

Purchasing information:

The MBTA Materials Directorate purchases, receives, inspects, stores and distributes materials, equipment, and supplies in support of the MBTA operation.

Transactions take place at:
Massachusetts Bay Transportation Authority
Materials Directorate
10 Park Plaza- Room 2810
Boston, MA 02116
Tel: (617) 722-4521

To be added to the vendor list, call the Materials Directorate at (617) 722-4521.

The MBTA extends a "Request for Proposal" package to vendors, on the majority of the bids. This package includes a notice to bidders, the Authority's specification and the proposal.

As will be mentioned further in the report, the MBTA also advertises bids in trade publications, such as "Passenger Transport" and the F.W. Dodge Bulletin, as well as the Boston Globe and the Boston Herald.

Construction contracts are also subject to a competitive bidding process. Bids are advertised in the Central Register at least two weeks prior to the deadline for submitting bids and in the Boston Globe and other local newspapers 30 days prior to the bid opening. A bidders list is not maintained for construction contracts.

Contractors must also be prequalified. Prequalification forms are available upon request in Room 5610, Contract Administration, or by telephoning (617) 722-3133.

MBTA
Construction Directorate
10 Park Plaza- Room 5610
Boston, MA 02116
Tel: (617) 722-3135

Professional service contracts for engineers, architects and consultants are also processed through the above office. There are 5 steps to the selection process:

1. Authorization/Announcement
2. Pre-selection
3. Selection
4. Negotiation
5. Award