



CITY OF GRAND RAPIDS

ADMINISTRATIVE POLICY

NUMBER: 94-01	DATE: 5/26/94
REVISIONS:	
ISSUED BY: City Manager	SIGNED <i>10/26/94 - J. Kimball</i>

SUBJECT: RECYCLED PRODUCTS

PURPOSE: To encourage and increase the use of recycled, recyclable, and reusable products by the City of Grand Rapids. To promote the development of markets for recycled, recyclable, and reusable products by stimulating the demand for these products. To establish guidelines for procurement of recycled, recyclable, and reusable products in place of virgin materials and non-reusable products.

POLICY:

I. Definitions

- a. Recycled material – waste material and by-products that have been recovered or diverted from solid waste and can be utilized in place of raw or virgin material in manufacturing a product. It consists of material derived from post-consumer manufacturing, industrial waste, or agricultural scrap which can be used in the manufacture of new or recycled products.
- b. Recyclable – a product which, after its intended end use, can demonstrably be used as a raw material in the manufacture of another product.
- c. Practicable – sufficient in performance and available at a reasonable price.

II. Purpose

- a. The City of Grand Rapids recognizes the environmental benefits of the use of recycled, recyclable, and reusable products. As much of the material that enters the solid waste stream can be recycled, reused, or incorporated in the manufacture of new products, the City of Grand Rapids' participation in and promotion of recycling programs can significantly reduce the volume of material entering the waste stream.

- b. For recycling programs to be effective, markets must be developed for recycled products. The City of Grand Rapids can help create and sustain a cost competitive market for recycled materials by purchasing such products.

III. Guidelines

- a. City departments shall use recycled, recyclable, and reusable products whenever practicable. A preference for these products is limited to those products meeting or exceeding specification requirements at a cost competitive with the virgin material counterpart.
- b. When recycled, recyclable, and reusable products are offered as alternatives to disposable or non-recyclable products on City bids, the contract shall be awarded based on the lowest and best bid with consideration given to recycled products.
- c. Each City department shall be responsible to conduct a review of their existing product and service specifications to determine whether existing specifications exclude the use of recycled, recyclable, or reusable products. In the event that such specifications do exclude the use of recycled products or require the use of virgin materials, then such exclusion or requirement must be eliminated unless the department can demonstrate that recycled products are not practicable for this purpose.
- d. The City Purchasing Director shall have available a list of recycled, recyclable, and reusable products for City Departments' purchasing considerations.
- e. When recycled products are used, reasonable effort shall be undertaken to label the products to indicate that they contain recycled materials.
- f. The City shall promote the use of recycled, recyclable, and reusable products by publicizing its procurement program.