

Sustainability checklist for LFB contracts

Sustainability Areas	<i>Include in the ITT for:</i>	<i>Tick those that apply</i>
Responsible Procurement Policy	<i>All contracts</i>	✓
<u>Equality & Diversity</u>	<i>All contracts</i>	✓
<i>Responsible Procurement Policy themes</i>		
<u>Supplier Diversity</u>	<i>Contracts with large supply chains e.g. Construction, fleet, catering or spend over £1M p.a.</i>	
Workforce Welfare	<i>No instructions or clauses developed at present</i>	NA
<u>London Living Wage (LLW)</u>	<i>Any contract with low skilled full time employees working in London</i>	
<u>Skills and Employment</u>	<i>Construction, Engineering, IT, Cleaning and Security contracts</i>	
<u>Community Benefits</u>	<i>Construction contracts</i>	
<u>Ethical Sourcing</u>	<i>Clothing, PPE, IT hardware, other electronics, food, timber</i>	
<i>Environmental legal compliance & policies*</i>		
<u>Generic Environmental</u>	<i>Contracts that will produce or manage storage or disposal of any type of liquid or solid waste</i>	
	<i>Green specifications and standards for the purchase of or installation of products</i>	
	<i>Construction contracts for major new build or refurbishment</i>	
<u>Waste</u>	<i>Any contract where waste will be produced or transported from our sites</i>	
<u>Energy and Carbon</u>	<i>Any large value contract which requires significant energy use to deliver (not utilities)</i>	
<u>Water</u>	<i>Any service that will produce waste as a by-product that could enter a watercourse</i>	
<u>Biodiversity</u>	<i>Any contract that requires major construction works and Planning permission</i>	
<u>Hazardous materials</u>	<i>Any contract that involves the purchase of chemicals or the use and/or storage of chemicals at Brigade premises</i>	
<u>Transport</u>	<i>Any contract requiring the delivery of goods or use of vehicles to provide a service</i>	
<u>Air Quality</u>	<i>Any contracts to supply or maintain refrigeration, air conditioning, heat pump or fire protection, where</i>	

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	<i>ozone depleting substances may be in use.</i>	
<u>Timber</u>	<i>Any contract that will involve the use of timber such as USAR or construction</i>	
<u>Food</u>	<i>Any food related contract, including for major events</i>	

***Note the details provided for environmental sections in this document are not comprehensive and cover key policy areas or those areas where the issue is common to many contracts. Contact your Sustainability team for advice specific to a contract on environmental regulations or good practice opportunities.**

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Sustainability Areas	<i>Include in the ITT for</i>	Guidance for Inclusion in Contract	Additional Information
Equality & Diversity	<i>All contracts</i>	<p>Under the Equalities Act (2010) there are no specific procurement processes required to comply with the Public Duty on Equality, however public bodies are required to have due regard to the need to eliminate discrimination, advance equality of opportunity and foster good relations between different groups across all their functions.</p> <p>Equal opportunities must be considered as a minimum in respect of race, gender and disability in the areas of recruitment, selection, training, promotion, discipline and dismissal, discrimination, harassment and victimisation by suppliers that we contract with. Provision of equalities policies should be requested from all suppliers and verified that they cover the minimum scope above. Large contracts should request evidence of the suppliers policy in action.</p> <p>Assessment under the Diversity Works for London Toolkit and the Procurement Standard in particular will help to demonstrate that the supplier is meeting the basic requirements for equality and diversity practices within their organisation and in support of their staff.</p>	
	<i>Training, Agency staff</i>	<p>Large contracts: Equality and diversity training should be required for the contractor's staff where the contract requires considerable interaction with LFB staff or the public on our behalf.</p>	
Responsible Procurement Policy	<i>All contracts</i>	<p>LFB is a signatory to the GLA Group Responsible Procurement Policy (Policy Number 696). The policy is relevant to all areas of procurement through tender to contract management. General policy statements are to be included in all tenders. Alternative instructions are provided in the ITT template for low and high value contracts reflecting the level of action required by the supplier.</p>	Low and high value versions for ITT
Responsible Procurement themes			
Supplier Diversity	<i>Contracts suitable for SME's</i>	<p>Supplier diversity is about providing a level playing field for all organisations to access our contract opportunities. It recognises that Small and Medium Enterprises (SMEs), and diversely owned businesses (such as Black, Asian and Minority Ethnic (BAME); Disabled; Women and LGBT owned) are not represented within public sector supply chains comparable to their numbers.</p>	Flag SME opportunity in advert
	<i>Contracts with large supply chains e.g. major works, catering or spend over £1M</i>	<p>Low Value: Contracts suitable for SME's to deliver should be flagged in the advert with 'The [INSERT] services required are suitable for delivery by small and medium sized enterprises and they are encouraged to express an interest.'</p> <p>Low Value: Shortlist suppliers via CompeteFor for those contracts suitable for SME's and where a two stage tender process will be used. There are no specific inclusions for the ITT. You may wish to consider</p>	

