



SAN DIEGO COMMUNITY COLLEGE DISTRICT

Administrative Procedure

CHAPTER 6 – BUSINESS AND FINANCIAL SERVICES

AP 6330.4 Developing Bid Specifications

Office of Primary Responsibility:

Vice Chancellor of Business Services
Director of Purchasing and Contract Services

The purpose of this procedure is to assist District personnel in the development of bid specifications, which will give a clear, complete description of the materials or services desired, and will set forth what the District expects from the bidder.

It is applicable to all District personnel who are involved with and authorized to procure materials and services, which are subject to the Formal Advertised Bid.

FUNCTIONS

1. The Public Contract Code requires that the District go to bid for materials and services that are expected to equal, or exceed, the dollar level at which Formal Advertised Bids are mandatory.
2. Formal Advertised Bids consist of several sections which may be prepared separately and when assembled, become the Bid Package.
3. "Bid Specifications" is the section that describes requirements such as the quality and quantity required, the functions to be performed, and when and where the material or service is to be delivered.

IMPLEMENTATION

The Vice Chancellor or his/her designee(s) shall be responsible for researching, coordinating, writing and approving Formal Advertised Bid specifications as follows:

1. The responsible buyer confers with the appropriate division, office, person, etc., to accomplish the following:
 - a. Determine the intended purpose and the level of quality that should meet the needs of the using party.
 - b. Develop specifications that are consistent with the needs and purpose of the end-user.

- c. Determine the date the material or service will be required.
 - d. Ascertain the location where the material or service will be delivered.
 - e. Ascertain the quantity of the product or service to be procured.
 - f. Ascertain the warranty period.
2. The responsible buyer documents the desired characteristics agreed on between Purchasing and Contract Services and the requesting department. If any unresolved issues persist, these will be referred to the Purchasing and Contract Services Director for final decision.
 3. The responsible buyer organizes and prepares a standardized format, which will make the implementation clear to the bidders as to what is desired. Specifications will vary, but when applicable, the following should be included:
 - a. Date required.
 - b. Delivery location.
 - c. Quantity needed.
 - d. Indicate special operating features required, which are to be incorporated into the design of the article.
 - e. Specify the accessories or attachments needed.
 - f. Explain any critical dimensions or capacities such as space limitations or use requirements. These characteristics might include, but are not limited to:
 - Doorway dimensions for delivery.
 - Clearances around equipment for maintenance and repairs.
 - Safety requirements, e.g., vapor removal, fire prevention, special air conditioning requirements, etc.
 - g. State the degree of compatibility required, and be prepared to justify the necessity for such.
 - h. Specify minimum standards required. Brand names and models are to be used for reference only, and without intention to restrict competition.
 - i. Warranty period.
 4. Final approval of the specifications must ensure that sufficient detail is given to eliminate misunderstanding of what is desired, yet broad enough to encourage competition.

References: BP 6330
California Public Contract Code (applicable codes: 20107, 20111, and 20651)

Supersedes: 8530 8530.2.1, 4/8/86, 7/1/01

Approved by Chancellor:

Date

Constance M. Carroll, Ph.D.

Reviewed by Cabinet on 9-22-09 and approved by concurrence.