



UNIVERSITY OF MASSACHUSETTS DARTMOUTH PROCUREMENT MANUAL

Section 4.5 - Equipment Maintenance & Repair

1. **Categories:** maintenance & repair services, also called operational services, generally fall into one of two categories:
 - a. **Standalone Equipment:** Maintenance & repair work on standalone equipment such as vehicles which may be obtained without a contract or bid up to a limit of \$50,000 over which a formal bid process and contract are required.
 - b. **Building Equipment:** Maintenance & repair work on equipment which is part of a building which is subject to M.G.L. Ch. 149. Refer to *Section 6: Labor & Construction* for more information.
2. **Standalone Equipment:** Routine maintenance and repair work for less than \$50,000 on standalone equipment which is **not** subject to M.G.L. Ch. 149 may be obtained through a purchase order unless otherwise required by the University or vendor. When required, any agreement regardless of dollar value must be reviewed by Procurement and signed by an authorized signatory on behalf of the University. For services over \$50,000 the department should contact Procurement to initiate a formal bid process.
3. **Building Equipment that is part of a building:** Maintenance and Repair work on equipment connected to or part of a building is generally considered Labor and Construction which is governed by Massachusetts State Law Chapter 149, Section A-M. A different set of requirements exist in this case, refer to *Section 6: Labor & Construction* for details or contact the Procurement Department.
4. **BuyWays Requisitions for Equipment Maintenance & Repair:** Refer to *Subsection 4.8: Requisitions* for more details.