**Statement of work**

**ENVIRONMENTAL Specification Guidance**

**for**

**Appliances**



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# How to Use this Document

The following Appliances sustainable specification has been developed to assist agencies in implementing PPRA 2010, Mayoral Order 2009-60 and OCP EPPS Policy 7000.00 which require the District to purchase sustainable products and services to the maximum extent feasible.

This specification addresses ten types of appliances which are listed in the Section C Requirements. Guidance boxes throughout this document provide the user with instructions for utilizing suggested language.

As appliances are often purchased in connection with another contract, the user may need to transfer relevant language directly into the appropriate section of their solicitation document. Alternative sustainable requirements may be utilized in this specification if it meets the minimum requirements established by the environmental criteria.

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.

If you have any questions about the specifications or how to use them, please contact Jonathan Rifkin: [jonathan.rifkin@dc.gov](mailto:jonathan.rifkin@dc.gov), email the Sustainable Purchasing Program at [sppdc@dc.gov](mailto: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.

### Language to Insert into 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 | Legislation | Procurement Practices Reform Act (Section 2-361.01 Green Procurement) <http://ocp.dc.gov/publication/procurement-practices-reform-act-2010> | 2010 |
| 2 | Policy | OCP Environmentally Preferable Purchasing Policy 7000.00  <http://ocp.dc.gov/page/environmentally-preferable-products-and-services-epps-policy> | 2014 |
| 3 | Policy | Mayoral Order 2009-60  <http://ocp.dc.gov/node/940622/> | 2009 |
| 4 | Environmental Rating System | ENERGY STAR Dishwashers Key Product Criteria <http://www.energystar.gov/products/certified-products?c=products.pr_find_es_products> | 2014 |
| 5 | Environmental Rating System | ENERGY STAR Commercial Dishwashers Key Product Criteria  <http://www.energystar.gov/products/certified-products?c=products.pr_find_es_products> | 2014 |
| 6 | Environmental Rating System | ENERGY STAR Refrigerators and Freezers Key Product Criteria <http://www.energystar.gov/products/certified-products?c=products.pr_find_es_products> | 2014 |
| 7 | Environmental Rating System | ENERGY STAR Commercial Refrigerators and Freezers Key Product Criteria <http://www.energystar.gov/products/certified-products?c=products.pr_find_es_products> | 2014 |
| 8 | Environmental Rating System | ENERGY STAR Room Air Conditioners Key Product Criteria <http://www.energystar.gov/products/certified-products?c=products.pr_find_es_products> | 2014 |
| 9 | Environmental Rating System | ENERGY STAR Commercial Ovens Key Product Criteria <http://www.energystar.gov/products/certified-products?c=products.pr_find_es_products> | 2014 |
| 10 | Environmental Rating System | ENERGY STAR Commercial Fryers Key Product Criteria <http://www.energystar.gov/products/certified-products?c=products.pr_find_es_products> | 2014 |
| 11 | Environmental Rating System | ENERGY STAR Commercial Griddles Key Product Criteria <http://www.energystar.gov/products/certified-products?c=products.pr_find_es_products> | 2014 |
| 12 | Environmental Rating System | ENERGY STAR Commercial Hot Food Holding Cabinets Key Product Criteria <http://www.energystar.gov/products/certified-products?c=products.pr_find_es_products> | 2014 |
| 13 | Environmental Rating System | ENERGY STAR Commercial Ice Makers Key Product Criteria <http://www.energystar.gov/products/certified-products?c=products.pr_find_es_products> | 2014 |
| 14 | Environmental Rating System | ENERGY STAR Commercial Steam Cookers Key Product Criteria <http://www.energystar.gov/products/certified-products?c=products.pr_find_es_products> | 2014 |
| 15 | Environmental Rating System | ENERGY STAR Clothes Washers Key Product Criteria <http://www.energystar.gov/products/certified-products?c=products.pr_find_es_products> | 2014 |
| 16 | Environmental Rating System | ENERGY STAR Commercial Clothes Washers Key Product Criteria <http://www.energystar.gov/products/certified-products?c=products.pr_find_es_products> | 2014 |
| 17 | Environmental Rating System | ENERGY STAR Water Coolers Key Product Criteria <http://www.energystar.gov/products/certified-products?c=products.pr_find_es_products> | 2014 |
| 18 | Environmental Rating System | ENERGY STAR Vending Machines Key Product Criteria <http://www.energystar.gov/products/certified-products?c=products.pr_find_es_products> | 2014 |
| 19 | Environmental Rating System | ENERGY STAR Televisions Key Product Criteria <http://www.energystar.gov/products/certified-products?c=products.pr_find_es_products> | 2014 |
| 20 | DC Office of Contracting & Procurement Environmental Specification Guidance | Environmental Specification Guidance for Appliances  <http://ocp.dc.gov/page/district-columbia-sustainable-specifications> | 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.

