Informal Bid Process

The Informal Bid process is required for open market purchases greater than $15,000 and less than $40,000 in any fiscal year (September 1-August 31). Per TTU OP 72.09: Procurement of Goods and Services, purchases include either a one-time payment for Goods or Services or the repetitive purchases of the same Goods or Services throughout the fiscal year from the same vendor.

The department submitting the Informal Bid must provide written documentation justifying due diligence of the Informal Bid process. The following guidelines apply:

1. Specifications shall be developed and detailed to sufficiently define what Goods and Services are being sought.
2. Specifications must be written clearly and accurately and must detail all requirements of the Goods and Services. Specifications must permit competition between products of equal quality.
3. Specifications must include requirements for design, installation, warranties, maintenance and shipping.
4. The same Specifications must be sent to all potential Bidders.
5. The department is required to solicit, at a minimum, two (2) Historically Underutilized Businesses (HUBs). Texas certified HUBs can be found on the Centralized Master Bidders List or email techbuy.purchasing@ttu.edu for assistance.
6. The department must provide full information on the Bidders that are solicited.
7. All Bids must be in writing and submitted electronically. All Bids must provide a minimum of seventy-two (72) hours for the Bidder to respond.
8. In the event of tie Bids, preference will be given to a State of Texas resident vendor.
9. Texas Tech is exempt from State and local sales taxes. These taxes shall not be included in the Bid, quote or requisition. The following language must be included in the Informal Bids Specifications:

   “Purchases made for State use are exempt from State of Texas sales tax, and certain purchases are exempt from federal excise tax.”

10. The department must not share any Bid information submitted from any Bidder with anyone other than the Procurement Services department. NEVER share Bid information from one Bidder to another Bidder.
11. The successful Bidder must be in good standing with the State of Texas and the federal government.
12. The Informal Bid form shall be submitted in TechBuy with the attached supporting documentation. Supporting documentation includes but is not limited to a copy of the bid request, list of bidders solicited, bid responses (including no bids), and copies of applicable insurance (for services). The department shall document any “no response” Bidders. Procurement Services reserves the right to contact “no response” Bidders for verification of the process.