



SOLICITATION MANAGEMENT SYSTEM

Posting and Notification Guide



PROCUREMENT DIVISION
225 Newburyport Avenue
Altamonte Springs, FL 32701

Procurement@altamonte.org
(407) 571-8079
www.Altamonte.org

Welcome

The City of Altamonte Springs desires is to make doing business with us as easy, convenient and transparent as possible. To accomplish this goal, the Procurement Division posts solicitations and contracts meeting certain solicitation method thresholds and criteria.

- Semi-Formal Solicitation - \$7,500 to under \$25,000
 - Request for Quote (RFQ)
- Formal Solicitations - \$25,000 and over
 - Invitation to Bid (ITB)
 - Request for Proposal (RFP)

Posted solicitations and contracts are available online at www.Altamonte.org/SolicitationList.

VendorLink

The City uses VendorLink as its solicitation management system, which is a user-friendly online portal where businesses can sign-up to register and receive electronic email notification of upcoming solicitations as they become available. This online registration service allows suppliers to provide basic information about their business and select specific commodity codes for the goods and services they provide.

When a solicitation matching those selections becomes available, the VendorLink system automatically sends an email notification to the vendor. The notification contains a link and information necessary for the solicitation to be viewed and downloaded.

The City is a VendorLink free agency. There is no registration cost.

Getting on the Solicitation Notification List

The City does not maintain a solicitation notification list (commonly known as a Bidders List). To receive automatic solicitation notification, vendors are encouraged to register at www.MyVendorLink.com.

This site provides self-service tools for no cost vendor registration, account maintenance, email

notification of bid opportunities and free solicitation downloading and contract documents. Vendors are responsible for maintaining and updating their contact information.

Vendors choosing not to register are responsible for viewing solicitations on their own at www.Altamonte.org/SolicitationList. Information is updated daily.

Solicitation Documents & Status Updates

Solicitation Documents

Official solicitation documents, including specifications and solicitation submittal forms, are available at www.Altamonte.org/SolicitationList.

Interested bidders can also request solicitation documents directly from the City's Procurement Division only. This ensures bidders have a complete official solicitation package and to record interested vendor contact information for issuance of any addenda and receive solicitation status updates.

The City is not liable for any errors, omissions, etc. of solicitation postings or any solicitation documents obtained from outside sources. Nor, is the City is not responsible for the accuracy, completeness or timeliness of any documents or postings from other sources.

Solicitation Status & Updates

Status and updates, including issued addendums, related to a solicitation are posted online at www.Altamonte.org/SolicitationList. If a vendor downloads a solicitation document, the vendor becomes a plan holder of the selected solicitation and is automatically notified if changes are made to the solicitation.

Potential respondents (bidder/proposer) are responsible for checking the website often though out the solicitation process for posted addendums and solicitation status and updates.