

Introduced by: Mayor
Date: 01/03/12
Hearing: 02/14/12
Action: Enacted
Vote: 8 Yes, 0 No, 1 Absent

**KENAI PENINSULA BOROUGH
ORDINANCE 2012-01**

**AN ORDINANCE APPROVING THE KENAI PENINSULA BOROUGH
ENERGY POLICY GUIDE**

WHEREAS, on September 6, 2011, the assembly enacted Ordinance 2011-30 which created Chapter 16.06 in the borough code establishing a service area energy conservation program; and

WHEREAS, KPB 16.06.020 requires that the administration develop an Energy Policy Guide for reducing energy use and waste in local government operations and present it to the assembly for approval by January 6, 2012; and

WHEREAS, using the City of Homer's Energy and Sustainability Guide as a model, the administration has created a policy for Kenai Peninsula Borough service areas and employees to follow in an effort to save energy and money and to provide government services in a more energy efficient manner; and

WHEREAS, this policy is intended to be used as a guide for all borough employees and in all borough buildings including the administration building, Homer and Seward annexes, and all service area facilities;

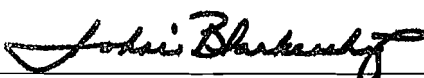
NOW, THEREFORE, BE IT ORDAINED BY THE ASSEMBLY OF THE KENAI PENINSULA BOROUGH:

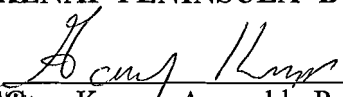
SECTION 1. The Assembly hereby approves the attached Kenai Peninsula Borough Energy Policy Guide as a guide for service areas and employees on reducing energy use and waste in government operations.

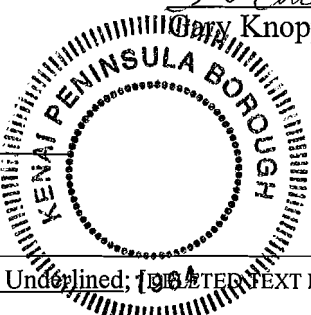
SECTION 2. That this ordinance takes effect immediately upon its enactment.

ENACTED BY THE ASSEMBLY OF THE KENAI PENINSULA BOROUGH THIS 14TH DAY OF FEBRUARY, 2012.

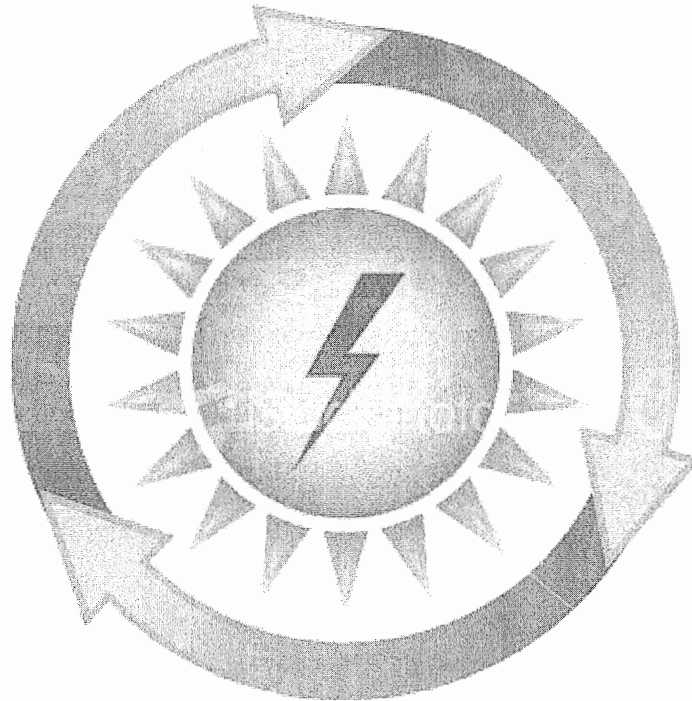
ATTEST:


Johni Blankenship, Borough Clerk


Gary Knopp, Assembly President



Yes: Haggerty, Johnson, McClure, Pierce, Smalley, Smith, Tauriainen, Knopp
No: None
Absent: Murphy



Energy Policy Guide

**A Guideline for Kenai Peninsula Borough Employees
Including Services Areas on Reducing Energy Use and Waste
In Government Operations**

December 2011

Dear Kenai Peninsula Borough Employee:

This handbook was created to address energy concerns:

1. The escalating costs of energy, from electricity to fuel oil to gasoline consumption, which impacts municipal programs and services.
2. The need to trim costs of local government operations in order to reduce the burden on taxpayers, who are also feeling financially squeezed.
3. Recognition of the impacts of fossil fuel combustion and depletion on the environment, public health, and national security.

Around the country and around the world, governments, businesses, schools, and households are looking for ways to reduce energy consumption and, in the process, save money. Many are also learning about global climate change, ocean acidification, world oil depletion, etc., and are thinking about the impact our choices today will have on future generations.

What is sustainability?

One of the simplest and most often cited definitions of sustainability refers to practices that “meet the needs of the present without compromising the ability of future generations to meet their own needs”

Source: World Commission on Environment and Development – Our Common Future (1987)

Please note this handbook provides policy guidelines that should be carried out with common sense. It will not be possible or even wise to strictly follow every guideline in every circumstance, particularly when safety, security, or work performance would be unduly impacted. However, refusal to follow guidelines when directed to do so by the borough mayor or designee could be viewed as violation of borough personnel policies. If any provision in this guide contradicts the borough code of ordinances or the Collective Bargaining Agreement then the conflicting borough code and Collective Bargaining Agreement provisions shall prevail.

While the policies in the handbook have been prepared for borough employees, including service areas, many of these can also be applied, with little or no modification, to households and businesses. We hope this will be helpful to others within our community, beyond the workforce.

Part 1: Office and Computer Equipment and Appliances



POLICY: Borough employees will practice energy conservation measures in their use of all office and computer equipment and appliances.

RESPONSIBILITY: All Borough employees are responsible for utilizing equipment and appliances that will ensure maximum energy efficiency without unduly impacting work performance, safety, or security to the extent such equipment and appliances are made available. Within this framework, the following strategies shall be practiced:

- All employees are expected to understand and follow appropriate operating and basic maintenance procedures for the equipment they use, or to seek appropriate information from their supervisors.
- Set copiers and printers (as default) to make double sided copies whenever possible and appropriate for the intended use.
- Set copiers and printers (as default) to make black and white copies rather than color, unless color is the logical default.
- Turn off computer monitors that are not Energy Star compliant if inactivity of 30 minutes or more is anticipated.
- Energy efficient equipment and operational features should not be defeated, removed, modified, changed, or discontinued without prior written notification and concurrence of the Department Director.
- Use refrigerators, microwave ovens, coffee making equipment, etc., designated for group use rather than keeping such equipment for their own personal use.
- Whenever feasible, do all printing, copying, faxing, and scanning on centrally located machines, unless personal machines are assigned to ensure confidentiality or for other legitimate business purposes.

Did you know...?

It costs approximately ten times more to print color copies than it does to print black and white copies.

DEPARTMENT DIRECTOR RESPONSIBILITIES:

- To the extent feasible, and in compliance with the procurement code and applicable regulations, all new computer equipment and appliances purchased will be Energy Star compliant.

- Old energy inefficient refrigerators will be replaced with new Energy Star refrigerators within a reasonable timeframe if encouraged by the most recent energy audit, even if the old refrigerator is still operational, subject to the appropriation and availability of funds.
- Employees will be provided with adequate training to ensure proper use of equipment, including use of energy saving features.

