

# Massachusetts General Laws – Requirements Matrix

(Provided as guideline, refer to State Procurement Manuals for additional details)

	<b><u>Building Related</u></b> repairs / construction M.G.L. c. 149				<b><u>Public Works</u></b> (non-building) Construction M.G.L. c. 30, § 39M			
<b>Contract Value</b>	Less than \$ 10,000	\$ 10,000 to \$ 25,000	\$ 25,000 to \$ 100,000	\$ 100,000 and over	Less than \$ 10,000	\$ 10,000 to \$ 25,000	\$ 25,000 to \$ 100,000	\$ 100,000 and over
<b>Procedure</b>	Solicit 3 written price quotes – keep a record	Post a notice for 2 weeks - receive written responses	Sealed bids (using c. 30 §39M procedure)	Sealed Bids	None	Sealed bids	Sealed bids (includes any building work)	Sealed bids
<b>Advertising</b>	none	Local website, or COMM-PASS, and Central Register	Newspaper, Central Register, Posting	Newspaper, Central Register, Posting	None	Newspaper, Central Register, Posting	Newspaper, Central Register, Posting	Newspaper, Central Register, Posting
<b>OSHA 10 Certification</b>	No	Yes	Yes	Yes	No	Yes	Yes	Yes
<b>DCAM Certification</b>	No	No	No	Yes – Generals and Subcontractors	No	No	No	No
<b>City/Town Prequalification</b>	No	No	No	Optional (mandatory for projects ≥ \$10 M)	No	No	No	No
<b>Filed Sub-bids</b>	No	No	No	Yes ( for subs \$20 K+)	No	No	No	No
<b>Payment Bond</b>	50% payment bond > \$2K	50% payment bond	50% payment bond	100% payment bond	50% payment bond > \$2K	50% payment bond	50% payment bond	50% payment bond
<b>Performance Bond</b>	No	No	No	100% performance bond	No	No	No	No
<b>Prevailing Wage</b>	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes

	<b><u>Goods &amp; Services - Chapter 30B</u></b>				<b><u>Property Disposition – Chapter 30B (Chapter 16)</u></b> (threshold based on value of property, not what is to be received)		
	Less than \$ 5,000	\$ 5,000 to \$24,999.99	\$ 25,000 to \$99,999.99	\$ 100,000 and over	All Surplus Property (land/buildings)	> \$ 25,000 and/or >2,500 sq feet	Property Surplus (goods/supplies)
<b>Procedure</b>	Good business practice	Solicit 3 written price quotes – keep a record, award to low bidder	Sealed bids (using MGL 30B procedures)	Sealed Bids (using MGL 30B procedures)	TC declares surplus Determine value & reuse restrictions	Declare Surplus, Determine value & reuse, RFP, Sealed bids	Contact Procurement Office for assistance with dispo. of Surplus goods or supplies
<b>Advertising</b>	none	none	Newspaper, Posting	Newspaper, Goods & Services Bulletin, Posting	None < \$25K, None < 2,500 sq ft	Newspaper 2X, Central Register (30 days min), Posting	

**Notes:**

1. RFP process requires pre-approval by CPO or designee and can only be administered through the Procurement Office. All Advertised Bids & RFP's must be posted on Town on-line Bid & RFP System
2. State Contracts may be available to use in lieu of the bidding process. These have already been bid by the state. Consult COMPASS website or contact Procurement Office
3. Procurements ≥ \$25K must have a written contract signed by the Awarding Authority. Written contracts suggested for contracts ≥ \$10K
4. Surplus Declarations through Procurement & Risk Management Office
5. Minority & Women Business Enterprise Contract Participation Requirements \$100K+ – Consult Contract Compliance Officer
6. Design Contracts – Chapter 149 design contract ≥ \$10K and construction estimate of ≥ \$100K, must do an advertised Request for Qualification (RFQ) through Purchasing
7. Design Contracts – Chapter 7 – law is silent on bidding requirements, however, Town requirement to obtain Town Manager's approval for contracts ≥ \$25K, if approval not received, must do RFQ through Purchasing
8. MGL 30B exemptions – for all procurements ≥ \$25K, must obtain Town Manager's prior approval for any no bid awards.