Executive Summary

This Guide has been prepared by the Environmentally Preferable Products Procurement Program (EPP Program) managed by the Operational Services Division (OSD) to assist Commonwealth agencies and political subdivisions in identifying and procuring products made with recycled content and having other environmentally preferable attributes. The products and services listed are those that are available on Commonwealth Statewide and limited use contracts.

There are approximately 50 Commonwealth statewide contracts (SWC) that have some form of environmentally preferable product or service. OSD encourages agencies and political subdivisions to inform us of any recycled and other environmentally preferable products they believe should be part of a statewide price agreement.

What are EPPs?
They are products and or services that help:

- Reduce and prevent waste
- Reduce resource use
- Reduce pollution and toxins
- Reduces greenhouse gas emissions
- Maintain biodiversity
- Improve employee health and safety
- And, in many cases, reduce costs

EPP’s are generally defined as products and services that have a lesser or reduced effect on human health and the environment, when compared to competing products or services that serve the same purpose. As buying and using sustainable products benefits the environment, improves efficiency, and often saves money, in recent years these practices have become an integral part of public procurement. Public purchasers interested in learning more about the EPPs discussed in this Guide or in obtaining help in purchasing these goods or services may view OSD’s EPP web page: www.mass.gov/epp.

Guide updating

OSD staff will update this Guide as needed so agencies and others may access current information. Readers should consult the individual contract on COMMBUY (www.commbuys.com) to see the most updated version of the contract or view the individual Contract User Guide for more information. Directions for accessing the contracts on COMMBUY are provided in this guide.

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Office Supplies
Organic Food, Dairy, and Baked Goods
Photocopiers, Printers, Facsimile and Multifunctional Equipment
Plastic Lumber, Recycled
Plumbing, Heating, and HVAC Supplies
Print, Copy & Mail Services and Printed Promotional Products
Recycling Containers and Compost Bins
Toilets, Composting/Portable
Toner Cartridges, Remanufactured
Traffic Cones and Safety Products, Recycled
Trash Bags, Plastic, Imprinted, Recycled
Vehicles, Hybrid & Other Alternative Fuel
Vehicle Parts, Motorized Parts
Water: Bottled, Emergency Bottled, Water Filtration Services, Reverse Osmosis Systems
Water Treatment Technologies, Alternative

SERVICES

Ammunition and Body Armor Recycling
Catering Services: General, with Conference Space; Conference & Hotel Accommodations
Cleaning Services, Janitorial
Demand Response Services
Environmental Management Consultant, Program Coordinator, and Planner Services
Environmental and Maintenance Diagnostic Testing Services
How To Use This Guide

This Guide contains an alphabetical listing of all the products and services that have recycled content or other environmentally preferable features that are available on Massachusetts Statewide Contracts (SWCs). For each of the products/services listed, this Guide provides:

- Contract number.
- Contract expiration date.
- OSD (or lead agency) Sourcing Lead and contact information.
- A summary of the items with recycled content or other environmentally preferable features.
- Sources of additional information/tips for using the contract.

Sometimes partial awards are made to a vendor, which means that all vendors listed may not offer all of the items included in the contract. As public purchasers, you have the option to buy from any of the contracts listed.

The Guide also provides introductory information on purchasing environmentally preferable products and accessing SWCs (e.g., using COMMBUYS, writing green specifications, etc.)

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EPP Services for Massachusetts Public Purchasers

The EPP Program provides the following services for state agencies, municipalities, authorities, and other political subdivisions in helping them identify and purchase EPPs from SWCs.

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Receive free OSD publications

- **Subscribe to the OSD Newsletter.** This periodic e-mail provides up-to-date information on current contracts, new products, and events and also will include information on EPPs.

Add our website to your favorites: www.mass.gov/epp

- Find guidance, case studies, and other resources to help you transition to an EPP program.
- Download a copy of Executive Order 515, Establishing an Environmental Purchasing Policy.
- Find out how to find, buy, and sell EPPs on statewide contract.
- Download publications and reports.
- Obtain direct links to other green purchasing organizations and sites.
- View information on Green Labeling.
Using Massachusetts Statewide Contracts

Purpose and Benefits of Statewide Contracts

- Statewide Contracts offer Commonwealth purchasers a means of procuring quality, or “best value” goods and services easily and efficiently.
- Statewide Contracts represent a considerable time and cost savings because the specification writing, bidding, volume purchases, and evaluations have been done for you.
- Because the product and/or service research (and often product testing) has been done for you, the goods you purchase are more likely to perform well and offer adequate warranties.
- Currently, hundreds of EPPs are available through Statewide Contracts, offering products made with recycled content, greater energy efficiency, and other environmental benefits. Take advantage of these contracts and expand your environmental purchasing programs.

Who is eligible to use Statewide Contracts?

- In addition to all State agencies, SWCs are available to independent authorities, municipalities, all other political subdivisions, and other eligible entities (such as approved purchase of service entities). These entities include all municipal departments, municipal and/or county purchasing cooperatives, state colleges and universities, and public schools/districts and also includes other states and non-profits (with UFR-certification that are doing business with the Commonwealth). For more information visit OSD’s Who Can Use the Statewide Contracts webpage.
- Chapter 30B Entities. Buying recycled is not precluded under Chapter 30B according to the Office of the Inspector General for the Commonwealth: “Cities, towns, and other local government bodies that have decided to purchase paper and other products made from recycled materials need not hesitate to do so, even if similar non-recycled products are available at a lower price.” (OIG Procurement Bulletin, March, 1998)

Purchasing from Statewide Contracts

- Use this Guide to help locate EPPs in statewide contracts. Use the name of the contract to find the Contract User Guide for an overview, pricing, and ordering information. The Contract User Guides are intended to make it easier to understand the components of each contract (see below for additional information on Contract User Guides).
- Check COMMBUYS for the most current pricing for each of the contracts (see below for additional information on COMMBUYS). Reference the contract number and name when discussing with vendors. Prices frequently are established within contracts, but sometimes prices are identified as catalogue discounts or must be requested on a case-by-case basis.
- Unless the contract allows for a delivery charge, vendors must deliver to all parts of the State at no extra charge. In some contracts, minimum orders may apply.

Who should political subdivisions contact for questions or more information?

You may call the sourcing lead indicated for the specific contract in this guide, or the environmental purchasing contact, Julia Wolfe at (617) 502-8836.
Accessing Statewide Contracts Information

Statewide Contract User Guides

OSD publishes a Contract User Guide for each SWC. The User Guides are intended to make it easier to understand the components of each contract. A list of Contract User Guides may be found on the OSD website: Statewide Contract User Guides. Please note that statewide contracts managed by departments and agencies may not offer contract user guides.

Some of the information that may be provided in the Contract User Guides includes:

- Contract summary
- Benefits and cost savings
- Counties or regions offering products/service by vendor
- Guidance on how to purchase via COMMBUY
- Pricing and purchase options
- Vendor lists and additional contract information
- Other terms, conditions, and specifications
- Specific information on purchasing EPP products and/or services off of the contract

In addition, the downloadable Statewide Contract Index provides the most up-to-date information concerning active contracts and their respective sourcing leads.

SWCs fall into one of the following categories:

<table>
<thead>
<tr>
<th>Prefix</th>
<th>Category</th>
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<tbody>
<tr>
<td>ANI</td>
<td>Live Animals and Related Supplies</td>
</tr>
<tr>
<td>CLT</td>
<td>Clothing and Footwear</td>
</tr>
<tr>
<td>ENE</td>
<td>Energy, Fuel and Utilities</td>
</tr>
<tr>
<td>FAC</td>
<td>Environmental Services, Facility Maintenance/Repair</td>
</tr>
<tr>
<td>FIR</td>
<td>Fire and EMS</td>
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<tr>
<td>GRO</td>
<td>Food and Groceries</td>
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<tr>
<td>HLS</td>
<td>Homeland Security</td>
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<tr>
<td>HSP</td>
<td>Healthcare Products, Laboratory Products, Dental Products</td>
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<tr>
<td>HSS</td>
<td>Human and Social Services</td>
</tr>
<tr>
<td>ITC</td>
<td>Information Technology Hardware</td>
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<tr>
<td>ITS</td>
<td>Information Technology Software &amp; Services</td>
</tr>
<tr>
<td>ITT</td>
<td>Information Technology Telecommunications</td>
</tr>
<tr>
<td>LAW</td>
<td>Public Safety, Law Enforcement and Protection</td>
</tr>
<tr>
<td>MED</td>
<td>Medicine &amp; Medical Services, Laboratory Services</td>
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<tr>
<td>Prefix</td>
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<td>--------------------------------------------------------------------------</td>
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<tr>
<td>OFF</td>
<td>Office, Recreation and Education</td>
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<td>OVM</td>
<td>Vehicles, Transportation and Road Maintenance – Related Equipment &amp; Supplies</td>
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<tr>
<td>PRF</td>
<td>Professional Services: Human Resources, Financial, Legal and Training</td>
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<td>SSP</td>
<td>State Surplus Property</td>
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<tr>
<td>VEH</td>
<td>Vehicles, Transportation and Road Maintenance</td>
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</tbody>
</table>

**COMMBUY**

Search for specific Statewide Contracts through COMMBUY, the Commonwealth’s electronic market center supporting online commerce between government purchasers and business. COMMBUY enables electronic ordering through Statewide and Departmental vendor catalogs for efficient public purchasing.

To learn more about COMMBUY, please visit OSD’s COMMBUY Resource Center for Job Aids, Training and Registration, Glossaries, and other support tools. In addition, many of the contract user guides have additional guidance on ordering through COMMBUY.
Environmental Purchasing Resources

These resources may be helpful in developing an EPP Program, identifying opportunities for procuring EPPs, or in locating products/services.

Operational Services Division (OSD)

The 2009 Executive Order No. 515: Establishing and Environmental Purchasing Policy requires all Commonwealth Executive Departments to reduce their impact on the environment and enhance public health by procuring Environmentally Preferable Products and services whenever such products and services are readily available, perform to satisfactory standards, and represent best value to the Commonwealth. With a staff member dedicated to environmental procurement issues and a Resource Library of vendor and product information, OSD’s EPP Program provides information about EPPs on SWCs and discusses options for new EPPs. Contact Julia Wolfe, Director, Environmental Purchasing, Julia.wolfe@state.ma.us and visit mass.gov/epp.

Leading by Example Program

Based in the Department of Energy Resources, the Massachusetts Leading by Example Program was formed by Executive Order No. 484 in April 2007 to help State Agencies minimize the environmental impact of their operations and activities and to promote innovative sustainable practices in Massachusetts. For more information on the program and the efforts of the Leading by Example Council, visit http://www.mass.gov/eea/grants-and-tech-assistance/guidance-technical-assistance/leading-by-example/.

Responsible Purchasing Network (RPN)

The RPN is a diverse network of government and non-government stakeholders that promotes and practices responsible purchasing by identifying best practices, developing effective purchasing tools, educating the market, and utilizing its collective purchasing power to maximize environmental stewardship, protect human health, and support local and global sustainability. Visit www.responsiblepurchasing.org for a broad range of EPP information.

NASPO Green Purchasing Committee

The National Association of Procurement Officials (NASPO) is a non-profit association made up of the directors of the central purchasing offices in each of the 50 states, the District of Columbia, and the territories of the United States. NASPO helps its members achieve success as public procurement leaders through the promotion of best practices, education, professional development, research, and innovative procurement strategies. The NASPO Green Purchasing Committee published its Green Purchasing Guide to help purchasers navigate the sea of information surrounding the adoption of a green purchasing program. The guide provides users with a basic understanding of the concept and benefits of green purchasing, recommends steps and proven strategies to enable the implementation of a green purchasing program, and links to other resources offering detailed information on specific elements of the process.
Certification/Rating Programs (Third Party)

There are several third-party certification programs available to verify environmental claims and assist buyers in specifying green products. Visit the EPP Green Certification and Labels website for additional information on third-party certifiers. Follow the links below to some of the third-party certifiers used in Commonwealth SWCs:

- UL EcoLogo
- Green Seal
- Forest Stewardship Council
- GREenguARD
- LEED
- Safer Choice
- EPEAT
Tips on Writing Green Specifications

If you are not using SWCs, use these tips to keep your environmentally preferable purchasing program on target. Please note that before using the strategies listed below, make sure they are permitted by your specific procurement rules:

Simple revisions to your current specs may be all you need

No need to sacrifice quality when buying EPPs. Be sure your specifications are based on performance, not aesthetics (e.g. stringent color limitations), and eliminate wording that may preclude environmentally preferable products, such as “virgin paper only.”

Check with online resources, such as the Responsible Purchasing Network, a non-profit organization and international network of buyers dedicated to socially responsible and environmentally sustainable purchasing, for recommended specifications for different products/services. In addition, check the NASPO’s Green Purchasing Guide, which provides a number of online resources in its General Resources page.

Talk to vendors

Talk to your current suppliers to learn about available environmentally preferable products. Ask vendors to provide information on availability and pricing of EPPs in their bid responses.

Identify Minimum Standards and Specifications

To weed out unacceptable products from the start, establish minimum standards and specifications concerning environmental criteria (e.g., certain percentages of post-consumer recycled content, Energy Star compliance, cleaning products certified by an independent third party). If needed, give preference in the evaluation to bidders that can provide products meeting those specifications or require all bidders to provide an EPP alternative along with other bid items. Include flexibility in the contract that requires awarded vendors to add green items during the contract term.

Identify Third-Party Certifications

Certification programs help to differentiate a product or service as environmentally preferable. It allows the product’s manufacturer to include a logo or “ecolabel” on the product's label and other marketing materials. Eco-labeling is an effective tool to market a product to green consumers and is one method the Commonwealth uses to identify green claims for certain products for state contracts. However, be careful of false or misleading uses of environmental terms in product advertising and labeling (sometimes referred to as green washing). Visit the EPP Webpage Green Certifications and Labels for more information.

Build Flexibility into Bid

Give manufacturers and suppliers an opportunity to provide “alternative products.” The alternatives may contain recovered materials or other environmentally preferable aspects. You then may award only EPPs, if desired.

Include in your bid:
A price preference for environmentally preferable products. (Note: Municipalities must accept low cost under 30B for products meeting required specifications, so it’s important to review the specifications carefully)

A request for information on availability and price for future purchases (e.g. furniture without brominated flame retardants).

Include EPP items in your market basket list to drive down price.

Include Definitions

Include standard definitions of what you mean by such words as recycled, recovered materials, remanufactured. Refer to the EPP Glossary of Terms or check the NASPO’s Green Glossary of Terms.

Tap the resources of the vendors/suppliers

Require all vendors to offer training on the products, equipment, or services they are providing (e.g., require that copier suppliers train customers on power management and paper-saving features, and require cleaning distributors to include staff training at no additional charge). Require suppliers to identify any third-party specifications in catalogs and online ordering systems, take back products for recycling after their useful life, and provide annual reports to agencies on EPP purchasing.

Hold a pre-bid conference

A pre-bid conference provides an opportunity for industry representatives to help you amend specifications and bid documents to enable recycled products to compete in the bidding process.

Avoid awarding bids on an all-or-nothing basis

As environmentally preferable product vendors may be able to supply some but not all of the products you request, provide a method for either partial awards to more than one vendor or awards by product grouping or categories.

Advertise bids widely

Expand your bidders list to include manufacturers that typically sell environmentally preferable products or forward to any third-party certifier to distribute.

Service contracts

Grow your environmental program by enlisting the help of your service contract vendors. When bidding service contracts or working with current vendors, encourage or require those vendors to use products that contain recycled materials or are environmentally preferable. For example:

Janitorial service providers should be required to use only recycled paper towels that contain a minimum of 40% post-consumer content and recycled toilet paper that contains a minimum of 30% post-consumer content. Or, they could be required to provide only paper products that are third-party certified (e.g., GreenSeal, UL Ecologo) which are multi-attribute certifications.
- Require janitorial vendors to provide less-toxic cleaner options that comply with Executive Order 515 (meaning that the cleaners meet third-party certifications for use).
- Food service vendors should be required to use only paper products with recycled content, including paper towels and napkins that contain a minimum of 30% post-consumer content, for example. Include specifications that encourage recycled content trash liners and the recycling of cardboard, glass, steel, and plastic containers.
- Whenever possible, request the use of unbleached or non-chlorine bleached paper products.

### Consider Solution-Based Contracts

Whether you are issuing a contract for a new product or service or re-bidding an existing contract, consider including a solution-based category. A solution-based approach begins with a “what is meant to be achieved” approach instead of beginning with a specific problem. This creative method often may simultaneously explore both the problem and possible solutions, and potentially capture innovative technologies in that particular procurement area. Such a category should be generic enough to allow bidders the flexibility to describe and offer their technology for consideration, yet specific enough to meet certain basic environmental criteria. The purpose of introducing such a section in your contract bid is to gather information on what’s new in the marketplace that may offer environmental, as well as economic, benefits. This approach also will give your agency the chance to put it on the contract as an alternative to the conventional product you will award in the main category. Once on contract, it allows interested agencies to try the new product or technology to determine its effectiveness.

For example, the Commonwealth included a solution-based category and requested alternative technologies to any type of water treatment and received a bid for swimming pool ionization that offered the opportunity for agencies to reduce the amount of chlorine needed to sanitize their pools by as much as 70%. The technology was tested in two public pools and by one of the state universities. Since then, the system has shown to do an equal job of keeping the pools clean, with the added bonus of significantly reducing or eliminating human health issues such as skin rashes and respiratory problems among lifeguards and pool users. In addition, the system paid for itself within the first two years due to the reduced use of chlorine needed to sanitize the pools.

### Ask bidders about their environmental practices

Request that bidders provide you with information about environmental practices they support and provide extra points in your scoring. For example:

- Bidder has an EPP purchasing policy in place.
- Bidder is using alternative fuel vehicles and/or vehicles equipped with diesel emission control devices for delivery or transportation purposes, and are operating such vehicles with guidance on anti-idling initiatives.
Developing an Environmentally Preferable Products Purchasing Policy

Purpose of a written policy

Establishing a successful Environmentally Preferable Products Program is a several-step process involving vendors, users, and procurement officials. Many programs began with a written EPP policy that offers guidelines and clearly defines the purpose and goals of the effort. A written policy demonstrates a strong commitment, breaks down the traditional barriers of buying EPPs, and generates greater recognition and support for the program.

Many Massachusetts communities already have taken the lead in adopting a formal, written buy recycled purchasing policy as part of their recycling procurement programs. A policy may range from two sentences to several pages, depending on the level of detail a community chooses to address. Assistance for drafting a buy recycled policy and copies of policies already in place in Massachusetts may be obtained from the contact listed below. Nearly 300 municipalities have written policies.

