



✦ Town of Southwest Ranches, FL ✦

How to do Business with Us

Follow this guide for a simple three-step process to work with us, outlining how to provide goods and services to our Town. We look forward to working with you!

1

Provide Your Documents

- Complete the [Vendor Application Form](#)
- Required items:
 - [Upload your Certificate of Insurance](#) with the Town listed as additional insured
 - Licenses
 - [Current IRS Form W-9](#)
 - [E-Verify](#) proof of registration - Memorandum of Understanding

2

Discover Solicitation Opportunities

The [Town's Procurement Code](#) defines the approved purchasing thresholds as follows:

- < \$1,000: Single quote
- ≥ \$1,000 - \$2,499: Two written or verbal quotes
- ≥ \$2,500 - \$24,999: Three written quotes
- ≥ \$25,000: Formal competitive procurements

3

Sign Up With Us!

We encourage you to register for solicitation notifications on [DemandStar.com](#) where you will be guided to define the commodity codes for your business.

Check the [Town's Procurement website](#) frequently for updates and free solicitation document downloads.

Contact us for more information:

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southwestranches.org/procurement/