



SECTION XI FINANCE/BUDGET/PURCHASING

NUMBER XI.12 Purchasing Policies and Procedures (July 21, 2011)

It is the policy of the Board of County Commissioners (BOCC) that all purchases and commitments to purchase from budgeted funds shall be made in compliance with the Local Government Budget Law of Colorado.

Boulder County Purchasing (hereinafter referred to as Purchasing) shall endeavor to satisfy the goals of the county within the framework of the procedures described in detail in the sections that follow. Purchasing shall exercise its discretion in making purchases where quality as well as price and service is involved.

It is not the intent of this policy to cover every possible situation. Questions arising from the use of this manual or in the handling of situations not covered herein should be directed to Purchasing.

J. Office Supplies & Paper

Office supplies may be ordered by the office/department online or by Purchase Order directly from its chosen vendor. Contact Purchasing for a list of contracted vendor(s) for office supplies. The procurement of office supplies, including compostable food service items, rechargeable items, and miscellaneous office supply items should be identified with the “green recycled content symbol” whenever possible.

1. Neon, fluorescent, astrobrite and dark-colored paper: These types of paper shall not be purchased except for public safety uses. Kraft/goldenrod (orange) colored interoffice mailing envelopes shall not be purchased.
2. Paper for Copying & Printing: Recognizing that price differentials no longer exist between different grades of post-consumer recycled content paper, and that there is a beneficial state award for 100% post-consumer recycled content paper, all purchases of shall be white or pastel colored and contain 100% post-consumer recycled content. If an

office/department encounters printing or copying problems then, 50% post-consumer content may be used until printing or copying issues have been resolved.

3. Other Office Paper Products: (legal pads, notebooks, calendars, file folders, envelopes) shall be purchased with the highest post-consumer recycled content available.
 - a. Printing Paper: For print jobs, the highest post-consumer recycled content paper available shall be used. If post-consumer recycled content paper is unavailable then paper used will be either: The highest pre-consumer recycled content available.
 - b. A specialty paper from a renewable source such as sugar cane/kenaf, or harvested from a source certified by the Forest Stewardship Council (FSC certified)

This policy also applies to outside printing services with the exception of election ballot printing.

4. Bottled/Dispensed Water: Where alternatives such as tap water are available, the purchase of bottled water for county-sponsored meetings and events and use of bottled water dispensers in county buildings is discouraged. Filtered tap water may be obtained through faucet filters or water filtration systems that provide cooled and/or heated tap water. Pre-planned alternatives to bottled water are encouraged, e.g., pitcher of water from tap. Exceptions may be made at the discretion of an EO/DH or Manager, if the use of bottled water is thought to be the best alternative for a particular situation.

K. Landscape Products

In congruence with State of Colorado purchasing policies, all landscaping, including, but not limited to, new construction, renovations, operations and maintenance by Boulder County agencies and institutions, including workers and contractors providing landscaping services, shall employ sustainable landscape management techniques for design, construction and maintenance whenever possible, including, but not limited to, storm-water control, integrated pest management, grass recycling, drip irrigation, composting, and procurement and use of mulch and compost.

Compost purchases for all non-agricultural uses must be from facilities fully permitted by the Colorado Department of Public Health and Environment or appropriate state agency, show the U.S. Composting Council "Seal of Testing Assurance," and, when cost-competitive, give preference to materials produced from Colorado-generated plant debris (including harvested beetle-kill where available) and/or food and agricultural waste programs. Additional compost purchase guidance, including recommendations for agricultural applications, is available in the 2008 document "Compost / Soil Amendment Classifications" produced by the Rocky Mountain Organics Council and Colorado Association for Recycling.

L. Environmentally Preferable

Require the procurement of specific supply items as outlined in section J and encourage the procurement and use of all other environmentally preferable products. "Environmentally

preferable” means products that have a lesser or reduced adverse effect on human health and the environment when compared with competing products that serve the same purpose.

Product comparisons should consider life cycle factors such as: The availability of any raw materials used in the product being purchased and the availability, use, production, safe operation, maintenance, packaging, distribution, disposal, or recyclability of the product being purchased. Examples include the following: A material or product which is durable, repairable, reusable, or recyclable; has minimum packaging, toxic content or chemical hazard potential; is resource or energy efficient in any or all phases of its manufacture, use and disposal; or, in its use or disposal, minimizes or eliminates the county’s potential environmental liability. Purchasing will strive to procure such products that are suitable for use, where availability, quality and budget constraints allow.

Boulder County promotes the purchase/leasing of energy efficient, materials efficient, and reduced toxic level products where availability, quality and budget constraints allow. Whenever possible, electronic equipment, such as appliances, computers, water coolers, etc., should meet ENERGY STAR specifications for energy efficiency with power management features enabled. Whenever possible, products and equipment should be specified to include post-consumer recycled content materials. Products should be packaged and delivered with a minimum amount of recycled packaging that adequately protects the product, but is not excessive.