



# Ministry of Labour and Social Affairs: Environmentally-Friendly Clean-Up



**Contracting Authority:**  
**Czech Republic**  
**- MINISTRY OF LABOUR AND SOCIAL AFFAIRS**

**Name of procurement:**  
**MINISTRY OF LABOUR AND SOCIAL AFFAIRS:**  
**ENVIRONMENTALLY-FRIENDLY CLEAN-UP**

## PUBLIC PROCUREMENT

- Wider societal interests:**  
The Contracting Authority requests employment of the long-term unemployed, and environmentally-friendly performance
- Evaluation:**  
Aspects related to socially responsible public procurement were not evaluated.
- Anticipated value of the public procurement contract:**  
CZK 10,000,000 excluding VAT
- Legal regulation:**  
ABOVE-THRESHOLD REGIME  
Open procedure  
In accordance with Act No. 137/2006 Coll., on Public Procurement, as amended (Act is not in force any more)

## EXAMPLE OF GOOD PRACTICE (September 2014)

The Ministry of Labour and Social Affairs (MoLSA) adopted the concept of responsible public procurement (RPP) in April 2014. One of the first contracts where aspects of responsible public procurement were used was "Ministry of Labour and Social Affairs: Environmentally-Friendly Clean-Up" published in accordance with the PPA in September 2014 as an open above-the-threshold public contract. Within this single contract, MoLSA decided to support a combination of RPP aspects. In its instructions to bidders, it requested employment of minimally two persons from the long-term unemployed target group. In addition, measures were taken to support the protection of the environment: the cleaning services, detergents used, and supplies of consumables for the building that houses MoLSA had to be environmentally friendly. The objective of the public contract was transparent from its very title that pointed to the environmentally-friendly nature of the clean-up to be provided.

The requirement for employment of minimally two long-term unemployed persons had been used in the Czech Republic before. This time, however, since the focus of the contract was on the use of environmentally-friendly detergents and consumables that are not injurious to human health it deemed it necessary to consult experts to formulate a definition of "environmentally-friendly clean-up".

Requests for the use of both these environmentally-friendly product groups (detergents and consumables) were presented as special performance conditions to be delivered and were communicated to suppliers at the very beginning of the procurement procedure.

### From document provisions:

*All bids must include an affidavit in which bidders claim:*

- *that minimally two persons of those participating in the performance of the public procurement contract come or will come from the ranks of the long-term unemployed, and that the bidder has concluded or will conclude employment contracts (primary employment) with them. Whenever applicable, bidders must submit an affidavit stating their subcontractors have done or will do so, and indicate identification information of such a subcontractor.*

- That they have a definite intention to respect the requirement of the Contracting Authority to use environmentally-friendly cleaning procedures and detergents that are not injurious to health, and ensure supplies of environmentally-friendly consumables that are not injurious to health, as well as environmentally-friendly waste sorting, all of which must apply throughout the duration of the Bidder's performance of the public procurement contract.

Note: Failure to submit an affidavit represents grounds for the potential exclusion of a bidder from the public procurement procedure and grounds for the exclusion of the selected bidder.

The Contracting Authority reserves in the contract the right to continuously monitor whether the Supplier fulfils his obligations under the Contract, and may do so even without prior notification. To monitor the fulfilment of the Supplier's obligation under the prior sentence, the Supplier pledges to provide the Contracting Authority with all the assistance necessary. Should the Supplier fail to fulfil his obligation, it pledges to pay the Contracting Authority a contractual fine.

The contract includes also a mechanism for employee replacement. It is important to set such a mechanism in place for all types of contracts. Employment contracts are terminated for various reasons and the Supplier must be able to deal with such changes. To make this information complete: in terms of employing the long-term unemployed, one person has held the job since the beginning of the contract, and the other person had to be replaced.

