

BOARD MINUTES

BOARD OF SUPERVISORS, COUNTY OF VENTURA, STATE OF CALIFORNIA

SUPERVISORS STEVE BENNETT, LINDA PARKS,  
KATHY I. LONG, PETER C. FOY AND JOHN K. FLYNN  
March 27, 2007 at 8:30 a.m.

21.3

CONSENT PUBLIC WORKS AGENCY - County of Ventura - Adoption of an Updated Resolution Establishing a Green Procurement Policy (GPP) Addressing the Purchase of Recycled Content Products, and Integration of this Policy into the County Administrative Manual for Effective Practice by All County Agencies, Departments and Facilities.

- (X) All board members are present.
- (X) Supervisor Bennett makes comments on consent Item 10.
- (X) Upon motion of Supervisor Bennett, seconded by Supervisor Long, and duly carried, the Board hereby approves the staff recommendations as stated in the respective Board letters for consent items 10-14.

By: *Kathryn Price*  
Deputy Clerk of the Board

CLERK'S CERTIFICATE

I hereby certify that the annexed instrument  
is a true and correct copy of the document  
which is on file in this office.  
JOHN F. JOHNSTON, Clerk of the Board of Supervisors,  
County of Ventura, State of California.

Dated: \_\_\_\_\_

By: \_\_\_\_\_  
Deputy Clerk of the Board

R. REDDY PAKALA  
Director

Water & Sanitation Department

Integrated Waste Management Division

Bruce Belluschi  
Manager

Peter Kaiser  
Assistant Manager

March 27, 2007

Board of Supervisors  
County of Ventura  
800 South Victoria Avenue  
Ventura, CA 93009

**Subject: REAFFIRM THE COUNTY'S COMMITMENT TO A GREEN  
PROCUREMENT POLICY**

The California Integrated Waste Management Board (CIWMB) gives preferential points, within the competitive grant application process, to jurisdictions providing verification of a current recycled content purchasing policy. The CIWMB defines current as "reviewed and reaffirmed" by a jurisdiction within the previous five (5) years. The County's existing Green Procurement Policy was approved by the Board of Supervisor's on January 15, 2002.

**Recommendations:**

1. Reaffirm the County's commitment to a Green Procurement Policy (GPP) by approving this updated resolution addressing the purchase of recycled content products.
2. Integrate this adopted policy into the County Administrative Manual for effective practice by all County agencies, departments, and facilities.

**Fiscal/Mandates Impact:**

None

**Discussion:**

Your Board adopted a Green Procurement Policy (GPP) for the County of Ventura on January 15, 2002. In the four years since GPP adoption, the County, via the combined efforts of the Procurement Services Division of the General Services Agency (PSD/GSA) and the Environmental and Energy Resources Division (EERD) (now the Integrated Waste Management Division (IWMD)), diligently purchased a wide variety of



recycled content and "green" products over virgin, non-recycled content product equivalents. Examples of these purchased items include:

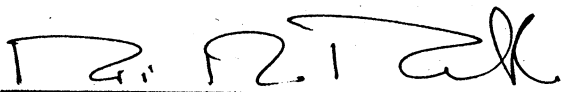
- Recycled content office paper, office supplies, and sanitary paper
- 100% recycled content toner cartridges for printers
- Re-refined oil for fleet vehicles
- Environmentally friendly and/or less toxic janitorial supplies.

In addition, the County, via noteworthy PSD/GSA initiatives, has recently expanded its GPP purchasing to also include:

- 20% recycled content carpet tiles for the Hall of Administration and the Hall of Justice
- Recycled content office furniture
- Recycled content automobile parts and supplies

PSD/GSA has aggressively implemented the County's Green Procurement Policy and, by doing so, has reduced waste, supported recycling and reuse, while also protecting the health and safety of the County's most valuable asset, its employees. Additionally, the IWMD benefits from the GPP both through garnering preferential incentive points within the competitive grant scoring process as well as by gaining important GPP purchasing summaries, which must be provided to the CIWMB to satisfy annual reporting requirements.

