HOW TO DO BUSINESS WITH
TEXAS A&M UNIVERSITY-SAN ANTONIO

The mission of the Texas A&M University-San Antonio Procurement Services Department is to acquire quality products and services and obtain the best value for the university while adhering to fair and equitable bidding practices.

This Vendor information document was prepared with the intent of guiding all vendors engaged in selling supplies, materials, equipment, and/or services or with any vendor that would like to do business with the university.

RESPONSIBILITY

The Procurement Services Department is responsible for the acquisition of all supplies, materials, equipment, and services for Texas A&M University-San Antonio. The university assumes no liability for payment obligations except those incurred accordingly.

POLICY

Provisions of the Texas Education Code 51 and the Texas A&M University System Board of Regents Policies govern the procurement policies of the university.

HISTORICALLY UNDERUTILIZED BUSINESSES

To ensure all vendors have free access to participate in the competitive process, the university actively supports and will make a good faith effort to include Historically Underutilized Businesses (HUB) in its purchases and contracts.

A "Historically Underutilized Business" is an entity with its principal place of business in Texas, and is at least 51% owned by an Asian Pacific American, Black American, Hispanic American, Native American and/or American woman who reside in Texas and have a proportionate interest and demonstrate active participation in the control, operations and management of the entity's affairs.

The Statewide HUB Program provides HUB certification for minority and woman-owned businesses in the State of Texas. Vendors seeking certification as a HUB are required to submit a completed HUB certification application and supporting documentation, affirming under penalty of perjury that their business qualifies as a HUB. Vendors that
qualify as a Historically Underutilized Business may obtain information for registration at http://www.window.state.tx.us/procurement/.

PURCHASE ORDER

An official purchase order with an authorized purchase order number thereon or through a Procurement Card are the only methods to obligate the university for the purchase of supplies, materials, equipment, and/or services. Vendors are advised that only purchase orders issued by persons with express authorization to issue purchase orders will be recognized. The university will not be responsible for the payment of orders that do not reflect an authorized purchase order. All invoices must reference an authorized purchase order. Invoices that do not reference an authorized purchase order will be returned to the vendor and this could delay payment.

BIDDER SELECTION

The State maintains a bidder selection database consisting of all the current bidders listed on the State of Texas Centralized Master Bidders List (CMBL). Bidders are selected from this list. Vendors are strongly encouraged to register with the Centralized Master Bidders List. Registration information may be obtained from the Comptroller’s TPASS Home Page at http://www.window.state.tx.us/procurement/.

The Procurement Services Department may solicit competitive bids from prospective bidders in any particular category or may select those bidders who have a record of being responsible and responsive in fulfilling contracts in a timely manner at a fair and reasonable price.

Purchases greater than $25,000 will be posted on the Texas Marketplace homepage. Vendors may download bids from that site and submit bids according to the posted instructions. The internet address is http://esbd.cpa.state.tx.us.

PUBLIC BID OPENINGS AND BID INFORMATION

All bid openings are open to the public. Interested bidders may request a specific bid be read aloud by appearing in person at the bid opening site when bids are scheduled to open.

All current Invitations to Bids are available for public viewing in the Procurement Services Department. Specific Invitations for Bid may be requested by prospective bidders any time prior to the bid opening time.

PURCHASE ORDER AWARD

Award of a purchase order will be made to the responsive responsible bidder offering the best value to the State of Texas in compliance with the specifications. Consideration will be given to the bidder's potential ability to successfully perform under the terms and requirements of the contract.

A bidder has the sole responsibility to ensure that bids are signed, properly identified in a sealed envelope, and received on time at the designated site. The university reserves the right to accept or reject late bids.
BUSINESS HOURS

Vendors may call or visit the Procurement Office during posted business hours. It is requested that all appointments be made in advance. Normal business hours (excluding holidays) are Monday – Friday, 8:00 AM to 5:00 PM.

INVOICES

Vendors are requested to submit original invoices and mail them to Texas A&M University-San Antonio, Attn: Accounts Payable, One University Way, San Antonio, Texas 78224. A Purchase Order Number must be included on all invoices. Vendors requesting a remittance copy should so indicate. Reconciliation of an invoice and a purchase order is necessary before payment can be issued.

TAX STATUS

Texas A&M University-San Antonio claims exemption from taxes under Chapter 20, Title 122A, Revised Civil Statutes of Texas, for the purchase of tangible personal property, as this property is being secured for the exclusive use of the State of Texas. Each purchase order references the state tax exempt status. An exemption statement will be furnished upon request.

DELIVERY OF MATERIALS

Deliveries for the university must be delivered to Central Mail and Receiving which is located at One University Way, San Antonio, Texas 78224.

LOCATION AND CONTACT INFORMATION FOR THE PROCUREMENT SERVICES DEPARTMENT

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