

CITY OF BEND SUSTAINABLE PURCHASING POLICY

Section 1 **Purpose**

Sustainability can be defined as the ability to meet the needs of the present without compromising the ability of future generations to meet their own needs. The City of Bend recognizes that the purchasing decisions it makes have an impact on the environment, economic health, and human health and well-being. The City of Bend prefers to purchase products and services that are economically sound, have minimal impact on the environment and support social health and equity for the City of Bend.

Section 2 **Criteria**

This policy is adopted in order to provide guidelines for sustainable purchasing by the City of Bend, as well as to:

- 2.1 Conserve natural resources and minimize negative environmental impacts such as pollution and use of finite resources.
- 2.2 Eliminate or reduce toxics that create hazards to humans and our community.
- 2.3 Support strong recycling markets and reduce materials that are disposed.
- 2.4 Support companies that take into account economic, environmental and social factors when producing their product or service.
- 2.5 Increase the use and availability of environmentally preferable products.
- 2.6 Reward manufacturers and vendors that produce sustainable products.
- 2.7 Create a model for successfully purchasing sustainable products that encourages other purchasers in our community to adopt similar goals and policies.

Section 3 **Defining Sustainable Purchasing**

Sustainable Purchasing Guidelines, a checklist to assist in sustainable purchasing, is included as Appendix 'A' of this document.

Sustainable purchasing is defined as purchasing products or services that:

- 3.1 Take into consideration the full life cycle cost of a product, including raw materials, acquisition, manufacturing, packaging, distribution, operation, maintenance and disposal of a product,
- 3.2 Have a minimal negative or positive restorative effect on the environment when compared to competing products or services that serve the same purpose, and
- 3.3 Support social equity and human health through a product's use, manufacture, distribution and disposal.

Section 4 **Characteristics of Sustainable Products**

A sustainable product or service may have the following characteristics:

- 4.1 Biodegradable or compostable.
- 4.2 Durable rather than disposable or made for one-time use.
- 4.3 Energy efficient.
- 4.4 Non-toxic or low-toxic.
- 4.5 Locally or regionally produced or distributed.
- 4.6 Contain low or no volatile organic compounds (VOC's).
- 4.7 Made from renewable resources obtained in an environmentally sound way.
- 4.8 Reusable or recyclable in the local community.
- 4.9 Made from recycled materials, with highest post-consumer content.
- 4.10 Have no or minimal packaging or with packaging that will be reused or recycled locally.
- 4.11 Are refurbished or re-used.
- 4.12 Certified or labeled through a credible, third party environmental certification process that demonstrates its commitment to sustainable practices.
- 4.13 Are manufactured by companies that provide living wages, equal opportunities, health and other benefits.
- 4.14 Are manufactured by companies that have good social and environmental record.
- 4.15 Demonstrate an efficient use of resources.
- 4.16 Life cycle analysis of product reflects minimal negative environmental economic and social impacts.

Section 5 **Balancing Sustainability Factors with Performance, Availability, and Financial Cost**

The City of Bend is committed to buying sustainable products and services as long as they meet our performance needs and are available within a reasonable period of time at a reasonable cost. Rather than focusing solely on initial cost, consideration shall be taken to entire life-cycle cost and, wherever feasible and appropriate, life-cycle cost should be examined when comparing different products. Life-cycle cost includes the initial cost along with maintenance, operating, insurance, disposal, replacement and potential liability costs. Examining life-cycle costs will save money over time by ensuring the quantification of the total cost of ownership before making purchasing decisions.

(Example: A compact fluorescent light bulb is more expensive to buy initially. However, the total cost over the life of that CFL is significantly lower than a traditional incandescent bulb and lasts considerably longer.)

Section 6 **Specifications for Products**

Priority will be given to products that are listed in the *Responsible Purchasing Networks* list refer to item 7.1). The following list includes, but is not limited to the following purchases subject to sustainable purchasing practices:

- 6.1 Office supplies
- 6.2 Paper products
- 6.3 Furniture.
- 6.4 Computers and other office machines.
- 6.5 Vehicles.
- 6.6 Janitorial supplies.
- 6.7 Building supplies.
- 6.8 Landscaping supplies.

