

Texas State Technical College Waco

Tax Exempt # 74-1646989

Procurement Office

3801 Campus Dr.

Waco, TX 76705

(254) 867-4804 phone

(254) 867-3792 fax

**INVITATION FOR COMPETITIVE SEALED PROPOSALS**

**Title: “Supply and Delivery of Welding Gases on TSTC Waco campus for period of May 2012 through Aug. 2013”**

**Proposal # RFP 201209**

**Posted Date: 4-20-12**

**Forms must be completed and returned for consideration.**

**Proposal Closing Date/Time: May 7, 2012 at 2:00 PM Central Standard Time**

**OPENING WILL NOT BE PUBLIC**

**Mail Proposals to: Hand Deliver Proposals to:**

Texas State Technical College Texas State Technical College

Procurement Office Procurement Office

3801 Campus Dr. Attn: Melissa Warren

Waco, TX 76705 103 10th St. **(on campus address only)**

Attn: Melissa Warren Waco, TX 76705

**Faxed Proposals will not be accepted.**

**Emailed Proposals will not be accepted.**

Proposals must be received in a **sealed** envelope by the date and time shown above for consideration. **Please indicate the Proposal #, Proposal Title, and Proposal Closing Date and Time on the sealed envelope and either hand deliver or mail to the address above.** Proposals will be date/time stamped upon arrival. The date/time stamp used will be the official clock for proposal opening time. Proposals will be opened after the date shown and evaluated based on a Best Value Criteria to be set by TSTC.

Late Proposals **will not** be accepted or considered for review.

**Please sign your proposal**. Failure to do so will automatically disqualify your submission.

After the evaluation process of the proposals an award will be made in the form of either/or an executed contract between both TSTC and the vendor of award or by purchase order or by both documents. TSTC reserves the right to the method of evaluation and award and reserves the right to reject any or all proposals or waive irregularities it deems necessary.

Open records requests for Bid Tabs or Award Notices will be available after an award has been made, and may be requested by contacting Jerry Sorrells via email at:

[**jerry.sorrells@system tstc.edu**](mailto:jerry.sorrells@system%20tstc.edu) **or by visiting the Electronic State Business Daily website at:** [**http://esbd.cpa.state.tx.us**](http://esbd.cpa.state.tx.us) **or the TSTC Procurement website at:** [**http://tstc.edu/procurement**](http://tstc.edu/procurement)

By signing the proposal, the proposer agrees to comply with all terms and conditions of the invitation for competitive sealed proposals and any purchase order or contract that is issued pursuant to the award made. TSTC reserves the right to award on an “All or None” basis or “Line Item” basis. TSTC also reserves the right to reject any proposal submitted. TSTC reserves the right to cancel the order at any time due to delay or non delivery as proposed. TSTC terms are Net 30 days.

**Project Overview:**

Texas State Technical College Waco is requesting Competitive Sealed Proposals for the supply and delivery of various welding gases to include but not limited to oxygen, acetylene and argon, for instructional labs in TSTC’s Welding Department, located on TSTC Waco campus at 3801 Campus Drive, Waco, TX, 76705, as described within RFP 201209 “Supply and Delivery of Welding Gases for TSTC Waco campus for May 2012 through August 2013”.

**Contract Term:**

The initial contract term of this proposal will be a sixteen (16) month period from May 2012 thru August 31, 2013. Contract shall include renewal options of three (3) one-year time periods with mutual agreement between both parties. Renewal contracts shall commence one (1) day after expiration date of original contract to ensure no interruption in service.

**SECTION ONE**

**GENERAL INFORMATION**

1.1 **Purpose of the Request for Proposals** -- The purpose of this Request for Proposals (RFP) is to engage a Proposer to provide the following Services to Texas State Technical College System (herein referred to as “TSTC”): to engage proposer to provide supply and delivery of various welding gases to include but not limited to oxygen, acetylene and argon, to the Welding Department on TSTC Waco campus as specified within RFP 201209 “Supply and Delivery of Welding Gases for TSTC Waco campus for May 2012 through August 2013.”

By means of this RFP, TSTC invites all qualified Proposers to submit Proposals in accordance with the requirements outlined in this RFP. TSTC anticipates that, based on its review and evaluation of the Proposals received pursuant to this RFP, it will select a Proposer and execute a contract whereby the Proposer renders services to TSTC, in accordance with terms and conditions set forth in the contract.

