

# BALTIMORE COUNTY PUBLIC SCHOOLS

Dr. S. Dallas Dance, Superintendent

6901 Charles Street Towson, Maryland 21204-3711

April 24, 2017

All Participating Bidders:

This letter is to inform you that the Baltimore County Public Schools (BCPS) Office of Purchasing will make recommendation of award for KSH-324-17 "No. 2 Fuel Oil.

The following firm has been selected and are pending approval by the Board of Education of Baltimore County at their regularly scheduled board meeting on June 13, 2017.

Papco, Inc.

Aston, PA

Upon approval by the Board of Education, BCPS Purchasing/Purchasing Associate, Patricia Onheiser, will contact Award Bidders in regard to contract execution. Ms. Onheiser may be contacted via email at [ponheiser@bcps.org](mailto:ponheiser@bcps.org) for instructions on how to complete the required documentation. Insurance certificates and signed contract must be received before a Purchase Order can be issued. Awarded firm(s) who have **not** done business with BCPS prior to this award, must register on the BCPS "Vendor Self-Service" (VSS), as instructed below.

Type the following into your browser: <http://www.bcps.org/offices/purchasing/>

Click the link: "Visit our Vendor Self Service Center"

Select "Creating A New Account: for detailed instructions. Print these instructions for reference, and then return to the VSS welcome page.

Click onto "Register" from the VSS welcome page and follow the instruction you have printed.

Complete the application. Record your UserID and Password for future use.

Thank you for participating in this procurement and for your interest in partnering with BCPS. We support and encourage your participation in future BCPS projects. If you have any questions concerning this notification, please contact me at the address shown below.

Sincerely,

*Kathy Shaffer*

Kathy Shaffer, Purchasing Agent

BCPS Office of Purchasing, 6901 Charles Street, Building "E", 1st Floor, Towson, Maryland 21204

Email: [kshaffer@bcps.org](mailto:kshaffer@bcps.org), Phone: 443-809-9388

c: Al Eilbacher, Special Assistant, Energy Management  
Patricia Onheiser, Purchasing/Contracting Assistant  
Bid file