

SUSTAINABLE PURCHASING POLICY

CITY OF CHAMBLEE
SUSTAINABILITY PROGRAM

[3506 BROAD STREET]
[CHAMBLEE, GA 30341]

SUSTAINABLE PURCHASING POLICY

PURPOSE

In its purchasing of Goods and Services, the City has the opportunity to address many of its sustainability goals while maintaining a fiscally responsible purchasing policy. Therefore, it is the policy of the City to incorporate environmental considerations into purchasing decisions in order to:

- Promote practices that improve human and environmental health;
- Protect and conserve natural resources, water, and energy;
- Minimize the City's contribution to pollution and solid waste; and
- Promote a local, sustainable economy.

This policy reinforces the City's commitment to environmental, economic, and social stewardship. By incorporating environmental considerations into public use of resources, the City of Chamblee will positively impact human health and the environment, reduce costs and improve the environmental quality of the region.

SCOPE

In order to achieve these goals, the City shall take into account the following when identifying, soliciting, and evaluating Goods and Services procured with City funds, when practicable:

1. Prioritize waste and pollution reduction and cost efficiency opportunities by identifying alternative options to the purchase of new products when more sustainable options are available;
2. Procure products that contain the highest percentage of post-consumer recycled content material available in the marketplace and that are recyclable, including 30 percent post-consumer recycled paper, at a minimum, unless a suitable alternative exists (e.g.: sugarcane);
3. Purchase non-emergency fleet vehicles that provide the best available net reduction in vehicle fleet emissions, including but not limited to the purchase of alternative-fueled and hybrid vehicles;
4. Consider purchasing lower emission emergency fleet vehicles with comparable specifications for performance, safety, and fuel availability during emergencies as conventionally-powered emergency fleet vehicles;
5. Purchase at least ENERGY STAR rated equipment and appliances for use in local government facilities when practicable based upon considerations of Life Cycle Costs;
6. Purchase water-saving products, including WaterSense labeled, whenever practicable, including but not limited to, high performance fixtures such as toilets

- (1.28 gallons per flush or less), urinals (0.5 gallons per flush or less), low-flow faucets (1.5 gallons per minute or less), aerators, and upgraded high-efficiency irrigation systems;
7. Replace disposable with re-usable, recyclable, or compostable Goods;
 8. Consider Life Cycle Cost Assessment; and
 9. Evaluate, as appropriate, the environmental performance of Vendors in providing Goods and Services.

This analysis to determine environmentally preferable Goods and Services may include raw materials acquisition, production, manufacturing, packaging, distribution, reuse, operation, maintenance, disposal of products, or service delivery.

Specifically, factors that should be considered when determining that Goods or Services have environmentally preferable attributes include, but are not limited to:

1. Conserve water and natural resources, and minimize the use of electricity and fuel;
2. Reduce the generation and emissions of toxics, gases, and pollutants;
3. Extend the life-cycle uses of the product;
4. Reduce waste in the manufacturing, use, and packaging of products;
5. Consider at the time of purchase the total cost of ownership and impact of the products, including end-of-life impacts;
6. Evaluate the environmental performance of Vendors in providing Goods and Services;
7. Minimize transportation impacts of products; and
8. Consider factors that provide other environmental and health benefits.

Bidders and proposers shall acknowledge that Chamblee has a sustainability program and supports its suppliers to have key sustainability metrics including greenhouse gases (GHGs), water and energy consumption, solid waste, volatile organic compound (VOC) and hazardous air pollutant (HAP) production, and whether the bidder/proposer has developed sourcing methods, goals, and can report on these metrics. The required acknowledgement and any additional details shall be included in the procurement documents.

RESPONSIBILITY

As the steward of the City's sustainability program, the Development Director shall have the following duties and powers in regards to the Sustainable Purchasing Policy.

1. Communicating with the City Department Heads and anyone responsible for purchasing to make them aware of the requirements of the policy.
2. Working with staff members responsible for drafting and scoring procurement documents to ensure acknowledgement of sustainability program is being followed.
3. Monitoring and ensuring the success of the Sustainable Purchasing Policy, and when appropriate, working with City Department Heads to assess technical feasibility and/or cost effectiveness.