

(3) Act to procure for the County the highest quality in supplies, material, equipment and contractual services at least expense to the County.

(4) Negotiate and execute leases for all grounds, buildings, offices or other space required by using agencies.

(5) Discourage uniform bidding and endeavor to obtain as full and open competition as possible on all purchases and sales.

(6) Declare vendors who default on their quotations to be "irresponsible bidders", and to disqualify them from receiving any County business ~~for a stated period of time.~~ IN ACCORDANCE WITH THE PROVISIONS OF SECTION 4.115 OF THIS SUBTITLE.

(7) Transfer between agencies those supplies, materials, and equipment which are no longer needed by a holding agency but which can be used by the receiving agency.

(8) Exchange, trade-in, or sell those supplies, materials, and equipment which are surplus, obsolete, or unused in which are found by the County Executive not to be required for public use.

(9) Develop, with approval of the County Solicitor as to legal sufficiency, standard forms and conditions of invitations to bid and purchase orders and contracts; develop and prescribe the use by agencies of other forms required in carrying out the provisions of this Act; and amend or eliminate any such forms.

(10) Purchase or perform other supply functions prescribed in this Act when requested to do so by other governmental agencies whose affairs and funds are not supervised and controlled by the County Executive or County Council of Howard County.

#### 4.104—Rules and Regulations

The County Administrator shall prepare a purchasing manual, containing rules and regulations consistent with the Howard County Charter, this subtitle, and the Public General Laws, governing the operations of the County purchasing system. The rules and regulations shall be submitted, with the approval of the County Executive to the County Council for its approval by resolution. After adoption of the rules and regulations by the County Council, the County Administrator shall issue the rules and regulations to agencies and shall secure their compliance therewith. Amendments to the rules and regulations shall be subject to the approval of the County Executive and the County Council by resolutions before they take effect. The rules and regulations shall include at least the following provisions:

(1) The handling of bids, including their custody and safeguarding; opening and tabulating; rejection and re-advertising; and the procedure for determining the lowest responsible bidder.

(2) The procedure for securing from bidders and prospective bidders the data necessary to determine whether they are responsible bidders.

(3) THE PROCEDURE FOR REQUIRING SECURITY OR BOND FOR ALL AREAS IN WHICH IT WOULD BE COMMONLY GIVEN OR INDEMNITY OR PENALTY CLAUSES IN ACTUAL CONTRACTS FOR OTHER AREAS.

~~(3)~~ (4) The procedure for reporting receipt of supplies, professional and contractual services.