

Capital Planning and Facilities Management
Request for Quotes
Construction Contracts Costing \$10,000 to \$50,000

Requester Information

Request Date: 8/23/2017
Name: Stephen Mullarkey
Telephone: 978.542.7651
Email Address: smullarkey@salemstate.edu
Fax: 978-542-7700

Contract Information

Project Name: Ellison Campus Center Lobby Ceiling Replacement
Project Number: _____ Funding Source: _____
Mandatory Walk Through: Yes No _____ If yes, Date: September 19, 2017 Time: 12:30 PM
Estimated Cost: \$ 25,000
Project Start Date: 10/9/17
Project End Date: 10/20/17
Deadline for Quote Submission: 9/28/17 @ 1:00 PM

Note: The project must be advertised at least two weeks before bids are due. The Central Register is published weekly on Wednesday. All notices must be received by the Central Register by Thursday by 4:00 P.M. of the week preceding publication.

Scope of Work Statement:

1. Remove and dispose of existing ceiling grid and tiles on the Lobby and Entrance Vestibule which is approximately 2,000 Sq Ft.
2. Install new 15/16" metal grid color white
3. Install Armstrong 1910A 2'x2'x3/4" Ultima Ceiling Tiles with Humiguard Plus, or equivalent.
4. Light fixtures to be provided by Owner, installed by the contractor.
5. Reinstall smoke detectors, speakers, wireless array, and other existing ceiling fixtures.
11. All debris to be cleared and removed by contractor.

Salem State University electrician will assist with silencing of fire alarm system

Plans/Specifications Available: Yes _____ Date and Time _____ No

Requirements

OSHA Training
Prevailing Wage

A 50% Payment Bond is required if the contract is greater than \$25,000

Hours of work: Between 7:00 AM to 5:00 PM Mon-Fri
CORI Checks

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
