

CHAPTER 3

GENERAL GUIDELINES

Section 301. Advertisement for Sealed Bids.

Section 301 Advertisement for Sealed Bids

(A) All expenditures for supplies, materials, equipment, construction of public improvements, or contractual services involving more than five thousand dollars (\$5,000.00) shall be made utilizing competitive bids and written contracts. The Council shall be required to advertise for sealed bids in such a manner as may be prescribed by Ordinance for all such contracts. The contract shall be awarded to the bidder who offers the best bid, which consideration shall include such factors as the lowest price, quality of goods and work, time of delivery or completion, ability to deliver goods or complete work and responsibility of bidders being considered and assurance to provide or maintain the equipment or services for which the bid is submitted. All such written contracts shall be approved by the Council before becoming effective. The Council shall have the right to reject all bids and re-advertise. The Town at any time in its discretion may employ its own forces for the construction or reconstruction of public improvements without advertising (or re-advertising) for or receiving bids. The Town Council by a two thirds (2/3) vote may waive the bidding requirements of this section for good cause shown. All written contracts may be protected by such bonds, penalties and conditions as the Town may require.

(B) Expenditures for supplies, materials, equipment, construction of public improvements, or contractual services involving five thousand dollars (\$5,000.00) or less, but more than one thousand (\$1,000.00) need not be made utilizing competitive bids, but shall be made on written contracts, approved by the Council. In the event that one thousand or less is involved, no written contract is required.

(C) Notwithstanding any provisions of subsections A, or B, of this section to the contrary, whenever the State of Maryland or any Department thereof, or Prince George's County, or the Metropolitan Washington Council of Governments or member government, has conducted a bid and has awarded a contract authorizing local governments to purchase the bid item at the bid price, the Mayor and Council may authorize the Town Manager to purchase the item in question for the bid price from the successful bidder, without the conduct of a separate bid by the Town, provided:

(1) That the expenditure does not exceed \$50,000; and

(2) That the Town Manager independently acquires and documents market conditions and determines that the bid price is competitive.

(D) Notwithstanding any provisions of subsections A, or B, of this section to the contrary, the Mayor and Council may authorize the purchase at auction of motor vehicles or other equipment for use by Town employees in the conduct of Town business without prior approval of a written contract, provided, however, that any purchase of a motor vehicle or other

equipment at auction for a sum in excess of five thousand dollars (\$5,000.00) shall be subject to the requirements of subsection (A) of this section with respect to waiver of bidding.