



**ADMINISTRATION & FINANCE  
PURCHASING DIVISION  
CITY OF WORCESTER, MA  
455 MAIN STREET  
ROOM 201, CITY HALL  
WORCESTER, MA 01608  
(508) 799-1220**



**Christopher J. Gagliastro, MCPPO  
Purchasing Agent**

**RFP NO. CR-6560-W6  
ISSUANCE DATE: 5/16/2016**

**BUYER: Christopher J. Gagliastro**

**AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER  
REQUEST FOR PROPOSALS  
NOTICE TO PROPOSERS**

**RFP TITLE: Staffing Services – IOD Claims / HR**

***REFER TO PAGE 7 FOR PROPOSAL SUBMISSION INFORMATION***

**General Conditions**

All proposals are subject to the terms, conditions and specifications herein set forth:

- 1. Scope: Provide temporary staffing services for insurance claims for the City of Worcester as per the attached requirements and specifications of the City of Worcester Executive Office of Human Resources.**
- A certified check or bid bond made payable to the "City Treasurer, City of Worcester" in the amount of N/A must accompany this proposal. This must be submitted under separate sealed cover marked "Proposal Security." In the case of default, the surety shall be forfeited to the City as liquidated damages.
- All terms and conditions are applicable to this proposal except the following section(s) which are hereby deleted from this RFP: 22, 23, 27, 30, 34
- A performance bond in the amount of N/A will be required. If this proposal is accepted by the City and the Proposer shall fail to contract as set forth in these requirements and to give a bond in the aforementioned amount, within ten (10) days, (not including Sundays, Saturdays, or a legal Holiday) from the date of the mailing of a notice from the City to the Proposer, according to the address given herewith, that the contract is ready for signature, the City may by option determine that the proposer has abandoned the contract and thereupon the proposal and acceptance shall be null and void and the proposal security accompanying this proposal shall become the property of the City as liquidated damages.

**Any prospective proposer requesting a change in or interpretation of existing specifications or terms and conditions must do so within 5 days (Saturdays, Sundays, and Legal Holidays excluded) before scheduled proposal opening date. All requests are to be in writing to the Purchasing Division and are to be in duplicate. No changes will be considered or any interpretation issued unless request is in our hands within 5 days (Saturdays, Sundays, and Legal Holidays excluded) before scheduled proposal submission date.**

**Any inquiries related to technical or contractual matters must be submitted in writing to:**

**Christopher J. Gagliastro  
Purchasing Director  
City of Worcester, City Hall  
455 Main Street, Room 201  
Worcester, MA 01608  
[gagliastroc@worcesterma.gov](mailto:gagliastroc@worcesterma.gov)**

5. Nothing herein is intended to exclude any responsible Proposer or in any way restrain competition. All responsible Proposers are encouraged to submit proposals. The City encourages participation by Minority and Women Owned Business Enterprises (M/WBE).
6. The following meanings are attached to the defined words when used in this RFP.
  - a) The word "City" means The City of Worcester, Massachusetts.
  - b) The word "Proposer" means the person, firm or corporation submitting proposal on these specifications or any part thereof.
  - c) The word "Contractor" means the person, firm or corporation with whom the contract is made by carrying out the provisions of these specifications and the contract.
  - d) The words "Firm Price" shall mean a guarantee against price increase during the life of the contract.
7. All proposals and other documents relating to this RFP are subject to the public records provisions of M.G.L. c.30B, and shall remain confidential until the time specified in c.30B section 6 (d).
8. All material submitted by vendors becomes the property of the City. The City is under no obligations to return any of the material submitted by a vendor in response to this RFP.
9. Each vendor's proposal must remain in effect for at least 120 days from the deadline for its submission. The City will decide upon acceptance within 120 days of submission.
10. It is understood and agreed that it shall be a material breach of any contract resulting from this RFP for the Contractor to engage in any practice which shall violate any provision of Massachusetts General Laws, Chapter 151B, relative to discrimination in

hiring, discharge, compensation, or terms, conditions or privileges of employment because of race, color, religious creed, national origin, sex, age or ancestry.

