

GREEN PUBLIC PROCUREMENT CASE STUDY

Contracting Authority: EPA Procurement of Cleaning Services

Background

The Environmental Protection Agency (EPA) is an independent public body whose purpose is to protect, improve and restore Ireland's environment through regulation, scientific knowledge and working with others. The EPA supports Ireland's commitment to implementing Green Public Procurement (GPP) in all public tenders using public funds by ensuring that the application of sustainable initiatives remains at the forefront of all EPA procurement processes.

Procurement Objective

The overall objective of the tender was the procurement of a sustainable cleaning service with some additional requirements to deliver efficiencies in overall facility management, including the provision of mat cleaning and consumables such as feminine hygiene products, toilet rolls, hand towels and soap.

Procurement Approach

The following criteria based on the [National GPP Criteria for Indoor Cleaning Services](#) were applied*:

| | |
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| SC1. | Capacity to implement environmental measures |
| TS1. | Information on cleaning products |
| AC1.1 | Use of ecolabelled cleaning products |
| AC1.2 | Use of undiluted cleaning products |
| TS3. | Use of microfibre products and ecolabelled textile cleaning accessories |
| AC.2.2 | Use of ecolabelled cleaning accessories |
| TS5. | Staff training |
| AC3. | Environmental management systems |
| CPC1. | Reporting and environmental audits |
| TS6. | Disposable paper products |
| AC4.1 | Hand soap |
| TS7. | Ecodesign and applicable standards (vacuum cleaners) |

*At time of tendering, the 2021 edition of the national GPP criteria for Indoor Cleaning was in place. No market engagement was undertaken, but learnings from previous similar contracts were drawn upon.



Sample of Criteria Used

Use of eco-labelled cleaning products

Up to 250 marks will be awarded to tenderers who commit to using cleaning products that meet the criteria of the EU Ecolabel or another third-party ecolabel that is independently certified. Tenderers must clearly indicate which products carry such an ecolabel and provide a link to the certifying body. Full marks will be awarded to tenders where all products carry an ecolabel, with other tenders being marked proportionately.

Tenderers must provide a list or spreadsheet of all proposed products to be used under the contract, the estimated quantity used per contract month, and the applicable third-party certified ecolabels or equivalent.

Use of undiluted cleaning products

Up to 250 marks will be awarded to tenderers who commit to using undiluted cleaning products with a minimum dilution ratio of 1:100. Full marks will be awarded to tenders where all relevant products are purchased in undiluted form, with other tenders being marked proportionately.

Tenderers must provide a list or spreadsheet of all products to be used under the contract, identifying their purpose, whether they will be purchased in undiluted form, and estimated quantity used per contract month. For each contract month, documentation on the dilution rate must be provided. If a product can be used at multiple dilution rates, the most commonly used dilution rate, as justified by internal staff instructions, must be provided. For ready-to-use products the dilution rate must be marked as 1.

Use of eco-labelled cleaning accessories

Up to 250 marks will be awarded to tenders in which all of the textile cleaning accessories to be used under the contract meet the technical requirements set out in the EU Ecolabel for textile products or equivalent. Product maintenance should be supported by the product technical data sheet that indicates product use and washing instructions.

Tenderers must supply a list of the textile cleaning accessories that will be used to perform the contract, indicating which accessories have the EU Ecolabel for textile products or an equivalent third-party label. Copies of the technical data sheets with maintenance instructions should be provided.

Environmental management system

Up to 500 marks will be awarded based on the quality of the environmental management system that tenderers have in place.

The extent to which the system addresses the following points will be considered in the evaluation:

- a. Identification of the significant direct and indirect environmental aspects of the contract and identification of adequate measures to minimise these impacts.
- b. A precise action plan ensuring that the identified measures are applied to the services provided. The action plan must also establish targets for reduction of the environmental impacts identified e.g., reduction in the amount of cleaning products used over the lifetime of the contract.
- c. An internal evaluation carried out annually allowing verification of the contractor's performance against the targets laid down in the action plan. Results from the evaluation are to be used by the organisation's management team to achieve continuous improvement through updates to the plan.



Year Contract Signed

2024

Outcome

At time of publication the contract has recently commenced, with the initial mobilisation period completed and the outcome yet to become apparent.

Lessons Learned/Challenges/Success Factors

Due to the nature of criteria such as dilution ratios, verification of the response documents was very time-consuming. However, applying marks for sub-criteria in the tender specification allowed for fair allocation of marks, while also giving the tenderers a clear and transparent marking system.

Ongoing and careful monitoring of the contract, including bi-weekly meetings with the contractor are in place to ensure a smooth transition and to mitigate any issues as they arise.

Contact Details

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