

## *Sustainable Public Procurement-fiche: advanced*

### **1) Subject matter**

Environmental friendly cleaning service

“For <.....> (name of the public authority), the care for the environment and social aspects is important. It is stated in her <strategic policies>, <mission>, <vision>, <procurement policy>, ...”

### **2) Exclusion criteria**

Non compliance with environmental and social legislation, which has been the subject of a final judgment or a decision having equivalent effect, may be considered an offence concerning the professional conduct of the economic operator concerned or grave misconduct, permitting to exclude the party concerned from competing for the contract

Ref:

Art. 53 and 54 of Directive 2004/17/EC and Art. 45 of Directive 2004/18/EC

### **3) Technical capacity (not exclusive)**

The EMAS certificate, the Nordic Ecolabeling label for cleaning services, the ISO 14.001 certificate or equivalent certificates covering the cleaning service asked for, can serve as possible means of proof for companies to demonstrate their technical capacity to perform the environmental management measures. Equivalent certificates are issued by bodies conforming to Community law or the relevant European or international standards concerning certification and based on relevant European or international environmental management standards. Also all other means of evidence provided by the company that can prove this technical capacity will be accepted.



#### ***4) Technical specifications***

##### ***Used products:***

1. All the products used comply with the criteria for cleaning products (advanced version) mentioned in [www.gidsvoorduurzameaankopen.be](http://www.gidsvoorduurzameaankopen.be)  
[EU toolkit core criteria]

##### ***Staff and organisation***

2. All cleaning staff employed in carrying out the service must be regularly trained for their various tasks. This training should cover cleaning agents, methods, equipment and machines used; waste management and aspects of health, safety and the environment. A record of these training measures (introductory/vocational training) should be kept at the disposal of the contracting authority. [EU toolkit comprehensive criteria]
3. In agreement with the contracting authority, precise work instructions on environmental protection and on health and safety standards in carrying out the service shall be produced and displayed in the buildings in a way that they can be consulted by cleaning staff at any time. [EU toolkit comprehensive criteria]
4. A facility manager, foreman/forewoman or co-ordinator should be nominated to organise and supervise the cleaning. The appointed person should stay in contact with the contracting authority and be reachable during working hours. The facility manager, foreman/forewoman or co-ordinator has to be sufficiently trained in the fields of occupational health and safety standards, application techniques and environmental issues. [EU toolkit comprehensive criteria]

##### ***Environmental friendly cleaning techniques***

5. The contractor should use reusable microfibre cloths and apply dry-cleaning techniques for linoleum flooring where appropriate. [EU toolkit comprehensive criteria]

##### ***Evidence:***

The compliance with all the criteria (except criterium 5) mentioned above can be proved with the following label:



Nordic Swan



## Labeling

in case that the tendering company can present this label, any further proof is not necessary. Any other suitable evidence from a recognized body can also be used.

### 5) Awarding the contract:

	<i>Criterion</i>	<i>Weight</i>
1	<b>Price</b>  <i>Calculation (e.g.):</i> Lowest offered price/ stated price x 0,70	e.g. 70%
2	<b>Environmental criteria</b> (The public authority formulates the points it wants to assign to the below mentioned criteria )  <i>Calculation (e.g.):</i> Total scored points / maximum number of points x 0,20	e.g. 20%
3	...	e.g. 5 %
4	...	e.g. ....

### *Environmental criteria*

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### 6) Performance clauses:

After the first six months of the contract, and thereafter at the end of every year of the contract, a balance must be submitted by the contractor indicating the name and quantity of the cleaning products used. For any products not mentioned in the initial bid, proof of compliance with the specifications must be submitted.

Within 6 months of the beginning of the contract, the contractor will provide a report to the contracting authority on the practicality of using microfibre cloths, and drycleaning techniques for linoleum flooring. The contractor should also be able to justify the cleaning frequency and range of products used.

[EU toolkit core criteria]





## *References*

[Information of the public authority that used these clauses in a procurement case]

