

SERVING PUBLIC BUYERS AND VENDORS OF THE COMMONWEALTH OF MASSACHUSETTS

**n**

**Operational Services Division**

**NASPO Technical Assistant Grant to the Commonwealth of Massachusetts Operational Services Division (OSD)**

***Environmentally Preferable Product Specifications for Facilities Maintenance, Repair and Operations (MRO) Contract***

***June 2016***

**Operational Services Division | One Ashburton Place, Suite 1017 | Boston, MA 02108 | 617-720-3300 | www.mass.gov/osd**

# Executive Summary

**Name of Technical Assistance Grant:** Environmentally Preferable Product Specifications for Facility Maintenance, Repair and Operations (MRO) Contract

The following is a final report for section’s 1-3 of the National Association of Procurement Officials (NASPO) Technical Assistance Grant provided to the Massachusetts OSD to assist with greening the Maintenance Repair and Operations contract at re-bid.

**Summary**

The Commonwealth was awarded $15,000 from NASPO as a technical assistance grant for contractor support in developing recommendations for environmentally preferable product (EPP) specifications and sustainability-related language to include in its Facilities Maintenance, Repair and Operations (MRO) statewide contract (FAC76). The grant proposal was written and received when OSD began to form a sourcing team for the re-bid of the existing contract. After receiving the grant, the Sourcing Team decided to split the existing contract, FAC76, into three distinct contracts:

1. **FAC94:** OSD decided to join the existing ValuePoint Facilities MRO contracts with Grainger, Fastenal and MSC Industrial Supplies and that we would participate in the ValuePoint re-bid of these contracts.
2. **FAC99:** Joining an existing cooperative Walk-In Building Supplies contract offered by US Communities
3. **FAC100**: OSD would bid out, on our own, a contract that would include the following: Electrical, Lighting, LED Roadway and Outdoor Area Lighting, Plumbing, Heating, HVAC, Refrigeration and Specialty EPP MRO products.

The scope of the contract shifted because of these changes, and OSD revised the work plan to accommodate the most immediate assistance needed, which was to help craft the ValuePoint participating agreement to the existing ValuePoint Facilities Maintenance contract, in addition to providing environmental specification and green market basket development to the ValuePoint re-bid team. This delayed the submittal of any deliverables in the original work plan.

**Deliverables**

Much of the work assembled for this grant helped to successfully add environmental specifications to the Commonwealth’s Participating Agreement, in addition to integrating environmental specifications and a green market-basket products into the final ValuePoint Facilities MRO Request for Responses (RFR) that is currently being bid in June 2016 with the Lead State of Nevada. The PA can be used as a model for other states wanting to further green their ValuePoint Facilities MRO contract. In addition, the green specifications and market basket (core) list may be used by other states bidding their own facilities MRO contracts.

**Payment Request:**

OSD requests $13,000 to be paid to the Responsible Purchasing Network (RPN) for Tasks 1, 2 and 3 as listed below and outlined in the following report. The remaining funding ($2000) will go toward RPN assisting MA OSD in evaluating incoming bids to ensure compliance with the specifications in the contract, evaluating the answers to the vendor sustainability questions, summarizing the contract sustainability elements in a final report, and participating in a webinar for NASPO and RPN members.

Contents

[Executive Summary 2](#_Toc454199882)

[Original Workplan and Deliverables 4](#_Toc454199883)

[Deliverables 6](#_Toc454199884)

[ATTACHMENT A: MRO EPP Category Spreadsheet 8](#_Toc454199885)

[ATTACHMENT B: MA FY15 MRO Contract Spend by Contract Category (for reporting vendors) 9](#_Toc454199886)

[ATTACHMENT C: Green Lighting Product and Practices Webinar 10](#_Toc454199887)

[ATTACHMENT D: Adhesives, Caulking and Paint Materials EPP Product Review 11](#_Toc454199888)

[ATTACHMENT E: DRAFT Commonwealth/ValuePoint Facilities Maintenance Participating Agreement Language 12](#_Toc454199889)

[ATTACHMENT F: Considerations for Greening the ValuePoint Facilities and Maintanance Re-Bid Contract 16](#_Toc454199890)

[ATTACHMENT G: Draft EPP Market Basket 19](#_Toc454199891)

