

## WSSC MISSION

*We are entrusted by our community to provide safe and reliable water, life's most precious resource, and return clean water to our environment, all in a financially responsible manner.*



### Acquisition Office

Group Leader Goods and Services  
301-206-8265

Consulting Team 301-206-8278

Inventory and Chemicals Team 301-206-8210

MRO and Capital Equipment Team  
301-206-8279

Group Leader A & E and Construction  
301-206-8293

A & E Team 301-206-8562

Construction Team 301-206-8293

Acquisition Project Manager 301-206-8294

## ADDITIONAL INFORMATION

We expect the following from our suppliers:

- Good communication between supplier and buyer
- Product and service to adhere to the original order
- Competitive pricing
- On time delivery
- Compliance with WSSC's terms and conditions

*We are always interested in meeting new potential suppliers and learning about the commodities or services which your firm has to offer. You are invited to visit our website [www.wsscwater.com](http://www.wsscwater.com) or drop by and visit the Acquisition Office to learn more about our organization and to provide information about your product. Appointments are recommended*

*The Acquisition Office Team*



**Washington Suburban  
Sanitary Commission**

*WSSC is among the 10 largest water and wastewater utilities in the nation, serving nearly 1.8 million customers in Prince George's and Montgomery counties. We operate and maintain 7 water and wastewater plants, over 5,300 miles of fresh water pipeline and over 5,200 miles of sewer pipeline.*

### WSSC

#### Acquisition Office

**Thomas Laboon, Acquisition Director**

14501 Sweitzer Lane, 8th Floor  
Laurel, Maryland 20707

Phone: 301-206-8288

Fax: 301-206-8290

[www.wsscwater.com](http://www.wsscwater.com)



20% post-consumer content



**Washington Suburban  
Sanitary Commission**

# Vendor Information Guide



## Acquisition: Putting the Pieces Together

WSSC  
Acquisition Office  
Thomas Laboon, Acquisition Director

Phone: 301-206-8288

# DOING BUSINESS WITH WSSC



This brochure is provided to acquaint potential suppliers with policies and procedures for doing business with WSSC. We hope you will find this information helpful.

## The Acquisition Office

The primary objectives of the Acquisition Office are as follows:

1. to provide supplies, materials, equipment, construction and professional services to all WSSC's teams in a timely manner;
2. to generate broad participation and competition among potential suppliers and contractors;
3. to comply with the comprehensive WSSC Procurement Manual which governs expenditures of public funds;
4. to ensure good quality products and services at competitive prices;
5. to ensure equal opportunity to all qualified vendors and contractors wishing to compete for WSSC contracts.

*Doing business with WSSC is really very easy. The majority of our primary purchases are awarded as a result of competitive bids based on objective performance specifications.*

## Business Relations

The Acquisition Office is the single point of contact for suppliers who would like to do business with WSSC. We will answer all of your questions and provide relevant information. Our goal is to establish positive business relationships with suppliers/contractors, and work as partners to achieve the common goal of satisfying supply, equipment, and services needs of WSSC teams.

## Centralized Bidder Registration (CBR) System

In order to do business with WSSC, you must complete a bidder application through the Centralized Bidder Registration System.

ALL VENDORS ARE REQUIRED TO REGISTER ON THE WSSC'S CBR WEBSITE TO REVIEW AND DOWNLOAD BID OPPORTUNITIES.

This website provides a faster and more effective mechanism for doing business with WSSC, reducing the use of paper-based forms and streamlining the Bidder registration process. Registration is no cost to the vendor community. The only vendor requirement is a web-browser (Internet Explorer 6.0 or above, or Netscape 7.0 or above). The registration process includes completing online forms that collect vendor demographic information along with commodities and services codes representative of the products and services you provide. The website has been designed to be user-friendly with complete instructions. By utilizing our secure internet website vendors will be able to:

- Maintain your company's information, and
- Identify Goods and Services your company provides.

*The WSSC values its relationship with our vendors and we look forward to serving you more efficiently with our latest value-added services. REGISTER TODAY!*

## How We Purchase

- **Procurement Cards.** Using Departments may make small dollar purchases under \$5000. If your firm accepts Visa credit card-email the Acquisition Office at [Acquisition@wsscwater.com](mailto:Acquisition@wsscwater.com) to place your firm on the P-Card Supplier List.
- **Informal Bids.** Under \$25,000, these bids require at least three written quotes and are solicited by telephone, email, or fax to the Acquisition Consultant.
- **Formal Competitive Sealed Bids and Proposals.** Invitation to Bid (IFB) and Request for Proposals (RFP) valued over \$25,000 are prepared by the Acquisition Office and posted on our website "Bid Opportunity." Formal bids are opened publicly in the Acquisition Office on the date and time specified in the bid.



## How to Receive Bids

Formal bids and some informal bids are available on our CBR website.

- CBR registered vendors receive automatic e-mail notification of available bids that meet criteria selected such as NAICS codes.
- CBR registered vendors receive automatic notification of any changes/addenda to a solicitation.
- Bids are available at the Acquisition Office as well. Request bids by Bid number, title and opening date. Acquisition will verify your firm's registration in the CBR prior to release of documents.

## Taxes

WSSC is tax exempt from Maryland state sales and use tax on materials and equipment. Exemption certification is available upon request to the Acquisition Office

## Insurance

WSSC may require vendors to obtain certain amounts and types of insurance coverage for goods and services. For further information regarding insurance requirements, please contact the Acquisition Office.

## Advertising

Formal solicitations are advertised in local papers and are posted on WSSC Bid Opportunity webpage for registered bidders.

## Small Local and Minority Business Enterprise (SLMBE)

The WSSC SLMBE programs strive to expand and increase awareness of business opportunities for small, local and minority businesses. To learn more about the WSSC's SLMBE programs visit our website at [www.wsscwater.com](http://www.wsscwater.com) or contact the SLMBE Office at 301-206-8800.

## Ethics in Acquisition

WSSC believes in and expects ethical behaviors on the part of both our buyers and vendors. Purchasers of goods and services for WSSC shall not take, receive or offer to take or receive (directly or indirectly any rebate, percentage of contract, money (or other things of value) as an inducement from any vendor bidding for WSSC contracts or otherwise seeking to make a sale to the WSSC.