

SALEM STATE UNIVERSITY
Capital Planning and Business Affairs
Request for Quotes
Construction Contracts Costing \$10,000 to \$50,000

Requester Information

Request Date: 7/9/2020
Name: Rui Sousa, Assistant Director of Facilities
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Fax: N/A

Contract Information

Project Name: Generator Maintenance and Repair
Project Number: FY2021 Quote #1
Funding Source: Power Plant, Chartfield 1100-230-43, Residence Life, Chartfield 2504-238-61
Mandatory Walk Through: Yes No If yes, Date: _____ Time: _____
Location: Campus Wide _____
Project Start Date: September 1, 2020
Project End Date: June 30, 2023
Terms: Per terms State Contract TRD01 Generator/Turbine Services
Deadline for Quote Submission: Monday, August 3, 2020, by 3:00 P.M.
Quotes must be submitted by e-mail to rsousa@salemstate.edu
Scope of Work Statement: The work will involve generator maintenance on a scheduled basis and generator repair work on an as needed basis. See attached specifications.

Requirements

OSHA Training
Prevailing Wage
CORI Checks
50% Payment Bond if contract is greater than \$25,000
Hours of work: Between 7:00 a.m. and 5:00 p.m. Monday through Friday

Procurement Procedure

Construction, etc. of \$10,000 to \$50,000: Every contract for the construction, etc. of any public work estimated to cost \$10,000 to \$50,000 shall be awarded to the responsible bidder offering the lowest price after “public notification” of the contract. Public notification shall include posting (at least two weeks before the receipt of responses) of the contract and scope of work statement on (1) the agency’s website; (2) the COMMBUYS system; (3) the central register published pursuant to Mass. G. L. c. 9 § 20A; and (4) in a conspicuous place in or near the agency’s primary office. The agency shall seek written responses from no fewer than three persons customarily performing such work, but if (a) the agency obtains a minimum of two written responses from a vendor list established through a blanket contract or a statewide contract procured through OSD, and (b) the lowest of the written responses is acceptable to the agency, then public notification is not required. Solicitation shall include a scope-of work statement defining the work to be performed and providing potential responders with sufficient information regarding the agency’s objectives and requirements, and the time period for the work. The agency shall record the names and addresses of all persons from whom responses were sought, and the names of responders, dates and amounts of each response.

An agency may utilize a vendor list established through a statewide contract procured through OSD to identify one or more persons from whom it will seek written responses, or may procure a blanket contract to establish a listing of vendors in certain defined categories of work that under contract to provide services for multiple individual tasks of not more than \$50,000 each, and from whom written responses will be sought. Any such blanket contract shall be procured under this section or c. 149, §§ 44A to 44J. (St. 2016, c. 218, § 2, amending Mass. G. L. c. 30, §b 39M).

Additional Information
