

U.S. DEPARTMENT OF INTERIOR - CUSTODIAL RFP

CLEANING PRODUCTS—PROCUREMENT LANGUAGE

*** This is a contract excerpt only. To view the entire contract please view the file listed after the heading, “Entire Contract:”. To find this file, search the Cleaning Products aisle on the EPP Database <notes.erg.com> for the U.S. Department of Interior Custodial contract.

PRODUCT-SPECIFIC LANGUAGE

L.7 INFORMATION TO BE INCLUDED IN THE ENVIRONMENTAL PREFERABILITY SUBMISSION

(a) This section (L.7) details what offerors must include in that severable portion of their technical proposals called the “Environmental Preferability Submission.”

(3) Helpful Resources: Useful guidance for identifying product brands having one or more environmentally preferable attributes can be found at EPA’s website, “The Cleaning Products Pilot Project,” at <http://www.epa.gov/opptintr/epp/purchaser.html>. Offerors are also directed to the General Service Administration (GSA) “Think Green” website, found at <http://pub.fss.gsa.gov/environ/index.html>, from which there is a link to the GSA’s “Environmental Products Guide” and other potentially helpful sites. Please note that offerors are not permitted to purchase off of the GSA’s Federal Supply Schedule, which is reserved for government agencies; however, these GSA materials may provide offerors with an additional source of potentially compliant product brand names.

(4) Mandatory and Desirable Characteristics--Chemical Cleaning Products: The Department has established both *Mandatory* characteristics and *Desirable* characteristics for evaluation of five (5) representative categories of *chemical cleaning products*.

a. Mandatory (i.e., “Pass/Fail”) characteristics are those that must be achieved by the products.

b. Desirable characteristics are those that, to the degree achieved by a product beyond the Mandatory requirements in a given product category, will result in more favorable consideration of that product category under the “Environmental Preferability” component of the evaluation.

c. Offerors shall provide a *Material Safety Data Sheet* (MSDS), equivalent information, and/or any additional information specifically requested for each product offered in the product categories set forth below to enable the Department to evaluate both Mandatory and Desirable characteristics with respect to that product.

d. Failure to submit an MSDS, equivalent data, or any other information required to substantiate claims made about one or more offered products will be deemed the same as failing to meet the Mandatory criteria for that product category and may result in the Government excluding an offeror's proposal from further consideration.

(b) Chemical Cleaning Product Categories: The Department will evaluate the Mandatory and Desirable characteristics of products in five (5) designated Chemical Cleaning Product Categories listed below. Offerors may propose more than one product within a product category (example only-brand "X" and brand "Y" for all-purpose cleaner) and/or propose a single product that addresses more than one product category or cleaning task (example only-brand "X" as all-purpose cleaner and general disinfectant).

Chemical Cleaning Product Categories

- (1) All-purpose cleaner
- (2) General degreaser
- (3) General disinfectant
- (4) Floor Stripper
- (5) Bathroom Cleaner

Although products in only these five (5) product categories will be evaluated for meeting Mandatory and Desirable characteristics, the successful offeror will be required to meet or exceed the below-listed Mandatory environmental preferability criteria in all () of the chemical cleaning products presently envisioned for use during the performance of the contract. See Section C. __, "Cleaning Operations and Stewardship Plan."

(c) Chemical Cleaning Products **Mandatory** Characteristics: The proposal must demonstrate that products in each of the 5 above categories meet the following four (4) criteria:

(1) Product does not contain Chesapeake Bay Toxics of Concern or EPA's 33/50 Program 17 Target Priority Pollutants: The Department is committed to protection of the Chesapeake Bay and, consistent with this, wishes to ensure that products used in performance of this contract do not contain as constituent elements "Toxics of Concern" identified by the Chesapeake Bay Program Toxics Subcommittee of the EPA. The Department also wishes to eliminate the 17 chemicals targeted for reductions in use, releases, and transfers by EPA's Voluntary Environmental Protection Partnership. The Partnership is also referred to as the "33/50 Program."

