

PURCHASING DIVISION
CITY OF WORCESTER
MASSACHUSETTS 01608-1895
ROOM 201 – 455 MAIN STREET
PHONE (508) 799-1220

SEALED BID INVITATION
(Supplies, Material, Equipment, Services)

AN EQUAL OPPORTUNITY AFFIRMATIVE ACTION EMPLOYER

SEALED BID NO. CR-7949-W3

DATE: December 22, 2022

CITY OF WORCESTER
Christopher J. Gagliastro, MPPO
Purchasing Agent

BUYER: Christopher J. Gagliastro

NOTICE TO BIDDERS
TERMS AND CONDITIONS

All bids are subject to the terms and conditions and specificity herein set forth except where specifically deleted by the City of Worcester in Section No. 6 below.

COMPLETE ORIGINAL COPY (including ALL pages) OF THIS BID MUST BE SUBMITTED IN A SEALED ENVELOPE:

DATE: JANUARY 11, 2023 TIME: 10:00 A.M. LOCAL TIME

PLACE: Purchasing Division, Room 201, City Hall, Worcester, Massachusetts

MARK SEALED ENVELOPE **"Sealed Bid No. CR-7949-W3, Consultant – Environmental Health & Safety / WPS"**

The name and address of the bidder must appear in the upper left hand corner of the envelope. The City of Worcester is not responsible for bids not properly marked.

GENERAL

1. This Bid Invitation covers: Provide as-needed, environmental & health safety services as per the requirements and specifications of the City of Worcester Public Schools for a period of one year from February 1, 2023 to January 31, 2024 and at the sole discretion of the City to renew for a second and third year. The option to be determined towards the end of the current contract year (see page 10).
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 bid.
3. All bids received will be publicly opened and read in the Bid Room at City Hall at date and time shown above.
NO BID WILL BE ACCEPTED AFTER TIME AND DATE SPECIFIED
4. A performance bond in the amount of \$ N/A of the total dollar award is required.
5. A payment bond in the amount of \$ N/A of the total dollar award is required.
6. All terms and conditions are applicable to this proposal except the following section numbers which are hereby deleted from this invitation: 27 - 30
7. **Other:** Please go to www.worcesterma.gov to obtain bid results/history and award information.

Questions pertaining to this bid **must be** directed to Christopher J. Gagliastro via e-mail at gagliastroc@worcesterma.gov

8. The following meanings are attached to the defined words when used in this bid form.
 - (a) The word "City" means The City of Worcester, Massachusetts.
 - (b) The word "Bidder" means the person, firm or corporation submitting a bid 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 increases during the life of the contract.
9. Any prospective bidder requesting a change in or interpretation of existing specifications of terms and conditions must do so within five (5) days (Saturdays, Sundays and Holidays excluded) BEFORE scheduled bid opening date. All requests are to be in writing to the Purchasing Division (or e-mailed at: gagliastroc@worcesterma.gov). *No changes will be considered or any interpretation issued unless the request is in our hands within five (5) days (Saturdays, Sundays and Holidays excluded) BEFORE scheduled bid opening date.*
10. 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 negligence or that of his employees, subcontractors, etc., during this contract.
11. The Contract Agreement will be in the form customarily employed by the City of Worcester and is on file in the Purchasing Division at City Hall.
12. Bids which are incomplete, not properly endorsed, or signed, or otherwise contrary to these instructions will be rejected as informal by the Purchasing Agent. **Conditional bids will not be accepted.**
13. The Bidder 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 bidder offers to execute or in expected profits to arise therefrom, unless there has been compliance with provisions of G.L. C. 43 Sec. 27, and that this bid is made in good faith without fraud or collusion or connection with any other person submitting a proposal.
14. As the City of Worcester is exempt from the payment of Federal Excise Taxes and Massachusetts Sales Tax, prices quoted herein are not to include these taxes.
15. All prices are to be firm F.O.B. Destination, City of Worcester, Massachusetts, unless otherwise indicated by the City. **Time reserved for award is ninety days.**
16. In case of error in the extension prices quoted herein, the unit price will govern.
17. It is understood and agreed that should any price reductions occur between the opening of this bid and delivery of any order, the benefit of all such reductions will be extended to the City.
18. The City of Worcester reserves the right to reject any and all bids, wholly or in part, and to make awards in a manner deemed in the best interest of the City.
19. Awards will be made to the bidder quoting the lowest net price in accordance with the specifications.
20. The supplier will be bound by all applicable statutory provisions of law of the Federal Government, the Commonwealth of Massachusetts, the City of Worcester, and the Department of Public Safety of the Commonwealth of Massachusetts.
21. Any bid withdrawn after time and date specified, the bidder shall forfeit deposit on bid as liquidated damages.
22. The contractor will not be permitted to either assign or underlet the contract, not assign either legally or equitably any monies hereunder, or its claim thereto without the previous written consent of the City Treasurer and of the Purchasing Agent of the City of Worcester.
23. If this bid shall be accepted by the City, and the bidder shall fail to contract as aforesaid and to give a bond in the amount as specified in Section 4, within ten (10) days, (not including Sunday or a legal Holiday) from the date of the

