APPENDIX 1: CITY OF WINNIPEG'S CURRENT SOCIAL AND SUSTAINABLE PROCUREMENT PRACTICES

Current Social Procurement Practices:

1. 2008: Materials Management became a member of the Sustainable Procurement in Manitoba (SPM) working group. Which promotes sustainable procurement for public sector entities. SPM uses a web-based tool to support practical knowledge to public procurers, whose role is to advance sustainable procurement activities within the Province of Manitoba.
2. December 8, 2014: Manitoba Green Retrofit, a social enterprise, was added to the City's pre-qualification list for Minor Building Repairs.
3. June 24, 2015: EPC requested that the Winnipeg Public Service report back on the feasibility of becoming a Fair-Trade City and incorporating fair trade related provisions into City policies. On September 29, 2017: Winnipeg was officially designated Canada's 25th Fair Trade Town. The City currently purchases fair trade coffee, tea and sugar.
4. April 2016: Materials Management became a member of Canadian Collaboration for Sustainable Procurement (CCSP). CCSP is a network of Canadian Municipalities, universities and health authorities leading a movement for best practices in sustainable purchasing.
5. May 2016: BUILD Inc., a social enterprise, was added to the City's pre-qualification list for Minor Building Repairs.
6. September 20, 2018: Council approved a Mattress and Box Spring Recycling Pilot Project with Mother Earth Recycling (local, indigenous owned social enterprise).
7. August 21 2019: Materials Management participated in a meeting on social procurement led by Councillor Chambers and various social enterprise supporters.
8. February 13, 2020: Materials Management and the Planning, Property & Development department issued an RFP incorporating a community/environmental benefits clause with an evaluation criteria weight of 20%. Unfortunately, because of COVID-19 and the timing we received no bids. We will be re-issuing this RFP in the future.
9. New building construction adheres to the City's Universal Design Policy. All of our playground RFP's include evaluation criteria for Design for inclusive play using Universal Design principles – Accessible Play Area.
10. Solicitations including clothing and promotional items, include an unfair labour practices clause which helps guard against child and forced labour.
11. The Winnipeg Fire and Paramedic Service utilizes Community Ventures (employs adults living with intellectual disabilities, part of the Salvation Army) to assemble supply of Emergency Response Information Kits (ERIK).
12. When catered lunches or food for community events are required, various City departments order from various indigenous owned, non-profit social enterprises.

13. The Indigenous Relations Division (IRD) supports Indigenous-owned and operated businesses for items such as catering, event space, promotional items, painting services, motivational speakers and entertainment. Through initiatives, including the Journey to Reconciliation, IRD partners with Social Enterprises, and Indigenous businesses.
14. The City has offered non-profit housing providers the sale of city owned lots in the William Whyte Neighbourhood for affordable non-profit housing or mixed-use development that includes affordable housing.
15. Lease opportunity Terry Sawchuk Arena, RFP included community/environmental benefit clause with a weighting of 20%.

Current Sustainable Procurement Practices:

1. Materials Management and the Office of Sustainability started a Sustainable Procurement Working Group (SPWG) for the City in June 2016 to develop buy-in from all departments. SPWG works together to promote sustainable procurement within all departments. SPWG aims to include representation from all departments and SOAs to capture opportunities for integrating sustainability considerations into the choice of goods and services throughout the organization.

