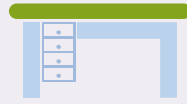


TECHNICAL INSTRUCTIONS FOR THE APPLICATION OF SUSTAINABILITY CRITERIA TO

OFFICE FURNITURE



AREAS OF APPLICATION AND SCOPE



SENIOR-MANAGEMENT, HIGH-LEVEL AND BASIC FURNITURE



CHAIRS FOR SENIOR MANAGEMENT, GENERAL CHAIRS, SOFAS AND ARMCHAIRS



COMMUNITY FURNITURE, FURNITURE FOR WAITING ROOMS AND MEETING ROOMS



SMALL PIECES OF FURNITURE AND FURNITURE ACCESSORIES

SUSTAINABILITY ASPECTS

Wooden elements from sustainable forestry.

Eco-designed or eco-labelled products: with recycled or sustainable raw materials, free of toxic substances, durable, etc.



BARCELONA
AJUNTAMENT
+SOSTENIBLE



Increase the guarantee, period of offer and stock of the product's spare parts



Use recycled packaging



Other good supply environmental practices



TECHNICAL INSTRUCTIONS FOR THE APPLICATION OF SUSTAINABILITY CRITERIA TO OFFICE FURNITURE

Barcelona City Council, in accordance with the strategies outlined in the 2012-2022 Citizen Commitment to Sustainability, the Barcelona City Council Sustainable Timber Plan of Action, and the 2014 Policy Decree on Responsible Procurement of Timber from Sustainable Forests, considers it essential to keep working towards reversing the trend of deforestation and to minimise the environmental impact of furniture production through the procurement and use of office furniture with sustainability guarantees.

These technical instructions are an answer to the 2013 Government Measure on Responsible Public Procurement with Social and Environmental Criteria and the Mayoral Decree on Responsible Public Procurement using Social and Environmental Criteria of 20 November 2013, which establishes the publication of technical instructions that define specific environmental criteria that must be applied in the purchasing and contracting of groups of products and services that have been defined as priorities, which include office furniture.





1 SUBJECT MATTER

These technical instructions aim to define, in accordance with the Mayoral Decree on Responsible Public Procurement using Social and Environmental Criteria, the criteria for environmental clauses for the procurement of office furniture.

To achieve this objective, these instructions:

- a. Classify the different types of furniture covered by these instructions.
- b. Define the priorities for furniture procurement and acquisition.
- c. Establish the main sustainability aspects that must be considered on each type of furniture, and 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 must be complied with in any public sector contracts signed by Barcelona City Council and its dependent organisations with the power to adjudicate (contracting authorities), whose contractual subject matter is outlined in Section 3, “Scope”.

As for internal demand, these instructions apply to all internal order procedures made by the various departments to the centralised contracting body.

2.2 Inclusion in procurement documents

All contracting bodies must comply with these instructions, and must ensure that, in all cases and according to the type of furniture, the corresponding environmental criteria are applied.

As furniture is a centrally procured product, central contracting bodies will be responsible for guaranteeing the application of these criteria, be that through the creation of dedicated procurement documents, through adhering to framework agreements, or other supramunicipal centralised procurement systems.

Other municipal services must apply the priorities established in these instructions to their orders, which will be made through the corresponding centralised procurement bodies.

2.3 Exceptions and justification report

In accordance with the Mayoral Decree on Responsible Public Procurement using Social and Environmental Criteria, the competent contracting bodies or those responsible for contracting may consider that the contract’s characteristics are not suitable for including of some or all of the environmental clauses set out in these instructions, such as may be the case when replacing already-owned furniture with characteristics predefined in previous procurements. In these cases, the competent contracting body will duly justify this in the procurement record, in accordance with the points set out in Section 4.2.

Furthermore, the various municipal services may consider that the environmental priorities and criteria established in these instructions are not suitable for the service’s furniture needs. In these cases, the municipal service will duly justify this in the procurement record, in accordance with the points set out in Section 4.2.





3 SCOPE

These instructions establish specific criteria for:

- Furniture for management, high-level and basic furniture (or workstations)
- Chairs for management and general chairs, sofas and armchairs
- Community furniture
- Furniture for waiting rooms and meeting rooms
- Auxiliary furniture and furniture accessories

These instructions also apply to service contracts involving the procurement or replacement of furniture, whenever compatible and without prejudice to the quality of the service being contracted.

On the other hand, the instructions do not apply to contracts that include the procurement of furniture, even if it is not strictly office furniture, such as for exhibitions, construction work contracts or interior designing and similar contracts, but the priorities and lines of action defined in these instructions should inform their procurement.