Steps to a successful EPP Program

▼ Step 1: Draft an EPP Policy

Obtain a commitment from the “top.” Support from the leaders of your community or organization helps your program succeed by making it clear that the program is to be a team effort with the full support of top officials. For cities and towns, elicit support from the mayor, town manager, or board of selectmen.

Write the policy. Use broad language that encourages the procurement of recycled and other environmentally preferable products whenever feasible and when cost, performance, and availability are not compromised. Target products that are widely available and cost competitive (for example paper, toner cartridges, paint, and oil). Consider a price preference and use SWCs whenever possible. Policies should include the following:

- **Clear Statement of Purpose** - Most policies begin by indicating why the jurisdiction is developing an environmentally preferable purchasing policy, include a brief statement establishing the principles of the program, and mentions the internal stakeholders that the policy impacts.
- **Legal Authority and Relevant Policies and Statutes** - An EPP policy will hold added weight and authority if the policy highlights its relevance to existing laws, policies, regulations, and mandates already effective in a jurisdiction. Links to relevant laws and regulations will provide important context, and also will stimulate end user efforts to comply with policy directives.
- **Standards and Certifications for Products and Services** - Standards, certifications, and eco-labels are a key element of any EPP policy. Policies should include references to specific standards or certifications that a jurisdiction recognizes. Use of these tools allows a jurisdiction to easily identify important environmental attributes of a product and also substantiate and verify environmental claims about the product. Due to the wide range of eco-label credibility
and the ongoing proliferation of green marketing claims, policies also should include general guidelines and common criteria the standards and certifications must meet to be deemed credible.

- **Products and Services that the Policy Intends to Address** - Though a policy should be written in a way that gives an EPP program the authority to establish criteria for any product or service, efforts should be made to prioritize product categories of special importance. Examples of common “high-priority” product categories might include the following: appliances, automobiles, cleaning products, computers, copier machines and multifunctional devices, food, furniture, industrial supplies, landscaping, lighting, office supplies, paper, playground equipment, printing services, transportation products, and servers, etc.

▼ **Step 2: Use Statewide Contracts**

Because the specification writing, bidding, evaluation, and award based on volume purchases have been done, SWCs represent a considerable time and cost savings. There are dozens of Massachusetts SWCs that offer recycled products, as well as less toxic products/services.

▼ **Step 3: Communicate Your Efforts**

Get the word out! Most people want to support environmental endeavors – let them know that you are establishing an Environmentally Preferable Products Purchasing Program. Be sure to reach out to recycling coordinators, school teachers and students, conservation commission members, and environmentally aware local business owners. Include an article in municipal newspapers and newsletters and ask the mayor or city/town manager to send a memo to all departments.

Below you will find a Draft Environmentally Preferable Products Procurement Policy that may be used in your community. Be sure to review internally for compliance with your procurement rules.
Draft Model: Environmentally Preferable Products (EPP) Procurement Policy

Basic policy

In recognition of the need to use our natural resources more efficiently, create markets for the materials collected in recycling programs, reduce solid waste volume and disposal costs, conserve energy and resources, and significantly limit the amount of toxic substances being disposed of or consumed, while serving as a model for private and public institutions, the City/Town of ______________ is committed to purchasing products that are environmentally preferable whenever such products meet quality and performance requirements and are available at reasonable prices and terms. EPPs include, but are not limited to, products that contain recycled content, are energy efficient, less toxic than conventional products, reduce packaging, conserve water, are readily biodegradable, and preserve open space.

To the maximum extent practicable, the following standards should be adhered to:

- For all purchases of printing and writing paper for in-house use or custom printed materials by professional printers, including copier paper, offset paper, forms, stationery, envelopes, tablets, notepads, and file folders, the minimum content standards shall be no less than 30% post-consumer recycled materials to meet the current state and federal minimum standards.

- City/Town departments shall ensure that all contracts for printing require the inclusion of an imprint or watermark identifying the recycled content of the paper whenever practicable, along with the recycling symbol.

- For the purpose of measuring the progress of the program and success in meeting the recycling goals of the City/Town of ______________, each department shall report purchases of recycled products to the town manager (or other appropriate municipal chief/board) by July 30 for the previous fiscal year.

Options to add to the basic policy

1. Any deviation from the standards above must be approved by the Town Manager (or other appropriate municipal chief/board). The decision not to procure recycled content printing and writing paper meeting these standards shall be based solely on a determination that a satisfactory level of competition does not exist, that items are not available under a reasonable time period, that items fail to meet reasonable performance standards, or are only available at an unreasonable price.

2. Consider targeting additional items to be purchased only with recycled and environmentally preferable content, such as janitorial paper products, cleaning products, paint, remanufactured toner cartridges, office (cubicle) panels, office supplies, trash bags, energy efficient office equipment, re-refined oil, and anti-freeze. (This may be included in the initial policy or added later.) To secure these products and view a list of other available EPP products, departments should consult the Environmentally Preferable Products and Services Guide (this guide) and should adhere to EPA Recommended Affirmative Procurement Guidelines whenever practicable.
3. Each department shall implement paper reduction techniques through the use of duplexing, sharing and circulating materials, use of email, and reuse of discarded paper for draft work, scrap paper, and internal messages.

4. The head of each department should incorporate waste prevention and recycling in daily operations and should work to expand markets for recovered materials through greater preference and demand for recycled products and by revising current purchasing specifications to encourage and promote their purchase.

5. Departments shall implement a price preference (10%, if possible) to encourage the procurement of recycled and environmentally preferable products.

6. Vendors and consultants are required to use and specify recycled products in fulfilling contractual obligations wherever practicable.

7. Each department shall use a “Sample Procurement Determination Form” to help determine if there are EPP options prior to purchasing products.

Glossary of Terms

Include standard definitions of what you mean by such words as recycled, recovered materials, and remanufactured, etc. Refer to the EPP Glossary of Terms or check the NASPO’s Green Glossary of Terms.
# Products and Services Guide

Below please find an alphabetical listing of environmentally preferable products and environmentally preferable services that are found within SWCs, including the name of the contract, the Sourcing Lead, and contact information, in addition to the contract expiration date. Click on the link under the “product” or “service” column to bring you to the appropriate section in this Guide with summary information. Click on the appropriate contract number to bring you to the **Contract User Guide**.

To use Commonwealth SWCs and to view the most recent contract information, including a full list of vendors, visit [COMMBUYS (www.commbuys.com)](http://www.commbuys.com) and search on the appropriate contract number.

