



Photo: Ini Tomeu

ENVIRONMENTALLY PREFERABLE PROCUREMENT PRACTICES

Environmentally preferable products (epp) are a products or services that have a lesser or reduced effect on human health and the environment when compared with competing products or services that serve the same purpose. Such products or services may include but are not limited to, those which contain recycled content, minimize waste, conserve energy or water, and reduce the amount of toxins either disposed of or consumed.

The city encourages the procurement of recycled products whenever feasible and when cost, performance and availability are not compromised. The city builds flexibility into bid specifications whenever possible by giving manufactures and suppliers an opportunity to provide “alternate” products.

The city of cambridge utilizes over three dozen massachusetts statewide contracts that offer recycled products, including copy paper, cleaning products, office supplies, envelopes, and janitorial paper products, toner cartridges, trash bags, traffic control devices, boxes, bins, antifreeze, re-refined oil, office panels, and and printing services. In addition, the city practices paper reduction techniques through the use of duplexing, sharing and circulating materials, use of electronic mail and reuse of discarded paper for draft work, scrap paper and internal messages.

To access the state’s environmentally preferable product procurement page visit:
<http://www.State.Ma.Us/osd/enviro/enviro.Htm>

Robert W. Healy
City Manager

Richard C. Rossi
Deputy City Manager

CAMBRIDGE CITY COUNCIL

Henrietta Davis, Mayor

Marjorie C. Decker

Kenneth E. Reeves

E. Denise Simmons, Vice Mayor

Craig A. Kelley

Timothy J. Toomey, Jr.

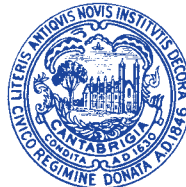
Leland Cheung

David P. Maher

Minka vanBeuzekom

The City of Cambridge does not discriminate on the basis of disability. The City will provide auxiliary aids and services, written manuals in alternative formats, and reasonable modifications in policies and procedures to persons with disabilities upon request.

For more information, call the Commission for Persons with Disabilities, 617-492-0235 (TTY/TDD). You may also use the Deaf Relay Service Number, 1-800-439-2370, to contact us directly.



CITY OF CAMBRIDGE

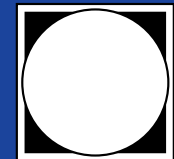
795 Massachusetts Avenue

Cambridge, Massachusetts 02139

617-349-4000

Web Address: www.cambridgema.gov

How to do Business with the City of Cambridge



City of Cambridge

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A Word from
Robert W. Healy,
Cambridge City Manager

The City of Cambridge is recognized as an excellent place to live, work, and do business. Maintaining the vitality of our small business sector is an important aspect of that economic health. The City of Cambridge purchases a variety of goods and services, and encourages Cambridge businesses to participate in its open, fair, and competitive procurement processes. This pamphlet has been prepared to assist those seeking to do business with the City and the Cambridge Public Schools, and is part of the City's ongoing effort to sustain a positive business climate.


Robert W. Healy,
City Manager

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**HOW TO DO BUSINESS WITH THE CITY OF CAMBRIDGE
AND THE CAMBRIDGE PUBLIC SCHOOLS**

HOW DO I GET ON THE BID LIST?
Send your name, address and a product list or brochure to:
Cambridge Purchasing Department
City Hall, Room 303,
795 Massachusetts Avenue,
Cambridge, MA 02139
Phone: 617-349-4310 Fax: 617-349-4008 TTY: 617-349-4242

WHAT BID LAWS AND PROCEDURES DOES CAMBRIDGE FOLLOW?
Cambridge is subject to the Massachusetts General Laws (MGL) Chapter 30B for the procurement of goods and services, MGL Chapter 30 §39M for public works projects and MGL Chapter 149 for public construction projects. The City may use state blanket contracts and may issue bids with other cities and towns.

Goods and services procurement procedures can be summarized as follows:
City Departments use:

- sound business practices for purchases under \$5,000;
- three written quotes, through the Purchasing Department, for purchases between \$5,000 and \$24,999;
- a formal bid, through the Purchasing Department, for purchases over \$25,000.

HOW DO I FIND OUT ABOUT UPCOMING BIDS?
The City advertises its public works and construction bids in the “Cambridge Chronicle” and the Secretary of State’s “Central Register”. Other commodity and service procurements are advertised in the “Cambridge Chronicle” and, if estimated to be over \$100,000, in the Secretary of State’s “Goods and Services Bulletin”. Secretary of State publications are available at the State House Bookstore. All current procurements are posted on the bulletin board outside the Purchasing Department.

WHAT IF MY BUSINESS IS CAMBRIDGE-BASED, MINORITY OR WOMEN-OWNED?
The City of Cambridge encourages the participation of Cambridge based and minority and women-owned businesses. The State Office of Minority and Women Business Assistance (SOMWBA) certifies minority and women-owned businesses. When requesting inclusion on the City’s bid list, please indicate that you are SOMWBA-certified and you will receive a copy of every formal bid issued by the Purchasing Department for your commodity or service.

CITY DEPARTMENT PHONE NUMBERS		
Fire & Police Emergency		911
Affirmative Action Office	 617-349-4331	TTY: 617-349-4242
Arts Council	 617-349-4380	TTY: 617-492-0235
Assessing Department	 617-349-4343	TTY: 617-349-4242
Budget Department	 617-349-4270	TTY: 617-349-4242
Cable TV Office	 617-349-4296	TTY: 617-349-4421
City Clerk’s Office	 617-349-4260	TTY: 617-349-4242
City Council Office	 617-349-4280	TTY: 617-349-4242
City Manager’s Office	 617-349-4300	TTY: 617-349-4242
Community Development Department	 617-349-4600	TTY: 617-349-4621
Commission for Persons with Disabilities	 617-349-4692	TTY: 617-492-0235
Consumer’s Council	 617-349-6150	TTY: 617-349-6112
Electrical Department	 617-349-4925	TTY: 617-492-0235
Emergency Communications	 617-349-6911	TTY: 617-499-9924
Emergency Management	 617-349-4842	TTY: 617-349-4805
Finance Department	 617-349-4220	TTY: 617-349-4242
Fire Department	 617-349-4900	TTY: 617-499-9924
Historical Commission	 617-349-4683	TTY: 617-349-6112
Human Rights Commission	 617-349-4396	TTY: 617-492-0235
Human Services Department	 617-349-6200	TTY: 617-492-0235
Inspectional Services	 617-349-6100	TTY: 617-349-6112
Kid’s Council	 617-349-6239	TTY: 617-492-0235
Law Department	 617-349-4121	TTY: 617-349-4242
Library	 617-349-4040	TTY: 617-349-4421
License Commission	 617-349-6140	TTY: 617-349-6112
Management Information Systems (MIS)	 617-349-4140	TTY: 617-349-6112
Mayor’s Office	 617-349-4321	TTY: 617-349-4242
Personnel Department	 617-349-4332	TTY: 617-349-4242
Police Department	 617-349-3300	TTY: 617-499-9924
Purchasing Department	 617-349-4310	TTY: 617-349-4242
School Department	 617-349-6400	TTY: 617-492-0235
Traffic, Parking & Transportation Department	 617-349-4700	TTY: 617-349-4621
Veterans’ Services	 617-349-4761	TTY: 617-492-0235
Water Department	 617-349-4770	TTY: 617-492-0235
Women’s Commission	 617-349-4697	TTY: 617-492-0235