



Keisha L. Brown, CPPB  
Purchasing Manager

111 Airport Drive East, Frederick, MD 21701  
(301) 600-1194  
Fax: (301) 600-3871

## ***Doing Business with The City of Frederick***

***Welcome*** to The City of Frederick's Purchasing Department. We realize for many of you, this is your initial contact with the City. This guide has been prepared to acquaint you with the City's policies and procedures in an effort to make your business and visits with us pleasant and mutually beneficial.

### ***Purchasing's Role***

Our responsibilities are dictated by the City's Purchasing Policies and Procedures and include the acquisition of materials, supplies, equipment and services for all City departments, including the Police Department. We strive to acquire the quality, quantity and delivery required by these departments at the least overall cost to the City.

The City operates under a centralized procurement process and we ask when calling on the City, you make the Purchasing Department your first point of contact. We will arrange contacts for you with various departments when appropriate. Unauthorized visits to individual departments are discouraged and may be counterproductive.

### ***Interviews / Appointments***

Appointments are strongly encouraged and will help you to complete your business with a minimum of lost opportunity. We suggest initial visits be somewhat general, giving us an introduction to you and your product lines. Subsequent visits are ideal opportunities to explain in detail a single item or service you provide. Website information, line cards, catalogs and price lists are always helpful.

### ***Vendor Database***

The Purchasing Department maintains a vendor database. You may be added by completing the City's vendor application and detailing the items or services you provide.

### ***Quotations***

It is the policy of the City to seek quotations, whenever possible within the scope of efficient operation. In the normal course of events, we seek at least one verbal or written quotation for material or services less than \$10,000.00; three written quotations are required for \$10,000.00 - \$49,999.99 expenditures; and a formal solicitation (RFP, RFQ, ITB) is processed by the Purchasing

Department and brought before the City Mayor and Board of Aldermen for approval for materials and services amounting to \$50,000.00 or more.

***Solicitations***

All formal solicitations can be found on the Purchasing Department webpage.

All sealed bids advertised to be received by the City shall be opened and read publicly. All bids received after the posted opening date and time shall be returned, unopened, to the bidder submitting same. Vendors are invited to attend bid openings. Proposals are not publicly opened.

***Purchase Authorizations***

All purchases made on behalf of the City must be supported by an authorized Purchase Order or paid via a Purchasing Card (p-card).

If the City is to be invoiced, a vendor should not fill an order without a PO number.

***Taxes***

The City of Frederick is exempt from all sales tax. An exemption certificates will be provided by the Purchasing Department upon request.

***Invoices / Payments***

All invoices should be addressed to:   The City of Frederick  
  Accounts Payable  
  111 Airport Drive East  
  Frederick, MD 21701  
  Or sent via email to [invoices@cityoffrederick.com](mailto:invoices@cityoffrederick.com)

Invoices must indicate the department who received the material and the Purchase Order number.

Invoices without the Purchase Order number may be returned to the vendor and unnecessarily delay payment.

Packing slips and /or delivery receipts must accompany every delivery and will be used to verify invoices.

The City makes payments against properly documented invoices in a maximum of thirty (30) days.

***Samples***

Samples may be requested by the City for the purpose of product evaluation. All samples should be submitted to the Purchasing Department unless instructed otherwise. Samples should be clearly marked “*Sample*” and be clearly labeled with complete instructions for use. It is understood that samples will be provided at no charge to the City.

**THE CITY OF FREDERICK**  
**Vendor Application**

**Remit to: Administrative Assistant  
Purchasing Department  
111 Airport Drive East  
Frederick, MD 21701**

**E-mail: klbrown@cityoffrederick.com  
Phone: (301) 600-1194  
Fax: (301) 600-3871**

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Business Name: \_\_\_\_\_

Order Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Pay to Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Bid Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone: ( ) \_\_\_\_\_ Fax: ( ) \_\_\_\_\_

E-mail address \_\_\_\_\_ Company Web Page \_\_\_\_\_

Contact Person: \_\_\_\_\_ Title: \_\_\_\_\_

Federal I.D. No: \_\_\_\_\_ Date Business Established: \_\_\_\_\_

Form of Organization: Proprietorship\_ Corporation\_ Partnership\_ Other\_\_\_\_\_

Primary Business Classification: Please check all that apply:

Prime Contractor\_ Retailer\_ Manufacturer\_ Sub contractor\_ Wholesaler\_ Services\_

Do you accept Visa/MC as a form of payment? Yes \_ No\_

Do you give prompt payment discounts? Yes, Percent of discount\_\_\_\_\_ % Term\_\_\_\_\_ No\_

**All applicants are required to provide a copy of any applicable Occupational Licenses as well as an Insurance Certificate.**

Please see the enclosed commodity list to properly identify the commodities and/or services, which your firm provides.

The undersigned does hereby certify that the foregoing and subsequent statements (including Business Entity Disclosure form) are true and correct.

