

**COUNTY OF SAN DIEGO, CALIFORNIA
BOARD OF SUPERVISORS POLICY**

Subject

Recycled Products Procurement

**Policy
Number**

B-67

Page

1 of 3

Purpose

To increase the recycled content of products purchased and used by the County of San Diego, its contractors, and its grantees.

To require that products conforming to the Minimum Recycled Content Standards established by the United States Environmental Protection Agency (EPA), or as listed in the latest California Recycled Content Product Directory be given preference in the procurement practices of the County of San Diego, its contractors, and its grantees.

Background

The County is committed as part of the integrated solid waste management plan to a procurement program that supports the use of recycled products both in the public and private sector.

In 1987 the Board of Supervisors adopted a nine-objective San Diego County Recycling Plan. Objective 3 requires the development of a County purchasing policy that will encourage market demand for products made of recycled materials.

This policy concerns itself with the source of materials used to manufacture products that the County purchases and uses. The object is to ensure that no product manufactured with recycled or secondary material is discriminated against for reasons other than function and performance; and further, to direct that such products are to be preferred over goods made strictly with virgin material when recycled-content products can meet the necessary standards of performance.

Policy

It is the policy of the Board of Supervisors that:

1. All County departments and agencies shall utilize, to the maximum extent practical, products made with recycled materials, reusable products, and products designed to be recycled and shall encourage public and private agencies to do so.
2. All County departments and agencies shall conduct periodic review of existing commodity and service specifications to determine whether existing specifications require the use of products manufactured from virgin materials, or exclude the use of recycled products, reusable products, or products designed to be recycled.
3. All County departments and agencies shall encourage consultants, contractors and grantees to conform to this policy.
4. The County will cooperate to the greatest extent feasible with neighboring City and County governments to develop a comprehensive, consistent and effective regional effort in the procurement of recycled products.

**COUNTY OF SAN DIEGO, CALIFORNIA
BOARD OF SUPERVISORS POLICY**

Subject

Recycled Products Procurement

**Policy
Number**

Page

B-67

2 of 3

5. All County departments and agencies shall reduce the amount of materials used in the workplace through techniques such as double-sided and quadriplex copying, scanning and sending electronic files rather than hard-copy distribution, and refraining from printing e-mails when feasible..

6. The County shall encourage manufacturers to label the product or the packaging of products to report that they contain recycled materials, and to indicate the percentage of post-consumer content contained within the product.

7. The County shall solicit bids to the maximum extent possible, from recycled content vendors when purchasing products and supplies for the County.

8. County departments and agencies shall use for their masthead stationery, envelopes and business cards, recycled paper that contains at least 30% post-consumer recycled content.

9. The following definitions and requirements shall be utilized in implementing this policy:

A. Established Guidelines for Recycling Content

To be designated as a recycled content product, so as to be favored in the County's solicitations, the supplier or manufacturer must certify that their product's material content shall conform to those standards established in the United States Environmental Protection Agency current guidelines or as listed in the latest California Recycled Content Product Directory website established by the State Agency Buy Recycled Campaign (SABRC). The qualifying recycled content product must conform to the Federal EPA or State SABRC guidelines that require the higher percentage of post-consumer content. In any event, the designation of recycled content product shall conform to new Federal or State guidelines that require the higher percentage of post-consumer content.

B. Established Price Preference Guidelines for Recycled Products

A price preference of up to 5% shall be given to recycled products when offered as an alternative to non-recycled products. The preference percentage shall be based on the lowest bid or price quoted by the supplier or suppliers offering non-recycled products. Price preference for use of recycled products shall not be applicable to award of construction contracts unless specifically authorized by the contract document and only under the terms and conditions stated within the contract document.

Pursuant to County Administrative Code, Section 401, this price preference policy shall constitute prior approval by the Board of Supervisors to the Director of the Department of Purchasing and Contracting, to award contracts to other than the lowest responsive, responsible bidder in accordance with this policy.

**COUNTY OF SAN DIEGO, CALIFORNIA
BOARD OF SUPERVISORS POLICY**

Subject

Recycled Products Procurement

**Policy
Number**

Page

B-67

3 of 3

This preference shall only be applied to products that meet the Federal Environmental Protection Agency current Guidelines or the State of California's current definition of recycled content as presented in the County's procedure for requisitioning products and services.

C. Established Expenditure Guidelines for Paper Products and Equipment Using Paper Products

The County's acquisition of equipment that is purchased or rented (i.e., photocopier, typewriter, facsimile, laser printer machines) shall be compatible, whenever practicable, with the use of recycled-content paper products.

11. The Chief Administrative Officer shall promulgate procedures for the implementation of this policy.

Responsible Departments

1. Department of Purchasing and Contracting
2. Department of Public Works

Sunset Date

This policy will be reviewed for continuance by 12-31-2022.

References

Board Action
3/17/92 (15)
4/4/95 (28)
3/12/2002 (10)
04-07-09 (7)
12/15/15 (21)