The Chesapeake Bay Toxics of Concern are:

[Enumerate or reference an exhibit]

The 33/50 Program Target Chemicals are:

[Enumerate or reference an exhibit]

A complete MSDS and/or manufacturer product information for each product may provide sufficient data to enable assessment under this criterion. Additional supporting product information may be requested of an offeror.

(2) No Sealed Aerosol Spray Cans: No products shall be used on-site that are contained in pressurized, sealed aerosol spray cans. The Department chooses to eliminate on-site use of products so delivered because these containers require additional handling to fully discharge product and propellant and are not reusable or recyclable. All chemical cleaning products must be available in either a liquid form or manual pump action sprays and/or concentrates that can be dispensed into pump bottles for use. Acceptable supporting data here may include a picture of the commercially available product delivery system (as in commercial literature) and/or description of the offeror's intended delivery system.

(3) Carcinogens: The Department wishes entirely to eliminate the use of products containing known and probable carcinogens. Accordingly, no chemical cleaning product shall contain constituent compounds that are classified by EPA as known or probable carcinogens. A complete MSDS for each product may provide sufficient data to enable assessment under this criterion. This information typically would be found under the "Health Hazard Data" section (Sec. VI) of the MSDS under "Carcinogenicity." Additional supporting product information may be requested of an offeror.

(4) Not a Hazardous Waste: Products must not constitute hazardous wastes, as defined at 40 CFR (Code of Federal Regulations) Part 261, when offered for disposal. A complete MSDS for each product may provide sufficient data to enable assessment under this criterion. This information typically would be found under Section VII, "Precautions for Safe Handling and Use," under the "Waste Disposal Method" portion of MSDS. Additional supporting product information may be requested of an offeror.

(d) Chemical Cleaning Product **Desirable** Characteristics: The following five (5) characteristics if present to some verifiable or demonstrable degree in an offered product (e.g., as indicated by manufacturer's literature and/or an MSDS for that product) will, assuming that the product otherwise meets efficacy requirements (see Subsection (e) hereof), receive more favorable consideration under the "Environmental Preferability" component of the evaluation.

(1) Minimizes skin, eye and respiratory irritation: It is desirable that chemical cleaning products not contain chemicals that are strong irritants to the skin, eye and respiratory system. See "The Cleaning Products Pilot Project," at <http://www.epa.gov/opptintr/epp/purchaser.html>, where the user may review products for "Environmental Attributes" that EPA has considered including, Skin Irritation, Air Pollution Potential, Fragrances, Dyes, and Minimiz[ation of] Exposure to Concentrates. Furthermore, it is desirable for certain chemical cleaning products to be used in liquid form rather than through a delivery system that "atomizes" or delivers the product as a fine mist. Eliminating such delivery minimizes the likelihood of inhalation by the user.

(2) Biodegradability: Offerors will receive more favorable consideration commensurate with the number of product categories for which proposed products exhibit partial or complete biodegradability. With respect to cleaners, solvents or any other non-paper product, "biodegradability" shall mean the definition set forth at subparagraph 4.2.2 of *Green Seal* Standard GS-8 for General Purpose Household Cleaners. Further, sufficient proof of biodegradability may be shown not only by conducting product

testing as set forth in the referenced standard, but by peer-reviewed literature or databases or other proof that product biodegradability has been verified. *Green Seal* is an independent certifying organization that has developed environmental preferability standards through an open process. It is located at 1400 Sixteenth Street, N.W., Washington, D.C. 20036, (202) 588-8400 (ask for Mark Petruzzi or Mike Shor). Website: <http://www.greenseal.org>. The relevant *Green Seal* standard is provided as Attachment F to this section.

(3) Dyes and Fragrances: It is a basic principle of pollution prevention to avoid unnecessary additives. Accordingly, offerors are asked to identify any dyes and/or fragrances that have been added to a product. The Department recognizes that some cleaning products may have a natural odor associated with the cleaning agent (e.g. a lemon odor in a citrus-based cleaner). If a dye or fragrance has been added, please note whether or not it is deemed to be of “food grade” in accordance with Food and Drug Administration (FDA) guidelines. If not “food grade,” offerors are asked to identify the constituent compounds of such dyes and/or fragrances.

