

Public Purchase Vendor Registration - Part 1

To register with The City of Hurst as a bidding vendor, click here and follow the instructions below.

If you are already registered and have an account on Public Purchase, please proceed to Part 2 of the Vendor Registration process to register with the City of Hurst.

1. Click Bidding Vendors Registration. Public Purchase will open in a new tab

Public Purchase

help | Login

Vendor Registration

Step 1 Plan | Step 2 Complete Info | Step 3 Classification | Step 4 Register | Step 5 Bid Locations | Step 6 Confirmation | Step 7 Complete

Registration Type: Select a Plan

Register for Bid Syndication

Let us do the work for you! Our Bid Syndication completely automates the entire bid market place. Our Proprietary system syndicates the market place by scanning and syndicates thousands of bids across the country, no more searching for work. The business is now waiting for you in your inbox. Its a THREE TRILLION DOLLAR a year industry. What part of this is yours? Click on Bid Syndication below and see what is available for your business today. Bid syndication starts at: \$399.00 for 12 months.

- All the benefits of free registration
- No researching for bids
- Customized results for your area and business
- 168,000+ bid opportunities
- Cut costs in finding and responding to bids
- Monitoring 9,400+ Government Institutions

[More Info]

[Register for Bid Syndication](#)

* If you are already a vendor in Public Purchase, please login and sign up right from your home page.

Register for Free

The Public Purchase Bid Board posts business opportunities from over 850 Government Institutions and has millions of dollars in government bids each year. You can register directly with any of these agencies. All business opportunities are available online and available for download. Many bids allow you to respond electronically saving your company precious time and money. Accessing the Bid Board and responding to bids is absolutely FREE.

- Sell to over 850 Government agencies
- Respond to documents electronically such as W-9's
- Cut your costs in responding Electronically
- Free Registration

[More Info]

[Free Registration](#)

2. Select Free Registration. The rest of the instructions given are for the Free Registration but you may choose Bid Syndication if you would like access to the other options Public Purchase provides to vendors

3. Fill in your company information. Items in **bold** are required fields.

Vendor Registration

Step 1 Plan **Step 2 Company Info** Step 3 Classifications Step 4 Regions Step 5 Notifications Step 6 Confirmation Step 7 Complete

Did you try to register during the last week but were not able to complete the process? Don't worry, if you entered a username and password, you can continue where you were before. [Enter previous username and password]

Registration Type: Free Registration

Company Information

Company name Example Registration

DBA (optional)

Address 1234 North Parkway

(optional)

(optional)

City Hurst

State/Prov Texas

Zip/Postal Code 76180

Country United States

Time Zone Central Time (US & Canada)

Website Address (optional)

Federal Tax Id (optional)

DUNS Number (optional)

In Business Since (for example, 1995) (optional)

Company Type (optional)

Business Description (optional)

Company Logo

4. Fill in your main contact information. This will be used to verify your information in order to complete registration later on

Main Contact

First Name John **Middle Initial** (optional)

Last Name Smith

Email Address jsmith@jsmith.com

Important: Several free email providers will block email from any sender who is not in your address book/contact list. This is particularly true for Yahoo email accounts. Please make sure you add to your address book/contact list the following emails **BEFORE** registering:

- notices@publicpurchase.com
- support@publicpurchase.com
- supportrep@publicpurchase.com

