**statement of worK**

**ENVIRONMENTAL Specification Guidance**

**for**

**Food Services**



Contents

[How to Use this Document 3](#_Toc404341358)

[Section C Specifications/Work Statement Environmental Guidance 4](#_Toc404341359)

[C.2 Applicable Documents 4](#_Toc404341360)

[Guidance 4](file:///P%3A%5CSustainable%20Purchasing%20Working%20Papers%20FY14%5CProduct%20and%20Service%20Category%20Documents%5CFood%20Services%5CDrafts-Post-IEc%5CFoodservices_RFPguidance_112114.docx#_Toc404341361)

[Language to Insert in Statement of Work 4](#_Toc404341362)

[C.3 Definitions 9](#_Toc404341363)

[Guidance 9](file:///P%3A%5CSustainable%20Purchasing%20Working%20Papers%20FY14%5CProduct%20and%20Service%20Category%20Documents%5CFood%20Services%5CDrafts-Post-IEc%5CFoodservices_RFPguidance_112114.docx#_Toc404341364)

[Language to Insert in Statement of Work 9](#_Toc404341365)

[C.4 Background 12](#_Toc404341366)

[Guidance 12](file:///P%3A%5CSustainable%20Purchasing%20Working%20Papers%20FY14%5CProduct%20and%20Service%20Category%20Documents%5CFood%20Services%5CDrafts-Post-IEc%5CFoodservices_RFPguidance_112114.docx#_Toc404341367)

[Language to Insert into Statement of Work 12](#_Toc404341368)

[C.5 Requirements 13](#_Toc404341369)

[Guidance 13](file:///P%3A%5CSustainable%20Purchasing%20Working%20Papers%20FY14%5CProduct%20and%20Service%20Category%20Documents%5CFood%20Services%5CDrafts-Post-IEc%5CFoodservices_RFPguidance_112114.docx#_Toc404341370)

[Purchases of Food and Beverages 13](#_Toc404341371)

[Solid Waste Recycling 13](#_Toc404341372)

[Fats, Oils, and Grease Recycling 14](#_Toc404341373)

[Composting 14](#_Toc404341374)

[Use of Disposable Products 15](#_Toc404341375)

[Food Donation 18](#_Toc404341376)

[Waste Audit 18](#_Toc404341377)

[Purchasing of Dry Cleaning Services 19](#_Toc404341378)

[Cleaning Supplies and Procedures 19](#_Toc404341379)

[Purchasing Appliances or Equipment 19](#_Toc404341380)

[Water and Energy Conservation Checklists 20](#_Toc404341381)

[Employee Training 21](#_Toc404341382)

[Reporting 21](#_Toc404341383)

[Section D Packaging and Marking Environmental Guidance 23](#_Toc404341384)

[Guidance 23](file:///P%3A%5CSustainable%20Purchasing%20Working%20Papers%20FY14%5CProduct%20and%20Service%20Category%20Documents%5CFood%20Services%5CDrafts-Post-IEc%5CFoodservices_RFPguidance_112114.docx#_Toc404341385)

[Language to Insert in Statement of Work 23](#_Toc404341386)

[Section F Period of Performance and Deliverables Environmental Guidance 24](#_Toc404341387)

[F.3 Deliverables 24](#_Toc404341388)

[Guidance 24](file:///P%3A%5CSustainable%20Purchasing%20Working%20Papers%20FY14%5CProduct%20and%20Service%20Category%20Documents%5CFood%20Services%5CDrafts-Post-IEc%5CFoodservices_RFPguidance_112114.docx#_Toc404341389)

[Language to Insert into Statement of Work 24](#_Toc404341390)

[SECTION M - EVALUATION FACTORS ENVIRONMENTAL GUIDANCE 25](#_Toc404341391)

[Guidance 25](file:///P%3A%5CSustainable%20Purchasing%20Working%20Papers%20FY14%5CProduct%20and%20Service%20Category%20Documents%5CFood%20Services%5CDrafts-Post-IEc%5CFoodservices_RFPguidance_112114.docx#_Toc404341392)

[Language to Insert into Statement of Work 25](#_Toc404341393)

# How to Use this Document

The following food services environmental specification guidance has been developed to assist agencies in implementing Section 2-3601.01 of the Procurement Practices Reform Act of 2010, Mayoral Order 2009-60 and OCP Policy 7000.00 which require the District to purchase sustainable products and services to the maximum extent feasible.

This specification applies to all contractor-provided food services, including food sourcing, packaging, food waste reduction, water and energy conservation, solid waste recycling, and composting. Guidance boxes throughout this document provide the user with instructions for utilizing suggested language.

