

## SERVICES OFFERED BY THE SOUTHEASTERN REGIONAL PLANNING AND ECONOMIC DEVELOPMENT DISTRICT

SRPEDD is undertaking a cooperative purchasing program for certain municipal goods and services. In 2009, this work was performed on a pilot basis with financial support from the District Local Technical Assistance (DLTA) grant from the Commonwealth of Massachusetts. Last year cooperative bids for rock salt and diesel fuels were undertaken.

We will use the DLTA grant for 2010 activities. It is not yet determined how cooperative purchasing efforts in future years will be funded.

South East Regional Services Group (SERSG) currently provides fee-based cooperative purchasing services to 18 cities and towns including the SRPEDD communities of Taunton, Raynham, Plainville, Norton and Mansfield. SERSG communities are welcome to continue their existing relationships with SERSG or explore a cooperative purchasing program with SRPEDD as they deem appropriate for their community.

In undertaking this initiative, SRPEDD will address two objectives:

- Purchase goods and services for the cities and towns at a lower price than communities can procure individually; and
- Streamline the procurement process by having SRPEDD act on behalf of multiple cities and towns.

To accomplish these objectives, the following steps are proposed:

1. Notice to all City / Town Managers and Chief Procurement Officers to gauge interest. (Please contact Ross Perry at SRPEDD if your community is interested)
2. Based upon interest, a subcommittee of municipal officials will be formed to guide the regional procurement process.
3. A list of goods and services that could be subject to cooperative purchasing will be compiled based upon suggestions from member communities and the subcommittee. This list could include:
  - a) Highway department supplies: road salt, asphalt, sand, other
  - b) Sewage treatment plant chemicals
  - c) Water treatment chemicals
  - d) Office supplies, (this will be the initial 2010 focus)
  - e) Heating oil
  - f) Gasoline/diesel fuel for municipal vehicles
  - g) Other
4. SRPEDD will prepare bid specifications and other paperwork prior to bidding, including draft agreements between SRPEDD and municipalities.
5. SRPEDD will solicit preliminary commitments from cities and towns to participate in a cooperative bid for a select list of goods and services which have the greatest level of interest. SRPEDD will agree to perform all bidding and procurement steps to insure compliance with Chapter 30B.
6. Communities may selectively opt in or out of any item proposed for cooperative bidding.

7. Preliminary commitments from each city and town shall include desired quantities and specifications of each item.
8. SRPEDD will issue bid requests for the agreed upon items for the quantities collectively requested by the cities and towns.
9. Upon receipt of bids by SRPEDD, the qualified low bidder will be selected and communities are encouraged to take advantage of these contracts for their communities.
10. Contractual arrangements for delivery of bid items will be made between the municipality and the bidder with assistance from SRPEDD as necessary. It shall be the responsibility of the municipality to arrange and verify delivery of the agreed upon quantities and to pay the vendor.

Based upon the success of this program, it is the intent of SRPEDD to establish this service on a permanent basis and expand the range of the service as directed by the participating cities and towns.

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