

UT System Guide for Finding HUB Vendors on the CMBL

(Centralized Master Bidders List)

[Office of HUB Programs](#)



Office of HUB Programs
**The University of
Texas System**

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Search the CMBL for Historically Underutilized Businesses (HUBs) by *Commodity/Service Description*

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

~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.



HUB Search by Commodity/Service Description

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Step 1.

Texas Comptroller of Public Accounts (CMBL home page)

Search For Vendors

Related Links: Centralized Master Bidders List - VetHUB Directory Search

SEARCH FOR

CMBL Only VetHUBs Only VetHUBs On CMBL All Vendors

Expand All

SINGLE VENDOR SEARCH

MULTIPLE VENDOR SEARCH

BUSINESS CATEGORY / VENDOR LOCATION SEARCH

SELECT FIELDS FOR OUTPUT

OUTPUT OPTIONS

Search Reset

Step 2.

Texas Comptroller of Public Accounts

Search For Vendors

Related Links: Centralized Master Bidders List - VetHUB Directory Search

SEARCH FOR

CMBL Only VetHUBs Only VetHUBs On CMBL All Vendors

Expand All

SINGLE VENDOR SEARCH

MULTIPLE VENDOR SEARCH

NIGP Class Code Items Highway District(s)

Selection1

Selection2

Selection3

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

~Go to next page for Step 3~



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HUB Search by *Commodity/Service Description*

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Step 3.

COMPTROLLER.TEXAS.GOV Kelly Hancock
Acting Texas Comptroller of Public Accounts

NIGP Commodity Book Numeric Index

The National Institute of Governmental Purchasing (NIGP) Commodity Book has been prepared for the use of bidders, vendors, and state agency personnel.
The State of Texas has marked certain codes for information technology and related commodities and services as Automated Information System (AIS).

promotional

Download Table

Class Code	Description
037 - 52	Novelties, Promotional and Specialty Products, Including Biodegradable
037 - 78	Souvenirs and Prizes: Promotional, Advertising, etc.
715 - 30	Display, Exhibit, and Promotional Materials

Type in keywords (hint: use generic terms, if possible)
In this example, we will use Keyword **“promotional”**.
As you type in the search term, Class Codes and Descriptions will appear.

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.*

Step 4.

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

Search For Vendors

State of Texas Commodity Code Search

https://cmlreg.cpa.state.tx.us

Most Visited Getting Started OPUS

* **Class Code:** first three numbers
Item Code: last two numbers

~Go to next page for Step 5~



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HUB Search by Commodity/Service Description

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Step 5.

TIP: Enter only the Class Code for a more comprehensive list of vendors

SEARCH FOR
 CMBL Only

Enter the Class Code(s) here

Enter the Item Code(s) here

Highway District(s)

	NIGP Class Code	Items	Highway District(s)
Selection1	037	52	
Selection2	037	78	

Step 6.

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

BUSINESS CATEGORY / VENDOR LOCATION SEARCH

SELECT FIELDS FOR OUTPUT

* Vendor ID * Company Name * Contact Person * Mailing Address * City * State * Zip * Country * Email * Phone

* Small Business

Click here for more options

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

~Go to next page for Step 7~



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HUB Search by Commodity/Service Description

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Step 7.

▼ MULTIPLE VENDOR SEARCH

	NIGP Class Code	Items	Highway District(s)
Selection1	<input type="text" value="037"/>	<input type="text" value="52"/>	<input type="text"/>
Selection2	<input type="text" value="037"/>	<input type="text" value="78"/>	<input type="text"/>
Selection3	<input type="text"/>	<input type="text"/>	<input type="text"/>

▶ BUSINESS CATEGORY / VENDOR LOCATION SEARCH

▼ SELECT FIELDS FOR OUTPUT

Vendor ID Company Name Contact Person Mailing Address City State Zip Email Phone Small Business

[Click here for more options](#)

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

Step 8.

▼ MULTIPLE VENDOR SEARCH

	NIGP Class Code	Items	Highway District(s)
Selection1	<input type="text" value="037"/>	<input type="text" value="52"/>	<input type="text"/>
Selection2	<input type="text" value="037"/>	<input type="text" value="78"/>	<input type="text"/>
Selection3	<input type="text"/>	<input type="text"/>	<input type="text"/>

▶ BUSINESS CATEGORY / VENDOR LOCATION SEARCH

▼ SELECT FIELDS FOR OUTPUT

Vendor ID Company Name Contact Person Mailing Address City State Zip Email Phone Small Business Business Description

[Click here for more options](#)

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

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HUB Search by Commodity/Service Description

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Step 9.

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.

Step 10.

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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HUB Search by Commodity/Service Description

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

Search found 10 vendors, 10 are VetHUBs, Includes 0 Inactive Vendors
 Search Condition : SearchType=VetHUBs Only,Section1 Class Code=037,Section1 Item(s)=(52),Section2 Class Code=037,Section2 Item(s)=(78)
 New Search

Results
 SORT: COMPANY NAME ↑

Vendor ID	Company Name	Contact Person	Mailing Address	City	State	Zip	Email	Phone	Business Description	Small Business	CMBL Status	VetHUB Status
1830754999000	504501 Promotions	Ruben Villarreal	408 Acorn Dr	New Braunfels	TX	78130-5276	ruben@504501promotions.com	858-999-7454	All Other General Merchandise Retailers, Gift, Novelty, and Souvenir Retailers and All Other Miscellaneous Retailers.	Yes	Inactive(F)	A-Active
1413098346400	Bespoke Premier LLC	Brad Pearson	6602 Day Farm Ct	Rowlett	TX	75089	Brad@BespokePremier.com	469-838-2347	Promotional Merchandise	Yes	Inactive(N)	A-Active

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 VetHUB vendor

Email links are provided so you can solicit bids directly



Search the CMBL for Historically Underutilized Businesses (HUBs) by *Business Category*

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

~then~

Go to the next page (pg. 11) of this guide for step-by-step instructions on how to do a search and transport results to **Microsoft Excel** .

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



HUB Search by Business Category

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Step 1.

Texas Comptroller of Public Accounts
(CMBL home page)

Home Contact Us Help

Search For Vendors

Related Links: Centralized Master Bidders List - VetHUB Directory Search

CMBL/VetHUB Directory Search Tips

Register For CMBL - VetHUB

VetHUB Mentor Protege Agreement Listing

System for Award Management (EPLS)

Debarred Vendors List

Vendor Performance Report 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. Manufacturers, suppliers, and other vendors wishing to furnish materials, equipment, supplies, and services to the state should register for the CMBL to receive bidding opportunities. The information in this database is published in compliance with Texas Government Code §2155.263 and §2161.064, and Texas Administrative Code §20.107 and §20.293.

