

Sustainable Procurement and Life Cycle Consideration Policy

I. Policy Statement

It is the policy of Portland State University (“University”) to include sustainability as a key consideration in its public contracting programs. The University strives to minimize the adverse life cycle effects of product or service production, transport, use, and final disposition and consider the inherent social, environmental, and economic impacts of procurement decisions and activities.

II. Reason for Policy/Purpose

The University is renowned for its commitment to sustainability in operations, the built environment, research, academics and student life. The purpose of this policy is to ensure that Portland State procurement activities support the University’s sustainability goals.

In 2010, PSU adopted a Climate Action Plan and committed to reducing carbon emissions with a goal of carbon neutrality by 2040. Embodied emissions from the supply chain of purchased goods make up the majority of Portland State University’s carbon footprint. Acknowledging our impact as a major purchaser of goods and services, this policy aims to ensure that University procurement supports the sustainability goals of the institution and models environmental, economic, and community stewardship.

Portland State is a member of Oregon Environmental Council’s Healthy Purchasing Coalition as well as the newly formed national Sustainable Purchasing Leadership Council. Formally adopting a procurement and life cycle consideration policy will further solidify PSU’s commitment to sustainability for both internal and external stakeholders and will ensure PSU’s presence among other universities and agencies demonstrating leadership in this area.

This policy directly supports our green building efforts and fulfills multiple credit requirements for LEED for Existing Buildings: Operations & Maintenance. Additionally, PSU annually ranks with numerous sustainability assessment organizations such as the Association for the Advancement for Sustainability in Higher Education’s STARS program, Princeton Review, and Sierra Club’s Cool Schools program. This policy would improve our performance and enhance our standing with these organizations.

III. Applicability

This policy applies to all employees, schools, colleges, and administrative units of the University.

This policy will affect all members of the PSU community. It will have the largest impact on administrative, academic, and campus operations staff. To a lesser extent, it will also impact students. The following departments would play a large role in policy implementation: Facilities & Property Management, Contracting & Procurement Services, Campus Sustainability Office, Office of Information Technology, and General Counsel. These rules will act as a guide for purchasing decision making.

Nothing in these procedures, however, shall be construed as requiring the procurement of products or services that do not perform adequately for their intended use, limit competition, or are not available at a reasonable price or in a reasonable period of time.

IV. Definitions

For the purposes of this policy, the following terms and definitions apply:

Best Value Contracting: A type of contracting that allows purchasers to consider factors other than price, such as: experience, sustainability, personnel, diversity, financial capabilities.

Campus Sustainability Office (CSO): A unit within Planning, Construction & Real Estate that works to ensure environmentally responsible practices are incorporated into campus operations.

USDA Certified organic: An item that has been grown according to strict federal standards that are verified by independent state or private organizations.

Contractor: Any person, group of persons, consultant, association, partnership, corporation, or other business entity that has a contract with PSU (including suppliers) or serves in a subcontracting capacity with an entity having a contract with PSU for the provision of goods or services.

Ecolabel: A label that identifies overall environmental preference of a product or service within a specific product/service category based on Life Cycle Cost Assessment considerations and that is awarded Third Party Certification.

Energy Star: A U.S. Environmental Protection Agency (EPA) voluntary program that helps businesses and individuals save money and protect our climate through superior energy efficiency.

Environmental footprint: the area of productive land and water ecosystems required to produce the resources that one consumes and assimilate the wastes that the he/she produces.

Environmental product declaration (EPD): is a standardized way of quantifying the environmental impact of a product or system in life cycle assessment. Declarations include information on the environmental impact of raw material acquisition, energy use and efficiency, content of materials and chemical substances, emissions to air, soil and water and waste generation.

EPEAT: Electronic Product Environmental Assessment Tool. An environmental certification for electronic equipment, commonly computers, developed by the Environmental Protection Agency and maintained by the Green Electronics Council.

Fair trade: A trading partnership, based on dialogue, transparency and respect, which seeks greater equity and contributes to sustainable development by offering better trading conditions to, and securing the rights of, marginalized producers and workers.

Green building practices: A whole-systems approach to the design, construction, and operation of buildings and structures that helps mitigate the environmental, economic, and social impacts of construction, demolition, and renovation, and includes Third Party Certification.

Green vehicle: A vehicle that emits low or zero emissions; typically by fuels other than gasoline or diesel.

Habitat friendly: Development practices that reduce the impact of development on natural resources, look beyond the building envelope and focus on land development and site design that mimic nature's processes, and conserve the natural systems and hydrologic functions of a site.

