



Environment and Spatial Planning
*Ministry of Housing, Spatial Planning and
the Environment*

Criteria for the Sustainable Public Procurement of **Workwear Cleaning Services**

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These criteria for Sustainable Public Procurement were developed by NL Agency at the request of the Ministry of Housing, Spatial Planning and the Environment (VROM). The programme for sustainable operational management for public authorities (DBO) is a joint initiative of the Dutch Government, the Association of Netherlands Municipalities (VNG), the Association of Provincial Authorities (IPO) and the Association of Water Boards (UvW).

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1 Introduction

The Dutch government wants to take concrete steps towards a sustainable society, and to set a good example. Each year, government organisations spend more than EUR 50 billion on the purchase of Supplies, Services and Public works. By purchasing sustainably, the government can significantly boost the market for Sustainable Public Products. Governmental authorities have set clear objectives to achieve this: the central government is aiming for 100% Sustainable Public Procurement in 2010, while the municipalities aspire towards 75% in 2010 and 100% in 2015. Provincial governments and water boards have set themselves the target of at least 50% in 2010. 100% Sustainable Public Procurement is understood to mean that all purchases meet the minimum requirements that have been set for the relevant product groups at the time of purchase. More information on this topic is available from the website Sustainable Procurement (www.agentschapnl.nl/sustainableprocurement).

NL Agency supports government authorities in various ways to help reach these objectives. These include developing criteria for Supplies, Services and Public works procured by these authorities. This document focuses on the criteria for the Workwear Cleaning Services product group, the elaboration of the criteria in specification texts and a more detailed assessment of the criteria, as well as a number of points for attention in the pre- and post- procurement stages. Additional background information and considerations regarding the content of the criteria can be found in the criteria document on the website Sustainable Procurement www.agentschapnl.nl/duurzaaminkopen/criteria, available in Dutch only.

1.1 Definition of the product group

The Workwear Cleaning Services product group covers all work clothing that the authorities hand in for cleaning, with the exception of footwear. The term 'cleaning' refers to both water-based laundry methods and dry-cleaning techniques. This is further explained in Chapter 2 of the Dutch language document.

Most of the workwear is purchased under a combined product-service contract. This means that the supplier not only provides the clothing items but also takes care of their maintenance and cleaning. This was taken into account when drafting this document. The criteria for Workwear Cleaning Services can be combined with the criteria for the procurement of workwear. The Sustainable Procurement programme is geared towards the purchases and tender procedures of authorities rather than healthcare institutes. For that reason, any additional hygiene requirements made by healthcare institutes in terms of laundry services have not been explored. If a care institution wants to apply this document's criteria to the procurement of laundry services, it will have to judge for itself how relevant the criteria are to the institute's particular situation.

For the benefit of the contracting authority, a number of CPV codes that might be of relevance to this product group have been included in this document. The selection is by no means exhaustive or complete. The contracting authority will remain responsible for compiling the correct set of CPV codes to match the relevant tender.

The following CPV codes apply to this product group:

- 98310000-9 Washing and dry-cleaning services.
- 98311000-6 Laundry collection services.
- 98311100-7 Laundry-management services.
- 98312000-3 Textile-cleaning services

2 Sustainability in the procurement process

The criteria in this document have been classified in the various steps of the public procurement process. More information about these steps and how to combine them with sustainability can be found in the Sustainable Public Procurement Manual. This manual can be downloaded from the website Sustainable Procurement www.agentschapnl.nl/sustainableprocurement.

2.1 Preparatory stage (points for consideration)

Every purchase or call for tender starts with drawing up the inventory of the needs of the internal or external customer. Sustainability can be incorporated into this stage by considering whether the purchase is truly necessary and whether a more sustainable alternative might be available. Specific points for consideration regarding procurements for the Workwear Cleaning Services product group are:

Choose clothing that is simple to clean

Reducing the burden of cleaning on the environment starts with the selection of the clothes and their relevant fabrics. The laundry process can be simplified by opting for clothing that is relatively simple to clean and not easily soiled. The sustainable procurement criteria for workwear have been set out in a separate document.

Do not allow employees to wash their own workwear

It might seem the obvious choice to ask employees to wash their workwear themselves, as this would eliminate the need for putting out this task out to tender. However, this is not a good solution from an environmental perspective, as the average domestic washing machine and, in particular, tumble dryer used by employees are far less efficient than their industrial counterparts. Dry-cleaning has the added disadvantage that employees might choose a cleaning method that is less environmentally friendly. From an environmental point of view, it is therefore not advisable to ask employees to clean their workwear themselves.

