



# **Environmentally Preferred Purchasing Policy (EPP)**

**Finance and Administrative Committee  
October 2025**

# Agenda

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Policy Goal



Bid Process



Data Analysis



Certification  
Form



Proposed  
Policy Edits

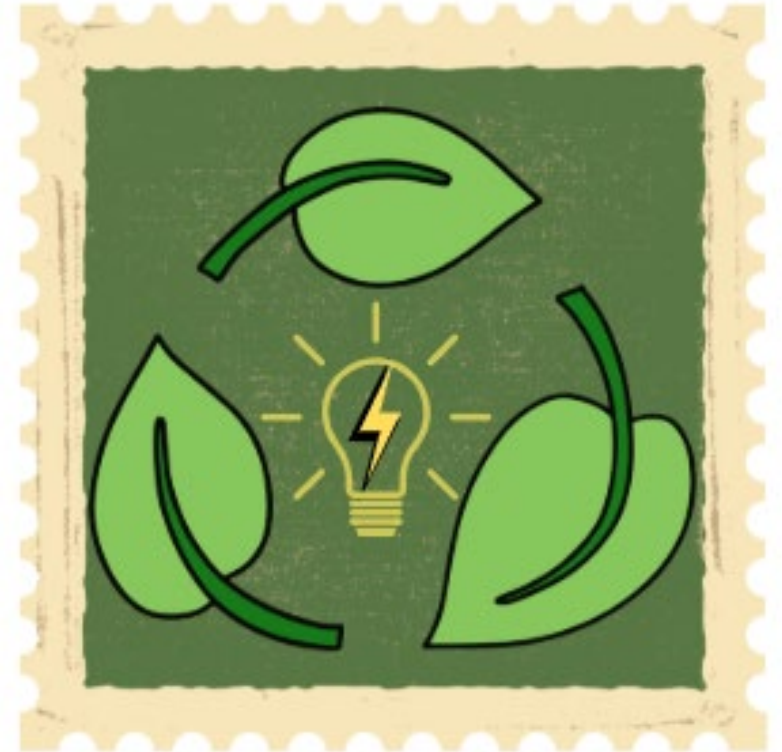


Next Steps

# Policy Goal

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Institute a policy which guides the selection of products and services purchased by the County, which minimize negative impacts on human health and the environment, supporting sustainability and responsible resource use.



# Bid Process

- Directed by Purchasing Ordinance
- Purchasing and requesting department define bid requirements
- Team evaluates bids submitted based on requirements
- Recommend award to lowest, responsive and responsible bidder