RESPONSIBILITY OF SYSTEMS MANAGER/IT STAFF:

- Maintain a complete inventory of all Borough computer/printing equipment and utilize a tracking system for repair and replacement.
- Recommend replacements for older/inefficient power strip/surge protectors, monitors, computers, and printers.
- Ensure that energy saving features are enabled on all computer equipment, including defaults for double sided, and black and white printing unless otherwise required by the user. To the extent possible, and in compliance with procurement regulations, all new computer equipment purchased will be Energy Star compliant.
- Enable all "Energy Star" energy saving features on personal computers, computer monitors, printers, fax machines, vending machines, copiers, scanners, plotters, etc.
- Centrally managed power settings will be configured to maximize desktop PC energy savings, including but not limited to the following: Turn off monitor after 10 minutes, configure a standard non-CPU intensive screen saver, enable Wake-On-LAN to allow unscheduled power on and configure desktops to shutdown and start up at pre-defined intervals except as otherwise required by the user.

Common Myths and Misconceptions About Computers and Energy Use

Switching computers on and off frequently reduces their service life.

NOT TRUE. Today's computers are designed to handle 40,000 on/off cycles, and that's a number you likely won't reach before advances in technology call for replacing the computer anyway.

Leaving a computer on all day uses less energy than turning it off and back on at different periods during the day.

NOT TRUE. The small surge of power it takes to power up a computer is still much smaller than the amount used to keep it on for lengthy periods.

"Screen Savers" save energy.

NOT TRUE. Screen savers (which don't save screen either) require at least 42 watts of power; those with 3D graphics can draw as much as 114.5 watts.

Your computer uses zero energy when "off"

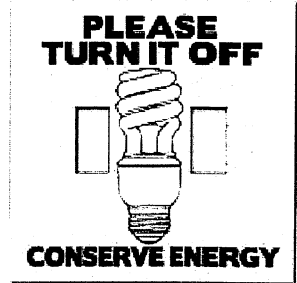
NOT TRUE. Unless it's unplugged, the PC utilizes "flea power", or about 2.3 watts to maintain local area network connectivity. Likewise, in "hibernate" mode it uses 2.3 watts. In "sleep" mode it uses 3.1 watts. The good news is that computer monitors really do use zero energy when turned off.

Source: "Do you need to turn your PC off at night?" by Mone Enbysk, Lead Editor for the Microsoft.com network.

PART 2: LIGHTING

POLICIES:

- Kenai Peninsula Borough employees will diligently endeavor to practice energy conservation measures in their use of all borough lights.
- Lights in all building areas will not be turned on unless needed.
- Exterior lighting systems including but not limited to facade, area, parking, and security lighting shall be controlled by photocells, electronic timers, or other automated control systems, subject to the appropriation and availability of funds and scheduling requirements of maintenance personnel. Exterior lighting not required for egress or security will not be operated during daylight hours.



RESPONSIBILITIES: Kenai Peninsula Borough employees are responsible for utilizing building lights in a manner that ensures maximum energy efficiency without unduly impacting work performance, safety, or security. Within this framework, the following strategies are strongly encouraged:

- Except for security lighting during non work hours, all lights should be turned off in rooms that are likely to remain unoccupied for more than 30 minutes. Workers who use offices or shop areas outside of normal hours should minimize unnecessary overhead lighting.
- Use the minimum amount of light needed by limiting the number of lights turned on. Use task lighting instead of overhead lighting when possible.
- For maximum light levels, keep lamps, reflectors, shields, and shades clean.
- The last person to leave a building (or in large complexes, a section of a building) should make sure all lights are turned off, except those deemed essential for security and safety.

DEPARTMENT DIRECTOR RESPONSIBILITIES:

- Ensure that all employees within their department are familiar with how the lighting system in their building and workspace is supposed to operate.

