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Texas State Technical College Waco

Tax Exempt # 74-1646989

Procurement Office

3801 Campus Dr.

Waco, TX 76705

(254) 867-3778 or (254) 867-4804

(254) 867-3792 alternate fax

(254) 867-3758 direct fax

**REQUEST FOR SEALED PROPOSAL**

**Title: Air Traffic Control Tower Simulator**

**Bid# RFP 1212W**

**Date: 10-17-11**

**This form must be completed and returned for consideration.**

**Bid/Proposal Return Date: 3:00 PM Central Standard Time on: 11-3-11**

**Mail Bids to: Hand Deliver bids to:**

**This is an On Campus Address Only**

Texas State Technical College Texas State Technical College

Procurement Office Procurement Office

Attn: Sharon Ferrill, CTP Attn: Sharon Ferrill, CTP

Coordinator of Procurement Services Coordinator of Procurement Services

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

3801 Campus Dr. Waco, TX 76705

Waco, TX 76705

**Faxed Bids/Proposals will not be accepted.**

**Emailed Bids/Proposals will not be accepted.**

**If “No Bidding” please check this area and return packet to the Procurement Office. \_\_\_\_\_\_\_\_\_\_\_\_**

**Bid Proposal Instructions:**

**One (1) Original Signed Proposal and One (1) Digital Copy (CD) copy must be submitted.**

**Bids/Proposals must be received in a sealed envelope with the Bid#, Bid Title, and Opening Date appearing on the outside of the envelope and delivered to the Procurement Office before the date and time shown above. Bids will be date/time stamped upon arrival. The date/time stamp used will be the official clock for bid/proposal opening. Bids/Proposals become the property of TSTC and will not be returned. TSTC will not provide proof of receipt of any bid/proposal submitted.**

**Late bids/proposals will not be accepted or considered for review.**

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

**Award:**

**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 award and to reject any or all bids submitted for reasons TSTC deems necessary. TSTC Terms and Conditions will apply to any purchase order or contract resulting in an award to vendor.**

**Bid Tab Requests:**

**Open records requests, after award is made, may be requested by contacting Jerry Sorrells via email at:** [**jerry.sorrells@systems.tstc.edu**](mailto:jerry.sorrells@systems.tstc.edu)

**Project Manager: Ramon Claudio 254-867-2086 or** [**Claudio.ramon@tstc.edu**](mailto:Claudio.ramon@tstc.edu)

**Questions:**

**Sharon Ferrill (254) 867-3778 or** [**sharon.ferrill@tstc.edu**](mailto:sharon.ferrill@tstc.edu)

**General Information:**

Texas State Technical College is a state supported Technical College System that services students throughout the state or Texas. The college system includes 4 campuses: TSTC Harlingen, TSTC Waco, TSTC Marshall and TSTC West Texas.

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. TSTC commits to select proposers using the Best Value criteria to include but not limited to: needs, resources, HUB goals and guidelines established by the Texas Legislature and Texas Procurement and Support Services (TPASS), and policies and procedures for contracting with Historically Underutilized Businesses. (HUB)

**RFP Requirements:**

**Right to Modify, Rescind, or Revoke RFP**

TSTC reserves the right 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.

**Compliance with RFP Requirements**

By submission of a Proposal, a Proposer agrees to be bound by the requirements set forth in the 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 the RFP.

**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 bid for services.

**Signature Certification of Proposer**

The Proposal must be signed and dated by an authorized representative of the Proposer who is authorized to bind the Proposer to the terms and conditions contained in the RFP and to compliance with the information submitted in the Proposal. Each Proposer submitting a Proposal certifies to both (a) 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 the RFP. Proposals submitted without the required signature shall be disqualified.

**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 Procurement Office at TSTC, as designated in the RFP.

**Ownership of Proposals**

All proposals become the physical property of TSTC upon receipt.

**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. Gov’t Code Ch 552. If a Proposal includes proprietary data, trade secrets, or information the Proposer wishes to except from public disclosure, 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 or 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.

**Costs of Participation**

TSTC specifically disclaim 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.

**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>

**Rescission of Proposal**

A Proposal can be withdrawn from consideration at any time prior to expiration of the Deadline for Proposals, as stated in this RFP, pursuant to a written request sent to Sharon Ferrill via email at [sharon.ferrill@tstc.edu](mailto:sharon.ferrill@tstc.edu)

**Request for Electronic Copy**

A Proposer may request an electronic copy of the RFP by contacting via email [sharon.ferrill@tstc.edu](mailto:sharon.ferrill@tstc.edu)

Paper copies will not be mailed.

**Request for Clarification**

TSTC reserves the right to request clarification of any information contained in the Proposal.

