



TEXAS TECH UNIVERSITY

Operating Policy and Procedure

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

DATE: September 5, 2023

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 Associate Vice President for Operations with substantive revisions forwarded to the Senior 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 that will require any modification of the building or building systems in which the equipment is to be installed, located, or moved through. 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; and
 - h. Charges associated with delivery or handling of equipment.

2. All equipment requests or purchase requisitions that will require special building modification requirements prior to installation must be reviewed and coordinated with Facilities Maintenance and Construction (FMC, formerly BMC) prior to the approval of the purchase order.
3. Procedures
 - a. A requisition must be submitted in TechBuy with a quote and sufficient details describing any installation or operational requirements. Procurement Services will coordinate with FMC to obtain approval from that department for any building modifications required. The requisition for the procurement of the equipment must comply with [OP 72.09, Procurement of Goods and Services](#).
 - b. A *Project Request* must be submitted along with the requisition in accordance with [OP 61.28, Construction Projects Costing Less than \\$4 Million and Renovation Projects Costing Less than \\$4 Million](#) to obtain a cost estimate for the building modifications. Online requests can be made using the [iServiceDesk](#). Please contact FMC Work Control at 806.742.4677 for assistance.
 - c. FMC, in coordination with Operations Division Planning and Design (ODPD), 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 attachments). 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 FMC. This will begin the material requisitioning for the support requirements.

[Attachment A: Customer Project Request \(CR\) Approval/Disapproval Example \(Projects \$\geq\$ \\$25,000\)](#)

[Attachment B: Customer Project Request \(CR\) Approval/Disapproval Example \(Projects \$\geq\$ \\$5,000 and \$<\$ \\$25,000\)](#)

[Attachment C: Customer Project Request \(CR\) Approval/Disapproval Example \(Projects \$<\$ \\$5,000\)](#)