

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** Email 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 email 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.palmbeach.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 email 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



PALM BEACH COUNTY

One-Penny Infrastructure Sales Surtax and General Government Capital Program

Internet Resources

OFFICIAL PROGRAM WEBSITE

<http://onecountyonepenny.org/pbc.htm>

BUSINESS OPPORTUNITIES*

<http://discover.pbcgov.org/BusinessOpportunities/Pages/default.aspx>

VENDOR REGISTRATION

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

OFFICE OF SMALL BUSINESS ASSISTANCE (OSBA)

<http://discover.pbcgov.org/osba/Pages/default.aspx>

Contacts

Program Administration

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Capital Project Implementation

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Procurement/Public Outreach

Brenda Znachko, FD&O Business and Community Agreement Mgr. 233-0220, bnzachko@pbcgov.org

Jacobs Project Management Co.

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OSBA

Tonya Davis Johnson, Director 616-6840, tjohnson@pbcgov.org

Vendor Self Service System (VSS)

Amanda Ray, FD&O Procurement and Stores Manager 233-2014, alray@pbcgov.org

**Also advertised
in the Palm Beach
Post each Sunday,
as well as on cable
Channel 20.*



Palm Beach County Board of County Commissioners
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