**Commonwealth of Massachusetts**

**RFP # FAC85:Environmentally Preferable Cleaning Products, Programs, Equipment and Supplies**

**BD-15-1080-OSD01-OSD10-00000002206**

**Attachment A – Mandatory Specifications and Desirable Criteria**

**UPDATED 4/4/2016**

The Commonwealth of Massachusetts’ Operational Services Division (OSD) is seeking bids on 12 categories of green cleaning products and services. This document outlines the mandatory specifications and desirable criteria for each product category.

Bidder may submit a response for some or all product categories. It is highly desirable for Categories 1-4 to be bid together. Most of the categories require a bidder to offer a full line of items to be responsive, except for Categories 5 and 6. For additional bidding information, please see ***Attachment D: FAC85 Complete Set of Bid Sheets***.

OSD reserves the right to make multiple awards or to award in whole or in part (by category) if deemed to be in the best interest of the State or other States participating in the development of this contract.

After reviewing the specifications below, bidders are **required** to fill out in full ***Attachment B: FAC85 Bidder Response Form***.

Bidders who bid on ***Categories 1-5*** below ***must also fill out Attachment C: FAC85 Green Programs Form*** to be considered responsive.

Lastly, all bidders need to provide Category and Market Basket pricing for categories they are bidding on as specified in ***Attachment D: FAC85 Complete Set of Bid Sheets.***

# MANDATORY SPECIFICATIONS AND DESIRABLE CRITERIA

PRODUCT CATEGORY SUMMARY DESCRIPTIONS

Massachusetts Operational Services Division (OSD) is seeking bids for environmentally preferable products in the following twelve (12) categories:

**CATEGORY 1: GENERAL PURPOSE CLEANERS**

This category of products includes a wide variety of concentrated cleaners as well as related dilution and dispensing equipment, in addition to a limited number of ready-to use cleaners in order to provide access to facilities/offices where dilution equipment may not be feasible. The category includes concentrated bathroom cleaners (non-disinfecting and non-sanitizing); concentrated carpet, rug and upholstery cleaners; concentrated degreasers; concentrated floor cleaners; concentrated general purpose cleaners; concentrated glass cleaners; concentrated enzymatic restroom cleaners; and ready-to-use general purpose cleaners and glass cleaners.

**CATEGORY 2: OTHER FLOOR MAINTENANCE CHEMICALS**

This category includes concentrated and ready-to-use floor polishes, finishes and waxes; floor strippers/removers; and floor polish restorers and maintainers.

**CATEGORY 3: DISINFECTANTS AND SANITIZERS**

This category includes concentrated and ready-to-use antimicrobial mold and mildew remediation products and other types of disinfectants, as well as food-contact and non-food-contact surface sanitizers. This category excludes hand sanitizers and antimicrobial hand soaps.

**CATEGORY 4: SPECIALTY CLEANERS**

This category includes ready-to-use non-antimicrobial abrasive powdered cleaners; air conditioner coil cleaners; appliance cleaners; bathroom cleaners; boat and bilge cleaners; calcium, lime and rust removers/descalers; carpet spot and stain removers; cleaning wipes; coffee maker cleaners; cream cleansers; deck and fence cleaners; deodorizers; dish washing / ware washing detergents and rinse aids (hand, automatic in liquid, gel or powder form); drain cleaners; enzymatic cleaners; furniture cleaners/polishes; graffiti removers; gum and adhesive removers; laundry fabric softeners, anti-static products and stain removers; laundry whiteners and brighteners; laundry/clothes washing detergents; leather cleaners; mold and mildew removers (non-antimicrobial); oven/grill/BBQ cleaners; stainless steel/metal cleaners/polishes; stone cleaners; toilet bowel and urinal cleaners; upholstery cleaners; urinal blocks and screens; vehicle cleaners; and walkway cleaners.

**CATEGORY 5: POWERED JANITORIAL EQUIPMENT AND SERVICE**

This category includes the following battery-, propane- and/or electrical-powered equipment: vacuum cleaners, carpet extractors, carpet spotters, auto floor scrubbers, floor burnishers, (propane- and non-propane-fueled), floor sweepers, tile cleaning machines, air movers, power washers, steam cleaners, window washing machines, hand dryers, etc. This category also includes related accessories necessary to operate and maintain powered equipment purchased on this Contract. Accessories include, but are not limited to, vacuum cleaner bags, toolkits, filters, hoses, belts, floor pads, polishing stones, microfiber cleaning equipment such as small washers, etc. It also includes any service fees.

**CATEGORY 6: GENERAL CLEANING SUPPLIES, EQUIPMENT AND SERVICES**

This category includes a wide variety of general janitorial supplies such as absorbents; brooms; mops; brushes; dust rags and other cleaning cloths; trash, recycling and composting containers; gloves; sponges and scrub pads; spray bottles; rechargeable batteries and battery chargers; and janitorial carts. It also includes any related service fees.

**CATEGORY 7: HAND SOAPS AND HAND SANITIZERS AND PERSONAL CARE PRODUCTS**This category includes non-antimicrobial hand soaps, hair shampoos, and body washes, as well as hand sanitizers (liquids, gels and wipes) and related dispensers.

**CATEGORY 8: DE-ICING AND SNOWMELT PRODUCTS**

This category includes de-icers and other snowmelt products (both liquids and solids).

**CATEGORY 9: WASTE/RECYCLING/COMPOSTING LINERS**

This category includes disposable plastic and paper can liners used primarily for janitorial applications in institutional settings, including trash, recycling, yard waste composting, and medical waste bags. It also includes compostable bio-plastic bags designed to collect food and/or yard waste for composting.

**CATEGORY 10: DISPOSABLE JANITORIAL PAPER PRODUCTS**

This category includes toilet paper, paper towels, toilet seat covers, facial tissues, table napkins, paper wipers, and feminine hygiene products as well as related dispensing equipment.

**CATEGORY 11: ENTRYWAY AND OTHER MATTING SYSTEMS**

This category includes all entryway and other floor matting systems for indoor and outdoor applications, excluding chair mats.