mailing of a notice from the City to him/her, according to the address given herewith, that the contract is ready for signature, the City may by option determine that the bidder has abandoned the contract and thereupon the proposal and acceptance shall be null and void and the bid security accompanying this proposal shall become the property of the City as liquidated damages.

24. When quoting, the bidder shall submit a signed copy of this bid form, and if bid accepted by the City shall constitute part of the contract of purchase. Do not detach any part of this form 30B (Sealed Bid Goods & Services) when submitting a bid. Bidder must sign and return complete form 30B (Sealed Bid Goods & Services).
25. If in the judgment of the Purchasing Agent any property is needlessly damaged by an act or omission of the contractor or his/her employees, servants or agent, the amount of such damages shall be determined by the Purchasing Agent of the City of Worcester and such amount shall be deducted from any money due the contractor or may be recovered from said contractor in actions at law.
26. It is agreed that deliveries and/or completion are subject to strikes, lockouts, accidents and/or Acts of God.

INSURANCE AND WORKER'S COMPENSATION

27. COMMERCIAL GENERAL LIABILITY INSURANCE: Contractor to supply the City of Worcester with certificates of insurance evidencing general liability coverage of not less than \$ 1,000,000.00 per occurrence / \$ 2,000,000.00 aggregate.
28. AUTOMOBILE LIABILITY INSURANCE: Contractor to supply the City of Worcester with certificates of insurance evidencing automobile liability coverage, bodily injury and property damage combined single limit, of \$ 1,000,000.00 (all owned, hired, and non-owned autos).
29. COMPENSATION INSURANCE: The contractor shall furnish the City of Worcester with certificates showing that all of his/her employees who shall be connected with this work are protected under Massachusetts' statutory worker's compensation insurance policies.
30. 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 contractor or from any neglect, default or omission, or want of proper care, or misconduct on the part of the Contractor or for anyone of his employ during the execution of the contract.
31. Prior to starting on this contract, the Contractor shall deposit with the Contracting Officer certificates from the insurer to the effect that the insurance policies required in the above paragraphs have been issued to the Contractor. The certificates must be on a form satisfactory to the Purchasing Agent.
32. Except as may otherwise be stated herein, the Contractor shall also carry bodily injury and property damage insurance in an amount not less than those set forth above covering the operation of all motor powered vehicles owned or operated by the Contractor and engaged in this contract.

DISCOUNT

33. Prompt pay discounts will be considered when determining the low bid except when discounts are for a period of less than 30 days. In this event discounts will not be taken into consideration when determining low bid.
34. Time, in connection with discount offered, will be computed from date of completion and/or delivery and acceptance at destination, or from date correct bill or voucher properly certified by the contract is received if the latter date is later than the date of completion and acceptance and/or delivery and acceptance.

