



# CITY OF ORLANDO

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## City of Orlando Vendor Registration and Solicitation Process

Dear Vendor:

In an effort to improve our supplier communication and participation relating to solicitations, The City of Orlando Purchasing and Materials Management Division is using Onvia by DemandStar to distribute automatic solicitation notifications to all interested businesses.

Vendors are encouraged to register online to receive automatic bid notifications at <http://www.demandstar.com/register.rsp>. Once you are at Onvia by DemandStar's user-friendly website, becoming a new vendor is just clicks away. If you are interested in receiving City of Orlando's bid opportunities at no charge, select "Onvia DemandStar FREE AGENCY". After you have filled out this short one page Onvia Demandstar Free Agency Registration page and selected the City of Orlando as your free agency, Onvia by DemandStar's automated notification service will either email or fax (depending on which method you chose), new bid opportunities as they are posted.

Onvia by DemandStar is an independent service providing equal opportunity and access to all interested suppliers. Over 485 governmental agencies use this service including Orange County Schools, Lynx, Greater Orlando Aviation Authority, City of Ocoee and the City of Winter Park.

In addition, daily email alerts are available for new government opportunities from all surrounding agencies in the state or nation depending on the level of service you select. Please contact DemandStar at (800) 711-1712 to request information of the services offered and to register your company to receive automatic solicitation notifications in the future.

Sincerely,

Rhonda Scott, C.P.M., CPPO, FCN  
Purchasing and Materials Management Division Manager

**SELECT THE SECOND LINK DOWN,  
“ONVIA DEMANDSTAR FREE AGENCY”:**



Onvia DemandStar directly connects you to government contracts. You specify the types of bids you want to receive, and we notify you when an Onvia DemandStar government agency has an opportunity that matches your business.

Please select which of the following Onvia DemandStar subscription options you would like:

**Onvia DemandStar SELECT**

\$100

**Get bid notification from Onvia DemandStar agencies in up to 4 counties for \$100/year.**

This product includes full functionality of the Onvia DemandStar platform including Bidwire, Quotewire and free document downloads. Plans and specifications continue to be available for an additional charge.



**Onvia DemandStar FREE AGENCY**

FREE

**Receive notification from a single agency at no cost.**

This product includes full functionality of the Onvia DemandStar platform including Bidwire, Quotewire and free document downloads. Plans and specifications continue to be available for an additional charge.

**Onvia DemandStar BASIC**

FREE

Search only the OnviaDemandStar Agency database at no cost

**FILL OUT THIS ONE PAGE “ONVIA DEMANDSTAR  
FREE AGENCY REGISTRATION”:**



**Onvia DemandStar Free Agency Registration**

Thank you for registering for your free notification service.  
Please complete the following fields. Once you have submitted  
the information below your account will be set-up within 24 hours.

Agency name, phone number and email address are required for delivery and accuracy.

\* Required Fields

\* First Name

\* Last Name

\* Company Name

\* Email Address

\* Work Phone

Fax Number