The CMBL/VetHUB Directory Search is automatically defaulted to "CMBL Only" to perform a search for vendors, including Texas certified VetHUBs who have elected to register on the CMBL. Purchasing entities use NIGP Class and Item Codes 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, Output Options) that may be used to create lists of potential vendors as well as retrieve detailed information on a specific vendor, click [CMBL Directory Search Tips](#).

SEARCH FOR

CMBL Only VetHUBs Only VetHUBs On CMBL All Vendors

Expand All

SINGLE VENDOR SEARCH

MULTIPLE VENDOR SEARCH

BUSINESS CATEGORY / VENDOR LOCATION SEARCH

SELECT FIELDS FOR OUTPUT

OUTPUT OPTIONS

Search Reset

Step 2.

Texas Comptroller of Public Accounts
Glenn Hegar

Home Contact Us Help

Search For Vendors

Related Links: Centralized Master Bidders List - HUB Directory Search

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

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. Manufacturers, suppliers, and 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 use NIGP Class and Item Codes 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, Output Options) that 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

Expand All

SINGLE VENDOR SEARCH

MULTIPLE VENDOR SEARCH

BUSINESS CATEGORY / VENDOR LOCATION SEARCH

Business Category: 02-Building Construction, Including General Contractors And Operative Builders

County Location

City Location

Zip Code Location

Highway District(s) Location

SELECT FIELDS FOR OUTPUT

1) Expand the 'BUSINESS CATEGORY' Option, then

2) Select from the drop-down the Category you want to search. For this illustration, we will select 02-Building Construction

To limit your search scope, you can enter County, City, or Zip Code.

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

~Go to next page for Step 3~



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HUB Search by *Business Category*

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Step 3.

▼ BUSINESS CATEGORY / VENDOR LOCATION SEARCH

Business Category: 02-Building Construction, Including General Contractors And Operative Builders

County Location: Select

City Location: begins with

Zip Code Location: exact

Highway District(s) Location:

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

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

▼ SELECT FIELDS FOR OUTPUT

Vendor ID Company Name Contact Person Mailing Address City Zip Email Phone

Small Business

[Click here for more options](#)

Step 4.

▼ BUSINESS CATEGORY / VENDOR LOCATION SEARCH

Business Category: 02-Building Construction, Including General Contractors And Operative Builders

County Location: Select

City Location: begins with

Zip Code Location: exact

Highway District(s) Location:

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

▼ SELECT FIELDS FOR OUTPUT

Vendor ID Company Name Contact Person Mailing Address City Zip Email Phone

Business Description Small Business

[Click here for more options](#)

~Go to next page for Step 5~



HUB Search by *Business Category*

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Step 5.

Business Category: 02-Building Construction, Including General Contractors And Operative Builders

County Location: Select

City Location: begins with

Zip Code Location: exact

Highway District(s) Location:

SELECT FIELDS FOR OUTPUT

Vendor ID, Company Name, Contact Person, Mailing Address, City, Zip, Email, Phone, Business Description, Small Business

Click here for more options

OUTPUT OPTIONS

Output as: Pipe (|) Delimited List

Sort by: Vendor Name

Note: Detail List is the default Output Option. The 02-Building Construction Business Category, however, might exceed the max 1000 vendors limit, so select "Pipe (|) Delimited List" option.

Step 6.

Business Category: 02-Building Construction, Including General Contractors And Operative Builders

County Location: Select

City Location: begins with

Zip Code Location: exact

Highway District(s) Location:

SELECT FIELDS FOR OUTPUT

Vendor ID, Company Name, Contact Person, Mailing Address, City, Zip, Email, Phone, Business Description, Small Business

Click here for more options

OUTPUT OPTIONS

Output as: Pipe (|) Delimited List

Sort by: Vendor Name

Use the 'Sort by' drop-down to select how you want the information sorted. The default is "Vendor Name". After selection, click the Search button

The next page will show you the results of your search



Results of Searching HUBs by Business Category using Pipe (|) Delimited List.

Search For Vendors

Search found 1221 vendors , 1221 are HUBs ,Includes 0 Inactive Vendors
Search Condition : SearchType=HUB's Only,Category=2
[New Search](#)

Results

Vendor ID	Company Name	Contact Person	Mailing Address	City	Zip	Email	Phone	Business Description	HUB Eligibility	HUB Gender	CMBL Status	HUB Status
"1300581302000"	"1 ACCESS ABILITY HOME MODIFICATIONS, LLC"	"Lizette Moreno-Davis"	"1115 WALKERS WAY,"	"SAN ANTONIO"	"78216"	"LIZETTE@Accessibility1.com"	"210-414-5600"	"provide home assessments and remodeling homes and buildings for the aging and disabled"	"HI"	"F"	"No"	"Yes"
"1800942314800"	"1-800 LANDSCAPE - SAN ANTONIO LLC"	"James L Lawrence"	"1100 NORTHWEST LOOP 410 STE # 700,"	"CASTLE HILLS"	"78213"	"artscapes.sa@gmail.com"	"210-204-5236"	"Masonry Contractors, Swimming pool, outdoor, construction, Landscape design services, Landscaping Services"	"BL"	"M"	"No"	"Yes"
"1475357271900"	"1DZ ENTERPRISE, L.L.C"	"Debra A. Garcia"	"2233 BALBOA AVENUE,"	"INGLESIDE"	"78362-4643"	"debbiegarc20@gmail.com"	"361-534-4244"	"Janitorial Service"	"HI"	"F"	"No"	"Yes"
"1825390959400"	"22 CONTRACTING, LLC"	"Erin Clapp"	"1001 W LOUISIANA ST,"	"MCKINNEY"	"75069-4535"	"erin@erineclappcc.com"	"214-663-9185"	"General construction contracting"	"WO"	"F"	"No"	"Yes"
"1900613436500"	"3 D ELECTRIC COMPANY LLC"	"Desmond Wendell Burnett"	"PO BOX 783,"	"PEARLAND"	"77588-0783"	"deswburn@att.net"	"281-989-1165"	"Electrical systems installation and maintenance of such systems - commercial and industrial."	"BL"	"M"	"No"	"Yes"
"1814401715100"	"365 PAVING & CONSTRUCTION LLC"	"Jose Gilberto Maldonado Jr"	"2200 N 47TH ST,"	"MCALLEN"	"78501-3655"	"365paving@gmail.com"	"956-607-0470"	"We specialize in Asphalt and Concrete Paving, General Contracting, Framing, Roofing, Tile, Electric, Plumbing, Tape and Float. As well as Parking lot Stripping and Sealing"	"HI"	"M"	"No"	"Yes"
"1820985271600"	"3910 ENTERPRISES INC."	"Rejone Edwards"	"2527 MARKET ST,"	"GALVESTON"	"77550-1431"	"rejone@r3910enterprises.com"	"409-210-1022"	"3910 Enterprises is a Developer/ Builder and Management Company of Real Property"	"BL"	"F"	"Yes"	"Yes"
"1814908295200"	"40 HOT"	"Jada Banks"	"702 COLLEGE ST,"	"CRANDALL"	"75114"	"jbcombine@yahoo.com"	"214-310-3706"	"Boom Lifts for job construction sites"	"WO"	"F"	"No"	"Yes"
"1833294993400"	"44 BUILDERS, LLC"	"Nicole G Scott"	"1009 WALL ST,"	"HOUSTON"	"77088-7839"	"44builders@gmail.com"	"713-569-9967"	"Provide residential and commercial real estate construction and development."	"BL"	"M"	"Yes"	"Yes"
"1760635954900"	"4C TECHNOLOGIES, INC."	"KAMRAN BASHIR"	"3845 CYPRESS CREEK PKWY,SUITE 300"	"HOUSTON"	"77068-3531"	"khashir@4ctechnologies.com"	"281-580-2853"	"Provide procurement services, Wholesalers, construction services, Servicing the Oil & Gas industry"	"AS"	"M"	"No"	"No"

