

**(EXHIBIT A)****ENVIRONMENTALLY SUSTAINABLE  
PROCUREMENT POLICY  
CITY OF CALABASAS****1.0 STATEMENT OF POLICY**

The City of Calabasas recognizes its role as a leader with regard to environmental stewardship, and reinforces its continued commitment to the environment through adoption of this Environmentally Sustainable Procurement Policy. It shall be the policy of the City of Calabasas to:

- institute practices that reduce waste by increasing product efficiency and effectiveness;
- purchase products that most effectively minimize negative environmental impacts over their lifecycle of manufacturing, transportation, use, and recycling and/or disposal;
- purchase products that both reduce or eliminate toxic materials and pollution, and minimize the exposure of workers and the community to toxic materials, pollution, and their related hazards, and
- purchase products with environmentally preferable characteristics, which include products containing recycled content, and that can be reused or recycled, are durable and long-lasting, minimize waste generation and releases of pollutants, conserve energy and water, use agricultural fibers and residues, reduce greenhouse gas emissions, use renewable forms of energy such as bio-based fuels, solar and wind power, use wood from sustainably harvested forests, and use products that have no hazardous or toxic chemicals, such as ones that use unbleached or chlorine free manufacturing processes, or are lead-free and mercury-free.
- when procuring City-related services from outside vendors, give priority to vendors who use products with environmentally preferable characteristics and employ similar sustainable practices in administering their contracted services to the greatest extent practicable.

**2.0 PURPOSE**

This Policy is adopted to:

- conserve natural resources,
- reduce greenhouse gas emissions,
- minimize environmental impacts such as pollution and use of water and energy,
- eliminate or reduce exposure to environmental toxins and pollution,
- support strong recycling markets,
- reduce materials that are landfilled,
- increase the use and availability of environmentally preferable products that protect the environment,
- identify environmentally preferable products and distribution systems,
- reward manufacturers and vendors that reduce environmental impacts in their production and distribution systems or services,
- create a model for successfully purchasing environmentally preferable products that encourages other purchasers in our community to adopt similar goals.

**3.0 SPECIFICATIONS****3.1 Source Reduction**

- 3.1.1 The City of Calabasas shall institute practices that reduce waste and result in purchasing fewer products, but without reducing safety or workplace quality.

- 3.1.2 The City of Calabasas shall purchase remanufactured products such as toner cartridges, tires, furniture, equipment and automotive parts whenever practicable, but without reducing safety, quality or effectiveness.
- 3.1.3 The City of Calabasas shall require all equipment bought after the adoption of this Policy to be compatible with source reduction goals as referred to in this section (3.1).
- 3.1.4 The City of Calabasas shall purchase products that are durable, long lasting, reusable or refillable, or compostable.
- 3.1.5 The City of Calabasas shall request vendors to eliminate packaging or use the minimum amount necessary for product protection to the greatest extent practicable.
- 3.1.6 Packaging that is reusable, recyclable or compostable shall be utilized when practical uses and programs exist.
- 3.1.7 Vendors shall be encouraged to take back and reuse pallets and other shipping and packaging materials.
- 3.1.8 The City of Calabasas shall include provisions in contracts with suppliers of non-electronic equipment that require suppliers to take back equipment for reuse or environmentally safe recycling when [organization] discards or replaces such equipment, to the greatest extent practicable.
- 3.1.9 All documents shall be printed and copied on both sides to reduce the use and purchase of paper.
- 3.1.10 Reduce/eliminate paper waste by encouraging the City Council, and all other Boards and Commissions, to receive agenda packets in electronic form.

### **3.2 Recycled Content Products**

- 3.2.1 All products for which the United States Environmental Protection Agency (U.S. EPA) has established minimum recycled content standard guidelines, such as those for printing paper, office paper, janitorial paper, construction, landscaping, parks and recreation, transportation (including signs, traffic cones, channelizers, delineators, parking stops and barricades), vehicles, miscellaneous, and non-paper office products, shall contain the highest postconsumer content practicable, but no less than the minimum recycled content standards established by the U.S. EPA Guidelines.
- 3.2.2 All purchased copiers and printers shall be compatible with the use of recycled content and remanufactured products.
- 3.2.3 In accordance with California Public Contract Code, Sec. 10409, the City of Calabasas shall purchase re-refined lubricating and industrial oil for use in its vehicles and other equipment, as long as it is certified by the American Petroleum Institute (API) as appropriate for use in such equipment.
- 3.2.4 When specifying asphalt concrete, aggregate base or portland cement concrete for road construction projects, the City of Calabasas shall use recycled, reusable or reground materials to the extent practicable.

