



# Register for access to City of Jamestown, NY Business Opportunities

<https://www.bidnetdirect.com/new-york/jamestownny>





<https://www.bidnetdirect.com/new-york/jamestownny>

- In addition to having access to the City of Jamestown solicitations, by registering you will have:
  - Access to over 230 local and state government agencies located throughout New York
  - Ability to respond electronically to bid opportunities issued by all participating agencies
  - Ability to receive email alerts of new solicitations and amendments
  - Ability to market your company through the Advertising Profile option



# Registration

- Enter your Company information including:
  - Address
  - Company Name
- Enter your main user information including:
  - Email address
  - Username/Password

**BidNet**  
**DIRECT**  
Registration

1- Subscription 2- Identification 3- Payment 4- Confirmation

**Organization Information**  
Organization Name\* Example Construction Services  
Address\* 123 Rose Heights  
City\* Albany  
Country\* United States  
State/Province\* New York  
Zip/Postal Code\* 12205

**Contact Information**  
Job Title Manager  
First Name\* Nap Initial  
Last Name\* Fortich  
Phone\* 518-123-4567 ext.  
Email\* nfort9577@gmail.com  
Email Confirmation\* nfort9577@gmail.com  
Time Zone\* Eastern (US & Canada)

**Login Credentials**  
Desired Username\* nfort9577@gmail.com  
Desired Password\* .....  
Password Confirmation\* .....

**Terms and Conditions**  
☒ I agree to the [Terms & Conditions](#) stated herein.  
I am an authorized representative of the above-named organization.

PREVIOUS NEXT

# Select Package

- Select the package that makes the most sense for your company
- For automatic e-mail notification of matching bid opportunities, select the *Purchasing Groups* or *Statewide Bids* option
- Limited Access provides access to all bid information, however, you are not automatically notified when you match with new information as it is published

## Registration

1- Subscription

2- Identification

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4- Confirmation

Select a plan for each state

|                                                 | Limited Access | Purchasing Groups                                          | MAXIMUM BID OPPORTUNITIES<br>Statewide Bids                 |
|-------------------------------------------------|----------------|------------------------------------------------------------|-------------------------------------------------------------|
|                                                 | \$0            | \$9 / month<br>(billed annually)<br>Discount for 3+ groups | \$33 / month<br>(billed annually)<br>Discount for 3+ states |
| Access Bids from Purchasing Group Agencies      | ✓              | ✓                                                          | ✓                                                           |
| Receive matching bid & addenda notifications    | ✗              | ✓                                                          | ✓                                                           |
| Filter bids through advanced search             | ✗              | ✓                                                          | ✓                                                           |
| Access a dashboard of your bid history          | ✗              | ✓                                                          | ✓                                                           |
| Receive expiring term contract opportunities    | ✗              | ✓                                                          | ✓                                                           |
| Access more bids through the entire State       | ✗              | ✗                                                          | ✓                                                           |
| Filter statewide bids through advanced search   | ✗              | ✗                                                          | ✓                                                           |
| Receive notice of additional State & Local bids | ✗              | ✗                                                          | ✓                                                           |

GROUPS

|                                 |        |                        |                            |
|---------------------------------|--------|------------------------|----------------------------|
| ✚ Empire State Purchasing Group | SELECT | 230 agencies<br>SELECT | 943 agencies<br>✓ SELECTED |
| ✚ Add More Groups               |        |                        |                            |

TOTAL Taxes may apply

● \$396 | \$33 / month  
for one year

● \$672 | \$28 / month  
for two years

NEXT

# Optional Advertising Profile

- An option is available to add your logo, product sell-sheets, catalogues, etc. to your company profile
- You can add this to your profile or select “Not Now”

## Registration

1- Subscription 2- Identification 3- Payment 4- Confirmation

### Stand Out from the Competition

Let buyers know what sets YOU apart! In addition to receiving bid opportunities from government buyers, stand out from your competition with the Enhanced Advertising Profile.

Stand out from your competition  
Advertise your company's brand, product & services  
Showcase your sell-sheets & one-pagers  
List your company & offering details  
Catch the eye of more buyers

Get the Enhanced Advertising Profile & get the competitive advantage.