# Responsive and Responsible

**Ability to perform  
the identified  
scope**

**All requirements  
met and  
documents  
completed**

**Experience with  
other similar  
entities and  
projects**

**Compliance with  
the Responsible  
Bidders  
Ordinance**

# EPP Proposed Bid Process

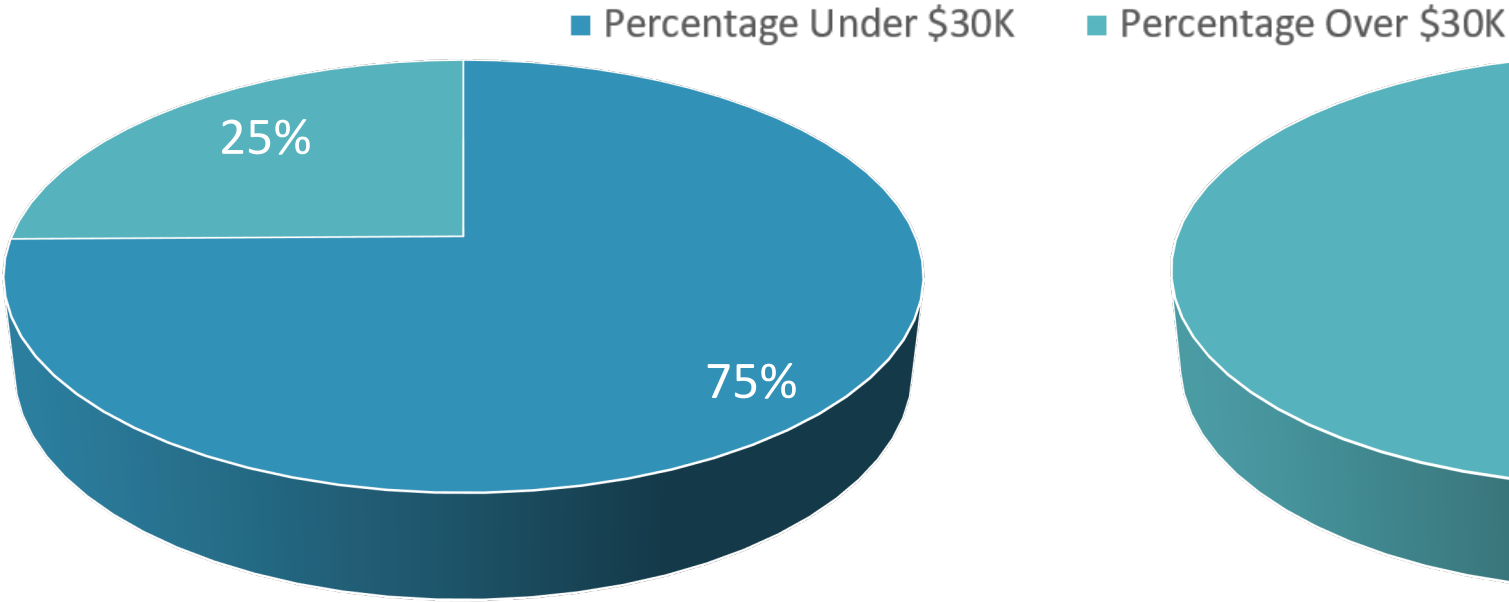


Vendor Name	Total Base Bid Amount
Vendor A	\$ 589,745.00
Vendor B	\$ 592,968.92
Vendor C	\$ 597,369.00
Vendor D	\$ 605,888.15
Vendor E	\$ 615,459.35
Vendor F	\$ 616,277.50
Vendor G	\$ 650,040.00
Vendor H	\$ 680,546.00
Vendor I	\$ 692,479.00
Vendor J	\$ 724,881.57
5% of the lowest bidder	\$ 29,487.25
<b>Awarded Amount cannot exceed</b>	<b>\$ 619,232.25</b>

# Data Analysis

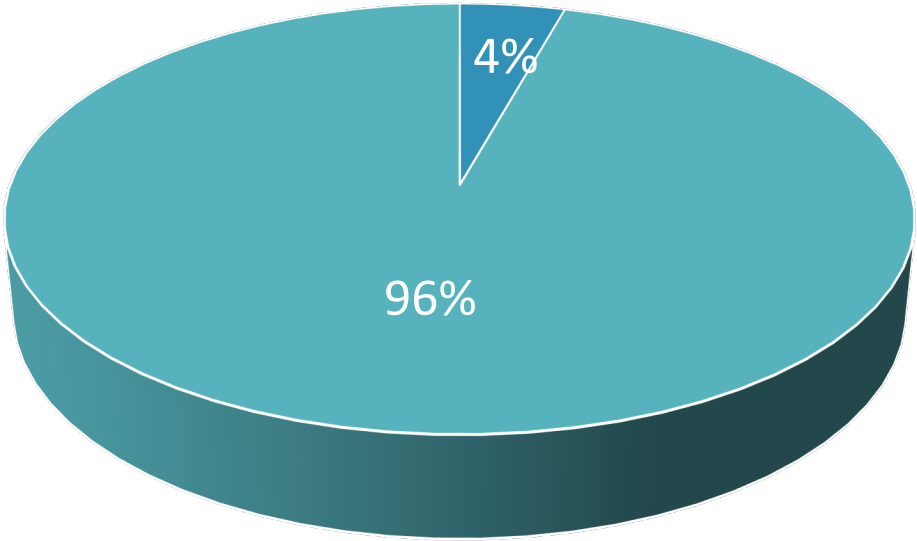


FY24 Total Number of POs



Number of POs Under \$30k	1490
Number of POs Over \$30k	502
Total Number of POs	1992