Section 7 Existing Certification and Labeling Programs

The City, when appropriate, will purchase products and services that have been certified or labeled by an independent third party certification entity. Independent certification shows that such products follow stringent environmental or sustainability criteria within their industry or are held to certain sustainability-related standards. The following is a sample of credible independent certifications as of the date of this policy:

- 7.1 *Energy Star*: The US EPA and US Department of Energy’s program for energy efficient products for the home and workplace. www.energystar.gov
- 7.2 *Forest Stewardship Council (FSC)*: Third party certification for sustainably grown and harvested forest products. www.fsc.org
- 7.3 *Green Seal*: Credible entity certifying a range of products including clean products, paints, and paper products. www.greenseal.org
- 7.4 *Green Guard*: Certification for products that promote good indoor air quality. www.greenguard.org
- 7.5 *Cradle to Cradle*: Stringent certification focused on safe and healthy materials, full life-cycle utilization, efficient use of energy and water, and social responsibility strategies. www.c2ccertified.com
- 7.6 *Sustainable Furniture Council*: Promoting sustainable practices within the furniture industry. www.sustainablefurniturecouncil.com

For comprehensive information on independent certifications, refer to www.greenerchoices.org or www.allgreenratings.com

Section 8 Resources for Sustainable Purchasing

The City of Bend recognizes there are many resources available for more information on sustainability-focused purchasing and guidelines, such as:

- 8.1 The Center for a New American Dream’s Responsible Purchasing Network www.responsiblepurchasing.org
- 8.2 EPA’s Environmentally Preferable Purchasing Network www.epa.gov/epp
- 8.3 Northeast Recycling Council Environmentally Preferable/Green Purchasing topic Area http://www.nerc.org/topic_areas/environmentally_preferable_green_purchasing.html
- 8.4 The Green Spot: Central Oregon’s Green Purchasing Directory www.thegreenspot.org

- 8.5 Sustainable Products Purchasers Coalition
www.sppcoalition.org

Section 9 Providing Relevant Information and Communications for Sustainable Purchasing

- 9.1 The City of Bend shall inform all departments and divisions of their responsibilities under this sustainable purchasing policy and provide all departments and divisions with education and information on carrying out the directives in this policy.
- 9.2 All departments and divisions shall, to the extent reasonably practical, use and require their contractors, consultants, and vendors to use products that promote sustainability.

Section 10 Tracking, Reporting and Review Policy

- 10.1 The Sustainable Purchasing Team, comprised of City of Bend employees from each department, will be responsible for implementing and monitoring this policy.
- 10.2 At one year from the adoption of this Sustainable Purchasing Policy, the City of Bend will undertake a comprehensive review of the policy to ensure it is updated accordingly. If necessary, modifications will be made to update or add to this policy. A City approved products list will be compiled and will be reviewed at each annual review of the policy.

Item: _____

Vendor: _____

Appendix ' A '
Sustainable Purchasing Guidelines

Use this checklist as a starting point for determining sustainably preferable products and services.

ASK: Can we rethink this purchase?	Yes	No	N/A
Can we do without it?			
Have we used the existing product to the end of its useful life?			
Can we borrow or rent it?			
Can the item be repaired rather than replaced?			
ASK: Does the product carry a credible independent third party certification? (Examples: ENERGY STAR, Forest Stewardship Council, GreenSeal, etc.)	Yes	No	N/A
ASK: Is it designed to be more durable, reusable or multifunctional than other products?	Yes	No	N/A
Durable.			
Reusable.			
Multi-functional.			
ASK: It is more resource efficient for the entire life of the product?	Yes	No	N/A
No or minimal packaging.			
Low energy used in the manufacturing of the product.			
Energy / fuel efficient over the life of the product.			
Uses or supports renewable energy.			
Water efficient.			
Minimal water used in manufacturing.			
ASK: Is it made from recycled or reclaimed materials, preferably with a high post-consumer content or from renewable resources?	Yes	No	N/A
Refurbished or re-used.			
Made from highest possible post-consumer content.			
Made from renewable resources.			
ASK: Is it non-toxic or low-toxic?	Yes	No	N/A
Non-toxic or low toxic.			
Contains no or low volatile organic compounds (VOC's)			
Non-polluting or very low polluting for air, water and land.			

ASK: What impact does the product have at the end of its life?	Yes	No	N/A
Reusable locally.			
Recyclable locally.			
Biodegradable / compostable.			
Product manufacturer will "take back" at end of life.			
ASK: It is made or distributed locally, contributing to the local economy?	Yes	No	N/A
Manufactured locally.			
Distributed locally.			
ASK: Does the manufacturer or supplier have any environmentally or socially responsible policies in place?	Yes	No	N/A
Manufactured by company that puts priority on human well being.			
Promotes human health and well-being while in use.			
Company demonstrates a commitment to sustainability.			