### **3.3 Energy and Water Savings**

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

- 3.3.2 The City of Calabasas shall replace inefficient interior lighting with energy-efficient equipment.
- 3.3.3 The City of Calabasas shall replace inefficient exterior lighting, street lighting and traffic signal lights with energy-efficient equipment.
- 3.3.4 All products purchased by the City of Calabasas and for which the U. S. EPA Energy Star certification is available shall meet Energy Star certification when practicable. When Energy Star labels are not available, the City of Calabasas shall choose energy-efficient products that are in the upper 25% of energy efficiency as designated by the Federal Energy Management Program.
- 3.3.5 The City of Calabasas shall purchase water-saving products. This includes, but is not limited to, high-performance fixtures such as toilets, low-flow faucets and aerators, and upgraded irrigation systems.

### **3.4 Green Building - Construction and Renovations (pick one of the following)**

- 3.4.1 All new building construction and significant renovations undertaken by City of Calabasas shall follow Green Building Practices for design, construction, and operation as described in the LEED™ Rating System for New Construction and Major Renovations, where appropriate. (self-policing)
- 3.4.2 All new building construction and significant renovations undertaken by City of Calabasas shall achieve the equivalent of a (Platinum/Gold/Silver/Certified Rating) for design, construction, and operation as described in the LEED™ Rating System for New Construction and Major Renovations, where appropriate. (self-certifying)
- 3.4.3 All new building construction and significant renovations undertaken by City of Calabasas shall submit and achieve a (Platinum/Gold/Silver/Certified Rating) for design, construction, and operation as described in the LEED™ Rating System for New Construction and Major Renovations, where appropriate. (involves submitting to USGBC/GBCI for actual certification)
- 3.4.4 All new building construction and significant renovations undertaken by the City of Calabasas shall meet the requirements of the State Green Building Code. (already required under State law)

### **3.5 Landscaping**

- 3.5.1 All landscape construction, renovations, and maintenance performed by the City of Calabasas, including employees and contractors providing landscaping services for City of Calabasas, shall employ sustainable landscape management techniques for design, construction and maintenance whenever possible, including, but not limited to, integrated pest management, grasscycling, drip irrigation, mulching, and composting, with procurement and use of mulch and compost that give preference to those produced from regionally generated plant debris and/or food waste programs.
- 3.5.2 In order to minimize waste, plants purchased for use on City-owned and controlled properties should be selected by choosing native species that are appropriate to the microclimate, species that can grow to their natural size in the space allotted to them, and perennials rather than annuals for color. The City shall use native and drought-tolerant plant species that require no or minimal watering once established.
- 3.5.3 Hardscapes and landscape structures constructed of recycled content materials are to be used to the greatest extent practicable. The City of Calabasas shall limit the amount of

impervious surfaces in the landscape. Permeable systems, such as permeable asphalt or pavers, are encouraged for walkways, patios and driveways, where appropriate.