~Go to next page for how to transport this information to Microsoft Excel 



HUB Search by Business Category - Convert to Excel

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Step 1.

Results

Vendor ID	Company Name	Contact Person	Mailing Address	City	Zip	Email	Phone	Business Description	HUB Eligibility	HUB Gender	CMBL Status	HUB Status
"100581302000"	"1 ACCESS ABILITY HOME MODIFICATIONS, LLC"	"Lizette Moreno-Davis"	"1115 WALKERS WAY,"	"SAN ANTONIO"	"78216"							
"180942314800"	"1-800 LANDSCAPE - SAN ANTONIO LLC"	"James L Lawrence"	"1100 NORTHWEST LOOP 410 STE # 700,"	"CASTLE HILLS"	"78213"							
"147357271900"	"1DZ ENTERPRISE, L.L.C."	"Debra A. Garcia"	"2233 BALBOA AVENUE,"	"INGLESIDE"	"78362-4643"	"debbiegarc20@gmail.com"	"361-534-4244"					
"182590959400"	"22 CONTRACTING, LLC"	"Erin Clapp"	"1001 W LOUISIANA ST,"	"MCKINNEY"	"75069-4535"	"erin@erineclappcc.com"	"214-663-9185"	"General construction contracting"	"WO"	"F"	"No"	"Yes"
"1900813436500"	"3 D ELECTRIC COMPANY LLC"	"Desmond Wendell Burnett"	"PO BOX 783,"	"PEARLAND"	"77588-0783"	"deswburn@att.net"	"281-989-1165"					
"181444956-60"	"56-60 Stripping"											
"182098409-21"	"40-21"											
"1814908295200"	"40 HOT"	"Jada Banks"	"702 COLLEGE ST,"	"CRANDALL"	"75114"							
"1833294993400"	"44 BUILDERS, LLC"	"Nicole G Scott"	"1009 WALL ST,"	"HOUSTON"	"77088-7839"	"44builders@gmail.com"	"713-569-9967"	"Provide residential and commercial real estate construction and development."	"BL"	"M"	"Yes"	"Yes"
"1760635954900"	"4C TECHNOLOGIES, INC."	"KAMRAN BASHIR"	"3845 CYPRESS CREEK PKWY,SUITE 300"	"HOUSTON"	"77068-3531"	"kbashir@4ctechnologies.com"	"281-580-2853"	"Provide procurement services. Wholesalers, construction services, Servicing the Oil & Gas industry."	"AS"	"M"	"No"	"Yes"
"1822369110800"	"4F FARRIS FAMILY CORPORATION"	"Pres./John Eric Farris"	"2701 LITTLE ELM PKWY,SUITE 100-516"	"LITTLE ELM"	"75068-6672"	"eric@4fcorp.com"	"682-651-5875"	"4F provides general contracting services for commercial and residential clients."	"BL"	"M"	"No"	"Yes"
"1465238447100"	"4L CONSTRUCTION"	"Lisel Aleman"	"427 BIG OAK DR,"	"SAN ANTONIO"	"78264-4671"	"liselaleman@yahoo.com"	"210-489-9599"	"Remodel, land clearing, rural area work, new home construction, concrete."	"HI"	"F"	"No"	"Yes"
"1472501674600"	"5 ELEMENTS INTERNATIONAL, LLC"	"Ruben Lara"	"PO BOX 6188,"	"ALAMO HEIGHTS"	"78209-0188"	"info@5ei.us"	"956-235-4588"	"Design Build Services; Design and general construction services; commercial and residential; New construction, renovations, interior finish-outs, re"	"HI"	"M"	"No"	"Yes"
"1822344817800"	"5 GEN CONSTRUCTION SERVICES, LLC"	"Marie Park"	"111 N GRAY ST,"	"KILLEEN"	"76541-6156"	"5genconstructionservices@gmail.com"						
"254-709-6361"	"construction, materials, and management of new or refurbishing both commercial and residential construction projects"								"WO"	"F"	"No"	"Yes"
"1831604719200"	"54 CONSTRUCTION"	"Jason Rivera"	"33611 BLUE CRAB CT,"	"RICHWOOD"	"77515-7328"	"info@54construction.us"	"979-922-5496"	"We are a Commercial General Contractor that provides materials, obtains necessary permits, schedule inspections, complies with all building codes and sees the project through to completion for all types of construction."	"HI"	"M"	"Yes"	"Yes"
"1834389622300"	"54 CONSTRUCTION, LLC"	"Jason Rivera"	"33611 BLUE CRAB CT,"	"RICHWOOD"	"77515-7328"	"bids@54construction.us"	"979-922-5496"	"54 Construction, LLC is a commercial construction company based in Southern Brazoria County. We offer various construction services such as Construction Manager at Risk, Design-Build and various General Contracting services."	"HI"	"M"	"Yes"	"Yes"
"1463836072800"	"707 MANAGMNT LLC"	"Managing Director/Howard T. Johnson"	"4110 ALMEDA RD. #8118,"	"HOUSTON"	"77288-6706"	"htj707@yahoo.com"						
"281-726-1028"	"Project Management providing management and consulting for any type of construction projects."								"BL"	"M"	"No"	"Yes"
"1760648286100"	"A & A CABLE CONTRACTORS, INC"	"Andres Cruz"	"12210 ANN LANE,"	"HOUSTON"	"77064"	"acruz@aacable.com"	"281-469-2888"	"Utility contractor. Installation of cable TV, Telephone, water & sewer construction & rehabilitation. Bi-directional drilling and trenching."	"HI"	"M"	"No"	"Yes"
"1813768748100"	"A & K SUPPLIES AND SERVICES LLC"	"Ajaz Saiyed"	"1350 E ARAPAHO RD,SUITE # 212A"	"RICHARDSON"	"75081-2455"	"aandsupplies@yahoo.com"	"510-449-8900"	"Complete Turn Key Decommission: State II Recovery; System Flow meter Calibration; UST Installation/Removal; Line & Leak Detection; Line Tightness Testina; Pressure Line testina; SUMP cleaning; Tank SUMP service; Tank Tightness Testina etc."	"AS"	"F"	"No"	"Yes"

1) Highlight first few words, then hold down the **Shift** key on your keyboard

2) While holding down the **Shift** key, click and hold the vertical scroll bar, then pull it down to the bottom of the page

Step 2.

