

Guidelines for Writing Effective Bid Specifications

1. Introduction

Specifications must be provided via email to the USA Purchasing Manager in either Microsoft Word or Excel format for all non-Public Works projects. Included with your bid request should be any applicable pictures, diagrams, and/or illustration as well as a list of potential bidders (include company name and email address) you would like to directly solicit.

2.

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7.4 Sampling, Inspection, and Test Procedures

8. Checking Your Specifications