

FREDERICK COUNTY PUBLIC SCHOOLS
PURCHASING DEPARTMENT
33 THOMAS JOHNSON DRIVE
FREDERICK, MARYLAND 21702
PHONE: 301-644-5211
www.fcps.org

GENERAL APPLICATION

Frederick County Public Schools maintains a list of pre-approved companies to receive notification of bids for products and services. Firms interested in furnishing bid proposals to Frederick County Public Schools must complete the attached application and a Federal W9 form (www.irs.gov/pub/irs-pdf/fw9.pdf). Check only those categories in which you intend to offer competitive proposals when requested.

Fundraising companies do not receive bid notices; however they are required to complete and return the attached application along with a Federal W9 form, eight copies of their promotional literature, company overview and price list. Fundraising companies must receive approval prior to working with any Frederick County public school or office.

You may receive a notification via US mail, email or fax, alerting you to an upcoming bid. The notice will advise of the availability of the bid package and how it may be obtained.

It is the responsibility of the bidder to keep the Purchasing Department of Frederick County Public Schools informed of their intent to remain as an approved bidder along with any and all information regarding changes in firm's name, legal entities, address, phone/fax numbers, email addresses, contact profiles, as well as any qualifications that would affect the firm's ability to perform as originally approved.

Your completed application can be mailed to the address above or emailed to Robin Underwood at robin.underwood@fcps.org. Faxed copies will not be accepted.

An approval/denial letter will be issued following review of the application. Your application will not be considered if it is not completed in full and/or the required documents are not accompanied with the application. If a firm has not received approval, the firm shall be ineligible to receive notification of bidding documents.

Pre-approval entitles your firm to obtain plans and specifications for products and services. It does not preclude the need to meet specific bid requirements in order to receive a bid award. Before award, firms may be required to verify that a bid response, if offered, is in accordance with the bid specification and/or information submitted with the application.

The approval term is valid for three years. At the end of the three year term, a renewal notice may be issued for the purpose of re-registration.

Frederick County Public Schools retains the right to modify our pre-approval requirements, which may include rescinding or changing a bidder's approval status at anytime. Please note, references provided will be contacted. Information provided in this application will be kept confidential to the extent permitted by law.

Frederick County Public Schools does not discriminate in admissions, access treatment, or employment in its programs and activities on the basis of race, color, gender, age, national origin, religion, or disability. For more information in this regard, contact the Executive Director of Legal Services at (301-696-6851).

For additional information regarding doing business with Frederick County Public Schools, visit our website at www.fcps.org/purchasing or contact Robin Underwood via email or by phone at 301-644-5211.

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GENERAL APPLICATION

Company Name and Complete Address:

Bid Notice Email Address: _____ Web Address: _____

Purchase Orders Email Address: _____

Phone: _____ Fax: _____

Type of Ownership:

Corporation _____ Partnership _____ Sole Proprietor _____ Limited Liability _____ Other _____

State in which Incorporated: _____ Date of Incorporation: _____

Federal ID Number: _____ DUNS Number: _____

Name and Telephone Number of Owner/CEO:

Other Contacts (Name, Title & Telephone Number):

Minority Business Enterprise Information: The following information is applicable only if your company is registered with the state of Maryland and has a Maryland certificate number.

MBE: Yes _____ No _____ State Registered In _____ Certificate # _____

**** Please circle your company's appropriate MBE status: ****

African American Hispanic Native American Asian Women

Disabled Alaskan Native Non-Profit Other _____

Number of Years in Business: _____ Net Worth: _____ Gross Sales: _____
(Minimum 1 Year Required)

Name and Telephone Number of bank you are currently doing business with:

Is your company debarred from any federal/state/city/county governments or any school districts? _____

If yes, please list: _____

References (List three customers served within the past year):

1. Company Name: _____

Company Address: _____

Contact and Telephone: _____

2. Company Name: _____

Company Address: _____

Contact and Telephone: _____

3. Company Name: _____

Company Address: _____

Contact and Telephone: _____

I, the undersigned, hereby certify that the information contained on this application is true and correct statement of facts. I further certify that the undersigned shall abide by and be subject to all applicable federal, state, and local laws and relations pertaining to any subsequent contract that may be issued.