<table>
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<tr>
<th>PRODUCTS</th>
<th>Contract Number</th>
<th>Title</th>
<th>Sourcing Lead</th>
<th>Phone and Email</th>
<th>Product Category</th>
<th>Expiration Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Alternative Snow and Ice Products</td>
<td>FAC76</td>
<td>Maintenance, Repair and Operations (MRO) Products, Supplies and Equipment and Environmentally Preferable Cleaning Products, Programs, Equipment and Supplies</td>
<td>Maureen Barends</td>
<td>617-720-3155, <a href="mailto:maureen.barends@state.ma.us">maureen.barends@state.ma.us</a></td>
<td>Facilities Maintenance, Repair and Service</td>
<td>4/30/2016</td>
</tr>
<tr>
<td></td>
<td>FAC85</td>
<td></td>
<td>Lana Gunaratne</td>
<td>617-720-3315, <a href="mailto:Lalana.M.Gunaratne@state.ma.us">Lalana.M.Gunaratne@state.ma.us</a></td>
<td></td>
<td>3/15/2018</td>
</tr>
<tr>
<td>Antifreeze (Remanufactured), Re-Refined Motor Oil, and Other Lubricants</td>
<td>VEH96</td>
<td>Light, Medium, Heavy Duty OEM &amp; NON-OEM Motorized Vehicle Parts, Refined Motor Oil, Lubricants</td>
<td>Lisa Baker</td>
<td>617-720-3112 <a href="mailto:lisa.baker@state.ma.us">lisa.baker@state.ma.us</a></td>
<td>Vehicles, Transportation and Road Maintenance</td>
<td>6/30/2018</td>
</tr>
<tr>
<td>Art and Instructional School Supplies, Environmentally Preferable</td>
<td>OFF35</td>
<td>Art and Instructional School Supplies</td>
<td>Maryellen Osborne</td>
<td>617-720-3139, <a href="mailto:maryellen.osborne@state.ma.us">maryellen.osborne@state.ma.us</a></td>
<td>Office, Recreation, and Educational Supplies</td>
<td>9/30/2017</td>
</tr>
<tr>
<td>Bio-based Lubricants, Equipment and Automotive</td>
<td>VEH96</td>
<td>Light, Medium, Heavy Duty OEM &amp; NON-OEM Motorized Vehicle Parts, Refined Motor Oil, Lubricants</td>
<td>Lisa Baker</td>
<td>617-720-3112 <a href="mailto:lisa.baker@state.ma.us">lisa.baker@state.ma.us</a></td>
<td>Vehicles, Transportation and Road Maintenance</td>
<td>6/30/2018</td>
</tr>
<tr>
<td>Bio-Diesel Fuel</td>
<td>ENE33</td>
<td>Bio-Diesel</td>
<td>Lisa Baker</td>
<td>617-720-3112, <a href="mailto:lisa.baker@state.ma.us">lisa.baker@state.ma.us</a></td>
<td>Energy, Utilities and Fuel</td>
<td>10/31/2015</td>
</tr>
<tr>
<td>Building Materials and Supplies</td>
<td>FAC76</td>
<td>Maintenance, Repair and Operations (MRO) Products, Supplies and Equipment</td>
<td>Maureen Barends</td>
<td>617-720-3155, <a href="mailto:maureen.barends@state.ma.us">maureen.barends@state.ma.us</a></td>
<td>Facilities Maintenance, Repair and Service</td>
<td>4/30/2016</td>
</tr>
<tr>
<td>Cleaning Products, Programs, Equipment, and Supplies, Environmentally Preferable</td>
<td>FAC85</td>
<td>Environmentally Preferable Cleaning Products, Programs, Equipment &amp; Supplies</td>
<td>Lana Gunaratne</td>
<td>617-720-3315, <a href="mailto:Lalana.M.Gunaratne@state.ma.us">Lalana.M.Gunaratne@state.ma.us</a></td>
<td>Facilities Maintenance, Repair and Service</td>
<td>3/15/2018</td>
</tr>
<tr>
<td>Clothing, Environmentally Preferable</td>
<td>CLT07</td>
<td>Clothing, Uniforms, Footwear, Accessories and Personal Care Products</td>
<td>Steve Lyons</td>
<td>617-720-3373 <a href="mailto:steve.lyons@state.ma.us">steve.lyons@state.ma.us</a></td>
<td>Clothing and Footwear</td>
<td>3/31/2017</td>
</tr>
<tr>
<td>Computers, desktop and laptops, new, used and refurbished</td>
<td>ITC47</td>
<td>IT Hardware and Services</td>
<td>Marge MacEvitt,</td>
<td>617-720-3121, <a href="mailto:marge.macevitt@state.ma.us">marge.macevitt@state.ma.us</a></td>
<td>Information Technology Hardware</td>
<td>3/31/2017</td>
</tr>
<tr>
<td>Computers, Laptops, Peripherals</td>
<td>ITC44</td>
<td>IT Hardware, Computers, Laptops, Peripherals, NASPO/WSCA Agreement</td>
<td>Tim Kennedy</td>
<td>617-720-3107, <a href="mailto:tim.kennedy@state.ma.us">tim.kennedy@state.ma.us</a></td>
<td>Information Technology Hardware</td>
<td>9/30/2015</td>
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<tr>
<td>PRODUCTS</td>
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<tr>
<td>Fertilizers, Organic and Other Environmentally Preferable Landscaping Applications</td>
<td>FAC79</td>
<td>Landscaping and Green Roof Products, Playground Equipment, Site Amenities and Related Products</td>
<td>Sara Urato</td>
<td>617-720-3319, <a href="mailto:sara.urato@state.ma.us">sara.urato@state.ma.us</a></td>
<td>Facilities Maintenance, Repair and Service</td>
<td>6/30/2017</td>
</tr>
<tr>
<td>Foodservice Equipment – Related Maintenance and Repair Services</td>
<td>GRO29</td>
<td>Foodservice Supplies &amp; Equipment, Institutional Commercial Grade, Large &amp; Small</td>
<td>Betty Fernandez</td>
<td>617-720-3133, <a href="mailto:betty.fernandez@state.ma.us">betty.fernandez@state.ma.us</a></td>
<td>Food and Groceries Supplies and Service</td>
<td>2/28/2016</td>
</tr>
<tr>
<td>Foodservice Supplies and Equipment/Institutional Grade Products</td>
<td>GRO29</td>
<td>Foodservice Supplies &amp; Equipment, Institutional Commercial Grade, Large &amp; Small</td>
<td>Betty Fernandez</td>
<td>617-720-3133, <a href="mailto:betty.fernandez@state.ma.us">betty.fernandez@state.ma.us</a></td>
<td>Food and Groceries Supplies and Service</td>
<td>2/28/2016</td>
</tr>
<tr>
<td>Furniture, Environmentally Preferable and Remanufactured</td>
<td>OFF38</td>
<td>Office, School and Library Furniture, Accessories &amp; Installation</td>
<td>Anthony Delaney</td>
<td>617-720-3118, <a href="mailto:anthony.delaney@state.ma.us">anthony.delaney@state.ma.us</a></td>
<td>Office, Recreation, and Educational Supplies</td>
<td>4/14/2018</td>
</tr>
<tr>
<td>Glass Spheres (Beads), Recycled</td>
<td>MDOTFCS84</td>
<td>Department of Transportation</td>
<td>Ken Urato</td>
<td>781-431-5751, <a href="mailto:ken.urato@dot.state.ma.us">ken.urato@dot.state.ma.us</a></td>
<td>Facilities Maintenance, Repair and Service</td>
<td>2/14/2016</td>
</tr>
<tr>
<td>Heating Oil, BS Bioheat</td>
<td>ENE34</td>
<td>#2 Heating Oil</td>
<td>Maureen Barends</td>
<td>617-720-3155, <a href="mailto:maureen.barends@state.ma.us">maureen.barends@state.ma.us</a></td>
<td>Energy, Utilities and Fuel</td>
<td>9/30/2015</td>
</tr>
<tr>
<td>Hospital Supplies, Remanufactured or Used</td>
<td>HSP38</td>
<td>Healthcare Equipment, Furniture, Furnishings and Related Services</td>
<td>Peter Etzel</td>
<td>617-720-3397, <a href="mailto:peter.etzel@state.ma.us">peter.etzel@state.ma.us</a></td>
<td>Facilities Maintenance, Repair and Service</td>
<td>2/29/2016</td>
</tr>
<tr>
<td>Industrial/Commercial Supplies</td>
<td>FAC76</td>
<td>Maintenance, Repair and Operations (MRO) Products, Supplies and Equipment</td>
<td>Maureen Barends</td>
<td>617-720-3155, <a href="mailto:maureen.barends@state.ma.us">maureen.barends@state.ma.us</a></td>
<td>Facilities Maintenance, Repair and Service</td>
<td>4/30/2016</td>
</tr>
<tr>
<td>Landscaping Applications/Products, Environmentally Preferable</td>
<td>FAC79</td>
<td>Landscaping and Green Roof Products, Playground Equipment, Site Amenities and Related Products</td>
<td>Sara Urato</td>
<td>617-720-3319, <a href="mailto:sara.urato@state.ma.us">sara.urato@state.ma.us</a></td>
<td>Facilities Maintenance, Repair and Service</td>
<td>6/30/2017</td>
</tr>
<tr>
<td>Lawns and Grounds Equipment, Environmentally Preferable</td>
<td>FAC88</td>
<td>Lawns &amp; Ground Equipment, Parts and Services</td>
<td>Betty Fernandez</td>
<td>617-720-3133, <a href="mailto:betty.fernandez@state.ma.us">betty.fernandez@state.ma.us</a></td>
<td>Facilities Maintenance, Repair and Service</td>
<td>11/30/2016</td>
</tr>
<tr>
<td>Motor Oil, Re-Refined and Other Bio-Based Lubricants</td>
<td>VEH96</td>
<td>Motorized Vehicle Parts, Re-Refined Motor Oil, Remanufactured Antifreeze, and Other Lubricants</td>
<td>Lisa Baker</td>
<td>617-720-3112, <a href="mailto:lisa.baker@state.ma.us">lisa.baker@state.ma.us</a></td>
<td>Vehicles, Transportation and Road Maintenance</td>
<td>6/30/2018</td>
</tr>
<tr>
<td>Office Supplies</td>
<td>OFF36</td>
<td>Office Supplies, Recycled Paper and Envelopes</td>
<td>Maryellen Osborne</td>
<td>617-720-3139, <a href="mailto:maryellen.osborne@state.ma.us">maryellen.osborne@state.ma.us</a></td>
<td>Office, Recreation, and Educational Supplies</td>
<td>12/31/2016</td>
</tr>
<tr>
<td>Organic Baked Goods</td>
<td>GRO33</td>
<td>Baked Goods</td>
<td>Betty Fernandez</td>
<td>617-720-3133, <a href="mailto:betty.fernandez@state.ma.us">betty.fernandez@state.ma.us</a></td>
<td>Food and Groceries Supplies and Service</td>
<td>6/30/2018</td>
</tr>
<tr>
<td>Organic Dairy Products</td>
<td>GRO32</td>
<td>Dairy Products</td>
<td>Betty Fernandez</td>
<td>617-720-3133, <a href="mailto:betty.fernandez@state.ma.us">betty.fernandez@state.ma.us</a></td>
<td>Food and Groceries Supplies</td>
<td>3/31/2016</td>
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<tr>
<td>PRODUCTS</td>
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<tr>
<td>Organic Food</td>
<td>GRO30</td>
<td>Prime Grocer</td>
<td>Betty Fernandez</td>
<td>617-720-3133, <a href="mailto:betty.fernandez@state.ma.us">betty.fernandez@state.ma.us</a></td>
<td>Food and Groceries Supplies and Service</td>
<td>12/31/2015</td>
</tr>
<tr>
<td>Photocopiers, Printers, Facsimile and Multifunctional Equipment</td>
<td>OFF32</td>
<td>Photocopy, Facsimile, Digital Duplicator Equip. and Service; Photocopy, Facsimile, Digital Duplicator and Printer Supplies</td>
<td>Maryellen Osborne</td>
<td>617-720-3139, <a href="mailto:maryellen.osborne@state.ma.us">maryellen.osborne@state.ma.us</a></td>
<td>Office, Recreation, and Educational Supplies</td>
<td>4/30/2016</td>
</tr>
<tr>
<td>Plastic Lumber, Recycled</td>
<td>FAC76 FAC79</td>
<td>Maintenance, Repair and Operations (MRO) Products, Supplies and Equipment and Landscaping and Green Roof Products, Playground Equipment, Site Amenities and Related Products</td>
<td>Maureen Barends Sara Urato</td>
<td>617-720-3155, <a href="mailto:maureen.barends@state.ma.us">maureen.barends@state.ma.us</a>, 617-720-3319, <a href="mailto:sara.urato@state.ma.us">sara.urato@state.ma.us</a></td>
<td>Facilities Maintenance, Repair and Service</td>
<td>6/30/2017 4/30/2017</td>
</tr>
<tr>
<td>Plumbing, Heating, and HVAC Supplies</td>
<td>FAC76</td>
<td>Maintenance, Repair and Operations (MRO) Products, Supplies and Equipment</td>
<td>Maureen Barends</td>
<td>617-720-3155, <a href="mailto:maureen.barends@state.ma.us">maureen.barends@state.ma.us</a></td>
<td>Facilities Maintenance, Repair and Service</td>
<td>4/30/2016</td>
</tr>
<tr>
<td>Printed Promotional Products, Environmentally Preferable</td>
<td>OFF44</td>
<td>Print, Copy &amp; Mail Services and Printed Promotional Products</td>
<td>Anthony Delaney</td>
<td>617-720-3118, <a href="mailto:Anthony.Delaney@state.ma.us">Anthony.Delaney@state.ma.us</a></td>
<td>Office, Recreation, and Educational Supplies</td>
<td>6/30/2018</td>
</tr>
<tr>
<td>Propane</td>
<td>ENE35</td>
<td>Propane</td>
<td>Betty Fernandez</td>
<td>617-720-3133, <a href="mailto:betty.fernandez@state.ma.us">betty.fernandez@state.ma.us</a></td>
<td>Energy, Utilities and Fuel</td>
<td>7/31/2017</td>
</tr>
<tr>
<td>Recycling Containers and Compost Bins</td>
<td>FAC87</td>
<td>Recycling Containers and Compost Bins</td>
<td>Lydia Meintel-Wade</td>
<td>617-556-1011, <a href="mailto:Lydia.meintel-wade@state.ma.us">Lydia.meintel-wade@state.ma.us</a></td>
<td>Facilities Maintenance, Repair and Service</td>
<td>1/31/2016</td>
</tr>
<tr>
<td>Toilets, Composting/Portable</td>
<td>DCR 629</td>
<td>Portable and Composting Toilets Retail Services</td>
<td>Shab Khan</td>
<td>617-626-4925, <a href="mailto:shab.khan@state.ma.us">shab.khan@state.ma.us</a></td>
<td>Other</td>
<td>9/30/2016</td>
</tr>
<tr>
<td>Toner Cartridges, Remanufactured</td>
<td>OFF32</td>
<td>Photocopy, Facsimile, Digital Duplicator Equipment and Service; Photocopy, Facsimile, Digital Duplicator and Printer Supplies</td>
<td>Maryellen Osborne</td>
<td>617-720-3139, <a href="mailto:maryellen.osborne@state.ma.us">maryellen.osborne@state.ma.us</a></td>
<td>Office, Recreation, and Educational Supplies</td>
<td>4/30/2016</td>
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<tr>
<td>Traffic Cones and Safety Products, Recycled</td>
<td>VEH92</td>
<td>Traffic Safety Products</td>
<td>Steve Lyons</td>
<td>617-720-3373, <a href="mailto:steve.lyons@state.ma.us">steve.lyons@state.ma.us</a></td>
<td>Vehicles, Transportation and Road Maintenance</td>
<td>2/29/2016</td>
</tr>
<tr>
<td>Vehicle Parts, Motorized Parts</td>
<td>VEH96</td>
<td>Light, Medium, Heavy Duty OEM &amp; NON-OEM Motorized Vehicle Parts, Refined Motor Oil, Lubricants</td>
<td>Lisa Baker</td>
<td>617-720-3112, <a href="mailto:lisa.baker@state.ma.us">lisa.baker@state.ma.us</a></td>
<td>Vehicles, Transportation and Road Maintenance</td>
<td>6/30/2018</td>
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<tr>
<td>Vehicles, Hybrid &amp; Other Alternative Fuel</td>
<td>OVM10</td>
<td>Gasoline, Hybrid and Other Alternative Fuel Vehicles</td>
<td>Lana Gunaratne</td>
<td>617-720-3315, <a href="mailto:lalana.m.gunaratne@state.ma.us">lalana.m.gunaratne@state.ma.us</a></td>
<td>Vehicles, Transportation and Road Maintenance</td>
<td>11/30/2017</td>
</tr>
<tr>
<td>Water Treatment Technologies, Alternative</td>
<td>FAC80</td>
<td>Water Treatment Chemicals and Systems</td>
<td>Sara Urato</td>
<td>617-720-3319, <a href="mailto:Sara.urato@state.ma.us">Sara.urato@state.ma.us</a></td>
<td>Facilities Maintenance, Repair and Service</td>
<td>2/31/2018</td>
</tr>
<tr>
<td>Water: Bottled, Emergency Bottled, Water Filtration Services, Reverse Osmosis Systems</td>
<td>GRO34</td>
<td>Bottled Water, Emergency Bottled Water, Water Filtration Services, Reverse Osmosis with available Services and Supplies</td>
<td>Betty Fernandez</td>
<td>617-720-3133, <a href="mailto:betty.fernandez@state.ma.us">betty.fernandez@state.ma.us</a></td>
<td>Food and Groceries Supplies and Service</td>
<td>8/31/2020</td>
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<th>SERVICES</th>
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<th>Phone and Email</th>
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<tr>
<td>Ammunition Recycling</td>
<td>LAW09</td>
<td>Firearms, Ammunition, Related Training Products, Services, Accessories and Less than Lethal Munitions Statewide Contract</td>
<td>Jodi Paris Anastos</td>
<td>617-720-3169, <a href="mailto:jodi.parisanastos@mass.state.us">jodi.parisanastos@mass.state.us</a></td>
<td>Public Safety, Law Enforcement &amp; Protection</td>
<td>9/30/2015</td>
</tr>
<tr>
<td>Antifreeze Recycling</td>
<td>FAC82</td>
<td>Hazardous, Medical, Hard-To-Manage Waste Collection, Disposal/Emergency Response</td>
<td>Dana Cerrito</td>
<td>617-720-3328, <a href="mailto:dana.cerrito@state.ma.us">dana.cerrito@state.ma.us</a></td>
<td>Facilities Maintenance, Repair and Service</td>
<td>12/31/2015</td>
</tr>
<tr>
<td>Body Armor Vest Recycling</td>
<td>LAW14</td>
<td>Body Armor Vests</td>
<td>Jodi Paris Anastos</td>
<td>617-720-3169, <a href="mailto:jodi.parisanastos@mass.state.us">jodi.parisanastos@mass.state.us</a></td>
<td>Public Safety, Law Enforcement &amp; Protection</td>
<td>9/30/2015</td>
</tr>
<tr>
<td>Catering Services, Conference Space, Conference and Hotel Accommodations</td>
<td>GRO27A, GRO27B, GRO27C</td>
<td>Catering Services, Catering Services and Conference Space, Catering Services, Conference Space and Hotel Room Accommodation</td>
<td>Betty Fernandez</td>
<td>617-720-3133, <a href="mailto:betty.fernandez@state.ma.us">betty.fernandez@state.ma.us</a></td>
<td>Food and Groceries Supplies and Service</td>
<td>10/31/2015</td>
</tr>
<tr>
<td>Cleaning Services, Janitorial, Environmentally Preferable</td>
<td>FAC81</td>
<td>Janitorial Services - Environmentally Preferable</td>
<td>Sara Urato</td>
<td>617-720-3319, <a href="mailto:Sara.urato@state.ma.us">Sara.urato@state.ma.us</a></td>
<td>Facilities Maintenance, Repair and Service</td>
<td>1/31/2017</td>
</tr>
<tr>
<td>Computer/Electronics Recycling</td>
<td>FAC82</td>
<td>Hazardous, Medical, Hard-To-Manage Waste Collection, Disposal/Emergency Response</td>
<td>Dana Cerrito</td>
<td>617-720-3328, <a href="mailto:dana.cerrito@state.ma.us">dana.cerrito@state.ma.us</a></td>
<td>Facilities Maintenance, Repair and Service</td>
<td>12/31/2015</td>
</tr>
<tr>
<td>Demand Response Services</td>
<td>FAC89</td>
<td>Designated DCAMM</td>
<td>Demand Response Services</td>
<td>Dave Lewis</td>
<td>617-727-4030 x:472, <a href="mailto:Dave.Lewis@state.ma.us">Dave.Lewis@state.ma.us</a></td>
<td>Facilities Maintenance, Repair and Service</td>
</tr>
<tr>
<td>Environmental Diagnostic Testing and Monitoring</td>
<td>DCP1113-HD1</td>
<td>Environmental Diagnostic Testing and Monitoring Services Contract</td>
<td>Allen Wiggins</td>
<td>617-727-4050, <a href="mailto:allen.wiggins@state.ma.us">allen.wiggins@state.ma.us</a></td>
<td>Other</td>
<td>1/31/2016</td>
</tr>
<tr>
<td>Environmental Management Consultant, Program Coordinator, and Planner Services</td>
<td>PRF46</td>
<td>Management Consultants, Program Coordinators and Planner Services</td>
<td>Sorraia Tavares</td>
<td>617-720-3304, <a href="mailto:sorraia.tavares@state.ma.us">sorraia.tavares@state.ma.us</a></td>
<td>Professional Services</td>
<td>12/31/2015</td>
</tr>
<tr>
<td>SERVICES</td>
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<tr>
<td>Facility Maintenance, Operation and Energy Advisory Services</td>
<td>DCP-0711</td>
<td>Facility Maintenance, Operation and Energy Advisory Services</td>
<td>Stephen White</td>
<td>617-727-4030 x31548, <a href="mailto:FacilityAdvisors.DCAM@State.ma.us">FacilityAdvisors.DCAM@State.ma.us</a></td>
<td>Facilities Maintenance, Repair and Service</td>
<td>12/5/2015</td>
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<tr>
<td>Fire Extinguisher Recycling</td>
<td>FAC82</td>
<td>Hazardous, Medical, Hard-To-Manage Waste Collection, Disposal/Emergency Response</td>
<td>Dana Cerrito</td>
<td>617-720-3328, <a href="mailto:dana.cerrito@state.ma.us">dana.cerrito@state.ma.us</a></td>
<td>Facilities Maintenance, Repair and Service</td>
<td>12/31/2015</td>
</tr>
<tr>
<td>Fuel Card and Fuel Management Services</td>
<td>VEH84</td>
<td>Fuel Card &amp; Fuel Management Services</td>
<td>Lisa Baker</td>
<td>617-720-3112, <a href="mailto:lisa.baker@state.ma.us">lisa.baker@state.ma.us</a></td>
<td>Vehicles, Transportation and Road Maintenance</td>
<td>8/31/2015</td>
</tr>
<tr>
<td>Hazardous Waste Recycling</td>
<td>FAC82</td>
<td>Hazardous, Medical, Hard-To-Manage Waste Collection, Disposal/Emergency Response</td>
<td>Dana Cerrito</td>
<td>617-720-3328, <a href="mailto:dana.cerrito@state.ma.us">dana.cerrito@state.ma.us</a></td>
<td>Facilities Maintenance, Repair and Service</td>
<td>12/31/2015</td>
</tr>
<tr>
<td>Integrated Pest Management (IPM)</td>
<td>FAC74</td>
<td>Integrated Pest Management</td>
<td>Maureen Barends</td>
<td>617-720-3155, <a href="mailto:maureen.barends@state.ma.us">maureen.barends@state.ma.us</a></td>
<td>Facilities Maintenance, Repair and Service</td>
<td>3/1/2016</td>
</tr>
<tr>
<td>Integrated Pest Management for Turf and Landscaping</td>
<td>FAC77</td>
<td>Landscaping Services, Tree Trimming, Catch Basin Cleaning, Snow Removal and Related Services</td>
<td>Sara Urato</td>
<td>617-720-3319, <a href="mailto:sara.urato@state.ma.us">sara.urato@state.ma.us</a></td>
<td>Facilities Maintenance, Repair and Service</td>
<td>9/30/2016</td>
</tr>
<tr>
<td>Landscaping Services: Irrigation, Tree Trimming, Catch Basin Cleaning, &amp; Snow Removal</td>
<td>FAC77</td>
<td>Landscaping Services, Tree Trimming, Catch Basin Cleaning, Snow Removal and Related Services</td>
<td>Sara Urato</td>
<td>617-720-3319, <a href="mailto:sara.urato@state.ma.us">sara.urato@state.ma.us</a></td>
<td>Facilities Maintenance, Repair and Service</td>
<td>9/30/2016</td>
</tr>
<tr>
<td>Mattress Recycling</td>
<td>FAC90</td>
<td>Mattress Recycling</td>
<td>Lydia Meintel-Wade</td>
<td>617-556-1011 <a href="mailto:Lydia.Meintel-Wade@State.MA.US">Lydia.Meintel-Wade@State.MA.US</a></td>
<td>Facilities Maintenance, Repair and Service</td>
<td>7/15/2018</td>
</tr>
<tr>
<td>Moving and State Surplus Disposal Services</td>
<td>FAC78</td>
<td>Moving Services and State Surplus Disposal Services</td>
<td>Maureen Barends</td>
<td>617-720-3155, <a href="mailto:maureen.barends@state.ma.us">maureen.barends@state.ma.us</a></td>
<td>Facilities Maintenance, Repair and Service</td>
<td>6/30/2016</td>
</tr>
<tr>
<td>Oil Waste Recycling</td>
<td>FAC82</td>
<td>Hazardous, Medical, Hard-To-Manage Waste Collection, Disposal/Emergency Response</td>
<td>Dana Cerrito</td>
<td>617-720-3328, <a href="mailto:dana.cerrito@state.ma.us">dana.cerrito@state.ma.us</a></td>
<td>Facilities Maintenance, Repair and Service</td>
<td>12/31/2015</td>
</tr>
<tr>
<td>Print, Copy &amp; Mail Services</td>
<td>OFF44</td>
<td>Print, Copy &amp; Mail Services and Printed Promotional Products</td>
<td>Anthony Delaney</td>
<td>617-720-3118, <a href="mailto:Anthony.Delaney@state.ma.us">Anthony.Delaney@state.ma.us</a></td>
<td>Office, Recreation, and Educational Supplies</td>
<td>6/30/2018</td>
</tr>
<tr>
<td>Propane Tank Recycling</td>
<td>FAC82</td>
<td>Hazardous, Medical, Hard-To-Manage Waste Collection, Disposal/Emergency Response</td>
<td>Dana Cerrito</td>
<td>617-720-3328, <a href="mailto:dana.cerrito@state.ma.us">dana.cerrito@state.ma.us</a></td>
<td>Facilities Maintenance, Repair and Service</td>
<td>12/31/2015</td>
</tr>
<tr>
<td>Renewable/Alternative Energy Credit Contract</td>
<td>FAC83</td>
<td>Renewable/Alternative Energy Credit Contract</td>
<td>Dave Lewis</td>
<td>617-727-4030 x472, <a href="mailto:Dave.Lewis@state.ma.us">Dave.Lewis@state.ma.us</a></td>
<td>Facilities Maintenance, Repair and Service</td>
<td>12/31/2015</td>
</tr>
<tr>
<td>Scrap Metal, Sale and Disposal</td>
<td>SSP1502</td>
<td>Sale and Removal of Scrap Metals</td>
<td>Paul Guerino</td>
<td>617-720-3146, <a href="mailto:paul.guerino@state.ma.us">paul.guerino@state.ma.us</a></td>
<td>Other Services</td>
<td>4/30/2016</td>
</tr>
<tr>
<td>Scrap Tire Removal / Disposal Services</td>
<td>FAC86</td>
<td>Solid Waste and Recycling Services</td>
<td>Sara Urato</td>
<td>617-720-3319, <a href="mailto:sara.urato@state.ma.us">sara.urato@state.ma.us</a></td>
<td>Facilities Maintenance, Repair and Service</td>
<td>2/13/2018</td>
</tr>
<tr>
<td>Small Package Delivery Services</td>
<td>OFF43</td>
<td>Small Package Delivery</td>
<td>Anthony Delaney</td>
<td>617-720-3118, <a href="mailto:Anthony.Delaney@state.ma.us">Anthony.Delaney@state.ma.us</a></td>
<td>Office, Recreation, and Educational Supplies</td>
<td>3/18/2017</td>
</tr>
<tr>
<td>SERVICES</td>
<td>Contract Number</td>
<td>Title</td>
<td>Sourcing Lead</td>
<td>Phone and Email</td>
<td>Product Category</td>
<td>Expiration Date</td>
</tr>
<tr>
<td>----------------------------------------------</td>
<td>-----------------</td>
<td>-----------------------------------------------------------------------</td>
<td>-------------------</td>
<td>--------------------------------------------------</td>
<td>--------------------------------------------------------</td>
<td>-----------------</td>
</tr>
<tr>
<td>Solid Waste and Recycling Services</td>
<td>FAC86</td>
<td>Solid Waste and Recycling Services</td>
<td>Sara Urato</td>
<td>617-720-3319, <a href="mailto:Sara.urato@state.ma.us">Sara.urato@state.ma.us</a></td>
<td>Facilities Maintenance, Repair and Service</td>
<td>2/13/2018</td>
</tr>
<tr>
<td>Universal Waste, Mercury and Battery Recycling</td>
<td>FAC82</td>
<td>Hazardous, Medical, Hard-To-Manage Waste Collection, Disposal/Emergency Response</td>
<td>Dana Cerrito</td>
<td>617-720-3328, <a href="mailto:dana.cerrito@state.ma.us">dana.cerrito@state.ma.us</a></td>
<td>Facilities Maintenance, Repair and Service</td>
<td>12/31/2015</td>
</tr>
<tr>
<td>Vehicles, Short-term Rental</td>
<td>OVM09</td>
<td>Short-Term Rental of Various Light Duty Vehicles</td>
<td>Betty Fernandez</td>
<td>617-720-3133, <a href="mailto:betty.fernandez@state.ma.us">betty.fernandez@state.ma.us</a></td>
<td>Vehicles, Transportation and Road Maintenance</td>
<td>11/14/2015</td>
</tr>
<tr>
<td>Windshield and Glass Recycling for Vehicles</td>
<td>OVM08</td>
<td>Windshield and Glass Replacement for Vehicles</td>
<td>Lana Gunaratne</td>
<td>617-720-3315, <a href="mailto:lalana.m.gunaratne@state.ma.us">lalana.m.gunaratne@state.ma.us</a></td>
<td>Vehicles, Transportation and Road Maintenance</td>
<td>6/30/2016</td>
</tr>
</tbody>
</table>
PRODUCTS

Listed below are summaries of products available in the Commonwealth SWCs. The summaries include additional information on what is available and how to find the products within the contracts.

