

# Informal Bids and HUB Searches

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Procedures for ensuring HUB participation in informal bid procurements for purchases \$15,000 - \$50,000

## What is an Informal Bid?

Procurements for goods or services \$15,000.00 - \$50,000.00 (including freight and all additional service charges) shall require a minimum of three (3) informal bids/quotes. At least two (2) bids/quotes must be obtained from certified Texas HUBs, if available.

### Things to consider...

- Are there sourcing alternatives? Departments may obtain one (1) quote when utilizing a UT System Supply Chain Alliance (UTSSCA)/Vizient contract or another accredited Group Purchasing Organization (GPO). <https://www.uttyler.edu/procurement-services/files/group-purchasing-organization.pdf>
- Does solicitation result in capital asset or equipment that will need to be tagged and/or tracked? If you have questions, please contact [inventory@uttyler.edu](mailto:inventory@uttyler.edu).
- Are there sufficient funds available in cost center/project to pay for goods or services being solicited.
- If not selecting the lowest bid, the department must provide justification for best value by filling out an Exclusive Acquisition Justification (EAJ) Form for Procurement approval.

# Steps for Informal Bid Process

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- Develop a detailed description of the product or service being purchased including quantity and specifications necessary for bid.
- Create an email list of potential suppliers including a minimum of two (2) HUBs. *See slides 4-7 for conducting HUB Search.*
- Ensure sufficient funds are available in relevant cost center or project to pay for product or service.
- Contact suppliers transmitting the required product or service specifications and give them adequate time to respond (usually 3-5 business days). *See slide 9 for more information.*
- Compile responses and fill out Informal Bid/Quote Intake Form in DocuSign and attach all supporting documents (supplier email correspondence, bids/quotes, etc.). *See slide 10 for more information.*
- Create Requisition. The completed Informal Bid/Quote Intake Form with supporting documents will need to be attached to the Requisition. If bid for services requires a contract, it will need to be routed through Symplr.

# The Centralized Masters Bidders List (CMBL)

## Search For Vendors

Please Fill out a Survey

- The Texas Comptroller of Public Accounts maintains a list suppliers that have registered for the purpose of furnishing goods and services to State agencies and institutions. This list is known as the Centralized Master Bidders List (CMBL).
- The CMBL site also includes a list of Texas certified HUBs. These are Historically Underutilized Businesses in various categories that have registered with the State.
- The CMBL is a searchable database: <https://mycpa.cpa.state.tx.us/tpassc/mbsearch/>

### Related Links

- [CMBL/HUB Directory Search Tips](#)
- [Register For CMBL - HUB](#)
- [HUB Mentor Protege Agreement Listing](#)
- [System for Award Management \(EPLS\)](#)
- [Debarred Vendors List](#)
- [Vendor Performance Report Search](#)

### Centralized Master Bidders List - HUB Directory Search

The **CMBL** is a master database used by State of Texas purchasing entities to develop a mailing list for vendors to receive bids based on the products or services they can provide to the State of Texas. Manufacturers, suppliers, and other vendors wishing to furnish materials, equipment, supplies, and services to the state should register for the CMBL to receive bidding opportunities. The information in this database is published in compliance with Texas Government Code §2155.263 and §2161.064, and Texas Administrative Code §20.107 and §20.293.

The CMBL/HUB Directory Search is automatically defaulted to "CMBL Only" to perform a search for vendors, including [Texas certified HUBs](#) who have elected to [register on the CMBL](#). Purchasing entities use [NIGP Class and Item Codes](#) within the "Multiple Vendor Search" feature to identify vendors who can provide the products or services they want to purchase, and to develop mailing lists of vendors to receive bids.

For detailed explanations of the various search and data output features (i.e., Search For, Single Vendor Search, Multiple Vendor Search, Business Category / Vendor Location Search, Select Fields For Output, Output Options) that may be used to create lists of potential vendors as well as retrieve detailed information on a specific vendor, click [CMBL/HUB Directory Search Tips](#).

**SEARCH FOR**

CMBL Only       HUBs Only       HUBs On CMBL       All Vendors

[+ Expand All](#)

- ▶ SINGLE VENDOR SEARCH
- ▶ MULTIPLE VENDOR SEARCH
- ▶ BUSINESS CATEGORY / VENDOR LOCATION SEARCH

# Conducting HUB Search

- 1) Select “HUB Only” to search the complete list of certified HUBs.
- 2) Select “MULTIPLE VENDOR SEARCH” pull down menu to search for multiple suppliers.
- 3) To find the Class and Item Code, click on the “NIGP Class Code” hyperlink to open Commodity Book.

