

Doing Business with the Town

And more....

Doing Business with the Government

- Overview of Town Procurement Practices & Requirements
- Overview of Commonwealth of Massachusetts Procurement Methods and Procedures
- Overview of the U.S. Small Business Administration and Federal Contracting
- Questions?

Doing Business with the Town

Municipal Departments

State Laws

Special Conditions

- Town Manager
- Town Counsel
- Finance Department

Needham Schools

State Laws

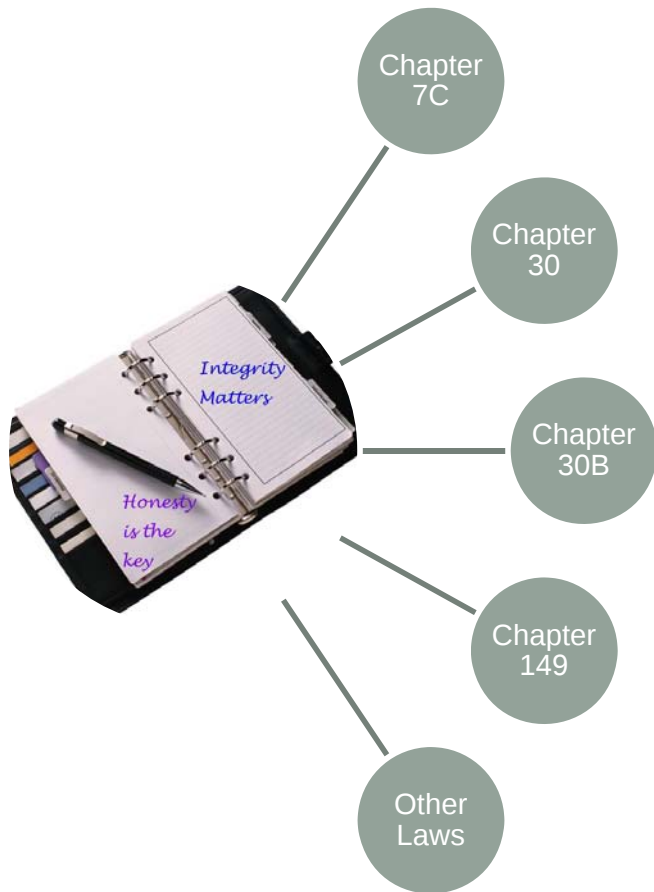
Special Conditions

- School Committee
- Town Counsel
- School Business Office

So What Does the Town Purchase

- Books Periodicals, CDs, DVDs,
- Building Supplies (paint, drywall, flooring, carpet, windows, doors,
- Cleaning Supplies and Services
- Communication Services and Parts (networks, telephones, radios, transmitters)
- Construction Materials (asphalt, blocks, fences, guard rails, pipes, wood, steel, road Treatments, Infills)
- Designer Services
- Electrical, Mechanical, & Plumbing Parts and Services (generators, pumps, sinks, toilets, water fountains, wire)
- Energy Products (electricity, natural gas, heating oil, gasoline and diesel fuel)
- Engineering Services
- Groundskeeping Supplies and Services (plants and flowers, lawn seed and treatments, pest control,
- Heavy Equipment and Machinery
- Information Technology Equipment
- Monitoring Services
- Office Machines
- Office Supplies
- Professional Services
- Software
- Training Materials and Services
- Vehicle and Equipment Parts and Supplies
- Passenger Vehicles
- Dump Trucks
- Fire Engines
- Ambulances
- Police Cruisers
- Tractors
- Heavy Equipment
- Specialty Equipment
- And more

Procurement Laws



Design Services for Public Buildings

Public Works Construction

Supplies and Services

Construction and Repair of Public Buildings

Special Circumstance

The Basics

- Communicating the Need
- Good Faith
- Deadlines
- Bid, Payment, Performance Bonds
- Prevailing Wage
- Compliance with Tax Laws
- Town Counsel
- Written Agreement
- Insurance
- W-9
- Payment

How the Town Purchases

Sound Business Practices (low dollar purchases)	Quotes	Sealed Bids
Purchases and Projects with a final cost of less than \$10,000 The item or service is not already under contract The basics still apply	Requires an active outreach to solicit responses Usually must be written A formal agreement is required	Invitation for Bids Request for Proposals Cooperative Contracts State Contracts Request for Qualifications

Where Do I Find Bidding Opportunities

- Town Official Web Site <http://needhamma.gov/>
- Town Purchasing Page <http://www.needhamma.gov/purchasing>
- Sign-up your email, cell phone, or both to receive notices of Town Bidding Opportunities. (All Town Bids are Posted Here)
- <http://ma-needham2.civicplus.com/list.aspx>
- Town Bids Online at <http://needhamma.gov/bids.aspx>
- Central Register (Construction Bids Notices are Posted Here)
<http://www.sec.state.ma.us/spr/sprcentral/infocent.htm>
- Goods and Services Bulletin (Bids Notices for Goods and Service valued \$100K or more Posted Here)
- <http://www.sec.state.ma.us/spr/sprgoods/infogood.htm>
- COMMBUYS <https://www.commbuys.com/bsol/> (more on this)