

Non-salaried Expenditures**QUANTITY PURCHASING--DEVELOPMENT OF SPECIFICATIONS, DETERMINATION OF QUANTITIES AND STANDARDIZATION OF SUPPLIES AND EQUIPMENT**

- I. To help achieve both quality control and the price advantages of quantity purchasing, the administration is directed to:
 - A. Set specifications for goods and services as needed;
 - B. Cite several existing, commercially available "standard brands" that meet those specifications acceptably as examples; and
 - C. Invite vendors to bid on those examples, or equal ones, which the vendors believe to be acceptable according to the specifications.
- II. All bid quantities and specifications shall be transmitted to the Division of Procurement Management by the originating department, in writing. The originating department shall also certify to the Division of Procurement Management, in writing, that the specifications for an existing bid (to be rebid) are still appropriate before issuance of the bid. If the specifications are originated by the Division of Procurement Management, it shall follow similar certification procedures. The Division of Procurement Management shall not in any instance, obtain information from vendors regarding activity or quantity experience on earlier or related bids, or change written bid quantities or specifications.
- III. All increases to quantities specified in an existing term bid requiring a supplemental bid award shall be requested in writing by the originating department, countersigned by an administrator reporting directly to the Superintendent identifying the reason why the increase in quantities was unavoidable. If an adequate reason cannot be identified, then the corrective action to be taken by the originating department to prevent a future underestimate of quantities shall be described. A similar procedure will be followed for term bids originated by the Division of Procurement Management.
- IV. All changes to specifications for an existing bid (to be rebid) or similar bid shall be identified in writing, including the reason for the change, by the originating department or the Division of Procurement Management, if originator.

- V. The Executive Director, Division of Procurement Management, shall initiate procedures to assure the identification of specifications which appear to limit the bidding process to a single vendor. In the event that the Executive Director has identified such a set of specifications, the originating department shall be required to justify in writing, those specifications which appear to favor a single vendor. This documentation shall be countersigned by an administrator reporting directly to the Superintendent.

- VI. In the event that the documentation described in Items II-V is not received by the Division of Procurement Management in a timely fashion, the supplemental bid award shall not be recommended, the bid shall not be issued, or the bid rejection shall be withdrawn until the documentation is received.

Specific Authority: 230.22(2) F.S.

Law Implemented, Interpreted, or Made Specific: 237.02 F.S.

History: THE SCHOOL BOARD OF DADE COUNTY, FLORIDA

Repromulgated: 12-11-74

Amended: 8-19-87