

# PLANET BIDS AND DOING BUSINESS WITH HOWARD COUNTY

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AN INTRODUCTION TO THE COUNTY'S E-PROCUREMENT SYSTEM





## **OUTSTANDING AGENCY ACCREDITATION ACHIEVEMENT AWARD (OA4)**

- *Accredited by NIGP through June 2021*
- *Accreditation assesses achievement in areas such as automation, e-commerce, cooperative purchasing, audit, property management, and standardization.*

## **ACHIEVEMENT OF EXCELLENCE IN PURCHASING**

- *Received in 2020 for the 12<sup>th</sup> year in a row*
- *Awarded by the National Procurement Institute*
- *Demonstrates excellence in e-commerce, innovation, professionalism, productivity, and leadership.*

# PLANET BIDS

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- In 2016, the County implemented an e-bidding system to simplify the bidding process for both vendors and buyers.
- Self-registration is free and only takes a few minutes.
- Sign up to get notified of new bids in your field.
- Once registered, you can view and print the specs for any of our solicitations.



# HOW TO FIND OUR WEBSITE

[WWW.HOWARDCOUNTYMD.GOV/DEPARTMENTS/COUNTY-ADMINISTRATION/PURCHASING](http://WWW.HOWARDCOUNTYMD.GOV/DEPARTMENTS/COUNTY-ADMINISTRATION/PURCHASING)

## Howard County Office of Purchasing

6751 Columbia Gateway Drive  
Suite 226  
Columbia, MD 21046  
410-313-6370

## Navigation

### County Administration

- About Us
- Budget
- Community Sustainability
- Human Resources
- Human Rights
- Public Information
- Purchasing**
- About Us

## Current Solicitations

Sealed Bids/Proposals will be received by the Howard County Office of Purchasing, Gateway Building, 6751 Columbia Gateway Drive, Suite 226, Columbia, MD 21046 until the date and time indicated, when they will be opened and read. All bids/proposals in response to solicitations in our e-procurement system shall be submitted electronically through [PlanetBids](#) only.

### [e-Procurement System](#)

Howard County is committed to providing an equal opportunity for all business enterprises to participate in our procurement opportunities. To facilitate this commitment, the County recently transitioned to a web-based procurement system hosted by [PlanetBids](#) (PB System), provided at **no cost** to all interested businesses. The PB System allows suppliers to self-register online and to receive automated email notifications of solicitations for goods and services **pertinent to their business**. The PB System allows registered suppliers to download bid documents, receive addenda, submit electronic bids, and view bid results.

Click on the [PlanetBids](#) logo below to access the County's electronic procurement system, to register and/or login as a supplier and to search for procurement opportunities. Both formal and informal solicitations may be conducted through this system.

All responses are due by the time indicated on each solicitation and late responses will not be accepted. It is the supplier's responsibility to ensure that the most complete and current version of the solicitation, including addenda, has been obtained.

Please note: Suppliers are responsible for registering and maintaining up to date and accurate business profile information in the PB System. Since this is an automated notification system, if your email address is invalid, or inoperable, you will not receive solicitation notifications. The County strongly suggests that suppliers provide two email contact addresses in the spaces provided when registering their businesses, in order to minimize the chance of missing the automated email notifications. Suppliers may edit their profile information at any time.

The County may post solicitations on either the County's website and/or [PlanetBids](#). Suppliers are encouraged to check the County's *Current Solicitations* and to register on [PlanetBids](#).

# REGISTERING IN PLANET BIDS

## Howard County, Office of Purchasing **VENDOR PORTAL**



### New Vendor Registration

Create a new vendor record.  
If you wish to view or edit an existing vendor, simply Log In with your Email Address and Password.



### Bid Opportunities

Search for bid opportunities with this agency, download documents, become a prospective bidder, and electronically bid on projects.



### My Contracts

UNAVAILABLE

Manage your awarded contracts, record payments, add subcontractors, produce reports and charts.



