

Acquisition Policy
DOT DASH
2011-16

Date: August 3, 2011
To: Chief of the Contracting Office (COCO)
Acquisition Personnel
From: Office of the Senior Procurement Executive
Subject: How to Integrate Green Purchasing into Acquisition

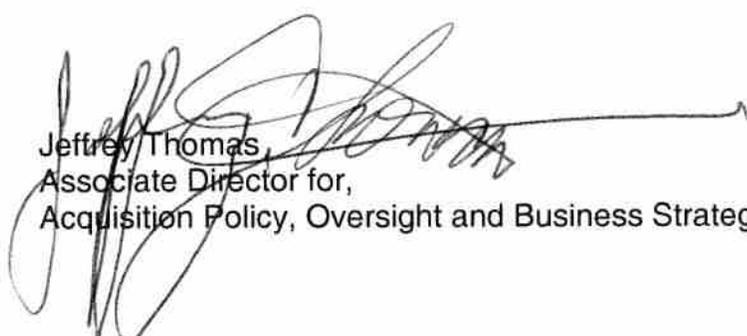
Summary: Federal agencies are required to ensure 95% of new contract actions, task orders, and delivery orders for products and services are energy efficient (Energy Star or FEMP designated), water efficient, bio-based, environmental preferable EPEAT certified, non-ozone depleting, contain recycled content, or non-toxic or less toxic alternatives where such products and services meet agency performance requirements.

Attached is a GSA presentation on How to Integrate Green Purchasing into Acquisition that may prove helpful when Planning Green.

This DASH and its attachment will be available online at the following website:
<http://www.dot.gov/ost/m60>, under Breaking News or Quick Picks, Policy DASHES.

Questions concerning this policy DASH should be directed to Lenita Ahmadi at (202) 366-4974 or lenita.ahmadi@dot.gov.

Attached



Jeffrey Thomas
Associate Director for,
Acquisition Policy, Oversight and Business Strategies Division

The GSA logo consists of the letters "GSA" in a bold, white, sans-serif font, centered within a dark gray rectangular box.

