

## **New Website Quick Reference Guide: Lee County Procurement Management**

This quick reference guide will explain how the former websites for Contracts and Purchasing have been combined into one website for the new Lee County Division of Procurement Management.

The majority of former links that County employees or vendors have saved should transition seamlessly. However, if you should discover any link errors, please report them to us as soon as possible.

If you had bookmarked the former Contracts or Purchasing websites, you will automatically be redirected to Procurement Management's website. If you would like to save our new address, it is: <http://www.lee-county.com/gov/dept/ProcurementManagement>

To reach Procurement Management's website from Lee County's homepage, [www.lee-county.com](http://www.lee-county.com), click on "Departments" at the very top of the page, click on Procurement Management. (There are no longer separate options for Contracts and Purchasing.)

- **Government** → **Departments** →:  
Instead of two links (Contracts and Purchasing), one link: **Procurement Management**.
- **Manuals Tab:**  
All manuals are now all listed under one tab. (We are creating a Procurement Manual.)
- **Projects Tab:**  
This lists all projects for Contracts and Purchasing by:
  - Upcoming:** Projects that have not yet been advertised. (from Contracts)
  - Open:** Projects that are currently accepting bids/quotes and have not hit their opening date. (formerly "Quote Info" on Purchasing/ "Project Bulletin" on Contracts)
  - Award Pending:** Projects that have passed their opening date and are awaiting an awarded vendor and/or supporting documents (formerly "Project Bulletin" on Contracts)
  - Annuals:** Projects that we renew annually (formerly "Quote Chart" on Purchasing/ "Annuals" on Contracts)
  - Waivers:** No Change
  - Archived:** Projects that have passed their expiration date. This allows you to look at them for reference or paying p.o's. (formerly "Expired" on Purchasing/ did not exist on Contracts.)
- **Links Tab:** No Change (formerly "Other Links")
- **Forms Tab:**
  - There is now only one Vendor Application for Procurement Management!** We have combined specific pieces in each application and added/deleted a few things. Please look over the revised application.
  - ACH Form has been updated with Procurement Management and list our new web address.

No other changes have been made to this form.

—All other forms under this link remain the same.

- **Public Notices:**

All Request for Interest or Meeting Notices will be posted under this hyperlink in the navigation box on the left side of the page.

- **Doing Business:**

This has been updated to include all aspects of Contracts and Purchasing under Procurement Management. Topics include rules for: Vendor Visitation, How Vendors Find Out About Quotes, Vendor/Bidder Application, Gifts and Gratuities, Types and Methods of Purchasing, Steps to Competitive Quoting and Local Vendor Preference. Please read.

- **Contact Information:**

Now includes all members of the office with the updated assignment responsibilities and contact information.

- **Construction Management Contracts:**

This links to Annual Construction Management Contracts. (A work log will be linked to this in the future.)