



City of Cambridge

O-25
IN CITY COUNCIL
June 2, 2003

COUNCILLOR SIMMONS

ORDERED: That the City Manager be and hereby is requested to direct the appropriate Departments to prepare a brochure or update a brochure if one exists that would include any and all information a person needs to know about doing business in and with the City of Cambridge; said brochure to include the contacts name and telephone number and the Living Wage Ordinance.

In City Council June 2, 2003
Adopted by the affirmative vote of nine members.
Attest:- D. Margaret Drury, City Clerk

A true copy; *D. Margaret Drury*

ATTEST:-
D. Margaret Drury, City Clerk

should be available at the library, the Chamber of Commerce and at the City Clerk's Office, especially when a person applies for a business certificate.

Ms. Tomeu stated that it is a good idea to repackage the information. The Community Development Department has prepared in January 1999 a pamphlet entitled "Step by Step Guide to Starting a Business in Cambridge" (**ATTACHMENT B**) and this pamphlet would be updated. Councillor Simmons stated that if a venue exists it should compliment this information, but that the information should be comprehensive and prevent the public from having to contact several departments. Ms. Johnson stated that the Minority and Women-Owned Business Directory contained information about how to do business with the City of Cambridge, the School Department and the State of Massachusetts (**ATTACHMENT C**). Ms. Glaser suggested that the brochure could be entitled BCI. A discussion ensued about holding the BCI.

Councillor Simmons stated that Paul Parravano from MIT would host the BCI. This committee needs to decide how the BCI will be formatted. She suggested tables containing information a question and answer segment and an evaluation of BCI. This promotion needs to be evaluated to see how the promotion works and then hold the BCI again in two years. Mr. Brown stated that it is good to have different venues. He informed the committee that he has reviewed the web page for 25 different municipalities. The public is becoming more familiar with searching web pages. The City, he said, mirrors the people who live and who do business in Cambridge and this information should be contained on the web page. Ms. Griffin stated that the Living Wage Ordinance applies to service contracts.

Councillor Simmons asked if there exists a list of businesses. Ms. Johnson responded that the Community Development Department has a list of businesses and is in the process of checking this list for accuracy. The Kirstein library list is also reviewed with the Cambridge database. Councillor Simmons asked if the City could develop a database of businesses and mail information about the BCI to the businesses. Mr. Monagle added that the two databases could be merged and labels printed by the Assessors Office. Ms. Johnson stated that only one list should be used.

Councillor Simmons stated that she would like to view models for the BCI. Mr. Johnson informed the committee that the Massachusetts Housing Minority Development Group held a similar program on April 30, 2003 in Braintree. Councillor Simmons stated that she would like to see the information on this program. Mr. Monagle stated that the Cambridge Rotary should be involved with the BCI.

Councillor Simmons asked how many squares have associations. Harvard, Porter and Central Squares have associations responded Ms. Johnson. She suggested that Joseph Tulimeri from the Cambridge Redevelopment Authority could represent Kendall Square. Councillor Simmons stated that the associations could be used as contacts for businesses for the BCI. Ms. Johnson stated that the Harvard Square Business Association is the most organized of the associations; staff is devoted to the activities of the association.

Councillor Simmons outlined the next steps as follows:

- Contact Mr. Parravano about timing of when MIT can host BCI.
Councillor Simmons will contact Mr. Parravano;
- Secure Assessors' Business Listing;
- Prepare brochure.

At this time Councillor Simmons submitted the following motion:

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The motion –

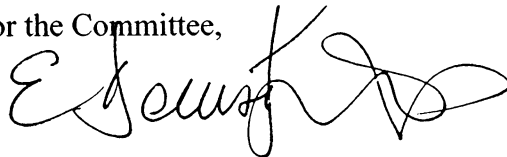
Carried.

Councillor Simmons asked Ms. Griffin about the address of businesses in the list she provided to the committee. New England Office Supplies has their corporate address in Braintree and Corporate Express is on the state contract and is located in Waltham.

In conclusion Councillor Simmons scheduled the next meeting for Wednesday, May 21, 2003 at 3:30 p.m. She thanked all attendees.

The meeting adjourned at four o'clock and five minutes p. m.

