

City of Clermont



The City of Clermont has joined the BidSync online purchasing system for the distribution of all formal solicitations and quotes. There is **NO COST** to businesses for using this service. Businesses interested in doing business with the City are strongly encouraged to register with BidSync to receive electronic notifications of new solicitations, addendum, response tabulation, award recommendations, and the capability to submit a response electronically when applicable. Registered businesses that choose to submit bids electronically will see savings by eliminating courier service charges, postage, and staff time to deliver bids. Businesses will also have access to search past bids history for data analysis.

In addition, the City utilizes BidSync software resources to issue purchase orders to be sent via email to awarded businesses. Multiple year term contracts is also managed electronically and can be accessed through the BidSync and the City's purchasing website.

BidSync offers two types of services called Links which is free and Links Plus which requires an annual subscription. With Links, businesses will have access to all bids with government agencies posting bids on BidSync. The paid for subscription of Links Plus provides the bids posted through Links in addition to bids from agencies utilizing other posting services and displays it all on one screen. **It is strongly encouraged that all businesses register with the City through BidSync free Links bid notification service.** However, the optional Links Plus subscription provides a more in depth service if preferred.

If you have any questions regarding registration please contact the Purchasing Manager by email at fsuarez@clermontfl.org or by phone at 352-241-7386. For questions on how to navigate the BidSync software or having trouble login in, call customer support at 1-800-990-9339.

Sincerely,

A handwritten signature in blue ink that reads 'Freddy Suarez'.

Freddy Suarez
Purchasing Manager

City of Clermont
685 W. Montrose Street
Clermont, FL 34711
Phone: 352-394-4081

CITY OF CLERMONT ONLINE REGISTRATION

The following is a step-by-step guide on how to register with the City of Clermont through BidSync Links online bid notification system.

STEP 1

Copy and paste the following link into your browser: <http://www.bidsync.com/>

Select the **Register Free** button on the screen.

STEP 2



Register Free

Portal to Government Bidding

Did a government agency refer you to BidSync? Are you looking to do business with government agencies contracted with BidSync? Register a BidSync Links™ account today and gain exclusive access to bids from BidSync's extensive network of government agency members who want to do business with you.



Subscribe Now

More Bids. More Business.

BidSync Links PLUS not only gives you access to BidSync Links bids, but also to access to 90,000 additional bid opportunities from our team of researchers and proprietary bid search software. Relevant bid opportunities are delivered to your inbox every day.

Enter your company information by completing the **Main Contact** and **Company Information**. Once completed select the "Next Step" button at the bottom of the screen.

STEP 3

Select Plan **Your Information** Keywords Classification Codes Complete

In order for us to send you government bids, please provide the following information.

1. Main Contact

First Name Last Name

Phone Number

Area Format: ###-#### Ext

Select Job Title

Please Select

Email Email Confirm

User Name

Password Password Confirm

Password must be at least 8 characters. Must contain at least one letter & number. Cannot be based on your name, company name or user name.

How did you hear about us?

2. Company Information

Company Name

Street Address

City State Zip

Organization Phone Number

Area Format: ###-####

Time Zone

Eastern Time (US & Canada)

Optional Business ID Number

DUNS FEIN SSN

Next Step >

By entering this information, you agree that BidSync may contact you

Questions? BidSync representatives are standing by. 800.990.9339 | support@bidsync.com

Select the business **Primary Industry** from the dropdown menu. Enter at least three (3) keywords that define your business and select where do you do business. In the **Notifications** area, **make sure to uncheck the option to be notified of BidSync Plus bids** if you do not wish to be notified of bids that require an annual service fee. Once you're ready, select the "Next Step" button at the bottom of the screen.

STEP 4

Select Plan Your Information **Keywords** Classification Codes Complete

**Required fields*

Primary Industry

*Company primary industry:

Keywords

Keywords help us find bids that are the best match for your company.