GSA

U.S. General Services Administration

Federal Acquisition Service

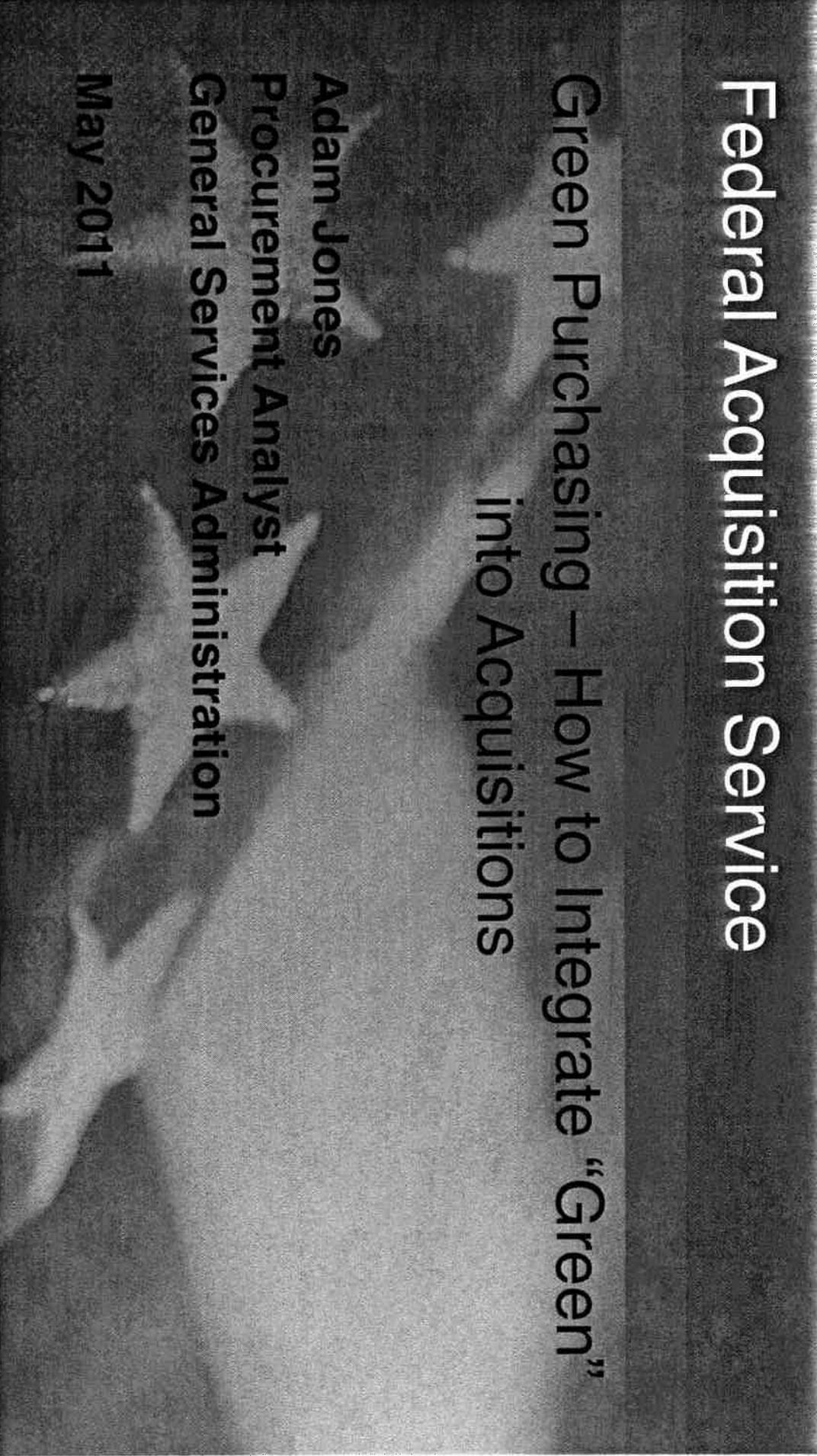
**Green Purchasing – How to Integrate “Green”
into Acquisitions**

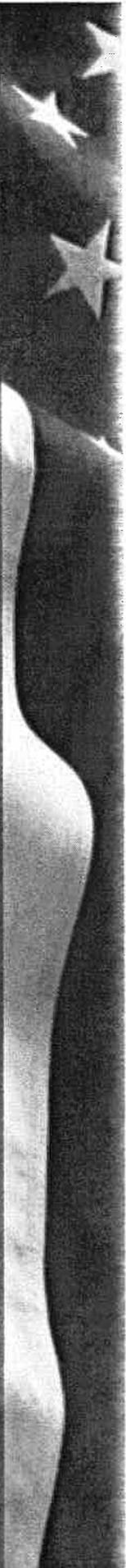
Adam Jones

Procurement Analyst

General Services Administration

May 2011

The background of the slide is a grayscale photograph showing a close-up of a hand holding a pen, with the pen tip pointing towards the bottom right. The lighting is dramatic, highlighting the contours of the hand and the texture of the pen.



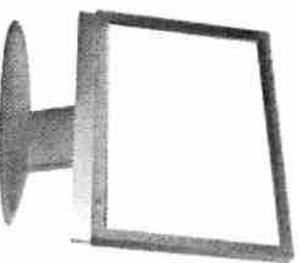
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Agenda

- Background
- Solicitation/Contract Parts
- Services Examples

EO 13514 Sustainable Acquisition Requirement

- 95% of ALL contract actions shall be:
 - Energy-efficient
 - Water-efficient
 - Biobased
 - Environmentally preferable
 - Non-ozone depleting substances
 - Recycled content
 - Non-toxic or less toxic alternatives