# Original Workplan and Deliverables

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Tasks** | **Deliverables** | **Amount Budgeted**  **(Spent)** | **Work Completed** | **Deliverables** |
| **1. Facility MRO EPP Product Category Development** | * Review consolidated 2015 vendor reports to identify high-spend categories containing EPPs. * Determine green product categories that are already favored by users – which could be candidates for “mandatory” type of EPP specifications and market basket list items. * Develop list of types of conventional (non-green) products most commonly used that have green alternatives. | $4,500 ($4,500) | * Sorted data by contract categories * Pulled out spend on the following categories and sorted by sub-categories:   + Adhesives/caulk/sealant/tape   + Cleaning products   + Batteries/Flashlights   + Carpet/Flooring   + Lumber/Wood   + Fencing   + HVAC   + Insulation   + Lighting (Lamps/Ballasts)   + Paint * Identified green product categories that are already favored by users, which served as the basis for specifications in the MA Participating Agreement.      * Highlighted opportunities to add green products to MA and NASPO market basket lists by identifying green alternatives in high-spend product categories | * Matrix consisting of categories of possible green products that one would find in a Facilities MRO contract, list of applicable 3rd party certifications, and possible specifications * MA’s Participating Agreement for existing NASPO Facilities MRO contracts that lists specifications for cleaning products (including chemical cleaners, disinfectants, hand soaps, janitorial paper products, trash bags, etc.), lighting equipment (prohibiting incandescent light bulbs and other inefficient lamps), etc. |
| **2. EPP MRO Market Assessment and Sustainability Specifications Development** | * Conduct research to identify green certifications and standards that may be applied to high-volume market basket items; standards will be environmentally robust while also promoting competitive bids. These may include, but are not limited to all standards and specifications outlined in the *Buying Green Products on WSCA-NASPO Facilities MRO Contracts* Fact Sheets. * Develop list of target categories and associated available certifications. * Assess the availability of appropriate, competitive green products from major as well as small and local manufacturers, brand owners, and distributors in multiple product types for each category identified. * Summarize the results of the certification/standards analysis and market assessment. | $5,000 ($5,000) | * Identified strong/credible certifications and standards for EPPs in target Facilities MRO categories * Assessed availability of environmentally preferable products from various Facilities MRO vendors (in order to finalize specifications and Market Basket list items) in the following categories: \* Jan/San (cleaning chemicals, disinfectants, hand cleaners, plastic bags, janitorial paper, microfiber, etc.) \* Lamps/Ballasts \* Paint (interior, safety and traffic paint) \* Plumbing (water refill stations, waterless urinals) \* Power Sources (rechargeable batteries, flashlights) | * Presentation on environmentally preferable lighting by RPN to MA Team * Assessment of adhesives, sealants, and paint that have a third-party certification such as UL GREENGUARD Gold, SCS Floor Score, Green Seal, Cradle to Cradle, MPI Green Performance Standard, etc. * Spreadsheet of environmentally preferable products (including specs) available from NASPO Facilities MRO vendors in the following categories: * \* Jan/San (cleaning chemicals, disinfectants, hand cleaners, plastic bags, janitorial paper, microfiber, etc.) \* Lamps/Ballasts \* Paint (interior, safety and traffic paint) \* Plumbing (water refill stations, waterless urinals) \* Power Sources (rechargeable batteries, flashlights |
| **3. Review Draft RFR and work with Sourcing Team to Develop Bid Solicitation Documents** | * Assist Sourcing Team with development of the RFP language. * Recommend bid solicitation language by adding and reviewing text specific to green products and services available from MRO vendors. * Develop a list of mandatory and desirable requirements for each product category (as applicable) relating to green products and any associated relevant services allowable under the contract * Propose compliant products for market basket list on the pricing sheet * Participate on Sourcing Team calls and answer questions at the request of the MA EPP Program Coordinator. | $4,500 ($3,500) | * Shifted focus on “participating addendum” and providing foundation language for green structure for ValuePoint Sourcing Team * Reviewed draft RFR language and proposed additional sustainability-related vendor survey questions * Added environmentally preferable products to the proposed NASPO Facilities MRO Market Basket List in the following categories: in the following categories:  \* Jan/San (cleaning chemicals, disinfectants, hand cleaners, plastic bags, janitorial paper, microfiber, etc.) \* Lamps/Ballasts \* Paint (interior, safety and traffic paint) \* Plumbing (water refill stations, waterless urinals) \* Power Sources (rechargeable batteries) | * Included sustainability requirements (e.g., labeling, reporting, recycling, etc.) and specifications in MA Participating Agreements for existing NASPO Facilities MRO contracts with Grainger, Fastenal and MSC * Developed recommendations for ValuePoint Facilities MRO Sourcing Team re: strategies for addition of green products (including specifications) to the Facilities MRO market basket list in the following categories:   \* Jan/San (cleaning chemicals, disinfectants, hand cleaners, plastic bags, janitorial paper, microfiber, etc.) \* Lamps/Ballasts \* Paint (interior, safety and traffic paint) \* Plumbing (water refill stations, waterless urinals) \* Power Sources (rechargeable batteries) |
| **4. Final Report** | * Assist with consolidation and summary of EPP market assessment data for inclusion in a final report. Review and provide edits to Final Report written by MA EPP Director for submittal to NASPO for posting on Green Purchasing Committee website. | $500 ($0) | To be completed. |  |
| **5. Webinar** | * Develop/conduct 45-minute webinar for NASPO on project. | $500 ($0) | To be completed. |  |
| **TOTAL (Not to Exceed)** |  | **$15,000 ($13,000)** |  |  |

