

Each year UT-Arlington participates in the Spot Bid Fair hosted by state Sen. Royce West. The event is **Monday-Tuesday, May 11-12**, at the Irving Convention Center.

Small and historically under-utilized businesses (HUBs) will have a chance to submit “on the spot” bids for items and services for state agencies and institutions of higher education.

Last year, the University awarded nearly \$8,500 in contracts for goods and services advertised during the Spot Bid Fair. The goal this year is to double the amount of contracts awarded to \$17,000.

Consider what goods and services your department needs to purchase, small or large, that can be awarded to a bidder by **May 21**.

Your bid request for bid must include the following:

- Your contact information, including name, department, email, and phone number
- Item description
- Part number
- Color, size, etc.

There are two methods for advertising your requests.

- The bid book is a hard copy of all bid requests from participating state agencies. Submit bid requests by noon **Friday, April 24**.
- A copy of your bid request will be at the UTA exhibit table for vendors. Submit bid requests by **Friday, May 8**.

After the Spot Bid Fair, the UTA Hub Program will contact your department about the bids received. Vendors with the best value to the University will be awarded the purchase order.

Please submit your request for bids to Laurie Thompson, HUB coordinator in Procurement Services, at [lauriethompson@uta.edu](mailto:lauriethompson@uta.edu).