

## CITY OF URBANA POLICY & PROCEDURE MANUAL

<b>Section:</b> Purchasing	<b>Section No:</b> 7.10	<b>Page</b> 1 of 4
<b>Subject:</b> Green Procurement Policy	<b>Effective:</b> <i>January 2, 2016 L.L.F.</i>	<b>Revised:</b>

**Scope:** All City of Urbana purchases.

**Purpose:** To minimize adverse human health and environmental impacts from purchasing choices.

**Policy:** All purchasing shall follow the procedures in this policy.

**Procedure:**

- 1) **Third-Party Certifications:** All purchasing shall require the selection of a third-party green certified product where eligible including Organic, Green Seal Certified, WaterSense, USDA Certified Biobased, BPI Compostable, Certified Biodegradable, Forest Stewardship Council Certified, Rainforest Alliance Certified, Fair Trade Certified, EPA Design for the Environment, EcoLogo, EPEAT, ENERGY STAR Certified, FloorScore, CRI Green Label Plus or any other green or environmental certification listed in the most recent Urbana Green Purchasing Handbook.
  - a. Third-party green certified products shall be selected when the cost of such products is not more than 5% greater than the cost of conventional products;
  - b. Third-party green certified products whose cost is more than 5% greater than comparable non-certified products may be selected with the approval of the Finance Director.
- 2) **Recycled Content:** All purchasing not otherwise specified shall require selection of products made with post-consumer recycled content and/or rapidly renewable content when the cost of such products is not more than 5% greater than the cost of conventional products.
- 3) **Copy Paper:** Copy paper products shall be purchased with 30% or greater post-consumer recycled content when the cost of such products is not more than 5% greater than the cost of conventional copy paper products. Copy paper products shall also be

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processed chlorine free when the cost of such products is not more than 5% greater than the cost of conventional products.

4) **Facilities:** New City of Urbana facilities construction shall specify registration for and pursuit of a LEED certified or a Passive House certified building where the building is expected to be occupied normal business hours and the design is expected to exceed 1500 square feet of heated and cooled space provided any net additional construction costs for pursuing LEED has a payback period under 10 years based on predicted operational savings.

5) **Flame Retardants:** Purchase of products containing Brominated Flame Retardants (BFRs) and/or Chlorinated Flame Retardants (CFRs) shall be prohibited where comparable products exist that are not more than 5% greater than the cost of conventional BFR and CFR products.

a. This provision shall not apply to Urbana Fire Rescue since many firefighting equipment is not available free of BFRs and CFRs.

6) **Lodging:** When purchasing lodging services on official city business, StayGreen designated, LEED certified, ENERGY STAR Certified, or other green designated accommodations shall be purchased when the cost of such lodging is not more than 5% greater than the cost of conventional lodging of similar characteristics and within a close proximity.

a. This provision shall not apply when accommodations are pre-planned by conference organizers.

7) **Irrigation:** Purchases of irrigation controls shall utilize rain sensors and/or soil moisture sensors and/or evapotranspiration sensors.

8) **Landscape Plants:** Purchase of species listed as “Regulated Invasive Plants” or “Common Invasive Plants” in *City of Chicago Guide to Land-Based Invasive Plants* shall be prohibited.

9) **Landscape Recycling Center:** New City of Urbana construction shall specify use of Landscape Recycling Center products wherever practicable and when the cost of such Landscape Recycling Center products is not more than 5% greater than the cost of conventional products.

10) **Packaging:** All purchasers shall seek opportunities to specify product packaging that will reduce, reuse, or be returned to the deliverer or the vendor and/or incorporate

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recyclable, rapidly renewable, and/or biodegradable materials when the cost of such packaging is not more than 5% greater than the cost of conventional packaging.

**11) Pens and Pencils:** Pens and pencils shall be purchased with post-consumer recycled content and/or rapidly renewable content when the cost of such products is not more than 5% greater than the cost of conventional products.

a. This provision shall not apply to reusable fountain pens or ink refill cartridge orders.

**12) Plastic Bags:** The purchase of single-use disposable plastic bags shall be prohibited.

a. Garbage bags, yard waste bags, and specialty plastic bag products related to city job functions, such as Whirl-Pak or door hanger bags shall be excluded from this prohibition.

b. Compostable bags shall be excluded from this prohibition.

**13) Plastic Bottled Water:** The purchase of plastic bottled water shall be discouraged.

Emergency situations shall be excluded from this provision.

**14) Refrigerants:** Purchase of new products and/or equipment containing or necessitating Chlorofluorocarbons (CFC), and/or Hydrofluorocarbons (HFC), and/or Hydrochlorofluorocarbons (HCFC) shall be prohibited where comparable CFC, HFC, and HCFC free products and/or equipment exist and when the cost of such products is not more than 5% greater than the cost of conventional products.

**15) Sanitary Paper:** Toilet paper shall be purchased with a 100% post-consumer recycled content when the cost of such products is not more than 5% greater than the cost of conventional copy paper products. Hand towels shall be purchased with 40% post-consumer recycled content when the cost of such products is not more than 5% greater than the cost of conventional copy paper products. Sanitary paper products shall also be processed chlorine free when the cost of such products is not more than 5% greater than the cost of conventional sanitary products.

**16) Sealcoating:** Sealcoating used on roofs and pavements shall not contain polycyclic aromatic hydrocarbons (PAH) when the cost of PAH free sealcoating is no more than 10% greater than the cost of PAH containing sealcoating.

**17) Single Use Batteries:** The purchase of single-use dry cell batteries shall be prohibited if a comparable rechargeable dry cell battery exists and is practicable for the device.

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**18) Vehicles:** On-road vehicle purchases shall be US EPA Certified SmartWay vehicles except large cars, vans, and SUVs which must score a 4 or above in the “Greenhouse Gas Score” and 6 or above in the “Smog Score” on the EPA Green Vehicle Guide <http://www.fueleconomy.gov/feg/findacar.shtml> provided doing so does not increase the life-cycle costs of the cars.

- a. Purchases of pickup trucks and police pursuit vehicles are excluded from this policy.
- b. Purchase of electric vehicles and hybrid vehicles are recommended for pool vehicles and for staff with limited hauling and off-road needs.
- c. Vehicle purchases should be ‘right-sized’ for their intended service and to maximize the fuel economy, Air Pollution Score, and Greenhouse Gas Score.

**19) Cost Premiums:** The allowed cost premiums in this regulation shall not be compounded in the process of making a purchasing decision. Purchases shall be exempted from this policy if following the policy will result in a budget exceedance.

**20) Policy Conflicts:** In any instance where two or more specifications stipulated in this regulation are in conflict or competition, the purchaser may determine which product shall be purchased and may solicit advice from the Environmental Sustainability Manager.

**21) Performance:** Where performance of a green product has been shown to be insufficient or excessively inefficient to complete a specified task, the conventional product may be purchased after documentation of the exemption has been recorded.

**22) Reporting:** All purchasers shall pursue reporting requirements in vendor contracts or other means that identify the dollar amount of green products procured. City staff shall work to aggregate and report the dollar amount of all green products procured.

**23) Implementation:** The specific manner in which these environmental specifications are implemented in city purchasing shall be stipulated in a Green Procurement Handbook to be updated from time to time by the Environmental Sustainability Division and the Finance Department.

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