

MINORITY BUSINESS ENTERPRISES (MBE)/SMALL BUSINESS ENTERPRISES (SBE)

MES has an aggressive MBE Program in place to maximize the business it conducts with MBEs. MES actively encourages minority-owned firms to participate in the MES procurement process. Business opportunities with MES exist in the areas of construction, A/E, commodities, maintenance and a variety of other services.

MES is firmly committed to the success of the State's MBE Program. Our mission and objectives are to achieve and/or exceed the State of Maryland's established goal for the total procurement contract dollars to certified minority business enterprises. In doing so, MES will:

- Maximize contracting opportunities to minority businesses in all procurements of construction, commodity, maintenance, architect/engineering, and services.
- Enforce MBE compliance policies and procedures for prime contractors and minority subcontractors who are doing business with MES. All potential contractors, subcontractors, suppliers, vendors, and consultants doing business with MES must comply with the State of Maryland's MBE law. Compliance with applicable laws is monitored by the MBE Program Manager (MBE Liaison).

Small Business Enterprises are also encouraged to complete an online application at:

<https://mbe.mdot.maryland.gov/apply>

Vendors are encouraged to contact our MBE Program Manager at any time and during any solicitation concerning MBE matters.

Timothy Barnes, MBE Program Manager
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To maintain the integrity of and trust in the public procurement process, MES places lobbying restrictions on potential vendors during active solicitations.

All firms are placed on notice that MES Board Members or employees are not to be lobbied, either individually or collectively, regarding any active solicitation. Designated procurement personnel may receive questions, requests for interpretations or corrections.

ABOUT MARYLAND ENVIRONMENTAL SERVICE

MES is a self-supporting, independent State agency, combining the public sector's commitment to environmental protection with the private sector's flexibility and responsiveness. We have no regulatory authority and we receive no direct appropriations.

MES provides services to government and private sector clients and works on projects including water and wastewater treatment, solid waste management, composting, recycling, dredged material management, hazardous materials cleanup, storm water services and renewable energy. We provide expert engineering, monitoring and inspection services.

With over 750 diverse projects located in three states, we couple operational expertise with a commitment to strict environmental compliance and safe work practices.



259 Najoles Road Millersville, MD 21108

www.menv.com

Procurement and Contracts

(410) 729-8510 Phone

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MES PROCUREMENT

How to do business with



OUR MISSION

The Procurement and Contract Division promotes a customer-focused environment while procuring goods and services in a cost-effective manner consistent with the best interests of the service, its clients, its vendors and the general public.

In all procurements MES will use its best efforts to ensure that minority business enterprises have an equitable opportunity to participate in the procurement process. Procurement processes shall be highly ethical, consistently applied, professional and in compliance with applicable codes and statutes.

MARKETING TO DEPARTMENTS

A vendor's first point of contact should be the appropriate Buyer in the Procurement and Contracts Division. Vendors are encouraged to make an appointment to discuss the products/services offered by your company. Information provided to the Buyer will be disseminated to user department personnel as appropriate.

Prospective vendors must:

- Complete a W-9 IRS form before conducting business with the service.
- Register with MD Department of Assessments & Taxation and e-Maryland Marketplace. These documents can be found in the Procurement pages of the MES website at www.menv.com or by contacting the Procurement Division directly at:

259 Najoles Road
Millersville, MD 21108
(410) 729-8510 P.
(410) 729-8280 F.

PROCUREMENT METHODS

Small Purchases

Any number of verbal quotations shall be used for procurement equal to or less than \$5,000.00. At least two verbal or written quotations are encouraged for purchases exceeding \$5,000.00 and less than or equal to \$25,000.00.

Utilization of Other Contracts

It has been determined that it may be in MES's best interest to utilize other competitively procured contracts to take advantage of volume and other efficiencies in the procurement process. These contracts include:

- State of Maryland Contracts
- General Service Administration Agreements (GSA)
- Procurement Cooperatives & Other Qualified Piggyback Agreements

Competitive Sealed Bids (ITB)

Capital construction projects and the purchase of goods or services with clear specifications are acquired through a formal, competitive sealed bid process. Award is made to the lowest responsive, responsible bidder. Protest procedures may be utilized by a vendor affected adversely by an intended decision with respect to a competitive solicitation.

Competitive Sealed Proposals (RFP)

Competitive sealed proposals are the preferred method for the procurement of professional services. Evaluation factors are utilized to determine the most qualified and experienced firm for the work to be completed.

Exceptions

Sole source and emergencies are not required to be procured in this fashion. Additionally, select commodities and services are exempt from the procurement process.

NOTIFICATION OF SOLICITATIONS

Solicitations are advertised in eMaryland Marketplace and posted on the MES website. MES utilizes eMaryland Marketplace to distribute automatic solicitation notifications to all interested businesses.

eMaryland Marketplace provides the means to publish solicitations via the internet to potential bidders, providing equal access to solicitation information and is also the resource for electronic bid submission. In addition, the system allows vendors to obtain award information online once the due date and time for bid submission has passed. To be sure you are notified of new solicitations as soon as they are issued, please register online at:

<https://emaryland.buyspeed.com/bs/>

This service provides an opportunity to be notified automatically of solicitations.

EVALUATION/AWARD PROCESS

Depending on the solicitation method, MES, at its discretion, may request oral, written or visual presentations from; conduct interviews with; or conduct visits to the office, facilities or projects of those firms being considered for award resulting from a competitive solicitation.

The MES Evaluation Committee shall be responsible for evaluating the qualifications and capabilities of firms who have submitted proposals in response to the request for proposals/qualifications. After final evaluation of the submittals for those competitive solicitations exceeding \$250,000, the Evaluation Committee will forward its recommendation to Procurement for approval.