

# FSD SUSTAINABLE PROCUREMENT POLICY



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It shall be the policy of Fraser Surrey Docks ("FSD") to procure goods and services in a fair, cost effective and environmentally sound manner, while adhering to all applicable procurement laws, regulations and FSD's Delegation of Authority policy.

## Purpose

The purpose of this directive is to provide guidelines for procuring goods and services.

## Procedure

- A) The procurement of goods and services shall always be done in a manner that provides value to FSD, considers the impacts on the environment and ensures fairness to the local business community.
- B) The procurement of goods and services shall always be in accordance with the approved budget.
- C) Procurement of goods and services is broken down into two cost categories; items under \$25,000 and items over \$25,000.
  - a) Items Under \$25,000
    - 1. Goods and services costing under \$25,000 can be purchased without a competitive bid under one or more of the following conditions:
      - a) A contract or service agreement exists and the budget supports the purchase.
      - b) The CEO or the CFO has reviewed and approved the purchase request.
      - c) The items to be purchased would be considered office supplies
    - 2. Telephone bids are acceptable under one or more of the following conditions:
      - a) Emergency equipment rental or component replacement
      - b) Service contract
    - 3. Telephone bids shall be documented and must include the following information:
      - a) Bid item
      - b) Bidders name, company, address, and telephone number
      - c) Bid received

d) Bid awarded

b) Items Over \$25,000

1. Goods and services costing over \$25,000 shall be offered at competitive bid unless otherwise directed by the Board.

D) Sole source procurements are not permitted unless the goods and services required cannot be provided by any other vendor. Requests for sole source procurements must be justified in writing. All sole source procurements must be approved by the CEO at the direction of the Board.

E) When purchasing products and equipment personnel should always strive to obtain products that will have the least amount of impact on the environment. Adhering to the guidelines listed below will aid FSD in meeting environmental goals.

1. Adherence to FSD's Sustainable Stewardship Policy

2. Recycled Content Products

a. In keeping with FSD's commitment to the environment whenever possible, paper products purchased should

i. Come from companies that use Sustainable Forest Initiatives

ii. Have a progressive recycling program

b. Products with recycled content standard guidelines, such as those for printing paper, office paper, and janitorial paper.

c. Products with recycled content standard guidelines, such as those cans, bottles and plastic containers.

3. When specifying asphalt, concrete, aggregate base or other products for road construction and yard repair projects, use recycled, reusable or reground materials where possible.

a. All paving/asphalt projects must contain recycled or reground materials

b. Soil Remediation that does not use chemicals to return the soil to its natural state

4. Specify and purchase recycled products for operations, management and administration requirements were possible without compromising quality or safety..

5. Pre-printed recycled content papers that are purchased contain a statement that the paper is recycled content and indicates on the package the percentage of post-consumer recycled content.

F) Energy Efficient and Water Saving Products

1. Purchase Energy Star certified products when available. When Energy Star labels are not available, choose energy-efficient products that are in the upper 25% of energy efficiency.

2. Purchase water-saving products. This includes, but is not limited to, high-performance fixtures like toilets, low-flow faucets and aerators, and upgraded irrigation systems.

#### G) Toxics and Pollution

1. Only environmentally friendly or biodegradable fertilizers and weed control products shall be purchased by FSD personnel.
2. The environmental impacts of anti-icing materials should be analyzed before any purchase and use. It is preference to use sand and salt in place of de-icing products.
3. Purchase or require janitorial contractors to supply, industrial and institutional cleaning products that meet Green Seal or EcoLogo™ certification standards for environmental preferability and performance.
4. MSDS sheets must be provided by contractors to ensure the products used are eco-friendly and non-toxic to the staff or the environment

#### H) Responsibilities

1. The health and safety of workers and citizens is of utmost importance and takes precedence over all other practices. Nevertheless, FSD recognizes its duty to act in a fiscally responsible as well as a timely manner.
2. Nothing contained in this policy shall be construed as requiring a department, purchaser or contractor to procure products that do not perform adequately for their intended use, exclude adequate competition, risk the health or safety of workers and citizens, or are not available at a reasonable price in a reasonable period of time.
3. Nothing contained in this policy shall be construed as requiring the FSD, purchaser, or contractor to take any action that conflicts with local, provincial or federal requirements.