

## BIDDING PROCEDURES

- Projects over \$50,000

### ADVERTISEMENT

Every project estimated to cost over \$50,000 must be advertised.

*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 submit an ad in a NEWSPAPER of General Circulation in Area of Project to appear the second Wednesday after the submitting the Central Register ad.
- 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.

#### ADVERTISEMENT MUST INCLUDE:

- Description of Project (a condensed version of the scope of work);
- Estimated Cost of Construction including the Cost of Alternates;
- Category of DCAMM Certification (DHCD Regulation over \$100,000 only);
- Filed Sub Trades & Sub Sub Trades if required (M.G.L. 149 over \$150,000 only if trade is \$25k or more);
- Prevailing Wage Language;
- Where & When Bid Documents will be available;
- Bid Deposit Requirements;
- 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
  - MBE/WBE Information
  - Pre-Bid Conference
  - Contact Person
  - Availability of Site for Inspection

## LEGAL REQUIREMENTS

M.G.L. c.149 §44J  
M.G.L. c. 30 §39M