



The City of Colorado Springs

Environmentally Preferred Purchasing (EPP) Policy

June 2017

Purpose

In accordance with the City of Colorado Springs commitment to sustainability, the City recognizes the value in evaluating the price, performance, availability, as well as environmental impacts of goods and services procured by the City. The City recognizes the opportunity to minimize long-term costs to the City through procuring sustainable goods and services with longer life cycles.

The City is committed to buying more environmentally preferable goods and services, as long as they meet performance needs, are available within a reasonable time period and at a reasonable cost. Nothing in this policy shall be construed as requiring a contractor to procure products that do not perform adequately for their intended use or are not available at a reasonable price, or exclude adequate competition.

Organizations Affected

The Procurement Services division and all City departments that make purchases of goods or services, or contract for goods and services, shall utilize the Environmentally Preferred Purchasing Policy (EPP) in their purchasing decisions. Vendors receiving contracts are encouraged to support the guidelines below.

Policy

A) General Policy Statement

The City will consider life cycle costs or best value purchasing strategies when comparing costs of products or services. Life cycle costs include the life of the items, maintenance, operations, and of useful life, residual value and replacement costs. Best value recognizes that competition exists not only in prices, but also in the technical competence of suppliers, their ability to make timely deliveries and the quality and performance of their products and services.

This policy will help the City of Colorado Springs:

- Reach its sustainability goals
- Reduce environmental impacts such as waste, resource depletion, and emissions
- Encourage vendors to offer sustainable products and services

Products and services that meet the policy's requirements shall be considered first if these products and services will meet the same performance, quality, availability, and price characteristics (or be superior in performance, quality, availability, and price) as standard versions of the products or services.

The following products and services are included in the EPP Policy:

- Office Products
- Printing Services
- Fleet Vehicles and Maintenance

- Building Construction, Renovation, and Maintenance
- General Construction
- Appliances & Lighting
- Food for Events and Catering

B) Objectives of the Policy

The City of Colorado Springs EPP Policy has the following objectives:

- Minimize long-term costs to the City through procuring sustainable goods and services with longer life cycles
- Conservation of natural resources - by reducing water and energy use
- Reduction of materials sent to the landfill
- Minimization of pollution and waste - such as packaging materials and waste generated by use of the product or service
- Enhance availability of sustainable products within the City of Colorado Springs
- Utilization of high-performing, efficient, superior-designed products which are less harmful to the environment and our city
- Education of our employees and vendors on sustainable purchasing and materials management
- Maximization of recycling, reuse, and repurposing of materials
- Maximization of biobased content of products
- Introduction of products that are designed with the environment in mind
- Reduction in greenhouse gas emissions
- Reduction of toxins and hazardous materials

Source of Reduction

- Support locally produced goods and services when possible
- Life cycle impacts of all products and services are taken into account when possible
- Reduce waste through efficient products and services, and buying products and services only when needed
- Use of durable, refillable, reusable, long lasting, and efficient products
- Eliminate or significantly reduce packaging for products
- Packaging, if necessary, is reusable, recyclable, and biobased
- Reduce toxins and pollutants released into the environment through environmentally-safe and health-conscious products and services
- Reduce greenhouse emissions with use of high-efficiency products, such as appliances and vehicles, and switching of fuel sources for City vehicle
- Minimize all health, safety, and environmental impacts when possible
- Reduce the amount of waste sent to the landfill and increase recycling, reuse, repurpose, and composting actions
- Purchase remanufactured goods when possible
- Purchase products that are certified as sustainable or efficient

C) Approved Products

All City employees and vendors/contractors are strongly encouraged to purchase products that are listed on the General Services Administration's Green Procurement Compilation (GPC) Federal list. The list can be found at: <https://sftool.gov/greenprocurement>.

These products have been verified as part of green procurement and include products and services with credible certifications, or that have utilized tools or programs, such as US EPA Energy Star, Forest Stewardship Council, USDA BioPreferred Program, US EPA WaterSense, Green Seal, Safer Choice (previously Design for the Environment), Electronic Product Environmental Impact Tool (EPEAT), Significant New Alternatives Program (SNAP), FEMP-designed energy efficient products, SmartWay Transport partners and SmartWay products, and alternate fuel vehicles and fuels required by the EPA. In general, these products encompass one or more of the benefits listed previously and will help reduce pressure on the environment from our purchasing.