MAINTENANCE DEPARTMENT RESPONSIBILITIES:

- Evaluate all existing interior and exterior lighting systems to identify opportunities where efficiency can be increased; e.g., through use of Energy Star or LED bulbs and fixtures, motion sensors, or timers.
- Perform lighting replacement and maintenance, including regular cleaning. Group re-lamping will be implemented wherever feasible, when determined to be cost effective.
- Use manual and automatic lighting controls to manage electrical usage during occupied and unoccupied periods.
- Provide adequate maintenance staff, adequate training for staff, and adequate resources to maintain building for maximum efficiency.

PART 3: HEATING AND COOLING

POLICIES: The Kenai Peninsula Borough will endeavor to use the following strategies to reduce energy use relating to heating and cooling:

- Invest in all energy efficiency measures pertaining to heating and cooling with payback periods of 10 years or less, subject to the appropriation and availability of funds.
- Conduct energy audit of all service area facilities owned by the borough by September, 2012, or within 12 months of formation for service areas formed after September, 2011.
- Implement recommendations for weatherization and other measures to reduce energy use, subject to the appropriation and availability of funds and availability of appropriate personnel.
- Endeavor to construct new and renovated buildings with energy efficiency and other conservation goals in mind, consistent with budgetary and procurement code constraints.

RESPONSIBILITIES: All Kenai Peninsula Borough employees are responsible for utilizing buildings in a manner that will help to ensure maximum energy efficiency without unduly impacting work performance, safety, or security. Within this framework, the following strategies will be practiced:

- Set heating thermostat set points to 68° Fahrenheit and cooling thermostat set points to 75° Fahrenheit in offices and work areas.
- Keep air registers and vents as clear as feasible given space limitations to allow air to flow freely throughout the room.
- Keep all windows closed in buildings during periods when indoor heating or cooling systems are operating.
- Avoid using individual space heaters or air conditioners for heating and cooling unless reasonably needed to perform job without discomfort.

Did you know...?

Building operation and maintenance programs specifically designed to enhance operation efficiency of HVAC and lighting systems can save 5% to 20% of the energy bills without significant capital investment.

Source: energystar.gov

DIRECTOR OF MAINTENANCE RESPONSIBILITIES:

- Provide adequate maintenance staff, adequate training for staff, and adequate resources to maintain buildings for maximum efficiency, subject to mayor and assembly approval of adequate staffing and the appropriation and availability of funds.

MAINTENANCE DEPARTMENT RESPONSIBILITIES:

- Maximize the use of energy management systems to reduce consumption by scheduling shut down of appropriate HVAC equipment during times when the space is unoccupied.
- Ensure that up to date operational procedures and manuals are available.
- Implement preventive maintenance programs complete with maintenance schedules and records of all maintenance performed for all buildings, equipment, and systems.

PART 4: VEHICLE USE

POLICY: The Kenai Peninsula Borough employees will at all times implement all available conservation strategies for the Kenai Peninsula Borough fleet, provided such strategies will not disrupt services to the health, welfare, and safety of all borough residents.

RESPONSIBILITIES: Vehicle operators are responsible for operating borough owned vehicles in a manner that will ensure maximum fuel efficiency without unduly impacting work performance, safety, or security. Within this framework, the following strategies will be practiced:

- Limit unnecessary trips. Plan trips to minimize mileage.
- Remove extra weight from the vehicle; only carry those items you need.
- Warm up engines on gasoline powered cars and trucks according to the following guidelines:
 - At temperatures above 20° F, warm up for no more than 30 seconds or as long as it takes to manually remove snow and ice from windows. (In cold weather, longer warm up times may be appropriate for older vehicles or those that use conventional rather than synthetic oil.)
 - At temperatures of 20° F or less, and if plug is available, plug in vehicles equipped with engine heaters for 2-3 hours before warming up 30 seconds to 10 minutes, depending on temperature.
- Practice moderation; do not over accelerate and avoid constant braking. Drive at or under the speed limit. Anticipate stops and let vehicle coast down hills as much as possible.
- Keep tires properly inflated. Check pressure once a month and before long trips.
- Take vehicles to the Vehicle Maintenance Shop for maintenance as scheduled.
- Do not allow gasoline powered vehicles to idle for more than 30 seconds, or diesel powered vehicles for more than 3 minutes in 60 minute period, except in the following situations:
 - A vehicle may idle while forced to remain motionless because of traffic congestion, when required to yield right of way to responding emergency vehicles, at an official traffic control device or signal, or at the direction of a law enforcement official.
 - A vehicle may idle to prevent a safety or health emergency.
 - A vehicle may idle to operate auxiliary equipment such as onboard operations for maintenance or emergency services.
 - An emergency vehicle or any vehicle being used in an emergency capacity may idle while in emergency or training mode.
 - A vehicle may idle for maintenance, servicing, repairing, or diagnostic purposes if idling is required for such activity.
 - See previous bullets regarding engine warm up time.
- Use the most fuel efficient vehicle available that will serve the purpose for any given trip.

- If so equipped, use overdrive gear and cruise control at cruising speeds.

DEPARTMENT DIRECTOR RESPONSIBILITIES:

- Develop and implement a plan to retire older, less efficient vehicles.
- Buy the most fuel efficient vehicle that will meet most of the department criteria and needs.
- Consider purchase of electric, hybrid, or other alternative fueled vehicles for greater fuel efficiency, if available and practicable, and subject to the appropriation and availability of funds.
- Buy two-wheel drive vehicles unless job or tasks truly require four-wheel drive.
- Assign the most fuel efficient vehicles to employees who drive the most miles where the vehicle design and carrying capacity is consistent with the employees' needs for job performance.
- Ensure that vehicles are used for work purposes only unless otherwise authorized by the mayor or designee.
- Encourage teleconferencing as an alternate to driving to meetings.
- To reduce vehicle miles traveled for employee commutes:
 - Promote pedestrian, bicycle, transit, and ridesharing options.
 - Make bike parking visible, accessible, and if possible, under cover.

VEHICLE MAINTENANCE STAFF RESPONSIBILITIES:

- Monitor the preventative program to ensure that vehicle maintenance is performed according to established schedule.
- Keep tires properly inflated and wheels aligned.
- Use API Certified "energy conserving" motor oil, either conventional or synthetic. Use the service classification and viscosity specified for each vehicle.

Did you know...?

- An idling vehicle gets zero miles per gallon.
- Gentle acceleration and braking can improve fuel economy by up to 33%. Slow-and-go (versus stop-and-go) saves fuel because it takes more energy to move a stopped vehicle than to keep a vehicle moving.
- Every 5 miles over a 60 miles-per-hour speed is like paying an additional 36 cents per gallon for gas (assuming a fuel price of \$4/gallon.)
- You can achieve the same effect as a 50% drop in gasoline prices by driving a car that gets twice the gas mileage as the one you drive now.

PART 5: RECYCLING AND WASTE REDUCTION

POLICY: It is the policy of the Kenai Peninsula Borough to implement recycling and waste reduction to the maximum extent reasonably practical taking into consideration the amount of recyclables generated in each facility, what materials can be recycled, storage space, and fire and safety regulations.

COLLECTION OF MATERIALS: Materials will be collected where they are generated. This involves placing recycling bins for paper products at each work area, bins for office paper near copiers, bins for aluminum, cardboard, newspapers, and household batteries in designated central locations.

RESPONSIBILITIES:

- All Kenai Peninsula Borough employees will make use of recycling receptacles and programs as much as possible.
- Employees are also encouraged to practice waste reduction by reducing the amount and toxicity of trash thrown away and by reusing containers and products when practical.

Following are suggested practices for conserving valuable resources, saving energy, and reducing waste:

- Reuse paper clips, folders, rubber bands, and binders.
- Print and copy only what you need.
- Make double sided copies.
- Conserve paper by reducing printed page margins.
- Use email or voice mail rather than paper.
- Use scrap paper for internal memos.
- Proof documents on screen before printing.
- Replace fax cover sheets with fax it sticky notes.
- Store documents electronically.
- Reuse file folders – fold them in reverse or cover old labels with new.
- Reuse envelopes, boxes, and packaging materials.
- Donate old magazines to hospitals or nursing homes.
- Route and share newspapers and magazines.

