

# TECHNICAL INSTRUCTIONS FOR THE APPLICATION OF SUSTAINABILITY CRITERIA TO FOOD SERVICES



BARCELONA  
AJUNTAMENT  
+SOSTENIBLE

## AREAS OF APPLICATION AND SCOPE



DINING ROOM  
SERVICES  
(PERMANENT  
CATERING)

ONE-OFF  
CATERING  
SERVICES

VENDING  
SERVICES

## SUSTAINABILITY ASPECTS

### Organic and fairtrade food



Organic materials  
and products for  
tableware, cooking  
and cleaning



Energy efficiency of  
the machinery used



Good  
waste-prevention  
and  
waste-management  
practices



Environmental  
training of staff



# TECHNICAL INSTRUCTIONS FOR THE APPLICATION OF SUSTAINABILITY CRITERIA TO FOOD SERVICES

Barcelona City Council, in accordance with the strategies outlined in the 2012-2022 Citizen Commitment to Sustainability and the 2002 Institutional Declaration on Fair-trade, is working towards minimising the environmental impact of municipal services.

These technical instructions are a response to the 2013 Government Measure on Responsible Public Procurement using Social and Environmental Criteria and the Mayoral Decree on Responsible Public Procurement using Social and Environmental Criteria of 20 November 2013, which provides for the publication of technical instructions that define specific environmental criteria that must be applied in the purchasing and contracting of groups of products and services that have been defined as priorities, which include food services.





## 1 SUBJECT MATTER

These technical instructions aim to define, in accordance with the Mayoral Decree on Responsible Public Procurement using Social and Environmental Criteria, the criteria for environmental clauses in the procurement of food services as well as other types of services that include the provision of food services as part of the contract, in accordance with Clause 3 of these instructions.

To achieve this objective, the current instructions:

- a. Classify the main types of food services contracted by the administration.
- b. Define the priorities that should underlie their procurement.
- c. Establish the main sustainability aspects that must be considered on each type of service and define the environmental criteria to be applied.
- d. Establish the monitoring system

## 2 AREA OF APPLICATION

### 2.1 Subject area

In accordance with the Mayoral Decree on Responsible Public Procurement using Social and Environmental Criteria these instructions must be complied with in any public sector contract signed by Barcelona City Council and its dependent organisations with the power to adjudicate (contracting authorities), whose contractual subject matter is outlined in Section 3, “Scope”.

### 2.2 Inclusion in procurement documents

All contracting bodies must comply with these instructions, and must ensure that, in all cases and according to the type of contract, the corresponding environmental criteria are applied, adapting them where necessary to the characteristics of the contract.

In the case of contracts for comprehensive services including food services, contracting bodies must apply and adapt the criteria in accordance with the characteristics of the contract, so that their inclusion and compliance therewith do not have a negative impact on the provision of the contracted service.

### 2.3 Exceptions and justification report

In accordance with the Mayoral Decree on Responsible Public Procurement using Social and Environmental Criteria, the competent contracting bodies or those responsible for contracting may consider that the contract's characteristics are not suitable for including some or all of the environmental clauses set out in these instructions. In these cases, the competent contracting body will duly justify this in the procurement record, in accordance with the points set out in Section 4.2.





## 3 SCOPE

### 3.1 Types of services

These instructions establish specific criteria for the following types of services:

- Procurement of dining room services in municipal nursery schools (permanent catering)
- Procurement of one-off catering services
- Procurement or installation of automatic vending machines

These instructions also apply to contracts for other broader services, including food catering and vending, e.g. for the comprehensive management of public buildings and municipal centres, whenever compatible and without prejudice to the quality of the service being contracted.

In the case of the acquisition of food products, no specific criteria are established, but the priorities and lines of action indicated in these instructions with regard to the environmental aspect of the products to be provided should inform their procurement.

For any other service or contract including food services, the instructions are not applied directly, even though the priorities and lines of action defined in these instructions should inform their procurement.

### 3.2 Definitions

The types mentioned are defined as follows:

#### Dining room services

Dining room services are understood as the contracting of regular food preparation services, be it onsite, in kitchens on municipal property, or in the bidding company's kitchens, in the cases where the site requiring the service does not have an onsite kitchen (permanent catering).

This service generally includes the hiring of kitchen staff, cleaning and the removal of waste generated during service.

#### One-off catering services

One-off catering services are understood as the occasional contracting of pre-cooked food or drink supplies as part of the organisation of an event (conference, congress, meeting, celebration, etc.).

In general, this service includes, apart from the transport of food items, staffing services, and may include cleaning and the removal of waste generated during service.

#### Automatic vending services

Automatic vending services are understood as the installation and maintenance of vending machines offering food and drinks (refrigerated or otherwise), including restocking, both for general public sale at sites, in municipal centres, public spaces and services, as well as for internal sales in municipal buildings aimed exclusively at staff working for the Administration.

For the purposes of applying these instructions, automatic vending services are taken to exist regardless of the legal form they take, be it contractual by way of authorisation for financial profit or otherwise.





## 4 PRIORITIES FOR FOOD SERVICES

### 4.1 Priorities

The defining feature of food services is the food itself, and the production and processing of this food are environmentally relevant. Differences in terms of impact associated with various production methods make it necessary to establish end consumption priorities in order to promote a more environmentally-friendly model. As such, when contracting food services, the priorities are:

- To introduce organic and fairtrade staple foods (both fresh and manufactured).
- To evaluate service offers that use more of this kind of products.
- To consolidate the presence of this type of food products where they have already been introduced, and to increase it gradually as far as possible.

It is also a priority, under the same terms:

- To introduce ecological items, materials and products in the activities associated to the service (tableware, kitchen and cleaning).
- To gradually introduce and improve the energy efficiency of the machinery used.
- To introduce and consolidate waste prevention and management practices.
- To guarantee environmental training of the staff offering this type of services.

These aspects, while not specific to food services, are still a priority as they reinforce other environmental policies, for the promotion of ecolabelled products, energy efficiency and waste prevention, and are necessary when bearing in mind the other sustainable procurement instructions.

These secondary aspects, although not central, are often easier to take on board for the bidders as they are not the central economic focus of the contract, but they must not be taken separately from the first aspects mentioned.

### 4.2 Justification report

The scope of these instructions is very wide, and apply to a large variety of contracts, both in nature and value. Should the competent contracting body consider these priorities, specific requirements or environmental criteria to be inapplicable, or where the contract itself is considered inappropriate for the application of these instructions, they must indicate and detail their reasons for this in a justification report, stating as a minimum:

- The special requirements and characteristics of the service being contracted.
- A reasoned justification explaining the infeasibility of balancing these special requirements with the environmental criteria established in each area of application.

This report will be made available to those responsible for monitoring these instructions, when required.

## 5 ENVIRONMENTAL CRITERIA FOR THE PROCUREMENT OF FOOD SERVICES

The following table shows the different sustainability features for each of the indicated service types.





## Dining room services

Origin and quality of products

Dishware, cutlery and tableware

Site cleaning, waste management and prevention

Efficient machinery

Training

## Catering services

Origin and quality of products

Dishware, cutlery and tableware

Waste management and prevention

Training

## Vending services

Origin and quality of products

Delivery of single-use cups

Returning of packaging

Efficient machinery

Below are the details of the environmental criteria to be included in the tender documents for the food services outlined above.

The specifications should always guarantee that bidders offer documentation demonstrating compliance with the criteria mentioned. The following articles indicate when it is ne-

necessary to include these criteria as technical specifications or when they can be included as award criteria. In the latter case, the contracting body will have to determine the score given for compliance with each of the award criteria and the corresponding evaluation formula.

Where a single tender involves the procurement of several different services, these must be separated in lots and each lot must include the relevant criteria.

### 5.1 Criteria for dining room services

When contracting dining room services, some or all of the environmental criteria on the origin and quality of food products (I) must be taken into account, as well as all possible criteria regarding sustainability aspects, which are established below (II to VI):

#### I- Origin and quality of products

The contracting body will establish the following requirements with regard to the quality and origin of products:

- Fruit and vegetables must be fresh and in-season (according to the calendar in Appendix I) and contractors may require certain products be organic (in accordance with European Council Regulation 834/2007) such as potatoes, onions, apples, pears, oranges or bananas, for example.
- The list of organic products should be gradually extended as far as possible to include processed products such as: cereal and derivatives (pasta), yoghurts or dairy desserts, juice or pulses.
- Sugar, coffee, chocolate and tea should be partly or completely organic and fairtrade (in accordance with European Commission Communication from 29 November, 1999, on fairtrade COM (99) 619 final).

Depending on how the above requirements have been established, the contracting body will incorporate as award criteria:





- The use of organic olive oil.
- The increase of organic fruit and vegetables offered beyond the minimum requirements established above, when so established.
- The inclusion of new organic products, such as pulses, cereals (and derivatives), eggs, meat, juice, dairy, among others.
- The inclusion of fresh fish or seafood from certified controlled and sustainable sources (such as MSC, Friend of the Sea or equivalent).
- The increase of organic and fairtrade products beyond the minimum requirements, when so established.

## II- Dishware, cutlery and tableware

The contracting body will include, where applicable, the following obligations among the tasks and requirements to be complied with by the successful tenderer:

- Whenever the inventory of kitchen or dining room material includes the provision of trays, plates, glasses and reusable cutlery, the successful tenderer must use them and replace them in case of breakages or loss.
- In self-service catering using trays, disposable paper sheets to protect the trays shall not be used.
- Where single-use paper products (table cloths and serviettes) must be used, they must be 100% recycled.
- Water should always come from the tap and be served in jugs. If the target public requires the use of bottled water for organoleptic reasons, it will be supplied in 5 litre bottles and will be served in jugs.

In cases where the kitchen or dining room does not have the corresponding facilities, or in equivalent cases of permanent catering, the contracting body will include the following as award criteria:

- The commitment to using reusable table cloths, plates, glasses or cutlery either exclusively or partially (in this case, it must be evaluated in proportion to the extent of the offer).
- If it is not possible to include the previous criteria, the commitment to using biodegradable plates, cups and cutlery in accordance with UNE-EN 13432:2001 or equivalent.

If for organoleptic reasons tap water is not used, the contracting body will consider the following award criteria:

- The company presents an option to improve the quality of tap water served at tables (guaranteed and regular filtration system with the corresponding documentation), and commits to installing and maintaining it at their own cost throughout the contract period.
- If it is not possible to apply the previous criteria, the commitment to use a system of bottled water in 20-litre reusable containers, which will be served in jugs.

## III- Facility cleaning, waste management and waste prevention

When the service foresees the use and cleaning of a cooking area or dining room, or other cleaning tasks associated to the service, the contracting body must include the environmental criteria defined and outlined in the “Contracting other types of services that include cleaning or waste-disposal tasks” section from the Technical Instructions for the Application of Sustainability Criteria to Cleaning and Selective Waste Collection in Buildings.

## IV- Efficient machinery

In cases where the service contract includes the replacement of part of the kitchen equipment (dishwashers, stoves, ovens, fridges, etc.), the contracting body must specify beforehand that new equipment has to have the highest energy efficiency classification (and water saving classification) available on the market.

When the replacement is to take place, the successful tenderer must present the corresponding documentation to the contracting body so it can give the go-ahead before the new appliance is installed.





## V- Training

The contracting body will include as a requirement that the staff training plans of the successful tenderer to include the environmental aspects associated to the service, in accordance with these instructions.

The successful tenderer will have 3 months after the contract award to conduct the corresponding training and present the person responsible for the contract with the supporting documentation on the staff assigned to the service.

## 5.2 Criteria for one-off catering services

When contracting one-off catering services, the following environmental criteria must always be considered:

### I- Origin and quality of products

The contracting body will establish the following requirements with regard to the quality and origin of products:

- At least one of the staple foods in the service must be organic (in accordance with European Council Regulation 834/2007). Fruit and vegetables must be fresh and in-season.
- Coffee must be organic (in accordance with European Council Regulation 834/2007) and fairtrade (in accordance with European Commission Communication from 29 November, 1999, on fairtrade COM (99) 619 final).
- Where cold drinks are included, at least one of the drinks must be organic (in accordance with European Council Regulation 834/2007), or fairtrade (in accordance with European Commission Communication from 29 November, 1999, on fairtrade COM (99) 619 final) or come from social integration enterprises or special work centres.

Depending how the above requirements have been established, the contracting body will include as award criteria the increase in the offer of products that are organic, fairtrade or

come from social integration enterprises or special work centres, beyond the minimums established above.

### II- Dishware, cutlery and tableware

The contracting body will include, where applicable, the following obligations among the tasks and requirements to be complied with by the successful tenderer:

- The use of reusable trays, plates, glasses and cutlery.
- Where single-use paper products (table cloths and serviettes) must be used, they must be 100% recycled.
- Water should come from the tap and be served in jugs. If the target public requires the use of bottled water for organoleptic reasons, this will be supplied in 5-litre bottles and served in jugs.

In cases where the contracting body considers it appropriate, it may include the following as award criteria:

- The commitment to using reusable serviettes, plates, glasses or cutlery either exclusively or partially (in this case, it must be evaluated in proportion to the extent of the offer).
- If it is not possible to include the previous criteria, the commitment to using biodegradable plates, cups and cutlery in accordance with UNE-EN 13432:2001 or equivalent.

### III- Cleaning facilities, waste management and waste prevention

When the company offering the service is also in charge of cleaning the area after use and disposing of the waste generated during the service, the contracting body must include the relevant environmental criteria defined and outlined in the “Contracting other types of services that include cleaning or waste-disposal tasks” Section of the Technical Instructions for the Application of Sustainability Criteria to Cleaning and Selective Waste Collection in Buildings. Special attention will be paid to ensuring the selective collection of waste generated during this type of service (paper, packaging and organic waste), for





which the company must provide the corresponding containers, to be agreed upon with the manager of the centre where the service is offered.

#### IV- Training

The company must guarantee that the staff delivering the service understand and are able to apply the relevant environmental performance criteria, with particular focus on best practice in the prevention and management of waste.

### 5.3 Criteria for vending services

In all contracts and agreements covering the installation of vending machine services, the following environmental criteria will be required:

#### I- Origin and quality of products

- In hot drinks machines, the coffee must be organic (in accordance with European Council Regulation 834/2007) and fairtrade (in accordance with the European Commission Communication from 29 November, 1999, on fairtrade COM (99) 619 final).
- In cold drinks machines, at least one drink must be organic (in accordance with European Council Regulation 834/2007) or fairtrade (in accordance with the European Commission Communication from 29 November, 1999, on fairtrade COM (99) 619 final) or come from social integration enterprises or special work centres.
- In food and snack vending machines, at least three products must be organic (in accordance with European Council Regulation 834/2007) or fairtrade (in accordance with the European Commission Communication from 29 November, 1999, on fairtrade COM (99) 619 final) or come from social integration enterprises or special work centres.

No GMO-labelled products, in accordance with Regulation 1830/2003/EC of the European Parliament and European Council, may be sold, as these contain genetically modified organisms.

The corresponding service management or, if applicable, the competent contracting body, will consider as award criteria de increase in the number of products that are organic, fairtrade or that come from social integration enterprises or special work centres, beyond the minimum number required:

- In hot drinks machines: the inclusion of organic or fairtrade sugar, tea or chocolate.
- In cold drinks and snack machines: the inclusion of a greater number of products that are organic, fairtrade or come from social integration enterprises or special work centres beyond that which is established as compulsory.

Additionally, the contracting body may require or evaluate the possibility that the company informs potential users of the availability of such products and promotes their knowledge and consumption beyond the vending machine.

#### II- Machinery

- Hot drinks machines must offer the option of service with or without a cup (bi-modal) and, whenever possible, with an extra charge for the cup, in order to foster the use of reusable cups.
- All machines must comply with Class B energy requirements or higher, according to the EVA-EMP classification or equivalent.

The corresponding service management or, if applicable, the contracting body, will evaluate that:

- Hot drinks machines:
  - contain coolant gases with a global warming potential no higher than 150<sup>1</sup>.
  - are equipped with low energy consumption LED lighting systems.
  - Are equipped with movement sensors or detectors that automatically turn lights on and off.

<sup>1</sup>[http://www.grida.no/climate/ipcc\\_tar/vol4/spanish/090.htm#tabTechSum3](http://www.grida.no/climate/ipcc_tar/vol4/spanish/090.htm#tabTechSum3); reference values at 100 years





- Food and snack machines:
  - offer two compartments with different temperature adjustments, if different types of products require different conservation temperatures.

### III- Reverse vending

Where appropriate, the corresponding service management or, if applicable, the competent contracting body, may require as compulsory specification or award criteria the installation, together with the automatic vending machines, of a reverse vending machine for the return of packaging of items bought from the machine, and will define its location.

## 6 MONITORING SYSTEM

In accordance with the Mayoral Decree on Responsible Public Procurement using Social and Environmental Criteria, the person responsible for the contract will ensure that the successful tenderer complies with and executes the environmental clauses set out in the contract. While those managing the + Sustainable City Council Programme do not have an automated system to monitor the environmental aspects of contracts, the person responsible for the contract will supply the following information via the email address [ajuntamentsostenible@bcn.cat](mailto:ajuntamentsostenible@bcn.cat):

- The procurement documents or, notwithstanding, the documentation with the established requirements for the vending machine companies that are to provide services.
- A copy of the adjudication report or, if applicable, the documentation offered by the companies in their bids in relation to the environmental requirements and the corresponding evaluation.

Those managing the + Sustainable City Council Programme may request additional information from the contracting body.

## 7 TRANSITIONAL REGULATIONS / ENTRY INTO FORCE

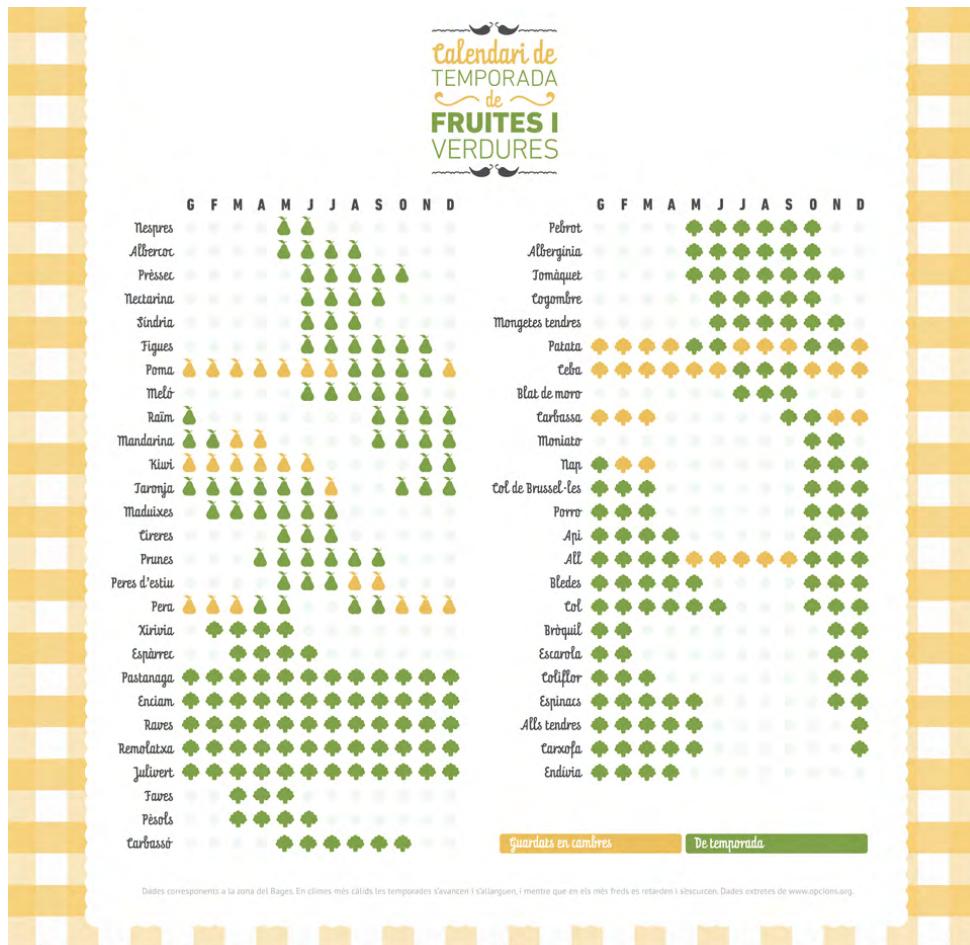
These instructions will enter into force 6 months after being published.

These instructions are not applicable to call for tenders that are already open or concluded, nor to approved procurement documents or to call for tenders pending resolution that are dated prior to these instructions coming into force.





## APPENDIX I: IN-SEASON FRUIT AND VEGETABLE CALENDAR



Source: <http://mediambient.bcn.cat/malbaratamentalimentari/la-fruta-i-verdura-no-es-llenca/>

