

P3301 PURCHASE SPECIFICATIONS

BOARD POLICY:

A specification is defined as any description of the physical or functional characteristics, or of the nature of a supply, service, or construction item. It may include a description of any requirement for inspecting, testing, or preparing a supply, service, or construction item for delivery.

Administrative Implemental Procedures:

1. The Purchasing Department shall obtain expert advice and assistance from the Requestor in the development of specifications and may delegate to a Requestor or Non-District personnel the authority to prepare and utilize their own specifications. Non-District personnel include, but are not limited to, architects, engineers, and designers. Vendors shall not be included as members or representatives of specification or evaluation committees. However, information from vendors may be requested in the preparation of a specification.
 - a. All product testing should be coordinated with the purchasing department. Documentation to support findings will be maintained by the requestor for a period of five (5) years.
 - b. All specifications, including those prepared by other than District personnel, shall seek to promote overall economy for the purposes intended and encourage competition in satisfying the District's needs, and shall not be unduly restrictive.
 - c. The District may develop and use a pretested / prequalified product list as part of a specification.

Administrative Responsibility: Operations Division - Purchasing

Latest Review Date: October 2017

Previous Revision Date: June 2007 P3301