PUBLIC PURCHASE
VENDOR ANNOUNCEMENT

The City of Cottonwood's Purchasing Division is proud to announce a new partnership with OpenGov Procurement, a web based eProcurement service. In order to receive bid notifications for the City of Cottonwood, you must register on the OpenGov Procurement website; it will take only minutes.

OpenGov Procurement provides to Government Agencies and their Vendors the most comprehensive and easiest to use web based eProcurement System available. The OpenGov eProcurement System was designed exclusively for use by Government Agencies and their Vendors. It is compliant with all Federal and State regulations which set forth the required procedures for Government Agency purchasing.

This eProcurement System allows for automatic notification and transmittal of Bid Requests to Vendors, as well as the ability for vendors to submit proposals electronically.
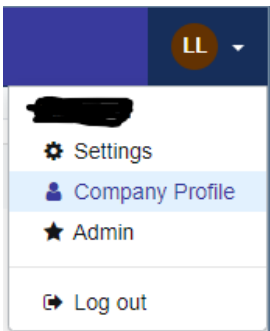
In addition, OpenGov gives you access to bid opportunities with other government entities. All of this is provided at no charge to vendors.

Use the link below to register with OpenGov Procurement. Once your registration with OpenGov Procurement is complete and activated, you will then be required to register with the City of Cottonwood by using the same link and clicking on the "Subscribe" on the left hand side of the screen. The button will change from

+ Subscribe to **✔ Subscribed**.

The City of Cottonwood will require you to complete two (2) steps as a part of this registration.

To complete the following steps, if you didn't do it when you initially registered, you will need to click the profile button in the top right corner of the screen and select Company Profile then Edit Profile.

1)Please select the NIGP, NAICS and UNSPSC Category Codes that relate to your business so you can receive email notifications of future bid opportunities; 2) Please upload a completed W-9 form for the City of Cottonwood's records. This form can be found at Form W-9 (Rev. October 2018) (irs.gov).

If you have any problems with this process please contact OpenGov at support@opengov.com.

Thank you,

City of Cottonwood, Purchasing Division

Inspiring a Vibrant Community