



# SCREENSHOT INSTRUCTIONS TO **RE-REGISTER\*** ONLINE WITH CITY OF CONCORD VIA PUBLIC PURCHASE SYSTEM

(This is also a great Reference Document for Existing, Registered Vendors to navigate through system)

**\*Re-register is not necessarily registering all over again but mainly to login and re-select classifications for your company** (due to transition of prior NIGP classification codes to NAICS codes which occurred on 8/11/17).

If you are **already registered** with Public Purchase, please follow the steps below. (If you are NOT registered, please see [‘Instructions –Public Purchase Online Vendor Registration’](#) as separate document/attachment) *(Remember: It’s a 2 step process, being registered with Public Purchase doesn’t mean you’re registered with City of Concord also unless you take the 2<sup>nd</sup> step to select the agency name after obtaining login access to Public Purchase.)*

- 1) Login to Public Purchase at [www.publicpurchase.com](http://www.publicpurchase.com) with your login information.
- 2) Go to the HOME tab and then **Select Region:** CA and then **Select Agency:** City of Concord:

Bid #	Agency	Start Date	End Date	Timeleft	Addendums
RFQ #667-17 - LABOR COMPLIANCE SERVICES	City of Lancaster (CA)	Jul 10, 2017 2:17:47 PM PDT	Aug 8, 2017 2:00:00 PM PDT	CLOSED	Jul 27, 2017
Public Works #CO 7135 - FY 2016-17 Street Improvement Project	City of Hesperia	Jul 20, 2017 9:42:52 AM PDT	Aug 10, 2017 10:00:00 AM PDT	CLOSED	No Addendums
IFB-PP #10635 - Summer 2017 PC Federal Hot Mix Asphalt Overlay	Placer County	Jul 25, 2017 3:29:14 PM PDT	Aug 17, 2017 11:00:00 AM PDT	1 day 1 hour	Aug 9, 2017 Aug 11, 2017 Aug 14, 2017 Aug 14, 2017
Info #IMPORTANT UPDATES - UPCOMING VENDOR TRAINING/RESOURCE WORKSHOP & RE-REGISTRATION ON PUBLIC PURCHASE	City of Concord	Aug 4, 2017 4:36:30 PM PDT	Aug 18, 2017 12:00:00 AM PDT	1 day 14 hours	No Addendums
ITB #17071 - Robinswood Tennis Bubble Replacement	City of Bellevue	Aug 9, 2017 10:30:35 AM PDT	Aug 22, 2017 2:00:00 PM PDT	6 days 4 hours	No Addendums
Informal Bid #CSD2017-068 - Morgan Hill Playhouse Seating Replacement Project	City of Morgan Hill	Aug 8, 2017 12:00:37 PM PDT	Aug 23, 2017 2:30:00 PM PDT	7 days 5 hours	Aug 10, 2017
Info #Not a Bid - RE-REGISTRATION REQUIREMENT WITH CITY OF CONCORD - IMPORTANT UPDATE REGARDING RE-REGISTRATION ONLINE	City of Concord	Aug 15, 2017 4:07:11 PM PDT	Aug 31, 2017 5:00:00 PM PDT	15 days 7 hours	No Addendums
NTC #4380 - SACRAMENTO INTERNATIONAL AIRPORT TERMINAL A BOARDING BRIDGE REPLACEMENT PROJECT	County of Sacramento -	Jul 20, 2017 5:14:33 PM PDT	Sep 14, 2017 2:00:00 PM PDT	29 days 4 hours	Jul 27, 2017 Aug 14, 2017

- 3) Once you selected the CA region & City of Concord agency, you will see the screen shot below.
- 4) See asterisk\* section below. It will either indicate that *‘You are registered with this agency’* or it may ask you to *register your information again*. If asked to register again, please click on that link and go through the steps. [If you do not see such a link for some reason, please go to the next page and follow those additional steps to ensure your company has all the appropriate classifications selected. Especially if you are a Contractor performing any construction-related jobs, there’s a new form that you can complete called *‘Informal Bidding Contractors List (CUPCAA list)’*, if interested on being on the list.

**City of Concord** \*

You are registered with this agency.

**Agency Information**

**Register your company with the City of Concord!**

Whether you are a current vendor or not, in order to view bids, participate in the bidding process, and/or receive email notifications to bid, you must be registered with us. (Please note that this is a two-step process. You must first register with Public Purchase, then register with City of Concord by using your new login to search or select 'City of Concord' (by clicking on the 'Tools' tab & clicking on 'Agencies').

**City of Concord Informal Bidding Contractors List:**  
PLEASE COMPLETE the [‘Informal Bidding Contractors List’ Form](#) included in the online registration process if your company is interested in being on the City’s [Informal Bidding Contractors List](#).

You must select the appropriate categories and complete the form in order to receive bid opportunity notices for the above.

**TO MAKE SURE YOUR COMPANY IS REGISTERED WITH CITY OF CONCORD AND HAVE THE CLASSIFICATIONS SELECTED, SEE BELOW:**

- 1) Once logged into Public Purchase, Go to **Tools tab**, then **Agencies tab**.
- 2) Enter **Agency Name:** City of Concord and **Registration Status:** All and click **Search**.