**CATEGORY 12: MICROFIBER CLEANING SERVICE**

This category includes full-service washing programs for microfiber cloths, pile and mop pads.

MANDATORY SPECIFICATIONS AND DESIREABLE CRITERIA

## CATEGORY 1: GENERAL PURPOSE CLEANERS

**Bidder must offer a full line of products in Category 1 to be responsive. It is highly desirable for Categories 1-4 to be bid together.**

This category of products includes a wide variety of concentrated cleaners as well as related dilution and dispensing equipment, in addition to a limited number of ready-to use cleaners in order to provide access to facilities/offices where dilution equipment may not be feasible. They are divided into the following subcategories:

1. **Concentrated Bathroom Cleaners, Non-disinfecting and Non-sanitizing Only** (including concentrated restroom cleaners, tub and tile cleaners, grout cleaners and whiteners, descalers, mold and mildew cleaners, and toilet/urinal cleaners, etc.)
2. **Concentrated Carpet, Rug and Upholstery Cleaners** (including concentrated pre-spray, spot and stain removers, carpet shampoos and bonnet cleaners, etc.)
3. **Concentrated Degreasers** (including concentrated cleaner-degreasers, grease trap cleaners, etc.)
4. **Concentrated Floor Cleaners** (including concentrated neutral floor cleaners, dust and damp mop cleaners, etc.)
5. **Concentrated General Purpose Cleaners** (including also all-purpose and multi-purpose cleaners, peroxide-based cleaners, etc.)
6. **Concentrated Glass Cleaners** (including also window, mirror and computer screen cleaners)
7. **Concentrated Enzymatic Restroom Cleaners**
8. **Ready-To-Use General-Purpose Cleaners and Glass Cleaners**

**Criteria:** All general purpose cleaners listed below in Category 1 must meet the following criteria:

1. All products offered in this category must be certified by one of the following:
	1. Green Seal (applicable standards listed in subcategories below)
	2. UL EcoLogo (applicable standards listed in subcategories below)
2. Bidder must make dilution equipment available free of charge for all concentrated cleaning products listed in the pricing sheet for this category, including wall and mobile units.
3. All concentrated cleaners must be designed and packaged as a Closed Loop Dilution-Control System that meets the following requirements:
* No open containers are allowed. The container must have "spill-resistant packaging" that requires coupling to a specially designed device in order to dispense the product.
* The container may not be able to be "practically accessed" during routine use. The packaging must not allow for access or exposure to the concentrated product after opening a cap or lid, or before or while connecting to the dispensing system.
* The container must contain a backflow prevention system that meets the current American Society of Sanitary Engineering (ASSE) 1055 standard.
1. No products in this category may be offered in aerosol containers.

**Third-Party Certifications:** Below is a summary of the third-party certifications that apply to criteria in Category 1 listed above:

1. **Green Seal Standards**
2. **Green Seal GS-8 (2013), *Cleaning Products for Household Use***

This standard can be accessed at:

<http://www.greenseal.org/Portals/0/Documents/Standards/GS-8/GS-8_Ed5-1_Cleaning_Products_for_Household_Use.pdf>

A list of products certified under this standard can be accessed at:

<http://www.greenseal.org/FindGreenSealProductsandServices.aspx?vid=ViewProductDetail&cid=0&sid=1>

1. **Green Seal GS-34 (2013), *Cleaning and Degreasing Agents***

This standard can be accessed at:

<http://www.greenseal.org/GreenBusiness/Standards.aspx?vid=ViewStandardDetail&cid=2&sid=20>

A list of products certified under this standard can be accessed at:

<http://www.greenseal.org/FindGreenSealProductsandServices.aspx?vid=ViewProductDetail&cid=0&sid=20>

1. **Green Seal GS-37 (2013), *Cleaning Products for Industrial and Institutional Use***
This standard can be accessed at: <http://www.greenseal.org/GreenBusiness/Standards.aspx?vid=ViewStandardDetail&cid=2&sid=23>

A list of products certified under this standard can be accessed at:

<http://www.greenseal.org/FindGreenSealProductsandServices.aspx?vid=ViewProductDetail&cid=0&sid=23>

1. **Green Seal GS-53 (2014), *Specialty Cleaning Products for Industrial and Institutional Use***

This standard can be accessed at: <http://www.greenseal.org/GreenBusiness/Standards.aspx?vid=ViewStandardDetail&cid=2&sid=42>

A list of products certified under this standard can be accessed at:

<http://www.greenseal.org/FindGreenSealProductsandServices.aspx?vid=ViewProductDetail&cid=0&sid=42>

1. **UL EcoLogo Standards**

Links have been provided below to the applicable standards to download for free. All products certified by UL under one of its EcoLogo standards can be found in UL’s *Sustainable Product Guide* using the UL EcoLogo standard number referenced below: <http://productguide.ulenvironment.com/QuickSearch.aspx>.

**NOTE:** Products that only meet UL’s other standards, such as GREENGUARD, do not meet the specifications for this product category unless expressly noted

1. **UL EcoLogo 2759 (2011), *Standard for Sustainability for Hard Surface Cleaners***

The standard can be found here: <http://www.comm-2000.com/ProductDetail.aspx?UniqueKey=23384>

1. **UL EcoLogo 2791 (2012), *Standard for Sustainability for Drain and/or Grease Trap Additives: Biologically-based***

The standard can be found here: <http://www.comm-2000.com/ProductDetail.aspx?UniqueKey=24137>

1. **UL EcoLogo 2792 (2012), *Standard for Sustainability for Cleaning and Degreasing Compounds: Biologically-based***

The standard can be found here: <http://www.comm-2000.com/ProductDetail.aspx?UniqueKey=24139>

Note: this standard does not prohibit asthmagens (unlike GS-37 and UL EcoLogo 2759). If a product is certified under UL EcoLogo 2792, it must also be devoid of asthmagens with the following designations: respiratory sensitizers (Rs or RRs), or generally accepted asthmagens (G) as defined by the Association of Occupational and Environmental Clinics (AOEC), which can be found at <http://www.aoecdata.org/ExpCodeLookup.aspx>.

