

# TECHNICAL INSTRUCTIONS FOR THE APPLICATION OF SUSTAINABILITY CRITERIA TO

# ELECTRICITY SUPPLY



## AREAS OF APPLICATION AND SCOPE



ELECTRICITY SUPPLIES



ELECTRICITY-INTENSIVE SERVICES



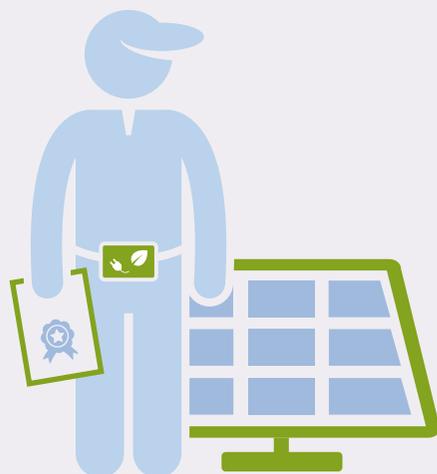
MANAGING EQUIPMENT, SERVICES AND FACILITIES



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 CO2 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.