

HUB

DATABASE MANUAL

STAFF

INSTRUCTIONS

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INTRODUCTION

HUB Operations Mission

The Historically Underutilized Business (HUB) Program at the University of Houston (UH) is committed to promoting the inclusion of HUB vendors in university procurements. The HUB Program ensures compliance with state HUB laws, assists UH departments in locating HUB vendors; as well as offering HUBs assistance to facilitate access and contracting opportunities.

HUB VENDOR DATABASE

Purpose – The HUB Vendor database provides College/Division Administrators with an additional tool to identify HUBs for spot and informal bid procurement opportunities.

Benefit– Help to identify HUBs that may address Colleges/Departments procurement needs.

DEFINITIONS

- Capability Statement - promotional or marketing statement about a business and its capabilities and skills that advertises who they are and what you do.
- Contact Person – Person authorized to establish vendor profile six digit pin; receive procurement inquires and request profile changes.
- Cooperative Contracts - Cooperative and Group purchasing organizations allow the University of Houston and other state entities to purchase from established contracts without additional formal bidding.
- Estimated Annual Sales - the revenue that a company derives from the sale of its products in a year.
- Historically Underutilized Business (HUB) Categories - Minority, woman, or service disabled owned business operating in the state of Texas and certified by the State Comptroller of Public Accounts (CPA).
- HUB ID – Sequence of number assigned by the State of Texas Comptroller.
- Key Clients - Current and/or prior clients who can verify the quality of a company's work.
- Service Disabled Veteran - Defined by 38 United States Code (U.S.C.), Section 101(2) as persons who have a service-connected disability and have a disability rating of 20% or more.
- Vendor Type – The distinction between if a vendor provides Construction, Goods, Maintenance, Services or Special Trade Construction Services.

HUB VENDOR DATABASE WEBSITE LOCATION

Enter the following: https://uh.edu/office-of-finance/hub/vendors/vendor_database/

Click on HUB Vendor Database option – which will take you to the Vendor Profile screen

HISTORICALLY UNDERUTILIZED BUSINESS PROGRAM

What is a HUB

HUB Certification Process

Electronic State Business Daily (ESBD)

HUB Requirements for State Agencies

HUB Subcontracting Plan

Current UH Projects on ESBD

Recent/Forecasted Projects

Forms

Events

Resources

UH HUB Vendor Database



Upon clicking on the UH HUB Vendor Database option - the following page will appear, click Vendor database

UH HUB VENDOR DATABASE

Administrative Interface

Vendor Profile

Vendor Database

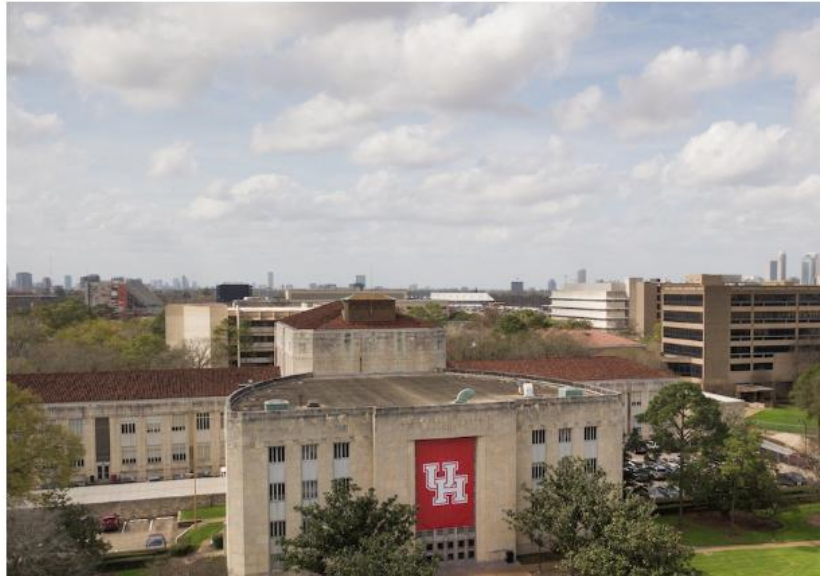


CONTACT

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bdavis21@Central.UH.EDU

Vendor Profile



LOGIN INSTRUCTIONS

Valid CougarNet credentials are required to proceed; only UH staff are allowed to view the vendor database.

Note – credentials must be entered each time the site page is visited, users will be automatically logged out if no activity is detected.

CougarNet Username *

snhamilt

Password *

.....

Log In

HUB PROFILE LIST

The screen shown after Cougar Net log in, provides a list of current HUB vendor profiles within the database. Only vendors that have been vetted by the HUB Operations department will appear on this screen. This screen will change as additional Vendor Profiles are added.

