

VENDOR CODE OF CONDUCT Cont'd

Compliance with Laws and Regulations

Vendors must comply, both in letter and in spirit, with applicable laws, rules, and regulations of all levels of government in the United States.

Competent Employees

Only individuals that have the skills, expertise and certifications necessary to safely perform and complete the work are to perform work for the TOC.

Conflicts of Interest

Vendors must ensure there is no actual, appearance or perception of unethical behavior by the Vendor in dealings with the TOC.

Vendors will not cause, influence or attempt to cause or influence, any TOC employee or TOC Official, which might tend to impair his/her objectivity or independence of judgment; or to use, or attempt to use, his/her official position to secure any unwarranted privileges or advantages for that Vendor or for any other person. For example, employees and designated representatives of the TOC will not be permitted to accept breakfasts, lunches, dinners, alcoholic beverages, tickets to entertainment and/or sporting events.

To avoid potential conflicts, vendors will disclose to the TOC any known direct or indirect financial interests in a vendor held by any TOC employee or immediate family member(s) of TOC employees.

Confidentiality

Vendors will maintain the confidentiality of information including all non-public information. The obligation to preserve confidential information continues even after a vendor's business relationship with the TOC ends.

Vendors will not discuss or consult with other Vendors intending to bid on the same contract or similar City contract for the purpose of limiting competition. And Vendors will not make any attempt to induce any individual or entity to submit or not submit a bid or proposal.

Vendors will not disclose the terms of its bids or proposal, directly or indirectly, to any other competing Vendor(s) prior to the bid or proposal closing date.

Contracts

Vendors will completely perform any contract awarded to it at the contracted price pursuant to the terms set forth in the contract.

Protection and Proper Use of TOC Assets

Vendors will protect the TOC's assets and ensure their proper and efficient usage.

Timely and Truthful Reporting

Vendors will make disclosures that are full, fair, accurate, timely and understandable when preparing documents and reports submitted to or filed with TOC, federal, state and other local authorities.

Vendors will submit timely, accurate and appropriate invoices for goods and/or services actually performed under the contract.

Harassment and Discrimination

Vendors will comply with applicable federal, state and local laws, rules, regulations and statutes prohibiting discrimination. Vendors will conduct themselves in a professional manner and treat others with respect, fairness and dignity.

Gifts and Gratuities

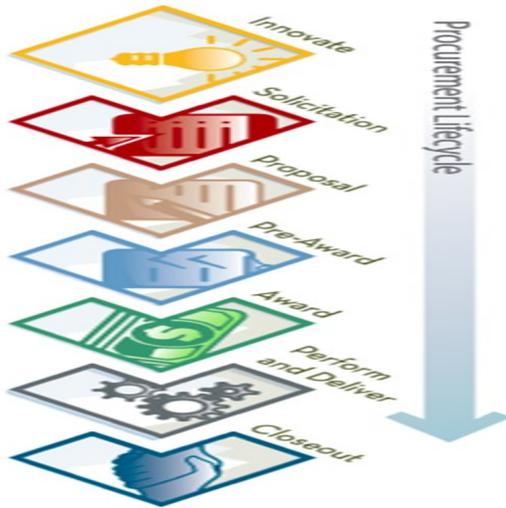
Vendors are advised of and will conform to the TOC's policy that the TOC's council, officers and employees may not accept, directly or indirectly, any money, gift, gratuity or other consideration or favor of any kind from anyone other than the TOC.

Raising Concerns

Vendors will report questionable activities to the TOC's Procurement Manager at

cparsons@oceancitymd.gov

These Principles and Standards of Ethical Vendor Conduct are not a contract and no rights or obligations are imposed on the TOC or the vendor by this document.



“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.”

VENDOR CODE OF CONDUCT

The TOC is committed to the highest ethical standards and to the stewardship of resources and expects Vendors to share this commitment. This document contains principles and conduct standards for Vendors (hereafter defined to include owners, employees and sub-contractors) providing goods and services to the Town of Ocean City (TOC).

Employee Knowledge

Vendors are responsible for making those performing work for the TOC aware of the TOC's Principles and Standards of Ethical Vendor Conduct, as well as all solicitation requirements applicable to TOC work.



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.



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