UT System Guide for Finding HUB Vendors on the CMBL

(Centralized Master Bidders List)

Office of HUB Programs

The University of Texas System

FOURTEEN INSTITUTIONS. UNLIMITED POSSIBILITIES.

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Search the CMBL for Historically Underutilized Businesses (HUBs) by *NIGP Class & Item / Description*

Click on this link to open the CMBL Home Page: https://mycpa.cpa.state.tx.us/tpasscmblsearch/

~then~

Go to the next page (pg. 4) of this guide for step-by-step instructions on how to do a search.

Tip: If you have dual monitors, it is helpful to have this guide open on one and your default browser on the other.

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Step 1.

Step 2.

(CMBL home page)

Select 'HUBs Only'

**Note: If you are looking for all subcontractors or vendors, select 'All Vendors'

1) Expand the 'MULTIPLE VENDOR SEARCH' Option, then

2) Click on 'NIGP Class Code' link.
*Note: the page will open in a new tab in your browser

~Go to next page for Step 3~

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Step 3.

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

Click on Alpha Index link to search by keyword, and you will be taken to this page

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
025	AIR COMPRESSORS AND ACCESSORIES
031	AIR CONDITIONING, HEATING, AND VENTILATING EQUIPMENT, PARTS AND ACCESSORIES
035	AIRCRAFT AND AIRPORT EQUIPMENT, PARTS, AND SUPPLIES
037	AMUSEMENT, DECORATIONS, ENTERTAINMENT, GIFTS, TOYS, ETC.

Step 4.

State of Texas Commodity Code Search

(Revised January, 2016)

NOTE: Search results represent NIGP's search-friendly keyword data set and not official code descriptions. 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.

Go To Numeric Index

Enter a word or words to match. Matches will contain all words entered.

Search keywords:

OR

Search by Class: (3 digits required)

Submit Search   Reset

~Go to next page for Step 5~

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Step 5.

State of Texas Commodity Code Search

(Revised January, 2016)

NOTE: Search results represent NIGP's search-friendly keyword data set and not official code descriptions. 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.

Go To Numeric Index

Enter a word or words to match. Matches will

1) Type in keywords (hint: use generic terms, if possible)
In this example, we will use Keyword "**promotional**'

Search keywords: promotional

OR

2) Click on "**Submit Search**"

Search by Class: (3 digits required)

Submit Search   Reset

Step 6.

Go To Numeric Index

Enter a word or words to match. Matches will contain all words entered.

Search keywords: promotional

OR

Search by Class: (3 digits required)

Submit Search   Reset

Search Results

6 results matching "**promotional**" sorted by Keyword Match

Click on a column title to sort search results.

Class-Item	Keyword Match
952-24	CULTURAL ADMINISTRATION AND PROMOTIONAL SERVICES
037-52	PROMOTIONAL AND SPECIALTY PRODUCTS
715-30	PROMOTIONAL MATERIALS (PUBLICATIONS)
952-24	PROMOTIONAL SERVICES, CULTURAL
037-78	PROMOTIONAL SOUVENIRS
961-53	SALES PROMOTIONAL SERVICES

1) Find the Class and Item(s)* that best suit what you are looking for. *You will have to write these numbers down, or remember them. Then,*

2) Click on the Search For Vendors tab at the top of your browser and you will be returned to the CMBL home page

Step 6a.

Search For Vendors   ✕   State of Texas Commodity Code Se ✕

← → C ⌂   ⓘ 🔒 https://cmblreg.cpa.state.t

⚙ Most Visited   🦊 Getting Started   🔴 OPUS
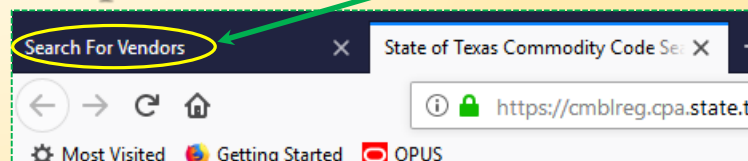
* **Class Code**: first three numbers
Item Code: last two numbers

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~Go to next page for Step 7~

Step 7.

Step 8.

Enter the Class Code(s) here

Enter the Item Code(s) here

Note: Avoid using "**Highway District**" as a search criteria. The search result is not a comprehensive list of HUBS doing business in those counties.

After entering the codes, expand "SELECT FIELDS FOR OUTPUT" by clicking on the black arrowhead.

~Go to next page for Step 9~

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Step 9.

Remove all fields except for the ones showing below by clicking the 'x' next to the description

Step 10.

Add Business Description by choosing it from the dropdown box below the fields

~Go to next page for Step 11~

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Step 11.

Step 12.

Next, expand "**OUTPUT OPTIONS**" by clicking on the black arrowhead.

Note: Detail List is the default Output Option. If you prefer download to Excel, you will find that option in the dropdown list.