FY24 Total PO Spend



Total PO Spend for FY24 Under \$30k	\$ 11,301,264.04
Total PO Spend for FY24 Over \$30k	\$ 249,305,838.44
Total PO Spend for FY24	\$ 260,607,102.48



# Certification Form

- Vendors report eco-labels acquired
- County determines applicability to project
- 3<sup>rd</sup> Party pre-approved certification ensures compliance



## ENVIRONMENTALLY PREFERRED CERTIFICATION FORM

The County of Lake has a responsibility to balance fiscal, environmental and social considerations into its operational decision-making process. The County's commitment to green and sustainable practices and good environmental stewardship was memorialized by the Lake County Board in the County's 2023 Strategic Plan where sustainability is listed as a value and a goal. This was further strengthened in September 2020 by adopting a Net Zero Emission Resolution. Therefore, we shall promote environmentally preferable purchasing, where services that lessen the destructive effects on the environment and the health and well-

This form is an opportunity for qualified vendors to identify all the sustainability standard requirements which apply to the products and services being procured.

Please visit the Lake County website to review the Environmentally Preferred Purchasing

Please select any environmentally preferred certifications held by your company from the

Most Common	Choose an item.	Choose an item.
Electronics and Appliances	Choose an item.	Choose an item.
Building Materials, Construction, and Furniture	Choose an item.	Choose an item.
Food and Beverage	Choose an item.	Choose an item.
Professional, health, and technical services	Choose an item.	Choose an item.
Paper Products, Office Supplies, and Packaging	Choose an item.	Choose an item.
Cleaning Supplies and Landscaping	Choose an item.	Choose an item.
Energy and Water	Choose an item.	Choose an item.
Transportation and Vehicle Care	Choose an item.	Choose an item.
Waste Management and Recycling	Choose an item.	Choose an item.
Other (Please add any certification held not listed)		

I certify that this information is accurate to the best of my knowledge and that I am acting on behalf of my company.

Company Name:	Signatory Name:	X
Address:	Title:	
Phone:	Email:	





# Proposed Edits

## Clarify

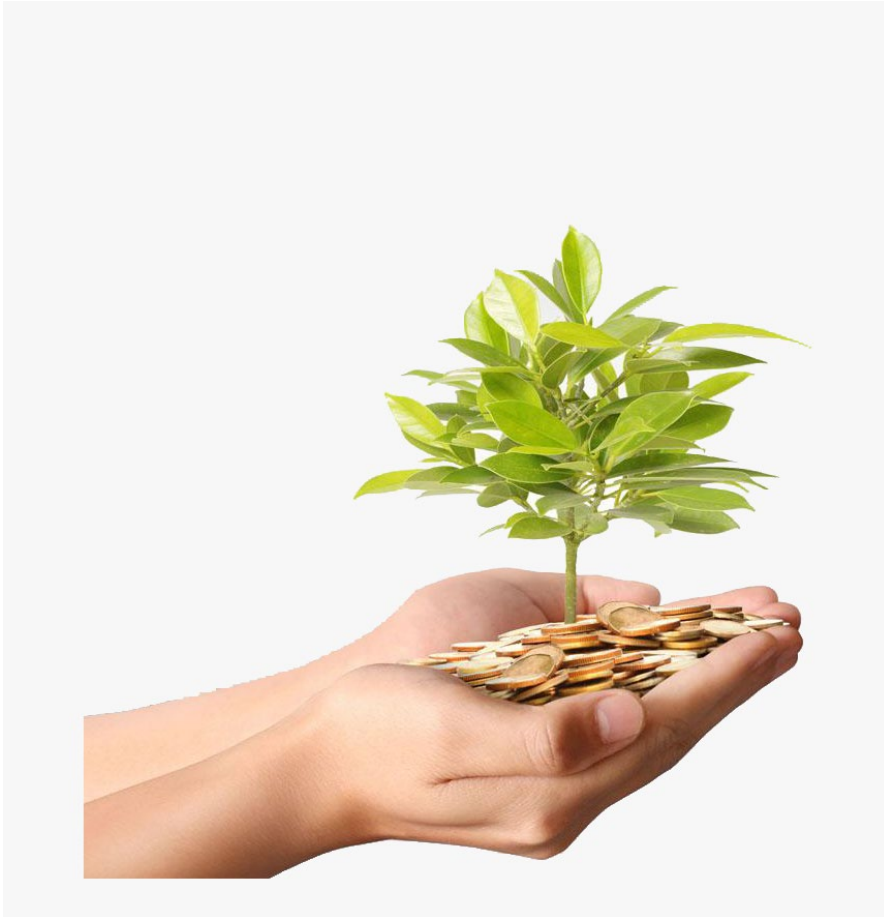
- Further define reasonable competition.