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		<p>dividing the contract into lots to make it more appropriate for SME's to deliver such as maintenance contracts broken into delivery regions.</p> <p>Large Supply Chain: Include CompeteFor flow down clauses in contracts with large supply chains where the prime contractor will need to demonstrate they are providing opportunities for small and diverse business to enter their supply chain. This is not seeking to disestablish supply partnerships, but encourages openness of new opportunities and challenges competitiveness of supply chain members. <i>This content is too detailed to be included in the ITT template, please request it separately.</i></p> <p>High Value: Prompt payment clauses aim to support SME's who are more susceptible to cash flow problems. It is mandatory for Contracts of £1M per annum or more to include information on prompt payment and provide LFB with the option to request monitoring of payment information. It is expected that an official request for monitoring information is only likely to be taken up where there are concerns about the suppliers payment practices,</p> <p>Large Suppliers: Require supplier diversity to be addressed in the Responsible Procurement Action plan and for the supplier to achieve the Diversity Works for London Standard within a specified timeframe as a condition of contract.</p>	<p>Late Payment Dir. is likely to take affect late 2013</p>
<p>London Living Wage (LLW)</p>	<p><i>Cleaning, Catering, Waste removal, Security, Delivery. Construction</i></p>	<p>Include in contracts that will require the supplier to provide employees in low skilled jobs within London spending 100% of their contracted time to deliver our requirements. For example cleaning, waste removal, catering, security and delivery. Where pay rates of the lowest grade workers are unknown, contact the Procurement Dept for assistance. (LLW - currently £8.30/hour in 2011 and reviewed annually). LLW is not applicable if the LFB contract only makes up part of their role.</p> <p>Include in construction contracts where labourers and other low skilled worked are required for contracts of 12 months or more and it is likely these roles will be full time for at least 50% of the contract term. Owing to administrative difficulties of pricing and the likelihood that these contracts would not exceed 2 years, uplift will be expected to be covered by the contractor in full and uplift clauses used in other LFB contracts will not be applied. Contractors will need to identify those paid under the LLW at tender.</p>	<p>Request prices with and without LLW for Authority decision</p>
<p>Skills and Employment</p>	<p><i>Construction, Engineering, IT, Cleaning and Security contracts</i></p>	<p>Recognised skill shortages apply in various industry sectors that may be specialist or in short supply due to an ageing workforce. Skills are also recognised as a benefit to some low skilled areas to improve staff motivation and retention rates. Skills requirements help to support the Mayors initiatives and ensure security of supply of skilled staff to fulfil our contractual requirements.</p> <p>A business case has been cleared with the legal department for inclusion of skills requirements in relation to the spend categories listed. Where it is considered that apprenticeships/skills may be relevant to other spend categories, contact the sustainable development team for help in identifying the need and preparing a business case for clearance by the Legal dept.</p>	<p>Low and high value versions for ITT</p>

