**Statement of Work**

**ENVIRONMENTAL Specification Guidance**

**for**

**landscaping Services**



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# How to Use this Document

The following landscaping services 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.

Recommended sustainable landscaping services specifications apply to maintenance landscaping services, including (but not limited to) pest control, fertilizer application, mulching, planting, gardening, trimming, and removal of debris. These activities may be applicable to any of the following landscape types and projects:

1. Restoration areas (wetlands, woodlands, meadows, and low-impact development such as rain gardens and bioretention cells)
2. Planted beds and other landscaped areas around public buildings and in park areas.
3. Turf fields (stand-alone and in park areas)
4. Roadway tree space and trees in park areas

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 landscaping services contract, not all of the requirements listed in this Statement of Work Environmental Guidance Document may apply. Please only include sustainable 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](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 and other documents that are pertinent to the sustainable specifications detailed in this statement of work environmental guidance document. Each requirement listed in Section C includes reference to the relevant applicable documents.

### 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/page/mayoral-order-2009-60> | 2009 |
| 4 | Legislation | Pesticide Education and Control Amendment Act of 2012  <http://dcclims1.dccouncil.us/images/00001/20120801151713.pdf> | 2012 |
| 5 | Report | Sustainable DC’s Mayor’s Order Cooperative Plant Management Task Force: Final Report  <http://www.sustainabledc.org/wp-content/uploads/2014/12/11-Coop-Plant-Management.pdf> | 2014 |
| 6 | Legislation | Pesticide Operations Act of 1977 | 1977 |
| 7 | Legislation | Sustainable DC Amendment Act of 2012 Title II Subtitle A: Anacostia River Clean Up and Protection Fertilizer Act of 2012  <http://www.dcregs.dc.gov/Notice/DownLoad.aspx?NoticeID=4173830> | 2012 |
| 8 | Legislation | National Environmental Policy Act (NEPA) | 1969 |
| 9 | Guide | U.S. Fish and Wildlife Service. Native Plants for Wildlife Habitat and Conservation Landscaping Chesapeake Bay Watershed <http://www.nps.gov/plants/pubs/chesapeake/pdf/chesapeakenatives.pdf> | 2003 |
| 10 | Guide | Plant Invaders of Mid-Atlantic Natural Areas, <http://www.nps.gov/planTs/alien/pubs/midatlantic/index.htm> | 2010 |
| 11 | Certification | Maryland Certified Professional Horticulturist Program (CPH)  <http://www.mnlaonline.org/content.asp?contentid=39> | Most Recent |
| 12 | Certification | Virginia Certified Horticulturalist <http://www.vnla.org/Certification> | Most Recent |
| 13 | Certification | Landscape Contractors Association MD, DC, VA Certified Landscape Technician  <http://www.lcamddcva.org/certification/> | Most Recent |
| 15 | Certification | ISA Certified Arborist <http://www.isa-arbor.com/certification/index.aspx> | Most Recent |
| 14 | Municipal Regulation | Engine Idling  DCMR 20-900  <http://www.dcregs.dc.gov/Gateway/RuleHome.aspx?RuleNumber=20-900> | 2010 |
| 15 | Standard | District Department of Transportation Green Infrastructure Standards  <http://ddot.dc.gov/sites/default/files/dc/sites/ddot/publication/attachments/2014-0421-DDOT%20Green%20Infrastructure%20Standards.pdf> | 2014 |
| 16 | Guide | Prince George’s County Bioretention Manual  <http://www.aacounty.org/DPW/Highways/Resources/Raingarden/RG_Bioretention_PG%20CO.pdf> | 2007 |
| 17 | DC Office of Contracting & Procurement Environmental Specification Guidance | Environmental Specification Guidance for Landscaping Services  <http://ocp.dc.gov/page/district-columbia-sustainable-specifications> | 2014 |
| 18 | Law | Sustainable Solid Waste Management Amendment Act of 2014  DC 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 landscaping services 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:

**Bioretention** are practices that capture and store stormwater runoff and pass it through a filter bed of engineered soil media of sand, soil, and organic matter to remove contaminants and sediments.

**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 #18).

**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 #18).

**Cultivar** refers to a plant variety that has been produced in cultivation by selective breeding. Cultivars can be noted by the presence of a name in quotations appended to the scientiﬁc name. For example, a cultivar of Black-eyed Susan is *Rudbeckia fulgida* ‘Goldstrum’.

