

The Wicomico County Purchasing Department has prepared this brochure to acquaint you with our policies and procedures. We hope you will find it helpful when conducting business with the County.

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THE PURCHASING DEPT.

If you sell supplies or services you can probably sell it to Wicomico County. The County, through the Purchasing Department, contracts for millions of dollars in supplies and services each year.

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

You will find doing business with the County easy. Most purchases are made through a comprehensive system of specifications and competitive bidding. The process ensures that contracts go 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.

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 the purchasing staff are usually quite busy. Therefore, it would be appreciated if you make the Purchasing Department 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 Purchasing Department.

LOCATION

The Purchasing Department is located in Room 303, Third Floor, Government Office Building, 125 North Division Street, Salisbury, MD 21801. Office hours are 8:00 A.M. to 5:00 P.M., Monday through Friday. For appointments, please call (410) 548-4805.

BIDDERS' LIST

The Purchasing Department maintains a centralized bidders' list which is classified according to supplies or services provided. You may be placed on this list upon written application. Supplemental catalogs are most helpful. Failure to respond to a bid notice will be cause for removal from the list.

**REQUEST FOR QUOTATIONS
(\$1,500 - \$5,000)**

The County's Purchasing Regulations require that all purchases from \$1,500 to \$5,000 be made by written requests for quotations. The procedure follows:

1. A written, sealed Request for Quotation (RFQ) is made.
2. Quotes are received, tabulated and evaluated.
3. The lowest and best quote is selected and an award is made.
4. A formal purchase order is prepared and issued.

**COMPETITIVE SEALED BIDS
(Over \$5,000)**

It is the policy of the County to solicit competitive sealed bids for purchases exceeding \$5,000. The procedure follows:

1. A public notice or notice to bidders is issued in the local newspaper.

2. Invitations for Bids are issued to all known prospective vendors.
3. Bids are received, tabulated and evaluated.
4. Awards are made to the lowest responsive and responsible bidder.
5. Awards are approved by the County Council (capital items only).
6. A formal purchase order is issued to the successful bidder.

SAMPLES

When samples are requested, they will be held until the award is made. Samples for trial should be at no cost to the County. Samples should be clearly identified.

TAXES

Wicomico County is exempt from all Federal excise and State sales taxes. An exemption certificate will be executed by the Purchasing Department upon request.

PURCHASE ORDERS

All purchases exceeding \$1,000, whether for single or multiple items, must be supported by authorized purchase orders. Only the Purchasing Department is authorized to issue a formal purchase order.

PAYMENT

The Purchasing Department is available to assist vendors in the payment process. Invoices must be authorized by the using department and forwarded to our Accounts Payable Department for processing. Payments are made by check; if the check is not cashed within 180 days, it becomes void and the funds automatically revert to the county. The Accounts Payable Department may be reached by calling (410) 548-4845.