



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

Criteria for the Sustainable Public Procurement of **Vehicle Maintenance 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 Vehicle Maintenance 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 Vehicle maintenance services product group includes all maintenance services of vehicles. This involves an activity that is outsourced 100% (service).

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:

- 50110000-9 Repair and maintenance services of vehicles and related equipment
- 90917000-8 Cleaning services of transport equipment

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 procurement for the Vehicles Maintenance Services product group are:

- Limiting the size of the fleet as much as possible
- Selecting vehicles that require little maintenance

A small fleet comprised of cars that need relatively little maintenance requires less maintenance work than a large fleet of complex vehicles.

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
- 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 Vehicle Maintenance Service. 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

<p>Minimum requirement No. 1</p>	<p>Exclusively water-based paints are used for spray painting.</p> <p>Water-based paints are understood to include: paint varieties with less than 125 grams thinner (volatile organic substances, VOS) per litre of paint.</p> <p><u>Means of proof:</u></p> <ol style="list-style-type: none"> 1. A statement from the tenderer included in the tender that the vehicles are maintained in accordance with (this requirement in) the Schedule of Requirements; 2. An overview included in the tender indicating the paints used, specified by brand name and type.
<p>Notes for purchaser</p>	<p>Spray painting with traditional paints releases a great many volatile organic substances (VOS) that are harmful to health and the environment. The use of water-based paints is acceptable in the market and can therefore be required.</p> <p><u>Verification:</u></p> <ol style="list-style-type: none"> 1. No further verification. 2. Comparison using plant information.

<p>Minimum requirement No. 2</p>	<p>In replacing tyres for vehicles > 3,500 kg (vehicle categories N2 and N3), retreaded tyres are used in accordance with the EU's safety standards. [http://europa.eu.int/comm/enterprise/automotive/pagesbackground/tyres.htm]</p> <p><u>Means of proof:</u></p> <ol style="list-style-type: none"> 1. A statement from the tenderer included in the tender that the vehicles are maintained in accordance with (this requirement in) the Schedule of Requirements.
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Notes for purchaser	<p>No notes.</p> <p><u>Verification:</u></p> <ol style="list-style-type: none"> 1. No further verification.
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In addition to the criteria for supplier qualification for this specific product group, there are also additional possibilities for incorporating sustainability in this section. More information on this topic is available in the Sustainable Public Procurement Manual.

2.2.3 Award criteria

Award criteria

Award criterion No.1	<p>[XX] points are awarded for this section if the tenderer uses 'quiet tyres' - which still must satisfy all safety requirements (EU tyres directive 92/93/EEC).</p> <p>A tyre is considered a 'quiet tyre' if:</p> <ul style="list-style-type: none"> • The noise value is 4 dB(A) (light commercial vehicle tyres), 5 dB(A) (freight truck tyres for powered axles), 7 dB(A) (freight truck tyres for steered or trailer axles) or more below the European limit. • The noise value of passenger car tyres is 5 dB(A) or more below the European limit (see table G1). <p>The noise value is measured by the RDW (Centre for Vehicle Technology and Information) according to the measuring method described in the tyres directive 92/23/EEC, annex V, schedule 1.</p> <p><u>Means of proof:</u></p> <ol style="list-style-type: none"> 1. A statement included with the tender of the tyres to be used when the vehicle is maintained, accompanied by the technical specifications of these tyres.
Notes for purchaser	<p>Before tyres are brought out on the European market, they must undergo type inspection. This type inspection is laid down in European Directive 92/23/EEC.</p> <p>The RDW conducts measurements according to the measuring method described in the tyres directive 92/23/EEC, annex V, schedule 1.</p> <p>Quiet tyres reduce the external noise produced.</p> <p>More information can be found at: http://www.innovatieprogrammageduid.nl</p> <p>A comparative list of tyres can be found here: IPG list of Quiet Passenger Car Tyres 01 June 2007: http://www.innovatieprogrammageduid.nl/page.asp?id=836 IPG list of Quiet Light commercial and Freight Vehicle Tyres 31 May</p>