# Deliverables

The following describes work completed thus far to assist in facilitating green options in the Facilities MRO contract:

* **MRO EPP Category Spreadsheet**: RPN helped MA OSD create a spreadsheet with all possible product categories that are typically included in a Facilities MRO contract (see Attachment A). For each category, we explored any third-party certifications and standards (e.g., federal government recycled-content guidelines), identifying those that have the most stringent criteria. In addition, we included MA existing specifications for those categories that were in the existing MA FAC76 (Facilities MRO) contract or in any other contracts with cross-over products including, notably the MA FAC85 contract for green cleaning supplies. (See Attachment A)
* **FY15 High-Spend Category Review**: RPN helped MA OSD sort FY15 data from the MA FAC76: Maintenance, Repair and Operations statewide contract, and identified the high-spend categories for which EPPs are available (See Attachment B).
* **Green Lighting Product and Practices Webinar**: RPN provided a webinar to the MA OSD Sourcing Team members titled “Green Lighting Products and Practices,” which reviewed the environmental attributes of various lighting products (including lamps, ballasts and fixtures) and recommended specifications for this product category (See Attachment C).
* **Adhesives, Sealants, Caulk, and Paint EPP Product Reviews**: RPN identified and compared third-party certifications for products in these categories. It also reviewed the Grainger, Fastenal and MSC catalogs to identify low-toxicity adhesives, sealants and paint products that could be included in the RFP Market Basket. (See Attachment D).
* **Participating Agreement**: Because of the change in direction resulting from MA OSD deciding to use the existing ValuePoint Facilities MRO contracts with Grainger, Fastenal and MSC, the most immediate need was to develop language to be included in a Participating Agreement (PA) for the ValuePoint Contract. RPN helped MA OSD craft a list of recommendations to include in the PA and presented it to the MA OSD Sourcing Lead. This list was then reviewed by management, and ultimately pared down to a consolidated list (Attachment E).
* **Recommendations for ValuePoint Facility MRO Re-Bid Team**: Massachusetts participated in the ValuePoint Facilities MRO re-bid team. For the kick-off meeting, we developed a two page handout titled “ValuePoint MRO Master Agreement Sustainability Ideas” (Attachment F). The handout acknowledged the challenge to develop broad range green specifications for an MRO type contract, because of the depth and breadth of categories sold under this type of contract. And because states are at different levels in their green procurement programs, we decided to identify a ***framework*** of recommendation for the ValuePoint MRO Sourcing Team to consider. These recommendations provide a foundation for better labeling and reporting, which many states with green procurement programs struggle with, while giving states flexibility to integrate greater specifications into their individual participating agreements. The recommendations are broken into the following areas:
  + Master Agreement Level Recommendations: this includes labeling and reporting requirements, offering a robust supply of green products, including green products in the market basket, surveying vendors for additional/value-added sustainability programs, allowing states to negotiate additional environmental/sustainability requirements.
  + Remove Non-Green Products From Market Basket
  + Adopting Green/Sustainability Specifications
  + Sample Sustainable Product Additions to the Participating Agreement
* **Draft Green Facilities MRO Market Basket, including products from the existing ValuePoint MRO contracts**: RPN helped MA OSD add environmentally preferable products to the Market Basket (Core) list. Each EPP was matched to a conventional product in the Market Basket. The EPPs that were added included certified low-toxicity multi-purpose cleaners, degreasers, glass and toilet bowl cleaners, air fresheners, metal polish and hand soap; recycled content trash bags and janitorial paper products, microfiber mops and cloths, asthma-safe disinfectants and sanitizers, LED lamps, rechargeable batteries, water bottle refill stations, waterless urinals, and more. (See Attachment G)

