

Participating municipalities: Annapolis City Government, Anne Arundel Committee College, Anne Arundel County Government, and Anne Arundel County Public Schools

<i>Description of Service</i>	<i>Annapolis City</i>	<i>Anne Arundel Community College</i>	<i>Anne Arundel County</i>	<i>Anne Arundel County Public Schools</i>
<b>Centralized Purchasing Operations</b>	145 Gorman Street, 2 <sup>nd</sup> Floor Annapolis, MD 21401 410-263-7944 Fax: 410-263-8120 <a href="http://www.annapolis.gov">www.annapolis.gov</a>	101 College Parkway Arnold, MD 21012 410-777-2244 Fax: 410-777-4246 <a href="http://www.aacc.edu">www.aacc.edu</a>	2660 Riva Road 3 <sup>rd</sup> Floor Annapolis, MD 21401 410-222-7620 Fax: 410-222-7624 <a href="http://www.aacounty.org">www.aacounty.org</a>	2644 Riva Road Annapolis, MD 21401 410-222-5160 Fax: 410-222-5624 <a href="http://www.aacps.org">www.aacps.org</a>
<b>Bidding Thresholds</b>	<ul style="list-style-type: none"> <li>➤ \$1,000 or less –2 phones quotes</li> <li>➤ \$1,001-\$2,499-3 phone quotes</li> <li>➤ \$2,500-\$9,999- written quotes</li> <li>➤ \$10,000 or more- competitive bid/proposal</li> </ul>	<ul style="list-style-type: none"> <li>➤ \$4,999 or less- buyers discretion</li> <li>➤ \$5,000- \$9,999–3 verbal quotes</li> <li>➤ \$10,000- \$24,999–3 written quotes</li> <li>➤ \$25,000 or more- competitive bid/proposal</li> </ul>	<ul style="list-style-type: none"> <li>➤ \$5,000 or less- 1 phone quotation</li> <li>➤ \$5,001-\$25,000-3 written quotations</li> <li>➤ \$25,000 or more- competitive bid/ proposal</li> </ul>	<ul style="list-style-type: none"> <li>➤ \$5,000 or less buyer discretion</li> <li>➤ \$5,001 -\$25,000-3 oral quotes</li> <li>➤ \$25,001 or more- competitive bid/proposal</li> </ul>
<b>Bonding</b>	<ul style="list-style-type: none"> <li>➤ All capital projects construction projects in excess of \$30,000.</li> </ul>	All capital construction projects in excess of \$100,000.	All capital construction projects in excess of \$50,000.	All capital construction projects in excess of \$100,000.
<b>Bid List Application</b>	Complete Bid list application found on the website. Forward document to office.	Complete a Bid List Application found on the website.	Anne Arundel County encourages vendors to subscribe to EmarylandMarketplace. <a href="http://www.ebidmarketplace.com">www.ebidmarketplace.com</a>	Complete a Bid List Application found on the website.
<b>Locating a Buyer</b>	Contact office directly at telephone number listed above.	Buyer contact information available on website or by calling the office telephone number listed above.	Buyer contact information available on website or by calling the office telephone number listed above.	Organizational Chart and buyer contact information available on website or by calling the office telephone number listed above.
<b>Bidding Opportunities</b>	Request for Bids and Proposals are listed in the advertisement sources listed below.	Request for Bids and Proposals are listed in the advertisement sources listed below.	Requests for Bids and Proposals are listed on the website. Bid results are also posted on the County website.	Request for Bids and Proposal are listed on website, along with future bids and bid results. You are

				encouraged to meet with the buyer to determine opportunities for requirements that are under \$25,000.
<b>Minority Business Enterprise Program</b>	Minority participation is encouraged. MBE Coordinator may be reached at 410-263-7940.	AACC is an Equal Opportunity/Affirmative Action/Title IX/ADA/Title 504 Compliant institution. Minority, small and woman-owned business are encouraged to submit bids and proposals.	County "Equal Business Opportunity" policy encourages utilization of Minority and Women Business Enterprises located in Anne Arundel County. The MBE Committee appointed by the County Executive is actively involved in Forums, Mixers and Educational Advocacy Programs throughout the year. The MBE Coordinator can be reached at 410-222-7667 or email <a href="mailto:phjack20@aacounty.org">phjack20@aacounty.org</a> .	<ul style="list-style-type: none"> <li>➤ 14% overall goal for minority participation</li> <li>➤ 25% goal for capital projects</li> <li>➤ 7% African American subgoal for capital projects</li> <li>➤ 10% Female Owned subgoal for capital projects</li> <li>➤ Annual Report can be found on website under Board of Education Agenda and Minutes April 4, 2007 Board date.</li> </ul>
<b>Advertisement Sources</b>	City Website, Annapolis Capital, Baltimore Sun, Annapolis Times and MD Contract Weekly. For construction projects, Dodge Reports and /or Reed Construction Data.	AACC website, Annapolis Capital, Baltimore Sun, Annapolis Times and eMarylandMarketplace.com For construction projects, Dodge Reports and/or Construction Market Data.	Capital-Gazette, BidNet, EMarylandMarketplace, Afro American Newspaper, Baltimore Sun and other as needed.	AACPS website, AACPS Bid Board, Direct Mail, eMarylandMarketplace.com, ASBO.org and other sources as needed.

**Revised 5/31/07**