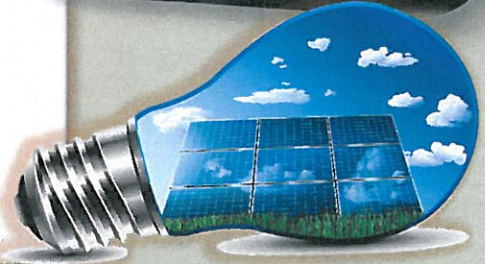


2017

Maryland Green Purchasing Annual Report



GREEN PURCHASING

Buy into
our future.

Maryland Department of General Services
September 29, 2017

Larry Hogan
Governor

Boyd K. Rutherford
Lt. Governor



Ellington E. Churchill, Jr.
Secretary

MARYLAND DEPARTMENT OF GENERAL SERVICES
OFFICE OF THE SECRETARY

September 29, 2017

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:

As Chair of the Maryland Green Purchasing Committee, I am pleased to submit the 2017 Green Purchasing Annual Report. This represents the joint effort and hard work of multiple state agencies. In compliance with Chapter 593 of the Acts of 2010, the State of Maryland is procuring goods and services that have a lesser or reduced impact on human health and the environment. These environmentally preferable products and services lead to energy and water efficiency, and decrease greenhouse gases, among other attributes.

In 2017, the Maryland Green Purchasing Committee made progress in *Changing Maryland for the Better* by evaluating, justifying, and adding new environmentally preferable products and services. The Committee conducted external outreach including hosting events that forged strong partnerships with vendors and state agencies; and sought opportunities to conduct educational seminars and trainings. This report highlights some of the foregoing activities and will build upon the driving goals and vision of the Committee.

I am confident the committee's strategies and efforts will ultimately benefit the State's economy and the environment.

Sincerely,

A handwritten signature in blue ink, reading "Ellington Churchill, Jr.", written over the printed name and title.

Ellington Churchill, Jr.
Secretary

Enclosure

cc: Sarah Albert, Legislative Services Library



Table of Contents

	Page No.
I. Background	2
II. Annual Report	2
A. Purchasing Framework and Template.....	3
B. FY17 Annual Spending Log	3
Exhibit A: FY17 Maryland Environmentally Preferable Purchasing Report	4
C. FY16 vs FY17 Environmentally Preferable Purchasing	5
D. Classifying New Environmentally Preferable Products and Services	5
E. New Products and Services Under Consideration	6
• Electric Appliances or Computer-Related Products	6
• Packaging	6
Exhibit B: COMAR	7
F. Outreach	7
1. 2017 Department of General Services Earth Day Expo	7
2. Web Presence	9
III. Report Summary	10
Appendix A	11
Statutory Department Members/Designees	12



I. Background

The purpose of the Green Maryland Act of 2010 (Chapter 593 of the 2010 Laws of Maryland), relates to the procurement and use of environmentally beneficial products and services. The Act focuses on increasing the minimum requirement for the purchase of recycled paper by the Department of General Services, reviewing and revising annually certain procurement specifications, and studying the use of compost as a fertilizer and reporting those findings. The Green Purchasing Committee, established by the Act, consists of eight executive Cabinet Departments and the University System of Maryland. The Committee provides, among other things, assistance to State units in developing strategies and best practices for implementing environmentally preferable purchasing practices; developing and maintaining a Best Practices Purchasing Manual; issuing and maintaining Purchasing Guidelines; and reporting annually to the Governor and Legislature on its activities.

II. Annual Report

In 2017, the Maryland Green Purchasing Committee made progress in *Changing Maryland for the Better* by evaluating, justifying, and adding new environmentally preferable products and services and performing other external outreach to include hosting events to forge strong partnerships with vendors and state agencies; and seeking opportunities to conduct educational seminars and trainings. This report will highlight some of the foregoing activities. In the end, the Report will also build upon the driving goals and vision of the Committee.

