



# Procurement Management – Electronic Bidding System

How to Register as a Supplier

# Sign-On Screen

- To register as a supplier, click on Supplier Registration

The screenshot shows a web browser window displaying the Lee County Bids & Contracts website. The browser's address bar shows the URL <http://www.lee.gov/procurement/bid>. The website header includes the Lee County Southwest Florida logo, navigation links (Calendar, News, Jobs, Flood Info, Contact Us), a language selection dropdown, and a search bar. A main navigation menu lists: HOME, ABOUT US, RESIDENTS, VISITORS, BUSINESS, DEPARTMENTS, GOVERNMENT, and I WANT TO... A sidebar menu under 'Procurement Management' includes: Become a Vendor/Bidder, View Current Bid Opportunities, View Annual Contracts, Doing Business With Lee County, Disadvantaged Business Information, Public Notices, Links, Search Procurement Documents, Documents, and Forms. The main content area is titled 'Lee County Bids & Contracts Login' and features a 'Sign In' button next to 'User Name:' and 'Password:' input fields. Below the login fields are links for 'Forgot your User Name/Password?', 'Need to Register?', and 'Supplier Registration'. Further down, there are links for 'Current Bid Opportunities', 'Non Awarded Bid Information', 'Closed Bid Opportunities', 'Active Contracts', and 'Awarded Bid Information'. At the bottom, a section titled 'Features of the new Electronic Bidding System are:' lists several benefits.

Lee County  
Southwest Florida

Calendar News Jobs Flood Info Contact Us Select Language Search...  
Powered by Google Translate

HOME ABOUT US RESIDENTS VISITORS BUSINESS DEPARTMENTS GOVERNMENT I WANT TO...

**Procurement Management**

- Become a Vendor/Bidder
- View Current Bid Opportunities
- View Annual Contracts
- Doing Business With Lee County
- Disadvantaged Business Information
- Public Notices
- Links
- Search Procurement Documents
- Documents
- Forms

Home - Procurement Management - Lee County Bids & Contracts

## Lee County Bids & Contracts Login

Font Size: [+] Share & Bookmark [+] Feedback Print

User Name:

Password:

Sign In

[Forgot your User Name/Password?](#)

**Need to Register?**

[Supplier Registration](#)

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[Current Bid Opportunities](#) [Non Awarded Bid Information](#)

[Closed Bid Opportunities](#) [Active Contracts](#)

[Awarded Bid Information](#)

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Features of the new Electronic Bidding System are:

- It's free to register and participate in any bid, quote, or RFP process released through the Electronic Bidding System.
- Vendors will receive automatic notifications of all bid opportunities related to the products and services they are interested in.
- The system is efficient - notifications are sent via email, bids are available immediately upon release and responses are prepared and submitted electronically. This will save time, money and resources.
- Everything is in one area including the specifications, plans, maps, sign in sheets, tab sheets, addenda, etc.

https://leegovtest.ionwave.net/ VendorRegistration/PreliminaryInfo.aspx Supplier Registration

File Edit View Favorites Tools Help

Convert Select

Suggested Sites Web Slice Gallery Lee County - PRISM Com... Lee County Procureme... Lee County Procureme... WebQA - LEECOUNTYFL OrganizationLogon

**LEE COUNTY**  
SOUTHWEST FLORIDA

**Supplier Registration**

Preliminary Info Terms Company Info Addresses Other Info Commodity Codes Classifications Review Complete

Cancel Next

\* **Company Name**

\* **Main Phone** ( ) - - Ext:   International

**DUNS**

After clicking Supplier Registration, this is the first screen to start your registration. Please enter the following: Company name, phone number and DUNS if applicable and Click Next

Supplier Registration

Lee County  
SOUTHWEST FLORIDA

Preliminary Info Terms Company Info Addresses Other Info Commodity Codes Classifications Review Complete

Next

**Lee County, FL Terms and Conditions**

Web Site (Online Sourcing) Application Terms and Conditions of Access and Use between the User/User's Organization and Lee County Board of County Commissioners, herein after referred to as County.