Did you know...?

- Alaskans generate 6 pounds of trash per person, per day, compared to the national average of 4.4 pounds.
- A ton of 100% recycled paper save the equivalent of 4.100 kWh of energy, 7,000 gallons of water, 60 pounds of air emissions, and three cubic yards of landfill space.
- Changing the margin default in Microsoft Word form 1.25 inches down to .75 inch would reduce paper use by 4.75%.
- According to the EPA, recycling cuts global warming pollution by the equivalent of removing 39.6 million passenger cars from the road.

Sources: greenstarinc.org, City of Portland, Office of Sustainable Development, Washington Post.com and the Natural Resource Defense council.

- Print addresses directly on envelopes instead of using labels.
- Mail items in the smallest envelopes or boxes they will fit in.
- Remove your name from unwanted mailing lists.
- Use mechanical pencils and refillable pens and tape dispensers.
- Use overheads or chalkboards instead of handouts for presentations.
- Return unneeded supplies to the supply closet.
- Use a washable mug or cup for beverages.
- Drink potable tap water rather than individual – sized bottled water.
- Bring your lunch in reusable containers or bags.
- Donate unused prepared food to local food recovery programs.
- Share other waste prevention ideas with your supervisor.

Major source: epa.gov/epawaste/partnerships/wastewise/checklist.htm

DEPARTMENT DIRECTOR RESPONSIBILITIES:

- Provide resources for setting up recycling receptacles in your work areas.
- Assign a designated person or persons to collect or deliver recyclables to appropriate collection site.

Recycling Collection Sites

All landfill sites/facilities operated by the Kenai Peninsula Borough accept the following materials for recycling:

Newspaper – Newspapers and inserts only. Place loose in container. Should be clean and dry.

Corrugated cardboard – You can tell corrugated cardboard by the wavy-type layer sandwiched in the cardboard. Should be flattened and placed in metal bin. No waxed cardboard or paperboard.

Mixed paper – Copy paper, notebook paper, greenbar computer paper, envelopes (with or without windows), magazines, catalogs, paperboard, (e.g., cereal boxes, and milk cartons), fax paper, carbonless paper, manila and bleached folders, astrobright colored paper, glossy and construction paper, shredded paper, post-it notes, and phone books. Remove paper clips, comb bindings, binder clips, and plastic spouts. Staples are okay.

PETE #1 and HDPE #2 Plastic – Look for recycle symbol and imprint on plastic to verify that it is PETE #1 or HDPE #2. Containers should be clean. No chemical containers or plastic tubs.

Used Oil – Can leave up to 10 gallons at a time; maximum 25 gallons per month. Oil cannot include water, anti-freeze, etc.

Household batteries – All sizes, all volts.

Vehicle Lead-Acid Batteries – No more than 10 per year. Please ask facility attendant to direct you to battery totes.

Vehicles – Special preparation required. Contact landfill for instructions and forms.

Hazardous Waste – Accepted on designated collection days. Check with facility for dates.

Source: <http://borough.kenai.ak.us/SolidWaste/RECYCLEMAILER.pdf>

PART 6: WATER USE

POLICY: The Kenai Peninsula Borough will at all times practice water conservation measures in the use of water.

RESPONSIBILITIES: All Kenai Peninsula Borough employees are responsible for utilizing water in building and work processes in a manner that emphasizes conservation without unduly impacting work performance, safety, or security; including compliance with the following strategies:

- Check for water leaks, report leaks and request repairs. Consider alternatives to discretionary uses of water that are not related to health or safety. For example, use a broom to routinely clean sidewalks and driveways.
- Do not use more water than is necessary for a task.
- Do not leave faucets running unnecessarily.