The user is expected to transfer relevant language directly into the appropriate section of the OCP RFP/IFB template. Alternative sustainable requirements may be utilized in this specification if the intent of the requirement is maintained.

While this guidance document is a useful guide, it is ultimately incumbent upon the agency end-user and Contracting Officer to incorporate recommended sustainable guidance into broader market research and resulting contract language.

Depending on the scope of the food service contract, not all of the requirements listed in this Statement of Work Environmental Guidance may apply. Please only include requirements that are applicable to your need or scope of work.

If you have any questions about the specifications or how to use them, please contact Jonathan Rifkin: jonathan.rifkin@dc.gov, email the Sustainable Purchasing Program at sppdc@dc.gov, call the OCP Customer Contact Center at: 202.724.4477, or visit: <http://ocp.dc.gov/page/sustainable-purchasing>.

# Section C Specifications/Work Statement Environmental Guidance

## C.2 Applicable Documents

### Guidance

The following is a list of laws, regulations or other documents that are pertinent to the sustainable specifications detailed in this statement of work environmental guidance document. Please note that each requirement listed in Section C includes reference to the relevant applicable documents.

### Language to Insert in Statement of Work

The following documents are applicable to this procurement and are hereby incorporated by this reference:

|  |  |  |  |
| --- | --- | --- | --- |
| **Item No.** | **Document Type** | **Title** | **Date** |
| 1 | Specification | Green Seal GS-55: Restaurants and Food Services<http://www.greenseal.org/Portals/0/Documents/Standards/GS-55/GS-55_Ed1-0_Restaurants_and_Food_Services.pdf>  | 2014 |
| 2 | Label | ENERGY STAR<https://www.energystar.gov/certified-products/certified-products?c=products.pr_find_es_products>  | Most Recent |
| 3 | Label | EPA WaterSense<http://www.epa.gov/WaterSense/products/>  | Most Recent |
| 4 | Specification | Monterey Bay Aquarium Seafood Watch<http://www.seafoodwatch.org/>  | Most Recent |
| 5 | Label | Marine Stewardship Council MSC Fishery Standard<http://www.msc.org/documents/scheme-documents>  | 2010 |
| 6 | Law | Sustainable DC Omnibus Amendment Act of 2014DC Act 20-385<http://www.dcregs.dc.gov/Gateway/NoticeHome.aspx?noticeid=5039943>  | 2014 |
| 7 | Standard | ASTM D6400 Standard Specification for Labeling of Plastics Designed to be Aerobically Composted in Municipal or Industrial Facilities<http://www.astm.org/Standards/D6400.htm>  | Most Recent |
| 8 | Label | Biodegradable Products Institute Certified Compostable<http://www.bpiworld.org/products.html>  | Most Recent |
| 9 | Law | Bill Emerson Good Samaritan Food Donation Act <http://www.gpo.gov/fdsys/pkg/PLAW-104publ210/pdf/PLAW-104publ210.pdf>  | 1996 |
| 10 | Law | DC Healthy Schools Act of 2010 <http://osse.dc.gov/publication/healthy-schools-act-legislation>  | 2010 |
| 11 | Standard | ASTM D6868 Standard Specification for Labeling of End Items that Incorporate Plastics and Polymers as Coatings or Additives with Paper and Other Substrates Designed to be Aerobically Composted in Municipal or Industrial Facilities<http://www.astm.org/Standards/D6868.htm>  | Most Recent |
| 12 | Law | DC Solid Waste and Multi-Materials Management Act7-226<http://www.openlims.org/public/L7-226.pdf>  | **1989** |
| 13 | Code | Mandatory Source Separation ProgramD.C. Code § 8-1007<http://web.lexisnexis.com/research/xlink?app=00075&view=full&interface=1&docinfo=off&searchtype=get&search=D.C.+Code+%A7+8-1007>  | **2014** |
| 14 | Municipal Regulation | D.C. Solid Waste Management and Multi-Material RecyclingDCMR 21-20<http://os.dc.gov/os/lib/os/info/odai/title21/title21chapter20.pdf>  | **Most Recent** |
| 15 | DC Office of Contracting & Procurement Sustainable Specification Guidance Document | Environmental Guidance for Cleaning Supplies Specification Document<http://ocp.dc.gov/page/district-columbia-sustainable-specifications> | **2014** |
| 16 | Municipal Regulation | DCMR 25-A: Food and Food Operations<http://dcregs.dc.gov/Gateway/TitleHome.aspx?TitleNumber=25-A>  | **Most Recent** |
| 17 | DC Office of Contracting & Procurement Sustainable Specification Guidance Document | Environmental Guidance for Janitorial Services Specification Document<http://ocp.dc.gov/page/district-columbia-sustainable-specifications> | **2014** |
| 18 | DC Office of Contracting & Procurement Sustainable Specification Guidance Document | Environmental Guidance for Appliances Specification Document<http://ocp.dc.gov/page/district-columbia-sustainable-specifications> | **2014** |
| 19 | Law | Retail Establishment Carryout Bags Disposable Carryout Bag Material and Labeling Requirements 57 DCR 7208, 7209; Sections 21-1002 and 21-1006<http://dcregs.dc.gov/Gateway/NoticeHome.aspx?NoticeID=473765> | **2010** |
| 20 | Law | Procurement Practices Reform Act (Section 2-361.01 Green Procurement)<http://ocp.dc.gov/publication/procurement-practices-reform-act-2010>  | 2010 |
| 21 | Policy | OCP Environmentally Preferable Purchasing Policy 7000.00<http://ocp.dc.gov/page/environmentally-preferable-products-and-services-epps-policy> | 2014 |
| 22 | Policy | Mayoral Order 2009-60<http://ocp.dc.gov/page/mayoral-order-2009-60> | 2009 |
| 23 | Law | Sustainable Solid Waste Management Amendment Act of 2014DC Act 20-0423<http://lims.dccouncil.us/_layouts/15/uploader/Download.aspx?legislationid=30953&filename=B20-0641-SignedAct.pdf>  | 2014 |