A. Purchasing - Framework and Template

The Committee revised its previously published guidelines to include more green manufactured products and services which would, at the same time, increase the State's green spending on Environmentally Preferable Purchasing (EPP). The guidelines were broadened to add new products and services to various classifications after the Committee had an opportunity to understand, evaluate, and justify adding new product lines or services offered by existing and new vendors. Appendix A, depicts an example of existing National Institute of Governmental Purchasing (NIGP) Classifications and a new product offering within 600-73 NIGP Code "Computer-Related" goods and services.

B. FY17 Annual Spend Log

In FY17 the annual spend for Environmentally Preferable goods and services was \$2,880,784.50 (See Exhibit A). A majority of the items that were associated with the annual spend were janitorial supplies, paper products and computer-related items. On the other hand, fewer dollars were spent on disposable food utensils, compostable food service products, and paint supplies.

Exhibit A: FY17 Maryland Environmentally Preferable Purchasing Report

Vendor	EPP Spend
ACCURINT	\$ 5,733.70
AJ STATIONERS INC	\$ 2,590.19
AMAZON.COM	\$ 1,162.00
AMTEK COMPANY INC	\$ 716.00
ANNE ARUNDEL COMMUNITY COLLEGE	\$ 966.00
APNL CONSTRUCTION, LLC	\$ 4,150.00
APPLE COMPUTER INC	\$ 3,719.95
APPLIED TECHNOLOGY SERVICES	\$ 47,886.50
BEST BUY	\$ 39.99
BLACKBAUD	\$ 407,544.94
BLIND INDUSTRIES & SERVICES OF MARYLAND	\$ 2,092,660.87
BRIGGS CORP	\$ 75.90
BUYANKHUU ENKHBAYAR	\$ 350.00
CDWG	\$ 36,989.69
CHARM-TEX	\$ 720.30
DALY COMPUTERS	\$ 4,995.50
DATA MANAGEMENT ASSISTANCE CORPORATION	\$ 1,615.00
DEJOHN ELECTRIC COMPANY INC	\$ 8,009.00
DELL	\$ 31,560.24
DELL COMPUTER CORP	\$ 5,999.00
DELL MARKETING LP	\$ 5,145.04
DMD DATA SYSTEMS INC	\$ 17,888.28
DSR INC	\$ 30,882.00
EXTREMEREACH	\$ 420.00
FPC HOLDINGS INC	\$ 66.70
GRYPHON CONSULTING LLC	\$ 10,682.84
IMPRINTS	\$ 1,300.00
LAPTOP AUTHORITY INC	\$ 8,722.00
LEONARD PAPER CO	\$ 1,190.27
METROPOLITAN OFFICE PRODUCTS	\$ 6,335.46
MICRORECORDS	\$ 995.00
MULTI HEALTH SYSTEMS INC	\$ 13,580.20
OMEGACOR TECHNOLOGIES	\$ 22,108.50
PHYSICIAN RECORD CO	\$ 52.20
PORTERS SUPPLY CO INC	\$ 762.50
PROMOTIONS UNLIMITED INC	\$ 1,421.00
PROSCI	\$ 3,760.00
RED GATE SOFTWARE LTD	\$ 2,802.00
RGH ENTERPRISES INC	\$ 10,589.42
RUDOLPHS OFFICE & COMPUTER SUPPLY INC	\$ 6,737.14
S & S WORLD WIDE	\$ 2,450.65
SHERWIN WILLIAMS COMPANY	\$ 882.69
SOUND ADVICE AUDIO SPECIALTIES INC	\$ 14,810.00
STAPLES TECHNOLOGY SOLUTIONS	\$ 22,265.53
STAR COMPUTER SUPPLY LLC	\$ 5,644.54
STATE OF MARYLAND	\$ 760.00
SUBMITTABLE HOLDINGS INC	\$ 11,900.00
SUNRISE SANITATION SERVICES INC	\$ 1,534.00
SYSCO FOOD SERVICES OF BALTIMORE LLC	\$ 763.74
TRUE VALUE	\$ 19.98
W W GRAINGER INC	\$ 16,828.05
Grand Total	\$ 2,880,784.50