**Alternative Snow and Ice Products**

<table>
<thead>
<tr>
<th>Contract #</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>FAC76</td>
<td>Maintenance, Repair and Operations Statewide Contract</td>
</tr>
<tr>
<td>FAC85</td>
<td>Environmentally Preferable Cleaning Products, Programs, Equipment and Supplies</td>
</tr>
</tbody>
</table>

Expiration Dates:
- FAC76: 4/30/2016
- FAC85: 3/30/2018

OSD Sourcing Leads:
- FAC76: Maureen Barends, 617-720-3155, maureen.barends@state.ma.us
- FAC85: Lana Gunaratne, 617-720-3315, Lalana.M.Gunaratne@state.ma.us

Alternative snow and ice products are available in both Category 7 of FAC76 and Category 7 of FAC85. These products provide environmentally preferable alternatives to the use of sodium chloride (salt) for deicing walkways, parking lots, and roadways.

For FAC85, all deicers and snowmelt products must be on EITHER the Pacific Northwest Snowfighters Qualified Products List or Recognized under the US EPA’s Safer Choice labeling program.

**Why replace road salt?**

Every winter, millions of tons of road salt used to deice U.S. roads eventually wash away, either when the snow melts or when the spring rains arrive. Salt corrodes vehicles, bridges, and other metal structures. In bodies of water, such as lakes, rivers, and local ponds, salt run-off raises the salinity of the water while reducing dissolved oxygen levels, creating alien conditions that may negatively impact native wildlife. Salt also may render farmland infertile. Finally, salt absorbs water faster than plant life, which may create drought conditions for plants, even if there is plenty of water all around them. People and pets have been impacted in a similar fashion.

**Antifreeze, Remanufactured**

<table>
<thead>
<tr>
<th>Contract #</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>VEH96</td>
<td>Light, Medium, Heavy Duty OEM &amp; NON-OEM Motorized Vehicle Parts, Refined Motor Oil, Lubricants</td>
</tr>
</tbody>
</table>

Expiration Date: 6/30/2018

OSD Sourcing Lead: Lisa Baker, 617-720-3112, lisa.baker@state.ma.us
This contract provides recycled antifreeze made from 100%-recycled ethylene glycol in both ready-to-use and concentrated forms in one gallon, 55 gallon drums, and bulk quantities.

Art and Instructional School Supplies, Environmentally Preferable

Contract #: OFF35: Art and Instructional School Supplies
Expiration Date: 9/30/2017
OSD Sourcing Lead: Maryellen Osbourne, 617-720-3139, maryellen.osborne@state.ma.us

This contract is a Cooperative Purchase Agreement between the State of Connecticut and the Commonwealth of Massachusetts. Refer to the Healthy Purchasing for Healthy Schools, A Guidance Memo, Green Cleaning + Five More Product Categories to Help Make Schools Healthier by the Coalition for Healthier Schools1 for tips on purchasing environmentally preferable art supplies:

- Identify art supplies certified “AP”, meaning they are certified non-toxic, by the Art & Creative Materials Institute (ACMI)2.
- Make sure to search for products that contain “recycled” content.
- Choose products without high-hazard chemicals such as lead or asbestos, ketones or xylene, acetone, phthalates, and fragrances, which often are added to markers.
- When purchasing markers, specify low odor or water based and fragrance free.

Art and craft supplies can contain toxic ingredients that, when used or stored in a classroom or play area, may create health risks for some children. Lead, asbestos, and petroleum-based solvents sometimes are used to preserve art products, enhance their colors, or make them easier to apply. These toxic ingredients may trigger acute effects such as asthma attacks or headaches and nausea, especially if used in a poorly ventilated area. Some inks, adhesives, dyes, and clays contain chemicals that may cause adverse health effects in adults after occupational exposures. Children are more sensitive to the negative effects of toxic chemicals.

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1 The Coalition for Health Schools is a national non-profit run by the Healthy Schools Network, and provides a national forum and platform for environmental health at school by promoting collaborative research and policy development, and advanced systemic reforms.
2 ACMI is a nonprofit, international association of more than 200 companies that produce art, craft and other creative materials.
Bio-Based Lubricants, Equipment and Automotive

**Contract #:** VEH96: Light, Medium, Heavy Duty OEM & NON-OEM Motorized Vehicle Parts, Refined Motor Oil, Lubricants

**Expiration Date:** 6/30/2018

**OSD Sourcing Lead:** Lisa Baker, 617-720-3112 lisa.baker@state.ma.us

Vegetable oils (bio-based products) are included in several oil/fluid product listings. These products, made from corn, canola, soy, and other vegetable oils, are used to produce a wide range of lubricants.

The majority of companies manufacturing plant-based lubricants have focused primarily on industrial oils. Within this category, certain applications are best suited for plant-based lubricants, including hydraulic oils, total loss lubricants, metalworking oils, and other general oils. The bio-based lubricants contained on this contract meet Original Equipment Manufacturer (OEM) product requirements and use the same American Society for Testing Materials (ASTM) standards as petroleum-based fluids.

Users are finding that vegetable oils may offer better performance than petroleum oils in some applications, with the added benefits of being less toxic, renewable, and biodegradable, posing a greatly reduced threat to human health and the environment. When spilled, the bio-based products pose no immediate threat to the surrounding environment. Conversely, spilled petroleum can contaminate streams, kill vegetation, harm wildlife, and carry costly remediation costs.

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Building Materials and Supplies

**Contract #:** FAC76: Maintenance, Repair and Operations

**Expiration Date:** 4/30/16

**OSD Sourcing Lead:** Maureen Barends, 617-720-3155, maureen.barends@state.ma.us

Building materials and supplies are in several of the categories under the Maintenance, Repair and Operations (MRO) contract FAC76:

- **Category 1:** Walk-in Building Materials and Supplies: Floor, Wall & Ceiling Materials, Lumber and Millwork, Hardware, Home Décor, Paint & Supplies
- **Category 7:** Specialty Products. This includes compact fluorescent (CFL’s) and Light Emitting Diodes (LEDs), sustainably harvested (certified) wood products, sustainable roofing, dimensional plastic lumber, reprocessed paint, and other EPPs.

In 2006, an Act Relative to Economic Investments in the Commonwealth to Promote Job Creation, Economic Stability, and Competitiveness in the Massachusetts Economy Act (Chapter 123, Section 34) that directs the State Purchasing Agent to grant a preference to products of agriculture grown or produced using locally grown products (as defined in MGL Chapter 128 Sec 1A). Such locally grown or produced products shall be purchased unless the price of the goods exceeds the price of products of agriculture from outside the Commonwealth by more than
10%. For purposes of this preference, products of agriculture are defined to include any agricultural, aquacultural, floricultural, or horticultural commodities; the growing and harvesting of forest products; the raising of livestock, including horses; the raising of domesticated animals, bees, fur-bearing animals; and any forestry or lumbering operations.

### Cleaning Products, Programs, Equipment, and Supplies, Environmentally Preferable

**Contract #:** FAC85: Environmentally Preferable Cleaning Products, Programs, Equipment and Supplies  
**Expiration Date:** 03/30/2018  
**OSD Sourcing Lead:** Lana Gunaratne, 617-720-3315, Lalana.M.Gunaratne@state.ma.us

This is a multi-state “all green” contract led by the Commonwealth with 12 categories of environmentally preferable cleaning products, equipment, and supplies that also includes green cleaning technologies. The green chemicals and janitorial paper products included in this contract are required to be “Independently Third-Party Certified,” which means that the environmental claims, as well as the product’s performance, have been tested and certified by an established and legitimate, nationally-recognized third-party certification program. The only chemicals without such certification are the disinfectants and various sanitizers, for which no third-party certification is available. The Commonwealth’s Toxics Reduction Task Force developed specifications for greener disinfectants and sanitizers, and these specifications were used in this contract. In addition, vendors were selected for their ability to provide assistance in transitioning eligible entities to green cleaning programs.

The categories of products and services and their required specifications are noted below:

<table>
<thead>
<tr>
<th>Category</th>
<th>Required Specification</th>
</tr>
</thead>
<tbody>
<tr>
<td>Category 1: General Purpose Cleaners</td>
<td>GreenSeal and UL Ecologo</td>
</tr>
<tr>
<td>Category 2: Other Floor Maintenance Chemicals</td>
<td>GreenSeal and UL Ecologo</td>
</tr>
<tr>
<td>Category 3: Disinfectants and Sanitizers</td>
<td>Commonwealth Toxics Reduction Task Force Specifications for greener disinfectants and sanitizers</td>
</tr>
<tr>
<td>Category 4: Specialty Cleaners</td>
<td>GreenSeal, UL Ecologo, and US EPA’s Safer Choice</td>
</tr>
<tr>
<td>Category 5: Powered Janitorial Equipment &amp; Service</td>
<td>Must meet GreenSeal 42 Standards</td>
</tr>
<tr>
<td>Category 6: General Cleaning Supplies, Equipment, and Service</td>
<td>Various specifications by product type</td>
</tr>
<tr>
<td>Category 7: Hand Soaps, Hand Sanitizers, and Personal Care Products</td>
<td>GreenSeal and UL Ecologo</td>
</tr>
<tr>
<td>Category 8: De-Icing and Snowmelt Products</td>
<td>US EPA’s Safer Choice</td>
</tr>
<tr>
<td>Category 9: Waste/Recycling/Composting Liners</td>
<td>BPI Certification for compostable liners, and various specifications for plastic liners</td>
</tr>
<tr>
<td>Category 10: Disposable Janitorial Paper Products</td>
<td>GreenSeal and UL Ecologo 175</td>
</tr>
<tr>
<td>Category 11: Entryway and Other Matting Systems</td>
<td>Recycled content and PVC-free</td>
</tr>
<tr>
<td>Category 12: Microfiber Cleaning Service</td>
<td>Various specifications</td>
</tr>
</tbody>
</table>
A full list of in-depth specifications may be found in *Attachment A: Mandatory Specifications and Desirable Criteria* listed in [FAC85 Master MBPO](#) listed in COMMBUYS. To access policy information, guidance, and case studies concerning green cleaning products, visit the [EPP Green Cleaning Products, Programs, Equipment and Supplies webpage](#).

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**Clothing, Environmentally Preferable**

**Contract #:** **CLT07:** Clothing, Uniforms, Footwear, Accessories and Personal Care Products  
**Expiration Date:** 3/31/2017  
**OSD Sourcing Lead:** Stephen Lyons, 617-720-3373, [steve.lyons@state.ma.us](mailto:steve.lyons@state.ma.us)

The CLT07 contract includes a category for “environmentally preferable clothing.” Items in this category may be made with recycled materials (e.g. recycled polyester and/or PET plastic); such items also may be made with organically grown cotton, be bleached without the use of chlorine, or similar environmental attribute. Such products typically represent a significant energy savings in the manufacturing process and may not require dry cleaning, which may help reduce the use of toxic chemicals. Contact vendors to request additional information on the products provided.

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**Computers, Laptops, Peripherals**

**Contract #:**  
*ITC44: IT Hardware, Computers, Laptops, Peripherals, NASPO/WSCA Agreement*  
**Expiration Date:** 9/30/2015  
**OSD Sourcing Lead:** Tim Kennedy, 617-720-3107, [tim.kennedy@state.ma.us](mailto:tim.kennedy@state.ma.us)  
AND  
**Contract #:**  
*ITC47: IT Hardware and Services*  
**Expiration Date:** 3/31/2017  
**OSD Sourcing Lead:** Marge MacEvitt, 617-720-3121, [marge.macevitt@state.ma.us](mailto:marge.macevitt@state.ma.us)

There are two statewide contracts for computers - ITC44: IT Hardware, Computers, Laptops, and Peripherals, NASPO/WSCA Agreement and ITC47: IT Hardware and Services. Both contracts cover a broad range of computer equipment and related services, and both include requirements for products to be registered with the [Electronic Products Environmental Assessment Tool (EPEAT)](#). EPEAT is a procurement tool designed to help large volume purchasers evaluate, compare, and select desktop computers, laptops, and monitors based upon their environmental attributes as specified in the consensus-based IEEE Standard for the Environmental Assessment of Personal Computer Products. The principles of EPEAT are:

- **Design for the environment and human health:** Elimination or reduction of harmful constituents, use of recycled and bio-based materials, and design for recyclability and upgradeability.
- **Energy efficiency and user health:** Energy Star compliance and minimized health risks for users.
Safe and environmentally sound End-of-Life (EOL) management: Availability of take-back and management services with emphasis on reuse, recycling, and safe materials management.

Manufacturer responsibility: Compliance with environmental regulations and pollution prevention techniques, Eco-labels, third-party certifications, and disclosures regarding the use of toxic materials.

This contract requires that all equipment covered by Energy Star be shipped with the power management features enabled. All vendor technical support, maintenance, and integration personnel also are required to ensure Energy Star functionality is turned on and is functioning.

Both contracts require vendors to provide take-back of products at the end of their useful life, whether for free or for a fee.

In addition, Category 3 of ITC47 allows for re-furbished computers.

Electrical and Lighting Supplies and Equipment, Energy Efficient

Contract #: FAC76: Maintenance Repair and Operations
Expiration Date: 4/30/2016
OSD Sourcing Lead: Maureen Barends, 617-720-3155, maureen.barends@state.ma.us

The Maintenance, Repair & Operations (MRO) Products, Supplies and Equipment Contract, provides a wide variety of energy efficient lighting materials, including compact fluorescent lightbulbs (CFLs), Light Emitting Diodes (LEDs), and exit signs, and provides a variety of value-added services.

In FY 2014, Commonwealth Agencies and political subdivisions saved more than $16,570,000 through the purchase of CFLs. Within this total, $13,487,623 represented energy savings through the use of CFLs, and $3,082,388 reflected savings as a result of reduced labor from less bulb switch-outs.

Many of the products and services available on the contract are associated with significant energy and cost savings:

Energy efficiency retrofits. The vendors will perform a free energy audit, identify opportunities to convert to more efficient lighting equipment, and recommend energy-saving practices. While retrofits come at an upfront cost, the resulting energy savings cover the upfront cost within a short period of time. The vendors also obtain utility rebates that further reduce the cost of the retrofits. In addition, state agencies may qualify for assistance through the High-Efficiency Lighting Retrofits Distribution Program run by the Leading By Example program.

3 2014 Annual Report MA EPP Program, p.9
Many municipalities have taken advantage of retrofitting road lighting to energy efficient alternatives, resulting in large savings for the community in reduced energy costs.

- **Compact fluorescent light bulbs (CFLs).** CFLs can replace conventional incandescent light bulbs either with the installation of a new lighting fixture or without a fixture retrofit. The use of CFLs is associated with significant energy and labor reductions:
  - CFLs consume three or four times less energy than incandescent bulbs, cutting the energy bill by just as much.
  - CFLs also live longer, about 10,000 hours each when compared to the 1,000-hour lifespan of a traditional incandescent, meaning 10 times less bulb replacement work and staff time freed up.

- **Light Emitting Diodes: (LEDs):** are semiconductor devices that produce visible light when an electrical current passes through them. LED lighting can be more efficient, durable, versatile and longer lasting than other light sources.
  - LEDs are “directional” light sources, which mean they emit light in a specific direction, unlike incandescent and compact fluorescent bulbs which emit light – and heat – in all directions. For this reason, LED lighting is able to use light and energy more efficiently in many applications.

- **High Intensity Discharge (HIDs):** these lamps have an intense point source of light used in outdoor, high-bay and some retail applications. Today’s efficient electronic HIDs use metal halide lamps with electronic ballasts.

**Energy Saving Products Available**

- Compact and straight fluorescent lamps.
- LEDs
- Energy-efficient ballasts
- Energy-efficient EXIT signs and retrofit kits

**Value-Added Services**

- Free energy audits.
- Return on investment analysis for energy-efficient retrofit projects.
- Lighting training sessions.
- Free troubleshooting and technical assistance.

**Recycling of Lighting Fixtures**

See Statewide Contract FAC82 Hazardous/Universal, Medical, and Electronic Waste Disposal and Emergency Response in this guide for more information on recycling lighting fixtures.
Fertilizers, Organic and Other Environmentally Preferable Landscaping Applications

Contract #: FAC79: Landscaping and Green Roof Products, Playground Equipment, Site Amenities and Related Products
Expiration Date: 6/30/2017
OSD Sourcing Lead: Sara Urato, 617-720-3319, sara.urato@state.ma.us

This contract includes a host of landscaping products and services including native plants, organic turf and landscape products, compost and mulch, green roof and living wall materials and supplies, environmentally preferable playground equipment and surfaces, and playground furniture made with recycled materials.

<table>
<thead>
<tr>
<th>Cat #</th>
<th>Category Name</th>
<th>EPP Product/Services Available</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>Turf and Landscape Products: Seed, Sod, Fertilizer, Pesticide and Related Products</td>
<td>Includes liquid organic fertilizers, organic plant stimulants, and organic soil amendments. Vendors required to provide soil testing, and some provide take-back and recycling services for packaging.</td>
</tr>
<tr>
<td>3</td>
<td>Compost and Mulch</td>
<td>Free of pressure treated lumber, dust, or debris. Specifications indicated for different types of compost. Compost and mulch are natural soil amendments that assist in healthy soil development, and water reduction.</td>
</tr>
<tr>
<td>4</td>
<td>Soil Aggregate Products</td>
<td>Some recycled aggregate products available</td>
</tr>
<tr>
<td>5</td>
<td>Green Roof and Living Wall Materials and Supplies</td>
<td>Some vendors offer products made with recycled content</td>
</tr>
<tr>
<td>9</td>
<td>Related Specialty Environmentally Preferable Products</td>
<td>Products in this category must be made with recycled materials, be less toxic or provide one or more of other environmental benefits compared to competing products and materials serving the same purpose. Such EPPs may include, but not be limited to: Timbers or other products made with recycled plastic; erosion control bales made with recycled materials; less toxic athletic marking paint, and other similar products.</td>
</tr>
</tbody>
</table>

EPP fertilizers include Liquid Organic Fertilizers, Organic Plant Stimulants, and Organic Soil Amendments that are recognized as effective means of addressing agricultural needs while minimizing some environmental effects associated with traditional chemical products. These materials are “certified” as organic by nationally recognized certifying bodies such as the Organic Materials Review Institute (OMRI) and National Organic Program (NOP), may be applied with no adverse impact to human health, and will not compromise water supplies.

