



Sustainable Purchasing

SPP IP 2025

An Implementation Plan

City of Middleton, WI

The Sustainability Committee would like to thank Staff Leaders and Committee members for the time and effort they put into reviewing and commenting on earlier versions of this implementation plan. This document reflects their valuable input and is better for it.

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Sustainable Purchasing Policy Implementation Plan

In 2016, Middleton voters overwhelmingly (81%) passed a referendum directing the City to take aggressive action to reduce its greenhouse gas emissions to mitigate climate change. As part of their response, the Common Council unanimously approved the City's Sustainable Purchasing Policy (SPP),¹ which directs that procurement decisions align with the City's vision for sustainability. The purpose of this plan is to assist City staff with the implementation of the SPP in order to achieve the directive put forth by Middleton's good neighbors.

Overview

Achieving sustainability is a complex and ever-evolving process that requires communication, organization, and continuous revision. To assist staff with this daunting task, an Implementation Plan (IP) has been created. The IP includes this overview, an organizational flowchart, a 5-year timeline, suggested annual measurements, guidance sheets, external resources, and the custom FALCA tool. Procurement priorities have been set, and legal considerations have been stated.

The IP should be considered a living document capable of change and reorganization necessary to meet the directives set forth by the Common Council. An annual review of the standards' efficacy is required. To that end, employees should review the 2016 referendum, related Common Council resolution, Sustainable City Plan, Sustainable Purchasing Policy, and especially this plan, all of which are available on the City website, before completing the Common Council annual report.

Affected Units

All City departments, commissions, and self-contained enterprises are bound by the SPP and this IP. Department examples include Public Works, Building Maintenance, and the Library. Commission examples include Tourism, EMS, and the Airport. The Pleasant View Golf Course is an example of a self-contained enterprise. All subsequent components of these units, as well as any city units formed in the future, are bound by the SPP and IP.

Flowchart

The flowchart prioritizes purchase categories and lists resources created to assist staff. Links are included to assist with document navigation. Should staff request additional resources or new circumstances require new methods, revisions will be reflected in the flowchart.

Prioritization

While integrating sustainable thinking into all procurement decisions is the goal of this Plan, energy-intensive products, such as fleet vehicles and HVAC systems, are extremely important. High-value and high-volume purchases, such as those procured through a quote or bid, often have considerable environmental and social impacts and, therefore, are also considered extremely important. Products that conserve water and reduce chemical use are a moderate priority. Products such as paper and office supplies are a lesser priority in terms of achieving the City's carbon and energy goals.

5-Year Timeline

A 5-year timeline has been created to manage implementation, beginning with the highest priority categories.

¹"Resolution 2023-24 Revising the City's Sustainable Purchasing Policy," approved on April 18, 2023.

Definitions

What constitutes a major, minor, high-impact, and high-value purchase is defined below.

Major Purchase. Any item or service costing more than \$25,000.

Moderate Purchase. Any item or service costing more than \$5,000 and equal to or less than \$25,000.

Minor Purchase. Any item or service costing \$5,000 or less.

High-Impact: Any item or service that is energy-intensive, such as buildings, vehicles, and heavy equipment.

High-Value: Any item or service that is procured through a quote, proposal, or bid, or in high-volume.

Sustainability Premium

A 20% premium is allowed for all sustainable purchases. Sustainable options exceeding the cost of a similar traditional product or service by more than 20% must be approved by the department head, city administrator, or Common Council.

Decision-Making Examples

An example of the decision-making process for each category of purchase is provided. Information regarding cost trigger points and where to seek further approval is contained in each example.

Major Purchase Checklist

A checklist of sustainable purchasing steps for major, high-impact, and high-value items covering the research, decision-making, and budget request processes is provided. **All major, high-impact, and high-value purchases must complete the Sustainable Purchasing Checklist, which is to be submitted with the associated budget request form.**

This checklist is designed to assist staff in developing sustainable purchasing decision-making skills. Subsequent steps in the City's budgeting and procurement processes should also be followed.

Category Guidance

Specific guidance for each purchase category has been created to help staff integrate sustainable thinking into their decision-making process. An easy-to-remember maxim, general guidance, policy standards, and decision-tree questions are included for each category. This guidance is to be updated as staff discover the type of resources and amount of guidance required to meet Policy objectives.

Maxim. A maxim is a general, easy-to-remember directive to guide purchase decisions. Its purpose is to assist employees in remembering sustainability benefits when writing specifications and making procurement decisions. It is the intent of the City's Sustainable Purchasing Policy that all employees make a good-faith effort to incorporate sustainability to the maximum extent feasible.

Standard. Policy requirements are labeled as "standard(s)." A standard is a set of criteria established to regulate and manage various aspects of performance. Standards are set by governmental bodies, international organizations, or industry groups, such as the EPA, ISO, and USGBC, to ensure governments adhere to specific environmental practices and achieve sustainable development practices. A list of such organizations and related

standards is available in the External Resources section of this IP. The standards listed in the guidance sheets are part of the Sustainable Purchasing Policy, and, therefore, are important to adhere to.

Questions. A brief list of questions to consider during procurement decisions has been included. They are designed to assist staff as they integrate sustainable thinking into their decision-making process. They can also be used to create useful checklists regarding whether City Policy has been considered.

Certifications

A list of sustainable certifications, including the organization's name, logo, and website, is provided. Products and services earning these certifications are considered environmentally preferable. Please look for them.