1.2 **Information about Texas State Technical College System** -- TSTC is a state-supported, technical college system that services students throughout the state of Texas. The college system includes four colleges: TSTC Harlingen, TSTC Marshall, TSTC Waco, and TSTC West Texas, which has campuses in Abilene, Breckenridge, Brownwood, and Sweetwater.

1.3 **Historically Underutilized Business (HUB) Firms** -- TSTC endeavors to promote full and equal opportunity for businesses to supply TSTC with goods and/or services that are necessary to support TSTC's educational mission. In this regard, TSTC commits to select Proposers in accordance with (i) needs, (ii) resources, (iii) HUB goals and guidelines established by the Texas Legislature and the Texas Building and Procurement Commission, and (iv) policies and procedures for contracting with Historically Underutilized Businesses.

1.4 **TSTC’s Right to Reject** -- This RFP does not commit TSTC to select a Proposer or to award a Contract to any Proposer. TSTC reserves the right to accept or reject, in whole or in part, any Proposal it receives pursuant to this RFP.

1.5 **Waiver** – By submitting a proposal, each Proposer agrees to waive any claim it has or may have against TSTC (the Owner), and their respective trustees, directors, employees, or agents arising out of or in connection with (1) the administration, evaluation, or recommendation of any proposal; (2) any requirements under the Request for Proposal or related documents; (3) the rejection of any proposal or any part of any proposal; and /or (4) the award of a Contract, if any.

**SECTION 2**

**RFP REQUIREMENTS**

2.1 **Right to Modify, Rescind, or Revoke RFP** -- TSTC reserves the rights to modify, rescind, or revoke this RFP, in whole or in part, at any time prior to the date on which the authorized representative of TSTC executes a Contract with the Selected Proposer.

2.2 **Compliance with RFP Requirements** -- By submission of a Proposal, a Proposer agrees to be bound by the requirements set forth in this RFP. TSTC, at its sole discretion, may disqualify a Proposal from consideration, if TSTC determines a Proposal is non-responsive and/or non-compliant, in whole or in part, with the requirements set forth in this RFP.

2.3 **Binding Effect of Proposal** -- Unless otherwise agreed in writing, signed by an authorized agent of TSTC, each Proposer agrees to and shall be bound by the information and documentation provided with the Proposal, including prices quoted for services.

2.4 **Signature, Certification of Proposer** -- The Proposal must be signed and dated by a representative of the Proposer who is authorized to bind the Proposer to the terms and conditions contained in this RFP and to compliance with the information submitted in the Proposal. Each Proposer submitting a Proposal certifies to both (a) the completeness, veracity, and accuracy of the information provided in the Proposal and (b) the authority of the individual whose signature appears on the Proposal to bind the Proposer to the terms and conditions set forth in this RFP. Proposals submitted without the required signature shall be disqualified.

2.5 **Requirements for Submission** -- The Proposal shall be entitled “Proposal Submitted for RFP # 201209” and shall clearly state the Proposal Opening Date and Time and Title identified.

By Hard Copy Submission:

The Respondent must submit one (1) original signed Proposal and although preferred but not required, one (1) digital copy in the form of a CD or flash drive. The Proposal and accompanying documentation are the property of TSTC and will not be returned. TSTC will no longer provide “delivery or hand stamp” receipt of bids/proposals or proof of delivery of bid/proposals which are delivered by hand or courier. No proof of delivery shall be necessary.

The Proposal should be sent to TSTC at the following addresses:

|  |  |
| --- | --- |
| ***By U.S. Mail/Overnight/Express Mail:*** | ***By Hand Delivery (on campus address only)*** |
| Texas State Technical College | Texas State Technical College |
| Procurement Services Office | Procurement Services Office |
| Attn: Melissa Warren | Attn: Melissa Warren |
| **RFP# 201209** | **RFP# 201209** |
| 3801 Campus Drive | Patterson Hall , 2nd Floor |
| Waco, TX 76705 | 103 10th Street on TSTC campus |
|  | Waco, TX 76705 |

2.6 **Deadline for Proposals** -- **Proposals must be received in the TSTC Procurement Office, at the address specified in Section 2.5 of this RFP, no later than Monday, May 7, 2012 at 2:00 p.m. CST.**

Any Proposal received after EXPIRATION OF the DEADLINE will be immediately disqualified FROM CONSIDERATION, and WILL BE returned unopened to the PROPOSER.