**Enhanced efficiency fertilizer** refers to a fertilizer product with characteristics that allow increased plant uptake and reduces the potential of nutrient loss to the environment, such as gaseous loss, leaching, or runoff, when compared to an appropriate reference fertilizer product (Applicable Document # 7).

**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).

**Fertilizer** refers to a material that contains one or more nutrients intended to promote plant growth (Applicable Document # 7).

**Habitat Restoration Areas** are areas designated and managed by the District Department of Environment’s (DDOE) Habitat Restoration Program where restoration activities are planned or are being undertaken to protect and restore river, stream and wetland habitats in the District of Columbia with the intent of improving water quality in the District’s waterways and improve the ecological diversity found within the District’s borders. All relevant Habitat Restoration Areas included in the contract will be noted as such.

**Integrated Pest Management** is a method of managing pests that minimizes harm to the environment by using comprehensive information on the life cycle of pests and their interaction with the environment (Applicable Document #4).

**Invasive plants** are non-native plants that cause economic, environmental harm, or harm to human health. For purposes of this specification, invasive plants are defined as any species that appears in the U.S. Fish and Wildlife Service’s “Plant Invaders of Mid-Atlantic Natural Areas,” and/or any other species that the District deems “invasive.”

**Locally grown plants** are any plants sourced from nurseries in DC, PA, OH, MD, VA, WV, DE, or NJ.

**Locally sourced seeds or plant material** refers to the origins of the seeds or plant material for a grown plant being purchased. The location of the source of seeds or plant material may differ from the location of the grown plant that is procured. For this specification, locally sourced seeds or plant material is defined as any plant material grown from plant or seeds sourced from DC, PA,, OH, MD, VA, WV, DE, or NJ.

**Low impact development** seeks to minimize stormwater runoff from a given site. Low impact development projects include green roofs, bioretention/rain gardens, rain barrels, downspout disconnections, permeable pavement, native plant landscaping and a host of other innovative ideas that combine to stop pollution from reaching our rivers and streams.

**Native plants** are plant species that occurs naturally in a particular region, state, ecosystem, and habitat without direct or indirect human actions. In the mid-Atlantic region, this includes plant species that existed prior to European contact, or any plant species that have since been established in the region through natural processes uninfluenced by human activity. For purposes of this specification, native plants are defined as any species that appears in the U.S. Fish and Wildlife Service’s [Native Plants for Wildlife Habitat and Conservation Landscaping Chesapeake Bay Watershed](http://www.nps.gov/plants/pubs/chesapeake/pdf/chesapeakenatives.pdf), [Prince George’s County Bioretention Manual](http://www.aacounty.org/DPW/Highways/Resources/Raingarden/RG_Bioretention_PG%20CO.pdf), or is indicated as being native in the [District Department of Transportation Green Infrastructure Standards](http://ddot.dc.gov/sites/default/files/dc/sites/ddot/publication/attachments/2014-0421-DDOT%20Green%20Infrastructure%20Standards.pdf).

**Natural Areas** refers to District of Columbia- owned wetlands, woodlands, and meadows.

**Material Safety Data Sheet (MSDS)** refers to a document that contains information on the potential hazards of a chemical product and how to work safely with the product. The MSDS also contains information on the use, storage, and handling of the hazardous material, and how to respond in case of an accident or spill. The MSDS contains much more information about the material than the product label. However, it is important to note that the MSDS may not list every human and environmental impact associated with the product.

**Ornamental landscaping** is landscaping that includes turf and commercially available horticultural plants introduced to a particular location to contribute to the aesthetics of the area and/or to provide shade.

**Recycling** is the series of activities, including separation, collection, and processing, through which materials are recovered or otherwise diverted from the solid waste stream for use as raw materials or in the manufacture of products other than fuel (Applicable Document #18).

**Soil test** refers to a scientific measurement that determines the nutrient level of a soil (Applicable Document #7).

**Stormwater** or stormwater runoffis rainfall that does not soak into the ground, but instead flows over the land’s surface into the nearest water body through storm drain channels. The District seeks to reduce stormwater runoff because it collects and carries along pollution wherever it flows.

**Waterbody** refers to a wetland, watercourse, river, stream, creek, stormwater retetention or detention basin, or other similar water resource (Applicable Document # 7).

**Turf** refers toareas that are covered in grass and are used for athletic purposes or general green space used in recreational activities (Applicable Document # 7).

