



Lisa C. Freeman, Supervisor of Purchasing

REQUEST FOR BID DOCUMENT

WCPS BID # _____ DATE OF REQUEST _____

BID NAME _____ BID DUE DATE _____

COMPANY _____

ADDRESS _____

ADDRESS _____

CONTACT _____ PHONE # _____

EMAIL _____ FAX _____

FedEx ACCOUNT NUMBER (OPTIONAL) _____

Form Instructions:

Washington County Public schools does not provide bid documents electronically, as such, the following procedures apply:

1. Mailing and reproduction of bid documents is very costly, therefore, only bona-fide and serious bidders should request a bid solicitation document.
2. Please fax this completed form to the Purchasing Department (301-766-2859) at least seven (7) days prior to the bid due date. Requests received less than seven (7) days prior to the bid opening may be denied based upon the complexity of the bid instructions and specifications, at the discretion of the Purchasing Supervisor. Requests for construction documents that require pre-qualification status may be denied if received less than ten (10) days prior to the bid opening at the discretion of the Purchasing Supervisor.
3. Companies who provide a FedEx account number above will receive the document next or second day at their expense. If a FedEx account number is not provided, the document will be sent via U.S. Mail.
4. The WCPS Purchasing website maintains a list of Bidders and Plan Holders who were initially issued each solicitation document. These companies will receive all addenda via fax, U.S. Mail, email or FedEx. These lists may be referenced online:
<http://www.wcboe.k12.md.us/departments/purchasing/solicitation.htm>
5. Companies wishing to do business with Washington County Public Schools should confirm that they are properly registered to do so. Please contact Pam Randall at 301-766-2844 to check whether an up to date Bidders Application or Pre-Qualification Questionnaire, as applicable, is on file.

Bidders Applications are used to register all vendors for equipment, commodities and services and can be found online:

<http://www.wcboe.k12.md.us/departments/purchasing/Biddersapplicationrev.pdf>

Pre-Qualification Questionnaires are used to make a determination of qualification to bid construction, specialty trades and renovation projects. If you are requesting a bid document for a project advertised as being available only to Pre-qualified Contractors, you must complete and submit the questionnaire and be approved by WCPS prior to issuance of the bid document. Please be aware that the approval process may take several days so timely submission is imperative. You may find this questionnaire online:

<http://www.wcboe.k12.md.us/departments/purchasing/Pre-Qualification%20Letter%20&%20Form.pdf>

Thank you for your interest in doing business with Washington County Public Schools. Please feel to contact us with questions or concerns at 301-766-2840.