For the Committee,



Councillor E. Denise Simmons, Chair

ATTACHMENT A

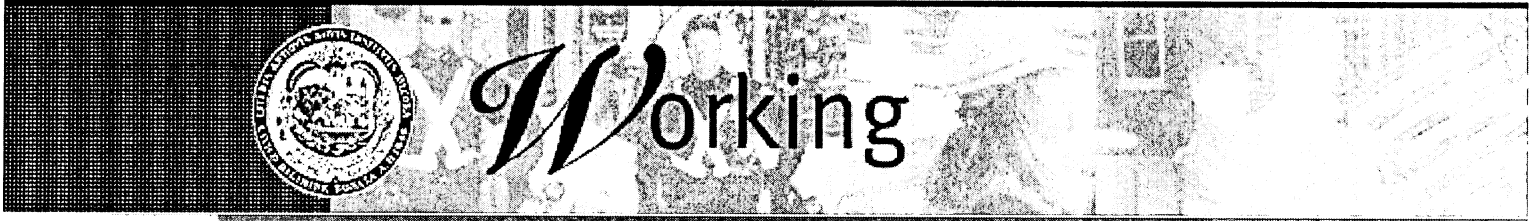
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ATTACHMENT B

**Step
by Step
Guide to
Starting a
Business
in
Cambridge**



City of Cambridge



This brochure explains the steps involved in starting a business in the City of Cambridge. It is meant to provide a general overview of the process and regulatory requirements; individual businesses must determine which specific regulatory requirements apply to them. Please read this entire brochure to better understand the different federal, state, and local regulatory requirements in opening a new business.

What is the first step in starting a business?

There are several critical elements to consider in starting a business. The potential business owner should have researched the chosen field of industry, developed a sound business plan, acquired the necessary capital, and considered the need for staff and equipment. An accountant, banker, lawyer, and insurance agent should be consulted for financial, legal, and other professional advice. Additionally, homeowner's insurance and automobile insurance may require adjustments to reflect business uses.

PLEASE NOTE: Within the City's Community Development Department (CDD), there is an Economic Development Division with professional staff available to assist start-up and existing businesses to develop business plans, obtain financing, and find real estate sites. Contact information for all City departments and Federal and State agencies mentioned in this brochure is listed at the back of the brochure.

What types of ownership are there?

There are three main forms of business ownership: corporation, partnership, and sole proprietorship. Corporations and partnerships have sub-classifications. For example, partnerships can be either general or limited with the main difference between the two types of partnerships being the amount of liability assumed by each of the partners. The type of ownership should be chosen after careful consideration of the pros and cons of each type with respect to division of profits and losses, liability, taxes, etc. It is advisable to consult a lawyer for further clarification.

What must be considered in identifying a business site?

The City's Zoning Ordinance governs land and building uses in Cambridge. Depending on the particular zoning district in which the business location is proposed, the use may be (1) permitted as of right which requires no zoning relief, (2) permitted with the grant of a Special Permit by the Planning Board (PB) or Board of Zoning Appeal (BZA) after demonstrating that certain specified conditions can be met, or (3) not allowed by the Zoning Ordinance. Where use is not allowed by zoning, a variance from the provisions of the Ordinance may be sought by petitioning the BZA for relief. (It should be noted, however, that there is no certainty that a variance will be granted.)

Businesses seeking to rent space can generally rely on the landlord for counsel on whether the proposed use fits within the provisions of the Zoning Ordinance. Business owners seeking to purchase, renovate or build a new building should contact the Inspectional Services Department (ISD) or the CDD early in their site selection process in order to determine whether their proposed business can be located as of right. If it is necessary to apply for a special permit or seek a variance, the prospective business owner should initiate their application at the earliest possible time, as the process can take three to five months. For this reason, locating the business in an area as of right is preferable. Further information on the City's Zoning Ordinance can be obtained by contacting CDD or ISD.

What federal requirements must be considered or met?

