



## Guidance for Addressing Sustainability in BPW Agenda Items

### **Purpose:**

The purpose of this document is to provide general guidance to Agency Senior Staff, Executive Staff, Project Managers and Procurement Officers for incorporating sustainability metrics into Board of Public Works Agenda Items.

### **Background:**

The State of Maryland procures billions of dollars in goods and services each year. Most of the State's major procurements, including capital funded and public works projects, go before the Board of Public Works (BPW) for approval. The Comptroller requested that agencies provide the Board with information about the environmental and public health impacts of State procurements.

Because different procurement categories have different types of sustainability considerations that may apply, this guidance is broken down into general guidance, and category-specific guidance.

### **General Guidance:**

*Use the "Remarks" section of the BPW Agenda item to address sustainability in the proposed contract.*

Considerations for all procurements:

- Life cycle impacts of the procurement - Environmental, Social, and Public Health
- Total cost of ownership

### **Category-Specific Guidance:**

Commodities:

- Identify whether a Green Purchasing Specification was used.
- Identify any Ecolabels, Environmental Certifications, or other Environmental Standards which apply to the commodity being procured. Include whether these Ecolabels, Certifications, or Standards have been specified in the procurement.

Services / Professional Services:

- Identify whether a Green Purchasing Specification, Environmental Certification, or Ecolabel was specified in the procurement/solicitation.
- Identify whether Environmental Certifications for services were specified in the procurement/solicitation (e.g., janitorial services or integrated pest management).
- Identify whether strategies that prioritize low or no-waste operations, or otherwise contribute to a circular economy were considered.
- Reference whether Vendor's Sustainability Plan or Climate Action Plan was requested in the solicitation (e.g. energy efficiency, renewable energy purchasing, use of sustainable products, zero or low waste initiatives, etc.).



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### Real Estate:

- Requirements requiring the real estate owner to provide recycling services.
- Identify the energy efficiency or other resource efficiency characteristics of the leased site.

### Construction:

- Include a statement on how the project is aligned with Maryland's climate goals and will help the state meet net zero greenhouse gas emissions by 2045. For instance, highlight when fossil fuel systems are replaced with electric systems.
- Include a statement for any items above and beyond requirements.
- Include a statement for any environmental justice items that may be relevant for the project.
- Identify which relevant Green Purchasing specifications will be included (HVAC, Lighting, Flooring, Landscaping, Plumbing)
- Include Resiliency considerations that go above Maryland code and statute:
  - In a site prone to flooding, how is stormwater management being addressed on site?
  - Are buildings, bridges, etc. located in coastal regions being constructed higher off the ground?
  - Are ecosystem-based approaches, including natural infrastructure, being incorporated to reduce the risk to critical infrastructure? For instance, the use of watershed restoration can protect drinking water sources and reduce the frequency of treatments.
- Checklist to indicate which requirements are applicable for the project:
  - Building Energy Performance Standards (all buildings 35,000 GSF and above)
  - High Performance Green Building Program (new buildings/major renovations 7,500 GSF and above, fully state-funded)
  - Maryland Sustainable Buildings Act
  - Buy Clean Maryland Act (projects which fall under the High Performance Green Building Program).