
Green Contract Language and Specifications



Thursday January 29, 2015
(1:30pm-2:15pm)

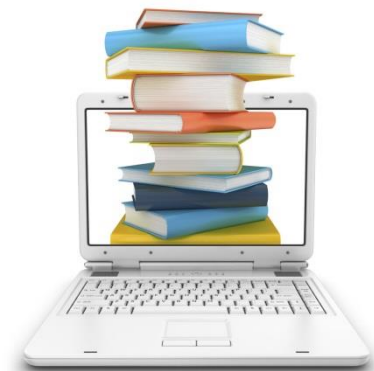


Metropolitan Washington Council of
Governments Green Purchasing Vendors Fair

Maryland Department of General Services

Developing Our **Green** Purchasing Program

- **Green Maryland Act of 2010**
- **Maryland Green Purchasing Committee (interagency)**
- **Best Practices Manual and Purchasing Guidelines**
- **Outreach and Training to Buyers and Vendors**
- **Environmentally Preferable Specifications**
- **2014 Environmentally Preferable Procurement House Bill**
- **Reporting Requirements**
- **Contract Implementation**
- **Analyzing Spend**



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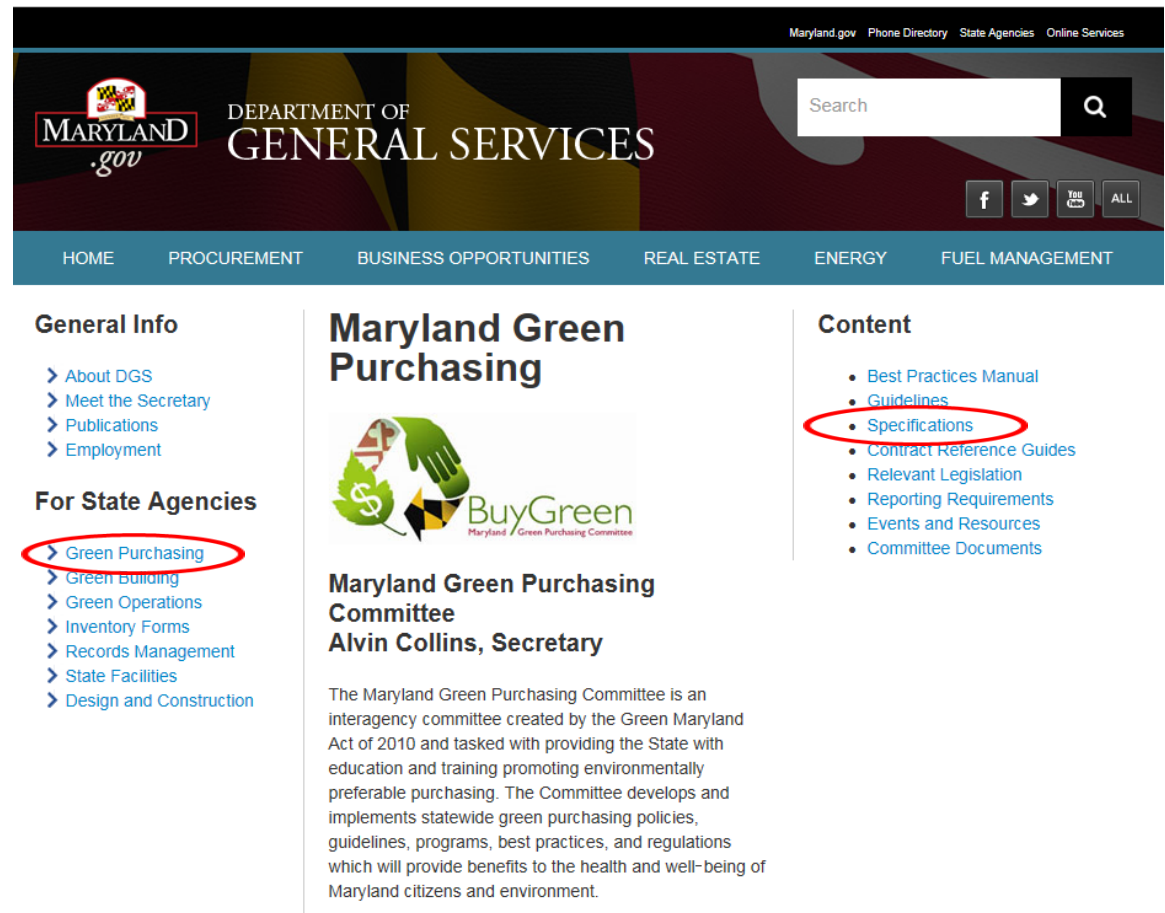


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Maryland Department of General Services

Online Resources

Maryland Green Purchasing Resources can be found on the DGS website.