This will search for the City of Concord, see below screen shot.

Public | Purchase™

Chat Help Logout Admin | **Agencies** | Classification | Regions | Notifications | Forms | Business Types | Purchase Orders

Home Search Browse My Stuff Tools

### Search for Agencies

Agency Name:

New Agencies Since:

Registration Status:

Agency	City	Status	Registered	
City of Concord	Concord	CA	✓	[View]

Customer Support: vendorsupport@publicpurchase.com | Copyright 1999-2017 © | The Public Group, LLC. All rights reserved.

After clicking search, you will see if you're registered or not with City of Concord.

In this example, the company is registered. (as shown by the green checkmark under 'Registered' column.

Clicking on 'View' will take you to the next screen shots on the following page.

If you're NOT registered with the City of Concord, there should be a 'Register' or 'Review' link next to the 'View' link. Please click on **register** to go through the steps to **register with the City of Concord**.

***This should walk you through the process of selecting classifications under NAICS classification codes and completing the new form 'Informal Bidding Contractors List (CUPCCAA List) if interested on being on the list.***

*If you're not a Contractor performing construction-related work, you can bypass this form and hit Continue to go to next step.*

**Note:** *Even if you completed the CUPCCAA List form as a Contractor, bid notices for the informal/formal bid process will be sent to those with the appropriate classifications selected that matches the classifications selected by the Agency/City for the particular bid opportunity.*

**Useful Tip for Registered Vendors:** Under **Agencies** tab, you can search for all Agencies that your company is registered with by selecting 'Registered' in the **Registration Status** field! 😊

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**REGISTERED VENDORS: The 'Tools' tab is a great resource to review your information as a Registered vendor with Public Purchase!**

Home Search Browse My Stuff Tools

Admin Agencies Classification Regions Notifications Forms Business Types Purchase Orders

### Registration Info for Agency: City of Concord

Agency Name: **City of Concord**

Main Address: **1950 Parkside Drive  
Concord, CA 94519**

Registration Status: **Active**  
[Go to Agency Bid Board]

You are Registered with this agency

Agency T&C **Classification** CUPCCAA List

Classifications	
[561410]	Document preparation services
[561499]	All other business support services
[561110]	Office administrative services
[561990]	All other support services
[611430]	Professional and management development training
[238990]	All other specialty trade contractors

If it shows that you ARE registered with the City of Concord and by clicking on the 'View' button from the above screen shot, you will see this screen shot.

You can click on 'Classification' tab to view what classifications you have selected.

Agency T&C Classification **CUPCCAA List**

Completed on: **Aug 16, 2017**

### Concord INFORMAL BIDDING CONTRACTORS LIST (CUPCCAA LIST)

For all public projects, Contractors must complete this form(online) if interested in being on the Bidding Contractors List or CUPCCAA List.

**TO BE COMPLETED ONLINE THROUGH CITY'S ONLINE VENDOR REGISTRATION SYSTEM**  
<https://www.publicpurchase.com/gems/register/vendor/register>. (as instructed)

**Prime Contractor (All fields must be completed)**

Name of Prime Contractor DDO Consulting	Prime Contractor's License <input type="text"/>
DIR Registration <input type="text"/>	Name on Contractor's License <input type="text"/>
Expiration Date <input type="text"/>	Contractor's Classification(s) <input type="text"/>
Mailing Address (Street Number or P.O. Box) 123 Main Street	City <input type="text"/>

When you go to the **CUPCCAA list** tab, it will take you to the Informal Bidding Contractors List (CUPCCAA List) Form to see what information you've completed (if applicable).

To complete or revise either the Classifications and/or the CUPCCAA List form, click on '**Review Step Information**' at bottom which will take you to the appropriate page/form to revise, complete and save.

competent jurisdiction in any matter involving fraud or official misconduct. Contractor further acknowledges that current license, insurance and bonds will be conducted before any work will begin. This form is not a pre-qualification work but provides information and pre-qualification for the selection of contractors.

