



*City Of Raleigh*  
NORTH CAROLINA

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## **SUSTAINABLE PROCUREMENT POLICY**

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### **1. Background**

In accordance with the City of Raleigh 2007-2009 City Council Mission Statement [the City] recognizes its responsibility to minimize negative impacts on human health and the environment while supporting a diverse, equitable, and vibrant community and economy. The City recognizes that the types of products and services the City buys have inherent social, human health, environmental and economic impacts, and that the City should make procurement decisions that embody the City's commitment to sustainability whenever possible.

### **2. Purpose**

This Sustainable Procurement Policy will complement and strengthen our commitment to sustainability and intends to:

- Identify those sustainability factors that shall be incorporated into procurement decisions;
- Provide implementation guidance;
- Empower employees to be innovative and demonstrate leadership by incorporating sustainability factors into procurement decisions;
- Complement citywide and department-specific sustainability goals and related policies; and communicate the City's commitment to sustainable procurement.
- Encourage vendors to promote products and services that they offer which are most suited to the City sustainability principles;
- Reduce the spectrum of environmental impacts from City use of products, including reduction of greenhouse gas emissions, reduction of landfill waste, health and safety risks, and resource consumption;
- Communicate the City's commitment to sustainable procurement, by modeling the best product and services choices to citizens, other public agencies and private companies;

- Reduce the environmental impacts of materials acquired for use in the operations, maintenance and upgrades of buildings, new building construction; and,
- Facilitate the reduction of waste generated by building occupants that is hauled to and disposed of in landfills or incineration facilities.

### **3. Policy**

#### **3.1 General Policy Statement**

City employees will procure materials, products or services in a manner that integrate fiscal responsibility, social equity, and community and environmental stewardship whenever possible within N.C. General Statutes. Each City department shall comply with this policy and actively encourage department decisions that reflect the policy objectives. The City of Raleigh, Finance Department's Purchasing Division shall actively promote and encourage product and service acquisitions compliant to the policies and guidelines adopted herein.

#### **3.2 Sustainability Factors**

City employees shall incorporate whenever possible the following factors when writing specifications for, or procuring materials, products, or services.

**Environmental** factors to be considered include, but are not limited to, the **life cycle assessment** of:

- Pollutant releases
- Toxicity, especially the use of persistent, bio-accumulative, and toxic (PBT) chemicals
- Waste generation
- Water efficiency
- Greenhouse gas emissions
- Energy efficiency and consumption
- Use of renewable energy
- Depletion of natural resources
- Impacts on biodiversity
- Recyclability
- Recycled content

**Social** equity factors to be considered include, but are not limited to:

- Human health impacts;
- Environmental justice(disproportionate environmental and health impacts on different population groups);
- Fair labor practices, health and retirement benefits, safety, livable wages, and worker rights;
- Use of local businesses and vendors whenever possible; and,
- Use of City of Raleigh certified Small Disadvantaged Minority and Women Owned Businesses (SDMWOB) Program vendors.

**Fiscal** factors to be considered include, but are not limited to:

- Use reduction; purchase only necessary products
- Product performance, quality, and durability
- Cost (dollar and non-dollar)
- Life-cycle cost assessment; lowest *total* cost
- Leveraging buying power
- Impact on staff time and labor, including operational and maintenance requirements
- Long-term financial/market changes

While not all factors will be incorporated into every purchase, it is the intent of this policy that City employees will make a good faith effort to incorporate and balance these factors to the maximum extent possible.

#### **4. Use of Best Practices**

City employees will utilize best practices in sustainable procurement as they evolve **whenever possible**. As it applies to this policy, best practices in sustainable procurement are those that utilize leading edge sustainability factors, standards, and procedures in an efficient and effective way that is successful and replicable. The City of Raleigh Purchasing Division and City departments will promote and encourage strategies to reduce consumption due to the societal and community costs, such as landfill waste handling, toxin exposures, resource depletion, and greenhouse gas emissions.

*The following guidelines and best practices are provided and required to the extent practical:*

##### **General**

- Always look for environmental labeling, including the recycling symbols with their qualified statement, Energy Star, WaterSense, and green seal certified.
- When purchasing materials, supplies or equipment, purchases must meet requirements for LEED accredited materials and resources (add LEED link).with special attention to the requirements MR1: Sustainable Purchasing Policy and MR2: Solid Waste Management Policy.
- Waste Stream Management within the buildings and sites must be compliant with LEED requirements, specifically for ongoing consumable, durable goods and facilities alterations and additions.
- Disposal of lamps containing mercury must comply with the Environmental Protection Agency's steps for managing and recycling mercury containing lamps (see: <http://www.epa.gov/waste/hazard/wastetypes/universal/lamps/recycle.htm>).

