



# OpenGov Procurement Step-by-Step Account Registration Guide

[City of Cape Coral - Procurement Homepage](#)

Read through the steps... In STEP 3: you will create an account to receive solicitation requests and notices, and to submit responses to solicitations. Select [Click here to register in OpenGov and subscribe to the City of Cape Coral](#), be sure to have an electronic copy of your W9 for upload.

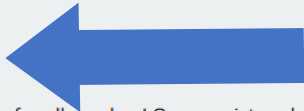
Home > Departments > Financial Services > Procurement

## Procurement

### New Procurement Platform - OpenGov

Beginning February 5, 2026, the City transitioned to a new eProcurement platform, OpenGov, for publishing solicitations and receiving vendor responses. We encourage you to [register your account](#) to start receiving email notifications about the City's Bid and RFP opportunities:

[Register On OpenGov](#)



Registration is completely free for all vendors! Once registered, don't forget to [subscribe to the City of Cape Coral's eProcurement Portal](#).

### Mission

Procurement is responsible for providing services to City departments to ensure the procurement of specified goods and services at competitive prices through fair and equitable processes to maximize the purchasing value of public funds.

In addition to the above, Procurement directly administers all Citywide franchise agreements such as solid waste, cable, telephone, and electric.

**Procurement Main Line** - (239) 574-0831

- [Doing Business with Cape Coral](#)
- [Vendor Registration Process](#)
- [Bid Process/Request for Proposal \(RFPs\)](#)
- [IonWave - Bids/RFPs](#)
- [Purchase Order Terms and Conditions](#)
- [Procurement Staff Directory](#)
- [Submit a Public Records Request](#)

The Procurement Department is also responsible for disposing of City's surplus property through its auctions. For the larger items, the City utilizes the services of the [GovDeals](#) electronic Auctions Site.

#### Contact Us



#### Wanda Roop

Procurement Manager

Fax: 239-242-5424

239-574-0831

[wroop@capecoral.gov](mailto:wroop@capecoral.gov)

#### Additional Resources

[Vendor Registration-Tyler](#)

[Vendor Registration - Bidding](#)

[Bid Process/Request For Proposal](#)

[IonWave - Bids & RFPs](#)

[Purchase Order Terms & Conditions](#)

[Staff Directory](#)

#### Resources

[Click here to access the City's vendor portal and learn more about the Procurement process.](#)

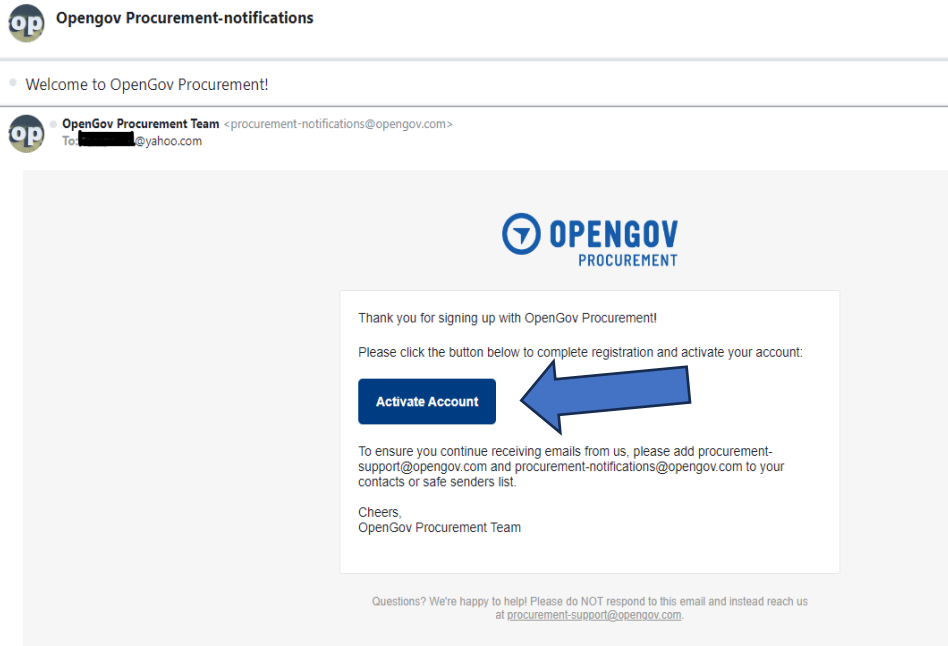


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**Step 1:** Enter your business email address and select sign up