11. The City reserves the right to accept or reject any or all of the proposals submitted and waive informalities and technicalities.
12. The City will review and analyze each proposal, and reserve the right to interview selected proposers. The City shall select the proposer, which in the City's opinion, has made the proposal best suited to the needs and goals of the City and its operations and deemed to be in compliance with the terms of this RFP.
13. The Contractor will be required to indemnify and save harmless the City of Worcester for all damages to life and property that may occur due to his or her negligence or that of his or her employees, subcontractors, etc. during the contract derived from this RFP.
14. The Contract Agreement will be drafted by the City's Law Department in compliance with the terms of the RFP, and may incorporate the terms of this RFP and of the proposal selected.
15. The Proposer must certify that no official or employee of the City of Worcester, Massachusetts, is pecuniarily interested in this proposal or in the contract which the proposer offers to execute or in expected profits to arise therefrom, unless there has been compliance with the provisions of G.L.C. 43 section 27, and that this proposal is made in good faith without fraud or collusion or connection with any other person submitting a proposal.
16. Any proposal withdrawn after time and date specified, the proposer shall forfeit deposit on proposal as liquidated damages.
17. A vendor conference will be held as follows: N/A
18. The Contractor shall not assign, transfer, sublet, convey or otherwise dispose of any contract which results from this RFP, or its right, title or interest therein or its power to execute the same to any other person, firm, partnership, company or corporation without the previous consent in writing of the City. Should the Contractor attempt any of the above without the written consent of the City, the City reserves the right to declare the Contractor in default and terminate the contract for cause.
19. The Contractor shall obtain and maintain in force at all times during the term of the contract derived from this RFP, insurance coverage pertaining to Public Liability, Property Damage and Worker's Compensation in the following types and amounts:
  - A) PUBLIC LIABILITY INSURANCE - Contractor to supply the City of Worcester with certificates of insurance covering public liability in an amount not less than \$1,000,000.00 to any one person, and not less than \$ 1,000,000.00 on account of one accident.

B) PROPERTY DAMAGE INSURANCE - Contractor to supply the City with certificates of insurance covering property damage in an amount not less than \$1,000,000.00 for damages on account of any one accident, and not less than \$ 2,000,000.00 on account of all accidents.

C) COMPENSATION INSURANCE - The Contractor shall furnish the City with certificates showing that all its employees shall be connected with the management operations are protected under worker's compensation insurance policies.

20. The Contractor shall carry Public Liability Insurance with an insurance company satisfactory to the City so as to save the City harmless from any and all claims for damages arising out of bodily injury to or death of any person or persons, and for all claims for damages arising out of injury to or destruction of property caused by accident resulting from the use of implements, equipment or labor used in the performance of the contract or from any neglect, default or omission, or want of proper care, or misconduct on the part of the Contractor or for anyone in his or her employ during the execution of the contract derived from this RFP.
21. Prior to starting on the contract derived from this RFP, the Contractor shall deposit with the Purchasing Division, certificate from the insurer to the effect that the insurance policies required in the above paragraph have been issued to the Contractor. The certificates must be on a form satisfactory to the City.
22. All prices quoted must include inside delivery, and set-up in place F.O.B. destination to pre-designated City of Worcester departments.
23. No special charges will be allowed for rigging, packing, crating, freight, express, or carriage unless specifically stated and included in the vendor's proposal.
24. The award to the successful proposer may be cancelled in the event of vendor nonperformance as may be determined by the City.
25. The successful proposer shall comply with all applicable federal, state and local laws, ordinances, and regulations. The awarded contract shall be governed under the laws of the Commonwealth of Massachusetts.
26. Purchases made by the City are exempt from Federal and Massachusetts state taxes and proposal prices must exclude any such taxes. Tax exemption certificates will be furnished upon request.
27. When the contract is executed, a performance bond, in the full amount of the contract, is required. See paragraph 4. The bond will be of a surety company qualified to do business under the laws of the Commonwealth of Massachusetts. The cost of this bond is the vendor's responsibility. Bonds shall remain in force and effect thru the performance of the contract.

