ATTACHMENT A:
Palo Alto Environmental Purchasing Policy
February 6, 2008

The City recognizes that its purchases of goods and services can contribute significantly to the success of its sustainability policies and goals. Therefore, the City shall incorporate environmental, economic and social stewardship criteria into its purchases of products and services. This policy will align the City’s purchases and Purchasing Department policies and procedures with the City’s sustainability policies and programs to:

- protect and conserve natural resources;
- minimize the City’s contributions to global warming, solid waste, local and global pollution, and toxic chemical exposures to people and the environment; and
- promote human health and well-being.

This policy shall not require the City to exclude competition, or to purchase products or services that do not perform adequately or are not available at a reasonable price in a reasonable period of time.

To achieve these goals the City Manager shall convene a Sustainable Purchasing Committee. The Committee will include management-level staff from key departments as identified by the City Manager or his/her designee. The Committee will create a plan and related procedures that include:

- a framework to identify preferable products and services
- criteria to evaluate the cost, performance and sustainable benefits of those products and services. This criteria would employ a total cost of ownership analysis which includes life cycle factors such as energy and water use, maintenance, replacement, disposal and recycling, and environmental and social benefits to the local and global community
- an assessment of whether Municipal Code amendments are necessary to implement City goals.
- commitment and engagement of all City staff to identify sustainable products and services that are not purchased centrally.
- training for staff on new products and purchasing procedures that are centrally purchased
- support for external purchasing-related initiatives and programs that benefit City sustainability goals, e.g., extended producer responsibility and independent product and service performance certifications
- requirements for annual vendor reports on sustainable product purchases tracking dollars spent, units purchased, and other information as specified by the City
- an appropriate program reporting approach
- recommendations for financial and human resources that are needed to implement and maintain this policy
- a three year timeline for implementing changes to the City’s purchasing specifications, scopes of service, and procedures. Tasks will be prioritized based on need and available resources. This timeline will be reviewed annually and adjusted as needed.

This policy and plan will be reviewed every three years by the Sustainable Purchasing Committee or as needed to realign with City priorities and requirements.