



PURCHASING POLICIES

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1: INTRODUCTION

Barnstable County Purchasing Department procures goods and services for the County departments, as well as the towns within the County, in accordance with Chapter 30B of the Massachusetts General Laws and Federal Laws, as applicable. Through the coordination of collective bids by Barnstable County, towns are able to take advantage of the cost savings involved with purchasing goods and services in large volume, as well as saving staff time and town resources by allowing the County to coordinate the bidding.

The Purchasing Department is charged with the responsibility to:

- In an efficient and effective manner obtain public bids from the expenditure of County funds for the purchase of materials and services.
- Oversee and manage systems that facilitate the purchase of materials and services for all functions of the County.
- Perform spend analytics and process analysis to identify areas of opportunity to drive costs down throughout the supply chain process, providing benefit to the county.
- Provide value added services to the County by constantly striving to find new and better products, sources of supply items, service providers and better ways of meeting the needs of the county.
- Develop Purchasing standards based upon best business practice, value analysis, economies of scale, total acquisition costs, and budget limitations.
- Assist departments in locating substitute materials in cases of emergencies, material shortages, strikes, or other external circumstances.
- Protect the County against unfair or unethical trade practices and unrealistic or exorbitant price increases.
- Negotiate contracts that mitigate risk to the county and comply with applicable laws.
- Expedite, if requested and warranted, the delivery of goods and services.
- Assist in the transfer, trade, or sale of surplus property.

Barnstable County P-Card Cardholder Guide
Adopted January 13, 2020
Revised March 12, 2025

Purpose and Scope

- The County of Barnstable has established a procurement card program to provide for the rapid acquisition of primarily low dollar items. The procurement card program is designed to promote purchasing efficiency, flexibility, and convenience. Procurement card purchases shall be made in accordance with established purchasing rules and policies.
- The County of Barnstable has contracted with TD Bank to provide credit cards, called procurement cards. The procurement cards are to be used solely to purchase goods and services for the County of Barnstable.
- The primary purpose of the procurement card program is provision of a single credit account for local and internet purchases. Benefits of the program are reduced time, paperwork and handling costs along with a more rapid and efficient receipt of goods.
- The purpose of these policies and procedures is to establish guidelines to govern the issuance and use of procurement cards.

Applicability

- All County Departments including the Cape Cod Commission. The Finance Director or their designee will make Procurement Card Issuance determinations for the County employees and the Cape Cod Commission employees. The decision of the Finance Director shall be final.

Definitions

- Procurement Card: A credit card that is issued to designated departments/employees to facilitate the purchase of goods and services.
- Program Administrator: Performed by the Chief Procurement Officer with daily transaction processing provided by Accounts Payable. The Finance Director shall have oversight of the program to the extent of meeting the County's financial policies.
- Program Manager: The Finance Director shall designate certain Department Heads to be granted access to the TD Bank website for the sole purpose of reviewing and approving procurement card transactions of their department(s).

Policy

- It is the policy of the County of Barnstable to allow the issuance and use of procurement cards to designated departments and/or employees. Procurement cards are to be issued at the discretion of and subject to approval by the Program Administrator.
- Cards are to be used for County of Barnstable business only. Improper use of the card shall result in loss of privilege and/or disciplinary action in accordance with Barnstable County Policies and Procedures Manual.

- The County of Barnstable reserves the right to suspend or cancel any employee's procurement card without warning at any time.
- Use of procurement cards shall be governed by all applicable rules, regulations and policies of the County of Barnstable, and the laws of the Commonwealth of Massachusetts including MGL Chapter 30B (The Uniform Procurement Act).
- In that the procurement card process is intended to facilitate the acquisition of items, services, emergencies, online purchases, travel, and any other appropriate county purchase the procurement card purchases shall still require the issuance of a purchase order. Procurement card limits will be set on a case by case based on the department's needs. These will be reviewed by the Program Manager.
- The Finance Director and County Auditor reserve the right to conduct random audits of the procurement card program to ensure compliance with any County accounts payable or procurement policies.

Procedures

- Issuance of a Procurement Card

An employee who wishes to be issued a procurement card must complete a card application form and submit to the Program Administrator. The Program Administrator shall establish the parameters for the approved employee's use of the card.

