2015

Maryland Green Purchasing Committee Annual Report

November 1, 2015

Maryland Department of General Services

Larry Hogan
Governor

Boyd K. Rutherford
Lt. Governor

C. Gail Bassette
Secretary

MARYLAND DEPARTMENT OF GENERAL SERVICES
OFFICE OF THE SECRETARY

November 1, 2015

The Honorable Larry Hogan
Governor of Maryland

The Honorable Thomas V. "Mike" Miller, Jr.
President of the Senate

The Honorable Michael E. Busch
Speaker of the House of Delegates

Gentlemen:

The Green Purchasing Committee, created by Chapter 593 of the Acts of 2010, is privileged to present to you its 2015 annual report.

I'm honored to assume the chair of the Maryland Green Purchasing Committee. I see this Committee is a powerful tool that can be used to change state procurement for the better and ensure efficient use of tax dollars.

2015 is the first fiscal year that we are tracking our spending on environmentally preferable products and services. This is an important step in fully understanding and realizing the benefits of green purchasing and the work of the Green Purchasing Committee. While the scope of the report is limited to four product categories this first year, it's my hope to grow the report and integrate reporting requirements in our procurement procedure in future years.

This year, the Committee continued to promote environmentally preferable purchasing through outreach, training, resource publication, and coordination with State Agencies and local jurisdictions. New environmentally preferable specifications and statewide contracts were created and implemented.

As in past years, the Committee will continue to promote and issue guidance to State units on the procurement of goods and services that will advance environmentally preferable, socially responsible and economically efficient practices.

Sincerely,

C. Gail Bassette
Secretary

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Introduction

The Green Purchasing Committee is required to provide assistance to State units in developing strategies and best practices for implementing environmentally preferable purchasing practices; developing and maintaining environmentally preferable procurement specifications; issuing and maintaining purchasing guidelines; and reporting annually to the Governor and Legislature on its activities.

The Committee notes the benefits of environmentally preferable procurement as follows: "Green procurement can also offer cost savings. In particular, buying 'green' usually involves products that are easily recycled, last longer or produce less waste. Money is therefore saved on waste disposal. In addition, green products generally require fewer resources to manufacture and operate, so savings can be made on energy, water, fuel and other natural resources.

Moreover, green products generally involve fewer toxic or hazardous materials, reducing associated expenses such as permit fees, toxic materials handling charges and staff training."[1]

"A well-designed sustainable purchasing program will increase the chances that an organization's sustainable purchasing efforts will achieve the benefits described and advance organizational goals, including sustainability goals."

- Sustainable Purchasing Leadership Council, Guidance for Leadership in Sustainable Purchasing v1.0

The Committee will continue to provide assistance to state units as it relates to environmentally preferable purchasing. The Committee's work on this initiative will provide benefits to the health and well-being of Maryland citizens and environment as well as the efficient and economical use of State funds.

[1] International Institute for Sustainable Development

Statutory Department Members/Designees

General Services
C. Gail Bassette | 301 W. Preston Street, Baltimore, MD 21201 |
410-260-2900 | gail.bassette@maryland.gov

Budget and Management
Larry Williams, Fleet & Travel Administrator |
45 Calvert Street, Annapolis, MD 21401 |
410-260-7195 | larry.williams@maryland.gov

Natural Resources
John Wald | 580 Taylor Avenue, Annapolis, MD 21401 |
410-260-8073 | john.wald@maryland.gov

Environment
William Kamberger, Director of Procurement & Contract Management |
1800 Washington Blvd., Baltimore, MD 21230 |
410-537-3076 | william.kamberger@maryland.gov

Health and Mental Hygiene
Janet Regester, Associate Director | 201 W. Preston Street, Baltimore, MD 21201 |
410-767-3620 | janet.regester@maryland.gov

Business and Economic Development
Brenda Shelton-Lee, Coordinator, Procurement & Contracting |
401 E. Pratt Street, Baltimore, MD 21202 |
410-767-2345 | bslee@choosemaryland.org

Transportation
Michael Haifley, Deputy Director | 7201 Corporate Drive, Hanover, MD 21706 |
410-865-1132 | mhaifley@mdot.state.md.us

Public Safety and Correctional Services
Rosetta Rose | 300 E. Joppa Road, Towson, MD 21286 |
410-339-5026 | rrose@dpscs.state.md.us

