



County of Yolo

Administrative Policies and Procedures Manual

TITLE: <u>GREEN-SUSTAINABLE</u> PROCUREMENT POLICY	DEPARTMENT: <u>General Services</u>
TYPE: POLICY	DATE: <u>MARCH 18, 2008</u> <u>May 5, 2026</u>

A. INTRODUCTION

The purpose of this policy is to:

1. Reaffirm the County's Commitment to a green procurement policy.
2. Support the purchase of recycled and environmentally preferred products in order to reduce the County's carbon footprint and increase sustainability relating to County government operations.
3. Maintain consistency with the requirements of Assembly Bill 939Senate Bill 1383, requiring a 5075% reduction of material going to landfills, and the economics of effectively managing costs for solid waste disposal, all Yolo County Departments/Divisions shall adopt and promote the use of recycled/recyclable supplies and materials as a County priority. In so doing, the County shall:
 - a. Encourage waste prevention, recycling, market development and use of recycled/recyclable materials through lease agreements, contractual relationships and purchasing practices with vendors, contractors, businesses and other governmental agencies.
 - b. Adopt waste prevention, recycling and use of recycled supplies/materials as a County priority.
 - c. Generate less waste material by reviewing how supplies, materials and equipment are manufactured, purchased, packaged, delivered, used, and disposed.
 - d. Serve as a model for the Yolo region to influence waste prevention, recycling and procurement efforts.

B. POLICY

1. County staff will specify the use of recycled and environmentally preferable products whenever practical.
2. County staff shall solicit the use of recycled content and environmentally preferable products in its procurement documents and contracts as appropriate.
3. County Departments/Divisions shall practice waste prevention whenever practical.

C. DEFINITIONS

"Recycling" means the process of collecting, sorting, cleansing, treating, and reconstituting materials that would otherwise become solid waste, and returning them to the economic mainstream in the form of raw material for new, reused, or reconstituted products which meet the quality standards necessary to be used in the marketplace.

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"Waste Reduction" means any action undertaken by an individual or organization to eliminate or reduce the amount or toxicity of materials before they enter the municipal solid waste stream. This action is intended to conserve resources, promote efficiency, and reduce pollution.

"Environmentally Preferable Products" (EPP) means products that have a lesser impact on human health and the environment when compared with competing products. This comparison may consider raw materials acquisition, production, manufacturing, packaging, distribution, reuse, operation and/or disposal of the product.

"Recycled Content Products" (RCP) are products manufactured with waste material that has been recovered or diverted from the waste stream. Recycled material may be derived from post-consumer waste (material that has served its intended end-use and been discarded by a final consumer), industrial scrap, manufacturing waste and/or other waste that otherwise would not have been utilized.

"Practical" means sufficient in performance and reasonably available at a competitive cost which shall mean no more than 5% more than the cost of other comparable products.

D: WASTE REDUCTION, SUSTAINABILITY AND PROCURMENT GOALS

1. Recycling Collection

- a. Increase collection of cardboard, newspaper, mixed paper, magazines, junk mail, plastic containers #1-7, glass bottles and tin and aluminum cans from County facilities.
- b. Implement uniform recycling collection and disposal options in all County facilities where recycling collection containers are in each office and public meeting room and trashcans are located in common areas.
- c. Enforce Construction and Demolition Ordinance No. 1375 by requiring County owned or leased buildings be constructed, demolished, or remodeled following CalGREEN standards. ~~Design and implement a Construction and Demolition Debris Ordinance and require that all new County owned or leased buildings be constructed following Green Building Council's recommendations by 2010.~~

2. Waste Reduction and Best Practices

Yolo County staff is encouraged to reduce their consumption of resources by incorporating the following practices into their daily activities. Accomplishment of these activities will be through appropriate staff and resources such as Purchasing-Procurement and the Integrated Waste Management (IWM) Division.

- a. Work with suppliers to minimize the amount of packaging used on their products.
- b. Consider durability and reparability of products prior to purchase.
- c. Conduct routine maintenance on products/equipment to increase the useful life.

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- d. Specify and use duplex features on laser printers and copiers.
- e. Create electronic letterhead for use by all County Departments/Divisions.
- f. Send and store information electronically when possible. This includes e-mail, website and electronic fax.
- g. Review record retention policies and implement document imaging systems.
- h. Reduce paper purchases for each Department/Division by 10%.
- i. Utilize one-sided paper discards for a select printer to encourage reuse of the other side.
- j. Provide paystubs electronically to those employees electing direct deposit either through email or a password protected County website.
- k. Explore the design and implementation of an electronic timesheet that requires password or code verification instead of wet signature eliminating paper timesheets.
- l. Other waste prevention and reduction practices that further the goals of this policy.

3. Procurement

In cooperation with their customers, all County Departments/Divisions shall evaluate and practice, at least, the following environmentally preferable product categories and purchase them whenever practical:

- a. Purchase of all standard 8 ½ x 11 copy, writing and printing paper shall contain a minimum of ~~30~~100% post-consumer recycled content material whenever possible.
- b. Purchase of additional Paper Products, including letterhead, envelopes, business cards, janitorial supplies, shop towels, hand towels, facial tissue, toilet paper, seat covers, corrugated boxes, file boxes, hanging file folders and other products comprised largely of paper, shall contain a minimum of ~~30~~100% post-consumer recycled content when practical.
- c. Increase purchases of cleaning supplies and chemicals that are environmentally preferable.
- d. Increase purchases of biodegradable bags as liners for litter and trash receptacles.
- e. Increase purchases of recycled plastic outdoor-wood substitutes, including plastic lumber, benches, fencing, signs and posts.
- f. Specify that road maintenance projects use recycled content aggregates and that construction projects use recycled content aggregates provided those aggregates meet Caltrans specifications.