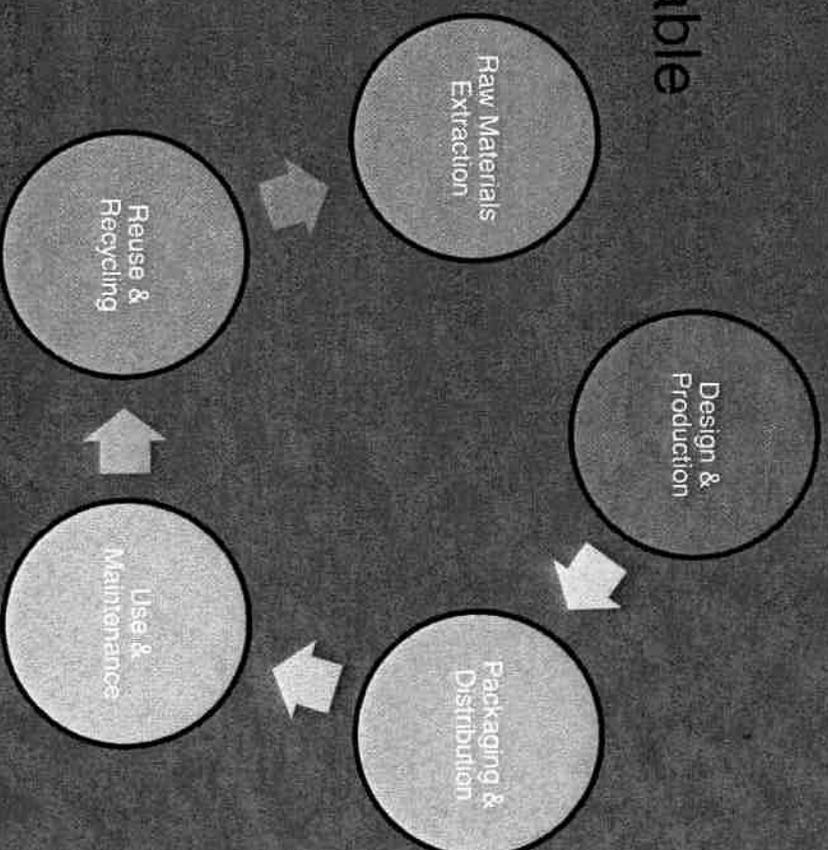
FAR Part 23

- Prescribes acquisition policies and procedures related to:
 - Energy and water efficiency
 - Recovered materials and biobased products
 - Environmentally preferable supplies and services
 - Ozone-depleting substances
- Requires acquisition strategies that maximize utilization of environmentally preferable products and services

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Environmentally Preferable Purchasing

- Comparative term
- Consider entire life cycle
- EPA's Environmentally Preferable Purchasing Guidance
 - No set standards
 - Apply to ANY competing products or services
 - www.epa.gov/epp



Planning Green

- What are the applicable regulations?
- What alternative products or services exist?
- What environmental labels or standards apply?
- What is the environmental impact of a product/service throughout its life cycle?
- Is a performance-based approach appropriate?
- Is a green evaluation preference appropriate?

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Environmental Labels and Standards

- Energy Star® 
- FEMP-designated 
- WaterSense 
- BioPreferred 
- EPEAT 
- SNAP 
- CPG Compliant 
- Other 



Environmental Program

Welcome to the GSA Environmental Program site on GSA Advantage.

Whether fulfilling a requirement or concerned about the environment, there are many reasons to choose environmentally sound products.

GSA Advantage offers thousands of products and services to meet your environmental purchasing goals. This Environmental page is designed to give you easy access to the wide variety of environmental products and services offered by GSA. We encourage you to purchase products designated as "Energy Star", "Recycled", "EPEAT" and more.

Note: For many products on GSA Advantage, vendors determine "self-certify" the environmental symbols listed with a product. If you have a question about a product's environmental specification, please contact the vendor directly for confirmation prior to buying price.

Go Green

GSA offers products and services that support your Green efforts and help our nation build a clean energy future and protect the environment.