1. **UL EcoLogo 2795 (2012), *Standard for Sustainability for Carpet and Upholstery Care Products***

The standard can be found here: <http://www.comm-2000.com/ProductDetail.aspx?UniqueKey=24123>

## CATEGORY 2: OTHER FLOOR MAINTENANCE CHEMICALS

**Bidder must offer a full line of products in Category 2 to be responsive. It is highly desirable for Categories 1-4 to be bid together.**

This category includes concentrated and ready-to-use floor polishes, finishes and waxes; floor strippers/removers; and floor polish restorers and maintainers.

**Criteria:** All floor maintenance chemicals in Category 2 must meet the following criteria:

1. No products in this category may be offered in aerosol containers.
2. All products offered in this category must be currently certified by one of the following:
	1. Green Seal (applicable standards listed in subcategories below)
	2. UL EcoLogo (applicable standards listed in subcategories below)
3. Bidder must make dilution equipment available free of charge for all concentrated floor maintenance products listed in the pricing sheet for this category.

**Certifications:** Below is a summary of the third party certifications that apply to criteria for Category 2 listed above:

1. **Green Seal GS-40 (2014): *Floor-Care Products for Industrial and Institutional Use***

This standard can be accessed at: <http://www.greenseal.org/GreenBusiness/Standards.aspx?vid=ViewStandardDetail&cid=2&sid=28>

A list of products certified under this standard can be accessed at: <http://www.greenseal.org/FindGreenSealProductsandServices.aspx?vid=ViewProductDetail&cid=0&sid=28>

1. **UL EcoLogo Standards 2777 (2011), *Standard for Standard for Sustainability for Hard Floor Care Products***

The standard can be found here: <http://www.comm-2000.com/ProductDetail.aspx?UniqueKey=23607>

All products under UL EcoLogo can be found here using the UL EcoLogo standard number referenced above: <http://productguide.ulenvironment.com/QuickSearch.aspx>

## CATEGORY 3: DISINFECTANTS AND SANITIZERS

**Bidder must offer a full line of products in Category 3 to be responsive. It is highly desirable for Categories 1-4 to be bid together.**

This category includes concentrated and ready-to-use antimicrobial mold and mildew remediation products and other types of disinfectants as well as food-contact and non-food-contact surface sanitizers. This category excludes hand sanitizers, antimicrobial hand soaps, and laundry sanitizers.

The FAC85 Strategic Sourcing Team, in consultation with the Massachusetts Toxics Reduction Task Force and the Responsible Purchasing Network, researched and compiled criteria for surface disinfectants and sanitizers that represent a lesser impact to public health and the environment, while ensuring efficacy and high performance. Notably, these products are devoid of chemicals that are known to cause asthma, cancer, and skin sensitization, except for food-contact surface sanitizers, which may contain peroxyacetic acid, an asthmagen.

All vendors that offer disinfectants and sanitizers should ensure sales staff are trained to provide responsible advice for their use. Vendor training shall promote pre-cleaning with a non-disinfecting certified “green” cleaner and promote limited targeted use of disinfectants and sanitizers to reduce toxic chemical exposures and lower costs. Training should specify that hard surface disinfectants are not for use on soft surfaces such as upholstery and carpet, unless they are registered for such applications. Training should clearly identify the surfaces that need to be disinfected (such as touch points) as well as those that do not, and should reiterate the “clean” then sanitize or disinfect model.

**Criteria:** All sanitizers and disinfectants offered in Category 3 must meet the following criteria:

### 3A. Disinfectants (including Antimicrobial Mold & Mildew Cleaners) and Non-Food Contact Surface Sanitizers:

Mandatory Specifications

* + Must be EPA (FIFRA) registered as a hard surface disinfectant or non-food-contact surface sanitizer. Antimicrobial mold and mildew cleaners must be EPA-registered as a fungicide against Aspergillis niger or as a mildewstat.
	+ Products may not contain known, suspected, reasonably anticipated, or probable human carcinogens per IARC, NTP or the State of California.
	+ Products may not contain reproductive toxins per the State of California.
	+ Products may not contain asthmagens per AOEC (listed with a G, Rs, Rrs or Rr designation).
	+ Products may not contain nonyl phenol ethoxylates or other alkyl phenol ethoxylates (APEs). .
	+ Prohibited “Active Ingredients”:
* Chlorine Bleach (Sodium hypochlorite)
* Hydrogen chloride (HCl)
* Phenols (e.g., Ortho-phenylphenol)
* Pine oil
* Quaternary ammonium chloride compounds (e.g., Benzalkonium chloride, ADBACs, DDACs)
* Silver
* Thyme oil
	+ Acceptable “Active Ingredients”: The following “Active Ingredients” have been approved by the Massachusetts Toxics Reduction Task Force:
* Hydrogen peroxide (including Accelerated Hydrogen Peroxide)
* Citric Acid
* Lactic acid
* Caprylic acid
* Food Grade Dichloroisocyanurate (NaDCC) with CAS#2893-78-9 (Must be able to maintain a pH from 4-6.5. Only to be sold in tab form)
* All concentrated surface, disinfectants and sanitizers, must be designed and packaged as a Closed Loop Dilution-Control System, that meets the following requirements:
* No open containers are allowed. The container must have "spill-resistant packaging" that requires coupling to a specially designed device in order to dispense the product.
* The container may not be able to be "practically accessed" during routine use. The packaging must not allow for access or exposure to the concentrated product after opening a cap or lid, or before or while connecting to the dispensing system.
* The container must contain a backflow prevention system that meets the current American Society of Sanitary Engineering (ASSE) 1055 standard.
* EXCEPTION: Unless it is in a portion controlled package.

**Desirable Criteria**

Third-party verification by Green Seal, UL EcoLogo or EPA's Design for the Environment Program (DfE) is encouraged but not required.

### 3B. Food-Contact Surface Sanitizers

Mandatory Specifications

* + Must be EPA (FIFRA) Registered as a Food-Contact Surface Sanitizer.

