

# TECHNICAL INSTRUCTIONS FOR THE APPLICATION OF SUSTAINABILITY CRITERIA



# TECHNICAL INSTRUCTIONS FOR THE APPLICATION OF SUSTAINABILITY CRITERIA

These guidelines are a tool for addressing the environmental section of the Government Measure on Responsible Public Procurement under Social and Environmental Criteria (2013) and the Mayoral Decree on Responsible Public Procurement under Social and Environmental Criteria (2013).

They establish the common environmental criteria that have to be uniformly applied throughout the City Council to the purchasing and procurement of 12 groups of products and services defined as priorities:

Food Services

Electricity Supply

Communication elements

ICT Equipment

Timber

Office Furniture

Public Works Projects

Events

Paper

Cleaning and Selective Waste Collection in Buildings

Textile Products

Vehicles

The guidelines have been defined and agreed to by all the players involved in and relevant to each product and service. The general aspects common to all these guidelines are as follows:

## WHAT DO THEY APPLY TO?

To Barcelona City Council and subsidiary entities granted procurement powers and to the contracts for products and services included within the scope of each guideline.

## ARE THERE ANY EXCEPTIONS?

The procurement bodies and contract managers may apply exceptions where they deem the features of the contract to be unsuitable for incorporating all or any of the environmental clauses set out in the guidelines.

In such cases, they shall have to provide due justification in the procurement report according to each guideline's specifications.

## WHAT ARE THE SCOPE AND CRITERIA THAT HAVE TO BE APPLIED?

Each guideline defines: the types of products and services that the guidelines apply to (scope); the general lines the guideline establishes (priorities) and the environmental aspects to be included in procurement (environmental criteria).

## IS THERE ANY FOLLOW-UP?

The contract manager monitors the environmental clauses set out in the specifications for compliance and implementation and is required to submit detailed information on each guideline to the managers of the "+Sustainable City Council" programme, who are responsible for ensuring the guidelines are complied with.

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



## 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



BARCELONA  
AJUNTAMENT  
+SOSTENIBLE



# 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.





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## 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

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## 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.





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## 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.





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## 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.

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## 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-

cessary 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/O90.htm#tabTechSum3](http://www.grida.no/climate/ipcc_tar/vol4/spanish/O90.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.

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## 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.

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## 7 TRANSITIONAL REGULATIONS / ENTRY INTO FORCE

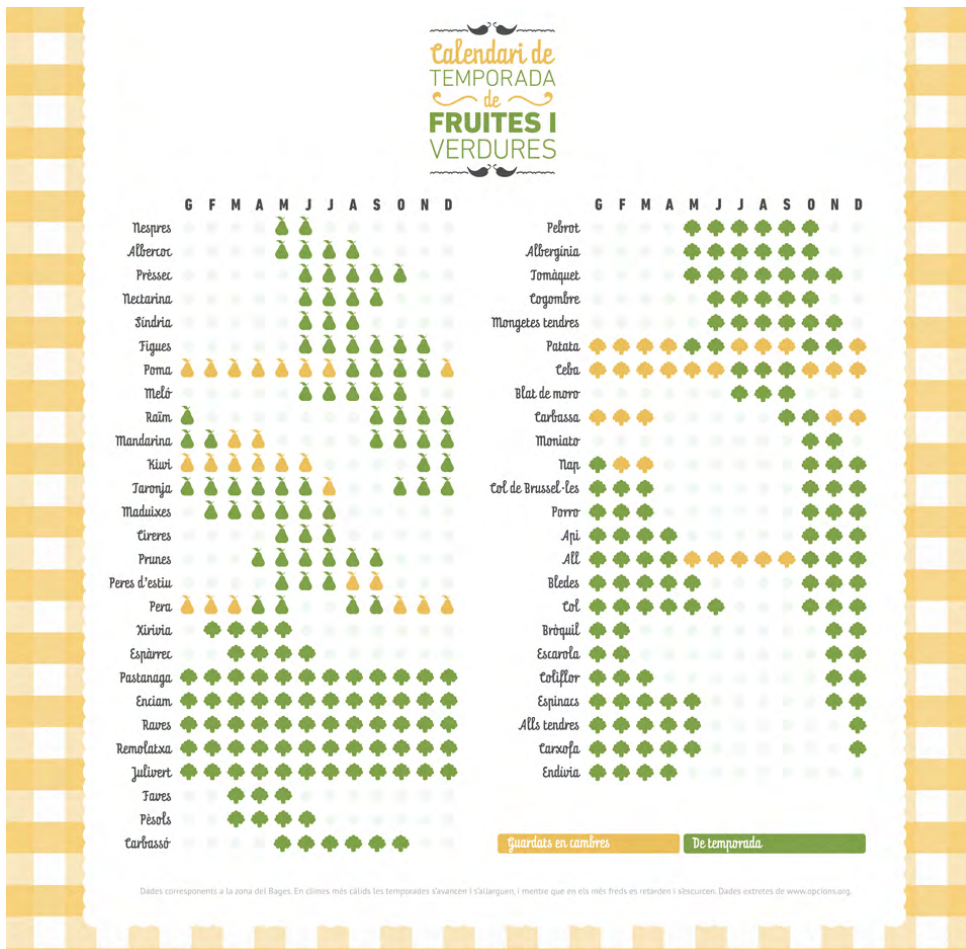
These instructions will enter into force 6 months after being published.

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-fruita-i-verdura-no-es-llenca/>



# TECHNICAL INSTRUCTIONS FOR THE APPLICATION OF SUSTAINABILITY CRITERIA TO

# ELECTRICITY SUPPLY



## AREAS OF APPLICATION AND SCOPE



ELECTRICITY SUPPLIES



ELECTRICITY-INTENSIVE SERVICES



MANAGING EQUIPMENT, SERVICES AND FACILITIES



ENERGY SERVICES

## SUSTAINABILITY ASPECTS

Green electricity supply with guarantee of origin



Varying voltage



Reactive power correction



Compensation for CO2 emissions



# TECHNICAL INSTRUCTIONS FOR THE APPLICATION OF SUSTAINABILITY CRITERIA TO ELECTRICITY SUPPLY

Barcelona City Council, in accordance with the strategies outlined in the 2012-2022 Citizen Commitment to Sustainability, the 2024 Barcelona Energy Self-sufficiency Plan and the 2011-2015 Barcelona Air Quality Improvement Plan, is working towards minimising the environmental impact of municipal service buildings.

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 electricity.





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## 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 electricity supply.

To achieve this objective, these instructions:

- a. Define what is understood as green energy and the different types of energy that includes.
- b. Define the supply priorities.
- c. Define the environmental criteria to be applied.
- d. Establish the monitoring system.

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## 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 contracts 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 the environmental criteria outlined in these instructions are applied in all cases.

As this is an asset whose acquisition is centralised, the central contracting body will be responsible for ensuring that the criteria are applied, be that through its own call for tenders, by adhering to framework agreements, or other supramunicipal centralised purchasing systems.

Furthermore, the environmental criteria included in these instructions will apply to the derivated supply contracts resulting from previous procurement.

Other municipal services and dependent organisations not subject to the centralised procurement but which are contracting authorities must also apply the priorities and criteria established in these instructions to their electric supply contracts.

### 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.

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## 3 SCOPE

### 3.1 Types of contracts

These instructions establish specific criteria for the supply of green electricity, in accordance with the definition in point 3.2, both for low and medium voltage contracts.

These instructions also apply to contracts for services involving the intensive use of electricity in its execution (such as the procurement of servers for data storage, etc.), as well







as concessions for the use of services or installations, use concessions or contracts for facilities management where the electricity supply is the responsibility of the successful tenderer, as long as application of the instructions is compatible and presents no risk to the quality of the service being contracted.

These instructions must also be applied when preparing energy service contracts that include, as part of the contract, the purchase and supply of electrical energy (P1 service according to the IDAE model (the Spanish Institute for Energy Diversification and Savings)).

### 3.2 Definitions

Green electricity is:

- Electricity that comes from renewable sources as described in Directive 2009/28/EC on renewable energy, that is, energy from wind, solar, aerothermal, geothermal, hydrothermal and oceans, hydraulic, biomass, landfill gas, gas from sewage treatment plants and biogas.
- High-efficiency co-generation as described in Directive 2012/27/EU on energy efficiency, that is, co-generation that offers a primary energy saving of at least 10%, as well as the production of small-scale co-generation units and micro-cogeneration.

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## 4 PRIORITIES FOR ELECTRICITY SUPPLY

### 4.1 Priorities

In accordance with the various commitments to environmental protection, climate change, energy savings and the promotion of renewable energies that Barcelona City Council subscribes to, and bearing in mind the differences in environmental impact associated

with the energy sources involved in electricity production, the order of priorities for electricity supply will be as follows:

- To use contracts as a tool for supporting energy savings, carrying out any necessary adjustments and monitoring of the relevant parameters.
- To incorporate as much electricity as possible from renewable energy sources.
- To ensure the non-renewable electricity consumed comes from high-efficiency co-generation sites.
- No electricity consumed by Barcelona City Council should come from sources other than those mentioned above.

As a consequence of these priorities, the CO<sub>2</sub> emissions associated to the City Council's electrical consumption should be gradually reduced as the supply contracts are renewed through applying the criteria included in these instructions.

### 4.2 Justification report

Should the relevant service manager or competent contracting body consider the priorities mentioned in the previous section, certain specifications or environmental criteria not to be applicable, or they consider the contract not to be appropriate for these instructions, they must indicate this and explain why in a report that must include at least:

- The special requirements and nature of the service being contracted.
- A reasoned justification explaining the infeasibility of balancing these special requirements with the established priorities, requirements or environmental criteria.

This report will be made available to those in charge of monitoring these instructions, when required.





## 5 ENVIRONMENTAL CRITERIA FOR THE SUPPLY OF ELECTRICITY

The following table shows the environmental criteria to be included in the procurement documents for the supply of electricity, taking into consideration the priorities set out above.

The procurement documents must always ensure that bidders offer documentation specifying the requested parameters. If the criteria are award criteria, the contracting body must determine the score given to compliance with each of those criteria and the corresponding evaluation formula.

|  |                                       |
|--|---------------------------------------|
| <b>Electricity supply environmental criteria</b> | Voltage adjustment                    |
|  | Reactive power correction             |
|  | Green electricity                     |
|  | Priority for renewable energy sources |

### I- Voltage adjustment

The contracting body must always include the obligation for the successful tenderer to commit to regularly monitoring deviations in the voltage contracted for each consumption point.

The successful tenderer must report on these deviations to the monitoring chief designated by Barcelona City Council, no more than 6 months following the signing the contract, and will propose the adjustments or regularisations to the voltage that it believes necessary and appropriate.

### II- Reactive power correction

The contracting body must always include the obligation for the successful tenderer to commit to regularly monitoring the reactive power at each consumption point.

The successful tenderer must report on this consumption to the monitoring chief designated by Barcelona City Council, no more than 2 months following the signing of the contract, and will propose the relevant measures for improving the installation performance.

### III- Green electricity

The contracting body will require that 100% of the electrical energy supplied is green electricity from a guaranteed source.

The successful tenderer must present, upon signing the contract, the documentation of the registry of guarantee of origin from the Spanish National Commission of Markets and Competition, with a positive balance equal to or greater than the consumption estimated for the contract.

At least once a year, the successful tenderer must present a report on the guarantees of origin assigned to the contract, including a breakdown of the guarantees indicating:

- Identifying data for the supply centre or point: address, universal point of supply code (UPSC)
- Year of application
- Type of energy (renewable or high-efficiency co-generation)
- Value of the total consumption for the period

The information must be presented in a digital file in the agreed upon format compatible with the City Council's IT systems and applications, regardless of the process tools offered by the successful tenderer.





#### IV- Priority for renewable energy sources

As contracts gradually incorporate and consolidate green electricity, the contracting body may incorporate, as award criteria, a company's willingness to supply electricity from renewable sources rather than from high-efficiency co-generation sources.

As such, the bidding companies must include in their offer the documentation of the registry of guarantee of origin from the Spanish National Commission of Markets and Competition with a positive balance broken down into renewables and high-efficiency co-generation.

Monitoring of this criterion can be carried out using the data from the annual report on the guarantee of origin, as described above, without the need for any further documentation.

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## 6 CRITERIA FOR ELECTRICITY IN OTHER TYPES OF CONTRACTS

### 6.1 Contracts for services with intensive electricity use

Contracting bodies must include green electricity criteria in contracts for other services involving intensive use of electricity (such as contracting servers for data storage, etc.), as well as concessions for the use of services or installations, use concessions or contracts for the management of facilities where the electric supply is the responsibility of the successful tenderer, as long as application of the instructions is compatible and presents no risk to the quality of services being contracted.

In such cases, the contracting body will evaluate the percentage of green electricity from guaranteed sources in the offer. Additionally, it may establish a minimum percentage. The contracting body may accept, and so state in the procurement documents, a commitment from the successful tenderer to renegotiate their contract for the supply of electrical energy within the first year of the contract in order to adapt to the percentage offered or required.

In the case of services with installations or equipment that are not used exclusively by Barcelona City Council, the percentage of green electricity will relate to the proportion of total energy assignable to the City Council.

Additionally, the contracting body may give points if the company commits to compensate the CO<sub>2</sub> emissions corresponding to electricity that does not have a guarantee of origin.

### 6.2 Contracts of energy service companies

In energy service contracts an award criteria will be whether the bidding companies offer a gradual increase in the supply of green electricity from guaranteed sources.

Additionally, the contracting body may give points if the company commits to compensate the CO<sub>2</sub> emissions corresponding to the electricity that does not have a source guarantee.

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## 7 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 awarded company complies with and executes the environmental clauses included 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):

- Procurement documents.
- A copy of the award report with detailed information on the evaluation of the environmental criteria in the bids.
- A copy of the annual report on the guarantees of origin assigned to the contract.





For contracts involving intensive use of electricity, the responsible person will send a report on the service contracts where environmental criteria relating to electricity supply have been included.

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

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## 8 TRANSITIONAL REGULATIONS / ENTRY INTO FORCE

These instructions will enter into force 3 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.



# TECHNICAL INSTRUCTIONS FOR THE APPLICATION OF SUSTAINABILITY CRITERIA IN

# COMMUNICATION ELEMENTS



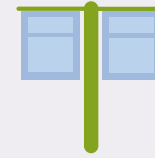
## AREAS OF APPLICATION AND SCOPE



GRAPHIC DESIGN AND PRODUCTION



DIGITAL DESIGN AND PRODUCTION



ADVERTISING ON THE PUBLIC HIGHWAY



PROMOTIONAL ITEMS AND MERCHANDISING



DISTRIBUTING AND INSTALLING COMMUNICATION ELEMENTS

## SUSTAINABILITY ASPECTS

Include eco-publishing criteria and more sustainable materials and practices



Save on material resources (digital publications, adapt print runs.)



Purchase products with environmentally friendly qualities (recycled and biodegradable materials, etc.)



Order socially responsible products and services



Establish good environmental practices



# TECHNICAL INSTRUCTIONS FOR THE APPLICATION OF SUSTAINABILITY CRITERIA IN COMMUNICATION ELEMENTS

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

These technical instructions are an answer 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 to be applied in the purchasing and contracting of groups of products and services that have been defined as priorities, which include communication elements.

These instructions on communication elements respond to the need to meet in a consistent way and in the external municipal communication activities, the environmental policy commitments set out in the other environmental technical instructions, without detriment to the communications policy. Specifically, this refers to communication elements relating to the municipal image, be they handled by the City Council itself, by municipal institutions and companies, by municipal service companies or by external contracts.





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## 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 communication elements.

To achieve this objective, the current instructions:

- a. Categorise the different elements of communication.
- b. Define the priorities that should underlie their procurement.
- c. Establish the main sustainability aspects and environmental criteria to be applied in the different types of contracts for communication elements identified, in coherence with the other instructions deployed by the decree.
- d. Establish the monitoring system.

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## 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”.

With regard to internal demand, these instructions also apply to all internal ordering procedures that the various units place with the Image and Editorial Services Department of Barcelona City Council, and to the function of that department as a centralised contracting body.

### 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 communication elements, 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.

Moreover, in the case of internal requests to the Image and Editorial Services Department, the head of the municipal service making the request may consider the priorities and nature of the communication elements established in these instructions inappropriate for the tasks, or part of the tasks being carried out by the service. In such cases, the head of the service making the request will be responsible for justifying this in the procurement record, as specified in Section 4.2.





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### 3 SCOPE

These instructions establish specific criteria for the following types of contracts or services related to communication elements:

- Graphic product design services.
- Graphic production services, including the acquisition of graphic art material (offset paper, stucco paper, card) for use by the communication service (Image and Editorial Services Department).
- Design and digital production services.
- Production of outdoor communication elements or institutional advertising (banners, advertising panels, hanging wraps, roll ups and similar) on buses, metros and other similar advertising elements.
- Acquisition of promotional objects and merchandising, such as office stationery, games, small electronic devices and similar, foods, bags, t-shirts or other fabric products.
- Services for the distribution, installation and replacement of the various types of communication elements.

These instructions also apply to centralised contracts for these elements, as well as small orders and contracts and the procurement of services that include communication elements.

These instructions do not apply to other communication products and materials, for which no specific criteria are outlined. Nevertheless, the priorities and lines of action indicated in these instructions should inform their procurement.

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### 4 PRIORITIES FOR COMMUNICATION ELEMENTS

#### 4.1 Priorities

In accordance with the various environmental protection commitments that Barcelona City Council subscribes to, and considering the different associated environmental impact and risks, when communications items or products are purchased, and when services involving communication elements are contracted, the following principles will be a priority:

- To reduce the material resources used, either through using new digital communication technologies, or by keeping the production of material resources to the minimum required.
- To guarantee the acquisition and demand of products and items with the highest amount of recycled materials possible, or, if not possible, sustainable materials or materials with guaranteed sustainable production or origins. This applies in particular to paper products, which must follow the directives and criteria outlines in the “Paper” instructions.
- To guarantee the acquisition and demand of products and items with positive environmental qualities, in particular products resulting from the use of ecodesign, which also ensure aspects such as the elimination of toxic products or substances, durability and recyclability, among other things.
- To guarantee the acquisition and demand of socially responsible products and services.

Given the wide range of items that might fall under the scope of these instructions, in accordance with Section 3, “Scope”, the principles outlined here should be applied on a case-by-case basis as appropriate.

As communication elements are the focus of these instructions, the aforementioned principles will take priority over the aspects that are mentioned below, which, although they do not refer to communication services specifically, are equally important as they reinforce other environmental policies on energy efficiency and waste prevention and are







necessary to ensure coherence with the other sustainable procurement instructions:

- To introduce and consolidate good waste prevention and management practices, in particular with regard to both primary and secondary packaging.
- To promote and consolidate, where possible, good environmental practices when carrying out contracts, both at the production and distribution phases.
- To promote reuse of communication elements that may have become obsolete, but which are made from durable materials (such as canvasses, banners and suchlike) by reusing them as raw materials for the production of new items. This can be achieved through specific contracts, or by including such requirements in the contracts.

These secondary aspects, although not central, in many cases are often easier to take on board for the bidders as they are not the economic focus of the contract, but 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 wide variety of contracts, both in type and value. Should the competent contracting body consider the priorities mentioned in the previous section, certain specifications 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 elements being acquired or the service being contracted.
- A reasoned justification explaining the infeasibility of balancing these special requirements with the environmental criteria established in these instructions.

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

## 5. ENVIRONMENTAL CRITERIA FOR THE PURCHASE OR PROCUREMENT OF COMMUNICATION ELEMENTS

The following table shows the different environmental criteria for each type of contract or service mentioned above.

The following articles indicate when it is 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 tender includes various services or elements from different categories, the relevant criteria for each category should be included for each item.

|                               |   |
|-------------------------------|---|
| <b>Graphic product design</b> | Maximising paper use                    |
|                               | Wise use of colours                     |
| <b>Graphic production</b>     | Limiting print runs                     |
|                               | Environmental quality of paper          |
|                               | Pre-printing                            |
|                               | Other ecoediting criteria               |
|                               | Good environmental management practices |
|                               | Sustainable messages                    |





### Digital design and production

Online accessibility and reading protocols

Simplified printable versions

Sustainable messages

Access by sections or chapters

### Elements for streets, buses or metros

Paper quality

Other formats: canvasses, "vinyls", banners

### Promotional items and merchandising

Ecodesign, ecolabels, fairtrade and similar

Environmental objectives

### Distribution, installation and replacement services

Quality mailings

Wrapping and packaging

Use of vehicles

Prevention and proper management of waste

## 5.1 Criteria for graphic product design

The criteria are based on the ecodesign principles applied to graphic products, more specifically those that have an impact on the consumption of raw materials during the next phase of graphic production. At the same time, design is conditioned by content and size. The responsible body must predefine the size of the graphic product so that the content can be adjusted to the optimal number of pages during the design and layout tasks to make sure paper is used as efficiently as possible.

The body responsible for the contract or request will establish the following requirements:

### I- Maximum utilisation of paper

- Standard paper formats should be selected in order to minimise paper wastage (see Appendix I).
- Design tasks should adjust the content to the optimal number of pages according to the standardised format chosen (check with the printers for each case).
- Paper weight should be as low as possible according to the technical aspects (see sufficient weight in Appendix I).

### II- Wise colour use

- Page coverage will be limited to reduce ink consumption.
- Smart designs will be used to limit the number of inks necessary in production to 2 or 4 maximum, including corporate colours, and will use standardised colour series.
- Metallic colours will be avoided, as these inks contain heavy metals.





## 5.2 Criteria for graphic production

The criteria are based on the principles of ecoediting, which is the application of eco-design during the graphic production process. The criteria presented here are the most relevant for this process, so they can be included into the procurement process.

### I- Limiting print runs/number of copies

The responsible body, before a procurement or request, will make an accurate estimate of the needs before drawing up the contract or making the request, including the revision and optimisation of the contact database (see Appendix II: requirements for quality mailings) in order to limit the print run to the number of copies necessary in each case.

### II- Environmental quality of paper

The body responsible for the procurement or request will establish the type of paper to be used depending on the specification in the reference table (Appendix I). The quality and technical characteristics of the type of paper selected (recycled or from sustainably managed sources) will comply with the environmental criteria established in the [Technical Instructions for the Application of Sustainability Criteria to Paper](#), with regard to:

- Source of the fibres

### III- Pre-printing

The contracting body must always require the pre-printing process to be digital, if possible using Computer to Plate (CtP).

### IV- Other ecoediting criteria

Whenever possible the contracting body will apply other ecodesign criteria, such as:

- The use of vegetable oil inks (in offset printing), or water-based inks (in flexographic printing, gravure printing or screen printing) and toners that meet the requirements forbidding heavy metals and limiting the content and emission of toxic substances, as

outlined in type 1 ecolabels<sup>1</sup>, such as the European Union ecolabel, the Nordic Swan, the Blue Angel or equivalent (for digital printing).

- Application of ink: use reduced screening (<100%) or stochastic screening in four-colour printing to reduce ink consumption.
- Finishes: avoid plastification and opt for 100% recycled card and water-based acrylic varnish.

### V- Good environmental management practices

The contracting body will require as contract performance clause the application of good environmental practices during the printing process, and will include at least the following criteria:

- The separate collection of waste paper
- The proper management of special waste

If the contracting body has its own environmental management system establishing requirements in the suppliers chain or any other objective condition that so allows<sup>2</sup>, it may also consider the possibility of requiring, as selection criteria, that the printer have an environmental management system (EMAS, ISO 14001 or equivalent) or an action plan including environmental measures in the production process to guarantee the environmental quality, or be able to contract through a restricted procedure using this selection criteria.

<sup>1</sup>Type 1 ecolabels are those that include an independent third party during the certification process, in accordance with the ISO 14024 regulation.

<sup>2</sup>See the Guide on Technical Competence and Environmental Management by the Government of Catalonia.





## VI- Sustainable messages

The contracting body will consider the option of including information about the environmental characteristics of the publication on the documents being printed. If thought appropriate, it may require the successful tenderer to make available or collect the relevant information as contract performance clause. The information to be incorporated may include, for example, one or a combination of the following options:

- Environmental quality of the paper (ecolabel) or ink.
- Carbon or ecological footprint of the publication.
- Reference of the environmental management system of the printing or editing company.
- More detailed information on other good printing practices<sup>3</sup>.

Additionally, environmental messages can be included to influence the target audience behaviour.

### 5.3 Digital design and production criteria

When contracting digital products that can be printed by users, such as dynamic e-publications (websites) or non-dynamic e-publications (newsletters or similar), the contracting body will include in the procurement documents criteria for the environmental optimisation of the design, such as:

- Applying designs that respect online accessibility protocols (WAI, W3C, etc.) and promote online reading.
- Styling templates for paper printing that are adapted to generate a simplified version that optimises text and image to the page format (simplify headers, eliminate menus, etc.) and that minimises the ink consumed (eliminating background colours, reducing sizes, removing images, etc.).
- Include messages promoting online reading and discouraging printing in digital communication products and dissemination activities (upload and download of documents).

- Offer pdf versions of parts and chapters of publications as part of web content maintenance contracts.

### 5.4 Criteria for the production of outdoor communication elements or institutional advertising

#### I- Paper format

For paper format items for advertising panels, posters, etc., the body responsible for the procurement or request will establish the requirements for the quality and technical characteristics of the type of paper (recycled or from sustainably managed sources) and will meet the environmental criteria as laid out in the Technical Instructions for the Application of Sustainability Criteria for Paper, with regard to:

- Source of the fibres

#### II- Other materials

As for other resistant, durable plastic materials, such as banners, roll ups, etc., the contracting body may establish environmental criteria with regard to:

- The percentage of recycled plastic, and evaluating offers with a higher percentage.
- The possibility of including criteria on the reuse of materials, as described in these instructions under the section “Criteria for Contracting Distribution and Replacement Services”, with regard to waste prevention.

