

Greetings,

The City of Corona is pleased to announce the implementation of the PlanetBid System™, a fully automated web-based Vendor and Bid Management System. Starting February 4th, 2019, the City of Corona will only be accepting bids, proposals, and quotes from vendors registered with PlanetBids. This new system makes doing business with the City even easier by providing an overall improved user experience with expanded features in managing your online procurement profile. Vendors will find that the key features and benefits of PlanetBids includes the ability to:

- Receive automatic e-mail notification of bid opportunities based on category code selections made during registration.
- View solicitations including documents, addenda, drawings, bid results, and contract awards online.
- Download documents at no charge (requires registration) resulting in inclusion on the “Prospective Bidders” list for the project.
- As a Prospective Bidder, submit questions in the bid management system and receive automatic e-mail notification when responses or addenda are issued.

At this time, we are requesting that all Vendors/Contractors register online at <https://www.planetbids.com/portal/portal.cfm?CompanyID=39497>. Once registered, you can edit and maintain your profile at any time by revisiting site above. Remember, you will not be able to submit a bid until February 4th, 2019. You will still be able to view any previous submitted bids using our old system for the time being. To access the PlanetBids Vendor Portal, you must install Adobe Flash player 13.0 or higher. If you have any difficulty registering online, please contact the Technical Support by clicking here <http://home.planetbids.com/tech-support/>

The City of Corona appreciates your time and effort. We are available Monday – Friday 8 am to 5 pm except for Major Holidays. Please feel free to contact us directly at (951) 736-2274 or by email at Purchasing@CoronaCA.gov

Thank you for your cooperation. We look forward to the possibility of doing business with you in the future.

Thank you,

City of Corona,
Purchasing Division