2.7 **Risk of Loss, Damage, Delay** -- Proposer acknowledges and agrees to release and hold harmless the TSTC System, its campus components, Board of Regents, officers, employees, agents, and personnel, from and against any and all claims, liability, damages, and costs, including court costs and attorneys' fees, arising out of or pursuant to delivery of the Proposal or failure to deliver the Proposal to the Purchasing Office at TSTC, as designated in Sections 2.5 and 2.6 of this RFP.

2.8 **Ownership of Proposals** -- All Proposals become the physical property of TSTC upon receipt.

2.9 **Use, Disclosure of Information** --Proposer acknowledges that TSTC is an agency of the State of Texas, and is therefore required to comply with the Texas Public Information Act. Tex. Government Code Ch. 552. If a Proposal includes proprietary data, trade secrets, or information the Proposer wishes to except from public disclosure, then the Proposer must specifically label such data, secrets, or information as follows: "**PRIVILEGED AND CONFIDENTIAL -- PROPRIETARY INFORMATION**.**"** To the extent permitted by law, information labeled by the Proposer as proprietary will be used by TSTC only for purposes related to or arising out of the (a) evaluation of Proposals, (b) selection of a Proposer pursuant to the RFP process, and (c) negotiation and execution of a Contract, if any, with the Proposer selected.

2.10 **Costs of Participation** -- TSTC specifically disclaims responsibility, and/or liability, for all costs, expenses, or claims related to or arising out of the Proposers participation in this RFP process, including but not limited to costs incurred as a result of preparing, copying, shipping, presenting, and/or clarifying the Proposal and the information relevant to the Proposal.

2.11 **Compliance with Applicable Laws, Regulations, Ordinances, Board of Regents Policies, University Policies and Procedures.** By submitting a Proposal, the Proposer agrees to and shall comply with all applicable local, state and federal laws and regulations, as well as with all applicable policies and procedures of the Texas State Technical College System. System policies and procedures may be accessed at the following Internet address: **http://www.tstc.edu**

**SECTION 3**

**RFP PROCEDURES**

3.1 **Rescission of Proposal** -- A Proposal can be withdrawn from consideration at any time prior to expiration of the Deadline for Proposals, as stated in Section 2.6 of this RFP, pursuant to a written request sent to the TSTC Procurement Office Attn: Melissa Warren.

3.2 **Request for Clarification** -- TSTC reserves the right to request clarification of any information contained in a Proposal.

3.3 **Request for Clarification by Proposer** -- All questions and clarifications of the proposals must be submitted in writing by email request to the following contact by the date of May 1, 2012 at 2:00 p.m. CST.

|  |  |
| --- | --- |
| *For General Questions:* | *For Technical Questions:* |
| Melissa Warren  *TSTC Procurement Services* | Matt Siddens  *Welding Programs* |
| 3801 Campus Drive | 3801 Campus Drive |
| Waco, TX 76705 | Waco, TX 76705 |
| 254-867-4804 | 254-867-3552 |
| Melissa.Warren@tstc.edu | Matt.Siddens@tstc.edu |
|  |  |

**3.4 Evaluation of Proposals**

Evaluation criteria will be that of Best Value to TSTC as TSTC deems necessary. Some of the criteria may be that of but not limited to:

Proposer’s Pricing 50 %

Delivery response time: 20 %

References: 20 %

Past History Performance: 10 %

100 %

**3.5 Proposal Opening**

Proposals will be opened after the deadline shown of May 7, 2012 at 2:00 p.m. The proposal opening process will not be open to the public. All submitted proposals become the property of TSTC, after the RFP submittal deadline/opening date, and will not be returned.

All information, documentation, and other materials submitted in response to this solicitation are considered and/or non-proprietary and are subject to public disclosure under the Texas Public Information Act (Texas Government Code, Chapter 552.001, et seq.) after the solicitation is completed. Please contact Jerry Sorrells by email at [Jerry.Sorrells@systems.tstc.edu](mailto:Jerry.Sorrells@systems.tstc.edu) for requests.

