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Simple Steps to Environmentally Sustainable Procurement – Putting Policy into Practice

A guidance document for public sector organisations in the North West

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'How to use this Guide'

Sustainability was recently identified in the Procurement Intelligence Unit's CPO Strategy Survey 2011 as 'one of the dominant 'megatrends' that will underpin procurement activity increasingly in years to come'.

This document is a practical guide to help public sector organisations adopt 'green', or 'environmentally sustainable', alternatives within their procurement processes. It is packed with useful sources of information, real life case studies, example contract tender clauses and links to further websites, to demonstrate the steps that can be taken towards more environmentally sustainable procurement practices[1].

It is worth saying here that sustainable procurement is, of course, far more encompassing than the remit of this project, which is focused primarily on the low carbon angle. Thus, this Guide must be considered as only one piece of the sustainable procurement jigsaw.

The information and reference sources contained within this Guide can be used, or adapted as appropriate to your individual organisation's requirements, to assist with:

- Staff training/inductions – to raise awareness of sustainable procurement
- Engagement with senior management – to raise awareness of the organisational benefits of procuring more sustainably
- Engagement with category managers – to demonstrate how what they purchase contributes to sustainability
- Supporting the transformation of policy commitments into action!

[1] This document does not deal with the application of procurement law. All the guidance provided in the document should be applied in a manner consistent with the requirements of procurement law including, without limitation, the Public Contracts Regulations 2006 (as amended) and the EC law principles of equal treatment, transparency and proportionality. In particular, sustainability requirements must be relevant to the subject matter of the contract and in accordance with such principles. Organisations must take advice from their own procurement, sustainability and legal teams when undertaking procurement processes.

Contents

The document is split into three sections. Click on the links below to go directly to the relevant sources:

Section 1:
What is meant by 'environmentally sustainable procurement' and why should it be essential to your organisation?

Definition of 'environmentally sustainable procurement'

In the scope of this project, 'environmentally sustainable procurement' means taking into account climate change, diminishing fossil fuels, environmental management and finite natural resources in the procurement process.

Key policy drivers

European procurement law permits contracts to be awarded based on the most economically advantageous tender, which allows relevant sustainability criteria to form part of the award criteria during tender evaluation.

In the UK, numerous guidance documents on sustainable procurement have been produced over the past few years, including the Flexible Framework and the recent development of a new British Standard for Sustainable Procurement (BS: 8903). The Government Buying Standards (GBS), produced by DEFRA and OGC, are a set of minimum sustainable development and sustainable procurement standards for use by central Government departments and their agencies.

Why consider environmentally sustainable procurement?

There is a clear rationale to making a strong commitment to environmentally sustainable procurement, including:

- Achieving strategic objectives
- Complying with environmental law
- Controlling costs
- Managing risk and reputation
- Creating new markets
- Ensuring maximum community benefits

Section 2:
Putting policy into practice – how to implement sustainable procurement

This section covers the key steps to take when considering sustainable procurement:

Make a commitment to sustainable procurement

- **Start with a good sustainable procurement policy!**
- **Build capacity within the organisation**
- **Work with suppliers**

Break the traditional purchasing cycle!

- **Take a risk-based approach**
- **Challenge the decision to procure**
- **Ask the right questions!**

Let suppliers know how you will score them!

- **Include environmental criteria in tender evaluations**

Develop your suppliers

- **Include 'sustainable' or 'green' contract clauses**

Section 3:
Good practice guidelines[4]

Following a review of local authority spend patterns for 2009/10, across 15 authorities in the North West, a suite of specific guidance notes and example clauses has been developed for the following categories:

- **Landscaping /Horticultural Services**
- **Timber**
- **Furniture**
- **Cleaning Services**
- **Vehicles**
- **Lighting**
- **Uniforms/Workwear**

[4] The content of these guidelines are taken from Government Buying Standards and also expand upon existing guidance notes produced across the UK and Europe. They are intended as a brief summary of what to include within a tender specification and why.

Section 1: What is environmentally sustainable procurement, and why should it be considered essential?

Definition of 'environmentally sustainable procurement'

Definition of 'sustainable procurement'

'Sustainable procurement is a process whereby organisations meet their needs for goods, services, works and utilities in a way that achieves value for money on a whole life basis in terms of generating benefits not only to the organisation, but also to society and the economy, whilst minimising damage to the environment.'

Source: Procuring the Future. Sustainable Procurement National Action Plan. June 2006 p.10

In the scope of this project, **environmentally sustainable procurement** means taking into account climate change, diminishing fossil fuels, environmental management and finite natural resources in the procurement process, through addressing the following decisions when purchasing a product or service:

- **Why** do you need to buy it?
- **What** are you buying?
- **Who** are you buying it from?
- **Where** are you buying it from?
- **When** (how often) do you need to buy it?
- **How** do you go about buying it?

The public sector spends £220 billion[2] annually on the procurement of goods and services, and with climate change policy driving the transition to a greener, more low carbon economy, it is clear that local authorities have a key role to play in reducing carbon emissions through sustainable procurement.

Key policy drivers

EU policy drivers

In January 2006, the EU consolidated procurement directives came into effect in the UK. They provided a greater clarity on the extent to which social and environmental issues can be given consideration during the procurement & commissioning process, such as:

[2] Source: Business Link

- ✓ the inclusion of environmental requirements in technical specifications
- ✓ the use of eco-labels
- ✓ setting social and environmental conditions for the performance of contracts
- ✓ requiring economic operators to demonstrate that they have met their environmental obligations
- ✓ requiring economic operators to demonstrate that they can perform a contract in accordance with environmental management measures
- ✓ applying award criteria based on environmental characteristics

With the proviso that these:

- ✓ are relevant and in proportion to the subject matter of the contract
- ✓ are transparent, comparable and possible to evaluate
- ✓ do not distort competition unreasonably, or discriminate against products and suppliers from other EU member states or from elsewhere in the UK

Further details can be found at:
http://eur-lex.europa.eu/LexUriServ/site/en/oj/2004/l_134/l_13420040430en01140240.pdf

UK policy drivers

In 2005, the UK Government stated its ambitious goal to be amongst the leaders in the EU on sustainable procurement by 2009. The Sustainable Procurement Task Force (SPTF) was established and a National Action Plan: **'Procuring the Future'**, delivered its findings and recommendations in June 2006.

A **Flexible Framework** approach was developed by the Sustainable Procurement Taskforce to assist organisations to assess the quality of their procurement activity and to provide a framework for improvement using five levels, from 'Foundation,' to 'Lead'.

BS 8903: Principles and Framework for Procuring Sustainably is the world's first standard for sustainable procurement, published in September 2010. It builds on current best practice and thinking, and provides guidance on adopting and embedding sustainable procurement principles across all stages of the procurement process, including practical advice, examples and links to further support.

The BS 8903 guidance is a generic approach to sustainable procurement, building on the flexible framework. It includes three key elements, which are illustrated below:

- Fundamentals
- Enablers
- Procurement process

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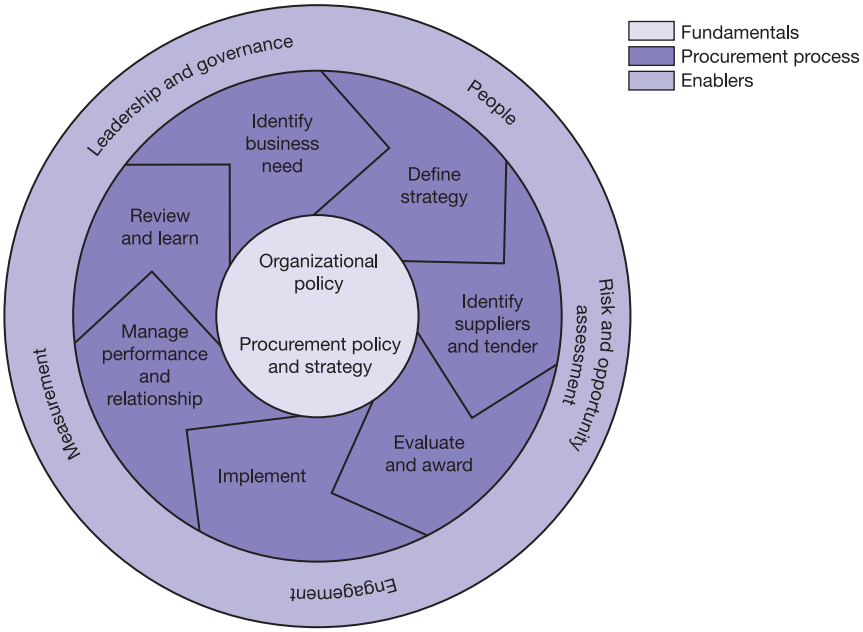

Source: Action Sustainability

Government Buying Standards (GBS), formerly known as Quick Wins, are the Government's vehicle for introducing EU Green Public Procurement criteria to the UK. These provide a set of sustainable specifications for some commonly purchased products. They are mandatory for central Government departments and their related organisations, and voluntary for use by the wider public sector. Information is also available on the application of sustainable procurement principles and links to products which meet the standards.

Why consider sustainable procurement?

It is recognised that 'green', 'sustainable', or 'low carbon' procurement is complex and not easy to do, however, there are some compelling reasons why more consideration should be given to sustainability in the procurement process. The following points can be used to demonstrate the key business benefits to senior managers and members:

✓ Achieving strategic objectives

Most local authorities in the North West have made a commitment to sustainable procurement, either within their corporate plans, procurement strategies and/or climate change action plans. Many of these commitments have not yet been implemented to their full potential. Sustainable procurement provides a valuable tool to demonstrate commitment to sustainable development.

[3]To keep up to date with relevant policies, the **netregs** website provides a straightforward explanation of complex legislation.

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Section 1: What is environmentally sustainable procurement, and why should it be considered essential?

In March 2011, the Local Government Association (LGA) and the Department of Energy and Climate Change (DECC) signed a Memorandum of Understanding (MOU) which sets out how to progress the local government offer on Climate Change. One of the key milestones for 2011 is to develop and launch a New Nottingham Declaration for councils to commit to actions on climate change. This will cover actions to reduce emissions including *"...procurement to support and remove barriers to the green economy"*.

Local Enterprise Partnerships (LEP) proposals have also demonstrated that local authorities are able to and want to take a lead in implementing low carbon policies for the benefit of local economies and places. A large number of LEP proposals have referenced the need to grow the low carbon sector whilst some have gone further and emphasised the need for sustainability to be an integral part of the local economy. *(Source: IDEA "Growing the green economy – a companion guide to driving economic growth")*

Sustainable procurement can also lead to measurable contributions to the requirement under the new 'single data list' for local authorities to annually report on emissions from their own estate and operations (formerly N185).

✓ Complying with environmental law

Local authorities have the same responsibilities as businesses when it comes to compliance with environmental legislation; however they also need to show leadership. Sustainable procurement is one way to demonstrate this.

There is a wealth of regulation covering the environmental impacts of business activity, and of products and services, including:

- Legislation on pollution and waste management
- Taxes on waste, energy and natural resources
- Measures to increase environmental and social reporting
- Best practice guidelines on corporate responsibility and community investment
- Producer responsibility for end-of-life products
- Phasing-out of environmentally damaging substances

Just a few examples of legislation[3] that local authorities may need to bear in mind when making procurement decisions include:

- The Waste (England and Wales) Regulations 2011 - waste producers, or those handling waste, must follow the waste hierarchy (i.e. prevention, reuse, recycling, recovery, disposal) and a requirement to separate the collection of waste paper, metal, plastic and glass, from 1 January 2015

- Producer Responsibility Obligations (Packaging Waste) Regulations 2007 - requires producers to recover and recycle packaging waste to achieve EU targets
- EU Regulation on a Revised Community Eco-Label Award Scheme - a scheme to award an 'eco-label' to manufacturers who want to inform consumers about what they are doing to reduce the environmental impact of their product
- 2010 CHIP Regulations (Chemicals (Hazard Information and Packaging for Supply Regulations), regulate how chemicals should be classified, labelled and packaged
- CRC Energy Efficiency Scheme - the new energy efficiency scheme designed to reduce carbon emissions through improving energy efficiency in organisations that consume large amounts of electricity, gas and other fuels
- Renewable Heat Incentive - the new RHI will encourage the installation of renewable heat generating technology such as solar thermal panels, biomass boilers and heat pumps. From July 2011, tariffs for non-domestic installations and for district heating schemes that provide heat for multiple homes will be introduced

✓ Controlling costs

Environmentally sustainable procurement can play a role in delivery of fiscal austerity measures, through driving innovation whilst at the same time achieving efficiencies. The following table indicates some of the commonalities between a strategy built to drive austerity and minimise sustainability impacts:

Table 1: Links between austerity and sustainability

Austerity	Sustainability	Indicator
Cost management	Resource consumption	Energy and material costs
“Downsizing” (not necessarily staffing)	Efficiency	Overhead costs
Process rationalisation	Transparency	Decision making time
“More for less”	Transformational innovation	Stakeholder satisfaction
Prioritisation	Resource allocation	Quality metrics
Project termination	Stakeholder management	Reputation / cost
Outsourcing	Economy of scale	Delivery cost

Source: Paper on Austerity, Opportunity & Responsibility. Authors: Del Redvers and Mark Hedges

Good procurement practice requires that all costs associated with the procurement of a good or service should be taken into account, not just the initial purchase price. Whole Life Costing (WLC), also known as Life Cycle Costing (LCC), should take into consideration other fiscal factors such as operational, maintenance and disposal costs.

The benefits of WLC include: the ability to evaluate competing options, improved awareness of total cost, more accurate forecasting of future costs, and the ability to identify trade-offs between performance and cost.

The International Institute for Sustainable Development produced a white paper entitled 'Life Cycle Costing in Sustainable Public Procurement: A Question of Value' which identifies the following products and services that are best suited for LCC in procurement decisions.

Table 2: Frequently purchased items - level of applicability of life cycle costing

Products	Very applicable	Moderately applicable	Not applicable
Office and server ICT equipment	■		
Vehicles	■		
Indoor lighting	■		
Outdoor lighting	■		
Paper		■	
Office supplies			■
Fuel	■		
Furniture		■	
Apparel made with modern fibres and polymers	■		
Services			
Software			■
Electricity	■		
Transport	■		
Couriers and postal services		■	
Waste handling	■		
Catering: food		■	
Catering: beverages	■		
Works			
New buildings	■		
Refurbishment of existing buildings	■		
Landscaping		■	
Railways	■		
Roads	■		

Source: adapted from 'Life Cycle Costing in Sustainable Public Procurement: A Question of Value'

Further guidance on Life Cycle Costing can be found on the OGC website – **http://www.ogc.gov.uk/implementing_plans_introduction_life_cycle_costing_.asp**

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✓ Managing risk and reputation

Local authorities should lead by example by embedding sustainability into their everyday procurement processes. Doing this correctly will minimise risk and also increase transparency in tender procedures.

Supply chains are a potential source of organisational risk. Knowing fully what you are buying, how you are buying it and where you are buying it from can minimise such risks.

Future legislation is likely to require tighter environmental standards and this poses a risk to those organisations accepting contracts with lower environmental standards. In contrast, sourcing contracts with good environmental standards, such as efficient use of resources, can reduce exposure to potential supply shortages and price rises.

Sustainable procurement practices also lead to improved customer perceptions and improved supplier relationships, as communication with suppliers improves.

✓ Creating new markets

Innovation is key to the creation of a low carbon economy and in meeting the UK's legally binding target to reduce greenhouse gas emissions by 80% by 2050 from a 1990 baseline. (*Source: BIS)*

New innovative 'low carbon' solutions are needed to drive a sustainable, green economy, but these are often slow to be adopted. There are widely recognised market failures to low carbon innovation, including a lack of credible demand. Although an increasing number of companies are starting to take sustainable development seriously, many will only act when customers start to ask questions. This is where the public sector can make a difference through proactive intervention across the different stages of the procurement process, through asking the right questions and challenging suppliers to improve their performance.

✓ Ensuring maximum community benefits

Using more local suppliers will improve the long-term competitiveness, prosperity and sustainability of local economies. Research by the New Economics Foundation suggests that every £1 spent with a local supplier is worth £1.76 to the local economy, compared with only 36p if it is spent outside the area.

There are many locally based suppliers who can provide lower carbon alternatives. For example, a recent report by Envirolink Northwest identified a cluster of over 100 lighting businesses in the region, half of which are developing Solid State Lighting (SSL).

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Section 2: Putting Policy into Practice - How to Implement Sustainable Procurement

This section of the Guide provides some useful guidelines on implementing sustainable procurement, with signposts to additional information.

Make a commitment to sustainable procurement

A web-based review was recently undertaken of the public statements made by local authorities in the North West in committing to sustainable procurement. It is widely evident that although a majority of authorities have made statements to integrate sustainable procurement into their organisations, primarily driven through their corporate strategies and their climate change action plans, there is little evidence that this is being fully followed through in the procurement process.

Start with a good sustainable procurement policy!

A sustainable procurement policy is a public statement of an organisation's commitment to environmentally and socially sustainable procurement.

It is important for organisations to fully understand the significance of their sustainable procurement policy and to implement it effectively. It is also important that a sutstainable procurement policy reflects the organisation's individual values and priorities. Generic policies that are developed merely as lip-service to the agenda will more than likely end up sitting on the shelf, with no ownership or impetus for action.

A good sustainable procurement policy should:

- ✓ Be specific and relevant to the procuring organisation
- ✓ Address the key environmental and social impacts of the goods and services being procured
- ✓ Include SMART objectives and targets
- ✓ Assign responsibility for implementation to a senior member of the organisation
- ✓ Be effectively communicated to all staff members, suppliers, service deliverers, contractors and users

The examples below illustrate the level of commitment given to sustainable procurement within local authorities in the North West.

It is also worth referring to the sustainable procurement policy developed by Blackburn with Darwen LSP for an example of good practice (refer to case study 5).

Example wording

"The council will regularly assess the sustainable development implications of its policy and practice, including looking to making the delivery of services more socially, economically and environmentally sustainable. As such, sustainable procurement will consider the environmental, social and economic consequences of design; non-renewable material use; manufacture and production methods; logistics; service delivery; use; operations; re-use; recycling options; disposal and suppliers' capabilities to address these consequences throughout the supply chain.

Procurement plays a key role in achieving sustainability and as such the Council aims to build sustainability into each stage of the procurement cycle {whilst achieving value for money}."
Source: Tameside Corporate Procurement Strategy 2010 – 2013

"The Council will embed the principles of sustainability within its procurement activities to ensure that, in all cases, a balanced consideration of social, ethical, environmental and economic impacts are undertaken throughout the procurement process resulting in only value for money products and services being selected."
Source: Manchester City Council's Sustainable Procurement Policy Statement

Case study 1 - Cheshire West and Chester Council Sustainable Procurement Guide

Cheshire West and Chester Council has produced a high-level **Sustainable Procurement Guide** to support the integration of sustainability into the procurement process. The document provides guidance across each stage of the procurement cycle and closely follows the procedure outlined by the EU Commission. There is also a useful link to a 'Frequently Asked Questions' section on 'EC Interpretative communication on integrating social and environmental considerations into procurement'.

Further support

Forum for the Future has developed a **sample sustainable procurement policy** for adoption by public sector authorities.

Although now somewhat out of date, the **LEAP GPP** website contains a suite of tools and guidance showing how to develop and implement a sustainable procurement strategy.

'Buying Green! – A handbook on environmental public procurement' provides detailed step by step guidance to implementing sustainable procurement practices.

Build capacity within the organisation

It is imperative that an organisation's sustainability policy should be endorsed at member and senior management level for it to be fully supported – this is more than just a signature on the policy statement!

Examples of things to request from senior managers could include:

- *an opportunity to present the business case to them*
- *support for delivery of the programme*
- *input to regularly review the policy and its implementation*
- *quotes for press releases*
- *financial support*

The organisation should also appoint a champion who takes overall responsibility for implementing, monitoring and evaluating the policy to ensure that organisational commitments are transferred into action!

A cohesive approach is required within the procuring organisation. When taking a procurement decision, it is good practice to include the input of a number of teams internally, at an early stage:

- **The team using the goods or service:** this team will know what they need, what function the product or service needs to perform, what budget is available etc., and should present a business case to embark on a procurement exercise
- **The procurement team:** to ensure that the procurement exercise is done correctly. An organisation will have internal financial regulations to be complied with, and all public procurement in Europe needs to comply with national and EC legislation
- **The environmental/sustainability team:** to provide up to date information about the availability of environmentally preferable goods and services and the current legislation applicable to the purchase, use and disposal of goods

It is also important to clearly communicate a sustainable procurement policy with both internal and external stakeholders at an early stage, to set out what is expected and thus enable them to respond positively. As a minimum, key procurement staff should receive training in sustainable procurement principles; sustainable procurement should also be included as a key part of the employee induction programme.

Case study 2 - Blackpool and Fylde College

A case study was developed by the Environmental Association for Universities and Colleges (EAUC) on the steps taken by **Blackpool and Fylde College** to ensure senior management buy-in for their sustainable procurement policy.

Further support:

The National Sustainable Public Procurement Programme (NSPPP) was developed by DEFRA in 2009. A package of courses for procurers, commissioners and senior managers has been developed, covering four key modules. Recommended trainers, who have completed the NSPPP training, are listed on DEFRA's **modules and trainer's** page.

Work with suppliers

Sustainability policy requirements should be made clear and transparent in tender notices, advertising procedures and any other relevant documentation.

Early engagement with suppliers of sustainable products and services is good practice, so that you get a good idea of what is available on the market and can work together with suppliers to identify innovative solutions and encourage sustainability down the supply chain.

Some examples of wording which could be used at the outset, when advertising a new tender include:

Example method statement - environmental and sustainable considerations

"The Authority through the delivery of its services to the community recognises that it can have a significant impact on the environment. In recognition of this responsibility the Authority has implemented an Environmental Policy and has achieved the Green Dragon Level 5 Award for its Environmental Management System that covers all aspects of the Authority's activities.

The Procurement Department will support the Environmental Policy by addressing the wider issue of Sustainability where it can influence the type and quantity of resources it consumes and its effect on the local economy.

To achieve these objectives the Procurement Department will seek to work with those suppliers that are adopting sustainable initiatives and policies that will reduce the environmental impact on the goods and services they provide."

Source: Police Procurement North West

Example introductory statement - sustainable development

"The Authority is very committed to achieving sustainable development goals through educating the supply chain, developing performance measures and sharing best practice. This is not a condition to working with the Authority now or in the future, nor part of the contract. It is however a commitment on our part to encourage and support sustainable development and we are committed to working with you to this end. The Authority very much hopes that you share this commitment and we will discuss sustainable development further with the successful Tenderer during the performance of any resultant contract...."

Source: MOD sustainable procurement commercial policy statement

http://www.aof.mod.uk/aofcontent/tactical/toolkit/downloadsindexed/susproc/susproc_cps.pdf

It is also good practice to signpost suppliers to appropriate support available to help them adapt to changing requirements in this area, and to ensure that, as far as is practicable, they have the opportunity to develop the capacity to meet any necessary and appropriate pre-qualification requirements introduced.

http://www.envirolink.co.uk/services/sustainable-procurement/

'Meet the Buyer' events/supplier workshops are a good way to bring together suppliers for a particular procurement area.

Case study 4 – supporting suppliers - Green Tick

A Green Tick, awarded by the Groundwork Pennine Lancashire, following a company's annual assessment, is an approach to encourage firms to improve their performance and help purchasers in the selection process. Incentivising is judged to be a critical aspect of sustainable procurement and the Green Tick could help to identify those firms keen to be recognised locally.

The Green Tick idea has caught the imagination of other Groundworks and if successful, could provide an inexpensive recognised regional standard, along the lines of the Cumbrian Green Tourism Award, to which local companies can aspire.

Further support

Envirolink Northwest provides specific support to assist organisations to use, specify and procure recycled content goods and materials. They can also help with drafting recycled content clauses into public sector procurement contracts.

Envirolink Northwest produces a number of sustainable product supplier directories, for example the **Microgeneration Directory**, and the **Recycled Content Products Supply Chain Directory**. The Buy Recycled Code team can advise further on sustainable products available. Contact the Buy Recycled Code team at **buyrecycled@envirolinknorthwest.co.uk**

The ENWORKS resource efficiency programme is available to all small and medium sized North West businesses, offering free, specialist environmental business support.

Break the traditional purchasing cycle!

Take a risk-based approach

Procurement can be classified as having a high or low 'environmental risk'. It is good practice to develop and implement a risk-based strategy to help focus on those categories of spend that have the greatest carbon impacts to help identify priority areas.

A sustainable procurement risk assessment can be used to identify the different sustainability risks associated with a particular purchase. Different spend categories can be identified as low, medium or high risk and appropriate processes implemented for each. In the first instance, it may be appropriate to focus on those areas of high environmental or reputational risk to your organisation

A typical risk assessment matrix is illustrated below:

Impact	Likelihood: Low		Likelihood: High
High	L/H = M	M/H = M	H/H = M
	L/M = L	M/M = M	H/M = H
Low	L/L = L	M/L = H	H/L = M

More details on a risk-based approach can be found here:
http://www.idea.gov.uk/idk/aio/69800

Further support

The Environment Agency has a range of sustainable procurement tools which they are happy to share with other organisations, including sustainability risk assessments. See their website for further information.

A **Sustainable Procurement Prioritisation Tool**, has been developed by NSPPP using a prioritisation methodology based on the work of the Sustainable Procurement Task Force. The tool aims to help prioritise action and identify key areas for focusing time and resources to embed sustainable procurement and manage sustainable risk.

Forum for the Future has produced guidance on how to map procurement areas against level of impact, and the ease of implementing a sustainable alternative:
www.forumforthefuture.org/projects/buying-a-better-world

Wakefield Council has developed a **Risk Log** template to identify key risks associated with procurement, focusing on eight key risk areas including the environment.

The NHS has developed a Sustainable Procurement Risk and Opportunity User Tool (SPROUT), the methodology of which is usefully summarised by the British Medical Association.

Case study 3 - Procurement Lincolnshire

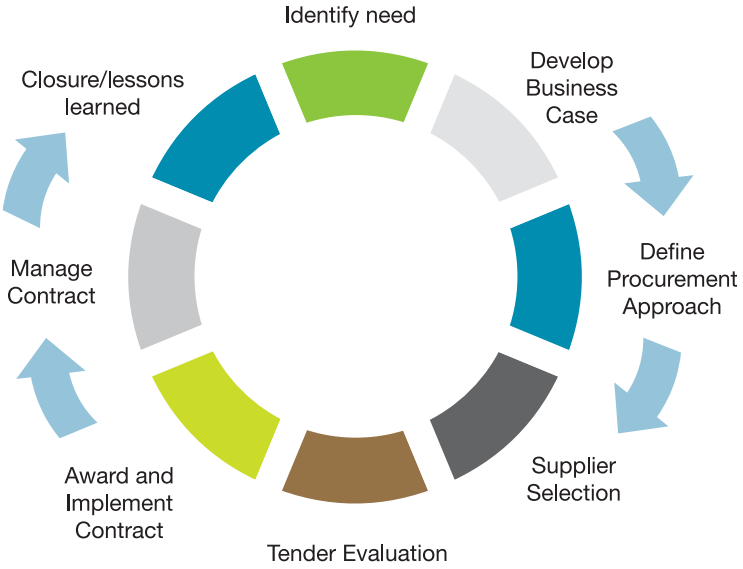
Procurement Lincolnshire has adopted an **impact assessment tool** (developed by the Environment Agency), which allows sustainability impacts to be taken into account throughout the various stages of the procurement cycle, and which can be applied to both goods and services.

Challenge the decision to procure

"If you've always done it that way, it's probably wrong." - Charles Kettering

It is often convenient to just repeat a purchase, based on information contained within previous tender documents. Throughout the procurement cycle, all procurement processes, including tender notices, bid assessment criteria, and contract documentation, should be frequently reviewed and re-drafted to ensure that future contracts reflect the social, economic and environmental commitments of the organisation.

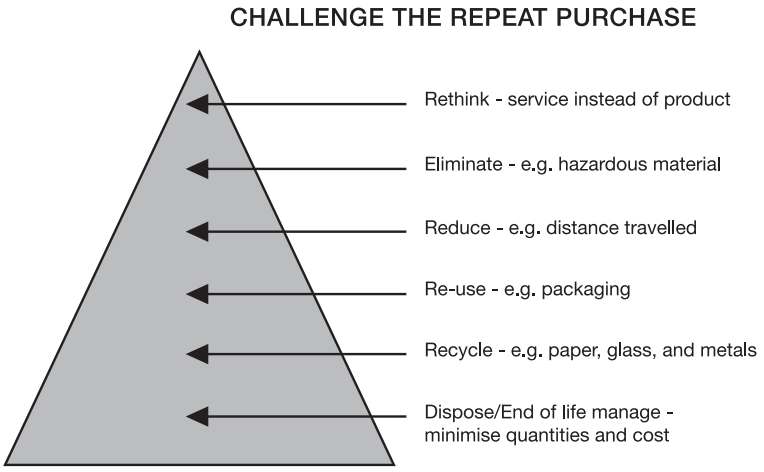
The procurement cycle



Source: Procurement essentials, 2003, Improvement and Development Agency

The optimum time to embed sustainability considerations into a public sector contract is when considering what to purchase, i.e. before EU public procurement directives apply.

A simple way to consider 'lower carbon' options is to follow the procurement 'waste hierarchy':



Source: Chester and West Cheshire Guide to Sustainable Procurement

At the specification stage it is feasible to request the following, as long as they are relevant to the contract and provided that the specification is non-discriminatory:

- ✓ Requirement of meeting certain standards (or equivalent) as a minimum
- ✓ Stating the type of materials to be contained in a product (e.g. wood/recycled materials)
- ✓ Avoidance of certain materials contained in or on a product
- ✓ Methodology and processes through which the product was created
- ✓ Running costs and waste associated with the product's lifetime/service
- ✓ Transportation costs associated with deliveries and local supply
- ✓ Disposal methods and waste costs associated with the lifetime of the product
- ✓ Prescribe that products must meet eco-label criteria, but must accept other forms of proof that label standard is met

It is good practice to define specifications by functionality and/or performance criteria, which define an outcome rather than specific technical criteria, as this provides an opportunity for potential suppliers to suggest more innovative solutions.

Annex 2 provides a checklist for sustainable purchasing of products, taken from Hyndburn Borough Council's Green Purchasing Guide.

Under procurement regulations, authorities can use eco-label criteria to help determine environmental specifications. It is not permitted to stipulate that products must have an eco-label certificate. Authorities can accept an eco-label certificate as proof of compliance, although other means of proof must also be accepted.

Criteria can be positive (must contain) or negative (must avoid), and it is important to ensure that all criteria can be effectively and fairly evaluated.

Where available, it is good practice to adopt established minimum product standards, such as those defined in the **Government Buying Standards (GBS)**, formerly known as 'Quick Wins', which comprise both a set of mandatory minimum standards at the market average level, together with best practice specifications. These are mandatory for all central government departments and their organisations.

Any minimum standards set must be specified in the contract notice and be proportionate to the subject matter of the contract.

Factors to consider before purchasing any good or service:

Rethink

- ✓ Do you really need to purchase the product or service?
- ✓ Are there alternatives to buying the product or service?
- ✓ Do you need the specified amount of the product/service you are purchasing?
- ✓ Does the product or service need to meet the specification currently used?

- ✓ Can existing resources be modified or refurbished?
- ✓ Is a collaborative approach feasible?

Reduce

- ✓ Ensure products are fit for the purpose intended
- ✓ Consider products which are durable and do not need to be replaced as frequently
- ✓ Ensure packaging is the minimum necessary for protection
- ✓ Avoid disposable products designed for single use
- ✓ Where possible choose products which have not been transported over long distances
- ✓ Seek equipment that is energy efficient, such as Energy Star rated products
- ✓ Choose low polluting alternatives to use of toxic chemicals, CFCs, ozone and other pollutants

Reuse

- ✓ Explore whether there are appropriate goods/services in other departments/organisations which could be put to use
- ✓ Specify goods which are repairable and easily upgraded
- ✓ Specify goods which come with clear and comprehensive maintenance, repair and operating instructions and which are supported with easily replaceable parts
- ✓ Consider suppliers that operate take-back schemes for end-of-life equipment and packaging

Recycle

- ✓ Specify products made from recovered or recyclable materials
- ✓ Purchase products which can be easily recycled
- ✓ Where possible, avoid products made from mixed materials that are more difficult to recycle
- ✓ Request use of recycled and recyclable packaging over less desirable alternatives such as polystyrene

Further support

The **Sustainable Procurement Information Network (SPIN)** has a number of useful tools to help local authorities improve their procurement process, including model specification clauses for food supply contracts, case studies and toolkits.

There are a number of networks which offer advice and support and an opportunity to share knowledge around developments in sustainable procurement, including the **Sustainable Procurement Cupboard**, used by practitioner networks from central Government, the NHS and local government to share best practice.

Internationally, there is also some good guidance available. **Greening the Blue** was launched in 2010 by the UN to raise awareness of the importance of sustainability and includes details of the UN's approach to sustainable procurement.

Useful information on eco-labels:

- DEFRA's Consumer Products and the Environment: **http://ecolabel.defra.gov.uk/**
- Environmental Labels Exchange: **www.brookes.ac.uk/eie/ecolabels.htm**
- Global Ecolabelling Network (GEN): **http://www.globalecolabelling.net**

Forward Commitment Procurement is a procurement model, designed mainly for the public sector, which looks at purchasing from the outcome based specification need instead of purchasing for the immediate perceived need. It addresses the common stalemate where organisations require products or services that are either not available or are at excessive cost.

Four projects are currently being supported through this process:

- Wakefield MDC looking into a park drainage solution
- Rotherham NHS Trust looking at future ward lighting solution
- Nottingham University Hospital low carbon energy solution

ESPO have led a procurement exercise to establish a dedicated 'Sustainable Products Catalogue' which incorporates a wide range of 'environmentally friendly' products which have been procured in compliance with the EU procurement legislation.

Ask the right questions!

At the PQQ stage it is good practice to include open-ended questions to allow bidders to provide additional supporting information. It is not feasible to ask about suppliers' general policies on sustainability or the environment where this goes beyond what is necessary to assess their capacity to perform the particular contract.

Case study 5 - Blackburn with Darwen LSP sustainable procurement policy and example PQQs

In 2010, Blackburn with Darwen LSP created a partnership to work together to produce a sustainable procurement policy and set of environmental criteria for public sector partners to use in the procurement of goods and services.

A guidance document entitled **"Keep it simple, and just do it!"** provides helpful hints and tips for those organisations wishing to do something similar, detailing the steps that Blackburn and Darwen went through, and sound guidance on the lessons learned.

Blackburn with Darwen Strategic Partnership Procurement Policy is included within the guidance document, providing a good example of what a sustainable procurement policy document should look like, with a clear vision, objectives, measurement and ownership.

There is also an example of a long and short version of a standardised Pre-Qualification Questionnaire (PQQ), which was developed with open-ended questions, to allow suppliers to expand upon their responses and provide appropriate evidence. The questions are self-explanatory and straightforward for SMEs to understand and to demonstrate their actions.

For more information on the project you can contact:

Gwen Kinloch, Blackburn with Darwen Borough Council **gwen.kinloch@blackburn.gov.uk**

Louise Marix Evans, Quantum Strategy & Technology **louise@quantumst.co.uk**

Sylvia Richardson, Blackburn with Darwen Council **sylvia.richardson@blackburn.gov.uk**

Example wording for PQQ questions

Do you operate a documented environmental management system? Yes/No

If you do which of the following statements best describes it? (Please tick box)

A) It has effective management processes and procedures to manage the significant environmental impacts of our business. ☐

B) It defines the significant environmental impacts of our business but only has plans for the introduction of effective management processes and procedures. ☐

C) It only identifies the environmental impacts of our business. ☐

D) None of the above. ☐

Please provide evidence that you can meet the environmental requirements of the contract.
Source: OGC model core PQQ

"Where relevant to the project to be delivered, please outline what achievements you have made in the area of sustainability or examples of previous related sustainable development practices. Include quantitative achievements wherever possible and details of targets and objectives which have been met."
Source: Copeland Borough Council

"Please advise how you will ensure that the service you deliver is provided with a low carbon ethos – reducing carbon and other greenhouse emissions, in support of our local 'Climate Change Policy'."

"Please advise how you will ensure that your supply chain supports your approach."

"Please advise how you will measure, report upon and reduce your (and your supply chain's) carbon and other greenhouse gas emissions associated with this project."
Source: NWIEP Briefing Note: Use of Economic, Environmental and Social Clauses within Procurement (2009)

"Please state whether there is, or will be, an environmental policy and/or "green" policy for any service likely to be provided in the proposed project. If so, please state which parts of the service the policy relates to. Please state whether your organisation operates an Environmental Management System (EMS) and if so, whether the EMS meets the standards in BS7750, ISO14001, EMAS or equivalent."
Source: London Borough of Croydon

"Does your organisation or your suppliers take part in the Eco-Label scheme? If so, do you use the flower logo on your products and can you explain in 100 words or less what benefits purchasing Eco-Label products would bring to this contract.

Please see the link below for more information.
http://ec.europa.eu/environment/ecolabel/about_ecolabel/what_is_ecolabel_en.htm
Source: Cumbria County Council

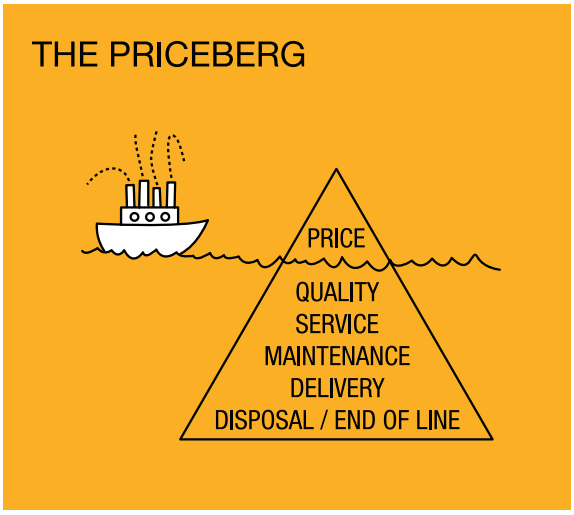
Further support

Within its **Guide to Green Procurement**, Envirowise has developed a 'traffic light' toolkit to provide a simple method of identifying whether organisations are adopting green procurement methods, to help make decisions and improve performance.

Let suppliers know how you will score them!

Procurement decisions made solely on the basis of cost are effectively more inefficient than they are efficient. These types of decisions are unlikely to have the wider policy impacts of more considered cost, quality, and benefit focused ones.
Source: Centre for Local Economic Strategies (CLES)

Many products can have hidden costs. It is not enough simply to take the initial purchase price as the total cost. Good procurement practice requires that all of the costs associated with the procurement be taken into account – considering factors such as operational, maintenance and disposal costs as the diagram below illustrates:



Source: Stuart Davies

Include environmental criteria in tender evaluations

There are two ways in which tenders can be evaluated, either by lowest price or by MEAT (most economical advantageous tender). In order to achieve sustainability in procurement, tenders should be evaluated by MEAT.

Any scoring scheme used should be made available to potential suppliers at the time when the PQQ is issued.

The following are examples of how tender submissions could be scored to ensure fair weighting is given to those suppliers providing more sustainable solutions.

Mark	PQQ Scoring Guidance
10	Well structured response showing a good understanding of social, economic and environmental priorities, very good ability and sympathy with sustainable procurement, good ability to innovate.
7.5	Clearly structured response showing an understanding of social, economic and environmental priorities, good ability and sympathy with sustainable procurement, some ability to innovate.
5	Relatively unstructured response which is receptive to social, economic and environmental priorities, some ability, experience and sympathy with sustainable procurement, little interest in innovating.
2.5	Unstructured response which is limited only to the regulatory requirements of social, economic and environmental priorities, little ability or sympathy with sustainable procurement, little ability to think innovatively.
0	Incoherent response which is limited only to the minimum regulatory requirements of social, economic and environmental priorities, very little ability and no sympathy with sustainable procurement, no ability to think innovatively.

Source: MOD sustainable procurement commercial policy statement:
http://www.aof.mod.uk/aofcontent/tactical/toolkit/downloadsindexed/susproc/susproc_cps.pdf

There is a further example developed by Blackburn with Darwen LSP in case study 5.

Case study 6 – Manchester City Council

Manchester City Council has been at the forefront of embedding the notion of sustainable procurement into reality. Manchester uses economic, environmental and social clauses within its commissioning and procurement process that ensures that all contracts are awarded on the basis of the “most economically advantageous”.

Since December 2009 a minimum of 10% of the overall available score is now allocated to sustainability on the evaluation of all major contracts processed through Corporate Procurement.

In 2009 the Centre for Local Economic Strategies (CLES) was commissioned by the Council to undertake research to develop an innovative methodology for understanding the benefits of procurement spending and engaging suppliers. The CLES offered recommendations as to how Manchester could move towards more progressive procurement practices across the local authority.

The final report can be downloaded at:
http://www.cles.org.uk/wp-content/uploads/2011/01/The-power-of-procurement.pdf

Develop your suppliers

Include 'sustainable' or 'green' contract clauses

It is permissible under EC procurement regulations to write special conditions into contracts relating to environmental and social considerations, provided that these relate to the performance of the contract after it has been awarded and do not discriminate against suppliers.

The conditions must not play a role in determining which supplier wins the contract – all suppliers in principle should be able to adhere to the conditions and they should be covered in the price of the contract.

'Low carbon' clauses can be included to require suppliers to carry out certain obligations in relation to sustainability, for example:

- ✓ a requirement to take back packaging
- ✓ delivery / packaging of goods in bulk rather than by single unit
- ✓ delivery of goods in re-usable containers
- ✓ collection, take-back recycling or re-use of waste produced during or after use, or consumption of a product by the supplier
- ✓ transport and delivery of chemicals (like cleaning products) in concentrate and dilution at the place of use
- ✓ a mode of environmentally sound transport can also be specified in a contract clause if, in the specific circumstances of the contract, it does not lead to discrimination
- ✓ deliveries made outside of peak traffic times
- ✓ development of a sustainable improvement plan
- ✓ environmental performance indicators

It is important to monitor the agreed sustainability requirements throughout the lifetime of the contract, to ensure that these requirements are being met and to avoid the risk of them merely being seen as 'add-ons'.

Example wording

Use of recycled materials:

"The successful contractors will work to agreed Key Performance Indicators that will be developed in line with best practice and London Remade recycling initiatives. Including:

a) waste materials such as bi-products and materials excavated from site will be recycled where possible;

b) recyclable materials will be specified in the schedules of rates where economically viable."
Source: Street Scene (Highways / Footways / Street lighting). Gateway Review Point 2 October 2005 (awarded January 2007). Extract from RP2 report

Return of empty items to the supplier

"..... the council is committed to finding ways by which to increase the recycling of waste so that less tonnage is sent to landfill and materials are not wasted needlessly. As such, at the end of a product's life, it should be possible for the council to return that item to the contractor for reuse and/or recycling, if the council does not have the capability to recycle those materials itself. The contractor should develop procedures to allow for arrangements to be made in order to return used items and also clearly define any costs that the council may incur as part of the service....."
Source: Leeds City Council Example Tender Documentation Wording

Reducing transport emissions (in contracts where deliveries are an essential element)

".....we are keen to reduce the impact of our service providers' deliveries by favouring those organisations that can demonstrate progress in the area of sustainable fleet management. Therefore, we welcome bidders to explain the methods they deploy in order to reduce, or offset, the emissions associated with their deliveries and/or those of their suppliers. The evidence provided will be scored....."
Source: Leeds City Council Example Tender Documentation Wording

Continued improvements

1.2 The Supplier shall, within three months of the date of this Agreement, submit a Sustainable Procurement Plan to the Council's representative for approval, which approval shall not be unreasonably withheld.

1.3 The Supplier shall carry out the Services in accordance with the approved Sustainable Procurement Plan.

1.4 The Council may monitor the Supplier's compliance with the requirements of this clause and, for the avoidance of doubt; any failure by the Supplier to comply with such requirements shall be deemed a breach of a material term or condition of this Agreement for the purpose of clause XX (termination).

1.5 The Supplier shall ensure that the provisions of this clause X are incorporated in any sub-contracts, and that the employees, agents or representatives of all or any of the sub-contractors comply with the same."
Source: Hackney Borough Council

Section 3: Good Practice Guides

Landscaping / Horticultural Services

What is the issue?

Sustainable landscapes feature healthier, longer-life plants that rely less on chemical pesticides and fertilisers, minimise water use, and reduce waste generation and disposal. They also require less maintenance, and when managed properly can alleviate groundwater and air pollution problems.

The use, supply, storage and advertisement of pesticides are regulated by a number of pieces of legislation including the Control of Pesticides Regulations (COPR) and Plant Protection Products Regulations (PPPR). The use of pesticides is also regulated by COSHH (the Control of Substances Hazardous to Health).

Peat bogs are very important habitats which maintain many rare plants and wildlife and are a means of reducing the effects of flooding as they absorb and hold excess water. Peat bogs also act as 'carbon sinks,' capturing and storing carbon. When they are destroyed they release this carbon into the atmosphere, contributing to climate change.

Government Buying Standards

The **Government Buying Standards** specifications for horticulture services were published in March 2011. They take into account key environmental impacts from horticulture and park services and cover the following:

- Soil improvers
- Media products

- Invasive non-native species
- Hazardous substances
- Peat
- Organic ingredients
- Ornamental plants
- Irrigation systems
- Garden machinery

What else can be done?

- ✓ Only use peat for bedding plants or when a plant needs to be purchased from a specialist nursery or grower and the plant is only available grown in peat
- ✓ Do not use pesticides or herbicides unless essential and if so, give preference to non-residual pesticides that break down in contact with the soil
- ✓ If using pesticides or herbicides, ensure that they are managed and applied strictly in accordance with manufacturers' recommendations and following a COSHH assessment
- ✓ Give preference to native plant and tree species where possible and consider the need for adaptation to climate change
- ✓ Ensure that anyone, including contractors who should hold a Certificate of Competence as required by the Control of Pesticides Regulations 1986, involved in the specification and use of pesticides, has adequate training in their use – relevant certificates should be provided
- ✓ Avoid all pesticides on the UK Red list and the European Union Black list of hazardous substances
- ✓ Use natural weed control where possible such as cutting, mowing, manual weeding and applying mulches around plants to suppress weed growth
- ✓ Grass cycle turf areas by leaving grass clippings on the lawn which release valuable nutrients back into the soil. This will reduce water and fertilizer usage and green waste generation as well as maintenance costs
- ✓ Prune selectively to maintain natural growth patterns using natural pruning techniques in the proper season
- ✓ Reuse organic materials i.e. use prunings and clippings as mulch on the landscape and use on-site composting
- ✓ When purchasing mulches and composts, consider products with the highest recycled green waste content
- ✓ Retrofit inefficient landscapes - establish new landscape plantings with more low-maintenance and drought-tolerant plants

Source: adapted from **http://www.ciwmb.ca.gov/Organics/landscaping/**

Case study 7 - Blackpool Council

In a recent tender for green space management of Blackpool Council Housing managed areas, the following clauses were included within the performance standard specification.

Green waste

"The Contractor shall be required within his Method Statements to submit proposals for recycling of green waste. This shall include chipping, shredding and/or composting of uncontaminated organic plant material such as horticultural debris, arisings from tree and shrub pruning, etc. Such work may be sub-contracted.

Re-use of such material within the Contract for horticultural purposes may be permitted at the discretion of the Authorised Officer, and suggestions should be included as part of the submitted Method Statements."

Prevention of pollution

"Notwithstanding any legal requirements that may apply under the Control of Pollution Act, the Contractor shall have a general duty to take all reasonable precautions to avoid pollution of the atmosphere, watercourses, or land by the discharge or deposit of any solid, liquid or gaseous substance arising from their performance of the Services. The Contractor will be held liable for any damage so caused and the cost of removal or rendering harmless and any other necessary remedial treatment will be borne by the Contractor."

Leaf clearance

"Leaves must be removed from grass areas before they start to rot, and should be composted if possible. The Tenderers' views on composting, and how it is to be achieved or not, will be expected in the Method Statements."

Case study 8 – St Helens Council

St Helens Council's specification for bedding and tree/shrub supply contracts, recently renewed, contained several requirements related to green issues.

The tendering process required the companies in question to submit their environmental policies, which played an important role in evaluating the bids. Such issues included:

1. Peat reduction and evidence of trials of other products
2. Water consumption and supply
3. Recycling policies

Specification clauses included:

"St Helens Council promotes reusable and recyclable products through its purchasing policies and would wish to discuss proposals for the collection and re-use of co-extruded bags and containers with the successful tenderer."

"St Helens council may award the contract to any supplier who currently uses composts which have a similar composition to the table below or who can demonstrate a willingness to work towards these goals.

Peat	Compost*	Bark	Magnesium limestone (dolodust)	Ammonium nitrate	Controlled release fertiliser
45%	33%	22%	0.5 g / l	0.5 g / l	4 g / l

A reduced peat compost mix containing a minimum of 55% recycled materials of which 33% is green waste compost."

"If the successful tenderer is unable to meet these specifications, St Helens Council may wish to refer the company to Envirolink Northwest who will be able to provide the relevant technical data and chemical analysis and assist with any enquiries or concerns. Contact details: 01925 813 200, www.envirolinknorthwest.co.uk"

Further information

In April 2011, DEFRA issued a new code of practice on invasive plant species: **Helping to prevent the spread of invasive non-native species – Horticultural code of practice.**

WRAP has produced a detailed guidance document of compost specifications for the landscaping industry, including technical and general specification criteria to meet PAS 100:2005, minimum quality criteria for composted products: **http://www.wrap.org.uk/downloads/CompostSpecificationsLandscapewithPAS1002005.df06fa17.285.pdf**

Guidance on alternatives to using peat: **http://www.direct.gov.uk/en/Environmentandgreenerliving/Greenerhomeandgarden/Greenergarden/DG_064415**

Envirolink Northwest can provide advice on composts with recycled content which are available from North West suppliers. Contact **buyrecycled@envirolinknorthwest.co.uk**

Pesticide Action Network: **www.pan-uk.org**

Pesticides Safety Directorate: **www.pesticides.gov.uk**

Section 3: Good Practice Guides

Timber

What is the issue?

Forests and woodlands around the world are being destroyed, not only to meet demand for timber and timber-based products, but also to clear the way for large scale agriculture.

Approximately 6-19% of the timber imported into the EU is from illegal or suspicious sources[5].

Forests store large quantities of carbon and when destroyed they release this carbon into the atmosphere. Forests also play an important role in regulating global climate; continued destruction of forests around the world reduces their ability to perform this vital function.

"By implementing a responsible timber purchasing policy, you can reduce your environmental footprint and make a significant contribution to protecting the world's forests and the local communities they support. Furthermore, it does not need to cost the earth and you could support the green agenda in general."
Source: Central Point of Expertise for Timber Procurement (CPET)

Government Buying Standards

Timber must be purchased in accordance with **UK timber procurement policy**. Only timber and timber products originating either from independently verified legal and sustainable sources or from a licensed Forest Law Enforcement Governance and Trade (FLEGT) partner can be purchased. Recycled timber is also accepted.

[5] Source: WWF

The Government funded **Central Point of Expertise for Timber Procurement (CPET)** has considered a number of certification schemes, and has listed four as meeting both legal and sustainable criteria. These are:

- Canadian Standards Association
- Forest Stewardship Council (FSC)
- Programme for the Endorsement of Forest Certification (PEFC)
- Sustainable Forestry Initiative

What else can be done?

- ✓ Make it clear in the specification that timber must be from a legal and sustainable source[6]. You cannot specify that timber should be FSC certified but you can specify that you require 'certification or equivalent evidence'
- ✓ Consider using recycled or reclaimed timber where appropriate
- ✓ Do not buy tropical hardwoods
- ✓ Always consider the repair or re-use of timber products before making a new purchase
- ✓ When buying plywood or chipboard, check that they are manufactured with low (or none at all if possible) formaldehyde resins, and that they are sourced from sustainable forests
- ✓ Ask the supplier to provide evidence of a chain-of-custody (CoC) certificate; if the timber is certified, the supplier should be able to provide this as verification that the timber product is from a well managed forest. The timber will not necessarily carry the logo of the certifying organisation, but the supplier may include on the invoice a CoC certificate number; if they do not provide this number ask the supplier to provide this information and to include it on any future invoices

Suggested wording for inclusion in tender documents

The Central Point of Expertise for Timber Procurement (CPET) has developed a **Model Contract Specification Clause** for sustainable timber and a **Model ITT Letter Paragraph on Timber**.

Further information

The following link provides detailed guidance on how to check evidence of compliance with a sustainable timber procurement policy: **http://www.cpet.org.uk/files/Checking_evidence.pdf**

The CPET website provides further information on how to assess evidence to demonstrate that products come from both a legal and sustainable source: **http://www.proforest.net/cpet**

Friends of the Earth have compiled a list of different types of wood assessing how endangered each type of wood is: **http://www.foe.co.uk/campaigns/biodiversity/resource/good_wood_guide/wood_timber_types_a_to_g.html**

[6] The only way to guarantee that the timber or timber-based products are from sustainable and legal sources is if the product has been independently certified.

Forest Stewardship Council: **www.fsc-uk.org**

Forests Forever: **http://www.forestsforever.org.uk**

Red list of threatened species: **www.iucnredlist.org**

Timber Trade Federation: **www.ttf.co.uk**

World Wildlife Federation: **http://www.wwf.org.uk**

Timber Procurement Guidance Note (the TPAN, April 2010).

Case study 9 – Durham County Council

Local authorities are beginning to recognise the importance of procuring timber from sustainable sources. In the North East, CPET has been working with the North East Improvement and Efficiency Partnership (NEIEP) to develop and introduce sustainable timber procurement policies into local authorities in the region.

The initial pilot of the initiative was conducted with **Durham County Council** who developed a policy in line with the UK Government timber procurement policy. The success of this initial endeavour led to a roll out of the policy across the region with the North East Procurement Organisation (NEPO) and several other local authorities are now moving towards adopting the policy.

CPET is working with WWF and the Timber Trade Federation (TTF) to encourage local authorities to adopt sustainable timber procurement policies, and together offer a range of services and toolkits to aid implementation. The CPET website (**www.cpet.org.uk**) has a section dedicated to local authorities and contains case studies and model policies. CPET also runs a helpline which is free of charge for public sector buyers or suppliers of timber or timber products to the public sector, and delivers free training workshops at various locations throughout the UK.

Section 3: Good Practice Guides

Furniture

What is the issue?

Furniture is usually made of timber, plastic, metal and upholstery.

Environmental impacts of furniture during manufacture include:

- The use of non-renewable resources
- Blowing agents (HCFCs) and flame retardants used in plastic production
- Discharges to air, land and water during the furniture manufacturing process
- The use of pesticides and brominated flame retardants during textile production
- Emissions to air and water from solvents and chromium during the leather lacquering process

Source: **remanufacturing.org.uk**

Government Buying Standards

The **Government Buying Standards** cover the following impact areas:

- Wood and wood-based materials
- Plastic parts
- Surface coating of wood, plastic and/or metal parts
- Adhesives and glues

- Formaldehyde in panels
- Textile materials
- Durability, reparability, fitness for use and ergonomics
- Packaging materials
- Preservatives (for outdoor furniture only)
- Polyurethane foam

Any wood used must follow the Government policy on timber – essentially meaning that it must be from sustainable forests.

What else can be done?

- ✓ Give preference to furniture which is certified by eco-labels such as Nordic Swan or German Blue Angel
- ✓ Give preference to use of recycled plastics and metals
- ✓ Standardise furniture colour, size and style to increase the ease of re-use and use
- ✓ Dispose of damaged furniture in the most environmentally sound way

Suggested wording for inclusion in tender documents

"...All plastic parts >50g shall be marked for recycling according to ISO 11469 or equivalent and must not contain additions of other materials that may hinder their recycling..."

"...Products carrying the Nordic Swan eco-label will be deemed to comply. For products which do not carry this label, bidders must provide a description of the plastic materials that are present and the quantities used, the way in which they are labelled and how they are attached to one another or to other materials..."

"...Any other appropriate means of proof demonstrating that the criteria are met will also be accepted, such as a technical dossier from the manufacturer, a test report from a recognised body showing compliance, or a declaration from the manufacturer. 'Recognised bodies' are test and calibration laboratories and certification and inspection bodies which comply with applicable regional, national and/or international standards..."

"... Furniture pieces must be recyclable or adequate for re-use. To ensure this, the pieces must be made of materials that can be easily separated for recycling purposes...."

"...The bidder and the manufacturer of the final product(s) are required to demonstrate the existence and public availability of a written corporate environmental policy, consistent with ISO 14001 (International Organisation for Standardisation), or equivalent..."

Case study 10 – Cumbria County Council

In 2010 Cumbria County Council went out to tender for a general furniture framework which included Lots for Office Furniture, Educational Furniture and Folding Dining Furniture. The overall goal was to award the framework to sustainable and environmentally companies supplying sustainable and environmentally sourced products (where possible).

The initial PQQ included a number of questions for prospective suppliers focusing on environmental management objectives and use of eco-labelling schemes.

The product specification included an emphasis on recycling, tracking of the timber and carbon reduction, including statements such as:

"Cumbria County Council is keen to work with contractors who can offer furniture that has been manufactured using materials from sustainable sources. Tenderers are required to state which of their ranges / models meet the following criteria:
a) Environmentally friendly furniture products equivalent to the specification required
b) Eco-friendly furniture products from sustainable sources

F.S.C. 80% accreditation is the minimum requirement although if you are working towards or have accreditation of 99% then please provide evidence.

Suppliers must be able to demonstrate FSC Chain of Custody Certification for the specific range(s) of furniture offered."

Within the contract, a specific clause was included for the removal and recycling of all packaging:

*"**All** packaging must be removed from the premises and taken to a recycling centre where possible. Please confirm that you will adhere to these requests within your tender submission."*

Further information

Envirolink Northwest can provide advice on products with recycled content which are available from North West suppliers. Contact: **buyrecycled@envirolinknorthwest.co.uk**

Lewisham Council has a sustainable furniture policy: **http://www.lewisham.gov.uk/Business/TendersAndContracts/Procurement/SustainableProcurement.htm**

Greening the Blue – UN guidance on procurement of furniture:
http://www.greeningtheblue.org/sites/default/files/furniturebasiccriteria_0.pdf

London Centre of Excellence (LCE) has developed a toolkit providing step by step guidance on **How to dispose office furniture in a more sustainable manner**. It includes specifications, tender evaluation criteria and key performance indicators which can be used for similar contracts.

Section 3: Good Practice Guides

Cleaning Services

What is the issue?

Many chemicals contained in cleaning products are toxic and can have negative impacts on the environment. The following is a list of common ingredients in cleaning products that are known issues for the environment. Source: The Laundry Alternative 2005

- Optical brighteners – give the appearance of cleaning without having any actual cleaning properties; they do not readily biodegrade, are toxic to fish which can lead to bacterial mutations, and can cause skin allergies
- Artificial chlorine products, such as polychlorinated biphenyls (PCBs), bleach (sodium hypochlorite) and toilet blocks (paradichloro-benzene), can be toxic, persisting in the environment and thus accumulating in organisms, and can produce highly toxic dioxins during their manufacture (Koppe and Keys 2001)
- Synthetic perfumes and colours – they are made from petroleum and do not degrade, can be toxic to fish and mammals, are linked to allergies and can be organic pollutants
- Volatile organic compounds (VOCs) are air pollutants and contribute to smog production, which can damage vegetation and ecosystems (EEA 1998)
- Phosphates – used to remove hard water and work as a deflocculating agent, they contribute significantly to eutrophication of waterways, causing algal blooms, which starve fish and other aquatic life of oxygen, turning water toxic for animals to drink
- Synthetic surfactants – they are slow to biodegrade, and come from non-renewable petroleum-based sources; some are carcinogenic or release carcinogenic substances during their manufacture, and have been implicated in other health problems

- NTA (nitrilo-tri-acetate) – not readily biodegradable and a suspected carcinogen
- EDTA (ethylene-diamine-tetra-acetate) – used to reduce water hardness and prevent bleaching agents becoming prematurely active, it does not readily biodegrade, can re-dissolve toxic heavy metals trapped in underwater sediments, and is a suspected carcinogen

Government Buying Standards Guidelines

Cleaning products should be:

- 90% biodegradable in five days
- Should not have been tested on animals

Cleaning products must not contain:

- Petroleum base
- Phosphates
- EDTA (ethylene-diamine-tetra-acetate)
- NTA (nitrilo-tri-acetic acid)
- Optical brighteners
- Chlorine bleaches
- Synthetic perfumes or colours
- VOCs (Volatile Organic Compounds)
- APEs (alkyl phenol ethoxylates)

What else can be done?

You can cut down on packaging, waste and the amount of transport needed by:

- ✓ Buying in bulk
- ✓ Buying concentrates
- ✓ Asking manufacturers to produce refillable versions
- ✓ Avoid PVC packaging and ask for containers made from recycled materials or containers that can be recycled
- ✓ Training staff on appropriate use and ‘dosage’ of products
- ✓ Select the use of cleaning devices that do not require the use of chemicals as a priority over chemical cleaners, where health and hygiene is not compromised
- ✓ Suggest a preference for cleaning products that are water or plant based, which reduces the amount of ozone depleting substances and VOCs
- ✓ Electrical cleaning equipment should be energy efficient and designed for ease of recycling, with replaceable or washable filters and bags

An estimated 250,000 tonnes of detergent were saved across Europe by the implementation of the AISE Code of Good Environmental Practice, encouraging the determination and use of correct dosages. *Source: AISE 2003*

Suggested wording for inclusion in tender documents

"...regular staff training on the proper use of cleaning devices and the appropriate dosage and dilutions of chemical cleaners must be provided to ensure the minimum required use of chemical cleaners..."

"...cleaning products should be contained in refillable and recyclable packaging, which should be removed through a producer take-back scheme or transferred to a local recycling facility at the end of its useful life..."

"...combined disinfectant and cleaners shall not be permitted..."

"...cleaning products should be contained in a pump spray, not aerosol..."

"...products should contain clear labelling and information on use and disposal..."

"...We expect the contractor to adopt the following good practice:-

- Use chemicals which are phosphate free
- Use pump sprays rather than aerosols where possible
- Avoid toilet blocks that contain paradichlorobenzene
- Avoid petroleum based products where possible, particularly those that contain the foaming agents NTA and EDTA
- Substances, which are water based or low in solvents, are preferred
- Avoid chlorine-based bleaches
- Minimise waste wherever possible
- Co-operate with the Council with respect to new opportunities and developments on use of environmentally more sustainable materials, expansion and use of recycling services and energy saving opportunities..."

Case study 11 – Liverpool City Council

Liverpool City Council has adopted an 'Enviro' range of cleaning products which has a significantly lower environmental impact in terms of how it is manufactured, delivered and used.

Sefton Borough Council led the tender for the supply of cleaning materials for all the Merseyside Authorities.

