



City of Fitchburg, Massachusetts
Purchasing Department

POLICY FOR USE OF ON-CALL TRADESPERSONS CONTRACTS

OBJECTIVE

The goal of this policy is to provide a reference tool for staff to understand the procurement process for on-call trade contracts, and to ensure that said procurements comply with general law, local ordinances, and best practices.

AUTHORITY

On-call tradespersons contracts have been procured for the Facilities Department, who manages these contracts. The Facilities Department provides guidance, internal support, and technical assistance for projects utilizing the trade contracts.

PROCUREMENT PROCEDURE

The on-call contracts listed on the attached sheet have been completed and are available to City and School departments for individual projects valued at less than \$50,000. For the purposes of these contracts, the Facilities Director is the Contract Manager.

In advance of using the on-call contracts, the department must email the Facilities Director to inform him of the nature of the project and details, the timeline for when work needs to be done, and the estimated cost.

Department will submit a requisition for approval in Munis in advance of work being done, and indicate the on-call contract number.

Small projects

Projects valued at less than \$10k may be given to any contractor on the list. It is in your best interest to look at hourly rates when making decisions on contractors for small projects but you may use any contractor on the list.

Projects valued at between \$10k and \$50k

Selection of a contractor will be left to the sole discretion of the department requiring the services. Departments will contact contractor to request an estimated price and information on availability of the contractor. Specifications may be developed and delivered to one or all contractors on the list with a request for a written proposal for a job.

Projects valued at more than \$50k

Any project with a value of more than \$50k requires an independent bid process through the procurement office. Do not use an on-call contract for this purpose.

Projects may not be broken into smaller jobs or phases to avoid a bid process. This is bid-splitting and is prohibited by law.

Emergency projects

- For any emergency project with a value of less than \$50k, departments should utilize the on-call contractors for immediate response, and then notify the Facilities Director on the next business day.
- For any emergency project in excess of \$50k, please contact the Chief Procurement Officer immediately to apply for a DCAMM waiver, and notify the Facilities Director. In a true emergency, you may utilize the on-call contractor only to do the work necessary to the emergency.

CERTIFIED PAYROLL

Remember that the work described is subject to prevailing wages and you must receive certified payroll sheets prior to paying any invoices.

PERFORMANCE

The City is not obligated to continue working with a contractor who has performance issues. Please send any feedback to me regarding poor contractor performance or non-performance (no-shows) as soon as it occurs, so that we can establish a contract file and discuss options. We will not renew contracts for any contractor having documented performance issues.