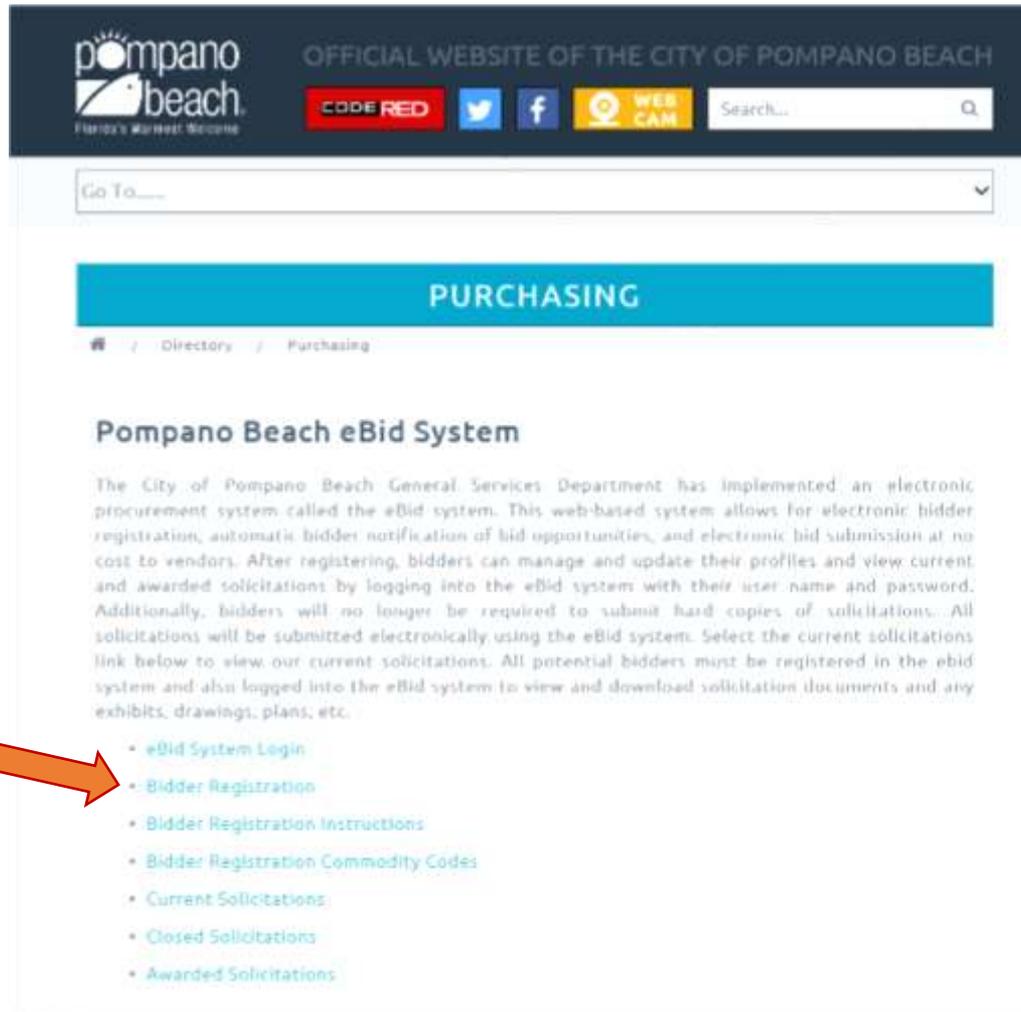


# Electronic Bidder Registration Instructions



**pompano beach**  
Florida's Warmest Welcome

OFFICIAL WEBSITE OF THE CITY OF POMPANO BEACH

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**PURCHASING**

Home / Directory / Purchasing

## Pompano Beach eBid System

The City of Pompano Beach General Services Department has implemented an electronic procurement system called the eBid system. This web-based system allows for electronic bidder registration, automatic bidder notification of bid opportunities, and electronic bid submission at no cost to vendors. After registering, bidders can manage and update their profiles and view current and awarded solicitations by logging into the eBid system with their user name and password. Additionally, bidders will no longer be required to submit hard copies of solicitations. All solicitations will be submitted electronically using the eBid system. Select the current solicitations link below to view our current solicitations. All potential bidders must be registered in the ebid system and also logged into the eBid system to view and download solicitation documents and any exhibits, drawings, plans, etc.