##### **4.1 City Code and State Law**

It is the intent of this policy to complement City code and state laws. Nothing in this policy shall be construed to conflict or be inconsistent with applicable federal, state, or local purchasing laws or guidelines.

## **5. Environmental Standards and Product and Certifications**

**5.1 Standards:** The City standard for all acquisitions shall be compliant at least to:

- The U.S. Environmental Protection Agency (USEPA) standards whenever published for a product or services; and
- The State of North Carolina Prohibited Toxins list that prohibits specified chemicals (see: <http://www.epa.gov/oppt/newchems/pubs/invntory.htm>).

**5.2 Third-Party Certifications:** City departments and the City of Raleigh Purchasing Division shall apply the most stringent third-party label standard available for a product or service being acquired. The City shall use independent, third-party social and/or environmental (eco) product or service label certifications when writing specifications for procuring materials, products, or services, whenever a responsible label standard is available. Qualifying labels shall be:

- Developed and awarded by an impartial third-party (examples include: Green Seal, EnergyStar, Environmental Choice and Forest Stewardship Foundation);
- Developed in a public, transparent, and broad stakeholder process; and
- Represent specific and meaningful leadership criteria for that product or service category.

In addition, whenever possible, label standards used in product or service specifications should represent standards that take into account multiple attributes and life-cycle considerations, with claims verified by an independent third party.

## **5.3 Specifications and Contracts**

City Department Directors shall be responsible for:

- Ensuring that specifications written by their department comply with this policy and incorporate sustainable procurement best practices.

The manager of the Purchasing Division shall be responsible for:

- Ensuring purchasing manuals and other internal procedures reference this policy and incorporate best practices for specifying products and services that meet the intent of this policy; and,
- Developing and integrating sustainable procurement boilerplate language into solicitation document templates.

## **6. Implementation and Responsibilities**

### **6.1 Acquisition Responsibilities**

City Departments shall:

- Ensure City staff utilizes product and service standards and certifications and best practices that comply with this policy;
- Serve on specification or best practice teams, to collaborate with other departments and the City of Raleigh Purchasing Division in standards, strategies and specifications;
- Ensure internal policies and procedures that reference this policy and incorporate the use of sustainable products and services that meet the intent of this policy; and,
- Encourage pilot testing for environmentally preferable/sustainable products.

The City of Raleigh Purchasing Division shall:

- Promote and ensure that bid and contract strategies incorporate the most favorable standards and best practices in sustainable procurement;
- Stay current and informed on advances in sustainable procurement specifications and strategies; and,
- Consult with the experts available in the City when reviewing or designing specifications, to ensure progressive and emerging specifications for the product or service being solicited.

## **7. Education**

City department directors shall be responsible for:

- Building awareness of this policy through information dissemination and incorporation into routine employee trainings;
- Encouraging employee attendance at internal and external trainings related to sustainability; and
- Encouraging the use of environmentally preferable/sustainable products and services through information dissemination, development of internal procedures, pilot testing, and leading by example.

The Purchasing Division or Sustainable Purchasing Implementation team shall be responsible for:

- Developing employee sustainable procurement resources such as, but not limited to, standards, specifications, tools, and best practices;
- Developing buyer-specific training on sustainable procurement best practices that meet the intent of this policy;

- Developing buyer competency in communicating to other City departments about this policy and opportunities for incorporating sustainable procurement best practices into solicitations and contracts;
- Developing inter-agency communication among public procurement professionals about sustainable procurement best practices; and
- Taking the lead in communicating to existing and potential contractors and the public about this policy and related City requirements.

## **10. Policy Review**

The manager of the Purchasing Division shall be responsible for periodically bringing together internal stakeholders to review this policy for updates or to otherwise determine whether this policy is in alignment with other City sustainability efforts and policies. The policy review shall be completed at least every five years, but may be done on a more frequent basis as needed.

## **11. Definitions**

Following are definitions of some terms in this policy.

**Alternative/Hybrid Fuel Vehicle** - vehicles that are powered by fuels that reduce air pollution, reduce fossil fuel consumption, solid waste and/or hazardous waste that result from their manufacture, use, service, and maintenance. The term is used to refer to various types of vehicles, including compressed natural gas, biodiesel, ethanol, electric and hybrid electric, propane, liquefied natural gas, and hydrogen fuel cell.

**Biodegradable**-capable of readily decomposing under natural conditions.

**Durable goods** -goods which do not quickly wear out, or more specifically, it yields services or utility over time rather than being completely used up when used once.

