

~~(4)~~ (5) The procedure for submission, examination and approval of invoices for supplies, professional and contractual services delivered or rendered to using agencies.

~~(5)~~ (6) The procedure followed in adopting and maintaining a vendor's catalog file containing descriptions of vendor's commodities, prices and discounts.

~~(6)~~ (7) The procedure to be observed by agencies and the purchasing agent in the development of a program for bulk purchases, including those calling for the filing by agencies, with the purchasing agent, of detailed estimates of future needs for such future periods as the purchasing agent may prescribe.

~~(7)~~ (8) Procedures facilitating reduction, to the maximum extent possible, in the number of purchase transactions by combining into bulk orders and the contracts the requirements of agencies for common-use items or items repetitively purchased.

~~(8)~~ (9) Procedures involving the development in AND use of those types of contracts and purchase orders which will reduce to the minimum the accompanying paper work and which, in other respects, will be most advantageous to the County.

~~(9)~~ (10) The terms and conditions under which agency heads, department heads, chairmen of boards, etc., shall have authority to submit requisitions to the purchasing agent for supplies, professional services, or contractual services available under price agreement contracts made by the purchasing agent.

~~(10)~~ (11) The procedure to be observed by agencies and the purchasing agent in obtaining full and open competition wherever possible on all purchases and sales.

~~(11)~~ (12) The procedure under which, by express authorization in writing of the purchasing agent, an agency may be exempted from the rules and regulations for specified supplies or contractual services; provided, however, that the purchasing agent shall require that such purchases or contracts shall be made in conformity with applicable provisions of this subtitle and shall further require periodic reports from the agency on purchases and contracts made under such written authorization may be withdrawn from the agency at any time by the purchasing agent. Notwithstanding such exemptions from the rules and regulations as may be approved by the purchasing agent from time to time, it is intended that exemptions shall be kept to a minimum and periodically reviewed and shall be approved by the purchasing agent only for good and sufficient reasons stated in writing and filed with the agency's request.

~~(12)~~ (13) Such other matters as may be necessary to give effect to the foregoing rules and regulations and to the provisions of the Howard County Charter. The statement of rules and regulations, and the manual covering same, shall represent a complete statement of all procedures under the County's purchasing system.

4.105—Competitive Bidding Required

All supplies and contractual services, except as provided herein, when the estimated cost thereof shall exceed ~~Three Thousand Dollars (\$3,000.00)~~ TWO THOUSAND FIVE HUNDRED DOLLARS (\$2,500.00) shall be purchased by formal, written contract from the lowest responsible bidder after public notice inviting proposals. All sales of personal property which