LEED: Leadership in Energy & Environmental Design. A commonly used building certification system developed and maintained by the US Green Building Council.

Least toxic: No additives that are chemicals of high concern to human or environmental health may constitute part of the product except at levels consistent with background levels in the environment.

Life cycle cost assessment: The comprehensive accounting of the total cost of ownership, including the initial costs, energy and operational costs, longevity and efficacy of service, and disposal costs.

Locally available: Grown, manufactured, or assembled within 400 miles of the Metro Region or sold from a vendor located within 400 miles of the Metro Region.

Office of Contracting and Procurement Services (CAPS): The Office of Contracting and Procurement Services serves as the central procurement authority for the University under the authority of the Vice President of Finance and Administration. CAPS supports all University schools, colleges, programs and administrative units with the procurement of goods and services they require.

Post-consumer material: A material or finished product that has served its intended use and has been discarded for disposal or recovery, having completed its life as a consumer item. Post-Consumer Material is a part of the broader category of Recovered Material.

Practicable: Satisfactory in performance and available at a fair and reasonable price.

Pre-consumer material: Material or waste remaining after manufacture of a product.

Procurement: Procurement means the act of acquiring goods or services on behalf of the University through a variety of methods including purchase order (PO), procurement card or written contract.

Product stewardship: Whoever designs, produces, sells, or uses a product takes responsibility for minimizing the product's environmental impact throughout all stages of the product's life cycle.

Qualification: A condition or standard that must be met or complied with.

Recovered material: Waste material and by-products which have been recovered or diverted from solid waste and includes both Post-Consumer Material and manufacturing or Pre-Consumer Material. Also known as recycled material, recovered, or recycled content.

Repurpose: To give a new purpose or use to.

Solicitation: A request for a priced offer to sell goods or services. This includes invitation to bid (ITB), request for quote (RFQ), and request for proposal (RFP).

Source, sourcing: To specify the source of a product or service as part of a procurement process.

Sustainability: Using, developing and protecting resources in a manner that enables people to meet current needs and provides that future generations can also meet future needs, from the joint perspective of environmental, economic and community objectives.

Sustainable procurement: Purchasing materials, products, and services in a manner that integrates fiscal responsibility, social equity, and community and environmental stewardship.

Sustainable products: Products that have a lesser or reduced effect on human health and the environment when compared with competing products that serve the same purpose. This comparison may consider Life Cycle Cost Assessment.

Third party certification: An independent, objective assessment of a service or product completed by someone other than the service provider or product manufacturer.

Total cost of ownership: A financial determination of the total direct and indirect costs of a product or system over a set period of time.

University Department: The term University Department refers to all schools, colleges,

programs and administrative units of Portland State University.

University Policy: A written plan or general course of action, having broad application throughout the University, intended to govern the actions of all employees, faculty, students, visitors, and others who come in contact with the University. A University Policy helps ensure compliance with applicable laws and regulations, promotes one or more of the University's missions, contains guidelines for governance, and/or sets limits within which people are expected to operate. University Policies are governed by the University's Policy on Policies, which can be found in the University Policy Library.

Responsible Offices: Campus Sustainability Office, Contracting & Procurement Services

Responsible Officers: Jennifer McNamara, Campus Sustainability Manager, Darin Matthews, Director of Contracting & Procurement

V. Policy

1. Guidelines for Life Cycle Considerations

- 1.1 University shall leverage its purchasing power to strengthen sustainable markets and the regional economy.
- 1.2 University shall contribute to environmental and public health objectives such as reducing hazardous chemicals, air contaminants, and greenhouse gas emissions by increasing demand for sustainably manufactured products
- 1.3 University shall, whenever practical, show contractual preference for suppliers that utilize "closed loop" take back/product stewardship programs.
- 1.4 University shall specify whenever practical purchased goods that can be disposed of in a responsible manner (recyclable, compostable, and reusable).

VI. Procedure

1. Materials Sourcing

- 1.1 Used or Surplus Goods
 - 1.1.1 Attempt to find the product used before purchasing a new product
 - 1.1.2 Check on product availability through the [ReUse Room](#) or Surplus Property
 - 1.2.3 If an item is only needed temporarily, post a request on the internal [Lending Library](#) to see if the product is available on loan from another department.
- 1.2 New Products
 - 1.2.1 To the highest extent possible use Best Value when determining a solicitation method. Best Value means that cost is not the only factor in determining what to buy. If practical and feasible use a Request for Proposal rather than low-bid

method of solicitation so that factors other than price may be included in the purchasing decision. Factors that may be considered include, but are not limited to: sustainability (both environmental and social) and life cycle cost assessment.

