

NON-INSTRUCTIONAL SERVICES: Purchasing

Qualification of [Bidders] VENDORS

I[1]. [Baltimore County Public Schools (BCPS)] IN ACCORDANCE WITH BOARD POLICY 3230, THE OFFICE OF PURCHASING shall establish procedures for prospective [bidders] VENDORS who seek to be qualified to submit proposals for solicitations issued by the school system. [The procedures shall be developed by the Office of Purchasing in collaboration with the Division of Physical Facilities.]

A[a]. Contractors

Contractors wishing to submit proposals for construction and renovation projects issued by the school system shall be prequalified by the Baltimore County Department of Public Works (BCDPW) prior to the bid opening date AND MUST NOT HAVE BEEN DEBARRED, SUSPENDED, OR TERMINATED FROM WORK FOR CAUSE BY A PUBLIC ENTITY IN THE LAST 5 YEARS. Proposals from [bidders] VENDORS who have failed to obtain the required BCDPW prequalification shall [have their proposals] BE rejected as non-responsive.

B[b]. Construction Managers and Consultants

Construction managers and consultants [(Policy 3250)] shall be [determined] SELECTED through a Qualification Committee and a Selection Committee [appointed by the Superintendent or designee] in accordance with Policy and Rule 3250 – *Selection of Construction Consultants*.

II[2]. VENDOR[Bidder] – Qualified by BCPS

VENDORS[Bidders] wishing to submit proposals for general maintenance, minor renovation, or miscellaneous building services shall complete and submit THEIR QUALIFICATIONS IN ACCORDANCE WITH THE BID SPECIFICATIONS [a multi-page BCPS "Qualification Form"] issued by the Office of Purchasing with the bid solicitation. The ["Qualification Form"] VENDOR'S QUALIFICATIONS shall be evaluated by designated representatives of the school system. Failure to provide valid and complete information may result in the [bidders] proposal being [declared] REJECTED AS non-responsive.

III[3]. VENDOR[Bidder] -Qualified by Bid Specification

VENDORS[Bidders] wishing to submit proposals for general commodities, EQUIPMENT, SUPPLIES, and services shall become qualified through submission of materials AND/OR INFORMATION defined in the bid solicitation. Required documentation may include: financial STATEMENTS, years in business, certificate of insurance, client references, product samples, factory training certificates, prior performance on state or local contracts, and copies of appropriate licenses. Proposals which fail to include the required information [may] WILL be rejected as non-responsive.

IV[4]. CONSULTANTS (NON-CONSTRUCTION)

- A. SPECIFIC TECHNICAL EVALUATION CRITERIA SHALL BE PROVIDED BY THE DEPARTMENT OR OFFICE REQUESTING THE CONSULTING SERVICES.
- B. AT THE DISCRETION OF THE OFFICE OF PURCHASING, PROPOSALS MAY BE SOLICITED.

V[4]. Disqualification or Debar From Bidding

With [documentable] cause, the Office of Purchasing has the authority to disqualify or debar CONTRACTORS, CONSTRUCTION MANAGERS, consultants or vendors from bidding with [the Board of Education] BALTIMORE COUNTY PUBLIC SCHOOLS for a reasonable period of time which will be determined on a case-by-case basis. SEE BOARD POLICY AND SUPERINTENDENT RULE 3231, VENDOR PERFORMANCE EVALUATION.

[Reference: Policy and Rule 3200 and 3250]

[Legal Reference: COMAR, Title 21, § 12.04]

Rule

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REVISED: \_\_\_\_\_

Superintendent of Schools