The organic fertilizers enhance plant growth and rebuild soil quality to improve deeper rooting and penetration of water and nutrients. Improved plant health also results in increased resistance to pests. The vendors for these products will meet with your facility individually to provide an overview of the products and process and assist with the implementation of the products.
Foodservice Supplies and Equipment/Institutional Grade Products

Contract #: GRO29: Foodservice Supplies & Equipment, Institutional Commercial Grade, Large & Small
Expiration Date: 2/28/2016
OSD Sourcing Lead: Betty Fernandez, 617-720-3133, betty.fernandez@state.ma.us

This Statewide Contract provides grocery-related items/foodservice supplies such as cups, napkins, plates, straws, trays, toilet paper, paper towels, forks, spoons, knives, among others.

Products that are biodegradable/compostable offer an environmentally preferable and sustainable alternative to conventional disposable foodservice ware. Biodegradable products may be made from fibers, resins, or other materials that may be satisfactorily composted in most municipal and/or industrial composting facilities. Many of these products are certified by the Biodegradable Products Institute (BPI) and are required to comply with the following specifications:

- 100% biodegradable and made from renewable resources.
- Compatible for composting in typical cafeteria food waste programs without detracting from the quality of the finished compost produced through such programs.
- Comply with the American Society of Testing and Materials (ASTM) D6400-99 “Specifications for Compostable Plastics” (for products that contain or consist of compostable plastics).
- Comply with ASTM D6868 “Specifications for Biodegradable Plastic Coatings on Paper and Other Compostable Substrates” (for compostable products with biodegradable plastic coatings).

Foodservice Equipment, Maintenance and Repair Services

Contract #: GRO29: Foodservice Supplies & Equipment, Institutional Commercial Grade, Large & Small
Expiration Date: 2/28/2016
OSD Sourcing Lead: Betty Fernandez, 617-720-3133, betty.fernandez@state.ma.us

This SWC provides foodservice equipment - institutional commercial grade, large and small, with related maintenance and repair services. The contract provides foodservice equipment in three core product categories:

- Large equipment (e.g. ovens, grills, fryolators, and milk cooler equipment).
Small equipment (e.g. mixers, toasters, and microwaves).
Maintenance and repairs of foodservice equipment as needed by a requesting department.

Furniture, Environmentally Preferable and Remanufactured

Contract #: OFF38: Office, School and Library Furniture, Accessories & Installation
Expiration Date: 4/4/2018
OSD Sourcing Lead: Anthony Delaney, 617-720-3118, Anthony.Delaney@state.ma.us

Many of the remanufactured panels on this contract offer savings when compared with the new OEM panels on the contract. The remanufactured panels also meet the same specifications as their OEM counterparts and are available in a broad range of fabrics and design configurations. Call the vendor to receive a brochure and catalog or visit COMMBUYS (www.commbuys.com).

Issues to consider when purchasing office furniture

Many of the vendors awarded under OFF38 for remanufactured and other office furnishings incorporate the following sustainable principles and practices into their design and manufacturing processes. You are encouraged to support their sustainable efforts wherever possible. Give preference to these:

Powder Coating: Powder coating is a “dry paint” application process in which finely ground particles of pigment and resin are electrostatically charged and sprayed onto a surface, which is then cured to set the coating. It reduces Volatile Organic Compounds (VOCs) in the application process, resulting in improved indoor air quality.

LEED (Leadership in Energy and Environmental Design) Green Building Rating System: A voluntary, consensus-based national standard for developing high-performance, sustainable buildings. LEED for Commercial Interiors (LEED-CI) addresses the specifics of tenant spaces, primarily in office, retail, and institutional buildings. It is the recognized standard for certifying high-performance green interiors that are healthy, productive places to work, are less costly to operate and maintain, and represent a reduced environmental footprint. Visit the U.S. Green Building Council at www.usgbc.org.

Cradle-to-Cradle (C2C) Protocol (www.aia.org): C2C reflects a strategy for developing ecologically-intelligent products that generate economic, social, and environmental benefits at every phase of their use, including:

- Material chemistry and safety: What chemicals are in the materials specified for the product? Are they the safest possible?
- Disassembly: Can the manufacturer take products apart easily at the end of their usual lives to recycle the materials?
- Recyclability: Do the materials contain recycled content and/or may they be recycled?
Certifications such as Greengard, Green Seal, ISO 14001, and Forest Stewardship Council (FSC) represent sustainable programs.

**Flame Retardants:** Flame retardant chemicals are semi-volatile organic compounds that migrate out of the products and into the air and resides in existing dust. Many flame retardant chemicals have been found to be persistent, bioaccumulative, and/or toxic, and there is growing concern about the impact of these chemicals in our environment. Non-chemical flame retardants, such as appropriate smolder-proof fabric, should be used whenever doing so is compliant with fire safety requirements. See Center for Environmental Health’s Kicking Toxic Chemicals Out of the Office; An Easy Guide to Going Flame Retardant Free, July 2015 to find more information on flame retardants.

Furniture is typically made to meet one of two flammability standards:

- **TB 117-2013** is the standard that is used for most office furniture. TB 117-2013 may be met without the use of flame retardant chemicals, although the standard does not prohibit their use.
- **TB 133** is a flammability standard designed for “special occupancy” buildings. While states vary in their definition of what is considered a “special occupancy” building, the term usually applies to health care facilities and prisons, as well as auditoriums, public assembly areas of hotels and motels, dormitories, and childcare centers. Furniture that meets TB 133 is typically made with flame retardants in the foam, fabric and/or barrier material and is significantly more expensive than TB 117-2013 furniture. In almost all jurisdictions, special occupancy buildings that are fully equipped with fire sprinkler systems are allowed to meet TB 117-2013. The ability to comply with TB 117-2013 instead of TB 133 is a financial and environmental win.
  - **Please note:** The City of Boston is an exception to this rule and does not allow certain public buildings to meet TB 117-2013, even if the building is fully equipped with a fire sprinkler system. The Boston code is being reviewed and it is possible that it may be changed. If you are required to buy furniture that meets TB 133, you may specify furniture that does not contain “halogenated” flame-retardant chemicals. Many halogenated flame retardants have been found to be persistent, bioaccumulative and toxic.

**Other Chemicals of to Consider:** The following chemicals also have associated health impacts, and if possible, ask for furniture that is made without formaldehyde, chlorinated tris (TDCPP), and reduced or no VOCs.

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**Fuel Card and Fuel Management Services**

- **Contract #:** VEH84: Fuel Card & Fuel Management Services
- **Expiration Date:** 8/31/2015
- **OSD Sourcing Lead:** Lisa Baker, 617-720-3112, lisa.baker@state.ma.us

This contract establishes a full-service contract to provide fuel cards and fuel management services. The fuel card allows State drivers and other eligible entities the ability to re-fuel vehicles throughout the Commonwealth and surrounding State areas. It also allows for the re-fueling of Alternative Fuel Vehicles (AFV), i.e. CNG, and any other new alternative fuel vehicles that currently are available or new technology that may be developed during the contract’s duration.
Volume and Gulf Oil Rebates

Volume rebates of 1.09% off of monthly retail transactions will be processed by the vendor and reflected monthly in arrears on invoices (volumes greater than 700,000 gallons will receive a 1.15% rebate).

Gulf Oil discounts will be processed and applied monthly in arrears as above, and the discounts are as follows:

▼ $0.03 off per gallon at all Gulf and Gulf Cumberland Farms stations in Massachusetts.
▼ $0.02 off per gallon at Gulf Oil stations outside of Massachusetts.

Eligible entities are required to submit their credit application prior to using this contract. Contact Wright Express directly for setup.

Fuels: Biodiesel, #2 Heating Oil, Propane, Ultra Low Sulfur Diesel

Contract #: 1. ENE33: BioDiesel  
2. ENE34: #2 Heating Oil, B5 Biodiesel  
3. ENE35: Propane  
4. ENE40: Ultra-Low Sulphur Diesel

Expiration Dates: 10/31/2015, 9/30/2015, 7/31/2017, and 7/31/2016 respectively

OSD Sourcing Leads: 1. Lisa Baker, 617-720-3112, lisa.baker@state.ma.us  
2. Maureen Barends, 617-720-3155, maureen.barends@state.ma.us  
3. Betty Fernandez, 617-720-3133, betty.fernandez@state.ma.us  
4. Sara Urato, 617-720-3319, Sara.urato@state.ma.us

There are four separate contracts for these fuels as indicated below:

▼ ENE33: Biodiesel is a renewable fuel made from agricultural resources, vegetable oils, and/or animal fats, that all provide the same amount of energy. Biodiesel reduces particulate matter and tailpipe emissions that impact climate change, such as carbon dioxide (CO₂) [although some increase in nitrogen dioxide (NO₂) may occur depending on the duty cycle of the engine]. Biodiesel is nontoxic, biodegradable, and suitable for sensitive environments, making biodiesel spills far less harmful to the environment and much less expensive to clean up than a diesel spill. Biodiesel is available on SWC ENE33 in blends of B5, B10, B15, and B20 (20% biodiesel, 80% ULSD when available) for spring and summer months.

▼ ENE34: #2 Heating Oil, B5 Bioheat®: B5 Bioheat® is traditional home heating oil blended with 5% biofuel. Biofuel is a fuel composed of or produced from biological raw materials — vegetable oils, animal fats, or used cooking oils – as opposed to fossil fuel. Bioheat® may be used in home heating oil equipment in exactly the same manner as standard heating oil with no equipment modifications needed. Bioheat® is regulated by BQ-9000, which is a voluntary quality control program for vendors and manufacturers that requires all batches to be tested for compliance with ASTM D6751 and includes storage, sampling, testing, blending, shipping, distribution, and fuel management best practices. Bioheat® is available in Zones 1, 2, and 3 for will-call only with a minimum 500 gallon delivery.
**ENE35:** Propane: Propane, or liquefied petroleum gas (LPG), is a clean-burning fossil fuel that may be used to power internal combustion engines. LPG-fueled vehicles may produce significantly lower amounts of some harmful emissions and the greenhouse gas, carbon dioxide (CO2). LPG usually is less expensive than gasoline, it can be used without degrading vehicle performance, and most LPG used in U.S. comes from domestic sources.

**ENE40:** Ultra Low Sulfur Diesel (ULSD) describes a new EPA standard for the sulfur content in on-road diesel fuel sold in the U.S. The allowable sulfur content for ULSD (15 ppm) is much lower than the previous U.S. standard for Low Sulfur Diesel (LSD, 500 ppm), which further reduces emissions of sulfur compounds (blamed for acid rain). ULSD also may be used with emission control retrofit devices that greatly reduce emissions of oxides of nitrogen and particulates that may contribute to asthma and other respiratory illnesses.

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**Glass Spheres (Beads), Recycled**

**Contract #:** MDOTFCS84: Glass Spheres  
**Expiration Date:** 2/24/2016  
**Sourcing Lead:** Ken Urato, 781-431-5751 ken.urato@state.ma.us

This Statewide Contract covers the purchase of glass beads for use in pavement markings and wear-resistant reflectorized traffic markings. The beads are spherical in shape and manufactured from transparent, clean, colorless 100% pre-consumer recycled glass. They also are smooth and properly shaped, have no milky pits, and do not contain air bubbles that could affect the beads’ functional requirements.

For more information on this contract, contact the Sourcing Lead listed above.

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**Hospital Supplies, Remanufactured or Used**

**Contract #:** HSP38: Healthcare Equipment, Furniture, Furnishings and Related Services  
**Expiration Date:** 2/28/2017  
**OSD Sourcing Lead:** Peter Etzel, 617-720-3397, peter.etzel@state.ma.us

This SWC offers a broad range of hospital equipment from numerous vendors. Not all equipment is available from nor inventoried by every vendor identified. Within the list of items awarded to each vendor, remanufactured and/or used equipment is offered upon request and otherwise on an “as available” basis only. Depending on equipment and manufacturers, these items often carry a different warranty than if purchased new.

**Equipment available as remanufactured and/or used**

- Lifts and transfer devices
- Bathing systems, rehab
- Alarm systems/accessories
- Stretchers, wheelchairs
- Beds: medical/surgery/specialty equipment
- Durable medical equipment
- Specialty equipment, furnishings
- Overweight patient equipment
Additional environmental services available
 ▼ Batteries exchanged/recycled
 ▼ Mercury Reduction Programs

Product pricing
Cost savings on remanufactured and used equipment may range from 10-50% depending on equipment and vendor.

Industrial/Commercial Supplies

Contract #: FAC76: Maintenance Repair and Operations
Expiration Date: 4/30/2016
OSD Sourcing Lead: Maureen Barends, 617-720-3155, maureen.barends@state.ma.us

Many EPPs are available on the Industrial/Commercial Supplies Contract, such as energy efficient generators, recycled content waste oil containers, absorbents, drums and funnels, energy efficient motors, exit signs, timers, water saving devices, rechargeable batteries, and more. Most vendors also offer cost-free battery recycling programs and alternatives to products containing mercury when they are available. The vendors offer tracking and reporting of EPP purchases.

Award and pricing information
▼ Products and services are available from three statewide and eight regional vendors via catalogs, phone orders, or store locations. Visit the FAC76 Contract User Guide for more information.
▼ Prices are based on a range of discounts off of the lowest available price.
▼ Awarded regions are #1-Pittsfield, #2-Springfield, #3-Worcester, #4-Boston, and #5-New Bedford

Landscaping Applications and Products, Environmentally Preferable

Contract #: FAC79: Landscaping and Green Roof Products, Playground Equipment, Site Amenities and Related Products
Expiration Date: 6/30/2017
OSD Sourcing Lead: Sara Urato, 617-720-3319, Sara.urato@state.ma.us

This SWC includes compost, mulch, and a host of other landscaping products such as golf course applications, soil amendments, organic fertilizers, pesticides and weed control applications, erosion control products, plastic timbers, rubber mulch, nursery products, and more.
There are nine categories available:

<table>
<thead>
<tr>
<th>Cat #</th>
<th>Category Name</th>
<th>EPP Product/Services Available</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Nursery Products</td>
<td>Includes native plants. Some vendors may provide take-back and recycling services for plants and other packaging</td>
</tr>
<tr>
<td>2</td>
<td>Turf and Landscape Products: Seed, Sod, Fertilizer, Pesticide and Related Products</td>
<td>Includes liquid organic fertilizers, organic plant stimulants, and organic soil amendments. Vendors required to provide soil testing, and some provide take-back and recycling services for packaging</td>
</tr>
<tr>
<td>3</td>
<td>Compost and Mulch</td>
<td>Free of pressure treated lumber, dust, or debris. Specifications indicated for different types of compost. Compost and mulch are natural soil amendments that assist in healthy soil development and water reduction.</td>
</tr>
<tr>
<td>4</td>
<td>Soil Aggregate Products</td>
<td>Some recycled aggregate products available</td>
</tr>
<tr>
<td>5</td>
<td>Green Roof and Living Wall Materials and Supplies</td>
<td>Some vendors offer products made with recycled content</td>
</tr>
<tr>
<td>6</td>
<td>Playground Equipment and Surfaces</td>
<td>Includes 85% post-consumer recycled plastic for components and 95% recycled rubber mulch for surfaces, 80% recycled rubber for athletic playground surfaces, and some vendors provide take-back services for recycling of packaging and damaged or out of date products</td>
</tr>
<tr>
<td>7</td>
<td>Benches, Tables, Receptacles and Site Amenities</td>
<td>Benches and Tables: Includes post-consumer recycled plastic, and no PVC materials. Site Amenities: 90% post-consumer recycled content. Traffic Control Products: 80% post-consumer plastic or rubber</td>
</tr>
<tr>
<td>8</td>
<td>Fencing, Railing, Decking, Partitions and Lockers</td>
<td>Plastic Dimensional Lumber: 90% post-consumer plastic material. Composite Dimensional Lumber: 90% total recovered materials, at least 25% post-consumer recycled material. Landscape timbers: 90% recycled, with at least 50% post-consumer recycled material. Partition and Lockers: 20% post-consumer recycled content</td>
</tr>
<tr>
<td>9</td>
<td>Related Specialty Environmentally Preferable Products</td>
<td>Products in this category must be made with recycled materials, be less toxic or provide one or more additional environmental benefit when compared to competing products and materials serving the same purpose. Such EPPs may include, but not be limited to: Timbers or other products made with recycled plastic; erosion control bales made with recycled materials; less toxic athletic marking paint, and other similar products.</td>
</tr>
</tbody>
</table>

Lawns and Grounds Equipment, Environmentally Preferable

Contract #: FAC88: Lawns & Grounds, Equipment, Parts and Services  
Expiration Date: 11/30/2016  
OSD Sourcing Lead: Betty Fernandez, 617-720-3133, betty.fernandez@state.ma.us

Equipment included in this SWC has been identified in 11 categories:

- Tractors up to 50HP-100HP
- Tractor accessories
- Lawnmowers
- Lawn mower accessories
- Utility vehicles, golf carts, and related accessories
- 2 cycle/4 cycle power equipment
- Snow blowers and related accessories
- Replacement small engines
- Rototillers/wood chippers/stump grinders/specialty power equipment
- Skid steer loaders and accessories
- Utility trailers and related accessories (must include trailer light package)

This contract provides equipment that represents EPPs wherever possible. Such equipment may use alternative fuel (e.g. compressed natural gas), offer an opportunity for reduced fuel usage, or provide other environmental benefits.

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**Motor Oil, Re-Refrained and other bio-based oils and lubricants**

**Contract #:** VEH96: Light, Medium, Heavy Duty OEM & NON-OEM Motorized Vehicle Parts, Refined Motor Oil, Lubricants  
**Expiration Date:** 6/30/2018  
**OSD Sourcing Lead:** Lisa Baker, 617-720-3112, lisa.baker@state.ma.us

Products available include motor oil, marine/specialty oils, hydraulic oil, gear oil, and transmission and brake fluids. You may select bio-based lubricants (considered biodegradable and derived from non-petroleum sources) in the following categories: hydraulic oils, marine/specialty oils, greases and gear oils, and brake fluids.