Furthermore, the contracting body may consider the possibility of using canvasses and materials that are biodegradable as an alternative to more common plastics, in which case it must ensure that:

<sup>3</sup>The ecolabel bDAP from the EU Greening Books project offers information on all these areas (<http://greeningbooks.eu>)





- The material is biodegradable within 180 days, as described in standard UNE-EN 13432:2001. Wrapping and packaging. Requirements of recoverable wrapping and packaging through composting and biodegradation.
- Once removed, the material is moved, or effectively delivered to a waste manager that can guarantee it will be treated as organic biodegradable waste (see also “Criteria for Contracting Distribution and Replacement Services”).

## 5.5 Criteria for the acquisition of promotional objects and merchandising

### I- Ecodesign, ecolabels, fairtrade certifications and similar

When selecting items, the contracting body will include as compulsory requirement that the successful tenderer analyses the various product alternatives and chooses the one that meets the most sustainability criteria:

- Ability to accredit the application of ecodesign criteria that minimise impact throughout the product’s lifecycle, as established by type 1 ecolabels (Catalan ecolabel, Blue Angel, Nordic Swan or similar).
- Fairtrade, in accordance with the European Commission Communication from 29 November, 1999, on fairtrade COM (99) 619 final.
- Made from recycled materials (for example, recycled paper, plastic or metal), renewable and compostable materials, less-polluting materials (water-based paints), etc.
- Made by companies dedicated to social and occupational integration.

The sustainable characteristics of the products and materials shall be clearly visible and explained to the recipients.

In the case of items made from wood, fabric or food, the contracting body will apply the following specific criteria:

### Wood

In the case of items made from wood (items for writing such as pencils, pens or similar or other items), in order to comply with Barcelona City Council’s Wood Policy, the contracting body will establish requirements that comply with the responsible procurement criteria outlined in the [Technical Instructions for the Application of Sustainability Criteria for Timber](#), with regard to:

- Timber from sustainable sources

The contracting body may also consider the option of determining the type of wood in order to promote species diversification.

### Fabric products

In the case of items made from fabric (t-shirts, bags, scarves or similar), and to ensure compliance with Barcelona City Council’s institutional declaration on fairtrade, the contracting body will establish the responsible procurement requirements outlined in point 5.3, Specific Criteria for Other Fabric Products, from the [Technical Instructions for the Application of Sustainability criteria for Textile Products](#).

The contracting body may also consider the possibility of including other environmental criteria outlined in said instructions with regard to:

- Limiting the presence of chemical substances in the end product
- Recycled content in the case of items made from synthetic fibres
- Ecologically/organically sourced cotton and natural fibres

### Food

For food products, the contracting body may establish the responsible procurement requirements as outlined in the [Technical Instructions for the Application of Sustainability Criteria in Food Services](#), regarding the source and quality of the products with regard to:





- Organic sources
- Fairtrade guarantees

## II- Environmental objective

The contracting body may require merchandising to foster sustainable behaviour, such as reuse, energy efficiency and renewable energies (reusable bags, reusable nappies, solar chargers, LED bulbs and similar items).

## 5.6 Criteria for contracting services for the distribution, installation and replacement of different types of communication elements

### I- Quality mailings

In distribution contracts, the contracting body may require the successful tenderer to communicate relevant information to ensure the quality of the distribution list, in terms of how precise data on the recipient is, be that the address or the physical person being delivered to, or other relevant data (see Appendix II).

### II- Wrapping and packaging

The contracting body may establish criteria to minimise secondary packaging (for transport), as well as the environmental quality of packaging, prioritising materials that are more recyclable (paper and cardboard) and making sure materials come from recycled sources.

In publications that are to be distributed to homes directly (delivery) or by mail, the contracting body may decide on the type of primary packaging (envelope, bag, etc.) and prioritise the use of alternatives to avoid their use, such as adhesive stickers showing the recipient's address.

### III- Use of vehicles

In regular, repeated distribution or replacement contracts, the contracting body may set environmental requirements as outlined in the [Technical Instructions for the Application of Sustainability Criteria to Vehicles](#), Article 6, “Contracting services using vehicles”, with regard to:

- Efficient driving
- Environmental quality of the fleet

### IV- Prevention and proper management of waste

In contracts for the installation of communication elements, the contracting body will establish criteria related to the prevention and proper management of waste that may include, among other aspects:

- Collecting any material leftover from the graphical production once the communication campaign is over and delivering it to authorised waste managers or recycling centres.
- Positively evaluating bidders that include the reuse of materials in their tenders, for example, production of merchandising from canvases and banners or similar materials that have not yet reached the end of their useful life.
- Alternatively, making it compulsory for the successful tenderer to hand over certain materials to initiatives that reuse or recover used products.
- Evaluating the bidder's ability to store certain materials temporarily until a reuse chain can be established, which the successful bidder may take part in.
- Other similar measures.





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## 6 CONTRACTING OTHER TYPES OF SERVICES THAT INCLUDE COMMUNICATION ELEMENTS

### 6.1 Environmental criteria for other types of far-reaching services

In the case of other types of overarching service contracts involving the design, production, distribution or installation of communication elements by the successful tenderer, such as the comprehensive management of municipal facilities, public transport services, etc. that include the regular production of leaflets, informational handouts, posters, banners, merchandising, etc., the contracting body, without detriment to the quality of the service offered in the contract, must consider including the relevant environmental criteria, as described in Section 5.

### 6.2 Environmental criteria for other types of services that are narrower in scope

In the case of other services that are narrower in scope involving occasional design, production, distribution or installation of communication elements by the successful tenderer, the contracting body must consider at least the following criteria as outlined in Section 5:

- Criteria covering the environmental quality of paper for graphic production
- Criteria covering ecodesign, ecolabels, fairtrade certificates and similar for the acquisition of promotional objects and merchandising

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## 7 MONITORING SYSTEMS

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 [ajuntament-sostenible@bcn.cat](mailto:ajuntament-sostenible@bcn.cat):

- Procurement documents
- A copy of the adjudication report with detailed information on the evaluation of the environmental criteria of the bids

Those managing the + Sustainable City Council Programme may request additional information from the contracting body, including the justification reports described in Section 4.2.

Those managing the + Sustainable City Council Programme may request additional information from the contracting body. They will also be able to request a justification report from the different units detailing the reasons for the non-inclusion of all or some of the environmental clauses outlined in these instructions.

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## 8 TRANSITIONAL REGULATIONS / COMING 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 REFERENCE TABLE

Reference table: environmental characteristics of the most common types of publications

|   | Standard formats  | Type of paper   | Sufficient weight   | Whiteness     | Number of inks   | Post-printing  |
|---|---|---|---|---------------|--|--|
| <b>Two-fold and three-fold leaflets</b> | 30 x 21 / 20 x 21 (open)  | 100% recycled   | 90 - 125 g  | 80%           | 4 max. (including corporate colours)   | Folded<br>Then enveloped   |
| <b>Informational newsletters</b>        | A4; A5  | 100% recycled   | 80 - 100 g  | 80%           | 1 - 2 inks   | Stapled (cadmium-free)<br><br>Enveloped (100% recycled envelopes)  |
| <b>Brochures and magazines</b>          | A4 / 15 x 21.5 / 15.5 x 21.5 / 17 x 24 (closed)                     | A: 100% recycled<br><br>B: 50% recycled min.; sustainable forests                                 | Interior: 80 - 110 g<br><br>Exterior 150 - 180 g<br><br>16 pages with a single weight (90 - 125 g)<br><br>or paper volume 45 - 60 g | 80% or higher | 4 max. (including corporate colours)<br><br>or 2 inks (black + corporate colour) | Exterior not plastic coated; if necessary, water-based varnish<br><br>Stapled with 2 staples (cadmium-free)  |
| <b>Guides, catalogues, books</b>        | A4 / 15 x 21,5 / 15,5 x 21,5 / 20 x 21 / 21 x 21 / 17 x 24 (closed) | A: 100% recycled<br><br>B: 50% recycled min.; sustainable forests<br><br>offset quality or higher | Interior: 80 - 100 g<br><br>Exterior 170 - 300 g (normally 250 g), sleeve-free  | 80% or higher | 4 max. (including corporate colours)<br><br>or 2 inks (black + corporate colour) | Exterior not plastic-coated; if necessary, water-based varnish<br><br>Bound with vegetable thread<br><br>If glue must be use, employ water-based glues |







|                             | Standard formats                              | Type of paper  | Sufficient weight                              | Whiteness     | Number of inks   | Post-printing                            |
|-----------------------------|---|--|--|---------------|--|--|
| <b>Personalised binders</b> | 27 x 32, differently sized spines             | 100% recycled card<br>Free from PVC, ABS, PS plastics<br>Free from heavy metal-based colorants Working parts made from metal<br>Paper inside 100% recycled | Interior: 75 - 110 g<br>Separators 200 - 250 g | 80% or higher | 4 max.<br>(including corporate colours)<br>or 2 inks<br>(black + corporate colour) | Lined with TCF paper<br>Water-based glue |
| <b>CD cases</b>             | Different models                              | 100% recycled  | 200 - 300 g                                    | 80%           | 2 inks<br>(black and corporate colours)  |  |
| <b>Posters</b>              | DIN A3, 2, 1<br>25 x 50 / 50 x 70<br>70 x 100 | A: 100% recycled<br>B: 50% recycled min.; sustainable forests<br>offset quality or higher  | 100 - 150 g<br>(normally 125 g)                | 80% or higher | 4 max.<br>(including corporate colours)  |  |





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## APPENDIX II REQUIREMENTS FOR QUALITY MAILINGS

### Quality mailing lists

A “quality mailing list” is an up-to-date list with no repeat recipient organisations or people.

A quality mailing list requires the following updates and checks:

- Confirmation that the last update was less than a year ago.
- Confirmation that the names of organisations and people are not repeated. If an organisation appears more than once, it must be confirmed whether or not more than one copy needs to be sent.
- Confirmation that the addresses (postal and email) are correct.
- Confirmation that the job titles are up-to-date.

**If the mailing list is created from scratch**, the following should be defined:

1. the number of people who might be interested in receiving the publication
2. the number of people who should receive the publication (target audience)
3. the number of people who can receive the publication within a time limit (for example, before the conference or opening is held)

**If the mailing list is already in existence**, the information must be checked regularly (once a year), following the preceding instructions.

The benefits of updating the mailing list include a reduction in the number of printed copies according to the amount actually required. At the same time, this reduces the cost of postage and number of copies returned by mail.



# TECHNICAL INSTRUCTIONS FOR THE APPLICATION OF SUSTAINABILITY CRITERIA TO ICT EQUIPMENT



## AREAS OF APPLICATION AND SCOPE



MULTIFUNCTION EQUIPMENT



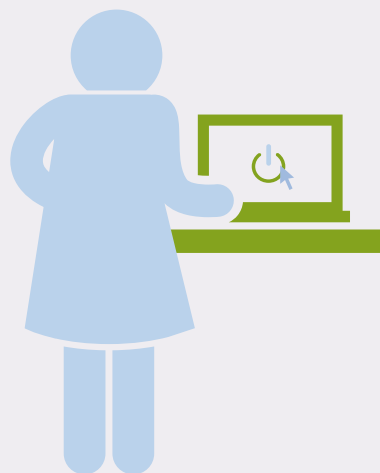
WORKSTATIONS



LAPTOPS

## SUSTAINABILITY ASPECTS

### Reduce equipment energy consumption



Reduce emissions (sound, electromagnetic, harmful substances, etc.)



Instal equipment with energy-saving settings and double-sided printing by default



Ensure suppliers' commitment to transparency and compliance with the basic conventions of the International Labour Organisation (ILO)



Minimise the impact associated with waste: promote the use of remanufactured consumables and donation of old equipment to non-profit organisations etc.



# TECHNICAL INSTRUCTIONS FOR THE APPLICATION OF SUSTAINABILITY CRITERIA TO ICT EQUIPMENT

Barcelona City Council, in accordance with the strategies outlined in the 2012-2022 Citizen Commitment to Sustainability and the Plan for Energy Self-sufficiency, is working towards minimising the environmental impact of the use of ICT equipment needed for the municipal services.

These technical instructions are an answer 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 ICT equipment.





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## 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 ICT equipment (for any of the possible procurement types: purchase, leasing or renting).

To achieve this objective, these instructions:

- a. Define the different types of ICT equipment covered by the instructions.
- b. Define the priorities in their procurement.
- c. Define the environmental criteria to be applied in the acquisition of the different types of equipment.
- d. Establish the monitoring system.

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## 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 contracts 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 equipment, the basic environmental criteria are applied.

### 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 of 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.

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## 3 SCOPE

These instructions establish specific criteria for the following ICT equipment:

- Multifunction devices
- Workstations
- Laptops

These instructions apply to contracts for the acquisition of commonly used ICT equipment (including leasing and renting options).

However, these instructions do not apply to small printers or fax machines, mobile phone devices, touch-screen tablets, PDAs or other similar electronic devices, or servers or data





centres (be they in-house or external). Nevertheless, the priorities and lines of action indicated in these instructions should inform their procurement.

Nor will this apply to contracts for services requiring the use of computer systems such as those described in the scope, although the priorities and lines of action indicated in these instructions should inform their procurement.

### 3.1 Definitions

The following definitions are for the types mentioned:

#### **Multifunction equipment**

A product comprising a device or combination of integrated devices designed to print images and documents. It includes at least the following functions: printing, copying, scanner and fax. It can be connected to the electricity grid or the data network.

#### **Workstation**

A product comprising a computer, a screen, a keyboard and a mouse. The computer is a device for IT operations and data processing with a central processing unit (CPU) and is able to work with input devices and screens. The computer can be a desktop, an integrated desktop (with an all-in-one screen and computer) or a thin client. The screen is the display that shows output information from the computer and it can be separate or integrated into the computer.

#### **Laptop computer**

A computer with an integrated screen (at least 9 inches in the diagonal) designed specifically to be portable and to work for long periods of time without needing to be connected to an electricity grid, although it can work with a built in battery or other portable power source.

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## 4 PRIORITIES FOR ICT EQUIPMENT

### 4.1 Priorities

An important aspect of ICT equipment is the fact that its environmental impact is associated to its use phase. As such, in accordance with Barcelona City Council's various commitments to environmental protection, climate change and energy savings and bearing in mind the differences in environmental impact linked to different types of equipment, criteria must be established in order to:

- Reduce the energy consumption linked to equipment use.
- Reduce all types of emissions (sound, electromagnetic, harmful substances, etc.) that might affect the environment or human health.
- Minimise the impact from waste, in particular from consumables, encouraging reuse and recycling as far as possible.

### 4.2 Justification report

Should the competent contracting body consider the priorities mentioned in the previous section, certain specifications 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 established environmental priorities, requirements or criteria.
- Or, a financial justification based on the total cost of ownership (TCO).

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





## 5 ENVIRONMENTAL CRITERIA FOR THE PROCUREMENT OF ICT EQUIPMENT

The following table shows the different sustainability aspects for each of the types of equipment indicated:

|                              |  |  |
|------------------------------|--|--|
| <b>Multifunction devices</b> | Basic technical criteria                 |  |
|                              | Energy efficiency                        |  |
|                              | Sound emissions                          |  |
|                              | Limiting harmful substances              |  |
|                              | Consumables                              |  |
| <b>Workstations</b>          | <b>Computers</b>                         | <b>Screens</b>                           |
|                              | Energy efficiency                        | Energy efficiency                        |
|                              | Sound emissions                          | Ergonomics and electromagnetic emissions |
| <b>Laptops</b>               | Energy efficiency                        |  |
|                              | Sound emissions                          |  |
|                              | Ergonomics and electromagnetic emissions |  |

The procurement documents must ensure bidders provide the documentation demonstrating compliance with the criteria stipulated. The following articles indicate when the criteria can be included as technical specification or 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 contracting of several different services, these must be separated in lots and each lot must include the relevant criteria.

### 5.1 Criteria for multifunction devices

When acquiring multifunction devices, the following basic environmental criteria will apply.

#### I- Basic technical criteria

The contracting body will establish the following requirements with regard to the equipment's technical characteristics:

- They must be able to print, copy and scan in duplex automatically
- They must guarantee technical compatibility for printing and copying on both 100% post-consume recycled paper as well as non-recycled paper in accordance with standard EN 12281 or equivalent.
- Cartridges (of black and white and colour ink or toner) must be individually and independently exchangeable.
- The equipment have a printing confirmation system compatible with the user cards defined by the City Council.

In case of leasing or renting contracts, the contracting body may require that, on top of the manufacturer's guarantee, the suppliers of the equipment and associated services:

- Guarantee the equipment is compatible and works correctly with remanufactured toner cartridges.





## II- Energy efficiency

The contracting body will require the equipment comply with TEC, Typical Energy Consumption, requirements as established by the latest version of Energy Star or equivalent.

## III- Levels of sound emissions

The contracting body will require that the sound levels (in LWAd, declared A-weighted sound power level) of multifunction devices be no higher than 75 dB(A), in accordance with standard EN ISO 7779:2010 and EN ISO 9296:1988 or equivalent, as stipulated in the Blue Angel or the Nordic Swan ecolabels.

## IV- Limiting harmful substances

The contracting body will require that the equipment does not exceed the levels of emission of harmful substances described in the following table, calculated in accordance with the procedure defined in the Blue Angel ecolabel or equivalent.

| Substances                              | B/W equipment | Colour Equipment |
|---|---------------|------------------|
| Dust                                    | 4 mg/hour     | 4 mg/hour        |
| TVOC (Total volatile organic compounds) | 10 mg/hour    | 18 mg/hour       |
| Ozone                                   | 1.5 mg/hour   | 3 mg/hour        |
| Styrene                                 | 1 mg/hour     | 1.8 mg/hour      |
| Benzene                                 | <0.05 mg/hour | <0.05 mg/hour    |

## V- Consumables

Where the contract for the supply of multifunction devices includes the supply of consumables (such as in leasing or renting contracts), the contracting body will include as award criteria that bidding companies guarantee the quality criteria and any maintenance tasks they may be required to carry out, and the inclusion of the supply of consumables (toner and ink cartridges) that:

- Are remanufactured and complying with the printing quality requirements defined in DIN standard 33870 (DIN 33870-1 for black and white and 33870-2 for colour) or equivalent.
- Comply with the limits on the presence of dangerous substances defined in Type 1 ecolabels (Blue Angel, Nordic Swan, Austrian Ecolabel) or equivalents.

In the case of contracts involving the replacement of consumables, the contracting body may require as contract performance clause, the successful tenderer to send used cartridges to be remanufactured. To this end, when signing the contract, the successful tenderer should supply the contracting body with documentation confirming an agreement with the company that will remanufacture the cartridges.

## 5.2 Criteria for workstations

During the acquisition of workstations, the following environmental criteria will be considered.

### 5.2.a Computers

#### I- Energy efficiency

The contracting body will require computers to comply with the energy consumption requirements TEC (Typical Energy Consumption) and energy management as established in the latest version of Energy Star or equivalent.







## II- Levels of sound emissions

The contracting body will consider as award criteria that sound emissions from computers comply with the limits set by the TCO Certified Desktops and TCO Certified All-in-One PCs standards, as stated in the European Ecolabel, Blue Angel, Nordic Swan or equivalent:

*Declared A-weighted sound power level (LWAd)*

### In standby mode

40 dB(A)\*

### When the hard disk reader is accessed

45 dB(A)\*

\*calculated according to EN ISO 7779:2010 and expressed in accordance with ISO 9296:1988 or equivalent

## 5.2.b Screens

### I- Energy efficiency

The contracting body will require screens to comply with the energy consumption requirements TEC (Typical Energy Consumption) and energy management established in the latest version of Energy Star or equivalent.

### II- Ergonomics, electromagnetic emissions

The contracting body will require screens to comply with the requirements relating to ergonomics and electromagnetic emissions established in the TCO Certified Displays and TCO Certified All-in-One PCs standards or equivalent.

## 5.3 Criteria for laptops

In the acquisition of laptops, the following environmental criteria will be considered.

### I- Energy efficiency

The contracting body will require computers to comply with the energy consumption requirements TEC (Typical Energy Consumption) and energy management as established in the latest version of Energy Star or equivalent.

## II- Levels of sound emissions

The contracting body will consider as award criteria that the sound emissions from computers comply with the limits set by the TCO Certified Notebooks standard, as stated in the European Ecolabel, Blue Angel, Nordic Swan or equivalent:

*Declared A-weighted sound power level (LWAd)*

### In standby mode

35 dB(A)\*

### When the hard disk reader is accessed

40 dB(A)\*

\*calculated according to EN ISO 7779:2010 and expressed in accordance with ISO 9296:1988 or equivalent

### III- Ergonomics and electromagnetic emissions

The contracting body will consider as award criteria the compliance with the requirements on ergonomics and electromagnetic emissions established in the latest version of the TCO Certified Notebooks and as stated in the European Ecolabel, Blue Angel, Nordic Swan or equivalent.





## 5.4 Criteria for the supply of all types of computer equipment

### I- Guarantee

In the case of the purchase of IT equipment, the contracting body will require equipment has a minimum warranty of 3 years.

Additionally, the contracting body will consider as award criteria extendings this warranty beyond the 3-year minimum.

### II- Installation of new equipment

Installation of the equipment with the energy saving settings, double-sided printing, etc., defined by default, in accordance with the defined user profiles.

The contracting body must include, as contract performance clause, in all contracts for the supply of any type of IT equipment, the requirement for the successful tenderer to leave the area clear of packaging (cardboard boxes, protective wrapping, plastic, etc.) once the equipment has been installed, as well as disposing of any waste generated during the installation (pieces, cables, etc.).

To this end, before installing any equipment, the contracting body and successful tenderer will agree on the methods to be used to remove the different types of waste (paper/ cardboard, plastic, pieces/cables, etc.) and the area or place where each type of waste can be disposed of. Once the installation has taken place, it will be the responsibility of the successful tenderer to dispose of the waste following the agreed protocol.

### III- Disposing of old equipment

In cases where the contract provides for the disposal of the old equipment, the contracting body may require equipment in working condition to be donated free of charge to non-profit organisations. If this is not possible, the company will have to ensure it will be handled correctly.

Once the equipment has been removed, the successful tenderer must present the corresponding management report, with documents showing what was done with the old equipment (agreements with NGOs, acceptance forms from authorised handlers, etc.).

### IV- Supply chain

The contracting body must require bidding companies to commit to working towards adopting measures to guarantee transparency and good working conditions, and must at least comply with the ILO's basic conventions throughout the value chain of the products supplied. To this end, bidding companies should include a document showing the measures they plan to implement to meet this requirement as part of their offer.

The contracting body will set criteria obliging the successful tenderer to sign a commitment to meet and collaborate on any demands and initiatives the City Council may have or undertake in the future.

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## 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 awarded company complies with and executes the environmental clauses included 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):

- Procurement documents.
- A copy of the adjudication report with information on the evaluation of the environmental criteria in the bids.





- A list of the equipment acquired (directly or through leasing and renting) with information on ecolabel compliance (Energy Star, Blue Angel, Nordic Swan, TCO or equivalent).

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

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## 7 TRANSITIONAL REGULATIONS / ENTRY INTO FORCE

These instructions will enter into force 3 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.



# TECHNICAL INSTRUCTIONS FOR THE APPLICATION OF SUSTAINABILITY CRITERIA FOR

# TIMBER



## AREAS OF APPLICATION AND SCOPE



DRAFTING  
BUILDING OR  
URBANISATION  
PROJECTS



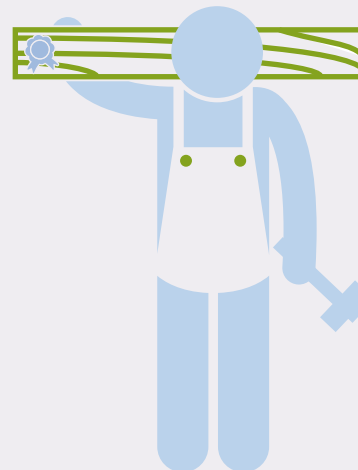
IMPLEMENTING  
BUILDING OR  
URBANISATION  
PROJECTS



PROCURING  
URBAN FURNITURE  
AND OTHER  
URBAN  
ELEMENTS

## SUSTAINABILITY ASPECTS

Timber from sustainable forestry  
(FSC, PEFC or equivalent certificates)



Tropical wood with  
guarantees of  
legality



Certified recycled  
wood



Promote wood as a  
sustainable and  
renewable building  
material



Promote  
diversification of  
species and  
indigenous timber  
from sustainable  
forests



# TECHNICAL INSTRUCTIONS FOR THE APPLICATION OF SUSTAINABILITY CRITERIA FOR TIMBER

Barcelona City Council, in accordance with the strategies outlined in the 2012-2022 Citizen Commitment to Sustainability, the Barcelona City Council Sustainable Timber Action Plan, and the 2014 Policy Decree on Responsible Procurement of Timber from Sustainable Forests, is working towards reversing the trend of deforestation through the procurement and use of sustainable timber and the creation of more responsible tropical timber markets.

These technical instructions are an answer 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 products of and derived from timber.





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## 1 SUBJECT MATTER

These technical instructions aim to define, in accordance with the Mayoral Decree on Responsible Public Procurement with Social and Environmental Criteria, the criteria for environmental clauses in the procurement of timber for urban furniture or building materials, including in contracts for the construction or maintenance of urban developments or buildings, as well as the procurement of other types of products made with wood or timber derivatives.

To achieve this objective, these instructions:

- a. Classify the main types of contracts that can include timber elements.
- b. Define the priorities that should underlie their procurement.
- c. Establish the main areas for application of environmental criteria for each type of product and define the environmental criteria to be applied.
- d. Establish the monitoring system.

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## 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 contracts 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 and type of timber or timber product, the corresponding environmental criteria are applied, adapting them where necessary to the characteristics of the contract.