Procurement cards are requested from the financial institution by the Program Administrator after it has been determined the employee needs a card for his/her official duties. The Program Administrator will distribute the card to the employee. Cards will be revoked for misuse or non-compliance with procedures. Fraudulent or other misuse is grounds for disciplinary action.

Parameters for use of a card shall be established by the Program Administrator in consultation with the Department Head and shall include:

- The limit on the number of daily transactions allowed on the card
- The limit on how much can be charged to the card per month
- Limitations on the kinds of expenses that can be incurred with the procurement card

- Use of a Procurement Card

Cardholders must go through a training provided by the Program Administrator of the policies and procedures in order to receive and utilize their new P-Card.

Only the authorized cardholder may use a procurement card. Delegation of authority is not permitted. Under no circumstances may a cardholder give his/her procurement card to another person.

Cardholders shall make all efforts to safeguard against use by unauthorized individuals.

At the time of a transaction, the cardholder should advise the vendor of the County's tax-exempt status and give the vendor the County's tax ID # and certificate.

At no time shall the card be charged for sales tax.

At the time of transaction, the cardholder must obtain an original, **detailed transaction receipt that is marked by the vendor as “paid”**. The receipt should include the following information: vendor’s name, date of transaction, description of each item purchased, unit cost and extension, the cardholder name and the signature of the cardholder.

Grocery or catering receipts **must be itemized and detailed** with reason for the purchase. Catering receipts must include a detailed slip of the food provided, along with the signed transaction receipt. Catering and food purchases shall be permitted for meetings and/or County related trainings. Alcoholic beverages may not be charged to the procurement card.

- Purchase over the Internet

If the procurement card is used to purchase a good or service over the internet, the card user must print the confirmation page from the website showing the details of the order.

- Purchase by phone

If the procurement card is used to purchase a good or service over the phone, the card user should ask for a confirmation of the order by email.

- Receipts for all transactions

A cardholder must turn in receipts to their department head for approval upon a completed purchase.

- Packing slips for goods received

In the case of a good purchased, upon receipt of the good, the packing slip shall be transmitted to the department head to be attached to the invoice.

- Bill Submission

The department is responsible for placing all monthly transactions on a Purchase Card Warrant and submitted to Accounts Payable to process. Departments should refer to the Purchase Card Warrant Schedule to comply with submission deadlines.

- Lost or stolen cards

Lost or stolen cards must be reported to the Program Administrator immediately after the Cardholder has contacted TD Bank. Replacement cards will be issued as soon as possible.

- Cancellation of card

The Program Administrator will forward any cancelled cards to the financial institution.

Program Manager Responsibilities

- The Program Manager shall have access to the TD Bank website and shall review and approve all procurement card transactions and shall have the authority to reclassify the general ledger account to be charged for a particular transaction. Approval by the Program Manager shall constitute confirmation that the County has received the goods purchased.
- The Finance Director is responsible for overseeing the Internal Auditor who will review and approve all transactions prior to final processing and posting to the general ledger. R

Vendor Relations

- The cardholder is responsible for ensuring receipt of goods and services purchased with procurement card.
- The cardholder is responsible to follow up with vendors on any erroneous charges, disputed items or returns.
- If a resolution cannot be reached within 48 hours of the purchase, the cardholder must notify the Program Administrator immediately.
- The Program Administrator will handle dispute claims against a vendor.
- The Program Administrator will decide if there are grounds for a formal dispute request to be filed with TD Bank to temporarily remove the charge from the account. Every effort will be made between the parties to reach a satisfactory result.

Prohibited Purchases

Issued P-Cards SHALL NOT BE USED for the following:

- Alcohol purchases
- Books, magazines, and other entertainment items while employee is traveling
- Cash Advances (ATMs)
- Construction, Maintenance & Renovation expenses
- Gasoline
- Gift Cards
- Gifts for colleagues
- Information Technology Hardware (Computers/Laptops, iPad's, printers) & Software (except for the IT Department)
- Legal services
- Meals while traveling
- Medical services
- A single purchase that exceeds the card limit or the single purchase limit determined by the Director of Finance
- Personal expenses of the Cardholder

BARNSTABLE COUNTY
POLICY FOR DISPOSAL OF SURPLUS SUPPLIES WITH AVALUE OF LESS THAN \$10,000
Adopted February 12, 2020

Surplus Items with an estimated value of over \$10,000.00

All tangible supplies with an estimated value of over \$10,000.00, must be disposed of according to Chapter 30B, section 15. These rules apply to all tangible surplus supplies with retail or salvage value, including motor vehicles, machinery, computer equipment, furniture and other materials and supplies. This does not include real property.