Prohibited “Active Ingredients” include:

* Chlorine Bleach (Sodium hypochlorite)
* Hydrogen chloride (HCL)
* Quaternary ammonium chloride compounds (e.g., Benzalkonium chloride, ADBACs, DDACs)
* Silver
* Thyme oil

Acceptable “Active Ingredients” include:

* + Hydrogen Peroxide
	+ Peroxyacetic acid
	+ Lactic Acid
	+ Citric Acid
	+ Caprylic Acid

**Desirable Criteria**

Third-party verification by Green Seal, UL EcoLogo or EPA's Design for the Environment Program (DfE) is encouraged but not required.

## CATEGORY 4: SPECIALTY CLEANERS

**Bidder must offer a full line of products in Category 4 to be responsive. It is highly desirable for Categories 1-4 to be bid together.**

This category includes ready-to-use non-antimicrobial cleaners including:

* abrasive powdered cleaners
* air conditioner coil cleaners
* appliance cleaners
* bathroom cleaners
* boat and bilge cleaners
* calcium, lime and rust removers/descalers
* carpet spot/stain removers
* cleaning wipes
* coffee maker cleaners
* cream cleansers
* deck and fence cleaners
* degreasers
* deodorizers
* descalers
* dish washing/ ware washing detergents and rinse aids (hand or automatic in liquid, gel or powder form)
* drain cleaners
* enzymatic cleaners
* furniture cleaners/polishes
* graffiti removers
* gum and adhesive removers
* laundry fabric softeners, anti-static products and stain removers
* laundry whiteners and brighteners
* laundry/clothes washing detergents
* leather cleaners
* mold and mildew removers
* oven/grill/BBQ cleaners
* stainless steel/metal cleaners/polishes
* stone cleaners
* toilet bowel and urinal cleaners
* upholstery cleaners
* urinal blocks and screens
* vehicle cleaners
* walkway cleaners

**Mandatory Specifications**

All specialty cleaners offered in Category 4 must meet the following criteria:

1. No products in this category may be offered in aerosol containers.
2. All products offered in this category must either be currently certified by one of the following:
	1. Green Seal (applicable standards listed below)
	2. UL EcoLogo (applicable standards listed below)

**OR**

* 1. Receive an alternative approval for specialty products or innovative technologies, which OSD has established in cooperation with the Toxics Reduction Task Force. The Toxics Reduction Task Force has approved, for Category 4, products that are recognized by and have received an on-site audit from the EPA’s Design for the Environment (DfE) Program. This excludes all products with a double dagger (‡).

Applicable standards are listed below.

**Third-Party Certifications and Recognition Programs:** Below is a summary of the third-party certifications and recognition programs that apply to criteria for Category 4 products listed above:

### Green Seal Standards

1. **Green Seal GS-08 (2013), *Cleaning Products for Household Use*.**

This standard can be accessed at:

<http://www.greenseal.org/GreenBusiness/Standards.aspx?vid=ViewStandardDetail&cid=2&sid=1>

A list of products certified under this standard can be accessed at:

<http://www.greenseal.org/FindGreenSealProductsandServices.aspx?vid=ViewProductDetail&cid=0&sid=1>

1. **Green Seal GS-37 (2013), *Cleaning Products for Industrial and Institutional Use*.**

This standard can be accessed at: <http://www.greenseal.org/GreenBusiness/Standards.aspx?vid=ViewStandardDetail&cid=2&sid=23>

A list of products certified under this standard can be accessed at:

<http://www.greenseal.org/FindGreenSealProductsandServices.aspx?vid=ViewProductDetail&cid=0&sid=23>

1. **Green Seal GS-48 (2013): *Laundry Care Products for Household Use***

This standard can be accessed at: <http://www.greenseal.org/GreenBusiness/Standards.aspx?vid=ViewStandardDetail&cid=2&sid=35>

A list of products certified under this standard can be accessed at: <http://www.greenseal.org/FindGreenSealProductsandServices.aspx?vid=ViewProductDetail&cid=0&sid=35>

1. **Green Seal GS-51 (2014): *Laundry Care Products for Industrial and Institutional Use***

This standard can be accessed at: <http://www.greenseal.org/GreenBusiness/Standards.aspx?vid=ViewStandardDetail&cid=2&sid=43>

A list of products certified under this standard can be accessed at: <http://www.greenseal.org/FindGreenSealProductsandServices.aspx?vid=ViewProductDetail&cid=0&sid=43>

1. **Green Seal GS-52 (2014), *Specialty Cleaning Products for Household Use***

This standard can be accessed at: <http://www.greenseal.org/GreenBusiness/Standards.aspx?vid=ViewStandardDetail&cid=2&sid=38>

A list of products certified under this standard can be accessed at:

[http://www.greenseal.org/FindGreenSealProductsandServices.aspx?vid=ViewProductDetail&cid=0&sid=42](http://www.greenseal.org/FindGreenSealProductsandServices.aspx?vid=ViewProductDetail&cid=0&sid=38)

1. **Green Seal GS-53 (2014), *Specialty Cleaning Products for Industrial and Institutional Use.***

This standard can be accessed at: <http://www.greenseal.org/GreenBusiness/Standards.aspx?vid=ViewStandardDetail&cid=2&sid=42>

A list of products certified under this standard can be accessed at:

<http://www.greenseal.org/FindGreenSealProductsandServices.aspx?vid=ViewProductDetail&cid=0&sid=42>

### UL EcoLogo Standards

Links have been provided below to the applicable standards to download for free. All products under UL EcoLogo can be found here using the UL EcoLogo standard number referenced below: <http://productguide.ulenvironment.com/QuickSearch.aspx>.

**NOTE:** Products that only meet UL’s other standards, such as GREENGUARD, do not meet the specifications for this product category unless expressly noted.