## SEARCH FOR

CMBL Only

1

HUBs Only

HUBs On CMBL

All Vendors

[Expand All](#)

▶ SINGLE VENDOR SEARCH

2

▼ MULTIPLE VENDOR SEARCH

3

[NIGP Class Code](#)

Items

[Highway District\(s\)](#)

Selection1

Selection2

Selection3

▶ BUSINESS CATEGORY / VENDOR LOCATION SEARCH

▶ SELECT FIELDS FOR OUTPUT

▶ OUTPUT OPTIONS

*Note: NIGP (National Institute of Government Purchasing) is a universal taxonomy for identifying commodities and services in procurement systems. For use here, it is available in a 3-digit class code and 2-digit item code. Up to three (3) class and item codes can be entered to include in search results.*

# Commodity Book

01/25/2024 01:57:39 PM 47.219.11.176

State of Texas NIGP Commodity Book Numeric Index

Revised January, 2016

NOTE: The official NIGP Commodity Book is copyrighted material to be used for reference purposes only and may not be reproduced without a license from Periscope Holdings, Inc.

[Alpha Index For Keyword Search](#)

Filter Search

Filter ...

Click on a class code to see the items for that class

Class Code	Description
005	ABRASIVES
010	ACOUSTICAL TILE, INSULATING MATERIALS, AND SUPPLIES
015	ADDRESSING, COPYING, MIMEOGRAPH, AND DUPLICATING MACHINE SUPPLIES: CHEMICALS, INKS, PAPER, ETC.
019	AGRICULTURAL CROPS AND GRAINS, INCLUDING FRUITS, MELONS, NUTS, AND VEGETABLES
020	AGRICULTURAL EQUIPMENT, IMPLEMENTS, AND ACCESSORIES (SEE CLASS 022 FOR PARTS)
022	AGRICULTURAL EQUIPMENT AND IMPLEMENT PARTS

Class - Item	Description
019-00	AGRICULTURAL CROPS AND GRAINS, INCLUDING FRUITS, MELONS, NUTS, AND VEGETABLES
019-20	Barley
019-21	Berry Crops
019-24	Buckwheat
019-30	Corn
019-32	Cotton

## Commodity Book – Finding Class & Item Code

The Commodity Book has several ways to find class and item codes for desired product or service.

- Click “Alpha Index For Keyword Search” to conduct keyword search of all class and item descriptions.
- Enter descriptive words into “Filter Search” to narrow down class codes.
- Scroll down the list of class codes. Click on class code to open list of item codes.

# Conducting HUB Search

- After class and item codes have been entered, enter “10” into the “Highway District(s)” column.
- Click “Search”

SEARCH FOR

CMBL Only     HUBs Only     HUBs On CMBL     All Vendors

[+ Expand All](#)

▶ SINGLE VENDOR SEARCH

▼ MULTIPLE VENDOR SEARCH

	NIGP Class Code	Items	Highway District(s)
Selection1	<input type="text" value="019"/>	<input type="text" value="30"/>	<input type="text" value="10"/>
Selection2	<input type="text"/>	<input type="text"/>	<input type="text"/>
Selection3	<input type="text"/>	<input type="text"/>	<input type="text"/>

▶ BUSINESS CATEGORY / VENDOR LOCATION SEARCH

▶ SELECT FIELDS FOR OUTPUT

▶ OUTPUT OPTIONS

[Search](#)    [Reset](#)

# HUB Search Results

- The result should be a list of Texas Certified HUBs to use in your Informal Bid process.
- Click on the Company name to see additional information, such as Vendor Detail, Commodity Description, or Vendor Performance Reports.
- The list can be sorted by clicking on column headings, such as “City” to aid searches.

Results														
SORT: COMPANY NAME ↑														
	Company Name	Contact Person	Mailing Address	City	State	Zip	Country	Email	Phone	HUB Eligibility	HUB Gender	Small Business	CMBL Status	HUB Status
9000	<a href="#">504501 Promotions</a>	Ruben Villarreal	408 Acorn Dr	New Braunfels	TX	78130-5276	USA	<a href="mailto:ruben@504501promotions.com">ruben@504501promotions.com</a>	858-999-7454	HI	M	Yes	Active	A-Active
2600	<a href="#">ACE HARDWARE OF MINERAL WELLS</a>	Mitch Bradshaw	1812 SE 1ST STREET	MINERAL WELLS	TX	76067-5600	USA	<a href="mailto:leslie@acehardwaremw.com">leslie@acehardwaremw.com</a>	940-325-5952	WO	F	Yes	Inactive(F)	A-Active
6100	<a href="#">BUKA BOWL</a>	Ola Solawon	7423 KEYSTONE BLOSSOM TRL Suite A	RICHMOND	TX	77407-3069	USA	<a href="mailto:bukabowl@gmail.com">bukabowl@gmail.com</a>	401-999-5372	BL	F	Yes	Inactive(F)	A-Active
8200	<a href="#">GOLDEN IDEAS UNLIMITED, LLC</a>	Luvina Sabree	3803 BARBED WIRE DR	KILLEEN	TX	76549-3955	USA	<a href="mailto:bids@sonaturalcatering.com">bids@sonaturalcatering.com</a>	254-466-2355	BL	F	Yes	Active	A-Active
0900	<a href="#">JACK HEROD TRUCKING, INC.</a>	Lee Ann Herod	P. O. BOX 36	BARRY	TX	75102	USA	<a href="mailto:herod4@windstream.net">herod4@windstream.net</a>	903-695-2263	WO	F	Yes	Inactive(F)	A-Active

