

DOING BUSINESS WITH TEXAS TECH UNIVERSITY

RESPONSIBILITY

The Procurement Services Division is responsible for the acquisition and payment of all supplies, materials, equipment, and/or services for Texas Tech University. Texas Tech University assumes no liability for payment of obligations except those incurred accordingly.

POLICY

Policies of the Texas Tech University Board of Regents, the State of Texas Comptroller, and Texas Tech University Operating Procedures govern the procurement policies of Texas Tech University. In addition, since the University is a recipient of federal funds, these policies may apply as well.

HISTORICALLY UNDERUTILIZED BUSINESS (HUB) PROGRAM

Texas Tech University implemented a Historically Underutilized Business (HUB) Program. The program was developed to encourage full participation of HUB businesses in all phases of its procurement activities and to afford them a full and fair opportunity to compete for Texas Tech University business.

Texas Tech University's HUB Program seeks to identify historically underutilized businesses and to provide assistance to vendors on how to participate in the competitive bid/proposal processes for goods and services needed by Texas Tech University with the objective of increasing business opportunities and to stimulate economic growth. The Procurement Services Division assures that qualified, certified HUB vendors are considered and utilized in the procurement of goods and services.

To be eligible for participation in our HUB Program, vendors must first qualify as a historically underutilized business and be certified by the Texas Comptroller's Office. The Procurement Assistance Center, a non-profit organization funded jointly by the federal government and Texas Tech University, can assist businesses in the certification process. Business owners can contact the Procurement Assistance Center at 806-745-3973 or by email at pac@nwtsbdc.org

A Historically Underutilized Business (HUB) is a legal entity that is structured in one of the following manners:

1. A corporation formed for the purpose of making a profit in which at least 51 percent of all classes of the shares of stock or other equitable securities are owned by one or more persons who:
 - a. have been historically underutilized (socially disadvantaged) because of their identification as members of certain groups, including but not limited to : Black Americans, Hispanic Americans, American Women, Asian Pacific Americans, and Native Americans; and
 - b. have a proportionate interest and demonstrate active participation in the control, operation, and management of the corporation's affairs.
2. A sole proprietorship created for the purpose of making a profit that is 100 percent owned, operated, and controlled by a person described by paragraph (1)(a) of this section.
3. A partnership formed for the purpose of making a profit in which at least 51 percent of the assets and interest in the partnership is owned by one or more persons who:
 - a. are described by Paragraph (1)(a) of this subdivision; and

- b. have a proportionate interest and demonstrate active participation in the control, operation, and management of the partnership's affairs.

GENERAL PURCHASING PROCEDURES

Only the Director of Procurement Services or designee can commit Texas Tech University for the purchase of goods and services. The University requires either a purchase order or a University issued credit card (p-card) to place an order for goods or services. The University will not be liable for any payments for goods and services where a purchase order or pcard was not obtained by the vendor.

Small Purchases* (for individual, one-time purchases up to \$5,000 or similar purchases from the same vendor totaling \$5,000 per fiscal year [September 1—August 31])

Small purchases may be made on the open market and do not require formal bids or quotes. However, departments are encouraged to request informal oral or written quotes. It is important for vendors to note, though, as explained in the PO Terms and Conditions section that unless the requesting department is using a university p-card, a formal purchase order is required prior to shipment and receipt of the goods. Purchase orders should be clear and concise in order to avoid misunderstandings, and standing or blanket purchase orders are encouraged when multiple purchases are anticipated. When the PO is completed by the Purchasing and Contracting Department, it will be sent to the vendor via email, fax or USPS. Standing and blanket orders are not automatically sent but are available upon request. This is to avoid confusion for the vendor.

Large Purchases* (for individual, one-time purchases or similar purchases from the same vendor totaling between \$5,001 and \$25,000 per fiscal year [September 1—August 31])

Departments must obtain at least three quotes for orders between \$5,001 and \$25,000. Two of the three quotes must be from HUB vendors. The PO will be awarded to the most responsible vendor providing the best value to the university. Again, a formal PO is the required documentation for the transaction. A vendor should not assume s/he has been awarded a job and must not begin work on the order until s/he receives a copy of the PO from Purchasing and Contracting. Standing or blanket POs are encouraged when multiple purchases are expected throughout the fiscal year.

****Freight costs must be included in all dollar limits listed above. Failure to do so could be considered splitting an order to avoid bid limits and a violation of State law and University policy.***

Formal Solicitations (for individual, one-time purchases or similar purchases from the same vendor totaling more than \$25,001 per fiscal year [September 1—August 31])

All purchases of \$25,001 or more require a formal solicitation process, with a few exceptions, such as for [exempt](#), [emergency](#), or [proprietary](#) (sole source) purchases. An Invitation for Bids (IFB), Request for Proposal (RFP), or Request for Qualifications (RFQ) will normally be issued as part of the formal solicitation process.