### 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 of 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.

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## 3 SCOPE

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

- The drafting of projects for building work, new builds, renovations or refurbishments
- The drafting of projects for urban development or infrastructure (construction projects in public areas, be these developments, remodelling or maintenance)
- The execution of urban development and building resulting from such projects
- Procurement of urban furniture and other wooden pieces, either on their own or as part of maintenance contracts for urban furniture or other elements in the public space.





Barcelona City Council and its dependent organisations with adjudicatory power must ensure the criteria defined in these instructions are also applied when reaching agreements with private operators for the carrying out of urban development projects, maintenance or installation of urban elements in the city's public areas, and must ensure they are properly incorporated into the project and the work and delivery protocols.

The criteria defined in these instructions also apply to all types of procurement contracts for products made from timber or timber derivatives. Nevertheless, office furniture will be treated specifically and separately in the specific instructions on office furniture.

These instructions do not apply to paper products, which are dealt with separately under the specific instructions for paper and communication elements.

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## 4 PRIORITIES FOR TIMBER

### 4.1 Priorities on the type of timber to procure

In accordance with the various commitments on environmental protection subscribed to by Barcelona City Council, and bearing in mind the differences in associated environmental impact and risks, the priorities when deciding the type of timber will be as follows:

- It is mandatory to procure and order timber with guarantees of steaming from sustainably managed sources, and for this reason these instructions establish technical guarantee criteria.
- In general, a greater use of timber as a sustainable, renewable building material, and a greater use of species variety is promoted, as well as local timber from sustainably managed sources.
- For certain purposes, such as elements of urban furniture or other timber items included in construction work, contracting bodies can opt for tropical timber that, as well as

offering sustainability guarantees, must be procured with guarantees as to its legality, in line with the EU's FLEGT Action Plan and the European timber regulation (EUTR<sup>1</sup>).

When, for technical reasons, the priorities established in these instructions are inappropriate for the type of timber being procured, the service management or corresponding contracting body must emit a report indicating the technical reasons justifying the choice made.

Additionally, timber with other sustainability criteria may be procured, such as recycled timber or wood finishes with low environmental impact, among other things.

### 4.2 Justification report

Should the competent contracting body or service management consider the priorities mentioned in the previous section, certain specifications or environmental criteria not to be applicable for technical reasons, or it considers that the nature of the contract is not appropriate for including these instructions, they must indicate this and explain why in a report that must include as minimum:

- The special requirements and characteristics of the timber being contracted.
- A reasoned justification explaining the infeasibility of balancing these special requirements with the environmental criteria established in these instructions.

This report will be made available to those in charge of monitoring these instructions, when required.

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<sup>1</sup>European Parliament and Council Regulation num. 995/2010 from 20 October, 2010, which outlines the obligations faced by agents commercialising timber and timber products





## 5 ENVIRONMENTAL CRITERIA FOR THE PROCUREMENT OF TIMBER

The following table shows the various environmental aspects of timber for each of the types of service indicated.

|  |  |
|--|--|
| <b>Drawing up of projects and execution of urban developments or buildings</b> | Timber from sustainable sources or recycled timber |
|  | Legally-sourced tropical timber                    |
|  | Species diversification                            |
|  | Formaldehyde content                               |
| <b>Procurement or maintenance of urban furniture and other urban elements</b>  | Timber from sustainable sources or recycled timber |
|  | Legally-sourced tropical timber                    |
|  | Limiting of phytosanitary treatments               |

Below are the environmental criteria to be included in the specifications for the procurement documents described above.

In the following articles, we indicate when the criteria can be included as a technical requirement or 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 contracting of different types of timber, it is necessary to include the relevant criteria for each type.

### 5.1 Compulsory criteria for all contracts involving timber elements

The contracting body will establish the following requirements covering the basic characteristics of the timber:

#### I- General sustainable sourcing criteria for all types of timber

All wood and timber products (including wooden fibreboards, plywood, MDF and other similar materials) must have **guarantees that the timber come from sustainably managed sources**, to be accredited through the presentation of sustainable forest certification, in accordance with the FSC or PEFC certification systems or equivalent.

As an alternative to procurement of timber certified as steaming from sustainably managed sources, the contracting body may also require the use of **certified recycled timber** (to be verified in the product’s technical description or documentation accrediting compliance with the “EPF recycled wood” or “FSC recycled” standards, or other equivalent schemes).

At the same time, sustainable forest certificates (FSC, PEFC or equivalent) will be used to verify the timber is legally sourced, in order to combat illegal sourcing and trade of wood and timber derivatives, in line with the European Union’s FLEGT Action Plan and the European Timber Regulation (EUTR<sup>2</sup>).

### 5.2 Optional criteria depending on the type of contract

The contracting body may optionally include additional environmental criteria to improve the environmental aspect of the offer<sup>3</sup>. Some examples are mentioned below:

<sup>2</sup>European Parliament and Council Regulation num. 995/2010 from 20 October, 2010, which establishes the obligations of agents that commercialise timber and timber products.

<sup>3</sup>For more information, consult other manuals or reference documents on green public purchasing and procurement.







### I- Criteria to promote species diversification

The contracting body may establish criteria:

- to promote the wider use of timber as a sustainable, renewable building material;
- to promote the use of local timber from sustainably managed sources;
- to diversify the species that can be used in urban developments or redevelopments, building works and urban furniture.

To this end, in the specifications for projects or the execution of building work, infrastructure, urban furniture or other similar uses, the contracting body may define functional criteria such as density, colour, resistance or other technical characteristics. It will avoid prescribing specific species in order to promote species diversification and the use of autochthon timber, whenever possible.

### II- Formaldehyde content of timber material

In the case of wooden material (chipboard according to UNE-EN 312, fibreboards according to UNE-EN 622, oriented strand boards according to UNE-EN 300, and others), the contracting body may request these are classified as class E1 according to standard EN 13986, in accordance with the formaldehyde determination procedures outlined in standards UNE-EN 120, UNE-EN 717 or equivalent.

### III- Limiting phytosanitary treatments

The contracting body may require guarantees of compliance with existing prohibitions (for example of creosote-type treatments, according to Order 2666/02, 25 October), as well as establishing other limits, or excluding certain timber treatments, both generally and for specific uses, for example for children's toys.

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## 6 MONITORING SYSTEM

In accordance with the Mayoral Decree on Responsible Public Procurement using Social and Environmental Criteria and the Policy on Responsible Procurement of Timber from Sustainable Forests (Appendix I), the Timber Working Commission, coordinated by the + Sustainable City Council Programme, will oversee the responsible procurement of timber from sustainable sources. The Timber Working Commission will produce forms for the collection of information and monitoring of the timber instructions, which will contain at least:

- A list of the timber or timber products procured with general information and a description of the products procured.
- A copy of the sustainable forest certification for each timber element or item and the corresponding invoice linking the chain of custody number (FSC, PEFC or equivalent) with the product in question, or similar documentation in the case of recycled timber.

Those responsible for the contract must fill in and submit the forms using the email address [ajuntamentsostenible@bcn.cat](mailto:ajuntamentsostenible@bcn.cat).

The data collection forms are attached in Appendix III, and these will be updated by the Timber Working Commission to comply with these instructions.

Those managing the + Sustainable City Council Programme may request additional information from the contracting body, including the justification reports outlined in Section 4.2.

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## 7 TRANSITIONAL REGULATIONS / ENTRY INTO FORCE

These instructions will enter into force 3 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.

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## 8 REPEALING PROVISIONS

These instructions repeal the 2004 Responsible Timber Policy.

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## APPENDIX I POLICY ON RESPONSIBLE PROCUREMENT OF TIMBER FROM SUSTAINABLY MANAGED SOURCES

### Background

For some years, Barcelona City Council has been promoting a policy on responsible timber procurement as part of their willingness to reduce the environmental impact of the city on the planet, contributing to rational management and sustainable use of forest resources. As part of a pioneering initiative in Spain, in 2004, Barcelona City Council passed the “*Mayoral Decree of July 2004, on Responsible Policy for Timber Procurement*”<sup>4</sup>, which promotes the procurement of certified timber, establishing an order of preference for sustainable forest certifications, and excluding the purchase of timber from illegal sources by requesting certificates of origin.

Through a working commission, made up of representatives from the areas and departments that consume the most timber, a yearly report is produced that brings together information on the purchases of timber and timber derivatives carried out by the different City Council departments, with the aim of showing the level of compliance with the Policy Decree on Responsible Timber Procurement.

For various reasons explained below, a revision and update of the “*Mayoral Decree of July 2004, on Responsible Policy for Timber Procurement*” is proposed:

- During the first years the decree was applied, the largest consumer of timber in Barcelona City Council was Funeral Services, which accounted for more than 80% of total timber purchases. Due to a change in organisation, since 2011 the decree has no longer applied to Funeral Services, and the departments with the largest timber purchases are in the areas of building construction, urban furniture and other urban elements. The specific nature and complexity of the monitoring system for the data on timber procured for use in building or urban developments made it necessary to introduce some changes in the monitoring mechanism established in the decree.

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<sup>4</sup>[http://www.ajsosteniblebcn.cat/decret\\_fusta\\_2004\\_7953.pdf](http://www.ajsosteniblebcn.cat/decret_fusta_2004_7953.pdf)





- The amendment to the so-called “Mountain Law” in 2006 established the commitment of the public administrations to promote the responsible consumption of forest products in public procurement, favouring the acquisition of timber and timber derivatives from certified forests, and the promotion of responsible timber consumption by the public<sup>5</sup>.
- As part of the European Union’s FLEGT Action Plan to combat illegal felling and trade derived from timber and timber derivatives, the European Timber Regulation (EUTR<sup>6</sup>) introduced the due diligence system. Due diligence system includes the evaluation of risks by countries in the case of imported timber. In Spain, the Spanish Association of Timber Trade and Industry (AEIM)<sup>7</sup> establishes the level of risk of each country importing timber, in compliance with the EUTR Regulation, and this information is publicly available on their website.
- In November 2013, Barcelona City Council signed up to the “European Sustainable Tropical Timber Coalition”, whose goal is to “reverse the trend of the deforestation of thousands of hectares per year through the purchase and use of sustainable timber and achieve the sustainable management of up to 10 million hectares of tropical forest by the year 2015, involving public administrations in the creation of more responsible tropical timber markets”. By signing up to this coalition, Barcelona City Council committed to drawing up a Sustainable Timber Action Plan, based on the vision of the “European Sustainable Tropical Timber Coalition” to increase the demand for timber from sustainable forests to create more sustainable markets for certified tropical timber. It places special emphasis on Barcelona City Council’s exemplary role, and reducing the risk of compromising its reputation, through the exclusive procurement of tropical timber with sustainable forest guarantees (for certain purposes), the promotion of local species of sustainably sourced timber and the diversification of species used in building works, urban developments, urban projects and urban furniture.
- Finally, on 15 December, 2013, Barcelona City Council’s Decree on Responsible Contracting came into force<sup>8</sup>, which establishes, among other things, the definition of criteria for environmental clauses in compliance with current laws and European legislation for 12 groups of priority products and services, one of which is timber and other products derived from timber.

For these reasons, a new **Policy of responsible procurement of timber from sustainable forests** was proposed:

1. The City Council promotes the procurement of certified timber with the most demanding standards possible. As a member of the “European Sustainable Tropical Timber Coalition”, and in order to reverse tropical deforestation, all tropical timber procured for certain uses (for example, elements of urban furniture or other elements using timber included in works) must offer not only guarantees of legality, but also sustainability, that is to say, with certificates from sustainable forests in accordance with the FSC and PEFC systems or equivalent (other equivalent and internationally recognised forest certification schemes).
2. While the implementation of the European Union’s FLEGT Action Plan to combat illegal felling and trade derived from timber and timber products and the European Timber Regulation (EUTR<sup>6</sup>) is being consolidated, sustainable forest certificates (FSC, PEFC or equivalent, etc.) are considered the best tools for verifying timber is sourced legally.
3. The City Council promotes greater use of timber as a sustainable, renewable construction material, the use of local timber from sustainable forests and the diversification of the species used in building works and urban furniture. For this reason, where possible, specifications for the creation of projects and the execution of building works, infrastructures, maintenance of urban furniture and similar, will establish functional criteria (such as density, colour, resistance or other technical characteristics) instead of prescribing specific species, in order to allow species diversification and the use of local timber with sustainable forest certification (FSC, PEFC or equivalent).

<sup>5</sup>SPANISH LAW 10/2006, 28 April, which amends Law 43/2003, 21 November, on mountains (BOE 102, 29/04/2006).

<sup>6</sup>European Parliament and Council Regulation n° 995/2010, from 20 October, 2010, which establishes the obligations of agents commercialising timber and timber products

<sup>7</sup><http://www.maderalegal.info/inicio>

<sup>8</sup>[http://www.ajsosteniblebcn.cat/decret\\_contractaci%C3%B3\\_responsable\\_24575.pdf](http://www.ajsosteniblebcn.cat/decret_contractaci%C3%B3_responsable_24575.pdf)





4. In compliance with Barcelona City Council's Decree on Responsible Contracting, internal instructions on contracting timber and timber derivatives, which will translate the Policy on Responsible Procurement of Timber from Sustainable Forests into environmental criteria to be included in the corresponding specifications, together with other sustainability criteria, such as using recycled timber or defining low environmental impact timber treatments, among others.

5. The City Council will carry out additional action to reinforce implementation of the new Policy on Responsible Procurement of Timber from Sustainable Forests, such as the training of all staff involved; the revision and adaptation of checks and monitoring mechanisms; collaboration with external actors and interest groups from the building sector to promote the use of sustainable timber; communication of the new Timber Policy among professionals in the sector and awareness campaigns among the public in general.

6. The pre-existing Timber Working Commission will be given the function of coordinating the different municipal departments involved in the application and monitoring of the new Policy on Responsible Procurement of Timber from Sustainable Forests, and will be extended to include representatives from the most relevant sectors and departments in the contracting of building works or services that include procurement of timber and timber derivatives. This commission is coordinated by the + Sustainable City Council Programme.

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## APPENDIX II GLOSSARY

### Sustainable forest certification systems

Forest certification systems are voluntary systems that certify that timber comes from sustainably managed sources, through an external audit carried out by an independent entity. The certification systems include monitoring mechanisms that allow products to be traced through the chain of supply to the end product. The chain of supply certificate is called the "Chain of Custody" (CoC).

The main international systems are the FSC (Forest Stewardship Council) and the PEFC (Programme for the Endorsement of Forest Certification); both demand compliance with legal, ecological, social and economic criteria that offer end consumers certified sustainable forest guarantees.

Current FSC and PEFC certificates can be consulted on their respective databases:

<http://info.fsc.org>

<http://www.pefc.cat/empreses.html>

### The European Union's FLEGT Action Plan and the European Timber Regulation (EUTR<sup>9</sup>):

As of 3 March, 2013, the European Timber Regulation (EUTR) requires all timber in the European market to come from legal sources. For the first time, the regulation requires agents commercialising timber in the European market to offer a preventive auditing system.

The EUTR is a key component of the European Union's FLEGT Action Plan (Forest Law Enforcement Government and Trade), and contains a series of actions to prevent the

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<sup>9</sup>European Parliament and Council Regulation n° 995/2010, from 20 October, 2010, which establishes the obligations of agents commercialising timber and timber products





trade of illegal timber in order to improve the supply of timber from legal sources, and to promote the demand of timber from sustainable forests.

<http://www.magrama.gob.es/es/desarrollo-rural/temas/politica-forestal/planificacion-forestal/comercializacion-de-madera-legal/index.aspx>

### **European Sustainable Tropical Timber Campaign:**

In November 2013, Barcelona City Council signed up to the “European Sustainable Tropical Timber Coalition”, which aims to “reverse the trend of deforestation of thousands of hectares annually through the purchase and use of sustainable timber, and to achieve the sustainable management of up to 10 million hectares of tropical forest by the year 2015, involving public administrations in the creation of more responsible tropical timber markets. By signing up to this Coalition, Barcelona City Council committed to drawing up a Sustainable Timber Action Plan based on the vision of the “European Sustainable Tropical Timber Coalition” to increase the demand for timber from sustainable forests in order to create more sustainable certified tropical timber markets, with special emphasis on Barcelona City Council’s exemplary role and the reduced risk of compromising its reputation through the exclusive procurement of local tropical timber from sustainable forests and the diversification of the species used in building works, urban development projects and urban furniture.

[www.europeansttc.com](http://www.europeansttc.com)





## APPENDIX III EXAMPLE QUESTIONNAIRE FOR COLLECTION OF TIMBER DATA FOR THE PLANNING AND EXECUTION OF URBAN DEVELOPMENTS AND BUILDING WORK



### TIMBER USE DECLARATION FORM

Date: \_\_\_\_\_ Project title: \_\_\_\_\_

#### DATA CORRESPONDING TO THE PLANNING PHASE

| Use               | Type | Volume | Budget item code | Sustainable forest guarantee stamp |
|-------------------|------|--------|------------------|------------------------------------|
| Casing            |      |        |                  |                                    |
| Façade            |      |        |                  |                                    |
| Interior cladding |      |        |                  |                                    |
| Pavement          |      |        |                  |                                    |
| Other             |      |        |                  |                                    |

#### Instructions for filling in the fields on the planning phase

- 0. Use:** define the purpose of the timber being used in the project.
  - 1. Type:** Description of the type of timber to be used in the budget item corresponding to the project.
  - 2. Volume:** volume predicted to be required for this project.
  - 3. Budget item code:** specify the budget code that corresponds to the item requiring the timber specified.
  - 4. Sustainable forest guarantee stamp:** indicate the type of document or certificate requested in the project planning with regard to the timber used.
- You must write the date the form is filled in, as well as the project title.





Date: \_\_\_\_\_ Project title: \_\_\_\_\_

DATA CORRESPONDING TO THE ACTUAL WORKS EXECUTED PHASE

| Actual type used | Actual volume used | Budget item code<br>(or new budget code) | Documents provided | Document number |
|------------------|--------------------|--|--------------------|-----------------|
|                  |                    |  |                    |                 |
|                  |                    |  |                    |                 |
|                  |                    |  |                    |                 |
|                  |                    |  |                    |                 |
|                  |                    |  |                    |                 |
|                  |                    |  |                    |                 |
|                  |                    |  |                    |                 |
|                  |                    |  |                    |                 |
|                  |                    |  |                    |                 |
|                  |                    |  |                    |                 |

Instructions for filling in the fields corresponding to the actual works executed phase

- 0. **Use:** define the purpose of the timber used.
- 1. **Type used:** describe the type of timber actually used in the execution phase of the project.
- 2. **Actual volume used:** indicate the actual volume of this type of timber used in the project.
- 3. **Budget item code:** you must specify the budget code, or, if it corresponds to timber not budgeted for in the project, indicate the conflicting price code or the new budget code.
- 4. **Documents provided:** you must indicate the type of document or certificate which is attached to the form upon handing in or receiving each corresponding item.
- 5. **Document number:** to aid filing, location and subsequent consultation, number the documents (1, 2, 3, etc.).



# TECHNICAL INSTRUCTIONS FOR THE APPLICATION OF SUSTAINABILITY CRITERIA TO

# OFFICE FURNITURE



## AREAS OF APPLICATION AND SCOPE



SENIOR-MANAGEMENT, HIGH-LEVEL AND BASIC FURNITURE



CHAIRS FOR SENIOR MANAGEMENT, GENERAL CHAIRS, SOFAS AND ARMCHAIRS



COMMUNITY FURNITURE, FURNITURE FOR WAITING ROOMS AND MEETING ROOMS



SMALL PIECES OF FURNITURE AND FURNITURE ACCESSORIES

## SUSTAINABILITY ASPECTS

Wooden elements from sustainable forestry.

Eco-designed or eco-labelled products: with recycled or sustainable raw materials, free of toxic substances, durable, etc.



BARCELONA  
AJUNTAMENT  
+SOSTENIBLE



Increase the guarantee, period of offer and stock of the product's spare parts



Use recycled packaging



Other good supply environmental practices





# TECHNICAL INSTRUCTIONS FOR THE APPLICATION OF SUSTAINABILITY CRITERIA TO OFFICE FURNITURE

Barcelona City Council, in accordance with the strategies outlined in the 2012-2022 Citizen Commitment to Sustainability, the Barcelona City Council Sustainable Timber Plan of Action, and the 2014 Policy Decree on Responsible Procurement of Timber from Sustainable Forests, considers it essential to keep working towards reversing the trend of deforestation and to minimise the environmental impact of furniture production through the procurement and use of office furniture with sustainability guarantees.

These technical instructions are an answer to the 2013 Government Measure on Responsible Public Procurement with Social and Environmental Criteria and the Mayoral Decree on Responsible Public Procurement using Social and Environmental Criteria of 20 November 2013, which establishes 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 office furniture.





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## 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 for the procurement of office furniture.

To achieve this objective, these instructions:

- a. Classify the different types of furniture covered by these instructions.
- b. Define the priorities for furniture procurement and acquisition.
- c. Establish the main sustainability aspects that must be considered on each type of furniture, and define the environmental criteria to be applied.
- d. Establish the monitoring system.

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## 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 contracts 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”.

As for internal demand, these instructions apply to all internal order procedures made by the various departments to the centralised contracting body.

### 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 furniture, the corresponding environmental criteria are applied.

As furniture is a centrally procured product, central contracting bodies will be responsible for guaranteeing the application of these criteria, be that through the creation of dedicated procurement documents, through adhering to framework agreements, or other supramunicipal centralised procurement systems.

Other municipal services must apply the priorities established in these instructions to their orders, which will be made through the corresponding centralised procurement bodies.

### 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 of some or all of the environmental clauses set out in these instructions, such as may be the case when replacing already-owned furniture with characteristics predefined in previous procurements. 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.

Furthermore, the various municipal services may consider that the environmental priorities and criteria established in these instructions are not suitable for the service’s furniture needs. In these cases, the municipal service will duly justify this in the procurement record, in accordance with the points set out in Section 4.2.





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## 3 SCOPE

These instructions establish specific criteria for:

- Furniture for management, high-level and basic furniture (or workstations)
- Chairs for management and general chairs, sofas and armchairs
- Community furniture
- Furniture for waiting rooms and meeting rooms
- Auxiliary furniture and furniture accessories

These instructions also apply to service contracts involving the procurement or replacement of furniture, whenever compatible and without prejudice to the quality of the service being contracted.

On the other hand, the instructions do not apply to contracts that include the procurement of furniture, even if it is not strictly office furniture, such as for exhibitions, construction work contracts or interior designing and similar contracts, but the priorities and lines of action defined in these instructions should inform their procurement.

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## 4 PRIORITIES FOR FURNITURE

### 4.1 Priorities

In accordance with the various commitments on environmental protection subscribed to by Barcelona City Council, and bearing in mind the differences in associated environmental impact and hazards, the priorities when procuring furniture will be:

- To guarantee timber or timber derivatives included in the furniture come from sustainably managed sources.

- To encourage the incorporation of recycled/sustainable raw materials, the elimination of toxic products or substances, the durability of items and the ability to recycle their components easily, either explicitly or through the application of ecodesign tools and criteria.
- To limit the content of toxic substances in specific furniture components such as chipboard, fabric and foam.
- To guarantee the useful life of the product, the continuity of the brand range and the existence of spare parts.

Given the wide range of items that might fall under the scope of these instructions, in accordance with Section 3, “Scope”, the principles outlined here should be applied on a case-by-case basis as appropriate.

As the object of these instructions is furniture, the principles outlined above will take priority over those described below, which refer to the delivery service, which are equally important, as they reinforce other environmental policies (on waste prevention) and are necessary for coherence with the other sustainable procurement instructions:

- To require proper management of packaging, the return of out-of-use products and to encourage the use of recycled packaging.
- To promote the inclusion as contract performance clauses of best environmental practices related to the distribution of the supplies covered by the contract.

These secondary aspects, although not the main focus, in many cases are often easier to take on board for the bidding company as they are not the central economic object of the contract, but must not be taken separately from the first aspects mentioned.

### 4.2 Justification report

Should the service management or the competent contracting body consider the priorities mentioned in the previous section, certain specifications or environmental criteria not





to be applicable, or it considers that the nature of the contract is not appropriate for including these instructions, they must indicate this and explain why in a report that must include at least:

- The special requirements and characteristics of the furniture 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 in charge of overseeing these instructions, when required.

## 5 ENVIRONMENTAL CRITERIA FOR THE ACQUISITION OF FURNITURE

The following table brings together the various environmental aspects for each type of service indicated.

|                               |  |
|-------------------------------|--|
| <b>Criteria for furniture</b> | Timber and timber derivatives sourced from sustainably managed forests |
|                               | Ecodesign and ecolabels  |
|                               | Formaldehyde content   |
|                               | Limiting toxic substances  |
|                               | Useful life and warranty expand  |
|                               | Packaging  |

### Criteria for accessories

|  |
|--|
| Timber and timber derivatives sourced from sustainably managed forests |
| Ecodesign and ecolabels  |
| Energy efficiency  |

Below we outline the environmental criteria to be included in the procurement documents for the contracts described above.

The following articles indicate when the criteria can be included as a technical requirement or as award criteria. In the latter case, the contracting body will have to determine the score given for compliance with each of the adjudication criteria and the corresponding evaluation formula.

In cases of a single tender involving the procurement of several different types of furniture, these must be separated in lots and include the criteria relevant to the corresponding type.

### 5.1 Criteria for the procurement or orders for furniture and chairs for management level, high level and basic level, sofas and armchairs, group furniture and furniture for waiting rooms and meeting rooms

#### I-Timber and timber derivatives from sustainably managed sources

Each of the products offered which contains timber or timber-derived products (including fibreboard, chipboard, plywood, MDF and similar materials) must offer **sustainable forest guarantees**, to be accredited through a sustainable forest certificate, in accordance with the FSC or PEFC certification systems or equivalent (other equivalent, internationally recognised forest certification schemes).