(4) Recyclable Containers/Minimization of Non-Recyclable Waste: To minimize the generation of solid waste, the Department desires that newly delivered chemical cleaning products, cleaning equipment and machinery, be packaged in recyclable or reusable containers and that offerors examine ways of otherwise minimizing non-recyclable waste. Such means may include use of refillable product distribution devices and/or concentrates. Offerors are asked to identify for each product offered (a) whether the container can be sent back to the product distributor or manufacturer for reuse and/or (b) whether the container is made of readily recyclable material (e.g., glass, aluminum, steel, or PETE-1 or HDPE-2 plastics). Furthermore, offerors are actively encouraged to ensure that products use no, or only a minimal amount of, polypropylene and/or polystyrene (“styrofoam”) packaging or similar non-recyclable, non-biodegradable packaging. Manufacturer literature clearly depicting the product packaging may be helpful. Offerors are encouraged to describe such strategies in their “Waste Minimization and Recycling Strategy” submission (see Subsection (h) hereof).

(5) Other: Offerors are invited to submit any other information not specifically covered by the enumerated *Mandatory* or *Desirable* characteristics that has a bearing on the environmental preferability of offered products. This could include, for example, showing that a product category meets or exceeds the relevant *Green Seal* standards in whole or in part. Website: <http://www.greenseal.org>. As noted, useful guidance for identifying vendors or product brands having one or more environmentally preferable attributes can be found at EPA’s website or at GSA’s website.

(e) Product Efficacy Testing: In addition to being evaluated for environmental preferability, offered products may be evaluated for their efficacy. That is, a chemical cleaning or recycled content product that meets all *Mandatory*, as well as one or more *Desirable*, characteristics still may be deemed ineffective for its intended purpose(s) after testing by the evaluators. The evaluators may, at their sole discretion, deem a product ineffective. In such a case, an offeror submitting an otherwise acceptable proposal will be informed of the nature of the deficiency(ies) of the product and have an opportunity to substitute the proposed product with another, effective product meeting all *Mandatory* characteristics. The Department’s failure to test a product for efficacy during the evaluation and award process shall in no way effect its ability to assess such efficacy and, if warranted, require product replacement(s) during the performance phase of the contract.

BASIC CUSTODIAL SERVICE REQUIREMENTS

(ii) Conventional shampooing processes are not considered desirable for this requirement. The residual moisture left after the shampoo process when using water or steam negatively impacts indoor-air quality. The methods, equipment, materials and supplies employed to accomplish this task and overall result of the work must be as environmentally-preferable as possible. A response to this solicitation may include an offeror's proposal to shampoo carpets rather than employ other methods; however, offerors should note that such a proposal may not receive favorable consideration. In discussing their plan for accomplishing the annual cleaning of carpets, offerors should provide detailed information on the strategy, methods, materials and chemicals to be used, and impact on indoor-air quality, the environment, toxicity, as applicable.

REQUIRED SUBMITTALS.

1. Pre-work Submittal. Within thirty (30) days of contract award, the Contractor shall submit a Cleaning Operations and Stewardship Plan ("Plan"), as defined below. This submittal shall be approved by the Contracting Officer in writing. The Contractor shall not commence work until this submittal is approved by the Contracting Officer in writing. The Contractor is responsible for making such revisions to the plan as are deemed necessary by the Contracting Officer. If the Plan requires any revisions or corrections, the Contractor shall resubmit the Plan within ten (10) days. No work will be allowed and no progress payments will be processed until the Plan is approved.

a. Cleaning Operations and Stewardship Plan. The Plan must be reviewed and updated annually, and as required by the Contracting Officer. The Plan must contain and define the following elements:

(1) The Contractor's written policy stating its commitment to environmental management, employee health and safety, and the use of environmentally preferable products;

(2) A staffing plan, identifying the roles and responsibilities of staff, including, but not limited to, the definition and identification of a Stewardship Coordinator (collateral duty) who will be responsible for environmental management, safety, and environmental preferability issues;

