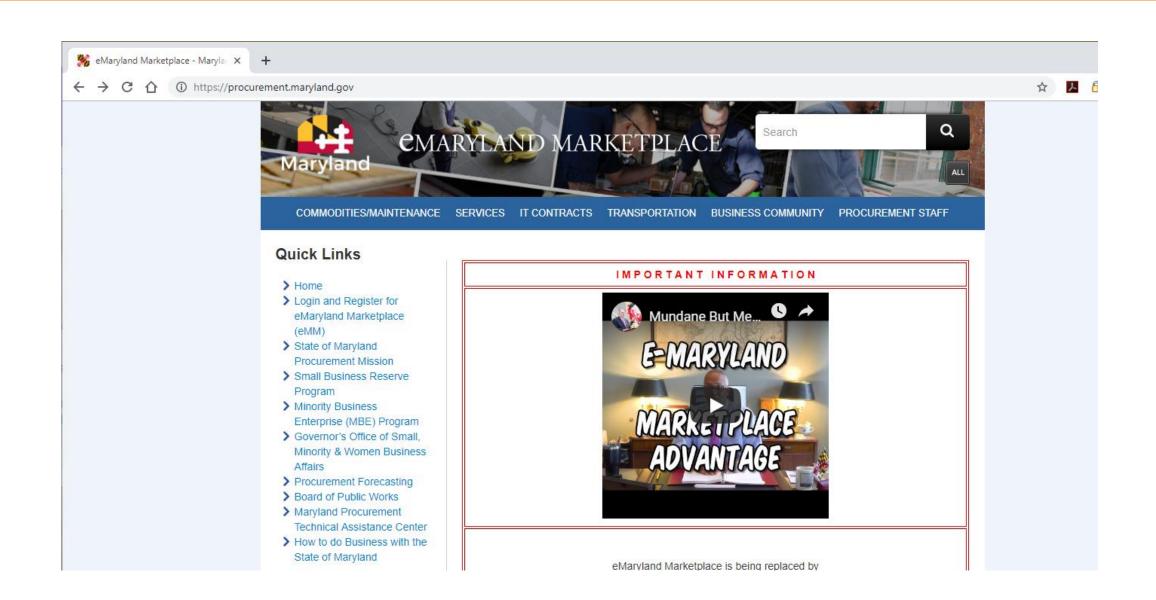
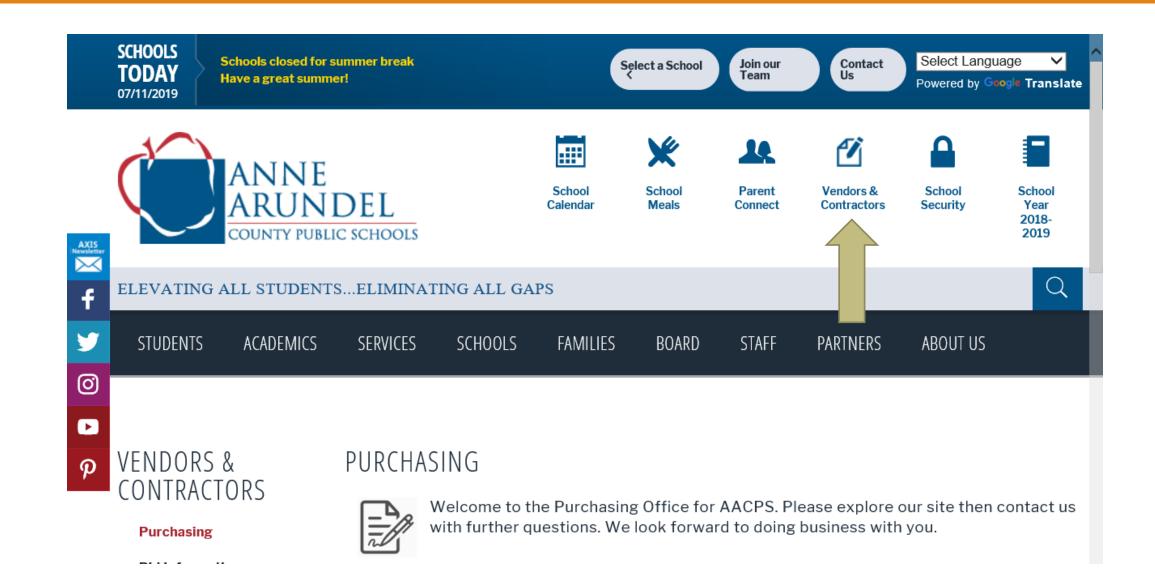


