



# VILLAGE OF KEY BISCAIYNE



Office of the Village Manager

## MEMORANDUM

*Village Council*

Mayra P. Lindsay, *Mayor*

Franklin H. Caplan, *Vice Mayor*

Luis F de La Cruz

Theodore Holloway

Michael E. Kelly

Edward London

James Taintor

DATE: October 13, 2015

TO: Honorable Mayor and Members of the Village Council

*Village Manager*

John C. Gilbert

FROM: John C. Gilbert, Village Manager

RE: Resolution adopting an Environmentally Preferable Purchasing Program (EPP)

### RECOMMENDATION

It is recommended that the Village Council approve the attached Resolution adopting an Environmentally Preferable Purchasing Program.

### BACKGROUND

The Green Committee recommended nine (9) action items in the Key Biscayne Sustainability Plan that was presented to the Village Council on May 27, 2015. Action item number #4 Green Procurement encourages the Village to use environmentally-friendly and non-toxic products and reduce environmental and greenhouse gas footprint of its purchases. Green purchasing includes everything from office supplies and cleaning supplies to fleet vehicles and construction materials. The attached Environmentally Preferable Purchasing Program (EPP) will implement two (2) of the three (3) short term goals and three (3) of the four (4) long term goals of the Sustainability Plan.

Reviewed by Mr. Chad Friedman from Weiss Serota Helfman Cole & Bierman as to form and legal sufficiency.

**RESOLUTION NO. 2015-**

**A RESOLUTION OF THE VILLAGE COUNCIL OF THE VILLAGE OF KEY BISCAYNE, FLORIDA, ADOPTING AN ENVIRONMENTALLY PREFERABLE PURCHASING PROGRAM; PROVIDING FOR AUTHORIZATION; AND PROVIDING FOR AN EFFECTIVE DATE.**

**WHEREAS**, the Village of Key Biscayne is a consumer of services and products which, in the course of their its manufacture, use and disposal can impact the environment; and

**WHEREAS**, environmentally preferable purchasing (EPP) means the purchasing of products or services with a reduced effect on human health or the environment when compared with products or services that serve the same purpose; and

**WHEREAS**, sustainability means achieving continuing economic prosperity while protecting the natural systems of the planet and providing a high quality of life; and

**WHEREAS**, promoting and practicing EPP can stimulate more viable markets for products and services that meet both sustainability and economic goals; and

**WHEREAS**, including environmental considerations in the procurement process can improve public and worker health, conserve natural resources and safeguard the environment for future generations; and

**WHEREAS**, the Village Council finds that this Resolution is in the best interest and welfare of the Village and its residents.

**NOW, THEREFORE, BE IT RESOLVED BY THE VILLAGE COUNCIL OF KEY BISCAYNE, FLORIDA, AS FOLLOWS:**

**Section 1.    Recitals Adopted.** That each of the above-stated recitals is hereby adopted and confirmed.

**Section 2.** **Adoption.** That the Village Council hereby intends to encourage and increase the use of environmentally preferable products and services on the Village of Key Biscayne, while remaining fiscally responsible. The Village will continue to demonstrate its ongoing commitment to EPP by developing and adopting an environmentally preferable purchasing policy or program to support sustainability that:

1. Integrates contract provisions for more sustainable products and services, where the contract provisions are updated as necessary to address changes in technologies or changes in environmental conditions;
2. Considers the purchase of products and services that achieve best value, which considers price, performance, and environmental characteristics over the lifecycle of a product or service; and
3. Supports manufacturers and vendors whose services production and distribution systems reduce environmental and human health impacts.

**Section 3.** **Village Manager Authorized; Implementation.** That the Village Manager is hereby authorized to take any action which is necessary to support and implement environmentally preferable purchasing within the Village and the purposes of this Resolution.

**Section 4.** **Effective Date.** That this Resolution shall take effect immediately upon adoption hereof.

PASSED AND ADOPTED this \_\_\_\_ day of October, 2015.