### **3.6 Toxics and Pollution**

- 3.6.1 The City of Calabasas shall purchase, or require janitorial contractors to supply, industrial and institutional cleaning products that contain at least one of the following certifications for environmental preferability and performance: 1) Green Seal, 2) ECOLOGO, 3) Cradle to Cradle, or 4) Safer Choice (US EPA).
- 3.6.2 The City of Calabasas shall purchase, or require janitorial contractors to supply, vacuum cleaners that meet the requirements of the Carpet and Rug Institute “Green Label” Testing Program standards (gold rating when possible), and are capable of capturing 96% of particulates 0.3 microns in size, and operate with a sound level less than 70dBA. Other janitorial cleaning equipment shall be capable of capturing fine particulates, removing sufficient moisture to dry within 24 hours, operating with a sound level less than 70dBA, and using high-efficiency, low-emissions engines.
- 3.6.3 The use of chlorofluorocarbon and halon-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.
- 3.6.4 All surfactants and detergents shall be readily biodegradable and shall not contain phosphates.
- 3.6.5 When maintaining buildings and landscapes, the City of Calabasas shall manage pest problems through prevention and physical, mechanical and biological controls. City of Calabasas may either adopt and implement an organic pest management policy with related practices or adopt and implement an Integrated Pest Management (IPM) policy and related practices using the least toxic pest control (i.e. pesticides) as a last resort.
- 3.6.6 When maintaining buildings and landscapes, the City of Calabasas shall utilize tools powered by electricity (or other less-polluting alternative fuels) when commercially available, comparable in cost to equivalent gasoline- or diesel-powered products, and able to adequately perform the required tasks, to the extent practicable.
- 3.6.7 When maintaining buildings, the City of Calabasas shall use products with the lowest amount of volatile organic compounds (VOCs), highest recycled content, and low or no formaldehyde when practicable when purchasing materials such as paint, carpeting, adhesives, furniture and casework.
- 3.6.8 The City of Calabasas shall reduce or eliminate its use of products that contribute to the formation of dioxins and furans. This includes, but is not limited to:
- Purchasing paper, paper products, and janitorial paper products that are unbleached or processed without chlorine or chlorine derivatives.
  - Prohibiting purchase of products that use polyvinyl chloride (PVC) such as, but not limited to, office binders, furniture, flooring, and medical supplies.
- 3.6.9 The City of Calabasas shall purchase products and equipment with no lead or mercury. For products containing lead or mercury, the City of Calabasas shall give preference to those products with lower quantities of these metals and to vendors with established lead and mercury recovery programs.
- 3.6.10 The City of Calabasas shall specify that desktop computers, notebooks, monitors, mobile phones, photovoltaic modules, inverters, televisions and servers purchased meet, at a minimum, all Electronic Product Environmental Assessment Tool (EPEAT) environmental

criteria designated as “required” as contained in the IEEE 1680 Standard for the Environmental Assessment of Personal Computer Products.

- 3.6.11 When replacing vehicles, the City of Calabasas shall procure less-polluting alternatives to pure gasoline and/or diesel burning vehicles such as ones that use compressed natural gas, biobased fuels, hybrids, electric batteries, and fuel cells, as available.

### **3.7 Forest Conservation**

- 3.7.1 The City of Calabasas shall not procure wood products such as lumber and paper that originate from forests harvested in an environmentally unsustainable manner. The City of Calabasas shall give preference to wood and paper products that are certified to be sustainably harvested by a comprehensive, performance-based certification system. The certification system shall include independent third-party audits, with standards equivalent to, or stricter than, those of the Forest Stewardship Council (FSC) certification.
- 3.7.2 The City of Calabasas encourages the purchase or use of previously used or salvaged wood and wood products whenever practicable.

### **3.8 Bio-Based Products**

- 3.8.1 Vehicle fuels made from non-wood, plant-based contents such as vegetable oils are encouraged whenever practicable.
- 3.8.2 Paper, paper products and construction products made from non-wood, plant-based contents such as agricultural crops and residues are encouraged whenever practicable.
- 3.8.3 Bio-based plastic products that are biodegradable and compostable, such as bags, film, food and beverage containers, and cutlery, are encouraged whenever practicable.
- 3.8.4 Compostable plastic products purchased shall meet American Society for Testing and Materials (ASTM) standards as found in ASTM D6400-04. Biodegradable plastics used as coatings on paper and other compostable substrates shall meet ASTM D6868-03 standards.
- 3.8.5 Proof of compliance with ASTM standards for compostable, biodegradable, and degradable plastic products shall be provided by vendors of such products upon request. One acceptable proof of compliance for compostable plastic products will be certification by the Biodegradable Products Institute (BPI).

### **4.0 PRIORITIES (we can add, subtract or choose different language)**

- 4.1 In implementing this Policy, the health and safety of workers and citizens are of utmost importance and takes precedence over all other policies.
- 4.2 Notwithstanding Policy 4.1, the procurement of all goods and services by the City shall meet these guidelines. In the instances where procurement of goods and services cannot meet these guidelines due to lack of commercial availability, unreasonable cost, inadequate performance, or if strict application of these guidelines would deter bidders or unreasonably drive up costs for providing contracted services, the administrator of this policy shall have the authority to issue a waiver of these requirements.
- 4.3 The City of Calabasas has made significant investments in developing a successful recycling system and recognizes that recycled content products are essential to the continuing viability of that recycling system and for the foundation of an environmentally sound production system. Therefore, recycled content shall be included in products that also meet other specifications, such as chlorine-free or bio-based.

