

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 Department by phone at 352-241-7350. 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". The signature is fluid and cursive, with the first name "Freddy" and last name "Suarez" clearly legible.

Freddy L. Suarez
Purchasing Director

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/>

Click the **Get Started** button on the screen.

STEP 2



Bid Notifications
for vendors looking to uncover additional business with public agencies

- Daily updates
- Largest active government RFP database
- Live customer support

[Get Started](#)

Select the **Register for Free** option on the screen.

STEP 3



[Register for 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 an email address and password, then click on **Create Account** button on the screen.

STEP 4

Account Information

Have an account already?

Login

E-mail / Username

Password

[Forgot password?](#)

Don't have an account?

Create an account, it's quick and simple

E-mail

Password

Confirm Password

For steps 5 and 6, 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.

STEP 5

What Do You Do?

Help us understand what you do so we can give you the most relevant bids!

What is your primary industry?

Please Select

- Automotive Products, Vehicles, and Services
- Building Equipment, Supplies, and Services
- Clothing, Textiles, Laundry Equipment, and Supplies
- Communication Equipment and Services
- Computers, Software, Supplies, and Services
- Environmentally Certified Products
- Food, Equipment, and Related Services
- Furnishings and Related Services
- Furniture and Related Services
- Hardware, Related Equipment, and Services**
- Highway Road Equipment, Materials, and Related Equipment
- Janitorial and Cleaning Equipment, Supplies, and Services
- Laboratory Equipment, Supplies, and Services
- Maintenance and Repair of Equipment
- Medical Equipment, Supplies, and Services
- Miscellaneous Commodities and Services
- Office Supplies, Related Items, and Services
- Paper, Printing Equipment, and Related Products and Services
- Personal Products, Equipment, and Services
- Public Works, Park Equipment, and Construction Services

STEP 6

Add Keywords

Adding Keywords:

- Begin typing keywords related to your products/services below.
- Suggestions will appear below where you are typing.
- Select the suggestions that best match your products/services.

Select keywords that best match your products/services

× Administrative × Accounts × Accounting |

← Edit Classification

Next →

STEP 7

Tell us About You

First Name

New

Last Name

Buyer

Phone Number

(352) 000-0000

Extension

Job Title

Sales

How did you hear about us?

Government Agency using BidSync to place bids

← Edit NIGP Information

Next →

STEP 8

Tell Us About Your Company

Company Name

Address Line 1 **Address Line 2** **City**

Country **State** **Zip**

Phone Number **Time Zone**

Where do you do business?

[← Edit Personal Information](#) [Next →](#)

STEP 9

Thank you for registering with BidSync!

You can now log in 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 offer, ask questions, etc., until we have confirmed your account. If you need immediate assistance and would like to have your account confirmed, please contact BidSync Support at 800-990-9339. Thank you for joining and we hope you enjoy your experience with BidSync!

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.

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