2. Solicitation for Goods and Services

- 2.1 Sustainability shall be considered in every purchase made by Portland State.
- 2.2 When a competitive RFP is used in the procurement a minimum of 15% of the available points of the selection criteria shall be allotted to Sustainability. CSO shall provide procedures on how this area is evaluated, which can include criteria such as certifications and sustainable attributes of proposed products or services, demonstrated commitment to sustainability in business practices, and life cycle impacts of proposed goods or services.

3. Required Qualifications

The following qualifications shall be incorporated into all PSU solicitations for procurement of goods and services to the highest extent practicable:

- 3.1 Copy Paper: All copy paper purchased for office printer/copiers shall be made from 100% post-consumer material and processed chlorine-free (PCF). High speed copiers shall use minimum 30% post-consumer material paper.
- 3.2 Electronic Equipment: All electronic equipment purchased shall be Energy Star certified, where certified products are available.
- 3.3 Green House Gas Reduction: Green House Gas reduction preferences and/or criteria will be incorporated into specifications and scopes of work when possible.
- 3.4 Least Toxic: Request “least toxic” options in specifications and scopes of work.
- 3.5 Water Efficiency: All water fixture and equipment purchases will be water efficient (refer to design and construction guidelines).
- 3.6 Vehicles: All vehicles purchased will have a smaller environmental footprint (more fuel efficient, alternative fuel source, etc.) than the vehicle replaced or, if new, will be a Green Vehicle if at all possible.
- 3.7 Cleaning Chemicals: All cleaning chemicals will be Green Seal certified to the GS-37 standard, or will be comparably certified. If exceptional circumstances exist and non-certified solutions are required, chemicals being considered should be reviewed by the Campus Sustainability Office and Environmental Health & Safety.
- 3.8 Computers: All computers and monitors will be EPEAT Gold certified.
- 3.9 Fluorescent Lighting: All purchased fluorescent lighting will meet the LEED credit for reduced mercury in Lamps. The maximum target for the overall average of mercury content in lamps will be 70 picograms per lumen-hour or less.
- 3.10 Construction demolition or deconstruction services shall, at a minimum, comply with City of Portland rules and Oregon Revised Statutes (279C) regarding construction debris recycling. Deconstruction services are preferred. Refer to PSU [Technical Design Standards](#).

4. Preferred Qualifications

In addition to the required qualifications above, purchasers will incorporate or request the following preferred qualifications when procuring goods and services to the highest extent practicable:

- 4.1 Certified organic products
- 4.2 Repurposed furniture
- 4.3. Fair trade certified products
- 4.4 Locally available products and services
- 4.5 Durable, repairable and refillable products
- 4.6 Products and services certified by a third-party ecolabel
- 4.7 Products made of recycled and recovered content
- 4.8. Green vehicles that are fuel efficient or use alternative fuels
- 4.9 Sustainable practices within vendor business operations which may include but is not limited to use of sustainable and non-toxic products and use of alternative fuel vehicles for delivery or other services.
- 4.10 Reduced packaging through such methods as vendor take-back of packaging, packaging reuse, and recyclable packaging.
- 4.11 Sustainable delivery and shipping options, such as use of renewable fuels for transportation, bicycle delivery service, and compressed delivery schedules that reduce trips to campus.
- 4.12 Life Cycle Cost Assessment: considering Life Cycle Cost Assessment when evaluating a product's price using a Product Stewardship model for goods or all phases of the product or service (leased carpet tiles, for example).
- 4.13 Reports from selected vendors on compliance with PSU's Sustainable Procurement Policy whenever possible.
- 4.14 Environmental Product Declarations wherever possible
- 4:15 Forest Stewardship Council (FSC) certified lumber and wood products.
- 4.16 Utilization of the following price preferences allowable by State of Oregon when purchasing agricultural products or recycled content products:
 - 4.16.1 10 percent price preference for agricultural products grown and transported entirely within the State of Oregon (ORS 279A.128)
 - 4.16.2 10 percent price preference for goods that are fabricated or processed, or services that are performed, entirely within the State of Oregon (ORS 279A.128)
 - 4.16.3 5 percent price preference for recycled goods as defined and explained in the EPA's Comprehensive Procurement Guidelines (ORS 279A.125)