### Language to Insert into Statement of Work

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

**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, the 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>.

**Take-back services** refer to contractor, manufacturer, or third-party run programs that accept used or end-of-life products for recycling or refurbishment. These services ensure that appliances that have reached the end of their useful life have been properly recycled, re-purposed, or reused.

## 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](mailto:dcspp@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. Please also incorporate the EPPS requirements for appliances into other relevant portions of the procurement such as the pricing schedule. If the agency or agencies for which the statement of work is being developed would like to go beyond the EPPS requirement, please update the EPPS requirement in the procurement pricing sheet with the more aggressive requirement. Please contact the Sustainable Purchasing Program ([sppdc@dc.gov](mailto:sppdc@dc.gov)) if you have questions.

If an End User would like to pursue a more aggressive minimum requirement, please reach out to the SPP, and update the environmental requirement as appropriate. Please contact the Sustainable Purchasing Program ([sppdc@dc.gov](mailto:sppdc@dc.gov)) if you have questions.

Appliances Environmental Requirements

#### Language to Insert into Statement of Work

1. Environmental Requirements for Appliances
   1. Appliance product types subject to the requirements of this clause shall include the following:
      1. Dishwashers
      2. Refrigerators
      3. Freezers
      4. Room air conditioners
      5. Ovens
      6. Fryers
      7. Griddles
      8. Ice makers
      9. Hot food holding cabinets
      10. Steam cookers
      11. Clothes washers
      12. Water coolers
      13. Vending machines
      14. Televisions
   2. Appliances shall be ENERGY STAR certified, using the most recent version of the ENERGY STAR certification system in effect at the time of purchase.
   3. Appliances shall use ENERGY STAR settings as the default.
   4. An appliance contractor shall notify purchasers of any available take-back service for reuse, refurbishment and/or recycling for purchased appliances and previously purchased appliances, including information on how to utilize the service. This information shall be made available to the purchaser at time of purchase through written or online documentation.

Reporting

#### Guidance

Please note that the Sustainable Purchasing Program may from time to time request sustainable spend reports from Contracting Officers to support efforts to annually report on EPPS spend to City Council. For small purchases, it is recommended that reporting only be provided as requested. Please also see the EPPS Report templateon the [Sustainable Purchasing Program web page.](http://ocp.dc.gov/page/district-columbia-sustainable-specifications)The EPPS Report template can be provided to Contractors to assist them in meeting the District’s EPPS reporting requirements. Please note that the Sustainable Purchasing Program will be piloting this reporting template for select contracts in FY 2015. While not required, it is recommended that an EPPS report be provided both for products with and without EPPS specifications. Please contact the Sustainable Purchasing Program ([sppdcc@dc.gov](mailto:sppdcc@dc.gov)) if you have questions.

#### Language to Insert into Statement of Work

Annually or as requested, the contractor shall submit to the Contracting Officer an Environmentally Preferable Products and Services (EPPS) Report, indicating that the products supplied to the District comply with the District’s EPPS criteria. The following information shall be included in the report:

1. Contractor
2. Contract award date
3. Contract #
4. PO #
5. Product description
6. Model #
7. Number of units sold
8. Price per unit
9. Total cost
10. Compliance with DC environmental criteria – Indicate whether each item purchased is compliant with DC environmental requirements included in the [Appliances Environmental Specification Guidance](http://ocp.dc.gov/page/district-columbia-sustainable-specifications) (Applicable Document #20). If the environmental requirement was not specified in the solicitation, indicate NA.
11. Name and contact information for entity providing take back service

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# Section D Packaging and Marking Environmental Guidance

### Guidance

Please contact the Sustainable Purchasing Program ([sppdc@dc.gov](mailto:sppdc@dc.gov)) if you have 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 into 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

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### Guidance

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** |
|  | EPPS Report | 1 | Excel/ via email | Annually or as requested |