1) Use the 'Sort by' drop-down to select how you want the information sorted. In this example, we will use "City"

2) Click the **Search** button

The next page will show you the results of your search

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Results of Searching HUBs by NIGP Class & Item/ Description.

Texas Comptroller of Public Accounts
Glenn Hegar

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Search For Vendors

Search found 28 vendors , 23 are HUBs ,Includes 0 Inactive Vendors
Search Condition : SearchType=CMBL Only,Section1 Class Code=037,Section1 Item(s)=(52),Section2 Class Code=037,Section2 Item(s)=(78),Location District(s)=(14)

🔍 New Search

Read Business Description to see which vendors most closely match what you are looking for.

Click on Company name for more information

Make sure to choose only vendors listed with A-Active status, if searching for a HUB vendor

Results

SORT: CITY (A-Z)

Company Name	Contact Person	Mailing Address	City	↑ Zip	Email	Phone	Business Description	HUB Eligibility*	HUB Gender**	CMBL Status	HUB Status
ARETE SERVICES, INC. DBA ARETE	Bill Davis	ARETE PROMOTIONS 8600 CAMERON LOOP	AUSTIN	78745-7916	bill@aretepromotions.com	512-789-5323	Printing and Promotional Products	WO	F	Active	A-Active
ROOSTER CAIN	Loretta Sanchez	1201A W 39TH 1/2 ST	AUSTIN	78756-3903	loretta@roostercain.com	512-797-4935	i provide promotional products like t-shirts, cups,pens,caps,jackets,jerseys,signs,banners,business cards,uniforms, embroidery, screen printing	HI	F	Active	A-Active
SHERRY MATTHEWS, INC.	Wardaleen Belvin	200 S CONGRESS AVE	AUSTIN	78704-1219	wbelvin@sherrymatthews.com		specializing in ... dia placement, public ... TV, radio, ... net marketing, research, printing, etc.	WO	F	Active	A-Active
ARMADILLO ADVERTISING	Carla Schaefer,Owner/Cell 512-484-3481	3006 BEE CAVES RD SUITE A-211	AUSTIN	78746-5588	cschaefer@armadilloadvertising.com	512-542-9095	Distributor of promotional products and specialty advertising. We offer wearables (T-shirts, caps, polos, etc.), koozies, cups, keyt Business also does freelance writing, communications consulting, and graphic design				
AUSTINTATIOUS ADVERTISING	OWNER/DEBI WITT JONES	10816 CROWN COLONY DR SUITE 208	AUSTIN	78747-1658	tatious@aol.com	512-447-7666	Promotional products; items that can be printed with a logo or event for employee incentives, tradeshows, safety programs or product enhancement.				
IMPRINTED PRODUCTS OF AUSTIN	Owner/Anna M. Breed	5813 LINARIA LN	AUSTIN	78759-6269	imprintedproducts@att.net	512-345-7162	Distributor of Promotional Gift Products, custom imprinted, Ad-Specialty	WO	F	Active	A-Active
WALTER ALLAN STUDIOS	WALTER ALLAN, OWNER	5903 MEDIAN RD	AUSTIN	78734-1135	info@walterallanstudios.com	512-266-3112	Promotional Products Advertising and Awards			Active	Inactive(N)
ANT FARM SPECIALTIES LLC	Pres./Julie K. Wallace	300 BRIARWOOD TRL	AUSTIN	78746-5411	JULIE@ANTFARMSPECIALTY.COM	512-328-6130	PROMOTIONAL ADVERTISING	WO	F	Active	A-Active
BEEHIVE SPECIALTY	President / VICKI	8701 WALL ST	AUSTIN	78754-4402	vicki@specialbee.com	512-912-7940	Promotional products, packaging and fulfillment services	WO	F	Active	A-Active

Email links are provided so you can solicit bids directly

These codes tell you what "kind" of HUB the Vendor is (see below for code definitions)

*Eligibility/ Ethnic codes: AS - Asian
AI - Native American
BL - Black
HI - Hispanic
SDV - Service Disabled Veteran
WO - Woman-owned

**Gender codes: F - Female
M - Male

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Commonly Used NIGP Class and Item Codes for *Construction* Services

031 -- AC/H & Ventilating Equipment, Parts, & Access
135-05 -- Alabaster, Gypsum, etc.
150 -- Builder's Supplies (Window Coverings)
150-25, 26, 27 -- Doors Frames & Hardware
150-49 -- Millwork
150-55, 77, 89 -- Overhead Doors
155-20 -- Canopies
165 -- Commercial Kitchen Equipment
295-48, 70 -- Elevator/Equipment Lift
330 -- Fencing
340-08 -- Cabinets & Covers (For Fire Extinguishers, Fire Hose & Racks, Valves, etc.)
340-16 -- Fire Alarm Systems, Power Sirens, & Controls
401-6, 18, 30; 420-11, 415-39, 40 -- Lab Casework
420-04 -- Auditorium, Stadium, Team Seating Furniture, & Portable Bleachers
440 -- Glass & Glazing
450 -- Hardware
450-92 -- Wire & Cable Mechanical
493-96 -- Water Quality Basins
560-39 -- Cranes (Except Automotive, Road, & Bridge Building)
570 -- Specialties
670 -- Plumbing Equip, Fixtures & Supplies
680-02 -- Access Control Systems & Security Systems
725-54 -- Project Site Security
770-64 -- Roofing, Concrete Tile [See 135-74 for Clay Roofing Tile]

