



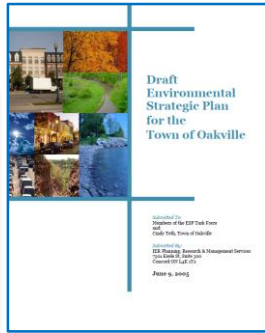
# Sustainable Purchasing Procedure

# Presentation Outline

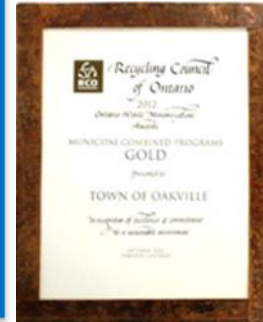
- Policy Timeline
- Sustainable Purchasing Policy
- Purchasing By-Law amendments
- Stakeholder education
- Action Timeline
- Measurables
- Lessons Learned



# Policy



## Purchasing By-Law 2010-130 Environmental amendments



## Purchasing By-Law 2016-116 Amendment

2006      2009      2010      2012      2015      2016

### Environmental Sustainability Policy



low emission vehicle



5 year review schedule,  
Annual reporting to Council

# Environmental Sustainability Policy



To guide fleet greening to assist with the Town of Oakville's (town) greenhouse gas (GHG) emission reduction goals, reduce the use of non-renewable resources, mitigate climate change impacts and improve fuel efficiency.



To achieve continuous waste reduction and diversion improvements across town facilities and events taking place on town property.

- Litter By-Law
- Special Events User Guide
- Work Plan
- Waste Audit Work Plans

SUSTAINABLE  
PURCHASING

To promote sustainable purchasing to achieve continuous improvement to the corporation's resilience to climate change, waste diversion rates and indoor and outdoor air quality while reducing resource (energy, fuel, and water) consumption, greenhouse gas emissions and impact on the environment.

# Purchasing By-Law, 2010-130

## Schedule H: Single or Sole Sourced Procurement Activity

## Schedule J: Environmental Sourcing & Procurement

“.....will make attempts to preserve the environment and reserves the right to encourage the procurement of supplies and services with due regard to the preservation of the natural environment; suppliers may be selected to supply goods made by methods resulting in the least damage to the environment, and/or to supply goods incorporating recycled materials where practicable. It is to be understood that total life-cycle cost analysis may be required to ensure that these supplies and services are financially viable and available at competitive prices.”

# Purchasing By-Law, 2010-130

## Amendments (2010 & 2016)

Procurement Step	Traditional Focus Area	Green Focus Area
Step 1 Assess Opportunity	Spend analysis focuses primarily on materials and logistics	Spend analysis encompasses direct and indirect environmental costs (energy consumption, disposal, packaging waste, water)
Step 2 Assess Internal Supply Chain	Specification focused, map current process and identify process opportunities	Specification review and design considers industry's environmentally sound products and services
Step 3 Assess Supply Market	Identify potential sources of supply and perform supplier assessments/ comparisons	Supply base includes suppliers who specialize in efficient, sustainable products
Step 4 Develop Sourcing Strategy	Confirm scope, determine desired outcomes and brainstorm process enhancement	Sustainability considerations and criteria are specified in the RFP document (energy, disposal, water costs may be solicited from suppliers)

# Purchasing By-Law, 2010-130

## Schedule “K” Development of Specifications

1. Consideration to the amount of packaging that would be associated with the procurement of a good. If ....packaging is felt to be too excessive, then the Specification for those Goods will require the vendor to be responsible for and bear the cost for removal and disposal of the packaging materials.
2. Environmental Policy approve purchases and contracts meet the requirements of the SPP.

## No Local Preference Clause

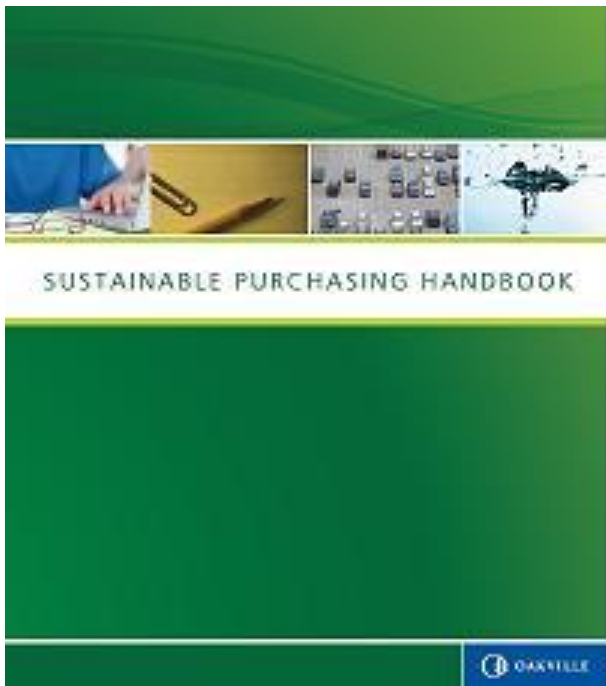
Revisions made to remind staff to consider local businesses with developing specs and T of R

# Stakeholder Education



- Halton Cooperative Purchasing Group (HCPG)
- Vendor awareness
- Staff education across multiple departments

