

PROCUREMENT OF RECYCLED PRODUCTS

POLICY STATEMENT

It is the City's intent to assist in establishing a market for recycled products and products containing recycled materials, 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 making direct purchases of recycled, reusable and recyclable products. Council Ordinance 3992, adopted October 22, 1990, directed staff to establish a policy to procure recycled, reusable and recyclable products.

PROCEDURE

1. The Manager of Purchasing and Contract Administration shall attempt to procure recycled, reusable and recyclable products instead of non-recycled, disposable (non-reusable) or non-recyclable products, whenever the recycled alternative meets the City's requirements and specifications for that product, and within the constraints of staff time and cost factors. The definitions adopted for the purposes of this policy are as specified in Section 2.30.030 of the Palo Alto Municipal Code.
2. Products that do not fulfill the required definition of "recycled product", but that do contain some percentage of recycled material, shall be preferred over virgin products. A product containing a higher percentage of postconsumer waste shall be preferred over another product otherwise equal in fitness, quality and price.
3. Within twelve months following the adoption of the Council ordinance (by November 1991), all City departments shall conduct a review of existing product and service specifications to determine whether existing specifications either require the use of products manufactured from virgin materials or exclude the use of recycled, reusable or recyclable products.
4. In the event that such specifications do exclude the use of recycled, reusable or recyclable products, those exclusions shall be eliminated unless the affected department can demonstrate to the satisfaction of the City Manager or his/her designee that a recycled product would not achieve a necessary performance

POLICY AND PROCEDURES 1-21/ASD

June 1991

Effective: November 22, 1990

standard, or that the product would negatively impact health, safety or operational efficiency.

5. A price preference shall be given to recycled, reusable, and recyclable products as specified in Section 2.30.150 of the Palo Alto Municipal Code, which defines the lowest responsible bidder.
6. For recycled products that are conducive to labeling, the manufacturer or supplier shall make reasonable efforts as practicable to label the products to indicate that they contain recycled materials.
7. Existing inventories of products manufactured from virgin materials or materials not recyclable or reusable should continue to be used until said inventories are depleted, at which time they will be replaced with products purchased under the requirements of this policy.
8. All City departments shall cooperate to further the purposes of this policy.
9. The City will cooperate, to the greatest extent feasible, with other government agencies and businesses in an attempt to develop comprehensive, consistent and effective procurement efforts intended to stimulate the market for recycled products.

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