*Informal Bidding Contractors List Form (8/2017)*

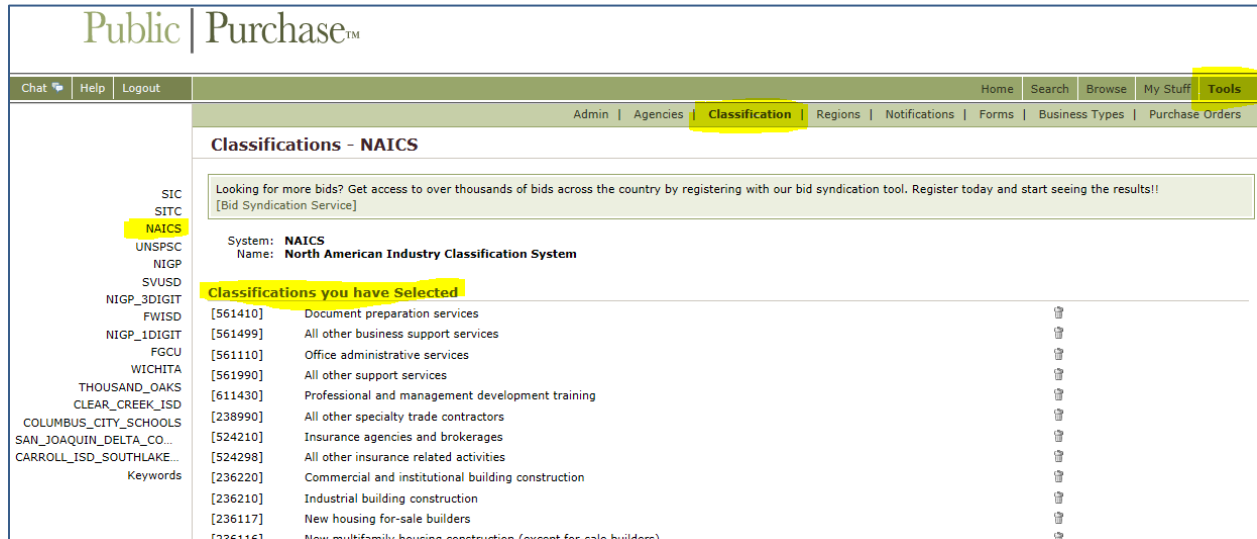
**[Review Step Information]**

Close

To complete or revise either the Classifications section and/or the CUPCCAA List form, click on '**Review Step Information**' link which should appear at the bottom of each of these pages. That will take you to the appropriate page or form to revise, add, or complete, and save!

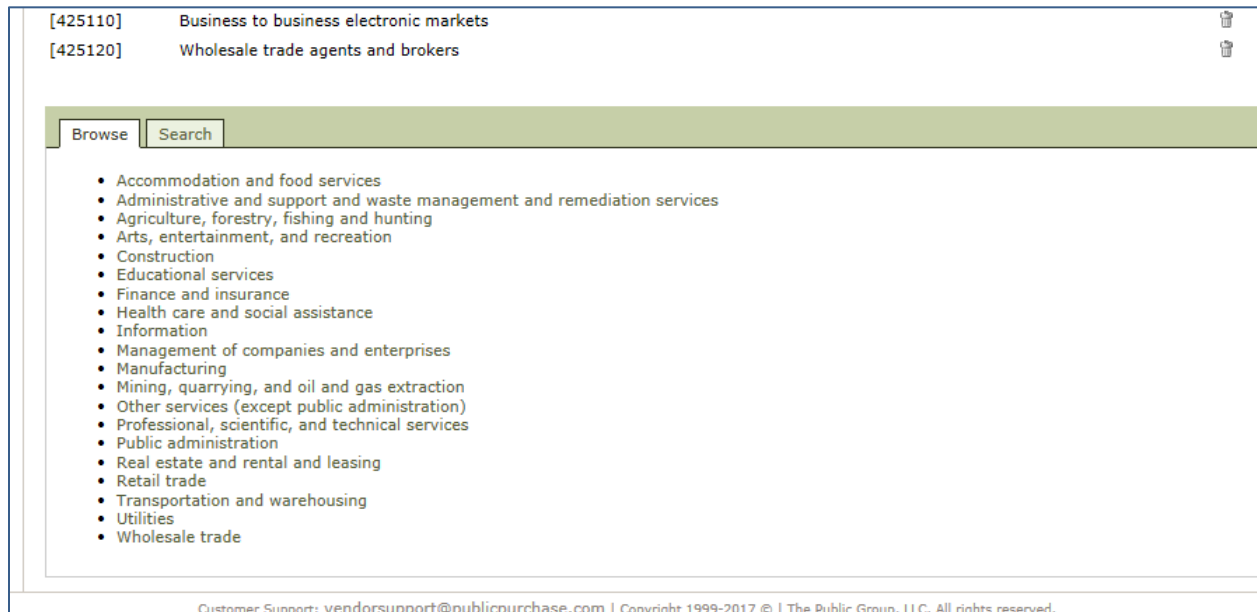
**ENSURE & CHECK THAT YOU’VE SELECTED ALL APPLICABLE CLASSIFICATIONS FOR YOUR COMPANY:**

Now while still under the **‘Tools’ tab**, go to the **‘Classification’ tab**, select **NAICS** on *left side* and make sure you’ve selected all of the classifications that your company provides to ensure you have all appropriate classifications covered.



**Above screen** shows the classifications that you’ve already selected for your company.

In the **below screen**, make sure to go through ALL of the classifications and sub-classifications under each and **select all the appropriate classification pertaining to your company.**



**That’s it! You’re done! This will ensure that you will receive bid notifications for the classifications you select under the NAICS codes.**

If you need any technical assistance with this process, please contact Public Purchase at [vendorsupport@publicpurchase.com](mailto:vendorsupport@publicpurchase.com) or 801-932-7000.

**THANK YOU FOR YOUR COOPERATION AND ACTION! 😊**