(3) Establishment of and facilitation of a Stewardship Task Force to be composed of representatives of the Contractor, buildings management, and occupant bureaus and offices, convened quarterly, or more often as needed, to review all aspects of performance involving specific undertakings of this Plan;

(4) Proposed environmentally-preferable chemical cleaning-products which must be selected in accordance with the criteria included in Section L.7 C and D of this Solicitation. At a minimum, the Plan must identify products by brand name for each of the following product types:

- (a) All-purpose cleaner
- (b) General degreaser
- (c) General disinfectant
- (d) Graffiti remover
- (e) Chrome and brass cleaner/polish
- (f) Glass cleaner
- (g) Furniture polish

- (h) Floor stripper
- (i) Floor finisher
- (j) Carpet cleaner
- (k) Solvent spotter
- (l) Gum remover
- (m) Wood floor finish
- (n) Bathroom hand cleaner/soap
- (o) Bathroom disinfectant
- (p) Bathroom cleaner
- (q) Bathroom deodorizers
- (r) Urinal deodorizers
- (s) Lime and scale remover

NOTE: Contractors may propose more than one product within a product category and/or propose a product or products addressing more than one product category.

The product attributes for the proposed product brands in each of the above categories must be summarized on the form included in the Solicitation package. Once this list of products has been approved by the Contracting Officer, the Contractor is responsible for using only those approved cleaning chemical products in the building. If for some reason the product is found later to be ineffective, or the Contractor would otherwise like to propose an alternative product or, if the Contracting Officer would like to propose a more environmentally-preferable product, either the Contractor or Contracting Officer may propose for consideration an “equal” product through the Stewardship Task Force. The Contracting Officer is the final decision-maker for such substitutions and must approve each in writing;

(5) Product Use and Cleaning Guides which define standard operating procedures for instructing staff in the following areas: the proper use, storage, and disposal of cleaning products; proper cleaning procedures; proper operation of equipment; and other procedures/instructions to accomplish work under this contract;

OTHER APPLICABLE CONTRACT LANGUAGE

L.7 INFORMATION TO BE INCLUDED IN THE ENVIRONMENTAL PREFERABILITY SUBMISSION

(a) This section (L.7) details what offerors must include in that severable portion of their technical proposals called the “Environmental Preferability Submission.”

(1) Introduction: In September, 1998, the President issued Executive Order 13101, *Greening the Government through Waste Prevention, Recycling, and Federal Acquisition*. Accordingly, this solicitation requires that offerors provide information allowing the Department of the Interior (Department) to evaluate and verify the environmental preferability characteristics of the chemical cleaning products, supplies, and materials required in performance of this contract. This solicitation also requires that offerors identify which products, supplies, and materials used under this contract will contain recycled content, as mandated by the U.S. Environmental Protection Agency (EPA) through EPA’s publication of the *Comprehensive Procurement Guideline (CPG)*. Finally, offerors are being asked to address federal recycling mandates by proposing a strategy to manage and enhance waste minimization

and recycling within the Main and South Interior Buildings

(2) Definitions: *Environmentally preferable* means that a product or service has a lesser or reduced effect on human health and the environment when compared with competing products or services that serve the same purpose. *Chemical cleaning products* are the cleaning products, supplies, and materials required in performance of this contract. *Recycled content products* are products which are made with waste materials and by-products that have been recovered or diverted from solid waste.

(i) Firm/Key Personnel Experience with Environmentally Preferable Management: Offerors should include any relevant information pertaining to the past experience of their firm and/or key personnel (as identified in their Technical Proposal as required by Section L.6 hereof) in managing or performing one or more prior custodial contracts in an “environmentally preferable” manner. This can mean being mindful of some or all of the following: the environmental preferability of products used, recycled content considerations, waste minimization, or support of recycling programs. This information should be included with the “Environmental Preferability Submission.”

