

Vendor Electronic Bid Submission

Dear Vendor,

The City of League City Purchasing Division is using Public Purchase as a web-based e-Procurement system.

In order to begin, or continue to, receive bid notifications you must register with this new system. This process will only take a few minutes. The two-step registration process/instructions are detailed below in the Instructions section.

INSTRUCTIONS

1. Register with Public Purchase:

Use the link below to begin the registration process. ***It can take up to 24 hours for your account to become active.*** You will receive an email from notices@publicpurchase.com letting you know your account is activated. Be sure and add this email address to your contacts to avoid the bid notification emails being sent to your junk folder.

<https://www.publicpurchase.com/gems/register/vendor/register>

If you are already registered with Public Purchase previously, please proceed directly to step 2.

2. Register with The City of League City:

- A. Once you have received your activation email from Public Purchase log into www.publicpurchase.com and accept the terms and conditions of use.
- B. Click on the "Tools" tab, Click on the "Agencies" tab.
- C. This will take you to the agency search page. In the agency name box type in the name of the agency. Leave the "new agency since" box blank. Make sure Registration Status says "ALL". Click on "search" this will bring up the agency below, to the far right of it you will see "view" and "Register" click on the "Register" link to complete the vendor registration with the agency.

It is important that this second part of the registration is complete, or you will not receive notifications of upcoming quote opportunities from the City of League City. It is your responsibility to keep the information up to date, particularly the contacts and email addresses.

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Why the switch?

Using this service will make the quoting process easier for the City and our suppliers. The Public Purchase eProcurement System was designed exclusively for use by Government Agencies and their Vendors.

Benefits to the City

This eProcurement system is compliant with all Federal and State regulations, which determine the required procedures for Government Agency purchasing practices. This service will also create an up-to-date vendor database, which will be hosted on Public Purchase's servers and will allow suppliers to easily update and change their information as needed.

What benefits to You?

This eProcurement system will create a single location in which to view open Requests for Quotation and award information for previous RFQ's issued through the Public Purchase website. This system will also provide you with automatic notification and transmittal of bid solicitations to vendors. In addition, Public Purchase gives you access to bid opportunities with other government entities. *All of this is provided at no charge to you.*

How to know if your bid was submitted?

In order to confirm if the bid was submitted, use the "Print Submitted Response" tool. Here you will be able to see all the items you have uploaded; Unit prices is applicable and the option to print it out as well.

If you need any assistance with this process, please contact Public Purchase at support@publicpurchase.com or use their Live Chat during business hours. It can be found in the upper left corner of the web site.

Sincerely,

League City Purchasing Department