BARLD Requisition and Specification Procedures for Purchases over $500.00

Requisitioning is the process of formally requesting that a purchase be made. This is the first step in the purchasing process after the need for a good or service is recognized. Requisitions are required for all purchases that exceed $500.00 in value.

A. Types of Requisitions

- Routine – for all normal purchasing transactions requiring a requisition. These requisitions will be processed in a routine manner.
- Expedited – for items that are needed sooner than the normal purchasing process would be able to get them. The purchasing process must be expedited in order to prevent work stoppage or loss of the Library's money. Expedited purchases are subject to all applicable bidding requirements.

B. Preparing the Requisition

The Library Director originates the requisition. Preparation must be completed by the Library Director far enough in advance to allow processing of the purchase by both the Library and the vendor. This includes the following steps:

- Advertising for bids

- Obtaining bids/quotes

- Processing bids

- Allowing delivery of goods and services

The requisition should contain the following information:

- Date of Requisition
- Name of person originating requisition
- Date required
- Quantity required
- Description of item required
- Purpose
- Signature of Library Director
- Budget certification
- Estimated cost
- Delivery destination

C. Routing the Requisition

After preparing the requisition, it must be routed to the following individuals:

- The Library Director must affirm and document in the requisition that there is sufficient line item budgeted funds for the purchase.
- The Library Director will sign the requisition requesting approval of the purchase.
- A Trustee will approve requisitions over $500.00 only if there is sufficient line item budgeted funds available for the purchase and it is within the schedule of authorization.
- The requisition will be processed in accordance with paragraph 2.4.

D.   Processing the Requisition

Once the Trustee has approved a requisition over $500.00, the Library Director will be responsible for the following:

- Check the requisition for completeness
- Check computations for accuracy
- Verify contract provisions, if an existing contract exists

SPECIFICATIONS

A specification is a concise description of a good or service the Library seeks to buy and the requirement the vendor must meet in order to be considered for award of the good or service. The specification is the total description of the purchase.

The purpose of any specification is to provide purchasing personnel with clear guidelines to purchasing and provide vendors with firm criteria of minimum product or service acceptability. A good specification meets the following criteria:

- It sets the minimum acceptability of the good or service.

- It should promote competitive bidding.

- It should contain provision(s) for reasonable tests and inspections for acceptability of the good or service.

- It should provide an equitable award to the lowest responsible bidder.

A.   Preparation of Specifications

The originator will prepare specifications. The final acceptance of specifications rests with the Library Director or the Board of Trustees based on the schedule of authorizations. Before specifications are written, it is a good idea to first try to obtain existing specifications from other government entities. This may save time as well as generating new ideas. Other sources of specifications include

- Other local libraries

- The State government

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- The Federal government

- Professional Associations

B.   Types of Specifications

There are a number of specification types that are commonly used. A single specification may be a combination of two or more of these types:

Design Specifications – detailed description of a good or service, including such things   as details of construction or production, dimensions, chemical composition, physical properties, materials, ingredients and all other items needed by the provider to produce an   item of minimum acceptability. Design specifications are usually required for   construction projects and custom produced items.

Performance Specifications – lists a good or service by brand name, model and other identifying specifics. Since this type of specification discourages competition, it should not be used unless it is the only item that will satisfy the Library's requirement. This type of specification is commonly used for replacement parts where only the brand name item will work. Remember, you may be called upon to justify why another brand name   would not work, so exercise caution in using this type of specification.

Qualified Products List – based on a list of products, identified by manufacturer's name and model numbers, which are the only items acceptable. These are used when quality is such a critical factor and testing so lengthy and expensive that the Library wants to stay with proven products.

Standard Specification – a single specification for one or more goods/services that are ordered on a recurring basis and that have the same general purpose. The same specification is used each time an order is placed or bids are advertised. Examples are office supplies, paper, janitorial supplies, and copier service contracts.

C.   Sample Specification Format

1.0   Scope and Intent
    1.1   Scope: Explain title and summarize the applicable sections of the specification.
    1.2   Intent: State the use of the item.
2.0   Definitions and Applicable Document
    2.1   Definitions: Define technical and critical terms where necessary.
    2.2   Applicable Documents: List and reference all documents referred to in the specification, including title, edition number, and year of publication and originating organization.
3.0   Requirements

3.1   Performance requirements and characteristics: List all functional needs and performance requirements. Include work related needs that the item must achieve.

3.2   Design feature and requirements: List all design requirements, including materials, manufacturing standards, dimensions and workmanship requirements.

3.3   Other Requirements: List any other requirements not covered in the first two sections.

4.0   Quality Assurance

4.1   Test Requirements: List any testing requirements including sampling, inspection, lab certifications and other requirements.

4.2   Remedies and Penalties: List all remedies available to the Library for non-compliance with specifications.