

How To Register For Public Purchase

The Butte County Department of Public Works solicits construction projects, RFP's, and RFQ's through a partnership with The Public Group, using their program called Public Purchase. All project notifications are handled through Public Purchase and are available on the Public Works website under the Projects page. <http://www.buttecounty.net/publicworks/Projects.aspx>

Public Purchase is a free service to both the County and the end user. In order to obtain plans through this service, you must first register with Public Purchase at www.publicpurchase.com, then register with "County of Butte – Public Works". If you are already registered with Public Purchase, you will still need to register with County of Butte – Public Works.

Follow these steps to register:

1. Go to www.publicpurchase.com, then select the "Go to Register" button under the Free Registration side.



2. Enter company information as requested (bold items are required), then continue to the next step using the navigation button below ([Next Step](#)).
3. Choose your Classification codes that pertain to your business. Continue to the next step using the navigation button below ([Next Step](#)).
4. Select the desired Region(s) you are interested in working in. Select California in this case. Continue to the next step using the navigation button below ([Next Step](#)).
5. Select the desired government agency types you are interested in working with. Select County in this case. Select your notification preferences. Continue to the next step using the navigation button below ([Next Step](#)).
6. You will be asked if you want to sign up for Bid Syndication Plans. For the free registration, Choose the "NO, Thank You" button ([No, Thank You](#)).
7. Review all registration information, then continue using the navigation button below ([Next Step](#)).

This will complete your registration process with Public Purchase.

The last step is to register with County of Butte – Public Works. This last step will allow you to automatically receive bid notifications for any projects the Butte County Department of Public Works posts, which also meet your classification codes.

8. Select the Region button and choose California.
9. Next, choose the Agency button and select County of Butte – Public Works.

IMPORTANT: Be aware that the listing called “County of Butte” is for the County’s General Services Department, NOT Public Works.



This completes the full registration process.

If you have any questions relating to the registration process, Select either the Chat button or the Help button on the homescreen of the Public Purchase website.