**Product specifications**

- All re-refined motor oils included in this contract are certified by the American Petroleum Institute (API) and Society of Automotive Engineers (SAE) and meet International Lubricant Standardization and Approval Committee (ILSAC) requirements. Warranties must provide for the full-cost replacement of all equipment that is damaged as direct result of oil that does not meet the required performance specifications when used appropriately. Motor oils are available in quarts/cases, five-gallon containers, 55-gallon drums, and bulk quantities.
- All other oils and lubricants on the contract, including bio-based items, are certified to meet the appropriate American Society for Testing and Materials (ASTM) standards and manufacturers’ specifications and are available in various quantities.
- Vendors will be required to take back empty drums at no additional cost to customers.
- Vendors offer a 300-gallon storage tank for motor oil products.

Upon request, OSD will supply manufacturers’ letters on warranties, the names of current Commonwealth users, and other requested information.

Re-refined oil’s green components are fairly obvious—it is recycled, and, therefore, helps reduce the depletion of natural resources by using less crude oil; it only takes one gallon of used oil to make 2.5 quarts of re-refined oil; whereas it takes 42 gallons of crude oil to make 2.5 quarts of virgin oil.
Office Supplies

**Contract #:** OFF36: **Office Supplies, Recycled Paper and Envelopes**

**Expiration Date:** 12/31/2016

**OSD Sourcing Lead:** Maryellen Osborne, 617-720-3139, maryellen.osborne@state.ma.us

This SWC provides an extensive office supply catalog containing hundreds of items made with recycled content and other environmentally preferable attributes. The following minimum specifications have been set for the listed categories/products:

<table>
<thead>
<tr>
<th>Product</th>
<th>Required EPP</th>
</tr>
</thead>
<tbody>
<tr>
<td>Batteries and chargers, including rechargeable</td>
<td>Must have rechargeable options</td>
</tr>
<tr>
<td>binders, paper covered paperboard</td>
<td>75% PCRC</td>
</tr>
<tr>
<td>binders, plastic covered paperboard</td>
<td>20% PCRC</td>
</tr>
<tr>
<td>binders, ringed, presentation</td>
<td>30% PCRC</td>
</tr>
<tr>
<td>binders, ringed, pressboard</td>
<td>30% PCRC</td>
</tr>
<tr>
<td>binders, solid plastic</td>
<td>HDPE: 90% PCRC PE: 30-50% PCRC PET: 100% PCRC Misc Plastics: 80% PCRC</td>
</tr>
<tr>
<td>Books, Accounting and bookkeeping</td>
<td>30% PCRC</td>
</tr>
<tr>
<td>Books, Address</td>
<td>30% PCRC</td>
</tr>
<tr>
<td>Books, Appointment (including refills)</td>
<td>30% PCRC</td>
</tr>
<tr>
<td>Books, Dictionaries and reference</td>
<td>30% PCRC</td>
</tr>
<tr>
<td>Books, Notebooks and steno</td>
<td>30% PCRC</td>
</tr>
<tr>
<td>Books, Phone message</td>
<td>30% PCRC</td>
</tr>
<tr>
<td>Books, Record, columnar</td>
<td>30% PCRC</td>
</tr>
<tr>
<td>Books, Wirebound notebooks</td>
<td>30% PCRC</td>
</tr>
<tr>
<td>Boxes, Cardboard recycling boxes</td>
<td>50% PCRC</td>
</tr>
<tr>
<td>Boxes, Cardboard/fiberboard file boxes</td>
<td>50% PCRC</td>
</tr>
<tr>
<td>Boxes, File storage</td>
<td>35% PCRC</td>
</tr>
<tr>
<td>Break Room Supplies</td>
<td>Must meet the specifications established in Statewide Contract FAC85 and successor contracts.</td>
</tr>
<tr>
<td>Break Room Supplies, Facial Tissue</td>
<td>10% PCRC</td>
</tr>
<tr>
<td>Break Room Supplies, Napkins</td>
<td>30% PCRC</td>
</tr>
<tr>
<td>Break Room Supplies, Trash can liners (bags)</td>
<td>20% PCRC</td>
</tr>
<tr>
<td>Break Room Supplies, Paper towels</td>
<td>40% PCRC</td>
</tr>
<tr>
<td>Break Room Supplies, Paper wipes, disposable</td>
<td>40% PCRC</td>
</tr>
<tr>
<td>Calendars/ refills</td>
<td>30% PCRC</td>
</tr>
<tr>
<td>Clipboards, paper and plastic</td>
<td>50% PCRC; paper, HDPE: 90% PCRC, PS: 50% PCRC, Misc Plastics: 45% PCRC.</td>
</tr>
<tr>
<td>Clips, clamps and dispensers for paper</td>
<td>Must have PCRC options</td>
</tr>
<tr>
<td>Correction fluid</td>
<td>Ozone-safe (no harmful solvents), water-based, certified AP non-toxic</td>
</tr>
<tr>
<td><strong>Product</strong></td>
<td><strong>Required EPP</strong></td>
</tr>
<tr>
<td>---------------------------------------------------------------------------</td>
<td>-----------------</td>
</tr>
<tr>
<td>Debris receptacles, plastic, for plastic and paper recycling</td>
<td>50% PCRC</td>
</tr>
<tr>
<td>Debris receptacles, plastic, for trash</td>
<td>50% PCRC</td>
</tr>
<tr>
<td>Desk pads/ blotters</td>
<td>35% PCRC</td>
</tr>
<tr>
<td>Electronic equipment</td>
<td>Meets Energy Star Standards if applicable</td>
</tr>
<tr>
<td>File Folders, expanding, wallet and box bottom</td>
<td>20% PCRC</td>
</tr>
<tr>
<td>File Folders, plastic</td>
<td>90% PCRC</td>
</tr>
<tr>
<td>File Folders, Pockets, colored, manila, hanging</td>
<td>30% PCRC</td>
</tr>
<tr>
<td>File Folders, pressboard folders</td>
<td>30% PCRC</td>
</tr>
<tr>
<td>File Guides, manila &amp; pressboard</td>
<td>30% PCRC</td>
</tr>
<tr>
<td>Files, expanding</td>
<td>30% PCRC</td>
</tr>
<tr>
<td>Light bulbs and lamps, flashlights</td>
<td>CFLs or bulbs with greater energy savings</td>
</tr>
<tr>
<td>Markers and accessories</td>
<td>Low odor, Water-based, certified AP non-toxic, conforming to ASTM D-4236; low odor for dry erase.</td>
</tr>
<tr>
<td>Paper (Types: copy, roll stock, continuous, offset, construction, typing, writing)</td>
<td>30% PCRC</td>
</tr>
<tr>
<td>Paper, Envelopes, white and kraft</td>
<td>30% PCRC</td>
</tr>
<tr>
<td>Paper, Filler, ruled</td>
<td>30% PCRC</td>
</tr>
<tr>
<td>Paper, Flip charts</td>
<td>10% PCRC</td>
</tr>
<tr>
<td>Paper, Forms, message</td>
<td>30% PCRC</td>
</tr>
<tr>
<td>Paper, Index cards</td>
<td>20% PCRC</td>
</tr>
<tr>
<td>Paper, Labels</td>
<td>20% PCRC</td>
</tr>
<tr>
<td>Paper, Mailers, padded</td>
<td>15% PCRC</td>
</tr>
<tr>
<td>Paper, pads and pad holders, lined and unlined</td>
<td>30% PCRC</td>
</tr>
<tr>
<td>Paper, Pads for telephone message</td>
<td>30% PCRC</td>
</tr>
<tr>
<td>Paper, Post-Its and fax post-Its</td>
<td>30% PCRC</td>
</tr>
<tr>
<td>Paper, Report covers, pressboard</td>
<td>30% PCRC</td>
</tr>
<tr>
<td>Paper, Report covers, punchless</td>
<td>20% PCRC</td>
</tr>
<tr>
<td>Paper, rolls</td>
<td>20% PCRC</td>
</tr>
<tr>
<td>Paper, Tags and Tickets</td>
<td>30% PCRC</td>
</tr>
<tr>
<td>Paper, Tubes</td>
<td>20% PCRC</td>
</tr>
<tr>
<td>Papeteries</td>
<td>30% PCRC</td>
</tr>
<tr>
<td>Pens</td>
<td>50% PCRC</td>
</tr>
<tr>
<td>Picture frames and thumb tacks</td>
<td>30% PCRC</td>
</tr>
<tr>
<td>Plastic Desktop Accessories (e.g., desk organizers, sorters, trays, memo, note and pencil holders, rulers)</td>
<td>25% PCRC</td>
</tr>
<tr>
<td>Plastic Envelopes</td>
<td>25% PCRC</td>
</tr>
<tr>
<td>Printer ribbons</td>
<td>Procure printer ribbons reinking or reloading services or procure reinked or reloaded printer ribbons</td>
</tr>
<tr>
<td>Report covers, color, plastic (HDPE)</td>
<td>90% PCRC</td>
</tr>
<tr>
<td>Ticket holders</td>
<td>10%-100% PCRC</td>
</tr>
</tbody>
</table>
Vendors are required to indicate environmentally preferable product selections in the catalogs with an environmental symbol.

**How to use this contract: More ordering options available**

- Review the contract user guide to learn how to access the vendors’ on-line catalogs in COMMBUYS. Look for the “green” symbol when choosing items to purchase.

- Before using COMMBUYS to order products, all buyers must set up an account with the vendor. Detailed information on account setup, website use, and staff training is available in the Contract User Guide at COMMBUYS (www.commbuys.com).

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**Organic Food, Dairy, and Baked Goods**

**Contract #:**

- GRO30: Prime Grocer
- GRO32: Dairy Products
- GRO33: Baked Goods

**Expiration Date:**

- 12/31/2015, 3/31/2016, 6/30/2018

**OSD Sourcing Lead:**

Betty Fernandez, 617-720-3133, betty.fernandez@state.ma.us

This SWC provides various selections of groceries/food, dairy, and baked good products that include organic options. The contract promotes the Massachusetts laws and directives aimed at purchasing locally grown products, as well as more nutritional, pesticide-free produce and products, wherever possible.

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**Photocopiers, Printers, Facsimile and Multifunctional Equipment**

**Contract #:**

- OFF32: Photocopier, Facsimile, Digital Duplicator Equipment and Service; Photocopier, Facsimile, Digital Duplicator, and Printer Supplies

**Expiration Date:**

- 4/30/2016

**OSD Sourcing Lead:**

Maryellen Osborne, 617-720-3139, maryellen.osborne@state.ma.us

This contract covers the purchase, lease, or rental of energy efficient copiers, faxes, digital duplicating equipment, and service and supplies. There are five categories under this contract:

- Digital Multifunctional Photocopiers and Production Equipment,
- Facsimile Equipment,
- Digital Duplicating Equipment,
- Service Maintenance, and
Environmental features and recommended practices

Equipment available on this contract has a variety of environmental attributes that not only are beneficial for the environment, but also are associated with measurable cost savings. While these features may come standard with the equipment, they will not provide any environmental benefits unless they are enabled, used, and maintained:

Networking capabilities. The vast majority of copying equipment available on the contract may be connected to a computer network and serve as a printer. Recommended practice: Review the volume of printing performed by smaller, individual printers and determine where smaller printers may be replaced by a networked copier. Prints produced by networked copiers are less expensive and additional supply and maintenance savings may be achieved.

Energy-saving features. All equipment available on the contract is delivered with energy-saving features enabled. The vast majority of the models are Energy Star-compliant (exception: select color copiers). Recommended practice: Ensure that the energy-saving features are properly installed and remain enabled as the equipment is used. These features are capable of saving energy costs of approximately $130 per large copier, $40 per printer, and $15 per fax machine while contributing to the State’s climate protection goals.

Double-sided copying and printing (aka “duplexing”) capabilities. All copiers with speeds faster than 15 copies per minute and printers and fax machines with speeds faster than 21 pages per minute and six prints per minute have duplexing features. Recommended practice: Set duplexing as the default mode for all equipment when available. Notify staff about the change and educate them about making single-sided copies and prints only when necessary. This practice typically results in savings of at least 10-20% on office paper compared to offices where double-sided copying is available but is not set as a default.

Additional multifunctional capabilities. Most of the equipment available perform more than one office function, including scanning to email and scanning to computer memory. Recommended practice: Review the additional capabilities of the equipment and utilize them to reduce paper usage and make document storage and retrieval easier.

Remanufactured equipment: Remanufactured copiers are available under this contract. Remanufactured copiers undergo extensive refurbishing after a period of use before they are offered for resale or rental. With remanufactured equipment, the features, functions, and model number remain the same. Under the terms of the contract, remanufactured equipment is held to the same performance standards as new equipment.

Remanufactured Toner Cartridges: The Joint Enterprise Printer Cartridge Acquisition Policy, issued by the Operational Services Division and the Information Technology Division on October 31, 2012, requires all Executive Department Agencies, and Non-Executive Department Agencies using Commonwealth Information Technology Capital Funds to purchase remanufactured laser print toner cartridges when available. The policy is aimed at increasing the purchase and use of remanufactured laser printer cartridges throughout the Commonwealth of Massachusetts Executive Department agencies by 40% during Fiscal Year 2013 (FY13) and by a minimum of 10% annually thereafter.

Visit the EPP Program’s Remanufactured Toner Cartridge webpage for more information and guidance on purchasing remanufactured toner cartridges.
Plastic Lumber, Recycled

Contract #: FAC76: Maintenance Repair and Operations
Expiration Date: 4/30/2016
OSD Sourcing Lead: Maureen Barends, 617-720-3155, maureen.barends@state.ma.us

Contract #: FAC79: Landscaping and Green Roof Products, Playground Equipment, Site Amenities and Related Products
Expiration Date: 6/30/2017
OSD Sourcing Lead: Sara Urato, 617-720-3319, Sara.urato@state.ma.us

The FAC76 contract allows for purchases of plastic lumber from both Category 1 and Category 7 vendors. The FAC79 contract covers the following categories with plastic lumber:

<table>
<thead>
<tr>
<th>Cat #</th>
<th>Category Name</th>
<th>EPP Product/Services Available</th>
</tr>
</thead>
<tbody>
<tr>
<td>6</td>
<td>Playground Equipment and Surfaces</td>
<td>Includes 85% post-consumer recycled plastic for components and 95% recycled rubber mulch for surfaces, 80% recycled rubber for athletic playground surfaces, and some vendors provide take-back services for recycling of packaging and damaged or out of date products</td>
</tr>
<tr>
<td>7</td>
<td>Benches, Tables, Receptacles and Site Amenities</td>
<td>Benches and Tables: Includes post-consumer recycled plastic, and no PVC materials. Site Amenities: 90% post-consumer recycled content Traffic Control Products: 80% post-consumer plastic or rubber</td>
</tr>
<tr>
<td>8</td>
<td>Fencing, Railing, Decking, Partitions and Lockers</td>
<td>Plastic Dimensional Lumber: 90% post-consumer plastic material Composite Dimensional Lumber: 90% total recovered materials, at least 25% post-consumer recycled material Landscape timbers: 90% recycled, with at least 50% post-consumer recycled material Partition and Lockers: 20% post-consumer recycled content</td>
</tr>
<tr>
<td>9</td>
<td>Related Specialty Environmentally Preferable Products</td>
<td>Products in this category must be made with recycled materials, be less toxic or provide one or more of other environmental benefits compared to competing products and materials serving the same purpose. Such EPPs may include, but not be limited to: Timbers or other products made with recycled plastic; erosion control bales made with recycled materials; less toxic athletic marking paint, and other similar products.</td>
</tr>
</tbody>
</table>

Over the years, the Massachusetts Department of Transportation (MassDOT) has purchased plastic lumber picnic tables and benches for highway rest stops throughout the State.

Product benefits
Plastic lumber products:

- Non-porous, will not splinter, peel, rot, crack, split, or degrade.
- Impervious to wood-destroying organisms.
- Virtually maintenance free.
- Long lasting (50 years+, depending on the application).
- Waterproof.
- Graffiti- and stain-resistant and easy to clean.
- Resistant to cold, salt, and most corrosive substances.
- Available in many colors and require no painting or sealing.
Durable; lasting 15-20 years in underwater applications and more than 50 years in construction applications

Free of hazardous chemicals and cannot leak or contaminate soil.

Although the up-front cost is generally higher than wood, the above-mentioned product benefits make it the material of choice for exterior applications where weather resistance and low maintenance costs are required. Products contain a range of recycled content, including post-industrial (signs and partitions) and up to 100% post-consumer (benches, tables, lumber, and site amenities).

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**Plumbing, Heating, and HVAC Supplies**

**Contract #:** FAC76: Maintenance Repair and Operations  
**Expiration Date:** 4/30/2016  
**OSD Sourcing Lead:** Maureen Barends, 617-720-3155, maureen.barends@state.ma.us

Some vendors are awarded in Category 4 only – Plumbing and Heating Supplies – and others in Category 5 only – HVAC Systems. Several vendors on this contract include supplies and replacement parts, specialty items such as waterless urinals, and other water conservation products.

**Plumbing and Heating Supplies**

Vendors in this Category must be able to provide a broad range of plumbing and heating supplies as reflected from the market basket listing. All products supplied under this contract shall be commercial grade and must meet all Federal, State and local standards for quality and safety requirements (including requirements from the National Electrical Manufactures Association (NEMA), ASTM standards, and approved by the Underwriters Laboratory (UL)).

**Water Saving Devices and Fixtures**

All awarded vendors in Category 4 offer a broad range of products that may reduce water usage and save contract users significant dollars. See vendor catalogs for details.

**Waterless Urinals**

Vendors supply products, parts, and guidance on installation and maintenance of the systems. Such products must comply with the Massachusetts Plumbing Code and be made of vitreous china and offered in white (although other colors may be available). They also must comply with the American National Standards Institute’s (ANSI) standard for Fixtures, Faucets and Fixture Fittings (ANSI Z124.9, CSA, ASME A112.19.19). Such urinals shall have a replaceable trap cartridge or insert and use a liquid sealant that has a low (to nil) environmental impact and does not carry any warnings from the EPA.
Print, Copy & Mail Services and Printed Promotional Products

Contract #: OFF44: Print, Copy & Mail Services and Printed Promotional Products
Expiration Date: 6/30/2018
OSD Sourcing Lead: Anthony Delaney, 617-720-3118, Anthony.Delaney@state.ma.us

This SWC provides customers with a pre-qualified list of vendors that offer a variety of environmentally preferable papers, products, and services.

