

**TOWN OF COVENTRY
PURCHASING POLICY ADDENDUM
SUSTAINABLE PURCHASING POLICY**

1. PURPOSE & OBJECTIVES OF THE POLICY

This addendum is to be used in connection with the Town of Coventry Purchasing Policy, currently revised February 19, 2019. The Town Purchasing Policy remains the authoritative document in regards to purchasing procedures.

Coventry recognizes its responsibility to minimize negative influences on human health and the environment while supporting a diverse, equitable, and vibrant community and economy. The goal of this policy is to encourage and increase the use of environmentally friendly products and services. The types of products and services that the Town purchases have an inherent social, human health, environmental, and economic influence; therefore, the purpose of this policy is to establish and confirm, where appropriate, a standard of sustainable procurement, demonstrating the Town's commitment to environmental, economic, and social stewardship, while remaining fiscally responsible.

All of the statements contained herein will incorporate sustainability standards and environmental considerations, into procurement decisions where possible, practicable and cost effective, without reducing quality, safety or overall workplace effectiveness.

The Policy Objectives are to:

- Encourage the purchase and use of materials, products, and services that best align with the Town's fiscal, environmental, social, community, and economic goals;
- Conserve natural resources and reduce health and safety risks and the environmental influences of products used in Town operations including greenhouse gas emissions and landfill waste;
- Eliminate or reduce toxins that create hazards to workers and our community;
- Identify and increase the use of environmentally friendly products;
- Support recycling;
- Complement current Town sustainable practices and procedures; and
- Communicate the Town's commitment to sustainable procurement, including encouraging vendors to promote products and services that align with the Town's sustainability goals.

2. AUTHORITY

All Town departments operating under the direction of the Town Manager will work to balance environmental and fiscal responsibilities in making sustainable best-practice purchasing decisions. The Purchasing Agent, together with Town departments, shall incorporate sustainable procurement into Town specifications for goods and services, where appropriate.

3. STATEMENT OF POLICY

General Policy Statement

Town employees will procure materials, products, or services in a manner that integrates fiscal responsibility, social equity, and community & environmental stewardship by incorporating the following practices:

- Institute practices that reduce waste by increasing product efficiency and effectiveness, and
- Purchase products that minimize negative effects on the environment and reduce toxins, pollution, and hazards to workers and the community, and
- Purchase products that include recycled content, are durable and long-lasting, conserve energy and water, reduce greenhouse gas emissions, use unbleached or chlorine free manufacturing processes, and are lead-free and mercury-free.

Sustainability Factors

Factors to be considered in procurement of products and services include, but are not limited to, the assessment of:

- Pollutant releases and toxins, air emissions, and water pollutants;
- Waste generation and waste minimization;
- Greenhouse gas emissions;
- Recyclability and recycled content;
- Energy consumption, energy efficiency, use of renewable energy;
- Depletion of natural resources;
- Potential negative effect on human health and the environment
- Fiscal responsibility

While not all factors will be incorporated into every purchase, it is the intent of this policy that Town employees will make a good faith effort to balance these factors when making decisions.

4. BEST PRACTICES AND CONTINUAL IMPROVEMENT

Town employees will look to use best practices in sustainable procurement as they evolve; incorporating better ideas, products, and practices as they are introduced. As it applies to this policy, best practices in sustainable procurement are those that use leading edge factors, standards, and procedures.

Key Areas for current and immediate consideration:

- **Source Reduction**

The Town shall follow practices that reduce waste and result in the purchase of fewer products. Products that are durable, long lasting, reusable or refillable shall be preferred.

The Town shall purchase remanufactured products such as toner/printer cartridges.

The Town shall request vendors to eliminate excess packaging or to use the minimum amount necessary for product protection.

Packaging that is reusable, recyclable or compostable shall be preferred, when suitable uses and programs readily exist.

Electronic equipment, including but not limited to computers, monitors, printers and fax machines shall be recycled through local, State or other recycling programs.

Documents shall be printed and photocopied on both sides (duplex) to reduce the use and purchase of photocopy paper. Staff and commissions shall be encouraged to go paperless for agendas and use electronic records.

Submissions of applications and permits shall be encouraged to use on line resources.

- **Bio-Based Products & Other Motorfuel Alternatives**

The Town shall continue implementation of alternative fuel fleet vehicles along with associated infrastructure, including but not limited to the use of bio-diesel and electric vehicles, as well as hybrids.

