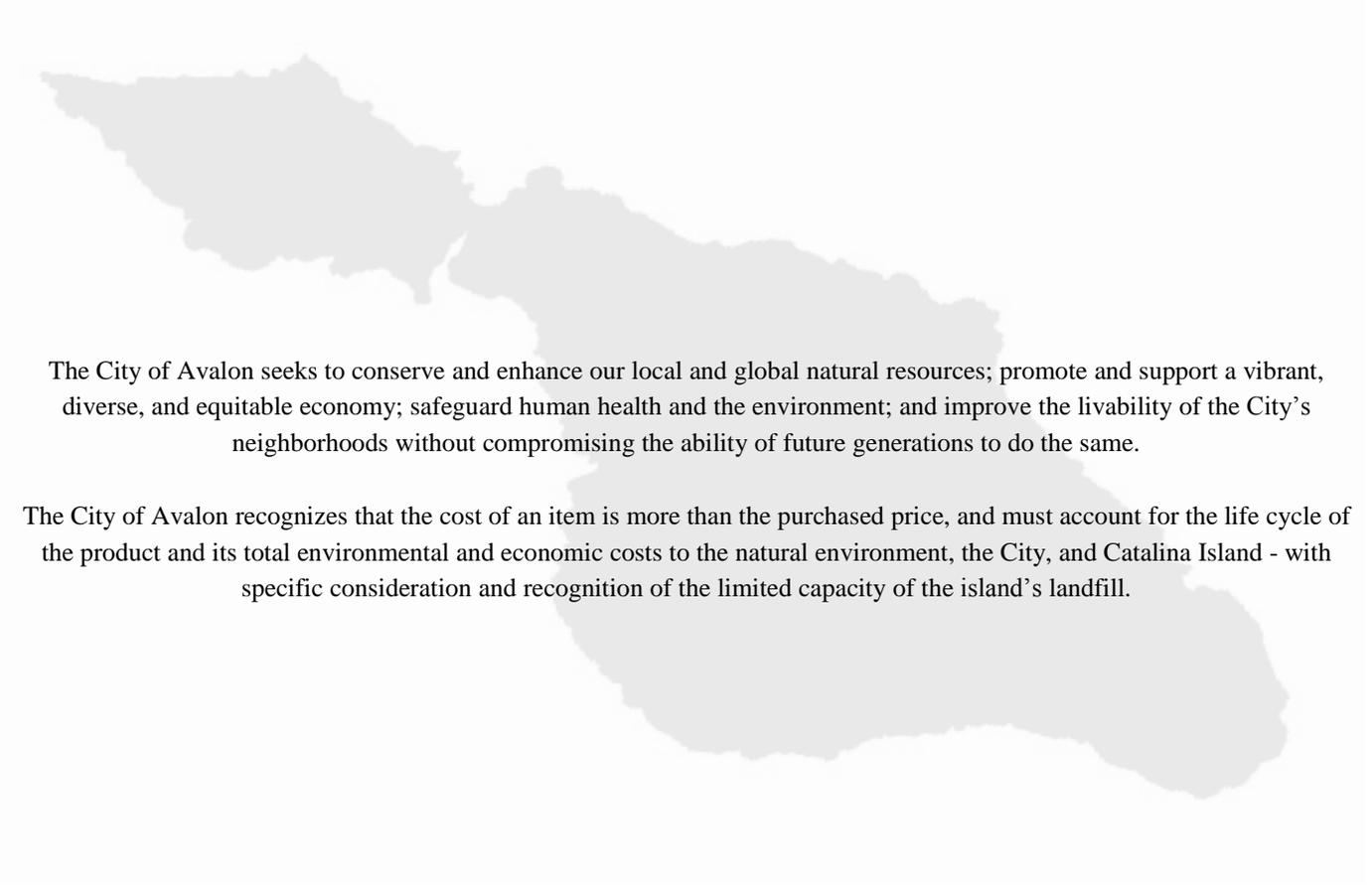


City of Avalon

Preferable Purchasing and Practices Policy

ENVIRONMENTAL, SOCIAL AND ECONOMIC CONSIDERATIONS





The City of Avalon seeks to conserve and enhance our local and global natural resources; promote and support a vibrant, diverse, and equitable economy; safeguard human health and the environment; and improve the livability of the City's neighborhoods without compromising the ability of future generations to do the same.

