

BIDDING PROCEDURES

- Projects \$10-\$50,000

ADVERTISEMENT \$10,000-\$50,000

The bidding requirements for projects estimated to cost between \$10,000 – \$50,000 are more comprehensive because there are additional legal requirements.

Projects in this dollar range require you to seek written quotes using the **Public Notification Process**. This process requires advertising in several locations as well as independently contacting a minimum of **3** qualified Contractors to provide written quotes.

Sample Advertisements for projects falling into various dollar thresholds can be found on our [Front End](#) web page.

ADVERTISEMENT MUST BE PUBLISHED

- The advertisement must be posted a minimum of fourteen days before the Bid Opening. In order for the bid to come out in the Central Register in time, it must be sent to the Central Register on a Thursday, up until 4:00 PM the week prior to the advertisement being posted. The ad will then come out the following Wednesday.
- The LHA or the consulting Architect/Engineer will submit an ad in the CENTRAL REGISTER.
 - Use [CENTRAL REGISTER](#) On-line process at <http://www.sec.state.ma.us/spr/sprcentral/infosubmit.htm>
- The LHA will advertise the project on [COMMBUYS](#) two weeks before bids are due.

ADVERTISEMENT MUST ALSO BE POSTED

- In a Conspicuous Place on Awarding Authority's Premises and on the Housing Authority website.

ADVERTISEMENT MUST INCLUDE:

- Description of Project (a condensed version of the scope of work);
- Estimated Cost of Construction including the Cost of Alternates;
- Prevailing Wage Language;
- Where & When Bid Documents will be available;
- Bid Deposit Requirements construction costs over \$25,000;
- Where & When to Submit Bids; and
- Other Pertinent Information, such as:
 - Plan Deposit
 - Cost for mailing the Bid Documents
 - No charge for electronic access to the Bid Documents
 - Pre-Bid Conference
 - Contact Person
 - Availability of Site for Inspection

LEGAL REQUIREMENTS

M.G.L. c.149 §44J

M.G.L. c. 30 §39M