



**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-7830-W2
ISSUANCE DATE: 5/23/2022**

BUYER: Christopher J. Gagliastro

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

RFP TITLE: Equine Management & Training / WPD

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 equine management and training for Mounted Police Unit as per the attached requirements and specifications of the City of Worcester Police Department for a period of one year from July 1, 2022 through June 30, 2023. This contract may be renewed for two additional one year periods at the sole discretion of the City. The option to extend shall be determined at the end of the current period. See page 18 for further information on renewal options.**
2. 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.
3. All terms and conditions are applicable to this proposal except the following section(s) which are hereby deleted from this RFP: 19, 22, 23, 27, 30, 34
4. 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, MCPPO
Purchasing Director
City of Worcester, City Hall
455 Main Street, Room 201
Worcester, MA 01608
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

Equine Management & Training / WPD – Technical Proposal

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

Re: RFP No. CR-7830-W2

A sealed package containing **the original copy** of the proposal **must** be labeled as follows:

Purchasing Agent, City of Worcester

Equine Management & Training / WPD - Price Proposal

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

Re: RFP No. CR-7830-W2

Cost proposal page is located at end of specifications

Proposals must be delivered no later than Wednesday, June 15, 2022 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.

GIVE FULL NAMES AND RESIDENCES OF ALL PERSONS INTERESTED IN THE FOREGOING PROPOSAL.

(NOTICE: Give first and last name in full; in case of corporations, give corporate name and names of President, Treasurer, and Manager; and in case of firms give names of the individual members)

Name

Address

Zip Code

KINDLY FURNISH THE FOLLOWING INFORMATION REGARDING BIDDER:

(1) If an Individual or Proprietorship

Name of Owner _____

Business Address _____

Zip Code _____ Telephone No. _____

Email _____

Home Address _____

Zip Code _____ Telephone No. _____

(2) If a Partnership, Full names and addresses of all partners

Name

Address

Zip Code

Business Address _____ Zip Code _____

Tel. No. _____

(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.

EQUINE MANAGEMENT & TRAINING / POLICE DEPARTMENT
RFP #: CR-7830-W2

Consultant Requirements / Minimum Evaluation Criteria

Proposers must satisfy all of the minimum criteria noted below.
Proposals shall include information demonstrating compliance with each of these criteria.

It should be recognized that the Barn Manager and Training Consultant will be working at the Worcester Police Mounted Unit Barn, located in a Correctional Facility. The Barn Manager and Training Consultant will be working with armed officers and in the vicinity of Inmates. The consultant awarded this contract must meet the following requirements:

1. Be comfortable working in a Correctional Facility with armed officers and around Inmates.
 2. Be comfortable having Barn police personnel in a NON-Subordinate setting. Barn Manager will recognize that Police Officers are NOT subordinate to the Manager, but must direct, teach, train and demonstrate desired actions of Barn personnel.
 3. Barn Manager MUST be able to pass a CORI background check.
 4. Must be a Massachusetts Licensed Equine Instructor
 5. Must be able to train riders of all abilities.
 6. Must be able to train Police Patrol horses inside and outside of the ring.
 7. Must be able to Load and Unload horses from trailers.
 8. Must be able to operate and back truck and horse trailer set-up.
 9. Must be available for On-Call response to the barn 24 hours per day, every day of the week.
 10. Must submit a minimum of three professional references
 11. Consultant must include current resume
- ***Proposals that do not meet the minimum criteria will not be considered for further evaluation***

Scope of Services

Barn Manager shall be responsible for management of a 7 stall horse barn facility. Manager shall be responsible for the nutrition, care and training of four to six draft/cross mix horses all over 16 hands high, and the care and maintenance of tack, feed, bedding and the barn facility.

Manager/trainer is expected to work 40 to 50 flex hours per week based on accommodating Police schedules and assignments.

Manager/trainer is responsible for daily opening and closing of the barn, turning out the horses to the paddocks, and maintaining a clean, safe and professional appearing facility.

Manager/trainer is responsible for inspecting and approving completed inmate cleaning assignments.

Manager/trainer is expected to prepare horse and trailers for daily travel.

Manager/trainer will review future assignments and provide sensory training appropriate for acclimating the horses to potential frightening or distracting elements the horse might encounter on those assignments.

The manager/trainer will monitor and review riders and horses to determine appropriate daily training regimens designed to constantly improve the skills and abilities of the horses and riders.

The manager/trainer may be asked to assist in the selection and acquisition of additional horses.

Insurance Requirements:

The Consultant shall obtain and maintain in force at all times during the term of this Agreement, occurrence basis insurance coverage pertaining to General Liability and Property Damage in at least the following amounts:

i. **Automobile Coverage**

\$250,000 per occurrence / \$500,000 aggregate for bodily injury

\$200,000 for property damage

Additionally, Consultant shall (1) be owner or authorized operator of vehicle; (2) be a licensed driver in the Commonwealth of Massachusetts; (3) have a safe driver credit score of 98 or better.

ii. Coverage for Workers Compensation shall be obtained and maintained in amounts no less than the Massachusetts statutory requirements.

