

**M&E Engineers, Inc
Sustainable Purchasing Policy
LEED for Existing Buildings: Operations & Maintenance**

SECTION 1: SCOPE

This policy applies to sustainable purchasing within the control of M&E Engineers located at 26 West High St, Somerville, NJ 08876.

This policy applies to sustainable purchasing of the following products:

- Ongoing Consumables
- Durable Goods
- Building Materials used in Facility Alterations and Additions
- Mercury-containing Lamps

Green cleaning products, food and beverages, are not included in the scope of this policy.

SECTION 2: GOALS

To purchase ongoing consumables in a manner that will:

- protect the environment/public health
- conserve natural resources
- minimize landfilling and/or incineration and reduce toxicity

SECTION 3: PERFORMANCE METRIC AND TARGETS

Sustainable Purchasing of Ongoing Consumables

The term “ongoing consumables” refers to low cost per unit materials that are regularly used and replaced through the course of daily business operations. These products may include, but are not limited to:

- Printing and copying paper
- Notebooks
- Envelopes
- Business cards
- Post-it notes
- Paper clips
- Toner cartridges
- Batteries
- Bathroom amenities

M&E Engineers’ goal is that at least **60** percent of the cost of goods purchased comply with one or more of the following criteria:

- Contains at least 10 percent post-consumer and/or 20 percent post-industrial material
- Contains at least 50 percent rapidly renewable material (e.g., bamboo, cotton, cork, wool)
- Contains at least 50 percent materials harvested/extracted and processed within 500 miles of the facility/site

- Consists of at least 50 percent Forest Stewardship Council (FSC)-certified paper products
- Rechargeable batteries
- Bathroom amenities made of natural and/or organic ingredients

M&E Engineers acknowledges the value of purchasing sustainable products and requires vendors' cooperation when appropriate. M&E Engineers' management requires that vendor(s) notify them of recycled content and reduced packaging options or alternative products that comply with the above specifications. This policy does not require M&E Engineers to procure products that perform inadequately, exclude competition, are unreasonably priced, or are not readily available.

Sustainable Purchasing of Durable Goods

The term "durable goods" refers to high cost per unit materials that are replaced infrequently and/or may require capital outlays for purchasing. These products may include, but are not limited to:

- Office equipment (computers, monitors, printers, copiers, fax machines, etc.)
- Appliances (refrigerators, dishwashers, water coolers)
- External power adaptors
- Televisions
- Furniture

M&E Engineers acknowledges the value of purchasing sustainable products and requires vendors' cooperation when appropriate. M&E Engineers' management requires that vendor(s) notify them of compliant procurement opportunities, as well as reduced packaging options.

The purchasing criteria for these products fall into the following categories:

Electronics and Appliances

M&E Engineers' goal is that at least 40 percent of the cost of goods purchased will comply with one or more of the following criteria:

- ENERGY STAR labeled products, when available
- Electronic Product Environmental Assessment Tools (EPEAT) rated products (at least bronze level)
- The equipment replaces conventional gas-powered equipment, i.e. maintenance equipment and vehicles

Furniture

M&E Engineers' goal is that at least 40 percent of the cost of goods purchased will comply with one or more of the following criteria:

- Contains at least 10 percent post-consumer and/or 20 percent post-industrial material
- Contains at least 70 percent salvaged material from off-site or outside the organization
- Contains at least 70 percent salvaged material from on-site through an internal organization materials and equipment reuse program
- Contains at least 50 percent rapidly renewable material (bamboo, cotton, cork, wool)
- Contains at least 50 percent materials harvested/extracted and processed within 500 miles of the facility/site
- Consists of at least 50 percent Forest Stewardship Council (FSC)-certified wood

Sustainable Purchasing: Facility Alterations and Additions

This policy covers materials that are permanently or semi-permanently attached to the building during facility renovations, demolitions, refits and new construction additions. These products may include, but are not limited to:

- Building components and structures (wall studs, insulation, doors, windows)
- Panels
- Attached finishings (drywall, trim, ceiling panels)
- Carpet and other flooring materials
- Adhesives, paints and coatings.