[Learn more about GSA's Green Initiatives >>](#)

"Drive Green with GSA"

[Support our Planet GSA Program with ARA's Alternative Fuel Vehicles](#)

Product Search

Look for: in **All Categories**

Select an environmental program below
Note: checking more than one will return only those items having all the indicators selected

<input type="checkbox"/> BID Bid-Based	<input type="checkbox"/> ETV/ETV	<input type="checkbox"/> RAE RALIVE Item
<input type="checkbox"/> CAQ CA Air Quality Compliant	<input type="checkbox"/> FEMP FEMP Energy Efficient Item	<input type="checkbox"/> Recycled Recycled Content
<input type="checkbox"/> CPG CPG Item	<input type="checkbox"/> Green Seal Green Seal of Approval	<input type="checkbox"/> SNAP SNAP Approved
<input type="checkbox"/> Energy Star Energy Star Compliant	<input type="checkbox"/> WAP WAP Compliant	

Find out more about...

Go Green

At GSA, we offer products and services that support your Green efforts and help our nation build a clean energy future and protect the environment.

[Learn more](#)

GSA Environmental Policy

GSA is committed to providing products and services that represent the highest quality and value to the Government. This commitment extends to the products and services we provide to our customers, and also to the way we conduct internal operations.

[Learn more](#)

GSA's Environmental Services

Each year, GSA's Environmental Acquisition and Management (EAM) Division provides a variety of environmental products and services to assist in your environmental procurement.

[Learn more about GSA's Environmental Services](#)

GSA's Environmental Products

Searcher Services is a leader in providing a variety of environmentally friendly products and services to assist in your environmental procurement.

[Learn more about GSA's Environmental Products](#)

Environmental Symbols

What do the environmental symbols on GSA Advantage mean?

[Searcher Services definitions](#)

Recycling & Property Disposal

GSA helps federal agencies protect the environment through programs such as waste reduction, recycling, and energy saving property disposal practices.

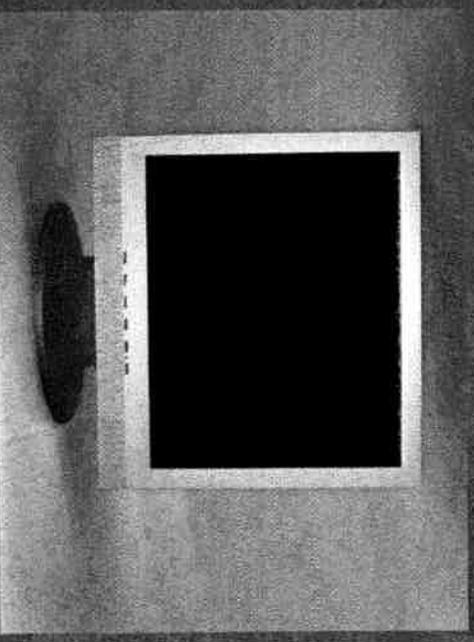
Solicitation/Contract Parts

- Instructions to offerors
- Contract clauses
- Performance requirements/statements of work
- Packaging
- Delivery
- Evaluation factors



Instructions to Offerors

- Mandate vendors to:
 - Submit electronic proposals
 - Describe planned use of green products
 - Provide an environmental statement
 - Reduce travel
 - Recycle or reuse excess materials
 - Minimize materials used
- Required FAR or agency provisions





Contract Clauses

- Required or optional FAR clauses
- Agency-specific clauses

Performance Requirements/SOW

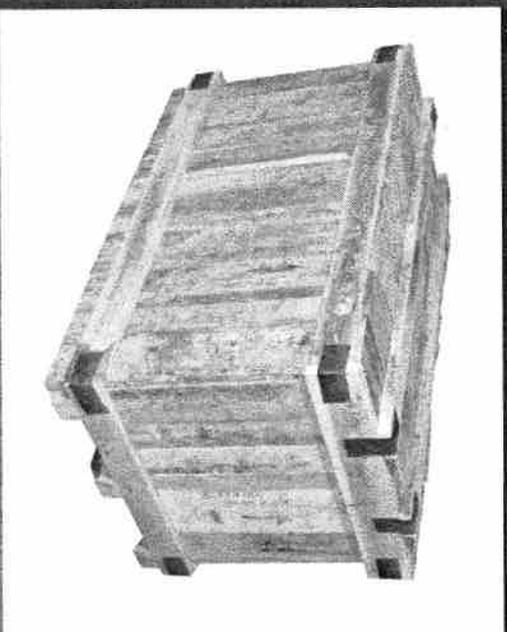
- When practical, may require contractors to:
 - Submit electronic deliverables
 - Use green products
 - Reuse or recycle materials used in performance
 - Perform contract off-site
 - Conduct meetings via video- or teleconferencing
- Incorporate green aspects of successful proposal into the contract