In addition to viewing vendor profiles, this screen allows users to:

- a. View Info about the company (detailed description regarding this function is available on page 8 of this document)
- b. Select a Company to Request a Quote (detailed description regarding this function is available on pages 10 & 11)

With Selected: Request Quote

Select	Company Name	Vendor Services	Action
<input checked="" type="checkbox"/>	Can-Am Wireless LLC dba Can-Am IT Solutions	COMPUTER ACCESSORIES AND SUPPLIES, ENVIRONMENTALLY CERTIFIED BY AN AGENCY ACCEPTED CERTIFICATION ENTITY [203-00] Batteries, Computer and Peripheral, Environmentally Certified Products [203-10] COMPUTER HARDWARE AND PERIPHERALS FOR MICROCOMPUTERS [204-00]	View Info
<input type="checkbox"/>	Universe Technical Translation	Interpreter Services, Foreign Language, Hearing Impaired, etc., (See Item 17 for Interpreter Services - Electronically Assisted) [961-46] Sign Language Services for the Hearing Impaired (Inactive, please see commodity code 961-46 effective January 1, 2016) [961-67] Translation Services, All Languages [961-75]	View Info
<input type="checkbox"/>	Scimetrics, Inc.	Laboratory Equipment, General [175-53] LABORATORY EQUIPMENT, ACCESSORIES, AND SUPPLIES: BIOCHEMISTRY, CHEMISTRY, ENVIRONMENTAL SCIENCE, ETC. [493-00]	View Info
<input type="checkbox"/>	Metromarketing Services Inc	Novelties, Promotional and Specialty Products, Including Biodegradable [037-52] Souvenirs and Prizes: Promotional, Advertising, etc. [037-78] Silk Screened and Embroidered Clothing and Apparel [200-74]	View Info
<input type="checkbox"/>	Infodat International,inc	Security Enhancement Equipment, Cyber [257-78] *Data Processing Software, Mainframes and Servers [209-37] *Customer Relationship Management Software (CRM), Microcomputer [208-32]	View Info
<input type="checkbox"/>	Summus Industries, Inc.	CHEMICAL LABORATORY EQUIPMENT AND SUPPLIES [175-00] COMPUTER HARDWARE AND PERIPHERALS FOR MICROCOMPUTERS [204-00] COMPUTER HARDWARE AND PERIPHERALS FOR MAINFRAMES AND SERVERS [206-00]	View Info
<input type="checkbox"/>	Possible Missions	LABORATORY EQUIPMENT, ACCESSORIES AND SUPPLIES: GENERAL ANALYTICAL AND RESEARCH FOR NUCLEAR, OPTICAL, AND PHYSICAL [490-00]	View Info
<input type="checkbox"/>	Tekgration LLC	*Integrated Hardware-Software I.T. Solution, Microcomputer [204-47] *Microcomputers, Desktop or Tower based [204-53] *Microcomputers, Handheld, Laptop, and Notebook, Environmentally Certified Products [205-54]	View Info

VENDOR SEARCH

Keyword Search

In the 'search by any column...' field, various keywords can be used to engage the search function.

- Company Name
- Vendor Services
- Goods

From example shown below the keyword "building" is used; the vendor database provides all vendors that have the associated word within:

- a. Company Name
- b. Vendor Services

Select	Company Name	Vendor Services
<input type="checkbox"/>	Table SALT Group	Course Development Services, Instructional and Training [924-16] In-Service Training, Employees [924-35] Instructors, Classes for the Public [924-42]
<input type="checkbox"/>	Kimberly Morisak, Inc.	ARCHITECTURAL AND ENGINEERING SERVICES, NON-PROFESSIONAL [907-00] Administration of Contracts: Summary of Work, Quality Control, Project Closeout, etc. [909-03] *Project Management Services [958-77]
<input type="checkbox"/>	Skilled Construction Subs Unlimited	BUILDING CONSTRUCTION SERVICES, NEW, INCLUDING MAINTENANCE AND REPAIR SERVICES [909-00] Maintenance and Repair, Commercial and Institutional Building [909-63] Concrete [914-30]
<input type="checkbox"/>	Prestige Building Group, LLC	Weatherization, Weather and Waterproofing Maintenance and Repair Services [910-78] Striping: Streets, Parking Facilities, Lane Divisions, Paint, etc. [912-76] Painting and Wallpapering [914-61]
<input type="checkbox"/>	iTech Enterprises LLC	*Audio Equipment for the Visual and Hearing Impaired (Not Otherwise Classified) [710-52] *Teleconference Systems, Audio/Video, Including Video on Demand Systems [840-56] C.I.P., Audio Visual Equipment, Capital [911-09]
<input type="checkbox"/>	D & C Cleaning, Inc	Building Cleaning Services, Exterior [910-03] Flooring Maintenance and Repair, Including Refinishing and Sealing Services [910-25] Cleaning, Interior and Exterior, New Construction [914-28]
<input type="checkbox"/>	Odigo Services LLC	Human Resources, Relations Consulting [918-65] Course Development Services, Instructional and Training [924-16] In-Service Training, Employees [924-35]

