

CENTRALIZED PURCHASING

The Washington County Purchasing Department is responsible for procuring all goods and services required by Washington County Government (excluding Washington County Public Schools, Hagerstown Community College and the Washington County Library unless bidding cooperatively.)

The department's office is located at the Washington County Administration Building, 100 West Washington Street, Third Floor, Suite 3200, Hagerstown, Maryland, 21740-4748, and reports through the Director of Purchasing to the Chief Financial Officer of Budget & Finance.

The Purchasing Department administers the procurement of architectural and engineering services and construction for capital projects. Excluded are some projects, i.e. roads and bridges; these are administered by the County's Division of Engineering & Construction Management.

Vendor contact with other County departments is to be made through the Purchasing Department.

Telephone: 240-313-2330
Fax: 240-313-2331

ETHICAL CONDUCT

Washington County employees adhere to the County's Ethics Ordinance as adopted by the Board of County Commissioners of Washington County, Maryland. In addition, the Purchasing Department subscribes to the Code of Ethics of the National Institute of Governmental Purchasing, Inc. and is a member of the Maryland Public Purchasing Association, Inc.

PROCEDURES

Procurement Card (\$2,500 or less)

User department makes direct purchases including the use of procurement cards issued to authorized individuals.

Informal Quotations (\$2,500.01 - \$10,000.00)

User department/agency obtains verbal or written quotations.

Formal Quotations (\$10,000.01 - \$50,000)

User department/agency/Purchasing Department obtains written quotations from a minimum of three bidders.

Formal Bids (exceeding \$50,000)

Formal solicitations--Invitations for Bid or Requests for Proposals, are posted on eMaryland Marketplace Advantage's website and the Purchasing Department's web site where potential bidders are encouraged to download solicitations and addenda.

Addenda to solicitations often occur within as little as 48 hours prior to the opening date. It is the potential bidder's responsibility to frequently visit the Purchasing Department web site to obtain addenda once a solicitation is downloaded.

Capital Construction Projects

The County does not maintain a bidders list for architectural and engineering services or capital construction projects. These solicitations are advertised on the websites of the Purchasing Department and the Division of Engineering & Construction Management, in local media if required or determined to be in the best interest of the County, and on eMaryland Marketplace (www.ebidmarketplace.com).

BIDDERS' LIST

The County does not maintain a list of bidders. Vendors are encouraged to visit the County's web site to view notices of formal bids/quotes as well as the State's eMaryland Marketplace Advantage website. In addition to the Purchasing Department's web site, vendors are also encouraged to view the web site of the County's Division of Engineering & Construction Management for its capital construction projects.

INSURANCE REQUIREMENTS

All services and construction contracts require insurance certificates of general liability, workers' compensation, automobile liability, and 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 made payable to the Washington County Treasurer drawn from a solvent bank or an insurance bid bond made payable to the Board of County Commissioners of Washington County, Maryland.

SOCIOECONOMIC POLICY

It is the policy of Washington County to encourage participation of minority-owned businesses, women-owned businesses, and disadvantaged businesses.

With regard to FAA-funded projects at the Hagerstown Regional Airport – Richard A. Henson Field, the County has established goals in an approved Disadvantaged Business Enterprise (DBE) Plan in accordance with the Federal Aviation Administration (FAA) DBE Program, 49 CFR 26.

OUR MISSION

The Purchasing Department's Mission is to provide the highest quality procurement services to all customers in the most efficient and fiscally responsible manner in accordance with all applicable laws, policies, rules, and regulations to assist the County in supporting and strengthening individual and community self-reliance and responsibility.

OUR VISION

Our vision is to create internal / external customer satisfaction by providing value and efficiency to each purchase request while adhering to County policy, state law, and sound business practices.

VALUE STATEMENT

The primary objectives of a first-class procurement organization extends beyond the traditional belief that procurement's primary role is to obtain goods and services in response to internal needs. These primary objectives include:

- *Support operational requirements
- *Manage the purchasing and contracting process equitably, efficiently, and effectively
- *Develop strong relationships with other functional groups and stakeholders
- *Support organizational goals and objectives.

The Purchasing Department is committed to the fair, equitable, and timely acquisition of goods and services for the Board of County Commissioners of Washington County, Maryland and to cultivating an ethical and professional environment. Using technology, competition, and best practices, we strive to bring the greatest value to the County and its residents in an efficient and cost-effective manner. The Department embraces the Values and Guiding Principles of Public Procurement, which are:

*Accountability *Ethics *Impartiality *Professional Service *Transparency

MEMBER OF:



We hope this guide has provided useful information about doing business with Washington County. We welcome individuals and companies seeking to do business with the County and encourage them to contact us.

PURCHASING STAFF

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Vendor's Guide

<http://www.washco-md.net/purchasing>