Performance Requirements/SOW Cont'd

- Services that should typically require use or supply of green products:
 - Construction, repair, renovation
 - Building operations & maintenance
 - Landscaping
 - Pest management
 - Fleet maintenance
 - Janitorial services
 - Laundry services
 - Cafeteria operations
 - Meetings and conference services

Packaging

- Minimize packaging
- Recycled content in packaging
- Reusable containers
- Take back program
- Recyclability of packaging
- Reduction/elimination of toxics in packaging



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Delivery

- Supplies
 - Limit number of shipments per week
 - Favor vendors that minimize shipments
 - Give preference to AFVs
- Services
 - Require electronic deliverables
 - Limit number of hard copies
 - Favor black/white, double-sided, soy-based ink





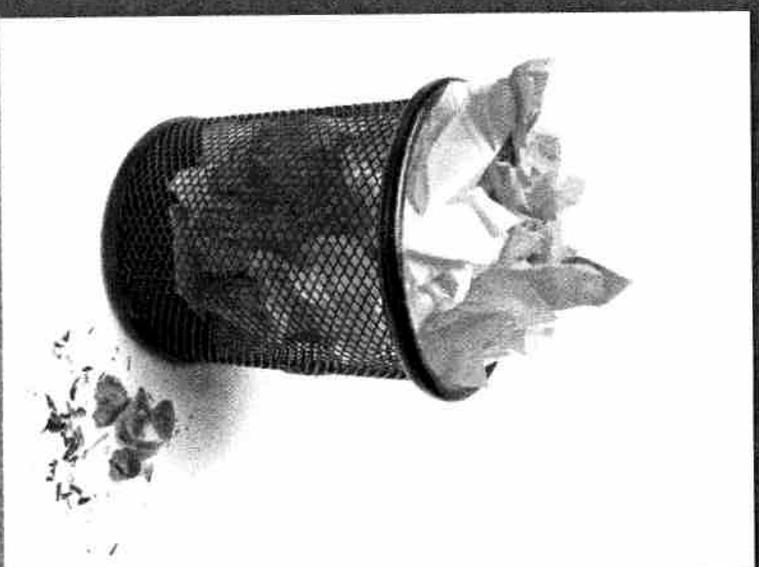
Evaluation Factors – Specific Criteria

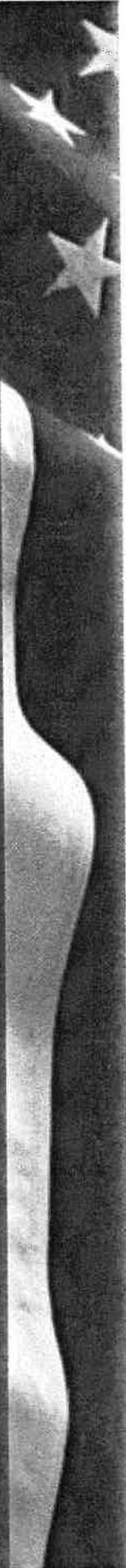
- How much travel will be needed? Describe.
- Describe any reusable products used during performance.
- Does this service meet any voluntary consensus standards?
- Do you have videoconferencing capabilities and will they be utilized in lieu of in-person meetings?