The City of Avalon recognizes that the cost of an item is more than the purchased price, and must account for the life cycle of the product and its total environmental and economic costs to the natural environment, the City, and Catalina Island - with specific consideration and recognition of the limited capacity of the island's landfill.

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Preferable Purchasing and Practices Policy

REVIEW OF CURRENT PRACTICES AND IDENTIFYING ADDITIONAL OPPORTUNITIES

Overview

The City of Avalon General Plan lists, amongst other things, the general desire of the City and the community at large to “exemplify environmental awareness and stewardship through use of new technologies, conduct practices that are energy efficient, reduce pollution and waste, conserve water, and protect the environment, natural features, and open spaces of the City and the island as a whole”. As an island community every decision has a measurable and visible impact - shopping local to support the island economy, using water as we all drink from the same ‘cup’, and throwing waste away as ‘away’ is in our backyard and we know the capacity of our landfill.

The capacity of our preferable purchasing and best operating practices have not been met, giving the City of Avalon and the Catalina Island community the opportunity to reach the objectives of the General Plan as well as State and Federal targets.

The goal of the Preferred Purchasing Policy (PPP) is to encourage and incase purchasing that reflects the City’s commitment to sustainability and explore the practice of “cradle to cradle” design, or “closing the loop” with product purchases and disposal.

A key component to assuring the sustainability of such a purchasing policy is the consideration of fiscal factors, both to promote environmentally responsible markets and materials as well as to consider the lifetime costs to the City.

In addition the City may establish guidelines giving preference to products produced by persons with disabilities, energy efficient products, recycled motor oil and lubricants, vendors that meet or exceed air quality standards, and recycled or reused computer equipment.

Evaluation Criteria

Nothing in the PPP shall be construed as requiring a department or contractor to procure products that perform inadequately for their intended use, are unavailable at a reasonable price within a reasonable period of time or do not conform to existing regulations. In general consideration shall be given to:

- Availability of product
- Impact of procurement on the solid waste stream
- Economic and technological feasibility of producing the product
- Other uses of the recovered materials used to produce the product

Products Categories

The Preferred Purchasing Policy generally addresses:

- Office supplies/equipment
- Printing and mail supplies, including paper products
- Cleaning and landscaping supplies
- Water and energy conservation products
- Vehicles and Equipment
- Other (such as Food Service Contracts and Facility Standards)

To assist in specifically identifying preferred products, product category overviews have been established where general item examples can be identified - such as park benches, engine coolants and binders - and specific characteristics and qualities of these items can be outlined. These categories and details can change with circumstances and should be regularly referred to for guidance.

- | | | | | |
|-------------------------|------------------------|------------------------------|--------------------------|-----------------------------|
| • Construction Products | • Landscaping Products | • Park & Recreation Products | • Paper Products | • Non-paper Office Products |
| • Electronic Products | • Vehicular Products | • Transportation Products | • Miscellaneous Products | |

The Product Category Details and Specifications can be found in the supplemental material, and will be reviewed and updated by the City and the different departments overseeing purchasing.

Purpose and Scope

The City shall acquire its goods and services in a manner that complies with federal, state and city laws and other requirements (e.g., City resolutions). The City shall purchase and use materials, products and services which are fiscally responsible, reduce resource consumption and waste, promote opportunities to lesser advantaged segments of the community, perform satisfactory, and promote human and environmental health and well-being.

