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# SCOPE OF PROJECT/SPECIFICATIONS OF PRODUCT OR SERVICE

## Purpose

[Introduce the required good or service and describe its end use. Provide a brief background of any information that is important to understand in order to provide the good or service. What is needed to know in order to make understanding of the required good or service more complete? Overview of need and desired outcomes. Include any constraints or issues you foresee happening. i.e.: Product requires inside delivery and must be provided in 50 gallon drums, etc… . Define the required or desired turnaround times after receipt of order (ARO). ]

The City of Roswell is seeking quotes from qualified suppliers to provide and deliver the following Water Treatment Chemicals: (1)Sodium Hypochlorite 12.5%, (2)Hydrofluorosilicic Acid, and (3)Sodium Permanganate on an as needed, unit price basis for up to three years (including initial term and annual auto-renewals). Preference may be given to suppliers who can provide delivery within 3 business days of order. Chemicals must be pumped by chemical vendor into bulk storage tank. Water Treatment Plant staff are prohibited from coming in contact with chemical. The City of Roswell reserves the right to award items separately.

## Background

[Briefly describe the project and relationship to your program mission. Clear statement of why the project was undertaken. Describe how the project ‘came to be.’ Proved in more detail, any information that is important to understand in order to accomplish the project.

The purpose of this Scope of Work is to detail the tasks and responsibilities and provide an overall understanding of the services to be provided.

Explain why your agency requires the services:]

The City of Roswell’s Water Treatment Plant is a 6,620-square-foot facility that provides water to approximately 5,500 customers in the city. The facility is located at 100 Frank Lewis Drive. The plant can produce 3.3 million gallons per day. The current supply contract with [insert incumbent contractor] is expiring and the City of Roswell is seeking competitive quotes to provide the required chemicals. Recent Invoices [unless proprietary] have been provided to provide the current use amounts and price currently paid.

## Point of Contact for City of Roswell

The successful Offeror will work with [insert Project Manager or day-to-day contact] to fulfill the requirement. Successful Offerors agree to take direction from the point of contact and to make all related documentation available upon request. The identified point of contact shall have sole discretion as to the acceptability of all items and/or work.

## No limit to competition

No specification implied or expressed is intended to limit competition. The specifications below are intended as a guide for the goods and services on which vendors are to submit a quote. These requirements and other specifications are not designed to prevent any vendor from submitting a quote. All supplies/equipment/services must comply with the requirements within the provided and/or generally acceptable range.

## Scope of Work and Specification Overview

[General description of the project. What do you hope to accomplish? What are your overall goals and objectives (provide a bulleted tiered listing), materials needed to perform as known at this time. Objective should provide an overview of the tasks to be completed with this project.]

### [Quote process]Provide as much information as possible/practicable regarding your need.]

The City is seeking Multi-Year (3 year) Firm Fixed Price contract(s) with economic price adjustments [OR The City is seeking a one-year Firm Fixed Price contract] for the purchase and delivery of water treatment plan chemicals as described in this document.

### Experience and Qualifications

[Insert any required elements…i.e. if delivery is of a dangerous chemical there may be special licensing or if the work has an electrical component a state electrician license may be required…you may also want to limit to those suppliers with x# of similar projects completed, etc…do not unduly limit competition.] The supplier must have \_\_\_\_\_\_\_\_\_\_\_\_ Certifications and backgrounds in \_\_\_\_\_\_\_\_\_ and \_\_\_\_\_\_\_\_\_\_\_\_\_. More specifically, we want Experience and Certifications that fit with the overall project plan (put together by the proposer), and that, in the opinion of the proposer, pull together the best set of skills to accomplish the overall goals of the project.

### Specifications

#### Purpose

#### Size

#### Composition

#### Quantity and Packaging

#### Make and Model

#### Plans

#### Performance Parameters

#### Required Submittals

#### Codes / Standards

#### Installation Requirements

#### Operating Requirements

#### Quality Assurance

#### Delivery/Shipping

The City of Roswell will initiate orders via [email, phone, etc…] to supplier provided contact. Product must be supplied within the after receipt of order (ARO) time provided in the supplier quote.

