

**SOUTH FLORIDA STATE COLLEGE
ADMINISTRATIVE PROCEDURES**

PROCEDURE NO. 4226

TITLE: AFFIRMATIVE PROCUREMENT PROGRAMS FOR FEDERAL GRANT PURCHASES

BASED ON POLICY: 4.22 GRANTS ADMINISTRATION

OFFICE OF PRIMARY RESPONSIBILITY: VICE PRESIDENT FOR ADMINISTRATIVE SERVICES/CONTROLLER

I. Purpose:

To establish the guidelines to form the basis of the College's affirmative procurement program. Affirmative procurement programs are required to comply with 2 CFR 200.322 and the Resource Conservation and Recovery Act (RCRA). Both regulations require that preference be given to purchasing designated items with recovered materials to the extent practicable.

II. Procedure:

A. Scope and applicability of preference program

1. The Affirmative Procurement Program applies only to federal grant purchases of designated goods where the College directly or indirectly purchases \$10,000 or more worth of the same or similar items during the course of the fiscal year or where the cost of such items or of functionally equivalent items purchased during the preceding year was \$10,000 or more. Any purchases made on behalf of the College by contractors would be considered indirect purchases.
2. 40 CFR 247 identifies the following designated items wherein the highest percentage of recovered materials should be purchased when the purchase price is competitive:
 - a. Paper and products, excluding building and construction paper grades
 - b. Vehicular products
 - 1) Lubricating oils containing re-refined oil, including engine lubricating oils, hydraulic fluids, and gear oils, excluding marine and aviation oils
 - 2) Tires, excluding airplane tires
 - 3) Reclaimed engine coolants, excluding coolants used in non-vehicular applications

- 4) Rebuilt vehicular parts
3. Construction products
 - a. Building insulation products, including the following items:
 - 1) loose-fill insulation, including but not limited to cellulose fiber, mineral fibers (fiberglass and rock wool), vermiculite, and perlite
 - 2) blanket and batt insulation, including but not limited to mineral fibers (fiberglass and rock wool)
 - 3) board (sheathing, roof decking, wall panel) insulation, including but not limited to structural fiberboard and laminated paperboard products, perlite composite board, polyurethane, polyisocyanurate, polystyrene, phenolics, and composites
 - 4) spray-in-place insulation, including but not limited to foam-in-place polyurethane and polyisocyanurate, and spray-on cellulose
 - b. Structural fiberboard and laminated paperboard products for applications other than building insulation, including building board, sheathing, shingle backer, sound deadening board, roof insulating board, insulating wallboard, acoustical and non-acoustical ceiling tile, acoustical and non-acoustical lay-in panels, floor underlayments, and roof overlay (coverboard)
 - c. Cement and concrete, including concrete products such as pipe and block containing:
 - 1) coal fly ash
 - 2) ground granulated blast furnace slag (GGBF)
 - 3) cenospheres
 - 4) silica fume from silicon and ferrosilicon metal production
 - d. Carpet made from polyester fiber made from recovered materials for use in moderate-wear applications such as single-family housing and similar wear applications
 - e. Floor tiles and patio blocks containing recovered rubber or plastic
 - f. Shower and restroom dividers/partitions containing recovered plastic or steel
 - g. Consolidated latex paint used for covering graffiti; and reprocessed latex paint used for interior and exterior architectural applications such as wallboard, ceilings, and trim; gutter boards; and concrete, stucco, masonry, wood, and metal surfaces
 - h. Carpet cushion made from bonded polyurethane, jute, synthetic fibers, or rubber containing recovered materials
 - i. Flowable fill containing coal fly ash and/or ferrous foundry sands