Surplus Items with an estimated value of less than \$10,000.00

Pursuant to M.G.L. c. 30B, 15(F), the County's Chief Procurement Officer is required to dispose of tangible supplies that are no longer useful to the County but have an estimated net resale or salvage value of less than \$10,000 using written procedures approved by the County Commissioners. This policy applies to all tangible surplus supplies with retail or salvage value, including motor vehicles, machinery, computer equipment, furniture and other materials and supplies. This does not include real property.

***All** computer equipment, phones, printers, photocopiers and mobile devices that are no longer of use must be returned or turned over to the IT Department. Such equipment will be gathered and sold in bulk.*

For all other items:

The Department will send a request to the County Administrator to have the item(s) declared surplus. Once the item(s) have been declared surplus, the surplus declaration signed by the County Administrator is to be forwarded to the Chief Procurement Officer. Requests shall include the following information:

- Description of the item(s), along with model numbers, serial numbers or any other identifying markings
- Condition
- Picture
- Reason why the item(s) are no longer needed
- Estimated value

The Chief Procurement Officer will maintain a list for Departments to determine if the item(s) can be utilized elsewhere in the County.

If another department wishes to take the item(s), both departments are to make arrangements for transfer of the items.

Items that are on the surplus inventory for more than 30 days will either be sold at auction, stored, offered to another governmental agency or disposed of.

Surplus Items with an estimated value of under \$100.

A Department Manager must approve the disposal of any item(s) no longer useful to a Department that has an estimated value in his or her opinion of less than \$100. If the item(s) are not in working condition, the department will make arrangements to dispose of item(s). If the item is in working condition, the Department Manager will inform the Chief Procurement Officer of its availability and to see if it can be utilized elsewhere. The Chief Procurement Officer will add these items to the surplus inventory list. If there is space to store it, the Department will make arrangements to have the items moved to the storage location.

The Chief Procurement Officer will keep an inventory of items in storage and (post the information on the Purchasing SharePoint page so that Departments can see what items are available).

Employees are not allowed to take surplus equipment home for their personal use.

Trade-in Provision

A quote process can be used when trading in supplies with an estimated net value of less than \$10,000, when the new cost of the supply you are procuring is less than \$50,000.00.

Barnstable County Tied Bid Policy
Adopted December 9, 2020, Revised August 14, 2024

On the rare occasion of a tie bid, the County must use a tie-breaking method which is fair to all responders. It will be the policy of the County to have the CPO direct the tie bidders to conduct a “second heat” whereas they will be asked to send an additional response with a new bid form on a date and time specific. This can be done electronically through an e-bidding solution or through a formal “in-person” bidding process. Either method will be at the discretion of the CPO and what is deemed most appropriate.

In the event that a tied bid remains after the opportunity of a “second heat”, All bidders involved in the tie will be notified in writing and informed of the tied bid situation. An online randomizer tool will be used to select the successful bidder from the tied bids. The date and time of the random selection will be communicated to the tied bidders, who may witness the process if desired. The entire random selection process will be documented, including screenshots of the randomizer tool’s outcome. The documentation will be made available to the tied bidders and retained as part of the procurement record. The selected bidder will proceed to the contract award phase, subject to the final approval processes as stipulated in the procurement guidelines.

Barnstable County Supplier Diversity Policy
Adopted November 9, 2022

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POLICY STATEMENT:

IT IS THE POLICY of the government of the United States of America, the Commonwealth of Massachusetts, and the County of Barnstable, that the County does not discriminate in the administration of its programs or activities on the basis of race, color, national origin, religion, gender or gender identity, disability, ancestry, age, marital status, public assistance status, sexual orientation, veteran history/military status or genetic information, in accordance with County policy and applicable federal and state statutes and regulations.

THE COUNTY OF BARNSTABLE as a federal and state recipient, unequivocally ascribes to said policy and procedures, and will fully comply with federal, state, and local laws and directives governing equal opportunity, affirmative action, and non-discrimination in all municipal activities.

