

# 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/tpasscmlsearch/tpasscmlsearch.do>

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

**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. Other vendors wishing to furnish materials, equipment, supplies, and services to the state should register for the CMBL to receive bidding opportunities.

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 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) 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

▶ SELECT FIELDS FOR OUTPUT

▶ OUTPUT OPTIONS

  

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.

▼ MULTIPLE VENDOR SEARCH

	NIGP Class Code	Items	Highway District(s)
Selection1	<input type="text" value="425"/>	<input type="text" value="06"/>	<input type="text"/>
Selection2	<input type="text"/>	<input type="text"/>	<input type="text"/>
Selection3	<input type="text"/>	<input type="text"/>	<input type="text"/>

Click **Business Category / Vendor Location Search**

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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.

▼BUSINESS CATEGORY / VENDOR LOCATION SEARCH

Business Category

**County Location**

City Location

Zip Code Location

Highway District(s) Location

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.

▼SELECT FIELDS FOR OUTPUT

Vendor ID  Company Name  Contact Person  Mailing Address  City  State  Zip  Country  Email  Phone  HUB Eligibility  HUB Gender  Small Business

[Click here for more options](#)

It's recommended that you add the Business Description.

Your selection Pane should then look like this:

▼SELECT FIELDS FOR OUTPUT

Company Name  Contact Person  City  Email  Phone  HUB Eligibility  HUB Gender  Small Business  Business Description

[Click here for more options](#)

Click **Output Options** for your report.

Select Excel Spreadsheet. Click Search

▼OUTPUT OPTIONS

Output as

Sort by

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 Eligible	HUB Gender	Small Business	CMBL Status	HUB Status
180 OFFICE SOLUTIONS, LLC	wyatt russell	ROUND ROCK	wyatt@180office.com	512-992-0392	180 Office Solutions is a full service office furniture dealership. Our services include space planning and design, site surveys, and corporate relocation. We offer a variety of office furniture including specialty and environmentally friendly products			Yes	Yes	No
ARRIBA SCIENTIFIC INC.	Pres./	HUTTO	ycarroll@arribascientific.com	512-846-2683	Distributor of Laboratory, Medical, Safety, Forestry, Computer and Network Equipment and Supplies	WO	F	Yes	Yes	Yes
BULLCHASE, INC.	Marianne Galea	CEDAR PARK	marianne@bullchase.com	888-558-2855	Bullchase, Inc. is a value added reseller of Maintenance, Repair & Operations (MRO) products.	WO	F	Yes	Yes	Yes
EAGLE OFFICE PRODUCTS LLC	Jay Hoffman	ROUND ROCK	jay@eagleop.com	512-388-1188	office supplies, office furniture, printing, promotional products, janitorial & breakroom supplies			Yes	Yes	No
OFFICE DEPOT B S D	Tommy Trcka	AUSTIN	tommy.trcka@officedepot.com	512-765-7540	Office Supply Company			No	Yes	No
PDME	Paul David Morrison	CEDAR PARK	nmorrison@pdme.com	512-335-7173	OFFICE & COMPUTER SUPPLIES, MRO PRODUCTS, INDUSTRIAL & CONSTRUCTION SUPPLIES, OFFICE FURNITURE, CUSTOM PRINTING 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
WORKSCAPE DESIGNS LLC	James Kopecky	ROUND ROCK	james@workscapedesigns.com	737-802-3137	Commercial office furniture designer and dealer. Sells traditional office, medical, educational, and many other types of commercial furniture. Also do design, layout, project management, consultation, installation, and relocation.	WO	F	Yes	Yes	Yes
Date : 2018/10/18 16:42:51										
CMBL SUMMARY										
Search Found 8 Vendors ,5 are Hubs , Includes 0 Inactive Vendors										
Search Condition : SearchType=CMBL Only,Section1 Class Code=425,Section1 Item(s)=(06),Location County=Williamson										

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.