Environmental factors to be considered in selecting products with provisions about specific chemicals (e.g., avoiding volatile organic compounds or harsh solvents/abrasives when possible) are to include:

- Good and services which can be manufactured, used, and disposed of in an environmentally responsible way
- Manufactured with a high recycled content
- Recycle or reused
- Lower energy usage/cost of operating equipment prior to purchase
- Employ suppliers that are committed to environmental improvement
- Reduce 'life cycle' costs and impacts when assessing equipment

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

- Lower total cost by addressing 'life cycle' accounting - purchase, maintenance, disposal, staff time, and labor
- Leveraging City buying power
- Impact on staff time and labor

Roles & Responsibilities

- Long-term financial/market changes
- Technological advances in a rapidly changing market

All City departments are responsible for implementation of this policy and to ensure their respective employees and contractors are fully aware and supportive of the City’s policy to purchase environmentally preferable goods and services. All departments are responsible to:

- Ensure that specifications do not discriminate against reusable, recycled, or environmentally preferable products without justification
- Evaluate environmentally preferable products to determine the extent to which they may be used by the department and its contractors
- Review and revise specifications to maximize the specification of designated environmentally preferable products where practicable
- Facilitate data collection on purchases of designated environmentally preferable products by the department in order to assist the continued development of this policy the Product Category Details and Specifications.

The City Manager and/or their designee(s) will administer this policy by establishing a Sustainable Purchasing Committee composed of representatives of various city departments in order to:

- Expand the purchase of environmentally preferable products
- Expand the purchase of products which meet additional preferred guidelines
- Identify environmentally preferable alternatives and initiate pilot studies
- Recommend goals, where practicable, to practice alternative processes within City operations that will reduce the use/disposal of hazardous substances and will promote resource conservation
- Collect and maintain up-to-date information regarding manufacturers, vendors, and other sources for locating/ordering environmentally preferable products and will provide applicable information to departments
- Provide assistance, where feasible, to city departments to incorporate environmentally preferable products into their operations
- Provide any other review, interpretation, and updates of this policy as necessary
- Promote staff education and training as feasible and in coordination with other state and local efforts.

Current Practices

Listed are some examples of the current practices carried out at the City level that meet the standards of the Preferred Purchasing Policy.

Landscaping Products

Compost Made from Landscaping Trimmings and Food Waste

The Avalon landfill composts food waste from the local Food Service Establishments as well as the green waste from landscaping trimmings. Public Works uses this to supplement decorative flower and plat beds throughout town, as well as mixing this compost into the soil for the expanded cemetery lawn.

Paper Products

Office Paper

The main office paper purchased for the city is _____ and is _____% post consumer recycled. The City purchases approximately _____ reams of this paper a year. In all of the printer/copier areas there are recycle bins for paper, and other recyclable materials. All City printers are default set to print double-sided to save paper.

Paper Towels

For the two restrooms in City Hall the paper towels purchased are _____% post consumer recycled. The City purchases approximately _____ rolls of this paper a year. The receptacles in the restrooms are marked with a sign stating “PAPER TOWELS ONLY - COMPOST HERE. Paper towels come from trees and can be turned into soil. Please use only what you need and help our compost efforts by using this bin for paper towels only.” There is a separate bin for other waste items.

Paperboard and Packaging

All cardboard and packaging boxes are separated into the recycling bin. Much of the packaging materials, including bubble wrap and packing pillows are saved and reused in shipments from the City.

Non-paper Office Products

Printer Cartridges

Printer cartridges are collected by the Finance Department and sent to quill.com in bulk for recycling and repurposing. The City receives a credit for each cartridge.

Electronic Products

Office Computers

In 2014 Avalon City Hall and satellite facilities began an IT update. This specifically targeted the computers, which were largely 10 years old. Instead of purchasing new computers for each user a server environment was established that could utilize the existing computers and allow for the upgrades in performance. This limited, if not eliminated, the purchase of new computers for users.

Miscellaneous Products

Food Service Contracts

The Joe Machado Field concession stand contract states that no styrofoam can be used by the concessionaire.

Wooden Pallets

Large items are delivered on wooden pallets which can be reused. These pallets are stored and reused instead of being sent to the landfill and new ones purchased.

Identified Opportunities

As the Preferred Purchasing Policy is implemented new opportunities may be identified by City staff, departments or officials, community members, businesses or other officials and can be integrated into the content and practice of this policy. Below are the current identified opportunities that have not yet been implemented.