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		<p>Low Value: Include in contracts to encourage skills opportunities and engagement of the skills brokers</p> <p>High Value: Mandatory requirements are to be used in an ITT for high value contracts of £1M per annum or more. Numerous funding schemes are available for suppliers in this area and skills brokers are available to support LFB staff and suppliers.</p>	Request content
Community Benefits	<i>Construction</i>	<p>Local communities will most likely be affected by our construction related contracts that take place locally to them. Impacts could include increased crime, noise, light pollution, dust and general disruption to the local area. This theme aims for projects to have a positive contribution from suppliers to the local communities in which they work. Alternatively local communities may benefit from additional community facilities provided at our sites or from additional services provided by the contractor that are not related to our contract but are funded through the income from our contract.</p> <p>Most of these issues should be addressed through public consultation to inform the project design considerations; as such there are no standard ITT inclusions on this theme.</p> <p>All Construction contracts: The Mayors Air Quality Strategy requires all GLA Group construction contracts to implement the GLA and London Council's Best Practice Guidance on Construction and Demolition (BPG).</p> <p>High Value Construction contracts: £1M per annum or more construction contracts should require sign up to the Considerate Constructors Scheme for the site. The scheme encourages good practice in relation to the environment, its workforce and the general public.</p>	Contact Sustainable Development team for update on BPG
Ethical Sourcing	<i>Clothing, PPE, IT hardware, other electronics, food, timber</i>	<p>The spend categories listed include those where products that are manufactured in, or raw materials are sourced from, countries where wide-spread labour and human rights abuses have been reported and are considered high risk contracts for ethical sourcing. Some manufacturers in those locations may meet high ethical standards and requesting information on the supply chains practices will help identify those organisations with good practice or where the conditions are unknown and the risk of poor standards remains high.</p> <p>All contracts: Suppliers should demonstrate how they comply with the basic standards of the ETI Base Code in the method statement.</p> <p>High Value: £1M per annum or more should require periodic third party audit of key supply chain partners for ethical practices.</p>	Low and high value versions for ITT

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Environmental Legal Compliance		<i>NOTE the details provided below on environmental regulations are not comprehensive, but cover the most common regulations that need to be addressed for LFB contracts.</i>	
Generic Environmental Impact	<i>Contracts that will produce or manage trade effluent or any type of waste</i>	<p>Environmental Permitting Regs</p> <p>An environmental permit is a document prepared by the Environment Agency that sets out the controls applied to the environmental impact of business activities including:</p> <ul style="list-style-type: none"> • consent or agreement to <u>discharge trade effluent into the public sewerage system</u>; • registration of premises where hazardous waste is produced or stored, • registration for waste carriers or brokers who transport waste or arrange for someone else's waste to be disposed of or recovered e.g. third party WEEE collectors. <p>Note premises where less than 500kg of hazardous waste is produced each year are exempt from registering.</p> <p>Regulated facilities must have an environmental permit and we need evidence of the permit for organisations that: Installations, Mobile plant, Waste operations, Water discharge activities, Groundwater activities</p>	
	<i>All contracts</i>	Generic instructions encourage the reduction of waste, carbon emissions and generally adopting more environmentally friendly practices.	
	<p><i>Use as appropriate to the contract</i></p> <p><i>Contracts for the supply or installation of products</i></p> <p><i>Major</i></p>	<p>Product specification: The Government Buying Standards and the EU Green Public Procurement Guidelines provide specifications for more environmentally friendly, readily available and cost competitive materials. Product categories covered are Cleaning; Construction; Electrical goods; Food; Furniture; Horticulture and parks services; Office ICT equipment; Paper and paper products; Textiles; Transport; Electricity and Textiles. Eco-label specifications are also available. <i>Given the specific product nature of these, they are not included in the ITT template and should be identified for use as appropriate to each contract.</i></p> <p>Eco-Labels Eco-labels provide an easy way to identify what has been scientifically assessed as environmentally friendlier products or in some instances picking up other social issues such as Fair-Trade. They can cover all or part of a product, such as the fabric used in an office chair. They cover an extensive range of products. More information can be found on http://ecolabel.defra.gov.uk.</p> <p>Govt Buying Standards: The UK Government Buying Standards provide product standards that have audited as providing value for money, are readily available in the market place and provide improved environment performance. The standards can be accessed from www.defra.gov.uk and cover the categories of construction; electrical goods, office ICT equipment; furniture; cleaning; food; horticulture and parks services, paper and paper products, transport, textiles.</p> <p>BREEAM: All major construction and refurbishment projects are subject to the Authority aim of achieving</p>	

