

RESOLUTION NO: 24-01

**A RESOLUTION ADOPTING A SUSTAINABLE CONTRACTING AND PURCHASING POLICY
FOR THE VILLAGE OF DUPO, ILLINOIS**

WHEREAS, the Village of Dupo, St. Clair County, Illinois, is a duly created, organized and validly existing municipality of the State of Illinois under the 1970 Illinois Constitution and the laws of the State of Illinois, including particularly the Illinois Municipal Code, and all laws amendatory thereof and supplementary thereto;

WHEREAS, a duly noticed public meeting was held in the Village of Dupo, Illinois at the Dupo Village Hall, 107 N. Second Street, on March 4, 2024, at 7:00 p.m., before the Village Board of Dupo;

WHEREAS, the Village recognizes its responsibility to minimize the impacts on human health and the environment while supporting a diverse, equitable, and vibrant community;

WHEREAS, the Village in support of the above recognition hereby adopts a Policy whereby all Village employees will purchase products or services in a manner that protects human health and the environment, is fiscally responsible and, promotes social equity, disadvantaged business opportunities and other economic benefits to the community; and

WHEREAS, should any section or provision of this Resolution or the adopted Policy be declared to be invalid, that decision shall not affect the validity of this Ordinance or adopted Policy Prohibiting Sexual Harassment as a whole or any part thereof, other than the part so declared to be invalid;

NOW THEREFORE, BE IT ORDAINED by the Mayor and Board of Trustees of the Village of Dupo, St. Clair County, Illinois, as follows:

Section 1: The facts and statements contained in the foregoing recitals are incorporated herein as findings of the Corporate Authorities.

Section 2: The Policy for Sustainable Contracting and Purchasing, included as **Exhibit "A"** to this Resolution, is hereby adopted.

Section 3: The provisions of this Resolution are hereby declared to be severable and should any provision of this Resolution be determined to be in conflict with any law, statute or regulation by a court of competent jurisdiction, said provision shall be excluded and deemed inoperative, unenforceable and as though not provided for herein and all other provisions shall remain unaffected, unimpaired, valid and in full force and effect.


Section 4: All code provisions, ordinances, resolutions, rules and order or parts thereof, in conflict herewith are, to the extent of such conflict, hereby superseded.

Section 5: This Resolution shall be effective and in full force immediately upon passage and approval as provided by law.

PASSED this 4th day of March 2024, by the Village Mayor and the Village Board of Trustees of the Village of Dupo, St. Clair County, Illinois, and deposited and filed in the office of the Village Clerk in said Village on that date.

<u>Trustees</u>	<u>Aye</u>	<u>Nay</u>	<u>Absent</u>	<u>Abstain</u>
Joe Basinski	<u>X</u>	—	—	—
Ron Dell	<u>X</u>	—	—	—
Kerry Foster	<u>X</u>	—	—	—
Dawn Keys	<u>X</u>	—	—	—
Ken Phillips	<u>X</u>	—	—	—
Tammy Taylor	<u>X</u>	—	—	—

APPROVED AND PASSED by the Mayor of the Village of Dupo, Illinois this 4th day of March 2024.



Jerry Wilson, Mayor
Village of Dupo, Illinois

ATTEST:



MARK NADLER, VILLAGE CLERK

(SEAL)

Village of Dupo Sustainable Contracting & Purchasing Policy

1. PURPOSE

In accordance with the Village of Dupo's Sustainable Purchasing Policy, the Village recognizes its responsibility to minimize negative impacts on human health and the environment while supporting a diverse, equitable, and vibrant community and economy. The Village also understands that the types of products and services it buys have inherent social, human health, environmental and economic impacts, and that it should make procurement decisions that embody the Village's commitment to sustainability.

This Sustainable Purchasing Policy is intended to:

- Communicate the Village's commitment to sustainable purchasing to its employees, vendors, and community;
- Complement and support implementation of the Village's sustainability goals and policies;
- Provide implementation guidance; and
- Empower employees and contractors to be innovative and demonstrate leadership by considering sustainability benefits when making purchasing decisions.

2. POLICY

a. General Policy Statement

All Village employees will purchase products or services in a manner that protects human health and the environment, is fiscally responsible and, promotes social equity, disadvantaged business opportunities and other economic benefits to the community. This policy applies to all Village departments and employees, vendors, contractors and grantees for all products and services provided to the Village.

b. Sustainability Benefits

Village employees will encourage sustainability benefits to the greatest extent practicable when writing specifications, evaluating bids, and making other purchasing decisions. Though not all factors can be incorporated into every purchase, it is the intent of this policy that the Village employees will make a good faith effort to promote sustainability factors to the maximum extent feasible. At the discretion of the Village, formal solicitations may offer a discount or additional points to bidders that offer sustainable goods and services or that deliver goods or services using sustainable practices. Nothing in this policy shall be construed as requiring a Village employee or contractor to procure goods or services that do not perform adequately for their intended use, that exclude adequate competition, or that are not available at a reasonable price in a reasonable period.

