

TOWN OF HAY RIVER
ENVIRONMENTAL PURCHASING POLICY
POLICY E-5

Adopted by the Council of the Town of Hay River at the July 26, 2010 Regular Meeting of Council – Motion No. 09-624

The Town of Hay River is committed to leadership in environmental stewardship by implementing environmental alternatives and practices and by purchasing environmentally responsible goods whenever practical.

BACKGROUND:

The Town of Hay River demonstrates a commitment to environmental stewardship and values environmental integrity. This policy aims to ensure that all Municipal Services, both offered and received are obtained in an effective, expedient and environmentally friendly manner and at the best overall value. This will be achieved by purchasing goods and services that have less impact on human health and the environment, compared to competing products and services that serve the same purpose.

GUIDELINES:

Green Purchasing

The Town of Hay River shall choose products that display environmental labeling. Environmental labeling or “eco-labeling” indicates that a product meets standards of environmental soundness and that are supported by extensive research into the product’s impact on the environment. Municipal staff shall consider products certified under the Environment Choice® (ECP) for all purchases. When purchasing products in the following categories: office equipment; appliances; heating, ventilating and cooling equipment; consumer electronics; lighting; signage and commercial and industrial equipment ENERGYSTAR® products shall be considered. When sourcing and purchasing products, all departments shall consider environmental products listed on the ECP website. (www.environmentalchoice.com/en/greenproducts/professional)

Contracting

The Town of Hay River is responsible for the contracting of goods and services on behalf of individual departments. All departments should be responsible for applying green procurement policy for all contracted services.

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Green Meetings

Departments with the Town of Hay River can reduce environmental impacts in their operations by planning meetings that are environmentally responsible.

All departments will adopt a pollution prevention approach when planning meetings; this will be applied at every stage of the organization process. In lieu of travel, a teleconference will be held whenever practical. If conferences, workshops, or meetings are deemed more appropriate, considerations to the location of the meeting, the types of services contracted, and even the commuting mode to and from the meeting will be considered. When practical; administrators, managers, directors and members of council should use laptop computers in lieu of printing meeting materials. All council meeting agenda's and minutes shall be sent electronically to reduce paper consumption. The Town of Hay River shall host meetings, conferences and events that minimize impact on the environment by reducing waste, conserving resources and saving energy.

Fleet Vehicles

The Town of Hay River shall improve the town fleet by purchasing vehicles that reduce fuel consumption and reduce emissions contributing to poor air quality and climate change. When practical we shall:

- Consider EnerGuide fuel efficient vehicles as endorsed by Natural Resources Canada;
- Purchase smaller, more energy efficient vehicles that have less environmental impact throughout their life cycle;
- Purchase hybrid vehicles that reduce fuel consumption by 15% to 35% versus comparable conventional models, and reduce emissions of key air pollutants by over 50%;
- Optimize vehicle travel, operation and maintenance;

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- Substitute other travel modes, or reducing the need to travel;
- Use low-sulphur gasoline;

This policy will promote solutions that are affordable, renewable and sustainable. Through reduced fuel consumption and reduction of greenhouse gas emissions the Town of Hay River will demonstrate leadership and a commitment to environmental stewardship.

Energy Supply (Power)

The Town of Hay River shall reduce its fossil fuel dependence by diversifying the energy supply and supporting environmentally sustainable energy technologies. Green energy sources shall be chosen from the most environmentally friendly technologies available at the time of contract renewal.

PROCEDURES:

This Environmental Purchasing Policy will operate in conjunction with all terms and conditions of the Town of Hay River's Property Procedures By-Law No. 1574. Purchasing guidelines shall take into account key values for the purchase of all goods and services, with respect to environmental impact and in accordance with the Environmental Choice Certification Program (ECP). For all purchases where an ECP choice does not exist, the purchaser shall, when pricing out costs, request from the supplier an environmentally friendly alternative for the desired item. Environmental alternatives shall be compared with other product alternatives. When the item meets all regular purchasing criteria and the cost is deemed to be approximately equal (within a 10% margin), the ECP product shall be purchased. The Town of Hay River will ensure that a comprehensive examination of goods and services is made before purchase. The Town of Hay River will develop a reference list of commonly purchased products, available to all employees. Additions to this list will be added on an on-going basis and according to overall product satisfaction by the department.

