



ANNE ARUNDEL
COUNTY PUBLIC SCHOOLS

Doing Business with Anne Arundel County Public Schools

JANUARY 25, 2023



- COMMODITIES/MAINTENANCE
- SERVICES
- IT CONTRACTS
- TRANSPORTATION
- BUSINESS COMMUNITY
- PROCUREMENT STAFF

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IMPORTANT INFORMATION



eMaryland Marketplace is being replaced by



STUDENTS

ACADEMICS

SERVICES

SCHOOLS

FAMILIES

BOARD

STAFF

PARTNERS

ABOUT US



WATCH VIDEO

Grateful
Grad 2019

Anne Arundel County Public Schools

UPCOMING EVENTS

AACPS NOW

GET INVOLVED

#AACPSAWESOME

- JULY 12**
all day
AACPS Summer Four-Day Work Week; all school and school system offices closed
- JULY 19**
all day
AACPS Summer Four-Day Work Week; all school and school system offices closed
- JULY 26**
all day
AACPS Summer Four-Day Work Week; all school and school system offices closed
- AUGUST 2**

SCHOOLS
TODAY
07/11/2019

Schools closed for summer break
Have a great summer!

Select a School

Join our
Team

Contact
Us

Select Language

Powered by Google Translate



ELEVATING ALL STUDENTS...ELIMINATING ALL GAPS



STUDENTS

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ABOUT US

VENDORS & CONTRACTORS

Purchasing

PURCHASING



Welcome to the Purchasing Office for AACPS. Please explore our site then contact us with further questions. We look forward to doing business with you.

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

Self-Serve Portal >

New Account Registration >

Change Existing Account >

Vendor Lookup >

Bidder Registration >



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.)

- | | |
|---|---|
| <input type="checkbox"/> 005 - Abrasives | <input type="checkbox"/> 420 - Furniture: School, Cafeteria, Library, Lounge, Dormitory, |
| <input type="checkbox"/> 010 - Acoustical Tile, Insulating Materials, & Supplies | <input type="checkbox"/> 430 - Gases, Containers, Equipment: Laboratory, Medical & Welding |
| <input type="checkbox"/> 015 - Addressing, Copying, Mimeograph, & Spirit Duplicating Machine Supplies: Chemicals, Inks, Paper, etc. | <input type="checkbox"/> 435 - Germicides, Cleaners & Related Sanitation Products for Health Care Personnel |
| <input type="checkbox"/> 019 - Agricultural Crops & Grains including Fruits, Melons, Nuts & Vegetables | <input type="checkbox"/> 440 - Glass & Glazing Supplies |
| <input type="checkbox"/> 020 - Agricultural Equip, Implements & Accessories (See Class 022 for Parts) | <input type="checkbox"/> 445 - Hand Tools (Powered & Non-Powered), Accessories & Supplies |
| <input type="checkbox"/> 022 - Agricultural Implement & Accessory Parts | <input type="checkbox"/> 450 - Hardware & Related Items |
| <input type="checkbox"/> 025 - Air Compressors & Accessories | <input type="checkbox"/> 948 - Health Related Services (For Human |

Step 1

Step 2

Step 3

Step 4

Step 5

Final Step - Attach W-9

*** 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:

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

[Print](#)



Purchasing Office

Providing goods and services necessary to support the education of our students

Supporting our Schools

[View Plan Holders](#)

[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:

[Prev](#) [1](#) [2](#) [Next](#)

Records 11 - 13 of 13

Name	Company	Address / Phone	Contractor Type	Trade	Is MBE?
Stryjewski, Zachary zachary.stryjewski@strayercontracting.com	Strayer Contracting	2200 Old Orems Rd Middle River, MD USA, 21220 410-686-4300	Prime Contractor	Other	No
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