

 Lake County Policy	<i>6.1 Environmentally Preferred Purchasing Policy</i>
	Approved by the County Board on: TBD

1. Purpose and Intent

1.1 This Policy is adopted to align with the County Board’s Strategic Plan to act and operate in an environmentally responsible manner and lead by modeling best practices and incorporating sustainability in every aspect of our work.

2. Background

2.1 This policy was requested by the Finance & Administrative Committee subsequent to staff analysis and proposal of options.

2.2 The County Board has identified the strategic priority of a sustainable environment as part of their Strategic Plan adopted in September 2023.

3. Scope

3.1 This policy applies to all procurements, included but not limited to departmental procurements, competitive procurements, purchases exempt from bidding and cooperative purchasing agreements.

3.2 This policy applies to all parties that follow the Lake County Purchasing Ordinance for a procurement.

3.3 This policy goes into effect on January 1st, 2026.

4. Authority

4.1 This policy gives the County Administrator, or their designee, the authority to develop and issue directives and procedures for Lake County departments, offices, commissions, and employees that fall under this policy to ensure the effective implementation and enforcement of this policy.

4.2 The Finance & Administrative Committee has oversight over this policy and will be the final arbiter of any conflicts or concerns with the implementation of this policy.

5. Policy

5.1 This policy establishes a program where the County will purchase products and services that have a reduced negative environmental impact when compared with competing products and

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services that serve the same purpose unless such products or standards 1) are not available with reasonable competition, 2) are not available within a reasonable timeframe, or 3) do not perform as required for County's intended use.

- 5.2 Training will be conducted for staff, users of goods and services, and/or suppliers on sustainability considerations at least annually.
- 5.3 Templates and purchasing guides will be developed for specifications and contract language including recommendations on existing reputable standards, ecolabels, and certification requirements.
 - 5.3.1 Reputable standards and ecolabels are those 1) that represent product or service compliance to a reputable, third-party sustainability standard 2) where product or service compliance to the standard is verified by an impartial third-party and/or 3) where the label is awarded by an impartial third-party.
- 5.4 An Environmentally Preferred Certification Form will be developed and include forms for vendors to identify all the sustainability standards, ecolabels, and certification requirements they hold, applicable to the products and services being procured.
 - 5.4.1 Vendors shall self-certify in writing that the environmentally preferred standards, ecolabels, and certification requirements claimed in the procurement is accurate.
 - 5.4.2 Vendors who are certified through this form will meet the Environmentally Preferred Purchasing (EPP) standard.
- 5.5 Types of Procurements
 - 5.5.1 Departmental
 - 5.5.1.1 For any departmental procurement where a qualified vendor meets the EPP and is within the department approved budget, the Department Director may authorize the purchase.
 - 5.5.2 Competitive Bidding
 - 5.5.1.2 For public procurements that have been identified to have an environmentally preferred component where a qualified vendor meets the specifications and is within 5% but no more than \$50,000 above of the lowest price Purchasing shall recommend award to that bidder.
 - 5.5.3 Professional Services and Competitive Sealed Proposals
 - 5.5.1.3 For procurements that have been identified to have an environmentally preferred component, the evaluation will include EPP scoring criteria.
 - 5.5.4 Purchases Exempt from Bidding and Competitive Sealed Proposals

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5.5.1.4 There may be instances when, for various reasons, purchases may be exempt from competitive sealed bidding or proposals. Despite the exemptions, departments are encouraged to purchase products and/or services that have a reduced negative impact on the environment when compared with competing products and services that serve the same purpose unless such products or standards:

- a. Are not available with reasonable competition.
- b. Are not available within a reasonable timeframe.
- c. Do not perform as required for County's intended use.

5.5.5 Cooperative or Joint Purchasing

5.5.1.5 Where contract language needs to be amended to include specifications or contract language in keeping with this policy, an addendum to existing contract that is approved by both Parties shall be included if possible.

5.5.6 Reporting

5.5.1.6 Progress reports shall be provided to the defined oversight committee as the County Administrator deems appropriate.

- a. Provide a summary of environmental impacts that were identified in public procurements.
- b. Annually report on the number and percentage of public procurement processes that were awarded to a designated environmentally preferred vendor reported as performance metrics.
- c. Annually report on the number of public procurements in the Buying Plan that had market research on environmentally preferred alternatives included in specifications.
- d. Annually report on the number of annual trainings delivered to staff and the rates of attendance.

6. Severability

6.1 If any section or provision of this policy should be held invalid by operation of law, none of the remainder shall be affected.

6.2 The policy shall not apply to federally funded construction projects if such application would jeopardize the receipt or use of federal funds in support of such a project.

6.3 Division of Transportation projects shall be exempt from all provisions of the policy if they are not in concurrence with the Illinois Department of Transportation policies and procedures as well as applicable state statutes.

7. Non-Discrimination

7.1 Lake County prohibits the discriminatory application, implementation, or enforcement of any

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provision of this policy on the basis of race, color, sex, age, religion, disability, national origin, ancestry, sexual orientation, marital status, parental status, military discharge status, source of income, gender identity housing status, or any other protected category established by law, statute, or ordinance.

8. Definitions

8.1 Public Procurement

8.1.1 A procurement process that is governed by statutory requirements to ensure transparency and competition for sourcing goods, equipment, contracted services, construction, professional services. Lake County is governed by the Lake County Purchasing Ordinance.

8.2 Reasonable Competition

8.1.18.2.1 The amount of vendors solicited based on the number of available vendors and the value or price of the goods, services, or construction. This ensures that there is adequate competition in the procurement process.

8.28.3 **Buying Plan**

8.2.18.3.1 An internal document that aligns purchasing activities with planned spend for a given fiscal year budget.

8.38.4 **Environmental Impacts**

8.3.18.4.1 A measurement of the acquisition of goods or services with reputable ecolabels and acquisition of goods and services with smaller carbon, ecological, plastic, and water footprints, such as energy efficient goods, reduced packaging materials, or avoidance of single use plastics.

8.48.5 **Lake County Purchasing Ordinance**

8.4.18.5.1 Lake County Code of Ordinances, Title III, Chapter 33

Policy History			
Version	Date Adopted	Legistar Item #	Notes
Original	Month, DD YYYY		--