Measurement

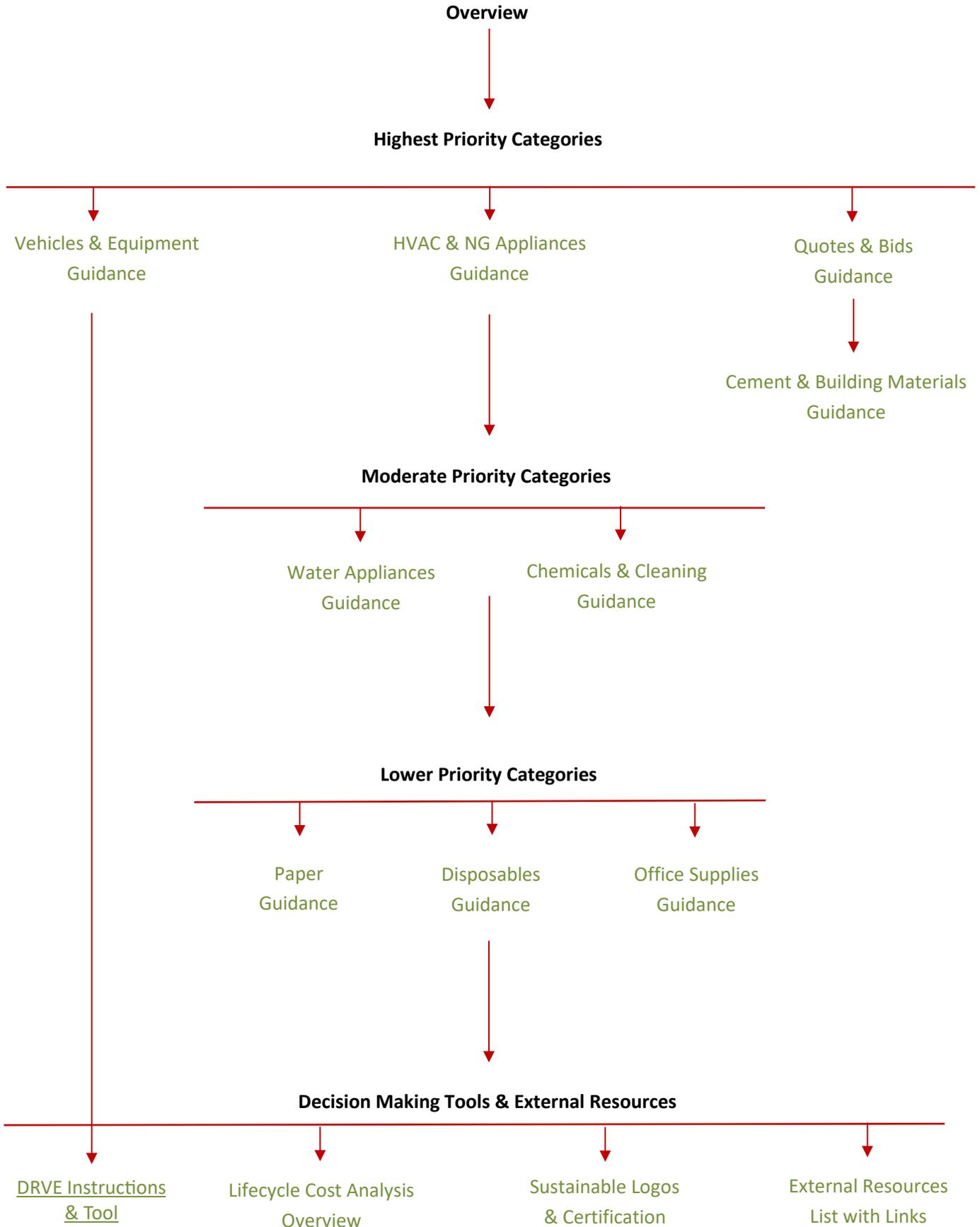
The City's decentralized purchasing process limits the ability to track data regarding procurement across all departments. Therefore, the City Administrator or their designee will gather information from Department Heads to provide an annual report to the Common Council on the City's progress in complying with the Sustainable Purchasing Policy. Measurement suggestions are included to assist the Administrator and staff in setting up a tracking system. Difficulties encountered in tracking or implementing Policy directives should be collected and included in the annual report, along with recommendations for optimizing the process.

Considerations

The SPP does not require procurement of goods or services that do not perform adequately for their intended use, exclude adequate competition, are not available at a reasonable price in a reasonable time period, or are of demonstrably inferior quality. The Policy also does not require anyone to conduct purchasing or procurement activities in a manner that conflicts with local, state, or federal ordinances or laws.

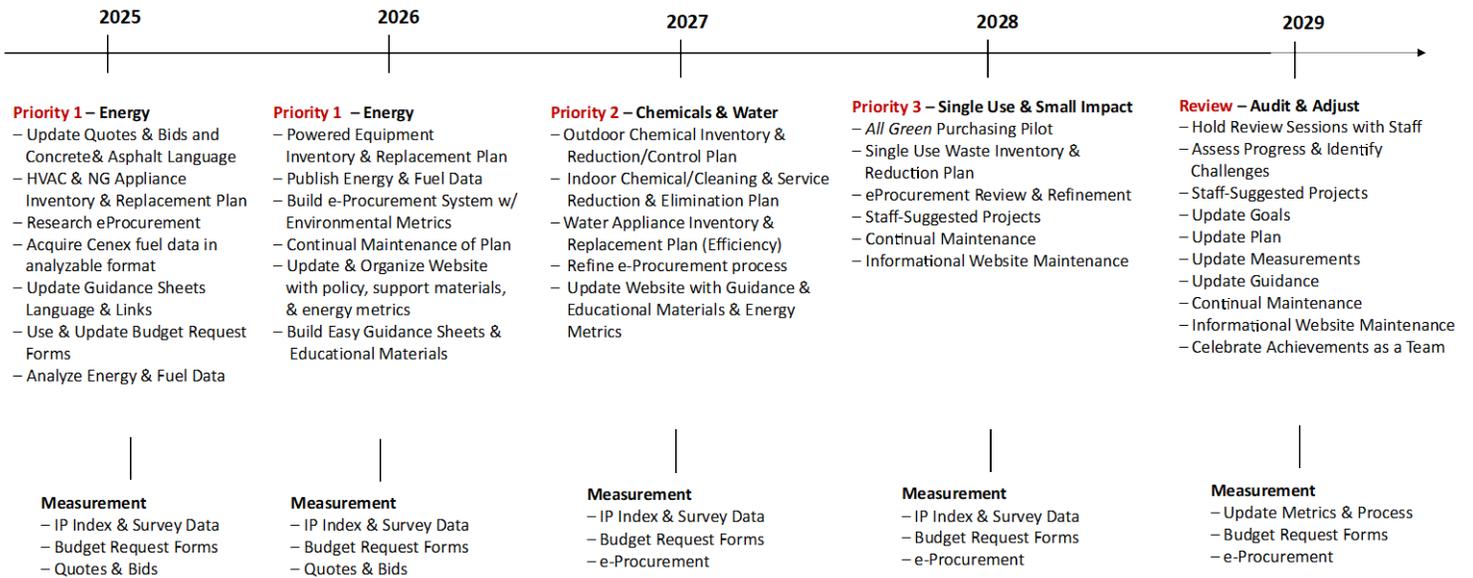
Thank you in advance for your attention and effort toward achieving the Sustainable Purchasing Policy goals and objectives through the application of the Implementation Plan.

Prioritization & Implementation Support Materials



Five Year Timeline

SPP Implementation Plan 5 Year Timeline



Decision-Making Examples

Every attempt to purchase the Most Sustainable Option should be made. A 20% premium over the cost of Traditional Options is allowed for all purchase levels. If the preferred Sustainable Option exceeds the cost of a Traditional Option by no more than 20% while offering significant environmental benefits, seek further guidance from the Department Leader, City Administrator, or Common Council depending on the cost category of the item or service. For clarification, numeric examples are provided below.