Phone Number 9876543210 ext

Fax Number

Same address as the Company

5. Fill in username and password

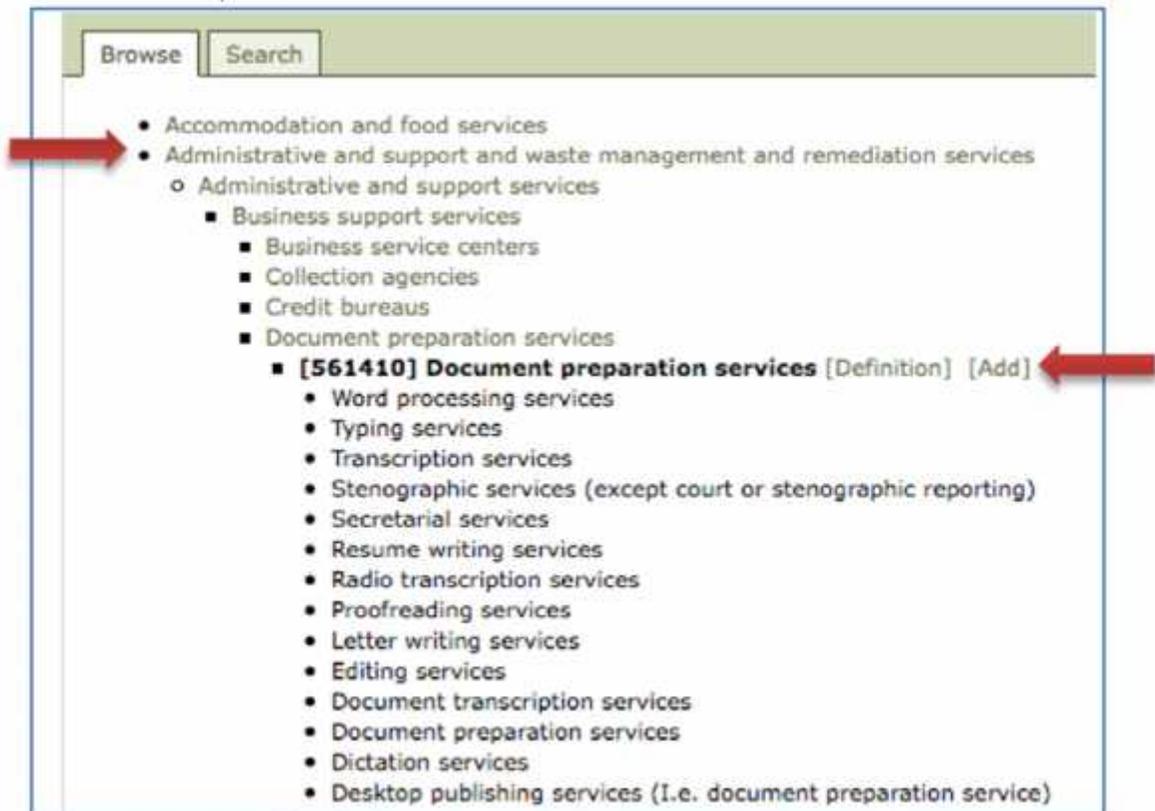


The screenshot shows a login form with the following elements:

- A header label "User Name" with a red arrow pointing to it.
- A "Username" field containing the text "Jsmith".
- A "Password" field containing a series of dots.
- A "Verify Password" field containing a series of dots.
- Three buttons at the bottom: "Back", "Cancel", and "Next Step".

6. Click Next Step

7. Select the classifications for the products and/or services your company provides. You must choose at least one code. Click Add next to the code.



The screenshot shows a classification selection interface with the following elements:

- Two tabs at the top: "Browse" and "Search".
- A tree view of service categories:
 - Accommodation and food services
 - Administrative and support and waste management and remediation services
 - Administrative and support services
 - Business support services
 - Business service centers
 - Collection agencies
 - Credit bureaus
 - Document preparation services
 - **[561410] Document preparation services** [Definition] [Add]
 - Word processing services
 - Typing services
 - Transcription services
 - Stenographic services (except court or stenographic reporting)
 - Secretarial services
 - Resume writing services
 - Radio transcription services
 - Proofreading services
 - Letter writing services
 - Editing services
 - Document transcription services
 - Document preparation services
 - Dictation services
 - Desktop publishing services (I.e. document preparation service)

- A red arrow points to the "Add" button next to the selected item "[561410] Document preparation services".

8. When finished, click Next Step

9. Select the regions you are interested in working with. Be sure to select Texas as this is the region The City of Hurst is located in

Select Regions

Please select the regions that you are interested in working with.

