



**CITY OF GLENDALE, CALIFORNIA
REPORT TO THE SUSTAINABILITY COMMISSION**

AGENDA ITEM

Report: Purchasing Contracts

COMMISSION/COMMITTEE ACTION

Item Type: Report Only

Approved for October 5, 2023 **calendar**

ADMINISTRATIVE ACTION

Submitted by:

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Prepared by:

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RECOMMENDATION

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BACKGROUND/ANALYSIS

The Sustainability Commission requested information on contracts the City may have concerning categories of products included in the US EPA's comprehensive procurement guidelines (CPG). Specifically, staff were asked to provide information for the following product categories:

- Carpet
- Copy paper
- Printing papers
- GWP Mailing envelopes
- GWP's billing statement paper
- Restroom paper towels
- Vehicle engine oil
- Retread tires

The section below provides information on the contractor and details the sustainability elements of the contracts where this information is available. Exhibits 1 -5 provide additional details on the contracts.

1) Carpet: City has established general specifications for carpet tile. The current specified supplier is Mohawk flooring Material with no substitutions:

Manufacturer: Mohawk Group
Description / Style: BT400 New Basics III Tile
Product Type: Carpet Tile
Color: 978 Mineralite

Sustainability Statements:

- a. Embodied Carbon: 1.118kg CO₂e/ft².
- b. This product is 100% carbon neutral plus an additional 5%.
- c. 48% Total recycled content.
- d. NSF 140 Gold Rating.
- e. Indoor air quality [CRI Green Label Plus GLP1171](#).

2) Copy Paper: No specific contract for copy paper. The City utilizes Staples as a citywide stationery contractor. In the account, we designated preferred material, including copy papers.

The City of Glendale Contract items include:

- a. Highlights SB 1383 Recommended Items.
- b. Staples 30% recycled 8.5 x 11 3-hole punch copy paper.
- c. Staples 30% recycled 11 x 17 copy paper.
- d. Staples 30% recycled 8.4 x 14 copy paper.

- e. Staples 30% recycled 8.4 x 11 (use letter) copy paper.

3) GWP mail and billing statements: Recycled paper isn't used for billing statements or envelopes. SB 1383 states, "Recycled materials must be used if the cost is not different/more expensive than non-recycled materials." According to Glendale Water and Power's bill print vendor (InfoSend), using recycled materials would be significantly more expensive.

4) Printing papers (City's print shop):

Piggyback on Los Angeles County (#MA-IS-2140261-1) Contract Pricing

- a. 8-1/2 x 11 Natural Choice 20# 30% PCW White.
- b. 8-1/2 x 11 ORCA 20# 30% Recycled Copy.
- c. 8-1/2 x 11; 3 Hole Punch; 8-1/2 x 14; 11 x 17, Husky #20 30% PCW White.
- d. 8-1/2 x 11; 3 Hole Punch; 8-1/2 x 14; 11 x 17, Earth Choice #20 30% PCW White Acid Free.
- e. 8-1/2 x 11; 8-1/2 x 14; 11 x 17 Earthchoice (DOMTAR) MP Colors Contains a minimum of 30% post-consumer recycled material.
- f. 8-1/2 x 11; 8-1/2 x 14 ASTROBRIGHT 60# Text colors. Selected recycled paper in colors ranging from Celestial Blue to Eclipse Black.

5) Restroom paper towels: KleenLine 1957 2-Ply Bath Tissue – FSC Mixed Certified

6) Oil and Lubricants: Piggyback on City of Los Angeles Contract Number ARC-40-59270-26, Vendor Southern Counties Lubricants, LLC.

7) Retread tires: The City has established retread tire requirements.

Specifications:

Tire size: 315/80r22.5 (Represent approximately 75% of the annual retread requirements of the City.)

- a. There is no age limit on casings sent in for retreading (cap all casings that pass inspection).
- b. Casings will be capped at a maximum of three times.
- c. Unlimited repairs suitable for retreading, but not to exceed casing value.
- d. Casing (purchased must be major brand).
- e. Casings purchases must be five years old or newer.
- f. Bandag Brm tread or equivalent minimum 26/32nd tread depth.

FISCAL IMPACT

No fiscal impact associated with this report.

ALTERNATIVES

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EXHIBITS

- 1) General Specifications Mohawk Flooring Material.
- 2) Staples Copy Paper
- 3) Spicers Paper
- 4) Envoy Solutions
- 5) City of Los Angeles – Oils & Lubricants
- 6) Re-Tread Tires