**Request for Clarification by Proposer**

All questions and clarifications of the proposals should be directed to [sharon.ferrill@tstc.edu](mailto:sharon.ferrill@tstc.edu)

**Pre-Proposal Conference**

**N/A**

**Evaluation of Proposals**

Proposers must submit as indicated the completed proposal form with all addendums (if any) acknowledgments, and references as requested to be considered.

**Proposal Opening**

Proposals will be opened after the deadline set. Opening will be held at Texas State Technical College Waco. The Proposal opening is open to the public. Opening for this Proposal will be held at TSTC Waco Campus 3801 Campus Dr. Waco, TX and will be located in Patterson Hall 2nd Floor Conference Room. TSTC address for Patterson Hall is 103 10th St. Note: This is an on campus address only. 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 and an award has been made. You may obtain open records information by contacting Jerry Sorrells via email at [jerry.sorrells@systems.tstc.edu](mailto:jerry.sorrells@systems.tstc.edu)

**Award of Contract**

TSTC intends to negotiate and award an agreement/contract with the vendor submitting a Proposal that TSTC determines to be the Best Value and meets all of TSTC needs.

**Liquidated Damages**

Owner and Contractor recognize that time is of the essence of this agreement and the Owner will suffer financial loss if the work is not completed per the completion schedule. Owner and Contractor therefore agree that as liquidated damages for delay, a charge of $250.00 per day will be assessed for late delivery of the selected proposal criteria.

**Safety**

Contractor must comply with all applicable safety regulations, including but not limited to, the policies of Texas State Technical College when on campus.

**Specifications**

**RFP1211W**

**Air Traffic Control Tower Simulator**

Texas State Technical College Waco is requesting proposals for the following as described:

Texas State Technical College Air Traffic Control department is seeking bids for a state of the art (180° to 240° Field of View) ATC Tower Simulator consisting of a minimum of 5 large screen LCD monitors, supporting all three (3) tower positions of Local control, Ground Control, and Flight Data/Clearance Delivery, flight progress strip printers, and a minimum of two (2) Radar consoles for use as Approach and Departure Control. The system must be capable of operating in Voice Recognition mode but must also include Pseudo-Pilot stations, scenario/Lesson preparation consoles, and Instructor consoles.

The Tower console cabinetry must include touch-screen monitors for voice communications system, ASD-X presentations, D-Brite or STARS Display, a 2 and 3 minute virtual wake turbulence timers, and airport lighting panels. The Radar consoles must each include ARTS keyboards, a large size LCD monitor for the radar presentation and a secondary one for communications & Information display, and flight progress strip printer. Additionally, the Radar software must be capable of emulating Terminal ARTS 3E and STARS, EnRoute ERAM, terminal and Enroute sector maps, and fully integrate with the Tower.

The initial system maps must include the “Academy” Airport (KFAA) with complete terminal and Enroute airspace database with an optional secondary airport and associated database to be determined later.

Also, the system will consist of two (2) installations and one tear down; the first install shall be operational on or about December 15, 2011 and the second install no later than June 1, 2012.

On-site training for up to three (3) Instructors must be provided for a reasonable period of time with subsequent telephone support. A minimum of one fully operational scenario for each position of operation must be made available at time of delivery with moderate to heavy traffic complexity, maximizing all the functionalities of the system. Initial consumables shall include a reasonable supply of Plantronics headsets (tops and bases), joy sticks, 5-button mouses, flight progress strip forms, and extra voice tubes for the headsets. All computers should be MS Windows based with the latest operational software installed; Intel-based processors and ATI-based graphics cards preferred, large capacity SATA II hard drives, and all monitors and TVs must be capable of displaying high definition graphics at 1080p and a refresh rate between 120Hz and 240Hz. Also, operational manuals must be delivered no later than January 1, 2012.

**Bid Form**

Base Bid Price: (written)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Base Bid Price: $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.\_\_\_\_\_\_

Plus Shipping Charges to: TSTC Central Receiving if applicable: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1200 Greenway

Waco, TX 76705

Total Bid Price: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Vendor Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Printed Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Delivery must be made within specified dates within specifications.**

**Please indicate if submitting a NO BID**

**Bid is valid for \_\_\_\_\_\_\_\_\_\_\_days from bid due date.**

By signing this bid, bidder agrees to comply with all terms and conditions (see enclosed) of the IFB or RFP and any purchase order issued pursuant to the bid submission. TSTC reserves the right to award on an “All or None” basis or “Line Item” basis. TSTC also reserves the right to reject any bid submitted. If for any reason there is a delay in the delivery date stated on the bid the vendor agrees to contact the buyer shown. TSTC reserves the right to cancel the order at any time due to delay or non delivery. TSTC terms are Net 30 days. TSTC will only accept new and unused items as being bid, unless otherwise specified.

