

### Register for access to City of Sarasota, FL Business Opportunities

www.bidnetdirect.com//city-of-sarasota





# (ADD) Register to Bid

- Visit <u>www.bidnetdirect.com//city-of-sarasota</u>
- Select "Register Now"





### City of Sarasota Bid Opportunities

City of Sarasota's Open and Closed Solicitations are posted below. Please register or login to see details of all open opportunities.

The City of Sarasota utilizes this procurement system to post all solicitation opportunities. We welcome all vendors to register with Bidnet's Florida Purchasing Group. There is **NO CHARGE to register**, simply follow the registration path and select the "Limited" package, select "Florida" for your state, enter your information, and select "Finalize the registration". You will receive notifications of matching solicitations and addenda. To receive notifications from other Purchasing Groups or Statewide notifications, select one of the other registration options. Call the Bidnet Support Team at 800-835-4603, option 2, for assistance.

We welcome your participation!

#### Register to Bid

Register to do business with City of Sarasota. Join the Florida Purchasing Group to expand your business with local governments throughout Florida.

Register with the Florida Purchasing Group to gain access to bids today.

REGISTER NOW  $\rightarrow$ 

## **Package Selection**

- Select the "Limited" \$0 option to do business with City of Sarasota, or choose the package that makes the most sense for your company
- (Add) Select Florida as the State
- Press Save and Continue



### **Personal Information**

- In this section, you can provide the basic information of the user and your preferred login information
- Make sure to read the Terms & Conditions and attest that you are an authorized representative of your company.
- Select "Finalize the Registration"

	Order Details	
	Limited Package	
Last Name	Texas Texas Purchasing Group	)
	Sub-Total	\$0.00
Phone Number	Total	\$0.00
Confirm Password		
	Last Name	Limited Package Texas Texas Texas Purchasing Group Sub-Total Total

Login

### **Complete & Activate Account**

- This confirmation page will show your subscription details and the activation email will be sent to you in a few minutes.
- Check your email to complete the registration process & verify your email address. *Make sure* to check your Spam Inbox if you have not received your activation email.
- Click on the link and login using the username and password you entered



### Thank you for subscribing. Welcome, Vendor Name.

Your activation email is on its way to **vendoremail@vendor.com**. To continue and gain access to your account, follow the instructions indicated in the activation email. In the meantime, find your subscription details below.

#### **Subscription Details**

You purchased: Limited Package - Texas You will be charged \$0.00 (plus applicable taxes)

#### **Primary Contact**

Vendor Name Company Name vendoremail@vendor.com 555-555-5555

ccoui	nt Activation
	- Activation
	Please enter the username and password you chose during your registration in order to activate your account.
	Username
	Need Help? The BidNet Direct's Support Department is available Monday-Friday from 8:00 am to 8:00 pm EST.
	<ul> <li></li></ul>

### Sample Email:

bidnet direct. by SOVRA
Vendor Name,
Thank you for registering on BidNet Direct.
Please note that you must activate your account using the link below to finalize your registration:
BidNet Direct - Company Name Account Activation
Upon logging into BidNet Direct for the first time, we recommend that you verify and complete your organization and contact information under the "My Account" section.
If you need assistance, please call BidNet Direct's Support Department at 800-835-4603. Service hours are Monday-Friday from 8:00 am to 8:00 pm EST.
Kind Regards,
BidNet Direct Support Department
support@bidnet.com
This message is sent to you as a member of BidNet Direct in connection to your account on ssc-learn.mets.mediagrif.com.
BidNet Direct
15 British American Blvd Latham, NY, 12110 USA
Use the following links to update your account or find instructions to modify your subscription.
Terms and Conditions   Privacy Policy   SOVRA
DO NOT FORWARD this message to any unauthorized user or another person outside of your organization.
This information is only intended for the recipient shown at the email address of vendoremail@vendor.com.

## **Organization Profile**

 Once your account has been activated, upon your initial login, you will be asked to confirm some details about your organization

ACCOUNT ACTIVAT	tion				
1 - Orga	1 realize	2 - Contact Profile	3 Category Selection	4 - Additional Information	5 Confermation
	Organization Profile		Type		
	Company Name		Supplier		
	Address*		City*		
	Country*	Zip/Pestal Code*			
		*			
	Organization Contact I	nformation			
	Phone*	ext.	Toll Free	Fax	
	Email		Website		
	Next >				
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### **Contact Profile**

• Confirm the information for your profile.

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1 · Organizat	ion Profile 2 - Contact Profile	3 - Cate	gory Selection	4-45	Stional Information	5-60	elemation.
	Contact Profile						
	Job Title						
	First Name*	Initial		Last Name*			
	First Name			Last Norre			
	Descend Address						
	Land at organization solution		City				
	555 Park Street		Neptune				
	Country*		State/Province*		Zip/Postal Code*		
	sector lines		Callbrea	-	90009		
	Personal Contact Information						
	Phone*	ed.		Fax			
	505-505-5555						
	Email*		Time Zone+				
	vendorgiernal.com		Eastern (US &	Canada)		~	
	Centrolous Next >						

### **Category Code Selection**

- You will be asked to select the category codes for the products and/or services your company offers
- Search by keyword & select all the codes that apply
- This information is used:
  - For automatic email notifications when you match with new solicitations
  - In your company profile for buyers to search & find by product/service requirements

