

Appendix G

Procurement Policy Samples

BOARD OF SUPERVISORS

COUNTY OF CALAVERAS, STATE OF CALIFORNIA

RESOLUTION
NO. 99-357

RESOLUTION ESTABLISHING PROCUREMENT POLICIES TO
ENCOURAGE WASTE REDUCTION AND PROMOTE THE PURCHASE
OF PRODUCTS MADE WITH RECYCLED MATERIAL AND
PRODUCTS WHICH ARE RECYCLABLE

WHEREAS, the California Integrated Waste Management Act of 1989 (AB 939) mandates that all jurisdictions in California implement programs to reduce waste generation and decrease the amount of waste being landfilled; and,

WHEREAS, the lack of viable markets for recyclable materials is one of the major obstacles to achieving State-mandated waste reduction levels, particularly for small, rural counties; and,

WHEREAS, supportive purchasing procedures and policies by State and local governments can help broaden the markets for recycled post-consumer materials and encourage the use of recyclable material;

NOW, THEREFORE, BE IT RESOLVED by the Board of Supervisors, County of Calaveras, State of California, that following policies be adopted for all Calaveras County Departments:

1. When purchasing materials and supplies, preference should be given to materials which are recyclable and/or which contain recycled post-consumer materials provided such products are sufficient in performance, reasonably available, and cost effective. Among other items, this should include recycled paper products, re-manufactured toner cartridges, re-refined antifreeze and lubricating oils, and recycled content plastic products.

2. When purchasing materials and supplies, efforts should be made to avoid unnecessary waste generation. Consideration should be given to extended product life, product re-usability, bulk purchasing, and avoidance of excessive packaging materials.

3. To the extent feasible and practicable, double-sided copying and electronic communications should be used to reduce the generation of waste paper.

4. Contracts with outside vendors should be written to encourage their conformance with the above policies.

ON A MOTION BY Supervisor _____, seconded by Supervisor _____ the foregoing Resolution was duly passed and adopted by the Board of

Supervisors of the County of Calaveras, State of California, this _____ day of _____ 1999, by the following vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

Chair, Board of Supervisors

County Clerk and Ex-Officio Clerk
to the Board of Supervisors,
County of Calaveras, California

BOARD OF SUPERVISORS, GLENN COUNTY, CALIFORNIA

RESOLUTION NO. 99- _____

A RESOLUTION REQUESTING THE ESTABLISHMENT OF A GLENN COUNTY RECYCLED
PRODUCTS PROCUREMENT POLICY

WHEREAS, The California Integrated Waste Management Act of 1989 (AB 939) mandates that counties reduce their solid waste disposal by 25 percent by 1995 and 50 percent by 2000; and

WHEREAS, Glenn County is a member of the Recycling market Development Zone (RMDZ) program which was created by the California legislature to provide incentives to businesses that use recycling materials from waste as feed stock for their manufacturing processes; and

WHEREAS, the County must make a commitment to purchase recycled materials in order to help provide an end market for recycled content products; and

WHEREAS, new businesses specializing in these processes may examine the County's philosophy and practices pertaining to recycling and the purchase of recycled products and materials as a consideration in establishing their business in Glenn County; and

WHEREAS, the establishment of these new businesses could provide many economic benefits for Glenn County; and

WHEREAS, local government procurement resolutions for recycled products can make a significant impact on market development goals; and

WHEREAS, the County can serve in a leadership role in promoting recycled content procurement practices within all County Departments that lets private businesses and the general public know of a commitment to this policy,

NOW, THEREFORE BE IT RESOLVED that all Glenn County Departments are directed to establish and implement a Recycled Procurement Program whenever practical and fiscally possible.

THIS RESOLUTION was passed by the Board of Supervisors of the County of Glenn at a regular meeting there of held on _____, 1999 by the following vote.

