

PURCHASING FORMS MANUAL

Subject: Bidding and Requests for Information – Suggested Content

Section: 7.05A

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The purpose of developing bid specifications is to explain what the bidder is expected to do, how the bidder is directed to perform, and where and when contract performance must take place. The following are suggested sections of the scope of work should be addressed:

Introduction and general information: Purpose or objective, history and background, contact persons, bidding method (i.e., competitive sealed bidding) pre-proposal conference, bidder qualifications, and calendar of events.

Task description or Specifications: The work to be done by the bidder.

Constraints on the bidder: Work site conditions, laws & policies, or local security control systems.

Bidder personnel requirements: Qualifications of key personnel, employee identification, uniforms, and additional responsibilities.

University responsibilities: What the university will do or provide to the bidder.

Evaluation of bidder performance: Identify performance standards, which must be met for the bidder to be considered in compliance.

Reporting requirements and procedures: Written reports if any will be required during the contract term, how many copies, and where they are to be delivered.

Special conditions: Contract extension and renewal; special payment procedures, bonds, or insurance required.