The following clause was included within the tender:

"The Merseyside Collaboration Group is committed to minimising the impact on the environment by complying with the minimum standard of environmental legislative and regulatory requirements in the procurement of products, works and services, but will endeavour to achieve higher levels of good environmental practice by sensitive purchasing, and the promotion of environmental awareness wherever possible.

Therefore:

The group is committed to the compliance with all environmental legislative and regulatory requirements in the procurement of products, works and services;

will promote environmental awareness among suppliers and contractors, and to encourage them to offer less environmentally damaging products and services at competitive prices;

encourage the purchase of less environmentally damaging products where these are viable, and cost-effective, and generally favour those products made from recycled materials."

Further information

AISE (2003) Implementation of the AISE Code of Good Environmental Practice: **http://ec.europa.eu/enterprise/sectors/chemicals/files/reports/final_aise_en.pdf**

The Laundry Alternative (2005): Are Leading Brand Laundry Detergents Environmentally Friendly?: **www.laundry-alternative.com/detergentsinfo.html**

Section 3: Good Practice Guides

Vehicles and Transport

What is the issue?

In 2008, road transport was the source of 18.9% (118.4 million tonnes) of total UK greenhouse gas (GHG) domestic emissions. *Source: DfT*

The Energy Saving Trust estimates that an organisation with a fleet of 100 vehicles could save up to £90,000 each year by implementing green fleet practices.

The **Clean Vehicle Directive** introduces sustainability obligations on all purchase decisions by public authorities and private operators concerning vehicles for public transport use. This takes into account the impact of energy consumption, CO_2 emissions and pollutant emissions affecting air quality, integrated over the entire lifetime of vehicles. The Directve came into effect in December 2010 and is expected to be transposed into UK law in the very near future.

Local authorities are encouraged to participate in the trials or adoption of new vehicle technologies.

Government Buying Standards

The new **Government Buying Standards for Transport** were published in November 2010 and became mandatory for central Government departments from February 2011.

The standards cover mandatory criteria and best practice guidance for cars, vans, buses and waste collection vehicles.

What else can I do?

- ✓ Develop a sustainable travel policy for your organisation
- ✓ Cut down the number of journeys made by car - choose feasible alternatives i.e. video conferencing or other modes of transport
- ✓ Consider setting up a car sharing scheme
- ✓ Reduce fuel consumption, through implementing driver awareness training in your organisation
- ✓ Ensure all fleet vehicles are regularly maintained and serviced so that they run efficiently
- ✓ Consider purchasing an alternative fuel pool cars, such as sustainable biofuel
- ✓ Support the shift to low carbon and electric vehicles through the introduction of infrastructure such as on-street charging points

Suggested wording for inclusion in tender documents

"Vehicles, machinery and equipment procured and used for this contract to meet Euro 5 emissions standard and for vans and cars have CO2 emissions near or below 120g/km."
Source: Bracknell Forest

"Vehicles should have the capability to use renewable energy (biofuels, renewable electricity or hydrogen) from renewable energy sources."
Source: AGMA

"All drivers must be trained (by a recognised institution) on environmentally-conscious driving on a regular basis to increase fuel efficiency."
Source: AGMA

A draft specification for low carbon light goods vehicles was developed as part of a **Light Goods Vehicle – CO_2 Emissions Study** undertaken by AEA technology in 2010.

Further information

The **European Commission** has set up a new website to identify greener vehicles. The Clean Vehicle Portal is intended to help with compliance under the new legislation. The portal provides information on legislation for clean and energy efficient vehicles at EU level across Member States. It also provides access to technical data with the aim of facilitating joint procurement.

The Local Sustainable Transport Fund, with £560 million capital and revenue funding available over four years, enables local authorities to deliver solutions that build strong local economies, and address at a local level, the urgent challenge of climate change, delivering cleaner environments, improved safety and increased levels of physical activity.

The **ACT ON CO_2** website lists the ten lowest CO_2 emitting cars in each class and also offers tips that employees can adopt to drive vehicles in a more fuel efficient way. The Energy Saving Trust have put together a document on 'The Benefits of Cleaner Vehicles'.

DfT has developed a basic **carbon tool** for local authorities to assist them in demonstrating the carbon benefits of transport interventions in their areas. The tool fully supports local authorities in making their own decisions about the carbon benefits of small scale interventions, and enables them to input their own assumptions and data from best estimates of take-up and effects for their areas. The tool also brings together in one place, central research on local transport and carbon, improves access to national transport data which can impact on emissions, and simplifies carbon appraisal guidance.

The Vehicle Certification Authority has launched a Van Fuel Data website, which allows buyers to check and compare the fuel consumption and emissions performance of any new van in the UK, alongside tips for van buyers on how to choose the right van for their needs.

The Fleet Forum for the United Nations Environment Programme has developed a product sheet - **Sustainable Procurement Guidelines for Motor Vehicles**.

Up to £30 million of funding is being made available to facilitate the provision of electric vehicle charging infrastructure through the 'Plugged in Places Infrastructure Framework'.

The DfT provides funding to the Energy Saving Trust to provide smarter driving training and to offer free, independent advice to organisations to help them implement green fleet policies.

Case study 12 - AGMA Vehicle Procurement

As part of a review of vehicle procurement across AGMA, consideration is being given to ensuring all new vehicles purchased adhere to applicable comprehensive Government Buying Standards (GBS) criteria. Other criteria on fuel efficiency and energy efficient options, such as low resistance tyres are also being considered.

The following specific clause has been included within the tender notification for the overall framework: *"Please detail how your Organisation would ensure the availability of supply of energy efficient vehicles as per the requirements of the Clean and Energy Efficient Vehicle Directive CM/FMT/08/5046/L2."*

Section 3: Good Practice Guides

Lighting

What is the issue?

Lighting accounts for 19% of global electricity consumption. It would be technically feasible to save about 50% of this energy; if only 30% of the technical potential were realised, 260 million tons of CO_2 would not be emitted into the atmosphere. *Source: BIS*

Energy saving light bulbs can be a proven way to reduce bills and reduce consumption of raw materials, due to their longer life span.

It is thought that by 2018 solid state lighting will account for 32% of the global lighting market.

Light-emitting diodes (LEDs) will eventually replace halogen and tungsten lamps and could replace many compact fluorescent lights (CFLs) - "UK's Low Carbon Transition Plan" of 15 July 2009 concluded, "central Government and the public sector must lead the way in reducing their own emissions using targeted financial support to support a series of demonstration sites across the public sector estate, in major public buildings...including accelerated deployment of ultra efficient solid state lighting."
Source: Furness Enterprise Partnership

Benefits of solid state lighting include:

- Low energy consumption
- Long life and high lumen maintenance
- Vivid colours - millions of colours

- Control - dimmable, instant-on, reactionary
- Compact and robust design
- Most content recyclable - no mercury
- No IR or UV radiation

Source: Envirolink Northwest

Energy control gear can also help substantially reduce energy consumption for lighting by making best use of available daylight, using artificial light only when necessary. Some energy control systems also use motion or 'presence' detectors to reduce wastage.

Solid state lighting can be used in a variety of applications ranging from street lighting to commercial building design; the North West has a particularly strong infrastructure in these technologies.

Government Buying Standards

- Compact fluorescent and pin based light bulbs must have EU Energy Label Class A
- Light bulbs (double headed) must have the 'Long Life' EU Energy Label Class A
- Energy control gear for lighting standards must meet the criteria of the Government's Enhanced Capital Allowances scheme
- Energy control gear for lighting standards must only be switched on when needed, thereby minimising energy consumption, or must be regulated in terms of light output and energy consumption to take full advantage of daylight availability

What else can I do?

- Use the lowest practical wattage of bulb in all fittings
- Lighting should be easily controlled, whether that is automatic or manual control
- Lighting design should include natural light and be tailored to your use of space
- Consider the design flexibility and sustainability afforded by LED-based systems

Suggested wording for inclusion in tender documents

Envirolink Northwest recommends the following key points to consider when procuring LED lighting:

- Efficacy greater than 90 lm/W – cool white, 60-70 lm/W warm white for functional applications
- Managed & tested thermal engineering
- Independent photometric reports
- Scheme design compliance to CIBSE LG and BS/EN (levels, uniformity, glare, colour, etc.)
- Colour binning - 2-step MacAdam
- Safety conformity with BS/EN, CE mark, etc.
- Warranty (ideally at least five years)

The Energy Saving Trust (EST) has published a useful document, CE61: **Energy Efficient Lighting – Guidance for Installers and Specifiers**.

EST also has an example **LED luminaire specification** which contains the requirements for performance, packaging and quality required of LED luminaires applying for approval under the Energy Saving Trust's Energy Saving Recommended (ESR) scheme.

Case study 13 – Wigan Council's procurement of street lighting

Wigan Council has been leading the way in procuring the latest energy efficient technology and recyclable materials as standard in lighting schemes across the borough. Wigan is also one of just a handful of councils nationally to get all its street lighting energy generated by wind turbines, with electricity bosses praising the council for its 'progressive approach'.

Solar power technology is now used as standard practice to illuminate bollards across the borough. A solar panel captures energy through the daylight hours, and then stores the energy in a battery. A photocell switches on light emitting diodes (LEDs) to illuminate the bollards when it is dark. This means the lights are only on when needed, reducing the council's energy consumption, carbon footprint and overall costs.

Wigan's street lighting team also investigated the implementation of energy efficient and cost effective measures for lit traffic signs, which resulted in the sourcing of LED retrofit gear trays, with a fraction of the power consumption and energy wastage of traditional technologies. The Council is now rolling these out across the Borough and has placed an order for a further 2,000 units in 2011.

These projects form a part of the street lighting teams 'Invest to Save' programme of works, which will see a 100% reduction in energy usage by the traffic bollards and around 85% energy reduction for the traffic sign lanterns, which will result in an overall reduction in the existing consumption of around 204,000 kWh per annum.

The tangible benefits of LED lighting are obvious to Peter Ormshaw, senior engineer (Street Lighting): *"When considering the whole life costs of LED lighting, it proves much more cost effective than traditional lighting solutions. With no requirement for lamp replacements and less predicted equipment failures, the maintenance costs can be significantly reduced, whilst the environmental benefits are obvious, through increased energy efficiency and a reduction in light pollution."*

Wigan Council is now working closely with its suppliers to engage and encourage the industry to adopt more competitive energy efficient solutions.

Residents of Wigan are also supportive. A consultation exercise was carried out with residents on a local housing development following a pilot scheme to replace 18 sodium lanterns with LED street lighting. 87% of residents questioned were very satisfied with the new lighting levels, a further 83% were very satisfied with the new lighting colour, and more than 90% were very satisfied with the appearance of the columns and lanterns. As a result, LEDs are now specified by the Council on all new developments, offering a low maintenance, cost effective solution which can reduce CO_2 emissions by up to 78%.