The Consultant shall require its insurance company(ies) to notify the Certificate Holder of any reduction or cancellation of the insurance at least thirty (30) days prior to the effective date of such reduction or cancellation. The City shall be named as an additional insured on coverage required by sub-paragraph i & ii, above, and the Purchasing Director, 455 Main Street, Worcester, Massachusetts, 01608 shall be identified as a Certificate holder. The Consultant shall furnish certificates of insurance of the types and amounts required above, in a form satisfactory to the City, prior to the City's execution of this Agreement.

COMPARATIVE EVALUATION CRITERIA

Proposals meeting the minimum criteria will be further evaluated based on the comparative criteria below. Proposals shall include a narrative and other information demonstrating the proposer's experience and knowledge with respect to these criteria.

Proposals will be rated on the following criteria as Highly Advantageous, Advantageous and Not Advantageous

Relevant Experience: The Worcester Police Department Mounted Unit is looking for an individual / vendor with significant experience in the operation of a horse barn. The vendor should have significant experience in the care of horses. Veterinary care, farrier services and dental care are under the direction of the Barn Manager. The ability to train riders and horses at all levels of experience is required. Police horses are subjected to many distractions unexpected occurrences while on patrol. Barn Manager/Trainer is responsible for providing sensory training. Veterinary care, farrier services and dental care are under the direction of the Barn Manager.

Highly Advantageous – The proposer has extensive training and background in Equine Nutrition, in the overall care and condition of horses. Have the experience to examine horse hooves and teeth, and ability to triage horse injuries and illnesses for appropriate scheduling of veterinary care, farrier, and dentist visits. Training and experience in administration of prescribed drugs, orally and via subcutaneous, intramuscular and intravenous injections.

Experience working within a criminal justice setting, specifically alongside inmates and/or armed police officers.

The proposer has extensive training and background as a Massachusetts Licensed Instruction in equine and rider training. The proposer has experience in training Police Patrol horses. The proposer has experience in rider training of Police Mounted Officers.

The proposer has significant knowledge and operational experience in Sensory Training of Police Patrol Horses.

The proposer has extensive training and background in administering First-aid and for minor injuries to horses.

The proposer has superior knowledge and experience as an Equine Barn Manager.

Advantageous – The proposer has adequate training and background as a Massachusetts Licensed Instruction in equine and rider training.

The proposer has training and background as an Equine Barn Manager.

The proposer has knowledge to handle horses in different situations at the barn and on patrols.

The proposer has knowledge and experience in ordering supplies.

Knowledge and experience in administering First aid for minor injuries of horses.

The proposer has Understanding of the proper fitting of blankets and tack.

The proposer has understanding and experience of monitoring riding ring, fencing and paddock conditions and scheduling maintenance and repair..

Not Advantageous – The proposer has limited operational training and experience in the management of an equine barn.

The proposer has limited operational training and experience in Training Police Mounts and Police Riders.

Additional Experience / Working Knowledge:

The Worcester Police Mounted Unit is seeking an individual / vendor that has working knowledge of U.S. Calvary Troop Movements as well as demonstrated experience in equestrian crowd control / management preferably in a police or military setting.

Highly Advantageous – The proposer has more than one year experience working directly with a police / military mounted unit, including service working with crowd control measures. The proposer also has shown significant working knowledge of U.S. Calvary Troop Movements.

Advantageous – The proposer has less than one year experience working directly with a police / military mounted unit and limited service experience working with crowd control measures as well as limited knowledge of U.S. Calvary Troop Movements.

Not Advantageous – The proposer has some equine management knowledge, but no experience working directly with a police or any mounted unit and no experience with crowd control or U.S. Calvary Troop Movements.

References- The Worcester Police Mounted Unit is looking for a consultant that has a proven history, in-depth experience and proficiency of providing management of an equine barn, the care and training of horses, and the teaching and training of riders and horses. Consultants that have successful past references shall be considered favorably.

Highly Advantageous – The proposer has five or more highly favorable client references at least two of which are from Massachusetts..

Advantageous – The proposer has three to five favorable client references including at least one from Massachusetts.

Not Advantageous – The proposer has three (3) favorable client references, but none are from Massachusetts.

COST / PRICE PROPOSAL

Consulting fee must be submitted as a flat, hourly fee for any and all consultant services required under the contract. No additional fees will be considered. The City estimates that 1,560 hours of service are needed for each annual period.

Hourly consulting fee

\$ _____ per hour * x 1,560 hours ** = \$ _____
Total Price

(To be completed by proposer)

Signature of person submitting proposal

Date:

Printed Name _____

Title _____

Company _____

Address _____

Phone _____

Fax _____

E-Mail _____

** Hourly rate shall be maintained for any and all service work.*

*** Estimated hours are for bidding purposes only. Hours may be adjusted based on budget availability and departmental needs.*

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 AND 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 & third year option at zero (0) percent increase.

All other terms and conditions to remain the same.