

NO. 51

SUSTAINABLE AND GREEN PROCUREMENT

51-1.0 Purpose

51-2.0 Policy

51-3.0 Responsibilities

51-4.0 Modification

NO. 51**SUSTAINABLE AND GREEN PROCUREMENT**

- 51-1.0 Purpose.** The purpose of this Policy and Procedure is to encourage the purchase and use of goods and services that best align with the City’s fiscal, environmental, social equity, economic growth and community enhancement goals. The Policy and Procedure stems from the provisions of the Mayor’s Order #2011-4 entitled “For the Establishment of a Green Government,” as attached to this policy and Procedure as Attachment A and intends to encourage the purchase of environmentally preferable products that reduce the overall negative impact on the environment. The purpose of this Policy and Procedure is to encourage the purchasing of recycled materials and engage in sustainable and green procurement by purchasing and using environmentally preferable goods and services that protect human and natural resources, prevent pollution, reduce waste, conserve resources and support environmental sustainability.
- 51-2.0 Policy.**
- 51-2.1 General.** City agencies shall strive to purchase environmentally preferable products.
- 51-2.2** For purposes of this policy, “environmentally preferable” means products or services that have lesser or reduced effect on human health and the environment when compared with competing products or services that serve the same purpose. This comparison may consider raw materials acquisition, production, manufacturing, packaging, distribution, reuse, operation, maintenance, or disposal of the product or service.
- 51-2.3** Nothing in this policy shall be constructed as requiring a department, agency or contractor to procure products or services that do not perform adequately for their intended use.
- 51-3.0 Responsibilities.**
- 51-3.1 Using Agency.** The using agency is responsible for:
- (a) Writing specifications or scope of services in a manner that will provide for the use of environmentally preferable products and services whenever such products and services will perform adequately for their intended purpose.
 - (b) Incorporating in the bid specifications or scope of services where practicable for the use of recycled materials and recycled products. *See*, City Code § 74-8.
- 51-3.2 Contract Specialist.** The Contract Specialist is responsible for:

- (a) Reviewing contracts, bids and specifications for goods, services and construction to ensure that, whenever possible and economical, they are written to provide for the expanded use of environmentally preferable products and services.
- (b) Consulting with all using agencies to identify new environmentally preferable products and services as well as changes in industry standards that may positively affect the environment in accordance with the goals set forth in the Mayor's Order (Attachment A).

51-3.3 Department of Procurement Services. The Department of Procurement Services is responsible for:

- (a) Conducting training for implementing and improving the procurement of environmentally friendly products.
- (b) Making suppliers aware of this Policy and Procedure.
- (c) Maintaining a webpage, to be used as a reference for using agencies to use in complying with this policy.

51-4.0 Modification. The Director of Procurement Services shall be responsible for modifications to this Policy and Procedure.