

MAYOR AND COUNCIL OF BOONSBORO

**RESOLUTION 2003-09
AMENDMENT TO RESOLUTION 88-9; BIDDING PROCEDURES**

WHEREAS, a bidding procedure policy for the Town of Boonsboro was adopted by the Mayor and Council on the 6th day of October, 1988 for the procurement of goods and services, and

WHEREAS, the Mayor and Council of Boonsboro shall approve all purchases and contracts for the Town of Boonsboro, and has established certain procedures for making said purchases and contracts, and

WHEREAS, the Mayor and Council has determined it to be in the best interest of the town to amend *Article II. Purchases and Contracts Requiring Competitive Quotes* and *Article III. Purchases and Contracts Exempted from Bidding Requirements* by increasing the maximum expenditure amount from \$200 to \$1,000; and

NOW THEREFORE, be it enacted and resolved by the Mayor and Council of Boonsboro that Resolution 88-9 be amended as follows;

Article II. Purchases and Contracts Requiring Competitive Quotes; No expenditure amounting in the aggregate to more than \$1,000 but less than \$20,000 shall be made until a reasonable effort has been made to secure at least three competitive bids. Said bids may be in writing or by telephone, at the discretion of the Town Manager. No bid shall be awarded without the approval of the Utilities Commission or of the Mayor and Council. In the case of purchases exceeding the spending limits of the Utilities Commission, the award shall be approved by the Utilities Commission and by the Mayor and Council.

Article III. Purchases and Contracts Exempted From Bidding Requirements; All purchases and contracts amounting in the aggregate to less than \$1,000 are exempted from formal written bidding requirements. Competitive quotes should nonetheless be obtained when such quotes may result in a lower price. Bids for contracts and purchases amounting in the aggregate to less than \$1,000 may be awarded by the Town Manager, but shall not be paid without the approval of the Mayor and Council.

Mayor and Council of Boonsboro

ATTEST:


Barbara Rodenhiser, Clerk


Charles F. Kaufman, Jr., Mayor

Date of Introduction: October 6, 2003
Date of Passage: October 6, 2003
Effective Date: October 6, 2003

Reference:

Article I. Purchases and Contracts Requiring Sealed Bids *(not amended)*

All expenditures amounting in the aggregate to more than \$20,000 in one fiscal year shall be put out for competitive, sealed bids, and a legal notice advertising the bid shall be published at least once in the Herald-Mail newspapers. Qualified bidders may be sent a request for bid at the discretion of the Town Manager. All sealed bids will be publicly opened and read by the Town Manager at a time and place advertised in the legal notice. No bid shall be awarded without the approval of the Mayor and Council.