

Proposed by:	Assemblyman S. Burnham
Attorney Review:	12/01/2015
Vote:	5 Aye 0 Nay 1 Absent

MUNICIPALITY OF SKAGWAY, ALASKA
RESOLUTION NO. 15-44R

A RESOLUTION OF THE MUNICIPALITY OF SKAGWAY, ALASKA REPEALING RESOLUTION NO. 13-20R, AND REPLACING IT WITH AN UPDATED RECYCLED PRODUCTS PURCHASING POLICY

WHEREAS, the municipality has worked to decrease printing and copy paper usage since 2013; and

WHEREAS, the placement of materials in waste disposal facilities such as incinerators brings about a premature end of life for resources that otherwise may be reusable, recyclable, or compostable; and

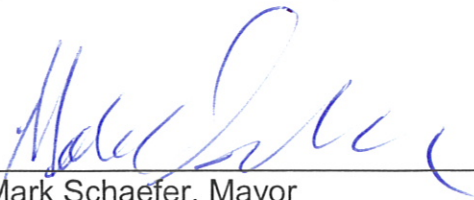
WHEREAS, the municipality does not currently have a dependable method for recycling printing or copy paper; and

WHEREAS, if 100% recycled paper is purchased, the municipality will vastly reduce the amount of unrecycled paper it destroys; and

WHEREAS, the 2020 Comprehensive Plan notes that: "While it is not always practical to reduce the quantity of purchased goods, selecting recyclable, durable, or reusable products will lead to less landfilling — and less methane and carbon dioxide emissions. In this way, procurement guidelines can lead to greenhouse gas reductions."


NOW, THEREFORE, BE IT RESOLVED by the Borough Assembly of the Municipality of Skagway that the Municipality of Skagway Recycled Products Purchasing Policy, attached hereto as Exhibit A and incorporated herein by reference, is hereby approved.

PASSED AND APPROVED this 17th day of December, 2015, by the Assembly of the Municipality of Skagway, Alaska.



Mark Schaefer, Mayor

ATTEST:



Emily Deach
Municipal Clerk
(SEAL)



Municipality of Skagway Recycled Products Purchasing Policy

Pursuant to Skagway Municipal Code Section 4.04.030, 4.05.015, and 4.02.020, it is the policy of the Municipality of Skagway to purchase products which are recyclable or reusable or contain recycled materials if the quality and fitness of such products are equal to unrecycled products. To continue its leadership role in diverting and reducing waste, as well as to close the recycling loop by purchasing recycled products whenever technically and economically feasible, the Borough Assembly hereby establishes a policy to provide additional guidance to municipal departments with regard to implementation of existing policy.

1. Excluding paper used for printing and copying, a price preference not to exceed ten-percent (10%) over the lowest price quoted by suppliers of comparable unrecycled products may be taken for recycled products purchased from suppliers located outside of Skagway. Excluding paper used for printing and copying, a price preference not to exceed twenty-five percent (25%) over the lowest price quoted by suppliers of comparable unrecycled products may be taken for recycled products purchased from suppliers located within Skagway.
2. The municipality shall take steps to:
 - a. Use all reasonable means to reduce paper waste and improve recycling rates.
 - b. Purchase one-hundred-percent (100%) recycled paper as the new municipal standard for printing and copying. To the extent practicable, all printing or copying paper will be purchased in bulk through the central administration.
 - c. Purchase one-hundred-percent (100%) recycled paper for other printing needs whenever practicable, as determined by each department.
 - d. Make duplex (two-sided) printing and copying the default machine setting and standard procedure for all jobs.
 - e. Paper products that are not for printing and copying must be constructed of at least 30% recycled paper.
 - f. Educate employees in paper conservation practices and implementing paper reduction strategies, such as increasing use of electronic drafts, and reducing the standard number of document copies wherever practicable.
3. Each Department shall make every reasonable effort to purchase and use recycled products or those with recycled content whenever feasible to the extent such use does not adversely affect health, safety, or operational efficiency and effectiveness as determined by each department, subject to review and direction from the borough manager. The term "recycled products" shall be construed to mean products which contain recycled materials or are reusable or recyclable, provided however, that recycled paper products must contain recycled materials.

4. Each department shall review purchasing specifications and contract requirements and — where feasible — revise such specifications and contact requirements to encourage the use of recycled products. Each department shall consider — where feasible — the ability of products and/or their packaging to be reused, reconditioned, or recycled. Each department shall purchase — where feasible — products which minimize waste and toxic by-products in their manufacture, use, recycling, and disposal. Each department shall also purchase/lease — where feasible — capital equipment which is compatible with the use of products containing recycled materials. This section is subject to review and direction from the borough manager.
5. The price preferences allowed per section 1 of this policy may be granted only if the fitness and quality of recycled products are at least equal to unrecycled products as determined solely by the buying department. Product price comparison shall include life cycle cost considerations, when applicable.
6. When recycled products are used, departments shall make reasonable efforts to label such products to indicate they contain recycled materials. All departments shall make reasonable efforts to use for their masthead stationery, envelopes, and business cards, recycled paper that includes post-consumer recycled content and some indication they contain recycled material. Other recycled products used by the Municipality shall also indicate they contain recycled material.
7. The Finance Department may implement a policy for the preparation and submission to the Borough Assembly of an annual report summarizing the results of implementing this policy. This annual report shall include but not be limited to: the Municipality purchases by type during the preceding fiscal year; the quantity and cost of products; and recommendations for the exclusion or addition of specific products pursuant to this policy.
8. All departments shall work cooperatively to further the purpose of this policy. The Municipality's economic development activities shall strive to promote the markets for recycled material whenever feasible.