Categories S	Selected (3)		
✓ 155	BUILDINGS AND STRUCTURES: FABRICATED AND PREFABRICATED		Û
15500	BUILDINGS AND STRUCTURES: FABRICATED AND PREFABRICATED		ŵ
V 918	CONSULTING SERVICES		ŵ
91800	CONSULTING SERVICES		Û
91819	Buildings, Structures and Components Consulting Buildings, Structures and Components Consulting		Û
Categories		Consult	Q
✓ 905	AIRCRAFT AND AIRPORT OPERATIONS SERVICES		
90528	Aviation Analytical Studies Including Surveys (See 918-12 for Consulting) Aviation Analytical Studies Including Surveys (See 918-12 for Consulting)		
✓ 911	CONSTRUCTION AND UTILITIES, HIGHER EDUCATION		
91158	C.1.P., Special Consultants C.1.P., Special Consultants		
✓ 918	CONSULTING SERVICES		

### **Additional Information**

- Additional information such as your type of business structure, and any DBE or other certification will be asked
- You may also upload your W-9 form directly to your company profile (agencies prefer this)
- This information is used:
  - In your company profile for buyers to search & find by particular types of businesses

Buinces Structure*     Buinces Type       Public Corporation     Small       Private Corporation     Large       Partice Structure*     Windma Owned       Lt Car LP     Windma Owned       Individual/independent Contractor/Sole Proprietor     Veteran Owned       Joint Venture     Disabiled       Organization     Disadvantaged       Gevernment Agency     Service Disabiled       Organization exempt under Sec S01 (a)     Historically Underuitized Business (located in a HUB Zone)       Other     Historically Black College or University       Other     Other			
Public Corporation Carge   Parture Corporation Carge   Parture Corporation Woman Owned   LLC or LLP Woman Owned   Individual/Independent Contractor/Sole Proprietor Desbield   Joint Venture Disabled   Organization ceempt under Sec 501 (a) Bistorically Underrutilized Business (located in a HUB Zone)   Historically Black College or University   Other   Historically Black College or University   Other   Native Armerican   Sub-Continent Asian (Asian Indian)   Ariative Armerican   Its 50   Vors   Noter   Isour company a registered MDBE through the state of Florida?*   No   Yes   No   Patter Sec Sol Sec	Business Structure*	Business Type	
Private Corporation Large   Private Store Minority Owned   Lit Cort LP Woman Owned   Individual/Independent Contractor/Sole Proprietor Disabled   Order Store Disabled   Organization exempt under Sec 501 (a) Historically Underutilized Business (not located in a HUB Zone)   Other Historically Black College or University   Other Other	Public Corporation	✓ Small	
Pathership  Pathe	Private Corporation	Large	
I Lt Or tLP   I Moman Owned   I Molwidual/Independent Contractor/Sole Proprietor   I of Molwidual/Independent Contractor/Sole Proprietor   I of Moman Owned   I molwidual/Independent Contractor/Sole Proprietor   I of Moman Owned   I of Moman Own	Partnership	Minority Owned	
Individu/Independent Contractor/Sole Proprietor ○ Veteran Owned   Non-Profit Organization ○ Isabled   Organization exempt under Sec 501 (a) ○ Historically Underutilized Business (located in a HUB Zone)   Other ○ Other     Owner Ethnicity   ○ Coursianian   ○ Asian/Asian Pacific   ○ Sub-Coursianian   ○ Historically Underutilized Business (not located in a HUB Zone)   ○ Historically Underutilized Business (not located in a HUB Zone)   ○ Historically Black College or University   ○ Other     Owner Ethnicity   ○ Coursianian   ○ Historically Black College or University   ○ Other     Native American   ○ Historically Coursianian   ○ Historically Coursianian   ○ Sub-Coursianian   11 to 50   > 2005     Wmber of Employees*   Established Since*   2 Upload W-9 form     Is your company a registered MDBE through the state of Florida?*     ○ No   Any other MDBE Certifications?*	✓ LLC or LLP	Woman Owned	
John Verture □isabled   Onn-Profit Organization □isabled   Organization exempt under Sec 501 (a) □ Historically Undertullized Business (located in a HUB Zone)   □ Historically Black College or University □ Other     Owner Ethnicly □ Gaucasian   □ Historically Black College or University □ Other     Owner Ethnicly □ Gaucasian   □ Historically Black College or University □ Other     Owner Ethnicly □ Gaucasian   □ Historically Black College or University □ Other     Native American/Black □ Sourcompany a registered MDBE through the state of Florida?*     Yes ● No     Auy other MDBE Certifications?*   ● Yes   ● No	Individual/Independent Contractor/Sole Proprietor	Veteran Owned	
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Government Agency Service Disabled   Organization exempt under Sec 501 (a) Historically Underutilized Business (not located in a HUB Zone)   Other Historically Underutilized Business (not located in a HUB Zone)   Historically Black College or University Other   Other  Other  Other  Other  Caucasian  Hispanic  Asian/Asian Pacific  Sub-Continent Asian (Asian Indian)  African American/Black Usb-Continent Asian (Asian Indian)  Attive American  Other  Established Since*  11 to 50  Caucasian  Hispanic  Any other MDBE Certifications?*  No  Ary other MDBE Certifications?*  No  No  No  No  No  No  No  No  No  N	Non-Profit Organization	Disadvantaged	
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## **Registration Complete!**



- Login and start looking for open solicitations from **City of Sarasota**
- New notifications of solicitations that match your profile will start immediately
- Need help registering or navigating the system? Contact the Bidnet Direct Vendor Support team at 800-835-4603, option 2 or email us at <u>support@bidnet.com</u>