Bid Tabs or Award Notices, after award, may be obtained by contacting:

Jerry Sorrells by email at [Jerry.Sorrells@systems.tstc.edu](mailto:Jerry.Sorrells@systems.tstc.edu)

**or by visiting:**

**Electronic State Business Daily or TSTC Procurement website**

[**http://esbd.cpa.state.tx.us**](http://esbd.cpa.state.tx.us)[**http://tstc.edu/procurement**](http://tstc.edu/procurement)

**3.6 Award of Contract**

TSTC intends to negotiate and award an agreement with the vendor submitting the proposal TSTC determines best meets TSTC’s requirements and is considered to be the best value overall.

**3.7 Safety**

Proposer must comply with all applicable safety regulations, including but not limited to, the TSTC Waco College Operating Procedure “COP” (9.16) Contractor Safety. The “COP” may be downloaded or viewed at this electronic link:

<http://iam.tstc.edu/users/cop/COP9.16-01-13-03.pdf>

**3.8** **Insurance Requirements**

Each proposer must be able to submit an insurance certificate evidencing the following coverage:

* 1. The vendor shall carry general public liability insurance covering all duties, services, or work to be performed under the contract.
* Insurance shall provide limits for each occurrence, $1,000,000.00
* Products/completed operations aggregate, $1,000,000.00
* Personal Injury Liability $1,000,000.00
* Fire, Lightening, or Explosion $50,000.00
* Medical Expense $5000.00 per person
* Policy Aggregate $2,000,000.00
  1. **Automobile Liability**:
* Bodily Injury $500,000.00 each person
* Property Damage $1,000,000.00
  1. **Workers Compensation**
* Part A – Statutory
* Part B- $500,000 in the aggregate

$500,000 each person

$500,000 each person for occupational disease

* 1. **Endorsements**

The following endorsements and other stated information is required on the original certificate of insurance:

* 90 days Notice of Cancellation
* TSTC is named as additional insured on all policies except workers compensation
* Waiver of subrogation on all policies
* The assigned RFP number and/or purchaser order number

**SECTION 4**

**PROPOSAL CONTENTS**

**4.1 Scope of Services**

1. The purpose of this Competitive Sealed Proposal is for the supply and delivery of various welding gases to include but not limited to oxygen, acetylene and argon, for instructional labs in TSTC’s Welding Department, located on TSTC Waco campus at 3801 Campus Drive, Waco, TX, 76705.
2. The initial contract term of this proposal will be a sixteen (16) month period from May 2012 thru August 31, 2013. Contract shall include renewal options of three (3) one-year time periods with mutual agreement between both parties. Renewal contracts shall commence one (1) day after expiration date of original contract to ensure no interruption in service.

Initial Contract Term: May 2012 – August 31, 2013

1st Renewal Term: September 1, 2013 - August 31, 2014

2nd Renewal Term: September 1, 2014 – August 31, 2015

3rd Renewal Term: September 1, 2015 – August 31, 2016

1. Pricing should be quoted as a percentage discount off Proposer’s published price. This discount will remain constant throughout the term of the contract and renewals, if applicable. If a renewal contract is decided to be exercised by mutual agreement of both parties at end of initial contract term, Proposer will furnish published price at that time to TSTC by August 1, 2013 and August 1st of each subsequent year to determine pricing for the following contract term.

Current unit published price and % discount off published price will govern in the event of extended discount pricing errors.

Proposal prices are requested to be firm for TSTC acceptance for 30 days from proposal opening date.

1. Gas usage shown on Proposal Form is estimated usage based on the current fiscal year. Future usage may vary due number of classes and students each semester.
2. Proposer must submit their particular item number associated with each gas being requested on Proposal Form.
3. All cylinders with exception of those for Liquid Oxygen are TSTC owned and are marked as such. If contract ceases, bottles must be returned within 10 working days of end of contract.
4. Pickups and/or deliveries will be regularly scheduled at least every 7 days at a minimum. Should need for additional gases arise between deliveries, gases will be requested by TSTC to Proposer with expected delivery within 24 hours. Deliveries should be made during normal working hours only (8:00 a.m. – 5:00 p.m. CST), unless prior written approval has been made with TSTC.

If delivery delay is foreseen, Proposer will give written notice to TSTC. Proposer must keep TSTC advised at all times of order status. Default promised delivery (without acceptable reasons) or failure to meet specifications authorizes TSTC to purchase supplies elsewhere and charge full increase, if any, in cost and handling to Proposer.