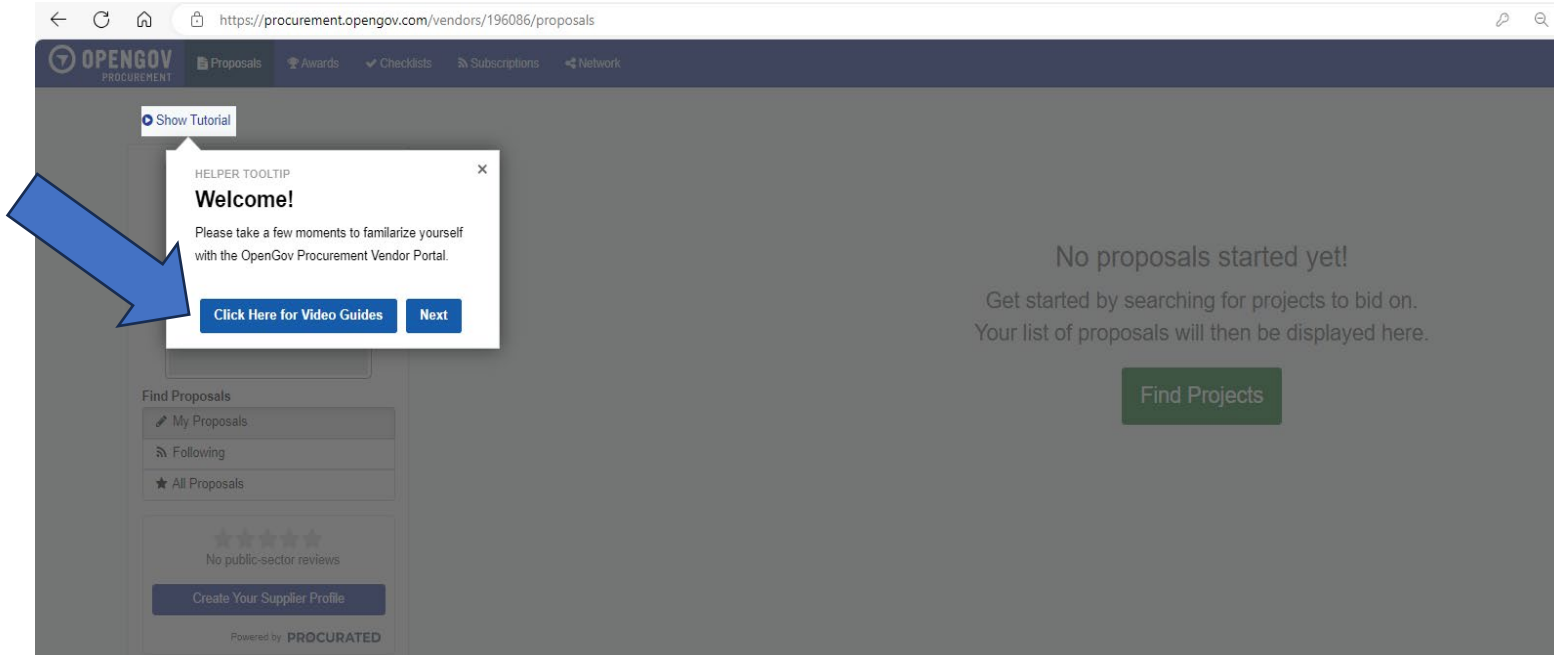
**Step 2:** You will receive an email from OpenGov to activate your account, go to your email inbox and select “Activate Account”



