RESOLUTION 2019-140

RESOLUTION ADOPTING A SUSTAINABLE PURCHASING POLICY
FOR STILLWATER'S MUNICIPAL GOVERNMENT PURCHASES

WHEREAS, the City Council is interested in promoting sustainability and resiliency to foster a healthy environment for its residents, employees and visitors; and
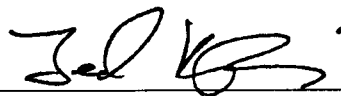
WHEREAS, consideration of sustainable and environmentally friendly products belongs as part of municipal government purchasing decisions, consistent with standard practices such as safety, price, performance and availability; and

WHEREAS, the City Administrator has developed a sustainable purchasing policy for City Council's review and consideration.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Stillwater hereby adopts the sustainable purchasing policy for municipal government purchases (attached).

BE IT FURTHER RESOLOVED that nothing in this resolution shall be interpreted as requiring products that are not available at a reasonable price or perform inadequately.

Adopted by the Stillwater City Council this 3rd day of December, 2019.

Ted Kozlowski, Mayor

ATTEST:

Beth Wolf, City Clerk

PLANNING REPORT

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TO: Mayor & Council Members

DATE: November 26, 2019

REQUEST: Consider adopting sustainable purchasing policy

REPORT BY: Bill Turnblad, Community Development Director

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INTRODUCTION

The work plan to attain Step 3 GreenStep Cities status (attached) includes adopting a sustainable purchasing policy in 2019.

SPECIFIC REQUEST

Consider approving the attached resolution, which adopts a sustainable purchasing policy.

COMMENTS

The proposed policy is intended to as a first step toward making purchases that are more "sustainable". That is to say purchases that would reduce the City of Stillwater's carbon footprint, minimize water usage, conserve natural resources, remove unnecessary hazards from its operations, reduce lifecycle costs, and improve the environmental quality of the region.

The policy encourages, but does not require, sustainable purchases whenever the products are functionally and economically feasible and have a reasonable delivery time. And though a policy that only encourages sustainable purchases is not as effective as requiring them, it is a good first step toward incorporating these types of purchases into our purchasing habits.

Some sustainable products are less expensive than their standard counterparts, 8.5x11 paper for example. But, others are more expensive. The policy would put a cap of a 20% cost increase on purchasing the sustainable options.

Attachments: Work Plan
                 Sustainable Purchasing Policy
                 Resolution

bt

GreenStep Cities: Work Plan to attain Step 3 status

B.P. task completed by:

Task	2019	2020	2021
B.P. 1 *BUILDINGS & LIGHTING - Efficient Existing Public Buildings*			
1.1 B3 Benchmarking		X	
1.2 Low cost lighting (internal):			
parking ramp		X	
city hall			X
1.X One additional action needed in BP1 - TBD		TBD	TBD
B.P. 11 *TRANSPORTATION - Living Streets*			
11.1 Adopt complete streets policy		X	
11.3 Modify Main Street in compliance with complete streets policy			X
B.P. 15 *ENVIRONMENTAL MANAGEMENT - Sustainable Purchasing*			
15.1 Adopt sustainable purchasing policy	X		
15.2 Purchase energy used by city gov't from solar gardens, etc.	X		
B.P. 16 *ENVIRONMENTAL MANAGEMENT - Urban Forests & Soils*			
16.2 Adopt Best Practices for public and private tree planting		X	
16.6.C Adopt an Emerald Ash Bohrer management plan		X	
B.P. 17 *ENVIRONMENTAL MANAGEMENT - Stormwater Management*			
17.1 Adopt MIDS	X		
B.P. 24 *RESILIENT ECON & COMM DEVELOPMENT - Benchmarks & Community Engagement*			
24.1 Establish a GreenStep Cities Committee		X	
24.2 Inform community of goals and progress	X		
B.P. 25 *RESILIENT ECON & COMM DEVELOPMENT - Green Business Development*			
25.7 Develop and launch a "buy local" promotion		X	
25.3 Develop and launch a "green tourism" campaign (Option here: become a "Bird City")			X
B.P. 29 *RESILIENT ECON & COMM DEVELOPMENT - Climate adaptation & comm resilience*			
29.1 Weather Safety Plan		X	