801 -- Project Signage (Signs, Materials, Equipment, & Related Supplies)
803 -- Sound Reinforcement Systems
805-17 -- Athletic Field Markers, Goal Posts, Bases, Goals, etc. (Incl. Ath. Field Striping Machines)
805-63 -- Scoreboards
805-73 -- Stadium Lighting Equipment and Light Poles [See Class 285 for Lamps]
805-81 -- Track Equipment (Including Pedometers, Pole Vault, High Jump Equipment, etc.)
838-34 -- Project Site Security (Communication Security System)
870 -- Window Coverings (Venetian Blinds, Awnings, & Shades)
909-37 -- Windows/Storefront/Curtain-wall
909-34 -- Conveying Systems (Elevators, Lifts etc.)
910-03, 09, 25, 39 -- Final Clean
910-17 -- HVAC,Lighting,Utilities,Install/Maintain/Repair Srvcs
910-22 -- Sprayed Fireproofing
910-36 -- AC-HV Maintenance & Repair Services
910-51 -- Turnkey Concrete
910-54 -- Painting, Maintenance & Repair Services (Including Caulking)
910-60 -- Mechanical
910-78 -- Waterproofing & Sealants
912-20 -- Construction Fire Protection (Fire Escapes)
912-40 -- Abatement & Demolition
912-44 -- Excavation/Grading/Erosion Control/Tree Protection
913-94,95,96 -- Paving
914-27 -- Carpentry
914-38 -- Electrical
914-44 -- Flooring & Flooring Specialties
914-50 -- HVAC- Heating, Ventilating, & Air Conditioning

914-55- Masonry (Concrete & Structural Masonry)
914-61- Painting & Wallpapering
914-64- Drywall-Acoustical Ceilings
914-68 – Plumbing
914-73 - Roofing & Siding (required window washing access.)
914-79- Structural Steel/Secondary Steel/Misc. Metals
914-80 Stucco (Masonry/Stone/Stucco/Plaster)
914-83- Tile & Marble Work, All Types
914-88 - Wood (Millwork/Casework/ Architectural Wood Work)
915-97 - Telecomm/Data and AV/Security(Wiring Services Data/Voice)
918-73 - Landscaping/Irrigation (Consulting)
918-93 - Project Site Security (Security/Safety Consulting)
929-33 - Cranes- Backhoe, Dragline, Clamshell etc. Maintenance & Repair
931-30 Cafeteria and Kitchen Equipment, Commercial, Maintenance and Repair
934-64 -Plumbing Equip. & Fixtures, Maintenance & Repairs
936-33- Fire Protection Equipment & Systems Including Fire Hydrants, Fire Sprinkler Systems, Smoke Detectors, Jaws of Life, Fire Protection Material Treatment, etc. Maintenance and Repair
958-95- Site Utilities
958-96 - Waste Management Services
962-37 Flagpole
967-02 - HVAC Equipment & Manufacturing Services
967-30 Plastering
975-26 - Cranes & Buckets Rental or Lease
988-52-Landscaping (Including Design, Fertilizing, Planting etc.) But not Grounds Maintenance or Tree Trimming Services
990-11 - Safety Training & Awareness Services

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Commonly Used NIGP Class and Item Codes for *General Commodities/ Services*

946 - Accounting Services

918-04 - Accting Services (Consulting)

915 - Advertising Services

906 - Architectural Design Services

925 - Engineering Services

962-46, 939-06, 915-09 – A/V Services

918-04 - Auditing Services

915-20 - Call Center Services

961-15 - Catering

918 - Consulting Services (all types)

910-39 - Custodial Services

545-29 - Custodial Supplies

962-35 - Custom Picture Framing

962-60 - Event Planning/Services

915-96 - Graphic/Web/MM Design

962-39 - Hauling Services

545-29 - Industrial Supplies

920-66 - IT Services/ Support

925-86 - Land Surveying

988-52 - Landscaping Services

924 - Learning/ Educational Training

961-50, 918-24 - Legal Services

918-76, 961-53 - Marketing Services

910-59 - Pest Control

037-52, 037-78, 715-30 - Promotional Products

946-15, 918-89, 958-53, 958-83, 971-63 - Real Estate

918-93, 920-37, 990 - Security Services

680-02 - Security Systems

838, 939-72, 915-79 - Telecom./Data Services

962-69 - Temp Services

915-09, 915-82 - Video Production

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