



*Mayor and Town Council
Town of Friendsville
Founded 1765*

945 Community Drive,
Friendsville MD 21531
town@friendsvillemd.gov
www.friendsville.org

**Ordinance No: O-2026-03
Procurement Policy**

WHEREAS the Town of Friendsville charter empowers the Mayor and the Town Council of Friendsville to establish guidelines for the purchasing of goods and services for the Town; and

WHEREAS the Town of Friendsville is desirous of providing written policies governing the expenditure of funds; and

WHEREAS the Mayor and Town Council find it to be in the public interest to establish a fair, consistent, and transparent procurement policy governing the expenditure of public funds; and

WHEREAS the Town desires to ensure responsible stewardship of taxpayer funds through appropriate purchasing procedures based on the value of the purchase.

NOW, THEREFORE, BE ORDAINED by the Mayor and Town Council of the Town of Friendsville, Maryland, as follows:

SECTION 1. Procurement Thresholds

Purchases of \$500.00 or Less

The Mayor is authorized to make individual purchases and execute contracts up to Five Hundred Dollars (\$500.00) in cost so long as the duration of the purchases or contract is one year or less without prior approval of the Mayor and Town Council, if such contracts or purchases are within the approved budget and serves a legitimate municipal purpose.

Purchases of \$501.00 to \$40,000.00

All purchases or contracts totaling Five Hundred and One Dollars (\$501.00) through Forty Thousand Dollars (\$40,000.00) shall require prior approval by the Mayor and Town Council of Friendsville at a duly advertised public meeting. If feasible, the Mayor or Town Clerk/Treasurer shall seek three or more written or oral offers or quotations. However, the Mayor or the Town Council may approve a purchase or contract based on a single offer or quotation.

Purchases Over \$40,000.00 (See Ordinance O-2025-01)

- A All purchases and contracts for more than Forty Thousand Dollars (\$40,000.00) and purchases and contracts for more than one (1) year shall be submitted to the Mayor and Town Council for approval only after the taking of competitive bids.

- B Public notice of all required bidding shall be given in one issue of a newspaper having general circulation within the Town and such other newspapers, trade publications or other media, electronic or otherwise, as may be considered appropriate for notifying a sufficient number of vendors to ensure effective competition. Such public notice shall be published not less than 15 days' prior to the opening of bids. Copies of the notice may be mailed to qualified vendors by the Town Clerk/Treasurer. The list of vendors shall include all responsible prospective suppliers who have requested their names to be placed on the list of bidders. Special attention shall be given to notifying vendors having offices or residing within the Town Friendsville, Garrett County, or which have qualified with the federal government, state or county as a minority-owned business enterprise. The notice required herein shall include a general description of the articles to be purchased or sold, or work to be performed, and shall state where bid specifications may be secured, and the time and place for opening of the bids.
- C The closing date and time for receiving bids shall be during normal business hours at the Town Hall or at the time of a meeting of the Mayor and Town Council. Bids shall be identified as bids on the sealed envelope. Bids shall be opened and evaluated by the Town Clerk/Treasurer following the Closing Date. In the event that the Town Clerk/Treasurer would not be available for the opening of bids/proposals, the Mayor shall serve as an alternate for said opening. All bids received shall be tabulated and evaluated by the Town Clerk/Treasurer. The Town Clerk/Treasurer shall provide an analysis and tabulation together with the actual submitted bids to the Mayor and Town Council at the next public meeting following the opening of the bids for the Mayor and Town Council's consideration and action.
- D The Mayor and Town Council, in an open meeting, shall consider the bids and then award, by a majority vote upon a Motion, the proposed contract, if they deem advisable within their discretion, to the lowest, responsible bidder in accordance with the provisions of this chapter. An award of a contract solicited through a request for proposals (RFP) process shall not be controlled solely on price.
- E The Mayor and Town Council shall have the right to accept or reject any and all bids or proposals, either in whole or in part, within their absolute discretion and readvertise.

- F The Town Clerk/Treasurer shall not accept the bid of a contractor who is in default on the payment of any taxes, licenses, fees or other monies due to the Town.
- G In determining the best available bid and/or proposal, the Town Clerk/Treasurer shall consider and advise the Mayor and Council, for their determination and consideration of the following matters:
 - 1. The ability, capacity and skill of the bidder/proposer to perform the contract or provide the service required; and
 - 2. Whether the bidder can perform the contract or provide the service promptly, or within the time specified, without delay or interference.

SECTION 2. Exceptions and Emergencies.

Emergency purchases necessary to protect public health, safety, or welfare may be made by the Mayor without prior approval, provided that the purchase is reported to the Mayor and Town Council at the next regular public meeting and documentation is maintained.

SECTION 3. Documentation and Records.

The Town shall maintain records supporting purchases made under this Ordinance, including receipts, invoices, proposals, bids, written quotations, approvals, and any applicable meeting minutes.

SECTION 4. Budget Compliance.

All purchases shall be made only when funds are available in the approved budget or when otherwise authorized by the Mayor and Town Council.

SECTION 5. Procurement Splitting.

- A **Aggregation of Value.** For purposes of this Ordinance, the value of a purchase or contract shall be the total amount reasonably anticipated to be paid by the Town for the same or substantially related supplies, services, construction, maintenance, repair, equipment, or professional services. The total amount includes all renewal terms, extension options, amendments, change orders, and other amounts reasonably anticipated at the time the procurement is initiated.
- B **Prohibition on Splitting.** No Town official, employee, or agent may divide, fragment, or otherwise structure a purchase, contract, project, or series of related purchases or contracts for the purpose of avoiding a procurement threshold, competitive-bidding requirement, Council approval requirement, or other requirement of this Ordinance.
- C **Related Procurements.** Purchases or contracts shall be treated as related when they concern the same project, purpose, vendor relationship, or substantially similar supplies or services and could reasonably have been procured together.

SECTION 6. Conflicts of Interest.

Town officials and employees involved in procurement decisions shall avoid conflicts of interest and shall comply with applicable ethics requirements.

SECTION 7. Effective Date

This Ordinance shall take effect on the 5th day of October 2026, following its adoption by the Mayor and Town Council of the Town of Friendsville and as otherwise provided by law.

INTRODUCED this 14th day of September 2026.

SECOND READING AND ADOPTION this 5th day of October 2026.

AND BE FURTHER ORDAINED AND RESOLVED, this ordinance shall be effective the 5th day of October 2026.

ATTEST:

Approved:

Wanda M. Guard,
Administrative Assistant, Clerk-Treasurer

Spencer R. Schlosnagle, Mayor

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Approved:

Pamela S. Humberson, Council President

Michael E. Artice, Council Member

Chad E. Bittinger, Council Member

James M. Hook, Council Member

Edward B. Kelley, Council Member

Robert H. Sines, Council Member

CERTIFICATION

I hereby certify that the foregoing Ordinance No: O-2026-03 was duly introduced, advertised, publicly heard, and adopted by the Mayor and Town Council of the Town of Friendsville, Maryland, at a meeting held on _____, 2026.

ATTEST:

(SEAL)

Wanda M. Guard,
Administrative Assistant, Clerk-Treasurer