## C.3 Definitions

### Guidance

The following is a list of definitions that are pertinent to the sustainable specifications detailed in this statement of work environmental guidance document. Only the definitions relevant to the sustainable foodservice requirements utilized in the procurement need to be included in the final solicitation document.

### Language to Insert in Statement of Work

These terms when used in this solicitation have the following meanings:

**Biodegradable Products Institute (BPI)** is a non-profit association that educates manufacturers, legislators, and consumers about the importance of scientifically-based standards for compostable materials. BPI compostable plastics and plastic coatings are certified to the ASTM D6400 and ASTM D6868, respectively. More information about BPI and ASTM D6400 can be found at: [www.bpiworld.org/](http://www.bpiworld.org/).

**Compost** refers to a stable, organic substance produced by a controlled decomposition process that can be used as a soil additive, fertilizer, growth media, or other beneficial use (Applicable Document #23).

**Compostable** refers to a product’s ability to biodegrade in a safe and timely manner during composting without any harmful effects on the quality of the compost (Applicable Document #23).

**Composting** refers to the series of activities, including separation, collection, and processing, through which materials are recovered or otherwise diverted from the solid waste steam for conversion into compost (Applicable Document #23).

**Disposable Carryout Bag** - a bag of any material, commonly plastic or kraft paper, which is provided to a customer at the point of sale to carry purchases and is not defined as a Reusable Bag (see Definition). For the purposes of this solicitation, a disposable carryout bag shall not include a bag used by a customer to package bulk items, such as fruit, vegetables, nuts, grains, or candy; or to contain unwrapped prepared foods or bakery goods. (Applicable Document #19)

**Disposable Food Service Ware** means containers, bowls, plates, trays, cartons, cups, lids, straws, forks, spoons, knives, napkins, and other items that are designed for one-time use for beverages, prepared food, or leftovers from meals prepared by a food service business. The term “disposable food service ware” shall not include items composed entirely of aluminum. (Applicable Document # 6)

**ENERGY STAR** is a voluntary program run by the U.S. Environmental Protection Agency (EPA) and the U.S. Department of Energy. Among other efforts, ENERGY STAR certifies products that demonstrate through third-party testing in EPA-recognized laboratories that they meet specific energy use criteria. Certified products are allowed to use the ENERGY STAR label. Additional information is available at [www.energystar.gov](http://www.energystar.gov).

**Environmentally Preferable Product or Service (EPPS)** refers to a good or service that is less harmful to human health and the environment when compared with competing goods or services that serve the same purpose. The factors to be compared include raw materials acquisition, production, manufacturing, packaging, distribution, reuse, operation, maintenance, or disposal of the product. Information on EPPSs recognized by the District and their corresponding EPPS requirements can be found here: <http://ocp.dc.gov/page/district-columbia-sustainable-specifications>.

**EPA’s WaterSense** is a partnership program helping consumers make smart water choices that save money and maintain high environmental standards without compromising performance. WaterSense-labeled products have been certified to be at least 20% more efficient than conventional products without sacrificing performance.