DEPARTMENT DIRECTOR RESPONSIBILITIES:

- Work with all employees to develop methods and procedures to reduce water use in kitchens, shop areas, and other sites.
- Incorporate water saving strategies in landscaping and gardening projects. (See next page for tips.)
- Reduce fleet washing or use water reclamation systems.
- Share water conservation tips with constituents.

Did you know...?

- Withdrawing less water from streams and lakes helps keep those water bodies healthy.
- When we use less water, we also use less energy for pumping and treating water, which reduces cost and green house gas emissions.
- Reducing water waste means fewer resources spend on collection, treatment and disposal.

Source: epa.gov/watersense

MAINTENANCE DEPARTMENT RESPONSIBILITIES:

- Evaluate all existing water systems to identify opportunities where efficiency can be increased.
- Perform maintenance and/or replacement of all leaking water lines, valves, spigots, and other water system components in accordance with scheduled maintenance.
- Utilize manual and automatic controls to manage water usage during occupied and unoccupied periods.

Tips for Saving Water in Landscaping and Gardening

- Use organic mulch around plants to retain moisture.
- Use drip irrigation for shrubs and trees to apply water directly to the roots where it's needed.
- Reduce the amount of lawn by planting shrubs and ground covers appropriate to the site and climate.
- Choose low water use plants for year round landscape color.
- Adjust your lawn mower to a higher setting. A taller lawn shades roots and holds soil moisture better than if it is closely clipped.
- Water only when necessary. More plants die from over watering than from under watering.
- Use a trowel, shovel, or soil probe to examine soil moisture depth. If the top two to three inches of soil are dry, it's time to water.
- Direct water from rain gutters and HVAC systems toward water loving plants.
- Adjust sprinklers to direct water where it's needed. Avoid watering sidewalks and streets as much as possible.
- Make use of timers to avoid overwatering.

PART 7: PROCUREMENT

POLICY: The Kenai Peninsula Borough shall endeavor to achieve the following:

- Procure Energy Star qualified products when available, practical, and subject to the appropriation and availability of funds.
- Where feasible, consistent with the code and subject to the appropriation and availability of funds, procure environmentally preferable products and services. The following EPA's Environmentally Preferable Purchasing Program guiding principles may be referenced for guidelines when considered appropriate:
 - Include environmental considerations as part of the normal purchasing process.
 - Emphasize pollution prevention early in the purchasing process.
 - Examine multiple environmental attributes throughout a product's or service's lifecycle.
 - Compare relevant environmental impacts when selecting products and services.
 - Collect and base purchasing decisions on accurate and meaningful information about environmental performance.
- Where feasible, consistent with the code and subject to the appropriation and availability of funds, integrate environmental factors into the Borough's buying decisions where external authorities have not established criteria. Examples:
 - Replace disposables with reusable's or recyclables.
 - Support eco labeling practices by buying products bearing such labels in preference to others, where they are available and provide value for money.
 - Take into account lifecycle costs and benefits.
 - Evaluate, as appropriate, the environmental performance of vendors in providing products and services.
 - Integrate energy efficiency as a requirement in Borough contracts.
- Raise employee awareness of the environmental issues affecting procurement by providing relevant information and training.
- Encourage suppliers and contractors to offer environmentally preferable products and services at competitive prices.
- Encourage providers of services to consider environmental impacts of service delivery.
- Comply with all environmental legislation and regulatory requirements in the procurement of products and services.
- Nothing in this policy shall be construed as requiring a department, agency, or contractor to procure products that do not perform adequately for their intended use or are not available at a reasonable price in a reasonable time.

More detailed procedures and guidelines may be established as necessary to ensure the continuation of a strong procurement program that saves energy and fuel and reduces waste.



