



COUNTY OF BARNSTABLE
PURCHASING
DEPARTMENT OF FINANCE

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TRADESPERSON CONTRACT BLANKET USE INSTRUCTIONS

The contract provides Contractors who provide construction, reconstruction, alteration, installation, demolition, maintenance and/or repair services and, if needed, associated materials for seventeen (17) trade categories identified below;

Categories:

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

The purpose of this Contract is for Construction Projects less than \$50,000* that fall under M.G.L. Ch 149 for Building Construction and 30,39M for Public Works Construction.

*Please note this dollar threshold is for labor only, not including material. Towns are encouraged to request a breakdown of Labor and Materials separately when obtaining quotes to ensure compliance.

Labor under \$10,000

Awarding Authorities are to use Sound Business Practice. Although multiple quotes are not required, Towns are encouraged to contact contractors on the list and to attempt quotes whenever possible.

Labor between \$10,000 to \$50,000

Contract users **must** *solicit at least three written quotes* from the list of contractors and receive a *minimum of two bid responses required*. There may be instances where there are not enough contractors within a category at which point Towns may use State Trade Labor Contracts to supplement and meet the requirement. You may utilize the [State Tradespersons Contract Index](#) to find contractors quickly and easily.

The quote solicitation from each awarding authority should include:

- Date/time deadline for submitting a quote;

- 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;
- Site visit date/time/location for Contractors to familiarize themselves with the project prior to submitting quotes;
- Project performance schedule requirements;
- Prevailing Wage Schedule for the project;
- Performance bond for 50% of projects estimated over \$25,000;
- DCAMM Certification for projects under MGL Ch 149 that are over \$150,000 (total of labor, materials, other expenses i.e. equipment rental)

OPTIONAL (all of these were obtained with this initial bid however Towns may want to obtain:

- Tax Certification Form;
- Certificate of Non-Collusion Form;
- OSHA Certification Form;
- References
- Complete “Contract Supplemental Terms” as appropriate for specific project

When the quotes are received the Awarding Authority will review and check references. Award for the project will be given to the most responsible, eligible, quoting contractor offering the lowest price. Develop and execute a written contract for the work. Obtain certificates of insurance and bonds if required.

Once a contract is executed, a project kick off meeting may be scheduled and a Notice to Proceed issued.

Awarding Authorities will be responsible for obtaining certified payrolls and ensuring compliance.

No public notification for advertising or award notification is required for utilizing this blanket contract. The awarding authority shall maintain a procurement file in accordance with file retention regulations.

On an annual basis the County will be reopening the bid to obtain more vendors for the categories listed above. Towns are encouraged to refer contractors that they use that are not on the list to visit the County’s Purchasing Website for upcoming bidding opportunities.

If you experience any issues with responsiveness or quality of performance from your contractors on this blanket, please let us know by email at the end of the project.