The street lighting team expects each project to be self financing through reduced energy and maintenance charges.

For further information contact Keith Benson, street lighting manager: **k.benson@wigan.gov.uk**

Further information

Envirolink Northwest has developed an **Introductory Guide to LED Lighting** which defines the terminology used within the industry and the technical capabilities.

Envirolink Northwest also has an energy efficiency supply chain directory available at **www.envirolinknorthwest.co.uk** and can provide specific advice on products and suppliers. Contact Envirolink Northwest on 01925 813 200.

Phillips has produced a technical guidance document for specification of LED lighting **http://www.lighting.philips.co.uk/pwc_li/gb_en/lightcommunity/trends/led/LED%20Specification%20Guidelines.pdf**

Rotherham NHS Foundation Trust has developed a case study for **forward commitment procurement of ultra-efficient lighting** for the incorporation of highly efficient, smart lighting systems in a major ward reconfiguration and refurbishment programme.

Section 3: Good Practice Guides

Uniforms / Workwear

What is the issue?

The UK consumes two million tonnes of textiles each year and over half of this is clothing.

Textiles can be divided into those materials derived from natural sources – such as cotton and wool – and synthetics, such as polyester.

Typical procurement risks include:

- Cotton – use of pesticides and fertilisers in cotton growing process
- Dyes - hazardous dyes used in the processing of materials
- Labour – poor working conditions, child labour, low wages, excessive working hours
- Packaging – excessive packaging, non recycled or non recyclable
- Transportation – CO_2 emissions from air-freight

Source: Environment Agency

The production of non-organic cotton is an intensive agricultural process, with the use of pesticides and mineral fertilisers affecting soil and water quality and biodiversity, as well as generating greenhouse gas (GHG) emissions. Further GHG emissions accrue at the spinning, dyeing and finishing stages, as well as during transportation and use of the finished product.

Government Buying Standards

The Government Buying Standards for textiles came into force for central Government departments and their organisations in March 2011. The mandatory standards are quite detailed and cover four key areas:

- Exclusions and controls on the use of potentially harmful and toxic chemicals
- Reducing the environmental impacts of the product during use
- Encouraging greater use of recycled fibres and end of life management
- Ethical standards in production

The GBS can be downloaded at:
http://sd.defra.gov.uk/advice/public/buying/products/textiles/standards/

What else can I do?

- Consider purchasing organically produced textiles
- Consider purchasing textiles that contain recycled fibres
- Consider purchasing textiles with a reduced use of environmentally harmful substances in production
- Consider purchasing textiles with lower residues of substances harmful to human health

Suggested wording for inclusion in tender documents

Example award criteria:

Organically produced cotton or other natural fibres

Bidders must indicate the proportion of cotton or other natural fibres used in the final product by weight deriving from organic production. To be considered as such, the crop at the origin of the fibre must be produced in compliance with Regulation (EC) No 834/2007.

Verification:
The supplier must provide evidence of the origin of the fibres used and the organic nature of their production, such as the EU organic logo or approved national logos for organic production.

Recycled fibres
Bidders must indicate the proportion of the product by weight made of recycled fibres, i.e. fibres originating only from cuttings from textile and clothing manufacturers or from post-consumer waste (textile or otherwise).

Verification:
The supplier must provide evidence of the origin of the recycled fibres used.
Source: GPP product sheet Textiles

Further information

Clothing was one of the ten pilot "product roadmaps" established by DEFRA. A **Sustainable Clothing Action Plan** was developed in 2010.

DEFRA has recently funded a study to investigate how staff uniforms can be procured in the public sector with a greater emphasis on sustainable development. The final report is yet to be published.

Case study 14 – Environment Agency

As part of their continuous supplier development programme, the Environment Agency worked with their corporate clothing supplier to switch their high volume cotton lines (polo shirts and t-shirts) to Fairtrade 'organic in conversion' items from January 2009.

Extensive market research was carried out to find a short-list of '2nd tier' suppliers, and one was selected for a three-month trial period by ten members of staff. The results of the trial were favourable. The garments were comfortable to wear and a good fit. They also washed well and kept their colour.

During the course of the trial the supply chain was checked to ensure ethical and sustainable purchasing principles were adhered to, thereby reducing the impacts and risks associated with the purchase.

Key benefits:

- Fairtrade 'organic in conversion' cotton is used
- Non-hazardous dyes are used in the processing
- Screen printing inks are used in the process to reduce manufacturing impacts
- Labour is aligned to the Ethical Training Initiative (ETI) base code
- Minimal recyclable packaging is used, reducing the impact on waste
- Items are shipped, not air-freighted, thereby reducing the impact on the environment through lower CO_2 emissions
- Cost neutral
- Full details available on the supply chain

Costs

Previous range:
- T-shirt - £4.95
- Polo shirt - £7.99

Fairtrade (organic in conversion) after negotiation:
- T-shirt - Fairtrade £5.55
- Polo shirt - Fairtrade £7.35

This resulted in a small saving on the polo shirts (due to them being the higher volume items), which was used to offset the increase in costs on T-shirts and realised a small saving overall.

Case study 15 – St Helens Council

In a recent PQQ for uniform supply, St Helens Council incorporated a number of questions specifically focused on the environmental aspects of the products being procured, including:

"Does your company provide any eco-friendly product range? If yes, please describe the criteria used to determine that a product be classified as eco-friendly. Provide details of your eco-friendly products, such as Fairtrade, Rainforest Alliance, Organic, European Eco-label, Oeko Tex Standard 100 etc."

"How do you minimise the use of toxic chemicals, bleach, dyes that are harmful to the environment, and exclude banned substances in the manufacture and supply of your clothing (St Helens Council has a list of banned substances available)?"

"Provide details of clothing that you would supply that is made from recycled materials."

"Would your company recycle old garments and how would you mitigate the security risk of ex-council branded workwear falling into the wrong hands?"

"How would your company minimise the environmental impact of packaging?"

"Provide details of steps your company take to reduce its greenhouse emissions, which are the main cause of climate change."

Annex 1

Example Local Authority Sustainable Procurement Policies and Procedures

There are numerous documents available on the policy and practice of implementing sustainable procurement, here are just some examples worth reviewing:

- St Helens Council
  http://www.sthelens.gov.uk/openfile.htm?id=1210
- Copeland Borough Council
  www.copelandbc.gov.uk/.../CBC%20Sustainable%20Procurement%20Policy%20v21.doc
- Leicester City Council
  http://www.s-p-i-n.co.uk/assets/documents/leicscitypurchasingguide.pdf
- London Borough of Lewisham
  http://www.lewisham.gov.uk/Business/TendersAndContracts/Procurement/SustainableProcurement.htm
- Kirklees Metropolitan Council
  http://www.kirklees.gov.uk/publications/procurement/SustainableProcurementPolicy.pdf
- Bristol City Council
  http://www.bristol.gov.uk/ccm/content/Environment-Planning/sustainability/sustainable-procurement.en?page=3#internalSection3
- Wrexham County Borough Council
  http://www.wrexham.gov.uk/english/council/procurement/sustainable_procurement_guide.htm
- Wirral Borough Council
  http://www.wirral.gov.uk/my-services/business/tenders-and-contracts/procurements-social-responsibility/sustainable-procurement
- Bracknell Forest Council
  http://www.bracknell-forest.gov.uk/sustainable-procurement-guide.pdf#
- Hyndburn Borough Council
  http://www.hyndburnbc.gov.uk/site/scripts/download_info.php?fileID=1255
- Lewisham Council
  http://www.lewisham.gov.uk/NR/rdonlyres/44EF75C5-E537-4DD0-ADF8EFA36DF97C50/0/GuideToGreenProcurementAprilSmall.pdf
- East Herts District Council
  http://www.eastherts.gov.uk/media/pdf/6/g/SustainableProcurementGuidance1_1.pdf
- IDeA Procurement – Sustainability and Local Government Procurement
  http://www.idea.gov.uk/idk/aio/1701515
- Cumbria County Council
  http://www.cumbria.gov.uk/elibrary/Content/Internet/536/654/1085/1086/38994145530.doc

Annex 2

A Checklist for Sustainable Purchasing

Source: Hyndburn Borough Council

- ✓ *Does the product use fewer polluting by-products than competing products?*
- ✓ *Is the product durable, and easily, safely, and economically serviced?*
- ✓ *Are any components or maintenance requirements environmentally damaging?*
- ✓ *Are all the features of the product necessary?*
- ✓ *Is the company producing the product in compliance with all environmental laws and regulations?*
- ✓ *Are you aware of any product alternatives that are more environmentally responsible?*
- ✓ *Is the product designed to reduce consumption?*
- ✓ *Is the product reusable?*
- ✓ *Is the product technically and economically recyclable?*
- ✓ *Do facilities exist to recycle the product?*
- ✓ *Are recycling collection systems in place at the point of end use?*
- ✓ *Can the product be returned to the supplier at the end of its useful life?*
- ✓ *Is the product compostable?*
- ✓ *Are recycled materials used in the product? If so, what percentage?*
- ✓ *What percentage of post-consumer materials is used?*
- ✓ *Is the product energy efficient? Can the product be recharged?*
- ✓ *Can the product run on renewable fuels?*
- ✓ *Does the product reduce water use?*
- ✓ *Does the product require special disposal?*
- ✓ *Is the product free of banned substances and heavy metals?*
- ✓ *Is the product free of toxic or endangered materials?*
- ✓ *Does the product emit volatile organic compounds (VOCs) or other air pollutants?*
- ✓ *Does the product require special use instructions for health and safety?*
- ✓ *Can the packaging be eliminated?*
- ✓ *Is the packaging designed to be minimal?*

- ✓ *Is the product packaged in bulk?*
- ✓ *Is the packaging reusable or recyclable?*
- ✓ *Are recycled materials used to produce the packaging?*
- ✓ *Can the packaging be returned to the supplier?*
- ✓ *Is the packaging compostable?*
- ✓ *Has a lifecycle analysis of the environmental burdens associated with the product or packaging been conducted by a certified testing organisation?*
- ✓ *Is the company producing the product, equipped to bid and bill electronically?*
- ✓ *Does the company have an environmental policy statement?*
- ✓ *What is the company's history on environmental and safety issues?*
- ✓ *Can the company verify all environmental claims?*
- ✓ *What waste reduction programs does the company have in place or have planned?*
- ✓ *Has the company conducted an environmental or waste audit?*
- ✓ *Is the company responsive to information requests from stakeholders*

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[7] The North West Improvement and Efficiency Partnership (**www.nwiep.org.uk**) provides the north west public sector with a major body of support to enable them to broaden their improvements and efficiency horizons and benefit their communities.