5. Roles and Responsibilities

- 5.1. Department Supervisors and Managers

- 5.1.1. Include Sustainable Purchasing as an area for employee development, where practicable, to identify possible areas of improvement
 - 5.1.2. Ensure that employees complete available pertinent training opportunities through CSO
 - 5.1.3. Designate department Sustainable Procurement Representative
- 5.2. Department Sustainable Procurement Representatives
- 5.2.1. Participate in training on sustainable procurement and be the resource for department staff
 - 5.2.2. Serve as the point person for department evaluation of the practicability of using particular sustainable products and services
 - 5.2.3. Represent the department on any agency-wide Sustainable Procurement efforts
 - 5.2.4. Revise department procedures as necessary to facilitate procurement of sustainable products and services and for ease of data collection
 - 5.2.5. Measure and track sustainable purchases made and report to CSO
- 5.3. Any PSU employee buying goods or services
- 5.3.1. Take into consideration sustainability when planning any purchase
 - 5.3.2. Include the above sustainability factors in purchases, whenever practicable
 - 5.3.3. Participate in CAPS online sustainable procurement training
 - 5.3.4. Consult early in the procurement process with appropriate parties (e.g., sustainability specialists, contract specialists/contracting officers) to facilitate procurement planning and to prepare sustainable scopes of work or specifications
 - 5.3.5. Monitor contract performance to ensure compliance with sustainable procurement requirements in accordance with the terms of the contract
 - 5.3.6. Submit the Material Safety Data Sheet (MSDS) to Environmental Health & Safety whenever the purchased product has an MSDS.
- 5.4. Procurement Services
- 5.4.1. Include formal and informal Sustainable Procurement Training in the Procurement Training Curriculum
 - 5.4.2. Seek opportunities for cooperative purchases
 - 5.4.3. Monitor agency compliance with these rules
 - 5.4.4. Revise Procurement Procedures periodically to reflect these rules
 - 5.4.5. Provide a Sustainable Procurement Toolbox and keep it maintained and updated. This toolbox will include:
 - 5.4.5.1. Solicitation and Contract examples that include appropriate sustainability language
 - 5.4.5.2. Lists of suitable, preferred sustainable goods and services and links to such lists
 - 5.4.5.3. Description of third party certifications and advice on how to use such certifications

- 5.4.5.4 Guidance on purchasing less-toxic or non-toxic products
- 5.4.5.5. Training documents and links to external training opportunities
- 5.4.5.6. Sustainable Procurement Checklist

5.5. Campus Sustainability Office

- 5.5.1. Consult with Procurement Services and Departments about how to integrate sustainability criteria into procurements and contracts
- 5.5.2. Provide input to Procurement Services about best practices in sustainable procurement
- 5.5.3. Coordinate with Procurement Services to incorporate sustainable procurement progress into regular sustainability reports to third party sustainability benchmarking organizations as well as internal stakeholders
- 5.5.4 Provide assistance to buyers in writing and evaluating sustainability in solicitations and purchases

6. Reporting Requirements

- 6.1 Contracting & Procurement Services, in collaboration with CSO, will report fiscal results annually. These reports shall include the percentage of sustainable procurements by dollar amount as compared with total overall spending

7. Sustainable Procurement Program Goals

- 7.1. An increase of 5 percent per year on the dollar amount of sustainable products purchased from the prior year. The baseline will be FY 14-15. PSU’s five year goal is to achieve a 25 percent increase from baseline year spending levels.
- 7.3. An increase in the utilization of local businesses within 400 miles of the Portland Metro area.

8. Update of Administrative Procedures

- 8.1. These procedures may be updated periodically by an action of the Sustainability Manager and Director of Contracting & Procurement Services.

VII. Links To Related Forms

VIII. Links To Related Policies, Procedures or Information

- [Technical Design Standards](#)
- [PSU Climate Action Plan \(Materials Section\)](#)
- PSU Climate Action Progress [Report](#)

IX. Contacts

If you have any questions regarding this policy, please contact the Campus Sustainability Office at (503) 725 – 5499 or Contracting & Procurement Services at (503) 725 - 3441

X. History/Revision Dates [use this date format: May 27, 2012]

Adoption Date: [date policy first approved by UPC and is in effect]

Reaffirmation Date: [date UPC concurs with responsible officer that an existing policy requires no change, and remains in effect]

Revision Date: [date policy has been changed and reapproved]

Next Review Date: Month, Day, Year [*at least* every five years, sooner as needed]

XI. Policy Adoption/Reaffirmation/Revision Approvals

Approved _____ Date _____
PORTLAND STATE UNIVERSITY PRESIDENT

Approved _____ Date _____
PORTLAND STATE UNIVERSITY GENERAL COUNSEL