

# Environmentally Sustainable Procurement Policy



CITY *of* CALABASAS

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# What is an Environmentally Sustainable Procurement Policy?

- Procurement is:  
  
*...the act of obtaining or purchasing goods or services, typically for business purposes.*
- An Environmentally Sustainable Procurement Policy is a set of policies adopted to ensure that the City's procurement decisions are carried out thoughtfully with respect to our impact on the environment, and with worker and visitor health and safety in mind.



# Why Adopt an Environmentally Sustainable Procurement Policy?

- To an extent, the City has already informally implemented procurement practices with sustainability in mind (i.e. purchasing paper with recycled content, a green janitorial contract, recyclable/compostable tableware, etc.)

## Environmental Benefits

- Conserve natural resources
- Reduce greenhouse gas emissions
- Decrease air pollution
- Reduce energy and water use
- Reduce or eliminate exposure to environmental toxins
- Supports a sustainable marketplace
- Creates a model that other businesses and public agencies can follow

## Other benefits

- Long-term economic benefits (reduced energy, water and waste costs, rebates, and access to grant funding)
- Improved worker health and safety (i.e. increased productivity / less sick time taken)



# POLICY DEVELOPMENT

- Staff researched adopted procurement policies from other jurisdictions (Cities of Malibu, Thousand Oaks, Agoura Hills, Albany, Simi Valley, and Santa Monica)
- Based on input from the City's Sustainability Task Force, staff ultimately drafted a policy based on the City of Albany's adopted policy because their policy was thorough, broken down into clear categories, and was easily understandable
- The draft policy was circulated amongst department heads for feedback and reviewed by the City's Sustainability Task Force
- The final draft of the policy incorporates feedback from department heads and the Sustainability Task Force



# DRAFT POLICY

- Contains 8 specified categories including:
  - Source Reduction
    - Includes policies that require practices for waste stream reduction such as purchasing durable or refillable products, re-manufactured products, products that use less packaging, purchasing recyclable and/or compostable products, two sided printing, and providing digital copies of agenda packets in lieu of printed copies for boards and commissions
  - Recycled Content Products
    - Includes policies that require purchasing of products with recycled content such as paper products, concrete, and oil, and purchasing equipment that is compatible with use of recycled content products
  - Energy and Water Savings
    - Includes policies that require purchasing of energy and water efficient equipment and products such as lighting fixtures/light bulbs, space heaters, air filters, other appliances, and plumbing fixtures such as faucets, urinals, and toilets
  - Green Building
    - Includes a policy that defines how the City addresses sustainability in new construction and renovations



# DRAFT POLICY

## – Landscaping

- Includes policies that require native and drought tolerant landscaping for all City-owned or controlled property, the use of sustainable landscape management techniques such as integrated pest management, grasscycling, drip irrigation, mulching and composting, and both the use of recycled materials in concrete, and permeable paving (where appropriate).

## – Toxics and Pollutants

- Includes policies that require use of safer and more environmentally-friendly cleaning products, vacuum cleaners, refrigeration and fire suppression systems, detergents, pesticides, products with low Volatile Organic Compounds (VOCs), products with no formaldehyde or chlorine derivatives (bleached paper, PVC), products with no lead or mercury, electronics that are EPEAT certified, and equipment/vehicles that use alternative fuels.

## – Forest Conservation

- Includes policies that require use of wood and paper products that originate in sustainably managed forests based on a certification by an independent 3<sup>rd</sup> party reviewer such as the Forest Stewardship Council (FSC), and use of previously used or salvaged wood and wood products (more limited applications).

## – Bio-based products

- Includes policies that encourage use of bio-based products (from agricultural waste) where available (limited products).



# Policy Implementation

- Policy will be administered by the City Manager or designee
- Staff responsible for procuring goods and services will be required to meet the policy requirements with every transaction, unless a waiver is issued by the policy administrator
- Waivers may be issued by the administrator if the product or service:
  - Is not commercially available
  - Is unreasonably priced compared to similar products or services, or would deter bidders for service contracts
  - Does not perform adequately for its intended use
- Includes a provision for the City Manager or designee to periodically evaluate the policy's success



# Policy For New Construction and Significant Renovations

(Choose An Option)

1. Adopt no specific policy for new construction and/or significant renovations (i.e. California Green Building Code)
  - a) This choice would still require new construction and/or significant renovation to meet the requirements of the California Green Building Code
  
2. Adopt a policy that flexibly requires new construction and/or significant renovations to generally follow green building practices as described in the LEED Rating System for New Construction and Major Renovations
  - a) This choice would give the City flexibility to choose which green building practices it would like to implement in new construction or significant renovation projects undertaken by the City, as verified by City staff
  - b) Any project would still be required to meet the California Green Building Code





# Policy For New Construction and Significant Renovations

3. Adopt a policy that requires new construction and significant renovations to meet a defined (Platinum, Gold, Silver, or Certified) rating, as dictated by the LEED for New Construction and Major Renovations rating system, and would be self-certified by City staff
  - a) This choice would require a project to meet all the prerequisites and a minimum number of points relating to sustainable features based on the specified rating (Platinum, Gold, Silver, or Certified), and would be self-certified by City staff.
  - b) The LEED for New Construction and Major Renovations rating system still allows for flexibility in what sustainable features the City would like to include in a new project
  - c) Any project would still be required to meet the California Green Building Code
4. Adopt a policy that requires new construction and significant renovations to meet a defined (Platinum, Gold, Silver, or Certified) rating, as dictated by the LEED for New Construction and Major Renovations rating system, and be officially certified by the Green Building Certification Institute (GBCI)
  - a) Same as #3 above, but requires submittal to GBCI, an independent 3<sup>rd</sup> party reviewer with the goal of achieving an official certification
  - b) Our City Hall and Library received a Gold Rating from GBCI in 2008



# Fiscal Impact

- Estimated staff time to implement the policy includes:
  - 96 hours to develop and implement a training program (one time)
  - 248 hours (0.12 FTE) of ongoing annual staff time that would involve additional product research, tracking purchases, and preparation of a summary report
- Generally, implementation of this policy would also involve greater annual expenditures on supplies, equipment and contract services due to typically higher costs of more environmentally sustainable goods and services
- However, higher costs for goods and services will at least be partially off-set from funding sources like AB 939 (trash tax), rebate programs and additional operational savings from using less energy and water
- Adoption of this policy also qualifies the City for a number of CalRecycle grants that can be used for waste reduction and capital improvement programs such as:  
1) Beverage Container Recycling, 2) SB 1383 Local Assistance (food waste), 3) Household Hazardous Waste collection, and 4) Tire Recycling, Cleanup, and Enforcement (rubberized pavement)



# Recommended Action

- That the City Council adopt Resolution No. 2022-1824, adopting An Environmentally Sustainable Purchasing Policy