THE FOLLOWING TERMS AND CONDITIONS ARE NOT THE COUNTY'S BID TERMS AND CONDITIONS. BID TERMS AND CONDITIONS WILL BE INCLUDED WITHIN THE APPLICATION AND ATTACHED TO EACH BID OPPORTUNITY.

The online sourcing application is powered by software provided by Ion Wave Technologies, Inc. (IWT) <http://www.ionwave.net>. The terms and conditions of use herein represent the terms and conditions of use of the County and IWT as a designated agent.

Only individuals with the authority to accept this agreement and abide by its Terms and Conditions should register. Registering individual and company is herein after referred to as User. Registering with this online sourcing web site alone DOES NOT constitute acceptance as a User, Approved Vendor, or Awarded Vendor, nor does registration promise access to any

I Accept the Lee County, FL Terms and Conditions [Printer-Friendly Version](#)

These are the Terms and Conditions, once you have read them, check the “I Accept” box and Click Next

Supplier Registration

LEE COUNTY  
SOUTHWEST FLORIDA

Preliminary Info | Terms | **Company Info** | Addresses | Other Info | Commodity Codes | Classifications | Review | Complete

Save and Next

**Company Information**

\* Trade Name (dba)

Legal Name (if different)

\* Organization Type

Formation Date

\* Tax ID Number   FEIN  OSSN/ITIN  Other

DUNS

Website

Company Description

**Company Address**

\* Address 1

Address 2

Address 3

\* City

\* State/Province

\* Zip/Postal

\* Country

\* Main Phone  Ext.   International

Toll Free  Ext.   International

Fax   International

Contact Name

Email

**User Information**

\* User Name / Login

\* Password

\* Verify Password

Prefix

\* First Name

\* Last Name

Title

\* Email

\* Verify Email

Office Phone  Ext.   International

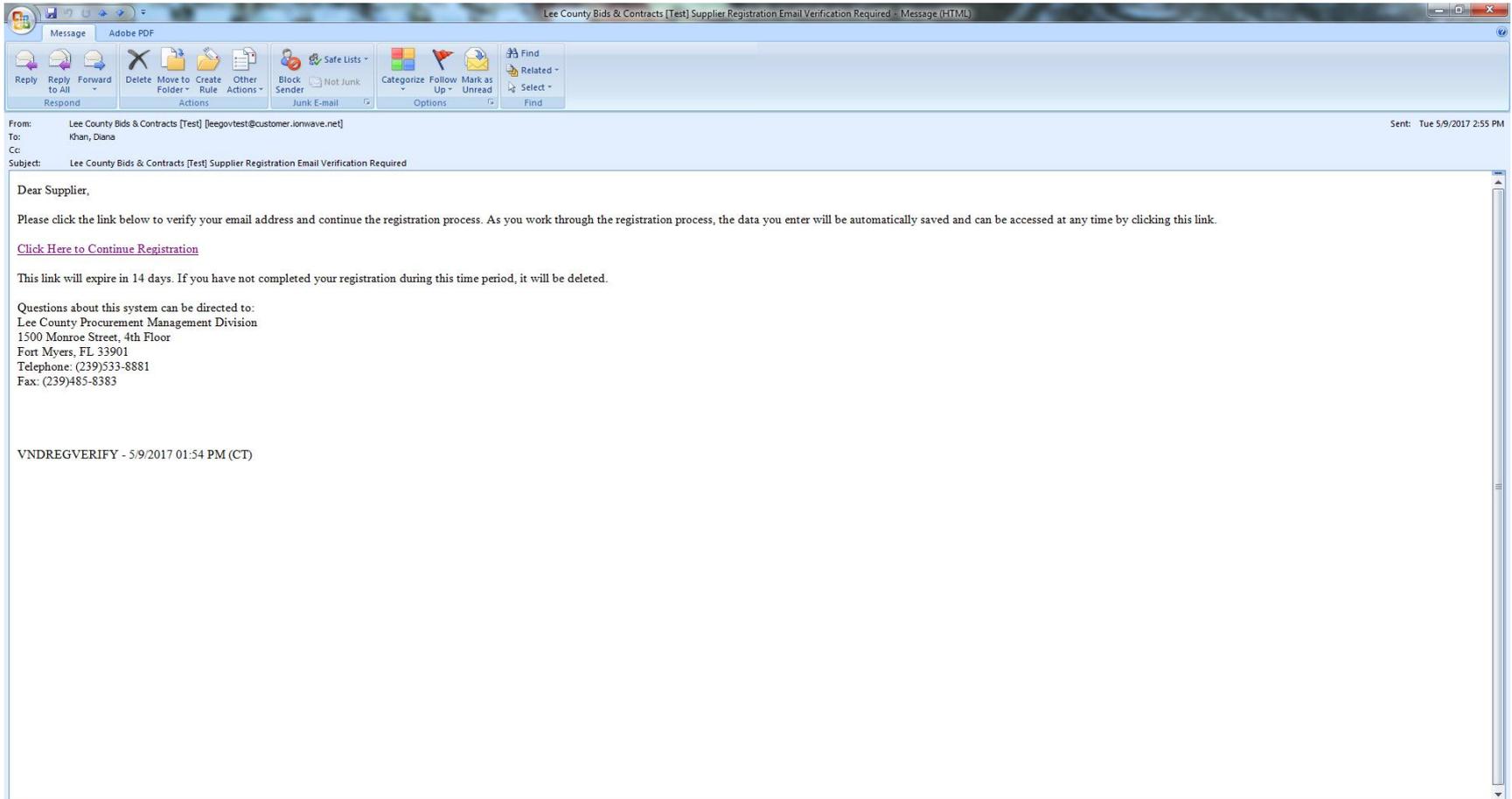
Mobile Phone   International

\* Time Zone

- Password must contain a minimum of 8 characters consisting of at least 1 number, 1 letter and 1 special character @\$%!&\*"^\_+={}|~:;<>.,?/~
- Verify Email is required

Fill in your company information on this screen and Click Save and Next. When entering your email address, please make sure it is an active email address.

Once you have entered your company information and Click Save and Next this box comes up and you'll receive an email from the system to verify your email address and then you'll be able to complete your registration. Click OK so the system can send you an email.