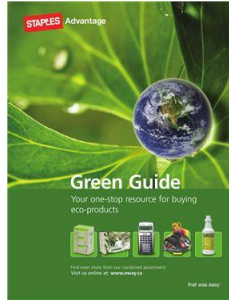




Corporate Express  
 Interior / Exterior Construction New &  
 Existing Buildings  
 Interior Furnishings  
 Office Equipment and Appliances  
 Janitorial Supplies  
 Printing Processes  
 Catering and Cafeteria Services  
 Sustainable Fleet  
 Marina and Boat Care Products



# Action



2009      2010      2011      2012      2014      2017-



TAKE BACK THE LIGHT



# Measurables



- Corporate Express
- Green Fleet – streetsweeper and electric vehicles
- Kcup composting and removal
- Bottled water
- CFLs

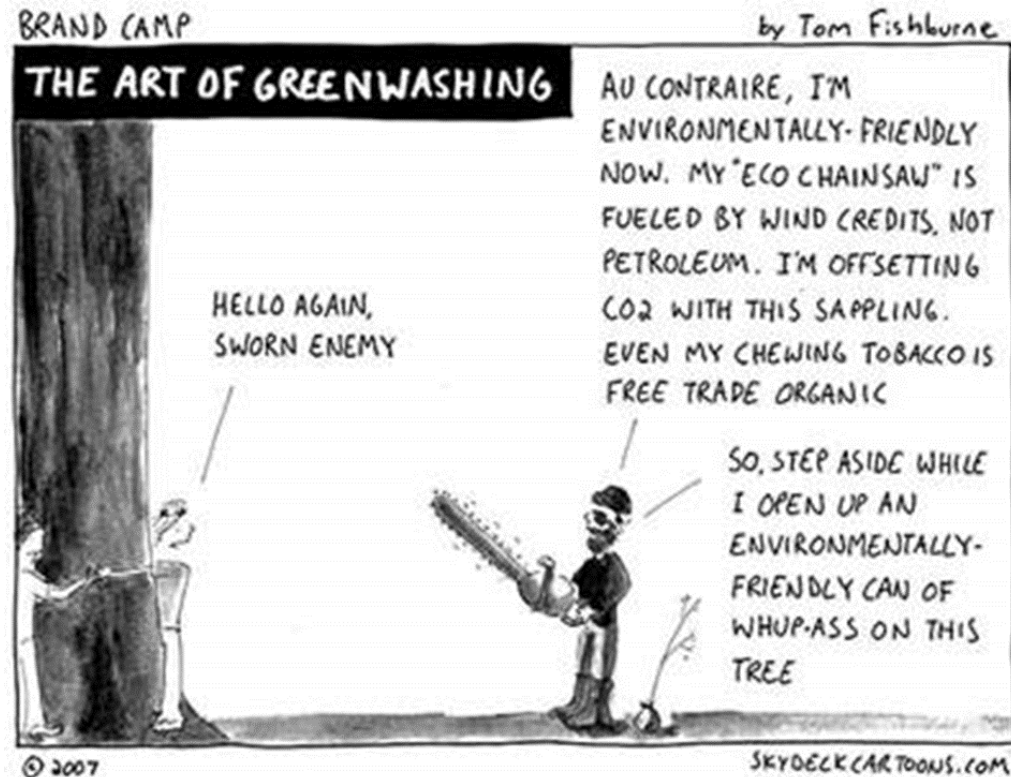


- Janitorial services and products
- Recycled pop bottle mats
- Recycled content waste bins
- Water fountains

Department	Sales	Eco Office	Eco Sales	% ECO
<b>PARK ADM Total</b>	596.21	9 Eco purchases Notebook, folders, rechargeable batteries, black stacking tray, post	146.58	24.59
<b>TOWN OF OAKVILLE Total</b>	450.21		-	0.00%
<b>DEVELOPMENT SERVICES</b>	439.3		-	0
<b>LEARNING &amp; DEVELOPMENT</b>	1,578.86	15 Eco purchases Cover, Index, Notepro, Planner, folders	311.86	19.75
<b>FIRE PREVENTION</b>	683.23	15 Eco purchases Binders, Index, Mailer, Calendars, Diaries, Folders, Air Duster, Pads,	159.39	23.33
<b>MAYORS OFFICE</b>	1,583.59	21 Eco purchases Desk Pad, binders, Notebooks, Calendar, Planner, Diaries, Cup, card, Folders, Kitchen Towel, Pad, Add Roll, File	413.66	26.12
<b>TRANSIT ADM</b>	3,886.87	19 Eco purchases Case, Index, Cleaner, Book, Notebook, Folder, Air Duster, Tray, Pads, Folders, Envelopes, Eraser, Pen	357.15	9.19
<b>FIRE DEPT ADMIN</b>	3,587.10	13 Eco purchases Binder, Diary, folders, Air dusters, CDRW, Post-it, Pads	656.76	18.31
<b>CAPITAL ASSETS ADM</b>	1,468.07	24 Eco purchases Book, Index, Notebooks, Diary, calendars, Desk pad, folders, Facial Tissue, Cloth, Pen, air Duster,	429.21	29.24

# Lessons Learned

- Keep on it
- Champions within departments
- Discuss measurables from the onset
- Centralized purchasing-office supplies
- “Kudo’s”



## Next Steps

Discussing an overhaul of all environmental reporting....



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