



PINAL COUNTY  
PROCUREMENT CODE

ARTICLE 4 -SPECIFICATIONS

PC1-401 DUTIES OF THE DIRECTOR

The director should establish guidelines governing the preparation, maintenance and content of specifications for materials and services; and in the case of construction, the construction agency should establish guidelines governing the preparation, maintenance and content of specifications for construction required by Pinal County. The director shall prepare, issue, revise, maintain and monitor the use of specifications for materials and services required by Pinal County. The construction agency shall prepare, issue, revise, maintain and monitor the use of specifications required by Pinal County.

PC1-402 PREPARATION OF SPECIFICATIONS

- A. Procurement officers shall ensure specifications used support maximum practical competition.
- B. Procurement officers may contract for the preparation of specifications with persons other than county personnel.
- C. Notwithstanding the provisions of this article, the director retains the authority to prepare, issue, revise, and monitor all specifications for materials and services; and in the case of construction, the Public Works Director retains the authority to prepare, issue, revise, and monitor all specifications for construction.
- D. If a mandatory specification has been designated by the director for a particular material, service, or construction item, it shall be used unless the director or the Public Works Director for construction makes a written determination that its use is advantageous to the County and that another specification may be used.

PC1-403 UTILIIZATION OF SPECIFICATIONS

Procurement officers may use any type of specification that describes the procurement requirement and promotes competition, except that the procurement officer shall not use proprietary or restrictive specifications without the prior written approval of the director.

PC1-404

DETERMINATION FOR USE OF BRAND NAME SPECIFICATIONS

- A. The director may authorize the use of a brand name only specification if the director makes a written determination that only the identified brand name item will satisfy the county's need.
- B. Procurement officers shall, to the extent practicable, identify sources from which the designated brand name item can be obtained and shall solicit such sources to achieve the maximum practical competition.