

**CITY OF DUNWOODY**

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**MEMORANDUM**

**To:** Mayor and City Council  
**From:** Chris Pike, Finance Director  
**Date:** September 27, 2010  
**Subject:** Amendment to Purchasing Policy Ordinance

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**BACKGROUND**

At the October 12, 2009 Mayor and City Council Meeting, Ordinance 2009-09-45 was adopted as an updated purchasing policy. Included in that policy were provisions encouraging City departments to purchase paper with recycled content.

**DISCUSSION**

In an effort to obtain points toward the Bronze Green Communities Certification later this year, ARC has suggested that we amend the policy to require all departments to purchase paper with at least 30 percent recycled content. Currently, most departments already comply with this provision, and several even purchase 100 percent post consumer recycled paper.

**RECOMMENDATION**

Staff recommends amending the purchasing policy to read, "Purchase copy, computer, and fax paper with at least 30 percent post consumer recycled content."

**AN ORDINANCE TO ADOPT THE POLICY RELATING TO THE PROCUREMENT PROCESS, AS A COMPONENT OF THE FINANCIAL MANAGEMENT PROGRAM FOR THE CITY OF DUNWOODY, GA; TO PROVIDE FOR GUIDANCE IN ADMINISTERING THE POLICY; AND FOR OTHER PURPOSES**

**WHEREAS,** it is necessary, from time to time, to establish policies and procedures consistent with the administration of a municipal government in alignment with federal, state, and local regulations; and

**WHEREAS,** the Director of Finance in conjunction with the City Manager has developed a Financial Management Program, consisting of accounting, auditing, financial reporting, budgetary, capital assets, cash and investment management, debt management, expenditures/expenses, grant management, purchasing, revenue administration, and travel and meal expenditures policies in order to provide guidance and direction to City officials and employees, to establish standard policies for recurring matters, to establish strong internal controls and legal compliance, and to provide for an efficient and effective means to operate the government; and

**WHEREAS,** upon adoption, staff will incorporate the above policy into the Financial Management Program, and into the City's daily operations to effectuate the management of finances and operations; and

**WHEREAS,** the City intends to utilize this policy and procedures in all applications which warrant such oversight.

**NOW, THEREFORE,** Mayor and City Council of the City of Dunwoody hereby ordain as follows:

Section VI: of the City of Dunwoody Purchasing Policy is hereby amended to add clarity to the City's purchasing of copy, computer, and fax paper to read as follows:

ADDITIONS = UNDERLINED  
DELETIONS = ~~STRIKETHROUGHS~~

**VI. Environmentally Preferable Goods and Services**

In determining which Goods and Services to purchase, the City shall procure Goods and Services which contain, whenever practicable, the highest percentage of post-consumer recovered material, the highest percentage of total recovered material available in the marketplace, and reduce waste in the manufacture and use of products and packaging purchased by the City.

In determining which Goods and Services to purchase, the City shall integrate environmental factors into the City's procurement decisions, when practicable. At a minimum, the City shall:

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- 1. Purchase copy, computer, and fax paper with at least 30 percent post consumer recycled content;
- ~~4.2.~~ Purchase non-emergency fleet vehicles that provide the best available net reduction in vehicle fleet emissions, including but not limited to the purchase of alternative fueled and hybrid vehicles;
- ~~2.3.~~ Consider purchasing lower emission emergency fleet vehicles with comparable specifications for performance, safety, and fuel availability during emergencies as conventionally-powered emergency fleet vehicles;
- ~~3.4.~~ Purchase at least Energy Star rated equipment and appliances for use in local government facilities when practicable based upon considerations of Life Cycle Costs;
- ~~4.5.~~ Purchase water-saving products, including WaterSense labeled, whenever practicable, including but not limited to, high performance fixtures such as toilets (1.28 gallons per flush or less), urinals (0.5 gallons per flush or less), low-flow faucets (1.5 gallons per minute or less), aerators, and upgraded high-efficiency irrigation systems;
- ~~5.6.~~ Replace disposable with re-usable, recyclable, or compostable Goods;
- ~~6.7.~~ Consider Life Cycle Cost Assessment; and
- ~~7.8.~~ Evaluate, as appropriate, the environmental performance of Vendors in providing Goods and Services.

**SO ORDAINED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF DUNWOODY, GEORGIA** this the 27<sup>th</sup> day of September, 2010.

Approved:

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Ken Wright, Mayor

Attest:

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Sharon Lowery, City Clerk  
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Approved as to Form and Content