#### Special Terms / Conditions not in PO

### Scope of Work Attachments

[Use if other documents need to be incorporated into specification] List of relevant documents:

1. Most recent previous invoices
2. Safety Data Sheets for Current Chemicals
3. [Other Documents]

***Instructions For Use***

A specification is any type of description that characterizes the item desired. The most important objective of a purchase specification is to provide a basis for obtaining a product or service that will:

* satisfy a particular need,
* at an economical cost (which could include life cycle or best value requirements)
* at minimum (or range) acceptable standards, and
* provide the basis for comparing competing offers.
* must not unduly restrict competition

Purchasing has the responsibility for ensuring the competitiveness and suitability of purchase specifications, but it does not initiate or prepare specifications. Expertise related to exact needs resides in the user departments and personnel. The development of specifications should be a joint effort between Procurement Services and the requesting department.

Specifications are a precise description of the physical or functional characteristics of a product, good or construction item; a description of goods and/or services. A description of what the purchaser seeks to buy and what a bidder must be responsive to in order to be considered for award of a contract. Specifications generally fall under the following categories: design, performance, combination (design and performance), brand name or approved equal, qualified products list and samples. Specifications may also be known as a “purchasing description”.

A most common cause for delays in the procurement of goods and/or services is due to incomplete presentation of specifications. Thorough and complete descriptions will assist with the procurement cycle.

**Tips to Developing Specifications**

1. Include a brief description of the item or service and its purpose.
2. Describe fully or reference an approved brand name (check with your Purchasing staff).
3. Describe your need without use of confusing abbreviations or acronyms (unless industry standard).
4. List all standards used and referenced within the specification such as American National Standards Institute (ANSI), State of Georgia / City / Department prior specifications, etc.
5. Specify dimensions, class or type, color, size, material, quality level, etc. including functional or performance characteristics.
6. Define supplier deliverables/responsibilities and the City’s expected responsibilities (if any).

**Worksheet**

Below is an easy to follow worksheet that gives you preparation guidelines. If you have any questions about the form or any related matter, please contact your purchasing representative.

**SPECIFICATION DEVELOPMENT WORKSHEET**

Other Government Contracts

Can the item or service be found on State Wide Contracts, Government consortiums, or in inventory? If the answer to this question is “yes” please confer with Purchasing about making the purchase. There are limitations regarding use of other government contracts – as well as times when those contracts do not represent best value (i.e. when we can obtain best value in the open market – most often for larger procurements). If the answer is “no” please proceed to develop an open market purchase request.

Open Market Purchase

1. Purpose – What is the intended use; will you consider alternatives meeting all specifications
2. Size - dimensions, weight, volume, shape, etc. ENSURE THAT YOU CAN STORE AND MAINTAIN WHAT YOU PURCHASE.
3. Composition – material (plastic, aluminum, steel, etc.), chemical formulation, strength, color, finish, weight
4. Quantity & Packaging (e.g., 52 packages per carton or 12 bottles per case)
5. Make and Model (as applicable) - Provide a satisfactory make, model and part number, if known. List all necessary features and do not list unnecessary ones. This information will be used to determine "equal" makes, models and part numbers;
6. Plans – Attach plans, blueprints, drawings, schematics or photographs
7. Performance Parameters – is the item electrical, gas powered, etc.
8. Contractor Submittals – e.g., cut sheets, MSDS, operating instructions, training manual, etc.
9. Applicable Codes, Specifications or Standards
10. Installation Requirements
11. Operating Requirements
12. Quality Assurance: Provide the conditions under which the City will inspect or test the purchase and what constitutes rejection.
13. Delivery/Shipping Requirements
14. Special Terms & Conditions (Will Insurance and / or E-Verify be necessary?)
15. Special Instructions to Purchasing (If exceeding $25,000