

Sustainable procurement ask

In 2019, West Suffolk Council declared a climate emergency. Following this, the target was set for the council to achieve net carbon zero by 2030. This means that all operations and services run by the council must be net zero. Therefore, the council's procurement of goods, services and works needs to consider the environmental impact it will have and evidence must be provided to show how sustainability principles are being met. Sustainable procurement results in reduced natural resource consumption and reduced costs over the lifetime of contracts.

What is sustainable procurement?

Sustainable procurement is a process whereby organisations meet their needs for goods, services and works in a way that achieves value for money on a whole life basis and generates benefits not only to the organisation, but also to society, the economy and the environment.

Supply chain

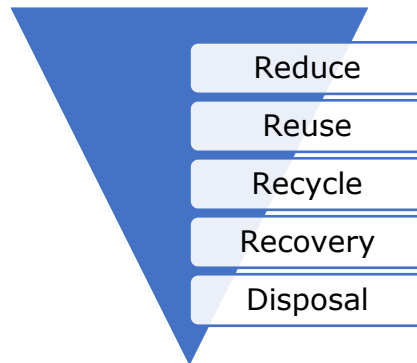
We ask our suppliers to:

- have an environmental policy that commits them to reduce any negative environmental impacts from their operations. Support can be found at [Carbon Charter – A business pathway to net zero carbon](#)
- regularly measure and report their environmental impact – this could be by using an auditing process or carbon footprinting. We recommend using the following carbon calculator: [Carbon Charter – Calculate your carbon footprint](#)

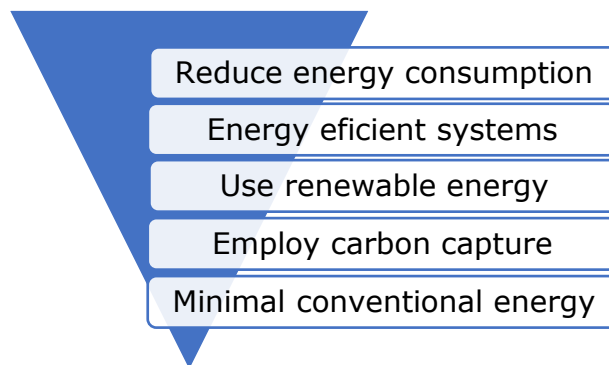
If there is a negative environmental impact, they should work towards improving this with a clear action plan

- have a target, and evidence, of working towards net zero carbon emissions. More information on what net zero emissions means can be found at [Carbon Trust – Briefing: Net zero for corporates](#) and [UK Business Climate Hub](#)
- conserve water and other natural resources as well as reduce chemical use where applicable
- protect and enhance natural habitats and prevent pollution to land, air and water – useful information can be found at [RSPB](#) and [The Wildlife Trusts](#)
- show transparency on the sourcing of raw materials and ensure they are from an accredited sustainable source – for example, wood products may be FSC accredited – see [Forest Stewardship Council UK \(FSC\) - What is FSC?](#)

- implement the waste hierarchy to minimise waste generation and use recycled materials in products



- reduce business travel or use electric or low emission vehicles for essential business travel
- implement the energy hierarchy to reduce energy consumption and use renewable energy where demand remains, such as in commercial buildings



- use innovation to improve efficiency and reduce procurement and operational costs.

West Suffolk Council staff

We ask staff looking to procure goods and services (including extending contracts) to:

- consider the environmental impact of the goods, services and works contracted and understand that procurement decisions can have significant environmental implications both today and into the future
- deliver value for money by realistically assessing the whole lifecycle costs of our procurement and not simply consider the initial purchase price
- include an environmental question within the quality section of tenders, with a minimum weighting of 10 per cent

- make sure that the contract is consistent with the aim of net zero carbon emissions by 2030
- ensure that suppliers know that the council has declared a climate emergency and aim to be carbon net zero by 2030
- ensure that any savings made by implementing sustainable initiatives are reinvested to support, expand or develop further sustainable initiatives
- ensure that the contract management targets include the environmental impacts of the contract and how negative impacts will be minimised
- regularly review the environmental impact of the contract throughout its lifetime to ensure that negative impacts are minimised and commitments upheld

The council's internal Environment and Energy Team is happy to help with bid evaluation. If required, please contact the team in advance of the tender feedback deadline.

Example of quality questions we can include in our tender evaluation

Quality question

West Suffolk Council has declared a climate emergency and has a target to achieve net zero carbon emissions by 2030. All operations and services run by the council need to contribute to this ambition to achieve net zero carbon emissions by 2030.

Please provide **evidence** of how your organisation **and** products or services for this specific project demonstrate sustainability principles.

This can include, but is not limited to:

- evidence of compliance with accreditation schemes, such as ISO 14001
- use of an environmental policy statement
- having a target, and evidence, of working towards net zero carbon emissions
- waste minimisation measures or use of recycled materials
- water and energy saving measures, including use of renewable energy
- use of electric or low emission vehicles for business travel
- procurement of local goods and services.

Please refer to our website for more information on 'Green business and sustainable procurement': [West Suffolk Council – Selling to the council](#)