



SUSTAINABLE PURCHASING POLICY

STATEMENT OF POLICY

It is the policy of the City of Warren to:

- Support the Warren Charter in regards to Section 5 (Corporate Powers, ETC.), Section 128 (Power to Make Improvements), and Section 139 (Contract for Improvements) which allows the City of Warren to establish a purchasing policy which may be useful or beneficial to its residents while maintaining local or public improvements.
- Require the purchase of products and services that minimize waste and enhance the lifecycle of the products the city uses in addition to reducing the city's operating costs.
- It is not the intent of this policy to require any department, buyer or contractor to take any action that conflict with local, state or federal requirements or 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.

PURPOSE AND SCOPE

This policy is adopted to meet the goals of a Sustainable Purchasing Policy that include, but is not limited to:

- Minimizing expenditures on energy
- Minimizing the city's contribution to the total amount of paper waste produced,
- Improving operating costs of city-owned buildings

This policy is further adopted to encourage purchasing that reflects the city's commitment to improving the quality of life for its residents by way of:

1. Recycled Paper Products and Recycled-Content Products

Per Minnesota Statute 16B.122 and per the Federal Environmental Protection Agency's (EPA) requirements, the City of Warren will commit to purchase paper products containing the highest post-consumer content practicable, but no less than 30% recycled-content for copy paper (which is the minimum recycled content standard established by the EPA Comprehensive Procurement Guidelines: www.epa.gov). The City should purchase other products made with recycled material whenever possible and economically feasible.

2. Waste Minimization

The City should buy in bulk whenever practicable to reduce packaging. Packaging that is reusable, recyclable or compostable is preferred, when suitable uses and programs exist. Buying paper in bulk/or in a partnership with other cities can bring the cost of 30% recycled content paper below the cost of traditional paper.

3. Energy Saving Products

All appliances and products purchased by the City, for which the US EPA Energy Star certification is available, will meet Energy Star certification, provided such products are available and financially feasible (www.energystar.gov). This would include lighting systems, exhaust fans, water heaters, computers and office products, exit signs, and appliances, such as refrigerators, dishwashers, and microwave ovens.

4. Water Saving Products

Water saving products purchased by the City will meet the WaterSense certification when such products are available and financially feasible (www.epa.gov). This includes, but is not limited to, high-performing fixtures, such as toilets, waterless urinals, low-flow faucets and aerators, and upgraded irrigation systems.

3.0 PROCEDURE

When purchasing products and services for the City, staff will:

- Ensure that specifications support the use of reusable, recycled, or operationally efficient products by following these guidelines.
- Evaluate operationally efficient products to determine the extent to which they may be used by the department and its contractors.
- Facilitate data collection on purchases of designated operationally efficient products by the department in order to determine the effectiveness of the products and services.

4.0 RESPONSIBILITY

All City departments are responsible for implementation of this policy and to ensure their respective employees are fully aware and supportive of the City's policy to purchase goods and services preferable to its operations. City staff will implement these guidelines in conjunction with the city's normal purchasing procedure. All purchasing is centralized with the Administrative Assistant who pursues cooperative purchasing when appropriate.

11/14/2017 Effective Date