

Public Purchase Vendor Registration Information

Revised 5/2019

The City of Amarillo Purchasing Department is submitting bids through the online bidding system Public Purchase. Through this process, we hope to achieve maximum vendor participation in online bidding, as well as strive to be financially responsible with taxpayer dollars to foster the public's trust and confidence.

To access to the City of Amarillo online bidding system follow the following steps:

1. Go to [PublicPurchase.com](https://publicpurchase.com) and choose the Free Registration side and click **Go to Register**

The screenshot shows the Public Purchase website interface. At the top, the browser address bar displays "https://publicpurchase.com". The website header includes the "Public | Purchase™" logo and a navigation menu with links for "Home", "Register", "Why Us?", "FAQ", and "Agency".

The main content area features a large banner with the text: "Federal, State and Local Government Agencies buy over \$3 trillion a year of goods and services." Below this, it states: "Every month, thousands of contracts, bids, and requests for proposals (RFPs) are posted on the Internet by Federal, State, City, County and School District Agencies." It further explains: "If you have never sold your product to a government agency our service can help you become a successful government vendor. If you already sell to government we can help you secure significantly more business." and "Our system maintains the largest and most complete database of government bid opportunities in the nation. It uses proprietary technology to provide information that gives a competitive edge to vendors who add our premium service to the basic FREE bid notification we offer to all vendors."

To the right of the banner is a "START BROWSING NOW" section with a world map icon and two dropdown menus: "Select Region" and "Select Agency".

Below the banner are two columns of promotional text:

- BEST DEAL**:
 - All the benefits of free registration
 - Gain access to 11,550+ government institutions
 - Take greater market control with 187,400+ bid opportunities
 - Receive customized results for your area and business sector
 - Search for unique bids on our system
 - Take advantage of flat membership plans with no hidden feesA "Go to Register" button is located at the bottom of this section.
- FREE REGISTRATION**:
 - Receive automatic bid notifications from over 1,340 Government Institutions.
 - Respond to their bid opportunities electronically - saving you time and money.A "Go to Register" button is located at the bottom of this section and is circled in red.

At the bottom of the page, there is a footer with the text: "Customer Support: support@publicpurchase.com | Copyright 1999-2019 © | The Public Group, LLC. All rights reserved." and the logo for "The Public | Group". The system tray at the bottom right shows the date and time as "4:04 PM 4/8/2019".

- Step 1: Plan.** Once you have clicked **Go to Register** on the previous page, you will be brought to a similar page comparing the free site to the paid site. Click **Free Registration**

Public Purchase™

Chat Help Login Home Register Why Us? FAQ Agency

Vendor Registration

Step 1 Plan Step 2 Company Info Step 3 Classifications Step 4 Regions Step 5 Notifications Step 6 Confirmation Step 7 Complete

Registration Type: Select a Plan

Register for Bid Syndication

Let us do the work for you! Our Bid Syndication completely automates the entire bid market place. Our Proprietary system syndicates the market place by scanning and syndicating thousands of Bids across the country. No more searching for work. The business is now waiting for you in your Inbox. Its a THREE TRILLION DOLLAR a year industry. What part of this is yours? Click on Bid Syndication below and see what is available for your business today. Bid syndication starts at: \$399.00 for 12 months .

- All the benefits of free registration
- No researching for bids
- Customized results for your area and business
- 187,400+ bid opportunities
- Cut costs in finding and responding to bids
- Monitoring 11,550+ Government Institutions

[Register for Bid Syndication](#) [More Info]

Register for Free

The Public Purchase Bid Board posts business opportunities from over 1340 Government Institutions and has millions of dollars in government bids each year. You can register directly with any of these agencies. All Business opportunities are available online and available for download. Many bids allow you to respond electronically saving your company precious time and money. Accessing the Bid Board and responding to bids is absolutely FREE.

- Sell to over 1340 Government agencies
- Respond to documents electronically such as W-9's
- Cut your costs in responding Electronically
- Free Registration

[Free Registration](#) [More Info]

* If you are already a vendor in Public Purchase, please login and signup right from your home page.

	Bid Syndication	Free Plan
Access to Registered Agency Bids	✓	✓
Email Invitations from Registered Agencies	✓	✓
Access to Non Registered Agency Bids	✓	
Notifications of Non Registered Agency Bids	✓	
Ability to Search through Bids	✓	
Advertising Directory	✓	
Browse Bids by Classification	✓	
Respond to Bids Electronically	✓	✓
Access to Agencies Bids	11550+	1340+
Total available bids YTD	187400+	10000+

4:06 PM 4/8/2019

3. **Step 2: Company Info.** Next, you will fill out your companies personal information

The screenshot shows the 'Company Information' step of the vendor registration process. The page title is 'Public Purchase Vendor Registration'. A progress bar at the top indicates the current step is 'Step 2: Company Info', with other steps like 'Plan', 'Classifications', 'Regions', 'Notifications', 'Confirmation', and 'Complete' shown as completed. A message box asks if the user tried to register recently and couldn't finish, offering to continue from the previous step. The registration type is 'Free Registration'. The form fields are as follows:

- Company name: CITY OF AMARILLO
- DBA: (optional)
- Address: 601 S BUCHANAN (optional)
- City: AMARILLO (optional)
- State/Prov: Texas
- Zip/Postal Code: 79101
- Country: United States
- Time Zone: Central Time (US & Canada)
- Website Address: (optional)
- Federal Tax Id: (optional)
- DUNS Number: (optional)
- In Business Since: (for example, 1998) (optional)
- Company Type: (optional)
- Business Description: (optional)
- Company Logo: Upload File

The screenshot shows the 'Main Contact' and 'User Name' steps of the vendor registration process. The form fields are as follows:

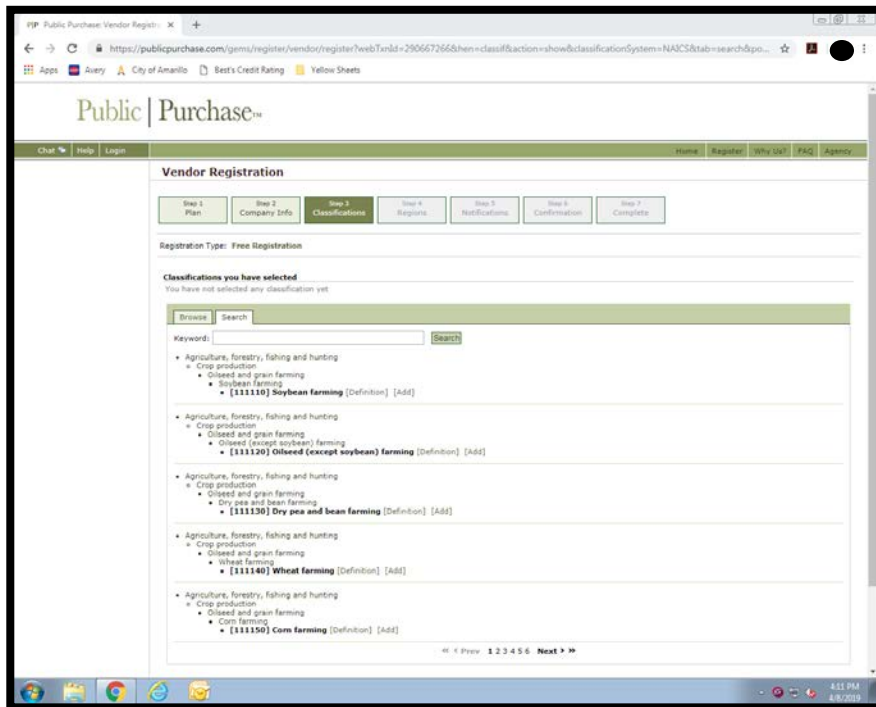
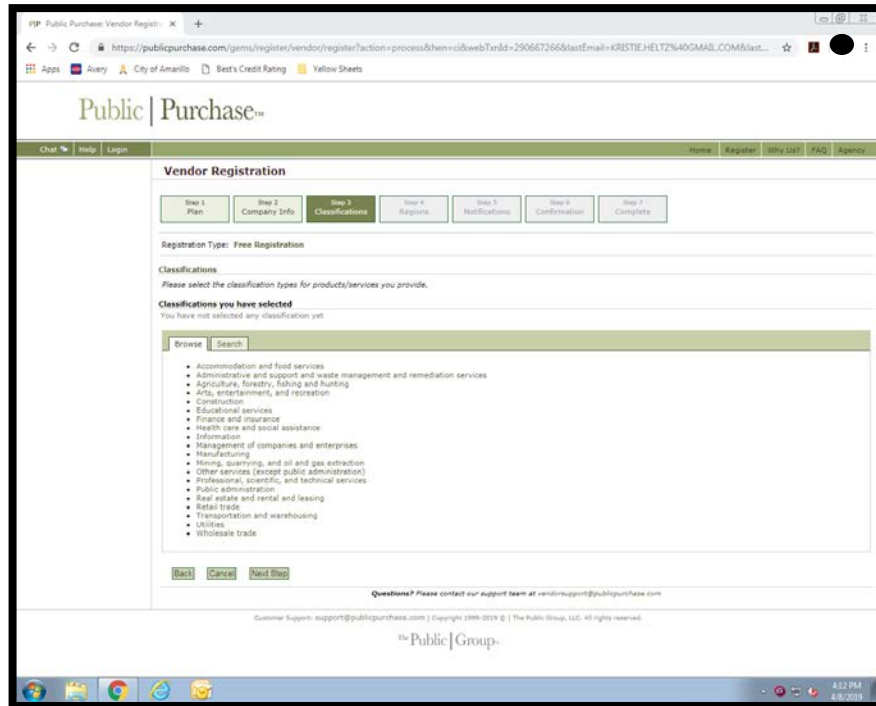
- Zip/Postal Code: 79101
- Country: United States
- Time Zone: Central Time (US & Canada)
- Website Address: (optional)
- Federal Tax Id: (optional)
- DUNS Number: (optional)
- In Business Since: (for example, 1998) (optional)
- Company Type: (optional)
- Business Description: (optional)
- Company Logo: Upload File
- Main Contact:
 - First Name: JOHN Middle Initial: (optional)
 - Last Name: DOE
 - Email Address: (optional)
 - Important: Several free email providers will block email from any sender who is not in your address book/contact list. This is particularly true for Yahoo email accounts. Please make sure you add to your address book/contact list the following emails BEFORE registering:
 - notices@publicpurchase.com
 - support@publicpurchase.com
 - supportrep@publicpurchase.com
 - Phone Number: 806.378.3028 ext: (optional)
 - Fax Number: (optional)
 - Same address as the Company:
- User Name:
 - Username: johndoe
 - Password: ***** Verify Password: *****