**Expanded polystyrene** is blown polystyrene and expanded and extruded foams that are thermoplastic petrochemical materials utilizing a styrene monomer and processed by a number of techniques, including fusion of polymer spheres (expandable bead polystyrene), injection molding, foam molding, and extrusion-blow molding (extruded foam polystyrene) (Applicable Document #6).

**Green Seal** is a non-profit standard-setting organization certifying a range of products and services. Green Seal conducts scientific testing and on-site audits to verify that products meet recognized standards. GS-55 was released recently and is currently being piloted in several Chicago-area restaurants and food courts, which are listed on Green Seal’s website.

The **Marine Stewardship Council (MSC)** is an independent non-profit organization that establishes standards for sustainable fishing, performs outreach to fisheries and businesses, and educates consumers on sustainable practices. MSC ensures that MSC-labelled seafood comes from, and can be traced back to, a sustainable fishery.

The **Monterey Bay Aquarium’s Seafood Watch** raises awareness on sustainable fishing through its guide program, which provides science-based and peer-reviewed seafood recommendations for restaurants, distributors, purveyors, and consumers. The Seafood Watch guide identifies seafood items that are “Best Choices” or “Good Alternatives”, and those to “Avoid.”

**Perchloroethylene** is a chemical often used in dry-cleaning that is a central nervous system depressant and likely carcinogenic to humans. See EPA’s chemical fact sheet on “perc” at <http://www.epa.gov/chemfact/f_perchl.txt>.

**Postconsumer waste** describes waste from finished products, packages, or materials generated by a business or consumer that have served their intended end uses and that have been recovered from or otherwise diverted from the waste stream for purposes of recycling. See EPA’s definition of postconsumer fiber at [www.epa.gov/waste/conserve/tools/cpg/products/define.htm](http://www.epa.gov/waste/conserve/tools/cpg/products/define.htm).

**Postconsumer recycled content (PCRC)** indicates the amount of a product that was recycled from postconsumer waste.

**Recyclable** refers to a material, product, or packagemade solely of materials that can be recycled using the District’s recycling collection program (Applicable Document #23).

**Recycled content** refers to materials that have been recovered or otherwise diverted from the solid waste stream, either during the manufacturing process (pre-consumer), or after consumer use (post-consumer).

**Reusable carryout bag** - a bag with handles that is specifically designed and manufactured for multiple reuse and is made of cloth, fiber, other machine-washable fabric, or durable plastic that is at least two and one-quarter millimeters (2.25 mm) thick (Applicable Document # 19).

## C.4 Background

### Guidance

Background information outlines the broad environmental policy goals of the District. Please include environmental background information listed below along with other standard Background language in your procurement. Please contact the Sustainable Purchasing Program (sppdc@dc.gov) if you have questions.

### Language to Insert into Statement of Work

The District of Columbia is committed to procuring quality goods and services in a timely manner and reasonable cost that support the District meeting its sustainability goals. The District aims to improve worker health, conserve natural resources, and prevent pollution through this activity. Environmental components to be considered include: recycled content and recyclability; energy efficiency; and the presence of undesirable materials in the products, especially toxic chemicals which are persistent and bio-accumulative. Environmental requirements related to sustainability and environmentally preferable purchasing goals are embedded throughout this contract.

## C.5 Requirements

### Guidance

Please include environmental language listed below as it relates to the product or service being purchased. Some language relates to work conducted through sister agencies or programs, such as the DGS Waste Management program. Guidance language will provide users of this document with contextual information, and appropriate points of contact. Please note specific instructions below or contact the Sustainable Purchasing Program (sppdc@dc.gov) if you have questions.

Purchases of Food and Beverages

#### Language to Insert into Statement of Work

A minimum of 20% of all food and beverage purchases shall be locally-sourced from Delaware, the District of Columbia, Maryland, New Jersey, North Carolina, Pennsylvania, Virginia, or West Virginia. This amount shall be calculated as a percentage of the total amount spent on purchases of food or beverages.

A minimum of 80% of all seafood purchases shall be from species that are not listed on the Monterey Bay Aquarium Seafood Watch “AVOID” list or from sources certified by the Marine Stewardship Council, with documentation that the purchase is only from certified sources.

Where applicable, tap water shall be made available.

Solid Waste Recycling

#### Guidance

The Department of General Services manages the waste, recycling, and composting contracts for District owned and operated buildings. Please contact Susan Riley-Laudadio, Green Building Coordinator, Department of General Services (susan.riley@dc.gov) for an updated list of materials accepted for recycling by your facility’s waste contract and in compliance with Sustainable Solid Waste Management Amendment Act of 2014, Section 103 (Applicable Document # 23). The list of materials accepted for recycling can either be listed in the requirements section or included as an attachment.