- **Internal Revenue Service.** A business must have a taxpayer identification number so that the IRS can process its tax returns. There are two kinds of taxpayer identification numbers — a Social Security Number (SSN) and an Employer Identification Number (EIN). All corporations and partnerships must obtain a federal EIN by completing the IRS Form SS-4. Additionally, regardless of the form of ownership, any new business that has employees, has a Keogh plan or files employment, excise, information, or alcohol, tobacco or firearms returns must obtain an EIN. The application must be filed with the IRS early enough to receive the EIN by the time a return or statement is filed or a tax deposit is made. A business can apply by telephone to get an EIN immediately. If applying by mail, file Form SS-4 at least 4 to 5 weeks before an EIN is needed. For additional information on business-specific taxes and payment schedules, the IRS should be contacted directly.
- **U.S. Department of Commerce.** Trademark and patent registration are done through the Department of Commerce. A trademark, which can be a word, name, symbol, or logo, is used to identify a particular good or service and to differentiate it from those sold by other people. Trademarks can be registered at both the federal and state level. Patent registration allows exclusive right to make, sell, or use an invention which is new and useful.
- **Library of Congress.** Copyrights lend protection for one's creative work. Literary works, computer programs, and sound recordings are examples of work that can be protected by copyright from unauthorized copying, distribution, performance and display. The protection extends to unauthorized creation of translations and other derivative works. Federal law does not require the formalities of notice or registra-

tion to establish copyrights; however, it is still advisable to apply a copyright notice (©) and to register a copyright for each piece of work.

What state requirements must be considered or met?

- **Massachusetts Division of Employment and Training.** File an Employer's Status Report (Form 1110) with the Massachusetts Division of Employment and Training (DET) if one or more persons are employed for 13 weeks or more in one calendar year, or the employee payroll totals \$1,500 or more within one calendar quarter. This information is used by DET to administer the State's unemployment insurance program.
- **Massachusetts Department of Revenue.** Register to collect "trustee taxes" by filing a Massachusetts Trustee Tax Application for Original Registration (Form TA-1) with the Massachusetts Department of Revenue. Trustee taxes include payroll tax, sales tax, room occupancy excise tax, and withholdings for pension plans, annuities, and retirement distribution. Those collecting a sales or use tax will receive a Sales and Use Tax Registration Certificate (Form ST-1) to be displayed at a conspicuous location on the business premises. The Department of Revenue advises on the various tax forms required and how to file them. Contact the Department's Customer Service Bureau by phone or by visiting the office.
- **Secretary of the Commonwealth's Corporation Division.** Different forms of business ownership require different types of state authorization. A corporation is required to file Articles of Organization with the Secretary of the Commonwealth's Corporation Division. The Secretary of the Commonwealth also issues Certificates of Limited Partnership or Limited Liability Corporation. However, if a limited partnership or a limited liability corporation has filed a business certificate with a City Clerk's office, no filing is required with the Secretary of the Commonwealth.
- **Secretary of the Commonwealth's Trademark Division.** To file a trademark to distinguish a business or its service or product at state level, contact the Secretary of the Commonwealth's Trademark Division.
- In accordance with the State's Worker's Compensation Law, if a business has one or more part-time or full-time employees, obtain Worker's Compensation Insurance from any casualty insurance company.
- There are many occupations and services which require a license, or an examination/approval from the appropriate state agency. A complete

list of these occupations and services, along with contact numbers, is provided at the back of this brochure.

- **Other industry specific requirements:** The Alcoholic Beverage Control Commission licenses and regulates manufacturers, distillers, wholesalers, importers, agent brokers, solicitors, and liquor transportation companies. If smoke or air pollution is a component of the new business, an Air Pollution Permit may be required from the Department of Environmental Protection, Division of Air Quality Control.

What local regulations must be considered or met?

The City Clerk's Office issues business certificates for anyone conducting business under a name that is not their own. For example, Jane Doe operating a business named Jane Doe would not need a business certificate. However, if the business name were Jane Doe Associates, she would need to obtain a business certificate. The business must also register with the Assessor's office by filling out a Form of List. The form is used to aid the City in determining a fair and equitable tax assessment on business property.

Various Cambridge City departments issue different types of licenses and permits. The list below is not all encompassing; it contains only those licenses and permits appropriate to new businesses. Please note that some occupations require both city and state licenses, e.g. auctioneers.

City Clerk's Office

- **Business Certificate** - for the establishment of any business in a name other than the owner's.
- **Projecting Sign/Banner Permit**- to place signs or hang banners if either the sign or banner projects more than six inches over the public sidewalk or way, including A-frame signs and sandwich board signs. This permit is issued by the Public Works Department, but the process is initiated with the City Clerk's Office.