Doing Business with Anne Arundel County Public Schools

JANUARY 25, 2023









VENDORS & CONTRACTORS











Purchasing

Bid Information

Vendor Information

Resources

FAQs

VENDOR INFORMATION

If you still have questions after reading the information in the following categories, then please contact us at purchasing@aacps.org. We look forward to doing business together.

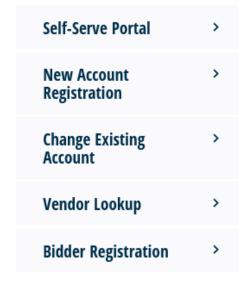
VENDOR REGISTRATION

To receive information on future AACPS solicitations, you must be registered as a vendor with us. Registered vendors receive automatic email notice for each AACPS solicitation issued that is within the vendor's self-designated area of expertise. AACPS also publishes solicitation notices on eMaryland Marketplace - the State's procurement portal. All businesses awarded contracts must be in good standing with the State Department of Assessments and Taxation.

The Purchasing department offers self-serve options dedicated to maintaining vendor account information. **Links are listed in the right sidebar.**

Vendors wishing to register for EFT payments please use the link below.

VENDOR REGISTRATION





Anne Arundel County Public Schools | Purchasing Office

Vendor Information

A field with an asterisk (*) before it, is a required field.

Please direct questions to the Purchasing Office - purchasing@aacps.org or 410-222-5160.

Step 1 Step 2 Step 3 Step 4 Step 5 Final Step - Attach W-9

Vendor Commodity List: (Please select any and all commodities and/or services for which you wish to receive bid solicitations.

If this does not apply to you, continue with the next step.) 420 - Furniture: School, Cafeteria, Library, 005 - Abrasives Lounge, Dormitory, 010 - Acoustical Tile, Insulating Materials, 430 - Gases, Containers, Equipment: & Supplies Laboratory, Medical & Welding 015 - Addressing, Copying, Mimeograph, & 435 - Germicides, Cleaners & Related Spirit Duplicating Machine Supplies: Sanitation Products for Health Care Chemicals, Inks, Paper, etc. Personnel 019 - Agricultural Crops & Grains including 440 - Glass & Glazing Supplies Fruits, Melons, Nuts & Vegetables 020 - Agricultural Equip, Implements & ☐ 445 - Hand Tools (Powered & Non-Accessories (See Class 022 for Parts) Powered), Accessories & Supplies 022 - Agricultural Implement & Accessory 450 - Hardware & Related Items Parts 948 - Health Related Services (For Human

*** AACPS requires a copy of your IRS Form W-9 to complete your vendor information change request.

Failure to provide a complete and accurate registration will delay entry of your info into our system. Specifically, we are unable to change or enter your business or DBA name without (re)submittal of your W-9. Failure to have your W-9 on file with us may also impact AACPS's ability to process payments to you.

Please select your preferred method for submitting your W-9:

- O Submit W-9 now
- Email W-9 later (your registration will be delayed accordingly)
- O Mail W-9 later (your registration will be delayed accordingly)

*** To download a copy of IRS Form W-9, please click HERE. When returning the form to us, please note that we need only the signed first page, not all four pages.

Step 5

Submit the Form

Interested in Bidding on a Specific Project?



Use same home page tab used for registration – Vendors/Contractors



Get a copy of the previous bid, if applicable.



Attend the prebid conference



Registering on eMaryland Marketplace Advantage



If the project has a Minority Business Enterprise (MBE) goal, pay special attention to the forms and requirements Unless notified otherwise, all pre-bid/proposal conferences are held in the Central Office Bid Room.

If further help is needed, please contact the Purchasing Technician listed in the document record below. Amendments to solicitations often occur prior to bid opening and sometimes within as little as 24 hours prior to bid opening. It is the potential vendor's responsibility to frequently visit this section of our site to obtain amendments once they have been posted.