# ATTACHMENT A: MRO EPP Category Spreadsheet

See “MRO EPP Products and Specifications.xls”



This spreadsheet is comprised of a list of EPP categories typically found in a Facilities MRO Contract, along with sample specification language, as available. The categories include the following:

* Adhesives, caulk, sealants and tape
* Antimicrobial Hand Sanitizers
* Batteries and chargers
* Carpet and flooring
* Carpet Extracting Equipment
* Cleaning products (general purpose)
* Cleaning products (specialty)
* Compostable Bags
* Degreasing agents
* Deodorizers
* Disinfectants and Sanitizers
* Entryway and other Matting Systems
* Flashlights, headlamps and lanterns
* Fertilizers (e.g., mulch, compost, gardening products, liquid, etc.)
* Floor maintenance chemicals
* Furniture
* Furniture and metal polish
* Graffiti and paint removers
* Hand dryers
* Hand soaps
* Hands Free Restroom Cleaning Equipment
* HVAC equipment (e.g., air conditioners, fans, water heaters, etc.)
* Insulation
* Janitorial paper products
* Janitorial supplies (mops, cloths, sponges, spray bottles, etc.)
* Laundry and dish detergents
* Lighting equipment
* Lubricants
* Lumber, wood and plastic
* Motors
* On-site Cleaning Generation Units
* Other energy efficient products
* Paints, primers, varnishes, sealants, etc.
* Pesticides/Pest management products
* Plumbing and irrigation equipment
* Power generators (e.g., solar vs. diesel)
* Power tools
* Powered cleaning equipment (e.g., vacuums, scrubbers, etc.)
* Recycling products (e.g., bins, toters)
* Roofing Materials, Sustainable
* Safety equipment (e.g., gloves, ear plugs)
* Signage
* Snow melt products
* Solvents (e.g., parts washing chemicals for vehicles and equipment)
* Sorbents
* Storage containers (e.g., lockers, racks)
* Traffic and athletic marking products (e.g., paints, thermoplastics)
* Trash bags/liners
* Vehicle maintenance chemicals (e.g., vehicle washing chemicals, car wax, etc.)
* Wallboard/Gypsum
* Water refill stations/water fountains

# ATTACHMENT B: MA FY15 MRO Contract Spend by Contract Category (for reporting vendors)

|  |  |
| --- | --- |
| **Row Labels** | **Spend** |
| 1 Walk In Building Supplies | $9,282,329.04 |
| 2 Electrical and Lighting Products and Supplies | $7,245,924.29 |
| 3 Industrial and Commercial Products and Supplies | $10,241,650.48 |
| 4 Plumbing and Heating Products and Supplies | $9,091,384.07 |
| 5 HVAC and Refrigeration Products and Supplies | $1,047,756.91 |
| 6 LED Roadway and Outdoor Area Lighting | $1,065,418.52 |
| 7 Specialty Products | $18,570.12 |
| OTHER: Labor | $ 460.00 |
| OTHER: LED Rebate | $ 355,177.00 |
| OTHER: Sales Adjustments | $ (2,211.38) |
| OTHER: Service and Fees | $ 991.33 |
| **Grand Total** | **$38,347,450.38** |

A full searchable spreadsheet is available upon request, however it was too large to include in this report.