UL Ecologo standards can be found here: <http://www.comm-2000.com/ProductDetail.aspx?UniqueKey=23384>

1. **UL EcoLogo 2759 (2011), *Standard for Sustainability for Hard Surface Cleaners***

The standard can be found here: http://www.comm-2000.com/[ProductDetail](http://www.comm-2000.com/ProductDetail.aspx?UniqueKey=23384).aspx?UniqueKey=23384

1. **UL EcoLogo 2776 (2011), *Standard for Sustainability for Laundry Detergents and Fabric Softeners***

This standard can be found here: <http://www.comm-2000.com/ProductDetail.aspx?UniqueKey=23606>

1. **UL EcoLogo 2780 (2011), *Standard for Sustainability for Urinal Blocks***

This standard can be found here:<http://www.comm-2000.com/ProductDetail.aspx?UniqueKey=23473>

1. **UL EcoLogo 2829 (2013), *Standard for Sustainability for Laundry Bleach***

This standard can be found here: <http://www.comm-2000.com/ProductDetail.aspx?UniqueKey=25690>

1. **UL EcoLogo 2795 (2012), *Standard for Sustainability for Carpet and Upholstery Care Products***

The standard can be found here: <http://www.comm-2000.com/ProductDetail.aspx?UniqueKey=24123>

1. **UL EcoLogo 2796 (2013), *Standard for Sustainability for Odor Control Products***

This standard can be found here: <http://www.comm-2000.com/ProductDetail.aspx?UniqueKey=26250>

### Alternative Approval

A list of alternative approval categories for cleaning products, programs, equipment and supplies can be viewed on the Toxics Reduction Task Force webpage: <http://www.mass.gov/anf/budget-taxes-and-procurement/procurement-info-and-res/procurement-prog-and-serv/epp-procurement-prog/toxics-reduction-task-force.html> and listed below. The purpose of allowing for an alternative approval is to foster innovation in green cleaning.

**Alternative Approval for FAC85: Environmentally Preferable Products, Programs, Equipment and Supplies:**

The Toxics Reduction Task Force has approved the use of the [EPA’s Design for the Environment Safer Chemical Labeling Program,](http://www.epa.gov/dfe/) for products listed in *Category 4: Specialty Products* for use on Statewide Contract FAC85: Environmentally Preferable Cleaning Products, Programs, Equipment and Supplies. However, only products that have completed an on-site audit will be accepted.

* DfE’s Standard for Safer Products can be found at: <http://www.epa.gov/dfe/pubs/projects/gfcp/index.htm#Standard>
* DfE’s Criteria for Safer Chemical Ingredients can be found at: <http://www.epa.gov/dfe/pubs/projects/gfcp/index.htm>
* A list of acceptable DfE products can be found by using the link below. On the search screen, make sure to check the box where it says “Only show companies with a completed on-site audit: [ ]  “. Only DfE products that have received an on-site audit and listed in Category 4 will be accepted. No products with a double dagger will be accepted (‡).
<http://www.epa.gov/dfe/pubs/projects/formulat/formpart.htm>

## CATEGORY 5: POWERED JANITORIAL EQUIPMENT AND SERVICE

**Bidder may offer a full line or a subset of products in Category 5 to be responsive.**

This category includes the following battery-, propane- and/or electrical-powered equipment: vacuum cleaners, carpet extractors, carpet spotters, auto floor scrubbers, floor burnishers, (propane- and non-propane-fueled), floor sweepers, tile cleaning machines, air movers, power washers, steam cleaners, window washing machines, hand dryers, etc. This category also includes related accessories necessary to operate and maintain powered equipment purchased on this Contract. Accessories include, but are not limited to, vacuum cleaner bags, toolkits, filters, hoses, belts, floor pads, polishing stones, microfiber cleaning equipment such as small washers, etc. It also includes any service fees.

**Mandatory Specifications**

All powered janitorial equipment offered in Category 5 of this must meet:

* Meet Green Seal GS-42 standards and requirements for Commercial and Institutional Cleaning Services, as outlined in section 2.3 “*power equipment use and maintenance plan”* which can be found here: <http://www.greenseal.org/GreenBusiness/Standards.aspx?vid=ViewStandardDetail&cid=3&sid=30>
* Bidders must submit documentation, including cut sheets, demonstrating the equipment meets specified certifications and standards.

**Desirable Criteria**

* It is *desirable* for all equipment to meet USGBC LEED for Existing Building Standards as listed under Indoor Environmental Quality c3.4, Green Cleaning and Sustainable Cleaning Equipment.

**Third Party Certifications and Recognition Programs:** The GS-42 standards and requirements for each sub-category of powered janitorial equipment are defined below:

**5A: Carpet Extraction Equipment**

All carpet extraction equipment must be certified by the Carpet and Rug Institute (CRI) Bronze Seal of Approval. A list of products certified under this standard can be accessed at:

* + Certified Deep Cleaning Extractors: <http://www.carpet-rug.org/CRI-Testing-Programs/CRI-Seal-of-Approval-Program/Deep-Cleaning-Extractors-And-Systems/Certified-Deep-Cleaning-Extractors.aspx>
	+ Certified Deep Cleaning Systems: http://www.carpet-rug.org/CRI-Testing-Programs/CRI-Seal-of-Approval-Program/Deep-Cleaning-Extractors-And-Systems/Certified-Deep-Cleaning-Systems.aspx

**5B: Vacuum Cleaners**

All vacuum cleaners must be certified with the Carpet and Rug Institute (CRI) Bronze Seal of Approval **AND o**perate at a sound level of less than 70 dBA.

A list of products certified under this standard can be accessed at:

<http://www.carpet-rug.org/CRI-Testing-Programs/CRI-Seal-of-Approval-Program/Vacuums/Certified-Vacuums.aspx>

**5C: Powered Scrubbing Machines**

All powered scrubbing machines must:

* + Be equipped with controls or other devices for capturing and collecting particulates **AND**
	+ Be equipped with a control method for variable rate dispensing to optimize the use of cleaning fluids **AND**
	+ Operate at a sound level less than 70 dBA.

**5D: Powered Floor Maintenance Equipment (non-propane powered)**

All non-propane-powered floor maintenance equipment must be equipped with controls or other devices for capturing and collecting particulates **AND o**perate at a sound level less than 70 dBA.

