

INSTRUCTIONS FOR PREPARING A BIDDING PACKAGE FOR PROJECTS \$0-10,000

VERTICAL CONSTRUCTION

USE SOUND BUSINESS PRACTICES

LET'S GET STARTED

Sound Business Practices means ensuring the receipt of a favorable price based on a scope of work and adhering to a Code of Conduct to avoid violating public bid laws.

Avoid Conflicts of Interest

Do not Contract with LHA Board Members or LHA Staff as well as members of their immediate family

Avoid Bid Splitting

For Example if your records indicate that you have recarpeted between 20 & 25 units per year for the last 10 years. Re-carpeting one (1) unit every two weeks as an **individual procurement** directing all business **to one firm or individual** in order to circumvent stricter bidding procedures would be construed as bid splitting.

Avoid Debarred Contractors

A contractor who has been debarred by any state or federal agency is prohibited from performing public work. Please use the Form for Quotes contained in this package which contains debarment certification language and non collusion language for your protection.

Never Use A Vendor's Contract Form. We have provided a contract form for your use in this package.

PREPARE A BIDDING PACKAGE

DHCD provides templates on its website to help you prepare a bidding package. These templates include the necessary Terms & Conditions and Forms

YOU WILL FIND THE TEMPLATES ON THE DHCD WEBSITE EASY TO EDIT IF YOU OPEN THE DOCUMENT, SAVE IT TO YOUR COMPUTER USING YOUR WORD PROCESSING SOFTWARE AND WORK ON THE SAVED DOCUMENT

1. The Bidding Package should include:

- A Scope of Work** describing the LHA's needs in sufficient detail. This is accomplished by identifying particulars such as, size, dimensions, quality, performance, warranties, installation and time of contract completion. You can follow the outline provided.

For quality and performance LHAs are required to follow **[DHCD's Design Guidelines & Construction Standards](#)** which are available on DHCD's website.

**OBTAIN PREVAILING
WAGES**

- ❑ The **Terms & Conditions and Forms** which are necessary to meet statutory obligations and help protect the LHA if problems arise during the execution of the work. Attach these documents to the scope of work.
- ❑ The LHA must apply for **Mass Prevailing Wage Rates regardless of the estimated cost of construction** and attach a copy of these wage rates to the bid package that you give to quoting Contractors.

Wage Rates can be obtained at the following web site:

www.mass.gov/lwd/labor-standards/prevailing-wage-program/

2. Contact a contractor(s) for a quote based on the scope of work you prepared;

Use the Template Cover letter enclosed in the Front End to document the list of Contractors you ask to provide Quotes

Use the sample Quote Form to help obtain a price(s)

3. **LHAs** shall keep a record of each such bid procedure including the name & address of the person(s) or firm(s) from whom the services were procured.
4. **Use the Owner/Contractor Agreement** (Contract Form) provided in this package. The Contractor should provide a Certificate of Insurance before the LHA & Contractor enter into contract.

Never sign a Vendor Provided Contract Form!

5. Issue a **Notice to Proceed** & LHA's tax exempt number once a contract is executed by the LHA & Contractor. A sample NTP can be found in the [Construction Handbook](#)