Resources

These preferred products will be purchased using the guidance and certification of the following organizations:

- The United States Environmental Protection Agency – USEPA
<http://www.epa.gov/epp/>
- Executive Order 13101
http://www.ofee.gov/Resources/Guidance_reports/Guidance_reports_archives/greening.pdf
- Green Seal
<http://www.greenseal.org/>
- Energy Star
<http://www.energystar.gov/>
- The United States Department of Agriculture – USDA
<http://www.usda.gov/wps/portal/usda/usdahome>
- Electronic Products Environmental Assessment Tool – EPEAT
<http://www.epeat.net/>
- Forest Stewardship Council – FSC
<https://us.fsc.org/>

Source Preferences

The following source preferences are used when applicable goods or services can be supplied by these entities and when the products or services meet specifications as to quantity, quality and price:

Local Bidder Preference

AMC Sec. 3-4.109 & 3-4.110

Products by Persons with Disabilities

A preference shall be given to manufactured products of workshops, organizations or corporations whose primary function is training and employing persons with mental or physical disabilities.

Recycled, remanufactured, or Environmentally Sensitive Products

A preference shall be given to products made of recycled materials.

Energy Efficient Products

A preference shall be given to energy efficient products. This shall be evaluated by the energy use of the product offered and considering the costs of such energy use over the expected life of the equipment.

Vendors that Meet or Exceed Air Quality Standards

A preference shall be given to goods or services of a vendor that meets or exceeds state or federal environmental standards, including voluntary standards, relating to air quality.

Recycled or Reused Computer Equipment of Other Manufacturers

A preference shall be given to a manufacturer or service provider that has a program to recycle or reuse the computer equipment of other manufacturers, including collection events, recycling

grants, and manufacture initiatives to accept computer equipment labeled with another manufacturer's brand.

SUPPLEMENTAL MATERIAL

Product Categories Details and Specifications

The examples and individual items listed in the varying product categories are intended to help City of Avalon staff and departments identify relevant products and opportunities reflecting the needs and uses of Avalon.

The Environmental Protection Agency (EPA) makes recommendations regarding minimum percentage levels of post-consumer material for products through the Recovered Materials Advisory Notice - RMAN. When writing product specifications please refer to these recommendations.

Select the product category

<http://www.epa.gov/epawaste/consolve/tools/cpg/products/index.htm>

Construction Products

- Building Insulation
- Carpet - polyester
- Carpet Cushion
- Laminated Paperboard
- Cement & Concrete Containing
 - Coal fly ash
 - Furnace slag
 - Ground granulated blast
 - Cenospheres
 - Silica fume
- Consolidated & Reprocessed Latex Paint
- Floor Tiles
- Flowable Fill
- Modular Threshold Ramps
- Nonpressure Pipes
- Patio Blocks
- Roofing Materials
- Shower & Restroom Dividers/Partitions
- Structural Fiberboard

Landscaping Products

- Compost Made from Yard Trimmings or Food Waste
- Garden & Soaker Hoses
- Hydraulic Mulch
- Lawn & Garden Edging
- Plastic Lumber Landscaping Timber & Posts

Park & Recreation Products

- Park Benches & Picnic Tables

- Plastic Fencing
- Playground Equipment
- Playground Surfaces
- Awards & Plaques
- Bike Racks

Paper Products

- Commercial & Industrial Sanitary Tissue - paper towels & toilet paper
- Miscellaneous Papers
- Newsprint
- Paperboard & Packaging Products
- Printing and Writing Papers

Non-paper Office Products

- Binders, Clipboards, File Folders, Clip Portfolios & Presentation Folders
- Office Furniture
- Office Recycling Containers
- Office Waste Receptacles
- Plastic Desktop Accessories
- Plastic Envelopes
- Plastic Trash Bags
- Printers Ribbons
- Toner Cartridges

Electronic Products

- Computers - laptops, CPU
- Computer Monitors
- Telephones & Cell Phones
- Communication Radios
- Printers & Copiers

Vehicular Products

- Engine Coolants
- Rebuilt Vehicular Parts
- Re-Refined Lubricating Oils
- Retreated Tires