[Select All] [Unselect All]

<input type="checkbox"/> Alabama	<input type="checkbox"/> Michigan	<input checked="" type="checkbox"/> Texas
<input type="checkbox"/> Alaska	<input type="checkbox"/> Minnesota	<input type="checkbox"/> Utah
<input type="checkbox"/> Arizona	<input type="checkbox"/> Mississippi	<input type="checkbox"/> Vermont
<input type="checkbox"/> Arkansas	<input type="checkbox"/> Missouri	<input type="checkbox"/> Virginia
<input type="checkbox"/> California	<input type="checkbox"/> Montana	<input type="checkbox"/> Washington
<input type="checkbox"/> Colorado	<input type="checkbox"/> Nebraska	<input type="checkbox"/> West Virginia
<input type="checkbox"/> Connecticut	<input type="checkbox"/> Nevada	<input type="checkbox"/> Wisconsin
<input type="checkbox"/> Delaware	<input type="checkbox"/> New Hampshire	<input type="checkbox"/> Wyoming
<input type="checkbox"/> District of Columbia	<input type="checkbox"/> New Jersey	<input type="checkbox"/> Alberta
<input type="checkbox"/> Florida	<input type="checkbox"/> New Mexico	<input type="checkbox"/> British Columbia
<input type="checkbox"/> Georgia	<input type="checkbox"/> New York	<input type="checkbox"/> Manitoba
<input type="checkbox"/> Hawaii	<input type="checkbox"/> North Carolina	<input type="checkbox"/> New Brunswick
<input type="checkbox"/> Idaho	<input type="checkbox"/> North Dakota	<input type="checkbox"/> Newfoundland and Labrador
<input type="checkbox"/> Illinois	<input type="checkbox"/> Ohio	<input type="checkbox"/> Northwest Territories
<input type="checkbox"/> Indiana	<input type="checkbox"/> Oklahoma	<input type="checkbox"/> Nova Scotia
<input type="checkbox"/> Iowa	<input type="checkbox"/> Oregon	<input type="checkbox"/> Nunavut
<input type="checkbox"/> Kansas	<input type="checkbox"/> Pennsylvania	<input type="checkbox"/> Ontario
<input type="checkbox"/> Kentucky	<input type="checkbox"/> Puerto Rico	<input type="checkbox"/> Prince Edward Island
<input type="checkbox"/> Louisiana	<input type="checkbox"/> Rhode Island	<input type="checkbox"/> Quebec
<input type="checkbox"/> Maine	<input type="checkbox"/> South Carolina	<input type="checkbox"/> Saskatchewan
<input type="checkbox"/> Maryland	<input type="checkbox"/> South Dakota	<input type="checkbox"/> Yukon
<input type="checkbox"/> Massachusetts	<input type="checkbox"/> Tennessee	

[Select All] [Unselect All]

10. Click Next Step

11. Select the government agency types you are interested in working with. Be sure to select City/Municipality

Government Agency Types

Select the types of Government Agencies with which you wish to work:

[Select All] [Unselect All]

<input checked="" type="checkbox"/> City/Municipality	<input type="checkbox"/> Port/Transit/Airport Authority
<input type="checkbox"/> Community College	<input type="checkbox"/> Public Works
<input type="checkbox"/> County	<input type="checkbox"/> School District
<input type="checkbox"/> Federal (including Military)	<input type="checkbox"/> State
<input type="checkbox"/> Fire Department	<input type="checkbox"/> University/College
<input type="checkbox"/> Police/Sheriff	<input type="checkbox"/> Other

[Select All] [Unselect All]

12. Select notification messages you wish to receive. Be sure to at least select the first option in order to find out about bids from North Richland Hills

Notification Messages

I want to be notified when:

[Select All] [Unselect All]

- My selected classifications match a bid from an agency I am registered with
- There is a "Bid Reading" notice for a bid I worked on (pre-award)
- There is an "Intent to Award" notice for a bid I worked on (pre-award)
- There is an "Notice of Award" for a bid I worked on
- Public Purchase finds bids that may be of interest to me and invites me to sign up for bid syndication

[Select All] [Unselect All]

13. Click Next Step

14. Select No, Thank You to continue with the free registration

Registration Type: Free Registration

You have selected Free Registration with Public Purchase. There are MANY business opportunities NOT available with free registration. Listed below are some business opportunities based on YOUR selected classifications and regions of interest available right now. Are you aware of these opportunities? When you sign up for our Bid Syndication service you will have access to all of these opportunities along with enhanced search and browse functionality. Don't miss out. Get more business today!