## 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 service being purchased. Some language relates to work conducted through sister agencies or programs, such as DDOE’s Integrated Pest 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](mailto:sppdc@dc.gov)) if you have questions.

Plant Material

#### Guidance

Plant material requirements are based on the [Cooperative Plant Management Task Force Final Report](http://www.sustainabledc.org/wp-content/uploads/2014/12/11-Coop-Plant-Management.pdf) completed in December 2014. The Cooperative Plant Management Task Force (“Task Force”), established by the 2013 Sustainable DC Mayor’s Order, was charged with developing standards for identifying, planting, and cultivating native plants on District government properties. This report provides recommendations from the task force which will guide policy and other efforts going forward. The Plant Material requirements section integrates recommendations from this report. Alternative wording or placement of environmental requirements can be utilized as long as minimum environmental requirements outlined below are met. For example, native plant material language below can be substituted with more specific guidelines regarding the species of native plants to be used for a specific solicitation. Please contact the Sustainable Purchasing Program ([sppdc@dc.gov](mailto:sppdc@dc.gov)) if you have questions about this requirement.

#### Language to Insert into Statement of Work

1. All plant species shall be approved by the District prior to purchase and installation.
2. The Contractor shall comply with the following native plant and cultivar requirements when procuring or installing new plant material in fulfillment of the contract.
   1. A minimum of 80% of plants purchased by the Contractor for installation in planted or landscaped beds shall be native plants. For the purposes of this requirement, “native plants” refers to plants listed in the U.S. Fish & Wildlife Service’s [*Native Plants for Wildlife Habitat and Conservation Landscaping Chesapeake Bay Watershed*](http://www.nps.gov/plants/pubs/chesapeake/pdf/chesapeakenatives.pdf)*.* Native plant cultivars may be utilized in fulfillment of this requirement.
   2. All plants purchased by the Contractor for installation in natural areas or habitat restoration areas shall be native plants. For the purposes of this requirement, “native plants” refers to plants listed in the U.S. Fish & Wildlife Service’s [*Native Plants for Wildlife Habitat and Conservation Landscaping Chesapeake Bay Watershed*](http://www.nps.gov/plants/pubs/chesapeake/pdf/chesapeakenatives.pdf)*.* Native plant cultivars shall not be utilized in fulfillment of this requirement.
   3. All plants purchased by the Contractor for installation in bioretention or low impact development sites shall be native plants. For the purposes of this requirement, native plants refer to plants listed in either [*Prince George’s County Bioretention Manual*](http://www.aacounty.org/DPW/Highways/Resources/Raingarden/RG_Bioretention_PG%20CO.pdf) or indicated as being native in *the* [*District Department of Transportation’s Green Infrastructure Standards*](http://ddot.dc.gov/sites/default/files/dc/sites/ddot/publication/attachments/2014-0421-DDOT%20Green%20Infrastructure%20Standards.pdf)*.* Native plant cultivars shall not be utilized in fulfillment of this requirement.
   4. The purchase of native plants shall be prioritized by the Contractor for installation for street trees (right of way planting). For the purposes of this requirement, native plants include plants indicated as being native in the [*District Department of Transportation Green Infrastructure Standards*](http://ddot.dc.gov/sites/default/files/dc/sites/ddot/publication/attachments/2014-0421-DDOT%20Green%20Infrastructure%20Standards.pdf). Cultivars may be utilized in fulfillment of this requirement.
3. The Contractor shall comply with the following locally sourced plant requirements when procuring or installing new plant material in fulfillment of the contract.
   1. For the purposes of this contract, local is defined as DC, PA, OH, MD, VA, WV, DE, or NJ.
   2. Annuals, perennials, shrubs, and trees purchased for installation on District property shall be grown from locally sourced seeds or plant material.
   3. Annuals, perennials, and shrubs purchased for installation on District property shall be locally grown.
   4. Trees purchased for installation on District property shall be grown locally wherever practical.
4. The Contractor shall not purchase or install invasive plants on District property. For the purposes of this requirement, invasive plants refers to plants listed in the U.S. Fish & Wildlife Service’s [*Plant Invaders of Mid-Atlantic Natural Areas*](http://www.nps.gov/planTs/alien/pubs/midatlantic/midatlantic.pdf)or on other lists of invasive plants provided by the designated District point of contact during the course of the contract.