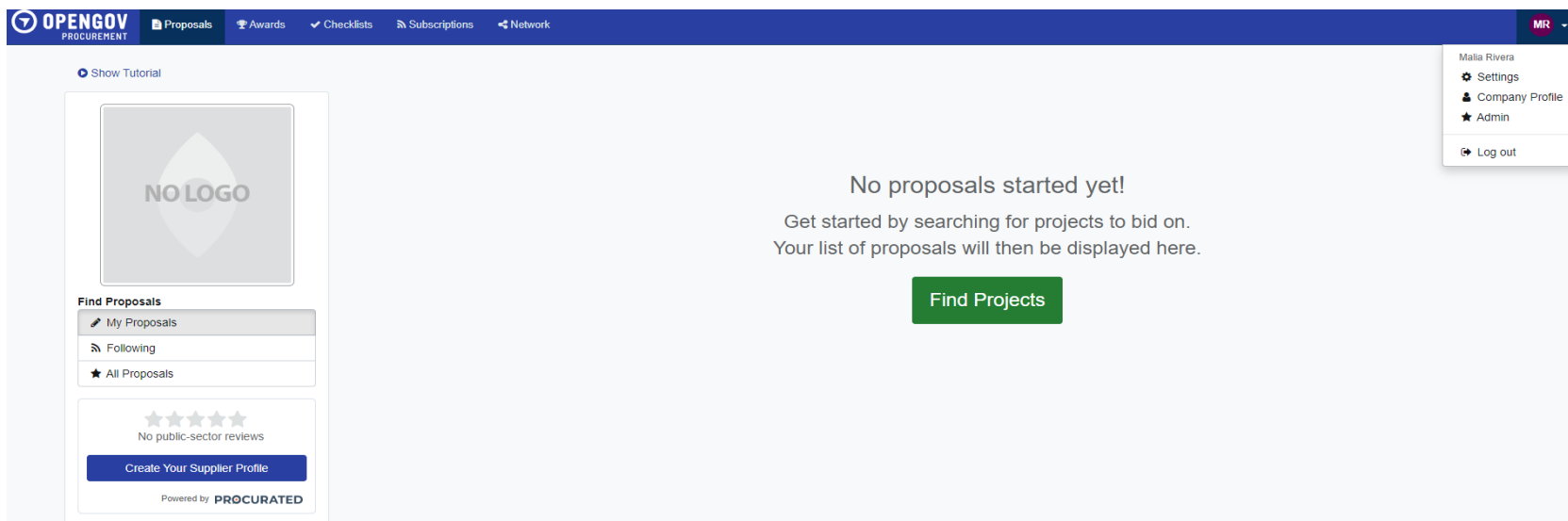


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A pop-up will appear and you will be able to watch brief video tutorials to complete registration.



**Step 3:** You could also skip and select your initials in the upper right-hand corner, select the arrow down button and select Company Profile to enter your company details



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**Step 4:** In Company Profile, complete all required fields and fill in all other applicable information and select Save

**OPENGOV** PROCUREMENT | Proposals | Awards | Checklists | Sub- | Network | MR

Company Information | Category Codes | Certifications | Documents

NO LOGO

**Company Name\***  
Test

**State of Incorporation\***  
Florida

**Address Line 1\***  
123 lane

**Address Line 2**  
Optional

**City\***  
Homestead

**State\***  
FL

**Zip Code\***  
33030

Outside the United States?  
 Use a Different Billing Address?

**Phone Number\***  
(305) 224-4624 Add Ext.

Outside the United States & Canada?

**Fax Phone Number**  
Optional Add Ext.

Outside the United States & Canada?

