



SMART WASTE MANAGEMENT & REDUCTION

ACTION

SWM-7

Continue to incorporate sustainable materials and waste management requirements into County project RFPs.



DESCRIPTION OF ACTION

The County can leverage its position to encourage/require vendors and contractors to minimize waste and manage it responsibly. Incorporating waste management requirements into County project RFPs can help the County control the amount of waste generated by those projects which contribute to the County’s overall waste load. Best practices from local and regional jurisdictions can provide additional guidance on effective specific requirements.

LEAD DEPARTMENT

Purchasing

OVERALL TIMEFRAME

Long

SHORT = Less than 1 year
MEDIUM = 1 - 3 years
LONG = 3 years or more

Planning Considerations

IMPLEMENTATION STEPS	TIMEFRAME	KEY PARTNERS
<p>1 Survey County departments to understand current scoping practices with regard to sustainability.</p>	<p>SHORT</p>	<ul style="list-style-type: none"> • Environment & Sustainability • Real Property Management • Public Works • All department leadership
<p>2 Building on existing efforts, develop a list of scoping considerations—by department/program—through research of best practices (e.g., disposal methods, reuse requirements, efficiency specifications).</p>	<p>SHORT</p>	<ul style="list-style-type: none"> • Environment & Sustainability • Public Works • All department leadership
<p>3 Develop and pilot service- or program-specific guidance for incorporating sustainable materials management into RFPs within one or two County departments.</p>	<p>MEDIUM</p>	<ul style="list-style-type: none"> • Environment & Sustainability • Real Property Management • Public Works
<p>4 Building on learnings from the pilot, formalize County-wide guidance in the form of a sustainability checklist or questionnaire for incorporation into scopes/specifications. This checklist could incorporate provisions beyond waste.</p>	<p>SHORT</p>	<ul style="list-style-type: none"> • Environment & Sustainability • Public Works • All department leadership
<p>5 Incorporate review of RFPs by the Sustainability Advisory Committee or Sustainability Program Administrator to ensure appropriate requirements are incorporated (or that RFP is in alignment with potential Sustainable Procurement Policy), prior to release.</p>	<p>SHORT</p>	<ul style="list-style-type: none"> • Environment & Sustainability

FINANCIAL AND TECHNICAL RESOURCES

TECHNICAL

- [Green Procurement Compilation, U.S. General Services Administration](#)
- [THE BUCK STARTS HERE: Sustainable Procurement Playbook for Cities \(2016\), Urban Sustainability Directors Network & Responsible Purchasing Network](#)
- [Supplier Sustainability Questionnaire, Arizona State University \(to be completed and returned with proposals\)](#)

CONSIDERATIONS FOR COLLABORATION/ OVERCOMING BARRIERS

- Model/pilot any requirements at a small scale prior to expanding to the County, being sensitive to state statutory limitations for the bidding process.
- Develop trainings for prospective contractors/ consultants to communicate intent and requirements for the bidding process.
- Collaborate with industry suppliers to avoid requirements that overly burden businesses and longstanding relationships; ensure adequate time and resources to address this challenge.

MEASURING SUCCESS

OUTPUTS*

- Checklist containing department-specific guidance for scoping
- RFPs containing sustainable materials/ waste diversion provisions

OUTCOMES*

- Increase in percent of purchasing meeting sustainability guidelines
- Increase in percent of contracts containing sustainable materials/waste diversion requirements

*An **output** describes what has been created through implementation of the action. An **outcome** is the level of performance or achievement that occurred based on what was created.