Bio-based plastic products that are biodegradable and compostable, such as bags, film, food and beverage containers, and cutlery, are encouraged.

- **Toxins & Pollution**

The use of chlorofluorocarbon, Halon & Freon containing refrigerants, solvents and other products shall be phased out and new purchases of heating/ventilating/air conditioning, refrigeration, insulation and fire suppression systems shall not contain them.

All surfactants & detergents shall be readily biodegradable and, shall not contain phosphates.

No cleaning or disinfecting products (for janitorial use) shall contain ingredients that are toxic. These include chemicals listed by the EPA or OSHA. When maintaining buildings, the Town shall use products with the lowest amount of volatile organic compounds (VOCs), highest recycled content, and low or no formaldehyde or lead when purchasing materials such as paint, carpeting, flooring materials, adhesives, furniture, filing cabinetry, ceiling tiles, moldings and casework.

The Town shall reduce or eliminate its use of products that contribute to the formation of dioxins and furans. This includes, but is not limited to:

- Photocopier paper, paper products, and janitorial paper products that are unbleached or that are processed without chlorine or chlorine derivatives, that possess a minimum of thirty (30%) percent recycled postconsumer waste content.
- Prohibiting, when practical alternatives exist, the purchase of products that use halogens, polyvinyl chloride (PVC), lead, phthalates and asbestos such as, but not limited to, casework, moldings, furniture, carpeting, flooring materials and ceiling tiles.

The Town shall purchase products and equipment with no lead or mercury. For products that contain lead or mercury, the Town shall give preference to those products with lower quantities of these metals.

When replacing vehicles, the Town shall take into consideration the overall fuel efficiency and alternate fuels; including less-polluting alternatives to diesel such as bio-based fuels, hybrids, electric batteries, , and fuel cells, as may be available for the application.

- **Recycled Content Products**

All products for which the *United States Environmental Protection Agency (U.S. EPA)* has established minimum recycled content standard guidelines in the Agency's Comprehensive Procurement Guidelines, such as those for printing paper, photocopy paper, janitorial paper products, and miscellaneous and non-paper office products, shall contain no less than the minimum recycled content standards established by the *U.S. EPA* Guidelines.

Photocopiers and printers purchased or leased by the Town shall be compatible with the use of recycled content and remanufactured products.

When purchasing office supplies, departments will be encouraged to first consider the use of recycled content paper and other supplies which either contain post-consumer recycled materials or may be recycled at the end of its useful life.

- **Multi-Functional Office Equipment**

The Town will implement Multi-functional copiers, scanners, and printers, wherever possible, to reduce the amount of office equipment necessary for Town operations.

- **Landscaping & Hardscaping**

Town employees and contractors providing grounds services to Town facilities shall be encouraged to employ sustainable landscape management practices for design, construction and maintenance, including, but not limited to, integrated pest management, grass-recycling, drip irrigation, composting and use of mulch and compost, and remote irrigation. Hardscapes and landscape structures shall be constructed to reduce the need for watering and reduce the need for herbicides. Plants should be selected to minimize waste by choosing species that are appropriate to the climate, species that can grow to their natural size in the space allotted them, and perennials rather than annuals for color if possible. Native and drought tolerant plants that require no or minimal watering once established are preferred. Consider the use of rain gardens to reduce offset drainage.

- **Energy & Water Savings**

The Town shall implement energy efficient practices and initiatives for Town buildings and benchmark energy performance with Energy Star.

Energy-efficient equipment shall be purchased with the most up-to-date functions. This includes, but is not limited to, high efficiency space heating systems and high efficiency space cooling equipment.

Replacement of inefficient interior & exterior lighting (including streetlights), shall include energy-efficient equipment and bulbs. Exterior lighting shall be minimized to avoid unnecessary lighting of architectural and landscape features while providing adequate illumination for safety and accessibility.

The Town shall purchase water-saving/conservation products. This includes, but is not limited to, high-performance fixtures such as toilets, low-flow faucets and aerators, and upgraded landscape irrigation systems.

- **Surplus Disposition**

The reuse of materials such as furniture, office equipment, vehicles and other miscellaneous equipment is an excellent way to help the environment. Disposition of surplus commodities that still have useful life shall be done in coordination with the Purchasing department as deemed in the Town's best interest, including the use of on-line auction sales.

