



**PORT CORPUS CHRISTI**

For more information:

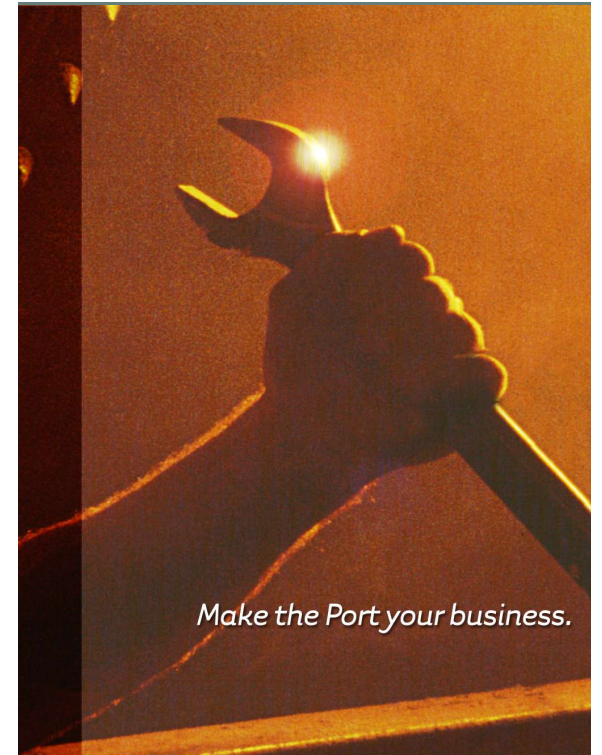
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*Make the Port your business.*

**VENDOR  
OPPORTUNITIES**



**PORT CORPUS CHRISTI**

# LARGE OR SMALL YOUR BUSINESS CAN DO BUSINESS WITH PORT CORPUS CHRISTI

Every year Port Corpus Christi spends more than \$10 million on supplies and services—everything from paints to uniforms, from engineering services and photography. We might want to do business with you, too. The Port is committed to providing ongoing opportunities to Historically Underutilized Businesses (HUBs), Disadvantaged Business Enterprises (DBEs), small businesses and women owned businesses. To find out more just go to [www.portofcorpuschristi.com](http://www.portofcorpuschristi.com). It's your Port. Make it your Business.

**Who's responsible for purchasing?** The purchasing decision for Port products and services depends on the amount of the transaction and the type of purchase. Each department can make purchases up to \$50,000 without Port Commission approval. However, even below that threshold there are quote requirements that must be adhered to.

**What is the certification criteria?** Port Corpus Christi is a strong supporter of small, women, and minority owned businesses. Port Corpus Christi welcomes various certifications available on a local, regional, state, or federal level.

**How do I get on the Port vendor list?** Submit a vendor registration form so we can add you to our database. Go to [www.portofcorpuschristi.com](http://www.portofcorpuschristi.com) or contact the Port at 361-885-6177.

**Can any company submit a bid?** Any company can bid on a project or respond to a request for proposal. However, a company may need to meet certain insurance and bonding requirements for projects that warrant such coverage.

**Do we need to be bonded and insured?** Port Corpus Christi may require a bid, performance, and/or payment bond, and certain minimum levels of insurance coverages are required to bid on a project.

**What factors determine award of a contract?** Port Corpus Christi awards contracts to the bidder offering the lowest and best bid.

**Where do we pick up project specifications?** Normally you can acquire bid plans and specifications from the Port department requesting the bid. Bid plans and specifications for capital and maintenance projects are usually provided through the Port Engineering Department.

**What is the time for public notification of a bid request?** Two weeks is the normal time frame for notice. Under emergency situations, that time line may be nullified.

## VENDOR REGISTRATION

Name \_\_\_\_\_

Title \_\_\_\_\_

Company Name \_\_\_\_\_

Company Owner \_\_\_\_\_

Address \_\_\_\_\_

Suite/Apartment \_\_\_\_\_

City \_\_\_\_\_

State \_\_\_\_\_

Country \_\_\_\_\_

Zip Code \_\_\_\_\_

Phone \_\_\_\_\_

Fax \_\_\_\_\_

Email \_\_\_\_\_

Website \_\_\_\_\_

Federal Tax ID \_\_\_\_\_

# of Employees \_\_\_\_\_

Product/Service Description \_\_\_\_\_

Vendor Classification  Historically Underutilized Business (HUB)  
 Disadvantaged Business Enterprise (DBE)  
 Women Owned Business (WBE)  
 Small Business Enterprise (SBE)  
 Minority Business Concern (MBE)  
 None

### Penalty for Misrepresentation

Please remember that misrepresentation of your status or certification as a historically underutilized or disadvantaged business in this Vendor Form can subject you to civil and/or criminal penalties. Civil penalties may be instituted against you for an amount of not more than \$100,000. A criminal violation under the application statute is a third-degree felony punishable under Texas law. TEX. GOV. CODE ANN. 2252.123, 2252.125 and 6151.231