**In principle, the Contracting Authority has had a positive experience with the performance of requirements concerning the employment of the long-term unemployed and environmentally-friendly cleaning services. In future, when publishing a call for tenders concerning cleaning services, it is going to, once again, make use of these aspects of responsible public procurement.**

**Recommendations and Tips:**

- We consider timely and open informing of the Supplier to be of key importance. This is especially true if a Contracting Authority uses a contract as a pilot project in which the RPP aspects are applied. It might be beneficial to organize preliminary market consultations during which the contracting authority draws bidders' attention to its requirements and explains its objectives and expectations.
- During a time period of low unemployment rates the requirement for employment of the long-term unemployed may not seem appropriate. However, the Contracting Authority may support another target group, e.g., it may support persons with disabilities or social enterprises.
- This type of contract is also well suited for supporting decent working conditions.

**Definition of Environmentally-Friendly Cleaning:**

*"The definition was formulated by a non-governmental organisation Network of Ecoconsultancy Services (Sít ekologických poraden) in close collaboration with Czech Association of Cleaning (Česká asociace úklidu a čištění). 'Environmentally-friendly cleaning' is cleaning during which—to reduce negative impact on the environment and health of the cleaning staff and persons spending time in the rooms cleaned—the use of chemical and disinfectants is reduced to the minimum level necessary to meet hygienic standards, and emphasis is placed on the use of temperature, mechanical methods, and application time.*

**Main features of environmentally-friendly cleaning are:**

- **Preventative measures** - Making use of preventative measures (e.g., mats and cleaning zones at busy locations, such as building entrance points, locations in front of beverage machines, transition points between individual spaces, e.g., a production floor and an administration area, entrance to bathrooms, etc.), which reduces the cleaning frequency and the need for the use of chemicals. An emphasis on mechanical methods, application time, and temperature which leads to the reduction of the use of chemicals. Detergents must be used according to correctly selected active ingredients and the soil score. Reducing the scale of detergents used, central storage, and precise instructions provided to staff as to how to use detergents efficiently and effectively (including the corresponding documentation, and proper dosage, as well as checks of the actual consumption).
- **Detergents (when used) that maximally fulfil environmentally-friendly criteria are given preference** - Among these criteria is the absence or low concentration of substances harmful to health and the environment in diluted state (in accordance with the regulations governing eco-labelling), higher concentration of active ingredients in the concentrate designated to be diluted, and recyclability of packaging. Criteria of environmental friendliness are met by products bearing the "Environmentally-Friendly Product (CZ)", The Flower (EU), or another independent system for eco-labelling. Such preferred detergents include pure water, 8% acetic acid solution (kitchen vinegar), or citric acid solution.
- **Avoided is the use of products that are not absolutely necessary** - (e.g., special disinfectants, especially those based upon sodium chlorate and WC deodorants). Precise dosage of the detergents used: only absolutely necessary amount to ensure adequate cleaning effect and maintain hygienic standards. This relates to the use of exact dosing tools (dosing bottles, bottle caps, closed dosing systems).
- **Use of tools that help reduce the consumption and need for detergents** - e.g., microfiber dish towels and mops. Also, pores in materials should be closed on a regular basis, i.e., the use of waxing, impregnation, crystallisation, and pore fill-up is encouraged. This will result in reduced need for deep-impact and radical detergents for regular maintenance, and just a minimal amount of chemicals may be used. Cleaning staff must be acquainted with the impact of various active ingredients and additives on the environment and human health (both that of the cleaning staff, as well as other persons, including the cleaning staff management). During all activities, detergents must be used efficiently (including the environmentally-friendly detergents), and preference must be given to physical and mechanical cleaning tools (microfiber dish towels and mops, hot water) before the use of chemicals. Optimal dosage must be determined for all detergents and appropriate dosing tools must be used. Imprecise dosing by rough estimate is impermissible.

All detergents must be purchased preferentially in large quantity packaging (canisters, bags) or in replacement fill-up containers from which they will be poured into the regular-use containers that must be re-filled from time to time. Detergents must be preferentially purchased in returnable packaging or packaging that may be re-filled. If such detergents are not available, preference is given to products in packaging from recyclable materials (polyethylene, polypropylene, paper, etc.). PVC packaging is impermissible. The Bidder must ensure proper sorting of any generated waste.

Cleaning staff must be duly trained in matters to do with environmentally-friendly cleaning, proper dosing, and occupational health and safety. The staff must have the necessary protective equipment continuously at their disposal."