

User Departments

- County Commissioners & Administration
- Office of the County Attorney
- Community Services
- Economic Development
- Emergency Services
- Fiscal & Administrative Services
- Human Resources
- Planning & Growth Management
- Public Works

Types of Purchases

- Architectural and Engineering Services
- Building Materials
- Construction
- Construction and Turf Equipment
- Industrial Chemicals
- Information Technology Hardware and Software
- Janitorial Supplies
- Office Supplies and Furniture
- Painting
- Printing
- Professional Services
- Recreational Equipment
- Road and Culvert Repairs
- Safety Supplies and Equipment
- Vehicles and Repairs
- Grounds Maintenance and Debris Removal
- Water and Sewer Equipment and Repairs
- Water and Sewer Construction

Minority Business Enterprise (MBE) Program Small Local Business Enterprise (SLBE) Program

The county established the MBE and SLBE programs to encourage participation of small, local, minority, and woman owned businesses in county procurement. The Programs are administered by the Charles County Department of Economic Development.

To obtain information on these programs, eligibility criteria, and how to apply, contact the Department of Economic Development Outreach Administrator at 301-885-1340.

CHARLES COUNTY COMMISSIONERS



Equal Opportunity County

Charles County Government

P.O. Box 2150, 200 Baltimore Street
La Plata, Maryland 20646

301-645-0550 • 301-870-3000

MD Relay: 711 • Relay TDD: 1-800-735-2258

Department of Fiscal & Administrative Services

Purchasing Division

301-645-0656 • E-mail: PURAdmin@CharlesCountyMD.gov

Learn more at...

www.CharlesCountyMD.gov



Mission Statement — The mission of Charles County Government is to provide our citizens the highest quality service possible in a timely, efficient, and courteous manner. To achieve this goal, our government must be operated in an open and accessible atmosphere, be based on comprehensive long- and short-term planning, and have an appropriate managerial organization tempered by fiscal responsibility. We support and encourage efforts to grow a diverse workplace.

Vision Statement — Charles County is a place where all people thrive and businesses grow and prosper; where the preservation of our heritage and environment is paramount; where government services to its citizens are provided at the highest level of excellence; and where the quality of life is the best in the nation.

Americans With Disabilities—The Charles County Government welcomes the participation of individuals with disabilities. We comply fully with the Americans With Disabilities Act in making reasonable accommodations to encourage involvement. If you require special assistance and would like to participate in our programs, please contact the Charles County Government directly.

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Charles County Government

A Vendor's Guide to Doing Business with the Purchasing Division



Charles County Government
Department of Fiscal & Administrative Services
Purchasing Division
P.O. Box 2150 • 200 Baltimore St. • La Plata, MD 20646
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To Our Prospective Vendors

This guide has been prepared to acquaint you with some of the procedures of the Charles County Government Purchasing Division. Inside you will find useful information about the county procurement process, and suggestions that may help you improve your chances of being selected to do business with the county.

Our goal is to conduct all procurement in a professional manner and to deal with each prospective vendor, bidder, or salesperson with honesty, fairness, and integrity. We recognize that the procurement process can seem complex, and we invite your questions regarding any aspect of the procurement process of which you may be unsure.

We look forward to responsible business relationships that reflect favorably and are mutually beneficial to both the business community and Charles County Government. Our goal is to do all within our ability to maintain these relationships as we serve the interests of the citizens of Charles County.

Who to Contact

Always make your first call to the Purchasing Division. We will direct you to the appropriate individuals as necessary. Please direct any inquiries to:

301-645-0656

E-mail: PURAdmin@CharlesCountyMD.gov

Location & Business Hours

The Purchasing Division is part of the Department of Fiscal & Administrative Services, and is located in Room B130 of the Charles County Government Building, 200 Baltimore Street, La Plata, Maryland. Normal office hours are Monday through Friday, 8 a.m.–4:30 p.m.

Vendor interviews are conducted by appointment only.

Bid Board

County formal solicitations may be found on the Purchasing Bid Board located on the county website at www.CharlesCountyMD.gov. Click "Procurement Opportunities" and then "Bid Board."

Who Buys for Charles County

Purchasing conducts or provides oversight of all purchases in excess of \$1,000. However, most procurement is either initiated or requested by county departments.

How the County Buys

Small Purchases (less than \$5,000) – Charles County Government departments are authorized to conduct these purchases independently, and will contact vendors directly. Only one quote is required.

Medium Purchases (from \$5,000 to \$25,000) – If practicable, informal quotations are obtained from at least three sources. These requests for quotations usually originate from the departments. Purchase orders are typically required, and are issued by the Purchasing Division based upon requisitions submitted by the departments.

Large Purchases (more than \$25,000) – The Purchasing Division conducts a formal solicitation process to obtain sealed bids/proposals. Other bid documents are required to accompany the sealed bid/proposal, such as qualifications and experience, bid/proposal affidavit, bid bond, insurance certification, Minority Business Enterprise (MBE) participation, etc. Formal solicitations are advertised in the following venues:

- Charles County Bid Board at the Purchasing Office
- eMaryland Marketplace, the State of Maryland's online bid board at <https://emaryland.buyspeed.com/bs/>
- One time in the Maryland Independent
- CCGTV on Comcast channel 95, and Verizon channel 10
- Social media: Facebook (www.Facebook.com/CharlesCounty), and Twitter (@CharlesCoMD)
- Online at www.CharlesCountyMD.gov/public-notice

Vendor Notifications

All formal county solicitations are published on eMaryland Marketplace, the State of Maryland's electronic bid board, which provides email notification of solicitations published. Firms wishing to be notified of county solicitations should register with eMaryland Marketplace at <https://emaryland.buyspeed.com/bs/>.

Suggestions for Bidders/Proposers

- Always read the solicitation documents thoroughly before submitting questions.
- Comply completely with all instructions and requirements contained in the solicitations. Bids/proposals missing required information and/or containing incomplete forms may be rejected.
- Attend the pre-bid/proposal meeting/site visit if one is offered.
- Ensure you submit all items required by the solicitation, such as: bid security, addendum acknowledgement, references, qualifications, licenses/certifications, etc.
- Check the Bid Board frequently. You are responsible to be aware of any addendums, updates, or notices concerning the solicitation published on the Bid Board.
- If you submit questions, ensure they are clear, concise, directed to the person specified in the solicitation, and submitted in writing prior to the cutoff date for questions.
- Ensure your bid is submitted to the Purchasing Office prior to the published bid/proposal closing date and time. Bids and proposals submitted late will not be accepted.

Solicitation & Award Information

Information not contained in the county solicitation documents posted on the Bid Board is not available until after award has been made.

Bid openings for bids received in response to Invitations To Bid are public, and bidders are encouraged to attend.

Contract awards resulting from formal solicitations are made after completion of review, evaluation, and tabulation of bids/proposals. Award information is published on the county Bid Board after the award has been made.

Information concerning the county's formal solicitations is available on the Bid Board for at least 30 days after the award of the contract. Information concerning procurement documents not published on the Bid Board may be requested in writing in accordance with the Maryland Public Information Act, as directed on the county website.