This is the email you will receive from the system. Click the link in the email to continue your registration.

Supplier Registration

Supplier Registration

Preliminary Info Terms Company Info Addresses Other Info Commodity Codes Classifications Review Complete

Save and Next

**Company Information**

\* Trade Name (dba) Testing Testing 123

Legal Name (if different)

\* Organization Type Non-Profit

Formation Date

\* Formation State Florida

\* Tax ID Number 59-6000702  FEIN  SSN/ITIN  Other

DUNS

Website

Company Description

**User Information**

\* User Name / Login supplier123@lee

Prefix

\* First Name D

\* Last Name Khan

Title

\* Email dkhan@leegov.com

Office Phone ( ) - - Ext.  International

Mobile Phone ( ) - -  International

\* Time Zone Eastern Time

**Company Address**

\* Address 1 1500 Monroe Street

Address 2

Address 3

\* City Fort Myers

\* State/Province Florida

\* Zip/Postal 33901

\* Country United States

\* Main Phone (239) 533-8881 Ext.  International

Toll Free ( ) - - Ext.  International

Fax ( ) - -  International

Contact Name

Email

Once you click the link from the email, you are brought back to this screen. Click Save and Next

Supplier Registration

LEE COUNTY  
SOUTHWEST FLORIDA

Preliminary Info | Terms | Company Info | **Addresses** | Other Info | Commodity Codes | Classifications | Review | Complete

Add Address → Next

By default the "General/Corporate" will be stored in your Company Profile. If you have different additional addresses for Payment, Purchase Order, etc. click Add Address to create those now.

**General/Corporate Address**

<b>Address</b>	1500 Monroe Street Fort Myers, FL 33901	<b>Contact Name</b>	
<b>Phone</b>	(239) 533-8881	<b>Email</b>	
<b>Toll Free</b>			
<b>Fax</b>			

If you have different addresses for payment, etc. this is the screen to add them by clicking Add Address. If you don't, you can Click Next.

Supplier Registration

LEE COUNTY  
SOUTHWEST FLORIDA

Preliminary Info Terms Company Info Addresses Other Info Commodity Codes Classifications Review Complete

Add Address Next

By default the "General/Corporate" will be stored in your Company Profile. If you have d... to create those now.

