

Major User Departments

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

Types of Purchases

- Architectural and engineering services
- Building materials
- Construction
- Consultant Services
- Industrial chemicals
- Major construction and turf equipment
- Office supplies and furniture
- Printing
- Recreational Equipment
- Safety supplies and equipment
- Vehicles
- Water & Sewer Construction

Minority Business Enterprise (MBE) Program

In an effort to encourage participation of minority-owned businesses in County procurement, in 2005 the County Commissioners implemented a Minority Business Enterprise (MBE) program. The Program seeks to increase awards of County business to minority-owned businesses, and recognizes the following groups: African Americans, American Indians/Native Americans, Asians, Hispanics, Women and Physically and Mentally Disabled persons, and Disabled American Veterans.

The County sponsors an MBE registration program.

Registration applications may be downloaded at www.CharlesCountyMD.gov/FAS/Purchasing/Purchasing. Additional information regarding this program may be obtained by contacting the Purchasing Division directly.

CHARLES COUNTY COMMISSIONERS



Equal Opportunity County

Charles County Government

P.O. Box 2150 • 200 Baltimore St. • La Plata, Maryland
301-645-0550 • 301-870-3000

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

Department of Fiscal & Administrative Services Purchasing Division

P.O. Box 2150 • La Plata, Maryland 20646
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.

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
301-645-0656 • PURAdmin@CharlesCountyMD.gov

Prospective Bidders

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 basic information about how procurement is conducted, and suggestions that may help you improve your chances of being selected to do business with the County.

It is the intention of the Charles County Government to conduct 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 encourage your interest in this process.

We look forward to responsible business relationships that reflect favorably and are mutually beneficial to both the business community and the Charles County Government. We pledge 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. Any inquiries or questions regarding these procedures may be directed to:

Department of Fiscal & Administrative Services
Purchasing Division
301-645-0656

E-mail: PURAdmin@CharlesCountyMD.gov

Business Hours

The Purchasing Division conducts business Monday through Friday, 8 a.m.–4:30 p.m.

Vendor interviews are by appointment only.

Who Buys for Charles County

All purchases in excess of \$1,000 are conducted or monitored by the Charles County Purchasing Division.

The Purchasing Division is located in Room B130 of the Charles County Government Building at 200 Baltimore Street in La Plata. The Division is part of the Department of Fiscal & Administrative Services.

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 possible and practicable, informal written or telephone quotations are obtained from at least three sources. These requests for quotations may originate from either the Purchasing Division or the Departments. Purchase Orders are typically required, and are processed by Purchasing

Large Purchases (more than \$25,000) – The Purchasing Division conducts the formal procurement process to solicit 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, and Minority Business Enterprise (MBE) participation. Formal solicitations are advertised as follows:

- Charles County Government Bid Board located online at www.CharlesCountyMD.gov, then click on “Procurement Opportunities”, then click on “Bid Board.”
- Bid Board located in the Purchasing Office
- State of Maryland online bid board at www.eMarylandMarketplace.com
- CCG-TV
- Local newspaper having general circulation throughout Charles County

Price Information & Award Details

Business with the Charles County Government is public business. Information concerning the County’s formal solicitations is available online 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.

Bid openings are public, and bidders are invited to attend. Upon completion of the bid review, evaluation, and tabulation, bid results are published on the County Bid Board at www.CharlesCountyMD.gov, then click on “Procurement Opportunities”, then click on “Bid Board.”

Vendor List

In order to be placed on our vendor list, you must complete the Vendor List Application.

The application may be obtained at the Purchasing Office, as well as through the online Bid Board.

Bidder’s Checklist

- Always read the bid documents thoroughly, and comply with all the instructions and conditions. Incomplete and/or improperly completed bid/proposal forms may be rejected.
- If required, ensure you submit your bid bond (or certified check, money order or cashier’s check), certification of insurance, and all other items required by the solicitation.
- Check the Bid Board frequently. You are responsible to be aware of any addendums, updates or notices concerning the solicitations published on the Bid Board.
- If you submit questions, ensure they are clear, concise, directed to the person noted in the solicitation, and submitted prior to the specified question cutoff date.
- Ensure your bid is submitted to the correct office prior to the published bid/proposal closing date and time. Bids and proposals submitted late will not be considered.