



Requirements of a Complete Equipment Specification

Equipment specifications must describe what is being requested in sufficient detail so vendors can understand what is needed and to ensure that responsive quotes, bids, or proposals can be priced and compared in a fair manner.

Detailed specifications must include the following:

- Equipment Size/ Dimensions (minimums/maximums or a specific size/shape if required)
- Equipment Weight (minimums/maximums)
- Equipment Quantity
- Quality and Performance Requirements
- Color Requirements
- Delivery Deadline
- Delivery Manner (on the truck, *off* the truck, and prior notification requirements)
- Performance Measures (power, GVRW, run time, etc.)
- Critical Spare Parts
- Type of Tow Hitch and Electrical Pin Connection
- Warranty Terms
- Installation Services
- Trainings
- Registration/ Insurance Paperwork (Certificate of Origin, RMV1 Form, etc.)
- Other Important Equipment Documentation (owner's manual, warranty documentation, technical drawings, etc.)

PLEASE NOTE:

- Equipment specifications are final once quotes, bids, or proposals have been received and opened. However, the quantity of the items identified in the specifications can be increased as long as the cost of the increase does not exceed 25% of the original contract price.
 - If something is not included in the specifications, the vendor cannot be required to provide it.
 - Equipment cannot be swapped out for other pieces or types of equipment.
- Bids must be rejected if the submitting vendor does not meet all parts of the specification. No element of the specifications can be waived.
- Specifications must promote fair and open competition and must not limit competition to specific manufacturers in an effort to avoid project delays as the result of bid protests.
- The naming of specific manufacturers/products in a specification should be avoided whenever possible. If a specification does include a specific manufacturer/product any other product that meets the following requirements must also be accepted if:
 - It is at least equal in quality, durability, appearance, strength and design;
 - It will perform at least equally the function imposed by the general design for the use intended; and
 - It conforms substantially to the requirements of the specifications with only minor deviations immaterial to the requirements of the two conditions above.