

# 2014

## Maryland Green Purchasing Committee Annual Report



DGS Staff:

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Maryland Green Purchasing Committee

October 1, 2014

Martin O'Malley  
Governor

Anthony G. Brown  
Lt. Governor



Alvin C. Collins  
Secretary

MARYLAND DEPARTMENT OF GENERAL SERVICES  
OFFICE OF THE SECRETARY

October 1, 2014

The Honorable Martin O'Malley  
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 2014 annual report.

This year House Bill 629 (Chapter 604) was passed unanimously by the General Assembly and signed into law by Governor O'Malley on May 15, 2014. This Act updates the membership and requirements of the Maryland Green Purchasing Committee, allowing the committee to more effectively advance environmentally preferable purchasing in Maryland.

In 2014, the Committee continued to promote environmentally preferable purchasing through its quarterly newsletter, which highlights activities, events and environmentally preferable product and service information.

This year the Committee also hosted its first "Green Purchasing Summer Conference" to provide educational opportunities and resources on green purchasing to procurement officials and to highlight green products available on statewide contracts. The event – held July 17, 2014 – attracted nearly 200 procurement officials from state agencies, local governments and school districts across the State.

The Committee will continue to issue guidance to State units on the procurement of goods and services that will advance environmentally preferable, socially responsible and economically sound practices.

Sincerely,

A handwritten signature in black ink, appearing to read 'Alvin C. Collins'.

Alvin C. Collins  
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.

This year House Bill 629 - Environmentally Preferable Procurement, signed into law as Chapter 604 on May 15, 2014 and taking effect on October 1, 2014, updates the membership and requirements of the Maryland Green Purchasing Committee while allowing the committee to more effectively advance environmentally preferable purchasing.

In July the Committee hosted its first “Green Purchasing Summer Conference” to educate public procurement officials, provide resources on green purchasing and highlight green products available on statewide contracts.

In 2014, the Committee also continued to publish its quarterly newsletter, host educational presentations at its meetings and add to its published specifications.

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.

*“Clearly, savings in electricity, fuels, greenhouse gas emissions, natural resources, water, and so forth are sustainable. Savings, whether achieved through reduction, conservation, preservation, recycling, or other means are cost reductions. Cost reductions are the province of purchasing and thus the inviolable contention that purchasing pros can and must lead the green revolution.”*

*- Preface from [“Green Purchasing and Sustainability”](#) by Robert Menard*

## Statutory Department Members/Designees

### GENERAL SERVICES

Alvin Collins, Secretary | 301 W. Preston Street, Baltimore, MD 21201 |  
410-260-2900 | [Alvin.Collins@dgs.state.md.us](mailto:Alvin.Collins@dgs.state.md.us)



### BUDGET AND MANAGEMENT

Larry Williams, Fleet & Travel Administrator |  
45 Calvert Street, Annapolis, MD 21401 |  
410-260-7195 | [larry.williams@maryland.gov](mailto:larry.williams@maryland.gov)



### NATURAL RESOURCES

John Wald | 580 Taylor Avenue, Annapolis, MD 21401 |  
410-260-8073 | [john.wald@maryland.gov](mailto: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](mailto:william.kamberger@maryland.gov)



### HEALTH AND MENTAL HYGIENE

Janet Regester, Associate Director | 201 W. Preston Street, Baltimore, MD 21201 |  
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### BUSINESS AND ECONOMIC DEVELOPMENT

Brenda Shelton-Lee, Coordinator, Procurement & Contracting |  
401 E. Pratt Street, Baltimore, MD 21202 |  
410-767-2345 | [bslee@choosemaryland.org](mailto:bslee@choosemaryland.org)



### TRANSPORTATION

Michael Haifley, Deputy Director | 7201 Corporate Drive, Hanover, MD 21706 |  
410-865-1132 | [mhaifley@mdot.state.md.us](mailto: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](mailto:rrose@dpscs.state.md.us)



