

Invitation for Bid

Selection of a Vendor to Provide

[REDACTED]

IFB 774-xxxxxxx



TEXAS TECH UNIVERSITY
HEALTH SCIENCES CENTER
EL PASO

Invitation for Bid (IFB) 774-xxxxxxx

Type of X Services

Due Date: _____, 20____ at _____ P.M. Mountain Standard Time

**Bids must be received by the Texas Tech University Health Sciences Center
El Paso Purchasing Office before the hour and date specified for receipt of bids.**

Texas Tech University Health Sciences Center El Paso

Purchasing Office

Attention: [REDACTED]

5001 El Paso Drive

El Paso, Texas 79905

BIDDER INFORMATION

Due Date: _____ @ _____ P.M. Mountain Standard Time

Request Number:	IFB 774-xxxxxxx
Vendor Name:	_____
Tax ID Number:	_____
Phone Number:	_____
Contact Email:	_____
Contact Name:	_____

Deliver Bid to:

(scan and submit)

TTUHSC El Paso requests that all bids be submitted using the TechBid system (<https://suppliers.scquest.com/texastech/>).

Vendors experiencing first time registration issues in the TechBid system can contact the following for assistance:

technicalsupport@scquest.com
1-800-233-1121 option 3 (for suppliers)

bid upload instructions can be found at:
<http://www.fiscal.ttuhs.edu/purchasing/collateral/Proposal%20Submission%20Instructions.pdf>

Or mailed to:

Texas Tech University Health Sciences Center El Paso
Purchasing Office
Attention: _____
5001 El Paso Drive
El Paso, Texas 79905

TTUHSC EL Paso Internal Use Only

<u>Form</u>	<i>Completed By</i>	<i>Approved By</i>	<i>Date</i>
<u>Evaluation of Potential Subcontracting Opportunities</u>			
<u>Solicitation Review</u>			
<u>HUB Sub-contracting Probability Statement</u>			
<u>HSP Subcontracting Plan Review</u>			

Texas Tech University Health Sciences Center El Paso

(IFB 774-xxxxxxx)
BID SPECIFICATIONS

1. Description of Texas Tech University Health Sciences Center El Paso

Texas Tech University Health Sciences Center El Paso, Texas Tech University System's fourth university, has a mission to provide education, research, and patient care to West Texas. It is comprised of the Paul L. Foster School of Medicine, the Gayle Greve Hunt School of Nursing, and the Graduate School of Biomedical Sciences. Research focuses on cancer, diabetes and metabolism, infectious diseases, and neurosciences.

The university also has a clinical practice called the Texas Tech Physicians of El Paso, which is part of the largest network of health care physicians in West Texas. For more information about Texas Tech University Health Sciences Center El Paso, please visit elpaso.ttuhscc.edu.

2. Objective of this Invitation for Bid and Potential Duration

TTUHSC El Paso is soliciting bids for the Selection of a Vendor to provide [REDACTED] for TTUHSC El Paso as needed.

The successful Bidder(s), if any, selected by TTUHSC El Paso in accordance with the requirements and specifications set forth in this IFB will be the Bidder(s) that submit a bid in response to this IFB on or before the submittal deadline that is the most advantageous to TTUHSC El Paso. The successful Bidder(s) is referred to as the "Contractor."

3. Minimum Requirements

Each Bidder must include information that clearly indicates that Bidder meets each of the following minimum qualification requirements:

- A. Bidder is current with the State of Texas Comptroller of Public Accounts (if applicable).

<https://cpafmprd.cpa.state.tx.us/tpis/servlet/TPISReports?reptId=wrntHol>

- B. Bidder can provide Certificate of Franchise Tax status (if applicable).

<https://ourcpa.cpa.state.tx.us/coa/Index.html>

- C. Bidder shall provide evidence to TTUHSC El Paso of the following (if applicable):

Documentation providing evidence of pertinent permits, licenses, and other legal documentation necessary for work performed as a result of award.

4. Specifications

Texas Tech University Health Sciences Center is seeking the following described products:

[REDACTED]

5. TTUHSC El Paso Contact Person

Bidders will direct all questions or concerns regarding this IFB to the following TTUHSC El Paso contact (“TTUHSC El Paso Contact”):

Purchasing

Tel. (915) _____ • Fax (915) 215-7850
_____ @ttuhsc.edu

TTUHSC El Paso specifically instructs all interested parties to restrict all contact and questions regarding this IFB to written communications forwarded to TTUHSC El Paso Contact. TTUHSC El Paso Contact must receive all questions or concerns no later than _____, 20____. TTUHSC El Paso will have a reasonable amount of time to respond to questions or concerns. It is TTUHSC El Paso’s intent to respond to all appropriate questions and concerns; however, TTUHSC El Paso reserves the right to decline to respond to any question or concern.