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Evaluation Factors – Open-Ended

- Allow offerors to be creative through:
 - Environmental Statement
 - Waste Minimization Plan
 - Planned Use of Green Products





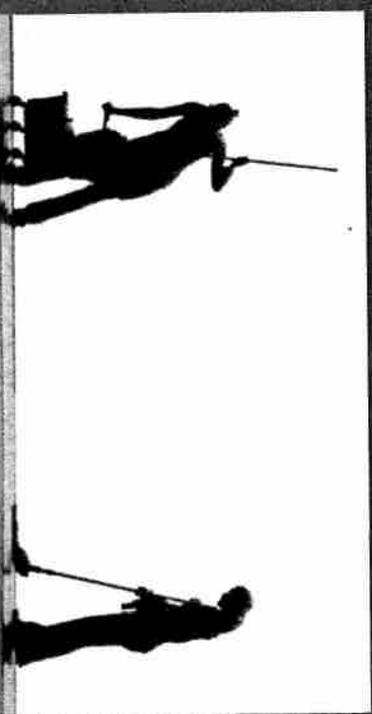
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Example: Event Management Services

- Give preference to vendors that propose/have:
 - Mass-transit accessible/efficient transportation routes
 - Electronic distribution of materials
 - Online registration
 - Reusable food serviceware
 - Energy and water conservation programs
 - Recycling and waste minimization programs
 - Reusable badges, signage

Example: DOI Custodial Services

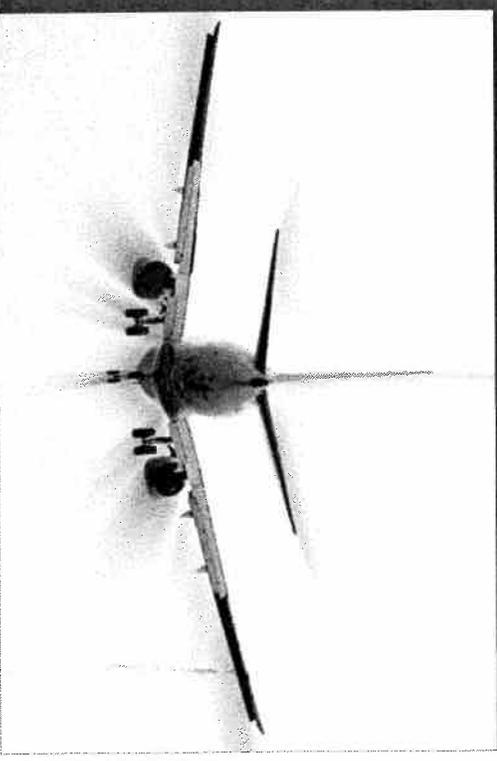
- Required attributes
 - No hazardous wastes, carcinogens, sealed aerosol spray cans
 - recycled content standards
- “Desirable” attributes
 - Biodegradability; recycled containers; minimal skin, eye, respiratory irritation
- Plan to enhance recycling in building

