



THE CITY OF SPRINGFIELD, MASSACHUSETTS

MAYOR MICHAEL J. ALBANO

EXECUTIVE ORDER

RECYCLED PURCHASING POLICY

*Oct 23, 1996*

WHEREAS, recycling collection activities must be supported by purchase recycled products to achieve sustainability; and

WHEREAS, this Administration is determined to continue to strengthen the role of the City as an environmentally conscious and concerned consumer; and

WHEREAS, the City of Springfield can make more efficient use of natural resources by maximizing recycling and preventing waste wherever possible; and

WHEREAS, the City should, through cost effective waste prevention, recycling activities, and recycled purchasing serve as a model in this regard for private and other public institutions; and

NOW, THEREFORE, I, Michael J. Albano, by the authority vested in me as the Mayor of the City of Springfield, Massachusetts hereby order as follows:

Consistent with the demands of efficiency and cost effectiveness, the head of each City Department shall incorporate waste prevention and recycling in the daily operations and work to increase and expand markets for recovered materials through greater City preference and demand for such products.

Consistent with policies established at the Federal level by President William Clinton, City Departments, through the Chief Procurement Officer, shall comply with policies set forth within this Executive Order for the acquisition and use of environmentally preferable products and services and implement cost-effective procurement preference programs favoring the purchase of these products and services.

For purposes of this Order the following words shall have the following definitions:

"Environmentally preferable" means products or services that have a lesser or reduced effect on human health and the environment when compared with competing products or services that serve the same purpose.

This comparison may consider raw materials acquisition, production, manufacturing, packaging, distribution, reuse, operations, maintenance, or disposal of the product or services.

"Postconsumer 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. "Postconsumer material" is a part of the broader category of "recovered material."

"Acquisition" means the acquiring by contract with appropriated funds for supplies or services by and for the use of the City through purchase or lease, whether the supplies or services are already in existence or must be reacted, developed, demonstrated and evaluated. Acquisition begins at the point when needs are established and includes the description of requirements to satisfy departmental needs, solicitation and selection of sources, award of contracts, contract financing, contract performance, contract administration, and those technical and management functions directly related to the process of fulfilling needs by contract.

"Recovered materials" means waste materials and by-products which have been recovered or diverted from solid waste, but such term does not include those materials and by-products generated from, and commonly reused within, an original manufacturing process.

"Recyclability" means the ability of products or material to be recovered from, or otherwise diverted from, the solid waste stream for the purpose of recycling.

"Recycling" means the series of activities, including collection, separation, and processing, by which products or other materials are recovered from the solid waste stream for use in the form of raw materials in the manufacture of new products other than fuel for producing heat or power by combustion.

"Waste prevention," also known as "source reduction," means any change in the design, manufacturing, purchase or use of materials or products (including packaging) to reduce their amount of toxicity before they become municipal solid waste. Waste prevention also refers to the reuse of products or materials.

In developing plans, drawings, work statements, specifications, or other product descriptions, Departments and the Chief Procurement Officer shall consider the following factors: elimination of virgin material requirements; use of material; reuse of product; recyclability; use of environmentally preferable products; waste reduction; and ultimate disposal, as appropriate.

These factors should be considered in disposal, acquisition planning for all procurement, and in the evaluation and award of contracts, as appropriate. Program and acquisition managers should take a leadership role in these activities.

Effective immediately, the Chief Procurement Officer shall endeavor to maximize environmental benefits, consistent with price, performance, and availability considerations, and shall adjust bid solicitation guidelines as necessary in order to accomplish this goal.

Effective immediately:

(a) Through the Chief Procurement Officer, departments shall establish broad affirmative recycled procurement programs for items including but not limited to, recycled paper products, office supplies, construction materials, furnishings, recycled paint, re-refined lubricating oil, and retread tires;

(b) To the maximum extent practicable, Department Heads shall instruct staff to employ practices to minimize usage of paper, such as double-sided printing and electronic transfer of documents where this is available.

Where applicable, the Chief Procurement Officer shall review and revise specifications, product descriptions, and standards to enhance procurement of products that are made from recovered materials or otherwise environmentally preferable.

The Chief Procurement Officer shall ensure that departments shall meet or exceed the following minimum materials content standards when purchasing or causing the purchase of printing and writing paper.

- (a) For high speed copier paper, offset paper, forms bond, computer printout paper, carbonless paper, file folders, and white woven envelopes, the minimum content standard shall be no less than 20 percent postconsumer material. For other uncoated printing and writing paper, such as writing and office paper, book paper, cotton fiber paper, and cover stock, the minimum content standard shall also be no less than 20 percent postconsumer material.
- (b) As an alternative to meeting the standards in section (a), for all printing and writing papers, the minimum content standard shall be no less than 50 percent recovered materials that are a waste material byproduct of a finished product other than a paper or textile product which would otherwise be disposed of in a landfill.

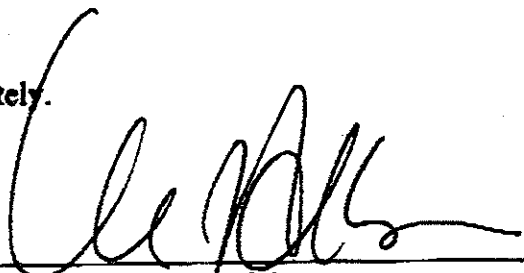
A decision not to procure recycled content printing and writing paper meeting the standards specified in this section shall be based solely on a determination by the Chief Procurement Officer that a satisfactory level of competition does not exist, that the items are not available within a reasonable time period, that the available items fail to meet reasonable

performance standards, or are only available at an unreasonable cost.

Within 180 days after the effective date of this Order, appropriate City Departments shall limit procurement to re-refined lubricating oil, recycled paint, and retread tires to the maximum extent practicable.

A decision not to procure re-refined oil, recycled paint and retread tires shall be based solely on a determination by the Chief Procurement Officer that a satisfactory level of competition does not exist, that the items are not available within a reasonable time period, that the available items fail to meet reasonable performance standards, or are only available at an unreasonable price.

This Order shall be effective immediately.



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Michael J. Albano, Mayor