#### Language to Insert into Statement of Work

The Contractor shall assist the District in recycling all types of materials for which recycling is available through the proper sorting of recyclables from compostable items and waste. Recyclable items shall align with those accepted by the facility’s waste, recycling, and composting programs (Applicable Documents # 23, 12, 13, 14).

Fats, Oils, and Grease Recycling

#### Guidance

The following requirement only needs to be included if used frying oil is generated onsite or if the Contractor’s assistance is needed in implementing the program. If Contractor assistance is needed, please consider including explicit requirements on how the Contractor can support recycling of fats, oils and greases.

#### Language to Insert into Statement of Work

Contractors shall support the District in implementing a program to collect and recycle used frying oil and oil collected from grease recovery devices, when applicable.

Composting

#### Guidance

The Department of General Services has been working with a number of District agencies to launch composting programs. If a composting program already is in place at your facility, please consider including the explicit instructions on how the Contractor can support efforts in the solicitation. If a composting program is not yet in place at your facility, please include the requirement language listed below to ensure participation in the event a composting program is developed. If you have questions about the recommended RFP/IFB language for composting, please contact Susan Riley-Laudadio, DGS Green Building Coordinator (susan.riley@dc.gov).

#### Language to Insert into Statement of Work

Contractors shall support the District in implementing composting programs through proper sorting of waste, recyclables, and compostable items which include food waste (Applicable Document #23).

Use of Disposable Products

#### Guidance

To maximize the effectiveness of the waste, recycling, and programs at your facility, the recyclability and compostability requirements used to procure Disposable Foodservice Ware to be used onsite at your facility should align with you facility’s waste, recycling, and composting programs. Please contact Susan Riley-Laudadio, DGS Green Building Coordinator (susan.riley@dc.gov) for guidance developing a list of foodservice packaging types that align with your facilities’ waste management program and in accordance with the Sustainable DC Omnibus Act of 2014 by January 1, 2017 and the Sustainable Solid Waste Management Amendment Act of 2014 (See Requirement #3 and #4 below). Please include this list of specifications in the requirements section. For sustainable specifications for disposable paper products, the requirements either can be directly incorporated within the RFP/IFB or the cleaning supplies guidance document which contains these requirements can be referenced and included in the attachments (Requirement #11).

#### Language to Insert into Statement of Work

1. Expanded polystyrene packaging and cups shall not be used (Applicable Document # 6).
2. Full-service operations shall not use disposable or single-use utensils or serving ware; an exception may be permitted for takeaway food, for dining areas that do not have a functioning dishwasher onsite, or when reusable items may pose a safety hazard for the specific populations being served.
3. All Disposable Foodservice Ware designed for onsite use and disposal shall be aligned with the waste, recycling, and composting programs and policies of the facility and be in compliance with the Sustainable DC Omnibus Act of 2014 which goes into effect on January 1, 2017 and the Sustainable Solid Waste Management Amendment Act of 2014 (Applicable Documents # 6, 23).
4. All Disposable Foodservice Ware designed for off-site use and disposal shall be recyclable or compostable or made with recycled content and be in compliance with the Sustainable DC Omnibus Act of 2014 when it goes into effect on January 1, 2017 and the Sustainable Solid Waste Management Amendment Act of 2014 (Applicable Documents # 6, 23).
5. Compostable packaging shall be third party certified through the Biodegradable Products Institute (BPI) to meet one of the following standards:
	1. ASTM D6400: Standard Specification for Compostable Plastics ([www.astm.org/Standards/D6400.htm](http://www.astm.org/Standards/D6400.htm))
	2. ASTM D6868: Standard Specification for Biodegradable Plastics Used as Coatings on Paper and Other Compostable Substrates ([www.astm.org/Standards/D6868.htm](http://www.astm.org/Standards/D6868.htm))
6. Recyclable packaging shall be made of materials that can be recycled using the District’s recycling collection program (Applicable Documents # 23, 13).
7. Disposable napkins, utensils, and straws shall be available upon request or from self-serve dispensers, where applicable.
8. Condiments shall be available through self-serve dispensers, where applicable. Individual-use packets may be provided upon request or distributed when populations being served have restricted or limited mobility, such as the elderly or handicapped.
9. The Contractor shall not purchase waxed cardboard packaging for use in operations, unless it is accepted by a local composting service.
10. Transport packaging, or packaging used to carry food from the location at which it has been prepared to another location, shall be reusable, rather than single-use.
11. Disposable paper products (excluding sanitary paper) shall be environmentally preferable, and meet the requirements set forth in the [Cleaning Supplies](http://ocp.dc.gov/page/district-columbia-sustainable-specifications) specification (Applicable Documents # 15).
12. Disposable Carryout Bags and Labeling Requirements
13. Each disposable carryout bag provided by the food service contractor shall meet the following requirements (Applicable Document #19):
	1. All paper and plastic disposable carryout bags provided by the contractor shall be recyclable;
	2. All paper and plastic disposable carryout bags shall display in a highly

