

Town of Galena, Maryland SUSTAINABLE PROCUREMENT POLICY

1. Purpose

The Town of Galena recognizes its responsibility to minimize negative impacts on human health and the environment while supporting a diverse, equitable, and vibrant community and economy. The Town recognizes that the products and services the Town buys have inherent social, human health, environmental, and economic impacts. The Town should strive to make procurement decisions that embody the Town's commitment to sustainability.

This Sustainable Procurement Policy is intended to:

- Identify those sustainability factors that may be incorporated into procurement decisions;
- Provide implementation guidance;
- Empower employees to be innovative and demonstrate leadership by incorporating sustainability factors into procurement decisions;
- Communicate the Town's commitment to sustainable procurement.

2. Policy

2.1 General Policy Statement

Town employees will strive to procure materials, products, or services in a manner that integrates fiscal responsibility, social equity, and community and environmental stewardship.

2.2 Sustainability Factors

The Town employees, to the extent that it is practicable to do so, will incorporate the following factors when writing specifications for or procuring materials, products, or services.

Environmental factors to be considered include, but are not limited to, the life cycle assessment of:

- Pollutant releases ☐ Toxicity, especially the use of persistent, bioaccumulative, and toxic (PBT) chemicals ☐ Waste generation ☐ Greenhouse gas emissions
- Energy consumption ☐ Depletion of natural resources
- Impacts on biodiversity

Social equity factors to be considered include, but are not limited to:

- Human health impacts
- Use of local businesses
- Use of State of Maryland Minority, Women, and Emerging Small Businesses

Fiscal Factors to be considered include, but are not limited to:

- Use reduction; buy only what you need
- Product performance and quality
- Life-cycle cost assessment; lowest total cost
- Leveraging buying power
- Impact on staff time and labor
- Long-term financial/market changes

While not all factors will be incorporated into every purchase, it is the intent of this policy that Town employees will make a reasonable faith effort to integrate and balance these factors to the maximum extent possible.

2.3 Use of Best Practices

The Town employees will utilize best practices in sustainable procurement as they evolve. As it applies to this policy, best practices in sustainable procurement use leading-edge sustainability factors, standards, and procedures efficiently and effectively that are successful and replicable.

2.4 Toxics in Products and Services

The Town employees will utilize the framework of the Precautionary Principle as a guide when evaluating the comparative toxicity of products and services.

2.5 Use of Social and Environmental Product or Service Labels

The Town employees are encouraged to use independent, third-party social and environmental (eco) product or service label standards when writing specifications for, or procuring materials, products, or services, so long as such labels:

- Were developed and awarded by an impartial third party;
- Were developed in a public, transparent, and broad stakeholder process; and
- Represent specific and meaningful leadership criteria for that product or service category.

In addition, whenever possible, label standards used in product or service specifications should represent standards that take into account multiple attributes and life-cycle considerations, with claims verified by an independent third party.

2.6 Town Code and State Law

It is the intent of this policy to complement the Town code and State laws, and the event of any conflict between this policy and Town code and State law provisions, the code and law shall prevail.

3. Implementation and Responsibilities

3.1 Product and Service Standards

The Town **Clerk's Office** shall be responsible for:

- Ensuring the Town staff utilizes product and service standards and best practices that comply with this policy. Examples include, but are not limited to, standards for minimum recycled content, energy efficiency, and prohibited toxic ingredients;
- Ensuring that when the need for developing the Town's standard or best practice in sustainable procurement arises, **Clerk's Office** staff will participate and collaborate with other applicable Town staff to harmonize and continuously improve standards throughout the Town;
- Encouraging pilot testing for environmentally preferable/sustainable products; and

- Ensuring internal policies and procedures reference this policy and incorporate the use of sustainable products and services that meet the intent of this policy.

The Town **Clerk's Office** shall be responsible for:

- Providing resources for assisting departments with standards and best practices in sustainable procurement.

3.2 Specifications and Contracts

The Town **Clerk's Office** shall be responsible for:

- Ensuring that specifications were written by their department comply with this policy and incorporate sustainable procurement best practices.

The Town **Clerk's Office** shall be responsible for:

- Ensuring purchasing manuals and other internal procedures reference this policy and incorporate best practices for specifying products and services that meet the intent of this policy;
- Ensuring that evaluation criteria for determining the responsibility of prospective contractors incorporate sustainability factors that meet the intent of this policy; and
- Developing and integrating sustainable procurement boilerplate language into solicitation document templates.

3.3 Education

The Town **Mayor** shall be responsible for:

- Building awareness of this policy through information dissemination and incorporation into routine employee training;
- Encouraging employee attendance at internal and external training related to sustainability; and
- Encouraging environmentally preferable/sustainable products and services through information dissemination, development of internal procedures, pilot testing, and leading by example.

The Town **Clerk's Office** shall be responsible for:

- Developing employee sustainable procurement resources such as, but not limited to, standards, specifications, tools, and best practices;
- Developing buyer-specific training on sustainable procurement best practices that meet the intent of this policy;
- Developing buyer competency in communicating to other Town departments about this policy and opportunities for incorporating sustainable procurement best practices into solicitations and contracts;
- Developing inter-office communication among public procurement professionals about sustainable procurement best practices; and
- Taking the lead in communicating to existing and potential contractors and the public about this policy and related Town requirements.

3.4 Data Collection and Performance Reporting

The Town shall be responsible for:

- Cooperating in gathering information for tracking, reporting, and evaluating the Town's sustainable procurement activities and evaluating the effectiveness of this policy
- Integrating department-specific sustainable procurement goals into the Town's sustainability plans.
- Incorporating a progress report on sustainable procurement activities and the effectiveness of this policy into the Town's annual or biennial report.

3.5 Resources

The Town, to the extent practicable, shall commit to providing the appropriate dedicated staff levels and related funding to support the implementation and coordination of this policy. This includes activities such as but is not limited to employee training and resources, professional services, product/service pilot tests, and educational materials.

3.6 Policy Review

The **Park and Tree Chairperson** shall be responsible for periodically bringing together internal stakeholders to review this policy for updates or to determine otherwise whether this policy is in alignment with other Town sustainability efforts and policies. The policy review shall be completed at least every **[3]** years but may be done more frequently as needed.