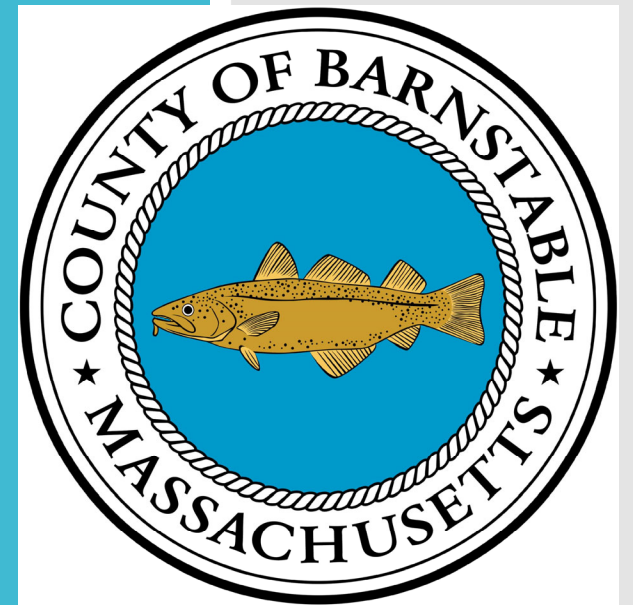


# Trade Labor Contracts

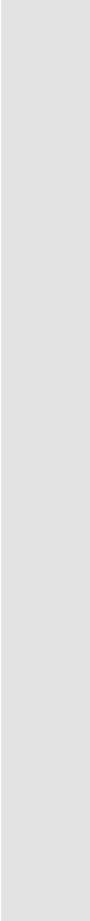


# Municipal Modernization Act

- November 7, 2016 new law went into place
- Increased Public Building and Construction (M.G.L. c.149 and M.G.L. c.30, §39M) formal bidding thresholds to \$50,000
- DCAMM Certification threshold increased to \$150,000 and filed sub bids to \$25,000
- Permitted the use of blanket vendor contracts for small maintenance and repair services to facilitate streamlining procurement of these smaller tasks while retaining competitive pricing



## Projects Estimated less than \$10,000

- Use Sound Business Practice
    - Additional quotes are encouraged but not required.
  - Towns should use a written scope of work to solicit quotes from County blanket contract vendors first.
  - Quotes should be in a written format with the total cost of labor and total cost of materials separate.
  - Prevailing wages apply.
- 

Projects  
Estimated  
between  
\$10,000 and  
\$25,000

- Towns should use a written scope of work statement to solicit quotes from no fewer than three contracted vendors and obtain a minimum of two quotes.
- Contractors who do not respond promptly to request for quotes may be removed from the contract at the discretion of the County.\*
- Payment bonds in the amount of 50% will be required and must be submitted within 10 days of award notification.
- If the minimum requirement is not met, must go out to bid

## TRADESPERSON CONTRACT BLANKET USE INSTRUCTIONS

1. Contract users must solicit at least three written quotes from the list of contractors with a minimum of two bid responses required.
2. The quote solicitation from each awarding authority should include:
  - a. Date/time deadline for submitting a quote;
  - b. Written scope of work and drawings (if applicable) that defines the work to be performed and provides potential responders with sufficient information regarding the objectives and requirements of the awarding authority;
  - c. Project performance schedule requirements;
  - d. Prevailing Wage Schedule for the specific project;
  - e. Request a 50% payment bond (for project estimated at over \$25K}
  - f. OPTIONAL: All vendors submitted references with their initial bid and they have been reviewed by the committee; however, you may still want to request references for your specific project
3. Award the contract to the lowest responsible, eligible, quoting contractor for the project.
4. Develop and execute a written contract for the work. Obtain certificate of insurance and bonds if necessary  
No public notification for advertising or award is required for awards utilizing a blanket contract. The awarding authority shall maintain procurement file in accordance with file retention regulations.

## Start of Project

- Once a vendor is notified that they have been awarded through the quoting process, a purchase order/contract will be generated soon thereafter.
- **Contractors should receive a PO from the Town prior to performing ANY and ALL work**, including additional repairs and services that are not part of the initial service call.
- Failure to receive prior approval may constitute unauthorized repair or service, and contractors will NOT be compensated for such services.
- In addition contractors will be held accountable for any unauthorized services and responsible for compensating the Town if any damage occurs.

## Things to remember

- Always provide Contractor a written scope of work when obtaining quotes.
- Prevailing wage will always apply regardless of dollar amount.
- Projects over \$10,000 must solicit 3 quotes, obtain 2.
  - \*"No bid" is not permitted towards this requirement
- No work shall commence without a purchase order number.
- When in doubt, ask Procurement.

The trade categories to be included in this request are as follows:

Alarms (Fire)  
Alarms (Security)  
Asphalt/Paving Services  
Commercial Boiler Services  
Electrician Services  
Fencing  
General Contractors  
Generator/Turbine Services  
HVAC  
Locksmith/Door Hardware  
Masonry  
Painting  
Plumbing Services  
Pump/Motor Services  
Roofing Services  
Septic Services  
Tree Services



## Questions & Contact info

- Jennifer Frates, Chief Procurement Officer
- Barnstable County Purchasing
- Ph: (508) 375-6637
- Email: [Jennifer.Frates@barnstablecounty.org](mailto:Jennifer.Frates@barnstablecounty.org)
- Website: <https://purchasing.barnstablecounty.org/>