### UNIVERSITY OF MARYLAND SYSTEM

James Salt, Assistant Vice Chancellor | 3300 Metzert Road, Adelphi, MD 20783 |  
301-445-1987 | [jsalt@usmd.edu](mailto:jsalt@usmd.edu)



## 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.

The following subcommittees were dissolved by the Green Purchasing Committee in 2014 to be replaced with working groups as necessary:

**STRATEGY/COMMUNICATIONS SUBCOMMITTEE**

**ENERGY SUBCOMMITTEE**

**REPORTING SUBCOMMITTEE**

**SPECIFICATIONS SUBCOMMITTEE**





## Report

In 2014, the Maryland Green Purchasing Committee made progress in moving Maryland forward with environmentally preferable purchasing through new legislation, events, education, outreach, and the creation of environmentally preferable product and service specifications.

### House Bill 629

House Bill 629 was passed unanimously by the Maryland General Assembly and signed into law by Governor O'Malley on May 15, 2014. The bill amended State Finance and Procurement Articles §14–405 and §14–410 of the Annotated Code of Maryland. Among the changes enacted are new reporting requirements for Environmentally Preferable Purchasing. Agencies will now report annually to the Department of General Services on the procurement of environmentally preferable products and services, effective October 1, 2014.

In accordance with State Finance and Procurement Article, §14–405 section D, amended:

“On or before September 1 of each year, each State unit shall report to the Department of General Services on the unit’s procurement of environmentally preferable products and services as a percentage of the unit’s gross purchases during the preceding fiscal year, including the types and quantities of products and services procured.”



House Bill 629 also added the following members to the Committee:

**INFORMATION TECHNOLOGY**, The Secretary of Information Technology or the Secretary’s designee.

**EDUCATION**, The Secretary of Education or the Secretary’s designee.

**TREASURY**, The State Treasurer or the Treasurer’s designee.

Additionally, this Act grants the Committee authority to recognize a variety of attributes as environmentally preferable in order to publish and maintain environmentally preferable purchasing specifications.

## Quarterly Newsletter

The Committee continued to publish its quarterly newsletter in 2014, with information on upcoming events, news and a product or service focus feature providing in depth information.

The product or service focus in the newsletter is chosen to align with the preferred specifications developed by the Committee. The detailed information found in the newsletters can then be used as a reference for procurement officials using committee approved specifications.

In 2014, the Committee's newsletters featured a focus on the following products and services:

- Janitorial Supplies
- Toner and Ink Cartridges
- Janitorial Services

## Environmentally Preferable Specifications

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

In December 2013, the Committee approved Environmentally Preferable Specifications for:

- Appliances and Heating & Cooling Equipment
- Lighting Products
- Disposable Food Service Supplies
- Electronic Product Disposal
- Electronic and IT Products

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

- Janitorial Supplies
- Paper and Office Supplies
- Shell Eggs
- Paint
- Organics Recycling

The Committee is developing additional environmentally preferable specifications for Tires, Vehicles, Office Furniture, Deicers, and Janitorial Services. New specifications will be published as they are developed and approved by the Committee.





## 2014 Green Purchasing Committee Summer Conference

# Maryland Green Purchasing Committee Summer Conference

Thursday July 17, 2014

The Committee hosted its first “Green Purchasing Summer Conference” to educate public procurement officials, provide resources on green purchasing and highlight green products available on statewide contracts.

DGS Secretary Alvin Collins, Chair of the Maryland Green Purchasing Committee, welcomed the Honorable Nancy Kopp, Treasurer of Maryland as well as Alicia Culver, Director of the Responsible Purchasing Network, as the keynote speakers for the conference.

Treasurer Kopp spoke about the importance of environmentally preferable purchasing to the state’s long term environmental and economic sustainability.



From Left: DGS staff James Ley, DGS Secretary Alvin Collins, Responsible Purchasing Network Director Alicia Culver, Treasurer of Maryland Nancy Kopp, DGS Sustainability Officer Anne Jackson

In addition to keynote speakers Alicia Culver and Treasurer Kopp, the conference included six education sessions:

- Make Your Office Electronics Environmentally Sustainable: The State Electronics Challenge
- Environmentally Preferable Janitorial Supplies and Services
- Opportunities for Organics Recycling
- Developing an Environmentally Preferable Purchasing Program in Maryland
- Lighting Products and Energy Savings

- Alternative Fuel Fleet Strategies

An exhibitor show included 22 exhibitor companies with state contracts.

The event attracted nearly 200 procurement officials from across the State, representing:

Allegheny County Board of Education  
 Anne Arundel County Dept. of Social Services  
 Anne Arundel County Public Schools  
 Baltimore City Public Schools  
 Baltimore County Environmental Protection  
 Baltimore County Government  
 Baltimore County Public Schools  
 Cecil County Public Schools  
 City of Bowie  
 City of Rockville  
 City of Takoma Park  
 Clifton T. Perkins Hospital Center

Eastern Correctional Institution  
 Frederick County Office of Sustainability  
 Frederick County Public Schools  
 Harford County Public Schools  
 Maryland Dept. of Agriculture  
 Maryland Dept. of Budget and Management  
 Maryland Dept. of Environment  
 Maryland Dept. of General Services  
 Maryland Dept. of Health and Mental Hygiene  
 Maryland Dept. of Information Technology  
 Maryland Dept. of Transportation

Maryland Dept. of Natural Resources  
 Maryland Environmental Service  
 Maryland Green Building Council  
 Maryland Food Center Authority  
 Maryland Military Department  
 Maryland Motor Vehicle Administration  
 Maryland Port Administration  
 Maryland School for the Deaf  
 Maryland Stadium Authority  
 Maryland State Highway Administration  
 Maryland Transportation Authority  
 Maryland-National Capital Park and Planning Commission  
 Montgomery County Government  
 Prince George's County Office of Child Support  
 Prince George's County Government  
 Prince Georges County Public Schools  
 Queen Anne's County Public Schools  
 Spring Grove Hospital Center  
 University of Baltimore  
 University of Maryland, University College  
 University of Maryland, Baltimore  
 Washington County Purchasing  
 Wicomico County Board of Education



## 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.

The screenshot shows the Maryland Department of General Services website. The header includes the Maryland logo, the text "DEPARTMENT OF GENERAL SERVICES", and a search bar. Below the header is a navigation menu with items: HOME, PROCUREMENT, BUSINESS OPPORTUNITIES, REAL ESTATE, ENERGY, and FUEL MANAGEMENT. The main content area is divided into three columns:

- General Info:**
  - > About DGS
  - > Meet the Secretary
  - > Publications
  - > Employment
- For State Agencies:**
  - > **Green Purchasing** (circled in red)
  - > Green Buying
  - > Green Operations
  - > Inventory Forms
  - > Records Management
  - > State Facilities
  - > Design and Construction
- Maryland Green Purchasing:**
  - BuyGreen logo
  - 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.
  - The Committee initially focused on the creation of guidelines for state purchasers that would advance the conservation of natural resources and energy in state agency operations. Specifications for the procurement of certain environmentally friendly goods and services have since been created in order to outline such requirements. Additionally, the Committee has delivered training and organized educational events to further promote Maryland's leadership in environmentally preferable
- Content:**
  - Best Practices Manual
  - Guidelines
  - Specifications
  - Relevant Legislation
  - Reporting Requirements
  - Events and Resources

## Meetings

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

### **October 2013 Meeting – Presentation by Maryland Correctional Enterprises**

Maryland Correctional Enterprises (MCE), the prison industry arm of the Department of Public Safety & Correctional Services (DPSCS), presented at the Committee’s October meeting.

MCE reviewed its financially self-supporting "Learning for Life" program to train and employ offenders in manufacturing business units located in major State prisons and the environmentally preferable products and services they provide to state and local government and non-profit organizations.

