

# PROCUREMENT STATEMENT



**THIS DOCUMENT SUPPORTS THE COUNCIL'S ENERGY POLICY  
(ENPOL2013)**

## Contents

### VERSION CONTROL

This document is reviewed annually to ensure it is accurate and up to date.

No.	Version	Date	Initials	Description
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**DOCUMENT OWNER - Jenny Fausset, Corporate Governance**  
**[jenny.fausset@edinburgh.gov.uk](mailto:jenny.fausset@edinburgh.gov.uk) 0131 469 3538**

## 1 APPLICATION

This procedure applies to all elected members, employees and contractors of the City of Edinburgh Council (CEC).

## 2 BACKGROUND

The City of Edinburgh Council has put in place this procedure to outline the process for procurement of energy and energy related products. This document has been created to support the council's energy management policy (ENPOL2013).

## 3 ENERGY PROCUREMENT

There are three main aspects of procurement that are relevant to energy management:

- Procurement of energy;
- Procurement energy consuming equipment; and
- Procurement of building design and construction services.

### Energy

The City of Edinburgh Council has signed an agency agreement for Procurement Scotland to procure electricity and gas as follows:

Electricity – Supplier EDF - 01/04/2013 - 31/03/2016 (Option to extend to 31/03/2019)

Gas – Supplier Total Gas and Power - 01/04/2010 - 31/03/2014

Oil - Procured through Government Procurement Services (formerly Buying Solutions) - supplier Scottish Fuels.

It is still the responsibility of the Technical Support Services Team to maintain an accurate database of all the Council's energy supplies across all its operational properties for an effective procurement process and the subsequent management of these contracts during a transfer of supplier, new connections, disconnections and the validation of bills.

### Services and Equipment

The energy performance of services and equipment must be taken into account when procurement decisions are made. All staff involved in procurement should be made aware of this requirement and that they can consult with the Technical Support team over purchasing decisions.

The Council has a [sustainable procurement policy](#) which should be referred to in relation to purchasing of services and equipment. With specific relation to energy this states that

6.24 "We will procure goods, services and works that minimise carbon based energy-use and its associated emissions, use of non-renewable resources, waste-creation and pollution to air, water and land. In doing so, we will consider all stages of the life-

cycle including design, resource extraction and sourcing, manufacturing and production, transportation, service delivery, operation and maintenance, reuse, recycling and disposal”.

6.29 “We will specify the most energy efficient goods, services and works in line with current best practice standards and specifications”.

### **Procurement of Buildings**

The procurement of buildings refers to not only new build projects but refurbishment projects where there is investment in the existing building stock. Please refer to the latest Refurbishment and Design Procedure. Evaluate the future energy and water costs and carbon emissions for the building and aim to minimise these costs through low carbon design principles.

As a minimum all procured buildings must conform to the relevant building regulations. The Council aims to exceed the regulatory standards in terms of energy performance and sustainability.

The [Energy Efficiency Directive](#) places an imperative on the public sector to undertake energy efficiency improvements through renovation works covering at least 3% of their total floor area annually from about 2015/16.

It is likely that more stringent targets will be developed over time and as such it would be useful for the Council to stipulate that new buildings should be of a flexible design to allow for upgrading in future. Section 4 of the Refurbishment and Design Procedure defines the approach to design for the Council and Section 5 describes which areas of a project should be covered by targets.

Section 8 of the Refurbishment and Design Procedure details that budgeting should allow for time and resources to allow sophisticated modelling and design work to be undertaken in order to optimise the design and prioritise passive features.

Section 9 of the Refurbishment and Design Procedure describes the imperative on the Council to take into account whole-life costings when making decisions on building refurbishment or construction.

Also note the statement within the sustainable procurement guidance:

6.31 “Minimisation of energy needs through a combination of design for energy efficiency and the incorporation of low or zero carbon equipment”.