8/13/2019

City of Stillwater, Minnesota

Sustainable Purchasing Policy

I. PURPOSE AND SCOPE

It is the goal of this policy to encourage purchasing decisions that minimize negative impacts to human health and the environment. This policy is intended as an addendum the City's Purchasing Policy. This addendum aims to reduce the City of Stillwater's carbon footprint, minimize water usage, conserve natural resources, remove unnecessary hazards from its operations, reduce lifecycle costs, and improve the environmental quality of the region. Additionally, undertaking this with the anticipation of ultimately providing a catalyst for other businesses and purchasers in the community to incorporate similar sustainable purchasing goals. These objectives will be accomplished by guiding the procurement process towards considering alternative environmentally sustainable products and services, when feasible. This policy is a city-wide policy that applies to all City departments and employees, vendors, contractors and grantees for all products and services procured by the City.

II. POLICY

A. Recycled Content Products

   i. In accordance with Minnesota Statute 16C.073 and US EPA requirements, when compatible with printers and economically reasonable, the City will purchase paper products with no less than 30% recycled content for printing/copy paper, while striving to purchase paper products having the highest post-consumer recycled content feasible. In addition, the paper must come from sustainably forested sources when reasonably available. Ideally the City will purchase 100% recycled content for printing/copy paper.

   ii. The City will purchase janitorial paper products having the highest post-consumer recycled content feasible, with a strong preference of 100% recycled content for janitorial supplies.

B. Purchased Electricity

   i. When economically feasible, the City will purchase renewably generated electricity. It is the City's goal to continually move in the direction of ultimately reaching net zero carbon.

C. Energy Conservation Products

   i. The City will purchase products that meet US EPA Energy Star Certification when feasible.

ii.   The City will factor lifecycle costs into its purchasing decisions.

iii.   The City will purchase rechargeable battery systems for common household sizes (AA, AAA, C, etc…) when available and functionally feasible.

iv.   When economically practical, the City will make every effort to offset the environmental impacts of its purchased fossil fuels by purchasing commodities with low emissions and high efficiency. This includes, but is not limited to, purchasing high efficiency or electric vehicles.

D.   Water Conservation Products

    i.   The City will purchase water-saving products whenever possible. This includes, but is not limited to, high performance fixtures like toilets, waterless urinals, low flow showerheads and faucets, and upgraded high-efficiency irrigation systems.

E.   Cleaning Products

    i.   The City will purchase products that promote high levels of performance, health, and sustainability. When feasible the City will purchase products that meet Green Seal, EcoLogo, and/or US EPA Safer Product Standards (https://www.epa.gov/saferchoice).

F.   Landscaping Products and Maintenance

    i.   The City will consider environmentally preferable and sustainable products and services in all purchases related to landscaping.

    ii.   The City will factor lifecycle costs into its purchasing decisions, such as purchasing landscaping products that are low maintenance (No Mow grass, plantings requiring less water, etc…).

    iii.   The city will purchase native plants when practical.

    iv.   When feasible, the City will substitute organics for chemicals.

G.   Waste Reduction

    i.   The City will make purchasing decisions that exhibit an effort to minimize packaging and other waste that is not recyclable, reusable or compostable.

H.   Sustainable Services

    i.   The City will request that vendors and service-contractors, in contract terms, use environmentally preferable equipment, materials, and techniques when feasible.

III. IMPLEMENTATION

A. Environmentally sustainable products and services will be considered for purchase, provided that they are of a reasonable price, perform adequately, and are obtainable in a timely fashion.

B. Department heads are responsible for executing this policy when making purchasing decisions. Department heads will ensure that their staff is aware and trained on this policy.

C. The city will not accept more than a 20% increased cost for purchasing environmentally sustainable products.
D. This policy is subject to the requirements and preferences in the Uniform Municipal Contracting Law (MN. Statute 471.345), the City of Stillwater's Purchasing Policy, and all other applicable laws and ordinances.

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