University of Maryland System
James Salt, Assistant Vice Chancellor | 3300 Metzerott Road, Adelphi, MD 20783 |
301-445-1987 | jsalt@usmd.edu

INFORMATION TECHNOLOGY
Carla Thompson | 45 Calvert Street, Annapolis, MD 21401|
410-260-6155| carla.thompson@maryland.gov

EDUCATION
Teresa Dantzler | 200 W Baltimore Street, Baltimore, MD 21201|
410-767-0114| teresa.dantzler1@maryland.gov

TREASURY
Susanne Brogan**,** Deputy Treasurer for Public Policy| 80 Calvert St.
Annapolis, MD 21401|
410-260-7418| sbrogan@treasurer.state.md.us

Subcommittees

LEGISLATIVE REVIEW/POLICY SUBCOMMITTEE **ELLEN ROBERTSON**, DGS

The Legislative Review/Policy Subcommittee is responsible for identifying and reviewing legislation that may impact the work of the Green Purchasing Committee, as well as considering and implementing policy related to the Green Maryland Act. The subcommittee will also suggest what comment or action the Committee should consider as it relates to specific legislation.

Report

In 2015, the Maryland Green Purchasing Committee made progress in changing Maryland for the better with environmentally preferable purchasing through events, education, outreach, the creation of environmentally preferable product and service specifications, and the implementation of new statewide contracts for environmentally preferable products and services.

Implementation of House Bill 629

State Finance and Procurement Article §14–405 of the Annotated Code of Maryland and COMAR 21.13.01.14, effective October 1, 2014, requires state agencies to report to the Department of General Services on their procurement of environmentally preferable products and services.

On October 8, 2014, The Maryland Green Purchasing Committee asked each cabinet department to designate a party responsible for environmentally preferable purchasing report. The Department of General Services will provide each reporting designee with an electronic draft report outlining spend for fiscal year 2015 in four categories: janitorial supplies, disposable food service products, paper and office supplies, and electronic and IT products. The detailed report can be found in Appendix A.

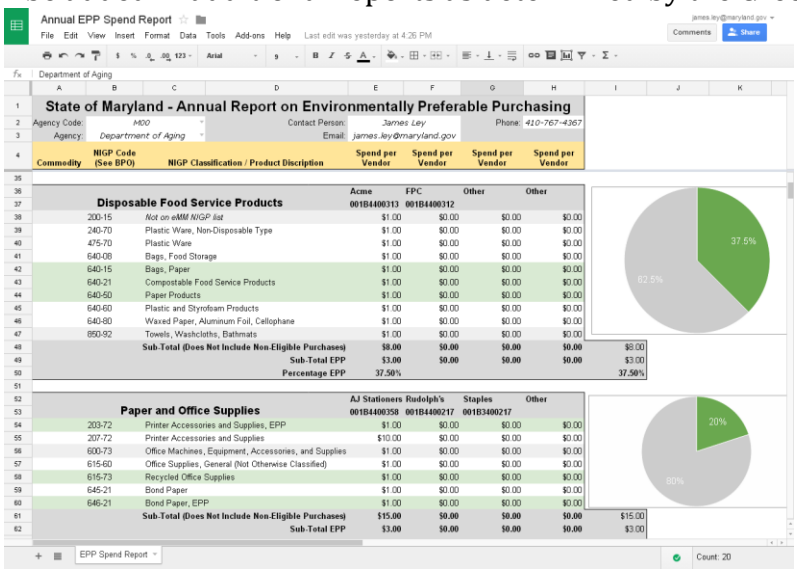
Additional product or service categories may be added in future years with advance notice.

Reporting Requirements

The Green Purchasing Committee has developed a framework for agencies to report spend in two purchasing categories for FY 2015:

1. Janitorial Supplies
2. Paper and Office Supplies

Reports for these categories will be based on National Institute of Governmental Purchasing (NIGP) codes used to identify products and services certified to meet environmentally preferable specifications.
Future categories will be added in additional reports as determined by the Green Purchasing Committee.