Maryland.gov Phone Directory State Agencies Online Services

MARYLAND .gov DEPARTMENT OF GENERAL SERVICES

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Maryland Green Purchasing



Maryland Green Purchasing Committee
Alvin Collins, Secretary

The Maryland Green Purchasing Committee is an interagency committee created by the Green Maryland Act of 2010 and tasked with providing the State with education and training promoting environmentally preferable purchasing. The Committee develops and implements statewide green purchasing policies, guidelines, programs, best practices, and regulations which will provide benefits to the health and well-being of Maryland citizens and environment.

Content

- Best Practices Manual
- Guidelines
- **Specifications**
- Contract Reference Guides
- Relevant Legislation
- Reporting Requirements
- Events and Resources
- Committee Documents

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Maryland Department of General Services

Environmentally Preferable Specifications

COMMODITIES

- **Appliances and Heating & Cooling Equipment**
- **Janitorial Supplies**
- **Lighting Products**
- **Food Service Supplies**
- **Paper and Office Supplies**
- **Shell Eggs**
- **Paint**
- **Snow and Ice Control**



Maryland Department of General Services

Environmentally Preferable Specifications

SERVICES

- **Electronic Product Disposal**
- **Janitorial Services**
- **Organics Recycling**

INFORMATION TECHNOLOGY

- **Electronic and IT Products**



Maryland Department of General Services

Environmentally Preferable Specifications



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Maryland Green Purchasing

Janitorial Supplies

Background:

Some traditional cleaning materials pose risks to the health of those who use them or are exposed to them, or to the waters into which residues are discharged. Potentially harmful ingredients include corrosive or irritating chemicals, chemicals that can cause occupational asthma (i.e., respiratory sensitizers), fragrances, volatile organic compounds (VOCs), carcinogens, reproductive toxins, neurotoxins, and alkylphenol ethoxylates (which break down into suspected aquatic toxins and endocrine disruptors). Phosphorous is a pollutant to the Chesapeake Bay and state law restricts its use in laundry or dish detergents. New cleaning materials have come into use in recent years that cause much less risk to human health and the environment.

The federal government has created standards for recycled content in the paper towels, tissues, and trash bags that it purchases. Some janitorial paper products are manufactured from virgin paper or in plantations that have been established in ecologically sensitive habitats. The use of chlorine bleaching compounds to whiten paper towels and other janitorial paper products can add to their negative environmental impacts.

Maryland Education Article §5-112 requires school districts to use green cleaning supplies. Use of green cleaning products and services is one of the factors that count toward Leadership in Energy & Environmental Design (LEED) certification of existing green buildings. Maryland State Finance and Procurement Article §14-402 requires 90 percent of the paper products purchased by the Secretary of General Services to have recycled content.

For more information, see Maryland Green Purchasing Committee Newsletter, Winter 2014 Product Focus:

<http://www.dgs.maryland.gov/Procurement/Green/Newsletters/JanitorialSupplies.pdf>

Specifications:

[Environmentally Preferable Janitorial Supplies Specifications](#)



Maryland Green Purchasing Committee Approved Specification | 2014

Environmentally Preferable Janitorial Supplies Specification

This specification covers janitorial supplies used in the ongoing interior maintenance and housekeeping of office, healthcare, education, and correctional facilities and include general purpose, bathroom, glass, floor and carpet cleaners; metal polish; floor finishes, strippers, degreasers and other 'specialty' cleaning products; disinfectants; hand soaps and sanitizers; disposable janitorial paper products; trash can liners and medical waste bags; and mop heads and floor pads.