This item has been reviewed by the offices of the County Executive, County Counsel, and Auditor-Controller's Office. If there are any questions regarding this item, please contact either Rosa Cenicerros, Procurement Services Manager, GSA, at 654-5133 or Bruce Belluschi, Manager, Integrated Waste Management Division, at 658-4311.



R. R. Pakala  
Director, Water & Sanitation Department



Paul S. Grossgold  
Director, General Services Agency

Attachment

**RESOLUTION OF THE VENTURA COUNTY BOARD OF SUPERVISORS  
ESTABLISHING A GREEN PROCUREMENT POLICY FOR COUNTY  
AGENCIES AND DEPARTMENTS**

**WHEREAS**, Public Resources Code Section 10409 requires local agencies (as defined by Section. 17518 of the Government Code) to buy recycled products if fitness, quality, and price are equal to non-recycled products; and

**WHEREAS**, Public Resources Code Section 41374 encourages local agencies to adopt purchasing preferences for recycled products; and

**WHEREAS**, Federal law, specifically the Resource Conservation and Recovery Act (RCRA) encourages federal agencies, as well as state and local agencies which use federal funds for procurement, to purchase the highest recycled content possible when buying an item costing more than \$10,000 or any item in bulk that cost more than \$10,000 in the previous year.

**WHEREAS**, on April 17, 1990, the Board of Supervisors adopted its resolution establishing the County's original procurement policy for reusable and recycled products; and

**WHEREAS**, that policy expressed the County's general preference for recycled content products purchased in the course of the County's business operations, as well as established a price preference of up to 10% for the purchase of recycled content paper; and

**WHEREAS**, on January 15, 2002, the Board of Supervisors, adopted a resolution for a Green Procurement Policy affecting County agencies and departments; and

**WHEREAS**, the California Integrated Waste Management Board (CIWMB) has established Scoring Criteria for competitive grants which assign fifteen (15) extra possible points used for scoring grant applications based on the applicant providing evidence of a "recycled content purchasing policy or directive" meeting certain CIWMB requirements; and

**WHEREAS**, the CIWMB requires the County to renew its recycled content purchasing policy every five (5) years to maintain eligibility for the extra 15 points awarded for affected competitive grants;

**WHEREAS**, the Integrated Waste Management Division would like future grant applications to the CIWMB to benefit from this grant scoring criteria by renewing an updated "Green Procurement Policy" statement by Board of Supervisors; and

**NOW THEREFORE, BE IT RESOLVED, DETERMINED, AND ORDERED** that the County of Ventura reaffirms and updates its Green Procurement Policy commitment to the purchase of recycled content and recyclable materials by adopting the following

## **"Green Procurement Policy" for County Purchasing Decisions.**

### **A. PURPOSE AND INTENT**

The Board of Supervisor's desires to reaffirm a "Green Procurement Policy" by adoption of this updated resolution, renewing a commitment to the purchase of recycled content products. This action to renew a "Green Procurement Policy" also helps to expand markets for the use of recovered materials by expanding Government preferences for products made with such materials, consistent with the demands of efficiency and cost-effectiveness.

The Board desires that County Agencies, Boards, Commissions, Departments and Offices take a leadership role in reducing waste generated by County business and work practices; reusing discarded materials; recycling its waste products when feasible and cost-effective; and also purchasing, whenever possible, feasible and cost-effective, recycled products for use in the delivery of County services.

The Board desires to provide updated and focused direction to all County Agencies, Boards, Commissions, Departments and Offices, that to the maximum extent practicable, consistent with existing applicable State and Federal laws and other Ventura County procurement policies, they will strive to purchase items composed of recovered material (also known as recycled content products). This updated "Green Procurement Policy" resolution, upon adoption by the Board of Supervisors, supersedes and replaces the "Green Procurement Policy" resolution adopted January 15, 2002.