TO FURTHER ENUNCIATE the County of Barnstable's equal opportunity, affirmative action policy; this Supplier Diversity Program sets forth the administrative standards and procedures for the utilization of contractors; sub-contractors; suppliers; architects, engineers; lawyers; accounting consultants; goods and services, vendors, etc.

THE COUNTY OF BARNSTABLE strongly affirms that it will abide by such laws, regulations, and procedures, and that this policy shall be administered and implemented at all levels. The County Commissioners shall be responsible for implementation, monitoring and ensure that all aspects of the Supplier Diversity Program are initiated to its fullest extent.

IT IS HEREBY agreed that the Supplier Diversity Program be instituted for and on behalf of the COUNTY OF BARNSTABLE.

PROGRAM OBJECTIVES AND GOALS:

The County of Barnstable's Supplier Diversity Program is a set of specific results-oriented procedures and has been formulated to further implement the County's policy of equal opportunity.

The main objective of the program is to increase and ensure that qualified minority and women business enterprises who are willing and able to do business with the County are provided with access to bids, contracts, and procurements.

It is the goal of the County of Barnstable, through the Affirmative Marketing Program, that the minority and women businesses participate at a rate of not less than 5% (percent) MBEs and not less than 5% (percent) WBEs of the total purchases and contracts awarded by the County of Barnstable Governmental departments. The County Commissioners will establish goals for each project which will not be less than 5% (percent) for MBEs and 5% (percent) for WBEs participation. The sub-trade's structure will offer the greatest opportunity to MBEs and WBEs to participate in the Barnstable County SDP. State Funded projects involving construction, which are subject to Chapter 149 and Chapter 30, 39M will have the goal of participation rates of not less than 4.2% MBEs and 8.8% WBEs. State funded design projects will have a goal of participation rates of not less than 6.6% MBEs and 15% WBEs.

DEFINITIONS:

As used in this section, the following words shall, unless the context clearly requires otherwise, have the following meanings :

"Affirmative marketing program", the program focused on increasing minority and women owned business participation in construction and design projects created pursuant to section 6 of chapter 7C with additional obligations set forth in section 61 of this chapter.

"Bona Fide MBE/WBEA", is a business whose minority/women group ownership interests are real, which have at least 51% ownership and control over management, and which has been certified by the State Supplier Diversity Office as a bona fide MBE/WBE.

"Certified business enterprise" and "certified business", a business certified pursuant to section 61.

"Disability-owned business enterprise" or "DOBE", for the purpose of receipt of services from SDO means a business enterprise that is both owned and controlled by one or more individuals with disabilities who have invested in an ongoing business free of conversion rights.

"Diverse business", a minority business enterprise, women business enterprise, veteran business enterprise, service-disabled veteran-owned business enterprise, disability-owned business enterprise or lesbian, gay, bisexual and transgender business enterprise, and any other certification category as established by statute or executive order.

"Lesbian, gay, bisexual and transgender business enterprise" or "LGBTBE", for the purpose of receipt of services from SDO means a business enterprise that is both owned and controlled by one or more LGBT individuals who have invested in an ongoing business free of conversion rights.

"Minority business enterprise" or "MBE", means a business enterprise that is owned and controlled by one or more socially or economically disadvantaged persons. Such disadvantage may arise from cultural, racial, chronic economic circumstances or background or other similar cause. Such persons include, but are not limited to, African Americans, Cape Verdeans, Western Hemisphere Hispanics, Asians, American Indians, Eskimos, and Aleuts.

"State Assisted" or "State Funded", means any project that is being funded in part or in whole by the Commonwealth of Massachusetts.

"SDO", "Office", or "Supplier diversity office", the commonwealth's supplier diversity office as designated by section 58A and section 61. The office is the successor to the state office of minority and women business assistance.

"Supplier diversity program", a program to promote equality in, and to encourage the participation of, diverse businesses in procurements and contracts for goods and services.

"Veteran business enterprise" or "VBE", for the purpose of receipt of services from SDO means a business enterprise that is both owned and controlled by one or more veterans, as defined in section 7 of chapter 4, who has invested in an ongoing business free of conversion rights.

"Women business enterprise" or "WBE", for the purpose of receipt of services from SDO means a business enterprise that is both owned and controlled, by one or more women who have invested in an ongoing business free of conversion rights.

