

Environmental Questions (for use when tendering contracts £100k+)

The Environmental Sustainability and Procurement Teams have jointly developed a set of questions which can be used to assess tenderers in regard to environmental matters. This will help to ensure that the University appoints contractors/suppliers who can contribute to improving its environmental impact.

The questions are for use with high value tender exercises (£100k+ excluding VAT) for which the Procurement Team must be involved at the outset of the process.

A series of questions are available which can be used on a pick and mix basis dependent on which environmental issues will be relevant to a particular category of expenditure. The relevance of each question has been matched to expenditure in the following categories:

- Construction/ small work
- Design consultant
- Goods
- Services
- Repair/ maintenance

Questions should be used where they will add value in distinguishing between the tenderers in the evaluation process. Where a question is not relevant to a particular procurement it can be omitted. Alternative questions can also be used where there are project specific environmental issues that need to be addressed which are not covered by the standard bank of questions.

The environmental questions will need inserting into the invitation to tender documentation and each tenderer will be required to provide a written response to the questions. Each tenderer's response will be assessed so that environmental matters are taken into account when deciding which contractor/supplier to appoint.

The expertise of the Environmental Sustainability Team can be drawn on to help evaluate tenderers responses to these question.

For further assistance, please contact a member of the Procurement Team in the first instance.

Question	University Requirements	Category				
		Construction / small works	Design consultant	Goods	Services	Repair/ maintenance
Please describe the steps you will take to ensure that any timber used in the <i>[project / repairs & maintenance programme/ supply of goods] [is / are]</i> from a known source and meets Forestry Stewardship Council standards (or those of an equivalent forest certification scheme)?	The University requires the contractor to take appropriate actions which will be effective in ensuring that timber supplied for this <i>[project / repairs & maintenance programme / supply of goods]</i> comes from a known source and meets the Forestry Stewardship Council standards (or an equivalent forest certification scheme).	✓	x	✓	x	✓
Please provide details of the waste management process you will adopt for the delivery of this <i>[service / repairs & maintenance programme / construction project]</i> .	The University has a strategy that seeks to minimise the waste sent to landfill and requires the <i>[Contractor / Supplier]</i> to use effective waste management processes when delivering the <i>[project / service / repairs & maintenance programme]</i> in support of this.	✓	x	x	✓	✓
The University's environmental strategy seeks to reduce the consumption of <i>[energy / water]</i> . Please describe what actions you will take when delivering the <i>[service / project]</i> in support of this objective.	The University requires a <i>[Contractor/Supplier]</i> who takes account of <i>[energy/water]</i> consumption and will deliver the <i>[service / project]</i> in a manner which is effective in supporting the University's environmental strategy to reduce consumption of this resource.	✓	x	x	✓	✓

<p>Please provide details of the arrangements that you will introduce to ensure that any sub-contractor you engage on this <i>[project / repairs & maintenance programme / service]</i> will adhere to any site specific environmental protection measures, including all relevant environmental legislation and guidelines which apply to the project.</p>	<p>The University requires the <i>[Contractor / Supplier]</i> to make arrangements which will be effective in ensuring that sub-contractors adhere to all environmental measures, legislation and guidelines relevant to this <i>[service / project / repairs & maintenance programme]</i>.</p>	✓	x	x	✓	✓
<p>Please provide details of the process that you will use to monitor, record, action and report on any specific environmental complaint that arises during this <i>[project / service / repairs & maintenance programme]</i>.</p>	<p>The University requires the <i>[Contractor / Supplier]</i> to demonstrate that they have appropriate procedures in place to record, monitor, report, and take action on any environmental complaints so that they are resolved effectively and in a timely manner.</p>	✓	x	x	✓	✓
<p>Please provide details of the measures you will put in place to ensure that protected wildlife is not damaged or disturbed during the life of the project.</p>	<p>The University requires the contractor to demonstrate that they will put appropriate measures in place, which will be effective in ensuring that protected wildlife is not damaged or disturbed, throughout this project.</p>	✓	x	x	x	x
<p>Please provide details of how you will ensure that the University is made aware of industry sector developments on sustainable products and replacement or upgradable parts/ materials which could</p>	<p>The University requires the Contractor to be proactive in bringing to the University's attention relevant industry sector developments which could be used during the contract/project to reduce energy and water consumption.</p>	x	x	x	x	✓

be used by the University to reduce energy and water consumption.						
The University's environmental strategy seeks to reduce the consumption of <i>[energy / water]</i> . Please describe what key features the product you are proposing to supply has to ensure that <i>[energy / water consumption]</i> is minimised?	The University requires the product to have features that will be effective in actively reducing the consumption of <i>[energy / water]</i> .	x	x	x	✓	x
In relation to the goods being purchased, please provide details of the waste management process that you will adopt for the delivery, installation, replacement parts, consumables and or end of life collection of redundant goods, where appropriate. This should include details of how you will manage the removal of waste packaging and redundant goods from University premises.	The University is working towards a Zero Landfill strategy and requires the supplier to have a waste management process that will be effective in minimising waste sent to landfill in all aspects of the waste associated with the goods being purchased.	x	x	x	✓	x
Please provide details of how you will maximise the life expectancy of the product (e.g. availability of replacement parts, interchangeable fixings, maintenance support).	The University requires the supplier to provide appropriate means which will be effective in maximising the life expectancy of the product.	x	x	x	✓	x
Please provide details of any repair and maintenance programmes you have	The University requires the supplier to demonstrate that an effective programme					

<p>available to ensure that the product being purchased achieves its maximum life expectancy, operates effectively throughout its life time and minimises disruption to the University's activities.</p>	<p>of repair and maintenance is available which will maximise the life expectancy of the product and ensure it operates effectively.</p>	<p>x</p>	<p>x</p>	<p>x</p>	<p>✓</p>	<p>x</p>
<p>Please set out the processes that your organisation will deploy to ensure that you have considered current and new construction methods, products and technologies to deliver a sustainably designed and constructed building which will deliver low carbon emissions and whole life costs.</p>	<p>The University requires the design consultant to demonstrate that they have used and considered current and newly proposed building construction methods, products and technologies to deliver a well-designed, usable and sustainable building with low carbon emissions and whole life costs</p>	<p>x</p>	<p>✓</p>	<p>x</p>	<p>x</p>	<p>x</p>