Procurement Services Contact: Sharon Ferrill, CTP

Coordinator of Procurement Services

Direct Phone: (254) 867-3778 Direct Fax: (254) 867-3758

Alternate Phone: (254) 867-4804 Alternate Fax: (254) 867-3792

Email: [sharon.ferrill@tstc.edu](mailto:sharon.ferrill@tstc.edu)

Note:

Please sign the IFB or RFP and provide vendor information requested. Failure to do so will affect the evaluation process.

Texas State Technical College Waco

Terms and Conditions

ITEMS BELOW APPLY TO AND BECOME A PART OF THE BID SPECIFICATIONS for RFP1212W

ANY EXCEPTIONS THERETO MUST BE IN WRITING

1. **BIDDING REQUIREMENTS**
   1. Bidders must comply with all rules, regulations, and statutes relating to purchasing in the State of Texas in addition to the requirements of the form.
   2. Bidders must price per unit shown. Unit prices shall govern in the event of extension errors.
   3. Bids should be submitted on this form. Bids must be time/date stamped at the requesting agency on or before the hour and date specified for the bid opening.
   4. Late and/or unsigned bids will not be accepted nor considered under any circumstances. Person signing the bid must have the authority to bind the firm in a contract.
   5. Quote/Bid must be F.O.B Destination, freight prepaid and allowed or exact cost of shipping/delivery cost and terms must be shown on the bid submission.
   6. Bid prices are requested to be firm for requesting agency acceptance for no less than 30 days from the bid opening date.
   7. Bids should give Payee ID#, full firm name and address of bidder as requested.
   8. Bid cannot be altered or amended after opening date and time. Alterations made prior to bid opening must be initialed by the bidder or his/her authorized agent. No bid can be withdrawn after opening date/time without TSTC approval of the written reason. All requests must be in writing prior to opening date/time.
   9. Purchases made for State of Texas use are tax exempt from State Sales Tax and Federal Excise Tax. Do not include tax in your bid submission. Tax Exemption Certificate will be available upon request.
   10. TSTC reserves the right to accept or reject any or all bids, part of bids and to waive minor technicalities and award based on best value to the vendor who best meets the needs for TSTC.
   11. Consistent and continued tie bidding could cause rejection of bid by TSTC and/or investigation for antitrust violations.
   12. TSTC shall not be responsible for failure of bids to reach the designated office by the date/time indicated regardless of the reason and method sent.
   13. Late, illegible, incomplete or otherwise non-responsive bids will not be considered.
2. **SPECIFICATIONS**
   1. Catalogs, brand names or manufacturers references are descriptive only and indicate type and quality desired. If bidding on other than specifications of the bid, it must be indicated as a “substitute” showing the manufacturer name and other descriptive product information being offered. Descriptive material (brochures, catalog pages) should be made a part of your bid submission for consideration by TSTC.
   2. Unless otherwise specified, items shall be new and unused and of current production.
   3. All electrical items must meet all applicable OSHA standards and regulations, and bear the appropriate listing from UL, FMRC, or NEMA.
   4. Samples of products, when requested, must be furnished free of expense to TSTC. If not destroyed in examination, they will be returned to the bidder upon request at bidder’s expense. Each sample should be marked with bidders name and address and bid number. Do not enclose bid with samples.
   5. Any oral statement or representation will not bind TSTC contrary to the written specifications of the Invitation for Bid. (IFB)
   6. Manufacturer’s standard warranty shall apply unless otherwise stated in the IFB.
3. **TIE BIDS**
   1. Awards will be made in accordance with Rule 1 TAC Section 113.6 (b) (3) and 113.8 (preferences).
4. **Delivery**
   1. Show number of days required to place material in the TSTC Central Receiving or other designated delivery address. Delivery day is a calendar day, unless otherwise specified. Failure to state delivery time obligates bidder to deliver in no more than 14 days from the date of order. Unrealistic delivery promises and consistent delivery delays may cause a bid to be disregarded.
   2. If delay is foreseen, vendor shall give written notice to the ordering agency buyer. Vendor must keep the ordering agency advised of the order status at all times. Defaults on promised delivery dates without acceptable reasons by TSTC personnel, or failure to meet specifications of the order, authorizes the ordering agency to purchase the goods or services elsewhere and charge any amounts over the original cost in goods and or services along with shipping and handling costs to the defaulting vendor.
   3. No substitutions to the order are permitted without written approval of TSTC.
   4. Delivery shall be made during normal business hours only, unless prior written approval has been
5. **INSPECTION AND TESTS**
   1. All goods will be subject to inspection and test by TSTC. Authorized ordering agency personnel shall have access to supplier’s place of business for the purpose of inspecting merchandise. Tests shall be performed on samples submitted with the bid or on samples taken from regular shipment. All costs shall be borne by the vendor in the event products tested fail to meet or exceed all conditions and requirements of the specifications. Goods delivered and rejected in whole or in part may, at TSTC’s option, be returned to the vendor or held for disposition at vendor’s expense. Latent defects may result in revocation of acceptance.
6. **AWARD OF CONTRACT**
   1. A response to an IFB is an offer to contract based upon the terms, conditions and specifications contained herein. Bids do not become contracts until they are accepted through a purchase order or written contract. The contract shall be governed, construed and interpreted under the laws of the STATE OF TEXAS. The factors listed in Texas Government Code, Title 10, Subtitle D, Section 2155.074, 2155.144, 2156.007, 2157.003 shall also be considered in making an award. Any legal actions must be filed in McLennan County, Texas.
7. **PAYMENT**