The City's Materials Management Division has been including sustainable specifications into corporate contracts for:

2. Supply and Delivery of Flat Sheet Paper- includes a 30% post-consumer waste requirement and 100% post-consumer waste for some papers. The paper must be certified by the Forest Stewardship Council this assures that the products the City is buying are made from responsible sources.
3. Provision of Building Cleaning Services and Window Washing Services- all of our building cleaning solicitations include a sustainable procurement practices clause that ensures cleaning products are EcoLogo or Green Seal certified to reduce the impact cleaning supplies have on the health of all of the Province's waterways including Lake Winnipeg. The products used must not contain any known or suspected carcinogens/teratogens/mutagens. In support of the Lake Friendly Initiative.
4. Fully Managed Multi-Function Print Fleet Solution-includes:
    - All devices be Electronic Product Environmental Assessment Tool (EPEAT) Silver or higher;
    - Paper reduction capabilities including all devices set to double sided printing and all printing must be released at device (will not automatically print);
    - Secure, end of life recovery and recycling at an approved (Electronic Product Recycling Association) EPRA facility.
    - All packaging be recyclable,
    - Ability to use office paper with post-consumer recycled content.
5. Non-mandatory requirements, valued at 15% of the proposal, included sustainability such as Energy Star program compliance, proof of manufacturers involvement in programs aimed to establish a conflict free supply chain of Tantalum, Tin, Tungsten and Gold (3T+G), and complying with widely available assistive technologies and devices to ensure conformance with the Accessibility for Manitobans Act.Supply and Delivery of Office Supplies- City departments purchase environmentally preferred office supplies at least 47% of the time. (based on 2019 stats).
6. Office Furniture- Select furniture procurements include:
    - GreenGuard certification (GREENGUARD Certification is scientifically proven to meet some of the world's most rigorous, third-party chemical emissions standards, helping to reduce indoor air pollution and the risk of chemical exposure, while aiding in the creation of healthier indoor environments).
    - Forestry Stewardship Certification (FSC) which promotes wood products from well managed forests.

7. Supply and Delivery of Printer and Fax Toners cartridges-contains an environmental cartridge retrieval system along with a reduction of packaging.
8. End of life recycling Materials that are currently sent for proper end of life recycling include:
    - shredded paper and record destruction services;
    - lamps and ballasts;
    - scrap metal;
    - oils, lubricants, solvents and related materials;
    - oil filters;
    - blue box materials (such as bottles, cardboard, cans, plastic containers, paper etc.);
    - batteries;
    - e-waste (all City electronic waste (E-Waste) is recycled to certified Electronic Products Recycling Association centers;
    - pens and writing instruments (in select locations);
    - appliances;
    - cellular phones.

9. Office Composting Services – composting program operating at select City locations
10. Climate reporting- the City of Winnipeg has added a climate action clause into all solicitations that procure transportation services and use vehicles that consume fossil fuels with a goal to reduce air pollution and the production of greenhouse gas emissions. Affected commodities are as follows:
    - parking patrol, security services and mobile patrols;
    - towing services;
    - tree removal, pruning and maintenance;
    - accessible Transportation Services for Winnipeg Transit Plus (Handi-transit);
    - collection of large items for Water & Waste;
    - moving and courier services;
    - snow clearing services;
    - solid waste collection services.

11. Wood waste requirements –requirements are included in tree pruning and removal solicitations to divert wood waste from landfill (in partnership with Water & Waste) to composting, biosolids composting and soil fabrication.