**Company Type**  
Optional

**Website**  
Optional

**Employer Identification Number (EIN)**  
596000339  
\*Enter 9 digit EIN number

**Dun & Bradstreet Number (DUNS)**  
Optional  
\*Enter 7 to 13 digit DUNS number

**Company Description**  
Optional

Save



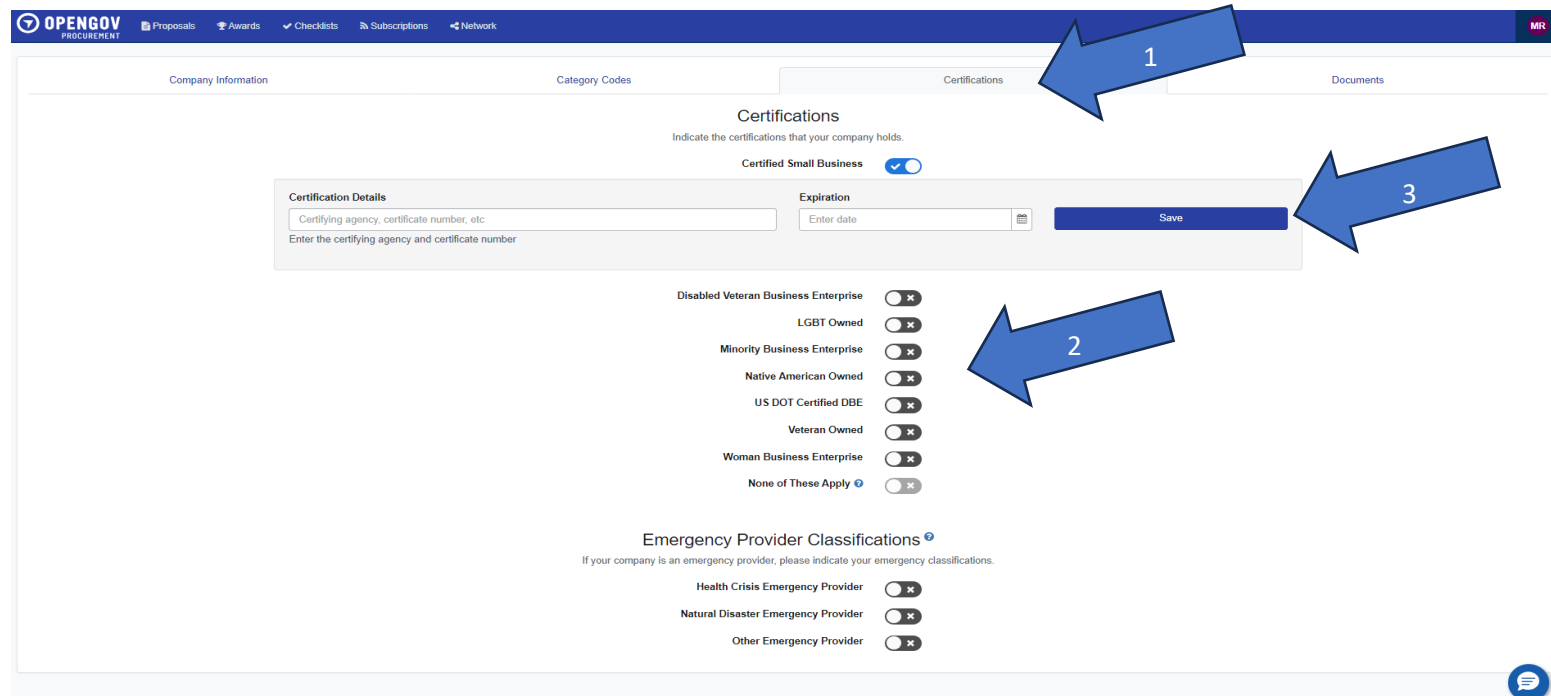
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**Step 5:** Select Tab: Category Codes. Add all codes that apply to your company. The City typically selects NAICS codes; however, this is a national database, therefore, it would be beneficial for you to select code(s) in each category (NIGP, NAICS, UNSPSC).