# ATTACHMENT C: Green Lighting Product and Practices Webinar

Double Click to display

# ATTACHMENT D: Adhesives, Caulking and Paint Materials EPP Product Review

(This is located in Attachment A – worksheet titled “Adhesives and Caulk” and another worksheet titled “Paint)

# ATTACHMENT E: DRAFT Commonwealth/ValuePoint Facilities Maintenance Participating Agreement Language

The following language was recommended for the ValuePoint Facilities Maintenance Participating Agreement

**NASPO/VALUEPOINT MRO Participating Agreement**

**EPP Recommendations:**

The Commonwealth of Massachusetts has a long history of being a leader in environmentally preferable purchasing (EPP). In 2007, [*Executive Order 484: Clean Energy and Efficient Buildings*](http://www.mass.gov/anf/docs/dcam/dlforms/energy/energy-eo484-final.pdf), established minimum requirements for purchasing energy-efficient products. In 2009, [*Executive Order 515: Establishing and Environmental Purchasing Policy*](http://www.mass.gov/courts/docs/lawlib/eo500-599/eo515.pdf), launched the Commonwealth’s Environmentally Preferable Purchasing (EPP) Program, which is directed to, among other things to:

* establish minimum environmental standards for products and services procured by agencies whenever feasible and practical; and
* include EPPs in statewide contracts and limit contract awards to EPPs exclusively, consistent with 801CMR21.00 and EPP procurement goals and standards.

In addition, the *Commonwealth Clean Energy and Climate Plan 2020* identifies building and energy performance in addition to appliance and product standards as part of the Commonwealth’s climate action plan.

To further reductions in energy, water, and toxics use, and increase the purchase of recycled-content products, the following specifications are included as directed by EOs 484 and 515. Vendors participating in the Commonwealth of Massachusetts’ ValuePoint Participating Agreement shall comply with all applicable environmental laws and regulations as well as the technical and environmental specifications provided herein.

1. **Labeling**

Environmental benefit claims concerning products or services must be consistent with the Federal Trade Commission’s *Guidelines for the Use of Environmental Marketing Claims*. In addition, products claiming environmental benefits shall include the industry standard it meets (or required certification it has received – see below list of required technical and environmental specifications) in the catalog product description. A copy of the certification claimed by the vendor must be supplied upon request if it is not publically available for verification. Products offered on this contract that contain recycled content shall list in the online catalog the amount of recycled content, reflecting both total recycled content (TRC) and post-consumer recycled content (PCRC).

1. **Usage Reports**

Vendors must submit quarterly usage reports to OSD for all purchases made on this contract in the format outlined in the quarterly reports template, in addition to an annual EPP report. Annually, the EPP Program is required to report on the progress made in the prior fiscal year toward meeting the goals set forth in EO 515 as well as provide available data on actual EPP purchases and their associated environmental, health, and fiscal benefits, wherever possible. The report templates should not to be changed or modified in any way without the prior consent of OSD. A quarterly usage report is due even when there is no activity. Any report that does not follow the required format or that excludes information will be deemed incomplete. Failure to submit reports and fees in a timely manner may constitute grounds for suspension of this agreement.

1. **Environmentally Preferable Products**

EO 515 establishes a Toxics Reduction Task Force, which assists in identifying and eliminating purchases of products that contain toxic chemicals. OSD may establish a preference for Environmentally Preferable Products (EPPs), adopt additional specifications for certain categories of products, and/or negotiate during the Contract term to permit the substitution or addition of EPPs to the Contract when such products are readily available at a competitive cost and satisfy the department’s performance needs.

