

TechBuy Guidelines for Entering Requisitions for Purchasing Motor Vehicles

The following guidelines are intended to provide assistance for individuals entering requisitions for purchasing all types of motor vehicles. The Procurement Services Department has made every effort to ensure that the guidelines are in compliance with university operating policies. However, in the event of conflict between these guidelines and operating policies, the operating policies shall prevail.

When purchasing any type of motor vehicle, a department must prepare a letter describing the type of vehicle to be purchased, the purpose/need for the vehicle, and the type of funds that will be used for the purchase. The letter should be signed by the department's dean, vice president or equivalent and forwarded to Amy Lewis, Fleet Management, MS 3142. Fleet Management will review the letter and will forward to the appropriate senior administrator for approval, as required.

Departments may purchase motor vehicles using a state contract. Current state contracts are listed at <https://bi.cpa.state.tx.us/OpenDocument/opendoc/openDocument.jsp> If you can find a suitable vehicle on a state contract, no additional bids are required. *(Note: When you are reviewing the contract list, only select items that indicate "Primary" in the **Manufacturer** column and "1" in the **Award Level** column. Texas Tech cannot use the contract pricing for the secondary through seventh award levels and the requisition will have to be returned to the department.)*

In addition, there are some cooperative contracts that allow for vehicle purchases. BuyBoard has contracts established with the following vendors:

- Caldwell Country Chevrolet
- Caldwell Country Ford
- Chastang Ford [MWBE]
- Chrysler, Jeep, Dodge City of McKinney
- Cowboy Chevrolet - GMC
- Cowboy Dodge
- Doggett Freightliner of South Texas, LLC
- East Texas Mack Sales, LP
- Freightliner of Austin
- Grande Truck Center
- Grapevine Chrysler Jeep Dodge
- Gunn Chevrolet
- Gunn Honda
- Gunn Nissan
- Holt CAT Truck Centers
- Longhorn International Trucks, LTD - Crane Carrier
- MHC Kenworth
- Performance Truck
- Rush Truck Centers of Texas
- Sam Pack's Five Star Ford
- Silsbee Ford
- Silsbee Toyota
- Southwest International Trucks
- Honda Tom Benson Chevrolet-Honda
- Texas TriVan Truck Body Texas
- Volvo and Mack Trucks of Waco [MWBE]
- Company Warren Vocational Truck Company

For the vendors listed above, please contact the vendor and ask for BuyBoard contract pricing. The vendor will provide a quote which should be used to create a requisition.

If you are unable to locate an acceptable vehicle, bids will be:

- For purchases from \$10,000 up to \$30,000, you may obtain informal bids, and at least two of the bids must be from certified HUB vendors. For motor vehicles, the bids must be in writing, listing the vehicle specifications, options and accessories.
- For purchases costing more than \$30,000, Purchasing must solicit formal sealed bids.

It is the department's responsibility to review contract options and obtain the best value quote for the vehicle.

As required by TTU operating policy, the exterior color of all motor vehicles must be white. Requests for another exterior color must be made in writing through Fleet Management, MS 3142. Fleet Management will review the letter and will forward to the President for approval, as required. Note, this includes the purchase of "wraps" to be placed on motor vehicles.

The following features/packages listed below are prohibited:

- Driver personalization memory for seat and mirrors
- Remote engine starting package
- Leather trim
- Heated and cooled seats
- Special edition packages (ex. Texas Edition Package or Eddie Bauer)
- Sirius XM Satellite Radio or equivalent satellite service – this will be a personal expense and not paid for by TTU
- Homelink Garage Door Opener or other subscription service
- Bose speaker system
- Heated steering wheel

If any of the above options are provided at no additional charge, they will be allowed.

When completing the TechBuy requisition:

- In **Purchase Category**, select the "Vehicles and Fuels" to make sure the requisition is routed to the correct purchaser.
- Specify that the vehicle must be delivered to:
Texas Tech University
Vehicle Garage
Lubbock, TX
- Attach all required documentation (the explanation letter routed through Fleet Management and approved by senior administrator, state contract information or informal quotes, approved color change request, etc.)

The paperwork must be made out to:

Texas Tech University Fleet Management
ATTN: Amy Lewis
Box 43142
Lubbock, TX 79409-3142

At the time of delivery, the following paperwork must be furnished with the vehicle:

- Title application
- Original manufacturer's certificate of origin
- Odometer statement (if not included with title application)
- Any warranty paperwork, if applicable

- The PO number must be referenced on the deliver paperwork!

If you have questions about submitting the requisition, call Teri Floyd in Purchasing at 806-742-3844. If you have questions about the required paperwork or documentation, call Amy Lewis in Fleet Management at 806-742-3322.