As an alternative to the procurement of timber from certified sustainable forests, the contracting body may also require the use of certified recycled timber (to be verified by





the technical product description or documentation accrediting compliance with the “EPF recycled wood” or “FSC recycled” standards or other equivalent schemes).

## II- Ecodesign and ecolabels

In the awarding it will be taken into account if products have been designed following eco-design criteria, including an analysis of the most relevant environmental aspects, such as the incorporation of recycled/sustainable raw materials, the elimination of toxic products and substances, product durability and ease of recycling the product’s components.

Ecodesign or ecolabelled products, which are improved from a life cycle assessment, present environmental improvements in these areas. As such, compliance with these criteria may be verified using the following documents:

- UNE 150301 or UNE-EN-ISO 14006 certificates with the corresponding documentation, with an explicit reference to the basic product.
- Sworn declaration by the manufacturer of a life cycle assessment (LCA) for environmental improvement of the basic product in accordance with UNE-EN-ISO 14040 and 14044 or equivalent (depending on model).
- Basic product with type I ecolabel certification (European Ecolabel, Nordic Swan, Blue Angel or equivalent).

## III- Formaldehyde content

In the case of timber material (chipboard according to UNE-EN 312, fibreboard according to UNE-EN 622, oriented strand board according to UNE-EN 300, and others), the contracting body will consider as award criteria that they are classified as class E1 according to standard EN 13986, in accordance with the procedures to determine formaldehyde content outlined in standards UNE-EN 120, UNE-EN 717 or equivalent. Accreditation can be shown on the product’s technical description sheet.

In the case of fabric and fibres, the contracting body will consider as award criteria that quantities of free and partly hydrolysable formaldehyde in fabrics and fibres be below 300

ppm, to be verified with a type I ecolabel certificate (EU Ecolabel, Nordic Swan, Oeko-Tex) or the report from a test carried out following the ISO 14184-1 method or equivalent.

## IV- Limiting of toxic substances

The contracting body will consider as award criteria that the foam used in chairs, arm-chairs, sofas and similar furniture does not contain substances that are toxic for either human health or the environment (heavy metals, formaldehyde, phthalates CFC, HCFC) as described in type I ecolabels (European Ecolabel, CERTIPUR and similar).

## V- Useful life and terms of warranty

In order to lengthen the useful life of furniture, the contracting body will establish a minimum term of warranty and will positively evaluate extensions to this warranty in the following aspects:

- technical product warranty (general)
- guarantee to keep offering the same range of products (in years)
- time availability of functionally compatible replacement parts for parts of wooden products subject to wear and tear (hinges, panels, locks, etc.)

## VI- Packaging

The contracting body will consider as award criteria that suppliers use packaging materials made from recycled cardboard or plastic.

The contracting body will require as a compulsory criteria that the awarded company remove the packaging from the furniture once delivered and guarantee proper handling, be it separate collection through an authorised waste manager or through the corresponding municipal facilities.

In the case of furniture being replaced, and if the contracting body so requests, it will be required that the supplier takes away the previous items to be reused or recycled once they reach the end of their useful life.





## 5.2 Criteria for the procurement or orders for auxiliary furniture and furniture accessories

Office furniture supply contracts often include the supply of different types of items: floor or table lamps, various types of partitions or dividers, as well as curtains, bins, hanging racks, and other things. As this covers such a wide range, it is not possible to define specific detailed criteria for each item. Notwithstanding, the priorities outlined in these instructions fall under three basic criteria:

- In the procurement of accessories made from or containing timber, the contracting body will include the sustainable forest criteria described in Section 5.1.
- In the procurement of accessories that consume power, the contracting body will include energy efficiency criteria, such as the use of efficient technologies (LED, low-consumption compact fluorescent lights or high-performance halogen bulbs) and the highest category of energy efficiency (A to C), if they exist.
- In any case, the contracting body may positively evaluate products that have been produced following ecodesign criteria, as described in Section 5.1.

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## 6 CONTRACTING OTHER TYPES OF SERVICES INVOLVING THE PROCUREMENT OR REPLACEMENT OF FURNITURE

In the case of services whose execution involves the successful tenderer installing furniture, or replacing existing furniture, such as comprehensive contracts covering the management of municipal facilities or similar, the contracting body must at least include the sustainable forest criteria described in Section 5.1.

Furthermore, the contracting body, without prejudice to the quality of the service covered by the contract, must consider the possibility and suitability of awarding points to products manufactured following ecodesign criteria, as described in Section 5.1.

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## 7 MONITORING SYSTEM

In accordance with the Mayoral Decree on Responsible Public Procurement using Social and Environmental Criteria and the Policy Decree on Responsible Procurement of Timber from sustainably managed forests, the person responsible for the contract will ensure that the awarded company complies with and executes the environmental clauses included 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):

- Procurement documents.
- A copy of the adjudication report with information on the environmental criteria of the bids.
- A list with the type of furniture acquired and a copy of the technical description for each of the product types.
- A copy of the sustainable forest certificates for each of the products containing timber (FSC or PEFC chain of custody certificate or equivalent); type I ecolabel certification (EU Ecolabel, NF Environment or equivalent), or similar documentation in case of recycled timber used.

Those managing the + Sustainable City Council Programme may request additional information from the contracting body. Furthermore, they will be able to request a report justifying the exclusion of some or all of the environmental clauses established in these instructions from the head of the department involved.





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## 8 TRANSITIONAL REGULATIONS / ENTRY INTO FORCE

These instructions will enter into force 3 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.



# TECHNICAL INSTRUCTIONS FOR THE APPLICATION OF SUSTAINABILITY CRITERIA IN PUBLIC WORKS PROJECTS



BARCELONA  
AJUNTAMENT  
+SOSTENIBLE

## AREAS OF APPLICATION AND SCOPE



DRAFTING URBANISATION OR INFRASTRUCTURE PROJECTS



DRAFTING BUILDING, NEW-BUILD, REDEVELOPMENT AND RESTORATION PROJECTS



IMPLEMENTING URBANISATION OR BUILDING PROJECTS

## SUSTAINABILITY ASPECTS

Energy and environmental self-sufficiency (water, urban green, biodiversity, materials and waste)



Mayoral Decree for Greening Public Works



Green and Biodiversity Plan



Wood from sustainable forestry



Circular-economy principles and materials with minimum impact



Energy certificates for buildings: minimum energy rating B



Calculation of the total cost of ownership



Specific energy-efficiency, comfort and maintenance criteria





# TECHNICAL INSTRUCTIONS FOR THE APPLICATION OF SUSTAINABILITY CRITERIA IN PUBLIC WORKS PROJECTS

In accordance with the lines of action set out in the 2012-2022 Citizen Commitment to Sustainability, the Decree for Greening Public Works, the Policy Decree on Responsible Procurement of Timber from Sustainable Forests, the 2024 Barcelona Energy Self-Sufficiency Plan, the Plan for Improving Air Quality in Barcelona, the 2020 Green Infrastructure and Biodiversity Plan, Barcelona's environmental regulations and other related plans, such as the Energy Self-Sufficiency Plan for Municipal Buildings, Barcelona City Council is working towards minimising the environmental impact arising from municipal public works and striving for energy self-sufficiency and environmental excellence in its public-area and building projects.

These technical instructions are a response to the 2013 Government Measure for 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 public works.





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## 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 for drawing up architectural, public-area and infrastructure public works projects and the execution of that work by various municipal operators.

To achieve this objective, these instructions:

- a. Classify the main types of contracts related to projects and works
- b. Defines the priorities to be considered in their procurement
- c. Establish the main areas where the environmental criteria for each type are to be applied and define the environmental criteria that must be applied
- d. Establish the monitoring system

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## 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 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 guarantee, in all cases and according to the type of contract, the corresponding environmental criteria are applied.

### 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 the inclusion of some or all of the environmental clauses set out in these instructions. In these cases, the competent contracting body must duly justify this in the procurement report, in accordance with the points set out in Section 4.2.

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## 3 SCOPE

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

- Drawing up building projects, including new-build, renovation and restoration
- Drawing up urban development and infrastructure projects (projects involving work in public areas, including urban development, remodelling and maintenance)
- In consequence of the above, the carrying out of building and urban development work

Barcelona City Council and its dependent organisations with the power to adjudicate must also ensure that the criteria defined in these instructions are applied when agreements are established with private operators for carrying out urban development, maintenance and the installation of urban elements in public areas of the city. They must ensure that they are duly included in the project and in the work’s reception protocols.





## 4 PRIORITIES FOR PUBLIC WORKS

### 4.1 Priorities

In accordance with the various environmental protection commitments acquired by Barcelona City Council, the priorities for determining the environmental criteria for drawing up projects, carrying out work and maintenance are as follows:

- For all contracts: application of the Mayoral Decree on Greening Public Works, the timber instructions and general environmental and energy self-sufficiency criteria.
- In the case of drawing up urban development and infrastructure projects: the inclusion of environmental criteria concerning urban elements, hydrological self-sufficiency, biodiversity and ICT features.
- In the case of drawing up building projects: the inclusion of detailed criteria related to maximising energy, hydrological and environmental self-sufficiency; criteria concerned with biodiversity and other environmental excellence standards.
- In the case of executing the work: establishing specific criteria for the execution of building work related to energy efficiency, comfort and maintenance.

### 4.2 Justification report

Should the the corresponding service department or, where appropriate, the competent contracting body, considers that these priorities, specific requirements or environmental criteria to be inapplicable, or where the contract itself is 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 works project being contracted.
- A reasoned justification explaining the infeasibility of balancing these special requirements with the environmental criteria established in these instructions.

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

## 5 ENVIRONMENTAL CRITERIA FOR THE PROCUREMENT OF PUBLIC WORKS PROJECTS

The following table includes the different sustainability features for each of the indicated contract types.

### Drawing up urban development projects

Applying the Decree on Greening Public Works

General energy and environmental self-sufficiency criteria

Applying the timber instructions

Criteria for maximising energy self-sufficiency

Criteria related to urban elements

Criteria concerning the increase in green spaces and biodiversity

Criteria concerning hydrological self-sufficiency

Criteria favouring the circular economy

Inclusion of ICT systems and technologies





## Drawing up building projects

- Applying the Decree on Greening Public Works

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- General energy and environmental self-sufficiency criteria

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- Applying the timber instructions

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- Criteria for maximising energy self-sufficiency

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- Minimum energy efficiency certification

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- Calculation of total cost of ownership

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- Additional energy efficiency criteria for the renovation/restoration of existing buildings

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- Criteria concerning the increase in green spaces and biodiversity

---

- Criteria concerning hydrological self-sufficiency

---

- Criteria favouring the circular economy

---

- Other standards of environmental excellence

## Execution of urban development or building work

- Applying the Decree on Greening Public Works

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- General energy and environmental self-sufficiency criteria

---

- Applying the timber instructions

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- Barcelona Public Works Quality Manual

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- Building work: criteria for improving quality control and guarantees

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- Building work: criteria for the protection of protected animal species

The environmental criteria that must be included in the above-mentioned procurement documents are detailed below.

In the following articles, it is indicated when the criteria must be included as technical specifications or may be included as award criteria. In this latter case, the contracting body must determine the score given for compliance with each award criterion and the corresponding evaluation formula.

### 5.1 Obligatory criteria for all contracts

The contracting body will establish the following obligatory requirements for the procurement of drawing up projects and the execution of the work:

#### I- Applying the Decree on Greening Public Works

The Mayoral Decree on Greening Public Works is applicable, which specifies that an environmental report for the project phase and a Greening Plan for the work execution phase must be produced. In all cases, this must be validated before the act of revising the work and for its compliance during the execution of that work, for all public works projects,





provided that the estimated budget for the work included in the project is equal to or greater than €450,000 and that it is not subject to Environmental Impact Evaluation, in line with current legislation.

In order to satisfy the basic requirements that all public works contracted by Barcelona City Council must comply with, the following greening materials and guidelines for public works will be used:

- Basic manual for producing an environmental report associated with Barcelona City Council public works projects
- Greening guidelines for executing public works
- Greening control guide for executing public works

## II- General energy and environmental self-sufficiency criteria

The contracting body will incorporate general energy and environmental self-sufficiency criteria in all procurement documents for drawing up and executing public works projects. These include:

- energy solutions that work towards self-sufficiency and reduce installed power, preferably using passive solutions and energy generation using renewable sources at a local level, in order to achieve zero emissions;
- efficient management of hydrological resources, taking into consideration the entire water cycle, from abstraction to evacuation (drinking water network, groundwater, rainwater and use of grey water);
- the use of construction materials with the lowest possible impact, throughout their life cycle;
- fostering urban green space connectivity (urban green corridors), renaturalisation of the city and greater biodiversity for urban green spaces on every scale;
- the incorporation of smart technology and systems for equipment, installations and possible micro networks (energy, water, mobility - electric vehicles - and other resour-

ces) which favour the efficient use of resources;

- the incorporation of waste prevention, reutilisation, recycling and collection solutions based on circular economy principles;

General energy and environmental self-sufficiency criteria are detailed as specific criteria adapted to each specification, according to the priorities defined in Sections 5.2, 5.3 and 5.4.

## III- Applying the timber instructions

The [Technical Instructions for the Application of Sustainability Criteria to Timber](#) must be applied. These establish the obligation of acquiring timber with a sustainable forest management certification; the promotion of the superior use of timber as a sustainable and renewable construction material; the recommendation of using a greater diversity of indigenous timber species, and the requirement of having both guarantees of sustainable forest management and, in the case of tropical timber, guarantees of legality.

## 5.2 Criteria for drawing up public area and infrastructure projects

### I- Criteria for maximising energy self-sufficiency

In the procurement documents for drawing up urban development, redevelopment and infrastructure projects, the contracting body must establish criteria that allow the maximum energy self-sufficiency to be achieved. These include:

- minimising energy consumption, applying energy-efficiency criteria to lighting systems and other electrical systems (LED lighting systems, regulating systems and other similar measures).
- maximising own-energy production, based on a study concerning the use of local energy sources, including renewable and residual (hot and cold) energy to cover existing and new energy demands; the viability of seasonal and electric thermal storage, and the design of support structures for installations that produce renewable energy (urban furniture).





- calculate the total cost of ownership (TCO), taking into account, as a minimum, the cost of investment in equipment and materials, maintenance costs and annual exploitation costs.

## II- Criteria concerning urban elements

The contracting body must establish in the procurement documents the requirement of complying with the Mayoral Instructions concerning Barcelona's urban elements, especially as regards the social and environmental criteria defined in Section 5.d, on compliance with the International Labour Organisation's regulations, the Ethical Commitment of the company and the suppliers' sustainable management, as well as the ecological footprint of urban elements, energy savings throughout the production process and the useful lifetime of the element, the minimisation of pollutant emissions and the degree to which the materials used are recyclable.

## III- Criteria concerning the increase in green spaces and biodiversity

The procurement documents for drawing up urban development projects must include the priorities of the 2020 Barcelona Green Infrastructure and Biodiversity Plan, especially:

- the connectivity of green spaces (development of the urban green corridor network)
- diversification of tree species and their selection based on the environmental advantages that they offer (such as an ability to retain dust particles and other pollutants)
- increasing the city's biomass
- permeabilisation of soil in public areas
- the application of control measures on exotic and invasive plant species
- enriching existing green spaces and improving their function as habitats
- supplying street trees with a larger volume and better quality soil

## IV- Criteria concerning hydrological self-sufficiency

The contracting body must establish environmental criteria regarding hydrological self-sufficiency in the procurement documents for drawing up urban development projects.

These may include:

- the use of sustainable urban drainage systems (SUDS)
- the use of groundwater
- optimising watering systems in green areas and
- selecting species with lower hydrological needs

## V- Criteria favouring the circular economy

The contracting body may establish environmental criteria regarding construction materials and products in the procurement documents for drawing up urban development projects. These may include:

- the use of aggregates and other construction materials that include a percentage of recycled materials
- the use of photocatalytic building materials to lower the concentration of atmospheric NOx gases
- the use of construction materials, such as materials used in road markings, that comply with the criteria established in a Type I ecolabel.
- the exclusion of certain surface treatments and plant protection treatments that have an elevated impact on the environment or health.
- the grey energy value of construction materials included in ITeC's BEDEC database.
- Criteria concerning durability and maintenance, including their selection according to their use, appropriate size and their possibilities for reuse.





## VI- Criteria concerning the incorporation of ICT systems and technologies

Procurement documents for drawing up public works projects for the city's public places must include roll-out requirements in accordance with Barcelona City Council's ICT infrastructure implementation model for public areas, as defined in the Government Measure: ICT Master Plan: Roll-out of Smart Infrastructures in Public Areas (PDTIC) and its appendices. Specifically, the requirements concerning the end elements and devices related to sustainability must be included in the procurement documents, including noise pollution, atmospheric pollution, climate, water composition, mobility flows and other environmental data that is considered to be a priority for each specific project.

### 5.3 Criteria for drawing up building projects

The contracting body must establish the following obligatory environmental criteria for building projects:

#### I- Criteria for maximising energy self-sufficiency

In promotions of newly-build municipally owned buildings, alternatives must be created that favour the maximum possible energy self-sufficiency and economic, energy and management efficiency in the use phase, in order to achieve the nZEB objective (nearly Zero Energy Buildings). For this reason, the contracting body must establish the following functional criteria for every procurement document, based on maximum self-sufficiency and performance during a building's entire life cycle:

##### **Application of criteria and passive systems (reduction of demand)**

In all procurement documents for drawing up building projects, the contracting body must include the prioritisation of building solutions that tend towards reducing the air conditioning (heat and cooling) as far as possible, through appropriate design and bioclimatic parameters (passive solutions). The objective is to minimise support in winter and summer by means of active solutions and to optimise energy management in the use and maintenance phase of the buildings.

#### **Application of basic energy-efficiency criteria (reduced consumption)**

The contracting body will establish the basic energy-efficiency criteria that must be included in each procurement document or project, based on the Basic Guide for Energy Efficiency in Municipal Buildings for drawing up projects. These will include, as a minimum:

- Incorporation of lighting systems control (sectoralisation).
- Monitoring and display of energy consumption and own production (for building projects with a built surface of over 3,000 m<sup>2</sup> or an energy demand of over 150,000 kWh/year, as defined in the Basic Energy Monitoring Protocol).

The contracting body may establish other obligatory energy-efficiency clauses that must be taken into consideration in specific situations, such as doors and windows, electric lighting, HVAC installations, water consumption installations and renewable energy installations.

#### **Maximising energy self-production**

In all procurement documents for the drawing up of building projects, the contracting body will include the obligation of evaluating the building's potential for energy self-production (photovoltaic, solar, thermal, mini wind turbines and similar items) with the aim of achieving the maximum amount of self-produced energy.

#### **Maximum energy self-sufficiency**

In all procurement documents or projects, the contracting body will establish the requirement of carrying out a study, from a global perspective, on minimising the consumption of primary energy and the emission of greenhouse gases, without favouring any particular technology, in which it will request from the project team an analysis of alternatives with the corresponding justification for the chosen alternative.

#### II- Minimum energy certification

In all procurement documents for the drawing up of building projects, the contracting body will establish a minimum energy category based on the certification regulations for newly constructed buildings, which under no circumstances will be below category B.





### III- Calculating the total cost of ownership

For all building projects with a built surface of over 3,000 m<sup>2</sup> or an energy demand of over 150,000 kWh/year, the total cost of ownership (TCO) will be calculated for the climate control and lighting installations, taking into account, as a minimum, the investment costs for equipment and materials (such as boilers, heat pumps, sensors, the sectoralisation of installations, etc.), maintenance costs and annual exploitation costs.

### IV- Additional energy-efficiency criteria for the renovation/restoration of existing buildings

In the case of renovation or restoration projects for municipal buildings, the procurement documents will also establish energy-saving measures that provide solutions for each energy problem, in accordance with the priorities defined in the Plan for Energy Improvements in Municipal Buildings. The measures to be taken into consideration in the definition of the technical project are:

- Energy restoration of the thermal coverings of existing buildings.
- Improving the energy-efficiency of interior lighting in existing buildings.
- Improving the energy efficiency of thermal installations in existing buildings: optimising demand.
- Improving energy efficiency in existing lift installations.

### V - Criteria regarding an increase in green spaces and biodiversity

The contracting body will consider the inclusion of technical specifications relating to an increase in green spaces and biodiversity in the drawing up of building projects, mainly for projects concerning facilities or buildings for administrative use. Possible measures for increasing green spaces and biodiversity are the construction of green roofs and vertical gardens on facades, side walls, patios or interiors, taking into account the specifications of the Government Measure for Promoting Living Terraces and Green Roofs in Barcelona.

The inclusion of a reference to the Generalitat's document Criteria for the Compatibility of Protected Fauna and Buildings in the procurement documents will also be considered.

### VI - Criteria for hydrological self-sufficiency

The contracting body must establish in the procurement documents the maximum levels of water consumption for all water installations, including toilet flushing, showers, hand washing and other similar items. The maximum levels will be established in accordance with the current specifications in the Catalan ecolabel, in the category "Products and systems that favour water savings". In the case of urinals, the contracting body will establish the requirement of installing waterless urinals.

The contracting body will evaluate the possibilities of using local water resources and in situ treatment (groundwater, rainwater or grey water) and will include in its specifications the criteria that allow the greatest hydrological self-sufficiency, or the requirement of carrying out a study, from a global perspective, on minimising water consumption and optimising its quality for each specific use, requesting from the planner an analysis with the corresponding justification for the chosen option.

### VII - Criteria favouring the circular economy

In procurement documents for drawing up building projects, the contracting body may establish a list of exclusion criteria for construction materials, such as materials that contain heavy metals, materials classified as toxic, carcinogenic, mutagenic, damaging to the ozone layer, or very toxic to aquatic organisms.

The contracting body may also evaluate the construction materials' positive environmental characteristics or may establish the requirement of compliance with environmental criteria for certain materials or families of products, such as:

- The percentage of materials from renewable resources
- The percentage of materials made from recycled materials
- The materials that comply with the criteria of an official ecolabel (Type I) or which provide environmental information on its life cycle (EPD, Environmental Product Declaration; LCA, Life Cycle Analysis) (types II and III)
- The grey-energy value of construction materials included in ITec's BEDEC database







The contracting body may include in the procurement documents the evaluation of improvement proposals relating to durability and cost reduction for later maintenance of systems and materials.

#### VIII - Criteria related to other environmental-excellence standards

The contracting body may optionally include criteria related to environmental-excellence standards, such as improvements and proposals with the VERDE certification of the Green Building Council Spain, or other equivalent standards (LEED, BREEAM, etc.).

### 5.4 Specific criteria for executing public works

#### I - Application of the Public Works Quality Manual

The contracting body will establish in the procurement documents the need for compliance with the Decree on the Barcelona Public Works Quality Manual, implementation and effects on public areas and their appendices, especially preventive and corrective measures that must be applied during the execution of public works in order to reduce environmental impact on the area affected by this work, such as:

- Atmospheric emissions: smoke, gases, dust, noise and vibrational pollution
- Generated waste and cleaning up
- Effects on groundwater
- Protection of green areas
- Onsite soundings

#### II - Specific criteria for the execution of building work

Beyond the obligatory-compliance criteria defined in section 5.1., the following environmental criteria may also be considered in the building work's execution phase:

#### Criteria related to improvements in quality control and guarantees

The contracting body may optionally include the following environmental criteria as an environmental improvement of the bid in the work execution procurement documents (for housing, facilities and administrative buildings):

- Improvements in quality control, energy efficiency and energy savings of doors and windows, by testing the thermal transmittance (thermography), beyond that which is established in the quality-control programme, with the production of the corresponding report.
- Improvements in the quality and comfort control of doors and windows by testing the levels of air infiltration (blower-door test), beyond that which is established perceptively in the quality-control programme, with the production of the corresponding report.
- Improvements relating to the guarantee of the installations, through increasing the established guarantee period. Carried out by the successful tenderer, who is responsible for normal, preventive and corrective maintenance of the renewable or high-efficiency energy self-production installations (thermal solar, photovoltaic solar, geothermal and other renewable or high-efficiency energy systems).

#### Criteria related to the protection of protected fauna species

The contracting body will consider the inclusion of a reference to the Generalitat's document "Criteria for the Compatibility of Protected Fauna with Buildings" in the procurement documents.

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## 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 awarded company complies with and executes the social and environmental clauses set





out in the contract. While those managing the + Sustainable City Council Programme do not have an automated monitoring system for the greening of the contract, the person responsible for the contract will use the email [ajuntamentsostenible@bcn.cat](mailto:ajuntamentsostenible@bcn.cat) to send the following information:

- Check list for applying environmental criteria in public works projects

Information forms for complying with these instructions are attached in Appendix I.

Those managing the + Sustainable City Council Programme may request additional information from the contracting body, including the justification reports detailed in section 4.2.

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## 7 TRANSITIONAL REGULATIONS / COMING INTO FORCE

These instructions will come into force 6 months after their publication.