*** Minority and Small Businesses are encouraged to respond to these solicitations. ***

* - Indicates Bid Date has changed

	Bid Number and Title	Due Date/Time	Pre-Bid Conf. Date/Time	Purchasing Technician
View Documents	Consultant Services - Public School Transportation 19SC-236-001	06/12/2019 10:00 AM	05/23/2019 09:00 AM	Priscilla Jones pjones@aacps.org (410-222-5167)
View Documents View Plan Holders	Design-Build Pavilions at 11 High Schools 20CN-024-001	07/30/2019 02:00 PM	07/17/2019 02:00 PM	Joyce Ferguson jferguson@aacps.org (410-222-5173)
View Documents	School Bus Safety Seats 19-248-001	07/15/2019 11:00 AM		Jennifer Cook jlcook@aacps.org (410-222-5182)
View Documents View Plan Holders	Screen and Recoat Gym Floors at Various Schools 20M-021-001	07/25/2019 02:00 PM	07/11/2019 02:00 PM	Joyce Ferguson jferguson@aacps.org (410-222-5173)
View Documents View Plan Holders	Small Trades & Miscellaneous Carpentry Services 20CN-018-001	08/29/2019 11:00 AM		Joyce Ferguson jferguson@aacps.org (410-222-5173)



Current Bid Solicitations

AACPS Purchasing Home | AACPS Home

List of Bid Plan Holders for Bid #23CN-193-001 — Security Vestibule Project at North Glen Elementary School

Total Plan Holders: 13

Print | View Documents

Filter By Trade: -- All --

Prev 1 2 Next

Records 11 - 13 of 13

<u>Name</u> 👨	<u>Company</u>	Address / Phone	Contractor Type	<u>Trade</u>	<u>Is</u> MBE?
Stryjewski, Zachary zachary.stryjewski@strayercontracting.com	Strayer Contracting	2200 Old Orems Rd Middle River, MD USA, 21220	Prime Contractor	Other	No
		410-686-4300			
Trionfo, Michael michael@trionfobuilders.com	Trionfo Builders	3825 Blenheim Road Phoenix, MD USA, 21131 410-592-1371	Prime Contractor	Other	No
Yanss, Thomas tyanss@bomarktechnologygroup.com	BoMark Technology Group	838 South Main Street Hampstead, MD USA, 21074-2334 410-998-1002	Sub Contractor	Electrical/Security	No

Outreach to Plan Holders



Business in good standing with the State
Department of Assessments and Taxation
http://dat.maryland.gov/Pages/default.aspx



Not debarred by the State or federal government



Typically require at least five years' experience on projects of similar scope

Minimum Requirements to Compete for Contracts

Bidding Tips



Go over every page of the solicitation and ask questions – in writing - well before bid due date.

If submitting bid by USPS, FedEx, or UPS, give yourself an extra day.

Don't leave blanks on the bid forms unless the solicitation explicitly authorizes it.

Check your math!

Don't bid alternates unless solicitation allows alternates.

If your bid is rejected, ask why.

If bidding on a project with MBE goals, take care preparing the forms and ask the MSBE Office for guidance if you are uncertain about how to properly fill out the forms.

Subcontracting Tips



Register for the solicitation so prime contractors are aware of your interest.

Reach out to prime contractors on the bidders list.

Attend the prebid meeting.

Prepare and practice a brief marketing pitch about your company if you are asked for information at the prebid meeting.

If considering partnering with a new prime contractor, do your due diligence. Check for a history of default and late subcontractor payments on other projects.

Before you prepare your bid, request a copy of past bids.

Make sure you are MBE-certified for the work you are asked to bid.

Go over every page of the solicitation and ask questions – in writing - well before bid due date.

Check your math!

Questions?

AACPS Purchasing Office

Mary Jo Childs

Supervisor of Purchasing

mchilds@aacps.org

Vince O'Brien

Senior Buyer, Capital Construction

vobrien@aacps.org

Marlene Mueller

Buyer, Systemic Projects

mmueller@aacps.org

Coleen Myers

Buyer, Energy and Construction Services

cmmyers@aacps.org