



Town of Riverdale Park, Maryland

Town Administration

June 22, 2020

To: Leadership Team

From: John N. Lestitian, Town Manager

RE: Sustainable Purchasing Policy

As you are aware, the Town has experienced some staff turnover in key positions. It is important to ensure that all staff who participate in the Town's procurement process are well-versed in Resolution 2014-R-07 which established the Sustainable Purchasing Policy.

Attached to this memorandum is a copy of the adopted resolution. Please review the resolution with respective team members to ensure consistency in its application. Let me know if you have any questions or concerns.

COUNCIL OF THE TOWN OF RIVERDALE PARK, MARYLAND

Resolution 2014-R-07

Resolution towards the Establishment of a Sustainable Purchasing Policy

Introduced by: CM Jonathan Ebbeler

Date Introduced: May 5, 2014

Date Adopted: May 5, 2014

Date Effective: May 5, 2014

WHEREAS, the Town of Riverdale Park is committed to developing policies that coordinate the purchase of goods and services that minimize the impacts on human health and the natural environment; and

WHEREAS, the Town's Sustainability Purchasing Policy will strive towards four goals of

- 1) Reduction of hazardous chemicals,
- 2) Efficient use of resources,
- 3) Reduction of waste,
- 4) Energy efficiency; and

WHEREAS, the goals will be implemented by staff through the following policy guidance:

- 1) Select products that reduce the impact on the environment, both when they are manufactured and when they are used, taking into consideration the purpose and functionality of the product. The entire process from production to consumption to final destruction or disposal should be taken into consideration,
- 2) Select products that are not harmful to consumers or users (also consider the working environment of the employees),
- 3) Select products that are biologically degradable or that can be reused,
- 4) Select products that do not unnecessarily consume energy and natural resources either when they are manufactured or when they are used; and

WHEREAS, Section 622 (d) of Riverdale Park's charter specifies that "Any and all other rules and regulations pertaining to purchasing and contracts, competitive and negotiated bids, bond, penalties, and conditions therefore shall be prescribed by ordinance or resolution by the mayor and council at a regular or special public meeting";

THEREFORE BE IT RESOLVED, that the Mayor and Town Council of Riverdale Park is committed to the use and purchase of environmentally and socially responsible materials and products. Departments are expected to support this policy in accordance with established guidelines and procedures to the greatest extent practicable. A copy of the attached Purchasing Assessment will be distributed to all staff with procurement responsibilities. The following Vendor Preference statement be adopted into Municipal purchasing documents and a letter outlining our new local and environmentally preferable purchasing practices be sent out to vendors in preparation for FY15:

“The Town of Riverdale Park, MD prefers to do business with companies that are locally owned, sell products or services that comply with environmentally preferable purchasing guidelines, produce minimal waste and use recycled products and environmentally preferable purchasing practices (EPP).”

ATTEST:

COUNCIL OF THE TOWN OF
RIVERDALE PARK


Sara Imhulse, Town Administrator


Vernon Archer, Mayor



Purchasing Assessment

Review these questions as you purchase products.

- Do I need the product to perform the necessary function?
- Does the product exist in inventory?
- Will the product generate the least amount of waste?
- Is the product reusable, recyclable or compostable?
- Can it be remanufactured or easily repaired?
- Is it made from recycled materials (especially post-consumer materials)?
- Is the product energy-efficient (in manufacturing or use)?
- Is it durable?
- Will the product biodegrade?
- Does the product conserve water?
- Does the product minimize the use of hazardous materials?
- Is the package necessary for shipping, safety or other reasons or can it be eliminated?
- Is the package reusable, recyclable or compostable? Is it made from recycled materials?
- Does the product meet standards set by certifying or testing organizations?
- What is the environmental policy of the vendor?
- Can the product be purchased locally?