



The Shelbourne Hotel

Sustainable Procurement Policy



Scope

The purpose of this policy is to ensure that products and services purchased by or contracted for The Shelbourne Hotel conforms to the site's Environmental Policy. The plan is used for maintenance, repair, replacement and refurbishment works to the asset as well as for the procurement of consumables and equipment.

Procurement Team will strive – where feasible – to purchase environmentally friendly products and services that meet our organisation's needs.

Sustainable procurement is the process of making purchasing decisions that meet an organization's needs for goods and services in a way that benefits not only the organization but society as a whole, while minimizing its impact on the environment. This is achieved by ensuring that the working conditions of its suppliers' employees are of a high standard, the products or services purchased are sustainable, and that socio-economic issues, such as inequality and poverty, are addressed.

The following objectives set out a clear framework for responsible sourcing of materials to guide the procurement process for the project: -

- Improving material efficiency along with good waste management practices (following the 'Waste Hierarchy'- reduce, reuse, recovery and disposal)
- Waste minimisation, reuse and recycling of materials and material efficiency
- Responsible sourcing of materials
- Materials with low embodied impact
- Designing for durability and resilience
- Reduce hazardous and toxic materials

Responsibility

The Procurement Manager is responsible for implementing and managing the Sustainable Procurement Policy.

Procedure

Where possible purchasing decisions shall favour:

- Products that contain the highest percentage of postconsumer recycled content possible.
- Products that reduce greenhouse gas emissions or are made with renewable energy.
- Products that are reusable, recyclable and/or bio-based/compostable.
- Products that eliminate or reduce the use of chemicals hazardous to the environment and public health.
- Products that reduce air and water pollution, e.g preference is for mineral based paints that are VOC free or have very low VOC emissions.
- Products with minimal packaging.
- Suppliers/contractors that provide environmentally preferable products/services and can document the supply chain impact of their efforts. All timber products must be traceable to prove that they have been legally harvested and legally traded.
- Products that serve several functions (e.g. multipurpose cleaner) and reduce the overall number of products purchased.
- This sustainable procurement plan must be used for procurement by contractors who undertake work on the asset or the sustainable procurement plan requirements are covered by the contractor's own procurement policies/plan (evidence of this must be provided, ISO14001 or equivalent is desirable).

When purchasing products that emit Volatile Organic Compounds (VOCs)

- Due regard is to be taken regarding the necessity of the products required.
- Orders are to be kept to minimal requirements.
- MSDSs (Material Safety Data Sheets) on products are to be maintained on file.

Environmentally preferable products and services that are of comparable quality and price to their standard equivalent shall receive purchasing preference. In situations where environmentally preferable products are unavailable or impractical, secondary considerations shall include the environmental management practices of suppliers and contractors.

Timber

All timber used within the building and on the project will be 'Legally harvested and legally traded timber' according to the relevant definitions within the additional information section in BREEAM International Version 6.

Legally harvested

Timber that has been harvested in accordance with the applicable legislation in the country of harvest.

Legally traded

Legally traded means timber or products derived from legally harvested timber were:

1. Exported in compliance with exporting country laws governing the export of timber and timber products, including payment of any export taxes, duties, or levies.
2. Imported in compliance with importing country laws governing the import of timber and timber products, including payment of any import taxes, duties, or levies or not in contravention of exporting country laws governing the export of timber and timber products, including payment of any export taxes, duties, or levies.
3. Traded in compliance with legislation related to the convention on international trade in endangered species (CITES), where applicable.

For timber (and timber based) products, the sustainable procurement plan shall give preference to products that can robustly demonstrate one of the following:

- a) FSC certification
- b) PEFC certification
- c) SFI certification
- d) another type of certification/assurance that is accepted nationally as an acceptable alternative to at least one of the above.

