



**RESOLUTION NO. 2021-03**

**A RESOLUTION ESTABLISHING  
A PROCESS FOR THE PROCUREMENT OF  
MATERIEL AND SERVICES FOR THE  
COMMISSIONERS OF BRIDGEVILLE**

**WHEREAS**, pursuant to Section 31 of “An Act to Reincorporate the Town of Bridgeville”, as set out in 51 Del. Laws Ch. 237, as amended, the Commissioners of Bridgeville have the authority to establish by resolution an amount above which contracts shall be based upon specifications and shall be advertised; and

**WHEREAS**, Commissioners, by Resolution adopted September 30, 2002, established the rules, regulations or procedures by which they use competitive bidding, awards contracts for all Town purchases and contracts, and procures materiel and service, which in part incorporated by reference the award of public works and professional service contracts pursuant to 29 Del. C. Chapter 69, Subchapters III and IV; and

**WHEREAS**, pursuant to the authority granted it at 29 Del. C. §6913, the Contracting and Purchasing Advisory Council of the State of Delaware has established new threshold amounts; and

**WHEREAS**, it is appropriate for the Commissioners of Bridgeville to adopt a new resolution conforming to the amounts established by the Contracting and Purchasing Advisory Council.

**NOW, THEREFORE, BE IT RESOLVED BY THE COMMISSIONERS OF BRIDGEVILLE:**

Section 1. Resolution RES 02-1, A Resolution Establishing A Process for the Procurement of materials al Services for the Commissioners of Bridgeville, adopted September 30, 2002, is hereby repealed.

Section 2. The procedures for the award of contacts and the procurement of materiel and services are as follows:

A. For the award of small public works contracts and non-professional service, contracts for materiel and non-professional services is as follows:

1. If less than \$10,000, open market purchase;
2. If greater than \$10,000, but less than \$24,999, the Commissioners, or its designee, may obtain written proposals from not less than three (3) vendors.

The Commissioners, or its designee, shall record each vendor's name, address, and telephone number; contact person (if other than vendor); date of quoted price, and proposed delivery time. If competitive quotes cannot be obtained, justification for purchase shall be documented. A contract shall be awarded to the lowest responsive and responsible vendor.

B. For the award of large public works contracts for materiel contracts for materiel, labor, and non-professional services is as follows:

1. If less than \$50,000, open market purchase; or
2. If greater than \$50,000, but less than \$99,999, the Commissioners, or its designee, may obtain written proposals from not less than three (3) vendors; or
3. If \$100,000 or greater, the Commissioner, or its designee, shall comply with the requirements of the State Procurement Act, 29 Del. C. Chapter 69, Subchapters III and IV, as amended; provided, however, the requirements of Section 6960 shall not apply to the Commissioners of Bridgeville unless otherwise required by State or Federal law or as a condition of the acceptance of any loan or grant from any State or Federal agency.

C. The award of contracts involving professional services, such as accounting, architecture, auditing, engineering, law, planning and surveying, where the probable fees, including reimbursables is:

1. Less than \$50,000, open market engagement; or

2. Greater than \$50,000, shall comply with the requirements of the large professional service procurement process as set out in the State Procurement Act, 29 Del. C. § 6981.

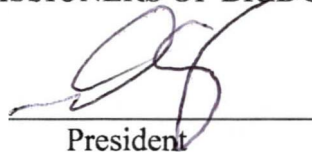
Section 3. When qualified to do so by the State of Delaware, the Town Manager, on behalf of the Commissioners and subject to Section 4 hereof, is authorized to procure material and services through Delaware's Procurement Portal.

Section 4. All contracts in an amount greater than \$10,000 for materiel, including machinery or equipment of every kind, labor, non-professional services, small public works, large public works, or for professional services, shall be reviewed and approved by the Commissioners before award.

Section 5. This Resolution shall be effective upon its adoption by a majority of all members elected to the Commissioners of Bridgeville.

COMMISSIONERS OF BRIDGEVILLE

By:

  
\_\_\_\_\_  
President

Attest:

  
\_\_\_\_\_  
Secretary

Adopted: May 24, 2021