VIEW INFORMATION TAB

Under 'Action' column – click the “View Info” tab the following information will appear

Note – only one 'view info' can be used at a time; multi viewing is not permissible.

building

With Selected: [Request Quote](#)

Select	Company Name	Vendor Services	Action
<input type="checkbox"/>	Table SALT Group	Course Development Services, Instructional and Training [924-16] In-Service Training, Employees [924-35] Instructors, Classes for the Public [924-42]	View Info
<input type="checkbox"/>	Kimberly Morisak, Inc.	ARCHITECTURAL AND ENGINEERING SERVICES, NON-PROFESSIONAL [907-00] Administration of Contracts: Summary of Work, Quality Control, Project Closeout, etc. [909-03] *Project Management Services [958-77]	View Info
<input type="checkbox"/>	Skilled Construction Subs Unlimited	BUILDING CONSTRUCTION SERVICES, NEW, INCLUDING MAINTENANCE AND REPAIR SERVICES [909-00] Maintenance and Repair, Commercial and Institutional Building [909-63] Concrete [914-30]	View Info
<input type="checkbox"/>	Prestige Building Group, LLC	Weatherization, Weather and Waterproofing Maintenance and Repair Services [910-78] Striping: Streets, Parking Facilities, Lane Divisions, Paint, etc. [912-76] Painting and Wallpapering [914-61]	View Info
<input type="checkbox"/>	iTech Enterprises LLC	*Audio Equipment for the Visual and Hearing Impaired (Not Otherwise Classified) [710-52] *Teleconference Systems, Audio/Video, Including Video on Demand Systems [840-56] C.I.P., Audio Visual Equipment, Capital [911-09]	View Info
<input type="checkbox"/>	D & C Cleaning, Inc	Building Cleaning Services, Exterior [910-03] Flooring Maintenance and Repair, Including Refinishing and Sealing Services [910-25] Cleaning, Interior and Exterior, New Construction [914-28]	View Info
<input type="checkbox"/>	Odigo Services LLC	Human Resources, Relations Consulting [918-65] Course Development Services, Instructional and Training [924-16] In-Service Training, Employees [924-35]	View Info

Click the X to exit – the previous page of search vendors will appear; allowing an opportunity to perform a different vendor search.

Skilled Construction Subs Unlimited ✕

<p>Contact Person Julian Johnson Vice President</p> <p>Address P.O.Box 1926 Fresno, TX 77545</p> <p>Phone: (832)489-7877</p> <p>Company Website https://skilledconstruction.net</p> <p>Cooperative Contracts BuyBoard: No Choice Partners: No DIR: No TXMAS: No</p>	<p>Business Information Est. Annual Sales: \$1,370,144 Employees: 10 Years in Business: 8 Credit Payment Accepted? Yes Vendor Type: Construction</p> <ul style="list-style-type: none"> BUILDING CONSTRUCTION SERVICES, NEW, INCLUDING MAINTENANCE AND REPAIR SERVICES [909-00] Maintenance and Repair, Commercial and Institutional Building [909-63] Concrete [914-30] <p>HUB Information HUB ID: 1800936941600/480717 Expiration: January 19, 2022 Gender: Male Service-disabled Veteran: No HUB Category: African American Owned Certification: HUB.pdf</p> <p>Miscellaneous Information Capability Statement: EXPERIENCE STATEMENT 05 18 20.pdf</p>
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Key Clients

Harris County Engineering/Mark Madera/Mark.Madera@eng.hctx.net
Service Provided: Sidewalk Installation

General Services Administration/ Ali Barton/ ali.barton@gsa.gov
Service Provided: Alliance Tower Hardscape Enhancements

Texas Department of Transportation/ Curtis Mable/ curtis.mable@txdot.gov
Service Provided: Rip Wrap and Erosion Control Measures Installation

External Functions

Information in red are hyperlinks that opens to the item selected; if you click on

1. Contact person name – an outlook email will open for you to compose an email to the vendor
2. Company website – will open the vendors webpage
3. Certification – provides a copy of the vendor's State of Texas HUB certification
4. Miscellaneous Information – Options—additional information provided by the vendor about their business

VENDOR DATA

Skilled Construction Services, Inc.