AYES:

NOES:

ABSENT OR ABSTAIN:

DENNY BUNGARZ, Chairman

Board of Supervisors

Glenn County, California

ATTEST

VINCENT T MINTO, County Clerk Recorder

And ex-officio, Board of Supervisors,

Glenn County, California

APPROVED AS TO FORM

NORMAN Y. HERRING

COUNTY COUNSEL

Glenn County, California

RESOLUTION NO. 2001-02

RESOLUTION OF THE BOARD OF SUPERVISORS, COUNTY OF INYO,
STATE OF CALIFORNIA ESTABLISHING A
RECYCLED CONTENT PRODUCTS PROCUREMENT POLICY

WHEREAS, Public Resources Code Sections 41300 *et seq* (AB 939) requires local municipalities to adopt and implement a Source Reduction and Recycling Element to its solid waste plan encouraging recycling and reducing the amount of solid waste generated within the County of Inyo; and

WHEREAS, the Recycled Content Products Procurement Policy was developed by the staff to further satisfy requirements of the Public Resources Code (AR 939); and

WHEREAS, adopting the Recycled Content Products Procurement Policy will encourage all County departments and divisions to adhere to purchasing recycled content products, whenever practicable: and

WHEREAS, the County shall promote the use of recycled products by publicizing this policy.

NOW, THEREFORE, BE IT RESOLVED by the Inyo County Board of Supervisors that the Recycled Content Products Procurement Policy attached hereto and incorporated herein is adopted, and all County departments and divisions are encouraged to purchase recycled content products, whenever possible.

PASSED AND ADOPTED this 9th day of January, 2001, by the following vote:

AYES:

NOTES:

ABSENT:

ABSTAIN:

Julie K. Bear, Chairperson
INYO COUNTY BOARD OF SUPERVISORS

Attest: *RENE' L. MENDEZ*
Clerk of the Board

by: _____
Patricia Gunsolley, Assistant

COUNTY OF INYO
RECYCLED CONTENTS PRODUCTS PROCUREMENT POLICY

1. PURPOSE

The purpose of this policy is to establish criteria that can be used in the County of Inyo's purchasing practices to encourage, wherever possible, the use of recycled products and recycled materials. This policy is enacted to demonstrate compliance with Public Resources Code Sections 41300 et seq and foster market development for recycled products.

2. GENERAL POLICY

The County of Inyo encourages the use of all readily available recycled content products for use, when appropriate, with a preference for recycled products. Recycled products of a quality, fitness, availability and performance equal to or better than new products and at a cost equal to or less than new products will be purchased rather than new products. Suppliers of products to the county shall specify the minimum percentage of post-consumer and secondary recovered material content of those products.

- A. All County departments shall use recycled content products with a preference for recycled products, whenever practicable.
- B. The Purchasing Department and all County departments shall bring this policy to the attention of prospective contractors and consultants, who shall conform to this policy.
- C. The County shall promote the use of recycled products by publicizing this policy.

3. TARGETED MATERIALS

Materials initially targeted for consideration will include recycled paper, re-refined petroleum products, retreaded tires, paving material and trash bags.

4. DEFINITIONS

Post-Consumer Recovered Materials. A finished material that would normally be disposed of as a solid waste, having completed its life as a consumer item. Examples of post-consumer recovered materials include, but are not limited to, old newspaper, office paper, compost, steel, aluminum cans, glass, plastic bottles, oil, asphalt, concrete, and tires.

Practicable. Of a quality, fitness, availability and performance equal to or better than, and at a cost equal to or less than, non-recycled products.

Recycled Content Product. A consumer product containing any percentage of secondary recovered material.

Recycled Product. All materials, goods and supplies, of which no less than 50 percent of the total weight consists of secondary and postconsumer recovered material with not less than 10 percent of the total weight consisting of post-consumer recovered material. A recycled product shall include any product that could have been disposed of as solid waste having completed its life cycle as a consumer item, but otherwise ii refurbished for reuse without substantial alteration of its form.

Secondary Recovered Material. Fragments of finished products or finished products of a manufacturing process that has converted a resource into a commodity of real economic value, and including post-consumer recovered material, but riot including excess virgin resources of the manufacturing process. Examples of secondary recovered materials include, but are not limited to. obsolete inventories of finished goods, rejected unused stock and paper wastes generated during punting. cutting, and other converting operations.

