

CITY OF GREENBELT DEPARTMENT OF PUBLIC WORKS

SUSTAINABLE PROCUREMENT POLICY

1. Purpose

City of Greenbelt Department of Public Works recognizes its responsibility to minimize negative impacts on human health and the environment while supporting a diverse, equitable, and vibrant community and economy. The City of Greenbelt Department of Public Works recognizes that the types of products and services the City of Greenbelt Department of Public Works buys have inherent social, human health, environmental and economic impacts, and that the City of Greenbelt Department of Public Works should make procurement decisions that embody the City of Greenbelt's commitment to sustainability.

This Sustainable Procurement Policy is intended to:

- Identify those sustainability factors that shall be incorporated into procurement decisions;
- Provide implementation guidance;
- Empower employees to be innovative and demonstrate leadership by incorporating sustainability factors into procurement decisions;
- Communicate the City of Greenbelt's commitment to sustainable procurement.

2. Policy

2.1 General Policy Statement

City of Greenbelt Department of Public Works employees will procure materials, products or services in a manner that integrates fiscal responsibility and community and environmental stewardship.

2.2 Sustainability Factors

City of Greenbelt Department of Public Works employees will incorporate the following factors when writing specifications for, or procuring, materials, products, or services.

Environmental factors to be considered include, but are not limited to, the life cycle assessment of:

- Pollutant releases
- Toxicity, especially the use of persistent, bioaccumulative, and toxic (PBT) chemicals
- Waste generation
- Greenhouse gas emissions
- Energy consumption
- Depletion of natural resources
- Impacts on biodiversity

Fiscal Factors to be considered include, but are not limited to:

- Use reduction; buy only what you really need
- Product performance and quality
- Life-cycle cost assessment; lowest total cost

- Leveraging buying power
- Impact on staff time and labor
- Long-term financial/market changes

While not all factors will be incorporated into every purchase, it is the intent of this policy that City of Greenbelt Department of Public Works employees will make a good faith effort to incorporate and balance these factors to the maximum extent possible.

2.3 Use of Best Practices

City of Greenbelt Department of Public Works employees will utilize best practices in sustainable procurement as they evolve. As it applies to this policy, best practices in sustainable procurement are those that utilize leading edge sustainability factors, standards, and procedures in an efficient and effective way that is successful and replicable.

2.4 Toxics in Products and Services

City of Greenbelt Department of Public Works employees will utilize the framework of the Precautionary Principle as a guide when evaluating the comparative toxicity of products and services.

2.5 City of Greenbelt Department of Public Works Code and State Law

It is the intent of this policy to complement City of Greenbelt code and State laws.

3. Implementation and Responsibilities

3.1 Product and Service Standards

The City of Greenbelt Director of Public Works shall be responsible for:

- Ensuring City of Greenbelt Department of Public Works staff utilize product and service standards and best practices that comply with this policy. Examples include, but are not limited to, standards for minimum recycled content, energy efficiency, and prohibited toxic ingredients; and
- Ensuring internal policies and procedures reference this policy and incorporate the use of sustainable products and services that meet the intent of this policy.

The City of Greenbelt Assistant Director of Public Works, Superintendent of Parks and Grounds, and Department Supervisors shall be responsible for:

- Providing resources for assisting departments with standards and best practices in sustainable procurement.

3.2 Specifications and Contracts

The City of Greenbelt Department of Director of Public Works shall be responsible for:

- Ensuring that specifications written by their department comply with this policy and incorporate sustainable procurement best practices.

The City of Greenbelt Assistant Director of Public Works and the Superintendent of Parks and Grounds shall be responsible for:

- Ensuring purchasing manuals and other internal procedures reference this policy and incorporate best practices for specifying products and services that meet the intent of this policy;
- Ensuring that evaluation criteria for determining the responsibility of prospective contractors incorporate sustainability factors that meet the intent of this policy; and
- Developing and integrating sustainable procurement boilerplate language into solicitation document templates.

3.3 Data Collection and Performance Reporting

The City of Greenbelt Department of Public Works shall be responsible for:

- Cooperating in gathering information for the purposes of tracking, reporting, and evaluating the City of Greenbelt's sustainable procurement activities and evaluating the effectiveness of this policy
- Integrating department-specific sustainable procurement goals into City of Greenbelt's sustainability plans.

3.4 Policy Review

The City of Greenbelt Department of Public Works Sustainability Coordinator shall be responsible for periodically bringing together internal stakeholders to review this policy for updates or to otherwise determine whether this policy is in alignment with other City of Greenbelt Department of Public Works sustainability efforts and policies. The policy review shall be completed at least every five (5) years, but may be done on a more frequent basis as needed