



POLICY MANUAL

Section: Fiscal Management

Approved:

Kenneth C. Zetter
Chair

Policy No. III.5

Originating Dept.: Finance Dept., Procurement Division

ABSENT
Vice Chair
[Signature]
Commissioner

Subject: Green Purchasing

Effective Date: Date the policy is approved by the BOCC.

Replaces: N/A – New policy

I. Purpose:

To encourage and increase the use of environmentally preferable products and services in La Plata County.

II Policy Statement:

By including environmental considerations in purchasing decisions, La Plata County can promote practices that improve public and worker health, conserve natural resources, and reward environmentally conscious manufacturers, while remaining fiscally responsible.

III Definitions:

For the purpose of this resolution, the following definitions shall apply.

“Available locally” means that one or more business within the county or immediate surrounding areas are able to provide goods and services in a timely manner, and in sufficient quantity and quality to meet a specific agency need.

“Designated products” means recycled and environmentally preferable products and materials designated by the Procurement Division pursuant to this policy.

“Environmentally preferable products and services” means products and services that have a lesser or reduced effect on human health and the environment when compared to competing products and services that serve the same purpose. This applies to raw material acquisition, as well as product manufacturing, distribution, use, maintenance, and disposal.

“Minimum content standards” means standards maintained by the Procurement Division specifying the minimum level of recovered material and/or post-consumer material necessary for designated products to qualify as recycled products.

“Practicable” means satisfactory and within reason when considering price, performance, availability, compatibility with specified operation, and public safety.

"Price-preference" means a percentage of increase in price that La Plata County will pay to obtain a designated product of service.

"Post-consumer recycled materials" refers to material that has served its intended use and has been discarded for disposal or recovery, having completed its life as a consumer item, and is used as a raw material for new products.

"Recovered material" means waste material and by-products which have been recovered or diverted from solid waste, but does not include those materials and by-products generated from and commonly reused within, an original manufacturing process.

"Recyclable" refers to material or product that can be reprocessed, remanufactured, or reused.

IV Applicability:

This policy applies to all county employees and elected officials.

V Compliance:

A. The Procurement Division shall:

1. Provide departments with information to facilitate their evaluation and purchase of designated products and inform them of their responsibilities under this policy;
2. Revise minimum content standards as necessary to ensure that designated products contain the maximum practicable amount of recovered material and are consistent with guidelines and regulations promulgated by the United States Environmental Protection Agency, the State of Colorado, and other Federal and State agencies;
3. Ensure that environmentally preferable products and products and services that are available locally, are designated whenever practicable; and
4. Transmit minimum content standards to departments.

B. County Departments, Offices and Divisions shall assign staff to:

1. Ensure that contracting procedures do not discriminate against recycled products without justification;
2. Assign appropriate personnel to evaluate each designated product to determine the extent to which it may be practicably used by the county and its contractors; and
3. Revise contracting procedures to maximize the specification of designated products whenever practicable and facilitate compilation of data on the purchase of designated products by the county and its contractors.

VI General Provisions:

A All Departments, Offices and Divisions shall use, and require their contractors and consultants to use, environmentally preferable products whenever cost effective and to the extent practicable.

B All Departments, Offices and Divisions shall use, and require their contractors and consultants to use, products and services that are available locally whenever cost effective and to the extent practicable.

C The Procurement Division shall maintain minimum content standards for the purchase of designated

products.

- D** The Procurement Division shall establish a price-preference of two percent (2%) for environmentally preferable products, and products and services available locally.
- E** All Departments, Offices and Divisions shall ensure that they and their contractors use both sides of paper sheets whenever practicable.