RESPONSIBILITIES: When purchasing, borough departments and offices are encouraged to identify and purchase products and services that are available for the intended purpose and that meet the performance and approved procurement requirements. Factors that should be considered when determining the preferable good or service include, but are not limited to, the following:

- Minimization of virgin material use in product or service lifecycle
- Maximization of recycled products used in product or service lifecycle
- Environmental cost of entire product or service lifecycle
- Reuse of existing products or materials in product or service lifecycle
- Recyclability of product
- Minimizing of packaging
- Reduction of energy/water consumption
- Toxicity reduction or elimination
- Elimination of uncertified hardwoods in product or service lifecycle
- Durability and maintenance requirements
- Ultimate disposal of product

DEPARTMENT DIRECTOR RESPONSIBILITIES:

- As it pertains to procurement, raise the level of awareness with employees and contractors with regards to the Boroughs energy policy guidelines.
- Encourage the use of recycled materials and recycled products by incorporating them into bid specifications where practical.
- Gather information on recycled and environmentally preferable product procurement requirements, specifications, and performance.
- Where applicable, provide support in the development of specifications for the procurement of selected materials based on considerations of recycling, energy and water conservation, lifecycle costing, and other environmental considerations.
- Consider maintenance cost before purchasing equipment that requires maintenance.

Sample Invitation to Bid Energy Star procurement language

When possible, the bidder should provide products that earn the ENERGY STAR and meet the ENERGY STAR specifications for energy efficiency. The vendor is encouraged to visit energystar.gov for complete product specifications and updated lists of qualifying products.

Sample RFP language

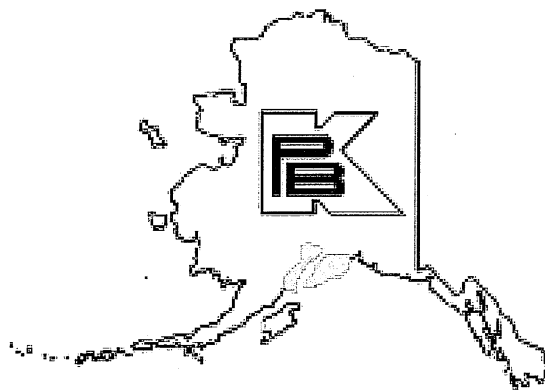
Our company has adopted policies to support an environment of sustainability. To advance these goals, proposed products and services will be evaluated in part based on their environmental attributes. Specific factors to be considered include greenhouse gas emissions, habitat impacts, regulatory compliance, recycled content, energy efficiency, water efficiency, and toxic chemical reduction. Please address these concerns when submitting your proposals.

Did you know....?

- ❖ Utilizing Energy Star and Federal Energy Management Program (FEMP) purchasing criteria would save \$1 Billion a year and keep more than 4 million tons of greenhouse gas emissions out of the atmosphere if used by all states and local governments, as well as the federal government.
- ❖ A typical Energy Star fax machine can cut energy costs by almost 50%. It will also scan double sided pages, which reduces both copying and paper costs.
- ❖ The standard model cold drink vending machine costs taxpayers more than \$740 a year in electricity.* An Energy Star model would use 50% less electricity and keep products just as cold.
- ❖ Although paper with recycled content requires less energy and other resources to produce, it generally costs 7-10% more than virgin paper. Much of the cost of virgin paper is hidden, consisting of federal (taxpayer) subsidies to the timber industry. Economies of scale are also more favorable to virgin paper, which is produced and sold in greater quantities. Governments, businesses, and households that adopt paper purchasing policies will help bring costs down by creating a larger market for recycled paper.

Source: energystar.gov; Homer Electric Association; conservatree.org

**Dollar costs reflect 2009 HEA rate of 21.5 cents per kWh.*



Kenai Peninsula Borough

144 N. Binkley St. • Soldotna, AK 99669

(907)714-4441 or 1 800-478-4441

Ideas for future versions of this handbook are welcomed.

The most current version can be found at the General Services website for
the Kenai Peninsula Borough