

AMENDMENT TO TOWN OF GUILFORD PURCHASING POLICY

ARTICLE XIV - SUSTAINABLE PURCHASING

(adopted by Board of Selectmen [June 17, 2019](#))

The Town of Guilford Purchasing Policy is hereby amended by the Board of Selectmen by adding Article XIV entitled “Sustainable Purchasing,” which amendment was recommended by the Town Sustainable Task Force [in accordance with the Sustainable CT Municipal Certification Program](#).

14.1 Purpose and Objectives of the Sustainable Purchasing Policy Amendment

14.1.1 Purpose

The Town recognizes its responsibility to minimize negative influences on human health and the environment while supporting a diverse, equitable, and vibrant community and economy. The goal of this policy is to encourage and increase the use of environmentally friendly products and services, demonstrating the Town’s commitment to environmental, economic, and social stewardship, while remaining fiscally responsible.

This policy initiative will incorporate sustainability standards and environmental considerations into procurement decisions, *where possible, practicable and cost effective, without reducing quality, safety or overall workplace effectiveness.*

14.1.2 Objectives

With guidance and education from the Sustainable Task Force (GSTF) or its designee to Town Departments, the policy objectives are to:

- Encourage Town Departments to purchase and use materials, products, and services that best align with the Town’s fiscal, environmental, social, community, and economic goals;
- Encourage Town Departments to conserve natural resources and reduce health and safety risks and the environmental influences of products used in Town operations;
- Encourage Town Departments to eliminate or reduce toxins that create hazards to workers and our community by purchasing products, for example, which use unbleached or chlorine free manufacturing processes and are lead-free and mercury-free, where feasible ;
- Encourage Town Departments to identify and increase the use of environmentally friendly products;

- Encourage Town Departments to recycle;
- Communicate the Town's commitment to sustainable procurement, including requesting vendors to identify products and services that align with the Town's sustainability goals;
- Encourage Town Departments to incorporate sustainable procurement into Town Department specifications for goods and services, where appropriate.

14.2 Authority

Town Departments, which operate under the general supervision of the Board of Selectmen, are encouraged to balance environmental and fiscal responsibilities in making sustainable best-practice purchasing decisions, subject to state and federal laws.

14.3 Sustainability Factors

Town Departments are encouraged to consider the following factors in procurement of products and services including, without limitation:

- Pollutant releases and toxins, air emissions, and water pollutants;
- Waste generation and waste minimization;
- Greenhouse gas emissions;
- Recyclability and recycled content;
- Energy consumption, energy efficiency, use of renewable energy;
- Depletion of natural resources;
- Potential negative effect on human health and the environment in the use of the product or service and in the product lifecycle;
- Fiscal responsibility

Town Departments may obtain guidance about these and future sustainable factors from the Sustainable Task Force or its designee, on an as needed basis.

14.4 Best Practices

Town Departments are encouraged to use best practices in sustainable procurement as they evolve; incorporating better ideas, products, and practices as they are introduced. [Town Departments are encouraged to share](#) their experience with [sustainable procurement](#) and the efficacy of products and services covered with each other and with peers in other towns. [Town Departments](#) will also be responsible for designating staff to participate in training and workshops on sustainable purchasing that might be offered by SGTF, Sustainable CT, CT DEEP, The South Central Regional Council of Governments (CSROG), The Connecticut Conference of Municipalities, or other organizations.

The SGTF or its designee shall provide guidance to the Town Departments as to best

practices. Best practices for current consideration, where feasible, include, without limitation:

14.4.1 Source Reduction

- Purchase products that are (i) durable, long lasting, reusable or refillable; or (ii) remanufactured, such as toner/printer cartridges;
- Purchase products with minimum packaging that is reusable, recyclable or compostable;
- Recycle electronic equipment, including but not limited to computers, monitors, printers, copiers and fax machines.

14.4.2 Bio-Based Products/Alternate Fuel Vehicles

- Long term implementation of alternative fuel fleet vehicles, including, without limitation, consideration of the use of bio-diesel, natural gas and electric vehicles, hydrogen and Fuel Cell vehicles, as well as hybrids except to the extent [that a Town Department determines that such vehicles would not be reasonably sufficient to meet the needs of such Department](#) ;
- Purchase of bio-based plastic products that are biodegradable and compostable, such as bags, film, food and beverage containers, and cutlery.

