



*City of Clermont
Online
Registration
Guide*



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The City of Clermont has joined the BidSync online purchasing system for the distribution of all formal solicitations, quotes. There is **NO COST** to businesses for using this service. Businesses interested in doing business with the city are encouraged to register with BidSync to receive electronic notifications of new solicitations, addendum, response tabulation, award recommendations, purchase orders and the capability to submit a response electronically when applicable. Registered businesses that choose to submit bids electronically will see a savings by eliminating courier service charges, postage and staff time to deliver bids. Businesses will also have access to search past bid 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 contract are also managed electronically and can be accessed through BidSync and the City's Purchasing Department website.

BidSync offers a three types of paid subscriptions called State Pro, Regional Pro, and National Pro. These optional services provide a more in depth access to agency bids utilizing other online posting services and displays it all in one screen. The BidSync Basic plan is completely free and provides access to all agency bids posting their bids through BidSync. **It is strongly encouraged that all businesses register with the City using the free Basic plan service by going to <https://www.bidsync.com/the-city-of-clermont>.** However, the additional subscription based services is available if preferred. For more information about each plan, go to <https://prod.bidsync.com/plans>.

If you have any question regarding how to do business with the City of Clermont please contact the Purchasing Department at (352) 241-7350. For questions on how to navigate the BidSync software or having trouble login in, please contact the BidSync customer support at 1-800-990-9339.

Sincerely,

A handwritten signature in blue ink that reads "Freddy Suarez". The signature is written in a cursive style.

Freddy L. Suarez, MPA, CPPB
Purchasing Director

CITY OF CLERMONT ONLINE REGISTRATION GUIDE

We encourage all vendors to select the free, no cost, BidSync Basic plan. The free package provides access to bids from government agencies that publicly post their bid opportunities through BidSync. This option also includes bid notifications and the ability to respond to all bid opportunities electronically including notifications of pre-bid conferences, updated bid documents and addenda, access to electronic bid forms, access to online Q&A, drawings and CAD files when available. The free package provides everything needed to register and participate on an agency bid.

If your company would like to receive bid notification from non-participating BidSync State and local agencies, the State Pro, Regional Pro, and National Pro pay for plans are available.

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

STEP 1	Copy and paste the following link into your browser: https://www.bidsync.com/the-city-of-clermont
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Click on the REGISTER FOR FREE button located in the middle of the screen.

STEP 2	
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BidSync Basic provides access to bids from all agencies currently using the BidSync online notification system. For additional resources, click on Compare Plans.

Enter your state.

STEP 3

1 **Select Your State**

State* 

Enter your contact information.

STEP 4

2 **Your Information**

Email Address* *We'll need to ensure your email isn't already in use

Reenter Email* [VERIFY >](#)

First Name* Last Name*

Phone Number * Extension

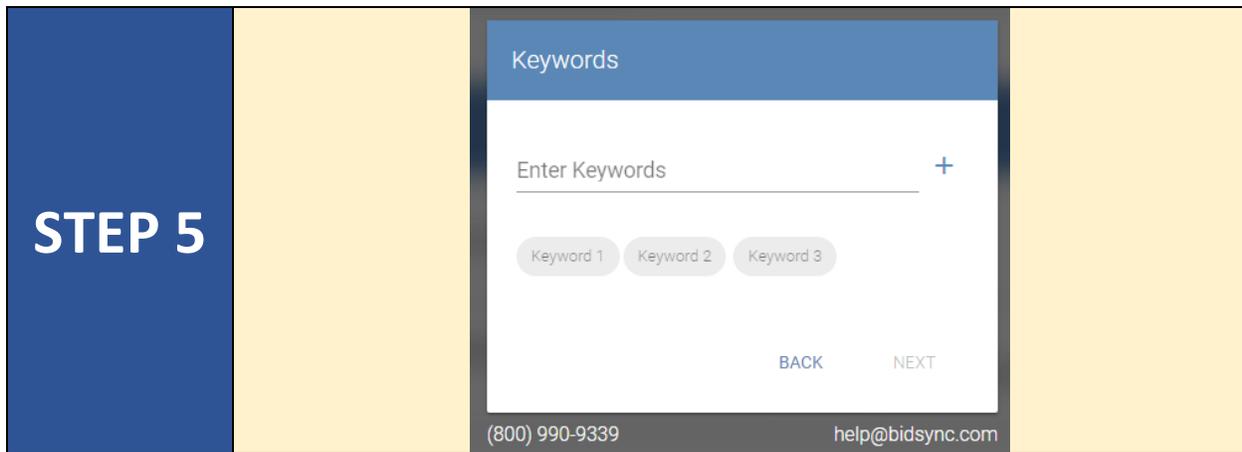
Address*

City*

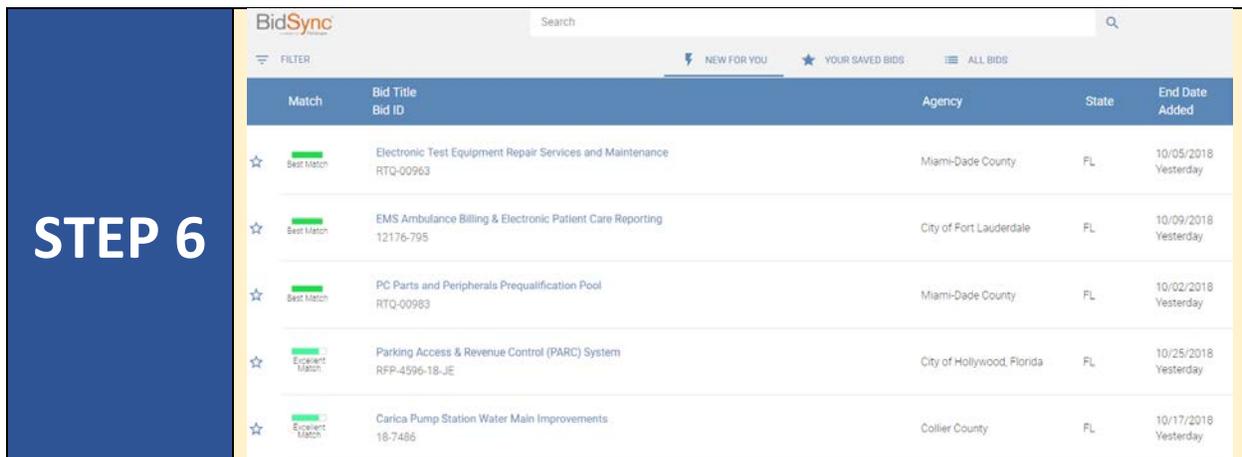
State*  Zipcode *

Once completed, BidSync will send out an email to verify the email address entered. Once confirmed, you'll be able to enter a password followed by your company name.

BidSync will use keywords in order to create a bid list that fits your business. Enter as many keywords that best match your products and services. This will ensure that your company is notified when a bid that matches your products and services becomes available.



BidSync will display a list of bids tailored to your business. You may tweak or refine the list of bids by updating the keywords words entered.



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

If you need immediate assistance or have questions about your account, please contact BidSync Support at 800-990-9339. Thank you for joining and we hope you enjoy your experience with BidSync and the City of Clermont!