MCE noted that its education requirements and the development of technical and social skills improve the employability of offenders upon release, leading to recidivism rates that are half that of the general prison population.

#### SCS Global Services Indoor Air Quality Certified Furniture

- Desks, workstations, storage and tables, as well as task and side seating and stools.

#### Furniture Restoration

- Seating - re-upholstery, foam and cushion replacement, webbing, joint gluing and replacing parts.
- Wood Furniture - stripping old finishes, re-staining, refinishing, and the replacement of desk tops and missing hardware.
- Student Desks - resurfacing tops, painting and welding metal components and replacement glides.

#### Agricultural Services

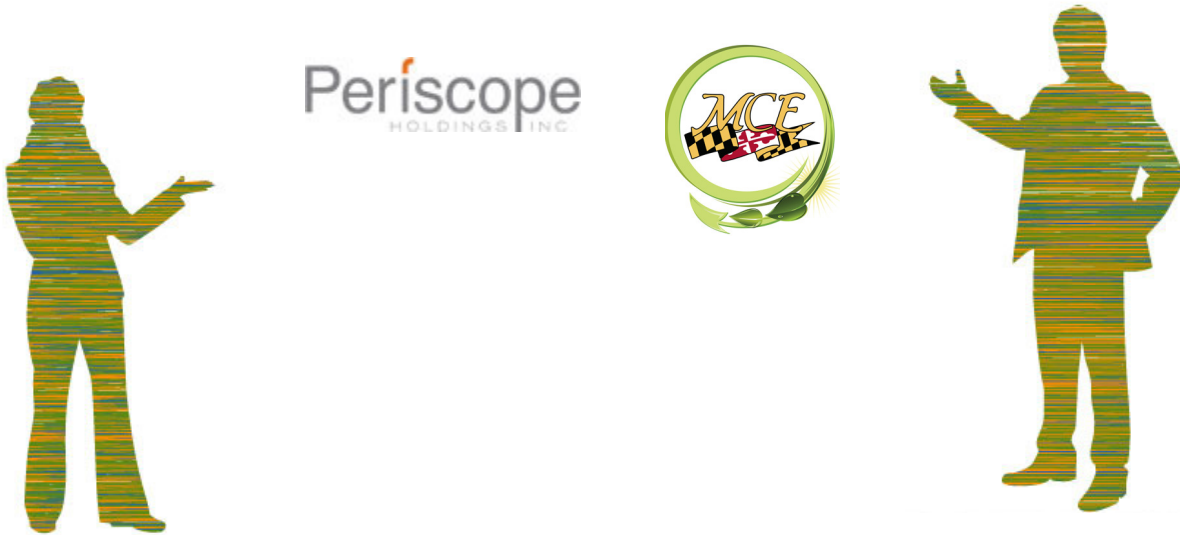
- Growing and planting bay grasses to prevent erosion and sustain the health of the Chesapeake Bay.
- Building oyster cages to house mature oysters that provide filtration to maintain the cleanliness of the Bay.
- Reforesting of disturbed land through tree planting at national parks and along highways.

#### Surplus (Removal/Disposal) Services

- Pick-up and sorting of used furniture items for recycling.

#### Remanufactured toner and toner recycling

- Recycling of toner cartridges and sale of recycled toner cartridges.



#### **June 2014 Meeting – Presentation by Periscope Holdings**

Matt Walker of Periscope Holdings presented on National Institute of Governmental Purchasing (NIGP) codes during the June meeting. Periscope works with public entities and private companies as the sole custodian of the NIGP Commodity/Services Code. The State of Maryland uses this code structure for standardization in the procurement process. Matt's presentation touched on code history, use, structure, incorporation of user feedback, and "greening of the code," especially as it relates to the Committee's reporting requirements for state agencies.