Minor Purchase Example \leq \$5,000 w/ 20% premium

Any item or service costing \$5,000 or less is considered a minor purchase. Seek guidance from the Department Leader for items that exceed the 20% cost premium.

Available Sustainable Items	Calculation	Comparison	Decision
Traditional Option = \$4,500	$\$4,500 \times 1.20\% = \$5,400$		
	<u>\$5,400 is the upper limit for this purchase without further approval</u>		
Sustainable Option 1 = \$5,000	>	$\$5,000 < \$5,400$	> Option approved
Sustainable Option 2 = \$5,400	>	$\$5,400 = \$5,400$	> Option approved
Sustainable Option 3 = \$6,000	>	$\$6,000 > \$5,400$	> Option not approved, seek guidance from Department Leader

Moderate Purchase Example $>$ \$5,000 and \leq \$25,000 w/ 20% premium

Any item or service costing more than \$5,000 and less or equal to \$25,000 is considered a moderate purchase. Seek guidance from the City Administrator for items that exceed the 20% cost premium.

Traditional Option = \$15,000	$\$15,000 \times 1.20\% = \$18,000$		
	<u>\$18,000 is the upper limit for this purchase without further approval</u>		
Sustainable Option 1 = \$16,500	>	$\$16,500 < \$18,000$	> Purchase option approved
Sustainable Option 2 = \$18,000	>	$\$18,000 = \$18,000$	> Purchase option approved
Sustainable Option 3 = \$18,500	>	$\$18,500 > \$18,000$	> Purchase option not approved, seek guidance from City Administrator

Major Purchase Example $>$ \$25,000 w/ 20% premium

Any item or service costing more than \$25,000 is considered a major purchase. All major purchases require the completion of the purchasing checklist and must go through the Budget Process. Services and items exceeding the 20% cost premium also should be submitted to the Finance Committee via budget request process for consideration.

Traditional Option = \$42,000	$\$42,000 \times 1.20\% = \$50,400$		
	<u>\$50,400 is the upper limit for this purchase but still must be approved</u>		

All major purchases must go through the Budget Process, which requires approval from the Finance Committee and Common Council.

Sustainable Option 1 = \$46,800	>	$\$46,800 < \$50,400$	Seek guidance from Finance and Common Council for all purchases in this category
Sustainable Option 2 = \$50,400	>	$\$50,400 = \$50,400$	
Sustainable Option 3 = \$60,200	>	$\$60,200 > \$50,400$	

Purchasing Checklist for Major, High Value, and High Impact Items

Use the following checklist to evaluate major, high-investment/high-impact purchases, such as buildings, vehicles, and HVAC systems. When cost, product availability, or other considerations make the most sustainable option untenable, use the checklist to identify possible solutions or to justify the purchase request.

Maxim | Sustainability is the Default – Justify All Else |

Research Process

- Research Product Options
- Research Relevant Codes & Laws
 - Contact Relevant Staff with Questions
 - e.g., Building Inspector, Lead Mechanic, Sustainability Coordinator
- Consider Other Projects for Potential Synergies
 - Shared/Combine/Common Use Resources
- Conduct Lifecycle Cost using FALCA or other LCC tool
- Contact Sustainability Coordinator for:
 - Assistance with LCC Tool
 - Relevant Grants & Rebates
 - Relevant City Goals/Objectives
 - Potential Code/Policy Updates/Changes
- Compare the Lifecycle Cost of Options
 - With & Without Rebates
 - *Rebates May Be Saved in Transition Fund for Future High Value/High Impact Purchases*

Decision Justification Process

- Choose Most Sustainable Option if:
 - The Cost exceeds the Traditional Option by no more than 20%
- If all Sustainable Options exceed the 20% premium but offer significant benefits, then:
 - Present options to Finance Committee & Council for further guidance
- If choosing a Less Sustainable option, then:
 - Justify the Decision. Choose all that apply.
 - All Sustainable Options cost exceeded 20% premium excessively and prohibitively
 - Provide sustainable option costs
 - Lack of Product Availability
 - Can this purchase be delayed? Yes or No – Explain
 - Lack of Necessary Infrastructure
 - Contact Sustainability Coordinator with the Specific Needs
 - Can they be addressed in a timely fashion? Yes or No – Explain
 - Contact Common Council with the Specific Needs
 - Can they be addressed in a timely fashion? Yes or No – Explain
 - Meets Required Departmental Needs or Goals
 - State Specific Needs or Goals
 - Meets Other City Goals/Objectives
 - List Specific Goal(s)

Budget Request Process

- Describe the Request in the Budget Request Form
- List Specific City Sustainability Goals/Objectives the Request Addresses
 - Contact Sustainability Coordinator for assistance
- Include this Decision Justification Checklist for all major purchases in Budget Request Form

Requests for Proposal, Quote, or Bid Procurement Guidance

Thank you for integrating sustainability measures into your purchasing habits. Your efforts help Middleton achieve more environmentally responsible, healthy, and just purchasing objectives.

High-value and high-volume purchases often have greater environmental and social impacts than low-cost purchases. Such procurements provide opportunities for the City to demonstrate its sustainability leadership. Therefore, much thought and great care must be given to such decisions.

Wis. Stats. 62.15(1) requires that “All public construction, the estimated cost of which exceeds \$25,000, shall be let by contract to the lowest responsible bidder; all other public construction shall be let as the council may direct. If the estimated cost of any public construction exceeds \$5,000 but is not greater than \$25,000, the Board of Public Works shall give a class 1 notice under ch. 985, of the proposed construction before the contract for the construction is executed.”

Maxim | State Minimums, Request Certifications |

Clearly communicate environmental minimums when writing requests for proposal, quote, or bid. Consider whether third-party environmental certifications (e.g., ISO 14001 for environmental compliance) are needed for the product or service. Specify the acceptable certification(s) in the written request.

At the discretion of the City Administrator, formal solicitations other than for bids may be required to offer a discount or additional points to suppliers that offer sustainable goods and services or demonstrate their commitment to sustainability by implementing their own sustainability plans.

Standards

When requesting written proposals or quotes from vendors, the City’s request must include the following statement:

“The City of Middleton promotes sustainability within its operations, the community, and beyond. For this reason, this request for proposal (RFP)/quote (RFQ) incorporates considerations of vendor and product sustainability into the evaluation process.”

Include specific minimum sustainability criteria in the RFP/RFQ, especially with regard to structures.

1. All proposed new buildings require an energy efficiency review, which must be stated in the RFQ/RFP.

Ask the vendor to submit one or more of the following types of sustainability disclosures. The vendor’s response should be weighted between 1-5% of the overall proposal evaluation. The Department Head will determine the actual weight to assign to one or more of the criteria described below. Such criteria must be stated in the RFP/RFQ for fair consideration in the vendor’s proposal/quote.