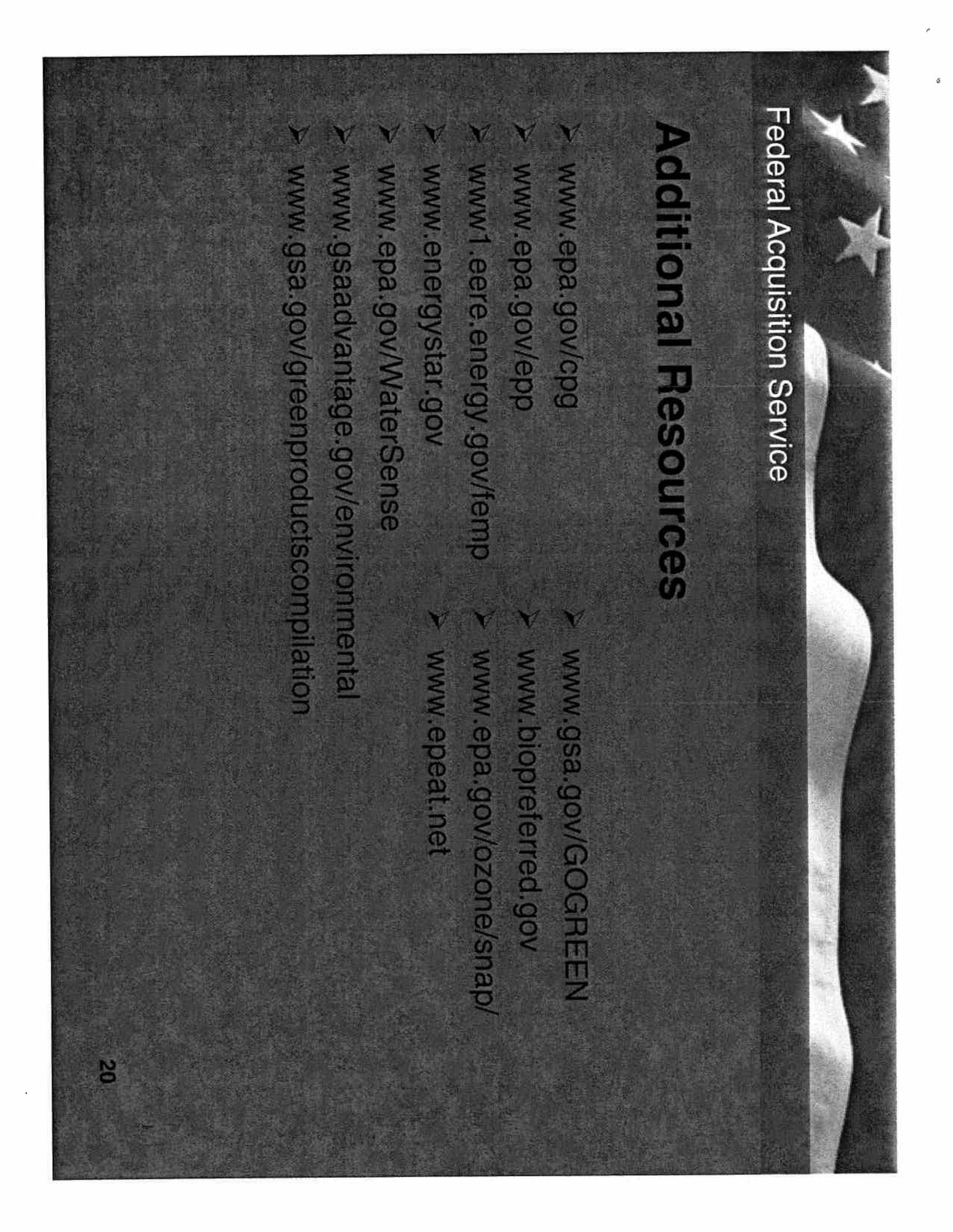


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Example: GSA City Pair Program

- Awarded over 5,000 city pairs for government air travel
- Evaluation favored non-stop flights
- 95% non-stop flights awarded where proposed
- www.gsa.gov/citypairs

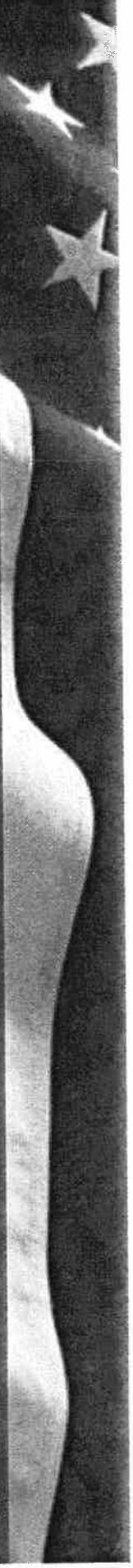




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Additional Resources

- www.epa.gov/cpg
- www.epa.gov/epp
- www1.eere.energy.gov/femp
- www.energystar.gov
- www.epa.gov/WaterSense
- www.gsadvantage.gov/environmental
- www.gsa.gov/greenproductscompilation
- www.gsa.gov/GOGREEN
- www.biopreferred.gov
- www.epa.gov/ozone/snap/
- www.epeat.net



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Questions?

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