINING WASTE LIQUID															
CORROSIVE AEROSOLS															
FLAMMABLE AEROSOLS															
POISON AEROSOLS															
CYANIDES															
REACTIVE CYANIDES															
SULFUR SOLID															
REACTIVE SULFIDES															
ELEMENTAL MERCURY															
ORGANIC MERCURY COMPOUNDS															
DIOXIN PRECURSORS															
ORGANIC POISONS/ PESTICIDES-SOLID															
ORGANIC POISONS/ PESTICIDES-LIQUID															
EH POISONS/ PESTICIDES SOLID															
EH POISONS/ PESTICIDES LIQUID															
INORGANIC POISONS/ PESTICIDES SOLID															
INORGANIC POISONS/ PESTICIDES LIQUID															
WATER REACTIVE COMPOUNDS, FLAMMABLE GAS PRODUCING, HEAT GENERATING															

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WATER REACTIVE COMPOUNDS-ACID GAS PRODUCING															
WATER REACTIVE COMPOUNDS-AMMONIA GAS PRODUCING															
HYPOCHLORITE COMPOUNDS															
NON-HYPOCHLORITE OXIDIZING BASES															
ORGANIC BASES- SOLIDS															
ORGANIC BASES, LIQUIDS															
INORGANIC BASES, SOLIDS															
INORGANIC BASES- LIQUIDS															
NEUTRAL OXIDIZERS															
OXIDIZING ACIDS															
OXIDIZING BASES															
INORGANIC ACIDS- SOLIDS															
INORGANIC ACIDS- LIQUIDS															
INORGANIC ACIDS, LIQUIDS WITH REGULATED METALS															
ORGANIC ACIDS, SOLIDS															
ORGANIC ACIDS- LIQUIDS															
AQUEOUS SOLUTIONS WITH REGULATED METALS															
AQUEOUS SOLUTIONS WITH LESS THAN 10% ORGANIC															
ORGANIC PEROXIDES															
PHOTOGRAPHIC WASTE															
SOLID LEAD WASTE (SOLDER)															
ASBESTOS															
DEBRIS CONTAMINATED WITH CHROMIUM (BRAKE SHAVINGS)															
ASPHALT EMULSION CONTAINING DIESEL															
HYDROCHLORIC ACID SOLUTION															
AMMONIUM HYDROXIDE SOLUTION															

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LEAD ACID BATTERIES															
HOUSEHOLD BATTERIES															
RECHARGABLE BATTERIES (Ni-Cd, Ni-Mh, Li-Ion, Small Sealed Pb)															
FLUORESCENT LIGHT TUBES-STRAIGHT															
FLUORESCENT LIGHT TUBES-MISC (U-TUBE, CIRCULAR, ETC)															
COMPACT FLUORESCENT LIGHTS (CFL)															
OTHER UNIVERSAL WASTE LAMPS															
UNIVERSAL WASTE-MERCURY CONTAINING EQUIPMENT															
UNIVERSAL WASTE CRT'S (CEW's)															
OTHER ELECTRONICS															
NON-RCRA- LIQUID															
NON-RCRA- SOLID															
SOLID DEBRIS CONTAMINATED															
WASTE ABSORBENT															
SHARPS															
EMPTY 55 DRUMS															
EMPTY METAL CANS <5 GALLONS															
OTHER , PLEASE SPECIFY															

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Minimum Container Volumes: Complete the following proposed standard minimum material volumes for each packaging method and corresponding container size.

Packaging Method	Container Size	Minimum Volumes* (gallons / pounds)	Notes / Other
Lab Pack:	5 gallon 15 gallon 55 gallon		
Loose Pack:	5 gallon 15 gallon 55 gallon		
Bulk:	5 gallon 15 gallon 55 gallon		
Other approved container:	size : _____		
Other approved container:	size : _____		

* Include the proposed minimum material volumes in both gallons and pounds (x gallons / x pounds) for each container size.

Note: If your operations do not use a particular packing method or container size do not provide minimum volumes for this category; make comments/explanations in "Notes/Other" column.

Disposal Site Qualifications

Disposal Site Qualifications		
Disposal Site Name:		
Mailing Address:		EPA ID#
		EPA ID#
		EPA ID#
Facility Address(es):		
Waste Streams Handled:		
Brief Description of treatment/disposal methods:		
Summary of compliance history:		

EMR – Experience Modification Rate

Contractor Information (please print or type)

Contractor Name:	Subsidiary/Division of:
Corporate Address:	Street or P.O. Box:
City and State:	Zip Code:
Local Address: (if different from above)	Street or P.O. Box:
City and State:	Zip Code:
Emergency Contact:	Title:
	Telephone Number:

Safety Information (OSHA statistics and EMR figures must be provided.)

<p>Please use your past OSHA 300 Logs to record the number of injuries and illnesses for the last three (3) years. <i>Note: Attach copies of the last 3 years' OSHA 300 Logs to this questionnaire.</i></p>			
Record last three years	20__	20__	20__
Total Man Hours Worked			
Number of fatalities			
Number of lost work days			
Number of restricted work day cases			
Number of cases requiring medical treatment only			
OSHA Total Recordable Incident Rate (TRIR)			

Note: The following formula should be used when calculating the OSHA recordable incidence rate:

$$\frac{\# \text{ of OSHA Recordable Cases } \times 200.000}{\# \text{ of man-hours worked}}$$

List your firm's Experience Modification Rate (EMR) or insurance loss ratios for the three most recent years. Rates above 1.2 (EMR) or 75% loss ratio will require explanation.	<u>Year</u>	<u>Rate</u>
	20__	
	20__	
	20__	

Are injury/illness reports (OSHA 300 Log) reviewed by the following? How often?

President _____ How Often? _____ Vice President _____ How Often? _____

Field Superintendent _____ How Often? _____ Site Foreman _____ How Often? _____

Do you hold safety meetings for all your employees? YES ____ NO ____

Do you conduct onsite safety inspections? YES ____ NO ____

If "YES," who conducts the inspections?

How is injury/illness data maintained?	How often is it reported?
Totaled for the entire company _____	Weekly _____
Totaled by project _____	Monthly _____
Subtotaled by superintendent _____	Quarterly _____
Subtotaled by foremen _____	Annually _____
Other _____	

Questions

(Include copes or examples of programs/practices at your discretion)

1.) Do you have one or more employees devoted full time to the safety and health of your employees? If "yes," how many, and who are they?

2.) Who is ultimately responsible for the safety and health of your employees?

3.) Do you have a written safety program, Injury and Illness Prevention Plan?

4.) Do you explain and give a copy of your safety program to each new or transferred employee?

5.) OSHA/Cal-OSHA Citations for past 3 years:

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

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

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 H

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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:



J. GORDON PALMER, JR.
CITY MANAGER