



**DEPARTMENT OF FINANCE
OFFICE OF PURCHASING**

DOING BUSINESS WITH THE CITY OF NORWALK

December 9, 2010

The City of Norwalk recently launched a new and improved website: www.norwalkct.org

As a result of this, the City of Norwalk's Purchasing Department will be migrating to a new bid notification system within the next thirty (30) days.

This new bid notification system is already active and can be accessed via the City's new website: www.norwalkct.org

Here are the instructions to access and register your Firm on this new bid notification system:

- *Click on the tab labeled "Business"*
- *Scroll down to & click on the tab labeled "City Purchasing / Bids"*
- *Under the paragraph labeled "Responsibilities", 2nd bulleted paragraph, click the underlined text "city bids"*
- *In the upper right hand section of the page, click on the text "New Bid Notification"*
- *Scroll to the top of the page for instructions*

Please note that effective December 31, 2010 the City of Norwalk's Purchasing Department will no longer be extracting bidder information from the vendor database that resides on our existing website: www.bid.ci.norwalk.ct.us . Therefore all vendors that are currently registered on this site will need to re-register on our new website. We suggest that this be done as soon as possible to ensure that your Firm receives bid notifications.

Should you have any questions about this new process, please e-mail them to Karen Kelsey, Purchasing Assistant at KKelsey@norwalkct.org

Thank you for your interest in doing business with the City of Norwalk

Gerald J. Foley
Purchasing Agent