
WE WANT YOU TO KNOW

All vendors that want to do business with the TABC are encouraged to call our Purchasing Section for information on business opportunities with the agency.

The agency's HUB coordinator can help your company be formally certified as a Historically Underutilized Business and placed on the Centralized Master Bidders' List (CMBL). The certification is free, however, placement on the CMBL has a fee and both are administered by the Texas Building and Procurement Commission (TBPC) in Austin, Texas.

For a complete copy of our HUB policy, please contact our HUB Coordinator located at 5806 Mesa Drive, Suite 111, Austin, Texas 78731 or call (512) 206-3261.



DIRECTORY

TABC Headquarters
P.O. Box 13127, Austin, Texas 78711
(512) 206-3333 or 1-888-THE-TABC
TDD (512) 206-3270
www.tabc.state.tx.us

- | | |
|-------------------------------------|-------------------------------------|
| 1. Abilene
(915) 695-2841 | 12. Houston
(713) 426-7900 |
| 2. Amarillo
(806) 353-1286 | 13. Longview
(903) 759-7828 |
| 3. Austin
(512) 451-0231 | 14. Lubbock
(806) 793-3221 |
| 4. Beaumont
(409) 898-3116 | 15. McAllen
(956) 687-5141 |
| 5. Bryan
(979) 260-8222 | 16. Odessa
(915) 367-0760 |
| 6. Conroe
(936) 760-5841 | 17. Richmond
(281) 341-4647 |
| 7. Corpus Christi
(361) 851-2531 | 18. San Antonio
(210) 731-1720 |
| 8. Dallas
(214) 678-4000 | 19. San Marcos
(512) 393-7744 |
| 9. El Paso
(915) 834-5860 | 20. Victoria
(361) 575-4776 |
| 10. Fort Worth
(817) 451-9466 | 21. Waco
(254) 776-7626 |
| 11. Galveston
(281) 337-5611 | 22. Wichita Falls
(940) 322-8606 |

John T. Steen, Jr., Chairman
Gail Madden, Member
Kel Seliger, Member

Revised 09/02

PRODUCTS & SERVICES



A guide on
how to do business
with the TABC

HERE'S WHAT WE PURCHASE

GOODS:

- Audio/Visual equipment and supplies
- Automobiles
- Automobile equipment and supplies
- Automobile fuel
- Computer equipment and supplies
- Duplicating equipment and supplies
- Educational equipment and supplies
- Laboratory equipment, supplies and chemicals
- Law enforcement equipment and supplies
- Office machines, equipment and supplies
- Office furniture
- Office supplies
- Photographic equipment and supplies
- Printed booklets, forms and materials
- Safety equipment and supplies
- Software
- Specialty items and materials
- Telecommunications equipment and supplies

SERVICES:

- Computer equipment maintenance
- Consulting and professional Services
- Educational/training services
- Insurance services
- Office machine maintenance
- Telecommunications maintenance
- Telephone answering services
- Temporary employment services

Vendors can also contact the Texas Building and Procurement Commission for information on State term contract opportunities, the Centralized Master Bidders' List (CMBL), the Qualified Information Systems Vendor Program (QIS), and becoming certified as a Historically Underutilized Business (HUB).

PURCHASING PROCEDURES

TABC makes purchases for commodities and services following these procedures:

1. Purchases of commodities or services under \$2,000 are non-competitive and no bids are required. If the purchase is for a computer or telecommunications item or service, one request for quote must be obtained from an approved QIS Vendor.
2. Purchases of commodities or services between \$2,000.01 to \$10,000 require three informal (telephone) bids: one from a certified minority-owned business and one from a certified woman-owned business (any ethnicity). If the purchase is for a computer or telecommunications item or service, three request for offers from approved QIS Vendors must be obtained, one from a certified minority-owned business and one from a certified woman-owned business (any ethnicity).
3. Purchases of commodities or services between \$10,000.01 to \$25,000 require that three formal (written) bids must be obtained, one from a certified minority-owned business and one from a certified woman-owned business (any ethnicity). For computer or telecommunication items or services, three request for offers must be obtained from approved QIS Vendors, one from a certified minority-owned business and one from a woman-owned business (any ethnicity).
4. Purchases of commodities, other than computer or telecommunication related items, totalling more than \$25,000 are purchased through the Texas Building and Procurement Commission using open market procedures.

5. Purchases of services between \$25,000 and \$100,000 require bids to be solicited from all bidders on the CMBL for the service and who service the agency's geographic area. The bid must also be posted on the Texas Marketplace for at least 14 days.
6. Purchases for services totalling more than \$100,000 are made through the Texas Building and Procurement Commission using open market procedures.
7. Purchases for computer or telecommunications related commodities or services require that the request for offer be posted on the Texas Marketplace for a minimum of 14 days and three request for offers must be solicited from approved QIS Vendors.

PROCEDURES FOR FIELD PURCHASES:

For Consumable Supplies: Purchases are made using the MasterCard procurement card. All TABC employees should have the procedures from the cardholder on how to proceed with requests for consumable items.

For All Other Goods & Services: A Divisional Purchase Request is entered in the Lotus Notes Automated Purchasing System and is purchased through the Purchasing Section.

For Car Repairs And Maintenance: For repairs that are due to a broken or defective part or maintenance (i.e. oil changes, batteries, transmission repair) a repair number is issued through our regional offices.

For Vehicle Body Repairs: All vehicle body repairs require a divisional to be processed. For repairs totalling more than \$2,000.00, three informal (telephone) bids must be solicited from three vendors on the CMBL, one must be from a certified minority-owned business and one must be from a woman-owned business (any ethnicity).