C. FY16 vs. FY17 Environmentally Preferable Purchasing

In FY16 the total Environmentally Preferable purchase was \$4,421,750 and in FY17 the amount was \$2,880,784.50, a difference of \$1,540,965.50. As a result of adding more green friendly products to the “Computer-Related” classification an existing vendor increased its spending from \$460.00 in FY16 to \$31,560.24 in FY17, a 145% increase. However, the significant difference in total spending ultimately reflects a steep drop in the procurement of green friendly products and services as a result of higher price margins, taxes, and an agency’s preferred interest in short term savings as opposed to a long-term return of investment approach. Moving forward the Committee will pursue efforts that involve creating mandates to ensure that each state agency will procure a certain amount of green friendly products and services on a yearly basis in order to increase annual spend on these products. More importantly this approach will help the State seek long-term cost savings and reduce energy related spending.

D. Classifying new Environmentally Preferable Products and Services

The Committee is constantly revising its guidelines and considering best practices, reports, and the success of other jurisdictions. Input of procurement professionals and the experience of the end-user is also taken into account. In the end, the Committee will have better information to decide whether to add or delete NIGP codes.

Green attributes of products or services, prices, performance, and availability are discussed and heavily deliberated in order to justify state purchasing. Significant time is spent mulling over the cost impact. Budgeting for environmentally preferable products or services may be a challenge for State agencies, since in some cases, these products may cost more up front, while saving money by lasting longer or using fewer resources over its shelf

life. As a final step, the Committee votes on which items the State should procure.

Currently the items below are in the evaluation, justification and selection process.

E. New Products and Services under consideration

The products below are being considered to be included in an existing NIGP Code:

- **Electric Appliances or Computer-Related Products**

Electronic appliances and Computer-Related products can consume significant amounts of electricity. For that reason, preference for Energy Star compliant equipment is always being evaluated. The Environmental Protection Agency's ENERGY STAR label identifies energy-efficient products in a large and increasing number of classifications. The ENERGY STAR "Most Efficient" designation is a new program element to identify and advance highly efficient products in the marketplace and is only applied to a much smaller number of categories. For categories where the ENERGY STAR "Most Efficient" designation is not available, the ENERGY STAR label is the best guide for selection of energy-efficient products. Electronics that present green related qualities will be included in a future report. Code of Maryland Regulations (COMAR) 21.11.07.13 permits the procurement of electronic products, See Exhibit B.

- **Packaging**

A significant amount of the waste that is sent to landfills and incinerators is packaging that has been used to contain or protect items during transport and delivery to end-users. Unfortunately, much of the packaging is used only once before disposal and some rather than being disposed of properly, is released directly into the environment where it can adversely affect wildlife and natural habitats. The

Committee is researching opportunities to further the purchasing of reusable packaging and packaging made from recycled, recyclable, and/or biodegradable materials. COMAR 21.11.07.03 permits the procurement of packaging products, See Exhibit B.

Exhibit B: COMAR

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
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
21.11.07.05	Price Preference for Recycled Materials
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

F. Outreach

1. 2017 Department of General Services Earth Day Expo

The Green Purchasing Committee, led by DGS, held its Annual Earth Day Expo to engage, entertain and educate Marylanders about *Environmental Stewardship and Progressive Sustainability* efforts. The Expo featured energy companies, green purchasing vendors, energy efficiency companies, interactive games & prizes, environmental organizations, academic institutions and a renewable energy product demonstration.

This year's Expo was an overwhelming success as it attracted more state employees, visitors and vendors. Attendees enthusiastically participated in a Q&A contest related to environmental stewardship; enjoyed receiving saplings to plant in the Spring; discussed energy conservation measures with participating energy service companies; and learned how the state had been tracking how it consumes less electricity, gas and water. Another highlight of the Expo is that a vendor offered LED light bulbs at significantly below market pricing that went well with the environmentally conservative consumer. The overall result is that attendees received enlightening lessons, observed unique exhibits and enjoyed interactive learning about environmental stewardship and progressive sustainability.