Category 1: Printing Services

Printing services are associated with a number of significant of environmental and public health impacts throughout the life-cycle of a printed document. Many impacts are related to the use of chemicals that may be toxic in the printing process. The Massachusetts Department of Environmental Protection developed a set of environmental guidelines for printers through their Environmental Results Program that are required of all printers in Massachusetts. All vendors are encouraged to implement environmental stewardship initiatives that exceed the requirements of the current environmental regulations. The environmental stewardship initiatives include:

- Equipment and technologies preventing waste and reducing pollution (e.g. digital pre-press systems and solvent recovery systems).
- Recycling paper, cardboard, and used pallets and waste inks.
- Environmentally preferable chemicals for printing (formaldehyde-free photo-chemicals, vegetable-based or water-based inks, and low-VOC adhesives).

The following information applies to both copy shops and commercial printers:

- All vendors must use recycled paper with a minimum 30% post-consumer content. For coated stocks used for color offset printing, the requirement is 10%.
- The recycled logo and/or the words “Printed on Recycled Paper” should be included on all printed materials.
- All vendors offer 50% and 100% post-consumer recycled content paper. Contact vendors for availability and pricing.

Category 4: Printed Promotional Items

This category includes many types of printed promotional items including pencils, pens, keychains, awards, etc. It is recommended to look for items that signify recycled content, or contact the vendor directly to inquire about environmentally preferable products that they sell through the contract. Some EPP attributes to consider/request:

- Reusable
- Recyclable
- Made with Recycled Content – preferably Post-Consumer Recycled Content (PCRC)
- Organic
- Compostable
- Biodegradable
- USA Made
- Renewable Energy
Recycling Containers and Compost Bins

Contract #: FAC87designatedDEP
Expiration Date: 1/31/2016
OSD Sourcing Lead: Lydia Meintel-Wade, 617-556-1011, Lydia.meintel-wade@state.ma.us

The Department of Environmental Protection awarded and manages this SWC for a wide variety of containers for various recycling applications. Container types include recycling bins, wheeled carts, home composting bins and buckets, public space recycling containers, and rain barrels. All products are required to contain recycled content.

Toilets, Composting/Portable

Contract #: DCR 629
Expiration Date: 9/30/16
DCR Contract Manager: Shab Khan, 617-626-4925, shab.khan@state.ma.us

This composting alternative to conventional portable toilets offers a virtually waterless system that provides convenient, odorless sanitation without polluting groundwater or nearby water bodies. Composting toilets may be used at special events, park and beach areas, and other locations where portable and/or temporary units may be required.

Composting toilets eliminate the use of water for flushing and allow wastes to be converted into odor-free, nutrient-rich compost that may be used as a non-food plant fertilizer. The units often use solar panels to power the facility’s electrical system and a mechanism for collecting rainwater to be used in facilitating the composting process. The units may be stand-alone or self-contained in specially-designed housing. The starter bed material for the tank and inoculate, as well as all of the components, hardware, and instructions for assembly and operation, are included in the composting toilet package. A particular application and/or location may determine the preferred technology.

Additional contract requirements

When a State Agency or eligible entity deems that a composting toilet is necessary at a location, the buyer will inform the vendor who should be able to deliver goods in 10 business days from the order receipt unless otherwise mutually agreed upon by the purchasing department, with exceptions being made for special orders and backorders. The transport of all equipment relating to the service must be done by vehicles that have passed all Massachusetts inspection regulations. In emergency situations, the vendor is expected to work with the vendors to provide units as soon as possible.

The Contract User Guide is unavailable. Contact the DCR Contract Manager for more information.
Toner Cartridges, Remanufactured

Contract #: OFF32: Photocopier, Facsimile, Digital Duplicator Equipment and Service; Photocopier, Facsimile, Digital Duplicator and Printer Supplies
Expiration Date: 4/30/2016
OSD Sourcing Lead: Maryellen Osborne, 617-720-3139, maryellen.osborne@state.ma.us

In FY14 Executive Agencies of the Commonwealth saved over $315,250 combined by using remanufactured printer toner cartridges as opposed to OEM’s (Original Equipment Manufacturer).

The ITD/OSD Enterprise Printer Cartridge Acquisition Policy was enacted on October 27, 2012, and requires all Executive Branch Agencies (and encourages others) to purchase only remanufactured laser printer toner cartridges where they are available for existing equipment models. Details of the policy may be found on the EPP website on the Remanufactured Toner Cartridge resource page, along with other resources and departmental case studies on remanufactured toner cartridge use.

R emanufactured supplies available under this contract comply with stringent remanufacturing processes and product quality specifications. All remanufactured printer toner cartridges are guaranteed to meet OEM standards, and certified to meet all test methods developed and used by the printer cartridge industry. The products carry satisfaction guarantees. Vendors also are responsible for making any necessary repairs and/or replacements for any printers or parts damaged by a faulty cartridge.

Remanufactured cartridges represent significant (30-60%) cost savings over competing OEM products. Through the reuse of the empty plastic casings, remanufactured toner cartridges reduce the amount of waste going to landfills and incinerators and the need for manufacturing new plastics. Under the terms of the contract, vendors will take back all used cartridges for recycling.

Traffic Cones and Safety Products, Recycled

Contract #: VEH92: Traffic Safety Products
Expiration Date: 2/29/2016
OSD Sourcing Lead: Stephen Lyons, 617-720-3373, steve.lyons@state.ma.us

This is a contract from the State of New York from which the Commonwealth of Massachusetts may purchase. This SWC contains recycled traffic cones, channelizer drums, and flexible delineator posts (all include percentage of recycled plastic).

4 2014 Annual Report MA EPP Program, p.9
Trash Bags, Plastic, Imprinted, Recycled

**Contract #:** FAC55designatedDEP: Imprinted Plastic Trash Bags, Recycled  
**Expiration Date:** 5/11/2016  
**OSD Sourcing Lead:** Dmitriy Nikolayev, 617-292-5965, Dmitriy.Nikolayev@state.ma.us

This SWC provides plastic trash bags with customized printing options. All bags are made of 100% Low-density polyethylene LDPE, contain a minimum of 20% post-consumer recycled content, and are available in a range of colors. Commonwealth cities and towns that operate user-fee (Pay-As-You-Throw) programs may purchase from this contract.

Contact the Sourcing Lead or visit COMMBUYS (www.commbuys.com) for vendor information.

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Vehicles, Hybrid & Other Alternative Fuel

**Contract #:** OVM10: Gasoline, Hybrid and Other Alternative Fuel Vehicles  
**Expiration Date:** 11/30/2017  
**OSD Sourcing Lead:** Lana Gunaratne, 617-720-3315, jalana.m.gunaratne@state.ma.us

Part of the Commonwealth’s efforts to reduce emissions of greenhouse gases and generally minimize the Commonwealth’s impact on the environment, this SWC allows departments and political subdivisions to purchase fuel-efficient (gas/electric) hybrid vehicles for inclusion in their fleets.

OSD’s Office of Vehicle Management (OVM) oversees the Commonwealth's Executive Branch fleet of 2,700 light-duty vehicles. It supports Executive Departments with their vehicle and fleet management needs, which include leasing cars to agencies for the purpose of conducting State business. OVM is working in collaboration with the Department of Energy Resources and the Department of Environmental Protection to adopt a fuel efficiency standard to meet the Commonwealth's fuel efficiency goals under the 2008 Green Communities Act.

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As part of its overall strategy, OVM has been collaborating with agencies to adjust their purchasing decisions to align with the Green Communities Act and, in keeping with these goals, and in FY2015 purchased 26 vehicles that included 13 hybrid cars representing 50% of the overall acquisition.

The Act requires that 50% of the vehicles owned and operated by the Commonwealth be electric, alternative fuel or hybrid by 2018. The fuel efficiency standard will set requirements for:

- An average estimated city/highway miles per gallon for vehicles purchased by Executive Branch agencies, and
- The number of hybrid or alternative fuel vehicles purchased by Executive Branch agencies.
Vehicle Parts, Motorized Parts

Contract #: VEH96: Light, Medium, Heavy Duty OEM & NON-OEM Motorized Vehicle Parts, Refined Motor Oil, Lubricants
Expiration Date: 6/30/2018
OSD Sourcing Lead: Lisa Baker, 617-720-3112, lisa.baker@state.ma.us

The contract establishes a list of qualified vendors to provide motorized vehicle parts, accessories, and supplies. Many of these supplies are remanufactured. Ask your vendor about remanufactured parts when ordering.

The following is a list of motorized vehicle parts that are most likely to be remanufactured or have a remanufactured option:

- Air Brake Compressor
- Air Conditioning Compressors
- Air Dryers
- Alternators
- Antifreeze (recycled)
- Anti-Lock Brake Systems (ABS)
- Batteries
- Blower Motors
- Brake Boosters
- Brake Calipers
- Brake Valves
- Carburetors
- Clutches
- Constant Velocity Drive Axles
- Crankshafts
- Cruise Control Products
- Cylinder Heads
- Distributors
- Engine Control Computers (ECC’s)
- Engine Control Modules (ECM’s)
- Engines
- Flywheels
- Fuel Injector Pumps
- Fuel Injectors
- Fuel Pumps
- Generators
- Headlamp Motors
- Intake Manifolds
- Mass Air Flow Sensors (MAF)
- Master Cylinders
- Motor Oil (re-refined)
- Power Steering Gear Boxes
- Power Steering Pumps
- Rack & Pinion Units
- Rear Axle
- Smog pumps
- Starters
- Transfer Case Motors
- Transmissions
- Truck Brake Shoes
- Turbo Chargers
- Vacuum Pumps
- Water Pumps
- Window Lift Motors
- Wiper Motors

Water: Bottled, Emergency Bottled, Water Filtration Services, Reverse Osmosis Systems

Contract #: GRO34: Bottled Water, Emergency Bottled Water, Water Filtration Services, Reverse Osmosis with available Services and Supplies
Expiration Date: 8/31/2020
OSD Sourcing Lead: Betty Fernandez, 617-720-3133, betty.fernandez@state.ma.us

This SWC should cover virtually all drinking water needs. The categories include:
▼ **Bottled Water.** 5-gallon (BPA-free) plastic bottles, including room temperature dispensers, are picked up by the vendor, cleaned, and reused numerous times.

▼ **Emergency Bottled Water (potable and non-potable).** All water containers must be reusable or made with materials easily recycled in most programs and must be free of BPA and other toxins.

### Bottle-less Systems

Switching to a bottle-less cooler system can save from 30-70% in monthly water costs as compared to bottled water delivery for one month through our rental program. Systems also may be purchased with a maintenance agreement. Eliminating messy and cumbersome water bottles also saves time lost to refilling or changing bottles, especially in larger offices. Constantly changing water bottles exposes the water coolers to bacteria and germs, making traditional water coolers a rather unsanitary option. The bottle-less systems are closed, eliminating constant exposure to the environment and people’s hands on the bottle neck with each bottle change. Chances of employee injuries while trying to lift a heavy water bottle are eliminated with a bottle-less system. Vendors offer various types of coolers, and the price varies with the cooler type.

▼ **Water Filtration Services.** These systems supply single water cooler dispensers from National Sanitation Foundation (NSF)-certified filtration systems and may be installed into the building’s existing potable water supply and, if required, sanitary drainage system by Massachusetts-licensed plumbers.

▼ **Reverse Osmosis (RO) with Related Services and Supplies.** RO is a water purification technology that uses a semipermeable membrane to remove larger particles from drinking water. RO water systems supply multiple watercooler dispensers from single Central Head Units. A Head Unit contains the reverse osmosis membranes and performs the reverse osmosis filtration. (Water waste for these systems is three gallons per each gallon of water provided).

In line with Executive Order 484, Leading by Example (April 2007) and Executive Order 515, Establishing an Environmental Purchasing Policy (October 2009), both of which require agencies to make every effort to reduce water use, a second purpose of this contract is to include a selection of products and/or options that will allow agencies to increase water use efficiency to the maximum extent possible.

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**Water Treatment Technologies, Alternative**

**Contract #:** [FAC80: Water Treatment Chemicals and Systems](#)

**Expiration Date:** 10/31/2018

**OSD Sourcing Lead:** Sara Urato, 617-720-3319, [Sara.urato@state.ma.us](mailto:Sara.urato@state.ma.us)

This statewide contract offers alternative water treatment technologies, systems, and related services. Service categories include swimming pool, boiler plant and cooling tower, and drinking and wastewater. The contract includes a chemical-free system for cooling towers, a salt water generation technology and ionization system for swimming pools, as well as an outdoor water fountain treatment system that may reduce the use of chlorine by 70%. The acquisition method for this contract is outright purchase.
Case Study: Enzymes Help Reduce Chlorine Use

Over-chlorination is common in public swimming pools because of the high levels of phosphates, which reduce chlorine effectiveness. Phosphates occur naturally in some water but are commonly added by water treatment plants to prevent corrosion in municipal water pipes. Adding a food-grade enzyme to the water reduces the phosphate level and allows chlorine to do its work. Not only is less chlorine needed, it also lasts longer. Recently, Maine DEP tested the enzyme technology. Previously, the Portland, Maine YMCA (the Y) used 5-7 gallons of chlorine a day. Now that it adds the enzyme, the Y uses 2-3 gallons of chlorine, resulting in a monthly savings of about $350 a month on chlorine, which is more than enough to offset the $190 monthly cost of the enzyme.

Pool Ionization, already in use in some commercial/public swimming pools in Massachusetts, is an environmentally preferable alternative to the traditionally heavy use of chlorine and other chemicals. Ionization as it relates to swimming pools is the process of using a low-voltage current to disperse positively charged copper and silver ions into the water. Since bacteria are negatively charged, the silver and copper ions penetrate the cell walls and help destroy microorganisms. Ionization systems result in a reduction of up to 80% in the use of chlorine.

Pool Ozonation breaks down chloramines and mineral and sediment buildup while assuring the elimination of 100% of all bacteria, viruses, algae, and fungi. Ozone is made by passing oxygen through a corona discharge (an electrical discharge that indicates ionization of oxygen and the formation of ozone in the surrounding air). Ozonation technology significantly reduces chlorine use.

Salt Water Chlorination is a technology that replaces the use of the hazardous and costly sodium hypochlorite (also known as chlorine bleach) with sodium chloride (also known as salt). Using salt to produce chlorine for pools is safer and cheaper. Salt water chlorination systems are already at work in Massachusetts.
SERVICES

Ammunition and Body Armor Recycling

Contract #: LAW09: Firearms, Ammunition, Related Training Products, Services, Accessories and Less than Lethal Munitions Statewide Contract
LAW14: Body Armor Vests
Expiration Date: 9/30/2015
OSD Sourcing Lead: Jodi Paris Anastos, 617-720-3169, jodi.parisanastos@mass.state.us

These SWCs include provisions for vendors to provide a service to recycle spent ammunition in addition to shredding and recycling body armor vests.

Catering Services: General, with Conference Space; Conference & Hotel Accommodations

Contract #: GRO27A-C, Catering Services, Catering Services and Conference Space, Catering Services, Conference Space and Hotel Room Accommodation
Expiration Date: 10/31/2015 – Please note that this contract will not be re-bid after expiration
OSD Sourcing Lead: Betty Fernandez, 617-720-3133, betty.fernandez@state.ma.us

This contract provides a wide selection of catering services, including general catering (brought to your site), catering in conjunction with conference space, and catering provided by hotels that offer conference space and lodging accommodations, from vendors across the State.

The OSD seeks catering services that provide environmentally preferable services, such as biodegradable foodservice ware, reusable cups and plates, goods in bulk dispensers rather than in individual packages, and programs to donate leftover food to shelters. Conference centers and hotels that have implemented “green initiatives” to reduce their impact on the environment receive preference.

Green Meeting Spaces and Hotels

Despite their positive economic contributions, meetings extract a high environmental cost. A green meeting space may include separate controls for heating and air conditioning, provisions for teleconferencing to reduce additional travel, close proximity to public transportation, and incorporation of energy and water conservation techniques and practices.
Green hotel and/or lodging accommodations refer to environmental-friendliness facilities operations, including linen reuse, refillable toiletry dispensers, energy efficient appliances, water conservation devices, good air quality, and EPPs.

**Green Meeting and Hotel Guidelines**
Green Hotels Association: [www.greenhotels.com](http://www.greenhotels.com)
Boston Green Tourism: [www.bostongreentourism.org](http://www.bostongreentourism.org)
Coalition for Environmentally Responsible Conventions: [www.cerc04.org](http://www.cerc04.org)

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**Cleaning Services, Janitorial**

**Contract #:** FAC81: Janitorial Services, Environmentally Preferable  
**Expiration Date:** 1/31/2017  
**OSD Sourcing Lead:** Sara Urato, 617-720-3319, [Sara.urato@state.ma.us](mailto:Sara.urato@state.ma.us)

The Statewide Contract for Janitorial Services is a multi-award contract with regional and statewide awards. It includes vendors of all sizes and awarded vendors are qualified janitorial vendors that meet and exceed janitorial industry standards.

This contract requires the use of environmentally preferable cleaning products specified under Massachusetts SWC FAC85 and in line with Executive Order 515. The vendors shall use third-party certified cleaning products; janitorial papers, trash liners, and entryway mats made with recycled content; Carpet and Rug Institute (CRI) rated equipment (CRI tests and measures the effectiveness of cleaning products and equipment and provide ratings), and other green cleaning products, such as microfiber products. Vendors on this SWC also are required to incorporate green cleaning practices into their services.

**How to Use this Contract**

Call one or more of the vendors to receive information on products and programs offered, as well as pricing and cost savings opportunities.

**Services under this Statewide Contract include:**

- Floor sweeping and carpet vacuuming.
- Waste receptacle emptying.
- Trash removal.
- Office and bottle/can recycling.
- Hard floor buffing.
- Paper towel, toilet paper, and hand soap dispenser replenishment.
- Scrub, strip, and seal work.
- Non-slip or non-skid floor finish stripping and application to restroom floors.
- Snow removal of areas adjacent to the building(s): walkways and stairways.
- Wall and partition, including contiguous surfaces, cleaning.
- Column, door, and door frame dusting and washing.
- Upholstered furniture and full rug area vacuuming.
- Stain removal from carpets.
- Air diffuser cleaning and vacuuming.
- Cleaning of ceiling areas, overhead pipes, wall fans, pictures, plaques, wall or ceiling diffusers, file cases, bookcases, and more.
- Window washing.
- Office garage cleaning.
Demand Response Services

Contract #: FAC89: Demand Response Service
Expiration Date: 5/31/2016
OSD Sourcing Lead: David Lewis, 617-727-4030 x472, Dave.Lewis@state.ma.us

This DCAMM contract provides enrollment and management service for facilities to maximize participation and earnings in the ISO New England (ISO-NE) Demand Response Program, by using back-up emergency generators and/or load curtailment. In addition, the vendor provides support services for current and future assets enrolled and to be enrolled by the Commonwealth in the Forward Capacity Market.