Vendor shall submit an itemized invoice showing TSTC’s purchase order number. TSTC will incur no penalty for late payment if payment is made in 30 or fewer days from receipt of the goods or services and an uncontested invoice is received. For restrictions regarding pre-payment see section 11.

1. **Patents or Copyrights**
   1. The vendor agrees to protect TSTC from claims involving infringement of patents and copyrights.
2. **VENDOR ASSIGNMENTS**
   1. Vendor herby assigns to ordering agency any and all claims for overcharges associated with this contract arising under the antitrust laws of the United States 15 U.S.C.A. Section 1, et seq. (1973). Inquiries pertaining to IFB’s must give the requisition number, codes, and opening date.
3. **BIDDER AFFIRMATION**
   1. Signing this bid with a false statement is a material breach of contract and shall void the submitted bid or any resulting contracts, and the vendor shall be removed from all bid lists.
   2. The bidder has not given, offered to give, nor intends to give at any time hereafter any economic opportunity, future employment, gift, loan, gratuity, special discount, trip, favor, or service to any TSTC employee in connection with this IFB, directly or indirectly involved with its preparation.
   3. Pursuant to Section 2155.004 Government Code the bidder has not received compensation for participation in the preparation of the specifications for this IFB.
   4. Pursuant to Section 231.006 (d) Family Code (relating to child support), the bidder certifies that the individual or business entity named in this bid is not ineligible to receive this specified payment and acknowledges that this contract may be terminated and payment may be withheld if this certification is inaccurate.
   5. Under Section 2155.004 Government Code the bidder certifies that the individual or business entity named in this bid is not ineligible to receive the specified contract and acknowledges that the contract may be terminated and/or payment withheld if this certification is inaccurate.
   6. The Contractor shall defend, indemnify, and hold harmless TSTC, all of its officers, agents and employees from and against all claims, actions, suits, demands, proceedings, costs, damages, and liabilities, arising out of, connected with, or resulting from any acts or commissions of contractor or any agent, employee, subcontractor, or supplier of contractor in the execution or performance of this contract.
   7. Bidder agrees that any payments due under this will be applied towards any debt, including but not limited to delinquent taxes and child support that is owed to the STATE of TEXAS.
   8. Bidder certifies that they are in compliance with section 669.003 of the Government Code, relating to contracting with executive head of a State Agency. If section 669.003 applies bidder will complete the following information in order for the bid to be evaluated:

Name of Former executive: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of State Agency: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date of separation from State Agency: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date of Employment with Bidder: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* 1. Bidder agrees to comply with Government Code 2155.4441, pertaining to service contract use of products in the State of Texas.

1. **FAMILY CODE**

Pursuant to Section 231.006 Family Code, bid must include the names and Social Security Number of each person with at least 25% ownership of the business entity submitting the bid. Attach name and social security number for each person. This information must be provided prior to contract award.

1. **NOTE TO THE BIDDER**
   1. Any terms and conditions attached to a bid will not be considered unless specifically referred to on this bid form and may result in disqualification of the bid.
   2. The dispute resolution process provided for in Chapter 2260 of the Texas Government Code must be used by the ordering agency and the contractor to attempt to resolve disputes arising under this contract.
2. **BEST VALUE CRITERIA** 
   1. The quality, availability, and adaptability of the goods or services to the particular use of TSTC.
   2. The number and scope of conditions attached to the bid.
   3. The ability, capability, and skill of the bidder to perform the contract or provide the service required by TSTC.
   4. Whether the bidder can perform the contract or provide the service promptly, or within the time required by TSTC without delay or interference, the character, responsibility, integrity, reputation, and experience of the bidder.
   5. The quality of performance of previous contracts or services rendered.
   6. Any previous or existing non-compliances by the bidder with specification requirements relating to time of submission of specified data such as samples, models, drawings, certificates, or other information
   7. The sufficiency of the financial resources and ability of the bidder to perform the contract or provide the service; and the ability of the bidder to provide future maintenance, repair parts and service for the use of the contract.

**References:**

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

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

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

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

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

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

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

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

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

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

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

**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 Buy-Board? 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.**