For all purchases, the following pollution prevention criteria will be considered valid justification for purchasing an environmental alternative over another product:

- Products are reusable, recycled and/or that are recyclable;

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- Product is made from highest available recycled material or post-consumer content;
- Product is durable and has a long life expectancy;
- Product is energy efficient, rechargeable, uses renewable fuels or reduces water use;
- Product is less toxic or non-toxic, and is biodegradable;
- Products produced locally (reduce shipping and packaging requirements);
- Packaging – minimal or no packaging preferred, purchase bulk when available, acquire packaging that is refillable, recyclable, reusable or returnable;
- The product has been approved under the Environmental Choice® Program and/or has ENERGYSTAR® certification.

Bidders/Proponents are made aware of the Environmental Purchasing Policy in all Requests for Quotation, Requests for Proposals and Tenders issued by the Town of Hay River.

The Policy is applied in the evaluation of all quotations, proposals and tenders received in determining the successful bidders/proponents.

In the appropriate circumstances, bidders may be requested to provide the information in the following questionnaire (Schedule A) regarding their environmental practices.

For all purchases, departments will include on all purchasing documentation the Town of Hay River Environmental Stewardship Policy Statement:

“The Town of Hay River is committed to environmental stewardship and supports environmentally sustainable initiatives. The Town of Hay River will always consider environmentally superior products in its purchasing decisions.”

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SCHEDULE A
BIDDER’S ENVIRONMENTAL QUESTIONNAIRE

Please complete this questionnaire. If more than one product or service is included in this contract, please use additional copies of the questionnaire as required, noting the products and services that are covered on each questionnaire.

The Town of Hay River reserves the right to request additional information from bidders in order to validate the accuracy of information provided and demonstrate compliance to the Town’s environmental requirements.

Environmental Attributes of the Product	Yes	No	N/A	Specify
Have studies of the environmental attributes of the product been completed? (ie. Lifecycle assessment)? If yes, please attach				
Does the product require Material Safety Data Sheets (MSDS)? If yes, please provide details and/or enclose applicable MSDS.				
Does this product reduce waste and make efficient use of resources such as energy and raw materials throughout its life cycle? If yes, please explain.				
Is this product reusable or contain reusable parts? If yes, provide details.				
Is this product recyclable? If yes, provide details for local recycling, including whether the supplier will take back the product for recycling.				
Does this product contain post-consumer recycled materials? If yes, specify percentage.				
Does this product produce fewer polluting by-products and/or safety during its life cycle hazards than similar products? If yes, provide details.				
Does this product have a long service life and/or can be economically and effectively repaired or upgraded? If yes, provide details.				
Has this product been certified by an independent accredited organization such as the Environment Choice or Energy Star programs? If yes, provide details.				

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SCHEDULE A – PART 2
BIDDER’S ENVIRONMENTAL QUESTIONNAIRE

Environmental Attributes of Packaging	Yes	No	N/A	Specify
Has the product been packaged using the least amount of packaging possible? If no, provide reasoning.				
Is the packaging reusable or contain reusable parts? If yes, provide details.				
Is the packaging recyclable? If yes, provide details for local recycling, including whether the supplier will take back the packaging for recycling.				
Does the packaging material contain post-consumer recycled materials? If yes, specify percentage.				
Environmental Attributes of the Company				
Does your company have a environmental policy statement approved at the executive level? If yes, attach.				
Has your company implemented its environmental policy (ie. undertaking waste reduction or energy efficiency initiatives)? If yes, provide details.				
Does your company participate in voluntary environmental programs such as Energy Star, Environmental Choice or EnerGuide? If yes, provide details.				
Does your company have certification (ie. ISO 14001 or equivalent)? If yes, provide documentation.				
Has your company received any environmental violations within the past five years? If yes, provide detailed listing.				