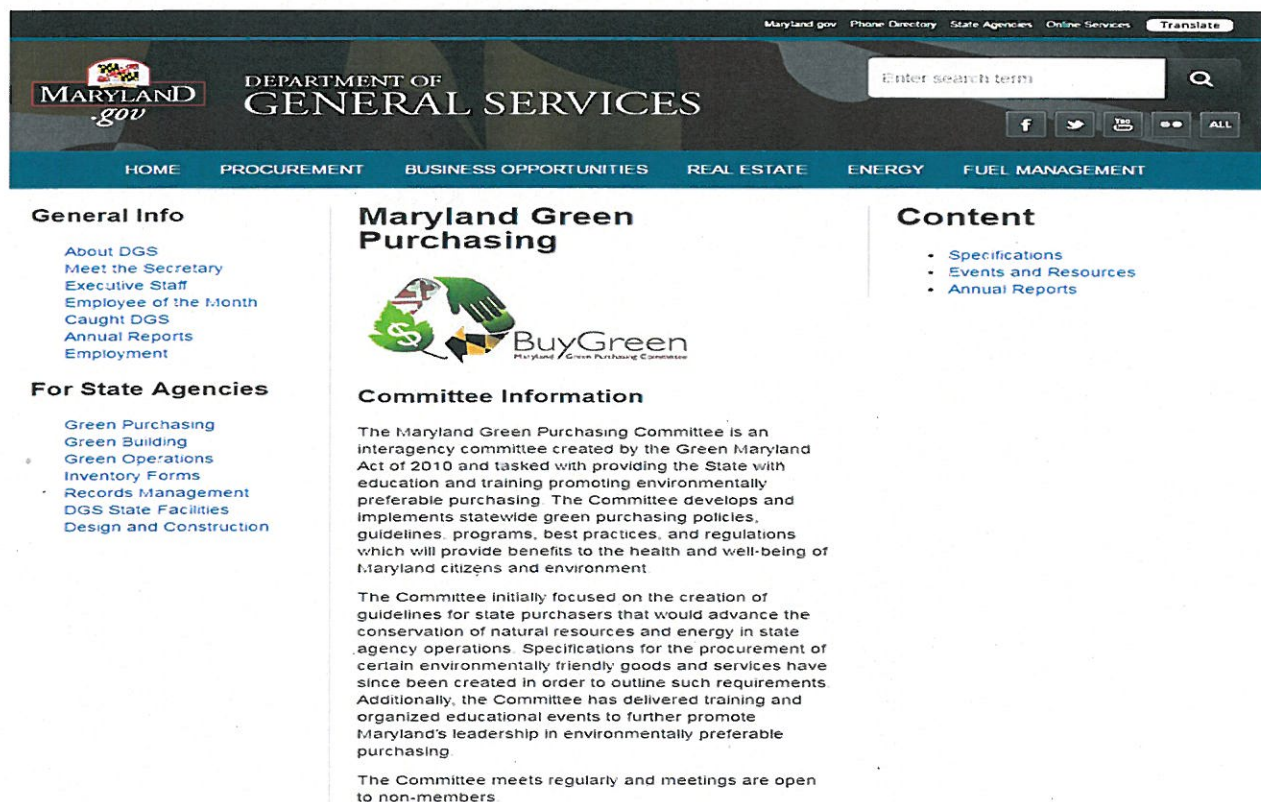


2. Web Presence

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 on the Maryland DGS website.

Please select the link below for further details.

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



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.

III. Report Summary

The Committee will continue to work to make Maryland a greener environment. Additional targeted efforts to include more outreach, training, strategic committee meetings and other state agency opportunities to collaborate to promote the use of environmentally preferable purchasing throughout the State are being explored. Through the proactive and progressive efforts that the Committee pursues, the core principle that “a greener environment benefits the State’s economy, environment and society” will soon be realized.

