

Green Purchasing Checklist for Commodities, Services, & IT

Please complete this checklist for every new procurement and submit to:

DGS.Buygreen@maryland.gov

(Completed forms to be submitted with your requisition package)

1. What type of product(s) or service(s) are you trying to buy?
2. Are any of these product(s) or service(s) covered by a Maryland Green Purchasing Committee (MD GPC) Specification?

Yes ☐

No ☐

The Maryland Green Purchasing Committee (MD GPC) Specifications include, but are not limited to, the following types of goods and services:

Commodities

- [Appliances](#)
- [Electric Vehicle Supply Equipment](#)
- [Flooring & Adhesives](#)
- [Food Service Supplies](#)
- [HVAC Systems](#)
- [Janitorial Supplies](#)
- [Landscaping Supplies](#)
- [Lighting](#)
- [Paints and Coatings](#)
- [Paper and Office Supplies](#)
- [Plumbing and Other Water-Using Fixtures](#)

- [Snow and Ice Control](#)

Services

- [Electronic Product Disposal](#)
- [Janitorial Services](#)
- [Landscaping Services](#)
- [Laundry Services](#)
- [Organics Recycling](#)

Information Technology

- [Electronic and IT Products](#)
- [Electronic Product Disposal](#)

A complete list of MD GPC Specifications can be found here:

<https://dgs.maryland.gov/Pages/GreenPurchasing/Resources/Specifications.aspx>

3. If this is a category with a MD GPC Specification, did you include the Specification in your bid solicitation or purchase order?

Yes ☐

No ☐

If yes, the following language must be included in the solicitation:

The State of Maryland is committed to purchasing environmentally preferable products and services (EPPs). [Maryland's State Finance & Procurement Article §14-410](#) defines environmentally preferable purchasing as “the procurement or acquisition of goods and services that have a lesser or reduced effect on human health and the environment when compared with competing goods or services that serve the same purpose.” Accordingly, Bidders are strongly encouraged to offer EPPs to fulfill this contract, to the greatest extent practicable.

If yes, the following language must be included in the contract or purchase order:

Contractors must comply with Maryland's Green Purchasing Reporting Requirements.

The Contractor shall submit quarterly sales data to the State over the life of this contract. This information must include details about the recycled content, third-party sustainability certifications, and other environmental attributes of products and services provided under the contract.

To facilitate consistent reporting, the Contractor must use a standardized Vendor Green Sales Report template for the quarterly reporting, which the state will provide. The reporting template and other vendor related guidance can be found on the [Maryland DGS Green Purchasing website](#).

By submitting a response to this solicitation, the Bidder/Offeror acknowledges a commitment to submitting the quarterly Vendor Green Sales Report to the State. Any vendor who fails to submit the quarterly reporting may be out of compliance and, therefore, may be issued a cure notice from the Procurement Officer.

- **If no**, explain why you did not include the MD GPC Specification in your solicitation or Purchase Order (including whether you used another method to specify green products on this contract).



Requestor:

Your Name: Print and Sign

Your Title and Department

Solicitation/Contract Name and Number

Date

The following is to be completed by the Green Purchasing Liaison for your agency or Maryland Green Purchasing Committee Representative.

Completed forms should be submitted with the requisition package to the Office of State Procurement.

Approval by Green Purchasing Liaison or Maryland Green Purchasing Committee Representative:

Name and Signature

Title and Date

Additional Comments:

Questions about this form may be directed to: Victoria.Nellis@maryland.gov