 **Powered Floor Maintenance Equipment (propane powered)**

All propane-powered floor maintenance equipment must:

* + Be equipped with controls or other devices for capturing and collecting particulates **AND**
	+ Operate at a sound level less than 70 dBA **AND**
	+ Have low-emission engines certified by the California Air Resources Board under the Small Off-Road Engines or Equipment (SORE) program **AND**
	+ Be equipped with catalytic and exhaust monitoring systems.

**5E: Hand Dryers**

All hand dryers must meet the following criteria:

* + Certification by Underwriters Laboratory verified by UL label
	+ Ability to dry hands in 15 seconds or less with maximum 135 degree Fahrenheit air
	+ Operate at a sound level of less than 80 dBA
	+ Energy consumption may not exceed 1400 watts.
	+ Adherence to [ADA protrusion requirements](http://www.ada.gov/2010ADAstandards_index.htm)
	+ Include internal air filtration

 **5F: Hands Free Restroom Cleaning Equipment**

Meet Carpet and Rug Institute (CRI) Silver Seal of Approval and must be equipped with a control method for variable rate dispensing to optimize the use of cleaning fluids.

**5G: On-site Cleaning Generation Units**

All on-site cleaning generation units must be certified by GreenSeal or UL Ecologo.

**5H: Powered Steam Cleaning Units**

All powered steam cleaning units must use a dry steam application and meet the following criteria:

* Steam heat to a minimum 200 degrees F.
* Operate at a sound level less than 70 dBA

**5I: Equipment Accessories**

All scrub pads for use on electric floor machines or automatic scrubbers must contain a minimum of 30% post-consumer recycled material.

## CATEGORY 6: GENERAL CLEANING SUPPLIES, EQUIPMENT AND SERVICES

**Bidder may offer a full line or a subset of products in Category 6 to be responsive.**

This category includes a wide variety of general janitorial supplies such as absorbents; brooms; mops; brushes; dust rags and other cleaning cloths; trash, recycling and composting containers; gloves; sponges and scrub pads; spray bottles; rechargeable batteries and battery chargers; and janitorial carts. It also includes any related service fees.

**Mandatory Specifications:** Products in Category 6 must meet the following criteria:

**6A: Batteries**

All batteries offered on this Contract shall be rechargeable nickel metal hydride (NiMH) batteries and shall have a minimum power rating in milliamp hours (mAh)\* as follows:

* + AAA batteries (including low-self-discharge/pre-charged rechargeable batteries): 700 mAh
	+ AA batteries (including low-self-discharge/pre-charged rechargeable batteries): 2000 mAh
	+ C batteries (including low-self-discharge/pre-charged rechargeable batteries): 2200 mAh
	+ D batteries (including low-self-discharge/pre-charged rechargeable batteries): 2200 mAh
	+ 9-volt batteries (including low-self-discharge/pre-charged rechargeable batteries): 175 mAh

*\*Milliamp hours (mAh) is a unit for measuring electric power over time. mAh is commonly used to describe the total amount of energy a battery can store at one time. A higher mAh rating means the (fully-charged) battery can power a device that consumes more power and/or for a longer amount of time before becoming depleted and needing to be re-charged.*

**6B: Battery chargers**

All battery chargers offered on this Contract shall be ENERGY STAR-certified and included on the current ENERGY STAR list at [www.energystar.gov](http://www.energystar.gov).

**6C: Brooms**

* All brooms shall be made of plant-based material (except for binding materials and coatings).
* Broom handles, attached or purchased separately, shall be made of wood and shall not contain polyvinyl chloride (PVC).
* No feather dusters allowed.

*The Commonwealth of Massachusetts reserves the right to prohibit from the Contract any brooms that contain wood that is endangered or threatened endangered according to the Convention on International Trade in Endangered Species (CITES).*

**6D: Gloves**

All disposable and durable gloves shall be free of PVC and latex.

**6E: Mops**

* All wet mops and dust mops shall use microfiber mop pads and heads. Frames, handles, and any solution containers shall be designed for use with microfiber pads. Microfiber products help facilities earn credits towards the U.S. Green Building Council’s LEED (Leadership in Energy and Environmental Design) Green Building Rating System for building cleaning and maintenance.
* No products may contain polyvinyl chloride (PVC).

**6F: Sorbents**

All sorbents (e.g., absorbents and adsorbents) shall meet one or more of the following standards:

* Contain 100% total recycled content, which complies with the US Environmental Protection Agency’s *Comprehensive Procurement Guidelines for Sorbents.* For more information, see <http://www.epa.gov/osw/conserve/tools/cpg/products/sorbents.htm>, OR
* Certified as a Biobased Product by the US Department of Agriculture (USDA). A list of USDA-certified biobased products can be accessed at <http://www.biopreferred.gov>.

**6G: Sponges and Sponge Scrubbers**

All hand sponges and scrubbers shall be 100% cellulose or another plant-based fiber, OR contain a minimum of 20% post-consumer recycled material.

**6H: Wastebaskets**

All plastic wastebaskets and recycling containers shall contain a minimum of 20% post-consumer recycled content, which complies with the US Environmental Protection Agency’s Comprehensive Procurement Guidelines for Office Recycling Containers and Waste Receptacles, available at <http://www.epa.gov/osw/conserve/tools/cpg/products/office.htm>.

**6I: Wiping Rags, Cloth**

All reusable cloth wiping rags shall be made of microfiber or recycled-content fabric with a minimum of 10% post-consumer recycled content.

**6J: Other Janitorial Products**

Other miscellaneous janitorial supplies not specified above (including, but not limited to, composting containers, dust pans, spray bottles, steel wool pads, polishing stones, and toilet bowl brushes) may be offered on this Contract by the Bidder only if they contain a minimum of 10% recycled content, or are determined to be environmentally preferable by an independent third party organization such as the Forest Stewardship Council, US EPA, USDA, UL, Green Seal, etc. or are approved by OSD’s Toxics Reduction Task Force and listed here: <http://www.mass.gov/anf/budget-taxes-and-procurement/procurement-info-and-res/procurement-prog-and-serv/epp-procurement-prog/toxics-reduction-task-force.html>.