☐ Not Now ☒ Add to Profile: \$49.95  
\* Taxes may apply

PREVIOUS NEXT


#### Enhanced Advertising Profile Tip:



Add a video of your product or services to be viewed by our participating government buyers!

##### YOUR ENHANCED ADVERTISING PROFILE

**YOUR COMPANY HERE**  
1234 S. Main St  
Your City, Michigan, 12345  
United States

YOUR NAME HERE  
123-456-7890  
you@yourcompany.com



**Company Product Sheet.pdf**  
**Company Certification.pdf**

**Company Description**  
Your Company Snapshot shown to Government Buyers.

**Products & Services Highlights**  
Highlight your Products & Services to show to Government Buyers.

**Key Customers**  
Your Key Government Contracts

ACCESS VENDOR PROFILE

# Complete & Verify Email

- A summary of the registration options you selected will be displayed
- If any paid registration options were selected, you will be prompted to enter your credit card information
- CHECK YOUR EMAIL to complete the registration process & verify your email address

**BidNet**  
DIRECT  
**Registration**

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1- Subscription    2- Identification    **3- Payment**    4- Confirmation

[Subscription Details](#)

Please review the following registration details and enter your credit card information below.  
This information will be used to process the charges below. It will be sent to our payment processor.

**Subscription Type:** One Year Subscription: (06/25/2020 to 06/25/2021)

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[Transaction Details](#)




The following charges will be placed against your credit card immediately.

|                                                  |                 |
|--------------------------------------------------|-----------------|
| Empire State Statewide Notification (\$29/month) | \$348.00        |
| Enhanced Advertising Profile                     | \$49.95         |
| Sales Tax                                        | \$31.84         |
| <b>Total</b>                                     | <b>\$429.79</b> |

Prices are in US Dollars. All fees are non-refundable. Your subscription will renew automatically every year. Your next payment \$397.95 US Dollars (plus applicable taxes) for the following year will be due on 06/25/2021 and yearly thereafter. We will place these charges against your credit card on file on that date unless you cancel your subscription beforehand. You may cancel at any time, but cancellation goes into effect at the start of your next billing cycle.

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[Credit Card Information](#)

Credit Card Type\*    

Card Number\*

Expiration Date\* -- Month --  -- Year --

Card Holder's Name\*

Security Code\*  ?

## Registration

1- Subscription > 2- Identification > 3- Payment > **4- Confirmation**

## Registration Confirmation

**Check your email to complete your registration**

You will receive an email & need to click a link to activate your account.

Should you not receive this email within minutes, or if you need assistance, please call BidNet Direct's Support Department at 800-835-4603. We provide technical support for this online bidding system and are available Monday-Friday from 8:00 am to 8:00 pm EST.

Kind Regards,

BidNet Direct Support Department  
support@bidnet.com


PREVIOUS

**COMPLETE REGISTRATION**

<https://www.bidnetdirect.com/new-york/jamestownny>

# Follow Link to Activate Account

- CHECK YOUR EMAIL to complete the registration process & verify your email address
- Click on the link and login using the username and password you entered



Nap Fortich,

Thank you for registering on BidNet Direct.

Please note that you must activate your account using the link below to finalize your registration:

[BidNet Direct - Example Construction Services Account Activation](#)

Upon logging into BidNet Direct for the first time, we recommend that you verify and complete your organization and contact information under the "My Account" section.

If you need assistance, please call BidNet Direct's Support Department at 800-835-4603. Service hours are Monday-Friday from 8:00 am to 8:00 pm EST.

Kind Regards,

BidNet Direct Support Department

[support@bidnet.com](mailto:support@bidnet.com)

## Account Activation

### Activation

Please enter the username and password you chose during your registration in order to activate your account.

Username

Password

LOGIN

### Need Help?

The BidNet Direct's Support Department is available Monday-Friday from 8:00 am to 8:00 pm EST.

