



## CITY OF PORTLAND, OREGON

OFFICE OF MANAGEMENT &amp; FINANCE

Tom Potter, Mayor

Kenneth L. Rust, Chief Administrative Officer

Bureau of Purchases  
 Jeffrey B. Baer, Director  
 1120 SW Fifth Ave Rm 750  
 Portland OR 97204  
 (503) 823-6855


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## M E M O R A N D U M

FOR MAYOR'S OFFICE USE ONLY

Reviewed by Bureau Liaison \_\_\_\_\_

DATE: June 30, 2008  
 TO: Mayor Tom Potter  
 FROM: Jeff Baer, Director, Bureau of Purchases  
 RE: Adopt the City of Portland Sustainable Procurement Policy

1. INTENDED THURSDAY FILING DATE: July 10, 2008
2. REQUESTED COUNCIL AGENDA DATE: July 16, 2008, time certain 9:30am
3. CONTACT NAME & NUMBER: Jeff Baer, 3-6852 
4. PLACE ON: ☐ CONSENT ☒ REGULAR
5. BUDGET IMPACT STATEMENT ATTACHED: ☐ Y ☐ N ☒ X N/A
6. THREE (3) ORIGINAL COPIES OF CONTRACTS APPROVED AS TO FORM BY CITY ATTORNEY ATTACHED: ☐ Yes ☐ No ☒ X N/A

## 7. BACKGROUND/ANALYSIS

Enclosed for your recommendation is the City of Portland Sustainable Procurement Policy (Resolution). City Resolution No. 36061, adopted March 20, 2002, established the Sustainable Procurement Strategy: A Joint City of Portland and Multnomah County Effort, a five-year action plan to incorporate sustainability concepts into City procurement decisions based on a commodity-by-commodity approach. The work on the Strategy resulted in changes among a variety of commodities such as paper, office supplies, computers, surplus, vehicles, and fuel. At the end of the five-year timeframe the Sustainable Procurement Strategy steering committee agreed that there continues to be a need to provide guidance and resources for City employees on integrating sustainability concepts into City procurement decisions and they developed a few recommendations based on the lessons learned from the Strategy. These recommendations included:

- a. Develop a citywide Sustainable Procurement Policy;
- b. Instead of relying on a commodity-by-commodity approach, focus on integrating sustainable procurement into existing procurement processes;
- c. Build employee resources that are succinct, better reflect daily procedures, and provide regular employee communication;
- d. Continue to build stakeholder input and participation in sustainable procurement; and
- e. Develop better reporting/tracking methods.

As a result, the Bureau of Purchases formed an employee stakeholder workgroup to develop the enclosed Sustainable Procurement Policy and identify the types of resources needed to implement the new policy. The enclosed Sustainable Procurement Policy for Council adoption has been reviewed by internal stakeholders and the draft policy was presented to Bureau Directors for their comments.

Upon Council adoption of the Sustainable Procurement Policy, the Bureau of Purchases will develop the resources needed to implement the policy, such as online tools and information, trainings, and research assistance. Many of these resources have been available during the past five years, but will be revised and expanded to better reflect the Bureaus' needs. The Bureau of Purchases will also focus on integrating the policy and related resources into existing procurement and reporting processes.

**8. FINANCIAL IMPACT**

The financial impact of the policy will originate mostly from implementation and support resources and the cost of the products or services the City buys. For implementation and support, existing staff and program resources will be used. The financial impact of procuring products or services that meet this policy will vary by commodity area and will be addressed as part of the City procurement processes.

**9. RECOMMENDATION/ACTION REQUESTED**

Recommend that Council adopt the City of Portland Sustainable Procurement Policy.