1. **Mercury Containing Products**  
   Vendors must confirm compliance with the Massachusetts Mercury Management Act of 2006 and the subsequent regulations promulgated as a result of the law ([www.mass.gov/dep/toxics/laws/regulati.htm#hg](http://www.mass.gov/dep/toxics/laws/regulati.htm#hg)). Vendors must ensure that their processes for the selling, handling and disposing of products containing mercury meets the specifications detailed in these regulations and as outlined below. See Summary: *Massachusetts Mercury Management Act* <http://www.mass.gov/eea/docs/dep/toxics/laws/hglawfax.pdf>. This also includes phasing out the sale of specific products containing mercury; vendors must not sell the following products that contain mercury: Thermostats, Barometers, Esophageal dilators, Bougie tubes, Gastrointenstinal tubes, Flow meters, Hydrometers, Hygrometers and Psychrometers, Manometers, Pyrometers, Sphygmomanometers, Basal thermometers, Switches and Relays. The sales ban does not apply if the use of a product is a federal requirement or if a specific exemption is obtained from MassDEP.
2. **Volatile Organic Compounds (VOCs):** Executive Order 515 directs Agencies “to procure products that contain no or low amounts of Volatile Organic Compounds (VOCs), wherever feasible, including but not limited to, office equipment, furniture, flooring, paint, and construction materials.” Vendor shall provide low- or no-VOC product options in the above categories. To the greatest extent possible, vendors shall offer and label products that are low emitting and that contain zero or low VOCs.
3. **Energy-Efficient Products:** EO 515 directs state agencies to: “procure only ENERGY STAR rated office equipment, appliances, HVAC equipment and other ENERGY STAR rated products unless such products can be demonstrated to be cost-prohibitive over their life”; and “support the procurement of other energy-efficient products whenever possible, including but not limited to high efficiency motors, tankless water heaters, programmable thermostats, heating, ventilation, and air conditioning units/systems, and food service equipment.” Products in the following categories shall be offered and labeled with ENERGY STAR-certification (e.g., Appliances , Heating, Ventilation and Air Conditioning (HVAC) Equipment, Water Heaters)
4. **Water-efficient products:** Products in the following categories shall be provided that carries the label of the U.S. Environmental Protection Agency’s (EPA) WaterSense Partnership Program, [www.epa.gov/watersense](http://www.epa.gov/watersense) (Toilets, Urinals, Faucets, Showerheads, Landscape irrigation controllers)
5. **Recycled Content:** Products in the following categories shall be provided and labeled that comply with minimum recycled-content specifications as outlined in the Federal Comprehensive Procurement Guidelines in the following categories ([Construction Products](http://www3.epa.gov/epawaste/conserve/tools/cpg/products/construction.htm), [Landscaping Products](http://www3.epa.gov/epawaste/conserve/tools/cpg/products/landscaping.htm), [Park and Recreation Products](http://www3.epa.gov/epawaste/conserve/tools/cpg/products/park.htm), [Transportation Products](http://www3.epa.gov/epawaste/conserve/tools/cpg/products/transportation.htm), [Vehicular Products](http://www3.epa.gov/epawaste/conserve/tools/cpg/products/vehicular.htm) )
6. **Packaging:**Packages, packaging components, and packaged retail-ready products offered to the Commonwealth of Massachusetts shall use packaging materials with recycled content to the greatest extent possible.
7. **Lighting equipment:** 
   1. No standard sized incandescent light bulbs (size A19) nor Compact Fluorescent Lamps may be offered on this contract.
   2. The vendor is highly encouraged to offer a wide array of LED and high-efficiency luminaires and light bulbs.
   3. All flashlights must contain only LEDs as their lighting source.
8. **Pesticides:** Vendor may not offer pesticides that are harmful to pollinators including the following Neonicotinoids: Imidacloprid, Clothianidin, Thiamethoxam, Acetamiprid, Dinotefuran.
9. **Crossover with Other Statewide Contract Specifications:**Commonwealth Department use of this master price agreement is prohibited when there is a mandatory statewide contract for similar products. If the vendor would like to sell products listed in the following contract, they will be required to comply with the existing specifications.
   1. FAC85: Environmentally Preferable Cleaning Products, Programs Equipment and Supplies. Existing specifications can be found at: <http://www.mass.gov/anf/docs/osd/epp/attachment-a-fac85-mandatory-specifications-and-desirable-criteria.doc>
      1. Exception: Category 3: Sanitizers and Disinfectants. Vendors are highly encouraged to offer hydrogen peroxide disinfectants, but other disinfectants and sanitizers may be offered.

