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MARYLAND DEPARTMENT OF GENERAL SERVICES

FACILITIES OPERATIONS & MAINTENANCE • FACILITIES PLANNING, DESIGN, CONSTRUCTION & ENERGY
PROCUREMENT & LOGISTICS • REAL ESTATE

Maryland Green Purchasing Committee Meeting

Thursday February 14, 2019, 10:00 A.M.
301 W. Preston St. Suite 1400, Executive Conference Room
Baltimore, MD

Purpose: Quarterly meeting of the Maryland Green Purchasing Committee

Attendees:

Ellington Churchill, DGS
Emily Soontornsaratool, DGS
Allegra Daye, DGS
Eric Lomboy, DGS
Rose Odametey, DGS
Michael Swygert, DGS
Joseph O. Eccleston, DPSCS
Dinesh Gandhi, MDE
Patrice Johnson, MDH
Kierstin Turnock, American Chemistry Council

Minutes:

I. Welcome and Introductions
- DGS Secretary Churchill welcomed the Committee members. All attendees introduced themselves.

II. Approval of Meeting Minutes
- The Committee approved the November 14, 2018 meeting minutes.

III. Summary of GPC Activities
- Emily Soontornsaratool gave a brief overview of the Committee's work since the last meeting on November 8, 2018. She mentioned that the Committee is utilizing several tools to encourage collaboration and track productivity and progress--Smart sheet is used to track Action Items and Sub-Committee work and a shared Google Drive folder includes the GPC's working documents. Three Sub-Committees have been established—Earth Day Planning, GPC Roadmap, and Specifications—and will report out on progress.

IV. Legislative Update
- Michael Swygert standing in for Ellen Robertson provided legislative updates.

A. HB109: Environment, expanded polystryrene food service products, prohibition (Lierman)
   - HB 109 would prohibit the sale or use of certain expanded polystyrene food service products starting in 2020.

B. HB492: Procurement—Carbon-Intensive Foods (Gilchrist)
- HB492 would have a major impact on the Maryland Green Purchasing Committee. The bill requires the Committee to publish a list of carbon intensive foods, establish best practices for units to reduce the volume of carbon-intensive foods purchased, and establish a goal to reduce the volume of carbon-intensive foods purchased by State procurement units. DGS has submitted a Fiscal Note and will be following this bill closely.

C. HB504: Purchase of Motor Vehicles and Building Constructions, Renovation, Rehabilitation, and Modification – Social Cost of Carbon Emissions (Charkoudian)
- HB504 would require that certain standards for purchase of vehicles by DGS include the social cost of certain carbon emissions as part of a life-cycle cost; and require DGS to calculate the social cost of carbon emissions during the preliminary design phase of the construction or renovation of any building.

V. Adhoc Sub-Committee Reports

A. Earth Day Event Planning
   - The Earth Day Event Planning Sub-Committee is chaired by Rose Odametey who reported out on progress.
   - The Green Purchasing Committee's Earth Day vendor fair event is coming up on April 22, 2019 from 10:00 a.m. - 1:00 p.m. in the 201 W. Preston Street lobby. The event will bring together green vendors with State contracts in an effort to create awareness of green products and services the State can purchase from these vendors.
   - Save-the-date notices were sent out to vendors providing environmentally preferable products and services to the State.
   - Vendor registration information and link to register for a table will be sent out by March 4, 2019.
   - Eric Lomboy will circulate the Earth Day invitation to SPAG.
   - Invitations/flyers to Procurement Officers, DGS, and the GPC will be sent out in early April 1, 2019.
   - Eric suggested a push by the GPC to ensure Agency attendance. Nick Cavey, DGS Communications Director, will help with the effort for DGS.

B. GPC Roadmap
   - The GPC Roadmap Sub-Committee is chaired by Emily Soontornsaratool who reported out on progress.
   - Emily distributed a draft of the GPC Roadmap to the committee to review and discussed the outline of content.

- The Committee reviewed the draft Mission and Vision statements. The statements will be open to comments and revisions as the GPC Roadmap is developed.
- Other major sections of the Roadmap include: Strategies; 2019 Priorities and Activities; and GPC Future. Strategies identified so far include: Survey of Existing Resources; Survey of Committee Knowledge and Expertise; Survey Agency Needs; and Develop Communication Plan.
- It was agreed that the GPC webpage needs to be updated with current information as soon as possible.
- Eric Lomboy suggested that the Committee draws from a larger perspective in our way forward including inviting individuals with a passion for green purchasing both within and outside of State government. It was suggested to rely on the expertise of outside organizations who may be willing to assist the State in our green purchasing efforts, to include reviewing and providing feedback on the Roadmap.
- Secretary Churchill added that the Committee should research what other States are doing and to look to them to identify best practices.
- All Committee members agreed that the Roadmap is a high priority of the GPC.

VI. Draft Agency Survey on Green Purchasing

- Emily Soontornsaratool distributed a draft copy of the survey. The intent of the survey is to understand Agencies needs related to green purchasing.
- Eric Lomboy mentioned that with procurement reform, there may be additional data points that DGS wants to gather. Eric will provide input on the survey document.
- The survey will tentatively be sent out by mid-March 2019.

VII. Specifications

A. Timeline for updating existing specs

- The Specifications Sub-Committee will work on the timeline for updating specifications. Priority will be given to immediate procurements, and updating existing specifications before developing new specs.

B. Subcommittee Chair

- Eric Lomboy volunteered to serve as the Sub-Committee chair.

VIII. DGS Procurements

- Allegra Daye provided updates from DGS Procurement.

A. Upcoming Statewide procurements

- DGS Fleet vehicles contract is currently being worked on, and discussed below.
- DPSCS has a very large food procurement that is under development. Joseph Eccleston said that there is no timeline established yet for that.

B. Office Supply contract

- Calvin Gladden has been working with Office Supply vendors to ensure that green products are featured as a default over non-Green products. This is in development and should be implemented this spring.
- Eric Lomboy mentioned that the State's new e-Procurement tool, EMMA, will have the ability to be configured to tag green products and services, and to prioritize green products and services in search results. The EMMA contract will be going to the Board of Public Works for approval on 2/20/2019. Implementation of basic functions would begin this summer.

C. Fleet vehicle specs
- Allegra Daye is working with Joe Consoli on the new fleet vehicles contract.
- Longer contract periods are being explored, to reduce the burden of resoliciting every year.
- The new contract would go into effect by August 2019 and will include electric and hybrid vehicles.

IX. EVIC update
- Joseph Consoli was not in attendance, however, there has not been an EVIC since the last GPC meeting.

X. Open discussion/New Business
- Eric Lomboy informed the group that PAC has been dissolved, and PIC (Procurement Improvement Council) will be taking its place. PIC will hold its first meeting next month. SPAG continues to hold monthly meetings.
- Patrice Johnson mentioned that MDH has a Buyers Meeting where all MDH buyers come together regularly to discuss procurements. Patrice suggested that GPC provides a short overview of green purchasing at an upcoming meeting. She will inform Emily Soontornsaratool of next meeting so that we can see how to introduce green purchasing to this group.
- Eric Lomboy suggested that the GPC consider potential involvement in DGS's Business Summit in the fall. Emily Soontornsaratool will follow up to investigate possibilities.

XI. The next meeting will be held **May 9, 2019, 10:00 A.M**. at the Maryland Department of General Services, Executive Conference Room, 14th Floor, 301 W. Preston St., Baltimore, MD 21201.

Respectfully Submitted,

Emily Soontornsaratool
Designee, Green Purchasing Committee