## Budget

- Include fiscal guardrails to cap the 5% allowance at \$50,000.



# Next Steps



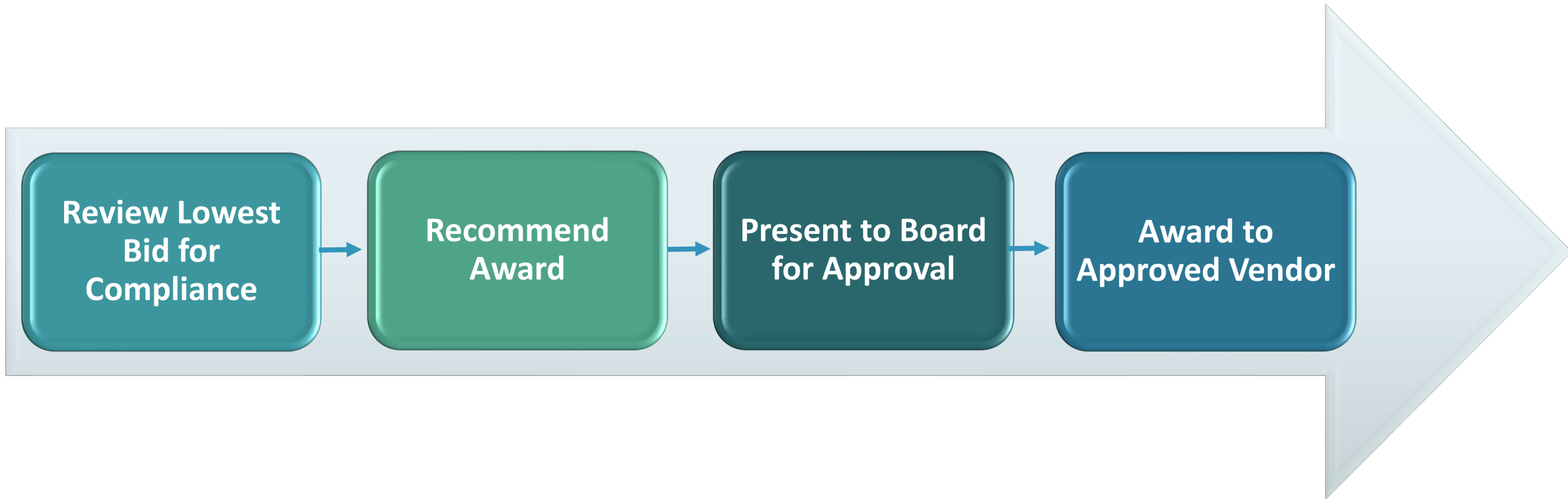
- **Gather Baseline Data**
  - Utilize the new certification form
  - Implementation of the new ERP for tracking
- **Start with Existing Vendors**
  - Collect list of current certifications
  - Inform vendors on EPP and desire for more sustainable products
- **Staff Education and Training**
  - Develop educational materials
  - Offer County-wide training
- **Our intent is for the policy to be effective January 1, 2026**



**Questions**

# Current Process

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# EPP Proposed Bid Process

