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PURCHASING DEPARTMENT

Doing business with the TOC

**Town of Ocean City,
Maryland**

HOURS OF OPERATION

The Purchasing Department's hours are 7:00 a.m. to 3:30 p.m., Monday through Friday. It is strongly recommended that you call for an appointment 410-723-6643 to ensure that a member of our Purchasing staff will be available for your visit.

"The Procurement Department's mission is to support the TOC strategic plan by facilitating purchases of quality goods and services at competitive prices, enabling efficient and effective operation of the TOC's government and its ability to provide excellent services to its residents and visitors."

**Town of Ocean City
Purchasing Department
204 65th Street, Bldg. A
Ocean City, MD 21842**





DOING BUSINESS WITH THE TOC

The Town of Ocean City Procurement Department is responsible for the procurement of all equipment, services, materials, and supplies utilized by the TOC.

Individual departments or employees are not authorized to enter into purchase contracts or to in any way obligate the Town for procurement indebtedness without an approved purchase order or an approved procurement card (p-card) transaction.

VENDOR LIST REQUEST FORM

New Vendors are asked to complete a Bidder's Application form which can be found on our website <http://oceancitymd.gov/oc/departments/finance/procurement/>.

PURCHASE ORDERS

An official purchase order containing an authorized purchase order number is required for all purchases unless a p-card is utilized. When an emergency occurs, an order may be placed by telephone or fax with an authorized purchase order number or p-card.

SOLICITATIONS

In accordance with the TOC Purchasing Policy and Procedure Manual the TOC conducts an open, competitive purchasing process. Depending on the dollar value of the order, this process may take the form of a telephone quotation, a written quote, or a formal solicitation process.

When responding to a solicitation the vendor is responsible for completing the solicitation document and returning it where indicated in the solicitation, in accordance with the timeframe given in the solicitation document. Late solicitations will not be accepted.

Notice of solicitations can be obtained either directly from the Purchasing Department or Purchasing website. Notices in excess of \$25,000 are advertised on the TOC website, eMaryland Marketplace, and in the local paper.

TAX STATUS

The TOC is exempt from State taxes. Each purchase order issued references the tax-exempt status. If requested a tax exemption certificate will be furnished .

DELIVERIES

Unless otherwise noted on the purchase order, all deliveries must be made to the Central Warehouse, located in the same building as the Purchasing Department. Their hours of operation are 7:30 a.m. to 4:00 p.m., Monday through Friday.

The TOC will not accept liability for goods ordered and/or delivered without an approved purchase order.

INVOICES

Invoices must be sent directly to the Finance Department by email at apfinance@oceancitymd.gov. Payments are typically made net 30 days.

INFORMATION

For further information please contact:

TOC
Purchasing Department
204 65th Street, Bldg. A
Ocean City, MD 21842
410-723-6643
410-524-1482 (fax)
ocpurchasing@oceancitymd.gov