Community Development Department

- **Development Consultation** - allows for the City's professional staff to review and comment on real estate development proposals.

Fire Department

- **Fire Protection Equipment Permit** - for any work related to a fire protection device including sprinkler system, water main, hydrant, or fire alarm system in a building.
- **Permits for Flammable Liquids, Solids, and Gases** - to keep, store, manufacture, or sell combustible materials, such as in gas stations and biotech research laboratories.

Inspectional Services Department (ISD)

Business-Related Permits/Licenses

- **Food Handler's Permit** - to handle and serve food to patrons, i.e. restaurants, fast food establishments and hotels.
- **Manufacture of Frozen Desserts and/or Ice Cream Mix Permit** - to manufacture and sell frozen desserts and/or ice cream mix.
- **Milk Permit** - to sell milk, i.e. for convenience stores, restaurants, and corporate cafeterias.
- **Tobacco Sales Permit** - required for any businesses selling tobacco products to the public. Applies to counter sales and vending machine sales.

Building-Related Permits

- **Building Permit** - to construct, alter, repair, or demolish a structure.
- **Certificate of Inspection** - to certify that buildings used for purposes of assembly, lodging, and institutional care meet minimum requirements to safeguard the public. A new certificate is required to increase seating capacity in establishments such as restaurants and theaters.
- **Certificate of Occupancy** - to certify that a structure is constructed or altered in accordance with the State Building Code and the City's Zoning Ordinance. Required as part of the building permit process or when there is a change in use of the business establishment.
- **Signs and Banners Permit** - a sign permit is required for the installation, modification, or repair of all signs and banners in Cambridge, including awnings and canopies.
- **Other building-related permits** - ISD issues permits to licensed persons for work related to gas, mechanical equipment, plumbing, and wiring.

License Commission

Occupation-Related Licenses

- **Auctioneer License** - to conduct an auction sale.
- **One-Day Auctioneer License** - issued to a person licensed in the Commonwealth of Massachusetts to conduct a one-day auction in the City of Cambridge.
- **Hackney License** - to drive a taxi cab.
- **Innholder License** - to run an inn in the City of Cambridge.
- **Palm Reader License** - to tell fortunes, and read palm and tarot cards.
- **Peddler/Vendor License** - to sell goods or articles.

Business-Related Licenses

- **Alcoholic Beverage License** - allows an establishment to serve liquor, i.e. restaurant or club.
- **Antique Store License** - to keep, purchase, store, sell, barter, or exchange antiques and precious metals.
- **One-Day Auction Sale License** - can only be obtained by a current Commonwealth of Massachusetts Auctioneer license holder.
- **Entertainment License** - to provide automatic amusement machines, automatic music machines, dancing, comedy, and other performances at a business establishment. The License Commission should be contacted directly for a detailed list of entertainment and entertainment devices requiring this license.
- **Common Victualer License** - allows food and non-alcoholic beverages to be sold, served, and consumed on premises.
- **Garage and Gasoline License** - for a commercial or residential parking garage with space for 3 vehicles or more to keep and store flammables.
- **Jitney Permit** - to operate a vehicle for a fee along a fixed route with fixed stops.
- **Letting of Motor Vehicles License** - to operate a car rental business.
- **Livery/Limousine License** - to operate a Cambridge-based office which provides limousine service or delivery service.
- **Lodging House License** - to run a lodging house where four or more unrelated persons share a kitchen or a bathroom.
- **Medallion Owner** - to own a taxi cab.
- **Open Air Parking License** - to operate an open air parking lot that charges a fee.
- **Package Goods Store License** - to sell alcoholic beverages not to be consumed on premises.
- **Pawnbroker License** - to operate a storefront pawnbroker business.
- **Second-Hand Goods Store License** - to sell or accept trade in second hand or used items.
- **Seasonal Decorations License** - to sell Christmas trees or wreaths.
- **Used Car Dealer Class I License** - to sell new vehicles.
- **Used Car Dealer Class II License** - to buy, sell, exchange, or assemble second-hand motor vehicles or parts thereof.
- **Used Car Dealer Class III License** - to sell or buy used parts or non-operative (junk) vehicles.

