

Technical Instructions for the Application of Sustainability Criteria to Electricity Supplies

+ Sustainable City Council Programme

Introduction

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

These technical instructions are a response to the Government Measure on Responsible Public Procurement with Social and Environmental Criteria (2013) and the Mayoral Decree on Responsible Public Procurement using Social and Environmental Criteria, 20 November, 2013, which establishes the publication of technical instructions to define the specific environmental criteria to be applied in the purchase and procurement of groups of products and services defined as high-priority, including electricity.

1. SUBJECT MATTER

These technical instructions are aimed at defining the criteria for environmental clauses in electricity supply contracts in accordance with the Mayoral Decree on Responsible Public Procurement using Social and Environmental Criteria.

To achieve this objective, these instructions:

- a. Define what we understand 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.

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 apply to those public sector contracts undertaken by Barcelona City Council and its subsidiary entities with adjudicatory power, for the contractual purposes outlined in Section 3. Scope.

2.2 Inclusion in specifications

All contracting bodies are obliged to comply with these instructions, and must guarantee that the environmental criteria are applied in all cases.

As this is an asset whose acquisition is centralised, the central contracting body will be responsible for guaranteeing the criteria are applied, be that through the creation of separate specifications, framework agreements, or other supramunicipal centralised purchasing systems.

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

Other municipal services and subsidiary entities that do not depend on centralised contracting but which have the authority to contract services must also apply the priorities and criteria established in these instructions to their electric supply contracts.

2.3. Exceptions and justification reports

In accordance with the Mayoral Decree on Responsible Public Procurement using Social and Environmental Criteria, the competent contracting bodies or persons in charge of contracting may consider that the nature of the contract is not appropriate for the inclusion of all or some of the environmental clauses established in these instructions. In such cases, the competent contracting body will have to justify this in the report as specified in Section 4.2.

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 other services involving the intensive use of electricity (such as the procurement of servers for data storage, etc.), as well as concessions for the use of services or installations, licences or contracts for facilities where the electricity supply is the responsibility of the successful bidder, as long as application of the instructions is compatible and presents no risk to the quality of services 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 (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/oceans, hydraulic, biomass, landfill gas, gas from industrial 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.

4. SUPPLY PRIORITIES

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

This report will be made available to those in charge of monitoring these instructions, if they so request.

5. ENVIRONMENTAL CRITERIA FOR THE SUPPLY OF ELECTRICITY

In the following table are the environmental criteria to be included in the specifications for the supply of electricity, taking into consideration the priorities set out above.

The specifications must always ensure that bidders offer documentation specifying the parameters mentioned. If the criteria involved is to be scored and taken into account, the contracting body must determine the score given to compliance with each of the adjudication criteria and the formula for the corresponding evaluation.

Electricity supply environmental criteria
Varying voltage
Reactive power correction
Green electricity
Priority for renewable energy sources

I- Varying voltage

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

The successful bidder must report on these deviations to the monitoring chief designated by Barcelona City Council, within at least 6 months of signing the contract, and will carry out 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 bidder to commit to regularly monitoring the reactive power at each consumption point.

The successful bidder 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 site 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 bidder must present, upon signing the contract, the warranty registration documentation on source from the Spanish National Commission of Markets and Competition, with a positive balance equal to or greater than the consumption required by the contract.

At least once a year, the successful bidder must present a report on the guarantees of origin assigned to the contract, including a breakdown of the guarantees offered, and which shows:

- 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 bidder.

IV- Priority for renewable energy sources

As contracts gradually incorporate and consolidate green electricity contracts, the contracting body may incorporate, as positive criteria to be taken into account, a company's willingness to supply electricity from renewable sources beyond that which comes from high-efficiency co-generation sources.

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

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

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, licences or contracts for the management of facilities where the electric supply is the responsibility of the successful bidder and electrical consumption is clearly directly related to the purpose of the contract, 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 specifications, a commitment from the bidder 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 used by the City Council.

Additionally, the contracting body may take into account whether the company compensates for CO₂ emissions corresponding to electricity that does not have a source guarantee.

6.2. Contracts with companies offering energy services

Energy service contracts will take into account whether the bidding company is considering a gradual increase in the supply of green electricity from guaranteed sources.

Additionally, the contracting body may take into account whether the company compensates for CO₂ emissions corresponding to the electricity that does not have a source guarantee.

7. MONITORING SYSTEM

In accordance with the Mayoral Decree on Responsible Public Procurement using Social and Environmental Criteria, the person in charge of the contract will ensure that the successful bidder complies with and executes the environmental clauses included in the specifications. While the + Sustainable City Council Programme does not have an automated system to monitor environmental aspects of contracts, the person in charge of the contract will supply the following information via the email address ajuntamentsostenible@bcn.cat:

- Procurement specifications
- A copy of the adjudication report with a report on the evaluation of environmental criteria in the bids.
- A copy of the annual report on the source guarantees assigned in the contract.

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

Those in charge of the + Sustainable City Council Programme will be able to request additional information from the contracting body.

8. TRANSITIONAL REGULATIONS / ENTRY INTO FORCE

These instructions will enter into force 3 months after being published.

These instructions are not applicable to tenders that have already been passed or concluded, specifications that have already been approved, or public tenders that will be concluded before the entry into force of these instructions.