### Certified Vendors

UNAVAILABLE

Find Certified Vendors



### Contracts

UNAVAILABLE

View public information regarding agency contracts.



### My Insurance

UNAVAILABLE

View and fulfill insurance requests/requirements.



### News & Events

- Upcoming Virtual Outreach Event - July 1
- Free Virtual Local Business Outreach Event - Construction/Paving Services
- Howard County Local Business Outreach Event

- Company Info
- Additional Addresses**
- Classifications/ Licenses
- Other Business Info
- Category/ Description

User Authentication

Password  \*

Company

Business Type  \*

Company Name  \*

IRS Reporting Name

Doing Business As

FEI/Tax ID Number  \*

Address  \*

City  \*

State  \*

Country  \*

Zip  \*

Website

Main Contact

Name  \*

Title  \*

Email  \*

\*Tip – Register more than one email address for the business, if possible.

- Company Info
- Additional Addresses
- Classifications/Licenses
- Other Business Info
- Category/Description

- Retail
- Service
- Construction
- Professional (A/E)
- Professional (Other)
- Manufacturing
- Distributor
- Wholesale
- Material Supplier
- Non-Manufacturing
- Other

Business Description



Categories **ADD**

Selecting multiple categories (maximum 30) may increase bidding opportunities

\* At least one category must be chosen

Click the **ADD** button to select commodity/service codes pertaining to your business. These are the codes used by buyers to create solicitations in Planet Bids.

## Choose Categories

consulting

73 results

#	Category
91802	AUDIO/VISUAL CONSULTING SERVICES
91803	ALCOHOL & DRUG ABUSE CONSULTING
91804	ACCOUNTING/AUDITING/BUDGET
91806	ADMINISTRATIVE CONSULTING
91807	ADVERTISING CONSULTING
91809	AGRICULTURAL CONSULTING
91810	AIR POLLUTION CONSULTING
91811	ANTHROPOLOGY CONSULTING
91812	ANALYTICAL STUDIES & SURVEYS
91813	ASBESTOS CONSULTING
91814	APPRAISALS CONSULTING
91815	ARCHITECTURAL CONSULTING
91816	ARCHEOLOGICAL CONSULTING

Add

Remove

No categories chosen

#	Category
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Cancel

Done

Search keywords and when appropriate codes appear, select '**Add**'. You can select up to 50 codes.