Transportation Products

- Channelizers
- Delineators

- Flexible Delineators
- Parking Stops
- Traffic Barricades
- Traffic Cones

Miscellaneous Products

- Blasting Grit
- Industrial Drums
- Manual-Grade Strapping
- Mats
- Pallets
- Signage
- Sorbents
- Food Service Contract
- Facility Standards

MODEL PAPER PURCHASING POLICY

Paper plays a key role in the City of Avalon's operations. We are concerned about the future of the world's forests and the environmental impacts of paper production. We are therefore committed to purchasing, using, and disposing of paper in ways that protect endangered forests and their associated biodiversity, reduce pollution, and minimize waste. By developing a comprehensive paper policy, the City is making a commitment to implement and track results of our paper efficiency and procurement strategies by:

1. Using Paper Efficiently by reducing consumption of paper and paper products when possible.
2. Maximizing Recycled Content by buying products with the highest post consumer recycled content feasible for each specific need, but no less than the U.S. Environmental Protection Agency (EPA) minimums for federal agencies.
3. Choosing Responsibly-Sourced Fiber by purchasing products that originate from sustainably managed forests and are certified by independent, third-party organizations, such as the Forest Stewardship Council.
4. Supporting Cleaner Production Practices by selecting products that are processed without chlorine or chlorine compounds and giving preference to suppliers and manufacturers using renewable energy.
5. Closing the Loop by implementing and maintaining a recycling system to ensure the raw materials for producing recycled-content paper are readily available.
6. Spreading the Word by producing an annual sustainability report and posting information on our paper policy and practices on our website, and promoting responsible paper use in publications as appropriate.

The City supports the goals set forth in the Environmental Paper Network's (EPN) A Common Vision for Transforming the Paper Industry: Striving for Environmental and Social Responsibility. [Organization] pledges to work with stakeholders – including the environmental community, suppliers, and other institutional purchasers – to increase the demand for environmentally preferable paper and to encourage the paper industry to meet these goals.

1. Using Paper Efficiently

Using paper efficiently is a key first step in reducing the environmental impacts associated with paper use. To use paper efficiently, the City will:

- Increase paper efficiency by **[x amount]** by **[date]**, upon which time paper use will be re-evaluated and a new target established. The City will develop a method for tracking and documenting results.
- Institute practices that increase paper efficiency, including, but not limited to:
 - Substituting electronic communications for printing.
 - Purchasing copiers, printers, and fax machines that can be set to default to double-sided printing.
 - Reusing products such as file folders, storage boxes, and paper printed on one side.
 - Reducing the basis weight and trim sizes of printed pieces.
 - Rethinking design processes to minimize printing and copying waste.
 - Minimizing unsolicited mail, both sent and received.
 - Minimizing overruns and maximizing sell-through for published materials.

2. Maximizing Recycled Content

Purchasing recycled-content paper and paper products has far reaching environmental benefits and will encourage suppliers to increase their capabilities in providing these products. To maximize the recycled content in paper and paper products, the City will:

- Purchase and source paper and paper products that contain the highest post consumer recycled content feasible for each specific need, but no less than the U.S. Environmental Protection Agency (EPA) minimums for federal agencies.
- Set a timeline for increasing the post consumer content in purchased paper products as quickly as possible to higher percentages.
- Give preference to paper and paper products whose post consumer recycled content is verified by an independent, third-party organization, such as the Forest Stewardship Council.

- Give preference to paper and paper products that also contain other recovered materials (e.g. pre consumer recycled content, agricultural residues, etc.) after maximizing post-consumer recycled content.

3. Choosing Responsibly-Sourced Fiber

The City supports responsible forest management practices that protect biodiversity, ecosystem integrity, and long-term benefits to communities. To promote the use of responsibly-sourced fiber in paper and paper products, the City will:

- **Verify Supply Origin:** Purchase papers listed on EPN’s paper hierarchy when possible. If existing suppliers and manufacturers cannot provide these papers, we will verify with them the source of any virgin fiber content in paper and give preference to suppliers and manufacturers that establish a credible “Chain of Custody” tracking system to reliably identify the origin of fiber sources. We will work with EPN member organizations to assist us with this process.
- **Endangered Forests:** Give preference to paper and paper products guaranteed to be free of fiber that threatens endangered forests. We currently support the definition of endangered forests as outlined in the Wye River Coalition’s Endangered Forests: High Conservation Value Forests Protection – Guidance for Corporate Commitments and ForestEthics, Greenpeace, Natural Resources Defense Council, and Rainforest Action Network’s Ecological Components of Endangered Forests. We will consult with environmental experts, including EPN member organizations, for assistance in identifying endangered forests and paper and paper products from these forests.
- **Forest Conversion to Plantations:** Give preference to paper and paper products that can be guaranteed to be free of fibers from the conversion of diverse natural forest ecosystems into plantations. This policy supports the Forest Stewardship Council’s criteria specifying November 1994 as the cut off date for no more conversion of natural forests to plantations. Wood from forests converted to plantations after November 1994 is unacceptable unless the plantations are being restored to natural forests.
- **Certified Virgin Fiber:** Give preference to paper and paper products with a remaining virgin tree fiber content that is certified by independent, third-party organizations that employ the most environmentally and socially responsible forest management and restoration practices. The Forest Stewardship Council (FSC) is the only acceptable international certification program that meets this guidance. Other certification systems may be considered by [Organization] if their performance-based forest management and chain-of-custody standards meet or exceed FSC’s standards; their governance and funding mechanisms are fully balanced, transparent, and independent; and they are widely accepted by environmental and social stakeholders. [Organization] will consult with environmental and other experts, such as EPN member organizations, when evaluating certification systems.
- **Alternative Fibers:** Give preference to paper and paper products made from alternative fiber crops (e.g. hemp, kenaf, etc.) if Life Cycle Analysis and other comprehensive and credible analysis indicates that alternative fibers are environmentally and socially preferable to other sources of virgin fiber.
- **Genetically Modified Organisms:** Buy paper and paper products with fiber content known to be free from genetically modified organisms. This includes transgenetically modified trees and plants that have genes of other animals and plants inserted.

4. Supporting Cleaner Production Practices

The City supports minimizing the environmental impacts of paper production. To encourage cleaner production practices, the City will:

- Give preference to paper and paper products processed without chlorine or chlorine compounds (i.e. “processed chlorine free” or PCF papers), as long as they also meet recycled content goals. The City will set timelines for converting purchases of recycled content paper to PCF.
- Choose paper with the minimum brightness suitable for our printing needs to further minimize environmental impacts from paper bleaching.
- Avoid coatings and bright-colored papers whenever possible.
- Give preference to suppliers and manufacturers that use renewable energy to supply electricity for their facilities, either on-site or through the purchase of renewable energy certificates (RECs).

- Use vegetable-based inks (e.g. soy, linseed, corn, etc.) and inks free of toxic metals whenever possible.

5. Closing the Loop

The City supports measures to secure the availability of environmentally preferable papers, such as maintaining a paper recycling program. To ensure the raw materials for producing recycled-content paper must be readily available, the City will:

- Collect and recycle paper that has been used internally as well as paper that is received from outside sources. If a paper recycling program does not currently exist, we will work with our building managers and suppliers to implement such a system.
- Educate co-workers as to what is required of them, including alerting cleaning staff and waste haulers to keep recyclables separate from trash.

6. Spreading the Word

The City recognizes the benefit of promoting environmental awareness with our employees, suppliers, customers, partners, and the public. To publicly promote our commitment to using paper efficiently and purchasing environmentally preferable paper, the City will:

- Publish and distribute to all interested stakeholders an annual sustainability report, which will detail progress in implementing this policy and any other activities related to the City's impact on the environment.
- Post our environmental paper purchasing policy, goals, and achievements on our website.
- Print on documents (e.g. letterhead stationary, envelopes, publications, etc.) an accurate description of the attributes of the environmentally preferable papers used, in order to raise awareness and accountability. Such attributes include, but are not limited to, postconsumer recycled content, bleaching technology (i.e. PCF), and any applicable eco-logos or certifications.
- Encourage suppliers to adopt similar paper policies and implement other environmentally and socially responsible practices.

