



## TEXAS TECH UNIVERSITY

### Operating Policy and Procedure

#### **OP 61.40: Advertising Methods for Construction Services Contracts**

**DATE:** February 20, 2024

**PURPOSE:** The purpose of this Operating Policy/Procedure (OP) is to set forth the advertising methods that the Texas Tech University System (TTUS) and Texas Tech University (TTU) will follow before awarding construction services contracts, as authorized in Section 08.01, *Regents' Rules*, Construction Program.

**REVIEW:** This OP will be reviewed in September of each year by the Vice Chancellor for Facilities Planning & Construction, the Assistant Vice President and Chief Procurement Officer, and the Senior Vice President for Administration & Finance and Chief Financial Officer with substantive revisions presented to the Chancellor.

#### **POLICY/PROCEDURE**

##### **1. Advertising of Construction Services Contracts**

a. Electronic State Business Daily (ESBD) Website/TechBid Postings

Procurement Services at TTU (PS) will post all solicitations involving construction services contracts valued at \$25,000 or more on the Electronic State Business Daily website.

In addition to posting solicitations valued at \$25,000 or more on the Electronic State Business Daily website, PS will post all Operations Division projects on the TechBid website (<https://bids.sciquest.com/apps/Router/PublicEvent?CustomerOrg=TexasTech>).

All Facilities Planning & Construction (FP&C) solicitations will be posted on the Electronic State Business Daily website.

If the entire solicitation package is posted, a contract may not be awarded until at least 14 days after the posting. If, however, only a brief description of the proposed contract is posted (“notice posting”), a contract may not be awarded until at least 21 days after the posting. In bona fide emergencies, the 14- or 21-day posting requirements may be waived to prevent a hazard to life, health, safety, welfare, or property or to avoid undue additional cost to TTU or TTUS.

##### **2. Issuance of Bid/RFP Documents and Receipt of Responses**

a. Bids, proposals, statements of qualifications, or responses (collectively “responses”) relating to construction services contracts issued by FP&C must be issued and received by:

Facilities Planning & Construction  
1508 Knoxville Avenue, Suite 103

Box 42014  
Lubbock, Texas 79409-2014

Replies to responses issued by PS must be issued and received by TTU Procurement Services through the TechBid system.

- b. Responses must be received by the date and time and at the location specified in the requests. Late responses will be rejected and returned unopened.

### **3. Opening and Public Disclosure of Responses**

- a. All responses will be opened by the Office of FP&C or the Assistant Vice President and Chief Procurement Officer or their designated representative at a location specified in the requests.
- b. TTUS or TTU may reject any responses that are not substantially complete when opened, are not submitted by the deadline, and/or do not contain an acceptable HUB Subcontracting Plan or other required submittals.

### **4. Minimum Legal Requirements**

At a minimum, all requests must meet the minimum legal requirements set forth in [Texas Education Code, §§ 51.776–51.785](#), or any successor statutes.

### **5. Questions or Comments**

Questions or comments concerning this OP should be directed to FP&C at 806.742.2116 or PS at 806.742.3844 or [strategic.acquisitions@ttu.edu](mailto:strategic.acquisitions@ttu.edu).