

LIMITING OF COMPETITIVE BIDDING
(Revised 1/08)

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Purchase estimates containing references to brand or trade name or other specifications which have the effect of limiting bidding to one bidder and/or one brand or trade name must be accompanied by a statement fully explaining why the product specified is necessary for the successful carrying out of the ordering agencies' services and functions. This statement shall include at least the following:

- The unique performance factors of the product specified.
- Why are these specific factors required?
- What other products have been examined and rejected and why?

Purchase estimates submitted without adequate information in support of limiting competitive bidding will be returned to the originating agency. Acceptance of a purchase estimate and the purchase of the specified product will indicate Office of Procurement, Department of General Services, agreement with the ordering agency in conformance with Public Contract Code Section 10301.