1. Documentation of third-party environmental certifications, also known as environmental product disclosures or declarations (EPD’s).
2. Documentation of reduced energy, emissions, water, and/or waste production over time.
3. A copy of the vendor’s current sustainability plan. To be accepted, the vendor’s governing body must have approved the plan.

Questions

Please consider the following questions when writing Requests for Proposals/Quotes.

1. Did I include the minimum sustainability requirements in the RFP/RFQ?
2. Is a third-party environmental certification (e.g., ISO 14001 compliance) needed?
 - a. If so, did I specify this in the RFP/RFQ?
3. Did I include the required statement listed above in the RFP?

4. Did I ask the vendor to submit one or more of the sustainability disclosures listed above?

Cement & Building Materials Purchasing Guidance

Thank you for integrating sustainability measures into your purchasing habits. Your efforts help Middleton achieve more environmentally responsible, healthy, and just purchasing objectives.

Maxim | Use Low-Carbon & Carbon-Storing Materials |

Building materials account for ~12% of all greenhouse gas emissions (GHGs), with concrete accounting for 8% by itself. Choosing low-carbon concrete and building materials will significantly reduce the City's GHGs, helping to achieve climate objectives. The City cannot do this alone, however. Product producers, contractors, and suppliers will need to be engaged. Therefore, please begin this process by following the standards and suggestions listed below.

Standard

1. An energy efficiency review is required for all proposed new buildings and must be stated in all RFPs/RFQs.
2. Given the technical nature of cement and many building materials, identify an engineer/public works staff member to serve as the City's embodied carbon lead.
3. Include the City's carbon reduction goals in RFPs and when requesting bids or quotes from material producers, contractors, and suppliers.
4. Request Environmental Product Declarations (EPDs) for building materials on RFPs and request product/mix-specific EPDs as available.
5. Use performance-based specifications and avoid over-design.
6. Preferentially select ready-mix and precast concrete materials with any or all of the following low-carbon strategies.
 - a. Use of supplementary cementitious materials (SCBs) such as slag, fly ash, & glass pozzolan
 - b. Use of blended types of cement, including but not limited to type IL and LC3
 - c. Use of admixtures that reduce cement content
 - d. Use of carbon sequestration technologies

Questions

Please consider the following questions when making your purchasing decisions.²

1. Did I include an energy efficiency audit in the RFP/RFQ?
2. Did I contact the embodied carbon lead regarding technical information for this purchase?
3. Did I include the City's carbon reduction goals in all RFPs?
4. Did I request EPDs for all concrete and building materials in RFPs?
5. Did I preference ready-mix and precast concrete materials?
 - a. If no, please state your justification for this decision.

External Guidance

Please reference the guidance listed below while materials custom to Middleton are built.

²Questions that cannot be answered "yes" should include a justification, especially for large-cost items.

UW Article

[Embodied Carbon Emissions in Construction Materials Article](#)

Portland Studies & EPD

[Low-Carbon Concrete: Sidewalks](#)

[Low-Carbon Concrete: Pole Footings](#)

[Green Purchasing: Warm-Mix Asphalt](#)

[Mobile Mix Concrete EPD](#)

Sustainable Certifications with Logos

[Fort Collins List](#)

[Santa Monica's List](#)

Santa Monica Website & Easy Guides

[Buy Green Main Website](#)

[Construction Adhesives and Sealants](#)

[Floor Coverings](#)

[Lighting – LEDs](#)

[Paint – Architectural](#)

[Toilets & Urinals](#)

[Appliances](#)

[Carpets](#)

Fleet Vehicles and Powered Equipment Purchasing Guidance

Thank you for integrating sustainability measures into your purchasing habits. Your efforts help Middleton achieve more environmentally responsible, healthy, and just purchasing objectives.

Fleet assets are major purchases with high energy impact that require careful consideration. To assist, the Fleet Asset Life Cycle Analysis (FALCA) tool was developed to enable users to compare existing assets and potential replacement assets. See the FALCA tool document for more details.

Maxim | Choose Future Vision over Traditional Solutions |

In 2019, the City's annual fleet-based emissions were estimated at ~500 metric tons of CO₂. Achieving Middleton's Sustainable City Plan (SCP) greenhouse gas (GHG) emission goals cannot be accomplished with like-for-like asset replacement at the end of service life. Therefore, it is imperative that less polluting replacement options be considered and chosen whenever fiscally possible.

Standard

1. Purchase requests must include a life-cycle cost analysis (LCA), which compares cost and emissions impacts for new assets vs existing assets. The analysis is to be done using the FALCA tool or a similar tool.
2. Preference will be given to electrically driven assets to take advantage of the rapidly shrinking carbon footprint associated with grid-based electricity, and the documented cost savings associated with electric drive system maintenance. Purchase requests that do not include electric drive system options must be accompanied by a justification statement regarding why.
3. Given the City's goal of 100% renewable energy by 2040, no equipment or vehicle powered by fossil fuels with a lifespan beyond 2040 should be purchased. If no electric, biofuel, or renewable-energy-fueled option exists, then a leasing agreement ending prior to 2040 should be pursued.

Questions

Please consider the following questions when making your purchasing decisions.³

1. Did I conduct a LCA analysis?
2. Did I select a non-carbon-based asset?
 - a. If not, what is my justification for this decision?

Tools & Instructions

Please reference the guidance listed below while materials custom to Middleton are built.

General Information

[Lifecycle Costing Overview](#)

[DRVE Tool & Instructions](#)

External Resources

[UNC Understanding Lifecycle Cost Video](#)
3:22 – *Highly Recommended*

[AK Lifecycle Cost Analysis Guide](#)

³Questions that cannot be answered "yes" should include a justification, especially for large-cost items.

HVAC Products and Reducing Natural Gas Purchasing Guidance

Thank you for integrating sustainability measures into your purchasing habits. Your efforts help Middleton achieve more environmentally responsible, healthy, and just purchasing objectives.

Maxim | Choose Future Vision over Traditional Solutions |

Furnaces, air conditioners, and heat pumps are critical equipment necessary to create comfortable indoor environments. Gas-powered cooking, water heating, and drying equipment also provide comfort and convenience. However, their high energy impact and carbon emissions, along with negative health impacts from indoor gas exposure, need to be considered when purchasing new equipment. Therefore, please choose the most energy-efficient option with the lowest associated carbon emissions possible.

Standard

1. When cost-equivalent equipment meets City needs, preference for electric-powered equipment.
2. When cost-equivalent equipment meets City needs, preference energy-efficient certified options, such as ENERGY STAR.
3. If the environmentally preferable product has a higher initial cost than the gas-powered product, conduct a lifecycle cost analysis (LCA). Purchase the product with the lowest lifecycle cost, rather than the lowest initial cost.