***Required** Please enter at least 3 keywords that define your products/services and click "Search". Then select relevant NIGP codes that classify your business.

<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

[Add More Keywords](#)

Suggested Keywords

As you enter keywords for your business in the section above, suggestions will appear here. Suggested words are based on words that other customers using your keywords have used. Check the boxes to add words to your list.

Where do you do business?

USA + Canada USA Florida Only Specific States/Provinces

Notifications

We will send your notifications by email by default. To manage your notification preferences, go to "My Account" upon login.

Include BidSync Unks PLUS™ Bids (Recommended)

Select the classification code that best describe the goods and services your business provides by clicking on the square and adding a check mark to the classification code of choice. Once completed select the “Next Step” button at the bottom of the screen.

STEP 5

Select Plan
Your Information
Keywords
Classification Codes
Complete

**Required fields*

Classification categories

* In order to send you bid notifications you must select NIGP codes. All codes selected are matched to bids that are released through our system. You may select up to **100** codes that apply to your business.

NIGP codes based on Keyword search results

These codes were matched only to the keywords that you entered.

- 280-80 Underground Cables and Wires, Solid and Stranded, Single and Multiconductor, Aluminum and Copper: Types Uf, Urd, Use, Xlp, etc.
- 192-20 Cold-tank and Soak-tank Cleaners (for Heavy Duty Shop Use, Etc.)
- 725-16 Consoles, Communication (effective 3-1-07 This Class-Item Inactivated for New Use, Refer To 838-39)
- 725-28 High Volume, Call Answering Telephone Systems (see 725-53 for Low Volume Equipment) (effective 3-1-07 This Class-Item Inactivated for New Use, Refer To 839-31)
- 725-59 Telecommunication Parts and Accessories (not Otherwise Classified) (effective 3-1-07 This Class-Item Inactivated for New Use, Refer To 838-85)
- 192-43 Herbicides and Other Poisons, Cleaning Agents (used To Clean Spray Equipment)
- 725-15 Communications Systems, Integrated (includes Telephone, Clock, Intercom, Etc.) (effective 3-1-07 This Class-Item Inactivated for New Use, Refer To 838-35)
- 040-37 Electronic Identification Systems Used for Inventory and Tracking of Animals
- 725-36 Microwave Equipment Including Security Sensors (effective 3-1-07 This Class-Item Inactivated for New Use, Refer To 839-51)
- 725-24 Frequency Data Communication Equipment, Radio (Including Identification Equipment) (effective 3-1-07 This Class-Item Inactivated for New Use, Refer To 726-47)
- 725-09 Am/fm Transmitters, Broadcast (effective 3-1-07 This Class-Item Inactivated for New Use, Refer To 726-11)
- 475-22 Clips, Wound (not for Use in Automatic Suturing Instruments)
- 280-30 Control Cables and Wires, Solid and Stranded, Single and Multiconductor (up To 600v, for Use in Boiler Controls, Fire Alarms, Motors, Etc.)
- 271-24 Dextrose Solutions, High Strength (for Iv Additive Use)
- 725-13 Batteries, Radio/telephone Communication (effective 3-1-07 This Class-Item Inactivated for New Use, Refer To 838-23)

You have now successfully completed the business registration in BidSync. Within one business day of registration, you will be contacted to let you know your account has been activated. Use this time to ask questions on how to navigate the system if this is your first time. If you are not able to login after one business day, please contact BidSync customer support by calling 1-800-990-9339. If you need your account to be activated immediately, please contact customer support as well. You may change or update your profile preferences at any time.

STEP 6

Thank you for registering with BidSync!

You can now login and view bid information. Please allow one business day for us to review and confirm your registration. You will have 'read only' access and will not be able to place offers, ask questions, etc., until we have confirmed your account. If you need immediate assistance and would like to have your account confirmed immediately, please contact BidSync Support at 800-990-9339. Thank you for joining and we hope you enjoy your experience with BidSync!

Thank you for registering with the City of Clermont through BidSync.