Annual EPP Spend Report

Department of Aging

State of Maryland - Annual Report on Environmentally Preferable Purchasing

Agency Code: M00 | Contact Person: James Ley | Phone: 410-767-4367

Agency: Department of Aging | Email: james.ley@maryland.gov

Commodity	NIGP Code (See BPO)	NIGP Classification / Product Discription	Spend per Vendor	Spend per Vendor	Spend per Vendor	Spend per Vendor	
			Acme	FPC	Other	Other	
Disposable Food Service Products			001B4400313	001B4400312			
	200-15	Not on eMM NIGP list	$1.00	$0.00	$0.00	$0.00	
	240-70	Plastic Ware, Non-Disposable Type	$1.00	$0.00	$0.00	$0.00	
	475-70	Plastic Ware	$1.00	$0.00	$0.00	$0.00	
	640-08	Bags, Food Storage	$1.00	$0.00	$0.00	$0.00	
	640-15	Bags, Paper	$1.00	$0.00	$0.00	$0.00	
	640-21	Compostable Food Service Products	$1.00	$0.00	$0.00	$0.00	
	640-50	Paper Products	$1.00	$0.00	$0.00	$0.00	
	640-60	Plastic and Styrofoam Products	$1.00	$0.00	$0.00	$0.00	
	640-80	Waxed Paper, Aluminum Foil, Cellophane	$1.00	$0.00	$0.00	$0.00	
	850-92	Towels, Washcloths, Bathmats	$1.00	$0.00	$0.00	$0.00	
		Sub-Total (Does Not Include Non-Eligible Purchases)	$8.00	$0.00	$0.00	$0.00	$8.00
		Sub-Total EPP	$3.00	$0.00	$0.00	$0.00	$3.00
		Percentage EPP	37.50%				37.50%
			AJ Stationers	Rudolph's	Staples	Other	
Paper and Office Supplies			001B4400358	001B4400217	001B3400217		
	203-72	Printer Accessories and Supplies, EPP	$1.00	$0.00	$0.00	$0.00	
	207-72	Printer Accessories and Supplies	$10.00	$0.00	$0.00	$0.00	
	600-73	Office Machines, Equipment, Accessories, and Supplies	$1.00	$0.00	$0.00	$0.00	
	615-60	Office Supplies, General (Not Otherwise Classified)	$1.00	$0.00	$0.00	$0.00	
	615-73	Recycled Office Supplies	$1.00	$0.00	$0.00	$0.00	
	645-21	Bond Paper	$1.00	$0.00	$0.00	$0.00	
	646-21	Bond Paper, EPP	$1.00	$0.00	$0.00	$0.00	
		Sub-Total (Does Not Include Non-Eligible Purchases)	$15.00	$0.00	$0.00	$0.00	$15.00
		Sub-Total EPP	$3.00	$0.00	$0.00	$0.00	$3.00

Environmentally Preferable Specifications

The Maryland Green Purchasing Specifications provide background information and suggested requirements for the procurement of certain products and services. The creation of these specifications reflects the State of Maryland's commitment to the conservation of energy and natural resources. Consideration of lifecycle impacts, from product inception to disposal, takes into account the full costs of goods and services used in the operation of state institutions. The specifications for each category have been created with lifecycle impacts in mind.

Since the Committee's last annual report, it has identified product and service categories for which environmentally preferable specifications would result in significant environmental, human health, and/or cost saving benefits.

In October 2014, the Committee approved Environmentally Preferable Specifications for:

- Janitorial Services

In June 2015, the Committee approved Environmentally Preferable Specifications for:

- Automotive Tires

The Committee is developing additional environmentally preferable specifications for Fleet Vehicles, Office Furniture, Deicers, and printing services. The Committee will publish all newly approved specifications and work to ensure new contracts include the appropriate specifications.

2015 Green Purchasing Vendors' Fair

Metropolitan Washington Council of Governments Green Purchasing Vendors' Fair

From MWCOG: "On January 29, the [Metropolitan Washington Council of Governments'] Ronald F. Kirby Training Center was packed with participants attending the Green Purchasing Vendors' Fair. More than 120 representatives from local governments, school systems, and utilities joined over 30 vendors representing a wide variety of environmentally friendly products and services. In addition to showcasing these green products and services, expert panels and speakers discussed "greening" the supply chain and

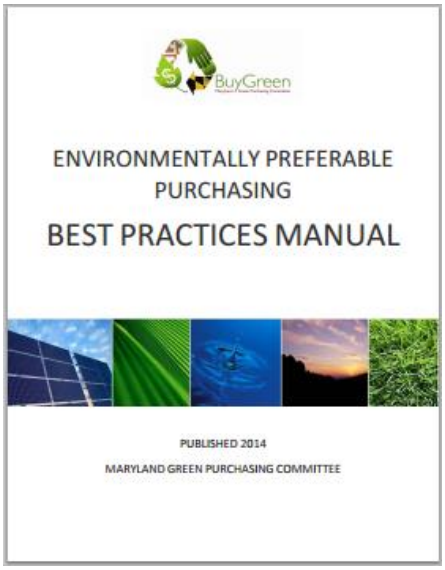
contract language as well as creating healthy buildings through procurement choices.