- [eBid System Login](#)
- [Bidder Registration](#)
- [Bidder Registration Instructions](#)
- [Bidder Registration Commodity Codes](#)
- [Current Solicitations](#)
- [Closed Solicitations](#)
- [Awarded Solicitations](#)

Click on Bidder Registration to start the online registration process

## Step 1 – Click on Accept Terms & Conditions



### Terms and Conditions (Step 1 of 7)

#### WEBSITE TERMS AND CONDITIONS

City of Pompano Beach, Florida, herein after referred to as "City".

Only individuals with the authority to accept this agreement and comply with all Terms and Conditions shall register. Bidder acknowledges and agrees that all agents or employees who utilize this website on Bidder's behalf possess all necessary authority to accept this agreement and to bind Bidder. Registering with the online bidding website alone shall not constitute the City's acceptance as an approved Bidder for future bidding notifications.

In order to use this site, your browser must support JavaScript, allow Popup Windows and Session Cookies. A current internet browser is recommended. Visit the "Browser Requirements" link located on the login page for a complete listing of recommended and supported internet browsers.

#### Use of Pop-Up Blocking Software:

User agrees to disable pop-up blocking software when accessing and using this site.

[Printer-Friendly Version](#)

Cancel Registration



Accept Terms & Conditions

Step 2 - Provide your company information. All fields with a red asterisk \* are required fields. Click Next when done.

The screenshot shows a web browser window with the address bar displaying 'https://pompano...' and the page title 'Supplier Registration'. The browser's menu bar includes 'File', 'Edit', 'View', 'Favorites', 'Tools', and 'Help'. Below the browser window, the Pompano Beach logo is visible, followed by the heading 'Company Information (Step 2 of 7)'. A red asterisk legend indicates that fields marked with a red asterisk are required. The form fields include: 'Trade Name (dba)', 'Legal Name (if different)', 'Organization Type' (dropdown), 'Formation Date (mm/dd/yyyy)', 'Formation State' (dropdown), 'Tax ID Number (no dashes)', 'DUNS (no dashes)', 'Website', 'Company Description' (text area), 'Annual Gross Sales' (dropdown), 'Number of Employees', 'Registered with State of Florida (Sunbiz)' (dropdown), and 'Excluded from Federal Procurement' (dropdown). At the bottom, there are three buttons: 'Previous', 'Cancel Registration', and 'Next'. A red arrow points to the 'Next' button.

Step 3 – Enter company primary, remittance and correspondence addresses and contact information. If the remittance and correspondence information is the same as the Primary Address click on Same as Primary Address to copy the information to those sections. Click Next at the bottom of the screen when done entering this information.

**Address Information (Step 3 of 7)**  
\* Indicates a required field

**Primary Address (Required)**

\* Address

\* City

\* State: Florida

\* Zip

\* Country: United States of America

\* Phone: 

Country Area	Number	Ext
1	<input type="text"/>	<input type="text"/>

Fax: 

Country Area	Number	Ext
1	<input type="text"/>	<input type="text"/>

**Remittance Address (Required)**  
[Same as Primary Address](#)

\* Address

\* City

\* State: Florida

\* Zip

\* Country: United States of America

\* Phone: 

Country Area	Number	Ext
<input type="text"/>	<input type="text"/>	<input type="text"/>

Fax: 

Country Area	Number	Ext
1	<input type="text"/>	<input type="text"/>

**Correspondence Address (Optional)**  
[Same as Primary Address](#)

Step 4 – Select any special classifications that apply to your company. Click Next when all applicable special classifications have been selected.

https://pompanobeach... Supplier Registration

File Edit View Favorites Tools Help

Google Outlook Web App Suggested Sites Web Slice Gallery

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### Vendor Classification (Step 4 of 7)

