



Township of Bernards

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TOWNSHIP OF BERNARDS

GREEN PURCHASING POLICY

JUNE, 2011

Mission Statement

Bernards Township having been in the forefront of innovative ideas and fiscal integrity in governing the municipality is dedicated to implementation of procurement initiatives in establishing a “Green Purchasing Policy” that when feasible and fiscally prudent encourages the procurement of environment friendly green products and materials.

By developing a policy of environmental responsibilities /sustainability we could be the catalysts to be followed by other municipalities and governmental agencies. Every decision on product use, procurement to purchase and regulations to follow has a direct impact on the condition of our planet at both the local and global levels. Departments are expected to abide, support and otherwise adhere to the established purchasing policy. This policy is intended to serve as a guide for the Township’s procurement practices.

Green Team:

A “Green Team” established by the governing body of Bernards Township consists of governmental officials. The committee is charged with such initiatives of assuring clean air, water, improving working and living environments to build a community that is sustainable economically, environmentally and socially; a community which will thrive well into the new century.

Goals and Initiatives

The goals of this initiative include:

- Improve the community’s environmental performance and make it more sustainable.
- Raise awareness of environmental issues among the staff and residents of the community.
- Make policy decisions reflecting the municipality’s commitment to conducting business in an environmentally responsible way.
- Require “green initiatives” for inclusion to bid specifications for goods and services to include the requirement of MSDS (Material Safety Data Sheets) as applicable.
- Purchase of hybrid or alternate fuel vehicles to reduce carbon emission and reduce fuel and maintenance costs.
- Purchases of desktop computers, notebooks and monitors shall meet at a minimum, all Electronic Product Environmental Assessment Tool (EPEAT) environmental criteria designated as “required” (bronze registration or higher as contained in the IEEE 1680 Standard for the Environmental Assessment of Personal Computer Products. Exceptions shall be approved by the Information Technology (IT) department.
- Review of municipal facilities for upgrade or replacement of CFC’s

(chlorofluorocarbons) lighting for Compact Fluorescents

- Alternative lighting source for Public Works Garage and other municipal buildings
- Recycling of paper, glass and aluminum products
- Support the application of organic materials for municipal parks, fields and environmentally friendly fertilizers
- Installation of programmable thermostats to reduce electric consumption and monthly bills.
- Establish a community information center where residents and business owners can learn about municipal, state and federal sustainability initiatives and incentives.
- Procurement of ergonomically correct and environmentally friendly furniture products and furnishings.
- To abide by New Jersey State Recycling policies and regulations.

Strategies to reach these policy objectives include:

- Reduce the usage of hazardous chemicals in order to help minimize health and environmental risks, using less toxic alternative products whenever possible.
- Efficient resource use- utilize renewable resources, promote water conservation and efficiency.
- Reduce waste by using products with recycled content and minimize solid waste.
- Promote energy efficiency by utilizing strategies to reduce and conserve energy usage.
- Utilize environmentally biodegradable chemicals and citrus-based cleaning products.
- Procurement, lease or rent of “Energy Star” appliances, vending machines, multi-function reproduction equipment, refrigerators, printers and office related equipment.
- Mandate electronic file transfer in favor of reproduced copies to reduce copier paper costs.
- Review energy incentives and rebate programs for future replacement of HVAC Systems, Water Heaters, and Boiler.
- Use of Organic materials for municipal parks, fields.

Promote the 3 R’s, Reuse, Reduce and Recycle:

- Reduce photocopies for a more favorable use by electronically submitting documents.
- Reuse packaging materials, used paper can be recycled throughout the departments as scrap.
- Proper recycling of mercury and fluorescent bulbs, lead acid batteries and other harmful chemical products.
- Promote the purchase of goods and services using the three R’s when cost effective.

A number of these objectives have already been achieved or are in the process of being realized. The township will continue to pursue “green policy” goals in a comprehensive program of initiatives that promote and protect the health and well being of residents, quality of life and the natural environment. Measures include improving efficiency, reducing waste, and conserving resources while often providing cost savings to the township in the process.

Purchasing Initiatives

Purchasing authority will consider when consulting or dealing with vendors, the necessity of a good or service and related purchases with respect to cost, availability, performance, quality and the environment.

Purchasing shall consider the product material source of a commodity. Are the products in compliant with environmentally sound practices and standards? Are they made of recyclable material? What percentage of post-consumer materials were used in the manufacturing of product? What is the wood product source? Are products delivered or shipped locally? Under what certification(s) is the product registered? product

Purchasing responsibility when sourcing material products considered for purchase shall include such certifications as Energy Star, Sustainable Forestry Initiative, Scientific Certification Systems, Leadership in Energy Environmental Design (LEED), ISO 140001, Green Seal, Chlorine Free Paper Association.

Product Evaluation

Evaluate how a product compares to energy efficient products. Can the product run on alternative or renewable energy sources? Is the equipment or product energy Star Certified?

Packaging

Are recycled materials used in the manufacturing and delivery of product? Can packaging be returned to manufacturer without cost?

Supplier’s Environmental Record

Does the company have an environmental policy? How well does the company handle environmental and safety issues? Is the company in compliance with all federal and state laws and policies? Is the company a member of any environmental organizations? Have there been any environmental claims against the company?

Product Waste

Is the product biodegradable? Can this product be recycled or returned to the manufacturer at the end of its life? Is the product easy to maintain and service? How durable is the product? Is the product harmful to the environment?

Maintain MSDS (Material Data Safety Sheets) on frequently used products

Research goods and services used for review of specifications for such items as environmentally friendly; cleaning products, paper products, paints, motor oil/fuels/tires, batteries, furniture, packaging, print services and supplies, ink cartridges, copier toner, etc.

Green Building Maintenance

In consideration of routine maintenance of municipal facilities, purchasing material such as paint, carpeting, adhesives, furniture, products with the lowest amount of volatile organic compounds (VOCs), the highest recycled content, and low or no formaldehyde shall be used. Paint used in all facilities shall meet Green - Seal GS-11 Standard for LOW VOC content.

Distributors and or manufacturers of all carpet installed shall have a carpet recycling plan.

Municipality shall manage pest and rodent control through use of environmentally-friendly products.