



CITY OF DUBLIN

**CITY OF DUBLIN  
ADMINISTRATIVE ORDERS  
OF THE CITY MANAGER**

<b>ADMINISTRATIVE ORDER 4.4</b>
<b>TO:</b> All Department & Division Heads
<b>FROM:</b> Timothy C. Hansley, City Manager
<b>SUBJECT:</b> Purchasing Preference for Products Derived From Recycled Material
<b>DATE:</b> August 21, 1995
<b>New Administrative Order</b>

**I. PURPOSE**

City Ordinance 50-95 establishes a purchasing preference for products derived from recycled materials. The City of Dublin has aggressively and in an exemplary manner implemented a comprehensive solid waste management program embracing the Reduce, Reuse and Recycle concept. The passage of Ordinance 50-95 encourages City staff to set the example in "closing the loop" by purchasing products made from recycled materials, thereby helping markets to more fully mature. The purpose of this Administrative Order, therefore, is to reinforce the provisions of Ordinance No. 50-95. Any questions regarding this Administrative Order should be directed to the Division of Personnel & Purchasing.

**II. DEFINITIONS**

The following definitions shall be used in interpreting the regulations under Section III of this Administrative Order:

- A. "Recycled" materials shall mean material the components of which, in whole or in part, would otherwise have been destined for permanent disposal.
- B. "Product" shall mean any material, equipment, supplies, commodities or any such item used in the construction of projects or infrastructure purchased or caused by the City in order to fulfill the operating and/or capital responsibilities of the City.

**III. ADMINISTRATIVE REGULATIONS**

Ordinance No. 50-95 authorizes and strongly encourages those who purchase products on behalf of the City of Dublin to identify and purchase products consisting of recycled material. Such purchases shall be made under the following regulations.

**A. Purchases not Requiring Formal Competitive Bidding**

For purchases not requiring formal competitive bidding (less than \$10,000), it is permissible for the City to give preference to the purchase of products manufactured with recycled material. These products may be purchased if the following conditions exist:

1. The price of the recycled product does not exceed by more than five percent (5%) to a maximum of \$1,000, the otherwise lowest and best quote for the product the City is seeking;
2. the product that is made of recycled material is of equal or superior quality to the product made from non-recycled material offered as part of the otherwise lowest and best quote; and
3. the additional cost of the product made from recycled material does not force the total price of the product order to \$10,000 or greater. (Should the additional cost force the total order to \$10,000 or greater, then the next lowest and best quote below \$10,000 shall be accepted.)

**B. Purchases Requiring Formal Competitive Bidding**

For purchases requiring formal competitive bidding, all bid specifications for manufactured products shall include the following language:

"Bidder may submit an alternate bid reflecting the price for a like or similar product which is made of recycled content material. The bidder shall note what component(s) of the product is (are) made from recycled material and describe the recycled material. Bidder shall state what percentage of the total product is made of recycled material. Products must consist of no less than ten percent (10%) recycled material. Said alternate bid may be accepted if:

1. The price does not exceed 5 percent (5%) or \$10,000 of the price of the otherwise lowest and best bid and the product that is made of recycled material is of equal or superior quality to the product made from non-recycled material offered in the otherwise lowest and best bid; and,
2. The City determines that the ratio of added cost to the amount of recycled content is beneficial to justify the added cost."