1. Act in a manner to secure highest quality supplies and lowest costs to town.
2. Take advantage of all state and federal incentives as available.
3. Purchases in excess of $5000 shall require bidding.
4. Where bidding may not be most efficient means of securing proposals, at least three proposals shall be solicited by Town Manager.
5. When bids are taken and advertised as sealed bids, all bids shall be presented in a sealed envelope and marked as such. Upon closing of bid and during regular business hours a public opening of the bids shall be held and a recording of such bids shall be made and shared publicly. All bidders shall have the right to receive a copy of the bid results.
In nearly all cases the bids, having been open in public during business hours will be reported at the next council meeting, at which time council has the opportunity to discuss and determine the best proposal. (many criteria apply, not just cheapest)
6. There are multiple exceptions to bidding requirements. (sect 3) attached

SECTION 1: EXCEPTIONS TO REQUIREMENTS

A. Subject to the approval of the purchase or contract by the Mayor and Council, the requirements for the taking of competitive bids SHALL BE REQUIRED for the following:

1. Lease and/or rental of property, except as may be required by Article 23A of the Annotated Code of Maryland pertaining to the sale and lease of property.

2. Purchase of patented or manufactured products offered for sale in a non-competitive market or solely by a manufacturer’s authorized dealer, and are a sole source.

3. Contracts involving policies of insurance or annuity company bonds.

4. Purchase made through the state or against federal purchase contracts.

5. Contracts with public utility service companies under tariffs on file with the Public Utility Commission, contracts made with another political subdivision of the State of Maryland or of another state adjoining the State of Maryland, or the Federal Government and any agency of the State or any municipality.

6. Contracts involving the services of members of the medical or legal profession, architects, engineers, accountants, surveying or planning, or other personal services involving professional expert advice.

7. Purchase of supplies and equipment required for parts or components being procured as replacement parts in support of equipment specifically designed by the manufacturer, where data available is not adequate to assure the part or component is identical with the part it is to replace or where contemplated procurement is to match or complement equipment or components previously purchased.

8. Purchase of technical, nonpersonal services in connection with the assembly, installation or servicing (or the instruction of personnel therein) of equipment of a highly technical or specialized nature.

9. Purchase of items through the Maryland State contract office.

B. Local Preference.

The Mayor and Council reserves the right to show preference to local bidders in the purchase of supplies, equipment and services. The amount shall not exceed six percent (6%) of the total amount bid or quoted. A “local bidder” is defined as an individual or business who maintains a place of business in the Town of Hancock or Washington County, Maryland; or maintains an inventory of merchandise in the Town of Hancock or Washington County, Maryland, is subject to state and/or property taxes payable to the Town of Hancock or Washington County, Maryland. Any local bidder in default on payments of any nature, state or town tax or license shall not be eligible to receive preference until all taxes and/or licenses due are paid. Notice of preference availability shall be included in the invitation to bid and in all advertisements.