The goal is for at least 50 percent of the cost of materials purchased for facility alterations and additions to comply with one or more of the following criteria:

- Contains at least 10 percent post-consumer and/or 20 percent post-industrial material
- Contains at least 70 percent salvaged material from off-site or outside the organization
- Contains at least 70 percent salvaged material from on-site through an internal organization materials and equipment reuse program
- Contains at least 50 percent rapidly renewable material (bamboo, cotton, cork, wool)
- Contains at least 50 percent materials harvested/extracted and processed within 500 miles of the facility/site
- Consists of at least 50 percent Forest Stewardship Council (FSC)-certified wood
- Adhesives and sealants comply with SCAQMD rules governing allowable VOC content
- Paints and coatings comply with Green Seal's GS-11 requirements governing VOC emission levels
- Finished flooring is FloorScore-certified and constitutes a minimum of 25 percent of the finished floor area
- Carpet and carpet cushion meets the requirements of the CRI Green Label Plus Carpet Testing Program
- Composite panels and agrifiber products contain no added urea-formaldehyde resins

M&E Engineers acknowledges the value of purchasing sustainable products and requires vendors' cooperation when appropriate. M&E Engineers' management requires that vendor(s) notify them of compliant procurement opportunities, as well as reduced packaging options.

Sustainable Purchasing: Toxic Material Source Reduction – Reduced Mercury in Lamps

M&E Engineers seeks to minimize the amount of mercury present at the property (buildings and grounds) through the purchase of lamps.

M&E Engineers shall purchase only screw-based, integral compact fluorescent lamps (CFLs) that comply with the National Electrical Manufacturers Association's (NEMA) voluntary industry guidelines for maximum mercury content. NEMA-compliant CFLs shall be excluded from the performance calculation. If the hotel purchases any screw-based, integral CFLs that do not comply with NEMA guidelines, these lamps must be included in the performance calculation.

At least 90 percent of non-NEMA compliant CFLs and other mercury-containing lamps purchased for use at M&E Engineers shall meet the following overall mercury-content target:

- No more than <90> <70> picograms of mercury per lumen-hour

M&E Engineers acknowledges the value of purchasing low-mercury lamps and requires vendors' cooperation when appropriate. M&E Engineers' management requires that vendor(s) notify them of specific lamps and other opportunities that comply with the aforementioned stipulations, as well as reduced packaging options.

SECTION 4: RESPONSIBLE PARTIES

The Business Manager shall implement this policy at M&E Engineers in coordination with other appropriate personnel, including but not limited to, M&E Engineers' Purchasing Officer, M&E Engineers' employees, parties purchasing materials on M&E Engineers' behalf and/or companies contracted to provide goods to M&E Engineers. The Responsible Party's tasks shall include communicating the policy to all appropriate vendors and personnel, performing or overseeing evaluation of compliance with targets by reviewing purchase tracking and documentation of sustainability criteria, and performing at least annual review and revision of this document.

SECTION 5: PERFORMANCE EVALUATION

The party(s) responsible under Section 4 shall periodically evaluate the success of this policy's implementation. This may include providing a report on an annual basis to senior management. Whenever possible, the annual reports should include an evaluation of the performance, safety, cost and environmental/public health benefits achieved through sustainable purchasing activities.

M&E Engineers and/or its vendor(s) shall track and record purchases on a monthly basis. M&E Engineers' personnel and/or vendor(s) responsible for purchasing shall submit M&E Engineers' purchasing records to the appropriate managers using the Materials Purchasing Worksheet or an approved alternative reporting method. The records shall account for specific sustainability criteria that the purchases meet.

SECTION 6: PROCEDURES AND STRATEGIES

This policy covers purchases that are within the building and site management's control. M&E Engineers' personnel may use any qualifying vendor to procure the products described in Section 3 and are encouraged to consider the following areas of interest:

Packaging Source Reduction

M&E Engineers desires to reduce waste generated through daily operations and recognizes that such reduction begins with the material that enters each facility/site. M&E Engineers will request that all purchases be packaged and delivered with minimal packaging material. When appropriate, M&E Engineers reserves the right to request that vendors alter the packaging of delivered goods.

Sustainability Criteria

M&E Engineers requests that all vendors provide recycled-content options or products that meet other sustainability criteria for goods when available. If a product is available that meets applicable sustainability criteria, the vendor shall disclose that option to the appropriate M&E Engineers' personnel. If a product is available that meets the sustainability criteria, but M&E Engineers does not specifically request it, the vendor will default to order the product that meets the sustainability criteria, unless it exceeds the cost of the conventional product by 10 percent or greater. Sustainable purchasing targets may be overridden at the discretion of M&E Engineers' representatives if certain products with recycled content are cost-prohibitive.

Vendors and product manufacturers shall supply documentation of the sustainability criteria met by the products upon request.