



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 239-590-4560.

**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 Electronic Bidding & 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 IonWave to distribute automatic solicitation notifications to interested businesses. To ensure you are notified of new solicitations as soon as they are issued, please register as a vendor at <https://flylcpa.ionwave.net/Login.aspx>. Although this service is not a mandatory requirement to participate in 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 before you will be authorized to perform services or provides goods to LCPA.

**Step 4: Vendor Invoice**

When completing the online registration please be sure to include your remit to address in the *Address Book* tab. Select the tab, complete the physical address and if you have a different remit address on your invoice select the  *Add Address* icon complete and save your remit to address. In addition, please email a copy of your invoice to: [purchasingoffice@flylcpa.com](mailto:purchasingoffice@flylcpa.com).

**Step 5: 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 an approved, valid certificate of insurance is in place. The Lee County Port Authority will be named additional insured on all applicable policies.

**Step 6: 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>	<b>Please review this guide</b>
<b>Solicitations</b>	<a href="#">IONWAVE</a>	Register online to obtain access and notification of current solicitations
<b>Electronic Bidding and Vendor Registration</b>	<a href="https://flylcpa.ionwave.net">https://flylcpa.ionwave.net</a>	Take a minute to register online
<b>W-9 Form</b>	<a href="#">W-9 form</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>Vendor Invoice</b>	<a href="mailto:purchasingoffice@flylcpa.com">purchasingoffice@flylcpa.com</a>	Email a copy of your invoice to the Purchasing Office email.
<b>General Terms &amp; Conditions</b>	<a href="#">General Terms &amp; Conditions</a>	Review the General Terms & Conditions which govern business transactions with Lee County Port Authority
<b>Notice of Opportunities</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/purchasing/](http://flylcpa.com/purchasing/). If you have any questions or need to update your account, please contact us at:

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Fort Myers, Florida 33913-8213  
Phone (239) 590-4560 - Fax (239) 590-4539  
[www.flylcpa.com](http://www.flylcpa.com)

## **Attachments**

LCPA – How to do Business with LCPA: <https://www.flylcpa.com/DoingBusinesswithLCPA>

Electronic Bidding and Vendor Registration – IonWave: <https://flylcpa.ionwave.net/Login.aspx>

W-9: <https://www.irs.gov/pub/irs-pdf/fw9.pdf>

ACH Form: <https://www.flylcpa.com/ACHCreditsForm>

LCPA – General Terms and Conditions: <https://www.flylcpa.com/TermsandConditions>

LCPA – Current and Upcoming Projects: <https://flylcpa.com/currentprojects>