28. Expenditures by the City and authorization to spend for particular purposes are made on fiscal year basis. The City's fiscal year is the twelve month period ending June 30 of each year. The obligations of the City under any agreement to be reached are subject to the appropriation or authorization of the necessary funds. The City agrees to make reasonable efforts to obtain funding and all necessary authorization.
29. No amendment to the contract shall be effective unless it is in writing and signed by authorized representatives of both parties and is accepted by the City of Worcester.
30. The vendor (and its insurers, if any) shall bear all risk of loss or damage to the equipment which occurs in transit to the user site. The risk of loss or damage to purchased equipment shall remain with the vendor until the purchase price has been paid and title has passed. The vendor shall also bear the risk of loss or damage to leased or rented equipment during the City of Worcester's possession and use thereof subject, however to such conditions and limitations as may be stated elsewhere in the contract.
31. The vendor shall not assign or in any way transfer any interest in the contract without the prior written consent of the City provided, however, that claims for money due or to become due to vendor from the City may be assigned to a bank, trust company, or other financial institution without such consent so long as notice of such assignment is furnished promptly to the City. Any such assignment shall be expressly made subject to all defenses, set-offs, or counter-claims which would have been available to the City against the vendor in the absence of such assignment.
32. None of the services to be provided by the vendor pursuant to the contract shall be subcontracted or delegated to any other organization, association, individual, corporation, partnership or other such entity without the prior written consent of the City. No subcontract or delegation shall relieve or discharge the vendor from any obligation or liability under the contract except as specifically set forth in the instrument of consent. Any subcontract to which the City has consented shall be attached to the original of the contract on file in the City of Worcester.
33. Neither party will be liable to the other or be deemed to be in breach of the contract for any failure or delay in rendering performance arising out of causes beyond its reasonable control and without its fault or negligence. Such causes may include but are not limited to, acts of God or the public enemy, fires, floods, epidemics, quarantine restrictions, strikes, freight, embargoes, and unusually severe weather. If the vendor's failure to perform is caused by the default of the subcontractor, and if such default arises out of causes beyond the reasonable control of both the vendor and the subcontractor, and without the fault or negligence of either of them, the vendor shall not be liable for any excess costs for failure to perform, unless the equipment or services to be furnished by the subcontractor were obtainable from other sources in sufficient time to permit the vendor to meet the required delivery schedule. Dates or times of performance will be extended to the extent of delays excused in this section, provided that the party whose performance is affected notifies the other promptly of the existence and nature of such delay.
34. The vendor shall provide to the City of Worcester a warranty and a commitment which clearly states that all equipment and services proposed and supplied by the Vendor,

and/or its subcontractors, performs as expected and promised by the Vendor.

35. The vendor represents that no person other than bona fide employees working solely for the vendor, have been employed or retained to solicit or secure this agreement upon an arrangement or understanding for a commission, percentage, brokerage fee, gift or any other consideration contingent upon the award or making of this contract. For breach or violation of the representation, the City shall have the right to annul the contract without liability, or in its discretion to deduct from the contract price or consideration, or otherwise recover the full amount of such commission, percentage, brokerage fee or other consideration.
36. Any contract made by the City in which the Purchasing Agent or any employee of his/her department, the heads of using agencies or any other officer or employee of the City having a part in the placing of such contract is financially interested, directly or indirectly, shall be void.
37. The vendor shall not discriminate against any qualified employee or applicant for employment because of race, color, national origin, ancestry, age, sex, religion or medical handicap. The vendor agrees to comply with all applicable Federal and State Statutes, rules and regulations prohibiting discrimination in employment including: Title VII of the Civil Rights Acts of 1964; The Age Discrimination in Employment Act of 1967; Section 504 of the Rehabilitation Act of 1973; Massachusetts General Laws Chapter 151B, Section 4 (1) and all relevant administrative orders and executive orders.

If a complaint or claim alleging violation by the vendor of such statutes, rules or regulations is presented to the Massachusetts Commission Against Discrimination (MCAD), the vendor agrees to cooperate with MCAD in the investigation and disposition of such complaint or claim.

In the event of vendor noncompliance with the provisions of this section, the City shall impose such sanctions as it deems appropriate, including but limited to:

- 1) Withholding of payments due vendor under the contract until vendor complies.
- 2) Termination or suspension of the contract.

## SUBMISSION OF PROPOSALS

38. Proposals must be submitted in two (2) packages according to the instructions below. The City intends to consider responses in the evaluation requirements before considering costs. *Therefore, no reference to pricing may be made in the proposal of evaluation considerations.*

A sealed package containing **the original and 2 copies** of the proposal **must** be labeled as follows:

**Purchasing Agent, City of Worcester**

**Staffing Services – IOD Claims / HR - Evaluation Response**

**455 Main Street, Room 201  
Worcester, MA 01608**

Re: **RFP No. CR-6560-W6**

A sealed package containing **the original and 2 copies** of the proposal **must** be labeled as follows:

**Purchasing Agent, City of Worcester**

**Staffing Services – IOD Claims / HR - Costs**

**455 Main Street, Room 201  
Worcester, MA 01608**

Re: **RFP No. CR-6560-W6**

*Cost proposal pages are located at end of specifications*

**Proposals must be delivered no later than Wednesday, June 8, 2016 at 10:00 AM LOCAL TIME.** Late submissions will be rejected, regardless of circumstances. The City of Worcester is not responsible for submittals not properly marked.