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MAYOR MAYRA PEÑA LINDSAY

ATTEST:

\_\_\_\_\_  
CONCHITA H. ALVAREZ, MMC, VILLAGE CLERK

APPROVED AS TO FORM AND  
LEGAL SUFFICIENCY

\_\_\_\_\_  
VILLAGE ATTORNEY



**VILLAGE OF KEY BISCAYNE**

**PROCUREMENT MANUAL**

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**I. PURPOSE AND SCOPE**

A. The goal of this policy is to encourage and increase purchasing that reflects the Village's commitment to sustainability, while remaining fiscally responsible. This Policy is adopted in order to:

Promote environmental factors such as:

- conserving natural resources,
- minimizing environmental impacts such as pollution and use of water and energy,
- eliminating or reducing toxics that create hazards to workers and our community,
- increasing the use and availability of environmentally preferable products that protect the environment,
- identifying environmentally preferable products and distribution systems,
- creating a model for successfully purchasing environmentally preferable products that encourages other purchasers in our community to adopt similar goals.

Promote social equity factors consistent with State law, other Village policies, and the Key Biscayne Sustainability Initiative.

Promote fiscal factors such as:

- lowering overall costs by addressing full cost accounting (purchase, maintenance, disposal, staff time, and labor),
- leveraging buying power,
- assessing long term financial/market changes,
- investing in technological advances in a rapidly changing market.

B. This policy will apply to all Village departments and employees, vendors, contractors and grantees for all products and services provided to the City.



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## II. ROLES AND RESPONSIBILITIES

All Village departments are responsible for implementation of this policy and to ensure their respective employees and contractors are fully aware and supportive of the Village's policy to purchase environmentally preferable goods and services. All departments are responsible to:

- ensure that specifications do not discriminate against reusable, recycled, or environmentally preferable products without justification,
- evaluate environmentally preferable products to determine the extent to which they may be used by the department and its contractors,
- review and revise specifications to maximize the specification of designated environmentally preferable products where practicable,
- facilitate data collection on purchases of designated environmentally preferable products by the department.

### A. PERFORMANCE, PRICE, AND AVAILABILITY

Nothing contained in this policy will be construed as requiring a department or contractor to procure products that do not conform to existing regulations, do not perform adequately for their intended use, are not safe, exclude adequate competition, or are not available at a reasonable price.

## IV. GENERAL CONDITIONS

### A. Source Reduction

A.1. Key Biscayne will institute practices that reduce waste and result in the purchase of fewer products whenever practicable and cost-effective, but without reducing safety or workplace quality, including but not limited to:

- communicating electronically instead of printing,
- photocopying and printing double-sided,
- using washable and reusable dishes and utensils,
- using rechargeable batteries,
- streamlining and computerizing forms,
- printing of documents and reports only as they are needed,



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A.2. The Village will require all equipment bought after the adoption of this policy to be compatible with source reduction goals and practices when practicable.

A.3. Products that are durable, long lasting, reusable or refillable are preferred whenever feasible.

A.4. The Village of Key Biscayne will require to the extent practicable, that surplus or outdated electronic equipment, including but not limited to computers, monitors, printers, and copiers, be designated for reuse and or recycling in a manner that minimizes the release of contaminants to the environment.

A.5. Departments shall set printers and copiers to double-sided as the default setting and ensure that personal computer printing preferences also default to double-sided printing

**B. Recycled Content Products**

B.1. Printing paper, office paper, and paper products will contain the highest postconsumer content practicable, but no less than the minimum recycled content standards established by the US EPA Comprehensive Procurement Guidelines.

B.2. Janitorial paper products will contain the highest postconsumer content practicable, but no less than the minimum recycled content standards established by the US EPA Comprehensive Procurement Guidelines.

B.3. Other products for which the US EPA has established minimum recycled content standard guidelines, such as those for construction, landscaping, parks and recreation, transportation, vehicles, miscellaneous, and non-paper office products, will contain the highest postconsumer content practicable, or, when postconsumer material is impracticable for a specific type of product, contain substantial amounts of recovered material, but no less than the minimums established by the US EPA Comprehensive Procurement Guidelines.

B.4. Copiers and printers bought will be compatible with the use of recycled content products. When necessary, suppliers will train equipment maintenance personnel in the appropriate use of recycled products with their equipment.



