

Title: SPECIFICATIONS AND EVALUATION OF BIDS		Contents: M-1000
		Submitted By: Purchasing Division
		Approved By: Purchasing Agent
Effective Date: 3-25-15	Supersedes No.: 12-10-01	Page No. 1 of 3

Specifications

Specifications are defined as the detailed description of the parts of a whole object, system or assembly to be purchased. Specifications are normally developed by a subject matter expert(s) in the requisitioning department, or by those with specific expertise in the item(s) to be purchased. Specifications should be written in a manner that describes the requirements in sufficient detail to ensure the functional requirements are met, without overly restricting competition. The Purchasing Agent will review the specifications before soliciting bids. Any changes deemed necessary by the Purchasing Agent will be presented and reviewed by the department.

Evaluation of Bids

Bids are evaluated to determine that the Bidder is qualified, responsive and responsible (i.e., that the bid meets the specifications of the solicitation). The person that performs the evaluation must be someone other than the person who prepared the specifications, and is responsible to apply sound judgment in a consistent, impartial, and objective manner when evaluating bids. All Bidders are to be treated uniformly and stated requirements applied consistently to ensure integrity of the evaluation process.

Simple Specifications

Specifications should be written from the general to the specific.

Example:

File Cabinet-Metal-Legal Size-Four Drawers-Lock-Black Finish-Steelcase Model 1540L or equal

Simple - Fairly Lengthy Specifications

When specifications are slightly more complex than a simple specification, the following format shall be used:

File Cabinet-Steelcase Model 1540, Or Equal - Specifications As Follows:

- Metal-14 gauge steel
- Four drawers-full suspension
- Legal size
- Key lock
- Full length locking bar
- Black finish
- Hanging folder frames
- 60"H x 18"W x 27"D
- Weight: 42 LB

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Lengthy or Complex Specifications

The T-Bar specification (attached to the requisition) is the preferred format to use for lengthy or complex specifications. The bidders are required to state in writing, how their offer differs or deviates from the department's specifications.

Example of T-Bar Specifications

Department: Sheriff Department
Item: Nikon F5 camera body and lenses or equal
Specification/Requisition No. 560375

Bidder shall complete the right hand column of the specification page(s) and return with their bid. Bidder shall indicate "As Specified" for each grouping, if bidder's offer is the same as the stated specifications. Bidder must state the deviations or exceptions. Literature alone does not satisfy this requirement. Failure to comply with these instructions may result in rejection of the bid.

Department Specifications	Bidder Specifications
<u>Camera Body and Lenses-Nikon or equal</u> Quantities as follows: 75 EA F5 camera bodies 35 EA 35-70mm f2.8 AFD Nikkor zoom 30 EA 80-200mm f2.8 AFD-S Nikkor	
<u>F5 Body</u> Single Lens Reflex-Autofocus camera Building in motor drive-8 frames/second Matrix, spot and center weighted metering Automatic film loading and rewinding Built to withstand 150,000 exposures Accepts all current and old Nikkor lenses Black finish Carrying strap 2 years Nikon USA Warranty	
<u>35-70mm f2.8 AFD Nikkor zoom</u> Autofocus Minimum focus 24 inches in macro mode 62mm filter size Lens shade 5 years Nikon USA Warranty	

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80-200mm f2.8 AFD-S Nikkor

Autofocus
Built in silent motor
Built in tripod mount and shade
5 years Nikon USA warranty