CENTRALIZED MASTER BIDDERS LIST (CMBL)

The Texas State Comptroller's Office maintains the State of Texas' Centralized Master Bidders List (CMBL). The CMBL consists of statewide bidders, Historically Underutilized Businesses (HUBs) and Qualified Information System Vendors (QISVs). Texas Tech University uses the CMBL to make purchases or other acquisitions for which competitive bidding or competitive sealed proposals are required. For further information regarding the CMBL, refer to <http://www.window.state.tx.us/procurement/prog/cmb/>

No other bid lists are maintained by Texas Tech. Vendors are encouraged to register for the University's online bidding system, TechBid, at techbid.ttu.edu. When vendors register with this site, they will be notified of all relevant procurement opportunities.

BID/PROPOSAL OPENINGS

Bid/Proposal openings are held in the Purchasing and Contracting Department, Drane Hall, as noted on the Invitation for Bid/Request for Proposal. Bidders/Proposers are invited to attend. See Techbid.ttu.edu for information on any bid or RFP.

VENDOR PERFORMANCE

When a purchase order is issued, the vendor is expected to faithfully execute the order in accordance with specifications, terms, conditions, and delivery time under which the order was accepted.

INSURANCE REQUIREMENTS

Vendors may not enter University property unless they are insured in compliance with the University's established requirements:

- Vendors making deliveries on campus are required to have Comprehensive Automobile Liability Insurance in the amount of \$1,000,000 combined single limit.
- Vendors providing services on premises are also required to have Employer's Liability coverage in the amount of \$1,000,000; Commercial General Liability insurance, including coverage for products and completed operations, in the amount of \$1,000,000 per occurrence and \$1,000,000 annual aggregate; and Workers Compensation insurance, if applicable.
- *Note: An umbrella policy may be used to reach required limits.*

A vendor may also be expected to obtain additional policies required for specific bids or proposals; i.e., construction projects. Insurance requirements should be defined in any procurement document.

Vendors will provide Purchasing and Contracting with certificates of insurance documenting current coverage prior to the effective date of any purchase order or agreement. Insurance certificates can be emailed to techbuy.purchasing@ttu.edu.

INVOICES

Please submit invoices for all billings to Texas Tech University Payment Services Department, Box 41094, Lubbock, Texas 79409-1094 or by e-mail vendor.invoices@ttu.edu. All invoices must cite the official eight (8) digit purchase order number. Failure to submit invoices in accordance with these instructions will result in payment being rejected.

If you have questions about the status of an invoice, contact Payment Services at accounts.payable@ttu.edu or 806-742-3260. Be sure that you have the invoice and PO number readily available so that they can assist you properly.

Please note: Texas Tech University claims an exemption from taxes under Section 151.309 or Section 151.310 of the Vernon's Tax Code, for purchases of tangible personal property, as this property is being secured for the exclusive use of the State of Texas. An exemption certificate will be furnished upon request by contacting techbuy.purchasing@ttu.edu or calling 806-742-2875.

PAYMENTS TO VENDORS

Texas Tech University requires any vendor who receives more than ten (10) checks in any year to be enrolled in direct deposit.

- For existing vendors in the Texas Tech procurement system, you may fill out the direct deposit form <http://www.depts.ttu.edu/afism/AFISMFormRepository/ProcurementDept/Vendors/direct%20deposit%20existing%20vendor.pdf>.
- For new vendors, prepare the combined W-9/direct deposit form <http://www.depts.ttu.edu/afism/AFISMFormRepository/ProcurementDept/Vendors/new%20vendor%20setup.pdf>.

The prepared forms should be emailed to vendor.services@ttu.edu or faxed or mailed to Procurement Services at 806-742-3820 or Box 41094, Lubbock, Texas 79409-1094.

STATE SALES TAX EXEMPTION

Texas Tech University claims an exemption from taxes under Section 151.309 or Section 151.310 of the Vernon's Tax Code, for purchases of tangible personal property, as this property is being secured for the exclusive use of the State of Texas. An exemption certificate will be furnished upon request or the vendor can access our template tax exempt letter at <http://www.depts.ttu.edu/afism/AFISMFormRepository/ProcurementDept/PurchasingAndContracting/credit-tax%20exempt%20letter.pdf>.

DELIVERIES

The PO will include a "Ship To" address; please make sure your order is delivered to that address. When providing a service, work with the department requesting the order to discuss the schedule and their expectations. The "Ship To" contact's phone number and email will be included with the ship to address. The Buyer's contact phone number will also be included on the PO. When the department is using a p-card, be sure to check with the cardholder about delivery instructions.

Deliveries are accepted at the Central Warehouse from 8:00 a. m. through 12:00 noon and 1:00 p.m. through 4:30 p.m., Monday through Friday except for official University holidays.

THE PURCHASING AND CONTRACTING DEPARTMENT

The Purchasing and Contracting Department is located on the third floor of Drane Hall at 15th Street and University Avenue. Our normal office hours are 8 a.m. to 5 p.m., Monday through Friday, and we are closed from noon to 1 p.m. for lunch.

Our purchasers usually handle specified commodities and/or services, and staff names, telephone numbers and email addresses can be found in our staff directory.

Vendors should call and schedule an appointment prior to arriving on campus to ensure the purchaser you need to see is available. We would also encourage you to send an electronic catalog or other listing of products or services to purchasing@ttu.edu

TEXAS TECH UNIVERSITY IS AN EQUAL OPPORTUNITY EMPLOYER