Environmentally preferable products (EPP) are 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 manufacturers 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 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

ENVIROMENTALLY PREFERABLE PROCUREMENT PRACTICES

Robert W. Healy
City Manager

Richard C. Rossi
Deputy City Manager

CAMBRIDGE CITY COUNCIL

Henrietta Davis, Mayor
E. Denise Simmons, Vice Mayor
Leland Cheung

Marjorie C. Decker
Craig A. Kelley
David P. Maher

Kenneth E. Reeves
Timothy J. Toomey, Jr.
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

Web Address: www.cambridgema.gov
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

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.