### **B. POLICY ELEMENTS**

1. It is the policy of the County of Ventura to purchase and use recycled products, whenever possible, to the extent that such use does not negatively impact health, safety, or operational efficiency.
2. County Agencies/Boards/Commissions/Departments/Offices shall examine their purchasing specifications and, where feasible, restructure them to include the use of products which contain post-consumer recycled content, are reusable, or are designed to be easily recyclable. Outside contractors bidding to provide products or services to the County, including printing services, shall be encouraged, if not required, to use recycled content whenever practicable.
3. Whenever feasible, recycled paper shall be purchased and used in copy machines and shall also be used for printing purposes by County Agencies, Boards, Commissions, Departments and Offices.
4. When recycled products are used, County Agencies, Boards, Commissions, Departments, and Offices are encouraged to label those products to indicate

their recycled content. The use of the "recycled content" symbol on letterhead stationary and business cards shall be encouraged, whenever possible.

5. Wherever feasible and appropriate, life cycle cost analysis should be used by County Agencies, Boards, Commissions, Departments and Offices, to assist in selecting products and services. Cost shall be calculated over the life of the item and should consider final, disposal and replacement costs, and not just initial, up-front costs. When comparing alternative products, the initial cost of the acquisition, as well as lifetime maintenance costs, operational costs, etc., should be considered in the analysis.
6. As directed in the California Public Contract Code (10409), the County of Ventura shall purchase lubricating oil and industrial oil "from the seller whose oil product contains the greater percentage of recycled oil, if the availability, fitness, quality, and price of the recycled oil product is otherwise equal to, or better than, virgin oil products."
7. The County of Ventura will favorably consider the selection of other recycled content and renewable materials, products and supplies over their non-recycled content and non-renewable alternatives in cases where availability, fitness, health, operational efficiency, quality, safety, and price of the recycled product is otherwise equal to, or better than the non-recycled content and/or non-renewable alternative. The list of materials, products and supplies shall include, but not be limited to, business office products, compost, fuels, mulch, rubberized asphalt, and other items.
8. County Agencies, Boards, Commissions, Departments and Offices are also encouraged to consider "less toxic alternatives" when purchasing products such as pesticides and herbicides and to purchase energy-conserving products when possible.
9. The Board's April 17, 1990 policy decision to establish up to a 10% price preference for qualified recycled paper products is reaffirmed. The preference percentage shall be based on the lowest bid or price quoted by the supplier or suppliers offering non-recycled paper products. Price preferences for other products will be determined on a case-by-case basis by the County General Services Agency, and upon approval of the Board of Supervisors, may be added to this Green Procurement Policy as future amendments.
10. The County of Ventura may cooperate with other local governments as appropriate to develop a comprehensive, consistent, and effective countywide regional procurement effort intended to stimulate the market for recycled products, reusable products, and products designed to be recycled.

**C. DATA TRACKING AND ANNUAL REVIEW**

1. The Integrated Waste Management Division and the Procurement Services Division of the General Services Agency will cooperate annually in summarizing the purchase of recycled content products by County Agencies, Boards, Commissions, Departments and Offices, as may be required by the CIWMB either for preferential consideration within a competitive grant application or for other purposes.
  
2. When directed by Board Members, or when deemed necessary by the Integrated Waste Management Division, in consultation with the Procurement Services Division of the General Services Agency, Integrated Waste Management Division staff will provide proposals for additions, revisions and/or updates to this Green Procurement Policy, as appropriate.

**ADOPTED** this 27th day of March 2007, by the Ventura County Board of Supervisors.

*Linda Pank*

Chair, Board of Supervisors

**ATTEST:** JOHN F. JOHNSTON,  
Clerk of the Board of Supervisors,  
County of Ventura, State of California



By: *Kathryn Pierce*  
Deputy Clerk of the Board