

## **ADVERTISEMENT**

### **Mayor & City Council Ocean City, Maryland Proposal Solicitation – OC Convention Center Ballroom Window Curtains**

Mayor & City Council Ocean City is seeking Proposals from qualified and experienced vendors to provide drapery for the **OC Convention Center Ballroom Window Curtains** and for said work to be in conformity with the Proposal Documents.

Bid Documents for the **OC Convention Center Ballroom Window Curtains** may be obtained from the Town's Procurement Department by either e-mailing the Procurement Manager, Scott Wagner, at [swagner@oceancitymd.gov](mailto:swagner@oceancitymd.gov) or Procurement Associate, Dawn Webb at [dwebb@oceancitymd.gov](mailto:dwebb@oceancitymd.gov) by calling 410-723-6643 during normal business hours, or via the Solicitations tab on the Town's (<https://oceancitymd.gov/oc/procurement-bids/>) website. Vendors are responsible for checking this website for addenda prior to submitting their bids. The Town is not responsible for the content of any Proposal Document received through any third-party service. It is the sole responsibility of the vendor to ensure the completeness and accuracy of their Completed Proposal Documents.

A Pre-Proposal meeting will be held on **Monday, May 20, 2024 at 10 am**, located at Ocean City Convention Center Room 214, 4001 Coastal Highway, Ocean City, MD, for any questions concerning the Proposals Documents. Note: A site walkthrough will be for 1 hour, beginning promptly at 10:30am – 11:30am. The meeting will return to room 214 for further questions. The last day for questions will be on **Monday, May 24, 2024 at 3pm**. The Addendum will be posted by close of business on **Wednesday, May 29, 2024**.

Sealed Proposal Documents are due no later than **Thursday, June 6, 2024 by 3:00 p.m.** and will be opened and read aloud at the Procurement Department located at 214A 65<sup>th</sup> Street on **Friday, June 7, 2024 at 1:00 p.m.** Proposal are to be submitted to the Procurement Department, 214A 65<sup>th</sup> Street, Ocean City, MD 21842 and must note the name of the solicitation (**OC Convention Center Ballroom Window Curtains**) on the outside of the package

Late Bid Document will not be accepted.

Minority vendors are encouraged to compete for award of the solicitation.

Dawn Webb

Procurement Associate

Town of Ocean City, Maryland