Police Department

- **Holiday Store Opening Permit** - to conduct business on Sundays and holidays.

Public Health Department

- **Biosafety Users Permit** - for biotech companies working on recombinant DNA.
- **Funeral Director License** - available to those on the State issued list of funeral directors eligible to be licensed in its municipalities.
- **Laboratory Animal Permit** - to conduct animal testing. The permit is issued by the Commissioner of Laboratory Animals, a commission administered by the Public Health Department.
- **Massage Therapist License** - to professionally practice massage therapy.

Public Works Department

- **Construction/Excavation Permit** - for construction projects requiring excavation, such as for the installation of electricity, gas, telephone, steam line, fire protection, sanitary sewer, storm drain, water service, curb cuts, monitoring wells, and bike racks.
- **Sidewalk Obstruction Permit** - required for sign installation, facade renovations or exterior demolition.

Traffic, Parking and Transportation

- **Commercial Parking Permit** - to build a new commercial parking facility open to the public for a fee or modify an existing commercial parking facility.
- **Non-Commercial Parking Registration Form** - to establish or change the amount of off-street parking used for business, i.e. for customers and employees.

Water Department

- **Cross Connection Permit** - applies to new and existing construction projects to protect the public drinking water supply from pollutants and contaminants.
- **Water Works Construction Permit** - to add new water line or fire protection line service.

Are there other considerations for home-based businesses?

- One of the biggest considerations for home-based businesses is zoning. Zoning regulations allow home-based businesses under certain circumstances or if certain requirements are met (generally limited to customary home occupations and to recognized professions such as dentists, doctors and lawyers). Specific questions can be directed to ISD.

- The Americans with Disabilities Act of 1990 requires businesses operating as places of public accommodation, whether home-based or not, to remove barriers to access whenever it is “readily achievable.” Detailed information may be obtained from the City’s Commission for Persons with Disabilities.

How do I contact the various departments and agencies mentioned in the brochure?

City of Cambridge Contacts:

Assessor’s Office, Hours: 8:30AM-5:00PM

795 Massachusetts Avenue, Cambridge City Hall.

Phone (617) 349-4343; Fax (617) 349-4357; TTY (617) 349-4242

City Clerk’s Office, Hours: 8:30AM-5:00PM

795 Massachusetts Avenue, Cambridge City Hall.

Phone (617) 349-4260; Fax (617) 349-4269; TTY (617) 349-4242

Commission for Persons with Disabilities, Hours: 8:30AM-5:00PM

51 Inman Street, 2nd Floor.

Phone (617) 349-4692; Fax (617) 349-4766; TTY (617) 492-0235

Community Development Department, Hours: 8:30AM-5:00PM

57 Inman Street, 3rd Floor.

Phone (617) 349-4600; Fax (617) 349-4669; TTY (617) 492-4621

Fire Department Headquarters, Hours: 8:00AM-4:30PM

491 Broadway.

Phone (617) 349-4918; Fax (617) 349-4912; TTY (617) 499-9924/9932

Inspectional Services Department, Hours: 8:00AM-5:00PM

831 Massachusetts Avenue.

Phone (617) 349-6100; Fax (617) 349-6132; TTY (617) 349-6112

License Commission, Hours: 8:30AM-5:00PM

831 Massachusetts Avenue.

Phone (617) 349-6140; Fax (617) 349-6148; TTY (617) 349-6112

Police Department, Hours: 8:30AM-5:00PM

5 Western Avenue.

Phone (617) 349-3331; Fax (617) 349-3335; TTY (617) 499-9924/9932

Public Health Department, Hours: 8:30AM-5:00PM

One Kendall Square. (mailing address - 1493 Cambridge St.).

