

Policy Manual



Title: Sustainability in Procurement Practices	Number: 6Hx2-6.37
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GENERAL STATEMENT

Recognizing the College's impact as a major purchaser of goods and services, the College shall whenever possible give preference to environmentally friendly cost-effective products whose quality and function are equal or superior to more traditional products. The purpose of this policy is to assure consideration of the following factors in all College acquisitions:

- (a) To reduce consumption of natural resources, energy, and products that negatively impact environmental sustainability; and
- (b) To increase the use, availability and economical viability of environmentally preferable and sustainably-produced products; and
- (c) To obtain maximum value and useful life of acquired goods; and
- (d) To support recycling markets and reduce materials that are disposed to land-fills; and
- (e) To model sustainable practices in an effort to encourage other purchasers in our community to adopt similar practices; and
- (f) To create a socially responsible impact through the College's buying power and its effects on equity,
- (g) Distribution of resources, labor conditions and other social aspects.

THE POLICY and THE STUDENT

This policy assures that the impact of College operations, through procurement decisions, including those for student use or educational purposes, is considered and strives to support a sustainable future for students and future generations.

THE POLICY and THE FACULTY AND STAFF

I. Energy and Water Savings. Recognizing that the generation of electricity has a major environmental impact, and that clean water is a finite resource, the College shall promote and enforce energy and water conservation, including but not limited to low flow water devices, waterless urinals, collecting and retaining rain and runoff water for irrigation purposes. Procurement practices shall include:

- A. Developing and establishing specifications using best practices and standards that consider the highest level of energy efficiency or water conservation for equipment being purchased.
- B. When it is not feasible, as determined by the president, to restrict specifications to the highest level of energy efficiency or water conservation complete a total cost of ownership analysis so that the true cost of a particular purchase is considered.

History:

Approved by the Board of Trustees	Date 10/23/12	President's Signature 	Date 10/23/12
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II. Recycled Content Products. The College has made an investment in developing a recycling system and recognizes that recycled content products are essential to the continuing viability of that recycling system, and for the foundation of an environmentally sound production system. The College shall promote and enforce the use of products by developing specifications which require minimum recycled content as established by the United States Environmental Protection Agency (EPA) for products for which the guidelines exist (e.g., paper, construction, landscaping, non-paper office, transportation, vehicular, and miscellaneous products).

III. Custodial Chemicals, Paints and Coatings. The use of harmful chemicals should be minimized to reduce risks to health, safety, and the environment. The College shall promote and enforce the use of custodial chemicals & paints and coatings certified by Green Seal, Florida School Plant Management Association Environmentally Friendly Product or Low VOC List or on the State of Florida Climate Friendly Preferred Products List.

IV. Vehicles. Recognizing the impact of fuel consumption on the environment, the College shall promote and enforce fuel economy and reduced emissions in all vehicle acquisitions, rentals or leases. Procurement practices shall include:

- A. Develop and establish specifications that include “best in class” minimums for fuel consumption.
- B. When “best in class” minimums are not feasible, as determined by the president, complete a total cost of ownership analysis that includes fuel consumption costs prior to award so that fuel economy consideration is included in price determination.

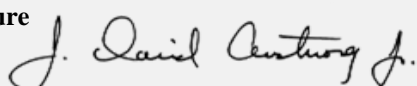
V. Office Supplies. The College shall promote and enforce the use of environmentally preferable office supplies over other less environmentally preferable alternatives.

VI. Furniture and other Wood-based Products. The College shall promote and enforce the use of environmentally preferable furniture. The College shall promote and enforce the use of products that are made from recycled wood products or are manufactured from wood that is certified to be from forests harvested in an environmentally sustainable manner (e.g., Forest Stewardship Council certification).

VII. State of Florida Climate Friendly Preferred Products List. The State of Florida, Department of Management Services, maintains a listing of environmentally preferable products which are available on Florida State Term Contracts. The College shall promote and enforce the use of these products over other less environmentally preferable alternatives.

IMPLEMENTATION and OVERSIGHT

The President has responsibility for the implementation and oversight of this policy, including the investigation of any alleged policy violations.

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VIOLATION OF POLICY

All individuals in violation of these established policies and procedures may be subject to disciplinary action.

DEFINITIONS

Sustainability: A sustainable campus, community or society is one where a balance between environmental concerns (planet), concern for individuals (social) and economic concerns (prosperity) is reached and maintained. This is sometimes known as the Triple Bottom Line (planet, people, prosperity) or the 3-Ps of sustainability.

Environmentally Preferable Product: A product that has a lesser or reduced negative effect on human health and the environment when compared to competing products that serves the same purpose. This comparison may consider raw materials acquisition, production, manufacturing, packaging, distribution, reuse, operation, maintenance, and disposal of the product. This term includes recyclable products, recycled products, and reusable products. It also includes products that are certified environmentally preferable by governmental agencies, independent agencies and independent laboratories such as Green Seal, Florida School Plant Managers Association, The U.S. Environmental Protection Agency, etc.

Total Cost of Ownership (TCO) Analysis: A cost analysis that considers costs that are in addition to the initial acquisition costs and may include, but not be limited to, maintenance costs over anticipated life cycle, energy & water consumption costs, and final disposal costs or residual value.

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