Janitorial supply products shall meet the following criteria, according to type:

A. Cleaners, including general purpose, bathroom, glass, floor and carpet cleaners; metal polish; floor finishes and strippers; degreasers; and other 'specialty' cleaning products must:

- Be Green Seal or EcoLogo certified, OR
- Be Design for the Environment labeled.

B. Disinfectants must:

- Contain only hydrogen peroxide, citric acid, lactic acid, silver, and/or caprylic acid as active ingredients.

C. Hand soaps and sanitizers must:

- Be Green Seal or EcoLogo certified, OR
- Be Design for the Environment labeled.

D. Disposable janitorial paper products (toilet tissue and paper towels) must:

- Be Green Seal or EcoLogo certified.

E. Trash can liners must:

- If low-density, have minimum 10% post-consumer recycled content, OR
- If high-density, be less than 0.7 mils (17 microns) in gauge thickness, OR
- Be certified by the Biodegradable Products Institute, or equivalent*, for commercial compostability.

Information about these products can be found at:
<http://products.bpwworld.org/>

*BPI is the primary commercial compostability certifier in the United States. Other international certifiers include Vinçotte OK Compost, Japan BioPlastics Association, and DIN CERTCO.

Information about these products can be found at:
<http://www.okcompost.be/en/certified-products/>
<http://www.ibpaweb.net/english/e-go-products.htm>
http://www.dincertco.de/en/compostability_mark.html

Published February 2014

According to the US Bureau of Labor Statistics, the 2012 [Prevalence Rate of Occupational Injuries Requiring Days Away from Work for Janitors and Cleaners](#) was 24.3 per 10,000 full-time workers and considered a high case count occupation (the public sector rate was more than double that of the private sector), 4% of injuries requiring days away from work were caused by exposure to harmful substances or environments.

Chemical ingredients in a wide array of cleaning products, including floor care products, can provoke or worsen asthma symptoms, and memory impairment.

High concentrations of cleaning products, such as floor care products, can provoke or worsen asthma symptoms, and memory impairment.

Occupational asthma affects more than 25 million people in the United States, and is a leading cause of lost work days.

Occupational asthma is a biochemical allergic reaction to irritants, sensitization is a key factor.

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Implementation and Reporting

Beginning in 2015, State Agencies are required to report on their spend in these categories – all purchases, including those designated as ‘green’:

- **Janitorial Supplies**
- **Food Service Supplies**
- **Office Supplies**
- **Paint**
- **Electronic and IT Products**



Annual EPP Spend Report

Department of Aging

State of Maryland - Annual Report on Environmentally Preferable Purchasing

Agency Code: M50 Contact Person: James Lay Phone: 410-767-4367
Agency: Department of Aging Email: james.lay@maryland.gov

Commodity (See BPO)	NIGP Code	NIGP Classification / Product Description	Spend per Vendor		Spend per Vendor	
			Acme	EPF	Other	Other
Disposable Food Service Products			00104400313	00104400312		
20015	Acet on eHM NIGP list		\$1.00	\$0.00	\$0.00	\$0.00
24070	Plastic Ware, Non-Disposable Type		\$1.00	\$0.00	\$0.00	\$0.00
47570	Plastic Ware		\$1.00	\$0.00	\$0.00	\$0.00
64000	Bags, Food Storage		\$1.00	\$0.00	\$0.00	\$0.00
64010	Bags, Paper		\$1.00	\$0.00	\$0.00	\$0.00
64021	Compostable Food Service Products		\$1.00	\$0.00	\$0.00	\$0.00
64050	Paper Products		\$1.00	\$0.00	\$0.00	\$0.00
64060	Plastic and Styrofoam Products		\$1.00	\$0.00	\$0.00	\$0.00
64080	Waxed Paper, Aluminum Foil, Cellophane		\$1.00	\$0.00	\$0.00	\$0.00
85092	Towels, Washcloths, Bathmats		\$1.00	\$0.00	\$0.00	\$0.00
Sub-Total (Does Not Include Non-Eligible Purchased)			\$8.00	\$0.00	\$0.00	\$0.00
Sub-Total EPP			\$3.00	\$0.00	\$0.00	\$0.00
Percentage EPP			37.50%			
Paper and Office Supplies			AJ Stationers Radolph's	Staples	Other	
20372	Printer Accessories and Supplies, EPP		\$1.00	\$0.00	\$0.00	\$0.00
20772	Printer Accessories and Supplies		\$10.00	\$0.00	\$0.00	\$0.00
60073	Office Machines, Equipment, Accessories, and Supplies		\$1.00	\$0.00	\$0.00	\$0.00
61560	Office Supplies, General (Not Otherwise Classified)		\$1.00	\$0.00	\$0.00	\$0.00
61573	Recycled Office Supplies		\$1.00	\$0.00	\$0.00	\$0.00
64521	Bond Paper		\$1.00	\$0.00	\$0.00	\$0.00
64521	Bond Paper, EPP		\$1.00	\$0.00	\$0.00	\$0.00
Sub-Total (Does Not Include Non-Eligible Purchased)			\$15.00	\$0.00	\$0.00	\$0.00
Sub-Total EPP			\$3.00	\$0.00	\$0.00	\$0.00