4 PRIORITIES FOR FURNITURE

4.1 Priorities

In accordance with the various commitments on environmental protection subscribed to by Barcelona City Council, and bearing in mind the differences in associated environmental impact and hazards, the priorities when procuring furniture will be:

- To guarantee timber or timber derivatives included in the furniture come from sustainably managed sources.

- To encourage the incorporation of recycled/sustainable raw materials, the elimination of toxic products or substances, the durability of items and the ability to recycle their components easily, either explicitly or through the application of ecodesign tools and criteria.
- To limit the content of toxic substances in specific furniture components such as chipboard, fabric and foam.
- To guarantee the useful life of the product, the continuity of the brand range and the existence of spare parts.

Given the wide range of items that might fall under the scope of these instructions, in accordance with Section 3, “Scope”, the principles outlined here should be applied on a case-by-case basis as appropriate.

As the object of these instructions is furniture, the principles outlined above will take priority over those described below, which refer to the delivery service, which are equally important, as they reinforce other environmental policies (on waste prevention) and are necessary for coherence with the other sustainable procurement instructions:

- To require proper management of packaging, the return of out-of-use products and to encourage the use of recycled packaging.
- To promote the inclusion as contract performance clauses of best environmental practices related to the distribution of the supplies covered by the contract.

These secondary aspects, although not the main focus, in many cases are often easier to take on board for the bidding company as they are not the central economic object of the contract, but must not be taken separately from the first aspects mentioned.

4.2 Justification report

Should the service management or the competent contracting body consider the priorities mentioned in the previous section, certain specifications or environmental criteria not





to be applicable, or it considers that the nature of the contract is not appropriate for including these instructions, they must indicate this and explain why in a report that must include at least:

- The special requirements and characteristics of the furniture being contracted.
- A reasoned justification explaining the infeasibility of balancing these special requirements with the environmental criteria established in each area of application.

This report will be made available to those in charge of overseeing these instructions, when required.

5 ENVIRONMENTAL CRITERIA FOR THE ACQUISITION OF FURNITURE

The following table brings together the various environmental aspects for each type of service indicated.

Criteria for furniture	Timber and timber derivatives sourced from sustainably managed forests
	Ecodesign and ecolabels
	Formaldehyde content
	Limiting toxic substances
	Useful life and warranty expand
	Packaging

Criteria for accessories

Timber and timber derivatives sourced from sustainably managed forests
Ecodesign and ecolabels
Energy efficiency

Below we outline the environmental criteria to be included in the procurement documents for the contracts described above.

The following articles indicate when the criteria can be included as a technical requirement or as award criteria. In the latter case, the contracting body will have to determine the score given for compliance with each of the adjudication criteria and the corresponding evaluation formula.

In cases of a single tender involving the procurement of several different types of furniture, these must be separated in lots and include the criteria relevant to the corresponding type.

5.1 Criteria for the procurement or orders for furniture and chairs for management level, high level and basic level, sofas and armchairs, group furniture and furniture for waiting rooms and meeting rooms

I-Timber and timber derivatives from sustainably managed sources

Each of the products offered which contains timber or timber-derived products (including fibreboard, chipboard, plywood, MDF and similar materials) must offer **sustainable forest guarantees**, to be accredited through a sustainable forest certificate, in accordance with the FSC or PEFC certification systems or equivalent (other equivalent, internationally recognised forest certification schemes).

As an alternative to the procurement of timber from certified sustainable forests, the contracting body may also require the use of certified recycled timber (to be verified by





the technical product description or documentation accrediting compliance with the “EPF recycled wood” or “FSC recycled” standards or other equivalent schemes).

II- Ecodesign and ecolabels

In the awarding it will be taken into account if products have been designed following eco-design criteria, including an analysis of the most relevant environmental aspects, such as the incorporation of recycled/sustainable raw materials, the elimination of toxic products and substances, product durability and ease of recycling the product’s components.

Ecodesign or ecolabelled products, which are improved from a life cycle assessment, present environmental improvements in these areas. As such, compliance with these criteria may be verified using the following documents:

- UNE 150301 or UNE-EN-ISO 14006 certificates with the corresponding documentation, with an explicit reference to the basic product.
- Sworn declaration by the manufacturer of a life cycle assessment (LCA) for environmental improvement of the basic product in accordance with UNE-EN-ISO 14040 and 14044 or equivalent (depending on model).
- Basic product with type I ecolabel certification (European Ecolabel, Nordic Swan, Blue Angel or equivalent).

