

Larry Hogan  
Governor

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Lt. Governor



Ellington E. Churchill, Jr.  
Secretary

## MARYLAND DEPARTMENT OF GENERAL SERVICES

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

# Maryland Green Purchasing Committee Meeting

Thursday February 13, 2020, 10:00 A.M.

301 W. Preston St. Suite 1400, Executive Conference Room  
Baltimore, MD

**Purpose:** Quarterly Meeting of the Maryland Green Purchasing Committee (GPC)

### **Attendees:**

Ellington Churchill, DGS  
Emily Soontornsaratool, DGS  
Kshirajaa Ramesh, DGS  
Nana Antwi, MDH (by phone)  
Melane Boltz, MDH (by phone)  
Christy Bujnovszky, MDE (by phone)  
Nicole Copeland, MCE  
Allegra Daye, DGS  
Kelli Francis, MDH (by phone)  
Dinesh Gandhi, MDE (by phone)  
Calvin Gladden, DGS  
Robert Gleason, DGS  
Thomas Hickey, USM  
Mary Huffman, DNR

Gregg Kalifut, BISM (by phone)  
Joanna Kille, State Treasurer  
Brenda Lee, Commerce  
Eric Lomboy, DGS  
Richard Louis, DGS  
Eddie Lukemire, MDOT  
Danny Mays, DGS  
Heather Mohny, MDH (by phone)  
Laura Rogers, MDOT (by phone)  
Judy Simon, MDoA (by phone)  
Matthew Smith, DGS  
Phil Wilson, MDOT

### **Minutes:**

- I. Welcome and Introductions
  - Secretary Churchill welcomed the Committee members. All attendees introduced themselves.
- II. Approval of Meeting Minutes
  - The Committee approved the November 14, 2019 meeting minutes.
- III. Subcommittee Reports

- a. Communications and Outreach Subcommittee
  - Kshirajaa Ramesh, Chair of the Communications and Outreach subcommittee, explained the purpose and function of this subcommittee. This subcommittee was developed to update and manage the Committee website, plan events such as the Earth Day Vendor Fair, and develop training, outreach, and educational materials.
    - i. Website Revision Overview
      - a. Kshirajaa reviewed the revitalized Green Purchasing website linked on the DGS and Procurement homepages.
    - ii. Earth Day Vendor Fair & EV Car Show
      - a. The 2020 Green Purchasing Vendor Fair & Electric Vehicle Car Show will be held on Thursday, April 23, 2020 from 10:30 a.m. to 1:30 p.m. in the 301 W. Preston Street Lobby & Grounds. The event will feature electric vehicles, current state vendors, state agencies, and environmental groups.
- b. Electric Vehicles (EV) Subcommittee
  - Emily Soontornsaratool, Chair of the EV subcommittee, explained the purpose and function of this subcommittee. This subcommittee was developed to better coordinate with internal and external stakeholders on growing EVs in the state's fleet, provide educational and outreach materials that would aid state agencies in their procurement of EV charging stations, and developing specifications for EVs, Plug-In Hybrids, and efficiency standards for non-electric fleet vehicles.
    - i. EVs in State Fleet
      - a. 70 Plug-in-Hybrids (PHEV) and 5 Electric Vehicles (EV) have been purchased for the state fleet.
    - ii. DGS Strategy for Electric Vehicle Infrastructure
      - a. In addition to the EV subcommittee, DGS has also formed an internal strategy group for EV infrastructure expansion on state properties. Infrastructure expansion will first focus on supporting the 5 EVs that are being added to the fleet.
    - iii. Workplace Charging Survey
      - a. As part of this mission, the Maryland Zero Emission Electric Vehicle Infrastructure Council (ZEEVIC) is actively working with the GPC EV subcommittee to develop a survey to identify employee interest in and need for EV workplace charging. That survey will be issued in the coming month.
- c. Food Service Ware/Expanded Polystyrene Ban Subcommittee

- Kshirajaa Ramesh, Chair of the Food Service Ware/Expanded Polystyrene Ban Subcommittee, explained the purpose and function of this subcommittee. This subcommittee was developed to develop an Environmentally Preferable Product specification for disposable food service ware. The specification will define what is considered an EPP product in the State of Maryland and set minimum requirements that all food service ware products must meet under Maryland law. The most recent legislation affecting food service ware is the statewide Expanded Polystyrene Ban that goes into full effect on July 1, 2020.
- The subcommittee's other duties include identifying green alternatives to expanded polystyrene disposable food service ware products and conducting product testing.
- i. Update on specifications and process
  - Kshirajaa Ramesh thanked Allegra Daye and Matthew Smith for their help in embedding green language in the upcoming solicitation. She also thanked the full subcommittee for their cooperation and participation.

#### IV. Legislative Update

- a. SB478- Maryland Green Purchasing Committee – Food Procurement – Greenhouse Gas Emissions
  - Emily Soontornsaratool summarized the bill's contents and discussed the impacts should it pass.
  - The bill would require the GPC to develop a methodology to identify lifecycle greenhouse gas emissions for food procurements and for agencies to reduce their greenhouse gas emissions associated with food procurement.
- b. HB 1452 – Department of the Environment – Office of Recycling – Recycling Market Development
  - Emily Soontornsaratool explained that this bill's primary enactor would be MDE's Office of Recycling; it tasks that office to grow the recycling market.
  - The GPC's involvement would be to develop specifications on recycled content and promoting recycled content in procurements.