Select Add, select all that apply per each category, then select Save



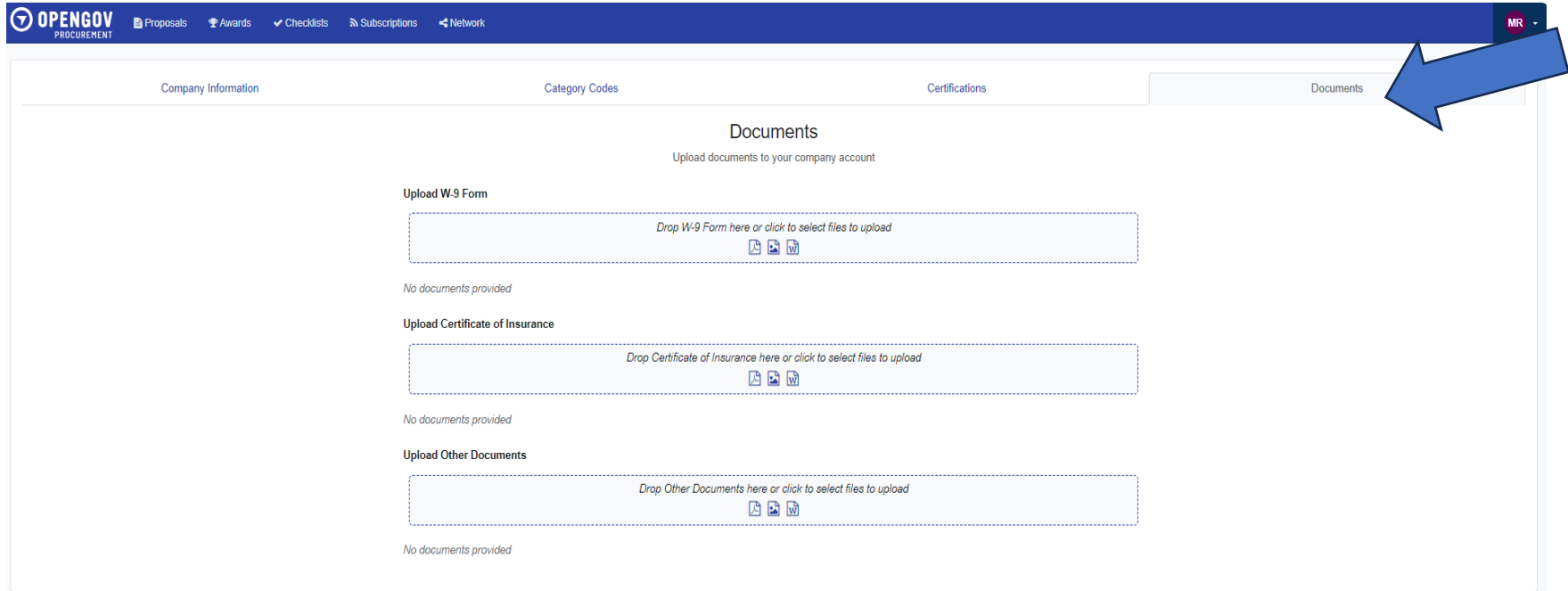
**Step 6:** Select Tab: Certifications. Select certifications that apply, when you switch the toggles, it will require you to add certification details and expiration date. Select Save.





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## Step 7: Select Tab: Documents



**The W-9 Form is a requirement, you may drag and drop a file or select to upload**

*Drop W-9 Form here or click to select files to upload*

*No documents provided*

**Upload Certificate of Insurance- not mandatory but beneficial**

*Drop Certificate of Insurance here or click to select files to upload*

*No documents provided*

**Upload Other Documents- \*\*If you are transacting business within the State of Florida, you will need to upload proof of business**

**registration from [Sunbiz.org](http://Sunbiz.org) and E-VERIFY memorandum of Understanding (MOU) Verification Document from <https://www.e-verify.gov/>**

*Drop Other Documents here or click to select files to upload*



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**Step 8:** To be able to receive solicitation notifications and view projects, you must subscribe to the City of Homestead. Click on the following link <https://procurement.opengov.com/portal/capecoralfl>

On the left-hand side under the City's logo, select **+Subscribe**

**Procurement Portal**

Projects Calendar

City of Cape Coral, FL  
Cape Coral, FL  
All dates and times in Eastern Time

**+ Subscribe**

Questions?  
[Visit Help Center](#)

Project Title Status Addenda Release Date Due Date

Project Title	Status	Addenda	Release Date	Due Date
Northeast Booster Station	Open	0	4/21/2026	5/28/2026
NE Reservoir - Purchase and Installation of Barbed Wire Perimeter Fence with Land Clearing	Open	0	4/6/2026	5/13/2026
Insurance Brokerage Services	Open	3	3/23/2026	4/23/2026

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You will then receive a message that you have subscribed to the City of Cape Coral and the registration process is now complete