



**ATTN: MANAGERS / OWNERS / COMPANY PRESIDENT**

DATE: December 4, 2006

TO: Current Registered Bidder Applicants

FROM: City of Boca Raton Purchasing Division

SUBJECT: Re-Registration for City of Boca Raton Supplier Registration and Bid Notification System

The City of Boca Raton Purchasing Division is proud to announce the implementation of an online registration, bid notification and electronic bidding system.

Suppliers who would like to continue receiving bid notifications for sealed bids and request for proposals will be required to register on the new system via the Internet. The new system will email you the Notice of Bid, based on the commodity codes you register for. The Purchasing Division will no longer be sending the Notice of Bid by fax.

Suppliers registered on the City's prior system will need to re-register online in order to receive a notice of bid. To register on the City's new online system, supplier applicant will need a valid email address and there is no cost involved to register or receive a notice of bid.

Some of the highlights of the new online system are:

- \* Submit and update your supplier registration data online
- \* Bid / RFP solicitation notices will be sent by email to registered suppliers
- \* Addendum notices sent by email to registered suppliers
- \* Download bid documents and addendums from the Webpage
- \* View current Bid/RFP solicitations
- \* View bid tabulations and awards
- \* Submit your bid response electronically

**The City of Boca Raton Purchasing Division will be utilizing the new Bid Notification system starting January 1, 2007. Suppliers are urged to register before this date.**

To register, visit [www.myboca.us/city/purchasing](http://www.myboca.us/city/purchasing)

At time of registration, you will be required to assign your firm a login and password to a Primary User as an authorized representative of your firm. Please keep this information in a secure place. You will be prompted to enter your login and password each time you log on to the system.

Upon completion of the registration, the Primary User may set up multiple user accounts (email addresses) under a single user account. Bidders are encouraged to utilize or set up a general mailbox in addition to any employee specific email addresses, in the event the employee specific email address is deactivated or no longer monitored. This practice will allow multiple email addresses within your organization to receive an email notice for a solicitation and or an addendum.

A step by step tutorial is available on the Purchasing Division website.