Supplies, Materials, and Equipment to be Provided by the Contractor

a. Unless otherwise specified herein, the Contractor shall furnish all supplies, materials, and equipment necessary for the performance of work under this contract. All supplies and materials shall be of a type and quality that conform to applicable Federal specifications and standards and, to the extent feasible and reasonable, include the exclusive use of environmentally-preferable products. All supplies, materials, and equipment to be used in the performance of work described herein are subject to the approval of the COTR.

b. The Contractor will comply with all applicable provisions of the Federal Hazard Communication Program (29 CFR 1910.1200). Within two work days of receipt of materials or products for which a Material Safety Data Sheet (MSDS) has been promulgated by the manufacturer, the Contractor must provide the COTR with a valid copy of the MSDS for each hazardous material in use or stored in the Main and South Interior Buildings (Interior Complex). In addition, the Contractor will provide the COTR with the approximate quantities (i.e., \pm ten percent) and the location(s) of all hazardous materials stored by the Contractor within the Interior Complex. The Contractor must update this information at least once each quarter or more frequently when quantities for any hazardous material change by more than ten percent for any single product.

c. The Contractor must submit to the COTR a list indicating the name of the manufacturer, the brand name, and the intended use of each of the materials, chemicals, and compounds proposed for use in the performance of its work. The Contractor shall not use any materials, chemicals, or compounds which the COTR determines would be unsuitable for the intended purpose or harmful to the surfaces to which applied or, as might be the case for such items as paper or soap products, unsatisfactory for use by occupants. Whenever practical and no deviation from Federal specifications or standards results, the Contractor shall utilize products and material made from recovered materials (e.g., recycled paper and paper products) to the maximum extent possible without jeopardizing the intended end use or detracting from the overall quality delivered to the end user. For the recycled content products evaluation, all non-chemical products proposed for use under this contract must conform to the Environmental Protection Agency (EPA) Comprehensive Procurement Guide (CPG) if the products are CPG-designated items. It is desirable for products that meet the desired objective (e.g., ability to clean effectively) and are not

CPG-designated items also to contain the highest-possible amounts (by percentage) of recovered material(s) and post-consumer content.

The successful offeror will be required to meet or exceed the below-listed Mandatory environmental-preferability criteria referenced in Section L.7 and incorporated into the Contractor's Cleaning Operations and Stewardship Plan for all of the chemical cleaning-products used during the performance of the contract.

d. Any material which the COTR suspects does not meet Federal specifications or standards shall be tested at the Contractor's expense by an independent testing laboratory qualified to perform such tests as are required. A copy of the laboratory report giving the results of the test and a sample of each product, if requested, shall be submitted to the COTR. These products shall meet the requirements established by applicable Federal specifications and standards or be considered unacceptable for use.

REQUIRED SUBMITTALS

(7) The Contractor must implement a comprehensive Affirmative Procurement Program for the purchasing of environmentally-preferable products and products made with recovered materials to the maximum extent possible. The Contractor shall detail how it intends to keep abreast of the development and increasing availability of environmentally-preferable products and how any new or improved products will be incorporated on an ongoing basis into contract performance. The Contract will also indicate how, at a minimum, it will conform to the Comprehensive Procurement Guidelines (CPG) published by EPA with respect to recovered material products. The Contractor must update its Program to accommodate CPG revisions. The Contractor must estimate the quantities of recycled-content and environmentally-preferable products that will be purchased during the term of this Contract;

(9) The Contractor shall define proper procedures for the storage of hazardous materials in conformance with good housekeeping practices, the National Fire Prevention Association (NFPA) Code, and applicable federal and municipal regulations. The Plan also must define proper procedures for the identification and disposal of hazardous wastes in accordance with federal RCRA regulations and the District of Columbia Municipal Regulations (DCMR), Title 20, Subpart E.

(10) The Contractor shall define a comprehensive program for training personnel in the requirements of this Plan and its subcomponents. The method and schedule for delivery of training must be defined. Processes for evaluation of training effectiveness must be proposed also. Draft training materials must be reviewed through the Stewardship Task Force and approved by the Contracting Officer prior to use with personnel.

(11) The Contractor shall define strategies that will be employed to communicate with building occupants to receive feedback on operations and complaints and to provide instruction on matters wherein the occupant must bare a responsibility or requirement. These communications must be cleared first through the Stewardship Task Force and approved by the Contracting Officer.