Contact the DCAMM Sourcing Lead or visit COMMBUYS (www.commbuys.com) for vendor information.

Environmental Management Consultant, Program Coordinator, and Planner Services

Contract #: PRF46: Management Consultants, Program Coordinators and Planner Services
Expiration Date: 12/31/2015
OSD Sourcing Lead: Sorraia Tavares, 617-720-3304, Sorraia.Tavares@state.ma.us

This SWC offers professional services in seven specialty areas: the environment, finance, human resources, organizational development, education, health services, and program development. This contract is used for management consultant, program coordinator, and planner services.

Environmental and Maintenance Diagnostic Testing Services

Contract #: DCP1113-HD1: Environmental Diagnostic Testing and Monitoring Services Contract
Expiration Date: 1/31/2016
DCAMM Sourcing Lead: Allen Wiggin, 617-727-4050, allen.wiggin@state.ma.us

This SWC provides a list of pre-qualified consultants to provide diagnostic services of environmental conditions and mechanical equipment. Awarded vendors provide services in the following categories:

- Indoor Air Quality (IAQ) testing
- Title V septic system inspection.
- Asbestos testing
- Soil, water, and hazardous material characterization
- Infrared thermography testing
Facility Maintenance, Operation and Energy Advisory Services

Contract #: DCP-0711-EX1
Expiration Date: 12/05/2015
OSD Sourcing Lead: Stephen White, 617-727-4030x31548, FacilityAdvisors.DCAM@state.ma.us

These energy advisory services consist of quantifying, analyzing, testing, and making recommendations on how to maximize the efficiency, lifetime, and energy requirements for facilities. Included are:

- Life cycle cost analysis
- Building operation cost projections
- Capital investment and maintenance planning
- Energy/water diagnostic testing services
- Energy advisory services
- Retro-commissioning planning
- U.S. Green Building Council's Leadership in Energy and Environmental Design (LEED) reporting and documentation services
- Utility consultation and facility staff training on systems and services, accomplished through separate assignments on a task-by-task basis.

The Contract User Guide is unavailable. A search for DCP-0711 in COMMBUY5 (www.commbuys.com) will bring up information on this contract.

Hazardous, Medical & Hard-to-Manage Waste

Contract #: FAC82: Hazardous/Universal, Medical, and Electronic Waste Disposal and Emergency Response
Expiration Date: 12/31/2015
OSD Sourcing Lead: Dana Cerrito, 617-720-3328, dana.cerrito@state.ma.us
This SWC covers collection, management, recycling (if applicable), and disposal of a number of hazardous and medical wastes. The consolidated price list reflects recycling of material and costs (if any). Depending on the markets, many of these materials have the potential to generate a revenue stream for recyclers, which may equate to rebates and other cost savings for contract users. Vendors have been awarded in specific categories and are only permitted to provide services in those categories for which they have received an award. Contract users should obtain quotes from more than one vendor in an effort to obtain the best pricing.

Mercury is a highly toxic material, which if released, may damage the human nervous system; it also may lead to toxic buildup in fish and other wildlife. Proper management of fluorescent lamps, which contain mercury, is an integral part of the Commonwealth’s efforts to continue improving the condition of our environment. Cathode Ray Tubes, which are found in TVs and computer monitors and are banned from disposal sites in Massachusetts, are also being collected and recycled under this contract.

All materials, including mercury from lamps, are processed and recycled for re-use, except for certain hazardous materials which are incinerated at a licensed facility. The vendor will provide a certificate of recycling or destruction of the materials collected, whichever is appropriate. All pricing includes the cost of packaging and transportation.

Additional benefits of the contract include:

- Free item collection (or for a fee paid to the contract user) for select items in Categories 1, 3 & 7 (for example, motor oil, batteries, electronics). Please check the Price List for items that indicate “no charge” or a fee amount paid to the contract user.
- Milk-run (multi-site) discounts for combined pickups offered by select vendors in Categories 1, 3 & 7.
- Low-load discounts (for small purchasing entities) offered.
- Most vendors offer free end user training, including basic education to users on processes and procedures for appropriate storage, handling, or packaging of hazardous materials.
- Some vendors also offer Resource Management Services. Unlike traditional solid waste service contracts, resource management (RM) compensates waste vendors based on performance in achieving waste reduction goals rather than the volume of waste disposed. As a result, RM aligns waste vendor incentives with facility goals to explore innovative approaches that foster cost-effective resource efficiency through prevention, recycling, and recovery.
- No surcharges, no pre-payments are allowed, and all prices are “ceiling” or “not-to-exceed,” therefore, users may negotiate further, if desired.

**Category Descriptions**

<table>
<thead>
<tr>
<th>Category</th>
<th>Description</th>
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</table>
| Category 1 | Hazardous Material Collection and Disposal  
A variety of materials such as motor oil and filters, batteries, paint, fuels, solvents, propane tanks, mercury, and other High Hazard Waste Management, can be collected and recycled via this category. Containers and labor, including High Hazard Waste Staff are available. |
| Category 2 | Hazardous Waste Collection Events  
Hazardous material collection events, including all set up, materials, and handling necessary to conduct such events at Municipalities and other sites throughout the Commonwealth. All prices include labor, travel time, containers, packaging material, labels, placards, paperwork, safety and spill control equipment as well as any other costs necessary. |
Integrated Pest Management (IPM)

**Contract #:** FAC74: Integrated Pest Management
**Expiration Date:** 4/30/2016
**OSD Sourcing Lead:** Maureen Barends, 617-720-3155, maureen.barends@state.ma.us

Integrated Pest Management (IPM) is an effective and environmentally sensitive approach to pest management that relies on a combination of common-sense practices. IPM programs use current, comprehensive information on the life cycles of pests and their interaction with the environment. This information, in combination with available pest control methods, is used to manage pest damage by the most economical means, and with the least possible hazard to people, property, and the environment.

The IPM approach may be applied to both agricultural and non-agricultural settings, such as the home, garden, and workplace. IPM takes advantage of all appropriate pest management options including, but not limited to, the judicious use of pesticides. In contrast, organic food production applies many of the same concepts as IPM, but limits the use of pesticides to those that are produced from natural sources, as opposed to synthetic chemicals.

The Commonwealth of Massachusetts is one of many states that have strived to suppress conventional pesticides and the health and environmental dangers associated with them. Commonwealth laws provide for oversight on pesticide use in addition to regulations for schools to implement Integrated Pest Management Programs:
The Massachusetts Pesticide Control Act, enacted in 1978, places the power of pesticide regulation with the Massachusetts Department of Agricultural Resources. The regulations are Chapter 333 of the Code of Massachusetts Regulations (333 CMR). Pest Management within the Department of Agricultural Resources carries out these regulatory responsibilities, including the following:

- **The Children Protection Act of 2000:** The purpose of 333 CMR 14.00 is to promote the implementation of Integrated Pest Management (IPM) Techniques and to establish those standards, requirements, and procedures necessary to minimize the risk of unreasonable adverse effects on human health and the environment regarding the use of pesticides within a school, daycare center or school-age child care program facility in Massachusetts.

- **Governor’s Executive Order #403 (2003):** mandates the use of IPM in all state buildings and facilities.

The Children Protection Act of 2000 and the Executive Order #403 of 2003 are part of the Massachusetts Pesticide Control Act that makes it mandatory for parents, staff, and children of any school or daycare facility to receive notification whenever pesticide applications are being made on the property. This order was put into place because it was found that children are far more sensitive to pesticides and this is the state’s way to help ensure their health and safety.

This contract provides a pre-qualified list of vendors experienced in IPM.

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**Landscaping Services: Irrigation, Tree Trimming, Catch Basin Cleaning, & Snow Removal**

**Contract #:** FAC77: Landscaping Services, Tree Trimming, Catch Basin Cleaning, Snow Removal and Related Services  
**Expiration Date:** 9/30/2016  
**OSD Sourcing Lead:** Sara Urato, 617-720-3319, Sara.urato@state.ma.us

This SWC contains list of pre-qualified vendors that are capable of performing various commercial, industrial, institutional, and/or residential maintenance and services during times when you do not have the available resources to do so.

Vendors under this contract provide services such as installation, maintenance and repair of irrigation systems, tree trimming, catch basin cleaning, snow removal, and sanding services. The contract service categories are the following:

- Groundskeeping/landscaping  
- Snow removal and sanding  
- Catch basin cleaning  
- Tree trimming and removal: Certain regions have a requirement that vendors be certified by Massachusetts Department of Agricultural Resources to identify Asian long-horned beetles.
Invasive Plant Control

Turf and Landscape Integrated Pest Management (IPM)

Irrigation Systems installation, service, and repair

It is not expected that a vendor will be capable of performing all types of services nor is it anticipated that most vendors will be able to service all geographic locations within the Commonwealth.

Turf and Landscape IPM is a strategy used to manage insect pests in the landscape by using economically and environmentally sustainable practices. The goal of IPM is not to eliminate insect pests, but rather to strengthen and stabilize the landscape (ecosystem) so that conditions are more favorable for plants than they are for pests. By using scouting and monitoring practices to observe pests, timely actions may be taken to prevent significant problems using environmentally-preferable and cost-effective combination of cultural or mechanical, biological and, when justified, chemical methods available.

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**Mattress Recycling Service**

**Contract #:** FAC90: Moving Services and State Surplus Disposal Services  
**Expiration Date:** 7/15/2018  
**DEP Sourcing Lead:** Lydia Meintel-Wade, 617-556-1011, Lydia.meintel-wade@state.ma.us

This is a new SWC that includes transportation and recycling (and some reuse) of mattresses and box springs (not futons). Three vendors have been awarded. Vendors will disassemble mattress and recycle not less than 85% (by weight) of the mattress components through scrap dealers and other appropriate secondary markets, including but not limited to, metal, foam, fabric and wood.

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**Moving and State Surplus Disposal Services**

**Contract #:** FAC78: Moving Services and State Surplus Disposal Services  
**Expiration Date:** 6/30/2016  
**OSD Sourcing Lead:** Maureen Barends, 617-720-3155, maureen.barends@state.ma.us

To reduce environmental pollution, improve fuel efficiency, and reduce waste on many levels, the Commonwealth has included the following specifications under the SWC for Moving Services.

Awarded Vendors are required to:

- Install diesel emission control devices on their trucks (e.g. diesel oxidation catalysts and diesel particulate filters) within the first year of the contract award to reduce the particulate matter and pollution produced during normal operations.
- Comply with the packaging requirements outlined below.
Consider the use of alternative fuels (e.g. bio-diesel, ULSD, re-refined motor oil, remanufactured anti-freeze, and bio-based automotive lubricants) in the running and maintenance of their truck and vehicle fleets.

Required packing containers and supplies information

- When using corrugated boxes, such products must be made with a minimum of 35% post-consumer recycled content. The recycled content must be indicated on the outside of the packaging.
- Eliminate the use of polystyrene, heavy metals, non-recyclable, or other difficult to recycle materials.
- Use environmentally preferable materials and products for packing, such as starch-based peanuts, recycled content kraft paper cushioning materials, and used newsprint.
- Develop reusable options wherever possible (e.g. blankets, crates, and pallets) to minimize the use of disposable containers such as cardboard boxes and cushioning materials.
- Offer a return program where packaging may be returned to a specific location for recycling and ensure that the materials returned are easily recyclable in Massachusetts.

Environmental Protection Agency (EPA)’s SmartWay Transport Partnership

All awarded vendors must consider a membership application to the EPA’s free SmartWay Transport Shipper Partnership Program. The EPA provides technical assistance in meeting established goals and overcoming challenges. The program promotes greater fuel and operating efficiency, reduce air pollution, and managing greenhouse gas emission reductions from freight activities. See www.epa.gov/smartway for more information.

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Scrap Metal, Sale/Disposal

**Contract #:** SSP1502: Sale and Removal of Scrap Metals  
**Expiration Date:** 4/30/2016  
**OSD Sourcing Lead:** Paul Guerino, 617-720-3146 paul.guerino@state.ma.us

This SWC provides reimbursement for scrap metals that may be recycled. The contract is awarded to vendors located throughout the State that offer sale and removal of surplus scrap metals. The metals are sorted by type and consist of aluminum, mixed metals, steel, cast iron, copper, light iron, and brass.

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Scrap Tire Removal/Disposal Services

**Contract #:** FAC86: Solid Waste and Recycling  
**Expiration Date:** 2/13/2018  
**OSD Sourcing Lead:** Sara Urato, 617-720-3319, Sara.urato@state.ma.us

Scrap tire removal and recycling services has been folded into the Solid Waste and Recycling Services SWC FAC86, which allows for the recycling/removal of scrap tires and tire shreds in an environmentally-sound manner. Under the terms of this contract, such removal may be conducted in one of two ways:
The vendor may be requested to pick-up the tires or shreds from a Commonwealth location. In this situation, the vendor will remove, pack, make ready for shipment, and incur all freight costs with the transport of all tires (with or without rims) and tire shreds from each holding location. (A minimum of one ton of material is preferred to request this service).

A State Agency or municipality may deliver the material to the vendor’s facility. The agency or municipality is responsible for the preparation of the weight slip and bill of lading so that the tires may be accepted by the vendor. A department should contact the vendor prior to delivering scrap tires to the vendor’s recycling facility.

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**Small Package Delivery Services**

- **Contract #:** OFF43: Small Package Delivery
- **Expiration Date:** 3/18/2017
- **OSD Sourcing Lead:** Anthony Delaney, 617-720-3118, Anthony.Delaney@state.ma.us

This SWC provides for Express, Next Day, and Second Day Delivery Services through United Postal Service (UPS) at special rates for Commonwealth contract users.

**Value-added feature**

As an added value, UPS uses many products that contain recycled content and/or are reusable. To see a full list of their many corporate environmental initiatives, visit [www.community.ups.com](http://www.community.ups.com). Some of the examples include:

- UPS Letters (Next day and Second day) contain 100% total recycled content, 80% post-consumer content, and are reusable.
- UPS boxes contain 100% total recycled content and 78% post-consumer content.

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**Solid Waste and Recycling Service**

- **Contract #:** FAC86: Solid Waste and Recycling
- **Expiration Date:** 2/13/2018
- **OSD Sourcing Lead:** Sara Urato, 617-720-3319, Sara.urato@state.ma.us

This SWC consists of a pre-approved list of vendors, each of which offers waste collection and/or recycling services ranging from the handling of a single material to providing a broad array of waste management services. This contract does not cover hazardous materials or universal wastes such as fluorescent lamps.

An important aspect of this contract is the ability to obtain improved and cost-effective recycling services from one or more approved vendors. The contract offers 21 categories of products that may be recycled including newly added categories: wood, scrap tires, floating vegetation, redeemable bottles and cans, mattress recycling, and event recycling.

Departments are responsible for soliciting waste and recycling proposals/pricing from the approved list of vendors and negotiating pricing based on the type and scope of services being requested.

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The following materials are available for service:

**RECYCLING**

<table>
<thead>
<tr>
<th>1</th>
<th>White Office Paper</th>
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<tbody>
<tr>
<td>2</td>
<td>Street Sweepings</td>
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<tr>
<td>3</td>
<td>Mixed Paper</td>
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<tr>
<td>4</td>
<td>White Goods</td>
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<tr>
<td>5</td>
<td>Paper Shredding/ Secure Document &amp; Media Destruction</td>
</tr>
<tr>
<td>6</td>
<td>Construction &amp; Demo (C &amp; D), including Clean Gypsum Wallboard</td>
</tr>
<tr>
<td>7</td>
<td>Old Corrugated Cardboard</td>
</tr>
<tr>
<td>8</td>
<td>Asphalt, Brick, Concrete (ABC)</td>
</tr>
<tr>
<td>9</td>
<td>Metal Cans &amp; Containers</td>
</tr>
<tr>
<td>10</td>
<td>Wood</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>11</th>
<th>Glass Containers</th>
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</thead>
<tbody>
<tr>
<td>12</td>
<td>Tires</td>
</tr>
<tr>
<td>13</td>
<td>Plastic Bottles &amp; Containers</td>
</tr>
<tr>
<td>14</td>
<td>Mattresses</td>
</tr>
<tr>
<td>15</td>
<td>Organic--Leaves, Yard Waste, &amp; Floating Vegetation</td>
</tr>
<tr>
<td>16</td>
<td>Redeemable Bottles &amp; Cans</td>
</tr>
<tr>
<td>17</td>
<td>Organic--Food Waste</td>
</tr>
<tr>
<td>18</td>
<td>Scrap Metal</td>
</tr>
<tr>
<td>19</td>
<td>Textiles</td>
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</tbody>
</table>

**MUNICIPAL SOLID WASTE**

<table>
<thead>
<tr>
<th>1</th>
<th>Municipal Solid Waste (MSW)</th>
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<tbody>
<tr>
<td>2</td>
<td>Bulky Waste, incl. Mattresses</td>
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</table>

Some vendors also provide resource management services to assist agencies and others in consolidating their waste management programs to save money on disposal costs wherever possible.

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**Vehicles, Short-term Rental**

<table>
<thead>
<tr>
<th>Contract #:</th>
<th>OVM09: Short-Term Rental of Various Light Duty Vehicles</th>
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<tbody>
<tr>
<td>Expiration Date:</td>
<td>11/14/2015</td>
</tr>
<tr>
<td>OSD Sourcing Lead:</td>
<td>Betty Fernandez, 617-720-3133, <a href="mailto:betty.fernandez@state.ma.us">betty.fernandez@state.ma.us</a></td>
</tr>
</tbody>
</table>

This SWC has been awarded to one service provider, **Enterprise Rent-A-Car**. The contract establishes services by a qualified vendor to provide the rental of light-duty and basic transportation for a variety of different classes of vehicles, including hybrids.

Hybrid cars include the Toyota Prius, Nissan Altima, Ford Escape, and Toyota Camry. New England “hybrid branch” locations include Government Center in downtown Boston, Moody Street in Waltham, and Second Street in Manchester, NH. In addition to hybrids, these locations offer vehicles with higher MPG ratings (meaning more efficient), and other vehicles capable of running on ethanol fuel.

**State employees/vendors** using this contract are expected to reserve the most economical vehicle size available at the time of making the reservation. If the requested vehicle size is not available at pickup time, Enterprise will provide a larger size vehicle at the same price as the reserved vehicle.
Windshield and Glass Recycling

Contract #: OVM08: Windshield and Glass Replacement for Vehicles
Expiration Date: 6/30/2016
OSD Sourcing Lead: Lana Gunaratne, 617-720-3315, lalana.m.gunaratne@state.ma.us

This contract provides for the replacement service and parts for cracked or broken windshields. The vendor also recycles 100% of all windshields that are replaced.