



CITY OF GLENDALE, CALIFORNIA REPORT TO THE SUSTAINABILITY COMMISSION

AGENDA ITEM

Report: Sustainable Purchasing Policy

COMMISSION/COMMITTEE ACTION

Item Type: Report Only

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ADMINISTRATIVE ACTION

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RECOMMENDATION

BACKGROUND/ANALYSIS

Sustainability Commission Staff Report for Information - Sustainable Purchasing Program

1. Previous City Council Actions.

At the March 2, 2021 City Council Meeting Staff provided an informational report on the status of the City of Glendale environmental purchasing policy. The report outlined the current state of the City's EPP program and provided Council an assessment of current best EPP practices. The report identified next steps for Staff to research in the design of an environmentally preferable purchasing program.

At the May 6, 2021 the Sustainability Commission asked staff to provide an update on the state of the sustainable purchasing program and outlining actions taken to date.

2. Background

The City recognizes its responsibility to minimize negative impacts on human health and the environment while supporting a diverse, equitable, and vibrant community and economy. The City also understands that the types of products and services it buys have inherent social, human health, environmental and economic impacts, and that it should make procurement decisions that embody the City's commitment to sustainability.

The City of Glendale's Recycled Products Purchasing Program has been in effect since the 1990's. This program has worked to ensure that fitness, quality and cost being equal; recycled, reusable, recyclable products and other "green" products are purchased. The purchase of these green products has contributed to creating markets for recycled products and encouraging businesses to increase the production of recyclable products, thus protecting natural resources and the environment. However, the City recognizes that the Glendale's Recycled Products Purchasing Program needs to be updated to reflect the Council priorities of sustainability and to reflect actions staff have taken to expand sustainability actions within the organization.

The City of Glendale enhanced Sustainable Purchasing Program is intended to:

- a. Communicate the City's commitment to sustainable purchasing to its employees, vendors, and community;
- b. Complement and support implementation of the City's sustainability goals and policies;

- c. Provide implementation guidance; and
- d. Empower employees to be innovative and demonstrate leadership by considering sustainability benefits when making purchasing decisions.

3. Sustainability Purchasing Program

Staff have researched the implementation of sustainable purchasing policies in organizations and have reviewed the history of implementing environmental purchasing within the City of Glendale. The research has shown that for a sustainable purchasing program to be truly effective and embedded within an organizational culture, a phased implementation approach is required. A phased approach provides time for careful planning, growth of “green” product and services knowledge, alignment of resources to program needs, review and improvement. The information from this research has had a bearing on the proposed expansion of the current City of Glendale EPP program.

The City is in the process of developing a Climate Action and Adaptation Plan. As this plan is developed the proposed GHG reduction goals and proposed mitigation strategies will have to be incorporated into the sustainability purchasing program. The proposed annual review schedule will allow for these and other initiatives such as City Codes and related regulations, city ordinances and policies to be reflected in the sustainable purchasing program.

Staff propose that the City of Glendale develop an expanded sustainability purchasing program over a three-year period.

The goals of year one of the Sustainable Purchasing Policy are to

- a. Specify government or third party verified green specifications
- b. Extended Producer Responsibilities
- c. Review contracts see what is coming up where Sustainable Purchasing Policy may be included
- d. Office Supply Vendors– specify default green option
- e. Develop a core green market basket
- f. Research an efficient method to track the spend on sustainable environmental purchases
- g. Develop checklists, guidance and education manuals

The goals for year two of the Sustainable Purchasing Policy are to

- a. Assess the use of life cycle costing (LCC), total cost of ownership (TCO) and other assessment methods to determine the economic value over the lifetime of the product or service and not just initial purchase costs;

- b. The creation an appropriate evaluation system for products and services that assigns values to price and environmentally preferable attributes;
- c. That the Sustainable/Environmentally Preferable Purchasing policy shall address the triple bottom line or three pillars of sustainability – environment, social and economic aspects
- d. Address Climate Action Plan purchasing requirements

4. General Policy

All City employees will be encouraged to purchase products or services in a manner that protects human health and the environment, is fiscally responsible, and promotes social equity, disadvantaged business opportunities and other economic benefits to the community. This program applies to all City departments and employees, vendors, contractors for all products and services provided to the City.

4.1 Sustainability Benefits

City employees will encourage sustainability benefits to the maximum extent feasible when writing specifications, evaluating bids, and making other purchasing decisions.