5. LABELING

Whenever possible, paper products that contain recycled content shall be labeled “Punted on Recycled Paper.”

MARIPOSA COUNTY RESOLUTION 00-_____

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE COUNTY OF MARIPOSA ESTABLISHING PROCUREMENT POLICIES TO ENCOURAGE WASTE REDUCTION AND PROMOTE THE PURCHASE OF PRODUCTS MADE WITH RECYCLED MATERIAL AND PRODUCTS WHICH ARE RECYCLABLE

WHEREAS, the California Integrated Waste Management Act of 1989 (AB 939) mandates that all jurisdictions in California implement programs to reduce waste generation and decrease the amount of waste being landfill; and

WHEREAS, the lack of viable markets for recyclable materials is one of the major obstacles to achieving State-mandated waste reduction levels, particularly for small, rural counties; and,

WHEREAS, supportive purchasing procedures and policies by State and local governments can help broaden the markets for recycled post-consumer materials and encourage the use of recyclable material;

NOW, THEREFORE, BE IT RESOLVED by the Board of Supervisors, County of Mariposa, State of California, that the following policies be adopted for all Mariposa County Departments:

1. When Purchasing materials and supplies, preference should be given to materials which are recyclable and/or which contain recycled post-consumer materials provided such products are sufficient in performance, reasonably available and cost effective. Among other items, this should include recycled paper products, re-manufactured toner cartridges, re-refined antifreeze and lubricating oils and recycled content plastic products.

2. When purchasing materials and supplies, efforts should be made to avoid unnecessary waste generation. Consideration should be given to extend product life, product re-usability, bulk purchasing and avoidance of excessive packaging materials.

3. To the extent feasible and practicable, double-sided copying and electronic communications should be used to reduce the generation of waste paper.

4. Contracts with outside vendors should be written to encourage their conformance with the above policies.

NOW THEREFORE, BE IT RESOLVED BY THE COUNTY BOARD OF SUPERVISORS OF THE COUNTY OF MARIPOSA that the foregoing Resolution was duly passed and adopted by the Board of Supervisors of the County of Mariposa, State of California, this 18th day of January, 2000. Effective January 18, 2000.

AYES:

NOES:

ABSENT:

ABSTAINED:

GARRY PARKER, Chairman
Mariposa County Board of Supervisors

ATTEST:

MARGIE WILLIAMS, Clerk of the Board

APPROVED AS TO FORM AND LEGAL SUFFICIENCY

JEFFREY G. GREEN, County Counsel

RESOLUTION No. 90-5042

Establishing Plumas County Recycled
Product Procurement Policy

WHEREAS, the volume of material disposed of at the county landfills has been increasing annually: and,

WHEREAS, sanitary landfill space is at a premium and it is becoming increasingly difficult to site new landfills; and,

WHEREAS, much of the material that enters the waste stream can be recycled, reused or incorporated in the manufacture of new products: and,

WHEREAS, county participation in and promotion of recycling programs can significantly reduce the volume of material entering the waste stream thereby extending county landfill life expectancy and reducing expenses: and

WHEREAS, for recycling programs to be effective, markets must be developed for products that incorporate post-consumer materials in their manufacture, are reusable, or are designed to be recycled; and.

WHEREAS, California state law requires that local agencies buy recycled products if fitness, quality and price are equal to non-recycled products and allows local agencies to adopt purchasing preferences for recycled products.

NOW, THEREFORE, BE IT RESOLVED by the Board of Supervisors of the County of Plumas as follows:

1. Within twelve months subsequent to the effective date of this section, all county departments, agencies, offices, boards and commissions must conduct a review of existing product and service specifications to determine whether existing specifications either require the use of products manufactured from virgin materials or exclude the use of recycled products, reusable products or products designed to be recycled.