Phone (617) 498-1480; Fax (617) 498-1514; TTY (617) 498-1462

Public Works Department, Hours: 8:30AM-5:00PM
147 Hampshire Street.
Phone (617) 349-4800; Fax (617) 349-4868; TTY (617) 349-4805

Traffic, Parking & Transportation, Hours: 8:30AM-5:00PM
57 Inman Street, 1st Floor.
Phone (617) 349-4712; Fax (617) 349-4747; TTY (617) 492-4621

Water Department, Hours: 7:00AM-5:00PM
100 Smith Place (during construction of the new water treatment facility;
the mailing address remains the same at 250 Fresh Pond Parkway).
Phone (617) 349-4770; Fax (617) 349-4796; TTY (617) 492-0235

Contact all City departments at the City's Web Site at:
<http://www.ci.cambridge.ma.us>

State of Massachusetts Contacts:

Massachusetts Division of Employment and Training,
19 Staniford Street, Boston, MA 02114.
Phone (617) 727-6560 <http://www.state/det/>

Massachusetts Department of Revenue, Customer Service Bureau
100 Cambridge Street, 2nd Floor, Boston, MA 02204.
Phone (800) 392-6089 <http://www.state/dor/dorpg.htm>

Secretary of the Commonwealth, Corporations Division - Trademarks
1 Ashburton Place, 17th Floor, Boston, MA 02108.
Phone (617) 727-8329 <http://www.state/sec/cor/coridx.htm>

Alcohol Beverage Control Commission, 100 Cambridge Street,
Room 2204, Boston, MA 02202.
Phone (617) 727-3040

Department of Environmental Protection, Air Quality Control
One Winter Street, 7th Floor, Boston, MA 02108.
Phone (617) 292-5630

State Agencies Contacts for Occupation License, Examination, or Approval: Information can be obtained by contacting the appropriate phone number below or by checking the Commonwealth of Massachusetts web site: <http://www.state/reg/boards/htm> and <http://www.state/ma/us/sec/cis/ciscig/k/k1k76.htm#k8>.

Accountants (CPA) (617) 727-1806	Employment Agency (617) 727-3696
Allied Health Professionals (617) 727-3071	Engineering and Surveying (617) 727-9956
Allied Mental Health Professionals (617) 727-3080	Food Handlers (wholesale) (617) 983-6712
Ambulance Service (617) 727-8338	Funeral Directors & Embalming (617) 727-1718
Amusement Parks/ Carnival Rides (617) 727-3200	Health Care Facilities (617) 753-8000
Architects (617) 727-3072	Health Officers (617) 727-3069
Asbestos Abatement (617) 727-7047	Insurance (617) 521-7392
Attorneys (617) 482-4467	Landscape Architects (617) 727-3072
Auctioneers (617) 727-3480	Lead Paint (617) 753-8400
Banking (617) 727-3141	Liquor Sales (617) 727-3040
Barbers (617) 727-7367	Medical Doctors (617) 727-3086
Child Care (617) 727-8900	Milk Dealers (617) 727-3000
Chiropractors (617) 727-3093	Motion Picture Operators (617) 727-3200
Cigarette Sales (617) 626-3081	Motor Vehicle Damage Appraisers (617) 521-7453
Collection Agency (617) 727-3141	Motor Vehicle Inspection Stations (617) 351-9333
Concrete Technician/ Testing Labs (617) 727-7532	Motor Vehicle Repair Shops (617) 727-3480
Construction Supervisors (617) 727-7532	Notary Public/ Justice of the Peace (617) 727-2795
Consumer Lenders (617) 727-3141	Nurseries and Greenhouses (617) 727-3031 ext.124
Cosmetologists (617) 727-9940	Nurses (617) 727-9961
Dentists and Dental Hygienists (617) 727-9928	Nurses Aides (617) 727-5860
Detective/ Security Agency (617) 727-6128	Nursing Home Administrators (617) 727-3069
Diesel Fuel (617) 626-3060	Nursing/Rest Homes (617) 727-5860
Drinking Water Supply Facilities Operators (617) 727-3072	Opticians (dispensing) (617) 727-3093
Driving Schools (617) 351-9450	Optometrists (617) 727-3093
Electricians (617) 727-9931	
Electrologists (617) 727-9957	
Elevators/Escalators (617) 727-3200	

