

## Environmentally Preferred Purchasing Requirements

### Hazardous Waste:

Vendor shall take-back all spent or otherwise discarded hazardous products sold to the City by the Vendor if the spent or discarded products are classified as hazardous or universal wastes by State or Federal regulations. Vendor shall provide convenient collection and recycling services (or disposal services if recycling technology is unavailable) for all universal wastes, which originate from the Vendor. Hazardous waste manifests or bills of lading must be provided to City staff upon request. Recycling and reuse of hazardous wastes must occur within the United States. Universal waste lists and information are available [www.dtsc.ca.gov/HazardousWaste/UniversalWaste/](http://www.dtsc.ca.gov/HazardousWaste/UniversalWaste/). A hazardous waste list is available at <http://www.calrecycle.ca.gov/LEA/Training/wasteclass/yep.htm>. Additional information can be obtained by contacting the City of Palo Alto Hazardous Waste Department at (650) 496-6980

### Zero Waste:

Vendor shall comply with the waste reduction, reuse and recycling requirements of the City's Zero Waste Program. Vendor acknowledges and agrees that if Vendor fails to fully and satisfactorily comply with these requirements, the City will suffer, as a result of Vendor's failure, substantial damages which are both extremely difficult and impracticable to ascertain. Therefore, the Vendor agrees that in addition to all other damages to which the City may be entitled, in the event Vendor fails to comply with the below requirements Vendor shall pay City as liquidated damages the amounts specified below. The liquidated damage amount is not a penalty but considered to be a reasonable estimate of the amount of damages City will suffer as a result of such non-compliance.

- Vendors shall adhere to the standard that all printed materials provided to the City that are generated from a personal computer and printer including, proposals, quotes, invoices, reports, and public education materials shall be double-sided, printed on a minimum of 30% post-consumer content paper or greater unless otherwise approved by the City's Environmental Services Division (650) 329-2117. Materials printed by a professional printing company shall be a minimum of 30% post-consumer material or greater and printed with vegetable based inks. Liquidated damages of \$30 per document will be assessed by City for failure to adhere to this requirement..
- All secondary and shipping (tertiary) packaging generated shall first be minimized/reduced to the maximum extent feasible while protecting the product shipped.
- All paper packaging must be Forest Stewardship Council (FSC) Certified.
- Expanded plastics (e.g., foam or cushion blocks, trays, packing "peanuts"), such as but not limited to polystyrene (aka Styrofoam™), polypropylene, or polyurethane shall not be used as secondary or tertiary/shipping packaging. Liquidated damages of \$235 or a minimum of \$50 if the combined product and shipping cost is \$235 or less will be assessed by City for failure to adhere to this requirement.
- All secondary and shipping packaging shall be recyclable in the City's recycling program. A complete list of items accepted for recycling are found at [www.zerowastepaloalto.org](http://www.zerowastepaloalto.org) or by calling (650) 496-5910. If any portion is received that does not meet this requirement, liquidated damages of \$235 or a minimum of \$50 if the combined product and shipping cost is \$235 or less will be assessed by City for failure to adhere to this requirement.
- If approved by the City's Environmental Services Division and Administrative Services Department, a packaging takeback program may be proposed by the vendor or manufacturer for City use if the service is provided at no additional cost to the City. Staff will review proposed takeback programs to ensure the program meets City needs.
- If approved by the City's Environmental Services Division, a packaging requirement may be waived if no other viable alternative exists and not using the current packaging presents the likelihood of product damage.
- Reusable/returnable pallets shall be used and taken back by the contractor, at no additional cost to the City. Contractor shall provide documentation upon request ensuring reuse of pallets and/or recycling of broken pallets. Liquidated damages of \$262 or a minimum of \$50 if the combined product and shipping cost is \$262 or less will be assessed by City for failure to adhere to this requirement.

**Energy and Water Efficiency**

Vendor shall provide products with an ENERGY STAR, Water Sense or State of California standard rating, whichever is more efficient, when ratings exist for those products. A life cycle cost analysis shall be provided to the City upon request and shall at minimum include: first cost, operating costs, maintenance costs, and disposal costs.

**Contacts for additional information about City of Palo Alto  
Hazardous Waste, Zero Waste and Utilities programs:**

Hazardous Waste Program (Public Works)	Zero Waste Program (Public Works)	Watershed Protection	Energy Efficiency
650.496.6980	650.496.5910	650.329.2117	650.496.2244