CITY OF LONG BEACH

OFFICE OF SUSTAINABILITY

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December 1, 2010

CHAIR AND SUSTAINABLE CITY COMMISSIONERS
City of Long Beach
California

RECOMMENDATION:

> Review and approve the draft Green Technology Services Purchasing Policy (Policy) and recommend inclusion of this Policy in the City's Green Purchasing Policy Framework. (Citywide)

DISCUSSION

To support the City's Environmentally Preferable Procurement (June 2003) and to further the green purchasing goals listed in the Sustainable City Action Plan, the Sustainable City Commission approved the Green Purchasing Policy Framework on September 23, 2010. This framework included:

1. Sustainable Office Supply Policy
2. Green Fleet Purchasing Policy
3. Green Building & Infrastructure Purchasing Policy
4. Green Cleaning Products Purchasing Policy
5. Sustainable Printing Policy
6. Energy Efficient Office Equipment

While working with the City's Technology Services Department to develop a policy on the use of energy efficient office equipment, it was determined that there are other areas within the Department that green purchasing can be applied. The draft Green Technology Services Purchasing Policy (Policy) reflects this larger focus. The Policy addresses energy efficiency goals; purchase of computers and monitors, printers, copiers, scanners, and fax machines; power management; data center consolidation and optimization; end of life management; and source reduction (Exhibit A – Green Technology Services Purchasing Policy). The Policy was drafted in partnership with the Technology Services Department and their comments and feedback have been included.

TIMING CONSIDERATIONS

None.

ENVIRONMENTAL IMPACT

Purchasing energy efficient office equipment helps reduce the amount of energy that is

used in city facilities. This reduces city energy bills and saves money. In addition, reducing energy usage also reduces greenhouse gas emissions associated with a building's energy use.

SOCIAL IMPACT

Green purchasing for office equipment helps reduce the spectrum of environmental impacts from the City's use of products, including the reduction of greenhouse gas emissions, reduction of landfill waste, health and safety risks and resource consumption. Employees spend numerous hours each day inside city offices and having more sustainable office machines supports cleaner indoor air quality. Also, purchasing greener office supplies also establishes relationships with businesses that employ environmentally friendly practices as part of their core values.

SUGGESTED ACTION:

Approve recommendation.

Respectfully submitted,

MEREDITH REYNOLDS
SUSTAINABILITY COORDINATOR

AMY J. BODEK, AICP
DIRECTOR OF DEVELOPMENT SERVICES

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P:\Sustainability\Sustainable City Commission\Mtg 12/1/10

Attachments: Exhibit A – Green Technology Services Purchasing Policy

In support of the City's Sustainability efforts, this memo is double sided to save paper

1.0 PURPOSE

The purpose of this administrative regulation is to establish green policies and procedures for purchases of City technology services. This policy is implemented in order to:

- Build an energy efficient and sustainable IT infrastructure
- Save money through the conservation of natural resources, materials and energy
- Reduce the spectrum of environmental impacts from City use of products, including reduction of greenhouse gas emissions, reduction of landfill waste, health and safety risks, and resource consumption
- Explore new, innovative technologies that utilize environmentally preferable processes, products and services
- Establish relationships with businesses that employ environmentally friendly practices as part of their core values
- Incorporate these green purchasing principles to all 3rd party services and contracts
- Meet a goal of the Sustainable City Action Plan's "Green Economy and Lifestyle section", which aims to increase City green spending to 100% by 2020
- Encourage extended producer responsibility by purchasing from suppliers who offer "take-back" services for their products and packaging at the end of their useful life

2.0 SCOPE

This regulation is applicable to all City departments and offices responsible directly to the City Manager. It is also requested that elective offices and other independent offices and departments of the City comply with these procedures in the interest of administrative uniformity.

3.0 POLICY

It shall be the policy of the City to:

- Purchase products that ensure waste reduction and product efficiency
- Solicit "Green" businesses that use materials and practices that are environmentally friendly
- Purchase products that are reusable, recyclable, free from hazardous or toxic materials, and/or made from recycled material to reduce impact to the environment, save energy and waste; however

It is not the intent of this policy to require a department, buyer or contractor to take any action that conflicts with local, state or federal requirements or to procure products that do not perform adequately for their intended use, exclude adequate competition, or are not available at a reasonable price in a reasonable period of time.

4.0 PROCEDURES

4.1 Energy Efficiency

    4.1.1   All electronic equipment purchased shall be among the most energy-efficient available

    4.1.2   The City shall, wherever applicable, purchase products that are Energy Star, EPEAT, Eco Logo, Green Seal certified or equivalent

    4.1.3   The City shall, wherever applicable, purchase products that is in the upper 25% of energy efficiency as designated by the Federal Energy Management Program when Energy Star labels are not available. Product specifications for office equipment may be found at: http://www1.eere.energy.gov/femp/technologies/eep_purchasingspecs.html

4.2   Computers and Monitors

    4.2.1   The City shall purchase computers and monitors that are EPEAT silver level or higher

    4.2.2   CRT computer monitors shall be replaced with LCD monitors upon replacement, which reduces power consumption

4.3   Printers, Copiers, Scanners, and Fax Machines

    4.3.1   The City shall purchase or lease printing, faxing and multi-functional device products that adhere to energy efficient and recycling standards

    4.3.2   The City shall continue deployment of multi-functional devices in lieu of desktop printers

    4.3.3   Devices purchased shall have the capability to print and copy double-sided and will be set up to automatically print double-sided per the City's Sustainable Printing policy

    4.3.4   The City shall purchase compatible remanufactured toner cartridges

    4.3.5   The City shall utilize Lotus Notes and multi-functional devices to send faxes when fax machines reach the end of their useful life, where applicable