*\* indicates a required field*

#### Special Classifications

**Special Classifications**

- Emergency Service/Product Supplier  
Does your company provide services or products utilized in response to emergencies (natural or man made disasters)
- Local Business - Pompano Beach  
Business located within the City limits of Pompano Beach with a current City Business Tax Receipt
- Certified Small Business Enterprise  
As defined by Florida State Statute 288.703(1) and the Small Business Administration size standards available at <http://www.sba.gov/size>
- Certified Small Business Enterprise - County  
Vendor Certified through the Broward County Office of Economic and Small Business Development standards available at <http://www.broward.org/econdev/SmallBusiness/Pages/localcertificationprograms.aspx>
- Certified Woman-Owned Business Enterprise  
Vendor certified through the State of Florida Office of Supplier Diversity standards available at [http://www.dms.myflorida.com/other\\_programs/office\\_of\\_supplier\\_diversity\\_osd/](http://www.dms.myflorida.com/other_programs/office_of_supplier_diversity_osd/)
- Certified Minority-Owned Business Enterprise  
Vendor certified through the State of Florida Office of Supplier Diversity standards available at [http://www.dms.myflorida.com/other\\_programs/office\\_of\\_supplier\\_diversity\\_osd/](http://www.dms.myflorida.com/other_programs/office_of_supplier_diversity_osd/)
- Certified Broward County - County Business Enterprise  
Vendor Certified through the Broward County Office of Economic and Small Business Development standards available at <http://www.broward.org/econdev/SmallBusiness/Pages/localcertificationprograms.aspx>
- Certified Veteran-Owned Business Enterprise  
Vendor certified through the State of Florida Office of Supplier Diversity standards available at [http://www.dms.myflorida.com/other\\_programs/office\\_of\\_supplier\\_diversity\\_osd/](http://www.dms.myflorida.com/other_programs/office_of_supplier_diversity_osd/)
- Certified Disadvantaged Business Enterprise  
Vendor certified through the Florida Department of Transportation standards available at <http://www.dot.state.fl.us/equalopportunityoffice/dbecertification.shtm>

Previous Cancel Registration Next

100%

Step 5 – Click on Add or Remove Selections to select the commodity codes that apply to the products or services offered by your company. These selections will be used to notify you of bidding opportunities. Once you click on Add or Remove Selections a separate window will open with the commodity codes to choose from



### Vendor Commodities (Step 5 of 7)

*\* indicates a required field*

#### Commodity Codes

**\* Commodities \*Warning\* No commodity codes selected. This may prevent you from being notified of new event opportunities.**

[\[Add or Remove Selections\]](#)

