

ADDITIONS TO TOWN PROCUREMENT POLICY

Green Procurement

Green Procurement, also known as environmentally preferable purchasing (EPP), is an effort to purchase products and services that have a reduced negative impact or increased positive impact on the environment and human health compared to traditional products. Green products or services may be recycled, consume fewer natural resources, last longer or include or produce less toxic substances or solid waste. Considerations for green procurement may also include the environmental cost of raw materials, manufacturing, packaging, transporting, distribution, storing, handling, using, maintaining and disposing of the product. Pollution prevention is at the core of green procurement, which strives to reduce or eliminate the use and generation of toxic substances, pollution or waste. As with any purchase, the products form, function and utility is the final evaluator.

The Town of Cortlandt Purchasing Office recognizes the economic and environmental value of environmentally preferable purchasing and will explore green procurement options for certain commodities and services in conjunction with the end user. The Central Supplies Office will also assist departments with exploring options pertaining to Green Cleaning Products.

Certain purchasing functions (such as solicitation of information regarding product specifications), may be obtained from the requesting Department Head. This will not relieve Purchasing of its primary responsibility.

The Purchasing Department tries to make available information of interest to the various Departments. On many occasions a using department will acquire information or knowledge that will be of general interest to other departments. On such occasions it will be

appreciated if this information is passed on to the Purchasing Department. This pertains to all Green Products.

The Purchasing Department will then be able to act on it for the general benefit of the Town operation and be in a position to disseminate this information to the various Town departments. While the Purchasing Department does endeavor to keep abreast of new developments and conditions in the market place, on many occasions personnel in the using departments will receive information not readily available to the Purchasing Department. It would be considered of tremendous assistance if this information were shared with the Purchasing Department.

DECISION TO PURCHASE GREEN

The decision to purchase “green” involves many decision makers. The end user, department head, purchasing official, Comptroller and Town Supervisor can all participate in the process that may involve many steps. These include:

Needs Assessment: Based on our current scope of work does a Green Product accomplish our performance goals and meet our needs.

Product Research: Does a Green Product exist on the market that would meet the spirit of the intent of this policy.

The New York State Office of General Services is a recommended starting place for energy efficient products and alternative fueled vehicles.

Products available on State contract:

Energy Efficient Products – The attached table list contracts that include energy efficient


products. <http://www.ogs.state.ny.us/purchase/spg/pdfdocs/EnergyRecycled.pdf>

Cleaned Fuel Vehicles and Fueling Equipment Contracts –
www.ogs.state.ny.us/supportServices/vehicles/defaultCFV.html

Green Cleaning approved products from OGS
<http://www.ogs.state.ny.us/purchase/GreenCleaningProducts.asp>

New York State Green Cleaning Program
<https://greencleaning.ny.gov/Entry.asp>

Information about Environmental Purchasing
<http://www.ogs.state.ny.us/purchase/EnvironmentPurchasing.asp>

NYSERDA - New York State Energy and Research Development Authority Executive Order No. 111 "Green and Clean" State Buildings and Vehicle Guidelines www.nyserdera.org/programs/State_Government/exorder111guidelines.pdf 

Energy Star A government-backed program helping businesses and individuals protect the environment through superior energy efficiency. www.energystar.gov

Cost consideration: As a general rule the Purchasing Director should not consider purchasing Green Products over comparable conventional products if the cost of the Green Product exceeds by over 25% the cost of comparable Conventional Product. When evaluating the cost of a Green Product and a comparable product, Purchasing shall compare total costs over the life of an item, including, but not limited to: the costs of maintenance, insurance, disposal, replacement, safety and health, training, material management and potential liability costs.