12. Tree planting – tree planting solicitations include re-use of good quality excavated soil from tree pits for backfill – reduces disposal activities and need for new topsoil.
13. The Winnipeg Fleet Management Agency (WFMA) worked on an Electric Vehicle (EV) pilot project in 2018. The purchase of two EVs (Chevy Bolts) and associated Level 3 charging infrastructure went out for bid. The operation of these vehicles and infrastructure began in 2019. A report on the trial of the EV's will be released in 2022 following two more years of study.
    - In future, 2x class 2 electric vehicle charging stations will be installed at the Bill and Helen Norrie Library and Seven Oaks Pool.
14. WFMA includes fuel efficiency as one of the evaluation criteria for all light fleet vehicle solicitations (cars, trucks, vans, SUV's under a certain weight 4,500 kilograms). In applicable solicitations WFMA will request Tier IV final diesel engines, light weight components, programming to increase fuel efficiency, auxiliary power units (APUs), or idle reduction technologies.
15. Winnipeg Transit utilizes many electric golf carts, fork lifts (propane and electric) and has a 4G/Electric SUV.
16. Golf Services Agency- leases 20 electric golf carts each season.
17. An RFP is in process for the Fort Rouge garage bus wash rack replacement, the RFP contains a requirement to have a water reclamation system.
18. Riverbank Stabilization- the City has many solicitations to control erosion and maintain the natural river water quality. Prevents the loss of land, and damage to utilities, roads, buildings or other facilities adjacent to the water course. Prevents the loss of river bank vegetation and reduces sediment lows to streams.
19. Replacement of the High-Pressure Sodium Lamps- in the pedestrian corridor with highly efficient LEDs. Ongoing replacement of Incandescent Bulbs in Traffic Signals with LEDs.
20. The City of Winnipeg is committed to leading by example in environmental, economic and social stewardship by implementing its Green Building Policy, mandating all new City-owned buildings, renovations and major additions that are over 500 square metres (5,400 square feet) be designed and constructed to achieve improved energy performance, and to achieve certification in accordance with a credible, third-party verified, integrated design-based green building standard, such as the LEED (Leadership in Energy and Environmental Design) or Green Globes design at the 3 Globes level or better.
    - Since it took effect in 2011, the following have been achieved:
    - Public Works East Yard Complex (LEED Gold)
    - Sturgeon Heights Community Centre (LEED Gold)
    - Sinclair Park Community Centre (LEED Silver)
    - the North Centennial Recreation & Leisure Facility (LEED Silver)
    - Windsor Park Library was designed to LEED silver (pending documentation)
    - Transit Garage Expansion Project (LEED Silver)
    - Transcona Library was Green Globes certified
    - Bill and Helen Norrie Library (on-track for Green Globes certification)
    - Council Building Renovation (LEED Silver)

21. Many other City projects have elements that achieve energy reductions (Power smart), or other sustainability benefits.

Initiatives:

Planning, Property & Development Department runs the following programs

1. Retro Commissioning Program (RCx):
   - RCx consists of two parts; Retro-commissioning and Energy Saving upgrades.
   - Retro-Commissioning is the process of verifying the building is performing to the original engineered design and specifications. Our program specifically focusses on the building controls and mechanical systems. Repairs and upgrades are made to bring the building back to its operating specifications, with the accompanying of new technology strategies creating maximizing energy efficiency in buildings.

2. Energy Savings/GHG reductions:
   - LED lighting upgrades, modern building controls upgrades, upgrades to mechanical equipment (done in conjunction with RCx).
   - LED lighting upgrades can vary from a simple LED light upgrade, to a complete ‘smart’ lighting system. The smart lighting system uses occupancy sensors, daylight harvesting, scheduling and dimming, and can fully integrate into the Building Automations System to achieved maximum energy savings.
   - Modern Building control upgrades (done in conjunction with RCx)
   - Modern building controls upgrades allow for monitoring and trending of City facilities. Older pneumatic controls are replaced with more efficient and customizable digital controllers. Devices such as CO2 sensors are added to the control sequence to allow for better air quality and more efficient use of outside air.
   - Increasing energy efficiency in buildings could yield a 23% drop in energy, and reduce greenhouse gas emissions annually.
   - Building Automation Analytics to monitor the operation of the building controls. When implemented this will allow the system to flag potential problems with the system, verify the correct operating, and monitor and flag energy consumption of either the building as a whole or individual equipment.

3. Upgrades to Mechanical systems
   - Upgrading mechanical equipment is everything from installing new outside air dampers, to replacing heating units with more efficient ones.
   - Natural gas to electric furnace conversions.

- Any boiler, furnace or rooftop unit retrofit would likely see an efficiency improvement.

4. Upgrades to building envelop systems (roof, exterior windows doors insulation)
    - Roofing upgrades usually include an insulation upgrade and incentives from Manitoba Hydro (Efficiency Manitoba).