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 CHECKLIST FOR THE APPLICATION OF SUSTAINABILITY CRITERIA IN PUBLIC WORKS PROJECTS

### A. Inclusion of environmental criteria in the procurement documents for drawing up public area and infrastructure projects

Indicate if the following criteria have been taken into consideration when drawing up the contract specifications:

| 5.1     | Drawing up urban development projects   | Yes | No | Not applicable |
|---------|---|-----|----|----------------|
| 5.1.I   | Compliance with the Decree on Greening Public Works   |     |    |                |
| 5.1.II  | Inclusion of general criteria for energy and environmental self-sufficiency   |     |    |                |
| 5.1.III | Compliance with the Technical Instructions for the Application of Sustainability Criteria to Timber                                     |     |    |                |
|         | Other:  |     |    |                |
| 5.2.I   | Criteria concerning maximum energy self-sufficiency   |     |    |                |
| 5.2.I   | Minimisation of energy consumption  |     |    |                |
| 5.2.I   | Maximisation of energy self-production  |     |    |                |
| 5.2.I   | Calculation of the total cost of ownership (TCO)  |     |    |                |
|         | Other:  |     |    |                |
| 5.2.II  | Criteria concerning urban elements  |     |    |                |
| 5.2.II  | Inclusion of environmental and social sustainability criteria defined in the Mayor's Office Instructions on Urban Elements in Barcelona |     |    |                |
|         | Other:  |     |    |                |





**5.2.III**      **Criteria concerning biodiversity according to the 2020 Barcelona Green Infrastructure and Biodiversity Plan**      **Sí**      **No**      **No escau**

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5.2.III      Green space connectivity (development of the urban green corridor network)

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5.2.III      Diversification of tree species and their selection according to the environmental services they offer

---

5.2.III      Increasing the city's biomass

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5.2.III      Permeabilisation of soil in public areas

---

5.2.III      Control measures for exotic and invasive flora

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5.2.III      Enriching existing green areas and fostering their function as habitats

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5.2.III      Increasing the volume and quality of soil for street trees

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Other:

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**5.2.IV**      **Criteria concerning hydrological self-sufficiency**

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5.2.IV      Use of sustainable urban drainage techniques (TEDUS)

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5.2.IV      Use of groundwater

---

5.2.IV      Optimisation of watering systems in green areas

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5.2.IV      Selection of species with low hydrological needs

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Other:

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| 5.2.V  | Criteria favouring the circular economy (construction materials and products)  | Sí | No | No escau |
|--------|--|----|----|----------|
| 5.2.V  | The use of aggregates and other construction materials that include a percentage of recycled materials   |    |    |          |
| 5.2.V  | Use of photocatalytic construction materials to reduce atmospheric NOx levels  |    |    |          |
| 5.2.V  | Use of construction materials that comply with the criteria established by one of the Type I ecolabels   |    |    |          |
| 5.2.V  | Exclusion of specific surface treatments and plant-protection treatments that have a high negative impact on the environment or health           |    |    |          |
| 5.2.V  | Grey-energy values of construction materials included in ITeC's BEDEC database   |    |    |          |
| 5.2.V  | Criteria concerning durability and maintenance, including selections made according to use, appropriate size and possibilities for reuse         |    |    |          |
|        | Other:   |    |    |          |
| 5.2.VI | Criteria concerning the inclusion of ICT systems and technologies - Roll-out of Smart Infrastructures in Public Areas (PDTIC government measure) |    |    |          |
| 5.2.VI | End items and devices related to: noise pollution, atmospheric pollution, climate  |    |    |          |
| 5.2.VI | End items and devices related to water composition   |    |    |          |
| 5.2.VI | End items and devices related to mobility flows  |    |    |          |
| 5.2.VI | End items and devices related to other environmental data  |    |    |          |





## B- Inclusion of environmental criteria in the procurement documents for drawing up building projects

Indicate if the following criteria have been taken into consideration when drawing up the contract specifications:

| 5.1         | Drawing up building projects  | Sí | No | No escau |
|-------------|---|----|----|----------|
| 5.1.I       | Compliance with the Decree on Greening Public Works   |    |    |          |
| 5.1.II      | Inclusion of general criteria for energy and environmental self-sufficiency   |    |    |          |
| 5.1.III     | Compliance with the Technical Instructions for the Application of Sustainability Criteria to Timber   |    |    |          |
| <b>5.3.</b> | <b>Criteria concerning maximum energy self-sufficiency: new-build buildings</b>   |    |    |          |
| 5.3.I       | Prioritisation of building solutions that tend to reduce the demand for air-conditioning (heating and cooling) as far as possible, through adequate design and bioclimatic parameters (passive solutions)               |    |    |          |
| 5.3.I       | Basic energy-efficiency criteria: inclusion of control of lighting systems (sectoralisation)  |    |    |          |
| 5.3.I       | Basic energy-efficiency criteria: monitoring and display of energy consumption and self-production  |    |    |          |
| 5.3.I       | Maximum energy self-production: evaluation of the building's energy self-production potential   |    |    |          |
| 5.3.I       | Maximum energy self-sufficiency: study of alternative solutions for minimising the consumption of primary energy and emission of greenhouse gases   |    |    |          |
| 5.3.II      | Class B minimum energy certification  |    |    |          |
| 5.3.III     | Calculation of the total cost of ownership (TCO) of the air-conditioning and lighting installation project, taking into account the investment costs in equipment and materials, the maintenance costs and energy costs |    |    |          |
|             | Other energy self-sufficiency criteria:   |    |    |          |





| <b>5.3.IV</b> | <b>Additional energy-efficiency criteria for renovation and restoration projects on municipal buildings</b>  | <b>Sí</b> | <b>No</b> | <b>No escau</b> |
|---------------|--|-----------|-----------|-----------------|
| 5.3.IV        | Energy restoration of the thermal covering on existing buildings   |           |           |                 |
| 5.3.IV        | Energy-efficiency improvements in interior lighting of existing buildings  |           |           |                 |
| 5.3.IV        | Energy-efficiency improvements to the thermal installations of buildings: optimisation of demand   |           |           |                 |
| 5.3.IV        | Energy-efficiency improvements to existing lift installations  |           |           |                 |
|               | Other:   |           |           |                 |
| <b>5.3.V</b>  | <b>Criteria concerning the increase of green spaces and biodiversity</b>   |           |           |                 |
| 5.3.V         | Execution of green roofs   |           |           |                 |
| 5.3.V         | Vertical gardens on facades, side walls, patios and building interiors   |           |           |                 |
| 5.3.V         | Inclusion of a reference to the Generalitat document Criteria for making Protected Fauna Compatible with Buildings   |           |           |                 |
|               | Other:   |           |           |                 |
| <b>5.3.VI</b> | <b>Criteria concerning hydrological self-sufficiency</b>   |           |           |                 |
| 5.3.VI        | Maximum water-consumption values for all water installations, such as toilet flushing, showers, hand basins and similar items, in accordance with the Catalan ecolabel                 |           |           |                 |
| 5.3.VI        | Installation of waterless urinals  |           |           |                 |
| 5.3.VI        | Criteria that allow the maximum hydrological self-sufficiency related to the possibilities of using local water resources and in situ treatment (groundwater, rainwater or grey water) |           |           |                 |





| 5.3.VI | Criteria concerning hydrological self-sufficiency | Sí | No | No escau |
|--------|---|----|----|----------|
|--------|---|----|----|----------|

|        |   |  |  |  |
|--------|---|--|--|--|
| 5.3.VI | Maximum hydrological self-sufficiency: study of alternative solutions for minimising water consumption and optimising quality for each specific use |  |  |  |
|--------|---|--|--|--|

Other:

| 5.3.VII | Criteria favouring the circular economy (construction materials and products) |  |  |  |
|---------|---|--|--|--|
|---------|---|--|--|--|

|         |  |  |  |  |
|---------|--|--|--|--|
| 5.3.VII | List of exclusion criteria for construction materials (materials containing heavy metals, materials classified as being toxic, carcinogenic, mutagenic, dangerous to the ozone layer, or very toxic for aquatic organisms) |  |  |  |
|---------|--|--|--|--|

|         |   |  |  |  |
|---------|---|--|--|--|
| 5.3.VII | Percentage of materials made from renewable resources, for specific materials or families of products |  |  |  |
|---------|---|--|--|--|

|         |  |  |  |  |
|---------|--|--|--|--|
| 5.3.VII | Percentage of materials made from recycled resources, for specific materials or families of products |  |  |  |
|---------|--|--|--|--|

|         |   |  |  |  |
|---------|---|--|--|--|
| 5.3.VII | Materials that comply with the criteria of one of the official Type I ecolabels, or which bear environmental information related to their life cycle (EPD, Environmental Product Declaration; LCA, Life Cycle Analysis) (types II and III) for specific materials or families of products |  |  |  |
|---------|---|--|--|--|

|         |  |  |  |  |
|---------|--|--|--|--|
| 5.3.VII | Grey-energy values of construction materials that are included in ITeC's BEDEC database for specific materials or families of products |  |  |  |
|---------|--|--|--|--|

|         |  |  |  |  |
|---------|--|--|--|--|
| 5.3.VII | Evaluation of proposals for improvements related to durability and the reduction of later maintenance costs of systems and materials |  |  |  |
|---------|--|--|--|--|

Other:

| 5.3.VIII | Other environmental excellence standards |  |  |  |
|----------|--|--|--|--|
|----------|--|--|--|--|

|          |  |  |  |  |
|----------|--|--|--|--|
| 5.3.VIII | Inclusion of improvements and contrasted proposals with the Green Building Council Spain's VERDE certification, or other equivalent standards (LEED, BREEAM, etc.) |  |  |  |
|----------|--|--|--|--|

Other:







| 5.4    | Specific criteria for carrying out building work  | Sí | No | No escau |
|--------|---|----|----|----------|
| 5.4.I  | Compliance with the Public Works Quality Manual   |    |    |          |
| 5.4.II | Improvements in quality control, energy efficiency and energy savings of doors and windows, by carrying out checks on thermal transmittance (thermography)  |    |    |          |
| 5.4.II | Improvements in quality control and comfort of doors and windows, by carrying out checks on draughts (blower-door test)   |    |    |          |
| 5.4.II | Improvements related to the guarantee of the installations, by means of increasing the guarantee period established in the specifications, where the successful bidder carries out normal, preventive and corrective maintenance of the renewable self-production or high-efficiency installations (solar thermal, solar photovoltaic, geothermal and other renewable energy systems) |    |    |          |
| 5.4.II | Inclusion in the specifications of a reference to the Generalitat's document Criteria for the Compatibility of Protected Fauna with Buildings   |    |    |          |
|        | Other:  |    |    |          |



# TECHNICAL INSTRUCTIONS FOR THE APPLICATION OF SUSTAINABILITY CRITERIA TO

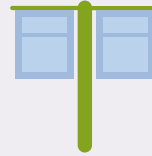
# EVENTS



## AREAS OF APPLICATION AND SCOPE



GENERAL  
MANAGEMENT  
OF EVENTS



COMMUNICATIONS,  
PUBLICITY AND  
MERCHANDISING



CLEANING AND  
WASTE  
COLLECTION



CATERING  
SERVICES



MOBILITY



EVENT  
FACILITIES AND  
ACCOMMODATION

## SUSTAINABILITY ASPECTS

Draw up an event greening plan and sustainability report



Use new technologies  
and save resources on  
publicity



Adopt good environmental  
practices for cleaning, and  
preventing and managing waste



Promote organic and  
fairtrade food



Environmental measures for  
event spaces and partici-  
pants' accommodation



Sustainable mobility  
and low-emission  
vehicles



Raise environmental awareness  
among attendees and provide  
staff with environmental training



# TECHNICAL INSTRUCTIONS FOR THE APPLICATION OF SUSTAINABILITY CRITERIA TO EVENTS

Barcelona City Council, in accordance with the strategies outlined in the 2012-2022 Citizen Commitment to Sustainability, is working towards minimising the environmental impact of municipal services.

These technical instructions are an answer to the 2013 Government Measure on Responsible Public Procurement with 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 events.

The greening of events represents an opportunity to encourage the sustainability culture, both within the businesses involved in the events and the people and visitors taking part.





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## 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 organisation of events by the municipal administration,.

To achieve this objective, these instructions:

- a. Classify the different elements included in organising and holding events.
- b. Define the environmental criteria to be applied when organising and holding events.
- c. Establish the monitoring system.

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## 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 contracts 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 event, the corresponding environmental criteria are applied, adapting them where necessary to the characteristics of the event.

### 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

These instructions establish the sustainability criteria to be incorporated into the following elements included in the organisation and holding of an event:

- General management of the event
- Communications, dissemination and merchandising
- Cleaning and waste collection
- Catering services
- Mobility and transport
- Spaces, facilities and lodgings
- Awareness raising and training

These instructions apply both to cases where the whole of the event is contracted out (including management) and cases where only a part of the services is contracted out: catering, printing, etc.

The instructions apply to contracts relating to all types of municipal events, regardless of the area (cultural, festivals, sports, etc.), length (hours, days or weeks), frequency (one-





off, monthly, yearly, etc.), audience (open, limited), and size.

These instructions do not apply to events in which municipal bodies are the promoters and organisers and which, as such, do not use any external contracting for any of the elements included in the previous list, although the priorities and lines of action indicated in these instructions should inform the organisers of such events.

The instructions do not apply either to events promoted by private agents or organisations in the city that receive financial support from the City Council (through conventions, subsidies, etc.) or those where the City Council's role is purely to cede public space. In such cases, the priorities and lines of action outlined in these instructions should inform the sustainability requirements when awarding grants or permits.

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## 4 PRIORITIES FOR EVENTS

### 4.1 Priorities

In accordance with the various environmental protection commitments that Barcelona City Council subscribes to, considering the different associated environmental impact and risks, and in accordance with the other technical instructions produced as part of the 2013 Government Measure on Responsible Public Procurement with Social and Environmental Criteria and the Mayoral Decree on Responsible Public Procurement using Social and Environmental Criteria of 20 November 2013, when contracting events or any of the elements involved in the organising and holding of events, the following principles will be a priority:

- To include aspects of sustainability in all stages of the organisation and holding of the event, and to highlight the role of the Technical Secretariat, the Greening Plan and Report.
- To encourage the use of new technologies and save resources in the promotion and communication of the event. Where necessary, to guarantee the production of com-

munication elements with environmentally and socially positive qualities: recycled raw materials, from sustainable production or environmentally-friendly sources, elimination of toxic products or substances, durability or recyclability, among other things.

- To promote and consolidate good environmental practices while holding the event, in terms of cleaning, prevention and proper management of waste.
- To introduce and consolidate staple foods that are organic and fairtrade.
- To reduce the environmental impact caused by the transport involved in the organisation and holding of the event by encouraging more sustainable transport and the use of less-polluting vehicles.
- To foster other environmental improvement measures (such as reducing energy and water consumption) in the areas to be used in the event and the accommodation offered to participants.
- To guarantee environmental awareness among attendees and environmental training for the staff involved in organising and holding the event.

Given the wide range of activities and elements involved in an event that could fall under these instructions, in accordance with Section 3, "Scope", the principles set out here should apply to each case as appropriate.

### 4.2 Justification report

The scope of these instructions is very wide, and applies to a large variety of contracts, both in type and value. Should the competent contracting body consider the priorities mentioned in the previous section, certain specifications or environmental criteria to be inapplicable, or where the contract itself is considered inappropriate for 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 event being held.





- 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 in charge of monitoring these instructions, when required.

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## 5 ENVIRONMENTAL CRITERIA FOR EVENTS

Given that the scope and form of municipal events can be so wide ranging, these instructions offer a list of criteria for each of the different areas of action from a sustainability perspective, to be included in contracts for the services that are required when holding such events.

### 5.1 Criteria for general event management

#### Event greening plan and sustainability report

In the case the general management of the event is outsourced, the contracting body will require the creation of an action or environmental management plan when the event planning begins that will direct the organisation and execution of the event.

This plan must take into account all the thematic areas involved in these instructions and which are listed in the Appendix, as long as they are included in the organisation and holding of the event.

Additionally, in order to set out the environmental results of the event and to report on them, the contracting body will require an environmental report on the event with the content defined in the plan (see Appendix) after the event.

In order to calculate the sustainability indicators, the municipal body or Technical Secretariat will gather the necessary data throughout the event, either directly or through the contracted companies.

#### Selecting the Technical Secretariat

When selecting the company to carry out some or all of the event organisation and management tasks, the contracting body will require the company to have experience in implementing the environmental and social dimension in the organisation of similar events.

#### Compensating for emissions associated to transport

The municipal body may demand:

- The calculation of CO<sub>2</sub> emissions associated with the journeys made by participants from the location of origin to the location of the event, and from the place of residence or accommodation to the event site.
- The establishment of an access point where participants and visitors can find information and make voluntarily compensations for the CO<sub>2</sub> emissions associated with their journey to the location of the event.

### 5.2 Communications, dissemination and merchandising

In cases where the event promoters make one of the types of contracts included within the scope of the [Technical Instructions for the Application of Sustainability Criteria to Communication Elements](#), that part of the event must comply with the sustainability criteria established in Section 5 of said instructions for the acquisition or procurement of communication services.

In cases where the event promoters make a general contract for all the event, including the design, production, distribution or installation of communication elements by the





successful tenderer, said company must comply with the sustainability criteria established in Section 6 of the [Technical Instructions for the Application of Sustainability Criteria to Communication Elements](#) in relation to the contracting of other types of services involving communications.

### 5.3 Cleaning and waste collection

#### Collection of waste from sites and facilities

In cases where the event promoters make a contract for cleaning and waste collection at areas or facilities that are comparable or similar to administrative buildings, said part of the event must comply with the sustainability criteria established in Section 5 of the [Technical Instructions for the Application of Sustainability Criteria to Cleaning and Separate Waste Collection in Buildings](#).

In cases where the event promoters make a general contract for all of the event which includes the cleaning and waste removal from site and facilities that are comparable or similar to administrative buildings, said part of the event must comply with the sustainability criteria established in Section 6 of the [Technical Instructions for the Application of Sustainability Criteria to Cleaning and Separate Waste Collection in Buildings](#):

- General environmental criteria of the service relating to the use of cleaning products, selective waste collection and the criteria for waste prevention.
- Criteria for products, in relation to paper/cellulose products, chemical cleaning products and handwash soap.

#### Cleaning public spaces

The municipal body or technical secretariat, must guarantee compliance with the selective waste collection, as laid out in the municipal recycling model, without prejudice to the event.

To this end, the organisers may contact those responsible for the cleaning service in the district or the city cleaning service in order to coordinate the cleaning tasks and selective

waste collection of waste generated during the event. Alternatively, the organisers may reach agreements with waste recoverers for particular parts or specific materials to be collected in cases where most of the waste produced will be of particular types.

### 5.4 Catering services

In cases where the event promoters make a one-off catering contract, this part of the event must comply with the sustainability criteria established for one-off catering services in the [Technical Instructions for the Application of Sustainability Criteria in Food Services](#) in relation to:

- The source and quality of products
- Dishware, cutlery and tableware
- The cleaning of facilities, management and prevention of waste
- Training

### 5.5 Mobility and transport

#### Vehicle services (with or without driver)

In cases where the event promoters make a general contract for the entire event which includes the use of vehicles, this part of the contract must include the sustainability criteria established in the Technical Instructions for the Application of Sustainability Criteria to Vehicles with regard to the contracting of services involving the use of vehicles, covering:

- Efficient driving
- The environmental quality of the fleet
- The age of the fleet





## Bus services

In the case of contracting a bus service, the municipal body or technical secretariat will consider the option of hiring or assigning vehicles using alternative or low-emissions engines. If there are no assigned vehicles available exclusively for the service, the contracting body may evaluate transport fleets that comply with the environmental criteria on transport fleet management as defined in the Catalan ecolabel (or equivalent) for vehicle fleets, covering fleet management, efficient driving, vehicle maintenance, vehicle age, low emission vehicles and other environmentally-friendly actions.

## 5.6 Additional environmental criteria

When appropriate, the contracting body may consider including the following criteria for environmental improvement of the event:

### Fostering sustainable mobility

The contracting authority may consider as award criteria, when appropriate, that the successful tenderer for the management of the event carries out measures to reduce travel associated with the event and encourages less-polluting means of transport:

- Reduction in total number of journeys by:
  - Using videoconferences for some or all of the sessions.
  - Live-streaming of the event via television or internet.
- Fostering the use of public transport by:
  - Distributing free or discounted public transport cards among attendees.
  - Putting up signs locating the nearest public transport stations and stops.
  - Agreeing public transport discounts for long journeys.

- Fostering the use of bicycles by:
  - Distributing cards to allow attendees to use the Bicing service on the day of the event.
  - Installing secure additional bike parking stations for participants and visitors.
- Fostering the shared use of private transport by:
  - Promoting the use of shared private vehicles through links to specialised websites such as [www.compartir.org](http://www.compartir.org) or through the event's own media.
  - Restricting access to parking for high-occupancy vehicles.

The specific measures will be agreed upon with the contracting body and will be communicated to all parties (participants, visitors, contracted companies and staff) through the various event media formats (invitations, leaflets, website, social network, etc.).

### Event site

In appropriate cases, the contracting body may evaluate companies bidding for the management and holding of the event which incorporate the following requirements relating to the space or facilities used to hold the event:

- It is easily accessible via public transport.
- It offers an environmental management policy and system that is standardised and accredited (such as EMAS, ISO 14.001, the Catalan ecolabel...) or, alternatively, offering clear evidence of environmental management measures: lighting saving systems, HVAC systems and water consumption, use of natural light, independent control of lighting in different areas, efficient lights, motion sensors, water flow reduction, selective waste collection, and so on.

The contracting body will require site managers to provide data on the consumption of water and light, and the generation of waste caused by the event at the end of the event.







### Temporary sites

When appropriate, the contracting body may evaluate companies bidding for the management and holding of the event which incorporate the following requirements regarding temporary sites:

- Efficient lighting systems (such as LED), both for general lighting and for spotlights or other occasional lighting elements.
- Generators with low sound emissions.
- Physical structures (stages, stands, tents, etc.) that are not disposable, based on the installation or renting of pre-existing structures. If new structures are used, options guaranteeing or encouraging later reuse are to be considered.

### Accommodation

When appropriate, the contracting body may evaluate companies bidding for the management or execution of the event which offer hotels or accommodation to event speakers or guests, and when it offers participants information on available hotels or accommodation, that these should comply, when possible, with the following requirements:

- They are easily accessible via public transport.
- They are located near or are well connected to the event location (within a radius of 15 minutes on foot, bicycle or public transport).
- They have an environmental management policy and system that is standardised and accredited (such as EMAS, ISO 14001 Catalan ecolabel...) or, alternatively, they demonstrate clear evidence of environmental management measures.

### Information for participants and visitors

Where appropriate, the contracting body may evaluate companies bidding for the management and execution of the event which guarantee that the main channels of communication and dissemination for the event (website, leaflets, tannoy systems, etc.) include

messages related to the sustainability aspects involved in the event, such as sustainable transport or prevention and selective waste collection, in order to foster awareness and encourage collaboration from participants or visitors.

They should also guarantee the publication of the final sustainability results of the event.

### Training the parties involved in holding the event

When appropriate, the contracting body may evaluate companies bidding for the management and execution of the event which guarantee the parties involved receive training at the start of their tasks on the environmental practices they must apply during the event in order to comply with the Greening Plan. The staff involved should include:

- Staff working on stands and other information areas.
- Voluntary and support staff.
- Catering staff.
- Staff involved in rooms, maintenance, HVAC systems.
- Cleaning staff

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## 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 awarded company complies with and executes the environmental clauses included in the specifications. 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):





- Procurement documents
- A copy of the adjudication report with information on the environmental criteria and the corresponding evaluation.

Additionally, those managing the + Sustainable City Council Programme, together with the services in charge of coordinating and organising events in the city, will establish which events are a priority and will work together to oversee and monitor the Greening Plan and Report for these events.

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

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## 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.





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## APPENDIX THEMATIC AREAS TO BE INCLUDED IN THE ENVIRONMENTAL PLAN AND REPORT FOR EVENTS

### Criteria for general event management

Sí No NA

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Definition of the Event Greening Plan

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Creation of the Event Sustainability Report

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Environmental experience of the technical secretariat

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CO<sub>2</sub> emissions compensation

### Communications, dissemination and merchandising

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Compliance with the technical instructions for the greening of communication elements

### Cleaning and waste collection

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Compliance with the technical instructions for the greening of cleaning and waste separation in buildings

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Separation of waste in public areas

### Catering services

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Compliance with the technical instructions for the greening of food services for one-off catering

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Sí No NA

**Mobility and transport**

Compliance with the technical instructions for the greening of vehicles, for procuring services involving vehicles

Bus service using alternative or low-emissions engines

**Additional environmental criteria**

Fostering sustainable transport

Environmental requirements for event locations and facilities

Environmental requirements for temporary facilities

Offering accommodation with environmental requirements

Offering environmental information to participants or visitors

Environmental training for parties involved in event execution



# TECHNICAL INSTRUCTIONS FOR THE APPLICATION OF SUSTAINABILITY CRITERIA FOR

## PAPER



### AREAS OF APPLICATION AND SCOPE



SUPPLYING AND ORDERING PAPER FOR GENERAL USE



SERVICES THAT INCLUDE DELIVERIES OF WORK DOCUMENTS OR REPORTS

### SUSTAINABILITY ASPECTS

100% recycled paper



In justified cases, non-recycled paper from sustainable forestry



Durability of over 100 years



Technical suitability for printing and photocopying



Exclusion of or limit on chemical substances





# TECHNICAL INSTRUCTIONS FOR THE APPLICATION OF SUSTAINABILITY CRITERIA FOR PAPER

Following the lines of action set out in the 2012-2022 Citizen Commitment to Sustainability, Barcelona City Council, without compromising the changes involved in introducing and consolidating electronic administration, considers it necessary to continue to work towards minimising the environmental impact of the production of the paper used by municipal services while carrying out their functions.

These technical instructions are a response to the 2013 Government Measure for 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 paper. These technical instructions comply with the 2014 Decree on the Policy of Responsible Procurement of Timber from Sustainably Managed Sources regarding the aspects relating to paper as a product derived from timber and updates the 2002 Instructions to Services: Use of Recycled Paper.





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## 1 SUBJECT MATTER

In accordance with the Mayoral Decree on Responsible Public Procurement using Social and Environmental Criteria, these technical instructions aim to define the criteria used in environmental clauses for the acquisition of, and internal demand for, paper.

In order to achieve this objective, these instructions:

- a. Define the different types of paper
- b. Define the priorities for its acquisition and demand
- c. Define the applicable environmental criteria for each type of paper
- d. Establish the monitoring system

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## 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 dependent organisations that have the power to adjudicate (contracting authorities), whose contractual subject matter is outlined in section 3, “Scope”.

