



**WASHINGTON COUNTY
PURCHASING DEPARTMENT**

Washington County Administration Building
100 West Washington Street, Room 320
Hagerstown, Maryland 21740-4748
Telephone: 240-313-2330
FAX: 240-313-2331
Deaf and Hard of Hearing call 7-1-1 for Maryland Relay

May, 2008
(*updated 10/08)

Dear Vendor:

Our records show that you or your company is listed in our vendor base and may have received notifications when solicitations of interest to you or your company are issued by the Washington County Engineering and Purchasing Departments for the Board of County Commissioners of Washington County, Maryland. This is to inform you of major changes in the way the Washington County Engineering and Purchasing Departments notify their potential bidders, and in how they distribute their solicitations.

Beginning January 1, 2009 the County will cease making individual notifications and may cease most newspaper advertising of bidding opportunities unless required by funding sources.

Instead, the Washington County Engineering and Purchasing Departments will continue to post their solicitations exceeding the formal bid threshold (presently \$50,000.00*) as established by the Code of the Public Local Laws of Washington County, Maryland on the Internet at their respective web pages as follows: http://www.washco-md.net/public_works/engineering/invitations.shtm and <http://www.washco-md.net/purchasing/invitations.shtm> as well as on the State of Maryland's "eMaryland Marketplace" (eMM) website at <https://ebidmarketplace.com>. To receive e-mail bid notification through eMM, vendor registration is encouraged and required on the State's eMM site. Vendors will receive instant, automatic notification via e-mail when a procurement opportunity is issued by the County as well as State of Maryland buying organizations in your area of interest based on the commodity codes selected by your company for your vendor profile. In addition, as of July 1, 2007 there no longer are fees associated with contracts awarded by the State through the eMM site.

The changes outlined above will provide vendors free, convenient, and immediate access to solicitations and will eliminate the need to obtain hard copy solicitation packages from the Washington County Engineering and Purchasing Departments as well as the State of Maryland (except in those cases where solicitation packages are too large or complex to allow posting them or if there is a need to charge a fee for a hard copy).

Should you have any questions, need help using the State's eMM website, or experience any technical problems in accessing the information or services contained within the eMM Portal, please email your question or comments to eMM's customer service center at (emaryland@dgs.state.md.us). Call eMM Help Desk: 410-767-1492 (Weekdays 7:30 a.m.-5 p.m.). Call the Department of General Services (DGS) toll-free: 1-800-449-4347 (Weekdays 7:30 a.m.-5 p.m.), Press "2" Procurement & Logistics; TTY users: Call via the MD Relay at 711.

Should you have any questions regarding access to or use of Washington County's website, or questions regarding this notice, please contact me at 240-313-2330 or kluther@washco-md.net; please include your phone number should we need to call you. Thank you for your cooperation in this new process. The Washington County Engineering and Purchasing Departments look forward to continuing our relationship with all of our vendors in an even more efficient and mutually beneficial way.

Sincerely,

Karen R. Luther, CPPO
Purchasing Agent