1. **Vendor Shall Make the Following Environmentally Preferable Products Available on the Contract:** 
   1. *Adhesives* that comply and are labeled with at least one of the following third-party certifications: Cradle to Cradle, Green Seal, SCS FloorScore, UL GREENGUARD Gold, UL EcoLogo, Carpet and Rug Institute (CRI) Green Label Plus
   2. *Batteries* with rechargeable nickel metal hydride that are low-self discharge and are delivered pre-charged in the following battery sizes: AA, AAA and D.
   3. *Lubricants:* Re-refined motor oil and lubricants that are listed in the USDA’s BioPreferred catalog shall be provided and labeled.
   4. *Motors* that are certified with the [National Electronic Manufacturers Association’s (NEMA) Premium Energy Efficient Motors Program](https://www.nema.org/Policy/Energy/Efficiency/Pages/NEMA-Premium-Motors.aspx).
   5. *Paint* products that are certified by Green Seal and the Master Painter Institute (MPI) under its Green Performance Standards.
   6. *Plastic Lumber* that conforms to standard wood dimensional lumber sizing, contains UV inhibitors and consistent in color through the entire profile, contain a minimum of 90% total recovered materials, at least 25% of which must be post-consumer plastic. All plastic lumber must be guaranteed against undue warping, sagging, cracking, splitting, rotting, and insect infestation for a minimum of ten (10) years.
   7. *Solvents* *and Degreasers* certified by Green Seal.
   8. *Wood Lumber* that is FSC Certified and MA Preferred. This complies with [EO 222: State Purchases of Massachusetts Agricultural Products](http://www.mass.gov/courts/docs/lawlib/eo200-299/eo222.txt) effort to improve forest management and protect natural resources.
2. **Additional Market Basket Pricing**

During the life of the contract, the Commonwealth reserves the right to negotiate the addition of new EPPs into the market basket for the most preferential pricing.

# ATTACHMENT F: Considerations for Greening the ValuePoint Facilities and Maintenance Re-Bid Contract

**3/1/2016**

The Massachusetts Operational Services Division has been working with the Responsible Purchasing Network (RPN) to evaluate green product integration into the Maintenance, Repair and Operations contract. Because this contract is one of our largest, not only by spend, but in the number of different types of products, it is a challenge to develop broad range green specifications. And because states are at different levels in their green procurement programs, we have identified a framework of recommendation for the ValuePoint MRO Sourcing Team to consider. These recommendations provide a foundation for better labeling and reporting, which many states with green procurement programs struggle with, while giving states flexibility to integrate greater specifications into their individual participating agreements. This framework is broken into four sections and is described below.

1. **Master Agreement Level Considerations**: The RFR could include language that all participating states would agree to and would help to set a framework for accurate labeling and reporting, make available green products on the contract in addition to driving down pricing for green products, identify other sustainable benefits vendors offer, and lay the groundwork for states to negotiate additional environmental requirements:   
   1. ***Accurate and Meaningful Labeling of All Green Products Offered on the Contract:*** Vendors would be required to properly label green products (that meet standards agreed upon by the ValuePoint sourcing team) on their websites. For example, all ENERGY STAR products would need to be labeled with the ENERGY STAR logo and the words “ENERGY STAR” so that contract users can easily identify them and track purchases for reporting purposes.   
        