3. IMPLEMENTATION AND RESPONSIBILITIES

The Village will provide sufficient staffing, funding and material resources necessary to ensure that its Sustainable Purchasing Program goals and priorities are met and results are reported. The

EXHIBIT A

Village will support employee engagement and training, professional services, product and service pilot tests, and development and utilization of standards, checklists, guidance on best practices, educational materials and relevant tracking tools.

a. Establishment of Sustainable Purchasing Committee

The Village will establish and maintain a Sustainable Purchasing Committee (“SPC”) that will be co-chaired by the (committee membership) and include representatives designated by the Village. The purpose of the SPC is to:

- Foster inter-departmental collaboration and information sharing to advance the Village’s sustainable purchasing program;
- Identify Village-wide sustainable purchasing priorities and upcoming contracting opportunities;
- Create and annual Village-wide Sustainable Purchasing Action Plan;
- Conduct and share the results of pilot tests and market assessments of sustainable products and services;
- Create and approve outreach and training materials, screening and tracking tools, and other resources that support the Village’s sustainable purchasing program;
- Develop and approve product-specific sustainable purchasing standards;
- Assist in identifying products and services on Village contracts that meet its sustainable purchasing standards;
- Provide any other review, interpretation and updates of this policy or related administrative guidance as necessary.

b. Creation of Village Purchasing Program

The Chief Procurement Officer shall be responsible for maintaining a Sustainable Purchasing Program (“SPP”) with dedicated resources, including a Village Sustainability Coordinator. The SPP Coordinator shall be responsible for:

- Co-convening the Sustainable Purchasing Committee;
- Assisting in implementation of this Sustainability Policy
- Updating purchasing documents, contracts, templates, internal procedures to reference this Sustainability Policy specifically identifying sustainable products and services that meet the intent of the policy;
- Developing and integrating sustainable purchasing boilerplate language into bid solicitation documents and templates;
- Ensuring that all generic solicitation language, purchasing policies, regulations, and procedures do not conflict with the goals of this sustainable purchasing procedure; and
- Developing and implementing a tracking a reporting mechanism.

The Chief Sustainability Officer, with support from the SPP Coordinator shall co-convene the Sustainable Purchasing Committee and serve as an internal consulting resource to the SPC. In this capacity the CSO will be responsible for:

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- Assisting the SPC in creating Sustainable Purchasing Standards and Sustainable Purchasing Best Practices; and
- Helping Village employees and contractors conduct pilot tests, evaluate applicable sustainability certifications and standards, and assess market availability and costs of sustainable goods and services.

c. Commitment to Sustainable Purchasing Action Planning

The Village shall provide sufficient resources to ensure that identification and pursuit of sustainable purchasing strategies which meet the Village's sustainable purchasing goals and priorities are met.

d. Developing Sustainable Purchasing Standards, Checklist, and Best Practices

The Village will develop and maintain minimum standards for products and services that minimize human health and environmental impacts and promote its other sustainability goals. Each sustainable purchasing standard will list applicable requirements from Village policies and acceptable sustainable leadership product and service certifications and standards. In addition, the Village will develop Sustainable Purchasing Checklists to guide purchasers through the steps needed to add sustainability factors into RFPs and other contract proposals. All sustainable purchasing standards and checklists will be incorporated into a Sustainable Purchasing Best Practices Manual as well as the Village's procurement manual and training materials.

The Chief Procurement Officer with support from the SPP Coordinator shall be responsible for:

- Providing resources to coordinate the development of Sustainable Purchasing Standards, checklists, and a Sustainable Purchasing Best Practices Manual in collaboration with the Sustainable Purchasing Committee;
- Ensuring that its procurement manuals and internal procedures reference this policy and the City's Sustainable Purchasing Standards and best practices manual; and
- Posting Sustainable Purchasing Standards, checklists, and the Sustainable Purchasing Best Practices Manual on the City's Sustainable Purchasing website.

The Chief Sustainability Officer shall be responsible for:

- Notifying the SPC of new sustainability policies and priorities to ensure that the City's sustainable purchasing standards are in alignment.

City Department Directors shall be responsible for:

- Participating in developing citywide sustainable purchasing standards for approval by the City's Sustainable Purchasing Committee;
- Creating sustainable purchasing standards for products that are uniquely purchased by their Department; and
- Undertaking pilot testing for sustainable products and services, as needed.

e. Creating Contracts for Sustainable Products and Services

All Village employees shall consult the Sustainable Purchasing Best Practices and utilize the Village's sustainable purchasing standards to develop bid specifications and contract proposals or make other purchasing decisions. In addition, Village employees shall complete the appropriate Sustainable Purchasing Checklist to verify that they considered important sustainability attributes when making their purchasing decision. For competitive procurements, the procurement will ensure that the Sustainable Purchasing Checklist has been completed before issuing a procurement tracking number. Upon request, exemptions may be granted by the Chief Procurement Officer when product or service availability, performance or cost (using a life-cycle cost assessment) hinder compliance with the standards.

The Chief Procurement Officer with support from the SPP Coordinator shall be responsible for:

- Pursuing sustainable purchasing opportunities and initiatives identified the City's annual Sustainable Purchasing Action Plan;
- Developing and integrating sustainable purchasing boilerplate language into the City's bid solicitation document templates;
- Ensuring that the Procurement Department's buyers utilize the City's product-specific sustainable purchasing standards and checklists to develop their specifications, contract proposals, bid sheets, and bid evaluation criteria to the maximum extent possible; and
- Ensuring that City-approved vendors properly identify all products and services in their offering that meet the City's sustainable purchasing standards, including clear labeling in their catalogs and price lists and in the City's online ordering system.

Village Department Directors shall be responsible for:

- Including sustainable purchasing goals, priorities and actions in departmental sustainability plans;
- Ensuring internal Department policies and procedures reference this policy and the City's Sustainable Purchasing Standards and Best Practices; and
- Ensuring that specifications and other bid solicitation documents written by their Department comply with this policy and the City's Sustainable Purchasing Standards and Best Practices to the maximum extent feasible.

4. SUPPORTING OTHER RELATED LOCAL, STATE AND FEDERAL POLICIES

It is the intent of this policy to support and compliment Village laws, ordinances, regulations, resolutions and plans as well as all applicable state and federal laws and regulations.