Appendix A

State of Maryland - Annual Report on Environmentally Preferable Purchasing							
Agency Code: <input type="text"/>		Contact Person: <input type="text"/>		Phone: <input type="text"/>			
Agency: <input type="text"/>		Email: <input type="text"/>					
Commodity	NIGP Code (See BPO)	NIGP Classification	Spend per Vendor	Spend per Vendor	Spend per Vendor	Spend per Vendor	
Janitorial Supplies (including purchases by Janitorial Service Providers)			BISM 001B3400405	Other	Other	Other	
485-13		Cleaner, Hand and Skin	\$0.00	\$0.00	\$0.00	\$0.00	
485-16		Cleaner, Hard Products, General Purpose	\$0.00	\$0.00	\$0.00	\$0.00	
485-18		Cleaner, Heavy Duty Degreaser	\$0.00	\$0.00	\$0.00	\$0.00	
485-28		Cleaner and Wax	\$0.00	\$0.00	\$0.00	\$0.00	
485-32		Deodorants, Room	\$0.00	\$0.00	\$0.00	\$0.00	
485-44		Dispensers, Lotion and Soap	\$0.00	\$0.00	\$0.00	\$0.00	
485-46		Dispensers and Holders	\$0.00	\$0.00	\$0.00	\$0.00	
485-54		Floor Polishes and Waxes	\$0.00	\$0.00	\$0.00	\$0.00	
485-55		Floor Stripper and Cleaners	\$0.00	\$0.00	\$0.00	\$0.00	
485-65		Janitorial Equipment and Supplies	\$0.00	\$0.00	\$0.00	\$0.00	
485-76		Recycled Janitorial Supplies	\$0.00	\$0.00	\$0.00	\$0.00	
485-79		Dispensing Equipment, Chemical	\$0.00	\$0.00	\$0.00	\$0.00	
485-83		Sanitizing and Disinfecting Supplies	\$0.00	\$0.00	\$0.00	\$0.00	
485-86		Soap, Hand	\$0.00	\$0.00	\$0.00	\$0.00	
486-13		Cleaner, Hand and Skin, EPP	\$0.00	\$0.00	\$0.00	\$0.00	
486-16		Cleaner, Hard Products, General Purpose, EPP	\$0.00	\$0.00	\$0.00	\$0.00	
486-18		Cleaner, Heavy Duty Degreaser, EPP	\$0.00	\$0.00	\$0.00	\$0.00	
486-28		Cleaner and Wax, EPP	\$0.00	\$0.00	\$0.00	\$0.00	
486-32		Deodorants, Room, EPP	\$0.00	\$0.00	\$0.00	\$0.00	
486-54		Floor Polishes and Waxes, EPP	\$0.00	\$0.00	\$0.00	\$0.00	
486-55		Floor Stripper and Cleaners, EPP	\$0.00	\$0.00	\$0.00	\$0.00	
486-75		Receptacle Liners, EPP	\$0.00	\$0.00	\$0.00	\$0.00	
486-76		Recycled Janitorial Supplies, EPP	\$0.00	\$0.00	\$0.00	\$0.00	
486-83		Sanitizing and Disinfecting Supplies, EPP	\$0.00	\$0.00	\$0.00	\$0.00	
486-86		Soap, Hand, EPP	\$0.00	\$0.00	\$0.00	\$0.00	
Total (Does Not Include Non-Eligible Purchases)			\$0.00	\$0.00	\$0.00	\$0.00	
Total EPP			\$0.00	\$0.00	\$0.00	\$0.00	
Percentage EPP			#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	
Disposable Food Service Products			Acme 001B440031	FPC 001B4400312	Other	Other	
200-15		Not on eMM/NIGP list	\$0.00	\$0.00	\$0.00	\$0.00	
240-70		Plastic Ware, Non-Disposable Type	\$0.00	\$0.00	\$0.00	\$0.00	
475-70		Plastic Ware	\$0.00	\$0.00	\$0.00	\$0.00	
640-08		Bags, Food Storage	\$0.00	\$0.00	\$0.00	\$0.00	
640-15		Bags, Paper	\$0.00	\$0.00	\$0.00	\$0.00	
640-21		Compostable Food Service Products	\$0.00	\$0.00	\$0.00	\$0.00	
640-50		Paper Products	\$0.00	\$0.00	\$0.00	\$0.00	
640-60		Plastic and Styrofoam Products	\$0.00	\$0.00	\$0.00	\$0.00	
640-80		Waxed Paper, Aluminum Foil, Cellophane	\$0.00	\$0.00	\$0.00	\$0.00	
850-92		Towels, Washcloths, Bathmats	\$0.00	\$0.00	\$0.00	\$0.00	
Total (Does Not Include Non-Eligible Purchases)			\$0.00	\$0.00	\$0.00	\$0.00	
Computer-Related, Paper and Office Supplies			AJ Stationer 001B440035	Rudolph's 001B440021	Staples 001B3400217	Other	
203-72		Printer Accessories and Supplies, EPP	\$0.00	\$0.00	\$0.00	\$0.00	
207-72		Printer Accessories and Supplies	\$0.00	\$0.00	\$0.00	\$0.00	
600-73		Computer-Related, Office Machines, Equipment, Accessories, and Sup	\$0.00	\$0.00	\$0.00	\$0.00	
615-60		Office Supplies, General (Not Otherwise Classified)	\$0.00	\$0.00	\$0.00	\$0.00	
615-73		Recycled Office Supplies	\$0.00	\$0.00	\$0.00	\$0.00	
645-21		Bond Paper	\$0.00	\$0.00	\$0.00	\$0.00	
270 646-21		Bond Paper, EPP	\$0.00	\$0.00	\$0.00	\$9,315.00	
Total (Does Not Include Non-Eligible Purchases)			\$0.00	\$0.00	\$0.00	\$9,315.00	
Total EPP			\$0.00	\$0.00	\$0.00	\$9,315.00	
Percentage EPP			#DIV/0!	#DIV/0!	#DIV/0!	100.00%	
Paint			SW 001B340046	McCormick 001B3400510	Other	Other	
630-57		Paint, Misc	\$0.00	\$0.00	\$0.00	\$0.00	
631-57		Paint, Misc, EPP	\$0.00	\$0.00	\$0.00	\$0.00	
635-43		Paint Equip, Accessories and Supplies	\$0.00	\$0.00	\$0.00	\$0.00	
Total (Does Not Include Non-Eligible Purchases)			\$0.00	\$0.00	\$0.00	\$0.00	
Total EPP			\$0.00	\$0.00	\$0.00	\$0.00	
Percentage EPP			#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	

