PROCUREMENT OF RECYCLED PAPER AND RECYCLED PAPER PRODUCTS

POLICY STATEMENT

It the City's intent to assist in establishing a market for recycled paper products, and to make this an integral part of the City's comprehensive solid waste management program. Sanitary landfill space is at a premium, and the City practices waste reduction and collects and separates recyclable materials. The City now desires to formally establish a strong program for the purchase of recycled and recyclable products. This policy encourages the purchase of recycled paper and paper products and establishes a price preference for recycled paper goods.

The policy responds to a directive of the City Council and the policy and procedure were approved by the Council on July 23, 1990.

PROCEDURE

1. The Manager of Purchasing and Contract Administration shall pursue the procurement of recycled paper products instead of non-recycled paper products, whenever the recycled alternative meets the City's requirements and specifications for paper products, and within the constraints of staff time and cost factors. Recycled paper products qualifying for this policy are defined in Exhibit I attached. Paper products that do not meet the required definition of "recycled product," but that do contain some percentage of recycled material, shall be preferred over virgin products. If a recycled paper is not available, a recyclable paper will be preferred over non-recyclable paper.

2. Purchasing shall purchase the qualifying recycled paper product alternative if it is offered at a price comparable to the non-recycled alternative and if it meets the City's requirements and specifications for that product.

3. A price preference of up to 5 percent shall be given to recycled paper and paper products meeting the definition of "recycled product" when they are offered as an alternative to non-recycled products, and when they meet the City's requirements and specifications for paper products. The preference percentage shall be calculated based on the lowest responsible bid or price quoted by suppliers offering non-recycled paper products.
4. To encourage the use of postconsumer waste, contracts shall be awarded to the bidder whose recycled paper product contains the greater percentage of postconsumer waste if the fitness, quality and price are otherwise equal and it meets the City's requirements.

5. When the procurement involves potential recycled product, Purchasing shall require all suppliers and bidders to certify in writing to the City whether the material, good or supply offered contains the minimum percentage of recycled product as specified. The supplier shall state the minimum percentage of recycled material in the product, both the postconsumer and secondary waste content.

6. Purchasing shall promote the procurement of recycled paper products by placing notices in bid solicitations and discussing recycled content at bidders' conferences.

7. Purchasing will add to their list of firms receiving bid requests for paper supplies and products those companies that specialize in recycled paper products. Companies will be allowed to submit partial bid packages for recycled products so as not to preclude suppliers who are unable to offer a full spectrum of paper goods.

8. Outside contractors bidding to provide printing services to the City shall be asked to comply with the specifications of this policy to the greatest extent feasible.

9. When purchasing or replacing copy machines or computer printers, compatibility with recycled paper products will be an evaluation criterion. New equipment should have warranties that are not invalidated by the use of recycled paper. Recycled paper shall be used in all copy machines that will accept it.

10. When recycled paper is used for printing projects, departments should make reasonable efforts to identify the printed items as those produced with paper containing recycled materials.

11. The City will cooperate, to the greatest extent feasible, with other governments and businesses in an attempt to develop comprehensive, consistent and effective procurement efforts intended to stimulate the market for recycled paper products.

NOTE: Questions and/or clarification of this policy should be directed to the Administrative Services Department.
EXHIBIT I

DEFINITIONS FOR RECYCLED PAPER AND PAPER PRODUCTS

**Paper and paper products**: Paper and paper products covered by this policy include, but are not limited to, any City purchases of the following:

a. All grades and types of copy machine paper;

b. All grades and types of printing and writing paper;

c. Stationery, note pads, envelopes, business cards, forms and computer papers;

d. Paper towels, toilet tissue, facial tissue, paper napkins, food plates and food containers;

e. Corrugated and fiberboard boxes; and

f. Newsprint.

**Recyclable paper**: Recyclable paper is paper which is able to be entered back into the manufacturing process for future paper products. For purposes of this policy, recyclable paper is paper able to be handled by the City's Recycling Program. The paper must be white, uncoated paper. Paper that is waxed or shiny is not recyclable.

The following definitions are adopted from the California Public Contract Code, Section 12200, and will be adopted for purposes of this policy:

**Recycled product**: All materials, goods, and supplies, no less than 50 percent of the total weight of which consists of secondary and postconsumer waste with not less than 10 percent of its total weight consisting of postconsumer waste. These minimum percentages of secondary and postconsumer waste may change as industry availability changes.

**Postconsumer waste**: A finished material which would have been disposed of as a solid waste, having completed its life cycle as a consumer item. This would include old newspapers, magazines, boxes, office waste paper, etc.
Secondary waste: Fragments of finished products or finished products of a manufacturing process which has converted a virgin resource into a commodity of real economic value. This definition encompasses paper waste generated after completion of the paper-making process. This would include paper trimmed into smaller rolls, envelope cuttings, waste resulting from printing, cutting, rejected stock or obsolete inventories. It does not include excess virgin resources of the manufacturing process such as mill broke, wood chips or sawdust.