Fertilizing

#### Guidance

Alternative wording or placement of environmental requirements can be utilized as long as fertilizing requirements are in in compliance with Section 203 of the Anacostia River Clean Up and Protection Fertilizer Act of 2012 (Applicable Document #7). If you have questions about the law or its implementation, please contact Jonathan Rifkin, Sustainable Purchasing Program Manager at [jonathan.rifkin@dc.gov](mailto:jonathan.rifkin@dc.gov) or please contact Hamid Karimi, Office of Natural Resources, District Department of Environment at [hamid.karimi@dc.gov](mailto:hamid.karimi@dc.gov).

#### Language to Insert into Statement of Work

1. Contractors shall fully comply with the requirements below which are based upon requirements set forth in Section 203 of the Anacostia River Clean Up and Protection Fertilizer Act of 2012 (Applicable Document # 7).
2. *Applying Fertilizer to Turf*
   1. Fertilizer may be applied only to turf:
      1. Beyond a 15-foot buffer area from a water body; provided, that fertilizer may be applied beyond a 10-foot buffer area if a drop spreader, rotary spreader with a deflector, or targeted spray liquid is used for the fertilizer application;
      2. When sufficient water is applied to the soil within 24 hours of application to immobilize the fertilizer and prevent fertilizer loss by runoff or when soil is sufficiently saturated to immobilize the fertilizer and prevent fertilizer loss by runoff;
      3. When a heavy rainfall is not occurring or not predicted to occur, and when soils are not saturated and the potential for fertilizer movement off-site exists;
      4. After March 1st and before November 15th in a calendar year;
      5. When the ground is not frozen; and
      6. In an amount consistent with an annual recommended rate established by the District Department of the Environment and detailed below.
   2. *Applying Fertilizer Containing Nitrogen to Turf*
      1. A fertilizer containing nitrogen may be applied to turf only if the fertilizer is at least 20% slow release.
      2. A fertilizer containing nitrogen may be applied to turf only at an application rate of less than 0.7 pounds per 1,000 feet of water-soluble nitrogen, and at an application rate of less than 0.9 pounds per 1,000 square feet of total nitrogen.
      3. Notwithstanding the preceding requirement, an enhanced efficiency fertilizer containing nitrogen that has a release rate of less than 0.7 pounds per 1,000 square feet of total nitrogen per month may be applied at an annual application rate of less than 2.5 pounds per 1,000 square feet of nitrogen. The annual total application rate may not exceed 80% of the annual recommended rate for total nitrogen, as established by the District Department of Environment.
   3. *Applying Fertilizer Containing Phosphorous to Turf* 
      1. A low phosphorus fertilizer may be applied to turf if a soil test conducted within the previous 3 years indicates that the level of phosphorus in the soil is insufficient to establish, reestablish, repair, or support adequate turf growth.
         1. A low phosphorus fertilizer refers to a fertilizer containing no more than 5% of available phosphate (P2O5), and that has an application rate not to exceed 0.25 pound of available phosphate (P2O5)/1,000 square feet/application and 0.5 pound of available phosphate (P2O5)/1,000 square feet/year.
      2. A fertilizer that contains phosphorus in an amount greater than 0.67% phosphate by weight may be applied to turf if the soil test indicates that the level of phosphorus in the soil is insufficient to establish or reestablish turf. The application of fertilizer allowed under this paragraph shall not exceed the amount or rate of application of fertilizer recommended by the soil test, as determined by the District Department of the Environment.
   4. Fertilizer may not be applied to an impervious surface or be stored in a container on an impervious surface in a manner that would permit fertilizer runoff. Fertilizer that is inadvertently applied or leaked onto an impervious surface shall be returned for reuse to the target surface or to either its original or another appropriate container.

Debris Removal

#### Guidance

The debris removal specification language below is designed to be added to additional debris removal requirements specific to the services being solicited. If you have questions about this requirement, please contact the Sustainable Purchasing Program at [sppdc@dc.gov](mailto:sppdc@dc.gov).

#### Language to Insert into Statement of Work

1. The Contractor shall dispose of grass clippings, plant waste, and other forms of landscaping debris as appropriate, through composting or other forms of recycling rather than delivery to a landfill. This provision shall only be required if the District is able to provide the contractor with a suitable location for the delivery of plant waste for composting or recycling. The Contractor shall dispose of all debris in accordance with local, state, and federal regulations.

