

## **VENDOR GUIDE**

This guide is designed to assist you in understanding the basic procedures of purchasing in the City of Rockville Government. The City welcomes vendors to do business with the City and will provide any assistance and information that may help you to better understand our procedures.

### **Government's Philosophy**

The City of Rockville seeks to fulfill its needs for commodities and services through open competitive bidding wherever practical and possible.

### **The Legal Environment**

The City of Rockville is bound by purchasing laws which are set forth in the Rockville City Code and Purchasing Manual.

### **Who Purchases for the City of Rockville**

The Purchasing Office is responsible for procuring goods and services required by the City. This office also administers the procurement of professional services and construction for capital projects. All purchasing contact with the City Government departments must be made through the Purchasing Office located at:

111 Maryland Avenue.  
Rockville, MD 20850  
Phone (240) 314-8430  
Fax (240) 314-8439

### **How to Do Business with Rockville**

The Purchasing Office does not maintain Bidder's Lists. All vendors interested in doing business with the City should register with the State of Maryland's eMaryland Marketplace.

General information about the eMaryland Marketplace can be found at the following web address:

<https://ebidmarketplace.com/>

If you are interested in being notified of City solicitations for goods and services your company can provide you may register at the following address:

<https://ebidmarketplace.com/regmain.asp>

## **Current Solicitations**

Formal solicitations for goods and services are advertised on eMaryland Marketplace and this website.

## **Ethical Code**

The City of Rockville Purchasing Office subscribes to the Code of Ethics of the National Institute of Governmental Purchasing, Inc. and the Universal Public Purchasing Certification Council (UPPCC). Further, acceptance of gifts or gratuities is prohibited by governmental purchasing ethics and the Rockville City Code.

## **Procurement Procedures**

Depending on the amount of the purchase, the City of Rockville uses different procurement methods.

- **Procurement Card (\$3,000 or less)**

User departments make direct purchases using procurement cards issued to individuals.

- **Requests for Quotations (\$3,001 to \$30,000)**

User departments issue Requests for Quotation for purchases valued below \$30,000 unless the complexity requires added controls of the formal bid process.

- **Formal Bids (\$30,000 and over)**

Formal solicitations, Invitations for Bid or Requests for Proposals, are posted on the City'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 web site to obtain addenda once a solicitation is downloaded.

## **Bid Openings**

Vendors are welcome to attend bid openings at the dates and times noted in solicitation. The City will publicly open all timely bids/proposals at the following location:

Rockville City Hall  
111 Maryland Avenue  
Rockville, MD 20850

## **Insurance Requirements**

All services and construction contracts require insurance certificates of general liability, workers' compensation and automobile liability naming the Mayor and Council of Rockville Maryland as an additional insured. The City also requires endorsement and waiver of subrogation forms.