



ANNE ARUNDEL
COUNTY PUBLIC SCHOOLS

Doing Business with Anne Arundel County Public Schools

JANUARY 12, 2022



COMMODITIES/MAINTENANCE SERVICES IT CONTRACTS TRANSPORTATION BUSINESS COMMUNITY PROCUREMENT STAFF

Quick Links

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- > State of Maryland Procurement Mission
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- > Procurement Forecasting
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IMPORTANT INFORMATION



eMaryland Marketplace is being replaced by

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




School Calendar


School Meals


Parent Connect


Vendors & Contractors


School Security


School Year 2018-2019



ELEVATING ALL STUDENTS...ELIMINATING ALL GAPS



STUDENTS

ACADEMICS

SERVICES

SCHOOLS

FAMILIES

BOARD

STAFF

PARTNERS

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



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

Anne Arundel County Public Schools

Fiscal Year 2022-2023 Capital/Systemic Projects

Elementary Schools	Planned Project	Projected Pre-Bid Date
Linthicum/ Hilltop/Van Bokkelen Elem.	Windows	Spring 2022
Southgate Elementary	4 Classroom Additions	Late Spring 2022
Middle Schools	Planned Project	Projected Pre-Bid Dates
Crofton Middle	Health Room	Spring 2022
Meade Middle	Fire Alarm	Spring 2022
High Schools	Planned Project	Projected Pre-Bid Dates
Annapolis High	Replace/Upgrade Stadium Bleachers	Spring 2022
Glen Burnie High	Building Enclosure - Phase 1	Late Spring 2022
Studio 39	Roof	Spring 2022
LARGE CAPITAL PROJECTS		
Elementary Schools	Planned Project	Projected Pre-Bid Date
West County Elementary	New	February 2022
Middle Schools	Planned Project	Projected Pre-Bid Dates
Old Mill Middle South	Replacement	January 2022

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.

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

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