



POLICY AND STANDARDS MANUAL

CHAPTER: 9 | SECTION: 2 | SUBJECT: 4
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CHAPTER: Financial and Purchasing
SECTION: Special Purchasing Information
SUBJECT: Sustainable "Green" Purchasing Policy
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1. Purpose

The City of Fort Lauderdale recognizes its responsibility to minimize negative impacts of its purchases on human health and the environment while supporting a diverse, equitable, and vibrant community and economy. The City recognizes that the products and services the City purchases have inherent social, human, health, environmental and economic impacts and that the City should make procurement decisions that embody, promote, and encourage the City's commitment to sustainability.

This Sustainable Procurement Policy is intended to:

- a. Encourage the purchase and use of materials, products and services that best align with the City's fiscal, environmental, climate change, social, community, and performance goals;
- b. Reduce the environmental impacts from City use of products, including reduction of greenhouse gas emissions, landfill waste, health and safety risks, and resource consumption;
- c. Incorporate sustainability standards and practices into procurement decisions;
- d. Empower department and City Procurement staff to be innovative and demonstrate leadership by incorporating progressive and best-practice sustainability specifications, strategies, and practices in procurement decisions;
- e. Encourage vendors to promote products and services that they offer which are most suited to the City sustainability principles;
- f. Encourage and promote both local and national companies to bring forward emerging and progressive sustainable products and services, by being a consumer of such products and companies; and
- g. Communicate the City's commitment to sustainable procurement, by modeling the best product and services choices to neighbors, other public agencies and private companies.



2. Organizations Affected

All City departments that make purchases of goods and services or that contract with others to make purchases.

3. Definitions

Environmentally Preferable Product: A product that has a reduced negative effect or increased positive effect on human health and the environment when compared with competing products that serve the same purpose. This comparison may consider raw materials acquisition, production, fabrication, manufacturing, packaging, distribution, reuse, operation, maintenance, and disposal of the product. This term includes, but is not limited to, recyclable products, recycled products, and reusable products.

Performance: The efficacy of a product, material or service to accomplish its intended task or job

Life Cycle Assessment (LCA): The comprehensive examination of a product's environmental impacts throughout its lifetime, including new material extraction, transportation, manufacturing, use, and disposal.

Recyclable Product: A product or package made from a material for which curbside or drop-off collection systems are in place for a majority of City residents or businesses, to divert from City solid waste for use as a raw material in the manufacture of another product or the reuse of the same product.

Recycled Content Product: A product containing a minimum of twenty-five percent (25%) recycled materials except in those cases where the U.S. Environmental Protection Agency has adopted procurement guidelines under the Resource Conservation Recovery Act of 1976. In those cases, the minimum content of recycled material shall not be less than specified in the most current adopted issue of those guidelines.

Reusable Product: A product that can be used several times for an intended end use before being discarded, such as a washable food or beverage container or a refillable ballpoint pen.

Sustainable Product: A product that achieves performance objectives while respecting the City's values and balancing: environmental stewardship, fiscal responsibility and community enhancement.

Sustainable Purchasing: Purchasing materials, products, and labor in a manner that reflects fiscal responsibility, community, and environmental stewardship.



4. Policy

a. General Policy Statement

The City will acquire its goods and services in a manner that integrates fiscal responsibility, social equity, and community and environmental stewardship. Each department should encourage procurement decisions that reflect the policy objectives. The Procurement Services Division will promote and encourage product and service acquisitions in accordance with this policy.

b. Sustainability Factors

Environmental factors to be considered in product and service acquisitions include, but are not limited to:

1. Chemicals and other hazardous materials which may be released due to the use and disposal of products and/or resulting from services procured
2. Waste generation and waste minimization;
3. Energy consumption;
4. Greenhouse gas emissions;
5. Recyclability and recycled content;
6. Depletion of natural resources;
7. Potential impact on human health and the environment;
8. Impacts on biodiversity;
9. Environmental practices that vendors and manufacturers have incorporated into their office and production process; and
10. Whenever feasible, the factors listed above should be evaluated using life cycle assessment methodologies.

Social equity factors to be considered include, but are not limited to:

- a. Human health impacts; and
- b. Use of local businesses, as defined by Code of Ordinance Sec.2-199.2;
- c. Minority and Women Owned Business Enterprises (MWBE)



c. Preferences

The Procurement Services Division does not calculate a direct price preference for sustainable products in the selection of vendors because the City prefers to directly implement product decisions that are most environmentally preferable.

The City instead establishes a minimum specification with the most environmentally preferable solutions for particular products in requests for proposals or other contracts, and may also utilize a scored evaluation criteria allowing additional consideration for positive environmental product options, corporate practices, and other environmental solutions proposed by the vendors.

5. Use of Best Practices

The Procurement Services Division and City employees will utilize best practices in sustainable procurement when practical and possible. As it applies to this policy, best practices in sustainable procurement are those that utilize leading edge sustainability factors, standards, and procedures. If employees have questions regarding what best practices are, they should contact the Procurement Services Division of Finance or the Sustainability Division of Public Works.