As regards internal demand, these instructions are also applicable to all internal order procedures made by services to the centralised contracting bodies.

### 2.2 Inclusion in procurement documents

All contracting bodies must comply with these instructions, and they must guarantee that, in all cases and for every type of paper, the basic environmental criteria are applied.

As paper is a centralised procurement item, central contracting bodies will be responsible for guaranteeing the application of the criteria, whether by producing their own procurement documents or by adhering to framework agreements or other supramunicipal, centralised purchasing systems.

Other municipal services must apply the priorities set out in these instructions to their orders, which will be conveyed through the corresponding centralised contracting bodies.

### 2.3 Exceptions and justification report

In accordance with the Mayoral Decree on Responsible Public Contracting 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 must duly justify this in the procurement report, in accordance with the points set out in section 4.2.

Municipal services may consider that the priorities and characteristics for paper set out in these instructions are not appropriate for the service tasks or some of the tasks to be carried out. In these cases, the service management must duly justify this in the report, in accordance with the points set out in section 4.2.





### 3 SCOPE

These instructions establish specific criteria for:

- Recycled paper: paper made exclusively (100%) from recycled fibres.<sup>1</sup>
- Non-recycled paper: Paper made mainly from wood fibres. Although it may contain a proportion of recovered fibres, it has a lower post-consumer percentage than that of recycled paper.

These instructions are applicable to paper for general use: DIN A4 office paper for photocopiers, printers, fax machines and for writing by hand.

In the case of other paper products (such as paper pads, notebooks, exercise books, diaries, appointment books, etc.) formats (DIN A3, sheet, etc.) and printed products with the municipal logo (business cards, envelopes, files, etc.), there are no specific criteria, but the priorities and lines of action indicated in these instructions should inform their procurement.

In contrast, the instructions are not applicable to paper publications, as they are treated specifically in the instructions for communication elements.

By extension, the instructions are also applicable to printed paper for external services, in contracts that include supplying work documents and reports.

Neither are these instructions applicable to paper for essential documents that need to be conserved in permanent archives, in accordance with the definitions and priorities established for these essential documents by the Municipal Archive System Department, which are listed in Appendix I. Essential documents will receive special, differentiated treatment from the rest and are therefore exempt from the priorities defined in point 4.

<sup>1</sup>In accordance with the definition of the Environmental Quality Guarantee Label for paper products, all cellulose waste generated after the manufacturing, marketing and consumption processes, which after prior selection is reused for manufacturing paper, is denominated as recycled fibre. Fibres from factory cuts of paper are not considered to be recycled fibres.

### 4 PRIORITIES FOR PAPER

#### 4.1 Priorities

Given that the application of these criteria and requirements, as described in Section 5 of these instructions, can guarantee the same quality whatever the origin and type of fibre, the use of recycled paper is considered to be sufficient for most of the documents produced by Barcelona City Council.

In accordance with this and with various environmental-protection commitments acquired by Barcelona City Council, and also in accordance with the criteria set out in the technical instructions for the greening of timber, while taking into consideration differences in environmental impact regarding the origin and type of fibre used in paper, these instructions establish the following order of priorities for determining the type of paper to be used:

- The acquisition of and demand for 100% recycled paper will be obligatory, and therefore these instructions establish the guaranteed technical criteria.
- Where duly justified, non-recycled paper may be used. This paper, in addition to its technical guarantees, must always be certified as coming from sustainably managed sources, and these instructions therefore set out the corresponding criteria.
- Under no circumstances must paper for general use be acquired or used if it does not comply with the requirements specified above.

#### 4.2 Justification report

Should the service's management or the competent contracting body consider the priorities established in the previous section, certain specifications 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, specifying as a minimum:







- The special requirements and characteristics of the service and paper needed (e.g., the weight, opacity, whiteness, etc.)
- A reasoned justification explaining the infeasibility of balancing these special requirements with the use of recycled paper.

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

The people responsible for monitoring these instructions will establish the corresponding procedure for comparing the reports with the Municipal Archive System Department, if necessary.

## 5 ENVIRONMENTAL CRITERIA FOR THE PROCUREMENT OF PAPER

The environmental criteria that should be included in the procurement specifications for general-use DIN A4 office paper, for most uses and documents, are detailed below.

The procurement documents must always ensure that the bidders provide documentation specifying values for the given parameters. The following table indicates when the criteria may be included as technical specifications or alternatively as award criteria. In this latter case, the contracting body must determine the score given for compliance with each adjudication criterion and the corresponding assessment formula.

Where various types of paper are to be acquired in a single tender, these must be divided into lots and the criteria pertaining to the corresponding type included in each lot.

### *Environmental Recycled paper criteria*

**Origin of the fibres** The contracting body must establish that the paper is made from 100% recycled fibres<sup>2</sup>.

**Durability** The contracting body must always establish that the paper has a durability of over 100 years, according to regulations ISO 9706, ISO 5630, UNE EN 57092/1/02, DIN 6738 or equivalent.

**Technical suitability** The contracting body must always establish that the paper complies with the technical suitability requirements for printing and photocopying, according to regulation EN 12281:2003 or equivalent.

**Exclusion/ limited use of chemical substances** The contracting body may establish as an award criterion that the paper complies with the environmental criteria for the exclusion or limited use of chemical substances in the paper manufacturing process, defined in a Type I ecolabel, according to regulation ISO 14024 (Blue Angel, EU ecolabel, Nordic Swan, etc.)<sup>3</sup>.

<sup>2</sup>In accordance with the definition of the Environmental Quality Guarantee Label for paper products, all cellulose waste generated after the manufacturing, marketing and consumption processes, which after prior selection is reused for manufacturing paper, is denominated as recycled fibre. Fibres from factory cuts of paper are not considered to be recycled fibres.

<sup>3</sup>According to regulation ISO 14024, most Type I ecolabels are listed in the Global Ecolabelling Network, and can be consulted at: <http://www.globalecolabelling.net/>





## Environmental Non-recycled paper criteria

### Origin of the fibres

The contracting body must always establish that the non-recycled paper has been made from legally certified timber<sup>4</sup>, with a minimum of 50% of the fibres coming from sustainably managed sources (as defined by FSC or PEFC standards or equivalent) or recovered fibres<sup>5</sup>.

The contracting body may establish as award criterion that over 50% of the paper's fibres come from sustainably managed sources or recovered fibres.

### Durability

The contracting body must always establish that the paper has a durability of over 100 years, according to regulations ISO 9706, ISO 5630, UNE EN 57092/1/02, DIN 6738 or equivalent.

### Technical suitability

The contracting body must always establish that the paper complies with the technical suitability requirements for printing and photocopying, according to regulation EN 12281:2003 or equivalent.

### Exclusion/limited use of chemical substances

The contracting body may establish as an award criterion that the paper complies with the environmental criteria for the exclusion or limited use of chemical substances in the paper manufacturing process, defined in a Type I ecolabel, according to regulation ISO 14024 (Blue Angel, EU ecolabel, Nordic Swan, etc.)<sup>6</sup>.

## 6 SERVICE CONTRACTS INVOLVING THE USE OF PAPER

In service contracts that include the provision of work documents or reports on paper, those responsible for the contract must follow the priorities and courses of action indicated in these instructions.

Work documents and reports associated with carrying out the contract will be sent on paper made with 100% recycled fibres<sup>7</sup>.

When this is not appropriate due to technical reasons, non-recycled paper must be used that is made from fibres originating from legally certified timber<sup>4</sup>, with at least 50% of the fibres coming from sustainably managed sources (as defined by FSC or PEFC standards or equivalent) or recovered fibre<sup>5</sup>.

<sup>4</sup>In accordance with the European Union's FLEGT Action Plan for combating illegal logging and marketing of timber and timber products, and with European regulations on timber (EUTR: Regulation (EU) 995/2010 of the European Parliament and the European Council, of 20 October 2010, which establishes the obligations of operators that place timber and timber products on the market

<sup>5</sup>Recovered fibres include recycled fibres and those coming from factory cuts of paper.

<sup>6</sup>According to regulation ISO 14024, most Type I ecolabels are listed in the Global Ecolabelling Network, and can be consulted at: <http://www.globalecolabelling.net/>

<sup>7</sup>In accordance with the definition of the Environmental Quality Guarantee Label for paper products, all cellulose waste generated after the manufacturing, marketing and consumption processes, which after prior selection is reused for manufacturing paper, is denominated as recycled fibre. Fibres from factory cuts of paper are not considered to be recycled fibres.





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## 7 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):

- Procurement documents.
- Copy of the adjudication report, with details of the evaluation of environmental criteria of the bids.
- List of the types of paper acquired and a copy of the technical file for each one.

While the management of the + Sustainable City Council Programme do not have an automatic monitoring system for the consumption of general-use paper, the corresponding centralised contracting body will annually facilitate the consumption data of all dependent services and departments, divided into each type of paper (recycled and non-recycled).

Those managing the + Sustainable Council Programme may request additional information from the organising body. It may also ask the services' management involved for a report justifying the non-inclusion of some or all of the environmental clauses established in these instruction

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## 8 TRANSITIONAL REGULATIONS / COMING INTO FORCE

These instructions will come into force 3 months after their publication.

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.

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## 9 EXEMPTION CLAUSES

These instructions repeal the 2002 Instructions for Services: Use of Recycled Paper and Article 3 on supplying reams of paper from the 2004 Decree on Responsible Timber Procurement Policy.





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## APPENDIX I CRITERIA FOR ESSENTIAL DOCUMENTS

This technical instructions appendix for the greening of paper contains the criteria for a type of document, essential documents that are exempt from the application of the instructions, as stated in Section 3, “Scope”, and therefore from the defined criteria and the priority for using recycled paper.

In accordance with what is set out in this appendix, Barcelona City Council’s essential documents, which are to be conserved in the permanent archive, will be exempted from the application of these instructions, in accordance with the criteria the Municipal Archive System Department establishes:

- The following documents are considered to be essential: acts from city and district government bodies, books of decrees, agreements that are supramunicipal or concerning institutional collaboration that is essential for the City Council, the approved annual city budget and the files concerning the acquisition of real estate and cultural assets.
- For essential documents, the use of paper that complies with special requirements of permanence and durability for the permanent archive is considered to be of prime importance.
- The characteristics that paper for essential documents in the permanent archive must satisfy are, as a minimum, those set out in regulation ISO 11108:1996, concerning information and documentation. Paper for the permanent archive. Permanence and durability requirements.

This priority must be applied to both the City Council’s own internal documents and external documents. In consequence, it must be applied in all contracts signed by Barcelona City Council and its dependent organisations with the power to adjudicate tenders, where the object involves the production of essential documents that have to be included in the Municipal Archive System.

### Justification report

When the contracting bodies or service’s management consider that they are producing documents that, given their importance, require the use of paper of permanent-archive quality, they will issue the corresponding justification that specifies, as a minimum:

- The service specifications that justify the use of paper of maximum permanence and durability qualities for the permanent archive.
- The type of documents that are designated as essential documents in accordance with the criteria established by the Municipal Archive System Department.

This report will be sent to the Municipal Archive System Department for ratification. Once ratified, the justification report and its corresponding ratification will be attached to the order sent to the corresponding centralised contracting body. If this documentation is not attached, the centralised contracting body will ask for it, and will not respond to any order for permanent archive paper that has not been duly justified.

Those responsible for monitoring these technical instructions for paper greening and the Municipal Archive System Department will establish the corresponding procedure so that this information may be included into the monitoring system for the instructions.



# TECHNICAL INSTRUCTIONS FOR THE APPLICATION OF SUSTAINABILITY CRITERIA TO CLEANING AND SELECTIVE WASTE COLLECTION IN BUILDINGS



BARCELONA  
AJUNTAMENT  
+SOSTENIBLE

## AREAS OF APPLICATION AND SCOPE



CLEANING AND WASTE REMOVAL SERVICES FOR ADMINISTRATIVE OR OTHER EQUIVALENT BUILDINGS

OTHER SERVICES THAT INCLUDE CLEANING OR WASTE REMOVAL WORK

## SUSTAINABILITY ASPECTS

Selective waste collection and cleaning products with less pollutant load



100% recycled toilet paper and hand towels



Adapt service times to improve energy efficiency and harness natural light



Good environmental practices in performing the service



Environmental training of staff



# TECHNICAL INSTRUCTIONS FOR THE APPLICATION OF SUSTAINABILITY CRITERIA TO CLEANING AND SELECTIVE WASTE COLLECTION IN BUILDINGS

Barcelona City Council is working to minimise the environmental impact of activities in municipal buildings, in accordance with the strategies outlined in the 2012-2022 Citizen Commitment to Sustainability, the 2012-2020 Plan for the Prevention of Municipal Waste in Barcelona and the Metropolitan Plan for Municipal Waste.

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 the products and services for cleaning buildings.

The instructions begin with contracts for cleaning and the selective collection of waste in municipal buildings, as they are perceived at the time of drawing up the instructions. This means contracts that include cleaning work, cleaning products and the supply of fungible materials, as well as disposing of all the different waste fractions, for which it defines the selective collection of recoverable fractions.





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## 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 cleaning services and the disposal of waste in buildings, as well as when contracting other types of services that include cleaning work.

In order to achieve this objective, these instructions:

- a. Define the priorities to be considered when defining the service and the work to be carried out.
- b. Define the environmental criteria that must be applied in contracting cleaning services for buildings and selective waste disposal, including those related to certain products.
- c. Define environmental criteria that must be applied in the procurement of other types of services that include cleaning work.
- d. Establish the monitoring system.

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## 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 dependent organisations with the power to adjudicate (contracting authorities), whose contractual subject matter include cleaning and waste disposal in municipal buildings, offices and facilities.

### 2.2 Inclusion in procurement documents

All contracting bodies must comply with these instructions, and must ensure that, in all cases, the general environmental criteria for the service and products are applied.

In the case of other types of service contracts that include cleaning work, the contracting bodies must apply and adapt the basic criteria in accordance with the contract's characteristics, so that their inclusion and compliance does not have any negative repercussion on the delivery of the contracted service.

### 2.3 Exception 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 must duly justify this in the procurement report, in accordance with the points set out in section 4.2.

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## 3 SCOPE

These instructions are applicable to cleaning or waste-disposal contracts for administrative buildings, as well as the cleaning of offices and facilities similar to buildings used for administrative purposes.

These instructions are also applicable to contracts for other services, whose execution provides for cleaning work or waste disposal, whenever compatible and without prejudice to the quality of the service being contracted.





However, these instructions shall not be applicable to special, occasional or regular cleaning or waste-disposal services, or to municipal buildings, offices or facilities with specific cleaning needs that substantially differ from those set out above. Nevertheless, the priorities and lines of actions defined in these instructions should inform their procurement.

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## 4 PRIORITIES FOR CLEANING SERVICES

### 4.1 Priorities

The cleaning of buildings, offices and facilities requires the performance of a series of tasks, practices and product use that in themselves have an environmental impact. This must be kept to a minimum in relation to the dirt that has to be extracted. The environmental criteria aim to reduce the pollution caused by these tasks and the use of associated products.

Therefore, when cleaning tasks are planned, the following principles will be priorities:

- Adapting the frequency of the tasks to the needs and adapting the times in which the tasks are performed in order to improve energy efficiency and make the best use of natural light.
- Limit the use of certain products that are highly pollutant, unnecessary or in containers that make recycling difficult.
- Foster, and where possible stipulate, the use of effective, less polluting cleaning products.
- Foster, and where possible stipulate, the use of recycled products.
- Establish selective disposal as an intrinsic part of waste disposal.
- As far as possible, promote and guarantee good environmental practices in carrying out the service: dosage and responsible use of products, savings and efficiency, etc.

### 4.2 Justification report

When the corresponding service management, or where appropriate, the competent contracting body, considers the priorities established in the previous section, certain specifications 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, specifying 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 established environmental priorities, requirements and criteria.

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

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## 5 ENVIRONMENTAL CRITERIA FOR THE PROCUREMENT OF CLEANING SERVICES

The environmental criteria that must be included in the procurement documents for contracting cleaning or waste-disposal services for buildings are as follows:

|                                      |                                 |
|--------------------------------------|---------------------------------|
| <b>General criteria for services</b> | Limited use of certain products |
|                                      | -----                           |
|                                      | Selective waste disposal        |
|                                      | -----                           |
|                                      | Training                        |







## Criteria for products

Articles made of paper and cardboard/cellulose

Plastic articles

Chemical cleaning products

Hand soap

General criteria for products

The procurement documents should always guarantee that bidders provide documentation accrediting compliance with the corresponding requirements. The following articles indicate when it is necessary to include these criteria as technical specifications and when they can be included as award criteria. In this latter case, the contracting body must determine the score given for compliance with each award criterion and the corresponding assessment formula.

### 5.1 General environmental criteria for services

#### I- Limited use of certain cleaning products

The contracting body will establish the following requirements regarding the use of certain products:

- The general use of disinfectants that are highly aggressive to the environment (bleach or other products) on floors and all kinds of surfaces is prohibited. These kinds of products may only be used for cleaning places and elements that pose a biological contamination risk. These will be explicitly indicated in the contract, including the following: toilets, tap spouts, wash basins, showers and other drainage items.

The contracting body will include this clause in the procurement documents, and in cases where there are other places or elements which cannot be detailed in the general procurement documents, a text will be included stating: “[...] in addition to the places and elements agreed with the person responsible for the building contract when this contract was signed.”

- The use of products that are more for appearance than real cleaning, such as air fresheners and other types of sachets, perfumed substances or similar products is prohibited.
- The use of sprays and all kinds of containers using propellant gases is prohibited. Where necessary, bottles fitted with mechanical atomisers will be used.

#### II- Selective waste disposal

Waste-disposal contracts must include all the types of waste that are subject to selective waste collection at any time or place in the building, as part of the municipal selective waste-collection policy. In general, these include:

- Paper and cardboard (blue container)
- Lightweight containers: plastic, cans and Tetra Brick cartons (yellow container)
- Glass (green container)
- Organic matter (brown container)
- Rubbish (grey container)

Before preparing the criteria, the contracting body must establish the model of internal selective waste collection , indicating the types of container and their location.

In addition to these types, the contracting body will evaluate what other types may be subject to selective disposal in the building, including:

- Documents (a specific paper container for destroying documents)
- Batteries





- Ink and toner cartridges
- Medical and pharmaceutical waste, if there is a section of this kind in the building
- Etc.

These types of waste may be subject to disposal in the cleaning and selective collection contract or there may be specific disposal systems run by specialised organisations promoted by other municipal services (for example, collection of ink and toner cartridges by job-placement companies). In the latter case, these will not be included in the cleaning contract.

### III- Training

The contracting body will include, as a requirement, that training plans for the successful tenderer's personnel shall include environmental aspects associated with the service, in accordance with these instructions, especially in the cases of:

- Energy saving and responsible water consumption
- The efficient use of products (decanting and dosage of products)
- Proper use of products in each cleaning task
- Good prevention and management practices for own waste products
- Proper disposal of selectively collected waste

The procurement documents will establish that these and other training features will be duly specified at the beginning of the contract.

## 5.2 Criteria by product

### I- Paper and cardboard/cellulose articles

When acquiring paper/cardboard products, the following environmental criteria must always be taken into consideration:

- Toilet paper, paper towels and other cellulose products

For articles and products for general consumption, the contracting body will establish that they have been made from 100% recycled cellulose fibre<sup>1</sup>.

In the case of other specific articles or products that the market cannot supply in a recycled form, the contracting body will establish that the product must have been made using fibres from legally certified timber<sup>2</sup>, with a minimum of 50% of its fibres coming from sustainably managed sources (as defined by the FSC or PEFC standards or equivalent) or from recovered fibres<sup>3</sup>.

The contracting body may establish as an award criterion that the article or product must have over 50% of fibres originating from sustainably managed sources or recovered fibres.

- Paper and cardboard boxes and similar articles for waste collection

Where the procurement documents make it obligatory to supply cardboard boxes or similar articles, the contracting body will establish that they must be made from 100% recycled cellulose fibre.

<sup>1</sup>In accordance with the Catalan ecolabel for paper products, recycled fibres are defined as all cellulose waste after manufacturing, marketing and consumption which, after prior selection, is then reused in manufacturing paper. Fibres originating in cuts of paper from factories are not considered to be recycled.

<sup>2</sup>In accordance with the European Union's FLEGT Action Plan for combating illegal logging and marketing of timber and timber products, and European regulations for wood (EUTR: Regulation (EU) 995/2010 of the European Parliament and Council, of 20 October 2010, which establishes the obligations of operators who place timber and timber products on the market).

<sup>3</sup>Recovered fibres include recycled fibres and fibres coming from factory cuts of paper.





## II- Plastic articles

When acquiring plastic products, the following environmental criteria must always be taken into consideration:

- Rubbish bags

The contracting body will always establish that the **grey or black rubbish bags** that the successful tenderer will supply for collecting rubbish or, by default, any type of waste product which does not require coloured bags, must be composed of at least 80% post-consumer recycled plastic.

The contracting body will always establish that the **grey or black industrial bags** that the successful tenderer uses for waste disposal must be composed of at least 80% post-consumer recycled plastic.

The contracting body will also establish the obligation of supplying **coloured bags for the selective collection** of the different types of recyclable waste. In this case, a minimum percentage of recycled plastic may be established. This must at all times be determined by taking into account market conditions and evaluating a higher percentage.

In addition to the corresponding colour, the use of compostable bags may be required or evaluated for **organic matter recycling** where it is considered to be appropriate. In this case, as a technical specification, the bag will have to comply with the 180-day biodegradation limit, as set out in the UNE-EN 13432:2001 Containers and packaging. Requirements for containers and packaging that are recoverable through composting and biodegradation, or equivalent.

- Containers

Depending on the internal selective waste collection system in place, and before producing the procurement documents, the contracting body will determine if it is convenient to establish a compulsory requirement for supplying internal collection containers for the types of selectively collected waste. If this is the case:

- the supplied containers must have the municipal identification system (i.e. they must be properly labelled) by colour for each of the selectively collected waste types.
- the containers may be PE, PS or PP, and a minimum proportion of recycled plastic used may be established. This must be at all times determined by taking into account market conditions and a higher percentage may be evaluated.

Where cardboard containers are used, see the criteria defined for paper/cardboard articles.

## III- Chemical cleaning products

When supplying or acquiring cleaning products, the following environmental criteria must always be taken into consideration:

- Basic products for general cleaning

Basic products for general cleaning are considered to be those that are used in normal cleaning tasks and which are therefore used regularly and in greater quantities. These are: floor cleaners, glass cleaners, general surfaces or multipurpose cleaners and ceramic-surface cleaners.

The contracting body must always establish as a criterion that the products comply with some of the following requirements, regarding the chemical compounds in their formulas:

- exclusions and limitations established in the Regulation (EC) 1907/2006 (REACH Regulation),
  - exclusions and limitations regarding hazard warnings (H statements and EUH statements) and risk statements (R statements),
  - exclusions and limitations regarding biocide concentrations,
- as described in some Type I ecolabels<sup>4</sup>, such as the EU ecolabel, the Nordic Swan or equivalent).

<sup>4</sup>Type 1 eco-labels are those that include an independent third party in their certification process, in accordance with the specific requirements of Regulation ISO 14024





- Other cleaning products: floor strippers, brighteners, cleaners for carpets, parquets or other surfaces, drain cleaners, disinfectants, washing-up liquids, detergents, degreasers, etc.

In general, it is not possible to establish specific environmental criteria for such diverse and specific products. However, some of these special products may be considered as basic products for certain service contracts, as described in the section on other types of service contracts that include cleaning tasks.

In these cases, the contracting body may establish the criteria defined in the previous section for general cleaning products as award criteria for specific cleaning products.

#### IV- Hand soap

The contracting body must always establish as a criterion that the products comply with some of the following requirements, regarding the chemical compounds in their formulas:

- exclusions and limitations established in the Regulation (EC) 1907/2006 (REACH Regulation),
- exclusions and limitations regarding hazard warnings (H statements and EUH statements) and risk statements (R statements),
- exclusions and limitations regarding biocide concentrations,

as described in some Type I ecolabels,<sup>5</sup> such as the EU ecolabel, the Nordic Swan or equivalent.

#### V- General criteria for products

Generally speaking, the supply of products is included in service contracts as one of the contractor's obligations. In these cases, the contracting body must include the following criteria:

- For maintaining the environmental quality of products

In order to maintain the environmental quality of the products throughout the duration of the contract, and therefore the successful tenderer's services, the contracting body must establish that any change of cleaning product will require prior communication and authorisation from the contracting body, or alternatively, the service manager or the person responsible for the contract.

To this effect, communication of the change must be accompanied by a justification and all the documentation required by the tender process that guarantees continued compliance with the corresponding requirements.

- Maintaining control and monitoring consumption

In all matters relating to supervising and monitoring the work, contracts should include the requirement that the successful tenderer must maintain control over the supply of consumables and regular consumption for each building, office or facility.

If the supervision and monitoring system does not specifically stipulate this, the contracting body must establish the requirement of providing periodic reports on the quantities of consumables used (including cleaning products) and the services for each building, office or facility.

- Cleaning-product dispensers

Depending on the characteristics of the building or establishment and without negatively affecting the environmental quality of the cleaning products, the contracting body may prescribe or assess that the bidding company proposes and adopts an automatic dispensing system, based on using larger containers, concentrated or powdered products (for which they must present the corresponding documentation) and application bottles which must always be appropriately labelled.

<sup>5</sup>Type 1 eco-labels are those that include an independent third party in their certification process, in accordance with the specific requirements of Regulation ISO 14024.