visible manner the phrase “Please Recycle This Bag”, or a substantially similar phrase. The lettering of the phrase shall meet the following requirements:

1. The lettering of the phrase shall be at least one half of an inch (0.5″) in height or at least seventy-five percent (75%) of the width of the front panel of the bag;

1. The lettering of the recycling statement shall appear on the exterior of either the front or back panel of the bag, and not on a gusset or the base of the bag; and
2. The lettering of the recycling statement shall be in a boldface font.
	1. A disposable carryout bag made of paper shall contain a minimum of forty percent (40%) post-consumer recycled content; and
	2. A disposable carryout bag made of plastic shall be made of high-density polyethylene (HDPE) film marked with the SPI resin identification code 2, or low-density polyethylene (LDPE) film marked with the SPI resin identification code 4.
3. A disposable carryout bag shall meet the requirements of this section, even if the bag is biodegradable or compostable.
4. A disposable carryout bag made of both plastic and paper shall meet the paper carryout bag requirements of this section for the paper components of the bag, and shall meet the plastic carryout requirements of this section for the plastic components of the bag.

Food Donation

#### Guidance

Food donation collection programs are sometimes managed by the Contractor, and in other instances by the District. If it is the contractor’s responsibility to set up and manage the relationship with the organization collecting food donations, please include language listed below. If the contracting agency manages the relationship, please revise language below as necessary.

#### Language to Insert into Statement of Work

Food that is suitable for consumption but will not be served to target populations shall be donated, where local food donation programs are available and liability concerns can be addressed. The Contractor shall establish guidelines to determine the suitability of food to be donated for human and animal consumption and shall be in compliance with DC’s municipal regulations for food and food operations (DCMR 25-A Applicable Document #16). Priority shall be given to donations for human consumption, followed by animal feed.

Waste Audit

#### Guidance

Please contact Jonathan Rifkin, Sustainable Purchasing Program at sppdc@dc.gov; or Jonathan Rifkin (jonathan.rifkin@dc.gov); or Susan Riley-Laudadio, DGS Green Building Coordinator (susan.riley@dc.gov), if you have questions about the waste audit requirement.

#### Language to Insert into Statement of Work

The Contractor shall set a goal for reducing food waste, and conduct quarterly waste audits of total pre-consumer waste. The amounts and types of pre-consumer waste shall be recorded over at least three days of normal operation, and then normalized to the Contractor’s cost or weight of food purchases or other mutually agreed upon measure. Examples of appropriate methods may include recording the weight, number, or volumes of bags either through measurement performed by the contractor or through collecting data supplied by the hauler.

These results shall be compared to the data from previous audits and tracked over time.

The Contractor also shall support the District in conducting more detailed audits as requested from time to time through sorting, storing, and labeling bags or containers of waste, recyclables, and compostables following instructions provided by the District (Applicable Document #23).

Purchasing of Dry Cleaning Services

#### Language to Insert into Statement of Work

Linen and uniforms shall be cleaned without perchloroethylene, where practicable.

Cleaning Supplies and Procedures

#### Guidance

Sustainable cleaning supplies and janitorial services requirements either can be directly incorporated within the solicitation or the guidance document can be referenced and included as an attachment to the solicitation.

#### Language to Insert into Statement of Work

The Contractor shall follow the requirements set forth in the [Environmental Specification Guidance for Cleaning Supplies](http://ocp.dc.gov/page/district-columbia-sustainable-specifications) when purchasing cleaning supplies (Applicable Document # 15).

The Contractor shall follow all applicable procedures set forth in the [Janitorial Services specification](http://ocp.dc.gov/page/district-columbia-sustainable-specifications) (Applicable Document # 17).

Purchasing Appliances or Equipment

#### Guidance

Sustainable appliances requirements either can be directly incorporated within the solicitation or the guidance document can be referenced and included in the attachments. Please note that the sustainable appliances specification includes appliances directly related to foodservice operations in its scope.

