

This guide is intended to assist vendors in understanding the basic procurement procedures of the City of Gaithersburg, hereafter referred to as “the City”. The City welcomes and encourages vendors to do business with the City and will provide any assistance and information needed to help better understand the City’s procurement procedures.

Overview

The City operates under a decentralized purchasing system; individual departments purchase those goods and services required to effectively perform their functions. Although the City operates under a decentralized procurement system, the Procurement Division acts as a liaison between departments and is responsible for administering and enforcing purchasing policies and procedures. The Division oversees procurement strategies, methods and processes, and provides assistance with solicitations, negotiations and contract awards. In addition, the Division is responsible for the recording and management of all capital assets.

Vendor List

The City does not maintain a vendor list. All vendors interested in doing business with the City should register with the State of Maryland’s eMaryland Marketplace. All formal solicitations will be posted on both of the following webpages:

- City of Gaithersburg: www.gaithersburgmd.gov/bids
- eMaryland Marketplace: <https://ebidmarketplace.com.com/regmain.asp>

Summary of Purchasing Thresholds and Requirements

The following are the City’s established purchasing thresholds and requirements for purchases:

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|-----------------------|---|
| \$2,499 or less: | ▪ Purchase Requisition Not Required |
| \$2,500 to \$29,999: | ▪ Three (3) Vendor Quotes Required
▪ Purchase Requisition Required |
| \$30,000 to \$59,999: | ▪ Formal Solicitation Process Required
<i>(Exception – Not required if purchase is in the City’s best interest)</i>
▪ Mayor & City Council Approval Required
▪ Purchase Requisition Required |
| \$60,000 or more: | ▪ Formal Solicitation Process Required
▪ Mayor & City Council Approval Required
▪ Purchase Requisition Required |

Disclaimer

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