

EXECUTIVE ORDER NO. S-14-13

GUIDELINES FOR ACQUISITION OF RECYCLED PRODUCTS AND WASTE PREVENTION POLICY

PURPOSE:

To establish purchasing policies that will allow the City of Omaha to take the lead in promoting the conservation of natural resources, waste reduction, and recycling; and to strengthen the role of the City as an environmentally conscious and concerned consumer, through purchasing recycled products and services.

POLICY AND PROCEDURES:

Recycled products are generally of sufficient quality to meet City standards and are available in the marketplace at a competitive price; therefore, such products should be purchased whenever the price is equal or less and quality specifications are met.

- A. Consistent with the demands of efficiency and cost effectiveness, the head of each department shall incorporate waste prevention and recycling in the agency's daily operations and work to increase and expand markets for recovered materials through greater local government usage of such products.
- B. The Environmental Quality Control Division of the Public Works Department shall generate an annual report in cooperation with the Purchasing Division on actions taken by departments to comply with this Executive Order.
- C. In developing plans, drawings, work statements, specifications, or other product descriptions, departments shall consider the following factors: elimination of virgin material requirements; use of recovered materials; reuse of product; life cycle cost; recyclability; use of environmentally friendly products; waste prevention (including toxicity reduction or elimination); and ultimate disposal, as appropriate. These factors should be considered in acquisition planning for all procurement and in the evaluation and award of contracts, as appropriate. Program and acquisition managers should take an active role in these activities.
- D. Departments heads shall ensure that their departments shall meet or exceed the following minimum materials content standards when purchasing or causing the purchase of printing and writing paper:
 1. For high speed copier paper, offset paper, forms bond, computer printout paper, carbonless paper, file folders, and white woven envelopes, the minimum content standard shall be no less than 30 percent post-consumer materials.
 2. For other uncoated printing and writing paper, such as writing and office paper, book paper, cotton fiber paper, and cover stock, the minimum content standard

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shall be 50 percent recovered materials, including 30 percent post-consumer materials.

- a. The decision not to procure recycled content printing and writing paper meeting the standards specified in this section shall be based on a determination by the purchasing agent that a satisfactory level of competition does not exist, that the items are not available within a reasonable time period, or that the available items fail to meet reasonable performance standards established by the department or are only available at an unreasonable price.
- E. Each department shall implement waste prevention and recycling techniques such as:
- Transferring documents electronically
 - Printing and photocopying government documents double sided
 - Requiring contracts and competitive agreements issued after the effective date of this order to include provisions that documents be printed double sided on recycled paper meeting or exceeding the standards established in this order
 - Mulching of grass clippings
 - Establishing office paper, cardboard, scrap metal, and other recycling efforts as appropriate for the department
 - Instituting and maintaining approaches to pollution prevention
- F. Effective immediately, all departments making request for the purchase of printing and writing paper shall request paper with post-consumer material or recovered waste material as described in D above.
- G. All departments shall continue and expand recycling programs for waste oil and investigate alternative uses of waste oil such as incorporation in asphalt pavement, use in waste oil heaters, or other innovative approaches.
- H. The City shall notify Douglas County of this policy, and shall work with Douglas County Purchasing Division to ensure compliance with this executive order for all jointly specified and purchased items.
- I. Whenever possible, the City shall procure recycled products consistent with the guidelines contained herein.
- J. This order is intended only to improve internal management and is not intended to create any right or benefit, substantive or procedural, enforceable at law by a party against the City of Omaha, its departments, its officers, or any other person.

OVERSIGHT:

The Finance Department in collaboration with the Public Works Department and Purchasing Department shall have oversight over the maintenance and enforcement of this policy.


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BY THE POWER VESTED IN ME AS MAYOR BY SECTION 3.04 OF THE HOME RULE CHARTER OF THE CITY OF OMAHA, 1956, AS AMENDED, I HEREBY PROCLAIM THIS TO BE THE EXECUTIVE ORDER ESTABLISHING AND GOVERNING THE GUIDELINES FOR ACQUISITION OF RECYCLED PRODUCTS AND WASTE PREVENTION POLICY.

WITNESS my hand as Mayor of the City of Omaha this 4 day of Nov., 2013.



Jean Stothert, Mayor
City of Omaha