Environmental and health benefits to be encouraged include, but are not limited to:

- a. Minimizing pollutant releases to air and water, particularly indoor air emissions;
- b. Avoiding products that contain toxic chemicals, especially persistent, bioaccumulative, and toxic (PBT) chemicals;
- c. Preventing acute and chronic human health risks, including cancer, asthma, reproductive toxicity, obesity, ergonomic effects, etc.;
- d. Reducing waste generation by choosing products that are reusable, recyclable, compostable, or made with recycled content;
- e. Lowering greenhouse gas (GHG) emissions associated with a product's manufacture, transportation and use;
- f. Saving energy through the purchase of energy-efficient products and increasing use of renewable energy such as solar or wind;
- g. Conserving natural resources including water, petroleum, rare earth minerals, etc.
- h. Protecting biodiversity by avoiding products that contribute to deforestation, ocean pollution and other environmental destruction; and
- i. Promoting transparency, including disclosure of environmental, health, economic and social risks through the use of Environmental Product Declarations (EPDs), Health Product Declarations (HPDs), vendor sustainability ratings, etc.

Fiscal benefits to be encouraged include, but are not limited to:

- a. Reducing consumption by eliminating unnecessary purchase and eliminating waste;
- b. Analysis renting of less frequently used equipment vs. buying
- c. Ensuring performance and quality;
- d. Reducing impacts on staff time and lowering maintenance costs;
- e. Leveraging buying power by aggregating demand, cooperative purchasing, etc.;
- f. Promoting “Best Value” based on a life-cycle cost or total cost of ownership assessment; and
- g. Reducing financial risks.

While not all factors will be incorporated into every purchase, it is the intent of this program that City employees will make a good faith effort to promote sustainability factors to the maximum extent feasible.

4.2 Use of Social and Environmental Product or Service Labels

City employees are encouraged to use independent, third-party social and/or environmental product or service labels (sustainability labels) when setting standards, writing specifications for, or procuring products or services as long as such labels:

- a. Were developed and awarded by an impartial third-party;
- b. Were developed in a public, transparent, and broad stakeholder process; and
- c. Represent specific and meaningful leadership criteria for that product or service category.

5. Year One Goals

5.1: Green Specification

In year one (1) of the sustainability purchasing program it shall be the policy of the City to 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. In some cases, enough products have achieved certification that a determination can be made that if is included as a mandatory requirement (specification) it is likely to result in competitive and responsive bids. Examples of this include specifications such as, but not limited to, Energy Star, Green Seal, UL Ecologo, UL Greenguard, Chlorine Free Products Association (CFPA), EcoWise Certified Integrated Pest Management, Forest Stewardship Council (FSC), Sustainable Forestry Initiative (SFI), Fair Trade Certification, Fairtrade International Certification, Rainforest Alliance Certification, US EPA Safer Choice and WaterSense guidelines, Carbon Disclosure Project, EPA Recycled Materials Advisory Notice (RMAN) Purchasing Guidelines, US EPA

Comprehensive Purchasing Guidelines, Federal Electronic Product Environment Assessment Tool (EPEAT) program guidelines for electronics, the State (of California's) Agency Buy Recycled Campaign (SABRC);

5.2: Extended Producer Responsibility

Additionally in year one (1) the City shall incorporate a policy of Extended Producer Responsibility (EPR), that is, shifting costs and responsibilities of end-of-life product management responsibility and costs from the City to product manufacturers and/or distributors, incorporate EPR take-back manages into purchasing and service contracting processes and specifications; EPR is necessary because many products are difficult, and/or expensive to recycle or properly dispose of, or may be made from or contain hazardous materials, creating fiscal challenges and negative environmental impacts. EPR mandates shall be applicable to the following statewide stewardship programs:

- **Paint:** The [Paint Stewardship Program](#) ensures that leftover paint is properly managed in a manner that is sustainably funded.
- **Carpet:** The [Carpet Stewardship Program](#) ensures that discarded carpet becomes a resource for new products.
- **Mattresses:** The [Mattress Stewardship Program](#) aims to reduce illegal dumping, increase recycling, and substantially reduce local government costs for the end-of-use management of used mattresses.
- **Pharmaceuticals and Sharps:** The [Pharmaceutical and Sharps Waste Stewardship Program](#) requires safe and convenient disposal options for pharmaceutical drug and home-generated sharps waste.
- **Mercury Thermostats:** The [Mercury Thermostat Collection Act of 2008](#) provides for producer responsibility of mercury thermostats. The Department of Toxic Substances Control is the lead department for implementing this law.
- **Pesticide Containers:** [Food and Agricultural Code Section 12841.4](#), covering [pesticide container recycling](#), requires first sellers using certain pesticide containers to demonstrate participation in a certified high-density polyethylene (HDPE) pesticide container recycling program and annually submit certifying documents to the director of the Department of Pesticide Regulation.

