



— 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!

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Town Procurement Thresholds

The Town's Procurement Code defines the approved purchasing thresholds as follows:

- ≤ \$2,500: One documented quote
- > \$2,500 – ≤ \$50,000: Three documented quotes
- > \$50,000: Formal competitive procurement

2



Sign Up With Us!

Register on our e-procurement portal BeaconBid for solicitation notifications and select your business commodity codes.

Check the Town's Procurement website regularly for updates and free document downloads.

3



Required Documents

Vendor documentation:

- FL Sunbiz Registration
- Certificate of Insurance
- Current IRS Form W-9
- E-Verify proof of registration - MOU
- Additional required forms as requested by the Town



TSWR - Procurement Division
13400 Griffin Road
Southwest Ranches, FL 33330
954-343-7467