2. In the event that such specifications do exclude the use of recycled products or require the use of virgin materials, then such exclusions or requirements must be eliminated unless the pertinent department or entity can demonstrate to the satisfaction of the administrative assistant that these recycled products would not achieve a necessary performance standard.

3. Within the same twelve-month period, all county departments and agencies must recommend changes to the administrative assistant to ensure that performance standards for particular products can be met and that specifications are not overly stringent, and to recommend changes to ensure that specifications will incorporate a requirement for the use of recycled materials, reusable products, and products designed to be recycled to the maximum extent practicable, subject to an alternative showing that either the performance of

the product will be jeopardized or that the product will negatively impact health, safety or operational efficiency.

4. Outside contractors bidding to provide products or services to the county, including printing services, must demonstrate that they will comply with the specifications described in paragraph 3 to the greatest extent feasible.

6. When recycled products are used, reasonable efforts shall be undertaken to label the products to indicate that it contains recycled materials. County departments and agencies shall use for their letterhead stationery recycled paper that includes postconsumer recycled content and indicate on the paper that they contain recycled material. Other recycled products used by the county shall also indicate that they contain recycled material to the extent practicable.

7. A fifteen percent price preference may be given to recycled products, reusable products offered as alternatives to disposable products and products designed to be recycled where they are offered as alternatives to non-recyclable products. The preference percentage shall be based on the lowest bid or price quoted by the supplier or suppliers offering non-recycled products.

8. The county will cooperate to the greatest extent feasible with the City of Portola and other governments and agencies in an effort to develop a comprehensive, consistent and effective procurement effort intended to stimulate the market for recycled products, reusable products, and products designed to be recycled.

9. All related county departments and agencies shall work cooperatively to further the purposes of this resolution. The county's economic development process shall incorporate the goal of stimulating the market for recycled material.

The foregoing resolution was duly passed and adopted by the Board of Supervisors of the County of Plumas, State of California, at a regular meeting of said Board held on the 19th day of June, 1990, by the following vote:

AYES:	Supervisors:
NOES:	Supervisors:
ABSENT:	Supervisors:

Chairman, Board of Supervisors

ATTEST: ILA DIGGS, COUNTY CLERK

BY: _____
County Clerk and ex-officio Clerk
of said Board of Supervisors

COUNTY OF SIERRA DEPARTMENT OF
PUBLIC WORKS
RECYCLED CONTENT PRODUCTS PROCUREMENT

Sierra County Department of Public Works encourages the use of all readily available recycled content products, when appropriate, with a preference for recycled products of a quality, fitness, availability and performance equal to or better than new products and at a cost equal to or less than new products.

As mandated by AB 939, Sierra County is implementing programs to reduce waste generation and decrease the amount of waste being land filled.

BUY-RECYCLED PROCUREMENT POLICY SISKIYOU COUNTY

Recommendation

Siskiyou County adopts this document as the policy on procurement of recycled-content products and environmentally preferable products.

In 1989, AB 939 became law and for the first time required that jurisdictions account for their waste stream and develop long-range plans to properly manage and reduce waste volume 50% by the year 2000. Siskiyou County and its incorporated cities are each responsible to implement programs which encourage source reduction, recycling, and lastly, environmentally safe disposal for the remaining 50%. These programs are outlined in the Countywide Integrated Waste Management Plan (CTWMP) which is still under development. One of the programs selected in the Source Reduction and Recycling Element, a component of the CIWMP, is a procurement policy which encouraged government staff to buy recycled products to increase markets for recyclable materials, and to buy environmentally preferable products to reduce the amount of hazardous materials managed by staff. By adopting and implementing this procurement policy, the jurisdictions will set the example for the community that choosing to buy recycled products is an important part of the County's waste management program.

Additionally, there are some jurisdictions in Siskiyou County which may not meet the 25 and 50 percent diversion goals. In order to petition for a reduction in the goals under Public Resources Code (PRC) Section 41787, a rural county, at a minimum, must implement, among other things, a public sector procurement policy. By implementing this procurement policy, those jurisdictions increase their chances of qualifying for a reduction in the 25 and 50 percent diversion goals if it is deemed necessary.