## CATEGORY 7: HAND SOAPS AND HAND SANITIZERS AND PERSONAL CARE PRODCUTS

**Bidder must offer a full line of products in Category 7 to be responsive.**

This category includes non-antimicrobial hand soaps (both foams and lotions), hair shampoos, and body washes, as well as hand sanitizers (liquids, gels and wipes) and related dispensers.

**Mandatory Specifications:** Products in this Category 7 shall meet the following criteria as detailed below:

7A: Hand Soaps (foam and lotion formulations; non-antimicrobial) AND Body and Hair Shampoos

All hand soaps, body and hair shampoos must meet the following criteria:

* Contain NO antimicrobial agents,

**AND**

* Hold at least one of the following certifications:
	+ Green Seal GS-41 (2013), *Hand Cleaners for Industrial and Institutional Use*

<http://www.greenseal.org/GreenBusiness/Standards.aspx?vid=ViewStandardDetail&cid=6&sid=29>

A list of GS-41-certified products can be found at

<http://www.greenseal.org/FindGreenSealProductsandServices.aspx?vid=ViewProductDetail&cid=17>

* + UL EcoLogo 2845 (2013), *Personal Care Products*

<http://www.comm-2000.com/ProductDetail.aspx?UniqueKey=26073>

* + UL EcoLogo 2784 (2011), *Standard for Sustainability for Hand Cleaners*

<http://www.comm-2000.com/ProductDetail.aspx?UniqueKey=23404>

All products under UL EcoLogo can be found here using the UL EcoLogo standard number referenced above: <http://productguide.ulenvironment.com/QuickSearch.aspx>

* Bidder must offer on the Contract:
	+ Foaming hand soaps
	+ Matching dispensers must be offered free of charge
	+ **Desirable:** It is desirable to offer battery free dispenser options

### 7B: Antimicrobial Hand Sanitizers 8 oz. or greater (including liquid, gel and foam formulations)

All antimicrobial hand sanitizers, including liquid, gel and foam formulations, 8 oz. or greater, must meet the following criteria:

* + Certified to meet UL EcoLogo 2783 (2011), *Instant Hand Antiseptic Products* <http://www.ecologo.org/en/seeourcriteria/details.asp?ccd_id=448>,

### 7C: Antimicrobial Hand Sanitizing Wipes and Bottles < 8 oz.

All antimicrobial hand sanitizing wipes and bottles less than 8oz. must contain ethyl alcohol or isopropanol active ingredients only.

## CATEGORY 8: DE-ICING AND ICE MELT PRODUCTS

**Bidder must offer a liquid and solid option in Category 8 to be responsive.**

This category includes de-icers and other snowmelt products (both liquids and solids).

**Mandatory Specifications:** All products in Category 8 must meet the following specifications:

1. No sodium chloride-containing products.
2. Product must be on EITHER the Pacific Northwest Snowfighters Qualified Products List (<http://pnsassociation.org/>) or Recognized under the US EPA’s Design for the Environment (DfE) Safer Product Labeling Program (<http://www.epa.gov/dfe/pubs/projects/formulat/formpart.htm#19>).

(11/4/2015) **For Massachusetts Only:** For a one year period beginning November 2015, vendors approved to provide Category 8 products will receive a temporary waiver on the above specifications. The temporary specification is as follows:

* 1. Product must be Recognized under the US EPA Safer Choice Program (<http://www2.epa.gov/saferchoice/products>)

CATEGORY 9: WASTE/RECYCLING/COMPOSTING LINERS

**Bidder must offer a full line of products in Category 9 to be responsive.**

This category includes disposable plastic and paper can liners used primarily for janitorial applications in institutional settings, including trash, recycling, yard waste composting, and medical waste bags. It also includes compostable bio-plastic bags designed to collect food and/or yard waste for composting.

**Mandatory Specifications**: All products in Category 9 shall meet the following criteria as specifically detailed in the subcategories below:

### 9A: Disposable Plastic Trash Can Liners

* All non-compostable plastic trash can liners (i.e., bags) except biohazard medical waste bags, offered on this Contract shall contain at least 10% post-consumer recycled content, which complies with the US Environmental Protection Agency's *Comprehensive Procurement Guideline for Trash Bags*.  An overview of this EPA guideline, including a list of compliant manufacturers, can be found at: <http://www.epa.gov/epawaste/conserve/tools/cpg/products/nonpaperoffice.htm#trashbag>
* For HDPE Clear Plastic Liners in the 7-12 gallon range, no recycled content is required, but desired. However, the maximum thickness may not exceed 10 microns.
* Bidder must indicate the amount of post-consumer recycled content that is in each bag listed on the bid sheet.
* **Desirable:** plastic trash can liners with 30% or more post-consumer recycled content.

### 9B: Medical Waste Bags

All medical waste bags shall be cadmium-free. Bidder must indicate on the bid sheet whether the bags they are offering are free of cadmium. Bags that are used as the outside bags (>=13 gallons) must be puncture - and tear-resistant in compliance with US DOT regulations.

(Note: Medical waste bags are not required to contain recycled content; however it is desirable to offer an option with recycled content)

### 9C: Compostable Organic Waste Bags

* All compostable organic waste bags offered on this Contract must be approved and certified as compostable by the Biodegradable Products Institute (BPI). An overview of this certification, including a list of certified manufacturers can be found at: <http://www.bpiworld.org/BPI-Public/Approved.html>
* Bidders must indicate on the bid sheet whether the compostable bags they are offering are BPI-certified.

### 9D: Disposable Trash Can Liners

* All paper trash can liners in this category should be made of a wet strength, water-resistant unbleached material.
* All liners should be compliant with [CONEG’s Toxics in Packaging Guidelines](http://www.toxicsinpackaging.org/) and [Proposition 65 guidelines](http://www.oehha.ca.gov/prop65.html)
* Liners may not contain any fluorinated grease or water-repellant compounds.
* All liners shall contain a minimum 50% post-consumer recycled content.
* Bidder must indicate on the bid sheet the percentage of post-consumer recycled content each product being offered contains.
* **Desirable:** it is desirable for the liners to have Forest Stewardship Council (FSC) certification.

