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Worcester County Vendor's Guide

HOURS OF OPERATION

The Worcester County Government Center's hours are 8:00 a.m. to 4:30 p.m., Monday through Friday. It is strongly recommended that you call for an appointment 410-632-1194 to ensure that a member of our administrative staff will be available for your visit.

The Procurement Officer's objective is an orderly and timely procurement of goods and services at the lowest possible cost consistent with the quality requirements for such goods and services, while at the same time, maintaining the County's reputation for fairness and integrity in its dealings with the business community.

**Worcester County
Commissioners Office
1 West Market Street
Room 1103
Snow Hill, MD 21863**





DOING BUSINESS WITH WORCESTER COUNTY - LOCATED ON MARYLAND'S COAST

The primary objective of the Worcester County Procurement Officer is to acquire quality supplies and services at the lowest cost. We are constantly seeking new sources of supply and welcome your participation.

BUSINESS RELATIONS

We realize that it is essential to develop good relationships with our suppliers. It is, therefore, our policy to give all salespersons fair and courteous hearings. However, our operating agencies and administrative staff are usually quite busy. Therefore, it would be appreciated if you make the County Administration Office your first point of contact. This department will then arrange, if necessary, contacts with our operating agencies. Please make an appointment prior to visiting the office.

NEW VENDORS

Notifications of new bids are sent via email. You may reach out to the Procurement Officer to receive these notifications. New Vendors are asked to send any information describing their company and the goods and/or services they provide.

SOLICITATIONS

- In accordance with the Worcester County Code and the Financial Management Rules and Procedures, the County conducts an open, competitive purchasing process.
- Depending on the dollar value of the order, this process may take the form of an informal or formal solicitation process. Large purchases are made through a comprehensive system of specifications via a formal solicitation process.
- This process ensures that contracts are awarded to the lowest responsive and responsible bidder who complies with the specifications, terms and conditions, and who also has the capacity to deliver the service or product.
- 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.

- Late solicitations will not be accepted.
- Notice of solicitations can be obtained either directly from the Worcester County Commissioner's Office or County website.
- Notices in excess of \$25,000 are advertised in the local newspaper, on the County's website and on eMaryland Marketplace Advantage (eMMA).

TAX STATUS

Worcester County is exempt from all Federal excise and State sales taxes. An exemption certificate will be executed by the Procurement Officer upon request.

INVOICES

The Procurement Officer is available to assist vendors in the payment process. Invoices must be authorized by the using department and forwarded to our Treasurer's Office for processing. Payments are made by check. The Treasurer's Officer may be reached by calling (410) 632-0686.

INFORMATION

For further information please contact:

Worcester County
Administration
1 West Market Street
Room 1103
Snow Hill, MD 21863
410-632-1194
nrice@co.worcester.md.us