CERTIFICATION:

Any Minority/Women business interested in participation of Barnstable County's MBE/WBE program and is not certified by SDO, the Chief Procurement Officer for the County of Barnstable will refer the minority/women business to SDO to apply for MBE/WBE certification.

PROGRAM RESPONSIBILITY:

The Barnstable County Commissioners will act as the designated officials for the County of Barnstable with the overall responsibility for the successful implementation of the County's Supplier Diversity Program.

The County Commissioners will designate a Contract Compliance Officer (CCO) to be responsible for the development monitoring, coordination, and reporting functions of the Supplier Diversity Program.

Nothing in this plan shall be construed to require the utilization of any MBE/WBE which is either not qualified or not available.

CONTRACT COMPLIANCE OFFICER SPECIFIC RESPONSIBILITIES:

Develops, monitors, and implements the Supplier Diversity Program for the County of Barnstable.

Identifies the work, goods and services needed by the County of Barnstable anticontracture.

Maintains, updates records and documents associated with MBE/WBE activities.

Maintains and updates the listing of bona fide MBE/WBEs with information in areas of specialty or type of business.

Ensures that qualified minority and women business enterprises who radioligand able to do business with the County are provided with access to bids, contracts, and procurements.

Conducts Pre-Bid Conferences and/or Pre-Construction Conferences when required, at which the Barnstable County SDP policy will be explained.

Serves as liaison to organizations and agencies working in support of economic development in the minority and women business community.

COMPETITIVE BIDDING PROCEDURE:

All purchases and contracts for Goods and Services will be required to comply with the existing state and local bidding laws.

The Purchasing Department will see that appropriate firms, including MBE/WBEs receive bid information. The lowest responsive and responsible bidder will receive the award of the contract if procured through an Invitation for Bid (IFB) or most advantageous offer from a responsive and responsible proposer, taking into consideration all evaluation criteria and price, will be selected, if procurement is done through a Request for Proposal (RFP).

CONSTRUCTION AND PUBLIC WORKS PROJECTS:

Pursuant to the Construction Reform Law, Chapter 193 of the Acts of 2004, and the revisions made to M.G.L. c. 23A, §44 and M.G.L. c. 7, §40N, included by reference and thereby made a part of this policy, any State Assisted building or public works project shall have MBE and WBE goals for design and construction contracts for the planning, acquisition, design, construction, reconstruction, alteration, remodeling, repair or demolition of any building project that includes funding provided by the Commonwealth, in whole or in part (such as funding under the School Building Assistance Program, funding in any legislative appropriation, grant awards, reimbursements, municipal commitments to use state funds and the like). Construction includes all vertical and horizontal construction.

To count towards participation the business must be a Supplier Diversity Office (SDO) certified WBE or MBE. Certification as a disadvantaged business enterprise (DBE), certification as an MBE/WBE by any agency other than SDO, or submission of an application to SDO for certification as an MBE/WBE shall not confer MBE or WBE status on a firm for purposes of participation credit.

Affirmative Marketing Participation Goals

The Commonwealth's Affirmative Marketing Program established under M.G.L. Chapter 7C, §6, and Governors' Executive Orders helps ensure that minority owned business enterprises (MBE) and women owned businesses (WBE) certified by the Massachusetts Supplier Diversity Office have opportunities to participate on DCAMM and other public construction and design projects across the Commonwealth. The Workforce Participation Program sets utilization benchmarks for the participation of minority and women workers on DCAMM construction projects, and the Veteran Business Participation Programs (VBE and SDVOBE) also provide opportunities on agency construction and design projects.

The following percentages of MBE/WBE participation shall apply to state funded contracts for design or construction related contracts:

- State Funded projects involving construction, which are subject to Chapter 149 and Chapter 30, 39M will have the goal of participation rates of not less than 4.2% MBEs and 8.8% WBEs. State funded design projects will have a goal of participation rates of not less than 6.6% MBEs and 15%WBEs.
- Construction workforce participation on State Funded projects shall be no less than 6.9% for women workers and 15.3% for minority workers.

A list of currently certified MBEs and WBEs in the design and construction fields is available on SDO's website at: <https://www.mass.gov/orgs/supplier-diversity-office-sdo>

The County will follow all requirements and reporting procedures of SDO and will incorporate appropriate language in bid documents.

