

RESOLUTION NUMBER 88-9  
AMENDED BY RESOLUTION 2003-09  
MAYOR AND COUNCIL OF BOONSBORO  
BIDDING PROCEDURES

AN ORDINANCE establishing procedures for the procurement of goods and services for the Town of Boonsboro, Washington County, Maryland.

WHEREAS, the Mayor and Council of Boonsboro shall make all purchases and contracts for the Town of Boonsboro, and has established certain procedures for making said purchases and contracts, as described in the Charter of the Town of Boonsboro, enacted June 6, 1988 and effective on July 25, 1988; and whereas the Mayor and Council wish to set spending limits for those procedures for competitive bidding;

NOW, THEREFORE: Be it enacted and resolved by the Mayor and Council of Boonsboro that the spending limits for Town contracts and purchases be established as follows:

Article I. Purchases and Contracts Requiring Sealed Bids

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.

Article II. Purchases and Contracts Requiring Competitive Quotes

*Section II amended by Resolution 2003-09 on October 6, 2003*

No expenditure amounting in the aggregate to more than \$200 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

*Section III amended by Resolution 2003-09 on October 6, 2003*

All purchases and contracts amounting in the aggregate to less than \$200 are exempted from 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 \$200 may be awarded by the Town Manager, but shall not be paid without the approval of the Mayor and Council.

Article IV. Professional Services

Professional services such as are provided by attorneys, engineers, appraisers, auditors and the like may be exempted from competitive bidding with the approval of the Mayor and Council.

Date of Introduction	August 1, 1988
Date of Passage	September 8, 1988
Effective Date	September 28, 1988
Amended Date	October 6, 2003