Metal Building dealer." | "WO" | "F" | "Yes" | "Yes"

"1742794088100" | "WOOLERY CUSTOM FENCE CO." | "ESTELLE L. WOLLERY" | "190 MONKEY RD." | "ELGIN" | "78621-6046" | "bids@wooleryfence.com" | "512-281-2186" | "INSTALL FENCES, FENCE BUILDING, CHAIN LINK, VINYL, WOOD, WROUGHT IRON, BARB WIRE, SILT FENCROMULCH & AUTOMATIC GATES" | "WO" | "F" | "No" | "Yes"

"1832062492900" | "WRIGHT PERFORMANCE GROUP LLC" | "CEO/Donte Wright" | "2100 WEST LOOP S STE 800," | "HOUSTON" | "77027-3515" | "wrightperfo" | "commercial janitorial, porter, and cleaning services." | "BL" | "M" | "No" | "Yes"

"146388202" | "CYPRESS" | "77410-0231" | "info@wwinvestmentsllc.com" | "713-320-6055" | "Real Estate and remodeling." | "BL" | "M" | "No" | "Yes"

"182382461" | "S MILL CT," | "KINGWOOD" | "77339" | "tommiew.btconstructionco@gmail.com" | "713-885-88" | "s" | "BL" | "M" | "No" | "Yes"

"183457686" | "00 BETTY LN," | "HOUSTON" | "77084-2408" | "info@xpressliftrentals.com" | "713-505-65" | "Yes"

"181384769" | "nton" | "LPL5233 BELLAIRE BLVD SUITE B-123" | "BELLAIRE" | "77401-3901" | "xkleepres" | "ing is a registered company specializing in the exterior beautification of commercial and residential properties." | "BL" | "M" | "No" | "Yes"

"1202079980000" | "YANEZ CONSTRUCTION, L.L.C." | "Jesus Yanez" | "13000 VISTA DEL NORTE," | "SAN ANTONIO" | "78216" | "yanez@yes-llp.com" | "210-585-0087" | "Electrical Contractors and Other Wiring Installation Contractors, Light bulbs merchant wholesalers, Lightning arrestors merchant wholesalers" | "HI" | "M" | "No" | "Yes"

"1270195199300" | "YANEZ SERVICE COMPANY, LLC" | "Johnny Yanez" | "PO BOX 702," | "BUDA" | "78610-0702" | "yanezj1@msn.com" | "512-844-5646" | "Service- carpentry, painting, sheet-rock repair and install, door installation and repair, vinyl and ceramic tile installation, facilities maintenance" | "HI" | "M" | "Yes" | "Yes"

"1900262177900" | "YES AMERICA NOW, INC." | "Shelia Daniels" | "3776 GREENBRIAR DR." | "STAFFORD" | "77477-3924" | "yesamericacenterprise@gmail.com" | "832-620-7699" | "We specialize in construction, excavations, extractions, irrigation, tree trimming and commercial applications for businesses, municipalities, condominiums, neighborhoods and homes." | "WO" | "F" | "No" | "Yes"

"1830381929800" | "YORKSHIRE FEDERAL, INC." | "Vice President, Kathi Pugh" | "PO BOX 104," | "LINDALE" | "75771-0104" | "kpugh@yfederal.com" | "903-882-3761" | "Yorkshire Federal, Inc is a 100% woman owned business marketing commercial roofing, waterproofing products and services." | "WO" | "F" | "Yes" | "Yes"

"1454044771200" | "YUCCA CONTRACTING" | "Maggie Valdeara" | "PO BOX 13589," | "EL PASO" | "79913-3589" | "israel@yuccaconstruction.com" | "915-525-7135" | "Painting, insulation, plumbing, electrical, demolitions, flooring, roofing, suspending ceiling, excavation, field and shop welding, field and shop steel fabrication" | "HI" | "M" | "Yes" | "Yes"

"1833726894200" | "ZALTEK CONSTRUCTION LLC" | "Zoya Ehtesham" | "9418 INVER" | "zoya.ehtesham@zalttekconstruction.com" | "830-325-6148" | "New construction and r" | "1473219852900" | "ZAZA CONSTRUCTION, LLC" | "AMY DOWNS" | "22551 COUNTY" | "972-754-9675" | "Steel fabrication / Metal building construction / Residential Constr" | "1454136670500" | "ZED SECURITY, LLC" | "Kay Camp" | "5101 E UNIVERSITY DR,S" | "Control; Electronic Hardware; Door Hardware; Metal Doors; Wood Doors; Fiberglass D" | "1474141010500" | "ZILLA CONSTRUCTION, INC." | "Pres./Tammy Linderberg" | "P. O. BOX 8114," | "ROUND ROCK" | "78683-8114" | "tammy@zillaconstruction.com" | "512-648-0581" | "General contractor." | "WO" | "F" | "No" | "Yes"

"1742782997700" | "ZIWA CORPORATION" | "GM/JORGE DELAGARZA" | "952 S PRICE RD," | "BROWNSVILLE" | "78521-2478" | "fabian@ZIWACORP.COM" | "956-542-8167" | "GENERAL CONTRACTOR" | "HI" | "M" | "Yes" | "Yes"

"1571241153500" | "ZTEX CONSTRUCTION, INC." | "Joaquin Royo" | "1326 HENRY BRENNAN DR," | "EL PASO" | "79936-6803" | "Jroyo@ztxconstruccion.com" | "915-591-6900" | "Earthwork/Paving; Utility line construction, Water & Sewer line related structure and construction, Highway, Street, and industrial building constructionn, Concrete" | "HI" | "M" | "Yes" | "Yes"

"1831582695000" | "ZYGMA ROOFING AND CONSTRUCTION" | "tomas J gomez" | "919 FALLS DR." | "WICHITA FALLS" | "76306-4037" | "gomez20mas585@gmail.com" | "940-263-9602" | "We help build, maintain, and repair roofs." | "HI" | "M" | "Yes" | "Yes"

1) At the bottom of the page, while still holding down the **Shift** key, click on the last word or character of the search results. This will highlight the entire list.