1. Evaluation criteria is based on but not limited to:

50 % – price

20 % – delivery response time

20 % – references

10 % – past history performance

100 %

1. Proposer must provide references (no less than 3) on current businesses utilizing Proposer’s services. Name, address, phone and email addresses of these references must be provided. It is highly recommended that these references be from other colleges or public sector accounts comparable in size to TSTC.

**General Terms and Conditions**

* 1. **Contract Award**

A response to the solicitation is an offer to contract with Texas State Technical College based on the terms and conditions contained therein. RFP’s do not become contracts and are not binding until a written contract, signed by authorized College administrator and authorized personnel of the awarded vendor pursuit to this agreement.

* 1. **Contract Term**

The contract performance period shall be for an initial term of sixteen (16) months (May 1, 2012 through August 31, 2013) with renewal options of three (3) one-year time periods commencing 1 day after expiration date of original contract, unless otherwise extended or terminated by TSTC in accordance with the terms and conditions of this contract. All contract renewals or extension may be subject to approval by authorized personnel of TSTC. Contract renewals or extensions may be made ONLY by written agreement between the College and the Proposer and are subject to approval by authorized personnel of TSTC.

* 1. **Submitted Responsive Documents**

The RFP and submitted responsive documents, or portions of each, and at the College’s sole discretion, may become incorporated by reference and a part of this written contract and will be binding on both the College and the Proposer after execution of the contract by both parties.

* 1. **Interpretation, Jurisdiction and Venue**

This contract will be governed and be interpreted by the laws of the State of Texas without regard to its choice of law provisions. Exclusive venue for any claim or dispute involving the resulting contract or the services provided there under, shall lie in a court of competent jurisdiction in McLennan County, Texas.

* 1. **Compliance with Laws**

The services provided and all representations in the RFP response must be such that they are or would be in conformity with all federal, state, county and local laws, regulations, rules, and orders. Upon request, the Proposer shall furnish to TSTC certificates of compliance with all such laws.

* 1. **Taxes**

TSTC is tax exempt as a governmental subdivision of the State of Texas under Section 501C (3) of the Internal Revenue Code.

* 1. **Termination for Convenience**

TSTC, may, at its option and discretion, terminate the resulting contract for convenience and, at its option and discretion, may reduce the statement of work or other requirements of the contract at any time, without any default on the part of TSTC or the contractor, by giving thirty (30) calendar day’s notice thereof to the selected contractor.

* 1. **Termination for Default**

In the event that the services to be performed under this contract must be completed by a certain date, the Proposer is required to provide immediate notice at such time it has knowledge that it will be unable to perform the services within the time required.

* 1. **Insurance Requirements**

The Proposer/Awarded Vendor agrees to comply with the insurance requirements contained herein, if any.

* 1. **Assignment**

The Proposer may not assign, transfer, convey, or subcontract this contract, any services to be performed as outlined in the RFP, or any of its obligations under this contract, in whole or in part, without the prior written approval from the College, which the College may withhold in its sole discretion.

* 1. **Audit of Records**

TSTC reserves the right to audit records and performance of the Proposer during the term of this contract at any time during the contract period.

* 1. **Notices**

All notices, amendments, modifications, or alterations hereunder by either party to the other shall be in writing, delivered personally, by certified or registered mail, return receipt requested, or by overnight courier, and shall be deemed to have been duly given when delivered personally or when deposited in the United States mail, postage prepaid addressed as follows:

|  |  |
| --- | --- |
| **Texas State Technical College** |  |
| Procurement Services |  |
| Attn: Melissa Warren |  |
| 3801 Campus Drive |  |
| Waco, TX 76705 |  |
| (254) 867-4804 |  |
|  |  |

* 1. **Entire Agreement**

The contract and its accompanying exhibits contain the entire understanding of the parties regarding the services or materials provided and supersede all prior agreements, oral or written and all other communications between the parties relating to the subject matter. This agreement may not be amended or modified, except by mutual written agreement between the parties.

* 1. **Ethics Conduct**

Any direct, or indirect, actions taken to unduly influence competitive purposes, to circumvent equal consideration for competitive bidders, or to disregard ethical and legal trade practices will disqualify vendors and contractors from current and future consideration for participation in TSTC orders and contracts.

