



TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER EL PASO

Operating Policy and Procedure

HSCEP OP: 61.11, **Advertising Methods for Construction Services Contracts.**

PURPOSE: The purpose of this Texas Tech University Health Sciences Center El Paso (TTUHSC El Paso) Operating Policy and Procedure (HSCEP OP) is to set forth the advertising methods that the Texas Tech University System and TTUHSC El Paso will follow before awarding construction contracts, as authorized in *Regents' Rules*, Section 08.

REVIEW: This HSC OP will be reviewed on September 1 of each year (EY) by the Vice Chancellor for Facilities Planning and Construction, the Managing Director of Procurement Services and the Managing Director for Physical Plant and Support/Safety Services (MDPPSS) or designees, with recommendations for revision submitted to the Chief Financial Officer (CFO) or designee by September 15.

POLICY/PROCEDURE

1. Advertising of Construction Services.

TTUHSC El Paso complies with rules and guidelines governed by the Texas Procurement and Support Services (TPASS) and other specific State requirements (e.g., DIR). Advertising for projects institutionally managed by TTUHSC El Paso [Physical Plant – Engineering Services, Planning, Design & Construction (PD&C)] and larger capital projects managed by the TTU System Facilities Planning and Construction (FP&C) will utilize a variety of methods to advertise for construction projects, contracts and services [e.g., Request for Proposals (RFP's), Bids, etc. (collectively – Requests)] and seek to maximize interest and participation of potential and qualified contractors and obtain the best value for the institution. These methods may include, but are not limited to:

- a. Electronic State Business Daily (Texas Comptroller Marketplace Website Posting)
- b. FP&C website – for FP&C projects

NOTE: Certain minor construction services, e.g. job order contracting, may utilize companies that have been pre-qualified through a process that has been approved by TTUHSC El Paso Purchasing, e.g. cooperative. Any associated design professional services that are used for the construction services will be obtained through a separate process – Request for Qualification (RFQ).

2. Issuance of Documents and Receipt of Responses.

- a. Documents and bids, proposals, or Statements of Qualifications (collectively "Responses") relating to projects managed by FP&C will normally be issued and received by:
Contract Administrator
Facilities Planning and Construction
1508 Knoxville Ave., Suite 103
Box 42014
Lubbock, Texas 79409

Documents and Responses relating to TTUHSC El Paso construction services contracts projects managed by the Physical Plant, TTUHSC El Paso, will normally be issued and received by:

Managing Director of
Procurement Services
TTUHSCEP Purchasing
Office, Mail Stop Code 51010
5001 Paso Drive El Paso, TX 79905

- b. Responses must be received by the date and time specified in the Requests.
 - c. Late responses will be returned unopened.
3. **Opening and Public Disclosure of Responses.**
- a. All Responses will be opened by the FP&C Contract Administrator, the Managing Director of Purchasing, or their designated representatives, at a date, time and location specified in the Requests. Will be Open to Public Location and via Webex
 - b. Any Responses that are not substantially complete when opened may be rejected.
4. **Minimum Legal Requirements.** At a minimum, all Requests must meet the minimum legal requirements set forth in Texas Education Code 51.776 - 51.784, or any successor statute.
5. **Question or Comments.** Questions or comments concerning this HSCEP OP should be directed to the FP&C Contract Administrator or TTUHSC El Paso Purchasing.