Purpose

To increase the recycled content of products purchased and used by County and its contractors.

To increase demand for recycled products thereby enhancing markets for recycled materials.

To reduce waste in the manufacture and use of products and packaging purchased by the County.

To reduce the amount of toxic chemicals purchased by the County, to limit environmental hazards, employee exposure to such materials, and cost of proper disposal of residual material.

To provide guidance to County staff in evaluating the purchase of products for County to use.

I. Policy

Pursuant to Public Contract Sections 12168 and 12210, fitness and quality being equal, the County shall purchase recycled products and paper products instead of nonrecycled products and paper products whenever available at no more than the total cost of nonrecycled products. The County may give preference to the suppliers of recycled products. The County may define the amount of this preference.

II. Definitions

Recycled Paper Product. A paper product with not less than 50 percent, by fiber weight, consisting of secondary and postconsumer material with not less than 10 percent of fiber weight consisting of postconsumer material.

Postconsumer Material. A finished material which would normally be disposed of as a solid waste having completed its life cycle as a consumer item.

Secondary Material. Fragments of finished products or finished products of a manufacturing process which has converted a virgin resource into a commodity of real economic value and includes postconsumer material but does not include fibrous waste generated during the manufacturing process such as fibers recovered from wastewater or trimming of paper machine rolls (mill broke), wood slabs, chips, sawdust, or other wood residue from a manufacturing process.

Fitness and Quality. Meeting all specifications required of the product for its specific use, including those required of a manufacturer's warranty.

Available. Providing comparable delivery services and packaging specifications as the agency requires from all suppliers of that product.

In addition to the recovered material content of a product, important criteria in selecting products shall also be:

1. Ability of a product and its packaging to be reused, reconditioned for use, or recycled through existing recycling collection programs.
2. The volume and toxicity of waste and by-products of a given product and its packaging generated in its manufacture, use, recycling, and disposal. Products and packaging designed to minimize waste and toxic by-products in their manufacture, use, recycling, and disposal shall be preferred.

III. Purchase Requisitions. Specifications. and Bid Solicitations

1. Equipment purchased or rented by the County shall be compatible, whenever practicable, with the use of recycled-content products.

2. Specifications and requisitions shall not require the use of products made from virgin materials, nor specifically exclude the use of recycled-content products.
3. Performance standards must be reasonable and related to the function and shall not be designed to exclude the purchase of recycled-content products.
4. Requests for Proposals and other documents requested by the County shall be prepared and submitted printed on both sides of the page on recycled-content paper.

IV. Contractors and Grantees

When feasible, vendors shall be required to conform to the minimum recycled-content procurement standards specified by purchasing staff and/or the requesting department. This requirement shall be applied to vendors regarding the procurement of products and materials used to perform contractual services for the County, to provide or produce a work product for the County on or the County's behalf; or to conduct work funded by a grant from the County.

Contractors shall, when required, report to the County the types, quantities and total dollar amount of recycled-content products which are purchased by the contractor in connection with County-funded work. The percentage of post-consumer and total recovered material content of such purchased products may also be required to be included in the report.

V. Monitoring and Annual Report

The Solid Waste Manager or responsible party will include in the Annual Report to the CIWMEB an update on the status of the policy's implementation including a summary of recycled content products used by and available to the County and incorporated cities.

VI. Procurement and Source Reduction Examples

If feasible, purchase copiers which make double sided copies and use recycled-content paper.

Purchase recycled laser toner cartridges and return used one for recycling.

Purchase biodegradable cleaners and not non-biodegradable cleaners. Janitorial supplies such as toilet paper, hand towels, and tissue shall have post-consumer fiber content.

The County Public Works Department will, whenever possible, use collected materials or recycled materials in public works projects. Examples include using asphalt and concrete demolition or crushed glass cullet in road subbase material consistent with CalTrans specifications; purchasing recapped tires for fleet vehicles, purchasing re-refined oil for use in fleet vehicles; and using recycled-content paint.

