



HOWARD COUNTY, MARYLAND

OFFICE OF PURCHASING

CENTRALIZED PURCHASING

The Office of Purchasing operates within the Department of County Administration and in accordance with Article VIII of the Howard County Charter and Title 4, Subtitle 1 of the Howard County Code. The office is responsible for procuring all goods and services required by Howard County Government (excluding the Board of Education, the Community College and the Library). Vendor contact with other County agencies must be made through the Office of Purchasing.

PROCEDURES

Procurement Card (up to \$10,000)

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

Informal Quotes (\$10,001 - \$29,999)

Purchasing obtains written quotations from a minimum of three bidders.

Formal Bids (\$30,000 and over)

Formal solicitations, Invitations for Bids or Requests for Proposals, are posted on the Office of Purchasing website where potential bidders are encouraged to download solicitations and addenda. Addenda to solicitations often occur prior to bid opening, sometimes within a few hours of the opening. It is the potential bidder's responsibility to frequently visit the Purchasing website to obtain addenda once a solicitation is downloaded.

Capital Construction Projects

Plans, specifications and addenda for capital construction projects are available to prospective contractors for a prescribed fee. Instructions to view and purchase plans are available online by going to the Purchasing website and clicking on the current solicitations tab.

BID NOTIFICATIONS

Suppliers can self-register online on our website to receive automated email notifications by clicking on the PlanetBids Vendor Portal link under the Current Solicitations webpage.

ETHICAL CONDUCT

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.

INSURANCE REQUIREMENTS

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

BID DEPOSIT

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 made payable to: Director of Finance, Howard County, Maryland.

EQUAL BUSINESS OPPORTUNITY (EBO) PROGRAM

Howard County encourages participation by minority-owned businesses, women-owned businesses, and disabled-owned businesses through its Equal Business Opportunity (EBO) Program.

OUR MISSION

The Office of Purchasing provides centralized procurement with integrity and transparency by promoting broad competition and using collaborative and cost effective methods to provide timely customer support.

OUR VISION

The Office of Purchasing shall foster a diverse workforce and vendor community, motivated by integrity and teamwork, to procure goods and services that increase operational readiness, embody innovative technology, enhance mission performance and drive efficiency and effectiveness.

AWARDS