2) Release the **Shift** key, then hold down the **Ctrl** key while pressing the "**c**" key (Ctrl+c). This will copy the highlighted data.

~You are now ready to transport the data to Microsoft Excel ~

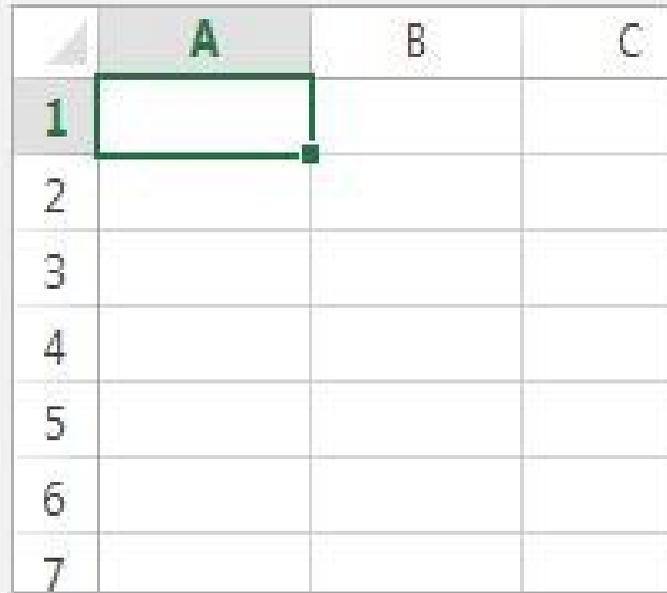


HUB Search by *Business Category* - Convert to Excel

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Step 1.

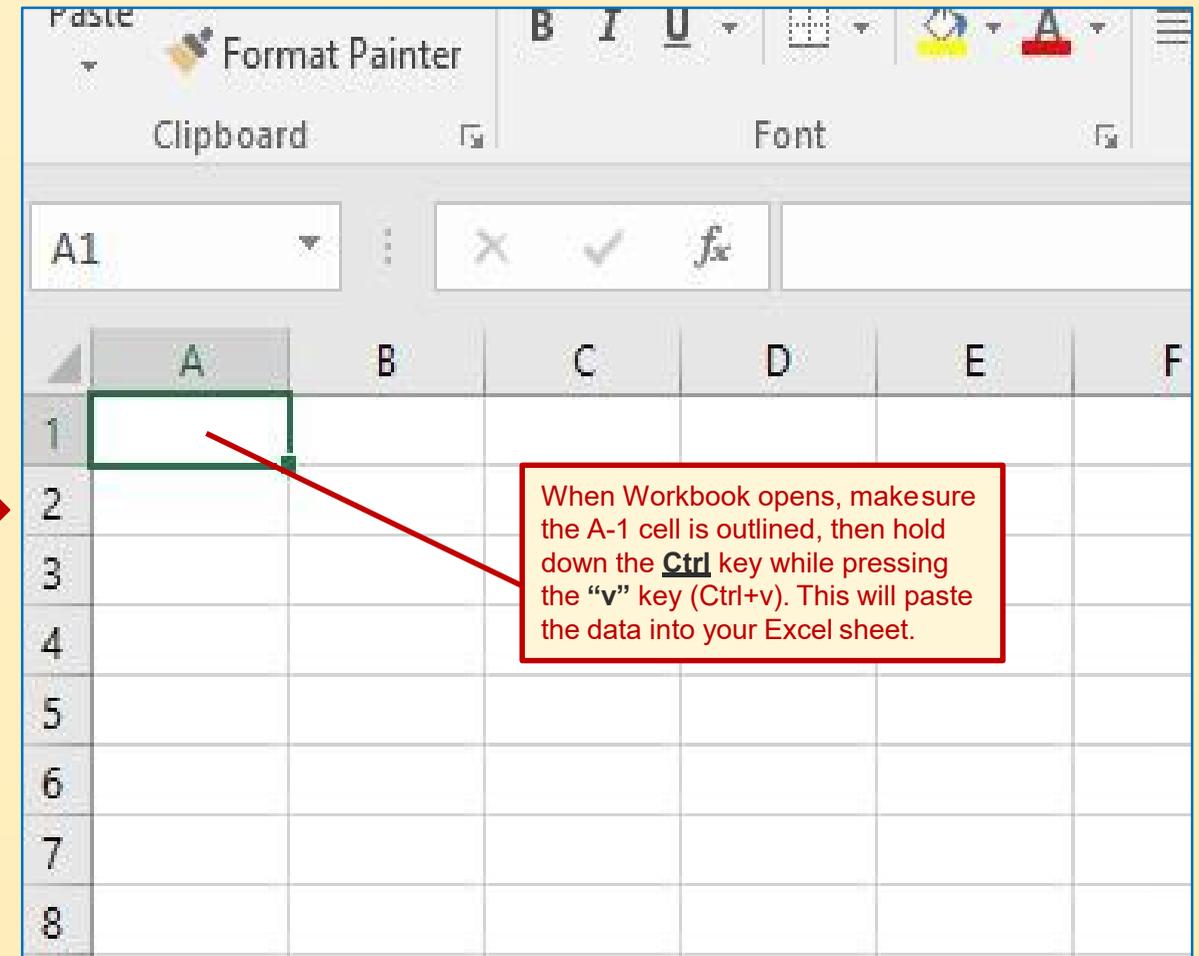
Open Microsoft Excel, click on "File" tab, select "New" and choose the "Blank Workbook" option



	A	B	C
1			
2			
3			
4			
5			
6			
7			

Blank workbook

Step 2.



When Workbook opens, make sure the A-1 cell is outlined, then hold down the **Ctrl** key while pressing the "v" key (Ctrl+v). This will paste the data into your Excel sheet.