Questions

Please consider the following questions when making your purchasing decisions.⁴

2. Does the electric asset cost more than the gas option?
 - a. If yes, did I conduct a life cycle analysis comparison, including the cost of carbon?
 - b. If not, what is my justification for making this purchase?
3. Is the electric option certified energy-efficient?
 - a. If yes, does it cost more than a comparable gas product?
4. Did I contact the sustainability coordinator regarding grants or rebates for this purchase?

External Guidance

Please reference the guidance listed below while materials custom to Middleton are built.

Santa Monica Website & Easy Guides

[Buy Green Main Website](#)

[HVAC Systems](#)

EPA Energy Star Website & Products

[Energy Star Main Website](#)

[Energy-Efficient Products](#)

Lifecycle Costing

[UNC Understanding Lifecycle Cost Video](#)

3:22 – Highly Recommended

WI LCA Guidelines for Buildings

[AK Lifecycle Cost Analysis Guide](#)

⁴Questions that cannot be answered “yes” should include a justification, especially for large-cost items.

Products that Use and Impact Water Purchasing Guidance

Thank you for integrating sustainability measures into your purchasing habits. Your efforts help Middleton achieve more environmentally responsible, healthy, and just purchasing objectives.

Maxim | Choose Efficiency & Lifecycle Cost Over Initial Cost |

Products that maximize energy and water efficiency, such as energy-efficient smart water softeners, can deliver improved functionality and lower total costs over the lifetime of the product. Therefore, please choose the most energy and water-efficient options when possible.

Standard

1. When cost-equivalent products meet the needs of the City, purchase products that are certified ENERGY STAR, EPEAT Silver, EPEAT Gold, and/or WaterSense.
2. If no certified product is available, or if the environmentally preferable product has a higher initial cost than a comparable conventional product, use Middleton's lifecycle cost calculator (LCC) to determine the total lifecycle cost of the product. Purchase the product with the lowest lifecycle cost, rather than the lowest initial cost.
3. For products purchased using a quote or bid process, the request for quotes or bids (RFB) should ask respondents to provide product specifications described in #2. The RFB should advise respondents that the City uses lifecycle cost analysis (LCA) for purchase decisions.
4. Guidance on the use and elimination of bottled water is listed in [Guidance for Single Use Disposable Items](#).

Questions

Please consider the following questions when making your purchasing decisions.⁵

1. Is the product certified energy-efficient?
 - a. If yes, does it cost more than a comparable conventional product?
 - i. If yes, did I calculate and include a life cycle cost comparison?
 - b. If not, what is my justification for making this purchase?
2. Does the product require a bid?
 - a. If yes, did I remember to tell the bidder to conduct/include a LCC analysis?

External Guidance

Please reference the guidance listed below while materials custom to Middleton are built.

Santa Monica Website & Easy Guides

[Buy Green Main Website](#)

[Toilets & Urinals](#)

[Appliances](#)

Sustainable Certifications with Logos

[Fort Collins List](#)

[Santa Monica's List](#)

[UNC Understanding Lifecycle Cost Video](#)

3:22 – *Highly Recommended*

⁵Questions that cannot be answered "yes" should include a justification, especially for large-cost items.

Chemicals, Cleaning Products & Services Purchasing Guidance

Thank you for integrating sustainability measures into your purchasing habits. Your efforts help Middleton achieve more environmentally responsible, healthy, and just purchasing objectives.

Maxim | Choose The Least Toxic Option |

Cleaning products and non-cleaning chemicals frequently include toxins harmful to human health and the natural environment. In addition, some cleaners and chemicals include volatile organic compounds (VOCs) and other harmful substances that contribute to poor indoor air quality and pollute waterways. For these reasons, please choose the least-toxic option that performs adequately.

Standard – Products

Chemicals (including cleaners) purchased should meet at least one of the four standards below, if the option exists. Cleaning products must also meet any other performance and safety standards that are applicable to, or required by, their intended uses.

1. Certified under the US EPA's *Safer Choices* label.
2. Certified under one of the *Green Seal* standards.
3. Certified under one of the standards provided through the Underwriter's Laboratory (UL) *ECOLOGO* label.
4. The product lists all ingredients, and all ingredients are known to be non-toxic.

Standard – Services

1. When contracting for third-party cleaning services, specify the required use of green cleaning practices by the vendor. Green cleaning practices include using products meeting the standards described above, as well as measures taken to reduce waste, promote reuse, and access products with recycled content.

Questions

Please consider the following questions when making your purchasing decisions.⁶

1. Does the chemical meet at least 1 of the following?
 - a. EPA-Certified Safer Choices
 - b. Certified Green Seal
 - c. Certified ECOLOGO
 - d. All ingredients listed are non-toxic
2. Did I specify to the vendor the need to use green cleaning products and practices?

External Guidance

Please reference the guidance listed below while materials custom to Middleton are built.

⁶Questions that cannot be answered "yes" should include a justification, especially for large-cost items.

Santa Monica Website & Easy Guides

[Buy Green Main Website](#)

[Cleaning Products](#)

[Cleaning Equipment](#)

[Carpet Cleaning](#)

[Disinfectants](#)

[Janitorial Paper and Supplies](#)

[Graffiti Removal](#)

[Hand Soap](#)

[Hand Sanitizers & Wipes](#)

[Metal Cleaners, Degreasers, & Polishers](#)

[Pest Control](#)

Sustainable Certifications with Logos

[Fort Collins List](#)

[Santa Monica's List](#)

Cary Institute Materials

[Road Salt Tips Article](#)

[Road Salt: The Problem, Solution & How To Get There](#)

Run Time: 41:13

Paper Products Purchasing Guidance

Thank you for integrating sustainability measures into your purchasing habits. Your efforts help Middleton achieve more environmentally responsible, healthy, and just purchasing objectives.

Maxim | Refuse, Reduce, Reuse, Recycle |

Every department in the City purchases and/or uses paper products. Implementing *refuse, reduce, reuse & recycle* strategies, such as choosing electronic document management over paper and high-speed electric hand dryers over non-recycled paper towels, will help to reduce the amount of paper purchased by the City.

Standard

Office paper and paper towels must meet the following two requirements:

1. Include a minimum of 30 percent post-consumer recycled content or 30 percent post-consumer waste content.
2. Demonstrate certification by the Forest Stewardship Council (FSC). This requirement does not apply if the paper includes 100% recycled or 100% post-consumer waste content.