Categories (Note: Click on the  to open each section)	Today	Week	Current	Year
 Real estate and rental and leasing	18	38	99	1811

Bid Syndication Plans

12 months - \$399.00

Do you want to sign up now for Bid Syndication?
If you click "No, Thank you", you will not lose any of of your information and will simply continue with Free Registration.

15. Confirm all information is correct and click Next Step

Company Information	
Company:	Example Registration
DBA:	
Address:	1234 North Parkway
Time Zone:	Central Time (US & Canada)
Website Address:	
Federal Tax Id:	
DUNS Number:	
In Business Since:	
Company Type:	
Business Description:	
Main Contact	
Name:	John Smith
Email Address:	purchasing@gmail.com
Phone:	(987) 654-3210
Fax:	
Address:	1234 North Parkway
	Hurst TX, 76180
User Name	
User Name:	ismith
Selected Classifications	
<input checked="" type="checkbox"/>	531130 Lessors of mini-warehouses and self-storage units
Selected Regions	
<input checked="" type="checkbox"/>	Texas
Agency Types	
<input checked="" type="checkbox"/>	City/Municipality,
Notification Messages	
<input checked="" type="checkbox"/>	My selected classifications match a bid from an agency I am registered with
<input checked="" type="checkbox"/>	There is a "Bid Reading" notice for a bid I worked on (pre-award)
<input checked="" type="checkbox"/>	There is an "Intent to Award" notice for a bid I worked on (pre-award)
<input checked="" type="checkbox"/>	There is an "Notice of Award" for a bid I worked on
<input type="button" value="Back"/>	<input type="button" value="Cancel"/> <input type="button" value="Next Step"/>

16. Click done while on the Registration Submitted page

It can take up to 24 hours for your account to become active. You will receive an email from notices@publicpurchase.com letting you know your account is activated. Be sure to add this email address to your contacts to avoid the bid notification emails being sent to your junk folder.

Public Purchase Vendor Registration - Part 2

Once you receive your account activation email, you can proceed to registering the City of Hurst or other agencies.

1. Go to the Public Purchase home page.



2. Fill in your username and password and click Login. This will take you to your home page which is customized to show only the bids you are invited to and responding to



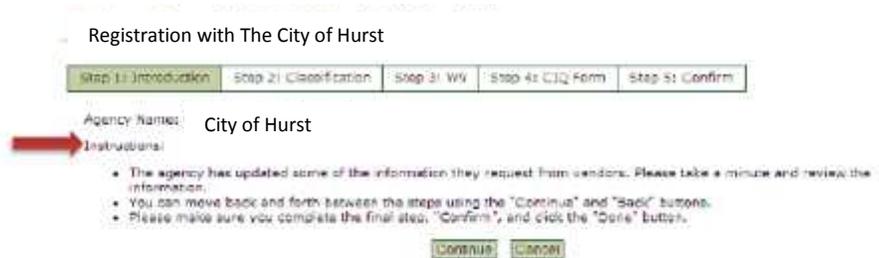
3. To register with an agency, select the region and agency from the drop-down menus on the right. Make sure to choose **Texas** for the region and **City of Hurst** for the agency



4. The City of Hurst home page will show. Click Register with this Agency



5. You will be taken to The City of Hurst's registration page. Read the instructions and then click Continue



6. Classifications you chose during the initial registration process will show up here. You can add or delete classifications on this page



7. Click Continue

8. Fill in the blank W-9 form

Registration with City of North Richland Hills

Step 1: Introduction ✓ Step 2: Classification ✓ Step 3: TIN Step 4: CIG Form Step 5: Continue

The agency requests that you please complete the following form.

