

FRCOG Purchasing FAQ

When is a public procurement process required?

Massachusetts General Laws require a public procurement process for supplies and services, and construction projects, estimated to cost \$10,000 or more. For purchases less than \$10,000, the FRCOG follows sound business practices. For more information on Massachusetts procurement, please see <https://www.mass.gov/the-oig-public-procurement-and-chapter-30b-programs>

How can I become notified of when procurement is posted?

Electronic versions of RFQs, IFBs and RFPs are available to be viewed and downloaded on the FRCOG Bids webpage. You can sign up to receive notifications of new bids using our “Mailchimp” option.

In compliance with Massachusetts General Law, the FRCOG also advertises IFBs and RFPs in a local newspaper, the Goods & Services Bulletin, Central Register and/or COMMBUYS page where applicable, and on our FRCOG website. Our local newspaper is typically the Greenfield Recorder.

How do I obtain RFQ, IFB or RFP documents?

To reduce our use of paper, and for the convenience of vendors and contractors, documents can now be obtained online only. Documents are found on the Bids tab under the “Service Areas” section. Interested parties must fill out a short registration form in order to view online documents. Critical dates, such as pre-bid meetings, site visits, and due dates, are included in the solicitation documents.

While registering for documents, take care to use a correct email address. If any changes are made to the documents or dates, email will be used to notify all plan holders of such changes.

How do I obtain a Plan Holder List for a particular bid?

Plan holder lists may be viewed within the solicitation posting on the website. Registration is not required to view the list.

Prevailing Wages

Prevailing wage schedules for Collective Bids by County can be accessed here on the Bids webpage. Prevailing wages for individual bids are attached to the solicitation document.

MassDOT Prequalification

Prequalification of bidders by MassDOT is required for construction contracts of \$50,000 or more, or if the municipality is utilizing Chapter 90 funding for the project. More information can be accessed by contacting the MassDOT Prequalification Unit at 857-368-8660 or email prequal.r109@state.ma.us

How do I obtain bid results?

Please do not call the office to request results. Results will be sent to all who downloaded the bid document, and will include vendor/contractor names and pricing. Alternately, you may email bids@frcog.org with the Bid Number in the request to obtain results. Contract Award Notices are generally posted within 30 days of the due date under “Current and Prior Bid Awards”. Registration is not required to view Contract Award Notices.