6. Basis of Award:

The criteria to be considered by TTUHSC El Paso in evaluating bids and selecting Contractor, will be those factors listed below:

- 1. Threshold Criteria Not Scored
 - A. Ability of TTUHSC El Paso to comply with laws regarding Historically Underutilized Businesses; and
 - B. Ability of TTUHSC El Paso to comply with laws regarding purchases from persons with disabilities.

- 2. Scored Criteria
 - A. the cost of goods and services;
 - B. the reputation of the Bidder and of the Bidder's goods or services;
 - C. the quality of the Bidder's goods or services;
 - D. the extent to which the goods or services meet TTUHSC El Paso’s needs;
 - E. the Bidder's past relationship with TTUHSC El Paso;
 - F. the total long-term cost to the TTUHSC El Paso of acquiring the Bidder's goods or services.

7. Submission/Deadline for Bids:

Bids must be received by the Texas Tech University Health Sciences Center El Paso Purchasing Office before the hour and date specified for receipt of bids.

Submittal Deadline: _____, 20____ @ _____ P.M. Mountain Standard Time

TTUHSC El Paso prefers that bids be submitted using the TechBid system (<https://suppliers.scquest.com/texastech/>).

8. Period of Bid Validity:

Each bid must remain valid for TTUHSC El Paso’s acceptance for a minimum of ninety (90) days after the Submission/Deadline for Bids, to allow time for evaluation, selection, and any unforeseen delays.

9. References:

Bidders are requested to submit three (3) client references who can speak to the quality and reliability of their product.

Company Name	Contact Information
	Contact Name: Contact Title: Contact Phone: Contact Email:
	Contact Name: Contact Title: Contact Phone: Contact Email
	Contact Name: Contact Title: Contact Phone: Contact Email:

10. Attachments:

The following documents are hereby incorporated as a part of this IFB for all purposes:

- Attachment B: Texas Tech University Health Sciences Center El Paso Bid Terms and Conditions
- Attachment C: Texas Tech University Health Sciences Center El Paso - Purchase Order Terms and Conditions

All addenda issued by TTUHSC El Paso prior to the Submission/Deadline for Bids will be and are hereby incorporated as a part of this IFB for all purposes.

11. Group Purchasing Authority:

Texas law authorizes institutions of higher education (defined by Section 61.003, Education Code) to use the group purchasing procurement method (ref. Sections 51.9335, 73.115, and 74.008, Education Code). Additional Texas institutions of higher education may therefore elect to enter into a contract with the successful Bidder under this IFB.

12. HUB Subcontracting Plan:

A HUB Subcontracting Plan (“HSP”) is required as part of Proposer’s bid response if the expected expenditures could exceed \$100,000. The HSP will be developed and administered in accordance with TTUHSC El Paso’s Policy on Utilization of Historically Underutilized Businesses and incorporated for all purposes.

If applicable as noted above, Bidder must complete and return the HSP in accordance with the terms and conditions of this IFB. Bidders that fail to do so will be considered non-responsive to this IFB in accordance with Section 2161.252, Government Code.

TTUHSC El Paso has reviewed this IFB in accordance with Title 34, Texas Administrative Code, Section 20.13 (a), and has determined that subcontracting opportunities are probable under this IFB.

A search has been conducted of the Centralized Master Bidders List to identify active HUB vendors in accordance with Title 34, Texas Administrative Code, Section 20.14(a)(1). The following NIGP commodity codes were included:

Code #1 Code #2 Code #3

Results can be viewed at the following link:

<https://mycpa.cpa.state.tx.us/tpasscmlsearch/index.jsp>

If applicable, please visit the following link to fill out and print the required HUB Subcontracting Plan.

HUB Subcontracting Plan

<http://www.window.state.tx.us/procurement/prog/hub/hub-forms/hub-sbcont-plan--allfms.pdf>

13. Offer:

Having carefully examined all the specifications and requirements of this IFB and any attachments thereto, the undersigned offers to furnish the services required pursuant to the above-referenced Specifications upon the terms quoted below.

Item	Manufacturer and Model Proposed	Proposed Cost (per unit)
		\$
		\$
		\$
		\$
		\$
		\$

Provide minimum discount percentage pricing for potential products (not included above). The discount shall remain firm for the life of the Agreement unless improved to the benefit of TTUHSC El Paso. Prices for any products or services ordered are to be based on the published price in effect at the time of order placement.

This discount structure will be applied to any products/services provided by Contractor not noted above.

	Minimum % Discount off Published Price
Additional Products	

Please provide delivery estimate from date of order receipt. TTUHSC El Paso anticipates initial orders may be needed by , 20 .

Delivery Term	
Estimated Delivery in Weeks	 weeks

Respectfully submitted,

Bidder: _____

By: _____
(Authorized Signature for Bidder)

Name: _____

Title: _____

Date: _____

Attachment A: Preferred Specifications

Attachment B: Texas Tech University Health Sciences Center El Paso Bid Terms and Conditions

Attachment C: Texas Tech University Health Sciences Center El Paso - Purchase Order Terms and Conditions