

**ENVIRONMENTAL PROCUREMENT
ADMINISTRATIVE PROCEDURE**

PURPOSE:

- A. To minimize negative environmental impacts of the City's activities by ensuring the procurement of services and products that:
 - 1. Reduce toxicity;
 - 2. Conserve natural resources, materials, and energy;
 - 3. Maximize recyclability and recycled content.
- B. To support markets for recycled goods and other environmentally preferable products and services.

DEFINITIONS:

The following terms shall have the assigned definitions for all purposes under this policy:

- A. "Recycled Paper" means paper that contains, in accordance with Presidential Executive Order 12873, a minimum of 30% post-consumer materials.
- B. "Life-Cycle Costs" means the costs the City should reasonably be expected to pay for the purchase, use, recycling and disposal of the product.

POLICY:

- I. The City of Moreno Valley is committed to conservation of resources and protection of the environment through effective planning and participation in programs to reduce, reuse, recycle, and dispose of discarded materials. By incorporating environmental considerations in public purchasing, the City can serve this commitment by reducing its burden on the local and global environment, removing unnecessary hazards from its operations, protecting public health, reducing costs and liabilities, and potentially improving the environmental quality of the region. This policy is an effective way to direct the City's effort in procuring environmentally preferable products and services.
- II. The City will seek to purchase Recycled Paper. This may include copy paper, janitorial supplies; file folders, envelopes, computer paper, and other paper supplies. Non-recycled paper can be purchased if the department finds that recycled products are not available within a reasonable time period, fail to meet reasonable performance standards, or are only available at an unreasonable price.
- III. The City will seek to purchase computer products in compliance with the Federal Energy Star program provided the Energy Star products are available within a reasonable time period, meet reasonable performance standards, and are available at a reasonable price.
- IV. The City will seek to purchase pesticides of the least-toxic available provided the least-toxic products are available within a reasonable time period, meet reasonable performance standards, and are available at a reasonable price.
- V. Request for Proposals and Request for Qualifications shall specify that bids received by the City shall be submitted electronically, or, if paper submissions are requested, submissions shall be printed on Recycled Paper as defined above.

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- VI.** The durability of a product and complete life-cycle costs may be considered and documented when purchasing products over \$10,000. Departments are encouraged to identify and consider life-cycle costs for purchases under \$10,000.
- VII.** Whenever possible, the City will seek to purchase supplies and services from businesses that are certified as green businesses unless these supplies and services are not available within a reasonable time period, fail to meet reasonable performance standards, or are only available at an unreasonable price.