

REGULATION

ANNE ARUNDELCOUNTY PUBLIC SCHOOLS

Related Entries: DE, DE-RA, DEB
Responsible Office: PURCHASING OFFICE

BIDDING PROCEDURES

A. PURPOSE

To establish procedures for procuring goods and services for Anne Arundel County Public Schools (AACPS).

B. BACKGROUND

The Supervisor of Purchasing shall determine whether it is in the best interest of AACPS to utilize available surplus property, cooperative agreements, warehouse supplies, agreements with other government entities, and existing master agreements prior to expending resources for bidding or other competitive solicitation procedures.

C. DEFINITIONS

1. **Architectural Services** – professional or creative work that is performed in connection with the design and supervision of construction or landscaping, and that requires architectural education, training, and experience. Architectural services include, but are not limited to, consultation, research, investigation, evaluation, planning, architectural design and preparation of related documents, and coordination of services furnished by structural, civil, mechanical, and electrical engineers and other consultants.
2. **Bidder** – a person, supplier, or contractor that provides an offer in response to a Request for Bid or Request for Proposal.
3. **Business day** – any day the AACPS Central Office is open.
4. **Certified Small Business** – a business certified by the State of Maryland and meets the criteria established in §14-501 of the State Finance and Procurement Article.
5. **Construction** – the process of building, altering, repairing, improving, or demolishing any structure, building, or other improvement to real property. Construction does not include the maintenance or routine operation of an existing improvement to real property, or activities related to an energy performance contract.
6. **Contract** – an agreement entered into by AACPS for the lease of real or personal property or the acquisition of supplies, services, construction, construction related

services, architectural services, or engineering services. Contract does not include an agreement between AACPS and another government entity.

7. **Contractor** – any person having a contract with AACPS. Contractor does not include an employee with an employment contract, or an employee organization with a collective bargaining agreement.
8. **Cooperative Purchasing Agreements** – the coordinating and combining of like requirements for goods and services with other government entities, and/or making purchases from their open-ended contracts.
9. **Emergency** – the existence of one or more of the following conditions 1) a sudden and unexpected occurrence or condition which was unforeseen and that requires an action to avoid or to mitigate serious damage to public health, safety, or welfare; 2) goods and services are needed and their absence could interrupt the educational program; and/or 3) an occurrence or condition must be satisfied with immediate action that does not provide sufficient time to follow policy and regulations for competition and award.
10. **Engineering Services** – professional or creative work that is performed in connection with utilities, structures, buildings, machines, equipment, and processes, and that requires engineering education, training, and experience in the application of special knowledge of the mathematical, physical, and engineering sciences. Engineering services include, but are not limited to, consultation, investigation, evaluation, planning, design, and inspection of construction for the purpose of interpreting and assuring compliance with specifications and design within the scope of inspection services. Engineering services do not include inspection of construction not requiring engineering training, and services provided in connection with an energy performance contract.
11. **Grant** – to bestow power, money, privilege, property, or other item of value that shall be conditional, although without other consideration, by the grantor upon another party. A grant does not include a contract for purposes of these procedures.
12. **Maintenance** – any work necessary for the continued operation or upkeep of a facility, structure, building, grounds, or building system, including built-in equipment or an in-ground system, that is not included within the definition of construction.
13. **Materials of Instruction** – materials defined in accordance with §5-112 of the Education Article and the *Maryland State Department of Education Financial Reporting Manual*.
14. **Quotations** – informal oral or written price offers.
15. **Request for Bids** – any document, whether attached or incorporated by reference, used for soliciting bids under procurement by competitive sealed bidding; and the selection for award is based upon the lowest responsive and responsible bidder.