Questions

Please consider the following questions when making your purchasing decisions.⁷

1. Does my purchase choice reduce the amount of paper previously purchased?
2. Does my purchase include a minimum of 30% recycled content?
3. Is my purchase Forest Stewardship Council certified?

External Guidance

Please reference the guidance listed below while materials custom to Middleton are being built.

Santa Monica Website & Easy Guides

[Buy Green Main Website](#)

[Letterhead, Business Cards, & Envelopes](#)

[Multi-Purpose/Copier Paper](#)

[Janitorial Paper and Supplies](#)

Sustainable Certifications with Logos

[Fort Collins List](#)

[Santa Monica's List](#)

⁷Questions that cannot be answered “yes” should include a justification, especially for large-cost items.

Single-Use Disposable Items Purchasing Guidance

Thank you for integrating sustainability measures into your purchasing habits. Your efforts help Middleton achieve more environmentally responsible, healthy, and just purchasing objectives.

Maxim | Re Use over Single Use |

Single-use products contribute significantly to municipal waste and represent considerable recurring expenses for the City. Recycling disposable items reduces waste, but is still fiscally expensive and resource-intensive. For these reasons, purchasing reusable items is strongly preferred, followed by recycling.

Standards

1. Staff will make every effort to minimize the purchase and use of disposable products. Due to their high environmental impacts, special attention should be given to reducing the purchase of Styrofoam products and bottled water.
2. When required to purchase and use disposable products, staff will strive to purchase recyclable products. When recyclable disposable products are used, staff will take measures necessary to ensure that recycling receptacles are easily accessible.

Questions

Please consider the following questions when making your purchasing decisions.⁸

1. Did I minimize the purchase and use of single-use disposable products?
2. What do I need to do/purchase to avoid the use of single-use disposable products?
 - a. Is this fiscally viable?
3. When I have to purchase disposable products, are they recyclable?
4. When I have to purchase disposable products, do they contain recycled material?

⁸Questions that cannot be answered “yes” should include a justification, especially for large-cost items.

Office Supplies Purchasing Guidance

Thank you for integrating sustainability measures into your purchasing habits. Your efforts help Middleton achieve more environmentally responsible, healthy, and just purchasing objectives.

Maxim | **Plants Over Petroleum** |

Conventional plastics, ink, and printer toner are derived from petroleum, a carbon-intensive fossil fuel, with toner frequently having higher volatile organic compound (VOC) content than soy-based. VOC emissions degrade indoor air quality and cause harmful human health consequences. Replacing petroleum-based products with plant-based products benefits both the environment and the health of City employees who use the products.

Standard

1. Purchase printer cartridges that use soy-based or vegetable-based toner. All printer cartridges must be properly recycled after use.
2. When purchasing office supplies, give preference to products that include post-consumer recycled content or are plant-based.

Questions

Please consider the following questions when making your purchasing decisions.⁹

1. Do the cartridges use soy-based or vegetable-based toner?
2. Does the vendor collect and recycle empty cartridges?
3. Do trashcan liners include a minimum of 10% recycled content?
4. Did I preference products that include recycled, recyclable, or plant content?

External Guidance

Please reference the guidance listed below while materials custom to Middleton are being built.

[Santa Monica Website & Easy Guides](#)

[Buy Green Main Website](#)

[Computers](#)

[Food & Beverage Containers](#)

[Coffee, Tea, & Beverage Services](#)

[Letterhead, Business Cards, & Envelopes](#)

[Multi-Purpose/Copier Paper](#)

[Printing and Imaging Equipment](#)

[Sustainable Certifications with Logos](#)

[Fort Collins List](#)

[Santa Monica's List](#)

⁹Questions that cannot be answered “yes” should include a justification, especially for large-cost items.

Lifecycle Cost Analysis Overview

Lifecycle Cost (LCC) Analysis is a comprehensive approach to financial analysis that extends beyond the conventional assessment of upfront expenses. It takes into account the entire life cycle of a product, system, or project, encompassing not only initial acquisition costs but also the operational, maintenance, and disposal costs over its entire lifespan. Environmental costs, especially those associated with climate change, such as greenhouse gas emissions (GHGs) and methane, are increasingly included in LCC analysis. By evaluating fiscal and environmental costs across this entire spectrum, LCA aims to identify the most economically viable and sustainable options.

Wisconsin Statute

According to Wisconsin statutes, the lifecycle cost of a purchase or capital construction project is an economic evaluation that *“considers all relevant costs associated with each purchase or building during its economic life, including, but not limited to, energy costs, acquisition and conversion, money, transportation, warehousing and distribution, training, operation and maintenance and disposition or resale”* (Wis. Stats. 13.48(2)(i)).

Lifecycle cost analysis must be completed prior to all major purchases and projects.

To assist in this endeavor, the DRVE tool was chosen to assist Staff with Fleet asset purchase decisions. A general LCC formula is provided below to assist with the decision-making of purchases that are not calculable using the DRVE tool.

Lifecycle Cost Formula

$$\text{LCC} = \text{Initial Costs (purchase cost, transportation fees, etc.)} + (\text{Maintenance Costs} + \text{Operating Costs} + \text{Financing Costs} + \text{Depreciation} + \text{GHG emissions costs}^*) \times \text{Life Cycle Years} + \text{End-of-Life Costs (disposal fees)} - \text{Salvage Value}$$

[UNC Understanding Lifecycle Cost Video](#)

3:22 – Highly Recommended

[European Commission Life-Cycle Costing Overview & Tools](#)

[AK Lifecycle Cost Analysis Guide](#)

DRVE Tool

The DRVE tool is an Excel-based tool that compares the life cycle costs of existing fleet assets against candidate replacements. It is developed and maintained by Atlas Policy and supported by the Electrification Coalition. DRVE should be used when purchasing fleet assets.

DRVE Instructions & Calculator – [Electrification Coalition](#)

*Determining GHG emissions costs is in development

Annual Measurement Suggestions (Priority Level listed in red)

The following are suggestions for measurement with data collection options listed in red. In the interim, an Implementation Index developed by the *Sustainable Purchasing Research Initiative* will be used while a measurement system custom to Middleton is built.

Quotes, Proposals, & Bids Measurement (1)

Annually report the sustainability disclosures requested and documentation received for each RFP (e.g., requested disclosures 10 projects, received 5). List how the vendor's response was weighted (e.g., 2% of the decision rule) of the overall proposal evaluation. Submit received disclosures with the report.

Could be done automatically through eProcurement system

Cement & Building Measurement (1)

Annually report the embodied carbon staff lead (e.g., Engineer Smith), the number of EPDs requested and collected (e.g., requested EPDs for 10 projects, received 5), and the amount of low-carbon building materials used (e.g., 1000 lbs Type II). Submit all EPDs received with the annual report.

