

WHO SHOULD DEVELOP JOB SPECIFICATIONS?

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Board members continually ask their manager to write specifications for areas outside of the manager's expertise. If members of the board do not have the expertise to write specifications for a job to be done, what makes them think that the manager can adequately write specifications for a sophisticated job?

Why would a manager want to take on that liability if they are not licensed nor have the expertise in that field? A Manager could write the specifications for a management RFP, but others? Is it worth the serious liability to try to make your client happy? I don't think so.

In most industries, the manufacturer of the product will help you write specifications for their product. This includes the roofing material suppliers, paint manufacturers, and many more. For asphalt go to your City or County Public Works Department who can help with specifications in your climate. A Landscape Architect can help with specifications for landscaping issues while an Arborist can help you with your tree care and trimming specifications.

To give you an example, Dunn Edwards Paints, Kelly Moore Paints or Sherwin Williams Paints (there are others, but these are the ones that I used to work with) will come out to your property, look at what needs to be done before the paint is applied and will then write specifications from which the painting contractors can submit bids. If you use their paint, they will also come out and inspect afterwards to make sure that the job was applied according to the specifications. They will make sure that the paint wasn't thinned and all of the pre-work had been completed correctly, etc.

When you don't write the specifications for any job, the bidding parties will give you what they want to give you versus what you may need on this individual property. Even if you have to pay someone to write the specification, in the long run the Association will be better served.

With the requirement in Nevada to have sealed bids, prepared RFP's are now more than ever critical to ensure that the bidding parties know that the manager can no longer look at the bids to ensure that they covered all of the areas required. Bidding parties will need to follow the RFP process closely to eliminate delays and errors.