Outdoor Advertisers	(617) 973-7867	Respiratory Care Therapists	(617) 727-1747
Peddlers and Hawkers	(617) 727-3480	Sanitarians	(617) 727-3072
Personnel Consultant	(617) 727-3696	Savings and Loans	(617) 727-3141
Pesticide Applicators	(617) 727-7300 ext. 128	Scale Licenses (weights & measures)	(617) 727-3480
Pet Shop	(617) 727-3018 ext. 158	Securities	(617) 727-3548
Pharmacists	(617) 727-9953	Social Workers	(617) 727-3073
Physicians	(617) 727-3086	Speech and Language Pathologists	(617) 727-1747
Physician's Assistants	(617) 727-3069	Stockbrokers/ Financial Planners	(617) 727-3548
Plumbers and Gas Fitters	(617) 727-9952	Teachers and Educators	(781) 388-3300 ext. 665
Podiatry	(617) 727-1747	Ticket Agency or Agents	(617) 727-3200
Psychologists	(617) 727-9925	Truckers	(617) 351-9317
Radio and Television Technicians	(617) 727-3067	Vending Machines	(617) 522-3700
Real Estate Appraisers	(617) 727-3055	Veterinary Medicine	(617) 727-3080
Real Estate Sales and Brokers	(617) 727-2373	Warehouse (public)	(617) 727-3200

Federal Government Contacts:

Internal Revenue Service Attn: Entity Control, Andover, MA 05501.

Phone (978) 474-9717

http://www.irs.ustreas.gov/prod./bus_info/index.html

Department of Commerce, Patent and Trademark Office,
Washington, DC 20231.

Phone (703) 557-5249 <http://www.uspto.gov/>

Copyright Office - Register, Library of Congress, Washington, DC 20540.

Phone (202) 707-9100

City Manager

Robert W. Healy

Deputy City Manager

Richard C. Rossi

City Council

Mayor Francis Duehay

Councillor Anthony Galluccio, Vice Mayor

Councillor Kathleen Born

Councillor Henrietta Davis

Councillor Kenneth E. Reeves

Councillor Sheila Russell

Councillor Michael Sullivan

Councillor Timothy Toomey, Jr.

Councillor Katherine Triantafillou

The Community Development Department of the City of Cambridge has prepared a Guide to City Offices and Permitting containing a city-wide map of all permit issuing agencies, their contact information, and a comprehensive listing of permits issued by various City departments. If you would like to receive a copy, please call (617) 349-4600. Other permit brochure titles currently available by dialing the same number include:

Step-by-Step Guide to Curb Cuts

Step-by-Step Guide to Building Permits

Step-by-Step Guide to Fire Safety

Step-by-Step Guide to Obtaining Permits and
Licenses Required to Hold a Special Event

Step-by-Step Guide to Obtaining Historical Commission Certificates and
Neighborhood Conservation District Commission Certificates

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

The information contained in this document may not be complete or fully up to date and is subject to change. To confirm information regarding a permitting process, contact the appropriate City of Cambridge department(s). This document should be used strictly for informational purposes. All other uses require the written permission of the City of Cambridge.

January, 1999

HOW TO DO BUSINESS WITH THE CITY OF CAMBRIDGE

How do I get on the Bidders' 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

What bid laws and procedures does Cambridge follow?

Cambridge is subject to the Massachusetts General Laws Chapter 30B for the procurement of goods and services, MGL Chapter 30A 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:

- Departments use good business practices for purchases under \$5,000;
- obtain three written quotes, through the Purchasing Department, for purchases between \$5,000 and \$24,999
 - issue 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 I am a minority owned business?

The City of Cambridge encourages the participation of Minority Owned Businesses (MBE's). The State Office of Minority and Women Owned Business Assistance (SOMWBA) certifies minority businesses. When requesting to be added to the City's bidders' list, please indicate that you are SOMWBA certified and you will receive a copy of every quote and formal bid the Purchasing Department issues for your commodity or service.

How does the City dispose of surplus property?

Surplus property is offered for sale to the public by two methods; items valued at less than \$5000 are handled by issuing a price quotation to interested parties; items valued at \$5000 or more are formally bid and are advertised in the "Cambridge Chronicle". The City maintains a bidders' list for surplus property. To be added to the list, send a written request to the address above, indicating name, address and items of interest

For further information, contact the City's website at www.ci.cambridge.ma.us and click on "Doing Business in the City."

ATTACHMENT B

HOW TO DO BUSINESS WITH CAMBRIDGE PUBLIC SCHOOLS

Cambridge Public Schools Purchasing Department
159 Thorndike Street
Cambridge, MA 02141
Phone: 617-349-6410
Fax: 617-349-6415

The Cambridge Public Schools encourages active competition in all phases of the purchasing process.