Authorized Signature: _____ **Date:** _____

Print Name: _____ **Title:** _____

COMPANY NAME

VENDORS: CHECK CATEGORY(S) FOR WHICH YOU WANT TO RECEIVE BIDS - DO NOT MODIFY CATEGORIES

___	020	Agricultural Equipment and Supplies	___	225	Coolers, Drinking Water (Water Fountains)
___	025	Air Compressors and Accessories	___	230	Cosmetology Equipment
___	031	Air Conditioning and Heating (HVAC) Equipment	___	405	Diesel and Unleaded Gasoline, Heating Oil
___	045	Appliances and Equipment (Household Type)	___	250	Document File Mgt. Svcs and Software
___	904	Appraisal Services/Realtors	___	265	Draperies, Curtains, Blinds, Shades & Uph Refinish
_*	907	Arch/Engineer Services (Plan, Survey, Transport)	___	285	Electrical Bulbs, Lamps, Equip. & Supplies
_*	906	Architectural Services, Prof (Including Landscape)	___	287	Electronic Components, Parts & Accessories
___	050	Art/Craft Equipment and Supplies	___	295	Elevators
___	051	Asbestos, Lead, Radon, Abatement Svcs & Remediation	___	905	Energy Management Consultants
___	053	Audio Visual Equipment – All	_*	902	Engineering Services - Civil, Elec, Mech, Structural
___	060	Automotive Maintenance Items and Repair Parts	_*	903	Engineering - Enviro; Geo; Hydro; Soils
___	075	Automotive Shop Equipment and Supplies	___	926	Environ – Industrial Hygiene Services
___	065	Automotive/Bus Bodies and Chassis	___	938	Equip Maintenance - Audio Visual Equipment
___	080	Badges, Emblems, Name Tags and Plates	___	928	Equip Maintenance - Auto, Buses, Other Vehicles
___	115	Bleachers/Stadium Seating	___	929	Equip Maintenance - Industrial Arts/Ag Equipment
___	148	Boilers and Boiler Maintenance Equip	___	934	Equip Maintenance - Lawn and Tractors
___	908	Book Rebinding/Repairing/Recycling Services	___	939	Equip Maintenance - Office Equipment
___	715	Books - Library, Reference, Sets, Text	___	932	Equip Maintenance - Other
___	158	Building Maintenance Parts and Supplies	___	931	Equip Maintenance - Sewing Machines
___	155	Buildings and Structures: Fabricated and Prefab	___	936	Equip Maintenance - Vacuums, Appliances, etc.
___	406	Bulk Oil, Grease, Lubricants	___	480	Family & Consumer Sciences/Life Skills/Sewing Equipment and Supplies
___	170	Chalkboards/Bulletin Boards/Message Boards	___	330	Fencing
___	175	Chemicals, Science Lab	___	946	Financial Services - All
___	190	Chemicals/Solvents - Janitorial, Swimming, Food Ser, Laundry, Salt/De-icing	___	340	Fire Protection Equipment and Supplies
___	195	Clocks, Timers, Watches	___	345	First Aid & Safety Equip. and Sup (Inc. Locks/Safes)
___	200	Clothing, Uniforms and Footware	___	350	Flags, Flag Poles, Banners and Accessories
___	204	Computer Hardware and Peripherals	___	360	Flooring
___	208	Computer Software (See 718 for Multimedia Mats)	___	365	Floor Maintenance Machines, Parts and Accessories
___	207	Computer Supplies	___	941	Food Commodity Processing Services
___	909	Construction Managers and Inspectors	___	940	Food Service Catering Services
___	921	Construction over \$250K: Roofing	___	375	Food - Bakery Products (Fresh)
___	910A	Construction: Prime Contractors. Subs up to \$250,000 – Electrical	___	380	Food - Dairy Products, Milk and Ice Cream
___	910B	Construction: Prime Contractors. Subs up to \$250,000 – General	___	385	Food - Frozen, Pizza
___	910C	Construction: Prime Contractors. Subs up to \$250,000 - Irrigation, Landscape, Site	___	368	Food - Hardware, Cutlery, Dishes, Cooking Accessories
___	910D	Construction: Prime Contractors. Subs up to \$250,000 – Mechanical	___	367	Food – Commercial Kitchen Equip, Chemicals, Serv and Shelving
___	910E	Construction: Prime Contractors. Subs up to \$250,000 – Roofing	___	369	Food - Meats
___	910F	Construction: Prime Contractors. Subs up to \$250,000 - All Other Trades	___	390	Food - Produce
			___	370	Food - Snacks, Beverages, Vending Machines

* It is mandatory for all architectural & engineering firms to submit a 330 form with this application.