Buttons: Back, Cancel, Next Step

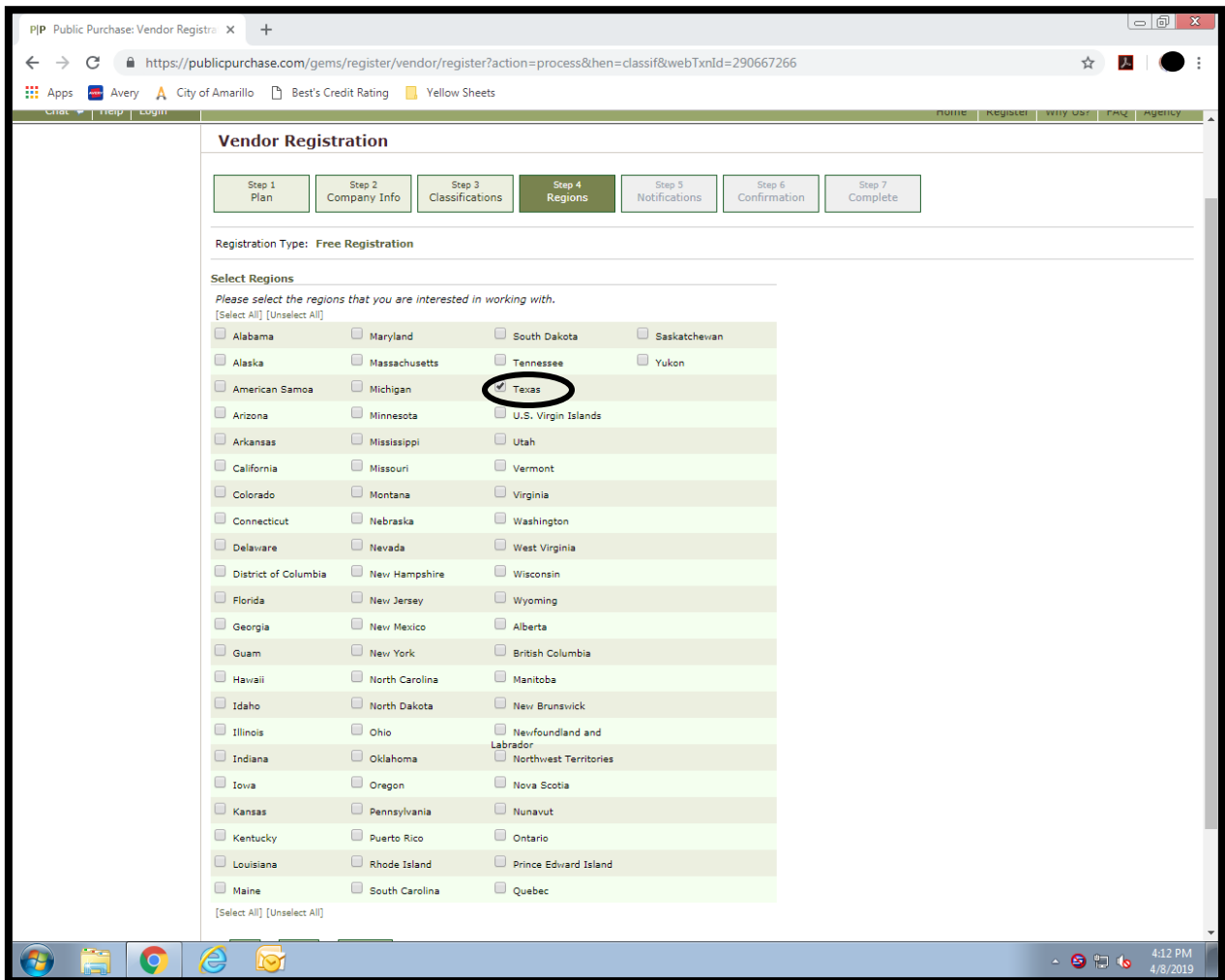
Questions? Please contact our support team at vendor@support@publicpurchase.com

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4. **Step 3: Classifications.** The City of Amarillo utilizes NIGP (National Institute of Governmental Purchasing) codes. The NIGP Code is a coding classification used primarily to classify products and services procured by state and local governments in North America. You as a vendor may sign up for as many codes as necessary. The City uses these codes to generate vendor lists when ready to buy that commodity. Choose from the classifications the codes that be represent what your company has to offer.



5. **Step 4: Regions.** Select **Texas** as your region then proceed to the next step



6. **Step 5: Notifications.** Choose from the items you wish to receive notifications on for Government Agency Types then click Save

Amanillo, TX - Intranet | Home x public purchase - Yahoo Search Re- x PJP Public Purchase: Notifications x +

https://www.publicpurchase.com/gems/vendor/tools/notifications?tm=s

Public | Purchase™

Chat Help Logout Home Search Browse My Stuff Tools

Admin | Agencies | Classification | Regions | **Notifications** | Forms | Business Types | Purchase Orders

Notifications

Looking for more bids? Get access to over thousands of bids across the country by registering with our bid syndication tool. Register today and start seeing the results!!
[Bid Syndication Service]

Government Agency Types

Select the types of Government Agencies with which you wish to work:
[Select All] [Unselect All]

<input checked="" type="checkbox"/> City/Municipality	<input checked="" type="checkbox"/> Port/Transit/Airport Authority
<input checked="" type="checkbox"/> Community College	<input checked="" type="checkbox"/> Public Works
<input checked="" type="checkbox"/> County	<input checked="" type="checkbox"/> School District
<input checked="" type="checkbox"/> Federal (including Military)	<input checked="" type="checkbox"/> State
<input checked="" type="checkbox"/> Fire Department	<input checked="" type="checkbox"/> University/College
<input checked="" type="checkbox"/> Police/Sheriff	<input checked="" type="checkbox"/> Other

[Select All] [Unselect All]

Notification Messages

I want to be notified when:
[Select All] [Unselect All]

<input checked="" type="checkbox"/> My selected classifications match a bid from an agency I am registered with
<input checked="" type="checkbox"/> There is a "Bid Reading" notice for a bid I worked on (pre-award)
<input checked="" type="checkbox"/> There is an "Intent to Award" notice for a bid I worked on (pre-award)
<input checked="" type="checkbox"/> There is an "Notice of Award" for a bid I worked on
<input checked="" type="checkbox"/> Public Purchase finds bids that may be of interest to me and invites me to sign up for bid syndication

