

SECTION 28: ENVIRONMENTALLY PREFERABLE PURCHASING

28.0 General

This policy establishes procedures to encourage and increase the procurement of recycled and other environmentally preferable products by department/divisions and vendors/contractors.

28.1 Purpose

This policy shall be known as the Environmentally Preferable Purchasing Policy. Its purpose is to support markets for recycled and other environmentally preferable products by encouraging department/divisions and vendors/contractors to buy such products whenever practicable.

28.2 Definitions

Vendor/Contractor – means any person, group of persons, consultant, designing architect, association, partnership, corporation, or other business entity that has a quote/contract/one time purchase with Lee County (including suppliers) or serves in a subcontracting capacity with an entity having a quote/contract with Lee County for the provision of goods or services.

Designated products – means recycled and environmentally preferable products and materials that may be designated by Procurement pursuant to this policy.

Environmentally preferable products – means products that have a lesser or reduced effect on human health and the environment when compared with competing products that serve the same purpose. This comparison may consider raw materials acquisition, production, manufacturing, packaging, distribution, reuse, operation, maintenance, or disposal of the product.

Minimum content standards – means standards maintained by Procurement specifying the minimum level of recovered material and/or post-consumer material necessary for designated products to qualify as recycled products.

Post-consumer material – means a material or finished product that has served its intended use and has been discarded for disposal or recovery, having completed its life as a consumer item. Post-consumer material is a part of the broader category of “recovered material” or recycled material.

Practicable – means satisfactory in performance and available at a reasonable price.

Recovered material – means waste material and that has been recovered or diverted from solid waste, but does not include those materials and byproducts generated from, and commonly reused within an original manufacturing process.

Recycled paper – means paper meeting the Lee County minimum recycled content standards.

Recycled product – means a product manufactured using recovered material and meeting Lee County minimum recycled content standards.

28.3 Policies

- 28.3.1 The County Manager’s Office and Procurement strongly supports and will implement this policy.
- 28.3.2 All departments and divisions shall use, and require their vendors/contractors and consultants to use, products manufactured with the maximum practicable amount of recovered material, especially post-consumer material.
- 28.3.3 All departments and divisions shall use, and require their vendors/contractors and consultants to use, environmentally preferable products whenever cost effective and to the extent practicable.
- 28.3.4 All departments and divisions shall ensure that they and their vendors/contractors use recycled paper in printed material, and that it bears an imprint identifying the recycled content of the paper, whenever practicable.
- 28.3.5 All departments and divisions shall ensure that they and their vendors/contractors use both sides of paper sheets whenever appropriate.
- 28.3.6 Departments and divisions may specify recycled content at levels higher than the minimum content standards.

28.4 Procedures

- 28.4.1 Procurement will designate products, processes and procedures to be evaluated by departments and divisions and used or adopted whenever practicable, maintain a preferred product list and periodically transmit this information to departments and divisions for implementation.

- 28.4.2 Provide departments and divisions with technical assistance in policy implementation.
- 28.4.3 County departments and divisions will assign appropriate personnel to evaluate preferred products, as necessary to determine the extent to which it may practicably be used by the department/division vendors/contractors.
- 28.4.4 Revise contracting procedures as necessary to procure preferred products whenever practicable and to facilitate appropriate data collection.
- 28.4.5 Procurement and the Solid Waste Division will transmit an annual report to the County Manager's Office on the status of policy implementation.

28.5 Responsibilities

28.5.1 The Procurement Division shall:

- 28.5.1.1 Provide departments/divisions with information to facilitate their evaluation and purchase of preferred products and inform them of their responsibilities under this policy.
- 28.5.1.2 Revise minimum content standards as necessary to ensure that preferred products contain the maximum practicable amount of recovered material and are consistent with guidelines and regulations promulgated by the United State Environmental Protection Agency, the State of Florida, and other applicable agencies.
- 28.5.1.3 Ensure that environmentally preferable products are designated whenever practicable.
- 28.5.1.4 Transmit minimum content standards to departments and divisions.
- 28.5.1.5 Assemble an annual report to the County Manager's Office on the status of policy implementation. This report shall include data on purchases of recycled/non-recycled and environmentally preferable products by each department/division and results of designated product evaluations.

28.5.2 County Departments and Divisions shall assign staff to:

- 28.5.2.1 Ensure that contracting procedures do not discriminate against recycled products without justification.
- 28.5.2.2 Assign appropriate personnel to evaluate each preferred product to determine the extent to which it may practicably be used by the County and its vendors/contractors.

- 28.5.2.3 Revise contracting procedures to optimize the specification of preferred products whenever practicable and facilitate compilation of data on the purchase of preferred products by the agency and its contractors.
- 28.5.2.4 Transmit evaluation results and annual procurement data to the Procurement Division as requested for inclusion in the annual report to the County Manager's Office on the status of policy implementation.