



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

**AGENDA ITEM**

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Report: Environmental Preferable Purchasing

**COMMISSION/COMMITTEE ACTION**

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**Item Type:** Report Only

**Approved for**         June 17, 2024         **calendar**

**ADMINISTRATIVE ACTION**

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**Submitted by:**

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**Prepared by:**

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## RECOMMENDATION

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None – Report only

## BACKGROUND/ANALYSIS

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On October 5, 2023, Staff provided the Sustainability Commission with a report on the purchasing procedures of the City of Glendale concerning some products included in the US EPA Comprehensive Procurement Guidelines. Specifically, Staff were asked to provide information for the following product categories:

- Copy Paper, Paper Products, Printing papers, GWP Mailing envelopes, and Restroom paper towels
- Carpet
- Vehicle engine oil
- Retread tires

Subsequently, the Sustainability Commission asked Staff to provide information on purchasing procedures in more product categories, including:

- Compost and co-compost products
- Glass
- Plastic
- Solvents and paint
- Building Insulation
- Automobile parts
- Asphalt
- Batteries
- Aggregate Rock
- Remanufactures, recyclable or recycled toner cartridges
- Antifreeze/coolant
- Processed and crushed miscellaneous materials and
- Moveable/portable walls.

This report consolidates information from the October 5, 2023, Staff report, the City's DRAFT Environmental Preferable Purchasing Policy, existing purchasing procedures, and Standard Specification for Public Works Construction (2021) for the above-listed categories.

**Category: Paper products, including but not limited to fine grades of paper, corrugated boxes, newsprint, tissue, and towels; ) Copy Paper.**

There is currently no specific contract for the purchase of copy paper. The City utilizes Staples as a citywide stationery supplier, and Spicers Paper Inc. Preference is given to environmentally preferable products.

The City of Glendale Staples 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.

Spicers Paper

- a. Natural Choice 30% PCW White
- b. ORCA 30% Recycled Copy
- c. Husky 30% PCW White
- d. EarthChoice 30% PCW White

**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.

**Glendale Water and Power mailing 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.

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

**Category: Carpet.**

The 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 CO<sub>2</sub>e/ft<sup>2</sup>.
- 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](#).

#### **Category: Vehicle Engine Oil.**

**Oil and Lubricants:** The City piggybacks on City of Los Angeles Contract Number ARC-40-59270-26, Vendor Southern Counties Lubricants, LLC.

#### **Category: Tires/Retread tires:**

The City has established retread tire requirements, which include the following 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 a major brand).
- e. Casings purchases must be five years old or newer.
- f. Bandag Brm tread or equivalent minimum 26/32nd tread depth

#### **Category: Compost and co-compost products.**

The City uses the CalRecycle Model SB 1383 Procurement Policy for the specification and purchase of compost and co-compost products:

#### **Compost and Compost Products:**

The City has prepared DRAFT Environmental Preferable Purchasing Policy that includes model language from CalRecycle SB 1383 Model procurement Policy for organic and compost products

(<https://calrecycle.ca.gov/organics/slcp/education/#model>).

#### **Recovered Organic Waste Product Procurement**

Procurement Target:

1. City will annually procure for use or giveaway a quantity of Recovered Organic Waste Products that meets or exceeds its Annual Recovered Organic Waste Product Procurement Target through the implementation of Sections D and G of the policy.

2. To be eligible to meet the Annual Recovered Organic Waste Product Procurement Target, products that may be procured include the following (provided that each product meets the criteria included in their respective definition in Section 2 of this Policy):
  - a. SB 1383 eligible Compost (as defined in Section C.5).
  - b. SB 1383 Eligible Mulch (as defined in Section C.22).
  - c. Renewable Gas (in the form of transportation fuel, electricity, or heat) (as defined in Section C.19).

## **H-2. Requirements for City Departments**

Compost and SB 1383 Eligible Mulch procurement. Departments and divisions responsible for park landscaping maintenance, renovation, or construction shall:

- a. Use Compost and SB 1383 Eligible Mulch produced from recovered Organic Waste, as defined in Section 2 of this Policy, for landscaping maintenance, renovation, or construction, whenever available practicable, and capable of meeting quality standards and criteria specified. SB 1383 Eligible Mulch used for land application must meet or exceed the physical contamination, maximum metal concentration, and pathogen density standards specified in 14 CCR Section 17852(a)(24.5)(A)(1) through (3).
- b. When the City uses Compost and SB 1383 Eligible Mulch and the applications are subject to the City's Water Efficient Landscaping Ordinance (WELO), pursuant to City Code Section 30.31.020, and must comply with one of the following, whichever is more stringent:
  - i. the City's WELO, City Code Section 30.31.202, if more stringent than the State's Model Water Efficient Landscape Ordinance (MWELO), or
  - ii. Sections 492.6 (a)(3)(B), (C), (D), and (G) of the State's Model Water Efficient Landscape Ordinance, Title 23, Division 2, Chapter 2.7 of the CCR, as amended September 15, 2015, which requires the submittal of a landscape design plan with a "Soil Preparation, Mulch, and Amendments Section" to include the following:
    - For landscape installations, Compost at a rate of a minimum of 4 cubic yards per 1,000 square feet of permeable area shall be incorporated to a depth of six (6) inches into the soil. Soil with greater than six percent (6%) organic matter in the top six (6) inches of soil are exempt from adding compost and tilling.
    - Apply a minimum three (3) inch layer of mulch on all exposed soil surfaces of planting areas except in turf

areas, creeping or rooting groundcovers, or direct seeding applications where mulch is unadvised. To provide habitat for beneficial insects and other wildlife, leave up to five percent (5%) of the landscape area without mulch. Designated insect habitats must be included in the landscape design plan.

- Procure organic mulch materials made from recycled or post-consumer materials rather than inorganic materials or virgin forest products unless the recycled post-consumer organic products are not locally available. Organic mulches are not required where prohibited by local Fuel Modification Plan Guidelines or other applicable local ordinances.
  - For all mulch that is land applied, procure SB 1383 Eligible Mulch that meets or exceeds the physical contamination, maximum metal concentration, and pathogen density standards for land applications specified in 14 CCR Section 17852(a)(24.5)(A)(1) through (3).
- c. Keep records, including invoices or proof of Recovered Organic Waste Product procurement (either through purchase or acquisition), and submit records to the Recordkeeping Designee upon completion of the project.

General procurement records, including:

- a. General description of how and where the product was used and applied, if applicable;
  - b. Source of product, including name, physical location, and contact information for each entity, operation, or facility from whom the Recovered Organic Waste Products were procured;
  - c. Type of product;
  - d. Quantity of each product; and,
  - e. Invoice or other record demonstrating purchase or procurement.
- d. For Compost and SB 1383, Eligible Mulch provided to residents through giveaway events or other types of distribution methods, keep records of the Compost and SB 1383 Eligible Mulch provided to residents. Records shall be maintained and submitted to the Recordkeeping Designee in accordance with the requirements specified in Section H.2 1.c
- e. For procurement of SB 1383 Eligible Mulch, maintain an updated copy of the Environmental Preferable Purchasing Policy requiring that the mulch procured by the

City or Direct Service Provider meets the land application standards specified in 14 CCR Section 18993.1, as it may be amended from time to time, as currently reflected in Administrative Policy Manual.

When Procurement of Recovered Organic Waste Products occurs through a Direct Service Provider, enter into a written contract or agreement or execute a purchase order with enforceable provisions that includes: (i) definitions and specifications for SB 1383 Eligible Mulch, Compost, Renewable Gas, and/or Electricity Procured from Biomass Conversion; and, (ii) an enforcement mechanism (e.g., termination, liquidated damages) in the event the Direct Service Provider is not compliant with the requirements.

**Category: Glass.**

There are currently no environmentally preferable specifications regarding the purchasing of glass products.

**Category: Plastic.**

The City adopted Ordinance 5973 (GMC 8.46) that requires food and beverage providers located within the City of Glendale – including restaurants, bars, and convenience stores – to have customers ask for accessory foodware items, such as spoons, forks, knives, napkins, straws, and other items, before receiving them. The ordinance applies to third-party delivery services and online orders, as well as dine-in, drive-through, and take-out customers.

The City adopted Ordinance GMC 8.42 Polystyrene and Single-Use Plastic Products. This policy proposes to ban the sale, use, and distribution of certain polystyrene products. The regulations prohibit the use, sale, and distribution of Polystyrene Foodware, Polystyrene Coolers, Polystyrene Packaging Materials, Polystyrene Egg Cartons, Polystyrene produce Trays, and Polystyrene Meat and Fish Trays. By regulating the distribution of these items, we can collectively reduce the amount of plastic waste and reduce trash in our community.