## 6 CONTRACTING OTHER TYPES OF SERVICES THAT INCLUDE CLEANING OR WASTE-DISPOSAL TASKS

In the case of other types of service contracts which include the performance of cleaning or waste-disposal tasks, such as contracts for dining rooms, catering, bar services, cession of use of a particular place, comprehensive contracts for managing municipal facilities, etc., the contracting body must consider the inclusion of the following environmental criteria, without prejudice to the quality of the contracted service.

### 6.1 General environmental criteria for services

#### I- Limited use of certain cleaning products

The contracting body must include the limitations for cleaning products set out in section 5.1. Depending on the use of the building that is the subject of the contract, there may be specific hygiene and disinfectant requirements, like, for example, in nursery schools and senior citizens' residences. Depending on these specific uses, the contracting body must determine the areas, surfaces and uses which it considers necessary and for which the use of disinfectants is authorised.

#### II- Selective waste disposal

The contracting body will include the selective waste-disposal tasks indicated in section 5.1. Depending on the object of the contract, the contracting body must determine what other types of waste, apart from the basic ones, should be designated for selective collection and disposal, or even for special collection by authorised waste managers, for example: cooking oils, small quantities of paint, varnish, aerosols and any other chemical products, medicines, veterinary waste products, etc.

#### III- Criteria for the prevention of own waste

Depending on the object of the contract, the contracting body will evaluate certain practices, such as the exclusive use of cloths instead of single-use paper towels in kitchens, or adopting the use of reusable boxes by suppliers for transport.

### 6.2 Criteria for products

#### I- Paper/cellulose articles

The contracting body must establish the requirement of supplying consumables produced from 100% recycled cellulose fibre (toilet paper, paper towels, hand towels and others) that must be specified in accordance with the object of the contract.

#### II- Chemical cleaning products

The contracting body must establish the requirement of using cleaning products for the service that comply with the criteria established in point 5.2. Depending on the specific service, the contracting body must determine what type of product considered a priori as "other" may, in this case, be considered to be basic cleaning products, which may be subject to the above mentioned environmental requirements, such as degreasers, washing-up liquid and detergents.

#### III- Hand soap

Where the service tasks establish the requirement of supplying this personal hygiene item at the facilities set out in the contract, the contracting body must establish the criteria established in section 5.2.





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## 7 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 awarded company 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):

- Procurement documents.
- A copy of the adjudication report, detailing the evaluation of environmental criteria contained in the bids.
- A list of the products the successful tenderer's offer includes.
- Monitoring reports for product consumption. Or, by default, a quality report that includes consumption.

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

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## 8 TRANSITIONAL REGULATIONS / COMING INTO FORCE

These instructions will come into force 3 months after their publication.

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.



# TECHNICAL INSTRUCTIONS FOR THE APPLICATION OF SUSTAINABILITY CRITERIA TO

# TEXTILE PRODUCTS



BARCELONA  
AJUNTAMENT  
+SOSTENIBLE

## AREAS OF APPLICATION AND SCOPE



SUPPLYING UNIFORMS OR WORK CLOTHES



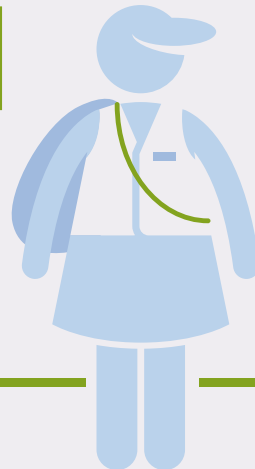
PROCUREMENT OF OTHER TEXTILE PRODUCTS (MERCHANDISING)



SERVICES THAT REQUIRE UNIFORMS BEARING THE CITY COUNCIL'S CORPORATE IMAGE

## SUSTAINABILITY ASPECTS

Limited presence of toxic substances in the main fabrics and end-product certificates. Ethical commitment from the company and its suppliers



Recycled synthetic-fibre items



Organic or fairtrade natural fibres



Environmental management of unused items of clothing and packaging reduction



# TECHNICAL INSTRUCTIONS FOR THE APPLICATION OF SUSTAINABILITY CRITERIA TO TEXTILE PRODUCTS

Following the lines of action established in the 2012-2022 Citizen Commitment to Sustainability and Barcelona City Council's 2002 Institutional Declaration on Fair Trade, Barcelona City Council is working towards improving information about ethical aspects and environmental characteristics of products and suppliers, and to generate a demand for more ecological products and services.

These technical instructions are a response to the 2013 Government Measure for 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 includes textiles (work clothes).







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## 1 SUBJECT MATTER

In accordance with the Mayoral Decree on Responsible Public Procurement using Social and Environmental Criteria, these technical instructions aim to define the criteria for environmental, ethical and fair-trade clauses employed for the acquisition of work clothes for municipal services, along with work clothes for staff assigned to contracts, who wear items of clothing bearing the City Council's corporate image, and for acquiring other textile products.

To achieve this objective, these instructions:

- a. Classify the main types of contracts that include textiles.
- b. Define the priorities that must be taken into account when acquiring textile products.
- c. Define the environmental, ethical and fair-trade criteria that must be applied to the acquisition of work clothes and uniforms, and in contracting services involving the use of uniforms bearing Barcelona City Council's corporate image.
- d. Define the environmental, ethical and fair-trade criteria for the acquisition of other textile products.
- e. Establish the monitoring system.

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## 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 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, ethical and fair-trade criteria are applied, adapting them where necessary to the characteristics of the contract.

In the case of other service contracts related to wardrobe, the contracting bodies must apply and adapt the basic criteria in accordance with the characteristics of the contract, so that their inclusion and compliance does not have any negative repercussion on the performance of the contracted service.

### 2.3 Exception 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 unsuitable for including some or all of the environmental clauses set out in these instructions. In these cases, the competent contracting body must duly justify this in the procurement report, in accordance with the points set out in Section 4.2.





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## 3 SCOPE

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

- Supply of wardrobe
- Acquisition of other textile products

These instructions are also applied to contracts for other services whose execution requires wardrobe or work clothes bearing Barcelona City Council's corporate image (such as cleaning and waste-collection in the city, lighting and other similar contracts).

These instructions also offer criteria to be followed in the management of discarded corporate clothing, both for City Council clothing and clothing forming part of a service contract.

In the case of other contracts relating to clothing (such as wardrobe maintenance or service contracts that include the provision and replacement of work clothes without Barcelona City Council's corporate image or other contracts) no specific criteria are established, but the priorities and lines of action indicated in these instructions should inform their procurement.

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## 4 PRIORITIES FOR WORK CLOTHES

### 4.1 Priorities for the type of clothes to be acquired

In accordance with the various environmental protection and social responsibility commitments acquired by Barcelona City Council and with the differences in terms of the environmental impact and associated risks concerning the manufacture and distribution of work clothes, the order of priorities when acquiring textile products are as follows:

- It will be obligatory to acquire and order textiles originating from production processes that respect basic labour rights, good environmental management and the prevention of occupational hazards.
- It will be obligatory to comply with the requirements for limiting the presence of chemical substances in the main fabrics used in making the items of clothing, and the certification of the main end items.
- The percentage content of recycled fibres or elements in the main polyester fabrics will be evaluated.
- Textiles manufactured from organic or fair-trade fibres are encouraged for certain uses, such as T-shirts, or textile merchandising items (bags, headscarfs and similar products).

Other environmental priorities to be considered include:

- Guaranteeing good environmental management for discarded clothing items and the reduction of packaging in the distribution chain.

In the case of contracting certain features included in previous contracts with social and workplace insertion companies and special work centres, the social reservation measures and procedures described in the Mayoral Decree on Responsible Public Procurement using Social and Environmental Criteria of 20 November 2013 will be applied.

In addition to the previous criteria, textile products and work clothes may be acquired using other sustainability criteria, such as the production process having a lower environmental impact, among others.

### 4.2 Justification report

Should the service's management or the competent contracting body consider these priorities, specific specifications 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 textiles or work wear being contracted.
- A reasoned justification explaining the infeasibility of balancing these special requirements with the environmental criteria established in these instructions.

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

## 5 ENVIRONMENTAL, ETHICAL AND FAIR-TRADE CRITERIA FOR PROCURING TEXTILES

The following table shows the different sustainability factors for each of the indicated contract types..

### Work clothes procurement

Ethical commitment of the company and its suppliers

Limited presence of chemical substances

Reduced use of toxic substances in the manufacturing processes of the main fabrics

Certification of the main items

Recycled-fibre content in synthetic fibres

Organic cotton

Packaging management

### Other textile products

Ethical commitment of the company and its suppliers

Limited presence of chemical substances

Organic or fair-trade cotton

Packaging management

The environmental, ethical and fair-trade criteria described above that must be included in the procurement documents are detailed below. The following articles indicate when it is necessary to include these criteria as technical specifications and when they can be included as award criteria.

In the case of obligatory criteria, the contracting body may decide if it demands accreditation from all bidders as part of the offer that must be presented or if it accepts a responsible declaration, with presentation only being required from the successful tenderer<sup>1</sup>. In the latter case, when the company is informed of the adjudication and before the contract is signed, it will be required to present the corresponding documentation within the established time limits. Where this company does not comply with the requirement under the terms established in the procurement documents, it will be understood to have withdrawn its bid and the documentation will be demanded from the next bidder on the list, according to the order in which the bids have been classified.

Regarding the award criteria, the contracting body must determine, in accordance with the criteria it has chosen from those proposed and from the rest of the criteria, the score attributed to compliance with each of the award criteria and the corresponding evaluation formula.

Where the acquisition of various types of fabrics or items of clothing are included in a single tender, the criteria for each type must be included for each lot. In many cases, it

<sup>1</sup>In accordance with the modification of Article 146 of the TRLCSP introduced by Act 14/2013, supporting entrepreneurs and their internationalisation.





is convenient to divide tenders into lots, in order to facilitate the inclusion of environmental, ethical and fair-trade criteria. For example, having a lot for T-shirts allows the inclusion of specific criteria for organic cotton and fair-trade in that lot, which would not be appropriate for other articles made from technical fabrics.

### 5.1 Obligatory compliance criteria for all clothing acquisitions

The contracting body will establish the following requirements relating to the basic characteristics of the fabrics:

#### I- Criteria related to the ethical commitment of the company and its suppliers

It must be accredited that the company is able to guarantee that the fabrics and other specific materials used in the production of the article subject matter of the contract, made directly or by subcontracting, have been manufactured respecting basic labour rights, as set out in the International Labour Organisation's Declaration on basic rights and principles.

In Appendix I there is a declaration template that contains the minimum information needed for the accreditation of these criteria.

#### II- Criteria related to the limited presence of chemical substances

In order to reduce environmental impact and health risks, the contracting body must always establish that the main fabrics used in manufacturing the clothing items have to comply with the requirements for limiting the presence of chemical substances in the final product, as defined in Oeko-Tex 100 or, Made in Green standard or equivalent.

In Appendix II there is a template verification form for summarising the information corresponding to the criterion.

### 5.2 Optional criteria for the procurement of clothing and other textile products

The contracting body may optionally include additional environmental criteria, as obligations or as environmental improvements to the bids, depending on the market situation. Some examples are given below:

In Appendix II there is a template verification form for entering information concerning the criteria related to fibres (I, II and III).

#### I- Criteria related to a reduction in the use of substances that are toxic or have a negative environmental impact during the manufacturing process

The contracting body may establish criteria relating to the use of toxic substances and reducing environmental impact during the manufacturing process, according to the criteria concerning types of fibre, chemical substances and value limits established in the main ecolabels for textile products, such as the EU ecolabel, the Nordic Swan or equivalent.

#### II- Criteria related to recycled content in articles made of synthetic fibres

The contracting body may evaluate that articles have been made using recycled synthetic fibres or that they contain a percentage of them, as well as including recycled items in their finishing.

Recycled fibres are understood as being those coming from manufacturing waste, cuttings from the textile industry and post-consumer textile waste.

#### III - Criteria related to cotton and other natural-fibre products

The contracting body may evaluate that the articles have been made using natural fibres originating from organic sources, in accordance with the criteria established in European Regulation CE 834/2007, or of organic origin according to the Global Organic Textile Standard (GOTS) or equivalent standards.





#### IV - Criteria related to the certification of the main items of clothing

The contracting body may establish as a contract performance clause that the contractor attains the Oeko-Tex 100 label or equivalent for the main final clothing items, and that it takes responsibility for the costs derived from its attainment, including the costs associated with analysis, reports, and the licence from Aitex or the corresponding equivalent body.

#### V - Packaging management

The contracting body may request the implementation of a reusable packaging system for transporting the clothing to an agreed location. In cases where the City Council reaches an agreement with the company concerning the management of secondary packaging, the contracting body may determine that it will be the successful tenderer's responsibility to dispose of the different types of waste materials (cardboard, plastic or others) according to the agreed protocol.

### 5.3 Specific criteria for other textile products

The contracting body may determine that some of the textile products, such as T-shirts or textile merchandising articles (bags, headscarfs and similar products), meet the established fair-trade criteria (in accordance with the Communication from the European Commission of 29 November 1999, relating to fair trade COM (99) 619 final) or the cotton items have been manufactured from natural fibres originating from organic agriculture, in accordance with the criteria established in European Regulation CE 834/2007 or of organic origin according to the Global Organic Textile Standard (GOTS) or equivalent standards.

### 5.4 Management of discarded clothing

Municipal services must take care that work clothes bearing Barcelona City Council's

corporate image are not used improperly once the contract or the clothing's useful life has finished. The corresponding body will establish an internal procedure for the simultaneous return of selected items of clothing when new items are delivered<sup>2</sup>, and in all cases where the clothing bears the corporate image.

The wardrobe manager will establish, in agreement with the Services management, what is to be done with the recovered items, according to their condition and the needs of the service, following this order of priorities:

- Direct internal reuse: for activities they are fit to be used for, such as temporary contracts of very short duration, various activities such as fairs, exhibitions, short courses, etc.
- External reutilisation or exploitation: by supplying them to organisations that have an agreement or the City Council's own social services.
- Textile recycling of non-reusable, non-servicable pieces: through the establishment of agreements or tenders, especially with third-sector companies.

In the last two cases, the person responsible for supply must guarantee the deinstitutionalisation of the pieces (elimination of corporate identity items), either by using own-means before delivering them to third parties, or as a performance clause of the agreement or contract. To that effect, the contracting body will require the corresponding guarantees from the receiving organisation.

<sup>2</sup>The Services Department may establish exceptional situations, when it is decided that explicitly selected items should be given to or left in the possession of the person who has used them, in recognition of services provided, in the case of retirement, etc.





## 6 SERVICE CONTRACTS THAT INCLUDE CORPORATE CLOTHING

In service contracts whose execution requires wardrobe or work clothes bearing Barcelona City Council's corporate image, the contracting body must consider the inclusion of the following environmental criteria:

### I- Wardrobe manufactured respecting basic labour rights

The contracting body may demand that the clothing of the personnel carrying out the service has been manufactured respecting basic labour rights, as set out in the International Labour Organisation's Declaration on basic rights and principles.

Accreditation of this will be carried out in accordance with the accreditation systems established in Appendix I.

### II- Clothing with chemical substance limitation requirements

The contracting body may evaluate that the main items of clothing comply with requirements for limiting the presence of chemical substances in the end product, as defined by the Oeko-Tex 100 or Made in Green standard or equivalent.

### III- Other criteria for work clothes

The contracting body may determine that some items of clothing should comply with other sustainability criteria:

- For synthetic-fibre items: manufactured using recycled fibres.
- For natural-fibre items: produced using natural organic fibres, in accordance with the criteria established in European Regulation CE 834/2007, or of organic origin, according to the Global Organic Textile Standard (GOTS) or equivalent standards, or from fair trade, in accordance with the Communication from the European Commission of 29 November 1999, relating to fair trade COM (99) 619 final.

## IV- Management of discarded clothing

In order to ensure that work clothes bearing Barcelona City Council's corporate image are not misused once the contract or its useful life comes to an end, the contracting body must establish, as a contract performance clause, that at the end of the contract, the successful tenderer must:

- 1 Guarantee the deinstitutionalisation of the items (elimination of corporate identity items)
- 2 Guarantee the correct management through any of the variants indicated in point 5.4 for own-wardrobe items.

To that effect, the successful tenderer must present the legal information pertaining to the company receiving the clothing, and the certificates showing that the clothing has been handled correctly, to the municipal personnel responsible for monitoring the contract within the agreed period.

Alternatively, the contracting body may always establish as a contract performance clause that the service company must deliver the clothing to the City Council once the contract has finished. In this case, the management procedure will follow that which is established in point 5.4.

## 7 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 awarded company complies with and executes the environmental, ethical and fairtrade 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):





- Procurement documents.
- A copy of the adjudication report, detailing the evaluation of environmental criteria contained in the bids.

Those managing the + Sustainable City Council Programme may request additional information from the contracting body, including the justification reports mentioned in section 4.2.

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## 8 TEMPORARY PROVISIONS

So that habitual suppliers, along with potential tenderers, can adapt to the compliance of these instructions, the contracting body may accept in successive contracts the following forms of accreditation of ethical commitment specified in section 5.1:

- Self-declaration by the tenderer
- A commitment to providing certification in the case of adjudication
- Presentation of certificates

If this option is chosen, the contracting body must state this specifically in the procurement documents, indicating their temporary nature and stating the need for presenting the certificates in future tenders.

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.

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## 9 FINAL PROVISION

These instructions will come into force 6 months after their publication.





## APPENDIX I TEMPLATE CERTIFICATE FOR THE COMPANY'S ETHICAL COMMITMENT

*(Note: the company's legal representative must sign this document and it must be printed on company paper. This document is only a template. The bidding company and each supply company must present this certificate and indicate the measures they have applied to ensure compliance with their ethical commitment).*

The undersigned .....  
with ID number.....

the name of and representing the company .....  
with their registered office at .....

under their own responsibility, CERTIFIES:

That the suppliers of the main fabrics are: (an address, number, city, municipality, telephone number, contact person and country must be indicated for each company)

- a) .....
- b) .....
- c) .....
- ...

That the manufacturers of the end product are: (an address, number, city, municipality, telephone number, contact person and country must be indicated for each company)

- a) .....
- b) .....
- c) .....

We guarantee that the production, carried out either directly or through subcontracting, and the textiles and other specific materials used, have been made respecting basic labour rights, as set out in the International Labour Organisation's Declaration on basic rights and principles.

The following documentation is attached in order to certify this point (select according to the presented certification):

- 1) Code of conduct certificate (SGE 21, SA 8000, Fair Wear Foundation, Made in Green or equivalent), or
- 2) External audit certification (attach the name, address, telephone number and contact details of the certifying company).

The company will be exempted from presenting these certificates when the entire production chain is carried out in own or third-party centres located in European Union Member States. This includes the company's own work centres, those of the companies supplying the main fabrics and other companies manufacturing the product.

In this case, the company must tick the following box:

All the production chain is carried out in centres located in European Union Member States.

In cases where some of the indicated centres are located outside the EU, the company must present its accrediting certificate, or as a minimum, the certificate corresponding to the centre in question.

Signature of the representative and the company stamp







## APPENDIX II EXAMPLE OF VERIFICATION FORM

### For obligatory environmental criteria

A form must be filled out containing the information concerning the various constituent fabrics of each article mentioned in the technical specifications. The corresponding accrediting documentation will be attached as a guarantee.

The checklist indicates the required type of guarantee with a number, corresponding to the following documentation:

- 1 – Official ecolabels: EU ecolabel, Nordic Swan...
- 2 – Standards: Oeko-Tex 100, Made in Green
- 3 – Laboratory tests or reports
- 4 – Description
- 5 – Technical data
- 6 – Manufacturer's declaration
- 7 - EU organic agriculture or organic cotton certification (GOTS or equivalent)

### Type of article and reference to technical specifications:

**Fabric 1:** Weight: \_\_\_\_\_  
 Composition: \_\_\_\_\_  
 Fabric supplier: \_\_\_\_\_

| Obligatory environmental criteria                         | Yes | No | Type of guarantee provided |
|---|-----|----|----------------------------|
| Compliance with Oeko-Tex 100, Made in Green or equivalent |     |    | (1, 2, 3)                  |

**Fabric 2:** Weight: \_\_\_\_\_  
 Composition: \_\_\_\_\_  
 Fabric supplier: \_\_\_\_\_

| Obligatory environmental criteria                         | Yes | No | Type of guarantee provided |
|---|-----|----|----------------------------|
| Compliance with Oeko-Tex 100, Made in Green or equivalent |     |    | (1, 2, 3)                  |

**Fabric 3:** Pes: \_\_\_\_\_  
 Composició: \_\_\_\_\_  
 Proveïdor del teixit: \_\_\_\_\_

| Criteris ambientals obligatoris                           | Sí | No | Type of guarantee provided |
|---|----|----|----------------------------|
| Compliance with Oeko-Tex 100, Made in Green or equivalent |    |    | (1, 2, 3)                  |





### For environmental award criteria

A form must be filled out containing the information concerning the various constituent fabrics of each article mentioned in the procurement documents. The corresponding accrediting documentation will be attached as a guarantee.

### Type of article and reference of the technical procurement documents:

**Fabric 1:** Weight: \_\_\_\_\_

Composition: \_\_\_\_\_

Fabric supplier: \_\_\_\_\_

| Environmental evaluation criteria  | Yes | No | Type of guarantee provided |
|--|-----|----|----------------------------|
| Compliance with chemical product and textile fibre criteria for the EU ecolabel, Nordic Swan or equivalent |     |    | (1, 6)                     |
| Contains recycled fibres (% by weight)   |     |    | (4, 5, 6)                  |
| Contains organic natural fibres (% by weight)  |     |    | (3, 5, 7)                  |

**Fabric 2:** Weight: \_\_\_\_\_

Composition: \_\_\_\_\_

Fabric supplier: \_\_\_\_\_

| Environmental evaluation criteria  | Yes | No | Type of guarantee provided |
|--|-----|----|----------------------------|
| Compliance with chemical product and textile fibre criteria for the EU ecolabel, Nordic Swan or equivalent |     |    | (1, 6)                     |
| Contains recycled fibres (% by weight)   |     |    | (4, 5, 6)                  |
| Contains organic natural fibres (% by weight)  |     |    | (3, 5, 7)                  |

**Fabric 3:** Weight: \_\_\_\_\_

Composition: \_\_\_\_\_

Fabric supplier: \_\_\_\_\_

| Environmental evaluation criteria  | Yes | No | Type of guarantee provided |
|--|-----|----|----------------------------|
| Compliance with chemical product and textile fibre criteria for the EU ecolabel, Nordic Swan or equivalent |     |    | (1, 6)                     |
| Contains recycled fibres (% by weight)   |     |    | (4, 5, 6)                  |
| Contains organic natural fibres (% by weight)  |     |    | (3, 5, 7)                  |



# TECHNICAL INSTRUCTIONS FOR THE APPLICATION OF SUSTAINABILITY CRITERIA TO VEHICLES



## AREAS OF APPLICATION AND SCOPE

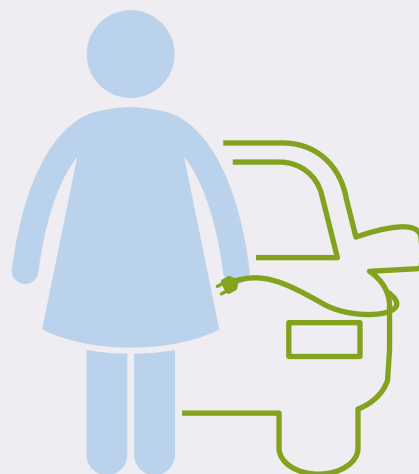


VEHICLES FOR ORDINARY USE (PURCHASING, LEASING OR RENTING)

SERVICES WITH VEHICLE USE

## SUSTAINABILITY ASPECTS

Priority to acquire electric, hybrid or less-polluting alternative-fuel vehicles



Maximum power limited according to needs



Less consumption and fewer emissions



Efficient tyres



Efficient driving



BARCELONA  
AJUNTAMENT  
+SOSTENIBLE



# TECHNICAL INSTRUCTIONS FOR THE APPLICATION OF SUSTAINABILITY CRITERIA TO VEHICLES

Following the lines of action established in the 2012-2022 Citizen Commitment to Sustainability, the Energy Self-Sufficiency Plan and the Plan for Improving Barcelona's Air Quality, Barcelona City Council is working to minimise the environmental impact caused by transport pertaining to municipal services.

These technical instructions are a response to the 2013 Government Measure for 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 includes vehicles.





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## 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 for the acquisition of own vehicles (of any possible type: purchasing, leasing or renting) as well as for the services that include the use of vehicles,.

To achieve this objective, these instructions:

- a. Classify the different types of vehicles
- b. Define the priorities for acquiring them
- c. Define the environmental criteria that must be applied when procuring the different types of vehicles
- d. Define the environmental criteria that must be applied when contracting services that include the use of vehicles
- e. Establish the monitoring system

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## 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 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 guarantee that in all cases the basic environmental criteria are applied, according to the type of vehicle.

In the case of service contracts, contracting bodies must apply and adapt the basic criteria in accordance with the contract’s characteristics, so that their inclusion and compliance does not have any negative effects on the performance of the contracted service.

### 2.3 Exception 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 must duly justify this in the procurement report, in accordance with the points set out in Section 4.2.

---

## 3 SCOPE

These instructions establish specific instructions for the following vehicles:

- Personal mobility vehicles (PMV) and mechanical elements, including bicycles with auxiliary propulsion (classified as L1e-A) and other electromechanical devices
- Two or three-wheel mopeds (classified as L1e-B and L2e), tricycles and lightweight and heavy quadricycles (classified respectively as L5e, L6e and L7e)
- Motorcycles with and without sidecar (classified as L4e and L3e, respectively)
- Passenger cars and off-road vehicles (classified as M1)





- Vans up to 3.5 tonnes (classified as N1)

These instructions are applicable to contracts for acquiring vehicles for normal use (including leasing and renting).