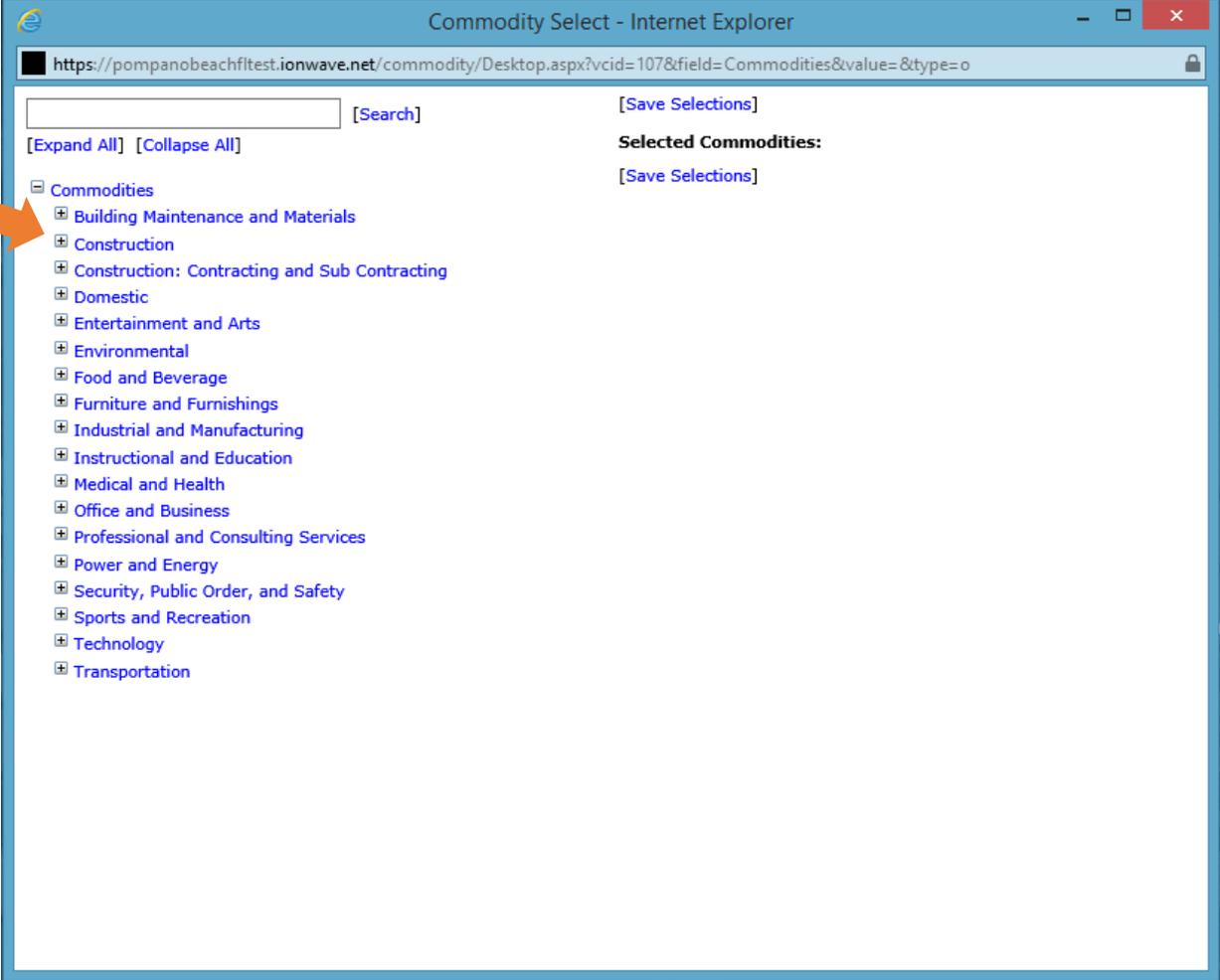
Previous

Cancel Registration

Next

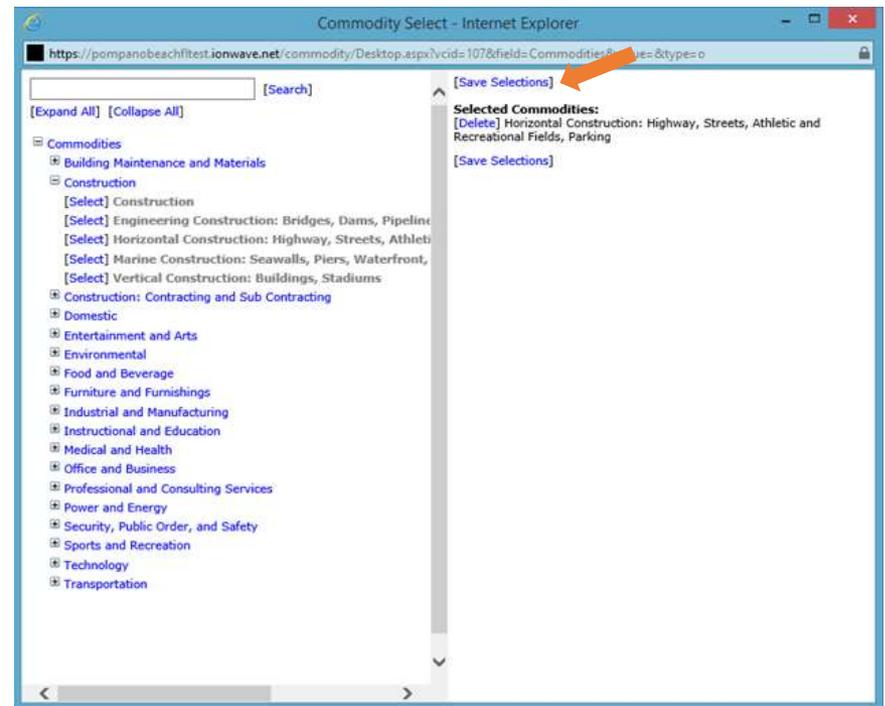
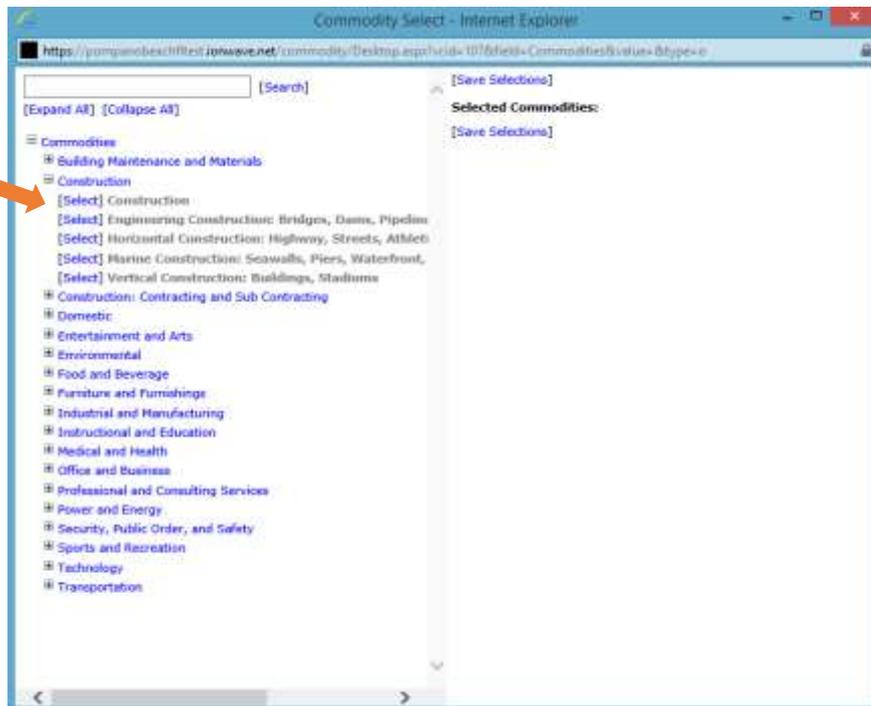


Step 5 Continued – Commodity Codes can be selected by entering a key word in the Search field and clicking on Search or by clicking on the + symbol by each category to view all commodities listed under the category.