**Energy efficiency**-refers to products that meet or exceed the U.S. Department of Energy (DOE)/ Federal Energy management Program's product energy efficiency recommendations (which identify the 25 percent of energy efficiency for all similar products), or that meet the energy efficiency criteria of the U.S Environmental Protection Agency(EPA) DOE EnergyStar program.

**EnergyStar**- A voluntary partnership among DOE, EPA, product manufacturers, local utilities and retailers. Partners help promote efficient products by labeling with the Energy Star logo and educating consumers about the benefits of energy efficiency.

**Environmentally preferable**- products or services that have a lesser or reduced effect on human health and the environment when compared with competing products or service that serve the same purpose. The product or service comparison may consider raw materials acquisition, production, manufacturing, packaging, distribution, reuse, operation, maintenance or disposal.

**Integrated Pest management-** the coordinated use of pest information, environmental information, and available pest control methods to prevent unacceptable levels of pest damage by the most economical means and with the least possible hazard to people, property, and the environment.

**Mutagen-** a physical or chemical agent that changes genetic material, usually DNA of an organism, causing more frequent cellular mutations. Many mutations cause the growth of irregular cells or cancer.

**Ongoing Consumables-** Goods that may be depleted or worn out by use and must therefore be regularly replenished.

**Post-consumer material-** refers to a material or finished product that has served its intended use and has been discarded for disposal or recovery, having completed its life as a consumer item. “Post consumer material” is part of the broader category of “recovered material.”

**Practicable-** means sufficient in performance and reasonably available at a competitive cost.

**Reconditioned/Remanufactured-** the process of restoring used durable products to meet original performance standards. Remanufacturing has many other names, including: rebuilding (automotive sector), retreading (tire remanufacturing), reconditioning and refurbishing.

**Recycled content-** materials that have been recovered from the solid waste stream, either during the manufacturing process (pre-consumer), or after consumer use (post-consumer).

**Recycling-** placing used materials into channels that reuse them.

**Teratogen-** an agent that causes a defect or malformation in the development of the embryo or fetus.

**Waste Stream-** The total flow of solid waste from homes, businesses, institutions, and manufacturing plants that is recycled, burned, or disposed of in landfills.

**Xeriscaping/Sustainable landscaping-** an ecologically sound landscaping approach that is water conscious.

## **12. Additional Resources**

This section provides City of Raleigh personnel and contractors with resources for identifying suppliers of sustainable products and with standards, which may be useful in the successful application of this procurement policy. The following lists of organizations and sites should be consulted when purchasing products and services.

**EPA Green Resources:** [www.epa.gov/greenerproducts](http://www.epa.gov/greenerproducts) Allows users to search for EPA programs related to greener products based on the type of user and their specific product interests.

**EnerGuide**: {<http://www.nrcan.gc.ca/energiguide/home.cfm>} Identifies and ranks hundreds of energy efficient consumer products

**EnergyStar**: {[www.energystar.gov](http://www.energystar.gov)} - Develops energy efficiency guidelines and help promote efficient products by labeling with the Energy Star logo and educating consumers about the benefits of energy efficiency.

**Environmental Choice**: {[www.environmentalchoice.com](http://www.environmentalchoice.com)} - Establishes environmental standards and awards its eco-label to product meeting its standards

**EPEAT**: {[www.epeat.net](http://www.epeat.net)} - The Electronic Product Environmental Assessment Tool consists of a set of voluntary environmental criteria for identifying energy efficient and environmentally preferable computers and other electronic components.

**Forest Stewardship Certification**: {[www.fscus.org](http://www.fscus.org)} - Sets standards for sustainable forest management practices and certifies forests consistent with its standards

**Green Seal**: {[www.greenseal.org](http://www.greenseal.org)} - Establishes environmental standards and awards its “green seal of approval” to products meeting its standards. Green Seal has created environmental standards for more than 30 product categories and regularly publishes its Choose Green Reports, which evaluate the environmental impacts of products.

**NC Pollution Prevention Division** : {[www.p2pays.org/epp/](http://www.p2pays.org/epp/)} – Provides information and education resources on recycling, environmental management systems, and pollution prevention.

**New American Dream**: {[www.newdream.org/procure](http://www.newdream.org/procure)} – Provides extensive information on purchasing energy efficiency and environmentally preferable products via its Responsible Purchasing Network

**PowerSmart**: {[www.bchydro.com](http://www.bchydro.com)} – Identifies energy efficient products and strategies to reduce energy consumption

**US EPA WaterSense**: {[www.epa.gov/watersense](http://www.epa.gov/watersense)} - Provides labeling, certification, information, and other resources regarding water efficient products, contractors, and programs.