



# CITY OF HOUSTON

## ADMINISTRATIVE PROCEDURE

SUBJECT

**PROCUREMENT AND USE OF PRODUCTS MADE FROM RECYCLABLE MATERIALS**

A. P. No.

**2-15**

Effective Date

**4-23-91**

### 1. PURPOSE

1.1. To establish a policy and guidelines for the procurement of products made from recyclable materials.

1.2. To define assistance to be provided by the city in creating and expanding markets for secondary materials and recycled goods.

### 2. POLICY

2.1. It shall be the policy of the City of Houston to purchase recycled goods or products when practical, fiscally prudent, and in accordance with state competitive bidding requirements.

### 3. DEFINITIONS

3.1. **Recycled goods or products** means goods or products that have been separated at the point of discard for utilization as raw materials in the manufacture of new goods of products.

3.2. **Recovered Materials** means waste material and by-products that have been recovered or diverted from solid waste, but not including those materials and by-products generated from an original manufacturing process.

3.3. **Practical** means performance in accordance with applicable specifications, availability of goods at a reasonable price, availability within a reasonable period of time, and maintenance of a satisfactory level of competition.

### 4. SCOPE

4.1. This directive is applicable to all departments, divisions of the Mayor's Office, and city contractors.

### 5. RESPONSIBILITIES

5.1. Materials Management is responsible for: (a) promoting the purchase of recycled materials, working with neighboring governments to develop a comprehensive, consistent, and effective procurement effort that will stimulate the market for recycled products, reusable products and products designed to be recycled; (b) submitting quarterly reports to the Chief Administrative Officer on the efforts of departments to purchase recycled products on City contracts; (c) identifying other products purchased by the City which could use recycled materials;

Approved

Date Approved

5/2/91

page

1 OF 4

and (d) identifying sources of such recycled materials and products for buyers to use as potential vendors in future purchases.

5.2. The Director of the Public Works Department or designee is responsible for: (a) coordinating citywide efforts in stimulating the market for recycled materials; (b) reviewing procurement policies of selected local businesses; (c) developing fact sheets and case studies to transfer information to other groups; and (d) working with local groups to promote the purchase of recyclable products.

5.3. Department directors are responsible for: (a) ensuring that contractors bidding to provide products or services to the City offer recycled products whenever possible; (b) reporting the department's quarterly efforts to purchase recycle products on City contracts; (c) identifying other products purchased by the City which could use recycle materials; and (d) identifying sources of such recycled materials and products for buyers to use as potential vendors in future purchases.

## 6. PROCEDURE

6.1. The Director of the Public Works Department shall chair the Committee on Recycling. The committee shall include a representative from the following departments:

- a) Materials Management
- b) Public Works
- c) Finance and Administration/Management Services
- d) Legal
- e) Health
- f) City Council

Representatives from the following departments shall serve on the committee on a rotating basis (once every six months):

- a) Parks and Recreation/Library
- b) Police/Municipal Courts
- c) Civic Center/Capital Projects
- d) Fire/Planning
- e) Controller's Office/Housing and Community Development
- f) Public Utilities/Aviation

6.2. The committee will be responsible for preparing guidelines for using recycled products. These guidelines shall include:

- a) How to recycle;
- b) List of available recycled products for use by departments;
- c) How to obtain recycled products;
- d) How to minimize costs for recycled products;
- e) How to adapt operations to use recycled materials.

SUBJECT

**PROCUREMENT AND USE OF PRODUCTS  
MADE FROM RECYCLABLE MATERIALS**

A. P. No.

**2-15**

Effective Date

**4-23-91**

page

**2 OF 4**

- 6.3. Recycled paper shall be purchased and used by departments, when feasible, in all copy machines that will accept it (when fiscally prudent).
- 6.4. The following criteria shall apply to the purchase of paper products and equipment that use paper:
- a) Preference shall be given to the purchase of recycled paper products with a 50 percent recycled content or the highest percentage of recovered materials practicable. Preference shall be given to the purchase of copy machines which will accomodate recycled paper, whenever practicable.
  - b) All recycled paper purchases shall require the manufacturer's certification and verification of recovered material content.
  - c) In instances where recycled paper and paper products may void existing warranties, service agreements or contracts, recycled paper and paper products shall not be used.
- 6.5. When recycled products are used, the products will be labeled to indicate that they contain recycled materials.
- 6.6. City departments, contractors, boards and commissions, in collaboration with Materials Management, shall conduct a review of existing products and service specifications to determine whether existing specifications either require the use of products manufactured from virgin materials or exclude the use of recycled products, reusable products, or products designed to be recycled, as current contracts expire.
- 6.7. In the event that the specifications exclude the use of recycled products or require the use of virgin materials, the exclusions or requirements shall be reviewed by City departments and Materials Management to determine if recycled products can achieve the performance specifications.
- 6.8. City departments and Materials Management shall ensure that performance standards for particular products are not overly stringent. The requirement for the use of recycled materials, reusable products, and products shall be subject to an alternative showing that either the performance of the product will be jeopardized or that the product will negatively impact the health and safety of employees, or operational efficiency. The recycled content shall be the highest percentage determined to be feasible by the department and Materials Management.

SUBJECT

**PROCUREMENT AND USE OF PRODUCTS  
MADE FROM RECYCLABLE MATERIALS**

A. P. No.

**2-15**

Effective Date

**4-23-91**

page

**3 OF 4**

- 6.9. Contractors submitting bids to provide products or services to the City shall certify that they will comply with the requirement for the use of recycled goods and products.

SUBJECT

**PROCUREMENT AND USE OF PRODUCTS  
MADE FROM RECYCLABLE MATERIALS**

A. P. No.

**2-15**

Effective Date

**4-23-91**

page

**4 OF 4**