The evaluation and cost proposals will remain confidential until a formal and finalized contract has been executed.

## **RFP EVALUATION**

39. The City of Worcester Purchasing Agent will assign an evaluation team, hereafter referred to as the Selection Committee, to perform a full and complete evaluation of RFP submittals. The Purchasing Agent will ultimately forward a formal recommendation of award to the City Manager who has final award authority.
40. RFP evaluation responses will be evaluated by the Selection Committee based directly upon vendor's response to mandatory and comparative evaluation criteria. Vendors must meet or exceed the mandatory criteria requirements or be rejected as non-responsive.

Comparative criteria will be evaluated by the use of four rating categories as set forth by M.G.L. Chapter 30B:

- 1) **HIGHLY ADVANTAGEOUS** - Vendor's submittal meets all the stated requirements and offers significant performance above the stated requirements.
- 2) **ADVANTAGEOUS** - Vendor's submittal meets the stated requirements without risk or disadvantage.
- 3) **NOT ADVANTAGEOUS** - Vendor's submittal contains some risk or disadvantage but is not unacceptable.
- 4) **UNACCEPTABLE** - Vendor's submittal fails to meet the standards of the stated requirements.

After proposals have been assigned ratings on the basis of each evaluation criterion, a composite rating will be established by the Selection Committee. Submittals will then be ranked based upon finalized composite rating.

41. The Purchasing Agent will identify the most advantageous proposal based upon the rankings of the Selection Committee and an evaluation of the cost proposals received. The Purchasing Agent will forward a recommendation for award to the City Manager based upon the most advantageous proposal received considering evaluation rankings and cost proposals received.



(3) If a Corporation

Full Legal Name: \_\_\_\_\_

State of Incorporation: \_\_\_\_\_ Qualified in Massachusetts? Yes \_\_\_\_\_ No \_\_\_\_\_

Principal Place of Business \_\_\_\_\_

Street

P.O. Box

\_\_\_\_\_  
City/Town

State

Zip

Email: \_\_\_\_\_

Telephone No. \_\_\_\_\_

Place of Business in Massachusetts \_\_\_\_\_

Street

P.O. Box

\_\_\_\_\_  
City/Town

State

Zip

Telephone No. \_\_\_\_\_

GIVE THE FOLLOWING INFORMATION REGARDING SURETY COMPANY

Full Legal Name of Surety Company \_\_\_\_\_

State of Incorporation \_\_\_\_\_ Admitted in Massachusetts ? Yes \_\_\_\_\_ No \_\_\_\_\_

Principal Place of Business \_\_\_\_\_

Street

P.O. Box

\_\_\_\_\_  
City/Town

State

Zip

Place of Business in Massachusetts \_\_\_\_\_

Street

P.O. Box

\_\_\_\_\_  
City/Town

State

Zip

Telephone No. \_\_\_\_\_

NOTE:

The Office of the Attorney General, Washington, D.C. requires the following information on all bid proposals amounting to \$1,000.00 or more.

E.I. Number of bidder \_\_\_\_\_

This number is regularly used by companies when filing their "EMPLOYER'S FEDERAL TAX RETURN, U.S." Treasury Department Form 941.

AUTHORIZED SIGNATURE OF BIDDER

---

TITLE

DATE

---

**UNDER MASSACHUSETTS GENERAL LAWS, CHAPTER 30B: SECTION 10, THE FOLLOWING CERTIFICATION MUST BE PROVIDED:**

Section 10. A person submitting a bid or a proposal for the procurement or disposal of supplies, or services to any governmental body shall certify in writing, on the bid or proposal, as follows:

"The undersigned certifies under penalties of perjury that this bid or proposal has been made and submitted in good faith and without collusion or fraud with any other person. As used in this certification, the word "person" shall mean any natural person, business, partnership, corporation, union, committee, club, or other organization, entity, or group of individuals."

(Please Print)

\_\_\_\_\_  
Name of Person Signing Bid

\_\_\_\_\_  
Signature of Person Signing Bid

\_\_\_\_\_  
Company

No award will be made without vendor certification of the above.