Contact Person
Julian Johnson →
Vice President

Address
P.O.Box 1926
Fresno, TX 77545

Phone: (832)489-7877

Company Website
<https://skilledconstruction.net>

Cooperative Contracts
BuyBoard: No
Choice Partners: No
DIR: No
TXMAS: No

Business Information
Est. Annual Sales: \$1,370,144
Employees: 10
Years in Business: 8
Credit Payment Accepted? Yes
Vendor Type: Construction

- BUILDING CONSTRUCTION SERVICES, NEW INCLUDING MAINTENANCE AND REPAIR SERVICES [909-00]
- Maintenance and Repair, Commercial and Institutional Building [909-63]
- Concrete [914-30]

HUB Information
HUB ID: 1800936941600/480717
Expiration: January 19, 2022
Gender: Male
Service-disabled Veteran: No
HUB Category: African American Owned
Certification: [HUB.pdf](#)

Miscellaneous Information
Capability Statement: [EXPERIENCE STATEMENT 05 18 20.pdf](#)

Texas Historically Underutilized Business (HUB) Certificate
Certificate/VID Num
File/Vendor Number
Approval Date
Scheduled Expiration

SKILLED CONSTRUCTION SERVICES, INC.
The Texas Comptroller of Public Accounts (CPA), hereby certifies
SKILLED CONSTRUCTION SERVICES, INC.

Major construction projects the business has in progress


Close

HOW TO REQUEST A QUOTE

This action may be used for Spot Bid and/or Informal Bid Request

The vendor database allows vendors to be contacted directly without opening a separate outlook email.

Select a vendor by marking the box -- click 'Request Quote'

With Selected: Request Quote 

Select	Company Name
<input checked="" type="checkbox"/>	Can-Am Wireless LLC dba Can-Am IT Solutions
<input type="checkbox"/>	Universe Technical Translation
<input type="checkbox"/>	Scimetrics, Inc.

Multiple vendors can be selected to request more than one quote

Request a Quote

Please use the form below to request your quote(s).

Vendors:

1. Can-Am Wireless LLC dba Can-Am IT Solutions
2. Scimetrics, Inc.
3. Universe Technical Translation

When completing the Request for A Quote document – The Project Scope section has an 8,000 character maximum. Requestors also have the option to upload specifications or other documentations detailing the request scope/specifications.

Request a Quote

Please use the form below to request your quote(s).

Vendor: Can-Am Wireless LLC dba Can-Am IT Solutions

First Name *	Shanta		Last Name *	Hamilton	
Email Address *	snhamilt@central.uh.edu	Phone Number *	(713)743-5619	Job Title *	Spec, HUB 3
Division/College *		Department *	HUB Programs	Deadline *	
Project Scope *	<div style="background-color: yellow; height: 30px;"></div>				
Upload Specifications (optional)	<div style="background-color: yellow; padding: 2px;"><input type="button" value="Choose File"/> No file chosen</div>				

←

Vendor Notification of Quote Request

Request for quote(s) are generated via email directly to the company contact listed on the profile.

Note – the database will only send email notification with quote request details to the selected vendor(s); all other purchasing actions (quotes, awards, non-award, certificate of insurance/bonds, additional information, etc.) between requester and vendor(s) must be conducted via phone and/or email. When possible, please allow a minimum of three (3) days for a vendor(s) to respond to a quote request.

The following is an example of the cover letter /email content associated with the Request for Quote

Dear Sarah

An employee of the University of Houston has requested a quote from University of Houston College of Technology. Please refer to the attached file and see the details below:

Requestor: Sarah
Division/College: IT
Department: TSS
Email: skborc@central.uh.edu
Phone: (713)743-5

Project Scope:
TEst

Deadline: 01/15/2020 01:19 PM

Please feel free to reply to this email directly with your quote or any questions.

Sincerely,

Sarah
Soem,thing
IT
University of Houston
(713)743-536

After submission of Request for Quote--Users may 'log out' of the vendor database from this page

VENDOR DATABASE

Request a Quote

Log Out ←

NO HUB PROFILES or INSUFFICIENT NUMBER OF PROFILES

Please email the HUB Operations team at hubdocs@uh.edu or call 713-743-7643 for assistance if you are unable to identify HUBs or sufficient numbers of HUBs that provide commodities/services needed.

When Possible- Please allow a minimum of three (3) days for a vendor(s) to respond to a quote request.

1. Subject header "Quote Request"
2. Provide specification(s) along with any relevant documentation.

HOW TO REQUEST A VENDOR BE ADDED TO THE DATABASE

Please feel free to provide the HUB team via email to hubdocs@uh.edu--with names of a small business you have or are currently working with for consideration of Vendor Profile inclusion within the HUB database.

QUESTIONS/TECHNICAL ASSISTANCE

Please contact Shalayna Williams at 713-743-7643; swilli39@central.uh.edu or any member of the HUB team at hubdocs@uh.edu