III- Formaldehyde content

In the case of timber material (chipboard according to UNE-EN 312, fibreboard according to UNE-EN 622, oriented strand board according to UNE-EN 300, and others), the contracting body will consider as award criteria that they are classified as class E1 according to standard EN 13986, in accordance with the procedures to determine formaldehyde content outlined in standards UNE-EN 120, UNE-EN 717 or equivalent. Accreditation can be shown on the product’s technical description sheet.

In the case of fabric and fibres, the contracting body will consider as award criteria that quantities of free and partly hydrolysable formaldehyde in fabrics and fibres be below 300

ppm, to be verified with a type I ecolabel certificate (EU Ecolabel, Nordic Swan, Oeko-Tex) or the report from a test carried out following the ISO 14184-1 method or equivalent.

IV- Limiting of toxic substances

The contracting body will consider as award criteria that the foam used in chairs, arm-chairs, sofas and similar furniture does not contain substances that are toxic for either human health or the environment (heavy metals, formaldehyde, phthalates CFC, HCFC) as described in type I ecolabels (European Ecolabel, CERTIPUR and similar).

V- Useful life and terms of warranty

In order to lengthen the useful life of furniture, the contracting body will establish a minimum term of warranty and will positively evaluate extensions to this warranty in the following aspects:

- technical product warranty (general)
- guarantee to keep offering the same range of products (in years)
- time availability of functionally compatible replacement parts for parts of wooden products subject to wear and tear (hinges, panels, locks, etc.)

VI- Packaging

The contracting body will consider as award criteria that suppliers use packaging materials made from recycled cardboard or plastic.

The contracting body will require as a compulsory criteria that the awarded company remove the packaging from the furniture once delivered and guarantee proper handling, be it separate collection through an authorised waste manager or through the corresponding municipal facilities.

In the case of furniture being replaced, and if the contracting body so requests, it will be required that the supplier takes away the previous items to be reused or recycled once they reach the end of their useful life.





5.2 Criteria for the procurement or orders for auxiliary furniture and furniture accessories

Office furniture supply contracts often include the supply of different types of items: floor or table lamps, various types of partitions or dividers, as well as curtains, bins, hanging racks, and other things. As this covers such a wide range, it is not possible to define specific detailed criteria for each item. Notwithstanding, the priorities outlined in these instructions fall under three basic criteria:

- In the procurement of accessories made from or containing timber, the contracting body will include the sustainable forest criteria described in Section 5.1.
- In the procurement of accessories that consume power, the contracting body will include energy efficiency criteria, such as the use of efficient technologies (LED, low-consumption compact fluorescent lights or high-performance halogen bulbs) and the highest category of energy efficiency (A to C), if they exist.
- In any case, the contracting body may positively evaluate products that have been produced following ecodesign criteria, as described in Section 5.1.

6 CONTRACTING OTHER TYPES OF SERVICES INVOLVING THE PROCUREMENT OR REPLACEMENT OF FURNITURE

In the case of services whose execution involves the successful tenderer installing furniture, or replacing existing furniture, such as comprehensive contracts covering the management of municipal facilities or similar, the contracting body must at least include the sustainable forest criteria described in Section 5.1.

Furthermore, the contracting body, without prejudice to the quality of the service covered by the contract, must consider the possibility and suitability of awarding points to products manufactured following ecodesign criteria, as described in Section 5.1.

7 MONITORING SYSTEM

In accordance with the Mayoral Decree on Responsible Public Procurement using Social and Environmental Criteria and the Policy Decree on Responsible Procurement of Timber from sustainably managed forests, the person responsible for the contract will ensure that the awarded company complies with and executes the environmental clauses included in the contract. While those managing the + Sustainable City Council Programme do not have an automated system to monitor the environmental aspects of contracts, the person responsible for the contract will supply the following information via the email address ajuntamentsostenible@bcn.cat:

- Procurement documents.
- A copy of the adjudication report with information on the environmental criteria of the bids.
- A list with the type of furniture acquired and a copy of the technical description for each of the product types.
- A copy of the sustainable forest certificates for each of the products containing timber (FSC or PEFC chain of custody certificate or equivalent); type I ecolabel certification (EU Ecolabel, NF Environment or equivalent), or similar documentation in case of recycled timber used.

Those managing the + Sustainable City Council Programme may request additional information from the contracting body. Furthermore, they will be able to request a report justifying the exclusion of some or all of the environmental clauses established in these instructions from the head of the department involved.



8 TRANSITIONAL REGULATIONS / ENTRY INTO FORCE

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

These instructions are not applicable to call for tenders that are already open or concluded, nor to approved procurement documents or to call for tenders pending resolution that are dated prior to these instructions coming into force.