



UNIVERSITY OF MASSACHUSETTS DARTMOUTH PURCHASING MANUAL

Section 6.6 - Trade Labor Contracts

1. Trade labor contracts are established to expedite the process of completing construction and public works projects quoted to cost less than \$25,000. The contracts may be used by the Office of Campus Master Planning and the Facilities Department to complete individual projects with a quoted cost of less than \$25,000. The contracts may also be used by other departments if prior approval has been obtained from the Office of Campus Master Planning and Capital Projects or the Facilities Department.
2. Trade labor contracts are established for specific trade categories such as plumbing, HVAC, masonry, electrical and carpentry. A complete list of current trade labor contracts can be found on the Procurement webpage at http://www.umassd.edu/admin_finance/departments/administrativeservices/purchasing/contractsandrequisitioncompliance/tradelaborcontracts/

3. In order to use a trade labor contract the department must follow the process outlined below:

If the project is less than \$10,000 the department is only required to obtain one (1) quote from any of the vendors on the trade labor contract in the appropriate category of work. The department must then:

- a) Verify that the quote is for less than \$10,000
- b) Prior to the commencement of any work, enter a requisition which includes the quote as an attachment and references the appropriate contract number in the description line of the requisition.
- c) Once a Purchase Order has been issued, the department can contact the vendor to begin work
- d) The department must obtain certified payroll records on a weekly basis and keep them on file

If the project is \$10,000 or more but less than \$25,000 the department is required to obtain a quotes from all of the vendors on the trade labor contract in the appropriate category of work. The department must then:

- a) Verify that the quotes are for less than \$25,000
- b) Prior to the commencement of work, enter a requisition which includes the quotes as an attachment and references the appropriate contract number in the description line of the requisition.
- c) Once a Purchase Order has been issued, the department can contact the vendor to begin work
- d) The department must obtain certified payroll records on a weekly basis and keep them on file

If the project is \$25,000 or more but less than \$50,000, the department is required to submit a detailed scope of work to Procurement. Quotes will be requested through the e-sourcing solution Bonfire, from all of the vendors on the trade labor contract in the appropriate category of work. The department must then:

- a) Verify that the quotes are for less than \$50,000
- b) Prior to the commencement of work, enter a requisition which includes the quotes as an



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- attachment and references the appropriate contract number in the description line of the requisition.
- c) Once a Purchase Order has been issued, the department can contact the vendor to begin work
 - d) The department must obtain certified payroll records on a weekly basis and keep them on file

Note: Dovetailing of projects in order to circumvent bidding requirements by entering multiple requisitions under required bid thresholds is a violation of the laws of the commonwealth of Massachusetts and individuals can be held personally liable.