



Vendor Guide

Procurement Department:
204 65th Street, Bldg. A
Ocean City, MD 21842
Phone: 410-723-6643
Email: ocpurchasing@oceancitymd.gov

Welcome to the Town of Ocean City (TOC) government offices. The Town of Ocean City was founded in 1875 and over the years has become a popular vacation destination with its miles of pristine beaches and designation as the White Marlin Capital of the World.

While you are here, safety is our #1 priority. Please review these guidelines to ensure everyone's safety and well-being.

ON OUR PREMISES

Please check in with reception or the TOC contact person for the work which you are here to perform. If you are a service person, please have identification such as a badge or uniform which lets us know who you are. We must have a current, valid insurance certificate for your firm with the Town of Ocean City listed as an additional insured, before you will be able to perform any work.

Depending on where you will be working, your TOC contact person will discuss with you the appropriate dress code (such as safety shoes or other Personal Protective Equipment [PPE]).

OBEY OUR RULES

- Please park in designated areas and obey any traffic directives for detours, construction, etc. which may be posted.
- Smoking is only allowed in designated areas. Smoking includes e-cigarettes and smokeless tobacco.
- TOC does not permit the use of alcohol, controlled substances, or illegal drugs on the job.
- No cell phone use or texting while driving.
- Obey posted speed limits.
- Firearms are not permitted on TOC premises; this includes storage in vehicles.
- Maryland State law requires vehicle occupants to wear seat belts.
- Vendors and contractors are responsible for initiating, maintaining, and supervising all safety precautions in connection with the performance of their work.
- Advise your TOC contact of any chemicals being brought on site; have the SDS available.
- Do not leave chemicals without OSHA compliant labeling unattended.
- Only operate or perform maintenance on equipment for which you have been authorized (including tools, powered industrial trucks, etc.)
- Keep yourself and your work area clean and free of any obstructions.
- Address any safety concerns to your TOC contact.
- Report any accidents or near-miss incidents to your TOC contact.
- Report any suspicious activity to your TOC contact. If you see something, say something!
- **Do not take any chances**-always ask if you do not understand requirements of an area or the safety hazards of a task you need to perform. If you would like to review an SDS for a chemical used on one of our locations, please ask your TOC contact.

FACILITY EMERGENCIES - Report all emergencies to (410) 723-6600. You will be asked for details and proper emergency response will be summoned.

In the event of an evacuation, you and your TOC contact person should report to the designated assembly area.

Vendor Name: _____ Representative Name: _____

Signature: _____

Cell#: _____ Office#: _____ Date: _____

Town of Ocean City Rep: _____ Signature: _____

Cell#: _____ Office#: _____ Date: _____

HAVE A SAFE AND PLEASANT EXPERIENCE AT THE TOWN OF OCEAN CITY!!