~Go to next page for Step 3~

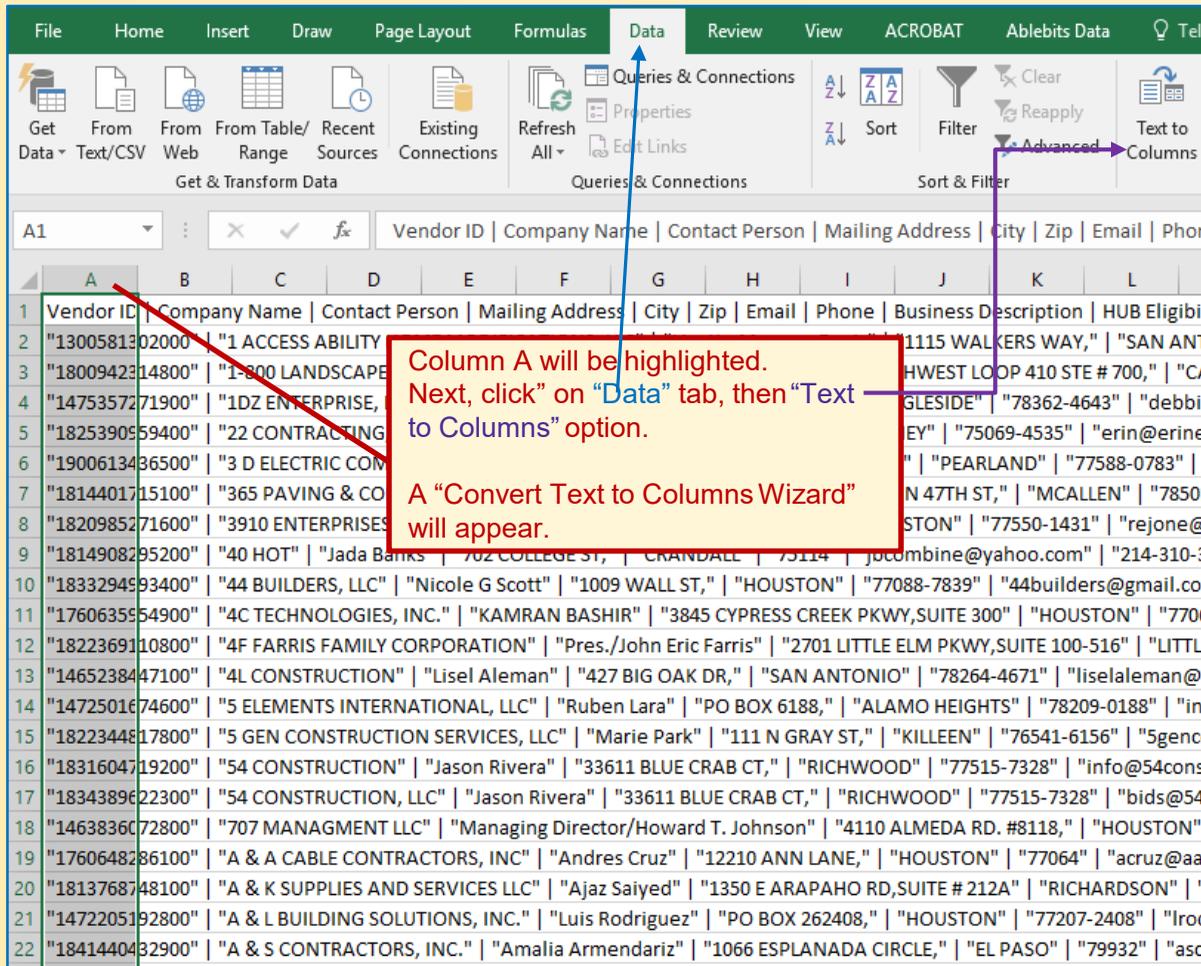


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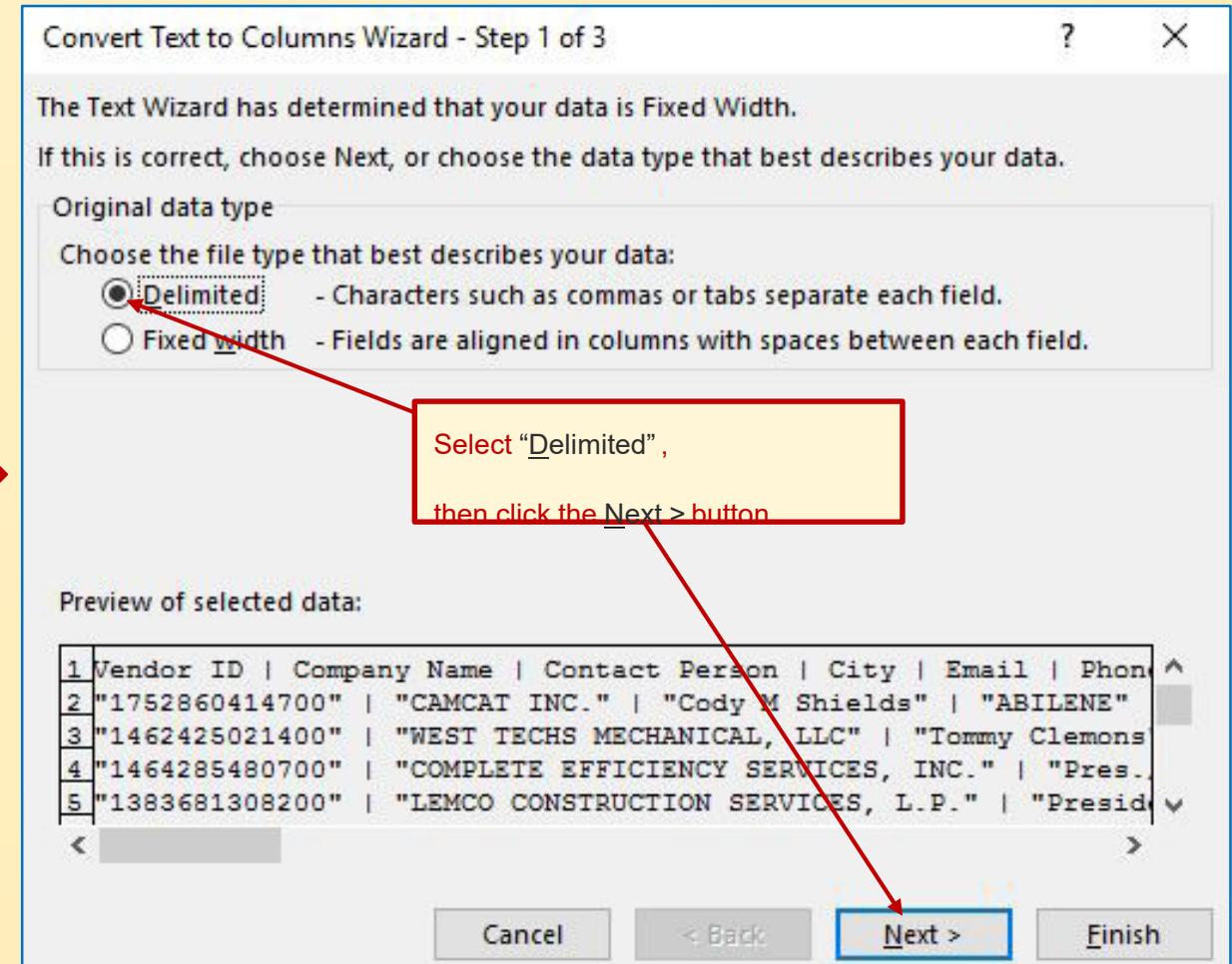
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Step 3.



