

ALAN M. ARAKAWA
Mayor



DANILO F. AGSALOG
Director

MARK R. WALKER
Deputy Director

COUNTY OF MAUI
DEPARTMENT OF FINANCE
200 S. HIGH STREET
WAILUKU, MAUI, HAWAII 96793

VENDOR ANNOUNCEMENT IMPORTANT NOTICE – NEW ELECTRONIC BIDDING/VENDOR REGISTRATION SYSTEM

To our Contractors and Vendors,

The County of Maui Purchasing Division is proud to announce a new partnership with Public Purchase, a web based e-Procurement service. The purpose of this new service is to provide the County of Maui with additional e-procurement capabilities in order to improve efficiencies between the County of Maui and the contracting community.

Initial Benefit

The initial benefit of the e-procurement system will be that the County of Maui will now have a vendor registration function. Until now, we were unable to post construction bid documents on our website because the County of Maui had no way of knowing who was downloading our specifications, or who might be planning to submit a bid. Posting construction bid documents on our website would have been unacceptable to the subcontracting community, who need to know which general contractors to submit a bid to. With the use of the Public Purchase system, a planholders list will be available to anyone who has registered on the Public Purchase system.

Additional Benefits

This system will provide you with automatic notification and transmittal of bid solicitations to vendors. In addition, Public Purchase gives you access to bid opportunities with other government entities. *All of this is provided at no charge to you.*

Implementation

The County of Maui will implement the Public Purchase system slowly, starting with construction projects. We want to start slowly so that we all can become familiar with the use of the software, and be able to deal with the learning curve on a small scale. For the initial implementation, we will continue to list our projects on our website, with a link to the Public Purchase website for construction projects. Once we become more comfortable, we plan to expand it to all of our non-construction solicitations for all goods and services, with a direct link from the County of Maui home page. For construction contractors needing plans and specifications for a project listed on Public Purchase, or subcontractors who just want to see which general contractors are bidding, you will need to complete the two step vendor registration process outlined below. If you are a non-construction vendor, we will still post the notifications

separately, but we encourage you to register now as it is our intention to expand this to all of our solicitations. One note on implementation: Our counterparts at the County of Hawaii have been using Public Purchase for a few months now. They informed us that their only implementation problem was that some of their vendors failed to realize that you have to register twice; once with Public Purchase and once with the County of Maui. So **please note that you have to register twice** as detailed below:

Registration Instructions

1. Register with Public Purchase:

Use the link below to begin the registration process. *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 and add this email address to your contacts to avoid the bid notification emails being sent to your junk folder.

<https://www.publicpurchase.com/gems/register/vendor/register>

If you are already registered with Public Purchase previously please proceed directly to step 2.

2. Register with County of Maui:

A. Once you have received your activation email from Public Purchase log into www.publicpurchase.com and accept the terms and conditions of use.

B. Then click on the link below to start your registration process with County of Maui. Begin by selecting the NIGP Commodity Codes that relate to your business so you can receive email notifications of future bid opportunities. You may be prompted to fill out a W-9 for the County of Maui records and for tax purposes. *This form must be completed before you will be considered a vendor for the County of Maui even if County of Maui already has a W-9 from you on file.*

<http://www.publicpurchase.com/gems/mauico,hi/buyer/public/home>

C. If, for any reason, the link below fails, you can follow the following procedure to complete the registration process:

Use the Public Purchase link in Step 1 and log in. Then click “Select Region,” and “Select Agency.” After selecting County of Maui, click on the “Register with County of Maui” on the right hand side of the County of Maui's logo

It is important that this second part of the registration is complete or you will not receive notifications of upcoming quote opportunities from the County of Maui. It is your responsibility to keep the information up to date, particularly the contacts and email addresses.

Questions

If you have need any technical assistance with this process please contact Public Purchase at support@publicpurchase.com. Or use their Live Chat during business hours. It can be found in the upper left corner of the web site. If you have any questions for the County of Maui, please contact Greg King (greg.king@co.maui.hi.us) or Jared Masuda (jared.masuda@co.maui.hi.us) in the Purchasing Division.

Thank you for participating in County of Maui's new registration process.

Sincerely,

Greg King
Central Purchasing Agent