- 4.4 Nothing contained in this Policy shall be construed as requiring a department, purchaser or contractor to procure products or services 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.
- 4.4 Nothing contained in this Policy shall be construed as requiring the City of Calabasas, department, purchaser or contractor to take any action that conflicts with local, state or federal requirements.

## **5.0 IMPLEMENTATION**

- 5.1 The City Manager, or his or her designee shall be the administrator of this Policy, and implement this Policy in coordination with other appropriate City of Calabasas personnel.
- 5.2 To ensure successful implementation of this Policy, the City Manager, or his or her designee shall develop a training program and provide training for all employees responsible for procuring products and services for the City of Calabasas.
- 5.3 As applicable, successful bidders shall certify in writing that the environmental attributes claimed in competitive bids are accurate. In compliance with State law, vendors shall be required to specify the minimum or actual percentage of recovered and postconsumer material in their products, even when such percentages are zero.
- 5.4 Upon request, buyers making the selection from competitive bids shall be able to provide justification for product choices that do not meet the environmentally sustainable purchasing criteria in this policy.
- 5.5 Purchasers shall emphasize and give priority to businesses that have achieved certification by the California Green Business Network, or other recognized organization that reviews and certifies businesses for sustainable business practices, in requests for products and services.
- 5.6 Vendors, contractors and grantees shall be encouraged to comply with applicable sections of this Policy for products and services provided to the City of Calabasas where practicable.

## **6.0 PROGRAM EVALUATION**

- 6.1 The City Manager, or his or her designee shall periodically evaluate the success of this policy's implementation.

## **7.0 DEFINITIONS**

- 7.1 "American Society for Testing and Materials" means ASTM International, an open forum for the development of high quality, market-relevant international standards used around the globe.
- 7.2 "Bio-Based Products" means commercial or industrial products (other than food or feed) that utilize agricultural crops or residues but does not include products made from forestry materials.
- 7.3 "Biodegradable plastic" means the degradation of the plastic must occur as a result of the action of naturally occurring microorganisms.
- 7.4 "Biodegradable Products Institute" (BPI) is a multi-stakeholder association of key individuals and groups from government, industry and academia, which promotes the use, and recycling of biodegradable polymeric materials (via composting). BPI does not create standards but certifies products that demonstrate they meet the requirements in ASTM D6400 or D6868, based on testing in an approved laboratory.

- 7.7 “Buyer” means anyone authorized to purchase or contract for purchases on behalf of the City of Calabasas or its subdivisions.
- 7.8 “The Carpet and Rug Institute” (CRI) is the national trade association representing the carpet and rug industry. CRI has developed and administers the “Green Label” indoor air quality testing and labeling program for carpet, adhesives, cushion materials and vacuum cleaners. The “Green Label Plus” testing program is recognized by the U.S. Environmental Protection Agency and incorporates testing standards that ensure that consumers are purchasing the lowest emitting products available on the market.
- 7.9 “Certified Green Business” means a business that has achieved certification by the California Green Business Network, and is currently listed in their approved network of green businesses.
- 7.10 “Chlorine-free” means products processed without chlorine or chlorine derivatives.
- 7.11 “Compostable plastic” means plastic that is biodegradable during composting to yield carbon dioxide, water and inorganic compounds and biomass, at a rate consistent with other known compostable materials and leaves no visually distinguishable or toxic residues.
- 7.12 “Contractor” means any person, group of persons, business, consultant, designing architect, association, partnership, corporation, supplier, vendor or other entity that has a contract with City of Calabasas or serves in a subcontracting capacity with an entity having a contract with City of Calabasas for the provision of goods or services.
- 7.13 “Cradle to Cradle” is a product certification system created by the Cradle to Cradle Products Innovation Institute that evaluates products with science-based measures to ensure those products are safe, circular, and made responsibly, and includes a product evaluation with respect to material health, product circularity, clean air and climate protection, water and soil stewardship, and social fairness.
- 7.14 “Degradable plastic” means plastic that undergoes significant changes in its chemical structure under specific environmental conditions.
- 7.15 “Dioxins and furans” are a group of chemical compounds that are classified as persistent, bioaccumulative, and toxic by the Environmental Protection Agency.
- 7.16 “EcoLogo” is a product labeling system based on Environment Canada’s Environmental Choice program that utilizes independent third party verification to ensure products meet or exceed strict government, industrial safety, and environmental performance standards.
- 7.17 “Energy Star” means the U.S. Environmental Protection Agency’s energy efficiency product labeling program.
- 7.18 “Energy Efficient Product” means a product that is in the upper 25% of energy efficiency for all similar products, or that is at least 10% more efficient than the minimum level that meets Federal standards.
- 7.19 “Electronic Product Environmental Assessment Tool” (EPEAT) is a procurement tool to help institutional purchasers in the public and private sectors evaluate, compare and select electronic equipment such as desktop computers, notebooks and monitors based on their environmental attributes.
- 7.20 “Federal Energy Management Program” is a program of the Department of Energy that issues a series of *Product Energy Efficiency Recommendations* that identify recommended efficiency levels for energy-using products.

