

Board of Selectmen

Policy Number:	BOS-PRO-003
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Policy:	Recycled Products Procurement Policy
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Town of Needham, Massachusetts
RECYCLED PRODUCT PROCUREMENT POLICY

In an effort to create markets for the materials collected in recycling programs such as the programs ongoing within this Town, the Town of Needham is committed to researching for purchase products which are environmentally sound including those made in part of in whole of recycled materials. Materials determined to be of suitable quality for the intended purpose(s) must also be available at competitive prices, quality and terms. To the maximum extent practicable, the following shall be the standards for said products:

- 1) For all purchases of printing and writing paper for in-house use or custom printed materials by professional printers, including copier paper, offset paper, forms, stationary, envelopes, tablets, notepads and file folders, the minimum content of post-consumer recycled materials shall be 20%.
- 2) For custom printed material, if recycled content paper is available at competitive prices, quality and terms, the paper supplied under these contracts shall bear the content and the recycling symbol.
- 3) For purposes of monitoring the Town's use of products which are environmentally sound and/or are made in part or in whole of recycled material, each entity purchasing said products shall report purchases of products to the Town Manager on July 30 for the previous fiscal year.