

Waterfront



Sustainable Purchasing



Version 1.0

Product Checklists

Industry Resources

Dear Waterfront Professional:

THANK YOU for your involvement in clean water awareness and in responsible waterfront stewardship. The information provided will guide you through planning a sustainable purchasing program and help you consider the impact you may have on your local waterway. It is hoped you will share these methods with other waterfront property owners and contractors --- and help us encourage best industry practices.

File Name	Description
AReadMe.pdf	This File
DevelopProductChecklist.pdf	Develop a Product Checklist
DevelopPurchaseDocuments.pdf	Organize purchasing documents
DevelopPurchaseData.pdf	Organize data for products
MarineContractorRFP.pdf	Sample Contractor Request for Proposal
BuildingTrade.doc	Listing of Building Trade Associations
DockPlanChecklist.doc	Dock Planning Checklist
MaintainChecklist.doc	Maintenance Checklist
MarineTrade.doc	Listing of Marine Trade Associations
StateAgencies.doc	Listing of U.S. State Boating Agencies
WaterfrontSiteMatrix.doc	Environmental Checklist for Dock Building

Contributors

Included are notes and files from marine contractors and design professionals to help educate marina owners about construction on the waterfront. This is not a substitute for advice and direction from qualified experts about specific products, site improvements or the local waterway.



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Sustainable Waterfront Products Developing a Product Checklist

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INSTRUCTIONS

Sustainable Waterfront – Developing a Product Checklist

Collection of information to use for product COMPARISON ONLY

Date:

Introduction – OVERVIEW

Purpose – To present a checklist of requirements needed for [Company] purchasing comparisons.. Attached *tables examine product information using sustainable criteria for: green buildings, clean marina practices and committed management priorities.*

Methodology -- For simplicity and cost efficiency, actual data comparisons are not included in the evaluation. Review each of the five parts with “yes – no” answers. Results will indicate product differences with reference to use and sustainability. If after this review the difference is not clear, further detail (i.e. test results, affidavits, certification papers) may be required.

Check – if the item applies to this comparison (yes)?

Spec Item / Information Description – List categories and specifications used for comparison.

Value – Manufacturer and/or product conform to the Spec Item --- 1 = yes, 0 = No.

Result – Relative value of item. Result = (Value) x (Factor)

Weighted Factors – Added weight for importance or priority can be applied to an item. **Blue coloring shows positive factor examples.** Items with a negative effect can receive a negative value. (i.e. -1). Spreadsheet data is developed for these comparisons..

Notes – add additional comment and other related products

[Company] – The organization or team using this information

Attach – Documents (Excel and Adobe) as reference tables for more detail

Attach -- Other comparison references (i.e. BEES, web site link, commitment statements)



Sustainable Waterfront – Product Checklist

Collection of information to use for product COMPARISON ONLY

Date:

PART 1 – REVIEW THE MANUFACTURER _____

Indicates commitment to environmental, clean marina and clean water issues.

Environmental Statement – [Company] has defined its environmental management system (EMS), and should check compatibility with the manufacturer.

Activity Category – [Company] has committed to improve the impact of various activities. Additional value is credited to those priorities (i.e. Clean Water projects)

Structure
Shoreline
Water
Equipment

EPA Performance Tracking – [Company] has applied for, or enlisted in, EPA environmental programs which require management oversight. What is the manufacturer’s status?

None
Pending
Eligible

BMP Category – [Company] has defined specific best management practices as needing improvement. List applicable BMP and indicate the priority.

CSI Category – Use with construction projects. List the Construction Specification Institute category and indicate priority. **Higher factor for MasterSpec conformance.**

ISO Descriptions – Conforms to the International Standards Organization criteria for environmental practices (ISO14001) and/or manufacturing quality control (ISO 9001).

14001
9001



Rev: 11-2007

Sustainable Waterfront – Product Checklist

Collection of information to use for product COMPARISON ONLY

Date: _____

PART 2 – REVIEW THE PRODUCT _____

Is the product sufficiently qualified to assist with environmental, clean marina and clean water priorities.

Product Location – [Company] has defined priority purchasing procedures to include local vendors and products.

Within U.S.

Within 500 miles

MSDS & Specifications – *Conformance to accepted or specified limits on hazardous materials, emissions to the air, releases to the water, releases to the land, use of materials and resources, use of energy, energy emissions, and contribution to the waster stream.*

Toxic, Hazardous _____

High VOC _____

Recycled Content _____

Recyclable % _____

Industry Standards – noted trade or industry practices, or [Company] specifications. List standards unique to this product type.

Standard #1 _____

Standard #2 _____

Standard #3 _____

Standard Industry Tests – industry or [Company] test results and conformance date verifying standard conformance.

Test #1 _____

Test #2 _____

Test #3 _____

Product Certifications – Green or sustainable certifications. List labels or certifications unique to this product type.

Cert #1 _____

Cert #2 _____

Cert #3 _____



Sustainable Waterfront – Product Checklist

Collection of information to use for product COMPARISON ONLY

Date:

LEED Building Credits – U.S. Green Building Council certification and possible credits. Past experience and use included in backup material.

Possible credit

One

Two

Three

Four or more

Warranty – Length of warranty verified by backup material. Any life cycle data which exceeds warranty period is noted and credited (as reduction of waste).

Less than 10 yrs

10-14

15 -20

20 or greater

Life cycle added to warranty

Product Notes:



Sustainable Waterfront – Product Checklist

Collection of information to use for product COMPARISON ONLY

Date:

PART 3 – REVIEW COSTS

Reflect initial, special and long range cost estimates.

Unit Cost – common denominator for cost. Add a comparison line if bids are over 10% higher.

Lowest price

less than 5% higher

5-10% higher

Freight – Itemize additional or special handling conditions (i.e. cost of inventory, surcharges, extra equipment to unload)

0-10% of FOB cost

over 10% of FOB cost

Sp Handling or add charge

Installation & Training – Special instructions (even workshops) may be required. Additional reporting or accounting time is noted.

Additional employee time _____

Additional admin time _____

Maintenance – Indicate if additional ongoing cost are required. Indicate if other environmental items are affected by maintenance procedures on this item (i.e. cleaning activity or chemicals)

Long Term Care _____

Other Environmental Concerns _____

Funding or Discount Program – Indicate if any discounts are available (i.e. association membership discounts, grant or donation programs)

Discount _____

Donation _____



Sustainable Waterfront – Product Checklist

Collection of information to use for product COMPARISON ONLY

Date:

PART 4 - REVIEW YOUR GUT & INTANGIBLES

Is the product 'right' for [Company].

Gut intangible – Subjective value of overall ‘feeling’ of the product or innovation potential.

Add intangibles

Aesthetics – Subjective value of ‘look’, color or general appearance. (i.e. fits building façade or [Company] theme).

Market / PR – Subjective value of the effect this product or activity has on goodwill and [Company] brand. Estimate the positive community involvement opportunities available by using this product or service.

Innovation – Estimated value of new product claims to long term return results (i.e.

PART 5 - TOTALS

Comparison of values

Each Part Total will reflect a relative value used to compare with another supplier or product. Use the same factors and noted conditions for each product type.

List other related products:

