

Doing Business with New Mexico State University

Our vision is to provide quality procurement
and risk management service to our
customers that meets or surpasses their needs
and expectations



New Mexico State University
Central Purchasing & Risk Management Administration

Monday – Friday
8:00am – 5:00pm
(575) 646-2916

Physical Address:
1620 Standley Drive
Academic research Bldg C
Las Cruces, NM 88003

Mailing Address:
MSC 3890
PO Box 30001
Las Cruces, NM 88003

Going Beyond Expectations



Live, Learn and Thrive.™

Welcome

Welcome to New Mexico State University. The Purchasing Department values our suppliers and contractors and invites you to do business with us. The University desires to establish and award contracts with responsible suppliers who can be depended on to give reliable performance.

New Mexico State University is home to approximately 17,000 students, and is located in Las Cruces, a city of 95,000. NMSU has one of the largest campuses in the world- 6,250 acres, with a student body that comes from all over New Mexico, and the U.S., as well as from many foreign countries.

NMSU has been accredited by the North Central Association of Colleges and Secondary Schools as a degree-granting institution since 1926.

To assist you in doing business with New Mexico State University we have prepared this brochure for you.



Frequently Asked Questions

Does NMSU maintain a vendor bid list?

NMSU is now utilizing an Automated Bid System for Invitations to Bid. Suppliers can register by clicking [here](#). Our new system does not include Request for Proposals or Construction bids. Click [here](#) for RFP's or Construction.

At what amount does a purchase go out to bid?

For requisitions \$19,999.99 and under the University must solicit three quotes for the service or commodity being purchased. Items \$20,000 and greater must go out for formal bidding which must be administered through the Central Purchasing Office.

Does every purchase that is \$20,000 or greater have to go out for bid?

No. Some of these purchases can be made through existing [pricing agreements](#), GSA Agreement or other cooperative agreement allowed for in the State of New Mexico Procurement Code.

How long does the bidding process usually take?

It varies based on the complexity of the procurement. The law requires that bids shall not be opened nor proposals due until ten (10) days after advertising in a newspaper of general circulation. Once bids are received and opened publicly, copies are sent to the originating department for that department's review of the results. We seek to award bids as quickly as possible which is normally within seven days of the opening. Proposals are not opened publicly, but maintained as confidential until award. The process of awarding a Request for Proposal is lengthier due to the evaluation of proposals against weighted criteria."

Do you make exceptions for late bids?

No. It is the sole responsibility of the bidder to deliver their sealed bid to the Central Purchasing Office by the designated date and time. All bids received after this date and time will be returned unopened.

NMSU Automated Bid System

New Mexico State University has implemented a convenient way for you to participate in formal solicitations through our online bid system. This system is part of our continual quest to improve our procurement process and better communicate with our suppliers.

Through this system we will be able to both issue and receive bids and RFP's; however, we will still issue and receive them in hard copy if you so choose.

We are pleased to announce that in order to achieve Maximum participation we are not charging any fees to utilize this system.

To register on this system please visit the system web page at <https://sciquest.ionwave.net/prod/Default.aspx?company=nmsu> Once you register on the system you will want to make sure to remember your USERNAME and PASSWORD.

Vendors are encouraged to frequently check the NMSU Purchasing website for Proposals and Bids.

If you have any questions regarding the automated bid system, please contact: [Bid Desk](#) at (575) 646-2780



Advertisements

All Invitations to Bid (ITB's) and Request for Proposals (RFP's) are advertised normally in the [Las Cruces Bulletin](#) legal section or in the [Las Cruces Sun News](#). If the Las Cruces Sun News is utilized our normal practice is to publish on Sundays; however, we may publish on other days if the circumstances dictate otherwise.

Purchase Orders & Payments

Under no circumstances are vendors to deliver goods or perform services without having an official NMSU Purchase Order. Invoices cannot be paid without reference to the purchase order number. Please make sure that invoices are sent to the correct address as shown on the purchase order.

Payment terms are Net 30, unless otherwise negotiated. No check shall be issued in payment for any purchase of materials or services unless the department has certified that the materials or services have been received, meet specifications and have proper authorization.

Contacting Departments

We ask that the Central Purchasing Office be your first contact. The purchasing staff can acquaint you with the appropriate procurement method and direct you to those departments most likely to utilize your products or services.

Please note that only Purchasing Staff is authorized to commit the University for the purchase of goods or services over \$2,500.

NMSU Procurement Card

New Mexico State University also offers a convenient way for doing business with us through the use of the NMSU Procurement Card. The P-Card offers the University the convenience to purchase goods or services in a fast, more efficient manner, and is an easier and quicker method for payment to the vendor/supplier.

If you are interested in this method of doing business and would like more information, please contact:

pcard@nmsu.edu or (575) 646-5361

Central Receiving Department

The Central Receiving Department/Warehouse is responsible for receiving all capital goods and items \$1,000 or greater in value, unless otherwise noted on the official NMSU Purchase Order.

Central Receiving

1600 Wells Street, Las Cruces, NM 88003

Monday – Friday

8:00am – 11:50am

1:00pm – 4:00pm

[Amanda Sambrano](#)

(575) 646-7709

Warehouse Expeditor

[Brenda Moore](#)

(575) 646-3111

Warehouse Tagger

Supplier Relations

The University believes that maintaining a good business relationship with our suppliers consists of mutual respect and understanding. We insist that our suppliers be judged merely on competitive merit. It is the policy of the University to provide small, disadvantaged, and/or women owned businesses the maximum opportunity to participate in doing business with the University and to encourage such businesses to become University suppliers.

Vendor Database

Prospective vendors can be placed in the University's database by completing and submitting a [Vendor Questionnaire](#), which can be obtained from the Central Purchasing & Risk Management Office. The Vendor questionnaire is a substitute W/9 and is required to be signed and submitted by all vendors wishing to do business with the university. The vendor database is for administrative purposes only and does not guarantee or obligate the university to do business with any vendor.

For questions regarding vendors please contact:

vendors@nmsu.edu or (575) 646-1322

Authority to Purchase

The Central Purchasing & Risk Management Administration Office has the sole authority for procuring supplies, materials, equipment and contractual services. Purchases that are not accomplished through approved methods may result in substantial delay in payments to the vendor and may become the responsibility of the person originating the purchase.