The County of Barnstable encourages MBE/WBE participation for all contracts, regardless of dollars thresholds or the project's funding source.

INTERNAL MECHANISMS

The County of Barnstable's Supplier Diversity Program (SDP) is a public document. In order to ensure the County's commitment, the following means will be undertaken for its implementation:

- A copy of the SDP program will be available for public inspection on the County's Purchasing website.
- The Compliance Officer will hold meetings with department heads to ensure a proper understanding of the MBE/WBE program and its implementation.
- All County governmental departments will contact the County Purchasing Department prior to bidding projects, expending funds for professional services, or contracting for goods and services.
- The County Purchasing Department will screen all bid notices prior to their advertisement in the newspaper of record to verify proper wording concerning MBE/WBE requirements.

EXTERNAL MECHANISMS

In order for the County of Barnstable's SDP to be implemented efficiently, the County will utilize the following procedures:

MBE/WBE Outreach

All department heads or other employees responsible for the purchasing of goods and services, and awarding of contracts, shall provide County Purchasing with notice of availability of business opportunities well in advance of advertising or soliciting of bids in order for technical assistance to be provided.

Bid notices will be advertised in the paper of record.

Pre-Bid Conference

When a pre-bid conference is held, the Barnstable County MBE/WBE requirements will be reviewed with potential bidders, at which time, the prospective bidders and MBE/WBE businesses will be provided the opportunity to raise any concerns regarding the MBE/WBE requirements.

MONITORING AND REPORTING PROCEDURES

The Purchasing Department shall maintain records and documentation of the County of Barnstable's MBE/WBE activities, so as to assess the MBE/WBE program's progress in achieving the goals. The Compliance Officer will monitor all departments' MBE/WBE activities to ensure compliance with requirements of federal, state and the County of Barnstable program.

The Compliance Officer shall report activity annually.

1. Total contracts awarded by total dollar amounts, nature of work, and number of vendors and percentage of MBE/WBE participation by total dollar amounts.
2. Specific efforts will include the number of identified MBE/WBEs contacted and invited to participate or who have submitted bids.
3. Number of identified MBE/WBEs responding to the invitations to bid.

Barnstable County Sustainability Policy
Adopted November 9, 2022

Environmentally Preferable Product (EPP)

Barnstable County recognizes the need to make more efficient use of our natural resources, create markets for the materials collected in recycling programs, reduce solid waste volume and disposal costs, conserve energy and resources and significantly limit the amount of toxic substances being disposed of or consumed while serving as a model for private and public institutions. The County is committed to purchasing products which are environmentally preferable whenever such products meet quality and performance requirements and are available at reasonable prices and terms. EPPs include, but are not limited to, products that contain recycled content, are energy efficient, less toxic, reduce packaging, conserve water, are readily biodegradable, and preserve open space.

Buy Recycled

To the maximum extent practicable, the following standards should be adhered to:

- To “Buy Recycled”, buyers should consider the following:
 - a. paper stock {stationery, offset, copier, #10 envelopes, computer paper, etc.) containing a minimum of 20% recovered paper material and a minimum of 20% post-consumer material.
 - b. paper products {towels, napkins, toilet paper, etc.) containing a minimum of 40% post-consumer material {20% for facial tissues).
 - c. office supplies {file folders, hanging folders, etc.) containing a minimum of 30% post-consumer material.
- Contracted printing services not performed “in-house” should be done on materials with the same parameters as defined above.
- Any copier purchased by departments that will be used to make more than 15,000 copies per year should have double-siding capability and the ability to use recycled paper.

Sustainable County Procurement Policies

- a) County departments shall ensure that all purchase orders and contracts for printing require the inclusion of an imprint identifying the recycled content of the paper whenever practicable, along with the recycling symbol.