# CITY OF WORCESTER



## REQUEST FOR PROPOSALS INSURANCE SPECIFIC STAFFING AGENCY

The City of Worcester is seeking competitive sealed proposals from a contractor to provide **temporary staffing services** for the processing of injured on duty claims from qualified organizations that have expertise in providing qualified insurance specific claims adjusters. The City intends to award a contract to be effective for the period commencing July 1, 2016 and ending June 30, 2017, with options to renew exercisable solely by the City for up to two (2) consecutive one-year terms.

**I. BACKGROUND**

Approximately 815 Firefighters and Police officers are covered under injured on duty provisions (M.G.L. Chapter 41, Section 111F and Chapter 152, Section 13). Chapter 41, Section 111F of the General Laws provides injured-on-duty wages to Fire and Police employees and their medical benefits are paid according to Chapter 41, Section 13. The IOD claims adjuster processes all injured-on-duty claims, performs medical case management, monitors treatment and expected outcomes, processes and accounts for payment of medical expenses, and works closely with the employees and the public safety departments to ensure a safe and efficient return to work.

The following chart summarizes the City’s injured on duty claims for the past four fiscal years:

	<u>FY15</u>	<u>FY14</u>	<u>FY13</u>	<u>FY12</u>
Police Department	92	86	82	105
Fire Department	148	130	158	245
Total Claims	240	216	240	350

**II. SCOPE**

The City’s objective is to obtain a contractor to provide temporary insurance specific staffing professionals to process the injured on Duty claims.

**III. SERVICES REQUIRED**

1. Expertise in the temporary insurance specific staffing field and familiarity with the local job market.
2. Maintain a candidate pool of experienced work-related injury claims adjusters that would allow for expedited sourcing, screening and provision of quality candidates to the City of Worcester upon request.
3. Candidates provided to the City must have prior experience in investigating all claims to determine if the injury or disease claimed by the injured worker arises out of and occurs in the course and scope of employment.
4. Candidates provided to the City must be able to maintain communications with the insured, injured worker, medical provider, and any other persons involved throughout the claim.
5. Candidates provided to the City must have prior experience with reviewing and analyzing medical records and familiarity with medical terminology.

6. Must conduct background checks, including CORI's and thorough past employee references for selected candidates within a reasonable period prior to the start date of an assignment.
7. Provide the billing rate for each temporary employee.

#### **IV. INFORMATION TO BE SUBMITTED AS PART OF PROPOSAL**

1. Provide a detailed description of your agency's testing, screening and interview processes.
2. Describe your agency's ability to provide a diverse candidate pool, both in gender and ethnicity.
3. Describe your policy and procedure for creating and providing to the City a pool of qualified candidates.
4. Discuss the process or policy regarding replacing a temporary employee (e.g. temporary employee exhibits excessive absenteeism, tardiness, personality conflicts or other employee relations issues.)
5. Discuss your policy and procedures for overtime pay, holiday pay, emergency pay and working on holidays for temporary employees. Describe the type (e.g. online or manual timecards) and general process of time card reporting and obtaining manager or delegate approval for regular and overtime hours worked by temporary employees. Provide all accepted forms of payment.
6. Please provide an explanation of all benefits provided to employees of your agency including, sick pay, vacation and health insurance.
7. Identify the processes or procedures available for weekly, bi-monthly or monthly invoicing, including summaries or reports available for each pay cycle.
8. Provide written verification certifying that all temporary employees provided by your agency will be considered employees of your agency and that your agency will be responsible for maintaining at all times, suitable minimum insurance coverage and all payroll taxes covering each person whose services you provide to the City of Worcester.
9. Discuss the average response time on successfully placing temporary employees. Also, provide hours of business and work hours of key staff.
10. Describe your agency's affiliations, partnership or direct access to other staffing agencies specialty or niche talent pool.

11. Provide a list with the name, address, telephone number and contact person's name for a minimum of four accounts serviced by the bidder.
12. Provide an organizational chart of those individuals who would be involved in providing services to the City.
13. List the qualifications and experience of key personnel who will be responsible for placing qualified candidates. Please identify their function and availability to the City and detail their qualifications, relevant past experience, education, training, etc.
14. Provide your agency's policy if the City elects to hire any temporary staff as a permanent employee of the City of Worcester.

## **V. ADDITIONAL TERMS AND CONDITIONS**

1. The City of Worcester retains the right to interview all candidates before placement with the City of Worcester. The City may reject any candidate it considers unsuitable to serve in the position.
2. All claim files, documents and medical records belong to the City of Worcester.
3. Return of Property: upon termination, contractor shall immediately return to the City of Worcester without limitation, all documents, plans, drawings, tools and items of any nature whatsoever, supplied to the contractor by the City of Worcester or developed by the contractor in accordance with this contract.
4. City may terminate this contract should the contractor not provide the services as specified in this request for proposals. The services performed by the contractor shall be closely monitored for compliance with the City's specifications.