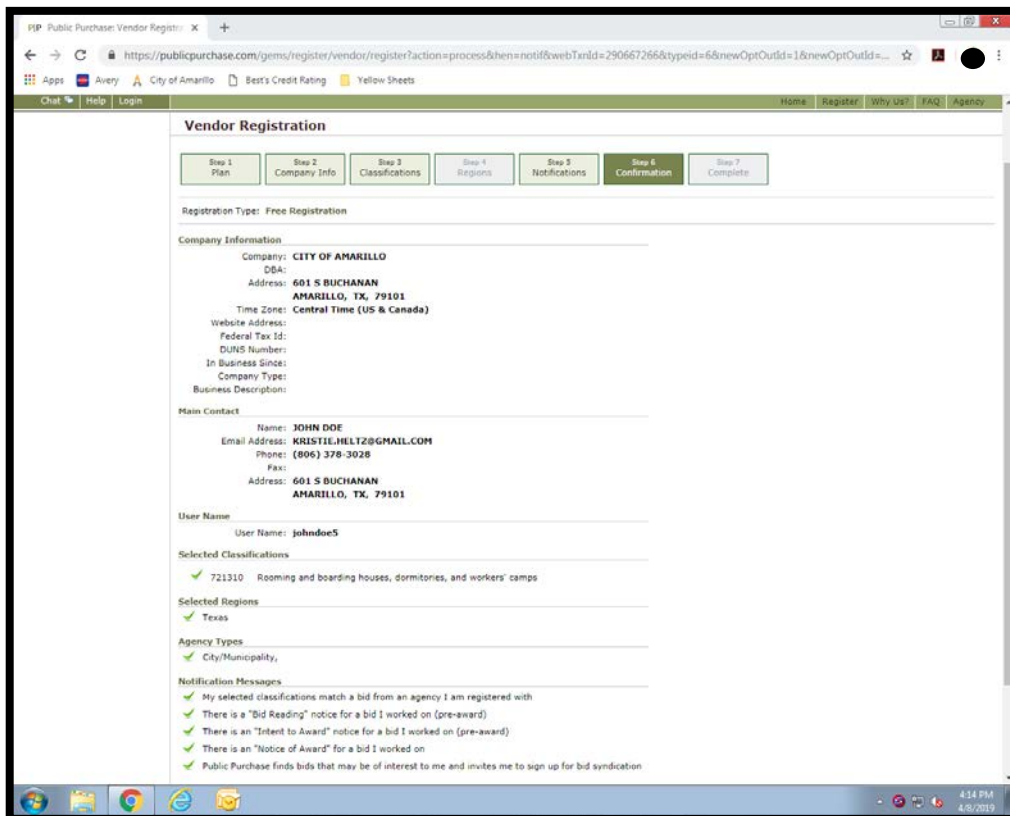
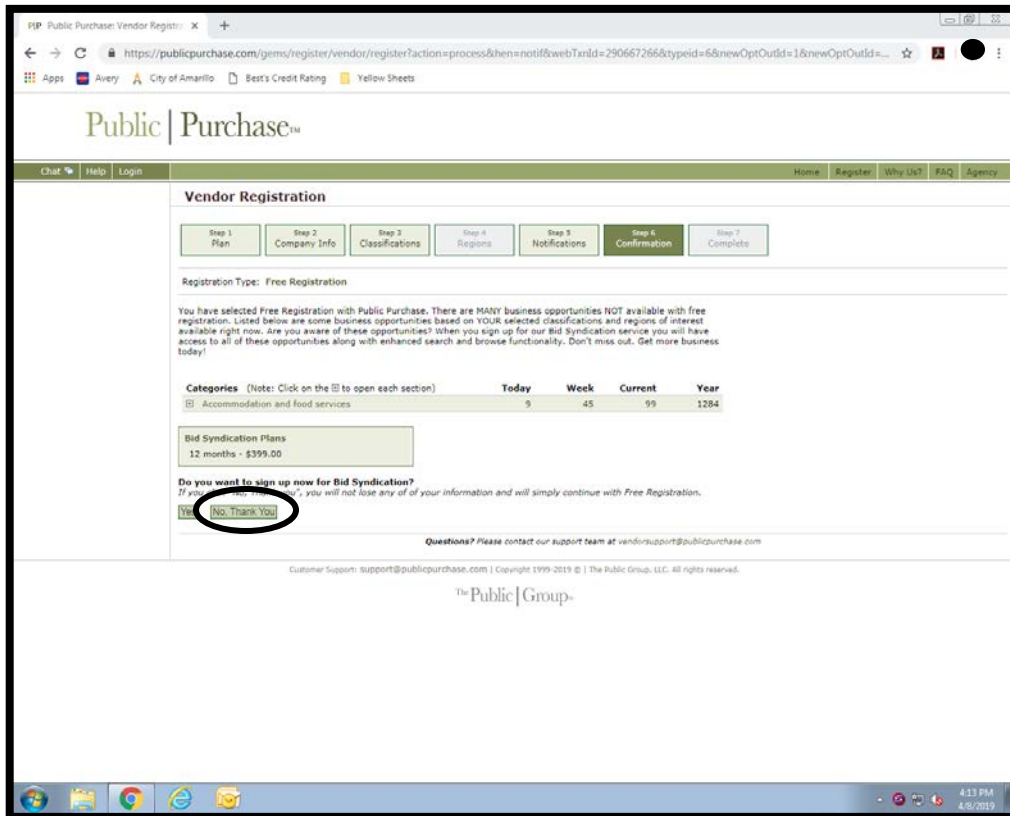
[Select All] [Unselect All]

