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PURPOSE

The purpose of this policy is to support the purchase of recycled and environmentally preferred products in order to minimize environmental impacts relating to our work. The County of Amador recognizes our employees can make a difference in favor of environmental quality. We strongly recommend the purchase of environmentally preferable products whenever they perform satisfactorily and are available at a reasonably competitive price.

Consistent with the requirements of Assembly Bill 939, requiring a 50% reduction of material going to landfills, and the economics of effectively managing costs for solid waste disposal, all County Departments shall adopt and promote the use of recycled/recyclable supplies and materials as a County priority. In so doing, the County shall:

1. Employ a ten percent (10%) price preference for recycled content products when making purchases as defined in section II of this policy.
2. Encourage waste prevention, recycling, market development and use of recycled/recyclable materials through lease agreements, contractual relationships and purchasing practices with vendors, contractors, businesses and other governmental agencies.
3. Adopt waste prevention, recycling and use of recycled supplies/materials as a County priority.
4. Generate less waste material by reviewing how supplies, materials and equipment are manufactured, purchased, packaged, delivered, used, and disposed.
5. Serve as a model for the region to influence waste prevention, recycling and procurement efforts.

DEFINITIONS

"Environmentally Preferable Products" means products that have a lesser impact on human health and the environment when compared with competing products. This comparison may consider raw materials acquisition, production, manufacturing, packaging, distribution, reuse, operation and/or disposal of the product.

"Price Preference" means a percentage by which offered prices for recycled products are reduced for purposes of bid evaluation. *For example, under a 10% price-preference, if a bid of \$1.00 per unit is received for a recycled product*

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meeting specifications, the bid price will be reduced by \$0.10 (10%) and evaluated as though it had been \$0.90. If this bid results in a contract award, the price actually contracted will be the bid price of \$1.00 per unit.

"Practical" means sufficient in performance and reasonably available at a reasonably competitive cost.

"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 which meet the quality standards necessary to be used in the marketplace.

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

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

POLICIES

- A. All County Departments will employ a ten percent (10%) price-preference as defined in section II of this policy.
- B. All County personnel will specify recycled and environmentally referable products whenever practical.
- C. The County General Services Administration shall solicit the use of recycled and other environmentally preferred products in its procurement documents as appropriate.
- D. County departments shall practice waste prevention whenever practical.

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BEST PRACTICES

Procurement Practices

In cooperation with their customers, all County Departments shall evaluate, at least, the following environmentally preferable product categories and purchase them whenever practical.

1. Printing and Writing Papers, including all imprinted letterhead paper, envelopes, copy paper and business cards. All of these items should, if appropriate, contain verbiage indicating the use of recycled content ("Made from 30% post-consumer recycled content"). When practical, these shall contain a minimum of 30% post-consumer recycled content.
2. 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 comprised largely of paper.
3. Remanufactured laser printer toner cartridges and remanufactured or refillable ink-jet cartridges.
4. Re-refined antifreeze, including on-site antifreeze recycling.
5. Re-refined lubricating and hydraulic oils.
6. Recycled plastic outdoor-wood substitutes, including plastic lumber, benches, fencing, signs and posts.
7. Recycled content construction, building and maintenance products, including plastic lumber, carpet, tiles and insulation.
8. Re-crushed cement concrete aggregate and asphalt.
9. Cement and asphalt concrete containing tire rubber, glass cullet, recycled fiber, plastic, fly ash or other alternative products.
10. Re-treaded tires and products made from recycled tire rubber including rubberized asphalt, playground surfaces and fatigue mats.
11. Compost, mulch, and other organics including recycled biosolid products.
12. Re-manufactured paint.
13. Other products that may be designated by General Services Administration.

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Waste Prevention Practices

County staff is encouraged to reduce their consumption of resources by incorporating the following practices into their daily activities.

1. Consider durability and reparability of products prior to purchase.
2. Conduct routine maintenance on products/equipment to increase the useful life.
3. Use duplex features on laser printers and copiers. Specify duplex on print jobs.
4. Create electronic letterhead for use by all County Departments.
5. Send and store information electronically when possible. This includes e-mail, website and electronic fax.
6. Review record retention policies and implement document-imaging systems.
7. Other waste prevention practices that further the goals of this policy.

RESPONSIBILITIES OF ALL DEPARTMENTS

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

- A. Practice waste prevention whenever possible.
- B. Continue to utilize recycling programs and expand them where possible.
- C. Procure recycled products whenever practical.
- D. Develop, evaluate and maintain information about environmentally preferable and/or recycled products containing the maximum practical amount of recycled materials. Cross-feed information to other Departments when potential use of a product exists.
- E. Develop specifications used in public bidding aimed at eliminating barriers to recycled-content products, such as outdated or overly-stringent product specifications and specifications not related to product performance.

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F. Ensure that procurement documents issued by the Departments require environmental preferred alternatives whenever practical.

G. Educate and promote this policy through appropriate staff and the use of electronic communication. This will include documentation of successes, pitfalls, changes, etc.

RESPONSIBILITIES OF GENERAL SERVICES AGENCY

The General Services Agency shall:

A. Maintain and use information, furnished by its customers, about environmentally preferable and recycled products containing the maximum practical amount of recycled materials and encourage the Departments to purchase such products whenever possible. Initially, these shall include the products designated in Section IV. A of this policy.

B. Provide Departments with vendor furnished information about recycled products and environmental procurement opportunities.

C. Inform vendors of our Environmental Purchasing 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 public bidding aimed at eliminating barriers to recycled-content products, such as outdated or overly-stringent product specifications and specifications not related to product performance. All requests for proposals shall encourage vendors to offer recycled products whenever practical.

RESPONSIBILITIES OF PUBLIC WORKS-WASTE MANAGEMENT

A. Develop and maintain information about environmentally preferable products and recycled products containing the maximum practicable amount of recycled materials, to be purchased by departments whenever possible. Initially, these shall include the products designated in section five of this policy. WM may modify this list as needed;

B. Inform departments of their responsibilities under this policy and provide implementation assistance;

C. Disseminate information on recycled and environmentally preferable product procurement opportunities, specifications, and performance, to departments;

D. Communicate with other departments to review policy requirements and new

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procurement opportunities, and to monitor the status of policy implementation product research results;

E. Publicize the progress of policy implementation; and

F. Submit an annual report to the Amador County Board of Supervisors reflecting the implementation status of the procurement program, including:

1. A compilation of procurement data collected from all departments and other parties charged with implementation responsibility under this policy;
2. An account of the current status of product evaluations conducted by departments;
3. An assessment of procurement program effectiveness, an evaluation of program goals, and projections of future procurement opportunities; and
4. Recommendations for changes in procurement policy.

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.

REFERENCES

Assembly Bill 939