These instructions are also applicable to service contracts whose execution is based on the use of vehicles, provided that this application is compatible and does not negatively affect the quality of the contracted service.

In contrast, these instructions are not applicable to vehicles used for cleaning and waste collection in the city, nor to buses, which already have specific treatments.

Nor are they applicable to machinery or lorries, although the priorities and lines of action indicated in these instructions should inform their procurement.

In these instructions, any of the previously mentioned vehicles is classified according to the type of motor in electric, hybrid or fuel-driven vehicles<sup>1</sup>.

---

## 4 PRIORITIES FOR VEHICLES

### 4.1 Motorisation priorities

The diversity of existing motors, in accordance with the above classification, and the differences regarding their associated environmental impacts, makes it necessary to establish a clear range of priorities that must be followed when deciding which type of vehicle is to be acquired:

**Priority 1** All kinds of electric vehicles

**Priority 2** Plug-in hybrid vehicles

**Priority 3** Non-plug-in hybrid and gas vehicles (including bi-fuel vehicles)

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<sup>1</sup>For detailed information on each type, go to Appendix 1: Definitions

**Priority 4** Petrol-driven vehicles

**Priority 5** Diesel-driven vehicles

The contracting body must always give preference to the type of vehicle following these priorities. In the case of not being able to choose the highest priority, electric vehicles, and in accordance with point 2.3 of these instructions, the contracting body must issue a report indicating the technical or economic reasons that justify the chosen option.

### 4.2 Justification report

The purchase of vehicles may respond to a wide variety of needs. Should the competent contracting body, for either technical or economic reasons, considers that the priorities, specific specifications 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 that the service contract requires;
- A reasoned justification explaining the infeasibility of balancing these special requirements with the established environmental criteria, or
- An economic justification based on applying the total cost of ownership (TCO) calculation.

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





## 5 ENVIRONMENTAL CRITERIA FOR THE PROCUREMENT OF VEHICLES

The basic environmental criteria that must be included in the procurement documents for vehicle acquisition according to the vehicle's main form of motorisation are detailed below:

### Electric vehicles and plug-in hybrids

Maximum capacity

Power consumption

Standard range

Useful life of batteries

### Fuel-driven vehicles and non-plug-in hybrids

Maximum capacity

Emission of polluting gases

Average fuel consumption

CO<sub>2</sub> emissions

The procurement documents must always guarantee that the bidders provide the documentation specifying the values of the listed parameters. The following articles indicate when the criteria can be included as technical specifications or as award criteria. In this latter case, the contracting body must determine the score given for compliance with each award criterion and the corresponding evaluation formula.

Where vehicles with different types of motor are to be acquired in the same tender, these types must be differentiated into lots (electric, hybrid and fuel-driven) and the corresponding criteria included for each lot.

### 5.1 Criteria for electric vehicles (of all kinds) and plug-in hybrids

When acquiring electric and plug-in hybrid vehicles, the following basic environmental criteria will always be taken into consideration.

As the electric-vehicle market is still in an incipient stage and the technology is developing in a very dynamic fashion, as a general rule these criteria should be included as award criteria, in order to favour the development of more efficient models<sup>2</sup>.

#### I- Maximum power (in kW)

Before producing the procurement documents and in accordance with the requirements of use, the contracting body will determine the power that is necessary and sufficient, in order to avoid oversizing the vehicle pool and to reduce both purchasing and operational costs (consumption and maintenance).

Adjustment to the necessary and sufficient power must allow fleet diversification and will lead to the incorporation of lower-powered vehicles, also allowing a much quicker incorporation of electric-motor vehicles: bicycles, mopeds, motorcycles, electric quadricycles and small passenger and goods vehicles.

<sup>2</sup>As a guideline, the contracting body may consult the information available in the Movele catalogue (<http://www.movele.es>).





### Power (kW)

| Vehicle                             | Power (kW) |
|-------------------------------------|------------|
| Bicycles with auxiliary motors      | <1         |
| Mopeds and lightweight quadricycles | 1 - 4      |
| Scooters and heavy quadricycles     | 4 - 11     |
| Small cars (people or goods)        | up to 30   |

If the vehicle to be acquired, electric or plug-in hybrid, must have a performance equivalent to a conventional fuel-driven vehicle, the power will correspond to the designated range or segment (see maximum-power criteria for fuel-driven and non-plug-in hybrid vehicles).

#### II- Power consumption (in kWh/100 km)

The contracting body may establish a consumption value guideline, corresponding to the standardised average consumption, based on consulting available technical information (the Movele catalogue at [www.movele.es](http://www.movele.es)) and, for cars, the information compiled in the IDAE database (<http://coches.idae.es>).

In any event, the contracting body will always include the evaluation of vehicles with lower consumption rates as an award criterion, with the previously mentioned power requirements.

#### III- Standardised range (en km)

The contracting body will establish in the technical specifications the minimum necessary range in accordance with the designated uses of the vehicle.

The vehicle's technical information states the range obtained during standardised-cycle approval, which differs from the real range<sup>3</sup>. Therefore the standardised range value spe-

cified in the technical specifications must be between 25 and 50% higher than the real range needed.

#### IV- Useful life of batteries

The contracting body will establish the requirement of a minimum 2-year or 1,000 re-charging-cycle guarantee for batteries in the technical specifications.

As an award criterion, the contracting body will include the presentation of a guarantee for the battery to maintain 70% or more of its charging capacity after 100,000 km or 5 years.

### 5.2 Criteria for fuel-driven vehicles (of all kinds) and non-plug-in hybrids

For the acquisition of fuel-driven vehicles and non-plug-in hybrids, the following environmental criteria will always be taken into consideration.

The fuel-driven vehicle market is widely standardised, which makes it easy to obtain reference values as requirements in the technical specifications. This is always the case for passenger vehicles and in a more limited way for motorcycles. The range of hybrid vehicles on offer is still limited and fragmented into the various commercial segments.

#### III- Maximum power (in kW or CV)

Before producing the procurement documents and in accordance with the requirements of use, the contracting body will determine the power that is necessary and sufficient, in order to avoid oversizing the vehicle pool and to reduce both purchasing and operational costs (consumption and maintenance).

When the requirements of use rule out a vehicle in the lowest power range (mopeds and quadricycles), the contracting body will use the following power values as guidelines, and where the requirements permit, they will always be adjusted to the lower band of the corresponding range:

<sup>3</sup>The 2012 Cetelem Observatory Survey on Automobiles.







### Power range

#### Motorcycles for urban use

10-15 CV or 7-11 kW No special work or load requirements

32-48 CV or 24-35 kW With special work or load requirements

#### For passenger and goods vehicles for urban use

55-75 CV or 40-55 kW No special work or load requirements

75-105 CV or 55-80 kW With special work or load requirements

Higher power ranges will only be necessary for special-fleet vehicles and in special-cargo cases, in accordance with assigned functions, such as:

- Function: for example, passenger vans for 7-9 people and adapted vehicles for people with reduced mobility.
- Transportation of goods of a significant weight or volume.
- Travelling over special terrain: beaches, tracks, mountains, etc.
- Response requirements in emergency or public-order situations.

### II- NOx, particle and other pollutants (Euro standard)

The contracting body will always establish the Euro standard as the minimum requirement, according to the regulation's application schedule (see Appendix II). During transition periods, it may require a higher standard than the one currently in force, when this standard has already been approved and the contracting body has proof that there is sufficient offer on the market.

The contracting body must always include, as an award criterion, compliance with a higher Euro standard than the one established in the technical specifications.

### III- Average standardised fuel consumption (l/100 km)

The contracting body will establish a maximum average standardised consumption value, based on consultation with available technical information, and in the case of cars, the information compiled in the IDAE database (<http://coches.idae.es>). In the case of vehicles with special requirements, the maximum values must not exceed, under any circumstances, the recommended values in the Generalitat of Catalonia's Guide for Green Procurement of Vehicles (see Appendix III).

The contracting body will always include, as an award criterion, that vehicles with the indicated power requirements show lower consumption rates than the maximum consumption indicated.

### IV - CO<sub>2</sub> emissions (g/km)

The contracting body will establish a maximum value for CO<sub>2</sub> emissions, based on consultation of the available technical information, and in the case of cars, the information compiled in the IDAE database (<http://coches.idae.es>). In the case of vehicles with special requirements, the maximum values must not exceed, under any circumstances, the recommended values in the Generalitat of Catalonia's Guide for Green Procurement of Vehicles (see Appendix III).

The contracting body will always include, as an award criterion, that vehicles with the indicated power requirements have lower CO<sub>2</sub> emission rates than the maximum levels indicated.

### 5.3 Other optional environmental characteristics that may be evaluated improvements

The contracting body may optionally include additional environmental criteria as an environmental improvement of the offer<sup>4</sup>. Some examples are given below:

<sup>4</sup>For further information, consult other manuals or reference documents on green public procurement.





#### I- Biofuels (included only in the case of conventional petrol or diesel vehicles)

The accredited use of biofuels (bioethanol or biodiesel in each case) in a blend of over 10% will be evaluated.

#### Efficient tyres (for both electric and fuel-driven vehicles)

Fuel savings through equipping the vehicle with Class B tyres or higher according to the European classification will be evaluated.

#### Monitoring of tyre pressure (for both electric and fuel-driven vehicles)

Equipping the vehicle with a tyre-pressure monitoring system will be evaluated.

#### Refrigerant gas used in air conditioning

In cases where the vehicle has to be equipped with air conditioning, equipping the vehicle with the refrigerant gas that has the lowest global warming potential (GWP) will be evaluated.

## 6 CONTRACTING SERVICES THAT USE VEHICLES

In the event of contracting services whose performance is based on the use of vehicles, and without prejudice to the service's contractual objective, the contracting body must consider the inclusion of the following basic environmental criteria:

### Contracting services that use vehicles

Efficient driving

Environmental quality of the fleet

Age of the fleet

#### a) In the case of services that have exclusively assigned staff or vehicles

The criteria for the assigned personnel and vehicles will be evaluated.

#### b) In the case of services with no exclusively assigned staff or vehicles

The criteria will be evaluated based on the company's average, or Barcelona's territorial services that may be involved in carrying out the service.

#### I- Efficient driving

The contracting body will include as an award criterion that efficient-driving courses are included in the training of vehicle drivers. Depending on the type of service concerned, the contracting body must consider the possibility of requiring that a minimum percentage of the vehicle drivers have undertaken this training, and where this is so, establish that minimum at 30%.

This criteria may also be included as a bidder's commitment so that, in the event of being awarded the tender, the bidder makes a commitment to offer the efficient-driving course to its staff within a period of 3 months after the adjudication.

#### II- Environmental quality of the fleet

The contracting body will include the fleet's environmental quality as an award criterion. This quality criterion will be based on:

- The availability of vehicles with more efficient and less polluting technologies that are indicated in Priorities 1 (electric), 2 (plug-in hybrids) and 3 (non-plug-in hybrids and gas or bi-fuel) of these instructions.





- The lowest consumption and emission values corresponding to the values indicated in Priorities 4 (petrol-driven) and 5 (diesel-driven).

Depending on the type of service, the contracting body must consider the possibility of requiring a minimum percentage of low-emission vehicles<sup>5</sup> and where this is the case, it will establish this minimum at 30%<sup>6</sup>.

### III- Age of the fleet

In the case of services with exclusively registered vehicles, the contracting body may also establish a maximum age for the vehicles used for the service. The age may be established based on a minimum Euro standard or by the age of the vehicle:

|  | Age                |  |
|--|--------------------|--|
| <b>For services using class M1 and N1 vehicles</b> | Euro 3 or 13 years | For services where old fleets are acceptable   |
|  | Euro 4 or 8 years  | For services where old fleets are unacceptable |

Alternatively, and in the case of Class L vehicles, the average age of the fleet may be evaluated.

## 7 MONITORING SYSTEM

In accordance with the Mayoral Decree on Responsible Public Procurement using Social and Environmental Criteria, the person responsible for the contract will awarded company 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):

- Procurement documents.
- Justification report on determining the type of vehicles established in the procurement documents (for all acquisitions that are not electric vehicles).
- Copy of the adjudication report, detailing the evaluation of the environmental criteria contained in the bids.
- List of acquired vehicles and their characteristics. In Appendix IV there is an example of a table with the information that needs to be gathered, which the people responsible for monitoring the instructions may modify.
- Copy of the technical data of each model of vehicle provided at the start of the contract's period of validity.

In the case of services with exclusively registered vehicles, in addition to the above information, a quarterly report must be provided detailing the vehicles' consumption of fuel or electricity and the total number of kilometres travelled.

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

<sup>5</sup>In accordance with the definition given in the environmental quality guarantee label for fleets of vehicles, low-emission vehicles are those indicated in Priorities 1, 2 and 3 of these instructions and those in Priorities 4 and 5 that do not exceed specific emission levels.

<sup>6</sup>Bidders may certify the fact that they are in compliance with this criterion and that of efficient driving, by presenting the guarantee label. For further information, go to Vehicle fleets at: [www.gencat.cat/territori/distintiuambiental](http://www.gencat.cat/territori/distintiuambiental)





## 8 TRANSITIONAL REGULATIONS / COMING INTO FORCE

These instructions will come into force 6 months after their publication.

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 DEFINITIONS<sup>7</sup>

### Vehicle categories according to approved EU regulations<sup>8</sup>

**Category L:** 2 and 3-wheel vehicles (including vehicles with pedals and auxiliary propulsion) and lightweight quadricycles for road use.

|   |                          |                                    |
|---|--------------------------|------------------------------------|
| <b>Denomination of the categories and subcategories mentioned in the section entitled “Scope”</b> | L1e                      | Lightweight, 2-wheel motor vehicle |
|   |                          | -----                              |
|   |                          | L1e-A: Powered cycles              |
|   |                          | -----                              |
|   |                          | L1e-B: Two-wheel moped             |
|   | L2e                      | Three-wheel moped                  |
|   | L3e                      | Two-wheel motorcycle               |
|   | L4e                      | Two-wheel motorcycle with sidecar  |
| L5e   | Powered tricycle         |                                    |
| L6e   | Lightweight quadricycles |                                    |
| L7e   | Heavy quadricycles       |                                    |

<sup>7</sup>Many of the definitions are taken from the Generalitat of Catalonia's Guide to Green Vehicle Procurement, 2012. For further information, consult the document.

<sup>8</sup>For a more detailed classification and definition, consult Directive 2002/24/CE and Regulation (EU) 168/2013 for category L and Directive 2001/116/CE for the other categories.





**Category M1:** Vehicles with a maximum of eight seats (excluding the driver), designed and manufactured for transporting passengers.

**Category N1:** Vehicles with a maximum weight of 3.5 tonnes, designed and manufactured for transporting goods.

## Other vehicle categories

**VMP:** Vehicles and mechanical items for personal mobility. This concept includes all kinds of electromechanical devices (such as electric skateboards, Segways, etc.), as well as bicycles with auxiliary propulsion (classified as L1e A).

## Types of vehicle according to their type of motor

**Electric vehicles:** Vehicles powered exclusively by electricity, always using an electric motor. Electric motors can be differentiated into:

- Pure electric vehicle: an electric vehicle powered by a battery that is charged exclusively from a socket connected to the electricity grid. There may be various grids, from the general electricity grid to an exclusive recharging network.
- Long-range electric vehicle: an electric vehicle powered by a battery that is recharged on the grid, and which also has a fuel-driven engine that acts as an internal-recharging generator for those batteries.
- Hydrogen vehicle: vehicle with an electric motor and an electrochemical system for generating electricity (fuel cell) which uses the electrochemical reaction between hydrogen (which acts as fuel) and atmospheric oxygen. The hydrogen may be produced by the disassociation of this element from various energy resources, both renewable (biomass and water) and non-renewable (fossil fuels).

**Hybrid vehicle:** Double-drive electric or fuel-driven vehicle. These are vehicles that combine a conventional internal combustion engine (fuel-driven engine) with an electric

motor. The two motors act as the driving force, either alternately (one or the other) or together (both concurrently, one supporting the other). For the user, we can differentiate between:

- A non-plug-in hybrid vehicle: a vehicle which powers the electric motor batteries internally, using the internal combustion engine, but never from the electricity grid.
- Plug-in hybrid vehicle: a vehicle like the one above, but its batteries can be recharged externally using the electricity grid, using an electric recharging point. This means that, according to its use, the vehicle can function at a high-level as an electric vehicle.

**Fuel-driven vehicle:** A vehicle powered exclusively by fuel, i.e., it is always powered by a conventional internal combustion engine. It uses a traditional engine, but technological advances in alternative fuels have given rise to new types:

- Vehicles using liquified petroleum gas LPG (also known as autogas or liquified gas) or NG (natural gas): a standard or adapted vehicle that uses gas to fuel its engine, either exclusively (a single tank) or as a supplementary fuel (also known as a bi-fuel vehicle).
- Flexifuel vehicles, with a basic petrol engine that can use a mixture of bioethanol in various concentrations up to 85%.
- Biodiesel vehicles, with a basic diesel engine that can use a mixture of biodiesel in various concentrations.

## Alternative fuels

**Biofuels:** cfuels produced from organic matter, which can come from various sources (agricultural products, different kinds of organic waste, algae, etc.). They have various advantages over conventional fuels: they make savings in the use of fossil energy, they reduce sulphur oxide emissions, the main cause of acid rain, due to their low sulphur content, and finally in regard to CO<sub>2</sub>, they form a capture-release cycle that does not increase the atmospheric concentrations of this gas. They can be used undiluted in adapted engines or as a mixture with conventional fuels:





- **Bioethanol:** this is an alcohol derived from plants that is produced using raw materials rich in sugar or starch, often beetroot, sugarcane and cereals. It has long been used in petrol engines as an additive (ETBE) to replace lead. It can be used in any vehicle in a 5% blend, and up to 10% in most vehicles without the need of any modifications, although in this case, regulations demand that the fuel be labelled (e10). Manufacturers have developed adapted vehicles known as FFVs (Fuel Flexible Vehicles) which can work on a blend of up to 85% bioethanol.
- **Biodiesel:** obtained from oleaginous plants (rape, soya, sunflower, palm, etc.) or from recycling used vegetable oil (non-mineral). It is used in diesel engines. In blends of up to 5% it can be used in any vehicle. Although tests have shown that higher percentage blends do not cause any problems either, manufacturers only allow the B5 blend and that often affects the vehicle's guarantee.

In higher percentages, the fuel has to be labelled, indicating the percentage of the blend. There are also vehicles on the market that specifically allow higher percentage blends, which are then classified as such: B10, B12, B20, B30. Pure biodiesel, B100, can also be used as a fuel, and there are now some makes of lorry and certain agricultural machinery that are equipped with engines that use 100% biodiesel.

- **Biogas:** this is obtained from the methanisation of organic matter of varying origins and it is used as a substitute gas in compressed natural gas (CNG) engines.

**Gaseous fuels:** their advantage over conventional fuels is that they burn cleaner and also generate lower amounts of polluting emissions, especially nitrogen oxides and particles. For this reason they are considered to be an especially appropriate alternative for vulnerable areas, such as city centres and, in general, large cities and their surrounding areas. Above all, they require modifications to the fuel tanks and feed lines. There are two types:

- **Compressed natural gas (CNG):** this is mainly methane and is normally of fossil origin, extracted from underground wells.
- **Liquefied petroleum gas (LPG):** this is a blend of butane (maximum 80%) and propane (minimum 20%).

## Euro Standard

This is a European standard that regulates nitrogen oxide (NOx), hydrocarbon (HC), carbon monoxide (CO) and particle emissions for vehicle approval.

Since the standard was created in 1991, the European Commission has established increasingly strict emission limits (from Euro 1 to Euro 6) that have been introduced progressively. Each new standard is introduced in two phases: the first phase is for the approval of new vehicles, and the second is for their registration and sale.

The standard was created for passenger vehicles and has been gradually extended to include all kinds of vehicles. The process of Euro standardisation is not so advanced for motorcycles (and all other L-category vehicles), although progress is being made, and the aim is to merge it with the passenger-car standard.

## Other relevant environmental aspects

**Efficient tyres:** The coming into force of Regulation (CE) 1222/2009 of the European Parliament and Council of 25 November 2009 (and its later modifications), has meant that since 1 November 2012, tyres must be labelled with information concerning their fuel efficiency, braking distance on wet surfaces and their exterior noise levels.

**Tyre Pressure Monitoring System (TPMS):** A tyre-pressure monitor is an electric system that informs drivers when their vehicle's tyre pressure falls below the recommended values, usually by means of a flashing dashboard signal. This system helps drivers to properly maintain the vehicle's tyres, improve safety and contribute to higher fuel performance.

**Global Warming Potential (GWP):** a measure that defines the comprehensive global warming effect over time of the instant emission of 1 kg of a greenhouse gas today, compared to that caused by CO<sub>2</sub><sup>9</sup>.

<sup>9</sup>Further information on GWP: [http://www.grida.no/publications/other/ipcc\\_tar/?src=/climate/ipcc\\_tar/wg1/248.htm](http://www.grida.no/publications/other/ipcc_tar/?src=/climate/ipcc_tar/wg1/248.htm)





## APPENDIX II SCHEDULE FOR THE APPLICATION OF EURO STANDARDS

### Motorcycles (Category L)

Euro 3 For new approvals 2006  
-----  
For all vehicles 2007

Euro 4 2016

Euro 5 2020

### Vehicles (Categories M1 and N1)

Euro 3 For new approvals 2000  
-----  
For all vehicles 2002

Euro 4 For new approvals 2005  
-----  
For all vehicles 2007

Euro 5 For new approvals 09/2009  
-----  
For all vehicles 01/2013\*

Euro 6 For new approvals 09/2014\*\*  
-----  
For all vehicles 09/2015\*\*

\*Initially scheduled for 01/2011, but in the end it was only applied to petrol-driven vehicles and delayed for diesel-driven vehicles.

\*\* Except Class II (1305-1760 kg) and Class III (>1760 kg) N1 vehicles, established for 09/2015 for new approvals and scheduled for 09/2016 for all vehicles.

For more information, go to the section “European regulations on vehicle emissions” ([www.genecat.cat](http://www.genecat.cat)).





## ANNEX III DADES DE CONSUMS I EMISSIONS MÀXIMES ORIENTATIVES PER A VEHICLES DE LES CATEGORIES M1 I N1

### Vehicles by commercial segment\* Consumption l/100 km CO<sub>2</sub> emissions in g/km

|                                | Consumption l/100 km | CO <sub>2</sub> emissions in g/km |
|--------------------------------|----------------------|-----------------------------------|
| <b>Petrol</b>                  |                      |                                   |
| Small and mini                 | 6                    | 140                               |
| Average saloon and family cars | 4,5                  | 180                               |
| Large saloon and family cars   | 8,5                  | 200                               |
| Average MPV                    | 8                    | 190                               |
| Large MPV                      | 9                    | 210                               |
| Luxury MPV                     | 10                   | 230                               |
| Small van                      | 7                    | 170                               |
| Large van                      | 11                   | 250                               |
| Small off-road vehicle         | 10                   | 230                               |
| Large off-road vehicle         | 12                   | 270                               |

### Vehicles by commercial segment\* Consumption l/100 km CO<sub>2</sub> emissions in g/km

|                                | Consumption l/100 km | CO <sub>2</sub> emissions in g/km |
|--------------------------------|----------------------|-----------------------------------|
| <b>Diesel</b>                  |                      |                                   |
| Small and mini                 | 4,5                  | 120                               |
| Average saloon and family cars | 6,5                  | 160                               |
| Large saloon and family cars   | 7,5                  | 180                               |
| Average MPV                    | 7                    | 170                               |
| Large MPV                      | 8                    | 190                               |
| Luxury MPV                     | 9                    | 210                               |
| Small van                      | 6                    | 150                               |
| Large van                      | 10                   | 230                               |
| Small off-road vehicle         | 9                    | 210                               |
| Large off-road vehicle         | 11                   | 250                               |

\*According to the classification in the IDAE car database

Source: The Generalitat of Catalonia's Guide for Green Vehicle Procurement, 2012







#### Notes:

1- Hybrid vehicles: There are only a few models spread over the different types and not always in all power segments. They always mean an improvement with regard to the indicated values for both consumption and emissions, with a minimum of 15% for low and high-powered vehicles, and up to 40% for medium-powered vehicles.

2- Vehicles using alternative fuels: There are only a few models spread over the different types and not always in all power segments. Consumption varies with respect to the table values (in the case of gases, the units also vary, kg/100 km). Although they burn cleaner, as their performance and consumption vary, so do the emissions per kilometre. In general, they show lower emission values than indicated, but these may be higher than those of conventional petrol or diesel-driven vehicles.





## APPENDIX IV TABLE TEMPLATE WITH INFORMATION THAT NEEDS TO BE COLLATED FOR EACH VEHICLE

| Number of units | Engine      | Fuel                                  | CATEGORY | Type  | Consumption | CO <sub>2</sub> emissions | Euro Standard |
|-----------------|-------------|---------------------------------------|----------|---|-------------|---------------------------|---------------|
|                 | Electric    | In the case of hybrid or fuel-driven: | L1e      | In the case of M1 and N1, it is necessary to specify:<br>Small and mini<br>Average saloon and family cars<br>Large saloon and family cars<br>Average MPV<br>Large MPV<br>Luxury MPV<br>Small van<br>Large van<br>Small off-road vehicle<br>Large off-road vehicle |             |                           |               |
|                 | Hybrid      |                                       | L2e      |   |             |                           |               |
|                 | Fuel-driven | CNG                                   | L3e      |   |             |                           |               |
|                 |             | LPG                                   | L4e      |   |             |                           |               |
|                 |             | Petrol                                | L5e      |   |             |                           |               |
|                 |             | Diesel                                | L6e      |   |             |                           |               |
|                 |             |                                       | L7e      |   |             |                           |               |
|                 |             |                                       | M1       |   |             |                           |               |
|                 |             |                                       | N1       |   |             |                           |               |



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