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Implementation and Reporting

NIGP Classifications designated “Environmentally Certified by an Agency Accepted Certification Entity”:

- 203 – Computer Accessories and Supplies***
- 205 – Computer Hardware and Peripherals***
- 251 – Data Processing Cards and Paper***
- 306 – Engineering and Architectural Equipment, Surveying Equipment, Drawing Instruments, and Supplies***
- 436 – Germicides, Cleaners, and Related Sanitation Products for Health Care Personnel***
- 486 – Janitorial Supplies, General Line***
- 616 – Office Supplies, General***
- 631 – Paint, Protective Coatings, Varnish, Wallpaper and Related Products***
- 641 – Paper and Plastic Products, Disposable***
- 646 – Paper, for Office and Print Shop Use***



Quick Links

- DGS Preferred Provider Program
- Pending Debarments
- Statewide Contracts
- Bid Boards
- Acceptable Recycled Products List
- Recurring Contracts for FY2014

Login

Login ID:

Password:

Login

[Forgot your password?](#)



Welcome to eMaryland Marketplace

eMaryland Marketplace, Maryland's internet-based procurement system, is a business tool that provides vendors with easy access to State procurement information. Potential bidders can find solicitations on eMaryland Marketplace and submit bids electronically. The system also allows vendors to obtain bid results online once the due date and time for bid submission have passed.

To login to the eMaryland Marketplace, please use the login box in lower left corner below. If you are a new vendor, please click the Register link below.

QUICK REFERENCE GUIDES AND INSTRUCTIONS: For further information, Quick Reference Guides and FAQ documents are posted here - [eMaryland Marketplace Instructions](#) to provide you with step-by-step details on how to maneuver through the system and perform specific procedures with ease. Thank you for your time and interest in doing business with the State of Maryland. If you have any questions or concerns, please email dgs-emoryland@maryland.gov, or contact our Help Desk at 410-767-1492, weekdays from 8:00 am - 4:00 pm.

CUSTOMER SATISFACTION SURVEY: Please take a few moments to complete our Customer Satisfaction Survey. Your feedback is important and will enable us to provide the highest level of customer service. The survey will take approximately 3 to 5 minutes to complete. Thank you for your time and valuable input.

[eMM Customer Satisfaction Survey](#)

eMM BUSINESS RESERVE CRITERIA: You may view the qualification criteria for the Small Business Reserve Program by clicking the link below.

[Small Business Reserve Qualification Criteria](#)

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Future Specifications

COMMODITIES

- **Ware Washing and Laundry Products**
- **Furniture**
- **Tires**
- **Generator Equipment**
- **Maintenance Repair Operations Supplies**
- **Traffic Controls**

SERVICES

- **Grounds Maintenance**
- **Integrated Pest Management**



Maryland Department of General Services

Challenges

- **Coding Purchases**
- **Cooperative Purchasing**
- **Large Bulk Contracts (with thousands of products)**
- **Budget Constraints**
- **Change Management**
- **Competing Goals**
- **Procurement Practices**
- **Procurement Regulations**



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For More Information:

DGS.BuyGreen@maryland.gov

<http://www.dgs.maryland.gov/GreenOperations/GreenPurchasing/index.html>

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