**Category: Solvents and paint, including water-based paint.**

The DRAFT EPP Policy is mandatory for all purchases up to fifty thousand dollars (\$50,000), and it is recommended but not mandatory that the EPP Policy is followed for purchases over \$50,000. It is the Policy of the City to implement the following guidelines:

**Criteria, certifications, and labels:** Specify and purchase environmentally preferable products and services where criteria, certifications, and/or labels have been established by governmental or other widely recognized and respected third-party authorities, such as, but not limited to;

Product Category Guidance	Recognized Certifications and Standards
Cleaning and Janitorial Supplies	<a href="#">UL Ecologo</a> , <a href="#">Forest Stewardship Council</a> (FSC), <a href="#">Green Seal</a> , <a href="#">US EPA Safer Choice Chlorine Free Products</a> , <a href="#">UL Greenguard</a> ,

**Category: Building insulation;**

The EPP specifies that products covered under the U.S. EPA Comprehensive Procurement Guidelines (CPG) shall follow the recycled content guidelines. Where the CPG Insulation made from recovered materials is available for thermal insulating applications. The product is available in several forms, including rolls, loose-fill, and spray foam. Insulation can also include a range of recovered materials such as glass, slag, paper fiber, and plastics. One manufacturer grinds post-consumer glass bottles into a substitute for the sand used in glass fibers. Others use slag for rock wool or old newspaper for cellulose insulation.

EPA's [Recovered Materials Advisory Notice \(RMAN\)](#) recommends recycled-content levels for purchasing building insulation.

**Category: Automobile parts.**

**U.S. EPA Comprehensive Procurement Guidelines:** Specify and purchase products for which the United States Environmental Protection Agency (U.S. EPA) has established minimum recycled content standard guidelines, including but not limited to printing paper, office paper, janitorial supplies, construction, landscaping, miscellaneous, and non-paper office products, shall contain the highest post-consumer content practicable, but not less than the minimum recycled content standards established by the [U.S. EPA Comprehensive Procurement Guidelines](#); and

**Category: Asphalt.**

Per section 203-6.1 Standard Specifications for Public Works Construction (2021), the latest edition of asphalt concrete (AC) shall contain up to 20% reclaimed asphalt pavement (RAP). Per section 203-11, asphalt rubber hot mix (ARHM) shall contain crumb rubber modifier (CRM), which is a combination of scrap tire CRM (derived from tires – 75%) and high natural CRM (ground or granulated rubber derived from material that utilizes high natural rubber sources – 25%). We do not have specific percentage requirements for the CRM in ARHM.

**Category: Concrete and cement containing fly ash.**

Per sections 201-1.1.1 and 201-1.2.6 Standard Specifications for Public Works Construction (2021) the latest edition concrete mixtures may incorporate reclaimed concrete materials, which may either be reclaimed plastic Portland cement concrete

(RPPCC - maximum of 15% by volume) or reclaimed non-plastic Portland cement concrete materials (reclaimed aggregated (RA) - maximum 30% by weight of total aggregate and reclaimed water (RW) - maximum 35% by weight of batch water). Per sections 201-1.2.5.3, Fly ash may be used in certain concrete mixtures. Depending on the concrete class and exposure, Class F Fly Ash may be used at 20-25% by weight of total cementitious material, or Class C Fly Ash may be used at a maximum of 30% by weight of total cementitious material.

**Category: Rubber; None**

**Category: Batteries; None**

**Category: Aggregate Rock.**

Aggregate rock – Per section 200-2.2 Standard Specifications for Public Works Construction (2021), the latest edition Crushed Aggregate Base shall consist entirely of crushed rock and rock dust and therefore contains no recycled products.

**Category: Remanufactured, recyclable, or recycled toner cartridges; None**

**Category: Antifreeze/coolant.**

U.S. EPA Comprehensive Procurement Guidelines: Specify and purchase products for which the United States Environmental Protection Agency (U.S. EPA) has established minimum recycled content standard guidelines, including but not limited to printing paper, office paper, janitorial supplies, construction, landscaping, miscellaneous, and non-paper office products, shall contain the highest post-consumer content practicable, but not less than the minimum recycled content standards established by the [U.S. EPA Comprehensive Procurement Guidelines](#); and

**Category: Processed and crushed miscellaneous base materials.**

Per section 200-2.4 of Standard Specifications for Public Works Construction (2021) as the latest edition, Crushed Miscellaneous Base shall consist of broken and crushed asphalt concrete, Portland cement concrete, and a maximum of 3% by weight brick (all recycled products) and may contain crushed aggregate base or other rock materials. Per section 200-2.5, Processed Miscellaneous Base shall consist of broken and crushed asphalt concrete, Portland cement concrete, railroad ballast, glass, crushed porcelain material, maximum 3% by weight brick (all recycled products), and crushed rock, rock dust, or other natural material. We do not have specific percentage requirements for the recycled products for these materials.

**Category: Movable/portable walls; None**

## **FISCAL IMPACT**

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No fiscal impact associated with this report

## **ALTERNATIVES**

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None

## **EXHIBITS**

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- 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