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- g. Increase purchases of cement and asphalt concrete containing tire rubber, glass cullet, recycled fiber, plastic, fly ash or other alternative products.
- h. Increase purchases of remanufactured laser printer toner cartridges and remanufactured or refillable ink-jet cartridges.
- i. Maintain purchases of re-refined motor oil at 85% or greater of total motor oil purchases.
- j. Request staff to rent alternative fueled or ~~clean-burning-fueled~~electric vehicles when traveling.
- k. Increase purchases of alternative fuel vehicles and/or electric vehicles ~~with increased fuel economy features therefore reducing fuel consumption by 10% per State regulatory requirements.~~
- l. Save energy and money while being a part of the solution to global warming by purchasing electronics and appliances that are ENERGY STAR compliant.

4. Procurement of Information Technology Items

- a. Only purchase Computer and Display products that meet at least the Global Electronics Council's Electronic Product Environmental Assessment Tool's Silver rating.
- b. Procurement and the Innovation & Technology Services Department will develop a procedure to develop necessary exemptions to this policy, with the goal of allowing no more than 5% of spend to be spent on non EPEAT-registered products.

5. Employee Education and Outreach

- a. Establish promotional outreach campaign that will instill a belief and enthusiasm in County employees that demonstrates we care about our environment through actively participating in green procurement policies and recycling programs and in setting a standard, by example and through leadership that other public and private agencies can follow.
- b. Provide all new employees with an in-house waste reduction and procurement policy materials at orientation.
- c. Conduct educational outreach activities or supplemental environmental education on at least a quarterly annual basis.
- d. Provide employees the opportunity to report daily waste prevention activities through the intranet, send comments, questions or suggestions to the designated staff in the IWM Division.

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E. RESPONSIBILITIES OF GENERAL SERVICES

General Services shall:

1. Maintain and use information furnished by its customers, about environmentally preferable and recycled products containing the maximum practical amount of recycled materials and encourage the Departments/Divisions to purchase such products whenever possible. Initially, these shall include the products designated in Section D.3 of this policy.
2. Provide Departments/Divisions with vendor furnished information about recycled products and environmental procurement opportunities.
3. Inform vendors of our Green Procurement Policy.
4. Structure applicable contracts, RFP's and RFQ's to offer and/or feature recycled-content products and services whenever possible, (e.g., office supplies, lubricating oils and janitorial supplies and services) and provide incentives, points or percentages to vendors that offer recycled content products or services.
5. Submit annual report to the IWM Division in May of each year on all EPP and RCP purchases.

F. RESPONSIBILITIES OF INTEGRATED WASTE MANAGEMENT

Integrated Waste Management shall:

1. Establish and maintain education and outreach materials that will instill a belief and enthusiasm in County employees that demonstrates we care about our environment through actively participating in green procurement policies and recycling programs and in setting a standard, by example and through leadership that other public and private agencies can follow. Outreach materials shall be distributed or activities shall occur at least on a quarterly basis.
2. Develop on-going supply of educational materials to provide to Human Resources that will be distributed to all new employees at orientation.
3. Follow up on all employee comments, questions or suggestions that are submitted to the IWM Division.
4. Create reporting form templates to be distributed electronically to each Department/Division head in April of each year. Designated IWM staff will compile information from the forms and create a report to present to the Board of Supervisors annually each June. Departments/Divisions will be recognized at this presentation for their environmental efforts.
5. Examine legislative issues and track model programs to keep the County of Yolo current in its environmental efforts.

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G. RESPONSIBILITIES OF ALL DEPARTMENTS/DIVISIONS

Each County Department/Division shall be responsible for the implementation of this policy and shall:

1. Purchase all standard 8 ½ x 11 copy, writing and printing paper with ~~30~~100% post-consumer recycled content material whenever possible.
2. [2.]
- 2.[3.] Practice waste prevention whenever possible.
- 3.[4.] Continue to utilize recycling programs and expand them where possible.
- 4.[5.] Procure recycled products whenever practical.
- 5.[6.] Develop specifications used in public bidding aimed at eliminating barriers to recycled-content products, such as outdated or overly-stringent product specifications and specifications not related to product performance.
- 6.[7.] Ensure that procurement documents issued by the Departments/Divisions require environmental preferred alternatives whenever practical.
- 7.[8.] Educate and promote this policy through appropriate staff and the use of resources provided by the IWM Division. This will include documentation of successes, pitfalls, changes, etc.
- 8.[9.] Purchase one new item each year that is made with recycled content material that was purchased in prior years made out raw material when practical.
- 9.[10.] Provide the Division of IWM with information, annually each May, on any efforts made by the Department/Division to increase environmental awareness, reduce carbon footprint, or implement new sustainability programs. This information shall be gathered by the Division of IWM to compile a report each June for presentation to the Board of Supervisors.