The fair was a collaborative effort between COG and the Baltimore Metropolitan Council, who partner together to support the Mid-Atlantic Purchasing Team, a consortium spanning the D.C. and Baltimore regions. The Montgomery County Green Business Certification Program also sponsored the event."

Information sessions were presented which highlighted the work of the Committee including resources such as the Best Practices Manual, behavioral guidelines, and specifications for a dozen product categories.

Environmentally Preferable Purchasing Best Practices

The Committee staff has published an updated Best Practices Manual using input from procurement professionals and users throughout the State and country. Best practices in institutional procurement are developed by examining successful initiatives within Maryland, in other states and jurisdictions, as well as in the private sector.



This update to the Committee's Environmentally Preferable Purchasing Best Practices Manual provides a useful guide to environmentally preferable purchasing in Maryland and is designed for procurement officials, end users, and others leading environmental and cost saving initiatives.

The Maryland Green Purchasing Committee has referenced the following resources in developing its Best Practices Manual:

US General Services Administration

Sustainable Faculties Tool

US Environmental Protection Agency

Comprehensive Procurement Guidelines

California Department of General Services

Buying Green Guide

Massachusetts Executive Office for Administration and Finance

Environmentally Preferable Products on Statewide Contract

Responsible Purchasing Network

RPN Website

Sustainable Purchasing Leadership Council

SPLC Website

Web Presence

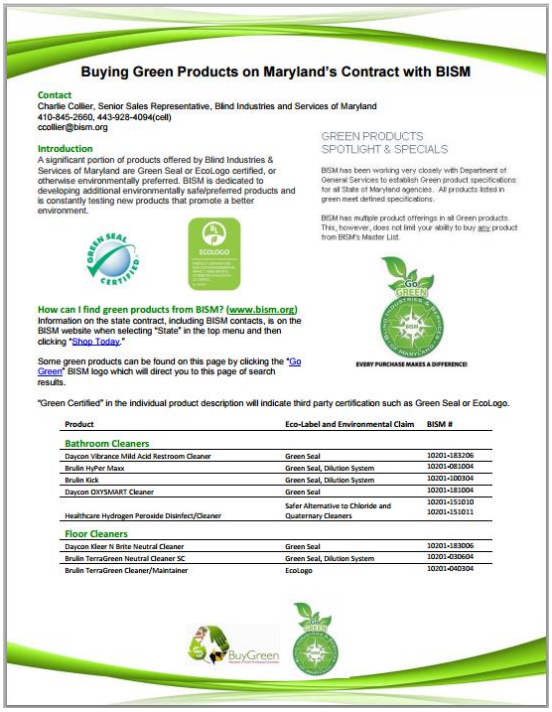
The Committee continues to maintain resources accessible to procurement professionals courtesy of the DGS website. A “Green Purchasing” menu item on the DGS homepage links viewers to information about the Committee, its members, the Committee’s Green Purchasing Guidelines and Specifications, the Committee’s Annual Reports, Relevant Legislation, and Events and Resources. The Committee events are updated and presented automatically thanks to integration with Google calendar.

New guidelines and specifications are uploaded to the website as they are created and approved by the Committee.

Current and past quarterly newsletters as well as the product and service focus features are also all available on the “Green Purchasing” section of the DGS website.

Training Material - Contract Reference Guides

The Committee has created contract reference guides in order to better serve the needs of procurement officials. These guides show how environmentally preferable products can be found in current Maryland state contracts. The guides will list relevant contact information, provide step-by-step instructions on identifying and purchasing green products, and in some cases list the green products offered by a particular contract.