6. Source Reduction and Reuse

To address societal and community costs, such as landfill waste handling, toxin exposures, resource depletion, and greenhouse gas emissions, City departments will work to reduce consumption through means including, but not limited to:

- a. Elimination of unnecessary purchases;
- b. Minimization of redundant purchases;
- c. Preference for purchase of:
 1. products that are remanufactured;
 2. recycled content products and products containing high percentages of recycled content (preferable post-consumer);
 3. products that are energy efficient;
 4. products that operate efficiently (e.g., maximum number of printed pages per ink cartridge in the case of printers or copies);
 5. products with minimized packaging;
 6. products without toxic chemicals;
 7. products that are durable, long lasting, reusable, recyclable, or otherwise



- create less waste; and
- 8. products with manufacturer or vendor take-back programs.

7. Environmental Standards and Product Certifications

Standards: The City of Fort Lauderdale will, at a minimum, comply with all applicable local, state and federal regulations including the U.S. Environmental Protection Agency (USEPA) standards whenever published for a product or services. Each department is responsible for ensuring compliance of their operations with relevant regulations. Departmental procurement liaisons, working with departmental staff, shall ensure that purchases are consistent with requirements for environmental compliance. The Sustainability and Risk Management Divisions can provide support and technical assistance in addressing compliance, as needed.

Third-Party Certifications: City Departments and the Procurement Services Division may apply the most stringent third-party label standard available for a product or service being acquired. The City may use independent, third-party environmental product or service label certifications when writing specifications for, or procuring materials, products, or services, whenever a responsible label standard is applicable and available. Qualifying labels are:

- a. Developed and awarded by an impartial third-party;
- b. Developed in a public, transparent, and broad stakeholder process; and
- c. Represent specific and meaningful leadership criteria for that product or service category.

In addition, whenever possible, label standards used in product or service specifications should represent standards that take into account multiple attributes and life-cycle considerations, with claims verified by an independent third party.

Examples of third-party certifications are included in the attached "P-Card User's Sustainable Purchasing Tips".

8. City Code and State and Federal Law

It is the intent of this policy to comply with all relevant City Code of Ordinances and State and Federal laws. When such code or law is updated to accommodate a more rigorous standard, this policy shall be considered to likewise require such additional provision.



9. Acquisition Responsibilities

City Departments shall:

- a. Eliminate unnecessary purchases;
- b. Encourage City staff to utilize product and service standards and certifications and best practices that comply with this policy;
- c. Serve on specification or best practice teams, to collaborate with other departments and the Purchasing Division in standards, strategies and specifications as requested;
- d. Ensure that internal policies and procedures reference this policy, as appropriate; and
- e. Incorporate the use of sustainable products and services that meet the intent of this policy in their operations; and
- f. Encourage pilot testing for environmentally preferable/sustainable products; and
- g. Consolidate orders and minimize transportation impacts when possible.

9.1 The Procurement Services Division will:

- a. Promote and ensure that solicitation and contract strategies incorporate the best practices in sustainable procurement;
- b. Stay current and informed on advances in sustainable procurement specifications and strategies;
- c. Consult with the Sustainability Division of the Public Works Department and other City subject experts when reviewing or designing specifications, as necessary, to ensure environmentally preferable specifications for the product or service being solicited are considered;
- d. Research and incorporate applicable third-party standards, seals or certifications as a product or service standard, as practical;
- e. Avoid the purchase of products containing or emitting toxins when possible;
- f. Encourage vendors to bring forward environmentally preferable product and service approaches, solutions and alternatives;
- g. Ensure that evaluation criteria for selecting a product or service encourages sustainable factors by providing scored points or incorporates minimum specifications where possible;
- h. Ensure that the qualification of a company as a responsible bidder includes a criteria for incorporating environmentally responsible goods, materials, and practices, where practical;



- i. Encourage and promote accessing contracts with other public agencies that offer sustainable products and best practices;
- j. Ensure purchasing guidelines and other internal procedures reference this policy and incorporate best practices for specifying products and services that meet the intent of this policy;
- k. Integrate standard sustainable procurement language into solicitation templates, and maintain and update such language to incorporate evolving standards;
- l. Encourage pilot testing for environmentally preferable/sustainable products; and
- m. Obtain fewer hard copies of proposals; distributing electronic versions when possible.

10. Education and Technical Assistance

The Procurement Services Division shall join the Public Works Sustainability Division and other departments to:

- a. Utilize the City Green Team to advise, strategize and promote environmental purchasing;
- b. Disseminate information to City staff about sustainability standards and environmentally preferable practices and strategies;
- c. Disseminate information about vendors and City contracts for such products or services;
- d. Encourage and participate in user groups and other opportunities to test and discuss new products;
- e. Encourage employee attendance at internal and external trainings related to sustainability;
- f. Appoint Evaluation Teams for solicitation specifications and selections that include users knowledgeable or informed of the sustainable purchasing objectives and product specifications, standards and labels, where practical; and
- g. Be available to respond to questions from staff or vendors related to sustainability standards and environmentally preferable practices and strategies.



11. Market Enhancement

The Procurement Services Division will join with and encourage City departments to:

- a. Seek opportunities to cooperate with other jurisdictions to enhance markets for environmentally preferable/sustainable products, to obtain favorable prices, and to reduce waste packaging and product by combining purchases/contracting for the same or similar products; and
- b. Promote and encourage vendors, particularly local vendors, in production and distribution of emerging and progressive products and services.

Attachments: P-Card User's Sustainable Purchasing Tips