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	<i>Construction & Refurb</i>	<p>BRREAM excellent as a measure of environmental design and performance. The content to be included in tender documents is too extensive to include in the ITT templates.</p>	
<p>Waste</p>		<p>Environmental Protection Act: We have a duty of care to store our waste properly i.e. segregate and secure waste and label accurately. We must check that waste carriers transporting our waste from our sites:</p> <ul style="list-style-type: none"> ▪ are registered to do so with the Environment Agency; ▪ take our waste to a facility authorised to accept it (by EA environmental permit) ▪ provide accurately completed waste transfer notes (WTNs) documenting the waste collected for transfer and keep it as a record for at least two years. <p>Waste carriers are required to:</p> <ul style="list-style-type: none"> ▪ store and transport waste appropriately and securely so it does not escape; ▪ be registered as a waste carrier with the Environment Agency; ▪ provide waste transfer notes (WTNs) ▪ transfer waste to appropriately licensed facilities <p>Hazardous Waste:- Hazardous waste is waste that may be harmful to human health or the environment. The recycling, recovery and disposal options available for the different types of hazardous waste produced should be evaluated. We must ensure that hazardous waste is:</p> <ul style="list-style-type: none"> ▪ transported by a registered or exempt waste carrier (e.g. waste disposal authority, charity, voluntary organisation); ▪ accompanied by a consignment note detailing the waste collected; ▪ transferred to a facility that holds a suitable environmental permit. <p>At tender, identify the disposal options; get evidence of registration or exemption for transport and environmental permit for the stated end destination of the waste. At contract management a consignment note must be provided on collection of the waste and filed for 3 years. See <u>Policy 643: Hazardous Waste Disposal Procedure</u> for further information.</p> <p>Waste Electrical and Electronic Equipment: Aim to reduce the amount of this waste going to landfill and improve recovery and recycling rates. The regulations apply to those that:</p> <ul style="list-style-type: none"> • manufacture, import or distribute electrical or electronic equipment; • generate, collect or export any electrical or electronic waste for treatment or disposal; ▪ operate a waste treatment facility accepting electrical or electronic equipment <p>At tender identify how WEEE will be collected and disposed of and follow the other requirements under Hazardous waste.</p> <p>Waste Batteries and Accumulators: Requirements for collecting, treating and recycling portable, industrial and vehicle batteries. Applies to all types of batteries.</p>	