Column A will be highlighted. Next, click on "Data" tab, then "Text to Columns" option. A "Convert Text to Columns Wizard" will appear.

Step 4.



Select "Delimited", then click the Next > button

~Go to next page for Step 5~



HUB Search by Business Category - Convert to Excel

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Step 5.

Convert Text to Columns Wizard - Step 2 of 3

This screen lets you set the delimiting character that will be used to separate the data in your text is affected in the preview below.

Delimiters

- Tab
- Semicolon
- Comma
- Space
- Other: |

Treat consecutive delimiters as one

Text qualifier: *

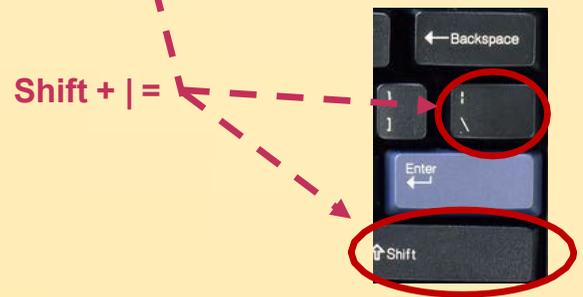
Data preview

Vendor ID	Company Name	Contact Pe
1752860414700	"CAMCAT INC."	"Cody M Sh
1462425021400	"WEST TECHS MECHANICAL, LLC"	"Tommy Cle
1464285480700	"COMPLETE EFFICIENCY SERVICES, INC."	"Pres./Nik
1383681308200	"LEMCO CONSTRUCTION SERVICES, L.P."	"President

Buttons: Cancel, < Back, Next >, Finish

1) Next, uncheck any default checked boxes, then check the Other: box. Enter a "|" (vertical bar) in the space to box to the right (see instructions below)

2) click the Next > button



Step 6.

Convert Text to Columns Wizard - Step 3 of 3

This screen lets you select each column and set the Data Format.

Column data format

- General
- Text
- Date: MDY
- Do not import column (skip)

'General' converts numeric values to numbers, date values to dates, and all remaining values to text.

Advanced...

Destination: SAS1

Data preview

General	General	General
Vendor ID	Company Name	Contact Pe
1752860414700	"CAMCAT INC."	"Cody M Sh
1462425021400	"WEST TECHS MECHANICAL, LLC"	"Tommy Cle
1464285480700	"COMPLETE EFFICIENCY SERVICES, INC."	"Pres./Nik
1383681308200	"LEMCO CONSTRUCTION SERVICES, L.P."	"President

Buttons: Cancel, < Back, Next >, Finish

2) click the Finish button

~Go to next page for Step 7~



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HUB Search by Business Category - Convert to Excel

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Step 7.

1) Return to "Home" tab (not shown). Change Column A to Number (choose from the drop-down box)

2) Decrease decimals by two

Vendor ID	Company	Contact P	Mailing A	City	Zip	Email	Phone	Business	HUB Elig
1300581302000	"1 ACCESS	"Lizette M	"1115 WA	"SAN ANT	"78216"	"LIZETTE@	"210-414-	"provide	"HI"
1800942314800	"1-800 LA	"James L	"1100 NO	"CASTLE H	"78213"	"artscape	"210-204-	"Masonry	"BL"
1475357271900	"1DZ ENTI	"Debra A.	"2233 BAL	"INGLESIE	"78362-46	"debbieg	"361-534-	"Janitoria	"HI"
1825390959400	"22 CONT	"Erin Clap	"1001 WL	"MCKINN	"75069-45	"erin@er	"214-663-	"General	"WO"
1900613436500	"3 D ELEC	"Desmon	"PO BOX	"PEARLAN	"77588-07	"deswbur	"281-989-	"Electrica	"BL"
1814401715100	"365 PAVI	"Jose Gilr	"2200 N 4	"MCALLEE	"78501-36	"365pavir	"956-607-	"We spec	"HI"
1820985271600	"3910 ENTI	"Rejone E	"2527 MA	"GALVEST	"77550-14	"rejone@	"409-210-	"3910 Ent	"BL"
1814908295200	"40 HOT"	"Jada Ban	"702 COLL	"CRANDA	"75114"	"jbcambi	"214-310-	"Boom Lit	"WO"
1833294993400	"44 BUILD	"Nicole G	"1009 WA	"HOUSTO	"77088-78	"44builde	"713-569-	"Provide	"BL"
1760635954900	"4C TECHI	"KAMRAN	"3845 CYF	"HOUSTO	"77068-35	"kbashir@	"281-580-	"Provide	"AS"
1822369110800	"4F FARRI	"Pres./Jol	"2701 LITI	"LITTLE EL	"75068-66	"eric@4fc	"682-651-	"4F provic	"BL"
1465238447100	"4L CONS	"Lisel Ale	"427 BIG C	"SAN ANT	"78264-46	"liselalen	"210-489-	"Remode	"HI"
1472501674600	"5 ELEMEI	"Ruben L	"PO BOX	"ALAMO I	"78209-01	"info@5e	"956-235-	"Design B	"HI"

Step 8.

1) Click the arrowhead in the top left corner of the sheet to highlight all cells, then

2) Click "Search" icon, and select "Replace" option.

Vendor ID	Company	Contact P	Mailing A	City	Zip	Email	Phone	Business	HUB Elig
1300581302000	"1 ACCESS	"Lizette M	"1115 WA	"SAN ANT	"78216"	"LIZETTE@	"210-414-	"provide	"HI"
1800942314800	"1-800 LA	"James L	"1100 NO	"CASTLE H	"78213"	"artscape	"210-204-	"Masonry	"BL"
1475357271900	"1DZ ENTI	"Debra A.	"2233 BAL	"INGLESIE	"78362-46	"debbieg	"361-534-	"Janitoria	"HI"
1825390959400	"22 CONT	"Erin Clap	"1001 WL	"MCKINN	"75069-45	"erin@er	"214-663-	"General	"WO"
1900613436500	"3 D ELEC	"Desmon	"PO BOX	"PEARLAN	"77588-07	"deswbur	"281-989-	"Electrica	"BL"
1814401715100	"365 PAVI	"Jose Gilr	"2200 N 4	"MCALLEE	"78501-36	"365pavir	"956-607-	"We spec	"HI"
1820985271600	"3910 ENTI	"Rejone E	"2527 MA	"GALVEST	"77550-14	"rejone@	"409-210-	"3910 Ent	"BL"
1814908295200	"40 HOT"	"Jada Ban	"702 COLL	"CRANDA	"75114"	"jbcambi	"214-310-	"Boom Lit	"WO"
1833294993400	"44 BUILD	"Nicole G	"1009 WA	"HOUSTO	"77088-78	"44builde	"713-569-	"Provide	"BL"
1760635954900	"4C TECHI	"KAMRAN	"3845 CYF	"HOUSTO	"77068-35	"kbashir@	"281-580-	"Provide	"AS"
1822369110800	"4F FARRI	"Pres./Jol	"2701 LITI	"LITTLE EL	"75068-66	"eric@4fc	"682-651-	"4F provic	"BL"
1465238447100	"4L CONS	"Lisel Ale	"427 BIG C	"SAN ANT	"78264-46	"liselalen	"210-489-	"Remode	"HI"
1472501674600	"5 ELEMEI	"Ruben L	"PO BOX	"ALAMO I	"78209-01	"info@5e	"956-235-	"Design B	"HI"
1822344817800	"5 GEN CC	"Marie Pa	"111 N GR	"KILLEEN	"76541-61	"5gencon	"254-709-	"construc	"WO"
1831604719200	"54 CONS	"Jason Riv	"33611 BL	"RICHWO	"77515-73	"info@54	"979-922-	"We are a	"HI"

