Instructions for registering for automatic e-mail bid notifications on the city web page:

Go to the web site at www.cityofmontrose.org
Click on "Department Services" in upper left side and choose "Purchasing" from the drop down menu
Slide over and select "Open Bids" from the side pop up.
In the upper right in a light brown box it says New Bid Posting Notification.

Click on it and open it up – Below is what it looks like.

Enter your Email Address:
Example: youraddress@yourdomain.com

Email Type: HTML Text
Select from the following lists:

– Bid Postings	
List Name	Description
Administrative Services & Supplies	Supplies and services related to the function of our administrative duties: office supplies, temporary office support services, etc.
Construction and Design Services	Projects related to the engineering, construction and maintenance of: Roads, Buildings and Utilities.
Fleet Purchases and Services	Purchases of transportation-related equipment, supplies and services.
General Services and Supplies	Miscellaneous services and supplies not related to the previous categories, relating to the general maintenance of city functions.

Subscribe

Put in your e-mail address, select the format you want to receive it in
Check any or all boxes under the categories that apply to the type you want to receive
Click on "Subscribe"

☐	Administrative Services & Supplies	Supplies and services related to the function of our administrative duties: office supplies, temporary office support services, etc.
☐	Construction and Design Services	Projects related to the engineering, construction and maintenance of: Roads, Buildings and Utilities.
☐	Fleet Purchases and Services	Purchase of equipment, supplies and services related to the transportation of equipment.
☐	General Services and Supplies	Miscellaneous services and supplies not related to the previous categories, relating to the general maintenance of city functions.

List for CivicPlus

Administrative Services & Supplies Printing Office Supplies Clothing Purchases Embroidery Network Services Banking Services Appraisal Services Audit Services Linen Contract Janitorial Safety Eyewear Furniture Purchase	**General City Services and Supply** Roof repair Plumbing Electrician Heating & Air Conditioning Weed Control & Debris Cleanup Invasive Spec. Removal Lawn Service Snow Removal Service Veterinary Services Pest Control Tree Removal Drywall Installation, repair, finishing Painting Services Street Striping Painting Crosswalks and Curbs Street/Light Pole Painting Electronic Waste Collection Household Hazardous Waste Collection Nuts & Bolts Shotguns and other PD Equipment Shelters, Tables, Benches Fire Hydrant Purchases
Construction and Design Services Engineering Construction Cast Iron Water line replacement Flow Fill Cement Work Gravel Material Asphalt Street Paving	**Fleet Purchase and Services** Cars Trucks/Trailers Maintenance Equipment Tire Purchases Towing Services Police Car Equipment Purchase & Install