Cambridge Public Schools Purchasing Department

The Cambridge Public Schools advertises all requirements for goods and services over twenty-five thousand (\$25,000) in the Cambridge Chronicle newspaper, as well as posting all open bids on the Public Information Board located in the Purchasing Department at 159 Thorndike Street, 2nd floor.

Vendors interested in doing business with the Cambridge Public Schools should send a cover letter and any supporting documentation to the attention of the Purchasing Coordinator at 159 Thorndike Street, Cambridge, MA 02141. This will serve as notification to the Purchasing Department that the named vendor is interested in doing business with the School Department. It will **NOT**, however, guarantee that bid packages will be forthcoming. Potential vendors should remain in periodic contact with the Purchasing Department at the number listed below as well as examining the Public Information Board or the Cambridge Chronicle newspaper.

Written communication should also state whether the interested vendor is certified by the Commonwealth of Massachusetts as a Minority Business Enterprise. For additional information regarding such certification, interested parties should contact the State Office of Minority and Women Business Assistance, (SOMWBA), 10 Park Plaza, Suite 3740, Boston, MA 02116.

Important Telephone Numbers:

Cambridge Public Schools Purchasing Department 617-349-6410
CPS Affirmative Action Officer 617-349-6457
SOMWBA 617-727-8692

City of Cambridge

**ECONOMIC DEVELOPMENT, TRAINING
AND EMPLOYMENT COMMITTEE MEMBERS**

*Councillor E. Denise Simmons, Chair
Vice Mayor Henrietta Davis
Councillor Kenneth E. Reeves*

In City Council June 2, 2003

The Economic Development, Training and Employment Committee held a public meeting on Thursday, May 1, 2003 at three o'clock and thirty-two minutes P.M. in the Ackermann Room.

The purpose of the meeting was to follow up on the "Buy Cambridge Initiative" (BCI) and any other matter that comes before this committee.

Present at the meeting were Councillor E. Denise Simmons, Chair of the Committee, Vice Mayor Henrietta Davis, Susan Glaser, Deputy Director, Community Development Department (CDD), Estella Johnson, Director of Economic Development, CDD, Cynthia Griffin, Purchasing Agent, Nancy McLeod, Manager, Construction Procurement, Purchasing Department, Duane Brown, Affirmative Action Officer, Ini Tomeu, Public Information Officer, Sue Mintz, Office of Workforce Development, Human Services Department, James Monagle, City Auditor and Donna P. Lopez, Deputy City Clerk.

Councillor Simmons opened the meeting and stated that the Purchasing Agent has provided the committee with a list of outside vendors from whom the city purchases goods and services covering the period July 1, 2002 through April 23, 2003. **This is on file in the City Clerk's Office.**

Councillor Simmons stated that she would like to discuss the BCI. The Minority Business Directory provides a listing of women and minority-owned businesses, she said. It would be helpful to put the BCI into the hands of vendors to provide information on how the purchasing process works and whom the vendors should contact. Business owners need information relating to who they can do business with in Cambridge. Councillor Simmons asked who would a new business contact to do business with the City of Cambridge. Ms. Tomeu replied that the new business would contact the Purchasing Agent. There is a section on the city's web site on doing business in Cambridge (**ATTACHMENT A**). Councillor Simmons stated that it would be good to provide this information to vendors at the BCI. Business Certificate information should also be included on the web site and at the BCI. A directory should contain all pertinent information about doing business in Cambridge. Ms. Griffin informed the committee that the "vendor registry form" could be distributed in various places. Ms. Glaser suggested that the forms be included in the Women and Minority-Owned Business Directory. Councillor Simmons stated that she wanted a comprehensive brochure prepared by the city incorporating all information relating to businesses. This comprehensive brochure

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Committee Report #1

A communication was received from Donna P. Lopez, Deputy City Clerk, transmitting a report from Councillor E. Denise Simmons, Chair of the Economic Development, Training and Employment Committee, for a meeting held on May 1, 2003 to follow up on the "Buy Cambridge Initiative" (BCI) and any other matter that comes before this committee.

In City Council June 2, 2003

**REPORT ACCEPTED. PLACED
ON FILE. ORDER ADOPTED.
SEE ORDER #25.**