## **VI. EVALUATION CRITERIA**

A. Minimum Criteria – Proposers must provide evidence that each of the criteria below have been met.

- Proposer must be regularly and continuously engaged in the business of providing temporary insurance staffing and have ten (10) years of experience in such business.
- Proposer must have experience working with Massachusetts municipalities, please provide a list of three Massachusetts municipalities.
- Proposer must have experience working with Massachusetts Insurers and the law that governs the payment of Workers' Compensation and/or Injured on Duty benefits.
- Proposer shall possess all permits, licenses and professional credentials necessary to perform services specified under this RFP.

B. Comparative Criteria

Proposals will be rated on the following criteria as Highly Advantageous, Advantageous and/or Unacceptable.

1. Proposer must be in the business of providing temporary insurance-specific staffing services in the State of Massachusetts.

More than 15 years	<b>HIGHLY ADVANTAGEOUS</b>
Between 10 and 15	<b>ADVANTAGEOUS</b>
Less than 10	<b>UNACCEPTABLE</b>

2. Proposer must have current candidate pool of experienced workers' compensation claims adjusters.

15-20	<b>HIGHLY ADVANTAGEOUS</b>
7-15	<b>ADVANTAGEOUS</b>
Less than 7	<b>UNACCEPTABLE</b>

3. Proposer must have applicant pool willing to travel to Worcester, Massachusetts on a daily basis from Monday through Friday, 8:30 a.m. to 4:30 p.m.

Yes	<b>HIGHLY ADVANTAGEOUS</b>
No	<b>UNACCEPTABLE</b>

4. Proposer must demonstrate ability to perform the services listed in Section III.

Proposer's services are clearly explained in detail and exceeds the criteria

**HIGHLY ADVANTAGEOUS**

Proposer's services are clear and complete to meet the minimum criteria

**ADVANTAGEOUS**

Proposer's services are not clear and do not meet minimum criteria.

**UNACCEPTABLE**

**PRICE PROPOSAL – CR-6560-W6**

TO BE SUBMITTED UNDER SEPARATE COVER AS PER  
SUBMISSION REQUIREMENTS CONTAINED HEREIN

In considering the most cost effective method to administer procure the services from a temporary staffing agency for the services of a workers' compensation adjuster

**A. Pricing:**

1. Temporary Insurance Adjuster Flat Finder's Fee \_\_\_\_\_ (a)  
*(One time fee)*

2. Temporary Insurance Adjuster Hourly rate determined by:

Experience Level: (5 plus years' experience) \$ \_\_\_\_\_ per hour x 40 hours a  
week \$ \_\_\_\_\_ times 52 weeks a year \$ \_\_\_\_\_ (b)

(a)\$ \_\_\_\_\_ plus (b)\$ \_\_\_\_\_ = \$ \_\_\_\_\_ (c)  
Total Cost for one year \*

\* low proposal price shall be based on this amount

Printed Name \_\_\_\_\_

Title \_\_\_\_\_

Company \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_

E-Mail \_\_\_\_\_

Date \_\_\_\_\_

**PRICE PROPOSAL continued – CR-6560-W6**

**DISCLOSURE OF CONTRACT RENEWAL**

This contract may be renewed for a second year and third year at the sole discretion of the City of Worcester, the option of which will be determined at the end of the first contract year.

In no event will increase exceed \_\_\_\_\_ % for the second contract year (TO BE COMPLETED BY BIDDER)

In no event will increase exceed \_\_\_\_\_ % for the third contract year (TO BE COMPLETED BY BIDDER)

\_\_\_\_\_  
Name Date

\_\_\_\_\_  
Title

IF VENDOR DOES NOT WISH TO BE CONSIDERED FOR A SECOND YEAR OPTION, PLEASE INDICATE BY CHECKING THIS BOX. [ ]

IF VENDOR DOES NOT WISH TO BE CONSIDERED FOR A THIRD YEAR OPTION, PLEASE INDICATE BY CHECKING THIS BOX. [ ]

**IMPORTANT**

**It is understood and agreed, that a failure by the bidder to complete the above increase statement indicated the bidders intent to accept a second and third year option at zero (0) percent increase.**

**All other terms and conditions to remain the same.**