

Howard County Maryland

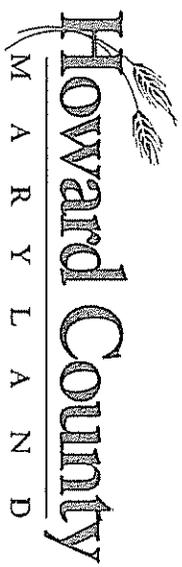
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Dear Vendor:

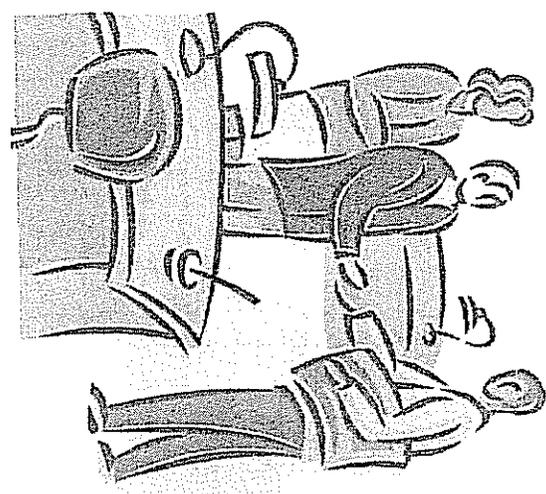
This guide has been prepared to assist you in understanding the basic procedures of centralized purchasing in Howard County. We hope it will provide useful information about our system and also serve as a welcome to vendors who currently provide commodities/services to us as well as those seeking to do business with Howard County. Please contact the Office of Purchasing if there are questions concerning any aspect of purchasing.



James N. Robey
County Executive



Howard County Maryland
Office of Purchasing
Gateway Building, 5th Floor
6751 Columbia Gateway Drive
Columbia, Maryland 21046



A Vendor's Guide

A Vendor's Guide Howard County, Maryland

Who Purchases for Howard County

The Office of Purchasing is responsible for procuring all commodities/services required by Howard County Government (excluding the Board of Education, the Community College and the Library.) The office is located in the Gateway Building, 5th Floor, 6751 Columbia Gateway Drive, Columbia, MD 21046, and reports through the Deputy Chief Administrative Officer to the Chief Administrative Officer. The Office of Purchasing, in conjunction with the Department of Public Works, administers the procurement of professional services and construction for capital projects. Vendor contact with other County agencies must be made through the Office of Purchasing.

Office of Purchasing
410-313-6370
410-313-6388 (FAX)

Website

[www.co.ho.md.us/purchasing/
purchasing_homepage.htm](http://www.co.ho.md.us/purchasing/purchasing_homepage.htm)

Bids Available Hot Line 410-313-3316
Bid Results Hot Line 410-313-3317

Darla H. Herbold, CPPO, CPPB, Chief
George F. Dietsch, CPPO, Assistant Chief

Helen M. Ashley, Senior Buyer and

Capital Projects Coordinator
Sylvia Jacobs, CPPB, Buyer and

EBO Program Coordinator

Evangeline H. Bolder, CPPB, Buyer

Sandra E. Fox, Buyer

Teresa V. Lemon, CPPB, Buyer

Shelley Libby, Buyer

Procedure

PDQ Card - VISA (\$1,000 or less)

User agencies make purchases directly through use of procurement cards issued to individuals.

Informal Quotes (\$5,000 or less)

Quotations may be obtained by Purchasing from vendors verbally or in writing.

Informal Bids (\$5,000 - \$29,999)

Written requests for Quotation are obtained by Purchasing from a minimum of 3 bidders.

Formal Bids (\$30,000 + over)

Formal Bids are advertised in at least 1 local newspaper and announced by notices of letting, public bulletin boards, website, Bids Available Hot Line, and other means. Notices of bids for commodities/services are sent to all vendors on the bidders list. Any bid not received at the designated location by the designated time will be rejected. Bids are awarded to the lowest responsive responsible bidder meeting specifications.

Bid tabulations are posted in the Office of Purchasing, on the Bid Results Hot Line and on the Bid Results web page.

Insurance Requirements

All services and construction contracts require insurance certificates of general liability, workers' compensation, and automobile liability naming the County as additional insured.

Bid Deposit

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A bid deposit may be required on formal bids. The bid deposit shall be a certified check drawn from a solvent bank or a bid bond. Either must be made payable to: Director of Finance, Howard County, Maryland.

Ethical Code

The Howard County Office of Purchasing subscribes to the Code of Ethics of the National Institute of Governmental Purchasing, Inc. and is a charter member of the Maryland Public Purchasing Association, Inc. Further, acceptance of gifts or gratuities of any kind is prohibited by governmental purchasing ethics and the Howard County Code.

SocioEconomic Considerations

It is the policy of Howard County to encourage participation in the Equal Business Opportunity (EBO) Program by minority-owned businesses, women-owned businesses, and businesses owned by disabled persons.

Bidders List

A list of vendors is maintained on the automated bidders list. Vendors desiring placement on the bidders list must complete a Howard County Bidders Application, specifying those commodities/services they provide, and return it to the Office of Purchasing; or complete the process through our website.

The County does not maintain a bidders list for professional services and construction for capital projects. These bids are advertised in local and other media. Capital project bids are distributed to contractors by the Office of Central Services, Howard Building, Ground Floor, 3430 Court House Drive, Ellicott City, MD 21043, for the prescribed fee.