📞 800-835-4603

✉ [support@bidnet.com](mailto:support@bidnet.com)

<https://www.bidnetdirect.com/new-york/jamestownny>



# Category Code Selection

- Upon your initial login, you will be asked to select the category codes of the products or services your company offers
- Search by keyword & select all the codes that apply
- This information is used:
  - For automatic email notifications when you match with new solicitations
  - In your company profile for buyers to search & find by product/service requirements
  - For any “invitation” to bid manually requested by buyers




**Account Activation**



1 - Category Selection 2 - Additional Information 3 - Confirmation

**Thanks for registering!** Now that your account is all set up, select your categories to find matching bids!

**NIGP CATEGORIES** 3 Selected [Clear All](#)

Categories Selected (3)

|       |                                                                                                    |                                                                                     |
|-------|----------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------|
| 91800 | CONSULTING SERVICES                                                                                |  |
| 91819 | Buildings, Structures and Components Consulting<br>Buildings, Structures and Components Consulting |  |
| 91832 | Consulting Services (Not Otherwise Classified)<br>Consulting Services (Not Otherwise Classified)   |  |

**CATEGORIES**   

|                                           |                                                                                                                                                        |  |
|-------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| ▼ 905                                     | AIRCRAFT AND AIRPORT OPERATIONS SERVICES                                                                                                               |  |
| <input type="checkbox"/> 90528            | Aviation Analytical Studies Including Surveys (See 918-12 for Consulting)<br>Aviation Analytical Studies Including Surveys (See 918-12 for Consulting) |  |
| ▼ 911                                     | CONSTRUCTION AND UTILITIES, HIGHER EDUCATION                                                                                                           |  |
| <input type="checkbox"/> 91158            | C.I.P., Special Consultants<br>C.I.P., Special Consultants                                                                                             |  |
| ▼ 918                                     | CONSULTING SERVICES                                                                                                                                    |  |
| <input checked="" type="checkbox"/> 91800 | CONSULTING SERVICES                                                                                                                                    |  |

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**NEXT**



# Additional Information

- Additional information such as your type of business structure, and any DBE or other certification will be asked
- You may also upload your W-9 form directly to your company profile (agencies prefer this)
- This information is used:
  - In your company profile for buyers to search & find by product/service requirements
  - For any “invitation” to bid manually requested by buyers

**Account Activation**

1 - Category Selection   **2 - Additional Information**   3 - Confirmation

**Business Structure\***

- ☐ Public Corporation
- ☐ Private Corporation
- ☐ Partnership
- ☒ LLC or LLP
- ☐ Individual/Independent Contractor/Sole Proprietor
- ☐ Joint Venture
- ☐ Non-Profit Organization
- ☐ Government Agency
- ☐ Organization exempt under Sec 501 (a)
- ☐ Other

**Business Type**

- ☒ Small
- ☐ Large
- ☒ Minority Owned
- ☐ Woman Owned
- ☐ Veteran Owned
- ☐ Disabled
- ☐ Disadvantaged
- ☐ Service Disabled
- ☐ Historically Underutilized Business (located in a HUB Zone)
- ☐ Historically Underutilized Business (not located in a HUB Zone)
- ☐ Historically Black College or University
- ☐ Other

**Owner Ethnicity**

- ☐ Caucasian
- ☐ Hispanic
- ☒ Asian/Asian Pacific
- ☐ Sub-Continent Asian (Asian Indian)
- ☐ African American/Black
- ☐ Native American
- ☐ Other

**Number of Employees\*** 51 to 250

**Established Since\*** 2005

W-9 [Upload W-9 form](#)

**Empire State Purchasing Group - Additional Information**

Is your company a registered minority with Empire State Development's Division of Minority and Women's Business Development with the State of New York? \*

☒ Yes   ☐ No

Is your company registered as a federal DBE with any of the following? \*

☒ Yes   ☐ No

New York State Department of Transportation, Metropolitan Transportation Authority, Port Authority of NY and NJ, Niagara Frontier Transportation Authority, New York State Economic Development\*

**PREVIOUS**   **ACTIVATE**


# Registration COMPLETE!

- Login and start looking at open solicitations
- If you selected e-mail notification (for the Purchasing Group or Statewide Opportunities), new notifications of solicitations that match your profile will start immediately
- Need help registering or navigating the system? Contact the BidNet Direct Vendor Support team at 800-835-4603, option 2

Account Activation

1 - Category Selection 2 - Additional Information 3 - Confirmation


Activation Confirmation


 Your account has been successfully activated!

[START LOOKING FOR SOLICITATIONS](#)

Need Help?

The BidNet Direct's Support Department is available Monday-Friday from 8:00 am to 8:00 pm EST.

 800-835-4603

 [support@bidnet.com](mailto:support@bidnet.com)