



CITY OF FOLSOM, CALIFORNIA

CITY POLICY

CITY OF
FOLSOM
SUSTAINABLE MUNICIPALITY

SECTION: 300: Finance

TITLE: Procurement Policy

NUMBER: 303

PAGE(S): 3

EFFECTIVE DATE: 08/19/2013

I. PURPOSE

The purpose of this policy is to support the purchase of recycled and environmentally preferred products in order to minimize the environmental impacts of the City's work efforts. The City of Folsom recognizes that our employees can make a positive difference in environmental quality, and the City is committed to the purchase of environmentally preferred products whenever they perform satisfactorily and are available at a competitive price. A further purpose of this policy is to assure that efforts are made to support local vendors when possible.

II. DEFINITIONS

- a. Waste Prevention means any action undertaken by an individual or organization to eliminate or reduce the amount and toxicity of materials before they enter the municipal solid waste stream.
- b. Environmentally Preferred Products means products that have a lesser impact on the environment when compared with competing products.
- c. Recycled Products means products manufactured with waste material recovered or diverted from the waste stream. Recycled products may be derived from waste material including, but not limited to, post-consumer waste (material that has served its intended end-use and has been discarded by a consumer,) industrial scrap, and manufacturing waste.
- d. Local Vendors mean Folsom based businesses providing services or selling products for City use.

III. GENERAL PROVISIONS

- a. Procurement Practices
 - i. The City of Folsom staff is encouraged to evaluate and purchase environmentally preferred and recycled products whenever practical, including:
 1. Printing and writing paper, including but not limited to letterhead, envelopes, and copy paper;
 2. Printed advertising, brochures, business cards, flyers, and booklets, and when practical, will state "Printed on Recycled Paper;"

3. Paper products such as janitorial supplies, shop towels, hand towels, facial tissue, toilet paper, seat covers, file boxes, file folders, and other products that are largely comprised of paper and when practical, shall contain a minimum of 30% post-consumer recycled content;
 4. Remanufactured toner cartridges and refillable ink-jet cartridges;
 5. Re-refined lubricating oil, hydraulic oil, and antifreeze;
 6. Recycled wood substitutes, including plastic lumber, benches, fencing, signs, and posts;
- ii. Develop, evaluate, maintain, and distribute information about environmentally preferred products in conjunction with City departments when potential use of a product exists;
 - iii. Eliminate barriers to purchase environmentally preferred and recycled products in public purchasing, such as outdated or overly stringent product specifications not related to product performance, and encourage vendors to offer recycled products whenever possible.
- b. Waste Prevention Practices
- i. City of Folsom staff is encouraged to reduce their consumption of resources by incorporating the following practices into their daily activities:
 1. Consider durability and reparability of products before purchase;
 2. Conduct routine maintenance on products and equipment to increase the useful life;
 3. Print using both sides of paper by utilizing the duplex features on laser printers and copiers;
 4. Create and use electronic forms, such as letterhead;
 5. Send and store information electronically when legal and practical;
 6. Other waste prevention practices that further the goals of this policy.
- c. Local Vendors
- i. Employees shall make efforts when soliciting proposals and prices for small purchases (FMC section 2.36.130) and professional services (FMC section 2.36.120) to obtain quotes and proposals to local business where feasible.
 - ii. Nothing in this policy is intended to give preference to local vendors or to authorize higher expenditures for the same product or service, but to provide local vendors with an opportunity to compete for the City's business.
 - iii. Refer to Folsom Municipal Code 2.36.100 paragraph I for current detail on the price differential to local bidders in contracting related to projects subject to bidding requirements.
 1. As of the issuance of the latest policy revision, this percent differential is five percent (See Attachment A, Resolution 3463 passed by Council September 21, 1991).

IV. APPLICATION

This policy applies to all City employees, and applies to purchases and services incurred in connection with City business.

APPROVED BY:



Evert Palmer, CITY MANAGER

Revision Summary – 03/01/2003

- **New Policy**
- **Revised 08/19/2013, reissued with new format, expanded to include local vendors**

RESOLUTION NO. 3463

**A RESOLUTION OF THE FOLSOM CITY COUNCIL
AUTHORIZING A PERCENT DIFFERENTIAL TO BIDDERS
WHOSE BUSINESS IS LOCATED WITHIN THE CITY LIMITS**

WHEREAS, the City, per Ordinance 723, must identify the percent differential to be allowed for responsible bidders who offer to furnish supplies, equipment, and/or services which are raised, grown, manufactured, fabricated, processed, assembled, or distributed from within the City; A valid Folsom business license is required.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Folsom does hereby identify the percent differential to be allowed to vendors located within the Folsom city limits to be five (5) percent.


PASSED AND ADOPTED on this 24th day of September 1991, by the following roll-call vote:

AYES: Council Members: Hannaford, Holderness, Gautschi, Myers, Kipp
NOES: Council Members: None
ABSENT: Council Members: None
ABSTAIN: Council Members: None



Mayor

ATTEST:



City Clerk