	<p>2005:</p> <p>http://www.innovatieprogrammagemageluid.nl/data/files/algemeen/IPG-lijst31052005.pdf</p> <p>The list of passenger car tyres will be updated in autumn 2008. In addition to noise production, the aspects of safety and efficiency (rolling resistance) will also be included in drawing up the new lists.</p> <p><u>Verification:</u></p> <ol style="list-style-type: none"> 1. A comparison of the list submitted with the current IPG list of Quiet Passenger Car Tyres or Quiet Light commercial and Freight Vehicle Tyres.
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Table G1 Noise values for various tyre classes

Tyre class	Nominal section width (in mm)	Limit values in dB(A)
C1a	≤145	72
C1b	>145 ≤165	73
C1c	>165 ≤185	74
C1d	>185 ≤215	75
C1e	>215	76

Tyre class	Limit values in dB(A)
C2 Normal	75
C2 Winter	77
C2 Special	78
C3 Normal	76
C3 Winter	78
C3 Special	79

Award criterion No.2	<p>[XX] points are awarded for this section if the tenderer uses parts from disassembled cars.</p> <p>One way the tenderer can do this is by making use of national databases of available used parts, such as www.onderdelenlijn.nl.</p> <p><u>Means of proof:</u></p> <ol style="list-style-type: none"> 1. A statement from the tenderer included in the tender that the repairs satisfy this award criterion. 2. An overview of the contracts that the tenderer has concluded with suppliers of parts from disassembled vehicles.
Notes for	<p>The use of parts from disassembled vehicles is not unusual. The quality control of the parts used can be provided for in the</p>

purchaser	<p>contract. This can be limited to non-engine related parts.</p> <p><u>Verification:</u></p> <ol style="list-style-type: none"> 1. No further verification. 2. Collect further information or no further verification.
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Award criterion No.3	<p>[XX] points are awarded for this section if the tenderer uses biodegradable lubricants and hydraulic oil when maintaining vehicles > 3,500 kg (vehicle categories M2 and M3).</p> <p>A product is considered biodegradable if the ultimate degradability within 28 days is more than 60% according to the OECD 301D method, which measures biological oxygen consumption or the 301B method for determining the CO2 content. The primary degradability within 28 days must be at least 90%, determined by a relevant chemical method. This can be demonstrated by means of, among other things, the European Eco-label.</p> <p><u>Means of proof:</u></p> <ol style="list-style-type: none"> 1. A statement included in the tender that the tenderer satisfies this award criterion, in the format attached; 2. A list of the biodegradable lubricants or hydraulic oil to be used for the contract.
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Notes for purchaser	<p>The full list of oils and greases that satisfy this criterion can be found here: http://www.agentschapnl.nl/VAMIL_MIA/PositieveLijsten/index.asp</p> <p>Verification during the call for tender is difficult. The contract can provide for proper control of the use of such substances, for instance by including a requirement that it be indicated on the equipment that has been maintained which lubricants and/or oils have been used, and the Principal's right to carry out unannounced inspections.</p> <p>Annex 2 of the Dutch language document contains the characteristics that apply to the various vehicle classes.</p> <p><u>Verification:</u></p> <ol style="list-style-type: none"> 1. No further verification. 2. Procurement invoices and product information from suppliers which indicate that the tenderer uses biodegradable lubricants and hydraulic oils.
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2.2.4 Contract

No contract provisions have been formulated for this product group.

2.3 Utilisation stage (points for consideration)

Once the procurement stage has been concluded and a product or service has been purchased, there are opportunities for using the product in a sustainable manner. Specific points for consideration for this product group are:

Offering means of transport for maintenance on time

Proper and regular maintenance is extremely important. An engine that is in good condition uses less fuel and generates lower emissions. A well maintained engine also does not leak oil or coolant. Keeping tyre pressure on level is also important.