



April 5, 2013

TO: Texas A&M AgriLife Business & HUB Contacts

SUBJECT: Spot Bid Fair

Director Nessler and Director Steele announced on March 11, 2013 that the Agencies will be participating in the spot bid fair to be held in conjunction with "Access 2013" Business Expo sponsored by the Dallas/Fort Worth Supplier Diversity Council to be held May 13-14, 2013.

In order for the Agencies to participate and make this event a success, please submit your bid opportunities for the event no later than April 15, 2013. The bids will be uploaded to a website for the vendors to preview prior to the event.

1. Email the attached form to Kylee Garza. Items typically include: office supplies and equipment, janitorial supplies and computer equipment. [Kylee.Garza@ag.tamu.edu](mailto:Kylee.Garza@ag.tamu.edu)
2. Create an "L" doc with any vendor name (or use the Agency name) so we may track your bid by number. Once the event is completed, your office will be provided a bid tab for review and award determination. At that point you can modify the vendor on the "L" doc. Email Kylee Garza your approved bid tab. Purchasing will then place the order with the vendor as the Agency awards must also post awards to the website.

Please contact Dee Ann Schneider, [da-schneider@tamu.edu](mailto:da-schneider@tamu.edu) or 979-845-4771, directly for questions regarding the above.

Thank you for your support of the Agencies' HUB efforts.

Texas A&M AgriLife Administrative Services | <http://agrilifeas.tamu.edu/>

**Note: Please do not reply to this email, as this email address does not accept reply messages.**