A general overview of guidelines for several categories is below. Please refer to the GPC Federal list for a list of specific products and services in all categories of interest. These product types should be considered when appropriate/applicable and when it is not cost prohibitive to purchase these product types.

Green Building Materials

Sustainable design should be incorporated into all building and renovation projects. This includes, but is not limited to:

- Recycled content carpet, tiles, flooring, and roofing materials
- Biobased carpet, tiles, flooring, and roofing materials
- Products free from volatile organic compounds, formaldehyde, and other pollutants and toxins
- LEED Rating System used when appropriate for new buildings and renovations
- Creation and implementation of a recycling plan for construction materials and installed materials
- High-efficiency and energy-conserving heating, cooling, refrigeration, and insulation systems/appliances
- Energy-efficient window treatments
- Programmable thermostats

Office Supplies

Office supplies should be as sustainable as possible, utilizing recycled and reused content, as well as recycling at product end-of-life versus disposal to a landfill. This includes, but is not limited to:

- Highest recycled content paper and paper goods
- Eco-printing standards such as double sided printing and ink saving modes
- Recycled or biobased writing utensils, organizing products, and other office supplies
- Remanufactured toner cartridges

Furniture

Furniture should have been made with a sustainable life-cycle in mind and have minimal environmental impact. This includes, but is not limited to:

- Sustainably harvested and certified wood products such as Forest Stewardship Council and Sustainable Forestry Initiative wood, or repurposed wood products
- Products with the highest level of post-consumer and post-industrial recycled content
- Sustainable fabrics including recycled, repurposed, reused, and biobased fabrics

Electronics, Appliances, Lighting

Electronics, appliances, and lighting should be energy, water, and resource efficient with minimal emissions and high performance standards. This includes, but is not limited to:

- Energy Star rated equipment
- Centralizing appliances within office spaces
- Efficient lighting systems and use of LED bulbs

Cleaning Products

Cleaning products should be naturally-based and free from harsh chemicals. This includes, but is not limited to:

- Natural or biobased products with minimal chemical content
- High-concentrate products whose lifespan is longer per product to reduce packaging and plastics
- Reusable cleaning rags versus paper products for application and removal of cleaners

Energy and Water Savings

Sustainable design should be incorporated into all energy products. This includes, but is not limited to:

- Energy efficient appliances, electronics, equipment, lighting, vehicles, systems, and services
- Water saving products and services
- Life cycle impacts of all products and services are taken into account when possible.
- Energy efficient buildings and building components
- Products that are certified as sustainable or efficient
- Renewable energy sources where/when possible

Landscaping

Sustainable design should be incorporated into all landscaping products. This includes, but is not limited to:

- Minimize fertilizer, water, pesticide, and energy use
- Sustainable landscape management for design, construction, and maintenance
- Preference given to native plants, drought-tolerant plants, or plants that need minimal watering
- Permeable surface material for roadways, sidewalks, and patios

- Life cycle impacts of all products and services taken into account when possible
- Use of reclaimed or nonpotable water where/when possible
- Use of integrated pest management, drip irrigation, composting, locally-sourced mulch, and other best management practices

Request for Proposals/Quotes, Contracts, and Purchase Orders

The City of Colorado Springs encourages departments to include an evaluation criterion for environmental impact on all Response for Proposal evaluations, in addition to the standard criterion of price, performance, and availability. The weight of this criterion may vary depending on the extent of the project and relation to environmental impact.

The City encourages vendors to follow the EPP Policy and include descriptions in their proposals, and any additional documented purchasing processes, that indicate the sustainability specifications of their products and services.

Questions or Comments

Please feel free to contact us with questions or comments on the City of Colorado Springs EPP Policy.

Procurement Services
30 S. Nevada Ave., Suite 201
P.O. Box 1575, Mail Code 210
Colorado Springs, CO 80901-1575