16. **Request for Proposals** – any document, whether attached or incorporated by reference, used for soliciting proposals. Selection for award is based upon the highest evaluated proposal in accordance with the weighted evaluation considering the technical and financial merits of the requirement.
17. **Service** – the rendering of time, effort, or work, rather than the furnishing of a specific physical product other than reports incidental to the required performance. Service includes, but is not limited to the professional, personal, and/or contractual services provided by architects, engineers, attorneys, accountants, physicians, consultants, appraisers, land surveyors, and where services are associated with the provision of expertise or labor, or both.
18. **Sole Source** – compliance with one or more of the following: 1) only a single source exists that meets the requirements; 2) the compatibility of equipment, accessories or replacement parts is the paramount consideration; 3) a sole supplier's item is needed for trial use or testing; 4) a sole supplier's item is needed for resale; 5) certain public utility services are to be procured and only one source exists; and/or 6), in the case of an instructional related service, staff has determined to the satisfaction of the Supervisor of Purchasing that it would be impractical to seek or utilize another source for that service when the requirement is only available from a single supplier or contractor.
19. **Supervisor of Purchasing** – the person authorized to manage and supervise the Purchasing Office and to formulate, enter into, or administer contracts and make written determinations and findings with respect to these contracts. Supervisor of Purchasing also includes a designee of the Supervisor of Purchasing acting with written authority from the Supervisor of Purchasing to perform functions specifically delineated in writing.
20. **Supplies** – all tangible personal property, including equipment, leases of equipment, insurance, including necessarily associated services, and printing, but excluding interest in real property or tangible personal property acquired or used in connection with an energy performance contract.

D. PROCEDURES

1. The Purchasing Office shall obtain as much competition as is reasonable following the thresholds listed below:
 - a. All requirements less than \$5,000 – competition is at the discretion of the authorized buyer;
 - b. All requirements between \$5,000 and the competitive bidding limit established in §5-112 of the Education Article – three written or oral quotes shall be obtained and may be restricted to certified small businesses at the direction of the buyer; and
 - c. All requirements of like items, singly or combined exceeding the competitive bidding limit established in §5-112 of the Education Article shall use the public

bidding procedure approved by the Supervisor of Purchasing or the Supervisor of Purchasing's designee.

2. With the approval of the Supervisor of Purchasing or the Supervisor of Purchasing's designee, the following may be procured or occur in accordance with the requirement for competition at the discretion of the authorized buyer:
 - a. Contracts for the purchase of books and other materials of instruction as defined in the *Maryland State Department of Education Financial Reporting Manual*;
 - b. Participation in cooperative agreements for goods or commodities that are awarded by other government entities or by intergovernmental purchasing organizations if the lead agency for the contract follows public bidding procedures;
 - c. The length of time of the bidding cycle that would adversely affect the educational process;
 - d. Negotiations will best serve the public interest and AACPS;
 - e. When the length of time of the bidding cycle may result in price increases;
 - f. A grant that identifies a named partner in the grant from which materials and/or services are to be acquired;
 - g. An item purchased for resale;
 - h. An item or service purchased from another governmental entity;
 - i. Maintenance support needed for software licensed in perpetuity;
 - j. Utility services purchased from a public utility; or
 - k. A bona fide emergency exists.
3. With the approval of the Supervisor of Purchasing, the following may be procured without competition regardless of the dollar amount:
 - a. A sole source procurement exists;
 - b. Professional services, including required educational and legal consulting, that are unique to AACPS requirements or otherwise not subject to competition; and
 - c. The Agreement is between AACPS and another government entity.
4. The Purchasing Office shall advertise all procurements over the competitive limit established in §5-112 of the Education Article, excluding the procurement of books,

materials of instruction, documentable sole source and emergency requirements, and when it is impractical or inefficient or impossible to do so.

- a. The Purchasing Office shall be responsible for the selection of appropriate advertisement sources that achieve increased participation in solicitations and provide adequate public notice.
- b. The Division of Human Resources is responsible for the selection of appropriate advertisement sources, which will achieve increased participation in recruitment of personnel.

Regulation History: Developed by Superintendent 05/11/05
Reviewed by Board of Education 05/18/05
Issued 05/23/05; Revised 07/12/17

Note Previous Regulation History: Replaces Policy 405.02, adopted 11/05/97