## Environmentally Preferable Purchasing Best Practices

The Committee will continue to solicit input from procurement professionals and users throughout the State regarding best practices in public procurement. Best practices are developed by examining successful initiatives within Maryland and in other states and jurisdictions.

An update to the Committee's Environmentally Preferable Purchasing Best Practices Manual is being published in 2014 in order to provide a useful guide to environmentally preferable purchasing in Maryland.

## Reporting Requirements

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

1. Janitorial Supplies
2. Disposable Food Service Products
3. Paper and Office Supplies
4. Paint
5. Electronic and IT Products

Reports for 4 out of the 5 categories will be based on National Institute of Governmental Purchasing (NIGP) codes used to identify products and services certified to meet environmentally preferable specifications. The 5<sup>th</sup> category – Electronic and IT Products – will be based on EPEAT certification.

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

### [US General Services Administration](#)

[Sustainable Facilities 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](#)

Annual EPP Spend Report						
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 BFO)	NIGP Classification / Product Description	Spend per Vendor	Spend per Vendor	Spend per Vendor	Spend per Vendor
<b>Disposable Food Service Products</b>						
			Acme	FPC	Other	Other
			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
640-00		Bags, Food Storage	\$1.00	\$0.00	\$0.00	\$0.00
640-16		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
640-90		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
		<b>Sub-Total (Does Not Include Non-Eligible Purchases)</b>	\$2.00	\$0.00	\$0.00	\$0.00
		<b>Sub-Total EPP</b>	\$3.00	\$0.00	\$0.00	\$0.00
		<b>Percentage EPP</b>	37.50%			
<b>Paper and Office Supplies</b>						
			AJ Stationers Rudolph's	Staples	Other	
			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
603-73		Office Machines, Equipment, Accessories, and Supplies	\$1.00	\$0.00	\$0.00	\$0.00
615-50		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
		<b>Sub-Total (Does Not Include Non-Eligible Purchases)</b>	\$15.00	\$0.00	\$0.00	\$15.00
		<b>Sub-Total EPP</b>	\$3.00	\$0.00	\$0.00	\$3.00

DGS and the Green Purchasing Committee will work with each cabinet department to coordinate reporting by September 1, 2015.

## State of Maryland Procurement Background<sup>1</sup>

In fiscal year 2013, the State procured over \$5.4 billion in goods and services which is a 28.3% decrease from FY 2012. 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 2012 Summary

Categories of Work	Contract Award Amount - State Agencies other than MDOT	Contract Award Amount - MDOT
Commodities, Supplies, and Equipment	\$247,888,324	\$115,205,466
Services	\$3,829,207,342	\$223,424,330
Architect and Engineering	\$13,995,172	\$144,426,438
Human, Cultural, Social and Educational	\$618,985,736	-----
IT	\$419,228,415	\$33,930,813
IT Hardware	\$4,690,862	\$17,873,114
IT Software	\$5,509,651	\$11,551,482
Construction	\$320,853,067	\$743,381,231
Construction-Related Services	\$1,248,037	\$18,351,414
Capital Equipment	\$5,115,211	\$1,608,887
Maintenance	\$387,286,855	\$214,212,815
Energy Performance	\$2	-----
Leases Other Than real Property	\$1,007,952	\$227,488
Revenue	\$44,761,180	\$153,080,699
<b>Totals</b>	<b>\$5,899,777,807</b>	<b>\$1,677,274,178</b>

### 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	-----
<b>Totals</b>	<b>\$3,036,286,443</b>	<b>\$2,398,973,051</b>

## 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

<sup>1</sup> Maryland Board of Public Works '2013 Procurement Advisory Report'  
<http://bpw.maryland.gov/publications/2013-Procurement-Advisors-Report.pdf>



21.11.07.07	Mercury and Products that Contain Mercury
21.11.07.08	Locally Grown Foods
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, even if it saves 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 developing a reporting mechanism to track progress.



Maryland Green Purchasing Committee  
<http://www.dgs.maryland.gov/GreenOperations/GreenPurchasing/index.html>

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