

COUNTY OF MONTEREY CLIMATE-FRIENDLY PURCHASING POLICY

I. Purpose:

The County of Monterey is a large consumer of goods and services. As such, the purchasing practices of County departments can have a significant impact on our environment. By purchasing climate-friendly products which have no or little impact on price or performance, the County can remain fiscally responsible while promoting practices that help improve public health and safety, reduce greenhouse gas emissions, and conserve natural resources.

According to the National Association of Counties, the most important benefit counties are realizing from sustainability efforts is cost savings. The County currently has established practices for ensuring cost savings in purchasing goods and services such as publicly soliciting for contracts to ensure competitive price options and utilizing contracts which reap volume discounts as frequently as possible. Integrating climate-friendly product and service considerations into our current practices will assist in furthering the County's cost savings efforts.

Climate-friendly purchasing practices include purchasing products which contain recycled content or are derived in part or full from renewable resources, have limited chemical toxins, and are energy star rated. Vendors who promote waste reduction and sell products which can be reused are desirable and should be sought after to do business with to the extent practicable¹.

II. Policy:

Consistent with the Institute for Local Government's California Climate Action Network Best Practices Framework (www.ca-ilg.org/climatepractices), the County of Monterey adopts the following policies:

1. **Procure Products that Minimize Environmental Impact and do not have a Negative Effect on Human Health.** It is the policy of the County, if applicable, practicable, and economically feasible, to purchase:
 - a. Environmentally friendly products, where criteria have been established by governmental or other widely recognized authorities such as GreenSeal² or EcoLogo³;
 - b. Services from businesses which have been certified "Green" by reputable agencies;
 - c. Certified energy efficient traffic signal and street lighting systems for unincorporated areas;
 - d. Electronic equipment which is Energy Star⁴ rated or meets similar energy efficiency standards;
 - e. Computer equipment which meets EPEAT⁵ "bronze" certification level or higher or meets similar energy efficiency standards.

2. **Promote Green Building.** It is the policy of the County, if applicable, practicable, and economically feasible, to purchase:

- a. Materials and building systems that support attaining LEED Certification standards for agency funded buildings and renovations⁶.

3. **Reduce Waste, Reuse, Recycle.** It is the policy of the County, if applicable, practicable, and economically feasible, to purchase:

- a. Durable and reusable products that reduce waste;
- b. Recycled content plastic items, metal items, paper (containing no less than 50% post consumer recycled content) and other office items;
- c. Recycled or re-refined oil and oil-related products;
- d. Electronic products from manufacturers or distributors who offer a “take-back” program that includes responsible recycling practices;
- e. Products from sellers who use recycled shipping materials (from 100% recycled content) that are non-toxic and biodegradable.

4. **Promote Renewable Energy and Low Carbon Fuels.** It is the policy of the County, if applicable, practicable, and economically feasible, to purchase:

- a. Fuel efficient and alternative fuel vehicles;
- b. Photovoltaic systems or other renewable sources of energy;
- c. Services in which the service provider uses alternative fuel vehicles.

III. Implementation:

The County is committed to procuring climate-friendly goods and services that meet its performance standards and requirements at a competitive cost.

1. The County will create an interdepartmental “Green Team” to:
 - a. Promote implementation of the Climate-Friendly Purchasing Policy through education and awareness;
 - b. Suggest additional items to be included in the policy;
 - c. Develop and implement a five-year plan which includes a variety of “green programs” to be implemented in phases (see Exhibit 1 attached hereto for examples of sample programs the County may consider). Easy to implement programs such as routine procurement of recycled paper and environmentally-friendly cleaning supplies will be implemented very early on and the more complex programs will be tapered into effect gradually to ensure effectiveness;
 - d. Determine criteria with which the success of this policy can be measured.
2. Because the County’s Contracts/Purchasing Division is the central point of review and approval on the majority of County purchasing, the Contracts/Purchasing Office will:
 - a. Develop procurement procedures to encourage and, in some cases, require departments to select Climate-Friendly goods and services;

- b. Create a web page within the Contracts/Purchasing web site dedicated to Climate-Friendly Purchasing Practices and requirements for all County staff to access;
- c. Work with other governmental purchasing groups and agencies including but not limited to the National Institute of Counties, the Institute for Local Government California Climate Action Network, and the Environmental Protection Agency to remain current on Climate-Friendly Purchasing Practices;
- d. Incorporate Climate-Friendly requirements into solicitation documents.

IV. Evaluation:

The County will develop and implement various monitoring and tracking systems to confirm compliance with this policy and promotes preferential use of such products.

V. Guidelines and Reporting:

The Green Team will ensure the development and maintenance of this policy’s implementation goals and will deliver a report to the Board of Supervisors annually on progress status and the measured benefits reaped to date.

This policy shall be subject to revisions as deemed necessary by the Board of Supervisors or by the Green Team at any time, and all revisions shall be subject to Board approval.

VI. Effective Date:

This policy takes effect on _____ (date).

VII. Notations:

¹ “Practicable” means whenever possible and compatible with local, state and federal law, without reducing safety, quality, or effectiveness and where the product or services available at reasonable cost in a reasonable period of time.

² GreenSeal is an independent non-profit environmental labeling organization who’s standards have already been referenced in the County’s Custodial Services Contract. See www.greenseal.org

³ EcoLogo is an environmental standard and certification organization. See www.ecologo.org/en/

⁴ “Energy Star” is a voluntary energy efficiency labeling program derived from a partnership between the US Environmental Protection Agency and the US Department of Energy. All products displaying the Energy Star label meet the Energy Star program standards. In general, labeled equipment uses 25% – 50% less energy than traditional counterparts. See www.energystar.gov

⁵ “EPEAT” is an acronym for Electronic Product Environmental Assessment Tool and the bronze, silver and gold ratings represent that at least all minimum established environmental performance standards have been met. See www.epeat.net

⁶ The Leadership in Energy and Environmental Design (LEED) is the Green Building Rating System developed and administered by the US Green Building Council. LEED encourages global adoption of sustainable green building and development practices. See www.usgbc.org

County of Monterey Climate -Friendly Purchasing Policy

Exhibit 1 – Sample Programs and Procedures

Examples of Climate-Friendly Programs and Procedures that will ensure policy compliance include but are not limited to:

- 1). The Climate-Friendly Solicitation Checklist: Requests for Proposals (RFPs) Requests for Qualifications and Requests for Quotations (RFQs) shall contain a standard checklist of climate friendly considerations. Vendors wanting to do business with the County will need to indicate which of the climate-friendly items are applicable. All items on the checklist utilized in the solicitation will be incorporated into the vendor selection process.
- 2). The Green Fleet Program: Vehicle purchasing, maintenance and disposal goals will be set annually. Goals shall include procuring fuel-alternative vehicles, ensuring that remanufactured parts are used more frequently, and that the recycling of parts, fluids and vehicles exceeds the state standards.
- 3). 75% Recycled and/or Refurbished Office Products: Enforcing that the majority of paper products purchased are derived from 100% recycled content and that toner cartridges and other such supplies are from recycled or refurbished products.
- 4). Go Solar Program: Incorporating the use of solar energy for power to new and existing County buildings.
- 5). Energy Star Computer Program: All computer equipment (monitors, towers, scanners and printers) ordered must be energy star rated at a minimum.