

Equipment Specification Writing



Staff Shortages Could Break Budgets and Leave Critical Work Undone

PROBLEM

Salem District VDOT needed to build and submit a budget to acquire much needed equipment but lacked the expert staff needed to develop specifications. The upcoming fiscal year budget deadline was fast approaching so quickly building and justifying a budget was of the essence. Not obtaining critical funding would prevent Salem VDOT from being able to address the work that was needed to keep assets maintained and the public traveling smoothly and safely.

SOLUTION

PILLAR was able to evaluate gaps and provide specifications and recommendations to Salem District Maintenance Operations Manager to submit budget requirements in a timely manner. Using their expertise, PILLAR came in under budget on this assignment.

APPROACH

PILLAR used its maintenance and equipment expertise to supplement and assist the District Fleet Operations Manager in providing certain maintenance equipment specifications in the state's prescribed format for procurement within the coming fiscal year. These items were specific and were not already in the state's library of equipment specifications and included:

- grapple bucket for a John Deere Tractor
- skid steer landscape rake for a Bobcat
- tractor snow blower for a John Deere Tractor
- flex hitch and half bat mower for tractor

The district did not have sufficient staff to generate the specifications and could not wait on Central Office's timeline to develop them.

PILLAR reviewed District requests, conducted research to determine if requested equipment was available as an off-the-shelf product from one or more sources. Next, our experts evaluated specifications of various manufacturers and recommend models best suited for the Salem District's needs. Finally, we drafted specifications that included detailed descriptions of the product's minimum necessary requirements meet the goals of the end user. All specifications were written to comply with the needs of high-quality products while also providing competition among equipment manufacturers and/or suppliers whenever possible.