

# State Preservation Board HUB Vendor Program

The State Preservation Board extends an invitation to all vendors to contact our office concerning bid opportunities.

**State Preservation Board**  
**Telephone: (512) 463-5495**

## **About Our Agency:**

The State Preservation Board (SPB) was established in 1983 by the 68th Legislature for the purpose of preserving, maintaining and restoring the State Capitol and the General Land Office Building and their contents and grounds for the benefit of the citizens of Texas. The State Preservation Board is responsible for facilities management services at the Capitol, Capitol Extension, Capitol Visitors Center, Capitol Visitors Garage, the Bob Bullock Texas State History Museum, and the Governor's Mansion. In addition to our facilities management duties, the SPB also operates an education and tourism center at the Capitol Visitors Center, provides guided tours of the Capitol, operates the Capitol Gift Shops and the Capitol Visitors Garage, provides curatorial services for the Capitol, and operates the Bob Bullock Texas State History Museum. The State Preservation Board is located in Austin and procures goods and services to meet the needs of the entire agency.

## **SPB HUB Program**

In accordance with the Texas Government Code, Title 10, Chapter 2161, and the Texas Administrative Code, Title 1, Part 5, Chapter 111, Subchapter B, §111.11-111.28, state agencies are required to make a good faith effort to assist HUB vendors in receiving contract awards from the state. The HUB program was designed to promote full and equal opportunity for all companies seeking to do business with the State of Texas.

HUB Program Objectives: The goal of the SPB's HUB program is to increase procurement opportunities for State of Texas certified minority and woman-owned businesses. The SPB is committed to developing its HUB program by actively working with both agency staff and the vendor community. Through the Historically Underutilized Business Program, the SPB seeks to

- Make a good faith effort to meet or exceed established HUB goals
- Assist businesses obtaining state HUB certifications

- Increase the number of HUB businesses contacted for procurement opportunities
- Educate HUBs about the agency's purchasing policies and procedures
- Incorporate HUBs into all areas of agency purchasing activities
- Keep HUBs informed of SPB procurement opportunities

### **HUB Certification**

All businesses participating in the SPB's HUB Program must be certified by the Texas Comptroller of Public Accounts (CPA). There is no fee to become certified as a HUB vendor. HUBs are listed on a CPA database that is accessible to all agencies. Vendors who are interested in becoming HUB-certified should contact the CPA HUB Coordinator and request a HUB application. The application may be downloaded from the CPA Internet Web site at <http://www.window.state.tx.us/procurement/prog/hub/>

### **HUB Subcontracting Program**

The SPB must evaluate contracts that are expected to exceed \$100,000 to determine whether subcontracting opportunities are probable. If the SPB determines that subcontracting opportunities exist, a HUB Subcontracting Plan is required for a contractor's bid or proposal to be considered responsive. The plan must demonstrate that a good faith effort was made to subcontract work to HUB vendors. Once an award has been made, the HUB Subcontracting Plan becomes part of the contract. Compliance with the plan is monitored throughout the contract term.

### **SPB Purchasing Methods**

The SPB uses the methods described below to acquire goods and services, depending on the needs of the agency, the anticipated cost of an order and the type of items being requested.

#### *Call and Order*

Goods and Services under \$5,000.00

For small purchases that do not require competitive bidding, an authorized individual within the SPB may issue a purchase order after obtaining pricing from a single vendor.

#### *Informal Competitive Bid*

Goods and Services \$5,000.00-\$10,000.00.

The SPB purchasers solicit a minimum of three informal bids, including 2 HUBs, from prospective vendors by telephone, email or facsimile.

#### *Formal Competitive (Sealed) Bid*

Goods and Services \$10,000.00 and above

For goods and services estimated to exceed \$10,000.00, the SPB issues detailed written specifications, known as an Invitation for Bid (IFB). Vendors must prepare and return bid responses to the SPB by a specific day and time. Invitations for Bids are not negotiable.

To obtain information about current SPB formal bids, please check the SPB web site at: <http://www.tspb.state.tx.us/SPB/SPB/Bid/BidOpps.htm>

Also, state agencies are required to post all solicitations for purchases of more than \$25,000.00 on the Electronic State Business Daily. The Electronic State Business Daily is accessible via the Internet at: <http://www.marketplace.state.tx.us/>

**THE PURCHASE ORDER (P.O.):** The SPB is only obligated to pay for those goods and services for which an official agency purchase order (P.O.) has been issued. The P.O. constitutes a legal contract between the SPB and a vendor. A vendor who accepts a P.O. is agreeing to the exact prices and terms that appear on the P.O. If, for any reason, the prices listed on the P.O. are incorrect, it is the vendor's responsibility to contact the SPB prior to filling the order.

**INVOICING AND PAYMENT:** The payment process begins after the agency has received the products or services ordered. Vendors must first submit a properly completed invoice to SPB Accounts Payable. To ensure prompt payment, the invoice must reference the SPB purchase order number and the vendor's taxpayer identification number.

### **Typical Purchases**

General Office Supplies and Equipment; Custodial Supplies; General Hardware Items; Audio/Visual Equipment; Electrical Supplies; Plumbing Supplies; Paint and Painter's Tools; Landscaping Supplies and Equipment; Moving Services; Printing Services; Advertising Services; Promotional Items; Building Maintenance and Repair Services; Custodial Services; Groundskeeping Services; Professional Architectural and Engineering Services; Items for Resale in the Capitol and Museum Giftshops.

### How to Contact SPB Purchasing

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