Buying Green Products on Maryland's Contract with BISM

Contact
Charlie Collier, Senior Sales Representative, Blind Industries and Services of Maryland
410-845-2660, 443-928-4094(cell)
ccollier@bism.org

Introduction
A significant portion of products offered by Blind Industries & Services of Maryland are Green Seal or EcoLogo certified, or otherwise environmentally preferred. BISM is dedicated to developing additional environmentally safe/preferred products and is constantly testing new products that promote a better environment.

GREEN PRODUCTS SPOTLIGHT & SPECIALS

BISM has been working very closely with Department of General Services to establish Green product specifications for all State of Maryland agencies. All products listed in green meet defined specifications.

BISM has multiple product offerings in all Green products. This, however, does not limit your ability to buy any product from BISM's Master List.

How can I find green products from BISM? (www.bism.org)
Information on the state contract, including BISM contacts, is on the BISM website when selecting "State" in the top menu and then clicking "Shop Today."

Some green products can be found on this page by clicking the "Go Green" BISM logo which will direct you to this page of search results.

EVERY PURCHASE MAKES A DIFFERENCE!

"Green Certified" in the individual product description will indicate third party certification such as Green Seal or EcoLogo.

Product	Eco-Label and Environmental Claim	BISM #
Bathroom Cleaners		
Daycon Vibrance Mild Acid Restroom Cleaner	Green Seal	10201-183206
Brulin HyPer Maxx	Green Seal, Dilution System	10201-081004
Brulin Kick	Green Seal, Dilution System	10201-100304
Daycon OXYSMART Cleaner	Green Seal	10201-181004
Healthcare Hydrogen Peroxide Disinfect/Cleaner	Safer Alternative to Chloride and Quaternary Cleaners	10201-151010 10201-151011
Floor Cleaners		
Daycon Kleer N Brite Neutral Cleaner	Green Seal	10201-183006
Brulin TerraGreen Neutral Cleaner SC	Green Seal, Dilution System	10201-030604
Brulin TerraGreen Cleaner/Maintainer	EcoLogo	10201-040304

Meetings

The GPC meets as required, but no less than bi-monthly, to satisfy the Committee’s responsibilities. Meeting attendance and minutes are recorded.

Meeting agendas are available on the DGS website.

State of Maryland Procurement Background[2]

In fiscal year 2014, the State procured over $6.5 billion in goods and services which is a 20% increase from FY 2013. This total represents the award amount, which includes multi-year contracts, but does not include procurements by the University System of Maryland, Morgan State University, or St. Mary's College of Maryland.

Fiscal Year 2013 Summary

Categories of Work	Contract Award Amount - State Agencies other than MDOT	Contract Award Amount - MDOT
Commodities, Supplies, and Equipment	$201,484,052	$136,222,619
Services	$1,069,227,138	$554,635,144
Architect and Engineering	$6,772,472	$218,326,421
Human, Cultural, Social and Educational Services	$825,378,832	----------
IT	$317,784,078	$30,453,760
IT Hardware	$100,213,106	$10,300,988
IT Software	$61,218,154	$8,362,040
Construction	$371,298,497	$656,262,596
Construction-Related Services	$1,646,479	$1,658,811
Capital Equipment	$93,659	$803,875
Maintenance	$70,634,278	$781,562,199
Energy Performance	$196,707	----------
Leases Other Than Real Property	$877,118	$384,598
Revenue	$9,461,873	----------
Totals	**$3,036,286,443**	**$2,398,973,051**

Fiscal Year 2014 Summary

Categories of Work	Contract Award Amount - State Agencies other than MDOT	Contract Award Amount - MDOT
Commodities, Supplies, and Equipment	$233,454,870	$95,436,488
Services	$2,477,161,796	$351,819,903
Architect and Engineering	$25,301,494	$366,563,139
Human, Cultural, Social and Educational Services	$579,392,767	----------
IT	$314,312,866	$77,409,183
IT Hardware	$14,722,918	$16,977,876
IT Software	$55,983,405	$22,192,458
Construction	$391,456,680	$1,076,720,579
Construction-Related Services	$908,833	$1,404,805
Capital Equipment	$454,471	$16,568
Maintenance	$82,120,499	$363,171,743
Energy Performance	$18,036,418	----------
Revenue	$6,972,805	----------
Totals	**$4,200,279,822**	**$2,371,712,742**

Related Regulations and Statutes

There are several existing statutes and regulations which are relevant to Environmentally Preferable Purchasing (EPP). Following is a brief summary of the existing statutes and regulations:

