



## UNIVERSITY OF MASSACHUSETTS DARTMOUTH PROCUREMENT MANUAL

### Section 6.4 - Process to Obtain Construction & Public Works Contracts

1. Contained within this section are the policies and procedures that shall be followed to request the solicitation of Labor and Material bids for construction, renovation, reconstruction, installation, demolition, maintenance, or repair of a building as defined by M.G.L c. 149 and Public Works projects for repair of roads, bridges, water mains, sewers and all other “horizontal construction projects” as defined by M.G.L. c. 30, § 39M.
2. Requirements for public bidding under M.G.L. c. 149 and M.G.L. c. 30, § 39M are based on the estimated dollar value of the project to be bid. The dollar estimate for the project will be determined by the Office of Campus Master Planning and Capital Projects. Once the project estimate has been completed the appropriate bidding procedure as outlined below will be followed.
3. All requests for Public Construction and Public Works projects must be processed through the Office of Campus Master Planning and Capital Projects and are subject to the approval of that office and the Procurement Office. Projects originating from the Office of Campus Master Planning and Capital Projects are subject to all other requirements under the applicable State Law, University Policy and or the processes, policies and procedures described herein.
4. The Facilities Department is the only department authorized to request a bid for a labor and construction or public works project without first obtaining the approval of the Office of Campus Master Planning and Capital Projects. This pertains to contracts necessary for the general repair and maintenance of campus facilities and does not apply to capital improvement projects which fall under the purview of the Office of Campus Master Planning and Capital Projects. All other requirements under the applicable State Law or University Policy as applicable or detailed below still apply to Facilities request for public bid.
5. Projects estimated to cost at least \$25,000 will be bid online through [biddocsonline.com](http://biddocsonline.com) OR [umass.bonfirehub.com](http://umass.bonfirehub.com)-
6. These requirements pertain to all projects regardless of the source of funds.
7. The information below has been compiled to provide information about broad requirements for the procurement of labor and construction contracts at different dollar thresholds and to formalize an internal process to request, approve and complete the public bids required for such contracts. The requirements below are not inclusive of the detailed requirements for each contract, in all cases, Procurement will ensure that all applicable requirements for each bid under M.G.L c. 149 or M.G.L. c. 30, § 39M are adhered to during the bid process.
8. Refer to *Section 6.2 – Requirements Chart for Construction Projects* and *Section 6.3 – Requirements for Chart for Public Works Projects* or the Massachusetts Inspector General’s Office by following the link below for more information and detailed requirements for labor and construction projects.  
<http://www.mass.gov/ig/public-design-and-construction/>



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#### 9. Projects estimated to cost less than \$10,000

**\*For projects estimated to cost less than \$50,000 a Trade Labor Contract shall be utilized unless there is no contract for the category of work required, in which case the process outlined below must be followed.**

For projects estimated to cost less than \$10,000 M.G.L. c. 149 and M.G.L. c. 30, § 39M require the use of sound business practice to enter into contracts for construction or public works projects.

Departments looking to complete small projects must follow the process outlined below to ensure compliance with State Law and University Policy.

- a) Contact the Office of Campus Master Planning and Capital Projects and obtain their approval for the project.
- b) Contact Procurement and obtain prevailing wage sheets
- c) Obtain at least 1 quote (multiple quotes recommended) from a qualified vendor that references the payment of prevailing wage in the body of the quote
- d) Certificate of Insurance obtained
- e) Prior to authorizing or allowing any work to begin, enter a requisition for the project which includes the applicable quote as an attachment and includes the following language in the external notes section.

*“Contractor Shall pay the prescribed wage rates in accordance with the provisions of Massachusetts Generals Laws, Chapter 149, sections 26 & 27 and with the minimum wage rates schedule, issued by the commonwealth of Massachusetts Department of Labor and Workforce Development dated XX/XX/XX (add date from the project wage rate sheet), provided to the contractor and posted at the job site.”*

*“Contractors will supply all labor, equipment, parts and supplies necessary to perform the needed services. Contractors are responsible for securing any and all necessary permits for the work to be performed.”*

- f) Once a Purchase Order has been issued, communicate with the vendor to begin work
- g) Obtain and save certified payroll records on a weekly basis
- h) Upon completion of the project, obtain and check the vendors invoice and submit it for payment to Accounts Payable.

#### 10. Projects estimated to cost at least \$10,000

**\*For projects estimated to cost less than \$50,000 a Trade Labor Contract shall be utilized**



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**unless there is no contract for the category of work required, in which case the process outlined below must be followed.**

For projects estimated to cost at least \$10,000 M.G.L. c. 149 and M.G.L. c. 30, § 39M require public advertising of bid solicitations and a sealed bid process administered by Procurement. There are also increasing requirements under each law as the estimated value of the project increases. For detailed requirements under each law based on the estimated dollar value of the project refer to *Section 6.2 - Requirements Chart for Construction Projects* and *Section 6.3 - Requirements Chart for Public Works Projects*.

Departments looking to complete projects with an estimated cost of at least \$10,000 must follow the process outlined below. This process, with the exception of the approval requirement of the Office of Campus Master Planning & Capital Projects, applies to both the Office of Campus Master Planning & Capital Projects and the Facilities Department.

- a) Contact the Office of Campus Master Planning and Capital Projects and obtain their approval for the project.
- b) Contact Procurement to obtain the appropriate "Bid Request Form" and discuss applicable requirements for the bid.
- c) Provide the completed "Bid Request Form" and "Detailed Specifications" to Procurement along with any additional information that may be required.
- d) \*Procurement will administer the bid process in accordance with all applicable laws and regulations
- e) Work with Procurement to review bid responses. Note that M.G.L. c. 149 and M.G.L. c. 30, § 39M require that the contract be awarded to the responsive and responsible bidder offering to perform the contract at the lowest price. Procurement will review the bids for form and function and review the departments' feedback pertaining to the bidder's technical response and ability to perform the work. Procurement shall make the final determination as to which vendor is awarded the contract.
- f) Once Procurement has officially awarded the contract than complete a requisition that references the appropriate bid number.
- g) Once a Purchase Order has been approved, contact the vendor to begin work.

**\*Most projects over \$10,000 are directly managed by the Office of Campus Master Planning and Capital Projects.**