Integrated Pest Management

#### Guidance

It is recommended that requirements related to Integrated Pest Management (IPM) be updated to reflect the DDOE-approved integrated pest management policy of the District agency to receive services through this solicitation. Please contact Mary Begin, Chief, Hazardous Materials Branch, District Department of Environment at [Mary.begin@dc.gov](mailto:Mary.begin@dc.gov) regarding questions related to the Pesticide Education and Control Amendment Act of 2012 or guidance on how to develop and obtain approval for an agency IPM policy.

#### Language to Insert into Statement of Work

1. Consistent with the Pesticide Education and Control Amendment Act of 2012 and Pesticide Operation Regulations, all pesticide management and/or application shall be conducted in accordance with the contracting agency’s Integrated Pest Management (IPM) policy (Applicable Documents # 4, 6).
2. Consistent with the Pesticide Education and Control Amendment Act of 2012 and Pesticide Operation Regulations, no person shall apply any pesticide to public rights-of-way, parks, District-occupied buildings, other District property, or child-occupied facilities if the location does not have an IPM program approved by the District Department of the Environment.
3. The Contractor shall ensure that all staff applying pesticides in buildings or on grounds shall be licensed to apply pesticides and trained and knowledgeable in the principles and practices of IPM.
4. The Contractor shall provide copies of the company pest control license and dated pesticide applicator certificates for every employee who will be performing on-site services under this contract.
5. The pesticides used by the Contractor shall be registered with the United States Environmental Protection Agency (E.P.A.) and the District of Columbia.
6. The Contractor and staff shall follow Pesticide Operation Regulations and label precautions and shall comply with the IPM Program when utilizing pesticides in fulfillment of this contract.
7. The Contractor shall develop an IPM Plan that aligns with the requirements outlined in the contract and the District’s IPM policy that addresses the following:
   1. *Structural or Operational Changes*: The Contractor shall describe site specific solutions for eliminating pest access, food, water, and harborage.
   2. *Monitoring*: The Contractor shall describe the products and procedures used for identification of pest presence, access and harborage locations.
   3. *Materials and Equipment*: The Contractor shall provide labels and Material Safety Data Sheets (MSDS) for all pesticide products to be used. In addition, brand names shall be provided for all application equipment, rodent bait boxes, monitoring and trapping devices, and any other control equipment that may be used to provide service.
   4. *Service Schedule*: The Contractor shall provide service schedules that include the frequency of Contractor visits.
8. The Contractor’s staff shall develop an IPM Service Report to be submitted to the Building Manager and Contract Administrator at the frequency specified in the agency’s Integrated Pest Management policy. The IPM Service Report shall contain a record of inspections and what was checked, what was found, and what nonchemical and chemical control actions implemented by the IPM Technician, description of any pesticides applied, a detailed description of the treatment, the site, the application rate, and the amount applied.

Engine Idling

#### Guidance

Alternative wording or placement of environmental requirements can be utilized as long as minimum environmental requirements outlined below are met. If you have questions about the law or its implementation, please contact the Sustainable Purchasing Program Manager at [sppdc@dc.gov](mailto:sppdc@dc.gov) or Mani Oliva, Chief, Compliance and Enforcement Branch, District Department of Environment at [manuel.oliva@dc.gov](mailto:manuel.oliva@dc.gov).

#### Language to Insert into Statement of Work

1. In fulfillment of the requirements of this solicitation, the Contractor shall not allow the engine of a motor vehicle to idle for more than three minutes while the motor vehicle is parked, stopped, or standing except:
   1. To operate private passenger vehicles;
   2. To operate power takeoff equipment, including dumping, cement mixers, refrigeration systems, content delivery, winches, or shredders; or
   3. To idle the engine for no more than five (5) minutes to operate heating equipment when the ambient air temperature is thirty-two degrees Fahrenheit (32° F) or below (Applicable Document #14).

Landscaping Personnel and Administrative Requirements

#### Guidance

Landscaping personnel and administrative requirements are based on the [Cooperative Plant Management Task Force Final Report](http://www.sustainabledc.org/wp-content/uploads/2014/12/11-Coop-Plant-Management.pdf) completed in December 2014. The Cooperative Plant Management Task Force (“Task Force”),established by the 2013 Sustainable DC Mayor’s Order, was charged with developing standards for identifying, planting, and cultivating native plants on District government properties. This report provides recommendations from the task force which will guide policy and other efforts going forward. The Personnel and Administrative requirements section integrates recommendations from this report. Alternative wording or placement of requirements can be utilized as long as minimum environmental requirements outlined below are met. Please contact the Sustainable Purchasing Program ([sppdc@dc.gov](mailto:sppdc@dc.gov)) if you have questions about this requirement.