~Go to next page for Step 9~



HUB Search by Business Category - Convert to Excel

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Step 9.

Type " (quotation marks) into the "Find what:" box and leave the "Replace with:" blank.

Then click Replace All button.

****This action will remove all quotation marks from your spreadsheet.****

Vendor ID	Company	Contact P	Mailing A	City	Zip	Email	Phone	Business	HUB Eligil	HUB Genc	CM
1300581302000	1 ACCESS	Lizette M	1115 WAL	SAN ANT	78216	LIZETTE@	210-414-5	provide h	HI	F	
1800942314800	1-800 LAN	James L L	1100 NOR	CA							
1475357271900	1DZ ENTE	Debra A.	2233 BALE	INC							
1825390959400	22 CONTR	Erin Clapp	1001 W LC	MC							
1900613436500	3 D ELECT	Desmond	PO BOX 7	PE							
1814401715100	365 PAVIL	Jose Gilbe	2200 N 47	MC							
1820985271600	3910 ENTE	Rejone Ec	2527 MAR	GA							
1814908295200	40 HOT	Jada Bank	702 COLLE	CRANDAL	75114	jbcombin	214-910-3	Boom Lift	WO	F	
1833294993400	44 BUILDE	Nicole G S	1009 WAL	HOUSTON	77088-78	44builder	713-569-5	Provide r	BL	M	
1760635954900	4C TECHN	KAMRAN	3845 CYP	HOUSTON	77068-35	kbashir@	281-580-2	Provide p	AS	M	
1822369110800	4F FARRIS	Pres./Joh	2701 LITT	LITTLE EL	75068-66	eric@4fc	682-651-5	4F provi	BL	M	
1465238447100	4L CONST	Lisel Alen	427 BIG C	"SAN ANT	"78264-46	"liselalen	"210-489-	"Remode	"HI"	"F"	"No
1472501674600	5 ELEMEN	Ruben Lai	PO BOX	"ALAMO	"78209-01	"info@5e	"956-235-	"Design B	"HI"	"M"	"No
1822344817800	5 GEN CO	"Marie Par	"111 N GR	"KILLEEN	"76541-61	"5gencon	"254-709-	"construc	"WO"	"F"	"No
1831604719200	54 CONST	Jason Riv	33611 BL	"RICHWO	"77515-73	"info@54	"979-922-	"We are a	"HI"	"M"	"Ye
1834389622300	54 CONST	Jason Riv	33611 BL	"RICHWO	"77515-73	"bids@54	"979-922-	"54 Constr	"HI"	"M"	"Ye
1463836072800	707 MAN	"Managin	4110 ALM	"HOUSTO	"77288-67	"htj707@	"281-726-	"Project I	"BL"	"M"	"No
1760648286100	"A & A CA	"Andres C	"12210 AN	"HOUSTO	"77064"	"acruz@a	"281-469-	"Utility cc	"HI"	"M"	"No
1813768748100	"A & K SU	"Ajaz Saiy	"1350 E AI	"RICHAR	"75081-24	"aandksu	"510-449-	"Comple	"AS"	"F"	"No

Step 10.

All done. We made 29309 replacements.

All quotation marks have been removed. Click the OK and Close buttons on the two open boxes.

Vendor ID	Company	Contact P	Mailing A	City	Zip	Email	Phone	Business	HUB Eligil	HUB Genc	CM
1300581302000	1 ACCESS	Lizette M	1115 WAL	SAN ANT	78216	LIZETTE@	210-414-5	provide h	HI	F	
1800942314800	1-800 LAN	James L L	1100 NOR	CA							
1475357271900	1DZ ENTE	Debra A.	2233 BALE	INC							
1825390959400	22 CONTR	Erin Clapp	1001 W LC	MC							
1900613436500	3 D ELECT	Desmond	PO BOX 7	PE							
1814401715100	365 PAVIL	Jose Gilbe	2200 N 47	MC							
1820985271600	3910 ENTE	Rejone Ec	2527 MAR	GA							
1814908295200	40 HOT	Jada Bank	702 COLLE	CRANDAL	75114	jbcombin	214-910-3	Boom Lift	WO	F	
1833294993400	44 BUILDE	Nicole G S	1009 WAL	HOUSTON	77088-78	44builder	713-569-5	Provide r	BL	M	
1760635954900	4C TECHN	KAMRAN	3845 CYP	HOUSTON	77068-35	kbashir@	281-580-2	Provide p	AS	M	
1822369110800	4F FARRIS	Pres./Joh	2701 LITT	LITTLE EL	75068-66	eric@4fc	682-651-5	4F provi	BL	M	
1465238447100	4L CONST	Lisel Alen	427 BIG C	"SAN ANT	"78264-46	"liselalen	"210-489-	"Remode	"HI"	"F"	"No
1472501674600	5 ELEMEN	Ruben Lai	PO BOX	"ALAMO	"78209-01	"info@5e	"956-235-	"Design B	"HI"	"M"	"No
1822344817800	5 GEN CO	"Marie Par	"111 N GR	"KILLEEN	"76541-61	"5gencon	"254-709-	"construc	"WO"	"F"	"No
1831604719200	54 CONST	Jason Riv	33611 BL	"RICHWO	"77515-73	"info@54c	"979-922-5	"We are a	"HI	"M	
1834389622300	54 CONST	Jason Riv	33611 BL	"RICHWO	"77515-73	"bids@54c	"979-922-5	"54 Constr	"HI	"M	

Upon completion of Step 10, you can format the sheet in the method of your choosing.

~end of "Convert to Excel" section~



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



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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