* 1. **Drug Policy**

TSTC is a drug-free workforce and workplace. The manufacture, sale, distribution, dispensation or use of illegal drugs or alcohol by vendors or contractors while on TSTC premises is strictly prohibited.

* 1. **Dispute Resolution**

The dispute resolution process provided for in Chapter 2260 of the Government Code shall be used by TSTC and the Proposer to attempt to resolve any claim for breach of contract made by the Proposer.

**PROPOSAL FORM**

Request for Proposal ***RFP #*** 201209

“Supply and Delivery of Welding Gases for TSTC Waco for period of

May 2012 through August 2013”

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| ***ITEM #*** | ***Type of Gas*** | ***Current Unit***  ***Published Price*** | ***% Discount off published price*** | ***Extended***  ***Discounted***  ***Price***  ***(published price less discount)*** | ***Unit*** | ***Estimated monthly usage*** | ***Estimated yearly usage*** |
|  | *200 Plus Oxygen* |  |  |  | *ea.*  *btl.* | *50* | *600* |
|  | *300 Plus Oxygen* |  |  |  | *ea.*  *btl.* | *1.5* | *18* |
|  | *Liquid Oxygen* |  |  |  | *ea.*  *cyl.* | *7.5* | *90* |
|  | *Acetylene*  *size 5*  *360 cu.ft. cylinder* |  |  |  | *per cu.ft.* | *7,500* | *90,000* |
|  | *200 Plus Argon* |  |  |  | *ea.*  *btl.* | *50* | *600* |
|  | *300 Plus Argon* |  |  |  | *ea.*  *btl.* | *3* | *36* |
|  | *200 Plus*  *75% Ar*  *25% CO2* |  |  |  | *ea.*  *btl.* | *75* | *900* |
|  | *300 Plus*  *75% Ar*  *25% CO2* |  |  |  | *ea.*  *btl.* | *3.75* | *45* |
|  | *200 Plus*  *98% Ar*  *2% O2* |  |  |  | *ea.*  *btl.* | *.50* | *6* |
|  | *Proflame 300* |  |  |  | *ea.*  *btl.* | *1* | *12* |

***ADDENDUMS ACKNOWLEGED (if any): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_***

**RESPECTFULLY SUBMITTED:**

|  |  |
| --- | --- |
| Authorized Signature: |  |
| Printed Name and Title: |  |
|  |  |
| Name of Contracting Firm: |  |
| Address: |  |
| Telephone and Email Address: |  |
|  |  |
| Proposer's Corporate Charter No.: |  |

**References:**

1. **Business Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Address:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Phone/Fax: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Email Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Contact Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

1. **Business Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Address:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Phone/Fax: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Email Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Contact Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

1. **Business Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Address:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Phone/Fax: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Email Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Contact Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

1. **Business Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Address:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Phone/Fax: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Email Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Contact Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

###### Vendor Information Sheet

#### Company Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Tax ID#\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Purchase Order Mail To Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**City/State/Zip \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Phone# (\_\_\_\_\_) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Fax# (\_\_\_\_\_\_\_)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Email\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_WebSite\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Payment Remittance Address if different: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**City/State/Zip \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Phone# (\_\_\_\_\_\_\_) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Fax#(\_\_\_\_\_\_\_)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

1. **Does your company accept purchase orders? Yes \_\_\_\_\_\_\_\_\_\_No\_\_\_\_\_\_\_\_\_\_\_**
2. **Does your company require a “hard copy” purchase order be faxed? Yes \_\_\_\_\_No\_\_\_\_\_**
3. **Is your company a registered HUB Vendor (Historically Under Utilized Business) with the State of Texas?**

**Yes\_\_\_\_\_\_ No\_\_\_\_\_\_\_**

**If yes provide Expiration Date: \_\_\_\_\_\_\_\_\_\_\_\_\_Ethnicity:\_\_\_\_\_\_\_\_\_\_ and attach certificate copy.**

1. **Is your company an active registered member of the Centralized Master Bidders List (CMBL) with the State of Texas? If yes please provide expiration date.**

**Yes\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ No\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Expiration Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

1. **Are you a listed vendor on the BuyBoard? Yes\_\_\_\_\_ No\_\_\_\_\_**

**Please note that all information supplied is used to update our vendor record files only. The information is used to place orders and make invoice payments promptly and accurately. Your assistance in keeping the information updated is appreciated.**

**Thank You.**