

THE TOWN OF FOREST HEIGHTS

RESOLUTION 32-15

**A RESOLUTION TO PURCHASE DEPARTMENTAL POLICY AND
PROCEDURE MANUALS**

Introduced by: Councilwoman Cynthia Mann

WHEREAS, the Town Charter, § 33-63(f) authorizes the Town to forego the normal procurement process through cooperative purchasing in certain cases where another government entity has already made a competitive purchase of said item and therefore the Mayor and Council may, without soliciting bids, purchase the item in question at the bid price from the successful bidder, if the Mayor and Council determines that the bid price is competitive, and

WHEREAS, the Town Charter, § 33-63(g) further authorizes the Mayor and Council by a two-thirds vote to waive the competitive bidding requirements of said Charter section for good cause shown for sole source procurements of unique products and services, and that written findings as to the basis of such waiver shall be placed in the journal of the Council's proceedings, and

WHEREAS, the Town Ordinance Code, § 20.4(a)(6) states that upon written findings entered into the journal, the Mayor and Council may exempt the purchase of a good or service from competitive selection processes when the purchase qualifies as a sole source procurement as a result of several circumstances including: One vendor is the only one qualified or eligible or is quite obviously the most qualified or eligible to provide the good or service or the procurement is of such a specialized nature or related to a specific geographic location that only a single source, by virtue of experience, expertise, proximity, or ownership of intellectual property rights, could most satisfactorily provide the good or service, and

WHEREAS, the Council finds that it is prudent and necessary to purchase the first installment of an updated manual of policy and procedures consisting of (5 Chapters which include 13 Sections and development of five new forms) for the police department's efficient operation while ensuring the concerns for public safety and

WHEREAS, The Mayor and Council on recommendation from the Chief of Police will agree to utilize the expert services of Mr. Thomas Vondersmith, Administrator of the Management and Analysis Section of the Maryland State Police (MSP) Planning and Research Division. Mr. Vondersmith in conjunction with the Chief of Police have developed a new policy and procedure manual system that will incorporate updated standard police policies consistent with current Maryland and United States case laws and officer safety practices. As Mr. Vondersmith oversees the development of policy and procedures for the MSP is hereby considered to be quite

The Town of Forest Heights

Resolution 32-15

Page 1

obviously the most qualified or eligible source to provide the good or service and/or the procurement is of such a specialized nature or related to a specific geographic location that only a single source is reasonably available, by virtue of experience, expertise, and proximity, and

WHEREAS, the Treasurer has certified that the funds are available under line item ___7176___ and it has been verified Mr. Vondersmith at the request of the Chief of Police has privately undertaken the development of a new policy and procedure manual system for the police department and is a unique or sole provider of this work product. Said purchase is for items of a specialized nature and in accordance with Section 20.4(a)(6) of the Ordinance Code for the Town of Forest Heights.

NOW THEREFORE, BE IT RESOLVED that the Mayor and Town Council of Town of Forest Heights, Maryland hereby authorize the Chief of Police or his designee to procure a manual system of policy and procedure for a purchase price not to exceed \$4,800.00. This transaction will proceed as further described herein and in the above recitals which are incorporated by reference herein.

AND BE IT FURTHER RESOLVED that this Resolution shall take effect upon its passage.

PASSED this 17th day of June, 2015.

APPROVED: By Resolution of the Town Council of the Town of Forest Heights, Maryland

<u>ROLL CALL VOTE</u>	<u>YEA/NAY/ABSTAIN/ABSENT</u>
GOODALL	<u>YEA</u>
KENNEDY II	<u>ABSENT</u>
MCLAURIN	<u>YEA</u>
BARNES	<u>YEA</u>
MUHAMMUD	<u>YEA</u>
SMITH-BARNES	<u>YEA</u>
MANN	<u>YEA</u>

I HEREBY CERTIFY that the above Resolution No. 32-15 was passed by the required (2/3rds) yeas and nay votes of the Mayor and Council of the Town of Forest Heights on the 17th day of June 2015.

ATTEST:

Signature on file

Bonita Anderson, Town Clerk

THE MAYOR AND COUNCIL OF THE
TOWN OF FOREST HEIGHTS, MARYLAND

Signature on file

By: _____
Jacqueline Goodall, Mayor

Signature on file

By: _____
C. Lynn Smith-Barnes, Council President