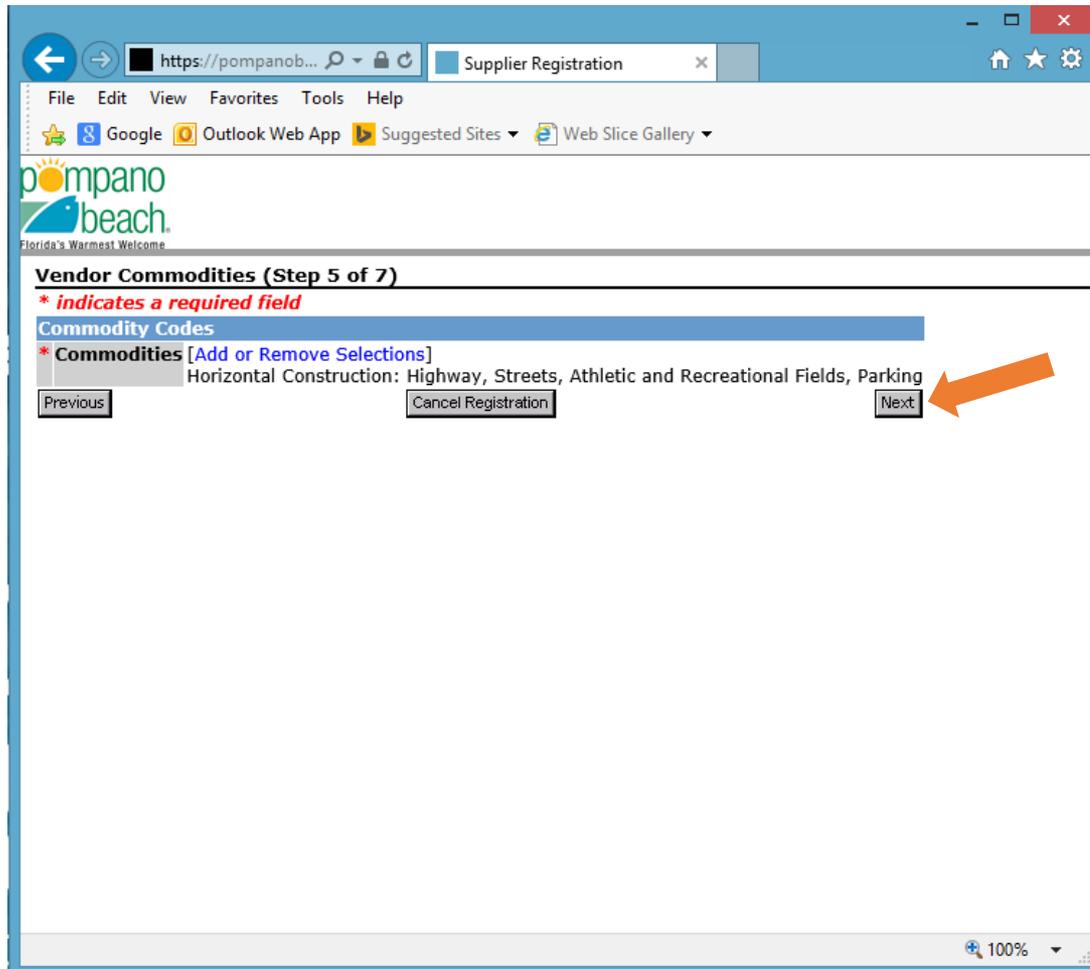


The screenshot shows a web browser window titled "Commodity Select - Internet Explorer". The address bar displays the URL: <https://pompanobeachfltest.ionwave.net/commodity/Desktop.aspx?vcid=107&field=Commodities&value=&type=o>. The page content includes a search input field with a "[Search]" button to its right. Below the search field are "[Expand All]" and "[Collapse All]" links. To the right of the search field is a "[Save Selections]" button. Underneath, there is a section titled "Selected Commodities:" with a "[Save Selections]" button below it. A list of commodity categories is displayed on the left, each preceded by a "+" icon. An orange arrow points to the "+" icon next to the "Commodities" category. The categories listed are: Commodities, Building Maintenance and Materials, Construction, Construction: Contracting and Sub Contracting, Domestic, Entertainment and Arts, Environmental, Food and Beverage, Furniture and Furnishings, Industrial and Manufacturing, Instructional and Education, Medical and Health, Office and Business, Professional and Consulting Services, Power and Energy, Security, Public Order, and Safety, Sports and Recreation, Technology, and Transportation.

Step 5 Continued – Click on Select for all commodity codes that apply to your company. Once you select the commodity it will move to the Selected Commodities column on the right side of the screen. When you are done selecting all commodities click on Save Selections and the Commodity Selection window will close.



Step 5 Continued – Review the commodity codes selected. If you need to add additional commodities select Add or Remove Selections and repeat the commodity code selection process. If you are satisfied with your selections click on Next.



Step 6 – Enter the required User Information for the individual with your company that is creating a user account. Multiple users with a company can create their own account. Click Next when done entering user information.



**User Information (Step 6 of 7)**

*\* indicates a required field*

**Primary User Information**

Prefix	[Select Prefix] v		
* First Name	<input type="text"/>		
Middle Name	<input type="text"/>		
* Last Name	<input type="text"/>		
Title	<input type="text"/>		
* Email	<input type="text"/>		
* Email Confirm	<input type="text"/>		
Phone	Country Area	Number	Ext
	1	<input type="text"/>	<input type="text"/>
Fax	Country Area	Number	Ext
	1	<input type="text"/>	<input type="text"/>
* User Name	<input type="text"/>		
* Password	<input type="text"/>		
* Password Confirm	<input type="text"/>		
* Time Zone	[Select Time Zone] v		

Previous

Cancel Registration

Next



## Step 7 Confirm Account Information

- A screen with the registration information you have provided will display for you to review, make changes and then submit.
- Once you have created your account you will receive email bid notices for the commodity codes selected.
- You can log in to your account to submit bids, view bid opportunities and update your account information.