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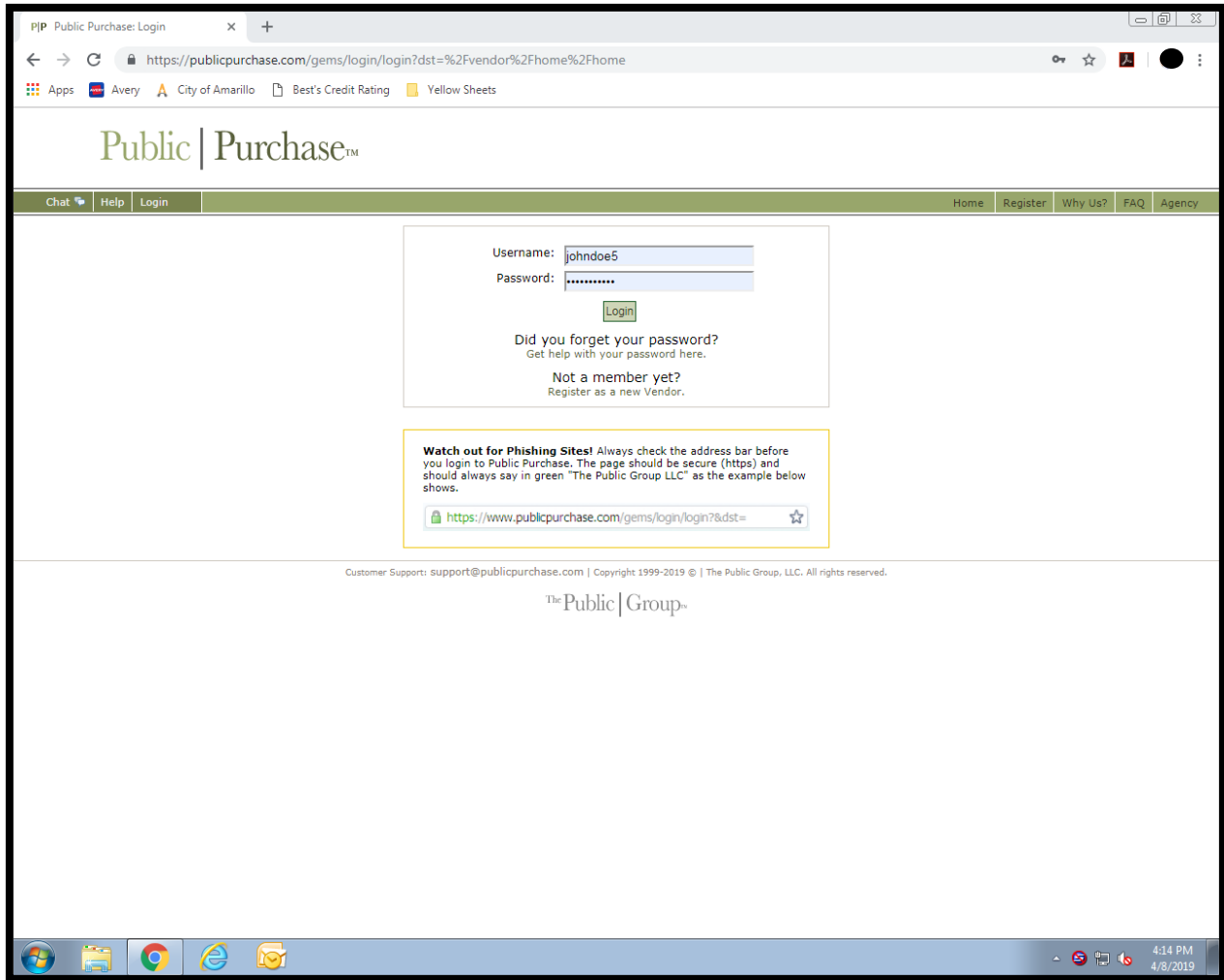
The Public | Group™

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- Step 6: Confirmation.** Once again, it will ask you if you are sure you want to proceed using the free site instead of the paid site, click **No, Thank You**. It will then bring you to all the information you have entered. Check to see if it is correct then click Next.



8. **Step 7: Complete.** It will tell you that your information will be reviewed by the site and will let you know when your account will be ready.
9. Once the account is ready, you are free to login to view bids from the City of Amarillo.



10. On the home screen bids, RFPs, and RFQs will be displayed that correspond with the NIGP codes that you entered when making the account. If it is blank, it means you either have no bids available that coincide with your NIGP codes or you have no entered any NIGP codes.

The screenshot shows the Public Purchase Home Vendor interface. The browser address bar displays the URL: https://publicpurchase.com/gems/vendor/home/home. The page header includes the Public Purchase logo and navigation links: Chat, Help, Logout, Home, Search, Browse, My Stuff, Tools. There are also dropdown menus for Select Region and Select Agency.

A promotional banner reads: "Looking for more business? Click on Free Market Analysis to see how Bid Syndication can target business for your company. Register for Bid Syndication today and start living the results!! [Bid Syndication Service]"