**CMBL/HUB Vendor Detail**
Commodity Description
Vendor Performance Report Search  
Click here to search VPTS



CMBL/HUB Vendor Detail	
Vendor ID / Vendor Number	1863683596100 / 534357
Vendor Name	BUKA BOWL
Vendor Address	7423 KEYSTONE BLOSSOM TRL Suite A RICHMOND, TX 77407-3069 USA
County	FORT BEND
Contact	Ola Solawon
Phone/Fax	401-999-5372 /
Email Address	<a href="mailto:bukabowl@gmail.com">bukabowl@gmail.com</a>
Website	
Business Description	Food & Supplies Retailer, Virtual Restaurant, Food & Supplies Broker, Software & Hardware supplies, agricultural supplier, medical equipment and supplies, clothing & other supplies
Business Category	<a href="#">Commodities Wholesaler/Reseller (07)</a>
Small Business	Y
Service Disabled Veteran	No

# Informal Bid Solicitation

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- In most cases, it is preferable to use an email list of potential suppliers to solicit bids/quotes. However, there are times when a basic commodity quote can be solicited by phone if properly documented.
- Make sure all necessary product or service specifications are provided to ensure a fair and equitable price comparison can be made between quotes.
- Give adequate time for a response, usually 3-5 business days.
- Compile responses and fill out Informal Bid/Quote Intake Form in DocuSign and attach all supporting documents (supplier email correspondence, bids/quotes, etc.).
  - Information from the CMBL can be used to assist in completing this Form.

# Informal Bid/Quote Intake Form

- Log into DocuSign
- Click “Templates” and the “Shared Folder” pull down menu. Scroll down and select “Procurement Services”.
- Complete form and attach all supporting documentation.
- Once form is viewed by Procurement Services, download document to be attached to Requisition.

## The University of Texas at Tyler INFORMAL BID/QUOTE INTAKE FORM

Name: \_\_\_\_\_ Department: \_\_\_\_\_ Phone#: \_\_\_\_\_

Use this form for purchases \$15,000.00 - \$50,000 (including freight and all additional service charges) where informal bids/quotes are required. The informal bid process requires a minimum of three (3) informal bids/quotes. At least two (2) bids/quotes must be solicited from active certified Texas HUBs, if available. Departments may obtain one (1) quote when utilizing a UT System Supply Chain Alliance (UTSSCA)/Vizient contract. Please review pertinent information in the Procurement Procedures Manual located on the Procurement Services website: <https://www.uttyler.edu/procurement-services/>

Things to consider when sending out solicitation:

- Consider sourcing alternatives, such as accredited group purchasing organizations, eShop, surplus items, and other existing contracts.
- Does solicitation result in capital asset or equipment that will need to be tagged and/or tracked? If you have questions, please contact [inventory@uttyler.edu](mailto:inventory@uttyler.edu) .
- Ensure funds are available in cost center/project to pay for goods or services being solicited.
- If not selecting the lowest bid, the department must provide justification for best value by filling out and attaching an approved Exclusive Acquisition Justification (EAJ) Form.

Please provide quantity, specification and description information sent to suppliers for bid. Attach additional documents, if needed.

Bid/Quote Requested and Responses (check box next to Company # to fill in required information)

	Company #1	Company #2	Company #3	Company #4	Company #5
Name/Company					
Phone					
Email					
*HUB Status Gender/Ethnicity					
Response Y/N					
Total Bid \$					

\*Relevant information can be found by searching Centralized Masters Bidders List (CMBL) located at <https://mycpa.cpa.state.tx.us/tpasscmlbsearch/tpasscmlbsearch.do> .

**Please attach all supporting documents for dispatch of the purchase order. This may include emails, all quotes, an EAJ (if required).**

# Procurement Services

[purchasing@uttyler.edu](mailto:purchasing@uttyler.edu)

