Doing Business with Anne Arundel County Public Schools

JANUARY 25, 2023
ELEVATING ALL STUDENTS...ELIMINATING ALL GAPS

UPCOMING EVENTS

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
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.
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 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.)

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

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

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

Total Plan Holders: 13

<table>
<thead>
<tr>
<th>Name</th>
<th>Company</th>
<th>Address / Phone</th>
<th>Contractor Type</th>
<th>Trade</th>
<th>Is MBE?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Strzyewski, Zachary</td>
<td>Strayer Contracting</td>
<td>2200 Old Greens Rd Middle River, MD USA, 21220</td>
<td>Prime Contractor</td>
<td>Other</td>
<td>No</td>
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<tr>
<td>Trionfo, Michael</td>
<td>Trionfo Builders</td>
<td>3823 Blenheim Road Phoenix, MD USA, 21131</td>
<td>Prime Contractor</td>
<td>Other</td>
<td>No</td>
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<tr>
<td>Yans, Thomas</td>
<td>BoMark Technology Group</td>
<td>838 South Main Street Hampstead, MD USA, 21074-2394</td>
<td>Sub Contractor</td>
<td>Electrical/Security</td>
<td>No</td>
</tr>
</tbody>
</table>
Minimum Requirements to Compete for Contracts

- Business in good standing with the State Department of Assessments and Taxation [http://dat.maryland.gov/Pages/default.aspx](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
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!
AACPS Purchasing Office

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Questions?