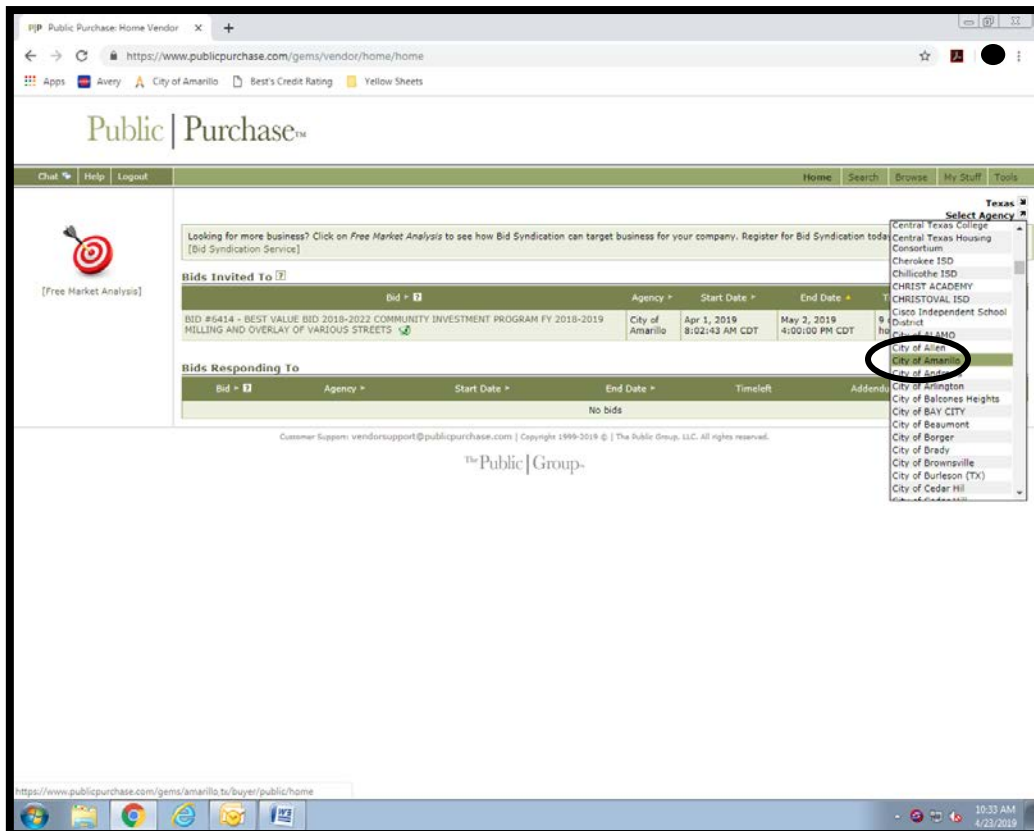
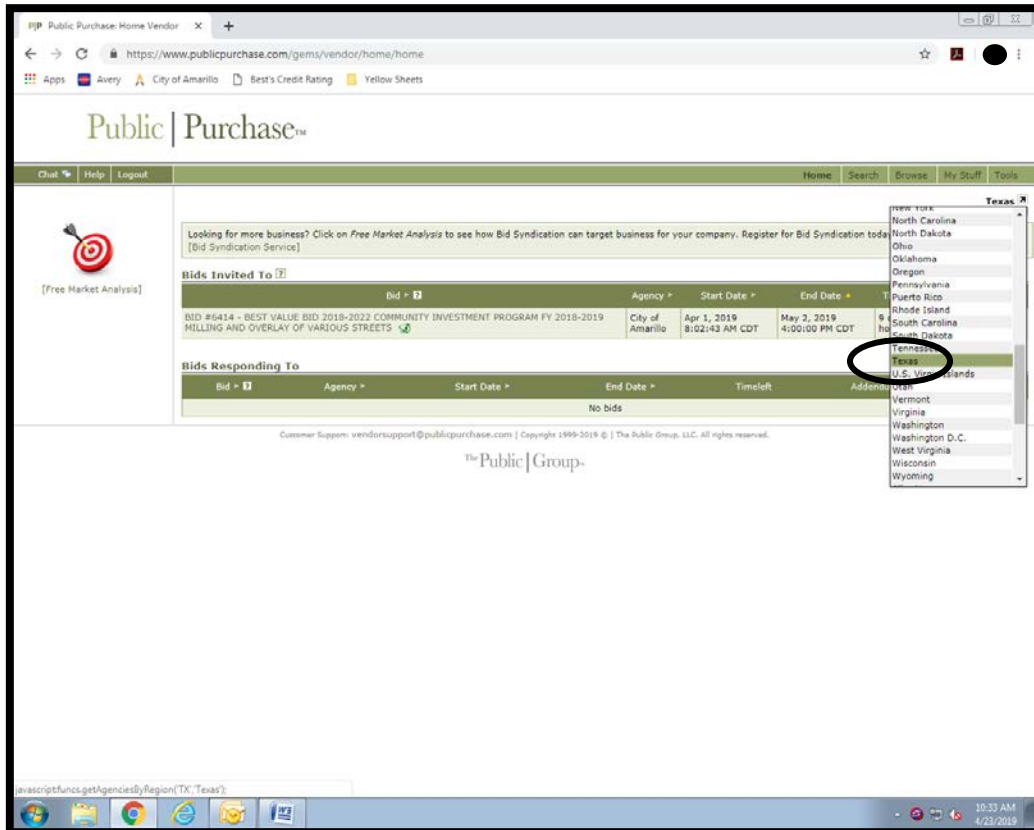
The main content area is divided into two sections:

- Bids Invited To**: A table with one bid entry.

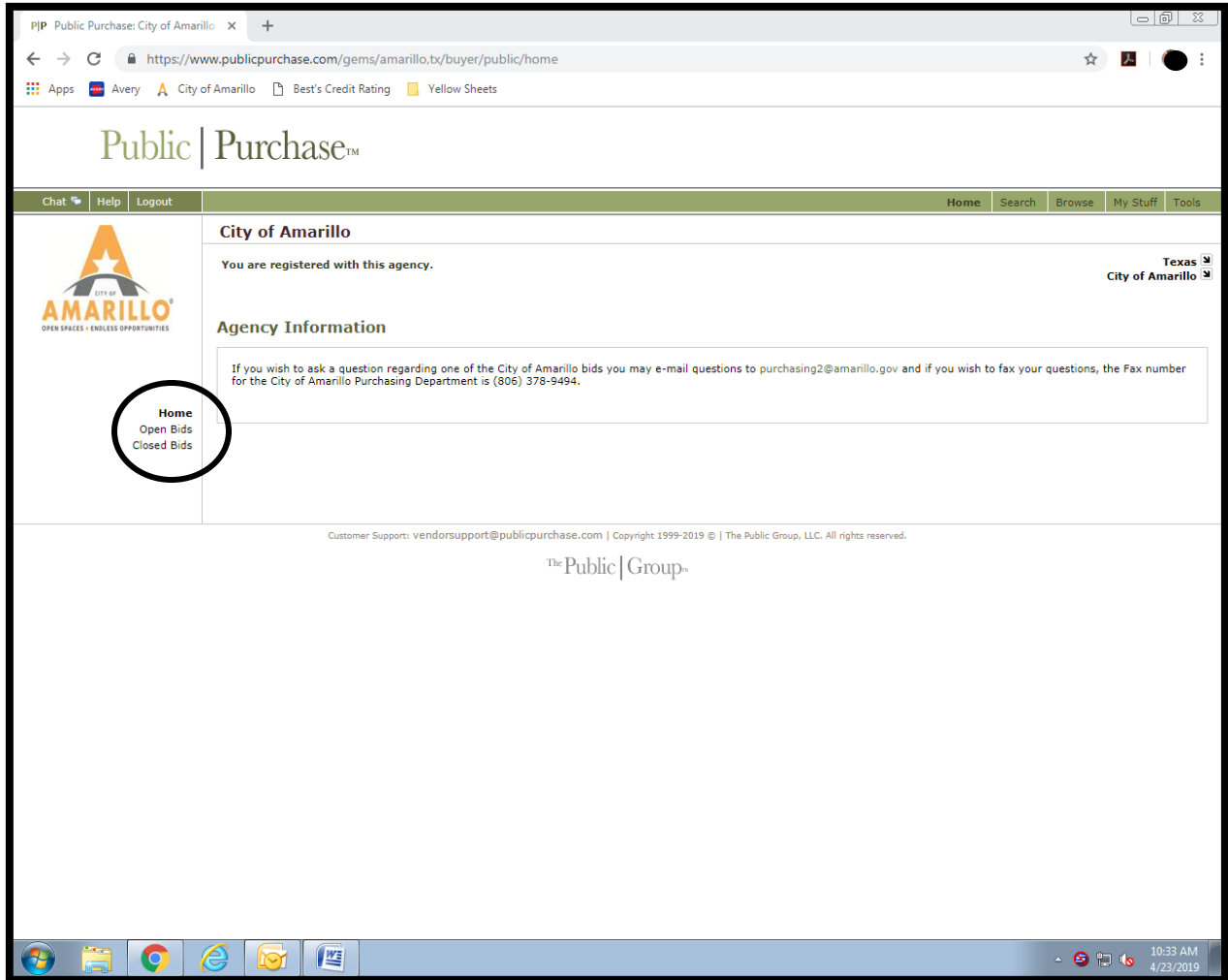
Bid	Agency	Start Date	End Date	Timeleft	Addendums	Bid Id
BID #6414 - BEST VALUE BID 2018-2022 COMMUNITY INVESTMENT PROGRAM FY 2018-2019 MILLING AND OVERLAY OF VARIOUS STREETS	City of Amarillo	Apr 1, 2019 8:02:43 AM CDT	May 2, 2019 4:00:00 PM CDT	9 days 6 hours	Apr 8, 2019	110660
- Bids Responding To**: A section indicating "No bids".