#### Language to Insert into Statement of Work

1. All employees performing ornamental landscaping shall have one or more or the following certifications or have a certification or experience deemed to be equivalent by the designated District point of contact: State of Maryland Certified Professional Horticulturist, State of Virginia Certified Horticulturalist, or Landscape Contractors Association MD, DC, VA Certified Landscape Technician.
2. All employees performing tree and shrub pruning shall be an International Society of Arboriculture Certified Arborist or have certification or experience deemed to be equivalent by the designated District point of contact.

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. Please note that Steve Saari, Watershed Protection Specialist, District Department of Environment ([steve.saari@dc.gov](mailto:steve.saari@dc.gov)) may be used as the designated District Department of Environment contact for the annual fertilizer application report.

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. Please contact the Sustainable Purchasing Program at [sppdc@dc.gov](mailto:sppdc@dc.gov) if you have questions about reporting requirements.

#### Language to Insert into 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. Plant Material Report – To be provided annually or as requested in Excel and delivered via email. The report shall include:
   1. Date of purchase
   2. Name of company from which plant species were sourced
   3. Plant species purchased
   4. Quantity purchased
   5. State from which plant was sourced
   6. State of origin for seeds or plant material from which plant was grown
   7. Indicate whether the plant species is in compliance with the solicitation’s native plant requirement
   8. Indicate whether the plant species purchased is in compliance with the solicitation’s invasive plant requirement
   9. Price per unit
   10. Total spend on purchased plants
2. Integrated Pest Management Plan - To be provided within 30 days of signing the contract, and annually thereafter or whenever changes have been made. The plan shall be provided in Word, Excel or PDF and delivered via email. The plan shall address the Integrated Pest Management Plan requirements outlined in Section C.5.
3. Integrated Pest Management Service Report - To be provided at the frequency specified in the agency’s Integrated Pest Management Plan and submitted to the specified District point of contact. The plan shall be provided in Word, or Excel and delivered via email. The plan shall address the Integrated Pest Management Plan requirements outlined in Section C.5 Requirements.
4. Integrated Pest Management and Pesticide Licensing and Training Documentation - To be provided upon contract signing and annually thereafter in Word, Excel, or PDF and delivered via email. The report shall include:
   1. Company pesticide application license
   2. A listing of all pesticide applicators providing pesticide services in fulfilment of the contract, and a copy of each applicator’s up-to-date license
   3. IPM training records for employees
5. Annual Fertilizer Application Report – To be provided on March 1 of each calendar year in Excel and delivered via email to the contract administrator, and the designated contact at the [District Department of Environment’s Watershed Protection Division](http://ddoe.dc.gov/node/10952). The report shall include:
   1. Contractor name
   2. Contract award number
   3. PO No.
   4. Acres fertilized
   5. Amount of fertilizer applied (in pounds)
   6. Percent of nitrogen and phosphorous by weight in fertilizer applied
   7. Application rate of applied fertilizer
6. Landscaping Personnel and Administrative Requirements Report – To be provided upon contract signing and on an annual basis in Word, PDF, or Excel via email. The Report shall include:
   1. Names of personnel performing ornamental landscaping and pruning services
   2. Certifications received
   3. Certification expiration date

# 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

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** |
|  | Plant Material | 1 | Excel via email | Annually from date of contract signing |
|  | Annual Fertilizer Application Report | 1 | Excel via email | Annually on March 1 |
|  | Integrated Pest Management (IPM) Plan | 1 | Word via email | Upon contract signing. whenever changes are made, and annually thereafter |
|  | IPM Service Report | 1 | Word or excel, via email | Frequency specified in agency IPM plan |
|  | IPM and Pesticide Licensing and Training Documentation | 1 | Excel, Word, or pdf via email | Upon contract signing and annually thereafter |
|  | Landscaping Personnel and Administrative Report | 1 | Word, pdf or excel via email | Upon contract signing and annually thereafter |

# SECTION M - EVALUATION FACTORS ENVIRONMENTAL GUIDANCE

### Guidance

When utilizing an RFP/IFB 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](mailto: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.