APPENDIX H:   
SAMPLE VENDOR LETTER

*This letter was adapted by the Work-Related Asthma Prevention Program and the Green Schools Initiative. You can send this on your letterhead or via email.*

<DATE>

Dear <VENDOR NAME>,

<SCHOOL/DISTRICT NAME> is in the process of developing and implementing a Cleaning for Asthma-Safer Schools program. The program follows the California Department of Public Health’s (CDPH) Healthy Cleaning and Asthma-Safer Schools: A How-To Guide. We are modifying the purchase of cleaning products, practices, and equipment to be greener and asthma-safer. To kick off this green cleaning initiative, we would like to invite you to give a 20-minute presentation to our district’s Purchasing Department and members of our Asthma-Safer Cleaning Team about the environmentally preferable cleaning products and training programs that your company offers. We will set aside 10 minutes for questions after your presentation.

We would like to schedule a 20-minute presentation for the following date.

< DATE, TIME, ADDRESS>

Please let us know if you are available during that time. If not, please suggest an alternate date and time.

During this 30-minute meeting (including Q&A), we would like you to describe the following:

• Green Seal or UL ECOLOGO certified cleaning products, such as all-purpose cleaners, bathroom cleaners, neutral floor cleaners, and graffiti removers.

• Safer disinfectants, such as products whose active ingredients contain hydrogen peroxide, citric acid, lactic acid, ethyl alcohol, or isopropyl alcohol. We want products that can replace bleach, quaternary ammonium compounds, benzalkonium chloride, and other ingredients that cause asthma.

• Automatic dilution equipment for green-certified cleaners and floor maintenance products.

• Microfiber mops and cloths.

During your presentation, we would also be interested in hearing about:

• Your company’s asthma-safer and green cleaning training approach and experience.

• At least one other municipality or school district that you have worked with to implement asthma-safer and greener cleaning.

• Any asthma-safer or green certifications or accreditations your company has received.

• Any cooperative purchasing opportunities your company can offer through contracts with other public agencies.

• Pricing, and any discounts offered to schools or other cost saving programs.

If you have any questions, let me know (contact info below). Please confirm whether this day and time work for you.

Sincerely,

<NAME>

<CONTACT INFO>