14.4.3 Toxin/Pollution Reduction

- Purchase of cleaning products that meet and/or exceed the *Green Seal Certification Standards* for environmental preferable products and performance;
- Purchase of vacuum cleaners that meet the requirements of the Carpet and Rug Institute “*Green Label*” Testing Program — Vacuum Cleaner Criteria, are capable of capturing 96% of particulates 0.3 microns in size, and operate with a sound level less than 70dBA;
- Purchase of other janitorial cleaning equipment capable of capturing fine particulates, removing sufficient moisture so as to dry within twenty-four (24) hours, operate with a sound level less than 70dBA, and use high-efficiency, low-emissions engines;
- Long term reduction/elimination of use of chlorofluorocarbon, Halon & Freon containing refrigerants, solvents and replacement of equipment which do not contain the same;
- Purchase of biodegradable detergents which do not contain phosphates;
- Implementation of an Integrated Pest Management (IPM) policy and purchase of products consistent with same;
- Purchase of products such as paint, carpet, flooring materials, adhesives, furniture, ceiling tiles, moldings and casework with the lowest amount of volatile organic compounds (VOCs), and low or no formaldehyde, lead,

- polyvinyl chloride (PVC), phthalates and asbestos;
- Purchase photocopier paper, paper products, and janitorial paper products that are unbleached or that are processed without chlorine or chlorine derivatives;
 - Elimination of the purchase of products that use halogens;
 - Purchase of desktop computers, notebooks and monitors which meet, at a minimum, all *Electronic Product Environmental Assessment Tool (EPEAT)* environmental criteria designated as “required” as contained in the *IEEE 1680 Standard for the Environmental Assessment of Personal Computer Products*.

14.4.4 Recycled Content Products

- Purchase of printing paper, photocopy paper, janitorial paper products, and non-paper office products, which contain no less than the minimum recycled content standards established by the Federal Environmental Protection Agency Comprehensive Procurement Guidelines;
- Purchase or lease photocopiers and printers which are compatible with the use of recycled content and remanufactured products.

14.4.5 Landscaping & Hardscaping

- Use contractors who employ sustainable landscape management practices for design, construction and maintenance, including, but not limited to, integrated pest management, grass-recycling, drip irrigation, composting and use of mulch and compost, and remote irrigation;
- Use contractors who construct hardscapes and landscape structures in a manner to reduce the need for watering and herbicides;
- Purchase plants to minimize waste by choosing species that are appropriate to the climate, species that can grow to their natural size in the space allotted them, and perennials rather than annuals for color if possible. Native and drought tolerant plants that require no or minimal watering once established are preferred.

14.4.6 Energy & Water Savings

- Purchase of energy-efficient lighting while still achieving the intended purposes. For example, exterior street, parking, and walkway lighting shall be focused downward to achieve maximum safety and accessibility with minimum light sky pollution, [if reasonably feasible under the circumstances](#). Architectural and landscape lighting will be sized and focused to avoid unnecessary light pollution, [if reasonably feasible under the circumstances](#).
- To extent applicable, purchase products which meet the *U.S. EPA Energy*

Star certification;

- When *Energy Star* labels are not available, purchase energy-efficient products that are in the upper 25% of energy efficiency as designated by the *Federal Energy Management Program*;
- Purchase water-saving/conservation products, including, without limitation, high-performance fixtures such as toilets, low-flow faucets and aerators, and upgraded landscape irrigation systems.

14.4.7 Green Buildings and LEED IM Ratings

- Include in bidding for new Town building and building renovations alternative pricing for following Green Building Practices for design, construction, and operation, as described in the *LEED IM* Rating System;
- Require architects and engineers procured for Town work to have *LEED* certified members on their staff.

14.4.8 Renewable Energy

- Encourage Town to purchase, in excess of 20% of its electricity from clean, renewable energy sources including, solar power, if feasible.

14.4.9 Purchasing Cooperatives

- Participation in other government cooperatives to purchase sustainable products, at the local, state, federal or national level, when deemed in the Town's best interest, shall be encouraged. Purchases to include, without limitation, manufacturers or suppliers that source goods and services locally (geographically nearby).

14.5 Exclusions to Sustainable Policy

Nothing contained in this policy shall be construed to require Town Departments to procure products that do not perform adequately for their intended use, exclude adequate competition, or are not available at a reasonable price in a reasonable period of time. Nothing contained in this policy shall be construed to require the Town to take any action that conflicts with local, state or federal requirements.