Statutory Department Members/Designees

GENERAL SERVICES

Ellington Churchill, Jr. | 301 W. Preston Street, Baltimore, MD 21201 |
410-260-2900 | ellington.churchill@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

Mary Huffman, Procurement Specialist II |
580 Taylor Avenue, Annapolis, MD 21401 |
410-260-8056 | mary.huffman@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

Dana Dembrow, Office of Procurement and Support Services |
201 W. Preston Street, Baltimore, MD 21201 |
410-767-0974 | dana.dembrow1@maryland.gov



DEPARTMENT OF COMMERCE

Lisa Jones, Business Diversity Compliance Officer |
401 E. Pratt Street, Baltimore, MD 21202 |
410-767-6488 | Lisa.Jones1@maryland.gov



TRANSPORTATION

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



PUBLIC SAFETY AND CORRECTIONAL SERVICES

Debbie Pecora, Acting Director, Procurment Services |
300 E. Joppa Road, Towson, MD 21286 |
410-339-5836 | debbie.pecora1@maryland.gov



UNIVERSITY OF MARYLAND SYSTEM

Mark Beck, Director of Capital Planning | 3300 Metzerott Road, Adelphi, MD 20783 |
301-445-1984 | mbeck@usmd.edu



MARYLAND STATE TREASURER

Anne Jewell, Procurement Officer | 80 Calvert Street, Annapolis, Maryland 21401 |
410-260-7903 | ajewell@treasurer.state.md.us



MARYLAND DEPARTMENT OF INFORMATION TECHNOLOGY

Carla Thompson, MBE, SBR Coordinator | 100 Community Place, Crownsville, MD 21032 |
410-697-9667 | carla.thompson@maryland.gov





Maryland Green Purchasing Committee

DGS.BuyGreen@maryland.gov