REGULATION	TITLE
01.01.1991.20	Conservation of Paper by Units of State Government
01.01.1993.20	Alternative Fueled Vehicles
01.01.2001.02	Sustaining Maryland's Future with Clean Power, Green Buildings and Energy Efficiency
01.01.2001.06	Water Conservation by State Agencies
01.01.2003.49	Pesticide Advisory Committee
21.04.01.02	General Purpose
21.11.07.01	Definitions
21.11.07.03	Recycled Paper Purchases
21.11.07.04	Low Noise Supplies
21.11.07.07	Mercury and Products that Contain Mercury
21.11.07.08	Locally Grown Foods

[2] Maryland Board of Public Works '2014 Procurement Advisory Report' http://bpw.maryland.gov/publications/2014-Procurement-Advisors-Report.pdf

21.11.07.09	Environmentally Preferable Purchasing
21.11.07.10	Compost
21.11.07.11	Energy Efficient Outdoor Lighting Fixtures
21.11.07.13	Purchasing Electronic Products
21.13.01.14	Report on Green Purchasing

STATUTE	SUBJECT
§14–402	Recycled Content
§14–403	Quiet Supplies
§14–405	EPP and EPP Reporting
§14–406	Price Preference for Mercury Free Products
§14–407	Locally Grown Foods
§14–408	Biodiesel Fuel
§14–409	Compost
§14–410	Maryland Green Purchasing Committee
§14–414	Electronic Products
§14–414	Electronics Recycler

Cost Impacts & Challenges of Environmentally Preferable Purchasing

Budgeting for Environmentally Preferable Purchasing (EPP) may be a challenge for state agencies, since in some cases, an EPP product may cost more up front, while saving money by lasting longer or using fewer resources over its life.

The Maryland Green Purchasing Committee is addressing the challenges of green purchasing by developing clear requirements for what constitutes "environmentally preferable" products and services, working with contractors and within the state's fiscal management and inventory system to identify green products, and implementing the necessary reporting mechanism to track progress and benefits.

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https://flic.kr/p/5o2btJ
https://flic.kr/p/4BMZ3k
https://flic.kr/p/rCkyFJ
https://flic.kr/p/5AvSKa

Appendix A

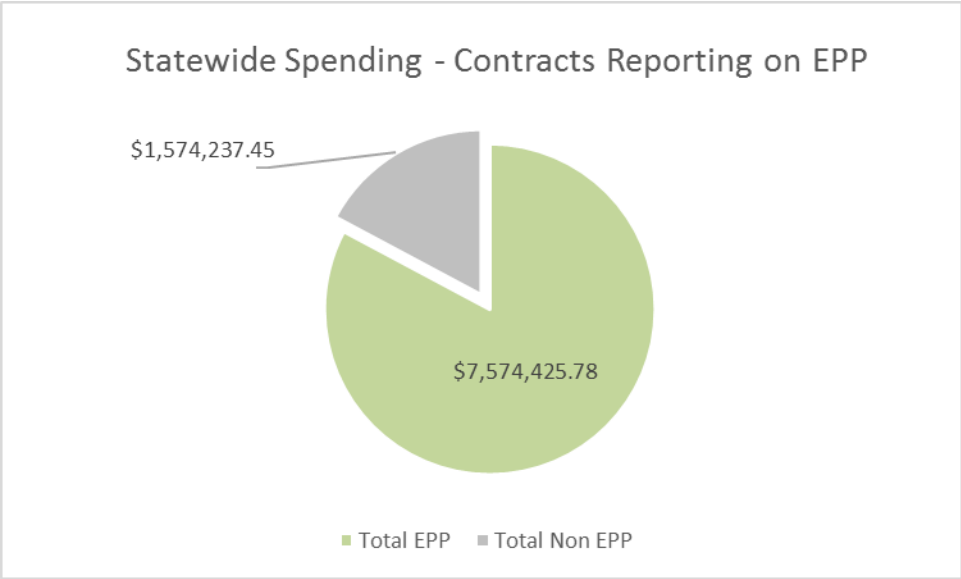
Maryland Environmentally Preferable Purchasing Report – Fiscal Year 2015