- j. Railroad grade crossing surfaces made from cement and concrete containing fly ash, recovered rubber, recovered steel, recovered wood, or recovered plastic
 - k. Modular threshold ramps containing recovered steel, rubber, or aluminum
 - l. Non-pressure pipe containing recovered steel, plastic, or cement
 - m. Roofing materials containing recovered steel, aluminum, fiber, rubber, plastic or plastic composites, or cement
4. Transportation products
- a. Traffic barricades and traffic cones used in controlling or restricting vehicular traffic
 - b. Parking stops made from concrete or containing recovered plastic or rubber
 - c. Channelizers containing recovered plastic or rubber
 - d. Delineators containing recovered plastic, rubber, or steel
 - e. Flexible delineators containing recovered plastic
5. Park and recreation products
- a. Playground surfaces and running tracks containing recovered rubber or plastic
 - b. Plastic fencing containing recovered plastic for use in controlling snow or sand drifting and as a warning/safety barrier in construction or other applications
 - c. Park benches and picnic tables containing recovered steel, aluminum, plastic, or concrete
 - d. Playground equipment containing recovered plastic, steel, or aluminum
6. Landscaping products
- a. Hydraulic mulch products containing recovered paper or recovered wood used for hydroseeding and as an overspray for straw mulch in landscaping, erosion control, and soil reclamation
 - b. Compost made from recovered organic materials
 - c. Garden and soaker hoses containing recovered plastic or rubber
 - d. Lawn and garden edging containing recovered plastic or rubber
 - e. Plastic lumber landscaping timbers and posts containing recovered materials
 - f. Fertilizer made from recovered organic materials

7. Non-paper office products

- a. Office recycling containers and office waste receptacles
- b. Plastic desktop accessories
- c. Toner cartridges
- d. Plastic-covered binders containing recovered plastic; chipboard and pressboard binders containing recovered paper; and solid plastic binders containing recovered plastic
- e. Plastic trash bags
- f. Printer ribbons
- g. Plastic envelopes
- h. Plastic clipboards containing recovered plastic
- i. Plastic file folders containing recovered plastic
- j. Plastic clip portfolios containing recovered plastic
- k. Plastic presentation folders containing recovered plastic
- l. Office furniture containing recovered steel, aluminum, wood, agricultural fiber, or plastic

8. Miscellaneous products

- a. Pallets containing recovered wood, plastic, or paperboard
- b. Sorbents containing recovered materials for use in oil and solvent clean-ups and as animal bedding
- c. Industrial drums containing recovered steel, plastic, or paper
- d. Awards and plaques containing recovered glass, wood, paper, or plastic
- e. Mats containing recovered rubber and/or plastic
- f. Non-road signs containing recovered plastic or aluminum and road signs containing recovered aluminum; sign supports and posts containing recovered plastic or steel
- g. Manual-grade strapping containing recovered steel or plastic
- h. Bike racks containing recovered steel or plastic
- i. Blasting grit containing recovered steel, coal and metal slag, bottom ash, glass, plastic, fused alumina oxide, or walnut shells

B. Role of purchasing department

- 1. Purchasing will source vendors that sell designated items with recovered content for federal grant purchases over the threshold. Pricing will be considered comparable to non-recovered content when the difference in price does not exceed 10%. Beyond pricing, products will need to be available in the quantity desired when needed and of comparable quality.

The purchasing coordinator will be responsible to use professional judgment for item quality. Documentation to support exceptions will be maintained.

2. The purchasing coordinator will be responsible to promote the purchase of items with recovered content to federal grant purchasers so that the requirements are known in addition to having recovered content vendors known and available.
3. The purchasing coordinator will review estimates of recovered materials content on applicable electronic orders and purchase requisitions to ensure that orders being placed are for items containing recycled content. The purchasing coordinator will randomly review purchases made indirectly or by requests for funds to ensure that items purchased actually contained recycled content as appropriate.
4. The purchasing coordinator will monitor the Affirmative Procurement Program and annually evaluate the program's effectiveness.

HISTORY: Last Reviewed: 10/22/19

Adopted: 5/12/15

Reviewed: 10/22/19

Revised: