

Amendment 1 to Council Resolution No. 120-2017

**BY: Chairperson at the request
of the County Executive**

**Legislative Day No. 13
Date: October 2, 2017**

Amendment No. 1

(This amendment makes the following changes to the Purchasing Manual:

1. *Makes the following technical corrections to mirror changes made to the Purchasing Code:*
 - a. *clarifies on page 11 that Formal Purchase Reports to the County Council are annual, not semi-annual;*
 - b. *reflects on page 13 that retirement plans are exempt from bidding requirements; and*
 - c. *clarifies on page 34 that the informal bidding is waived for purchases or sales of less than the formal bidding threshold, versus tying that waiver to a specific dollar amount;*
2. *Corrects a Section name in the Table of Contents and on page 33;*
3. *Clarifies on page 33 that formal competitive sealed proposals can be used to procure a combination of services and tasks;*
4. ~~*Clarifies on page 33 that multi-step purchasing methods can include a combination of purchasing methods including expressions of interest and request for proposals;*~~ *4. Clarifies on page 33 that multiple purchasing methods, including expressions of interest and request for proposals, can be used at the discretion of the Purchasing Agent;”.*
5. *Provides on page 55 that quality based selection may be used to procure a combination of services and tasks; and*
6. *On page 68, removes an obsolete dollar amount in order to refer to the relevant Policy and Procedure.)*

1 In the Purchasing Manual, attached to the Resolution as filed:

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3 On page 2, in line 25, strike “Non-Capital Projects”.

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5 On page 11, in line 28, strike “a semi-annual” and substitute “AN ANNUAL”.

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7 On page 13, after line 34, insert:

8 “16. RETIREMENT PLANS”

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1 PROCUREMENT OF SERVICES AND SUPPLIES RELATED TO MANAGEMENT OF THE HOWARD COUNTY
2 POLICE AND FIRE EMPLOYEES RETIREMENT PLAN AND THE HOWARD COUNTY RETIREMENT PLAN
3 SHALL BE EXEMPT FROM THE BIDDING REQUIREMENTS OF THE HOWARD COUNTY PURCHASING
4 CODE.”.
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6 On page 33:

- 7 1. In line 2, strike “*Non-Capital Projects*”; and
- 8 2. In line 18, insert:

9 “C. A REQUEST FOR PROPOSALS MAY BE UTILIZED TO PROCURE A COMBINATION OF SERVICES
10 AND TASKS, INCLUDING BUT NOT LIMITED TO DESIGN, CONSTRUCTION, FINANCING, OPERATIONS
11 AND MAINTENANCE SERVICES AND TASKS, UNDER A SINGLE CONTRACT, FOR BOTH CAPITAL AND
12 NON-CAPITAL PROJECTS, ALL AT THE DISCRETION OF THE COUNTY PURCHASING AGENT.

13 D. A COMBINATION OF PURCHASING METHODS MAY BE USED INCLUDING, BUT NOT LIMITED TO,
14 EXPRESSIONS OF INTEREST AND A REQUEST FOR PROPOSALS, FOR BOTH CAPITAL AND NON-
15 CAPITAL PROJECTS, ALL AT THE DISCRETION OF THE COUNTY PURCHASING AGENT.”.
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17 On page 43, in line 36, strike “\$30,000” and substitute “THE FORMAL BIDDING THRESHOLD”.

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19 On page 51:

- 20 1. In line 5, after “Used:”, insert “A.”; and
- 21 2. In line 9, insert:

22 “B. A COMBINATION OF PURCHASING METHODS MAY BE USED INCLUDING, BUT NOT LIMITED
23 TO, EXPRESSIONS OF INTEREST AND A REQUEST FOR PROPOSALS, FOR BOTH CAPITAL AND NON-
24 CAPITAL PROJECTS, ALL AT THE DISCRETION OF THE COUNTY PURCHASING AGENT.”.
25

26 On page 68, in line 17, strike “with a value of \$5,000 or more and a” and substitute “IN
27 ACCORDANCE WITH POLICY AND PROCEDURE 300.5.”.

28
29 On page 68, in line 18, strike “useful life of one year or more.”.

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31 On page 68, in line 18, strike “rule” and substitute “POLICY”.