

Dear Vendor,

My name is Balkys Sicard, I am the Director of Finance and Administration for the City of Somerville Department of Public Works.

In effort to streamline the invoice process effective December 2, 2020 all invoices should be routed to your designated project manager [email address below](#) for the department clerk to process.

A PO number is required prior to your delivery of products or services to the City of Somerville.

We are in fiscal year **FY21** – If your PO does not start with **2021XXXX** please reach out to your designated project manager.

Please review your contract to make sure you are providing the services within the scope and timeline of your contract. If you need a copy of your contract, please notify me directly.

If your address has changed, please complete a [W-9 Form](#) to submit to purchasing@somervillema.gov.

If you do not know your designated project manager, please notify me directly. The project manager will be your point of contact for all billing related information.

Invoices should be addressed to:

City of Somerville
Department of Public Works
1 Franey Road
Somerville, MA 02144

These steps will help the City issue your payments in a timely manner.

Mark Lawhorne is the Project Manager for the following Divisions & Services:

For the Highway Division DPWHWY@somervillema.gov
For the Sanitation Division DPWSanitation@somervillema.gov
For the Lights & Lines Division DPWLL@somervillema.gov
For the Fleet Division DPWFLEET@somervillema.gov
For Snow Services DPWSnow@somervillema.gov

Mike Bowler is the Project Manager for the following Divisions & Services:

For the Buildings and Grounds Division DPWBG@somervillema.gov
For Custodians DPWCUST@somervillema.gov
For Snow Services DPWSnow@somervillema.gov

Balkys Sicard for the following:

For DPW Administration dpwadmininvoices@somervillema.gov

Signed,
Balkys Sicard