Could be done tracked automatically through eProcurement system

HVAC & Natural Gas Measurement (1)

Annually report the number of gas- and electrically-powered (e.g., 7 gas furnaces & 0 electric heat pumps at Senior Center) equipment in service. **Note energy-efficient certification and energy-efficient rating** (1 Energy Star certified electric water heater at City Hall) if given. List plans for conversion over the next 5 years (e.g., researching electric HVAC & cooking options for the new Community Campus building).

Conduct City-wide HVAC & Appliance Inventory & Create a Reduction Plan

Power Equipment & Fleet Vehicles Measurement (1)

Annually report the total fuel consumption for individual assets (e.g., Mach-E used 1923 gallons of gas) This may require tracking individual asset's fuel usage via a card system. This data will be used to calculate associated emissions, analyze cost and emission savings, and monitor differences between assets.

Could be done if data is received in an analyzable format (i.e., not a PDF)

Airport Decarbonization Measurement (1)

Annually report the amount of natural gas used in all airport buildings, including leased hangers. Annually report aircraft fuel sales by type and amount.

Create 20 Yr Reduction Plan

Chemicals & Cleaning Measurement (2)

Annually report a list of products containing toxins, their purpose (e.g., herbicide, general cleaning), and any reduction in use from the previous year (e.g., used 10% less, requested green practices from current vendor through contract period).

If replacing a product or service, list the new option (e.g., now using EPA-certified Green Clean All Purpose Cleaner; switched to [green cleaning vendor name] at end of the contract).

Internal – Biggest change could be achieved & tracked through cleaning contracts

External – Inventory, track & plan for reduction

Water Measurement (2)

Annually report the number of water assets certified energy-efficient (e.g., 3 of 10 water heaters Energy Star certified, 1 of 8 water softeners EPEAT Silver). **Note its energy-efficient rating**, if given.

Could do as part of City-wide Appliance Inventory discussed above

Disposables Measurement (3)

Annually report the amount of single-use disposable items (e.g., gloves), their purpose (e.g., cleaning, medical), and any reduction in use from the previous year (e.g., used 10% less).

If replacing or eliminating a product, list the new option (e.g., switched to reusable cleaning gloves; invested in refillable water vessels).

Office Supplies Measurement (3)

Annually report the amount of fossil fuel-based items (e.g., toner) used, their purpose (e.g., printing), and any reduction in use from the previous year (e.g., used 10% less toner). Also, report the amount of recycled content (e.g., paper) used and any increase in use from the previous year (e.g., used 30% post-consumer waste paper).

If replacing or eliminating a product, list the new option (e.g., switched to planted-based soy ink toners; switched to QR codes instead of printing single-use calendars).

Paper Products Measurement (3)

Annually report the type of paper used (e.g., 30% post-consumer paper towels) and any increase in the amount of recycled content from the previous year (e.g., increased from 0% to 30% recycled content).

If replacing a product, list the new option (e.g., invested in air hand dryers)

Certifications

The following is a list of organizations that certify the sustainability of various products and services. Please look for their logos when making purchases and consult their websites for more information.

Logo	Who	Where	What It Means
	Biodegradable Products Institute https://bpiworld.org/	Plastic products	Certifies that plastic products with “biodegradable” claims will safely break down in a typical commercial composting facility.
	B Corporation¹ A non-profit dedicated to using the power of business to solve social and environmental problems. https://www.bcorporation.net/en-us/	Businesses and products from many economic sectors	The company has earned a passing score (80 out of 200) after being rated on a range of factors related to its environmental and social practices.
	Certified Humane	Animal products	Meets the Humane Farm Animal Care program standards: animals are fed a nutritious diet without antibiotics or hormones and are raised with shelter, resting areas, sufficient space, and the ability to engage in natural behaviors
	Chlorine-free Products Association http://www.chlorinefreeproducts.org/	Mostly paper products	Certifies that the product is chlorine-free.
	EcoLogo Canada’s environmental product certification program https://www.ul.com/services/ecologo-certification	Consumer products	Has issued standards for over 300 product categories many of which are sold in the United States.
	Energy Star A program launched by the EPA in the 1990s to reduce energy consumption www.energystar.gov	Appliances, electronics, and lighting fixtures	Indicates that a third-party agency has tested the product for energy efficiency.
EPPnet	Environmentally Preferable Purchasing Network (EPPNet) https://www.nerc.org/	Environmentally preferable purchasing policies and practices	A free electronic list-serv that provides subscribers with quick access to EPP policies, specifications, vendors, pricing and performance information.
	e-Stewards https://e-stewards.org/certification-policies-and-procedures/	Mostly paper products	Certifies that recyclers of electronic equipment adhere to the highest standard of environmental responsibility and worker protection.

	Forest Stewardship Council¹⁰ A nonprofit that advocates for the responsible care of forests. https://fsc.org/en	Paper and wood products	Affirms that businesses are sourcing paper and wood from suppliers that use sustainable forestry practices such as erosion control and that preserve habitats and watersheds.
	Fair Trade USA https://www.fairtradecertified.org/	Coffee, tea, chocolate, and rice	Certifies that imported food products were manufactured and sold under fair and safe working conditions.

Logo	Who	Where	What It Means
	Green-e Established by nonprofit Center for Resource Solutions https://www.green-e.org/	Renewable energy	Verifies that electricity has been generated using renewable sources such as solar and wind.
	Green Electronics Council¹¹ A nonprofit that brings focus to the special issues of electronics and sustainability. https://globalelectronicscouncil.org/	Computers, monitors, and other electronic devices	Products are awarded a gold, silver, or bronze seal based on their efficiency level and the manufacturer's commitment to reducing toxic materials and lengthening the product's life cycle.
	Greenguard A nonprofit organization https://www.ul.com/services/ul-greenguard-certification	Low VOC products, including flooring, paints, and furniture	Certifies products that improve indoor air quality.
	Green Seal¹² A nonprofit that has been helping organizations be greener in a real and effective way since 1989. https://greenseal.org/splash/	Paper, paint, restaurants, hotels, and many other goods and services	It depends on the products or service. Soap must be free of carcinogens, for instance, and hotels must have water-saving fixtures.
	Health Care Without Harm An international coalition of environmental organizations and institutions https://noharm.org/	Purchasing policies for medical facilities	Work is to implement ecologically sound and healthy alternatives to health care practices.
	Marine Stewardship Council¹³ Develops standards for sustainable fishing and seafood traceability. https://www.msc.org/	Seafood	Certifies that seafood comes from fisheries that don't contribute to over fishing or environmental degradation.

¹⁰ Certification costs money. Also, some of the council's leaders have financial ties to operations certified by the group.

¹¹ EPEAT's board of advisers includes manufacturers whose products have earned the seal and retailers who sell products with the seal.