At the bottom of the page, there is a footer with the text: "Customer Support: vendorsupport@publicpurchase.com | Copyright 1999-2019 © | The Public Group, LLC. All rights reserved." and the Public Group logo.

- Everytime you login to Public Purchase, you will have to choose your State and Region in the top right corner. (**Texas** and **City of Amarillo**) you will have to choose these 2 items everytime you login to Public Purchase.



12. Once you choose Texas and City of Amarillo, you will be brought to this screen where you can view all Open Bids and Closed Bids dating back to 4 months no matter if you have entered the NIGP code for these specific bids or not.



13. Now you are able to view all bids, RFPs, RFQs, addendums, and clarifications that the City of Amarillo puts out.

The screenshot shows the 'Public Purchase' website interface. The browser address bar displays the URL: <https://publicpurchase.com/gems/amarillo,tx/buyer/public/homeOpenBids>. The page title is 'Open Bids for City of Amarillo'. A notification states 'You are registered with this agency.' with dropdown menus for 'Texas' and 'City of Amarillo'. A table lists four open bids with their respective titles, start and end dates, time left, and addendum dates.

Title	Start Date	End Date	Time Left	Addendums
RFP #13-19 - PROPERTY INSURANCE PROGRAM FOR THE CITY OF AMARILLO	Mar 11, 2019	Apr 25, 2019 4:00:00 PM CDT	2 days 0 hours	Mar 18, 2019 Mar 21, 2019 Apr 4, 2019 Apr 8, 2019 Apr 17, 2019
BID #6414 - BEST VALUE BID 2018-2022 COMMUNITY INVESTMENT PROGRAM FY 2018-2019 MILLING AND OVERLAY OF VARIOUS STREETS	Apr 1, 2019	May 2, 2019 4:00:00 PM CDT	9 days 0 hours	Apr 8, 2019
BID #6413 - AMARILLO POLICE DEPARTMENT: PARTIAL BASEMENT UPGRADES - WORKOUT/WEIGHT ROOM FLOOR COVERING	Apr 1, 2019	May 2, 2019 4:00:00 PM CDT	9 days 0 hours	Apr 8, 2019 Apr 17, 2019
BID #6442 - PEST CONTROL SERVICE ANNUAL CONTRACT	Apr 22, 2019	May 16, 2019 4:00:00 PM CDT	23 days 0 hours	No Addendums

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14. To see your messages about new bids, go to **My Stuff** then **Messages**

The screenshot shows a web browser window with the URL <https://publicpurchase.com/gems/mys/inbox>. The page header includes the "Public | Purchase™" logo and a navigation menu with "Home", "Search", "Browse", "My Stuff", and "Messages". The "Messages" link is circled in red. Below the navigation is an "Inbox" section with a table of 18 email entries. The table has columns for "To", "Subject", "Sent", "Info", and "Delete". The "To" column for all entries is "purchasing2@amarillo.gov". The "Subject" column contains various bid-related titles, such as "Addendum 1 on bid BID #6414 - BEST VALUE BID 2018-2022 COMMUNITY INVESTMENT PROGRAM FY 2018-2019 MILLING AND OVERLAY OF VARIOUS STREETS". The "Sent" column shows dates and times, ranging from August 30, 2018, to April 8, 2019. The "Info" and "Delete" columns contain icons for each email.