## CATEGORY 10: DISPOSABLE JANITORIAL PAPER PRODUCTS

**Bidder must offer a full line of products in Category 10 to be responsive.**

This category includes toilet paper, paper towels, toilet seat covers, facial tissues, table napkins, paper wipers, and feminine hygiene products as well as related dispensing equipment. Listed below are detailed subcategory descriptions.

### Detailed Sub-categories Descriptions:

### Below are detailed descriptions of each sub-category, in addition to criteria for feminine hygiene products.

### 10A: Toilet Paper, Individual Rolls: Includes all individual rolls of toilet paper, including 1-ply and 2-ply, standard rolls, embossed individual rolls, premium embossed individual rolls, high-capacity toilet paper rolls, controlled-use single rolls, and embossed and premium embossed controlled-use rolls.

### 10B: Toilet Paper, Coreless and Small Core Rolls: Includes all individual coreless and small core rolls of toilet paper, including 1-ply and 2-ply, coreless rolls, high-capacity coreless rolls and small core rolls.

### 10C: Toilet Paper, Jumbo Rolls: Includes all 1-ply and 2-ply, Jumbo Senior rolls, Jumbo Junior rolls, and Super rolls.

### 10D: Roll and Centerpull Paper Towels: Includes all white and brown, 1-ply and 2-ply, roll towels, hardwound roll towels, universal hardwound roll towels, high-capacity roll towels, center-pull towels, premium high-capacity centerpull towels, perforated roll towels, and kitchen paper roll towels.

### 10E: Folded Towels: Includes all white and brown, 1-ply and 2-ply, embossed and non-embossed C-fold, single-fold, multi-fold, and Opti-fold.

### 10F: Toilet Seat Covers: Includes all toilet seat covers, including, for example, half-fold toilet seat covers, and quarter-fold toilet seat covers.

### 10G: Facial Tissue: Includes all facial tissue products.

### 10H: Paper Napkins: Includes all paper napkins and tall fold dispenser napkins.

### 10I: Paper Wipers: Includes all paper wipers, paper wiping cloths, and extra-tough paper wipers (This category does NOT include wipes that contain cleaning chemicals, disinfectants or sanitizers).

### 10J: Feminine Hygiene Products: All feminine hygiene products (e.g., tampons, maxipads)

**Mandatory Specifications:**

All products in Category 10, except for feminine hygiene products, shall meet the following criteria:

* Contain NO antimicrobial ingredients, fragrances, nano-materials, or dyes.
* Must meet at least one of the following:
	+ Certified by Green Seal under GS-01 (2013), *Sanitary Paper Products* <http://www.greenseal.org/GreenBusiness/Standards.aspx?vid=ViewStandardDetail&cid=11&sid=25> Companies and products listed as "\*Recertification Pending" will not be accepted. A list of products certified under this standard can be accessed at:

<http://www.greenseal.org/FindGreenSealProductsandServices.aspx?vid=ViewProductDetail&cid=0&sid=25>

* Certified to meet the following specifications:
	+ UL Ecologo 175,  *Standard for Sustainability for Sanitary Paper Products* <http://productguide.ulenvironment.com/SearchResults.aspx?StandardID=144> AND
	+ Must contain 100% Recycled Content, AND
	+ Must be EPA Comprehensive Procurement Guidelines compliant (this refers to the post-consumer recycled content), AND
	+ Must be Process Chlorine-free
* Bidder must offer dispenser appropriate to each product free of charge.
* Verification: To verify that products proposed meet the required Green Seal certification, the bidder must list the standard in the bid sheets.

**Criteria specific to feminine hygiene products:**

* Unbleached, or bleached with totally chlorine free processes (Note: elemental chlorine free, or ECF, does not qualify because it uses chlorine derivatives.)

## CATEGORY 11: ENTRYWAY AND OTHER MATTING SYSTEMS

**Bidder must offer a full line of products in Category 11 to be responsive.**

This category includes all entryway and other matting systems for indoor and outdoor use, but excludes chair mats.

**Mandatory Specifications:** Bidders must indicate on the bid sheet that systems meet the following criteria:

* 100% post-consumer recycled content face fiber
* 20% post-consumer recycled content backing
* PVC-free
* Alternative material (e.g. mats with USDA Biobased Certification(desirable)
* **Desirable**: Take-back of worn mats. Provide a description of the take-back program and policy in *Attachment B: FAC85 Bidder Response Form*.

## CATEGORY 12: MICROFIBER CLEANING SERVICE

This category includes a full-service washing program for microfiber cloths as well as mopping and dusting pads.

Transitioning to a sustainable cleaning system includes the use of microfiber clothes as well as mopping and dusting pads that should be laundered for reuse. Microfiber cleaning materials are a blend of microscopic polyester and polyamide fibers, which are split in such a way as to create microscopic “hooks” and positive charged ions, attracting dust, dirt, and grime. As a result, they clean better, reduce the amount of cleaning chemicals required, and can be reused. There are a number of state agencies that have facilities that wish to use these products but don’t have access to a laundry.

**Mandatory Specifications:** This RFR is seeking bids for a Microfiber Cleaning Service that meets the following criteria:

* The service would include, but not be limited to:
* Pick up of microfiber products, laundering and returning, and providing clean microfiber in exchange.
* Washing/Drying specifications include:
* Washed in system with low to medium temperature water, with laundry detergent approved for use in Category 1 of this specification, and without chlorine bleach.
* Dried in system with low to medium temperature air.
* Washed and dried alone, without other rags, clothes or fibers.
* Folded and bagged.
* Geographical coverage: Massachusetts is seeking this type of service only. However, indicate if this service is available in any other participating states except for NY who is not participating in this offering.

**Desirable Criteria:**

* Desirable: ability to provide at least weekly service.
* Service providers are encouraged to use washing machines and dryers that are ENERGY STAR-certified.

Provide a description and geographic coverage of such a program in *Attachment B: FAC85 Bidder Response Form*. Provide cost detail in *Attachment D: FAC85 Complete Set of Bid Sheets*.