¹² Certification costs money.

¹³ The factors used to define a fishery as "sustainable" have been criticized for being too broad.

	National Association of State Purchasing Officials (NASPO) https://www.naspo.org/content.cfm/%20id/Green_Guide/	State Purchasing Officials	A Green Purchasing Resource Guide to help state officials navigating purchasing decisions.
	Rainforest Alliance¹⁴ A nonprofit that works to conserve biodiversity and ensure sustainable livelihoods. https://www.rainforest-alliance.org/	Food and produce	Awarded to operations that take measurable actions to reduce water pollution, soil erosion, deforestation, and waste as well as to improve worker conditions. Using certain pesticides can disqualify a company.
	Responsible Purchasing Network (RPN) A member-based network of procurement stakeholders www.responsiblepurchasing.org	Procurement	An online clearinghouse of information on EPP policies, programs, purchasing guides, reports, upcoming events and other related resources.
	Scientific Certification Systems https://www.scsglobalservices.com/?scs-certified=1	Biodegradable and “recycled content” products	Verifies green claims such as “biodegradable” or “contains recycled content.”

Logo	Who	Where	What It Means
	Smart Choices Program	PepsiCo. products	Products have specific requirements related to Daily Value of a targeted nutrient, limitations for fats, cholesterol, sodium, and sugar, or are formulated to have specific health or wellness benefits, such as reduced calories.
	Sweatfree Purchasing Consortium A collaboration of US states, local governments and other public agencies https://buysweatfree.org/	Manufacturing	Ensure that purchases are manufactured in lawful conditions, monitors industry compliance.
	UL Environment https://www.ul.com/services/environmental-product-declaration-certification	Carpeting, flooring, IT equipment, and office furniture	Validates environmental claims relating to recycled content, energy and water efficiency, degradability, VOC content and more.
	U.S. Department of Agriculture¹⁵ https://www.usda.gov/	Food and personal care items	The product is free of hormones, antibiotics, genetic engineering, synthetic fertilizers, and most synthetic pesticides. If a product has multiple ingredients, at least 95 percent of them must be organic.
	US Department of Agriculture’s BioPreferred Program https://www.biopreferred.gov/BioPreferred/faces/Welcome.xhtml	Products containing plant-based material	A voluntary initiative that labels products containing plant-based material.

¹⁴ Producers must pay for certification.

¹⁵ Farmers can use certain synthetic pesticides and still get the seal.

	<p>US Environmental Protection Agency (US EPA) https://www.epa.gov/smm/comprehensive-procurement-guideline-cpq-program</p>	<p>Comprehensive Procurement Guidelines</p>	<p>Guidelines that recommend minimum recycled-content levels and provides EPP tools such as bid specifications and policies, product lists, fact sheets, and case studies.</p>
	<p>Watersense¹⁶ An EPA program that promotes water - efficient products, programs, and practices. https://www.epa.gov/watersense</p>	<p>Water-using fixtures and new homes</p>	<p>The EPA licenses various organizations to certify products' water efficiency. New homes must have a front yard that's on a water budget.</p>
	<p>Whole Trade Guarantee</p>	<p>Whole Foods products</p>	<p>Assures customers that foods imported from the developing world are being traded ethically, helping other countries increase income, crops, and business practices.</p>

¹⁶ The program partners with KB Home, a housing manufacturer that the EPA fined in 2008 for violating the Clean Water Act.

Additional Resources

The following is a list of sustainability-related organizations, products, and US and internationally-recognized standards. Please use these resources to learn more about the various elements of sustainable procurement.

Organization, Product, Service, or Standard	Reference Guideline or Certification
Organizations	
<ul style="list-style-type: none"> University of Michigan – Sustainable Purchasing 	Sustainable Purchasing U of M Procurement (umich.edu) ; example procurement policy for large university
<ul style="list-style-type: none"> Chartered Institute of Procurement & Supply 	Sustainable Procurement CIPS ; example procurement policy for large organization
<ul style="list-style-type: none"> Deskera 	What is Sustainable Procurement? (deskera.com)
<ul style="list-style-type: none"> EPA – Sustainable Materials Management 	Sustainable Materials Management US EPA ; comprehensive resource for measurement, tools, and resources
<ul style="list-style-type: none"> All Materials CA Guidelines 	Certified Post-Consumer Recycled-Content ; guidelines for verification
<ul style="list-style-type: none"> California Reportable Product Categories 	Buying Recycled Products (ca.gov) ; 11 reportable categories (paper/compost/glass/oil/plastic/paint/antifreeze/tires/metal)
<ul style="list-style-type: none"> Bain & Company – Sustainable Procurement Policy 	Sustainable Procurement Policy Bain & Company ; example procurement policy for large organization
Products	
<ul style="list-style-type: none"> Paper Products 	Forest Stewardship Council (FSC) ; responsibly sourced paper products from managed forests
<ul style="list-style-type: none"> Energy-consuming electronics/equipment/facilities 	ENERGY STAR ; EPA program to certify higher-performing products, facilities
<ul style="list-style-type: none"> All Materials (search product type) 	Better Materials (gbci.org) ; searchable materials database
<ul style="list-style-type: none"> Material Safety Data Sheet (MSDS) Search Engines 	Search Results - Free SDS search (msds.com) ; Grainger SDS Lookup ; MSDS lookups

<ul style="list-style-type: none"> Road Salt 	Road Salt: Tips for municipalities, highway departments, and winter maintenance staff
<ul style="list-style-type: none"> Cement 	Low Carbon Design ; discusses how materials and design can reduce cement emissions by 40%
Standards	
<ul style="list-style-type: none"> Construction Materials – Embodied Carbon 	Embodied Carbon in Construction Calculator (EC3) - CarbonCure ; login required, free calculator that compares construction materials
<ul style="list-style-type: none"> Global Reporting Initiative (GRI), Science Based Targets Initiative (SBTI) 	GRI - Home (globalreporting.org) , Ambitious corporate climate action - Science Based Targets ; industry leading impact reporting systems
<ul style="list-style-type: none"> International Standards for Organization (ISO) 	ISO - Popular standards ; 9000 Quality, 14000 Environmental, 20121 Sustainable Events, 26000 Social Responsibility, 50001 Energy
<ul style="list-style-type: none"> Sustainability Certification Examples 	The 33 sustainability certifications you need to know Greenbiz ; comprehensive list of current certifications
<ul style="list-style-type: none"> Leadership in Energy & Environmental Design (LEED) – Green Building Certification & Staff Accreditation 	LEED tools U.S. Green Building Council (usgbc.org) ; LEED AP Overview Become a LEED Accredited Professional GBES ; LEED certification (buildings) & accreditation (people)