



COUNTY CONSTRUCTION CONTRACTORS/CONSULTANTS/VENDORS

\$\$ GET BUSINESS OPPORTUNITIES \$\$

EMAILED DIRECTLY TO YOU!

QUICK * EASY * EFFICIENT

**No More Searching for County Opportunities,
County Will Email Them Directly to You!**

What Do You Need To Do?

To Receive Email Notifications of County Solicitations:

1. Activate your existing Vendor registration or register as a County Vendor by visiting:

<https://pbcvssp.co.palm-beach.fl.us/webapp/vssp/AltSelfService>

(If you have already activated your vendor registration account or registered as a vendor, please use the link and proceed to Step 2)

2. Verify that your vendor account information is correct:

- a. Legal Name of Vendor AND the Vendor's TIN Number
- b. Vendor Address and Contact Information
- c. E-Mail address listed under contact information

Email address is very important to receive notifications of solicitations

3. Designate the *commodity codes* of the goods and/or services you provide.

****This is very important since the E-mail notifications you receive are based upon the commodity codes you select**** (See listing of the commodity codes most relevant to construction contractors and consultants on the reverse side of this sheet.)

4. You must submit your most recent W-9.

This is required in order to be a vendor with Palm Beach County.

**Four Easy Steps and then You Are Always in the Know about
County Business Opportunities!!**

Email alerts for construction business opportunities begin July 31, 2017! So, update your vendor registration account now to take advantage of this new resource. Email alerts for non-construction business opportunities are live now.

Still Have Questions?

*Email Questions about Vendor Registration to: pbcvendor@pbcgov.org

*Visit our “Vendor Registration Tutorial” at: <https://pbcvssp.co.palm-beach.fl.us/webapp/vssp/AltSelfService>

*If you are not the procurement/purchasing person for your company, please forward this information to the correct person at your company.

COMMODITY CODES RELEVANT TO CONSTRUCTION CONTRACTORS AND DESIGN CONSULTANTS

Why are commodity codes important?

When you register as a County Vendor (or update your existing registration) you will be asked to select the *commodity codes* that best describe the goods and/or services you provide. This is very important since the E-mail notifications you receive about County business opportunities are based upon the commodity codes you select.

General Commodity Codes relevant to construction contractors and design professionals:

906	00	ARCHITECTURAL SERVICES, PROFESSIONAL
907	00	ARCHITECTURAL AND ENGINEERING SERVICES, NON-PROFESSIONAL
909	00	BUILDING CONSTRUCTION SERVICES, NEW (INCL. MAINTENANCE AND REPAIR SERVICES)
910	00	BUILDING MAINTENANCE, INSTALLATION AND REPAIR SERVICES
912	00	CONSTRUCTION SERVICES, GENERAL (INCL. MAINTENANCE AND REPAIR SERVICES)
913	00	CONSTRUCTION SERVICES, HEAVY (INCL. MAINTENANCE AND REPAIR SERVICES)
918	00	CONSULTING SERVICES
925	00	ENGINEERING SERVICES, PROFESSIONAL
926	00	ENVIRONMENTAL AND ECOLOGICAL SERVICES
929	00	EQUIPMENT MAINTENANCE AND REPAIR SERVICES FOR AGRICULTURAL, CONSTRUCTION, HEAVY INDUSTRIAL, MATERIAL
946	00	FINANCIAL SERVICES
958	00	MANAGEMENT SERVICES
961	00	MISCELLANEOUS SERVICES, NO. 1 (NOT OTHERWISE CLASSIFIED)
962	00	MISCELLANEOUS SERVICES, NO. 2 (NOT OTHERWISE CLASSIFIED)
971	00	REAL PROPERTY RENTAL OR LEASE
998	00	SALE OF SURPLUS AND OBSOLETE ITEM