4.4   Power Management

    4.4.1   The City shall deploy and maintain centralized energy management software to reduce energy usage by specifying sleep/hibernate and/or power down schedules for computers citywide

4.5   Data Center Consolidation and Optimization

    4.5.1   Virtualization

        4.5.1.1 The City shall apply virtualization to the City's production servers, where applicable, to reduce the need for space, power and cooling

    4.5.2 Storage

        4.5.2.1 The City shall develop a citywide storage solution, which includes the centralized purchase and location of data storage units, and continued exploration of new storage methods, such as storage virtualization

    4.5.3 Physical Consolidation

        4.5.3.1 Virtualization and centralized storage shall facilitate the physical consolidation of the City's data centers into fewer, smaller, and more efficient centers. This consolidation will produce savings in electrical and cooling requirements

4.6   End of Life Management

    4.6.1 The City shall, wherever applicable, 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

    4.6.2 Electronic waste deemed un-sellable by the Property Room shall be handled by recycling specialist Lisa Harris from the Environmental Services Bureau

4.7   Source Reduction

    4.7.1 The City shall consider short-term and long-term costs in comparing product alternatives, when feasible. This includes evaluation of total costs expected during the time a product is owned, including, but not limited to, acquisition, extended warranties, operation, supplies, maintenance, disposal costs and expected lifetime compared to other alternatives

    4.7.2 The City shall select products that are durable, long lasting, reusable, recyclable, and create less waste

5.0   IMPLEMENTATION

5.1   Technology Services Department's Role

    5.1.1 Technology Services shall be responsible for all purchasing or leasing decisions related to computers, monitors, printers, servers, and will implement this policy

    5.1.2 Technology Services shall be responsible for coordinating multi-functional

device installations

5.1.3 Technology Services shall support and seek out 3rd party services and contractors that employ environmentally friendly practices

5.1.4 Technology Services shall be responsible for reporting program outcomes/accomplishments to the Office of Sustainability every year to be included in the City's green report card

5.1.5 Technology Services shall be responsible for the Sustainability Section in the Council report for any purchases that must be approved by City Council

5.1.6 Any exception to policy shall be determined and/or approved by Technology Services

5.2 Purchasing Division's Role

5.2.1 Incorporating green purchasing choices in the contractor (vendor) database and through internal processes

5.2.2 Assist with implementation of this policy by providing assistance in the evaluation of the green elements of a product or service

5.2.3 Provide annual training to raise awareness of green purchasing requirements

5.2.4 Report program outcomes/accomplishments to the Office of Sustainability every year to be included in the City's green report card

5.2.5 Track green purchases by amount spent on green products and the percentage of green contracts citywide and report the results to all departments and Office of Sustainability

5.2.6 Develop and maintain a green purchasing catalogue and web page per contract

5.2.7 Review City contracts for compliance with Green Purchasing Policy

5.3 Contractor Roles

5.3.1 Contractors and the services they provide are an extension of the City – all City contracts should reflect the City's green purchasing requirements

5.3.2 All reports and audits will indicate green materials used and techniques employed

5.3.3 This policy shall not be interpreted to supersede any applicable local, state, or federal environmental regulations

5.4   Future Opportunities

      5.4.1   All City employees should seek out new opportunities for Technology Services to purchase, pilot or test green products and services

6.0   PROGRAM EVALUATIONS

6.1   The Purchasing Division in the Department of Financial Management shall monitor the effectiveness of this policy's implementation and help to ensure that departments are in compliance with the policy's requirements

6.2   City Departments will fully support the procedures and goals of this policy and will be required to track and report dollar amounts spent on green products and will complete other performance measures analysis related to this policy

7.0   DEFINITIONS

7.1   <u>Electronic Product Environmental Assessment Tool (EPEAT)</u> – EPEAT is a program of the Green Electronics Council used to assess the environmental impacts associated with the manufacture, use, and disposal of computers and monitors. EPEAT criteria address energy conservation (incorporating Energy Star standards), environmentally sensitive materials, recycled content, end-of-life design, packaging, and more. OR EPEAT is an easy-to-use, on-line tool helping institutional purchasers select and compare computer desktops, laptops and monitors based on their environmental attributes such as energy conservation, environmentally sensitive materials, recycled content, end-of-life design, packaging, and more.

7.2   <u>Energy Star</u> – The United States EPA energy efficiency product-labeling program

7.3   <u>Extended Producer Responsibility (EPR)</u> – EPR is a principle that directs all actors in the life cycle of a product to minimize the impacts of that product on the environment. EPR means that all parties who have a role in designing, producing, selling or using a product assume responsibility for the environmental impacts of that product throughout its life

7.4   <u>Federal Energy Management Program (FEMP)</u> – FEMP is a program of the Department of Energy that issues a series of Product Energy Efficiency Recommendations that identify recommended efficiency levels for energy-using products

7.5   <u>Green Seal</u> – An independent, non-profit environmental labeling organization. Green Seal standards for products and services meet the U.S. EPA's criteria for third-party certifiers. The Green Seal is a registered certification mark that may appear only on certified products

7.6   Life Cycle Analysis – The comprehensive examination of a product's environmental and economic effects throughout its lifetime, including new material extraction, transportation, manufacturing, use, and disposal

7.7   Recycled Content – The percentage of recovered material, including pre-consumer and post-consumer materials, in a product

7.8   Remanufactured Product – Products diverted from the supply of discarded materials by refurbishing and marketing said product without substantial change to its original form

7.9   Source Reduction – Products that result in a net reduction in the generation of waste compared to their previous or alternate version and includes durable, reusable and remanufactured products; products with no, or reduced, toxic constituents; and products marketed with no, or reduced, packaging

8.0   DATE OF IMPLEMENTATION

8.1   This policy shall go into effect on *[Month, Day, Year]*