

## Procurement Procedures

Massachusetts General Laws and City Ordinances regulate all procurement activity. The type of purchase and estimated value determine which law(s) apply in a particular purchase. The City of Somerville is subject to MGL Chapter 30B for goods and services, MGL Chapter 30, 39M for public works projects, and MGL Chapter 149 for building projects. The City of Somerville is also subject to the Massachusetts Prevailing Wage laws.

Chapter 30B limits are as follows:

- Up to \$ 5,000 – Sound Business Practices
- \$5,000.00 to less than \$25,000 – Quotation Process
- \$25,000 and over – Sealed Bid/RFP Process

Chapter 30, 39M limits are as follows:

- Up to \$10,000 – Sound Business Practices
- \$10,000 and over – Sealed Bid Process

Chapter 149 limits are as follows:

- Up to \$25,000 – Quotation Process
- \$25,000 and over – Sealed Bid Process

## Bid/Proposal Notification

Advertisements in the Central Register and Goods and Services Bulletin are placed according to statute. Both the Central Register and the Goods and Services Bulletin are published by the Secretary of State and are available in local public libraries.

To be placed on the vendor list, please mail a letter on company letterhead to the Purchasing Department indicating your area of interest. Vendors on the list will have appropriate bids/proposals mailed to them automatically.

Link to [Central Register Website](#)

Link to [Inspector General's Office](#)

Link to [Goods and Services Website](#)

Link to [Massachusetts Public Procurement Charts](#) (scroll to middle of web page for link to PDF)

Link to [Prevailing Wage Website](#)

## Surplus Goods and Real Estate

The Purchasing department administers the disposal of all goods and the sale of City owned real estate. When equipment is no longer needed it may be declared available by the Board of Alderman and disposed of by the Purchasing Department.