# SEARCHING FOR BID OPPORTUNITIES

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# Bid Opportunities

Keyword   
 Stage   
 Bid Type

Category   
 Department   
 Due Date  to

Search returned 285 results

Posted	Category	Project Title	Invitation #	Due Date	Remaining	Stage	Format
09/11/2020	90638, 90922, 90924, 90960, 90966	Building Renovation and Repair Services	RFP 03-2021	10/21/2020	28 days	Bidding	Paper only
09/04/2020	90627, 91842	Campus Microgrid and Combined Heat Power	RFP 04-2021	10/21/2020	28 days	Bidding	Paper only
09/09/2020	92935, 97524, 97534, 97566	Heavy Equipment Rentals	IFB 2021-11	10/07/2020	14 days	Bidding	Electronic only
09/02/2020	91849	Financial Advisory Services (Tax Increment	RFP 02-2021	10/07/2020	14 days	Bidding	Paper only
08/28/2020	91852, 96138, 96219, 96240, 97725	Cafeteria (Snack Bar) Services	RFP 01-2021	10/07/2020	14 days	Bidding	Paper only
08/21/2020	19036, 88576, 88578, 88582	Calcium Nitrate	IFB-2021-09	09/23/2020	23:23:38	Bidding	Electronic only
08/11/2020	91233, 91263, 93165	Roger Carter Pool Chemical Room Renovations	IFB 2020-34	09/23/2020	23:23:38	Bidding	Electronic only
08/15/2020	95230, 95284	Congregate and Unitized Korean Meals	IFB-2021-05	09/16/2020		Award Pending	Electronic only
08/18/2020	93684, 93691	Water Tank Cleaning	IFB 2021-06	09/16/2020		Awarded	Electronic only
08/11/2020	91350	Compost Facility Phase IIB	IFB 2020-51	09/16/2020		Award Pending	Electronic only
08/19/2020	68052, 68065, 68086	Weapon Red Dot System	RFQ 21627-2021	09/09/2020		Awarded	Electronic only
08/12/2020	32525	Dog Food (Police K-9)	RFQ 21626-2021	09/02/2020		Award Pending	Electronic only
08/03/2020	91345, 91360, 91392	Faulkner Ridge 8-Inch Water Main	IFB 2021-01	09/02/2020		Award Pending	Electronic only
07/23/2020	97524, 97534, 97566	Heavy Equipment Rentals	IFB 2021-02	09/02/2020		Closed	Electronic only
08/04/2020	91223, 98859, 99060	Wood Waste Shredding, Emergency (Re-Bid)	IFB 2021-04	08/26/2020		Closed	Electronic only
07/23/2020	28576	LED Post Top Street Light Fixtures	IFB 2021-03	08/26/2020		Closed	Electronic only
08/06/2020	72024, 72055, 72056	Chemical Metering Pump and Parts Kit	RFQ 21625-2021	08/19/2020		Canceled	Electronic only
07/15/2020	92677	Used Cooking Oil Collection and Recycling	RFQ 21624-2021	08/19/2020		Awarded	Electronic only
06/29/2020	55088, 96882	Traffic Signal Construction and Modifications	IFB 2020-10	08/05/2020		Awarded	Electronic only



# Cafeteria (Snack Bar) Services - RFP 01-2021

Bid Information

Documents/  
Attachments

Addenda &  
Emails

Q & A

Prospective  
Bidders

Bid Results

Awards

## Bid Detail

Project Title Cafeteria (Snack Bar) Services

Invitation # RFP 01-2021

Bid Posting Date August 28, 2020 8:41 AM (Eastern)

Project Stage Bidding

Bid Due Date October 7, 2020 11:00 AM (Eastern)

Response Format Paper only

Project Type RFP (Request For Proposal)

Response Types Response File

Type of Award Lump Sum

Categories 91852 - FOOD SERVICE CONSULTING

96138 - FOOD PREPARATION SERVICES (INCLUDING FOOD CANNING SERVICES)

96219 - CAFETERIA & RESTAURANT SERVICES

96240 - FOOD DISTRIBUTION SERVICES

97725 - CAFETERIA, FOOD SERVICE & KITCHEN EQUIPMENT RENT/LEASE

99821 - CAFETERIA KITCHEN EQUIPMENT & FOOD SERVICE, SALE OF SURPLUS

License Requirements

Department Office of Purchasing

Address 6751 Columbia Gateway Drive, Suite 226, Columbia, Maryland

County Howard

Bid Valid

Liquidated Damages

Print

LED Post Top Street Light Fixtures - IFB 2021-03

Closed

Bid Information

Line Items

Documents/  
Attachments

Addenda &  
Emails

Q & A

Prospective  
Bidders

Bid Results

Awards

Export

Vendor (11)	Type	Bid Amount	Responsive
Daybreak LED LLC		\$339,041.40	
C. N. Robinson Lighting Supply Company	MALE	\$485,300.00	
WESCO		\$488,571.00	
Cooper Lighting Solutions		\$552,500.00	
Oelmann Electric Supply Co, Inc	FEM,MBE,WBE	\$569,775.40	
F & F WHOLESALERS	AFA,FEM,DOBE,MBE,WBE	\$689,520.00	
NRG LED Lighting & Solar Solutions	AFA,FEM,MBE,WBE	\$827,500.00	
Ideal Electrical Supply Corp.	AFA,FEM,MBE,WBE	\$955,107.00	
Quantum Technologies Group, LLC		\$961,000.00	
Pritchett Controls		\$995,300.00	
JAN Lighting Solutions		\$1,014,800.00	