- **Solicitation Boiler Plate Language**

Solicitations shall include boiler plate language instructing vendors to submit their proposals in an environmentally friendly way. Minority, disadvantaged and small business suppliers shall be encouraged to bid on the Town's solicitations.

- **Purchasing Cooperatives**

Participation in other government cooperatives at the local, state, federal or national level when deemed in the Town's best interest shall be incorporated into purchasing decisions for sustainable products. Purchases will include, but not be limited to manufacturers or suppliers that source goods and services locally (geographically nearby).

- **Document Management**

Purchasing decisions will consider the reduction of paper waste for both internal and external purposes. Document Management software solutions will be implemented, for the creation and use of electronic forms and applications in lieu of traditional paper copies to reduce overall paper use and waste. Town documentation and record keeping processes will be reviewed regularly to identify ongoing opportunities for transitioning hardcopy paper documents to electronic format. Employees will be encouraged to keep electronic copies of documents.

5. PRIORITIES

The health and safety of workers and citizens is of the utmost importance and takes precedence over all other policies and practices.

Nothing contained in this policy shall be construed as requiring a department, purchaser or contractor to procure products that do not perform adequately for their intended use, exclude adequate competition, or are not available at a reasonable price in a reasonable period of time.

Nothing contained in this policy shall be construed as requiring the Town, departments, purchaser or contractor to take any action that conflicts with local, state or federal requirements.

6. IMPLEMENTATION AND RESPONSIBILITIES

The Town Manager and Finance Director, and other responsible department directors/managers, shall implement this policy in coordination with the Town's other green initiatives and goals.

7. EDUCATION

The Town's sustainable purchasing initiative shall be communicated to all Town staff.

8. DEFINITIONS

"Sustainable purchasing" is purchasing materials, products and labor in a manner that reflects fiscal responsibility, social equity, environmental stewardship and community enhancement.

"Performance" is the usefulness of a product, material or service to accomplish its intended task or job.

"Bio-Based Products" are commercial or industrial products (other than food or feed) that use agricultural crops or residues but does not include products made from forestry materials.

"Chlorine Free" refers to products processed without chlorine or chlorine derivatives.

"Toxic" refers to a chemical or mixture that may present an unreasonable risk or injury to human health or the environment.

"Non-toxic" products are any items which are not considered hazardous waste and that does not otherwise pose a threat to short or long-term human health during its use.

"Energy Star" is the U.S. EPA's energy efficiency product labeling program.

"Postconsumer Material" is a finished material which would normally be disposed of as a solid waste, having reached its intended end-use and completed its life cycle as a consumer item, and does not include manufacturing or converting wastes.

"Preconsumer Material" are materials or by-products generated after manufacture of a product is completed but before the product reaches the end-use consumer. Preconsumer material does not include mill and manufacturing trim, scrap or broke which is generated at a manufacturing site and commonly reused on-site in the same or another manufacturing process.

"Practicable" is whenever possible and compatible with local, state and federal law, without reducing safety, quality, or effectiveness and where the product or service is available at a reasonable cost in a reasonable period of time.

"Recovered Material" are fragments of products or finished products of a manufacturing process, which has converted a resource into a commodity of real economic value, and includes pre-consumer and postconsumer material but does not include excess resources of the manufacturing process.

"Recycled Content" is the percentage of recovered material, including pre-consumer and postconsumer materials, in a product.

"Recycled Content Standard" is the minimum level of recovered material and/or postconsumer material necessary for products to qualify as "recycled products."

"Recycled Product" is a product that meets Town's recycled content policy objectives for postconsumer and recovered material.

"Remanufactured Product" is any product diverted from the supply of discarded materials by refurbishing and marketing said product without substantial change to its original form.

"Reusable Product" refers to any product that can be used several times for an intended end use before being discarded, such as a washable food or beverage container or a refillable ballpoint pen.

"U.S. EPA Guidelines" are the Comprehensive Procurement Guidelines established by the U.S. Environmental Protection Agency for federal agency purchases as of May 2002 and any subsequent versions adopted.

"Water-Saving Products" are those that are in the upper twenty-five (25%) percent of water conservation for all similar products, or at least ten (10%) percent more water-conserving than the minimum level that meets the Federal standards.

Buying **"Locally"** refers to large purchasers making every effort to source goods and services from geographically nearby, independent businesses. This commitment strengthens the community's economy, encourages entrepreneurship, creates jobs and also minimizes long-distance fuel consumption, emissions, and other environmental harm.