**General/Corporate Address**

Address	1500 Monroe Street Fort Myers, FL 33901	Contact Name	Email
Phone	(239) 533-8881		
Toll Free			
Fax			

**Add New Address**

Cancel Save

\* Address 1

Address 2

Address 3

\* City

\* State/Province -- Select --

\* Zip/Postal

\* Country United States

\* Phone ( ) - - Ext. International

Toll Free ( ) - - Ext. International

Fax ( ) - - Ext. International

Contact Name

Email

\* Address Type

- Bld/Quote Mailing
- Payment
- Purchase Order
- Emergency Contact

By clicking Add Address this box opens so you can add your Remit to Address, etc.  
When done Click Save.

Supplier Registration

LEE COUNTY  
SOUTHWEST FLORIDA

Preliminary Info | Terms | Company Info | **Addresses** | Other Info | Commodity Codes | Classifications | Review | Complete

Add Address → Next

By default the "General/Corporate" will be stored in your Company Profile. If you have different additional addresses for Payment, Purchase Order, etc. click Add Address to create those now.

**General/Corporate Address**

<b>Address</b>	1500 Monroe Street Fort Myers, FL 33901	<b>Contact Name</b>	
<b>Phone</b>	(239) 533-8881	<b>Email</b>	
<b>Toll Free</b>			
<b>Fax</b>			

**Payment**

<b>Address</b>	PO Box 398 Fort Myers, FL 33902-0398	<b>Contact Name</b>	
<b>Phone</b>	(239) 533-8881	<b>Email</b>	
<b>Toll Free</b>			
<b>Fax</b>			

After you have entered your additional addresses and clicked saved after each entry, they will show on this page along with your general/corporate address. When you have finish adding your various addresses, Click Next.

Browser address bar: https://leegovtest.ionwave.net/SupplierRegistration/OtherInfo.aspx

Supplier Registration

LEE COUNTY  
SOUTHWEST FLORIDA

Supplier Registration

Profile | Address Book | Users | Commodities | Special Classifications | Other Information | Notes | Audit History | Login History | Messages

**Supplier Other Info Edit**

Return Save

**LBT #** Florida Suppliers please enter your Local Business Tax Number.

**LBT County** Please enter County (within state of Florida).

**\* Debarment List(s)** Is Supplier on any debarment list(s)?  
-- Select --

**Certified License #** Please enter Certified License Number.

Please answer the questions and Click Save and Next. For the LBT, please enter your Lee County number or the number of your LBT from the County that your company is located in the State of Florida.

The screenshot shows a web browser window with the URL <https://leegovtest.ionwave.net/SupplierRegistration/Commodity.aspx>. The page title is "Supplier Registration". The Lee County logo is visible in the top left corner. A navigation bar contains tabs for "Preliminary Info", "Terms", "Company Info", "Addresses", "Other Info", "Commodity Codes", "Classifications", "Review", and "Complete". Below the navigation bar is a "Save and Next" button and a search field. The main content area displays a list of commodity categories, each with a checkbox:

- 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
- Transportation

Now it's time to select all of the commodities that your company offers. When you have them all selected, Click Save and Next.

Supplier Registration

LEE COUNTY  
SOUTHWEST FLORIDA

Preliminary Info | Terms | Company Info | Addresses | Other Info | Commodity Codes | **Classifications** | Review | Complete

Save and Next

Check any special business classifications that apply to your business. Classifications are subject to approval.

