



TEXAS TECH UNIVERSITY™

## Operating Policy and Procedure

### **OP 72.01: Equipment Purchases Requiring Building and/or Building System Modification**

**DATE:** August 2, 2019

**PURPOSE:** The purpose of this Operating Policy/Procedure (OP) is to outline the procedures and coordination to be followed before the purchase of equipment that will require special building and/or building system modifications and/or additions prior to installation.

**REVIEW:** This OP will be reviewed in June of odd-numbered years by the Chief Procurement Officer and the Assistant Vice President for Operations with substantive revisions forwarded to the Vice President for Administration & Finance and Chief Financial Officer.

## **POLICY/PROCEDURE**

### **Definition**

Procurement (Procure): Purchasing, renting, leasing, or otherwise acquiring any goods and services, including all functions that pertain to the acquisition through contract close-out.

### **General**

1. This OP shall apply to the procurement of equipment from all sources of funds, which will require modification of the building or building systems in which the equipment is to be installed or located. The special requirements of the equipment to be installed include, but are not limited to:
  - a. Special electrical circuits other than the normal 120 V plug-in
  - b. Minimum and maximum conditioning of room temperatures
  - c. Ventilation changes to the room
  - d. Non-portable equipment requiring installation
  - e. Voltage regulation or power conditioning
  - f. Water connections for internal cooling
  - g. Any modification or equipment that will significantly alter the KW load or electrical demand profile of the building
2. All equipment requests or purchase requisitions that will require special building modification

requirements prior to installation must be reviewed and coordinated with Building Maintenance and Construction (BMC) prior to approval of the purchase order.

### 3. Procedures

- a. A *Project Request* must be submitted in accordance with [OP 61.28, Construction Projects Costing Less than \\$1 Million and Renovation Projects Costing Less than \\$2 Million](#) to obtain a cost estimate for the building modifications. Online requests can be made at <http://www.depts.ttu.edu/operations/> using the “Project/Work Order Request” link. Please contact BMC Work Control at 806.742.4677 for assistance. This must be accomplished prior to the submission of a *Purchase Requisition* in TechBuy ([techbuy.ttu.edu](http://techbuy.ttu.edu)) for the procurement of the equipment.
- b. BMC, in coordination with Operations Division Engineering Services, will perform the necessary engineering evaluation and design and provide a cost estimate. The estimate will be returned to the requisitioning department using the *CR Approval/Disapproval* form (see attachment). The estimate must be reviewed and the funding source(s) for the work identified prior to ordering equipment. After identification of the funding source(s) and account manager approval (if required), the *CR Approval/Disapproval* form will be returned to BMC. This will begin the material requisitioning for the support requirements.
- c. The requisitioning department will then submit a *Requisition* in TechBuy, with the copy of the CR and the approved cost estimate form attached to the requisition. The requisition for the procurement of the equipment must comply with [OP 72.09, Procurement of Goods or Services](#).

[Attachment: Customer Project Request \(CR\) Approval/Disapproval Example](#)