

DOING BUSINESS WITH THE CITY OF ROANOKE

Helpful Information for Vendors and Departments

WHERE TO FIND CITY OF ROANOKE BUSINESS OPPORTUNITIES

- **Vendor Self Service**

Solicitations can be viewed on our **Vendor Self Service Site**. There are no registration or purchase order fees. Registration allows vendors to manage their account 24/7 and receive email notification when business opportunities are available. Vendors can view all solicitations through the Public Portal link on the site – no registration required to view or respond to solicitations.

- **Purchasing Web Page**

Business opportunities and solicitations can be viewed at the Purchasing Division web page under the Current Bids tab at the following link: <http://www.roanokeva.gov/purchasing>

REGISTRATION REQUIREMENTS

- **Insurance Requirements – Required for all vendors working on City property.**

All vendor insurance certificates, regardless of insurance requirements must list the City of Roanoke as the certificate holder and contain the following statement: *The City of Roanoke, its officers, agents, volunteers and employees as additional insureds except with regard to the worker's compensation and employers' liability coverages which shall contain a waiver of subrogation in favor of the City.*

- **Vendor Self Service Registration – Required to pay vendors with a check, EFT, or virtual credit card.**

Vendors must be registered in VSS prior to the issuance of a Purchase Order and payment. To register, vendors must go to <https://vss.roanokeva.gov> and either **register** or **activate** your account to receive the email notification upon posting. Make sure to search the company properly by only putting a partial company name in the search box along with (*) before and after the word that was typed.

Vendors must provide a W-9 immediately after registration or activation. This can be done by going to: www.roanokeva.gov/purchasing and clicking the "Vendor W-9 Application" link in the left hand panel. *If any change is made during account maintenance a new W-9 must be submitted.*

- **Virginia State Corporation Commission (SCC) Registration – Required for vendors to obtain City contracts.**

Vendors must be registered with the SCC prior to the routing or execution of a contract with the City of Roanoke. Virginia SCC information can be found at the following link: https://cisiweb.scc.virginia.gov/z_container.aspx

Virginia Code Section 2.2-4311.2 which requires a bidder organized or authorized to transact business in the Commonwealth of Virginia pursuant to Title 13.1 or Title 50 of the Code of Virginia, as amended, or as otherwise required by law, shall include in its bid the Identification Number issued to such bidder by the Virginia State Corporation Commission (SCC). Furthermore, any bidder that is not required to be authorized to transact business in the Commonwealth of Virginia as a domestic or foreign business entity under Title 13.1 or Title 50 or as otherwise required by law shall include in its bid a statement describing why the bidder is not required to be so authorized.

If you should have any questions, please feel free to contact the Purchasing Office at vsshelp@roanokeva.gov or call 540-853-2871.