To	Subject	Sent	Info	Delete
purchasing2@amarillo.gov	Addendum 1 on bid BID #6414 - BEST VALUE BID 2018-2022 COMMUNITY INVESTMENT PROGRAM FY 2018-2019 MILLING AND OVERLAY OF VARIOUS STREETS	Apr 8, 2019 10:36:00 AM CDT		
purchasing2@amarillo.gov	City of Amarillo has invited you to bid BID #6414 - BEST VALUE BID 2018-2022 COMMUNITY INVESTMENT PROGRAM FY 2018-2019 MILLING AND OVERLAY OF VARIOUS STREETS.	Apr 4, 2019 8:13:30 AM CDT		
purchasing2@amarillo.gov	Addendum 3 on bid BID #6395 - CIVIC CENTER COOLING TOWER INSTALLATION AND FRAME REPAIR	Mar 28, 2019 2:50:01 PM CDT		
purchasing2@amarillo.gov	Addendum 1 on bid BID #6401 - FY 2017-2021 COMMUNITY INVESTMENT PROGRAM: STREET & DRAINAGE IMPROVEMENTS: STREET MAINTENANCE NORTHWEST QUADRANT SEAL COAT	Mar 28, 2019 2:22:00 PM CDT		
purchasing2@amarillo.gov	Addendum 2 on bid BID #6395 - CIVIC CENTER COOLING TOWER INSTALLATION AND FRAME REPAIR	Mar 25, 2019 2:50:00 PM CDT		
purchasing2@amarillo.gov	Addendum 2 on bid BID #6385 - NEIGHBORHOOD PLAN INITIATIVE: SURFACE PREPARATION & COATING OF SE 10TH AVENUE UNDERPASS	Mar 22, 2019 3:36:02 PM CDT		
purchasing2@amarillo.gov	Addendum 1 on bid BID #6385 - NEIGHBORHOOD PLAN INITIATIVE: SURFACE PREPARATION & COATING OF SE 10TH AVENUE UNDERPASS	Mar 21, 2019 8:57:01 AM CDT		
purchasing2@amarillo.gov	Addendum 1 on bid RFP #11-19 - CITY OF AMARILLO OUTDOOR MURALS AT THE 10TH STREET & BNSF UNDERPASS	Mar 14, 2019 2:29:01 PM CDT		
purchasing2@amarillo.gov	City of Amarillo has invited you to bid BID #6401 - FY 2017-2021 COMMUNITY INVESTMENT PROGRAM: STREET & DRAINAGE IMPROVEMENTS: STREET MAINTENANCE NORTHWEST QUADRANT SEAL COAT.	Mar 11, 2019 8:14:15 AM CDT		
purchasing2@amarillo.gov	Addendum 2 on bid BID #6356 - 150KVA & 225KVA PADMOUNT TRANSFORMER COMPLETE REBUILD FOR THE CITY OF AMARILLO	Feb 15, 2019 8:08:03 AM CST		
purchasing2@amarillo.gov	Addendum 1 on bid BID #6356 - 150KVA & 225KVA PADMOUNT TRANSFORMER COMPLETE REBUILD FOR THE CITY OF AMARILLO	Feb 11, 2019 9:29:02 AM CST		
purchasing2@amarillo.gov	Addendum 2 on bid BID #6329 - AMARILLO FIRE DEPARTMENT TRAINING FACILITY REPAIRS	Feb 7, 2019 7:43:01 AM CST		
purchasing2@amarillo.gov	Addendum 2 on bid BID #6315 - PURCHASE OF VERTICAL TURBINE CAN PUMP	Jan 29, 2019 9:36:00 AM CST		
purchasing2@amarillo.gov	Addendum 3 on bid BID #6269 - BEST VALUE BID FY 17/18 COMMUNITY INVESTMENT PROGRAM LIFT STATION NO.32 IMPROVEMENTS	Jan 22, 2019 1:57:11 PM CST		
purchasing2@amarillo.gov	Addendum 2 on bid BID #6269 - BEST VALUE BID FY 17/18 COMMUNITY INVESTMENT PROGRAM LIFT STATION NO.32 IMPROVEMENTS	Jan 17, 2019 3:08:08 PM CST		
purchasing2@amarillo.gov	Addendum 1 on bid BID #6269 - BEST VALUE BID FY 17/18 COMMUNITY INVESTMENT PROGRAM LIFT STATION NO.32 IMPROVEMENTS	Jan 17, 2019 1:50:05 PM CST		
purchasing2@amarillo.gov	Addendum 2 on bid BID #6224 - BEST VALUE BID FY 2017-2021 COMMUNITY INVESTMENT PROGRAM WASTEWATER COLLECTION IMPROVEMENTS: NORTHWEST INTERCEPTOR	Nov 21, 2018 9:43:16 AM CST		
purchasing2@amarillo.gov	Addendum 1 on bid BID #6224 - BEST VALUE BID FY 2017-2021 COMMUNITY INVESTMENT PROGRAM WASTEWATER COLLECTION IMPROVEMENTS: NORTHWEST INTERCEPTOR	Nov 1, 2018 9:29:01 AM CDT		
purchasing2@amarillo.gov	Addendum 1 on bid BID #6194 - BEST VALUE BID FOR 2017-2021 COMMUNITY INVESTMENT PROGRAM	Aug 30, 2018		

15. If you have any trouble, select the Chat button for future assistance.

The screenshot shows the Public Purchase Vendor Home page. The browser address bar displays the URL: <https://publicpurchase.com/gems/vendor/home/home?sso=cc91a378bb3bbd210515537ae4575db3>. The page header includes the Public Purchase logo and a navigation bar with links for Home, Search, Browse, My Stuff, and Tools. A 'Chat' button is circled in red in the top left navigation area. Below the navigation bar, there are links for 'Select Region' and 'Select Agency'. A promotional message reads: 'Looking for more business? Click on Free Market Analysis to see how Bid Syndication can target business for your company. Register for Bid Syndication today and start living the results!! [Bid Syndication Service]'. The main content area features two tables: 'Bids Invited To' and 'Bids Responding To'. The 'Bids Invited To' table has one entry for BID #6414 - BEST VALUE BID 2018-2022 COMMUNITY INVESTMENT PROGRAM FY 2018-2019 MILLING AND OVERLAY OF VARIOUS STREETS. The 'Bids Responding To' section indicates 'No bids'.

Bid	Agency	Start Date	End Date	Timeleft	Addendums	Bid Id
BID #6414 - BEST VALUE BID 2018-2022 COMMUNITY INVESTMENT PROGRAM FY 2018-2019 MILLING AND OVERLAY OF VARIOUS STREETS	City of Amarillo	Apr 1, 2019 8:02:43 AM CDT	May 2, 2019 4:00:00 PM CDT	1 day 6 hours	Apr 8, 2019	110660

Bid	Agency	Start Date	End Date	Timeleft	Addendums	Bid Id
No bids						

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