

Sample Procurement Language

Once you have made your commitment to helping the environment and saving energy through the purchase of ENERGY STAR qualified equipment, it is time to let your potential vendors know they must match their product offerings with your expectations and ENERGY STAR requirements.

Whether purchasing a single piece of equipment, making bulk purchases or entering into lease or maintenance agreements, adding suitable ENERGY STAR language to tender documents and contracts is essential.

Sample procurement language for ENERGY STAR qualified products is available on the ENERGY STAR website (www.energystar.gc.ca) under the “Information for businesses and organizations” link where you will find technical specifications and product specifics by product category.

In addition, you may find some of the following provisions helpful in wording your documents:

The vendor must

- deliver all qualified products properly configured for current ENERGY STAR specifications
- ensure that installation services include the full activation and proper configuration of any automatic energy-saving, power-down and/or power management features
- ensure that maintenance services include the full reactivation and proper reconfiguration of any automatic energy-saving, power-down and/or power management features to the terms of the current ENERGY STAR specifications at the time of service
- customize sites and train users in order to maximize the energy efficiency of installed products
- not disable power-management features except at the request of site staff
- provide ongoing customer support on all energy-saving, power-down and power management features

To encourage suppliers to remain current on ENERGY STAR, add the following paragraph to your tender documents:

“The vendor must provide products that are qualified to use the ENERGY STAR symbol and meet the ENERGY STAR specifications for energy efficiency. Complete product specifications and an up-to-date listing of qualified products are available at www.energystar.gc.ca.”

On occasion the product you are purchasing may not be delivered for several weeks or months so find out if the ENERGY STAR specifications are scheduled to change during that period. If this is the case you will want to include the new information in your tender documents or instructions to your supplier. This will ensure your new product meets all new ENERGY STAR specifications. Notices about upcoming changes in specifications are posted on the ENERGY STAR website.

A procurement officer should...

Be aware of and knowledgeable about all types of products that qualify for ENERGY STAR.

Understand the business case behind buying ENERGY STAR qualified products, as well as the environmental benefits these products offer.

Always be on the lookout for opportunities to increase the use of ENERGY STAR qualified products in your organization.

Use this guide and the resources on the ENERGY STAR website to compare ENERGY STAR qualified products to standard equipment.

Visit the ENERGY STAR website regularly for notices about upcoming changes in ENERGY STAR qualification criteria or the introduction of new products to the ENERGY STAR lineup.

Watch for rebates and other incentives to purchase ENERGY STAR qualified products.

Make sure both the manager and the “clients” (the people for whom they are purchasing equipment) are aware of product models that qualify for ENERGY STAR.

Request detailed specifications for ENERGY STAR qualified products from the manufacturer and share them with the manager and clients.



New products are added regularly to the ENERGY STAR qualified product roster. In addition, there are ongoing revisions to technical specifications for existing products to ensure they continue to represent only the highest energy performers on the market.