

COUNTY OF TULARE  
OFFICE OF THE COUNTY ADMINISTRATOR  
ADMINISTRATIVE REGULATION NO. 29  
(Resolution No. 2005-0647)

SUBJECT: RECYCLED PRODUCTS PROCUREMENT POLICY

EFFECTIVE DATE: October 11, 2005

This regulation has been approved by the Board of Supervisors.

**Policy Overview**

- (a) All County agencies and divisions shall make every reasonable effort to purchase and use recycled and source reduction products or those with recycled content, whenever practicable, to the extent that such use does not negatively effect health, safety or operational efficiency and effectiveness as determined by each division, including but not limited to the items indicated on Attachment 1, attached hereto and incorporated by reference. Special emphasis shall be placed on the purchase of products manufactured with postconsumer recycled materials.
- (b) The Purchasing Agent shall aggressively pursue the acquisition of recycled and source reduction materials whenever possible. The quality and fitness of such products should be equal to unrecycled products, including a price preference not to exceed ten percent over the lowest price quoted by suppliers of comparable unrecycled products and availability within a reasonable timeframe. Product price comparison should include life cycle cost considerations, when applicable.
- (c) All agencies and divisions may, at their option and with purchasing concurrence, require procurement of designated recycled products or recycled and source reduction products above the levels required by this policy.
- (d) The County shall promote the use of recycled and source reduction products and recycled-content products by publicizing its procurement policy whenever practicable.

**Purchase Requisition, Specification, and Bid Solicitation**

- (a) Product specifications and requisition for products shall conform to the following guideline:
  - (1) Product specifications and requisitions shall not indiscriminately require the use of products made from virgin materials, nor specifically exclude the use of recycled-content products.
  - (2) Purchasing agents have the authority to specify a minimum "recycled-content" standard in bid solicitation to accomplish the purpose of this policy.

## **Exemptions**

- (a) Nothing contained in this policy shall preclude buyers from specifying “recycled” material content as a bid specification.
- (b) Nothing in this policy shall be construed as requiring the purchase of products that do not perform adequately for their intended use and/or are not reasonably available at a reasonable cost in a reasonable timeframe.
- (c) Nothing in this policy shall be construed as requiring an agency, division or contractor to procure products where the warranty for recycled products is not equal to virgin products or where the recycled material voids, shortens, interrupts or cancels warranty of other supplies or units of components.