Special Notes

Print

Done

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- Community Sustainability
- Human Resources
- Human Rights
- Public Information
- Purchasing

About Us

**Current Solicitations**

Bid Results

Current Awards

Current Contracts

Equal Business Opportunity

Local Business Initiative

Veteran-Owned Business  
Enterprise Program

Vendor Guide

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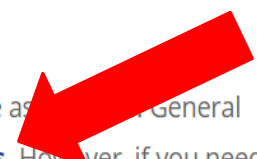
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**[PlanetBids Vendor Portal \(ADA\)](#) - Selecting the accessibility mode will ensure that users of assistive technologies have full and equal access to all aspects of the website.**

**If you have any difficulty registering online or require reasonable accommodations under the Americans with Disabilities Act, please contact the Technical Support personnel by clicking the Help link or by contacting PlanetBids at [support@planetbids.com](mailto:support@planetbids.com).**

We have made every effort to make all aspects of participating in County procurements as easy, secure, and reliable as possible. General instructions for entering electronic bids are available at this link: [Vendor Instructions for Entering Electronic Bids](#). However, if you need assistance or have questions concerning the features available in the PB System, please click Help within PB System for online assistance. **Suppliers are responsible for contacting PlanetBids directly for all technical assistance.**



# TELL ME MORE ABOUT DOING BUSINESS WITH THE COUNTY – WHAT DO YOU BUY?

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# HOW WE DO BUSINESS

- Maximize Competition
- Award to Lowest Responsive and Responsible Bidder on Competitive Sealed Bids
- Award to Best Value on Competitive Sealed Proposals
- Transparency in Public Procurement

# WHO WE BUY FOR

- COUNTY ADMINISTRATION
- COMMUNITY RESOURCES & SERVICES
- TECHNOLOGY & COMMUNICATIONS
- FINANCE
- FIRE & RESCUE
- POLICE
- INSPECTION LICENSES & PERMITS
- PLANNING AND ZONING
- PUBLIC WORKS
- HEALTH
- OFFICE OF LAW
- CORRECTIONS
- RECREATION & PARKS
- BOARD OF ELECTIONS

# WHAT WE BUY

- GOODS
- SERVICES
- PROFESSIONAL SERVICES
- CONSTRUCTION (CAPITAL PROJECTS)

# BID THRESHOLDS

- Small Purchases - up to \$10,000
- Informal Bids - Between \$10,001 and \$29,999
- Formal Bids - \$30,000 and above

# PROCUREMENT METHODS

- 10,000 or less: Departments purchase directly with p-cards
- \$10,001 to \$29,999: Informal Request for Quotes (RFQ)
- \$30,000 and over:
  - Competitive Sealed Bids/Formal Invitation for Bid (IFB)
  - Competitive Sealed Proposals/Formal Request for Proposals (RFP)
- Any Dollar Value: Cooperative Procurement (Piggyback)

# COUNTY-SUPPORTED INITIATIVES AND PROGRAMS

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- **Local Business Initiative Program**
  - Created to support Howard County based businesses
  - Departments and Agencies are strongly encouraged to use these local businesses for small purchases
- **Equal Business Opportunity Program**
  - Overall and subcontracting goals to support minority, women, and disabled-owned businesses
  - The County regularly exceeds its EBO goals
- **Veteran Owned Business Enterprise Program**

# WHAT ARE MY NEXT STEPS TO DOING BUSINESS WITH HOWARD COUNTY?

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- Visit our website:

<https://www.howardcountymd.gov/Departments/County-Administration/Purchasing/Contact-Us>

- Register in Planet Bids to get notified about new solicitations.
- Reach out to our buyers for more information.
- Learn more about our Local Business Initiative and our EBO Program. Use the website links to register for one or both, if they are applicable to your business.

THANK YOU FOR YOUR TIME TODAY

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Any questions?