



Welcome New Business Partner:

Thank you for your interest in becoming a vendor to provide goods and/or services to the Lee County Port Authority (LCPA) for Southwest Florida International Airport and Page Field in Fort Myers, Florida. The LCPA Purchasing Department is looking forward to doing business with you. To get started, please take a moment to familiarize yourself with the following important information and helpful links. If you require additional assistance, please do not hesitate to contact us at 239-590-4556.

### **Step 1: "How to do Business with LCPA" Guide**

Please review the [How to do Business with LCPA](#) Guide for helpful information about the procurement and contracting processes used by the Lee County Port Authority Purchasing Office to secure needed commodities and services for its airports.

### **Step 2: Sign up for Automated Notification of Solicitations**

Upcoming opportunities to provide goods and/or services to LCPA are advertised at [flylcpa.com/purchasing](http://flylcpa.com/purchasing). In addition, the Port Authority utilizes Public Purchase to distribute automatic solicitation notifications to interested businesses. To ensure you are notified of new solicitations as soon as they are issued, please call toll free 1-801-932-7000 to activate your complimentary subscription or visit [publicpurchase.com](http://publicpurchase.com). Although this service is not a mandatory requirement to participate in the competitive bidding or proposing with LCPA, it is an effective way to receive notification of opportunities.

### **Step 3: Complete a W-9 form and Register as a Vendor**

To transact business with the Lee Country Port Authority, your first step is to register as a vendor. Registration is as easy as 1-2-3. Click on the link below for electronic vendor registration. You can also [click here](#) if you need to edit your information to ensure your data is up-to-date. Hint: You will need to upload your current W-9 as a prerequisite to obtaining a vendor number.

### **Step 4: Insurance/General Terms and Conditions**

If you will be performing work on airport grounds, you will be required to furnish a Certificate of Insurance (COI) for the coverages and in the amounts determined by LCPA. The LCPA Risk Manager will review the Certificate of Insurance for

compliance. No work can be performed until the required policies are in place. The Lee County Port Authority will be named additional insured on all applicable policies.

**Step 5: Sign up for the Automated Clearinghouse (ACH) network**

ACH payments are electronic payments. If you are interested in receiving payment faster, please complete an ACH form. Once your invoice is processed, your payment will be made directly to your account, instead of waiting for a paper check through the mail.

<b>How to do Business with Lee County Port Authority</b>	<a href="#">How to do Business with LCPA</a>	Please review this guide
<b>Solicitations</b>	<a href="#">Public Purchase</a>	Register to obtain access and be notified of LCPA solicitation information
<b>Electronic Vendor Registration</b>	<a href="http://flylcpa.ionwave.net">flylcpa.ionwave.net</a>	Take a few minutes to register online
<b>W-9 Form</b>	<a href="#">Click Here</a>	Please upload your W-9 Form to your electronic vendor account
<b>ACH Form</b>	<a href="#">Automated Vendor Payment Program</a>	Enroll in the automated deposits (ACH) program to expedite your payments. Please complete the linked form
<b>General Terms &amp; Conditions</b>	<a href="#">General Terms &amp; Conditions</a>	Please review the Lee County Port Authority Purchasing Departments General Terms & Conditions
<b>LCPA</b>	<a href="#">Current &amp; Upcoming Projects</a>	Already a vendor? Click here to view, download and be notified of current solicitations.

For additional information, please visit [flylcpa.com/](http://flylcpa.com/) and click on [Purchasing & Vendor Information](#). If you have any questions or need to update your account, please contact us at:

Lee County Port Authority - Purchasing Office  
 11000 Terminal Access Road, Suite 8671  
 Fort Myers, Florida 33913-8213  
 Phone (239) 590-4556 - Fax (239) 590-4539  
[www.flylcpa.com](http://www.flylcpa.com)