

RESOLUTION NO. 5-86

RESOLUTION ESTABLISHING PROCUREMENT
POLICY AND RESCINDING PREVIOUS POLICY,
RESOLUTION 4-76

WHEREAS, The Commissioners of Leonardtown have found the procurement policy established by Resolution 4-76 to be impractical for the Town's current procurement needs; and

WHEREAS, it is the intent of this Resolution to promote a fair procurement policy which invites competition, guards against favoritism, improvidence and extravagance and secures the best value of goods and services at the lowest price obtainable;

NOW, THEREFORE, be it resolved this 14th day of October, 1986, by The Commissioners of Leonardtown, as follows:

1. Procurement of goods and services for less than \$1,000 - Competitive bidding is not required for the procurement of goods and services for less than \$1,000.
2. Procurement of goods and services for more than \$1,000 but less than \$5,000 - Competitive bidding is required. Oral quotes shall be obtained from at least three vendors. The Town purchasing agent shall record each vendor's name, address and telephone number; contact person (if other than vendor); date of quoted price; quoted price and proposed delivery time. If competitive, oral quotes cannot be obtained, justification for purchase shall be documented.
3. Procurement of goods and services for more than \$5,000 - Competitive bidding is required for the procurement of goods and services for more than \$5,000. Sealed bids shall be obtained in writing from vendors after advertisement. The following procedure applies:
 - a) All bids shall be opened in public;
 - b) The successful bidder shall be selected by The Commissioners of Leonardtown;
 - c) All bids may be rejected by The Commissioners of Leonardtown; and
 - d) If all bids are rejected, The Commissioners of Leonardtown may order a readvertisement for bids
4. Selection of successful bidders - Whether selected by a Town purchasing agent pursuant to paragraph two (2) above, or The Commissioners of Leonardtown pursuant to paragraph three (3) above, the selection of a

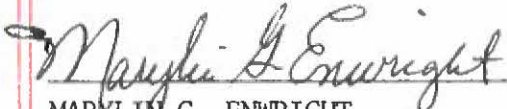
successful bidder shall be based upon compliance with the specifications and special requirements of the oral or advertised proposals and consideration of the following factors:

- a) Lowest or best bid;
 - b) The quality of the goods, supplies, materials, equipment or service;
 - c) Time of delivery; and
 - d) The responsibility of bidders being considered
5. Exceptions - (a) Competitive bidding shall not be required:
- 1) Where competitive bids would be undesirable, impracticable or impossible; or
 - 2) In case of emergency, where it is essential to the health, safety or welfare of the people that immediate action be taken.
- (b) Whenever competitive bidding is not required, the Town purchasing agent or The Commissioners of Leonardtown shall nevertheless adhere to the intent of this purchasing policy and fully document each purchase.

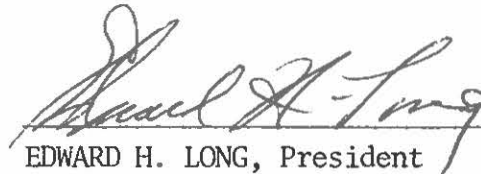
BE IT FURTHER RESOLVED, that the Town's previous procurement policy outlined in Resolution 4-76, be and hereby is rescinded.

COMMISSIONERS OF LEONARDTOWN

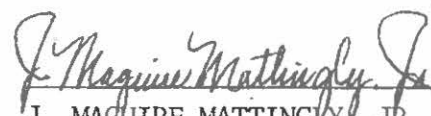
ATTEST:



MARYLYN G. ENWRIGHT
Town Secretary

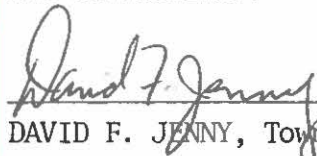


EDWARD H. LONG, President

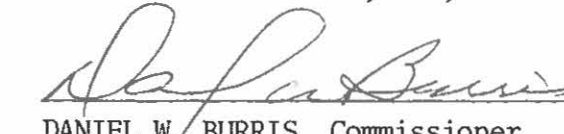


J. MAGUIRE MATTINGLY, JR., Vice President

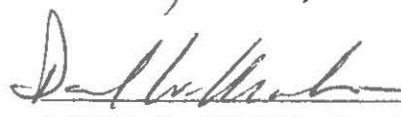
APPROVED AS TO LEGAL FORM
AND SUFFICIENCY:




DAVID F. JENNY, Town Attorney



DANIEL W. BURRIS, Commissioner



DANIEL W. MUCHOW, Commissioner



STEPHEN L. RALEY, Commissioner