Certification Required

For all products, the Procurement Team will give preference to products and organisations that can robustly demonstrate the optimum combination of the following:

- a) have ISO 14024 (type I) compliant ecolabel certification
- b) have ISO 14025 (type III) compliant ecolabel certification
- c) have nationally recognised ethical/responsible sourcing third party certification
- d) generate less waste during use/installation
- e) after use on the asset, are more readily reusable
- f) are accepted by local recycling collection services

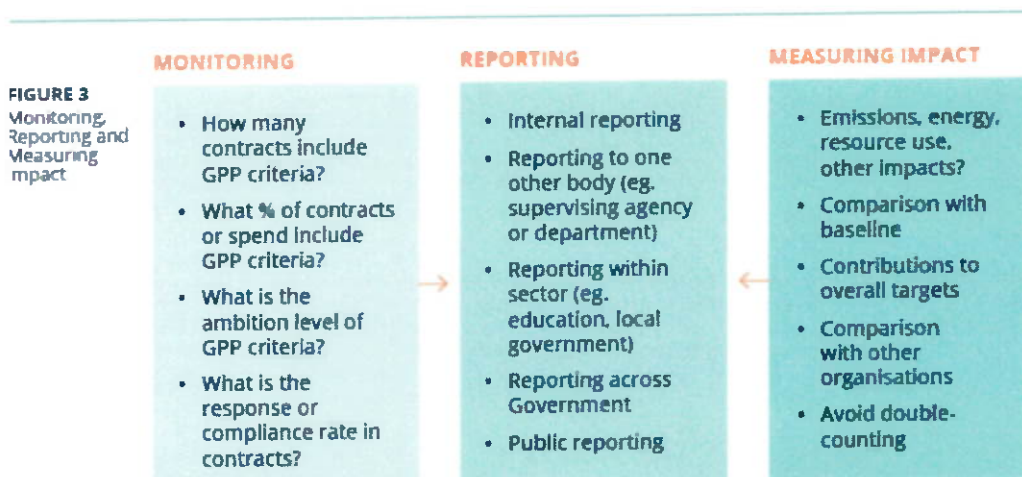
- g) can be sourced locally
- h) are from reused (preferred) or recycled sources
- i) utilise circular economy principles, e.g. servitisation, manufacturer take-back, material passports.
- j) have ISO14001 certification or equivalent

Monitoring and Reporting

Contractors and suppliers must provide copies of all responsible sourcing and EMS certificates and corresponding invoices and delivery receipts for all material building elements.

A named individual within the Contractor or Supplier's organisation will be given responsibility for providing records to the client. The client will maintain a preferred suppliers list which will include environmental certification data.

Management will review the Sustainable Procurement policy using the following process: -



Green Public Procurement Guidance (GPP)

Wherever possible INSERT NAME will utilise the guidance published by the EPA and the Irish Government relating to Green Procurement. The guidance has been found to be robust, detailed and is regularly updated with the latest procurement guidance.

The following products and services are included in the guidance which can be downloaded from the following website: - <https://www.epa.ie/publications/circular-economy/resources/green-public-procurement.php>

Products and Services

- Road transport vehicles and services
- ICT products and services
- Food and catering services
- Cleaning products and services
- Design, construction and management of office buildings
- Indoor and outdoor lighting
- Heating equipment
- Energy-related products
- Paper products and printing services
- Textile products and services

Selecting Products and Suppliers

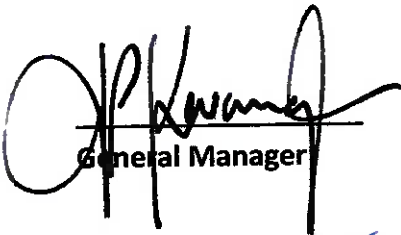
See the following in Section 4.0 of the GPP guidance for topics including: -

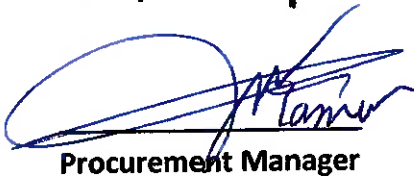
- The Procurement Process
- Basic Principles of Public Procurement
- Assessing Needs
- Engaging the Market
- Choosing a Procedure and Criteria
- Excluding and Selecting Bidders
- Exclusion criteria
- Selection criteria
- Specifications and Award Criteria
- Evaluating Bids
- Understanding the different types of evidence
- Life-cycle costing (LCC)
- Completing the Contract
- Monitoring Performance

Exemplary	H.	<p>The organisation managing the asset requires the use of the sustainable procurement plan for procurement by the occupant(s)</p> <p>Or, the sustainable procurement plan requirements are covered by the occupant's own procurement policies/plan</p>
Exemplary	I.	<p>The organisation managing the asset has a third party certified environmental management system (EMS) to ISO 14001:2015 (or another type of certification/assurance that is accepted nationally as an acceptable alternative).</p> <p>The sustainable procurement plan is coordinated with the EMS</p>

The Shelbourne Hotel

Date: 13/11/24


 General Manager


 Procurement Manager