#### Language to Insert into Statement of Work

For a contractor required to purchase appliances, the Contractor shall follow the requirements set forth in the [Appliances](http://ocp.dc.gov/page/district-columbia-sustainable-specifications) specification (Applicable Document # 18).

For a contractor responsible for maintaining and purchasing water fixtures, the Contractor shall purchase those fixtures labeled by EPA’s WaterSense program or have flow rates that do not exceed those specified by WaterSense (Applicable Document # 3).

For a contractor responsible for purchasing and maintaining lighting, the Contractor shall install ENERGY STAR certified light bulbs and light fixtures, where practical (Applicable Document #2).

Water and Energy Conservation Checklists

#### Guidance

Please contact Susan Riley-Laudadio, DGS Green Building Coordinator (susan.riley@dc.gov) or Jonathan Rifkin, Sustainable Purchasing Program Manager (jonathan.rifkin@dc.gov), or the Sustainable Purchasing Program at sppdc@dc.gov, if you have questions about the water and energy conservation checklists requirement.

#### Language to Insert into Statement of Work

The Contractor shall maintain a checklist of all tasks necessary to conserve water and energy, and a schedule for performing each task.

The Water Checklist shall address at least the following, as applicable:

1. Turn off faucets when not in use.
2. Regularly check for leaks and repair them.
3. Maintain toilets and urinals.
4. Do not use running water to defrost items or melt ice in sinks.
5. Hand-scrape dishes before loading into the dishwasher.
6. Operate dishwashers when full, when possible.
7. Avoid spraying or hosing floors with water: use dry cleaning methods followed by damp mopping, and give preference to spot cleaning when wet cleaning methods are required.
8. Set dishwasher temperature to the lowest temperature allowed by health regulations and consistent with the type of sanitizing system used.

The Energy Checklist shall address at least the following, as applicable:

1. Perform and document maintenance of appliances as recommended by the manufacturer, if applicable.
2. Set thermostats to cool at 85°F or to heat at 62°F during non-operating hours, if applicable. If this is not feasible, temperatures during non-operating hours shall be set as close as possible to the temperatures specified above.
3. Set hot water heaters in accordance with the minimum or recommended supply temperature for the facility’s dishwaters. In absence of a dishwasher, water temperature shall be set in accordance with minimum health code requirements.
4. Monitor refrigerator and freezer temperatures.

Employee Training

#### Language to Insert into Statement of Work

The Contractor shall train all employees on the operating procedures, whether written or unwritten, that are needed in order to conform to this specification.

These procedures shall be reviewed for relevance, feasibility, and effectiveness during annual training, and updated as necessary.

New hires shall be trained on these procedures as part of their initial training.

Reporting

#### Guidance

Please only include the reporting requirements directly relevant to the sustainable requirements in your procurement. The reporting requirements listed below are cross-referenced in the Section F Deliverables requirements. Program and procurement staff should take steps to incorporate sustainable reporting requirements into general oversight activities. The Sustainable Purchasing Program will consult with the Contracting Officer and Contract Administrator, as needed to track environmental performance, and gather statistics to meet DC Council mandated reporting requirements.

#### Language to Insert in Statement of Work

The Contractor shall document that the products and services supplied under this contract comply with key environmental criteria noted above. The Contractor shall submit the following information to the designated District point of contact, as noted in the Section F Deliverables.

1. Locally Sourced Food Report – The report shall be provided quarterly in excel via e-mail and provide at minimum:
	1. Dollars spent on local food
	2. Percentage of dollars spent on local food
	3. Dollars spent on non-local food
	4. Percentage of dollars spent on non-local food.
2. Certified Seafood Spend Report– The report shall be provided quarterly in excel via e-mail and provide at minimum:
	1. Dollars spent on certified and non-certified seafood
	2. Percentage of dollars spent on certified and non-certified seafood
3. Disposable Product Report – The report shall be provided annually in excel or word document via e-mail and include at minimum:
	1. Item purchased (Name)
	2. Item description, (manufacturer description and material type)
	3. Items categorized as compostable, recyclable, or containing recycled content.
4. Cleaning Product List: To be provided annually in excel or word via e-mail, and provide at minimum:
	1. Product type (degreaser, detergent, etc.)
	2. Product name
	3. Applicable eco-label
5. Training Report: To be provided annually in word a document via e-mail, and provide at minimum:
	1. Copy of most recent training curriculum.
	2. Employees who completed training
	3. Date of employee training
6. Environmental Progress Report to be provided in a word document via e-mail on an annual basis.
	1. Report describing the contractor’s success implementing environmental requirements of the contract, and describing opportunities for environmental improvement to the contract.
7. Waste Audit Report: To be provided quarterly in excel or word document via e-mail, and provide at minimum:
	1. Volume or weight of recyclable waste
	2. Volume or weight destined for composting facility
	3. Volume or weight destined for landfill
	4. Quarterly sales, cost of food purchases or weight of food purchases
	5. Volume or weight destined for landfill divided by the quarterly sales, cost of food purchases or weight of food purchases

