**statement of work**

**ENVIRONMENTAL Specification Guidance**

**for**

**Furniture**



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# How to Use this Document

The following furniture environmental specification guidance has been developed to assist agencies in implementing Section 2-361.01 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 addresses furniture products listed in Section C.5. 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 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> | 2015 |
| 3 | Policy | Mayoral Order 2009-60  <http://ocp.dc.gov/page/mayoral-order-2009-60> | 2009 |
| 4 | Standard | BIFMA e3-2014  Furniture Sustainability Standard  <https://www.bifma.org/store/ViewProduct.aspx?ID=1377924> | 2014 |
| 5 | Standard | Cradle to Cradle Certified Product Standard, Version 2.0 | 2010 |
| 6 | Standard | Cradle to Cradle Certified Product Standard, Version 3.0  <http://www.c2ccertified.org/images/uploads/C2CCertified_Product_Standard_V3.pdf> | 2012 |
| 7 | Standard | [GREENGUARD Certification Program For Chemical Emissions For Building Materials, Finishes And Furnishings](https://www.comm-2000.com/category.aspx?sendingPageType=BigBrowser&CatalogID=Standards&CategoryID=GreenGuard%20Standards(ULEnvironment))  <http://www.comm-2000.com/ProductDetail.aspx?UniqueKey=27251> | 2013 |
| 8 | Standard | SCS Indoor Air Quality Product Performance Standard for Building Interiors  <http://www.scsglobalservices.com/files/standards/scs_stn_ec10-3-2014_051614.pdf> | 2014 |
| 9 | DC Office of Contracting & Procurement Environmental Specification Guidance | Environmental Specification Guidance for Furniture  <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. Only the definitions relevant to the sustainable furniture requirements utilized in the procurement need to be included in the final solicitation document.

### Language to Insert into Statement of Work

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

**ANSI/BIFMA e3-2014** is a multi-attribute, multi-stakeholder consensus standard developed by the Business and Institutional Furniture Manufacturers Association (BIFMA), non-profits, government representatives, architects, and other stakeholders. The standard includes prerequisites and optional credits in the following categories: materials, energy and atmosphere, human and ecosystem health, and social responsibility. The number of optional credits achieved determines the “level” of certification. Because products can earn credits in different categories, even products that are certified to the same level can have different environmental attributes. Every certified product has a scorecard showing the credits that were achieved.

**BIFMA M7.1** refers to the industry standard test method for determining volatile organic compound (VOC) emissions from office furniture and seating under environmental and product usage conditions typical of those found in office buildings.

**BIFMA X7.1** refers to the industry conformance standard for formaldehyde and total VOC emissions from furniture used in offices.

**Cradle to Cradle (C2C)** is a multi-attribute standard that covers five categories of sustainability: material health, material reutilization, renewable energy and carbon management, water stewardship, and social fairness. Product certification is awarded at five levels (Basic to Platinum). The Basic standard generally includes an inventory and a commitment to ongoing assessment, while higher levels require products to meet minimum performance thresholds in each category. To achieve a higher level, requirements at all lower levels need to be met as well. C2C certified products can be found in the Certified Products Registry on the [Cradle to Cradle website](http://www.c2ccertified.org/products/registry).

**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>. (Applicable Documents # 1, 2, and 3).

**GREENGUARD** is a single-attribute certification that focuses on indoor air emissions from furniture and other products. Certified furniture meets the BIFMA X7.1 industry conformance standard for volatile organic compounds (VOCs). GREENGUARD offers two levels of certification: GREENGUARD and GREENGUARD Gold (formerly known as “GREENGUARD Children and Schools”). GREENGUARD certification is administered by UL Environment. Certified furniture products are listed in UL Environment’s [Sustainable Product Database](http://www.ul.com/global/eng/pages/offerings/businesses/environment/databasesearch/).

**SCS Indoor Air Advantage**, a certification program run by Scientific Certification Systems (SCS), is a single-attribute standard that also focuses on indoor air emissions. Certified products meet the requirements of the BIFMA X7.1 VOC emissions standard and are compliant with the BIFMA M7.1 test method. Certification is available at two levels: Indoor Air Advantage and Indoor Air Advantage Gold. Certified furniture products are listed in the SCS [Certified Green Products Guide](http://www.scsglobalservices.com/certified-green-products-guide).

**Level** certification means that an independent third party has certified that the product meets the criteria of the ANSI/BIFMA e3-2014 standard. Certified products can be found in the [BIFMA Level database](http://products.levelcertified.org/).

**Material Reutilization Score** is a component of the Cradle to Cradle standard that is based on is based on the recyclability or biodegradability of the product, and the amount of recycled material and/or rapidly renewable content used in the product.

**Multi-attribute standards** refer to standards that cover multiple dimensions of performance, such as indoor air emissions, energy use, water use, etc.

**Scorecard** refers to the certification scorecard for Level-certified furniture products, which shows the optional credits achieved in each category. This specification requires a scorecard to be provided with Level-certified products showing at least one point for Credit 7.6, Low-emitting Furniture. (See Section F.3 – Deliverables).

**Single-attribute standards** refer to standards that address a single aspect of environmental performance, such as indoor air emissions.

**Volatile organic compounds (VOCs)** are organic chemicals that evaporate at room temperature under normal indoor conditions. VOCs include a variety of chemicals that are emitted by a wide array of products, including furniture products commonly found in schools and office buildings. Many types of VOCs have been linked to a variety of adverse health effects, including: eye, nose, and throat irritation; headaches; loss of concentration; nausea; damage to the liver, kidney, and central nervous system; allergic skin reaction; fatigue; dizziness; and cancer.

## 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: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. Please also incorporate the EPPS requirements for furniture 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, such as specifying a higher level certification such as Cradle to Cradle Gold or requiring additional environmental criteria, 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.

Furniture Environmental Requirements

#### Language to Insert into Statement of Work

1. Environmental Requirements for Furniture
   1. Furniture product types subject to the requirements of this clause shall include the following:
      1. Chairs
      2. Cubicles
      3. Desks
      4. Modules
      5. Shelves
      6. Sofas
      7. Storage cabinets
      8. Tables
      9. Workstations
   2. Furniture shall be certified to at least **ONE (1)** of the following standards:
      1. GREENGUARD of GREENGUARD Gold
      2. SCS Indoor Air Advantage or SCS Indoor Air Advantage Gold
      3. Cradle to Cradle (certified at Basic, Bronze, Silver, Gold, or Platinum)
      4. BIFMA Level (certified at Level 1, 2, or 3), with scorecard provided that shows at least one point for credit 7.6, Low-emitting Furniture

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 ([sppdc@dc.gov](mailto:sppdc@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 name
2. Contract award date
3. Contract #
4. PO #
5. Product description - manufacturer description of product
6. Sku
7. Number of units sold
8. Price per unit
9. Total cost
10. Compliance with DC environmental criteria – Indicate how each product purchased is compliant with DC environmental requirements included in the [Furniture Environmental Specification Guidance](http://ocp.dc.gov/page/district-columbia-sustainable-specifications) (ex. Green Seal certification). If the environmental requirement was not specified in the solicitation, indicate NA.

# Section D Packaging and Marking Environmental Guidance

### Guidance

Please contact the Sustainable Purchasing Program ([sppdc@dc.gov](mailto: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 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

### 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/Email | Annually or as requested |