Explore the possibility of a single contract for the supply, maintenance and cleaning of the workwear

In many tendering procedures, the supply and the cleaning of the clothing are offered in a single contract. The advantage of this is that the supplier is responsible for all the arrangements and for choosing the best cleaning option. This could be beneficial in environmental terms, because the supplier is likely to clean the items of clothing in such a manner that they last longer, thereby reducing the need for new clothing in due course. When inviting tenders for such a combined contract, the criteria for the cleaning of workwear, as formulated here, can be taken into consideration.

2.2 Specification stage (criteria)

During the specification stage, the needs of the internal or external customer are translated into a tender document. This stage entails the formulation of:

- Criteria for supplier qualification. These could include grounds for exclusion, suitability requirements, i.e. requirements with regard to suppliers, and, in the case of restricted procedures, any selection criteria, i.e. wishes with regard to suppliers.

- A description of the minimum requirements pertaining to supply, service or task (the Schedule of Requirements).
- Award criteria, i.e. wishes regarding Supplies, Services and Public works. These are only applicable when the tendering process is based on the principle of the Most Economically Advantageous Offer ('Economisch Meest Voordelige Inschrijving' or EMVI).
- The contract stipulating the contract provisions.

More information on the various types of criteria and the various tender options can be found in the Sustainable Public Procurement Manual. Innovation is also included in the award criteria, where relevant. Innovation is oriented towards the development and introduction of new ideas and products.

The criteria in this document have been formulated to support the purchaser in the Sustainable Public Procurement of Workwear Cleaning Services. The criteria have been subjected to legal review. However, every procurement and tender process is unique. For that reason, the drafting of a tender document remains the responsibility of the purchaser.

2.2.1 Supplier qualifications

No criteria have been formulated for this specific product group with regard to supplier qualification. More information on the possibilities of incorporating sustainability at this stage of the process can be found in the Sustainable Public Procurement Manual.

2.2.2 Schedule of requirements

Minimum requirements

Minimum requirement no. 1	<p>If the dry-cleaning method makes use of the solvent Perchloroethylene (PERC), '6th generation' PERC cleaning equipment must be used.</p> <p>By the term '6th generation PERC cleaning equipment' we understand: cleaning equipment that uses Perchloroethylene to clean items of clothing and satisfies at least the following requirements:</p> <ul style="list-style-type: none"> • the system is equipped with a low-level sensor to prevent using more PERC than is absolutely necessary needed for the relevant load of laundry; • the system has an anti-fluff coating (cataphoresis) to prevent a residue build-up inside the water separator; • the system is equipped with an air filter that has been set up in such a manner that the residual heat is used to regenerate the coal filter; • the system is equipped with a fully emission-free clearing out system that has been set up in such a manner that the vapour released from the distillation residue is fed back into the distiller; • the system is equipped with a steam injector that minimises the levels of PERC in the distillation residue.
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	<p><u>Means of proof:</u></p> <ol style="list-style-type: none"> 1. Statement to be included in this offer to confirm that the tenderer complies with this requirement. 2. Technical documentation from the manufacturer.
Notes for purchaser	<p><u>Verification of means of proof:</u></p> <ol style="list-style-type: none"> 1. No further verification 2. No further verification

2.2.3 Award criteria

Award criteria

Award criterion no.1	<p>If a method using liquid CO₂ is used for clothes to be dry cleaned, [X] additional points will be awarded.</p> <p><u>Means of proof:</u></p> <ol style="list-style-type: none"> 1. Statement to be included in this offer that confirms that the tenderer complies with this award criterion.
Notes for purchaser	<p>Not every type of textile combined with every kind of staining can be treated using the liquid CO₂ method. You are therefore required to first ascertain how suitable the clothing to be cleaned will be to this cleaning method.</p> <p>Due to the limited availability of this cleaning method on the market, it will not weigh too heavily in the award criterion.</p> <p><u>Verification of means of proof:</u></p> <ol style="list-style-type: none"> 2. No verification

2.2.4 Contract

No contract provisions have been formulated for this product group.

2.3 Utilisation stage (points for consideration)

After the procurement programme has been concluded and a product or service has been purchased, possibilities exist for using the product in a sustainable manner. No specific points for consideration have been formulated for this product group.