

**Local Bidder**—means a firm or individual who regularly maintains a place of business in, or maintains an inventory of merchandise for sale in, or is licensed by, or pays business taxes to the County.

**Capital Improvement**—means any public improvement undertaken by the County, including the construction or re-construction in whole or in part of any road, bridge, street, building or water, sewer or storm water facility or any similar physical structure or facility necessary in carrying out the activities of the County government.

**Contractual Services**—means any and all types of services required by the County but not furnished by its own employees except professional services and such services which are in their nature unusual and unique and not subject to competitive bidding; contractual services shall not include capital improvements.

**Deputy Purchasing Agent**—means an employee of the County formally designated by the purchasing agent to serve as deputy purchasing agent and may be fully empowered to act as purchasing agent for such periods or under such circumstances as the purchasing agent shall determine.

**Professional Services**—means the services of attorneys, physicians, architects, engineers, consultants or other individuals or organizations whose services by their nature are unique and not subject to competitive bidding.

**Supplies, Materials and Equipment** means any and all articles or things which shall be furnished to or used by any agency, including any and all printing, binding, or publication of stationery, forms, laws, journals, and reports, but excluding services or materials furnished "in kind" in lieu of cash to indigents; supplies, materials and equipment means and includes all tangible commodities purchased by the County except real property. WHERE THE WORD "SUPPLIES" IS USED IN THIS SUBTITLE IT SHALL MEAN AND INCLUDE SUPPLIES, MATERIALS AND EQUIPMENT.

**Using Agency or Agency**—means any department, agency, commission, bureau, board, or other unit in the County government or other agency using supplies or procuring contractual services paid in whole or in part by County funds and shall include such departments and agencies created by or operating under the Public General Laws of the State to the extent that the provisions of this subtitle may apply to them by law or to the extent that such departments and agencies request the provisions of this subtitle to apply to them.

#### 4.103—Powers and Duties of County Purchasing Agent

The County Administrator or the Deputy Purchasing Agent, shall have the powers and duties prescribed by the Howard County Charter and this Act to:

(1) Purchase or contract for all supplies, material, equipment and contractual services required by using agencies in accordance with the purchasing procedures prescribed by this Act, the Howard County Charter, and such rules and regulations as may be adopted for the internal management of the purchasing function.

(2) Cause using agencies to advise him in advance as to their requirements in order to secure quantity discounts by the grouping of requisitions and bulk buying whenever practical.