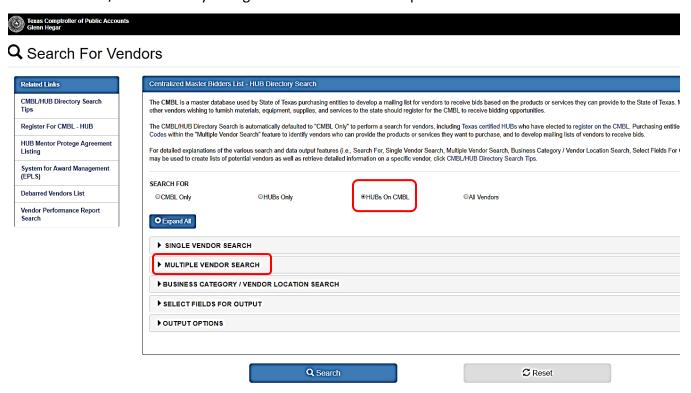
H.U.B Vendor Search Instructions

The Centralized Master Bidders List (CMBL) is a master database used by the State of Texas Purchasing entities to develop a mailing list for Vendors to receive bids based on the products or services they can provide. (Comptroller.Texas.Gov)

You will be able to search for Texas Certified Historically Underutilized Businesses (HUBs) Vendors from the Texas Comptroller of Public Accounts website:

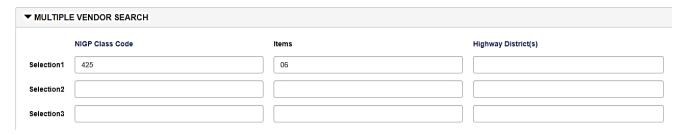
https://mycpa.cpa.state.tx.us/tpasscmblsearch/tpasscmblsearch.do

From the CMBL/HUB Directory change to "HUBs on CMBL" to perform a search for HUB Vendors.



Click Multiple Vendor Search to enter your Commodity Code(s), Class and Item.

Use the NIGP Class and Item Codes within the "Multiple Vendor Search" to identify Vendors who can provide the products or services for your requirements.

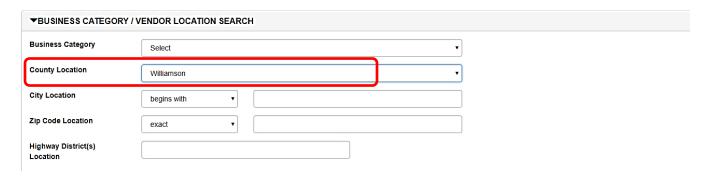


Click Business Category / Vendor Location Search



H.U.B Vendor Search Instructions

The City of Round Rock resides in both Travis and Williamson Counties, you will need to run separate reports for each County. Select the County from the dropdown.



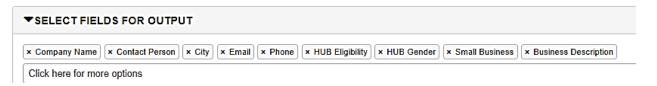
Click Select Fields for Output

CMBL has a default list, you can remove the fields not needed by clicking on the X. You can add other options by clicking on more options.



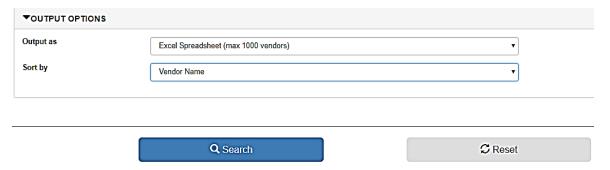
It's recommended that you add the Business Description.

Your selection Pane should then look like this:



Click **Output Options** for your report.

Select Excel Spreadsheet. Click Search



Save this report to go along with your City of Round Rock Vendor Search.



H.U.B Vendor Search Instructions

Company Name	Contact Person	City	Email	Phone	Business Description	HUB Eligib	HUB Gend	Small Bus	CMBL Sta	t HUB Sta
					180 Office Solutions is a full service office furniture dealership. Our					
180 OFFICE					services include space planning and design, site surveys, and					
		DOUBLE DOCK	# Q100-#i	F42 002 0202	corporate relocation. We offer a variety of office furniture including specialty and environmentally friendly products			v	Yes	No
SOLUTIONS, LLC ARRIBA SCIENTIFIC	wyatt russell	ROUND ROCK	wyatt@180office.com	312-992-0392				Yes	res	NO
ARRIBA SCIENTIFIC			H = 11		Distributor of Laboratory, Medical, Safety, Forestry, Computer and	wo	_			
	Pres./	HUTTO	ycarroll@arribascientific.com	512-846-2683	Network Equipment and Supplies	WO	F	Yes	Yes	Yes
					Bullchase, Inc. is a value added reseller of Maintenance, Repair &		_			l
BULLCHASE, INC.	Marianne Galea	CEDAR PARK	marianne@bullchase.com	888-558-2855	Operations (MRO) products.	wo	F	Yes	Yes	Yes
EAGLE OFFICE					office supplies, office furniture, printing, promotional products,					
PRODUCTS LLC	Jay Hoffman		jay@eagleop.com		janitorial & breakroom supplies			Yes	Yes	No
	Tommy Trcka	AUSTIN	tommy.trcka@officedepot.com	512-765-7540				No	Yes	No
					OFFICE & COMPUTER SUPPLIES, MRO PRODUCTS, INDUSTRIAL &					
					CONSTRUCTION SUPPLIES, OFFICE FURNITURE, CUSTOM PRINTING					
PDME	Paul David Morrison	CEDAR PARK	nmorrison@pdme.com	512-335-7173	AND STAMPS	BL	M	Yes	Yes	Yes
V-QUEST OFFICE										
MACHINES &										
SUPPLIES, LTD.	TARA L. BROWN	GEORGETOWN	tara@v-questtx.com	512-763-8800	Remanufactured Toner/Ink, Office Supplies, Barcode products	wo	F	Yes	Yes	Yes
					Commercial office furniture designer and dealer. Sells traditional					
					office, medical, educational, and many other types of commercial					
WORKSCAPE					furniture. Also do design, layout, project management,					
DESIGNS LLC	James Kopecky	ROUND ROCK	james@workscapedesigns.com	737-802-3137	consultation, installation, and relocation.	wo	F	Yes	Yes	Yes
Date : 2018/10/18 16:	42:51									-
MBL SUMMARY						1				+
	lors ,5 are Hubs , Inclu	dos O Inactivo Va	andors			·				+
			Code=425,Section1 Item(s)=(06),Lo		<u> </u>					+

This list gives you the summary total of Vendors and the number of HUBs in Williamson Country. Repeat with Travis Country.

If no Historically Underutilized Businesses are available, then you must show documentation that effort was made. Print the page of the results to add to your documentation.

You now have a complete list of Vendors from the City Vendor List and the CMBL. You may add and contact additional Vendors identified through research that are not on these lists. To complete and RFQ (Request for Quote) the goal is to contact at least 2 HUB vendors (if available) and as many vendors as is needed is to collect 3 or more quotes.