      In addition, the RFR could include language that gives States (and other contract users?) the right to work with approved vendors to remove “green” labels and claims that are considered greenwashing or are determined to be weaker than the standards established by the sourcing team or the participating state. This could include, for example, vague claims such as “recyclable” or “biodegradable”.
   2. ***Green Spend Reporting:*** Vendors could be required to (or be given a lot of points in the bid evaluation process if they have the ability to) report back to states on their green product purchases (including products that have received green certifications or that meet other green standards approved by the committee or the participating state).
   3. ***Offering a Robust Supply of Green/Sustainable Products:*** Develop a list of categories of products for which green/sustainable options would at least be available for purchase on the contract. This could include rechargeable batteries, low-toxicity paint, low-emitting construction adhesives, biobased lubricants, ENERGY STAR-certified LED light bulbs, etc. This may also include products made by disadvantaged businesses.
   4. ***Including Green Products in Market Basket:*** An important strategy states can use to secure the deepest discounts for green products is to make sure green product options are listed in the market basket on the pricing sheet.  The RFR could also include language that would allow states to put additional green/sustainable products into the market basket to receive best pricing when they sign their participating agreement or at other times during the term of the contract.
   5. ***Surveying vendors***to assess additional sustainability products, services and benefits that they offer such as environmentally preferable packaging and transportation methods, recycling services, etc.
   6. ***Allowing states to negotiate additional environmental/ sustainability requirements*** within their participating agreements.
2. **Remove Non-Green Products From Market Basket**: There may be some products that states want on the contract, but perhaps don’t need to be in the market basket to receive the deepest discounts.  Examples: Non-ENERGY STAR-certified products, toxic cleaning products, single-use batteries, spray paints, etc.
3. **Adopting Green/Sustainability Specifications:**  As the sourcing team discusses sustainability issues associated with this contract – as well as specific green/sustainable products – there may be a few that, if we included in the RFR, would move the marketplace.  Here are a select few that many states could get behind either because there are documented alternatives that provide better savings to users (e.g., LEDs), or because products have serious documented health and environmental impacts and there are alternatives.
   1. *Lighting* – no incandescent light bulbs (which are much less energy-efficient than LEDs) or compact fluorescent lamps (CFLs), which are less efficient than LEDs, contain mercury and last only about 1/3 as long as LEDs.
   2. *No pesticides with neonicotinoids*(which have been blamed for killing honeybees)
   3. *Limiting Mercury-Containing Products* (such as thermostats)
4. **Sample Sustainable Product Additions to the Participating Agreement:** The Sourcing Team could develop a model participating agreement letter for States that would include additional green/sustainable specifications and requirements beyond those that all states agree to. This could include a list of specifications for in categories that we have been working on in MA.  For example, it could include specifications for green/sustainable cleaning products, ENERGY STAR equipment, and certified low-toxicity and low-emitting paints, coatings and adhesives.

**Next Steps:**Develop a process for the Facilities MRO to consider green/sustainable procurement (for example, set up a sub-committee to evaluate and recommend language for the sourcing team to consider).

1. Consider hiring a consultant to assist in the RFR language development, identification of green products for the market basket, bid evaluation assistance of sustainable/environmental programs and products, in addition to a sample sustainable products participating agreement.

**Products Categories in MRO Contracts for Consideration for Environmentally Preferable Alternatives**

* Adhesives, caulk, sealants and tape
* Antimicrobial Hand Sanitizers
* Batteries and chargers
* Carpet and flooring
* Carpet Extracting Equipment
* Cleaning products (general purpose)
* Cleaning products (specialty)
* Compostable Bags
* Degreasing agents
* Deodorizers
* Disinfectants and Sanitizers
* Entryway and other Matting Systems
* Flashlights, headlamps and lanterns
* Fertilizers (e.g., mulch, compost, gardening products, liquid, etc.)
* Floor maintenance chemicals
* Furniture
* Furniture and metal polish
* Graffiti and paint removers
* Hand dryers
* Hand soaps
* Hands Free Restroom Cleaning Equipment
* HVAC equipment (e.g., air conditioners, fans, water heaters, etc.)
* Insulation
* Janitorial paper products
* Janitorial supplies (mops, cloths, sponges, spray bottles, etc.)
* Laundry and dish detergents
* Lighting equipment
* Lubricants
* Lumber, wood and plastic
* Motors
* On-site Cleaning Generation Units
* Other energy efficient products
* Paints, primers, varnishes, sealants, etc.
* Pesticides/Pest management products
* Plumbing and irrigation equipment
* Power generators (e.g., solar vs. diesel)
* Power tools
* Powered cleaning equipment (e.g., vacuums, scrubbers, etc.)
* Recycling products (e.g., bins, toters)
* Roofing Materials, Sustainable
* Safety equipment (e.g., gloves, ear plugs)
* Signage
* Snow melt products
* Solvents (e.g., parts washing chemicals for vehicles and equipment)
* Sorbents
* Storage containers (e.g., lockers, racks)
* Traffic and athletic marking products (e.g., paints, thermoplastics)
* Trash bags/liners
* Vehicle maintenance chemicals (e.g., vehicle washing chemicals, car wax, etc.)
* Wallboard/Gypsum
* Water refill stations/water fountains
* Waterless Urinals

# ATTACHMENT G: Draft EPP Market Basket

See excel document attachment titled “Green Facilities MRO Market Basket”

