

# **ARTS UNIVERSITY COLLEGE AT BOURNEMOUTH**

## **Environmental Considerations within the Procurement Cycle**

### **Definition of Needs**

- Do you really need it at all?
- Can you refurbish existing equipment?
- Is a suitable product available elsewhere in the institution (e.g., surplus furniture)?
- Can you rent or share rather than buy?
- Don't request more than you need.

### **Specification and Contract Conditions**

Consider:

- Maximum use of recycled, recyclable or sustainably-sourced materials.
- Durability, upgradeable, repairable.
- Minimal packaging.
- Delivery frequency (don't request daily delivery when weekly will suffice).
- Reusable/recyclable.
- Running costs and lifetime environmental impacts
- Eco-label or equivalent.
- Design for Disassembly
- End of life disposal. Ensure compliance with WEEE Directives.

### **Supplier Selection**

- Try to identify and include suppliers with a good environmental track record, i.e., those certified to ISO14001.
- Include environmental criteria when appraising suppliers.
- Security of supply

### **Invitation to Tender**

- Include your institution's Environmental Purchasing Policy.
- State environmental evaluation criteria.
- State evidence to be submitted.

### **Evaluation and Award**

- Consider whole life impacts, i.e., energy/water consumption, material consumption, packaging, transport, manufacturing methods, durability/quality, suppliers' environmental policy/actions, disposal costs, etc.

### **Monitor, Manage, Review**

- Monitor contractor's environmental performance
- Work with supplier for continuous improvement.
- Promote contractor's good environmental performance within your institution

### **Disposal**

- Can it be reused elsewhere within the institution?
- Cannibalise for spare parts if appropriate.
- Dispose for refurbishment or recycling.
- Must be compliant to WEEE Directive/Reduction of Hazardous Substances Directive etc.

For further details contact [sadams@aucb.ac.uk](mailto:sadams@aucb.ac.uk) or ext 3041.