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Print Name: \_\_\_\_\_ Date: \_\_\_\_\_

**PLEASE COMPLETE COMMODITY LIST TO PROPERLY IDENTIFY THE COMMODITIES  
AND/OR SERVICES WHICH YOUR FIRM PROVIDES**

√	#	Description	√	#	Description
	220	CONTRL, INDICA, RECORD INST		635	PAINTING EQUIPMENT & ACC
	232	CRAFTS, GENERAL		630	PAINTS, COATING, WALLPAPER
	250	DONATIONS		650	PARK, PLAYGRND, RECREATION
	270	DRUGS, PHARM & BIOLOGICALS		655	PHOTOGRAPHIC EQUIPMENT
	285	ELECTRICAL EQUIP & SUPPLY		658	PIPE & TUBING
	287	ELECTRONIC COMPONENTS		012	A- AUTOMOTIVE
	305	ENGINEERING EQUIPMENT		007	A- CLEANING SUPPLIES
	003	FASTENERS		013	A- CLOTHING
	320	FASTENERS, FASTENING DEVS		006	A- ELECTRICAL
	330	FENCING		010	A- NAILS, FENCING
	335	FERTILIZERS & SOIL CONDTN		009	A- OFFICE SUPPLIES
				008	A- PAINTING SUPPLIES
	340	FIRE PROTECTION EQUIP/SUP		011	A- SAFETY SUPPLIES
	345	FIRST AID, SAFETY & HEALTH		014	A- SPORTING & MISC.
	360	FLOOR COVERING, INSTALLED		031	AIR CONDITIONING & HEATING
	515	LAWN MAINT. EQUIP/SERVICE		393	FOOD AND BEVERAGES
	540	LUMBER & RELATED PRODUCTS		405	FUEL, OIL, GREASE & LUBES
	545	MACHINERY & HEAVY HRDWARE		425	FURNITURE/FURNISHINGS
	925	MAINTENANCE CONTRACTS		002	GARDEN TOOLS
	930	MAINTENANCE/REPAIR SVC.		440	GLASS & GLAZING SUPPLIES
	550	MARKERS, PLAQUES, SIGNS		445	HAND TOOLS, POW & NON POWER
	020	MISCELLANIOUS EQUIPMENT		450	HARDWARE AND ALLIED ITEMS
	595	NURSERY STOCK & SUPPLIES		005	HOOKS, EYES, HINGES
	600	OFFICE MACHINES & ACCESS		460	HOSES, ALL KINDS
	615	OFFICE SUPPLIES,		192	HOUSING ASSISTANCE
	635	PAINTING EQUIPMENT & ACC		080	IDENTIFICATION/BADGES
	630	PAINTS, COATING, WALLPAPER		953	INSURANCE, ALL TYPES
	650	PARK, PLAYGRND, RECREATION		485	JANITORIAL SUPPLIES
	655	PHOTOGRAPHIC EQUIPMENT		165	KITCHEN/RESTAURANT EQUIP
	658	PIPE & TUBING		490	LABORATORY EQUIP & ACCESS
	012	A- AUTOMOTIVE		670	PLMBNG SUPP/PIPE FITTINGS
	007	A- CLEANING SUPPLIES		004	PLUMBING ITEMS
	013	A- CLOTHING		680	POLICE EQUIPMENT & SUPPLY
	006	A- ELECTRICAL		950	PROFESSIONAL SERVICES
	010	A- NAILS, FENCING		720	PUMPS & ACCESSORIES
	009	A- OFFICE SUPPLIES		968	PW CONSTRUCTION & RELATED
	008	A- PAINTING SUPPLIES		725	RADIO & TELECOMMUNICATION
	011	A- SAFETY SUPPLIES		975	RENTALS
	014	A- SPORTING & MISC.		750	ROAD/HWY MAT NONASPHALTIC
	031	AIR CONDITIONING & HEATING		745	ROAD/HWY MATERIALS ASPHLT
	393	FOOD AND BEVERAGES		770	ROOFING MATERIALS
	405	FUEL, OIL, GREASE & LUBES		970	SHIPPING/HANDLING
	425	FURNITURE/FURNISHINGS		001	SMALL TOOLS
	002	GARDEN TOOLS		830	TANKS: MOBILE, PORT, STATION
	440	GLASS & GLAZING SUPPLIES		045	APPLIANCES, HOUSEHOLD
	445	HAND TOOLS, POW & NON POWER		715	AUDIOVISUAL/PUBLICATIONS
	450	HARDWARE AND ALLIED ITEMS		055	AUTO & TRUCK ACCESSORIES
	005	HOOKS, EYES, HINGES		060	AUTO & TRUCK MAINT. ITEMS
	460	HOSES, ALL KINDS		928	AUTO & TRUCK REPAIR SERV.
	192	HOUSING ASSISTANCE		070	AUTO MAJOR TRANSPORTATION
	080	IDENTIFICATION/BADGES		075	AUTO SHOP EQUIPMENT & SUP
	953	INSURANCE, ALL TYPES		105	BEARINGS (EXCEPT WHEEL)

