

CITY OF CAMBRIDGE

CITY HALL, CAMBRIDGE, MASSACHUSETTS 02139 TEL. 349-4310

PURCHASING DEPARTMENT

DIANE WYNshaw-BORIS

PURCHASING AGENT

MEMORANDUM

TO: ROBERT W. HEALY, City Manager

FROM: DIANE WYNshaw-BORIS, Purchasing Agent

RE: COUNCIL ORDER #06, DATED 3/7/94
PROCEDURE TO BE FOLLOWED BY MUNICIPAL DEPARTMENTS IN THE
PROCUREMENT OF REAL PROPERTY

DATE: March 22, 1994

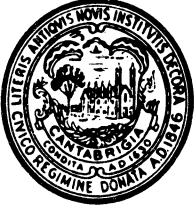
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The Purchasing Department follows the appropriate and relevant procedures set forth in M.G.L. c. 30B, §16, with respect to advertisements and requests for proposals. The application of the statute is dependent upon several factors including, but not limited to, the size of property, the value and the location. For illustration purposes only, I offer the following possible scenarios and the appropriate application of M.G.L. c. 30B:

1. **Property desired:** 20,000 sq. ft. of office space located within a one-tenth of a mile radius of City Hall, the purpose of which is to house additional municipal departments. **Action required:** an ad be placed in the Central Register (at least 30 days before the date set for receipt of proposals) and the Cambridge Chronicle for two consecutive weeks, the last ad of which is to appear at least two weeks prior to the date set for the bid opening, describing the property and the qualities of the property desired. Proposals are received and evaluated.

2. **Property desired:** a lot adjacent to City Hall with the capacity to park 50 cars. **Action required:** the City makes a determination that such property is unique because of its location. The City advertises in the Central Register no less than 30 days prior to entering into a binding lease agreement its intent to enter into a lease agreement with the owner, with the lease terms, the names of the parties having a beneficial interest in the property, location and size of the property and the basis for the determination of the uniqueness of the property. On the 31st day, the City may enter into a lease agreement with the property owner.

Please let me know if I can provide you with additional information.



CITY OF CAMBRIDGE
CAMBRIDGE, MASSACHUSETTS 02139

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EXECUTIVE DEPARTMENT
ROBERT W. HEALY
City Manager

RICHARD C. ROSSI
Deputy City Manager

March 28, 1994

To The Honorable, The City Council:

Please find attached a response to Awaiting Report Item No. 12, regarding the procedure to be followed by municipal departments in the procurement of real property, received from Diane Wynshaw-Boris, Purchasing Agent.

Very truly yours,

Robert W. Healy
City Manager

RWH/mev
attachment

Consent Agenda #2

Cul #1
5/39

Transmitting comm. from R.W. Healy relative to the
Awaiting Report Item No. 12 re: the procedure to be
followed by municipal departments in the procurement
of real property.

IN City Council March 28, 1993

Charter right exercised
by Councillor Toomey

4/4/94- Referred back
to City Manager on
motion of Councillor
Toomey.