The County's Flood Department will utilize green waste and wood chips in its projects. Examples include wood chipped and used as decorative bark in recreation projects.

The County will implement and maintain a recycling program for white paper, newsprint, magazines, and cardboard. Cardboard boxes and manila envelopes will be reused whenever possible.

The foregoing policy was adopted by the Siskiyou County Board of Supervisors at a regular meeting held on the 15th day of July 1997, by the following vote:

AYES

NOES

ABSENT:

ABSTAIN:

Chairman, Board of Supervisors

ATTEST

LISA CHANDLER, CLERK
BOARD OF SUPERVISORS

Deputy

APPROVED AS TO FORM:

County Counsel Date



**County of Tuolumne
Department of Public Works**

Peter Rei, R.C.E., P.L.S.
Director of Public Works

A. N. Francisco Building
48 West Yaney Avenue
Mailing: 2 South Green Street
Sonora, California 95370

Engineering and Road Operations Divisions
(209) 533-5601
Transportation Division
(209) 533-5603
County Surveyor Division
(209) 533-5626
Solid Waste Division
(209) 533-5588
Fax (209) 533-5698

September 28, 1999

California Integrated Waste Management Board
Used Oil Grants Program
8800 Cal Center Drive
Sacramento, CA 95826

Re: Green Procurement Policy

To Whom It May Concern:

Please accept this letter as confirmation that the Tuolumne County Solid Waste Division (Division) currently implements a green procurement policy. The Division requires only the use of 100% recycled with high post-consumer content paper and soy based inks on all publications. Additionally the Division, wherever possible, purchases equipment and supplies, including premiums and used oil recycling containers, made from recycled material.

Sincerely,

Peter M. Rei, Public Works Director
County of Tuolumne

File: CORR.OTHER
Xref: SUBJECT RCRC JPA
Xref: PROJ/UOG/ES/JPA
sw155/used oil VIDA UOG/ES/JPA/GRENPRCC WPD

ORDINANCE NO. _____

AN ORDINANCE ADDING A NEW SECTION 2.24.040
TO THE TUOLUMNE COUNTY ORDINANCE CODE
RELATING TO THE PURCHASE OF RECYCLED MATERIALS

- o0o -

The Board of Supervisors of the County of Tuolumne ordains as follows:

SECTION 1: A new Section 2.24.040 is hereby added to the Tuolumne County Ordinance Code to read as follows:

2.24.040 Purchasing recycled materials. it is the policy of the County to use recycled materials where feasible. To further this policy the purchasing agent shall:

A. Ensure that contractors bidding to provide products or services, including printing services, comply with recycled product requirements as established by the board.

B. Purchase recycled paper for use in copy machines when the copier industry develops high-speed copiers that will accept recycled paper within cost parameters approved by the board.

C. Ensure that departments convert to the use for their masthead stationery and envelopes recycled paper that includes postconsumer recycled content.

D. Grant a 3% price purchase preference to recycled products, reusable products offered as alternatives to disposable products and products that are offered as alternatives to non-recycled products. The preference percentage shall be based on the lowest bid or price quoted by the supplier or suppliers offering non-recycled products.

SECTION 2: This Ordinance shall take effect thirty (30) days after its adoption. The Clerk of the Board of Supervisors is hereby authorized and directed to publish a summary of this Ordinance in the Union Democrat, a newspaper of general circulation printed and published in the County of Tuolumne, State of California, prior to fifteen (15) after its passage.

The foregoing Ordinance introduced on the _____ day
of _____ 1990, and passed and adopted at a regular
meeting of the Board of Supervisors of the County of
Tuolumne, of California, on this ____ day of _____, 1990,
the following vote, to wit:

AYES:

NOES:

ABSTAIN:

ABSENT:

LARRY ROTELLI, Chairman,
Board of Supervisors, County of
Tuolumne, State of California

ATTEST: RUBY HAWCRTH,
Clerk of the Board of Supervisors

_____ (SEAL)

APPROVED AS TO FORM:

STEPHEN DIEDRICH, JR.
County Counsel