	485	JANITORIAL SUPPLIES/SERVICES		150	BUILDER'S SUPPLIES
	165	KITCHEN/RESTAURANT EQUIP		910	BUILDING MAINT & REPAIR SVC.
	490	LABORATORY EQUIP & ACCESS		155	BUILDING, FABRICATED
	670	PLMBNG SUPP/PIPE FITTINGS		175	CHEMICAL LAB EQUIP & SUPP
	004	PLUMBING ITEMS		190	CHEMICALS
	680	POLICE EQUIPMENT & SUPPLY		200	CLOTHING & APPAREL
	950	PROFESSIONAL SERVICES, i.e. consultant services, engineering firm, attorneys, surveying firms, architectural firms, currier services, interpreter services, temp agencies etc. Please specify in detail:			
	720	PUMPS & ACCESSORIES		205	COMPUTERS, DP & WORD PROC.
	968	PW CONSTRUCTION & RELATED	Please list below any other service or commodity that are not specified		
	725	RADIO & TELECOMMUNICATION			
	975	RENTALS			
	750	ROAD/HWY MAT NONASPHALTIC			
	745	ROAD/HWY MATERIALS ASPHLT			
	770	ROOFING MATERIALS			
	970	SHIPPING/HANDLING			
	001	SMALL TOOLS			
	830	TANKS: MOBILE, PORT, STATION			
	045	APPLIANCES, HOUSEHOLD			
	715	AUDIOVISUAL/PUBLICATIO NS			
	055	AUTO & TRUCK ACCESSORIES			

**THE CITY OF FREDERICK  
BUSINESS ENTITY STATEMENT**

Vendors hereby recognize and certify that no elected official, board member, or employee of The City of Frederick (the "City") shall have a financial interest directly or indirectly in this transaction or any compensation to be paid under or through this transaction, and further, that no City employee, nor any elected or appointed officer (including City Aldermen) of the City, nor any spouse, parent or child of such employee or elected or appointed official of the City, may be partner, officer, director or proprietor of Vendor, and further, that no such City employee or elected or appointed official, or the spouse, parent or child of any of them, alone or in combination, may have a material interest in the Vendor. Material interest means direct or indirect ownership of more than 5% of the total assets or capital stock of the Vendor. Any exception to these above described restrictions must be expressly provided by applicable law or ordinance and be confirmed in writing by the City. Further, Vendor recognizes that with respect to this transaction, if any Vendor violates or is a party to a violation of the ethics ordinances or rules of the City, such Vendor may be disqualified from furnishing the goods or services for which their quote, bid, or proposal was submitted and may be further disqualified from submitting any further quotes, bids, or proposals for goods or services to the City. Vendors must complete and execute the Business Entity Affidavit form. The term "Vendor" as used herein, includes any person or entity making a proposal of any kind to the City or providing goods or services to the City.



2. The full legal names and business address of any other individual (other than subcontractors, materialmen, suppliers, laborers, or lenders) who have, or will have any interest (legal, equitable, beneficial or otherwise) in the contracts or business transactions with the City are as follows:

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By: \_\_\_\_\_  
Signature of Affiant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name

SUBSCRIBED AND SWORN TO or affirmed before me this \_\_\_\_\_ day of \_\_\_\_\_  
20\_\_\_\_, by \_\_\_\_\_, he/she is personally known to me or has  
presented \_\_\_\_\_ as identification.

\_\_\_\_\_  
Notary Public  
(Signature)

\_\_\_\_\_  
Print or Stamp Name of Notary

State of: \_\_\_\_\_

County of: \_\_\_\_\_

My Commission Expires: \_\_\_\_\_

**THE CITY OF FREDERICK**  
**Purchasing Department**

**NOTIFICATION OF SOCIAL SECURITY NUMBER  
COLLECTION AND USAGE**

In compliance with Maryland COMAR, The City of Frederick Purchasing Department collects and uses your Social Security number only for the following purposes in performance of the City's duties and responsibilities.

Your Social Security number is used for legitimate business purposes in compliance with:

- ◆ Completing a Vendor Application in lieu of a Federal Employer Identification Number (FEIN).

**NOTIFICATION**

If a FEIN is unavailable, providing a Social Security number in lieu of it is a condition of becoming a vendor with The City of Frederick.

The City may disclose Social Security numbers to another agency or government entity if such disclosure is necessary for the receiving agency or entity to perform its duties and responsibilities.

The City may not deny a commercial entity engaged in the performance of a commercial activity access to Social Security numbers, provided the Social Security numbers will be used only in the performance of a commercial activity, and provided the commercial entity makes a written request for the Social Security number.

I understand the above information and have been given a copy of this document.

\_\_\_\_\_  
Company Name (Print)

\_\_\_\_\_  
Authorized Representative Name  
(Print)

\_\_\_\_\_  
Authorized Representative Name  
(Signature)

\_\_\_\_\_  
Date

## Checklist

**Please be sure to include the following before submitting:**

- Entity Statement (completed and notarized)
  - State Business or Occupational License
  - State Registration
  - Social Security Consent Form
  - Certificate of Insurance
  - W-9 Form *\*Cannot process without this\**
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