State of Maryland - Annual Report on Environmentally Preferable Purchasing						
Commodity	NIGP Code (See BPO)	NIGP Classification / Product Discription	Spend per Vendor	Spend per Vendor	Spend per Vendor	
Janitorial Supplies (including purchases by Janitorial Service Providers)			BISM 001B3400405	Other	Other	
	485-13	Cleaner, Hand and Skin	$48,010.18	$0.00	$0.00	
	485-16	Cleaner, Hard Products, General Purpose	$53,163.28	$0.00	$0.00	
	485-18	Cleaner, Heavy Duty Degreaser	$55,065.47	$0.00	$0.00	
	485-28	Cleaner and Wax	$0.00	$0.00	$0.00	
	485-32	Deodorants, Room	$2,542.69	$0.00	$0.00	
	485-44	Dispensers, Lotion and Soap	$5,178.06	$0.00	$0.00	
	485-46	Dispensers and Holders	$17,081.26	$0.00	$0.00	
	485-54	Floor Polishes and Waxes	$114,621.51	$0.00	$0.00	
	485-55	Floor Stripper and Cleaners	$157,987.17	$0.00	$0.00	
	485-65	Janitorial Equipment and Supplies	$1,176,475.75	$0.00	$0.00	
	485-76	Recycled Janitorial Supplies	$185.12	$0.00	$0.00	
	485-79	Dispensing Equipment, Chemical	$11,694.50	$0.00	$0.00	
	485-83	Sanitizing and Disinfecting Supplies	$247,057.54	$0.00	$0.00	
	485-86	Soap, Hand	$185,295.60	$0.00	$0.00	
	486-13	Cleaner, Hand and Skin, EPP	$0.00	$0.00	$0.00	
	486-16	Cleaner, Hard Products, General Purpose, EPP	$241,005.23	$0.00	$0.00	
	486-18	Cleaner, Heavy Duty Degreaser, EPP	$26,707.70	$0.00	$0.00	
	486-28	Cleaner and Wax, EPP	$1,432.35	$0.00	$0.00	
	486-32	Deodorants, Room, EPP	$1.00	$0.00	$0.00	
	486-54	Floor Polishes and Waxes, EPP	$9,040.80	$0.00	$0.00	
	486-55	Floor Stripper and Cleaners, EPP	$15,161.80	$0.00	$0.00	
	486-75	Receptacle Liners, EPP	$1,984,820.83	$0.00	$0.00	
	486-76	Recycled Janitorial Supplies, EPP	$3,843,661.32	$0.00	$0.00	
	486-83	Sanitizing and Disinfecting Supplies, EPP	$69,022.73	$0.00	$0.00	
	486-86	Soap, Hand, EPP	$857,880.18	$0.00	$0.00	
		Sub-Total (Does Not Include Non-Eligible Purchases)	**$7,912,662.50**	**$0.00**	**$0.00**	$ 7,912,662
		Sub-Total EPP	**$7,048,919.06**	**$0.00**	**$0.00**	$ 7,048,919
		Percentage EPP	**89.08%**	**0.00%**	**0.00%**	**8**

October 2015

	Paper and Office Supplies	AJ Stationers 001B4400358	Rudolph's 001B4400217	Staples 001B3400217	
203-72	Printer Accessories and Supplies, EPP	$13,767.91	$0.00	$0.00	
207-72	Printer Accessories and Supplies	$563,200.91	$0.00	$0.00	
600-73	Office Machines, Equipment, Accessories, and Supplies	$478,083.84	$0.00	$0.00	
615-60	Office Supplies, General (Not Otherwise Classified)	$147,293.10	$0.00	$0.00	
615-73	Recycled Office Supplies	$511,738.81	$0.00	$0.00	
645-21	Bond Paper		$0.00	$0.00	
646-21	Bond Paper, EPP		$0.00	$0.00	
	Sub-Total (Does Not Include Non-Eligible Purchases)	**$1,236,000.73**	**$0.00**	**$0.00**	$ 1,236,000
	Sub-Total EPP	**$525,506.72**	**$0.00**	**$0.00**	$ 525,506
	Percentage EPP	**42.52%**	**0.00%**	**0.00%**	4

Total Purchases	**$ 9,148,663.23**
Total EPP	**$ 7,574,425.78**
Total Non EPP	**$ 1,574,237.45**



Maryland Green Purchasing Committee

DGS.BuyGreen@maryland.gov