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		<p>At tender and contract management follow the requirements under Hazardous waste.</p> <p>End-of-Life Vehicles: Applies to vehicles, end of life vehicles, their components and their materials. It places the main responsibilities for recycling and collection on dismantlers and scrap metal recyclers, and also outlines materials and components that manufacturers can use.</p> <p>At tender stage evidence that scrap vehicles will be de-polluted at an authorised treatment facility prior to delivery to LFB sites. At contract management stage, vehicles delivered must be de-polluted or they will be classed as hazardous waste and in breach of contract. A certificate of destruction must be provided evidencing the vehicle has been taken to an authorised facility and disposed of correctly on return of the scrap vehicle to the supplier.</p> <p>Producer Responsibility (Packaging Waste): Requires producers of more than 50 tonnes of packaging waste per year to recover and recycle packaging waste to meet European targets which have been set for different waste types for 2010 through to 2012.</p> <p>At tender the supplier must provide information about the return, collection and recovery systems available for the packaging waste.</p> <p>Site Waste Management Plans: Site waste management plans are required for any construction project with an estimated cost of over £300,000 on one site. Reuse, recycling and recovering must be considered and other specifics must be identified in accordance with the regulations.</p> <p>The contract must require the provision of a site waste management plan in accordance with the regulations prior to construction works commencing. The tender could request and evaluate provisional waste management plans for waste reduction initiatives for contracts with considerable waste production.</p>	
	<p><i>Contracts producing significant waste</i></p>	<p>Waste: Waste reduction is a Mayoral priority, we have internal targets on increasing our recycling rates, and the increases in landfill tax continually increase the financial viability of reuse and recycling, Products with recycled content are continually being developed as are better collection methods and a broader range of materials that can be collected for recycling. Suppliers should be encourage to offer more products that reduce waste and collection systems.</p>	
<p>Energy & Carbon</p>	<p><i>Large Businesses, Major works and those with significant non-fleet energy</i></p>	<p>CRC Energy Efficiency Scheme – A UK scheme designed to reduce carbon emissions by encouraging energy efficiency in public and private sector organisations that consume large amounts of electricity, gas and other fuels. It covers energy use in buildings and non-road transport e.g. forklifts.</p> <p>A levy per tonne of carbon emitted is paid annually in arrears. LFB is included in the scheme and major increases or decreases in our energy use resulting from spend on goods/services/works will affect our</p>	<p>Inform Property of major increases or decreases in</p>

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	<i>use</i>	budget allocation against CRC.	energy use
	<i>Contracts using considerable energy to produce products or services</i>	<p>Carbon Emissions: We have stretching Mayoral targets on reducing our carbon emissions, however the emissions of our supply chain are likely to be significantly more than our own. A policy of the Mayors Climate Change and Energy Strategy is to '<i>Demonstrate what can be achieved through demanding low carbon goods and services</i>'.</p> <p>High Value, Long term: For services or products that will use significant amounts of energy from product manufacture, transport or building use, a carbon reduction action should be included in the Contractors Responsible Procurement action plan as a condition of contract.</p>	
Water	<i>Construction or maintenance affecting hard standing surfaces</i>	<p>The discharge of trade effluent is addressed under environmental permits. No contractors should be discharging trade effluent of any kind on LFB premises e.g. cleaning of painting equipment.</p> <p>At tender the requirements for drainage need to distinguish the different drainage requirements and associated markings or bunding of those areas that will have vehicle parking; extrication training; foam training or storage; and fuel storage.</p>	
Biodiversity	<i>Major construction or refurb</i>	No instructions or clauses have been developed at present, however ecology surveys may be required as part of gaining Planning Permission.	
Transport	<i>Contracts with goods delivery in Greater London</i>	The London Low Emission Zone (LEZ): The LEZ sets minimum vehicle emission standards for different vehicles driving in London. Tougher emissions standards equating to specific Euro engine standards are introduced periodically as set by the Mayor, with further changes expected for 2012 and 2015. The LEZ currently applies to lorries over 3.5 tonnes; buses and coaches over 5 tonnes with more than eight seats, plus the driver's seat; and lorries over 12 tonnes. Details of the current standards are available from www.tfl.gov.uk , possible future standards have been identified in the Mayors Air Quality Strategy.	
	<i>Contracts with goods delivery in central London</i>	Congestion Charging: Operating between 7am – 6:00pm Monday to Friday for inner London areas as defined by TfL maps to reduce congestion and improve journey times. Emergency services vehicles are exempt, however suppliers to LFB are not. The Western Extension was removed from the charging zone on 4 January 2011.	
	<i>Contracts with delivery aspects</i>	Transport: The Freight Operators Recognition Scheme (FORS) is a free scheme that works with organisations to meet minimum health and safety standards, reduce fuel consumption, collisions and penalty notices.	
Hazardous Materials	<i>Laundry, Cleaning consumables, chemicals used by PEG</i>	<p>Control of Substances Hazardous to Health (COSHH):- Requires employers to assess the risks of, prevent or control exposure to hazardous substances and monitor employees' exposure. Also places duties on employees concerning their own protection from such exposure. COSHH sheets describe the hazards the chemical presents, and give information on handling, storage and emergency measures in case of accident</p> <p>COSHH safety data sheets should be requested at tender with all chemical products (including detergents) and provided to Health & Safety Service for risk assessment, followed by inclusion in premises log books for</p>	

