

BALTIMORE COUNTY PUBLIC SCHOOLS

Darryl L. Williams, Ed.D. ♦ Superintendent ♦ 6901 North Charles Street ♦ Towson, MD ♦ 21204

August 30, 2019

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 JBO-722-19 "OFFICE SUPPLIES".

The following firm has been selected and is pending approval by the Board of Education of Baltimore County at their regularly scheduled board meeting on October 8, 2019.

W.B. Mason Co., Inc.

Brockton, MA

Upon approval by the Board of Education, BCPS Contracts will contact Award Bidders in regard to contract execution. BCPS Contracts may be contacted via email at contracts@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://businessservices.bcps.org/departments/fiscal_services/purchasing/vendors

Click the link: "Proceed to Vendor Self Service"

Select "New Vendor Registration Guide: 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 User ID 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,

Jamika Bowen

Jamika Bowen, MPA, Purchasing Agent

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

Email: jbowen@bcps.org, Phone: 443-809-7818

Copies to: Melanie Webster, Purchasing Manager
Anita Randall, Purchasing Supervisor
Debbie Groat, Baltimore Metropolitan Council, Coordinator
Bid file

Raising the bar, Closing gaps, Preparing for our future