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B.5. The Village of Key Biscayne will purchase paint meeting Green Seal or other equivalent environmental standard for recycled content latex paint whenever practicable.

**C. Forest Conservation**

C.1. To the greatest extent practicable, Key Biscayne will not procure wood products such as lumber and paper that originate from forests harvested in an environmentally unsustainable manner. When practicable, Key Biscayne will give preference to wood products that are certified to be sustainability harvested by a comprehensive, performance-based certification system.

C.2. The Village of Key Biscayne encourages the purchase or use of previously used or salvaged wood and wood products whenever practicable.

**D. Toxics and Pollution**

D.1. When making a choice among comparable products, the Village will, whenever practicable, favor those products whose production, use, and disposal involve fewer hazardous materials, including:

- carcinogens, neurotoxicants and reproductive toxins,
- persistent bio accumulative toxicants, including lead, mercury, dioxins and furans for example,
- compounds that are acutely toxic to humans or aquatic life, corrosive to the skin or eyes, or that are skin sensitizers,

D.2. The use of chlorofluorocarbon and halon-containing refrigerants, solvents and other products will be replaced as needed and new purchases of heating/ventilating/air conditioning, refrigeration, insulation and fire suppression systems will not contain them.

D.3. The Village of Key Biscayne will reduce or eliminate its use of products that contribute to the formation of dioxins and furans. This includes, but is not limited to:



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- purchasing paper, paper products, and janitorial paper products that are unbleached or that are processed without chlorine or chlorine derivatives, whenever practicable.

D.4. The Village of Key Biscayne will reduce the use of disposable batteries by purchasing rechargeable batteries for devices, such as cameras, remote control, tape recorders, telephone headsets, and wireless keyboards and mice and other equipment when practicable.

D.5. The Village of Key Biscayne will specify that desktop computers, notebooks and monitors purchased or leased meet, at a minimum, all EPEAT environmental criteria designated as "required" as contained in the IEEE 1680 Standard for the Environmental Assessment of Personal Computer Products, whenever practicable.

D.6 When replacing vehicles, the Village of Key Biscayne will lease or purchase only the most fuel efficient models available that are suitable for each task. The Village of Key Biscayne will consider less-polluting alternatives to diesel such as compressed or liquefied natural gas, bio-based fuels, hybrids, electric batteries, and fuel cells, as available.

D.7. All Village Departments are prohibited from purchasing or acquiring polystyrene foam disposable food service ware and where affordable will use biodegradable or compostable disposable food service ware.

#### **E. Energy and Water Savings**

E.1. Where applicable, energy-efficient equipment will be purchased with the most up-to-date energy efficiency functions. When necessary, suppliers or manufacturers will train equipment operators and maintenance personnel in the proper enabling and use of energy efficient and sleep mode functions on their equipment.

E.2. All appliances and products purchased by the Village and for which the US EPA Energy Star certification is available will meet Energy Star certification. Purchased electronic products meeting EPEAT standards are highly encouraged.



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E.3. When Energy Star labels are not available, choose energy efficient products that are in the upper 25% of energy efficiency as designated by the Federal Energy Management Program.

E.4. The Village will purchase water-saving products whenever practicable. This includes, but is not limited to, high-performance fixtures like toilets, waterless urinals, low-flow faucets and aerators, and upgraded irrigation systems.

**F. Producer Responsibility**

F.1. The Village of Key Biscayne will, whenever practicable, favor products that are manufactured by companies that take financial and/or physical responsibility for collecting, recycling, reusing, or otherwise safely disposing of their products and packaging at the end of their useful life.

**G. Renewable Energy and Greenhouse Gas Reductions**

G.1. The Village of Key Biscayne will commit to reducing energy use as much as feasible and the remaining energy needs will be met by renewable energy sources as much as is practicable.

G.2. As it becomes practicable the Village will attempt to reduce and record greenhouse gas emissions.

**H. Automatic Substitutions**

H.1. The Village will work with their office supply contractor to establish an automatic substitution of environmentally and preferable alternatives for office supplies when practicable; that are readily available, cost effective and can perform for the intended use.

<b>Effective date:</b>	
<b>Revisions:</b>	

**Approved:**

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**John C. Gilbert, Village Manager**