

TOWN OF MILLINOCKET

SUSTAINABLE PROCUREMENT POLICY

1. PURPOSE

The Town of Millinocket understands the economic benefit that comes from supporting a diverse, equitable, and vibrant community. The Town also understands its influence on effecting the local economy and community capital through the types of products and services it purchases, and as a result the Town should make procurement decisions that embody the Town's commitment to supporting a healthy and diverse local economy.

This Sustainable Procurement Policy is intended to:

- identify those sustainability factors that shall be incorporated into procurement decisions;
- provide implementation guidance;
- empower employees to be innovative and demonstrate leadership by incorporating sustainability factors into procurement decisions;
- complement town-wide and department-specific sustainability goals and related policies; and
- communicate the Town's commitment to sustainable procurement.

2. POLICY

2.1. General Policy Statement

Town employees will procure materials, products or services in a manner that integrates fiscal responsibility, social equity, a diverse local economy, and community stewardship.

2.2. Sustainability Factors

Town employees will incorporate the following factors when writing specifications for, or procuring, materials, products, or services:

Social, Cultural, Economic and Human Capital Factors to be considered include, but are not limited to:

- Human health impacts
- Use of local businesses
- Use of Emerging Small Businesses
- Use of disabled veteran owned businesses

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

- Use reduction; buy only what you really 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

Physical and Natural Capital 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
- Energy consumption
- Depletion of natural resources and impacts on biodiversity in an effort to preserve forest product industry, agriculture, or other industries
- Local food security

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

2.3. Use of Best Practices

Town employees will utilize best practices in sustainable procurement as they evolve. As it applies to this policy, best practices in sustainable procurement are those that utilize leading edge sustainability factors, standards, and procedures in an efficient and effective way that is successful and replicable.

2.4. Sustainable Procurement Standards

The Town shall develop town-wide product and service-specific sustainability standards as best practices evolve. These standards will be developed by the Municipal Sustainability Subcommittee and approved by the Town Council. Sustainable Procurement standards will incorporate related requirements from town policies, town code, and other town product and service standards. All sustainable procurement standards will be provided to town employees and made available by request by Town employees or the public.

Employees making town procurement decisions are required to comply with the sustainable procurement standards approved by the Town Council. Upon request, exemptions to the sustainable procurement standards may be granted by the Town Manager when product or service availability or other reasonable circumstances hinder compliance with the standards.

2.5. Town Code and State Law

It is the intent of this policy to complement Town code and State laws.

3. IMPLEMENTATION AND RESPONSIBILITIES

3.1 Product and Service Standards

Town Department Directors shall be responsible for:

- Ensuring department staff utilize sustainable procurement standards and best practices;
- Ensuring that department staff will participate in the development of sustainable procurement standards as applicable to that department;
- Ensuring applicable internal department policies or procedures:
 - reference this policy and any sustainable procurement standards; and
 - incorporate the use of sustainable products and services that meet the intent of this policy.
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The Town Manager shall be responsible for:

- Providing resources to develop and coordinate product and service sustainable procurement standards;
- Providing resources for assisting departments with best practices in sustainable procurement;

and

- Posting sustainable procurement standards and distributing standards to Town employees.

3.2 Specifications and Contracts

Town Department Directors shall be responsible for:

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

The Town Manager shall be responsible for:

- Ensuring procurement/contracting manuals and other internal procedures reference this policy and incorporate sustainable procurement standards and best practices;
- Ensuring that evaluation criteria for determining the responsibility of prospective contractors incorporate sustainability factors that meet the intent of this policy; and
- Integrating sustainable procurement objectives into solicitation document templates for RFP's and other related documents.

3.3 Performance Updates

Town Department Directors shall be responsible for documenting and gathering procurement history for the purposes of reporting and evaluating the Town's sustainable procurement activities. This information shall be made available to the Town Manager, the Town Council and the Municipal Sustainability Subcommittee at request and shall at a minimum provide such procurement activities and information to the Town Manager on an annual basis. The Town Manager shall be responsible for periodically reviewing this policy for updates or to otherwise determine whether this policy is in alignment with other town efforts and policies. Any changes to the policy must be approved by the Town Council.

3.4 Resources

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

APPENDIX A: DEFINITIONS

“Biodiversity”: the total diversity of all organisms and ecosystems at various spatial scales (genes, populations, species, ecosystems, and biomes). Biodiversity is often used as a measure of the health of biological systems.

“Life Cycle Assessment or Life Cycle Analysis (LCA)”: the comprehensive examination of a product’s environmental and economic effects throughout its lifetime including new material extraction, transportation, manufacturing, use, and disposal.

“Life Cycle Cost Assessment (LCCA)”: the comprehensive accounting of the total cost of ownership, including initial costs, energy and operational costs, longevity and efficacy of service, and disposal costs.

“Local Food Security”: The access to and availability of food for the local community, whether locally produced or imported.

“Persistent, Bioaccumulative, and Toxic (PBT) Chemicals””: chemicals that are toxic, persist in the environment, and bioaccumulate in food chains.

“Sustainable Procurement””: purchasing materials, products, and services in a manner that integrates fiscal responsibility, social equity, and the six forms of community capital: human, social, cultural, economic, physical and natural.

“Toxicity””: the quality, relative degree, or specific degree of being toxic or poisonous.

