

## Procurement Services Sustainable Procurement Policy

### I. PURPOSE

The purpose of the Sustainable Procurement Policy is to define:

- Procurement Services' definition of sustainable procurement
- the responsibility of those responsible for procurement of goods and services
- the way in which sustainability in procurement is executed at Western

### II. DEFINITIONS

Life-cycle Accounting: the process of calculating the true cost of a product over its life-span, including but not limited to: capital costs, operating costs, maintenance costs, disposal costs, and environmental impacts.

### III. POLICY

- 1.00 Those responsible for the procurement of goods and services will have regard for the development of an environmentally sustainable campus by endeavoring to purchase goods and services that are environmentally sustainable.

## LIFE CYCLE COST OF OWNERSHIP

The proponent will complete the following chart to determine the life cycle cost of their product.  
(Delete or include others as appropriate)

Criteria	Cost
1. Capital cost	
2. Delivery	
2. Installation and calibration	
3. Training	
4. Warranty	

5. Preventative maintenance fees beyond warranty

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