**General Classifications**

- Minority Business Enterprise/Minority Person** A business which is owned or controlled by a member of a recognized minority group, as certified by the State of Florida Office of Supplier Diversity (OOSD addressed in Florida Statute 287.0945). Registration to be verified at <https://osd.dms.myflorida.com/directories>
- Women Business Enterprise** A business which a given percentage is owned or controlled by a woman. May also be entitled to minority classification by as defined by the State of Florida Office of Supplier Diversity. Registration to be verified at <https://osd.dms.myflorida.com/directories>
- Disadvantaged Business Enterprise** A business owned or controlled by a majority of persons who are determined to have been deprived of the opportunity to develop and maintain a competitive economic position because of specified social disadvantage. The DBE certification is issued through the Florida Department of Transportation for minority and women business who seek to take advantage of Federal government contracts administered by the State of Florida. Registration to be verified at <http://www.3b.dot.state.fl.us/EqualOpportunityOfficeBusinessDirectory/CustomSearch.aspx>
- Local Vendor Preference** "Local Contractor/Vendor" shall mean: a) any person, firm, partnership, company or corporation whose principal place of business in the sole opinion of the County, is located within the boundaries of Lee/Collier County, Florida; b) any person, firm, partnership, company or corporation that has provided goods or services to Lee County on a regular basis for the preceding consecutive three (3) years, and that has the personnel, equipment and materials located within the boundaries of Lee/Collier County sufficient to constitute a present ability to perform the service or provide the goods. Lee County Ordinance No. 08-26.
- Service-Disabled Veteran Enterprise** Shall mean a veteran, service-disabled veteran as defined in Florida Statute 295.187. Registration to be verified at <https://osd.dms.myflorida.com/directories>

Check any special business classifications that apply to your company, and Click Save and Next.

Supplier Registration

LEE COUNTY  
SOUTHWEST FLORIDA

Preliminary Info | Terms | Company Info | Addresses | Other Info | Commodity Codes | Classifications | Review | Complete

Register Now

You're almost done. Please review your information below. Please review info: To make corrections, click Edit or the appropriate tab. To complete registration, click Register Now.

**Company Info** [edit]

Company Information	User Information
<b>Company Name</b> Testing Testing 123	<b>User Name / Login</b> supplier123@lee
<b>Company Description</b>	<b>First Name</b> D
<b>Organization Type</b> Non-Profit	<b>Last Name</b> Khan
<b>Legal Name</b>	<b>Title</b>
<b>Tax ID Number</b> 596000702	<b>Email</b> dkhan@leegov.com
<b>DUNS</b>	<b>Office Phone</b>
<b>Formation Date</b>	<b>Mobile Phone</b>
<b>Formation State</b> Florida	<b>Time Zone</b> Eastern Time
<b>Website</b>	

**Addresses** [edit]

General/Corporate Address		Payment Address	
<b>Address</b> 1500 Monroe Street Fort Myers, FL 33901	<b>Contact Name</b> Email	<b>Address</b> PO Box 398 Fort Myers, FL 33902-0398	<b>Contact Name</b> Email
<b>Main Phone</b> (239) 533-8881		<b>Main Phone</b> (239) 533-8881	
<b>Toll Free</b>		<b>Toll Free</b>	
<b>Fax</b>		<b>Fax</b>	

**Other Info** [edit]

\* Debarment list(s) Is Supplier on any debarment list(s)?  
No

**Annual Gross Sales** \$0 to \$500,000

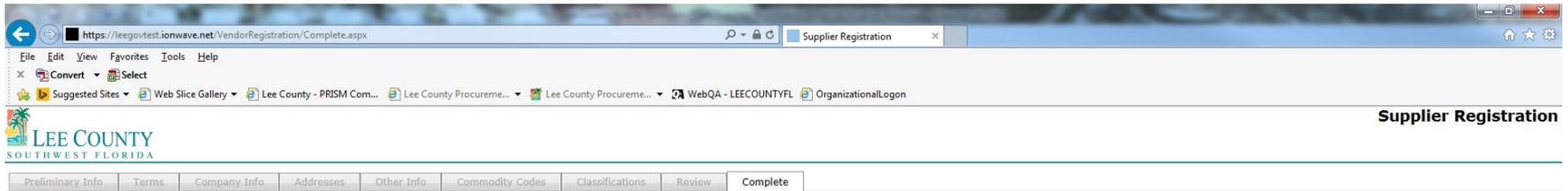
**Number of Employees** 2

**Commodities** [edit]

Commodities

- Building Maintenance and Materials

You are almost done, please verify your information you have entered on the various tabs and make any corrections. Once you have verified everything, Click Register Now.



Congratulations, you have successfully submitted your registration.  
You will be notified via email once your registration has been reviewed.  
[Return to Login](#)

You have successfully submitted your registration. Procurement staff will review each registration and either activate, reject, or request corrections/additional information.

# Q & A