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# Wicomico County Vendor's Guide

## HOURS OF OPERATION

The Purchasing Department's hours are 8:00 a.m. to 5:00 p.m., Monday through Friday. It is strongly recommended that you call for an appointment 410-548-4805 to ensure that a member of our Purchasing staff will be available for your visit.

**Wicomico County  
Purchasing Department  
125 N. Division Street  
Room B-3  
Salisbury, MD 21801**

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The Purchasing Department'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.

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## **DOING BUSINESS WITH WICOMICO COUNTY**

The primary objective of the Wicomico County 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.

## **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.

## **NEW VENDORS**

Notifications of new bids are sent via email or text message. You may sign up to receive these notifications by going to the link below. New Vendors are asked to complete a New Vendor form and W-9 which can be found on our website  
<http://www.wicomicocounty.org/433/New-Bidders-and-New-Vendors>

## **PURCHASE ORDERS**

All purchases exceeding \$1,000, whether for single or multiple items, must be supported by authorized purchase order.

## **SOLICITATIONS**

In accordance with the Wicomico County Purchasing Manual the Purchasing Department 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 Purchasing Department or County website. Notices in excess of \$25,000 are advertised on the County's website, the bid board in the lobby of the Government Office Building, and on eMaryland Marketplace.

## **TAX STATUS**

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

## **INVOICES**

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.

## **INFORMATION**

For further information please contact:

Wicomico County  
Purchasing Department  
125 N. Division Street  
Room B-3  
Salisbury, MD 21801  
410-548-4805