In addition, service vendors, such as but not limited to, companies that maintain or repair buildings, equipment, landscapes, and provide other services to the City, shall be responsible for removing all materials and supplies that they bring onto City property, such as but not limited to, spent light bulbs and cartridges, mortar mix, paint, and packaging; these companies shall also be responsible for recycling recyclable materials brought onto City property in accordance with the City's recycling program.

5.3: Contract Review

In developing the Sustainable Purchasing Program, the City should expect to integrate green products into its contracts as completely as possible. Contractors that are providing cleaning, painting, or even food services shall be required to or rewarded for using certified green products. Some certifications apply specifically to services such as the eStewards certification for electronics recycling, or Green Shield certification for “integrated” pest management.

5.4: Should the Green Products be Mandatory?

This is a good choice when they are equivalent in quality and price to the conventional products previously bought and staff are comfortable with using them. Office Supply vendors products meeting the equivalency criteria will be set as default option.

5.5: Construct a green core or market basket list.

Adding green products to a core list (and removing the equivalent non-green option) is another way to demonstrate to vendors that the City is serious about transitioning to the use of green products.

6. Implementation and Responsibilities

The phased approach will enable the City to determine what sufficient staffing, funding and material resources necessary to ensure that its Sustainable Purchasing Program goals and priorities are met and results are reported. The City will support employee engagement and training, professional services, product and service pilot tests, and the development and utilizations of standards, checklists, guidance on best practices, educational materials, and tracking tools.

6.1 Establishment of a Sustainable Purchasing Committee

The City may utilize the Sustainability Working Group to establish and maintain a Sustainable Purchasing Sub Committee (SPC) that will be co-chaired by the City’s Procurement and Sustainability departments. The aim being to foster inter-departmental collaboration and information sharing to advance the City’s sustainable purchasing program.

6.2 Creation of a Citywide Sustainable Purchasing Program

The Deputy Director of Finance shall be responsible for maintaining a Sustainable Purchasing Program (SPP) with support from the Sustainability Officer:

The Sustainability Officer will support from the Deputy Director of Finance and serve as an internal resource.

6.3 Developing Sustainable Purchasing Standards, Checklists, and a Best Practices Manual.

The City appropriate to the phased in approach will develop and maintain minimum standards for products and services that minimize human health and environmental impacts and promote its other sustainability goals. Each sustainable purchasing standard will list applicable requirements from City policies and acceptable sustainable leadership product and service certifications and standards. In addition, the City will develop Sustainable Purchasing Checklists to guide purchasers through the steps needed to add sustainability factors into RFPs and other contract proposals. All sustainable purchasing standards and checklists will be incorporated into a Sustainable Purchasing Best Practices Manual as well as the City's procurement manual and training materials.

City Department Directors shall be responsible for:

- Participating in developing citywide sustainable purchasing standards for approval by the City's Sustainable Purchasing Committee;
- Creating sustainable purchasing standards for products that are uniquely purchased by their Department; and
- Undertaking pilot testing for sustainable products and services, as needed.
- Creating Contracts for Sustainable Products and Services

All City employees shall consult the Sustainable Purchasing Best Practices Manual and utilize the City's sustainable purchasing standards to develop bid specifications and contract proposals or make other purchasing decisions. In addition, City employees shall complete the appropriate Sustainable Purchasing Checklist to verify that they considered important sustainability attributes when making their purchasing decision.

For competitive procurements, the Procurement Department will ensure that the Sustainable Purchasing Checklist has been completed before issuing a procurement tracking number. Upon request, exemptions may be granted by the Chief Procurement Officer when product or service availability, performance or cost (using a life-cycle cost assessment) hinder compliance with the standards.

6.4 Conducting Outreach and Training

Each City department shall ensure that its employees making purchasing decisions receive training about the City's sustainable purchasing policies, procedures, priorities and resources.

6.5 Data Tracking

Each City department shall cooperate in collecting data for the purposes of tracking and reporting results, and evaluating the sustainable purchasing program.

FISCAL IMPACT

None

ALTERNATIVES

None

EXHIBITS