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	<p><i>Laundry, Cleaning consumables</i></p> <p><i>Cleaning consumables, chemicals used by PEG, laundry</i></p>	<p>users of those chemicals.</p> <p>Detergents: Detergents can have significant impacts on the water environment, releasing organic chemicals which can be toxic to fish and other aquatic life. Ingredients may also not readily break down and cause long-lasting pollution in the environment. Inorganic phosphates can encourage growth of plants and microorganisms that reduce oxygen levels in waterways available to aquatic life.</p> <p>From 1 January 2015 domestic laundry cleaning products containing inorganic phosphates will be banned. Tenders should request the provision of or use of inorganic phosphate free detergents where available prior to January 2015, and require it after January 2015.</p> <p>REACH Enforcement: If you manufacture, import, distribute, sell or use chemical substances, preparations or articles you must comply with the Registration, Evaluation, Authorisation and Restriction of Chemicals (REACH) Regulation. REACH Aims to protect human health and the environment through the control of chemical substances.</p> <p>Tenders involving the purchase or use of chemicals should require evidence that the chemicals are registered in compliance with REACH or that the chemicals are not subject to the requirements of REACH.</p>	
<p>Air Quality</p>	<p><i>Refrigeration, air conditioning, FM maintenance, heat pumps, fire protection</i></p> <p><i>As above</i></p> <p><i>Air conditioning & its maintenance</i></p>	<p>Environmental Protection (Controls on Ozone-Depleting Substances): Controls the production, marketing, use of, trade in, emission and transport of specified ozone-depleting substances (CFCs, Halons, Carbon Tetrachloride, 1,1,1-trichloroethane, Methyl Bromide, Hydrobromofluorocarbons HBFCs and Hydrochlorofluorocarbons HCFCs).</p> <p>Tenders involved in the supply, transportation, maintenance, or disposal of any of the following must provide evidence that they can recover and cleanly destroy/recycle the ozone depleting substances and prevent leakages where they have been used in: refrigeration, air conditioning and heat pumps, equipment containing solvents, and fire protection systems.</p> <p>EU Regulation on ozone depleting substances: All remaining applications of the production, trade and use of HCFS will be phased out between 2010 and 2015.</p> <p>Fluorinated Greenhouse Gas: Sets specific labelling, qualifications and certificates required to work with products or equipment containing F-gases (found in air conditioning units).</p> <p>Tenders should require:</p> <ul style="list-style-type: none"> ▪ clear labelling on air conditioning units with type and charge of refrigerant equipment ▪ regular testing of units as defined in the regulations ▪ evidence of a Company Certificate for working with f-gases from maintenance contractors. 	

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		<ul style="list-style-type: none"> ▪ Certificates are provided by authorised bodies such as Bureau Veritas ▪ evidence of appropriate training of staff working with f-gases such as a company certificate to prove competence. 	
Timber	<i>USAR & Construction</i>	<p>Timber: We are a signatory to the GLA Group timber policy which aims to procure legally logged timber from sustainable forestry. Certifications schemes such as FSC and PEFC verify timber meets the policy requirements and are readily available and affordable. Often alternative species of timber are available to meet the needs of the contract and the policy. The Governments Central Point of Expertise on timber can provide further advice. <i>As timber is not common in contracts this is not included in the standard ITT, request specific templates for timber.</i></p>	
Food	<i>Catering and Major events</i>	<p>Food: The GLA Group food commitment is modelled on the Olympics Food Visions and covers areas such as healthy cooking methods; animal welfare, seasonal produce; fair-trade; sustainable fish, supporting small and diverse suppliers; safe and traceable food and reducing food packaging waste. <i>As food is not common in contracts, this is not included in the standard ITT, specific advice should be sought for food.</i></p>	