** Roofing Contractors for Projects over \$250,000. are not considered on an open enrollment basis - please contact Michele Graham at 301-644-5210 for further information

***For Asbestos Abatement Projects please contact Karen Podojil at 301-644-5219

COMPANY NAME

___	393	Food - Staples, Canned, Packaged, Frozen	___	717	Periodicals, Magazines, Pamphlets and their Jobbers
___	395	Forms & Equipment - Suppliers & Graphic Designers	___	967	Pest Control Services
___	945	Freight and Transportation Delivery Services	___	655	Photographic Equipment and Supplies
___	943	Fundraising Activities	___	650	Playground, Recreation Areas and Swim Pool Equip
___	420	Furniture - All Other Except Office (See 425)	___	670	Plumbing Equip, Fixtures and Supplies
___	422	Furniture - Auditorium Seating	___	685	Postage/Mailroom - Stamps, Meters & Scales
___	415	Furniture - Laboratory	___	678	Preschool & Kindergarten Equipment and Supplies
___	425	Furniture - Office/Wood Casegoods & Shelving	___	966	Printing and Related Services
___	430	Gases, Containers, Equip - Lab, Medical, Welding	___	700	Printing Equipment and Supplies
___	301	Grounds and Lawn Equipment	___	969	Public Sales Notice Recipients
___	445	Hand Tools (Powered and Non-Powered)	___	730	Radio Communication Equip - Two Way & Mobile
___	470	Handicap, Special Ed. Furniture, Equipment and Supplies	___	740	Refrigeration Equipment and Accessories
___	450	Hardware and Related Supplies	___	973	Refuse and Recycling Services
___	474	Health Equipment and Supplies	___	981	Rental or Lease - General Equipment
___	948	Health Related Services (Physicians; Labs)	___	983	Rental Services - Clothing & Uniforms
___	952	Human Services - Childcare/Tutoring	___	985	Rental Services - Copiers & Office: Equip, Furn, Sup
___	951	Human Services - Employment Agencies	___	975	Rental Services - Heavy Equipment and Trailers
___	953	Insurance Consultants and Providers	___	979	Rental Services - Lab, Refrigeration & Testing Equip
___	485	Janitorial Supplies/Rags and Towels (Chemicals - 190; Equip-365)	___	998	Sale of Surplus/Obsolete Services - Auctioneers
___	335	Landscaping Supplies	___	781	School Classroom Materials of Instruction
___	954	Laundry and Dry Cleaning Services	___	788	Science Equipment and Supplies
___	540	Lumber and Related Supplies	___	990	Security Guard Services
___	545	Machinery, Industrial & Tech Ed Equipment & Supplies	___	680	Security Systems/Services
___	958	Management Consultants	___	986	Septic Tank Cleaning Services
___	560	Material Handling Equipment and Supplies	___	801	Signs and Sign Making Products
___	490	Microscopes - Equipment and Supplies	___	987	Snow Removal and Grass Mowing Services
___	960	Minority Business Enterprise Agencies	___	804	Social Studies - Maps and Globes
___	900	Miscellaneous/Other _____	___	805	Sporting Goods, Athletic Equip & Weight Equip
___	963	Moving Contractors for Portable Buildings	___	825	Storage & Filing Equipment/Shelving (Metal Only)
___	962	Moving Services	___	830	Tanks - Underground Storage (Supply,Install,Remove)
___	718	Multimedia Materials - Video, Slides, CDROM, Tapes, Records	___	991	Telecommunications Equipment and Service
___	580	Musical Instruments, Accessories and Supplies	___	845	Test Scanning Equipment and Supplies
___	999	Natural Gas and Electricity	___	992	Testing Services - Tanks and Water
___	615	Office and School Supplies (See School Classroom Mats of Inst 781)	___	855	Theatrical Equipment
___	601	Office Machines - Calculators, Dictating	___	863	Tires and Tubes
___	600	Office Machines - Copiers, Fax, Digital Duplicators	___	870	Windows, Awnings and Glass
___	602	Office Machines - Shredders			
___	630	Paint and Related Supplies			
___	645	Paper for Office, Print Shop and School Use			
___	640	Paper/Plastic Products, Disposable Food Service			
___	964	Paving/Blacktop/Tennis Court/Track Contractors			