



Doing Business with the Department of General Services

Commodity Contracts

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Definition

"Commodity" means an item of purchase which may include office goods and materials, food, printing, copying, energy, building materials, and other items needed to support normal operations.

Commodity Procurement Overview

In addition to purchasing commodities to support our own operations, the Department of General Services (DGS) purchase on behalf of agencies across the State of Maryland, including:

- ◆ Department of Health & Mental Hygiene
- ◆ Department of Natural Resources
- ◆ Department of Veterans Affairs
- ◆ Maryland Public Television
- ◆ Maryland Transportation Authority
- ◆ Maryland State Police
- ◆ State Highway Administration

Procurement Methods

DGS uses a variety of procurement methods to procure commodities, including:

- ◆ Preferred Providers (PPM or PPR)
- ◆ Intergovernmental Cooperative Purchasing Agreements (ICP)
- ◆ Competitive Sealed Bidding
- ◆ Small Procurement

Procurement Methods

Preferred Providers

As directed by State Regulation, agencies shall purchase supplies and services that directly benefit Division of Correction inmates, blind persons, or disabled persons, through meaningful work experiences, occupational opportunities, vocational rehabilitation and training, and work therapy from these selling entities:

- ◆ Maryland Correction Enterprises (MCE)
- ◆ Blind Industries and Services of Maryland (BISM)
- ◆ Community Service Provider (Maryland Works)

Procurement Methods

Intergovernmental Cooperative Purchasing Agreements

DGS does participate in Intergovernmental Cooperative Purchasing Agreements. These contracts include:

- ◆ Pharmaceuticals
- ◆ Office Supplies
- ◆ Mailroom Equipment
- ◆ Maintenance, repair & operating products
- ◆ Electrical Supplies
- ◆ Emergency preparedness and homeland security supplies
- ◆ Auto parts and accessories for light, medium, and heavy duty vehicles
- ◆ Grounds maintenance equipment

Procurement Methods

Intergovernmental Cooperative Purchasing Agreements

- ◆ Association of Educational Purchasing Agencies (AEPA)
- ◆ Baltimore Regional Cooperative Purchasing Committee (BRCPC)
- ◆ Buyboard
- ◆ Capitol Region Purchasing Council (CRPC)
- ◆ Choice Partners National Purchasing Cooperative
- ◆ Educational & Institutional Cooperative Purchasing (E & I)
- ◆ Go Green Communities
- ◆ GoodBuy Purchasing Cooperative
- ◆ H-GAC Cooperative Purchasing Program
- ◆ HGAC Energy Purchasing Corporation
- ◆ Kansas City Regional Purchasing Cooperative (KCRPC)
- ◆ NASPO Value Point
- ◆ National Cooperative Purchasing Alliance (NCPA)
- ◆ National Intergovernmental Purchasing Alliance (National IPA)
- ◆ National Joint Powers Alliance (NJPA)
- ◆ NPPGov
- ◆ Public Sourcing Solutions
- ◆ Southeast Florida Governmental Purchasing Cooperative
- ◆ The Cooperative Purchasing Network (TCPN)
- ◆ Texas Department of Information Resources
- ◆ Unified Purchasing Cooperative of the Ohio River Valley
- ◆ U.S. Communities Purchasing Alliance
- ◆ Washington School Information Processing Cooperative (WSIPC)

Procurement Methods

Competitive Sealed Bidding Contracts Exceeding \$25,000

The process of soliciting bids from, and awarding contracts to qualified vendors.

Procurement Overview

The Competitive Sealed Bid Process (> \$25,000)

1. Bid specifications are created by the using agency and posted on eMaryland Marketplace by DGS.
2. A pre-bid meeting/site visit is held and all interested businesses are **encouraged to attend**.
3. Vendors **submit bids online** through eMaryland Marketplace.
4. On the bid opening date, the procurement officer opens and reviews bid submissions.
5. A contract is awarded to the responsible bidder that submitted a responsive bid with the most favorable total bid price.

What DGS Buys

Statewide and Agency Specific Commodity Contracts

Statewide Contracts

A contract entered into for use by all State agencies.

