



City of Palm Springs

Procurement & Contracting Department

3200 E. Tahquitz Canyon Way • Palm Springs, California 92262
Tel: (760) 322-8373 • Fax: (760) 323-8238 • Web: www.palmspringsca.gov

Dear prospective City of Palm Springs vendor:

Welcome! The Procurement and Contracting Department utilizes a software system that allows vendors to self-register online, view, update and continually maintain their own business information, including all commodities and services provided, as well as all contact information.

Vendors doing business with the City of Palm Springs must self-register in the online vendor database which may be found by visiting the City's website referenced in the letterhead above. Click on Government, then Departments, then Procurement and Contracting.

This system also allows vendors that properly register to receive via email Notices of Invitations for Bid (IFB), Requests for Quote (RFQ), Requests for Proposals (RFP), and Statements of Qualifications (SOQ) if there is a match between the commodities or services provided by the vendor and the commodities or services being sought by the City, pursuant to the applicable requirements of the Municipal Code. The system is dependent upon the accurate registration by the vendor, selection of any applicable contractor's licenses, and the correct selection of the NIGP codes that reflect all of the commodities and services that the vendor offers. Note, however, that being a registered vendor does not guarantee the receipt of a Notice for solicitations. Vendors must routinely check our Open Bids & Proposals as posted on our webpage for a listing of current opportunities. The City shall not be responsible if a vendor does not receive a Notice for a solicitation.

When providing information and establishing user accounts the person you designate to perform these tasks will be the person considered by the system and the City of Palm Springs to be the point of contact for your business. This individual should be very familiar with your day to day operations, products and services offered, and have an active phone number and email address. It is the vendor's responsibility to keep all contact information current and up to date, as the City is not responsible for failed delivery of a solicitation Notice due to incorrect or outdated vendor contact information.

The online registration process is simple and straightforward. Your Federal Tax ID (FEIN) number is required to register. We recommend you print out the Instructions and have them available for quick reference when you enter the online registration portal. If you have any difficulty completing the registration process please contact the Procurement and Contracting Department at (760) 322-8373, Monday through Thursday, 7am to 6pm (City Hall is closed every Friday, weekends and holidays).

Thank you for your interest in doing business with the City of Palm Springs!

Sincerely,
Craig L. Gladders, C.P.M.
Procurement and Contracting Manager