- 7.21 The “Forest Stewardship Council” is a global organization that certifies responsible, on-the-ground forest management according to rigorous standards developed by a broad variety of stakeholder groups.
- 7.22 “Green Building Practices” means a whole-systems approach to the design, construction, and operation of buildings and structures that helps mitigate the environmental, economic, and social impacts of construction, demolition, and renovation. Green Building Practices such as those described in the LEED™ Rating System, recognize the relationship between natural and built environments and seeks to minimize the use of energy, water, and other natural resources and provide a healthy productive environment.
- 7.20 “Green Seal” is an independent, non-profit environmental labeling organization. Green Seal standards for products and services meet the U.S. Environmental Protection Agency’s criteria for third-party certifiers. The Green Seal is a registered certification mark that may appear only on certified products.
- 7.21 “Integrated Pest Management (IPM)” is an ecosystem-based strategy that focuses on long-term prevention of pests or their damage through a combination of techniques such as biological control, habitat manipulation, modification of cultural practices, and use of resistant varieties. Pesticides are used only after monitoring indicates they are needed according to established guidelines, and treatments are made with the goal of removing only the target organism. Pest control materials are selected and applied in a manner that minimizes risks to human health, and are beneficial to non-targeted organisms, and the environment.
- 7.22 “LEED™ Rating System” means the most recent version of the Leadership in Energy and Environmental Design (LEED™) Commercial Green Building Rating System, or other related LEED™ Rating System, approved by the U.S. Green Building Council and designed for rating new and existing commercial, institutional, and high-rise residential buildings.
- 7.23 “Organic Pest Management” prohibits the use and application of toxic chemical pesticides and strives to prevent pest problems through the application of natural, organic horticultural and maintenance practices. All pest control products shall be in keeping with, but not limited to, those products on the approved list of California Certified Organic Foods (CCOF).
- 7.24 "Postconsumer Material" means a finished material that 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.
- 7.25 “Practical” and “Practicable” mean 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.
- 7.26 “Preconsumer Material” means material or by-products generated after the 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.
- 7.27 “Recovered Material” means fragments of products or finished products of a manufacturing process, which has converted a resource into a commodity of real economic value, and includes preconsumer and postconsumer material but does not include excess resources of the manufacturing process.
- 7.28 “Recycled Content” means the percentage of recovered material, including preconsumer and postconsumer materials, in a product.



- 7.29 “Recycled Content Standard” means the minimum level of recovered material and/or postconsumer material necessary for products to qualify as “recycled products.”
- 7.30 “Recycled Product” means a product that meets City of Calabasas’s recycled content policy objectives for postconsumer and recovered material.
- 7.31 “Remanufactured Product” means any product diverted from the supply of discarded materials by refurbishing and marketing said product without substantial change to its original form.
- 7.32 “Reused Product” means any product designed to be used many times for the same or other purposes without additional processing except for specific requirements such as cleaning, painting or minor repairs.
- 7.33 “Safer Choice” is a product labeling system developed and administered by the U.S. Environmental Protection Agency that identifies products that have been evaluated and certified to contain safer chemical ingredients without sacrificing quality and performance.
- 7.34 “Source Reduction” refers to products that result in a net reduction in the generation of waste compared to their previous or alternate version and includes durable, reusable and remanufactured products; products with no, or reduced, toxic constituents; and products marketed with no, or reduced, packaging.
- 7.35 “U.S. EPA Guidelines” means 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.
- 7.36 ““ Water-Saving Products” are those that are in the upper 25% of water conservation for all similar products, or at least 10% more water-conserving than the minimum level that meets the Federal standards.

## **8.0 EFFECTIVE DATES**

- 8.1 This policy shall take effect on \_\_\_\_\_, 2022.