Form W-9		Request for Taxpayer Identification Number and Certification	
Name (as shown on your return for return)			
Business name, if different from above			
Check appropriate box: <input type="checkbox"/> Individual sole proprietor <input type="checkbox"/> Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Limited liability company. Enter the tax classification (disregarded entity, C corporation, S corporation, etc.)		<input type="checkbox"/> Exempt payee	
<input type="checkbox"/> Other			
SSAN (number, area, and city or state no.)		Requester name and address (optional)	
City, state, and ZIP code			
UF account number (if tax deferral)			
Part 1 Taxpayer Identification Number (TIN)			
Enter your TIN in the appropriate box. The TIN provided must match the name given on Line 1 to avoid backup withholding. For individuals, this is your social security number (SSN). However, for a married alien, sole proprietor, or disregarded entity, see the Part 1 instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see How to get a TIN on page 3.		State entity number ____ ____ ____ or Employer identification number ____ ____	
Part 2 Certification			
Under penalties of perjury, I certify that:			
1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and			
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding; or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends; or (c) the IRS has notified me that I am no longer subject to backup withholding; and			
3. I am a U.S. citizen or other U.S. person (defined below).			
Certification instructions. You must check out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the Certification, but you must provide your correct TIN. See the instructions on page 4.			
Sign Here	Signature of U.S. person		Date
[Download Completed PDF]			
[Back] [Continue] [Cancel]			

9. Click continue

10. Fill in the blank Conflict of Interest Questionnaire

The sponsor requests that you please complete the following form.

CONFLICT OF INTEREST QUESTIONNAIRE		FORM CIQ
For vendor or other person doing business with local governmental entity		
<p>The questionnaire reflects changes made to the law by H. B. 1491, 95th Leg., Regular Session. This questionnaire is being filed in accordance with Chapter 176, Local Government Code by a person who has a business relationship as defined by Section 176.002(1-a) with a local governmental entity and the person meets requirements under Section 176.006(a).</p> <p>By law, this questionnaire must be filed with the records administrator of the local governmental entity not later than the 7th business day after the date the person becomes aware of facts that require the statement to be filed. See Section 176.006, Local Government Code.</p> <p>A person commits an offense if the person knowingly violates Section 176.006, Local Government Code. An offense under this section is a Class C misdemeanor.</p>	<p>OFFICE USE ONLY</p> <p>Date Received</p>	
<p>1. Name of person who has a business relationship with local governmental entity.</p> <p><input type="text"/></p>		
<p>2. <input type="checkbox"/> Check this box if you are filing an update to a previously filed questionnaire.</p> <p><small>(This box requires that you file an updated completed questionnaire with the appropriate city authority not later than the 7th business day after the date the original questionnaire is received or prepared.)</small></p>		
<p>3. Name of local government officer with whom filer has employment or business relationship.</p> <p><input type="text"/></p> <p style="text-align: center;">Name of Officer</p> <p>This section (Item 3 including subparts A, B, C & D) must be completed for each officer with whom the filer has an employment or other business relationship as defined by Section 176.002(1-a), Local Government Code. Attach additional pages to this Form CIQ as necessary.</p> <p>A. Is the local government officer named in this section receiving or likely to receive taxable income, other than investment income, from the filer of the questionnaire?</p> <p><input type="radio"/> Yes <input type="radio"/> No</p> <p>B. Is the filer of the questionnaire receiving or likely to receive taxable income, other than investment income, from or at the direction of the local government officer named in this section AND the taxable income is not received from the local governmental entity?</p> <p><input type="radio"/> Yes <input type="radio"/> No</p> <p>C. Is the filer of this questionnaire employed by a corporation or other business entity with respect to which the local government officer serves as an officer or director, or holds an ownership of 10 percent or more?</p> <p><input type="radio"/> Yes <input type="radio"/> No</p> <p>D. Describe each employment or business relationship with the local government officer named in this section.</p> <p><input type="text"/></p>		
<p>4. <input type="text"/> <input type="text"/></p> <p>Signature of person doing business with the governmental entity Date</p>		

LS00001 04/04/2007

11. Click Continue

12. On the confirmation page, you will be able to review all the information you have entered. If everything is correct, click done.

You are now registered to be a vendor with the City of Hurst and can participate in our bids!