# Section D Packaging and Marking Environmental Guidance

### Guidance

Please contact the Sustainable Purchasing Program (sppdc@dc.gov) if you have questions regarding the packaging and marking environmental guidance. Please note that the language listed below encourages but does not require use of sustainable packaging.

### Language to Insert in Statement of Work

Where vendors use packaging in addition to manufacturer packaging, the District encourages vendors to select packaging that minimizes or eliminates the use of disposable containers and/or incorporates recycled content. For example, where appropriate, vendor packaging using reusable crates or reusable pallets is preferred over boxed packaging.

For corrugated cardboard packaging (also known as containerboard packaging), the District encourages vendors to use versions that contain a minimum of 25% by weight of post-consumer materials, which is the minimum post-consumer content level for packaging specified by the U.S. Environmental Protection Agency Comprehensive Procurement Guidelines.

Vendors are encouraged to use packaging that does not contain packaging inks, dyes, pigments, adhesives, stabilizers, and additives with levels of lead, cadmium, mercury or hexavalent chromium in packaging inks, dyes, pigments, adhesives, stabilizers, and additives equal to or greater than 100 parts per million, which is consistent with packaging statutes adopted by 19 U.S. states. The following exceptions apply to this heavy metal threshold recommendation for packaging:

1. Packaging made from recycled materials.
2. Packaging that is essential to the protection, safe handling, or function of the package's contents (e.g., medical product and devices).
3. Packages and packaging components for which there is no feasible alternative.
4. Reusable packaging for products that are subject to other federal or state health, safety, transportation, or disposal requirements (i.e., hazardous waste).
5. Packaging having a controlled distribution and reuse (i.e., beverage containers subject to mandatory deposit requirements).
6. Packaging or packaging component that is glass or ceramic where the decoration has been vitrified and when tested, and meets specific requirements.

For a full explanation of exceptions, see Section 5/Exceptions, Toxic in Packaging Clearinghouse Model Legislation, available at: <http://toxicsinpackaging.org/model_legislation.html>

# S**ection F Period of Performance and Deliverables Environmental Guidance**

## F.3 Deliverables

### Guidance

Please only include the deliverable requirements directly relevant to the sustainable requirements in your procurement. The deliverable requirements listed below are cross-referenced in the Section C reporting requirements.

### Language to Insert into Statement of Work

The Contractor shall perform the activities required to successfully complete the District’s requirements and submit each deliverable to the Contract Administrator identified in section G.9 in accordance with the following:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **CLIN** | **Deliverable** | **Quantity** | **Format/Method of Delivery** | **Due Date** |
|  | Locally Sourced Food Report | 1 | Excel, via e-mail | Quarterly |
|  | Certified Seafood Spend Report | 1 | Excel, via e-mail | Quarterly |
|  | Disposable Product Report | 1 | Excel or Word, via e-mail | Annually or as requested |
|  | Waste Audit Report | 1 | Excel or Word, via e-mail | Quarterly |
|  | Cleaning Product List | 1 | Excel, via e-mail | Annually |
|  | Training Report | 1 | Excel or Word, via e-mail | Annually |
|  | Environmental Progress Report | 1 | Word, presented in person | Annually |

# SECTION M - EVALUATION FACTORS ENVIRONMENTAL GUIDANCE

### Guidance

When utilizing an RFP that contains environmental requirements, it is recommended that the proposal be evaluated, in part, on its ability to meet environmental requirements. This can be achieved by embedding the language below as a sub-category under the Technical Proposal, “Project Plan.” Alternative approaches to embedding environmental performance into the evaluation process are acceptable. Please contact Jonathan Rifkin, Sustainable Purchasing Program Manager (jonathan.rifkin@dc.gov), if you have questions about this requirement.

### Language to Insert into Statement of Work

**M.3.1.A. Project Plan.**

A. Project Plan. The Offeror shall provide a narrative explanation of the Offeror’s approach and methodology to successfully fulfill the required services including the following requirements:

1. Environmental initiatives that address all aspects and environmental requirements outlined in this solicitation.