

How Commodities are Purchased
under San Francisco's Precautionary Purchasing Ordinance
[Using paint as an example]

PRIORITIZING PRODUCT CATEGORIES

1. Criteria for prioritizing product categories are developed by DOE and stakeholders.
2. DOE applies criteria to broad categories of products routinely purchased by the City, and selects highest priority categories ("Targeted Product Categories").
3. The Targeted Product Categories list is approved by the Commission on the Environment at a public hearing, and updated at least every three years.

PURCHASING PRODUCTS

4. (*Assume that paint is a Targeted Product Category*) DOE decides to begin work on paint contract.
5. DOE consults with stakeholders (including City painters) to develop product selection criteria, for example, "no reproductive toxins" or "greater than 50% recycled content."
6. DOE works with City purchasers to assemble bid documents. Two possible processes may be followed:
 - A. Products are prescreened before bidding
 - i. DOE issues data requests to product manufacturers (for detailed ingredients data and/or existing ecolabel certifications).
 - ii. DOE screens products against product selection criteria, and assembles a list of complying products ("Approved Alternatives List").
 - iii. Approved Alternatives list is presented at a public hearing. Bid documents are assembled using this list, with input from City painters.
 - iv. Low bid is selected.
 - B. Products are screened as part of the bid process
 - i. Product selection criteria are included in the bid documents.
 - ii. Bidders supply data and/or certifications requested.
 - iii. Low bid is selected.
 - iv. Resulting list of products becomes the Approved Alternatives List, and is presented at a public hearing.
7. If a department wants to purchase its own paint, it may only purchase products from the Approved Alternatives List.
8. If a department wants to buy paint that does not meet the City's environmental/health criteria, it can apply for a *waiver* from the City purchaser based on:
 - i. Performance
 - ii. Cost/availability
 - iii. Other special issues (for example, compatibility with existing equipment)
9. After bid award, DOE and City purchasers collect information on product performance from City users in preparation for the next contract round. DOE also organizes trainings on new products as appropriate.