- b) Consider targeting additional items to be purchased only with recycled and environmentally preferable content, such as, but not limited to, janitorial paper products, cleaning products, paint, remanufactured toner cartridges, office (cubicle) panels, office supplies, trash bags, energy efficient office equipment, re-refined oil and anti-freeze. To secure these products and view a list of other available EPP products, departments should consult the [Environmentally Preferable Products \(EPP\) Procurement Program](#) , published by the Operational Services Division and shall adhere to EPA Recommended Affirmative Procurement Guidelines whenever practicable.
- c) Each department shall implement paper reduction techniques through the use of duplexing, sharing and circulating materials, use of electronic mail, and reuse of discarded paper for draft work, scrap paper and internal messages.
- d) The head of each County department should incorporate waste prevention and recycling in daily operations and should work to expand markets for recovered materials through greater preference and demand for recycled products and by revising current purchasing specifications to encourage and promote their purchase.
- e) The County shall require its contractors and consultants to use and specify recycled products in fulfilling contractual obligations wherever practicable.

Definitions

Bio-Based Products: means commercial or industrial products (other than food or feed) that utilize agricultural crops or residues (plant based) but does not include products made from forestry materials.

Environmentally Preferable Product (EPP) - A product or service that has a lesser or reduced effect on human health and the environment when compared with competing products or services that serve the same purpose. Such products or services may include, but are not limited to, those which contain recycled content, minimize waste, conserve energy or water, and reduce the amount of toxics either disposed of or consumed. **Energy Star** is a Federal standard applied to office equipment for the purpose of rating the energy efficiency of the equipment. Energy Star computers, monitors, and printers save energy by powering down and going to “sleep” when not in use, resulting in a reduction in electrical bills and pollution levels.

Integrated Pest Management is an ecosystem-based strategy that focuses on long-term prevention of pests or their damage through a combination of techniques such as biological control, habitat manipulation, modification of cultural practices, and use of resistant varieties. Pesticides are used only after monitoring indicates they are needed according to established guidelines, and treatments are made with the goal of removing only the target organism. Pest control materials are selected and applied in a manner that minimizes risks to human health, beneficial and nontarget organisms, and the environment.

MBE: a Minority Business Enterprise certified by the Commonwealth’s Supplier Diversity Office (SDO).

Pollution Prevention: Pollution prevention is reducing or eliminating waste at the source by modifying

production processes, promoting the use of non-toxic or less-toxic substances, implementing conservation techniques, and re-using materials rather than putting them into the waste stream.

Post-consumer Content: Products generated by a business or consumer which have served their intended end uses, and which have been separated or diverted from solid waste for the purpose of collection, recycling and disposition.

Pre-consumer Materials (also known as Post-Industrial) are generated by manufacturers and product converters. Instead of being trashed, the materials such as trimmings, damaged or obsolete products or overruns are collected and incorporated into a manufacturing process.

Price Preference: When a government agency, municipality or department, or any other entity is willing to pay a higher price (usually 5 - 10%) for recycled or environmentally preferable products.

Recycled Products means goods which contain materials which have been diverted from the solid waste stream, including post-consumer materials, and materials and/or by-products generated in industrial processes, or which have been wholly or partially remanufactured.

Recovered Materials are waste materials and byproducts which have been recovered or diverted from solid waste, including post-consumer materials and materials generated in industrial processes.

Remanufactured Products are those products or equipment partially or fully manufactured from existing product materials where such materials are cleaned and repaired to the extent possible and reused in the new product or equipment. All unusable parts are to be removed and replaced with new or remanufactured parts which meet OEM standards.

Recyclability: The ability of a product or material to be recovered from or otherwise diverted from the solid waste stream for the purpose of recycling.

Reused Product means any product designed to be used many times for the same or other purposes without additional processing except for specific requirements such as cleaning, painting or minor repairs.

Source Reduction is activities designed to reduce the volume or toxicity of waste generated, including the design and manufacture of products with minimum toxic content, minimum volume of material, and/or a longer useful life.

“Unreasonable Price” - Prices for recycled paper goods may be considered “unreasonable” if the cost is greater than 10% of the lowest responsive virgin material bid. However, for other products, please remember that purchasers should consider the cost of maintenance, frequency of replacement and disposal costs, in addition to the purchase price, to get the “true” or “life-cycle” cost of a product.

Water-Saving Products are those that are in the upper 25% of water conservation for all similar products, or at least 10% more water-conserving than the minimum level that meets the Federal standards.

WBE – a Women’s Business Enterprise certified by the Commonwealth’s Supplier Diversity Office (SDO)

W/MBA – a Minority and Women’s Business Enterprise certified by the Commonwealth’s Supplier Diversity Office (SDO)