Agency Specific Contracts

A contract for specific products as requested by a using agency

To view current statewide and agency-specific contracts visit the DGS contracts search page at
<http://www.dgs.maryland.gov/Pages/Procurement/BidsAwards.aspx>.

What DGS Buys

Examples of Statewide Commodity Contracts

- ◆ O.E.M. International truck parts
- ◆ Clothing (underware, socks, pjs, etc.)
- ◆ Disposable/compostable food service products
- ◆ Emergency vehicle warning systems
- ◆ Stab resistant vest
- ◆ Woolen blankets
- ◆ Diesel exhaust fluid
- ◆ Hemocue cuvettes, cleaner and controls
- ◆ Grease, oils and lubricants
- ◆ Grocery products and related items
- ◆ Reproduction services
- ◆ Milk and dairy products
- ◆ Road salt
- ◆ Emergency catering services
- ◆ Sedans, vans, SUVs and light duty trucks
- ◆ Deicing material
- ◆ Glock pistols
- ◆ Cookies, crackers and snack products
- ◆ Southern Yellow Pine lumber supply
- ◆ Frozen juices
- ◆ Aluminum signs
- ◆ Ice cream
- ◆ Police uniforms and accessories
- ◆ Document imaging equipment
- ◆ Riot crowd control equipment

What DGS Buys

Agency-Specific Commodity Contracts

- ◆ Agency specific contracts are based on the current needs of the requesting agency.
- ◆ DGS procures agency-specific commodity contracts that exceed \$50,000.
- ◆ For purchases below \$50,000, the agency has authority to procure commodities.

What DGS Buys

Examples of Agency-Specific Commodity Contracts

- ◆ Tax coupon books
- ◆ 50" roll paper
- ◆ Adult body bags
- ◆ Buoy chains and shackles
- ◆ Grave liners
- ◆ Printing and mailing of 1099 forms
- ◆ Traffic signal equipment
- ◆ Absorbent material 'W' Hydrocarbon
- ◆ Snow plow replacement parts
- ◆ Bingo dispensers
- ◆ Bulk chemical hydrated lime
- ◆ Oxygen
- ◆ Buoy markers
- ◆ Propane gas
- ◆ Blood glucose supplies
- ◆ Medical supplies
- ◆ Dietary equipment
- ◆ Fish food
- ◆ Patrol boats
- ◆ Dog food
- ◆ HIV rapid test and control kits
- ◆ Boom rental equipment
- ◆ Embalming fluid
- ◆ Printing of fishing guide books
- ◆ Forensic laboratory supplies
- ◆ Hot mix asphalt
- ◆ Instructional materials
- ◆ Tasers and accessories
- ◆ Winter coats and jackets
- ◆ Pavement marking material

Procurement Overview

Small Procurement Categories

| Procurement Amount | Competition Requirements | Advertisement Requirements |
|---------------------------------|--|---|
| \$0 - \$5,000 | Competition not required; however encouraged | No public advertisement required |
| > \$5,000 - \$15,000 | Obtain Quotes from at least two vendors | No public advertisement required |
| > \$15,000 - \$50,000 | Obtain quotes from at least two vendors. | Advertisement on eMaryland Marketplace Required |

Small Procurement

Facilities Operations & Maintenance

The majority of small purchases are made by the Facilities Operations and Maintenance (FOM) team that is responsible for the operation and maintenance of 55 buildings (6.2 million square feet), including:

- ◆ Preventative maintenance
- ◆ Routine maintenance
- ◆ Major repairs
- ◆ Alternations
- ◆ Improvements
- ◆ Housekeeping services

Buildings



What We Buy

Building Maintenance Supplies

The DGS maintenance team buys anything a facility may need, including:

- ◆ Asphalt, Concrete
- ◆ Doors, Handles
- ◆ Locks & Keys
- ◆ Drywall & Lumber
- ◆ Hardware & Tools
- ◆ Lights
- ◆ Mechanical Equipment



Contracting Opportunities

DGS Contacts

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Questions & Answers

Questions?