#### V. FY20 Sustainable Purchasing Action Plan

- a. Review of Consultant Recommendations
  - Emily Soontornsaratool briefed the Committee on what tools and aid the Responsible Purchasing Network (RPN) provided through the use of the NASPO Green Purchasing Technical Assistance Funds (GPTAF) grant.
  - RPN provided program design recommendations, sustainable procurement tools, and an action plan. Recommendations include:
  - GPC member engagement & subject matter expertise

- MDE and MDH have been active and engaged participants of the GPC as well as its subcommittees. The GPC would like to gain greater participation from DoIT.
- To continue engagement between the GPC's activities and the statutory members, the recommendation is that all statutory members join and contribute to at least 1 subcommittee each year, starting in FY21.
- Joanna Kille and Nicole Copeland volunteered to join the Communications and Outreach subcommittee.
- Vendor Green Spend Data Reporting
  - It is recommended that targeted vendors on statewide contracts submit data to the GPC quarterly using the data collection templates developed by RPN.
  - Emily Soontornsarathool, Kshirajaa Ramesh, and Calvin Gladden will host a Vendor Information Session on Green Purchasing Reporting on Tuesday, February 18, 2020 from 10 a.m. to 11 a.m. to share reporting goals and methodology and obtain vendor feedback.
- Agency Green Purchasing Reporting
  - It is recommended that Agencies begin reporting on their green procurement initiatives and progress.
  - DGS Secretary Ellington Churchill will issue a memo to Agencies requesting each agency to identify a Green Purchasing Reporting Designee. Agencies will be asked to report on green spend outside of statewide contracts and on any other relevant green initiatives.
  - Emily Soontornsarathool noted that the GPC will hold a reporting working group meeting in the spring to discuss reporting.
- GPC Action Planning
  - Emily Soontornsarathool and Kshirajaa Ramesh are finalizing an action plan that is feasible for the GPC to accomplish and will share with the Committee for feedback.
  - The Committee will hold a working group meeting in May that will focus on action planning for FY21.
    - a. This meeting will also begin the conversation on developing Departmental Green Purchasing Action Plans.
      - i. Statutory members will be tasked with developing action plans for their department.
      - ii. Each Department's green purchasing efforts and broader sustainability initiatives will be included in the Annual Reports.
- b. Boilerplate Language in State Contracts

- Emily Soontornsaratoool and Danny Mays briefed the GPC on how procurement is incorporating boilerplate language (developed by RPN) into new statewide contracts.
    - The boilerplate language includes statements on Maryland's commitment to green purchasing, relevant laws and requirements, and vendor reporting requirements.
    - Boilerplate language will be included in solicitation templates.
  - There are other initiatives to embed sustainability into the procurement process by the Office of State Procurement.
    - The green procurement checklist (a deliverable from RPN) will begin to be used in the procurement process to ensure sustainability is considered in every procurement.
    - Once finalized, these tools will be published to the GPC website.
  - Calvin Gladden provided a handout detailing green language that has been incorporated into recent contracts.
    - Reporting requirements were added to Copiers and Office Supply contract.
    - EPEAT requirements have been included in terms and conditions of copier BPO's for Xerox, Canon, Sharp, HP, Ricoh, Toshiba, Kyocera, and Konica.
  - Robert Gleason stated that as part of the current procurement transformation, a state procurement manual for executive branch agencies is being developed. A section in that manual should address green purchasing.
- c. Progress on FY20 Goals
- Emily discussed progress towards the six goals the GPC documented for FY20:
    - Revised Web Presence (complete)
    - Green Purchasing Action Plan (complete)
    - Prioritized contracts – review expiring contracts (in progress)
    - Develop and update specifications (in progress)
    - Electric Vehicles Fleet and Infrastructure Expansion (in progress)
    - Improved Data Collection for Annual Report (in progress)

## VI. Specifications Updates

### a. Lighting

- Richard Louis, from the DGS Office of Energy and Sustainability, spoke about the updated lighting specification draft.
- A separate working meeting will be held to finalize the lighting specification.

### b. Snow and Ice Control

- Kshirajaa Ramesh added green snow and deicer products to the most recent solicitation.

- A draft snow and ice control specification will be ready for the GPC's review by the spring.

## VII. Upcoming Procurements

- a. Calvin Gladden mentioned that the refuse (trash and recycling) contract will be solicited this summer. The GPC will begin working on this procurement shortly.

## VIII. Announcements

- a. NASPO Webinar
  - NASPO held a webinar on February 11, 2020 where Emily Soontornsaratoool presented on Maryland's Green Purchasing Technical Assistance grant project.
- b. Responsible Purchasing Network (RPN) Consulting
  - DGS will be purchasing a membership to RPN which includes 40 hours of technical support, and three training sessions.
- c. Award Applications
  - Kshirajaa Ramesh submitted an award application for the State Electronics Challenge and is working on submitting an application for a Green Electronics Council EPEAT purchaser award.
- d. SPLC Conference
  - Emily Soontornsaratoool and Kshirajaa Ramesh will attend the SPLC Summit + Connect event on May 18-20, 2020 in Atlanta, Georgia. Emily Soontornsaratoool will be presenting on Maryland's Green Purchasing Action Plan.
- e. BISM Tour
  - Blind Industries and Services of Maryland (BISM) will be hosting a tour of their Baltimore facility for interested members of the GPC on February 24, 2020.
- f. Member Announcements
  - There were no additional member announcements.

## IX. New Items and Open Discussion

- Nicole Copeland asked if there are efforts to reduce the State's paper consumption. The group discussed possible directions, including understanding legal requirements for paper records and setting global policies to encourage minimizing waste and using double-sided printing settings.

## X. The next meeting will be held May 13, 2020 at the Maryland Department of General Services, Executive Conference Room, 14<sup>th</sup> Floor, 301 W. Preston St., Baltimore, MD 21201.

Respectfully Submitted,

Kshirajaa Ramesh  
Staff, MD Green Purchasing Committee

Emily Soontornsaratool  
Designee, MD Green Purchasing Committee