GUARANTEE

35. The bidder to whom a contract is awarded guarantees to the City of Worcester all equipment, materials and/or workmanship for a period of one (1) year after final inspection and acceptance and shall replace promptly any defective equipment, materials and/or workmanship required without additional cost to the City.

DELIVERIES AND COMPLETION

36. It is understood and agreed that in the event of failure on the part of the bidder to indicate date of delivery and/or completion, delivery and/or completion will be made within twelve (12) days from date of notification. Should the successful bidder fail to make delivery or complete contract within time specified, the City reserves the right to make the purchase on such orders at the open market and charge any excess over contract price to the account of the successful bidder, who shall pay the same.
37. The contractor shall familiarize himself with the location and facilities for storage.
38. The City through its Purchasing Division reserves the right to divert delivery from one location to another, and to allow for any change in operating conditions or for any other cause not now foreseen and to proportion deliveries according to available storage facilities.

SAMPLING AND ANALYSIS

39. Each bidder must state the commercial name of the product quoted, name, and address of operator or agent from whom the product will be purchased and in addition shall furnish an analysis of the product, date of analysis, by whom made and their address.
40. Samples of the product to be delivered may be taken by a representative of the City, either prior to delivery or while it is being delivered in the storage facilities at destination, or will be taken from the storage facilities to which the product has been delivered as determined from time to time by the Purchasing Agent. Bidder agrees to furnish the necessary manual labor, without additional cost required to assemble the physical samples, which is to be performed under the direction of the City representative.
41. The representative of the City taking the samples shall be given the opportunity, while sampling, to affix his or her signature to the delivery slip each item represented in his/her sample.
42. Any product after the sampling and analysis, not found meeting the requirements of the contract shall be sufficient cause for the cancellation of the contract at the option of the Purchasing Agent.
43. If any product is found that does not meet the analysis submitted by the bidder in his/her proposal, the Purchasing Agent may, at his or her option, exercise his/her right to reject the product and require that all or any part thereof shall be removed promptly by and at the expense of the contractor and replace it forthwith with a product satisfactory to the Purchasing Agent, or to retain the product and compensate the contractor in an amount as determined by the Purchasing Agent and the City Manager.
44. It is understood and agreed that it shall be a material breach of any contract resulting from this bid for the Contractor to engage in any practice which shall violate any provisions 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.
45. The undersigned as bidder, declares that the only parties interested in this proposal as principals are named herein; that this proposal is made without collusion with any other person, firm or corporation, that no officer or agent of the City is directly or indirectly interested in this bid; and he/she proposes and agrees that if this proposal is accepted he/she will contract with the City in accordance with the specifications, also the terms and conditions as spelled out in this bid form.

46. No Person, including but not limited to corporations, partnerships, limited partnerships or limited liability corporations, shall be eligible to receive a contract under this invitation to bid and/or requires for proposal if that person has been convicted of any felony offense involving the distribution of controlled substances as that term is defined under Chapter 94C of the General Laws and, for contracts to be performed for on-site services to the Worcester Public Schools, if that person or any person to be employed by that person in the performance of such on-site services has been convicted of a "sex offense" or a "sex offense involving a child" or a "sexually violent offense" or would meet the definition of "sexually violent predator" as those terms are defined in Section 178C of the General Laws and who must register with the sex offender registry board.
47. The Contractor shall at all times enforce strict discipline and good order among his employees and shall not employ for work or services relating to this contract any unfit person or anyone not skilled in the task assigned to him. In light of the fact that the performance of this contract requires the Contractor and its employees to have significant interaction with the public, the Contractor shall require all employees who may perform services under this contract to conduct themselves in a courteous, professional manner. If the Contractor is notified by the Contract Officer that any person engaged upon the work is incompetent, unfaithful, disorderly, discourteous, or otherwise unsatisfactory, then such person shall be discharged from providing services or work pursuant to this contract. Without limiting the generality of the foregoing, intimidation, threats and/or violent conduct of any kind or nature directed to members of the public are absolutely prohibited. Failure to comply with this requirement shall be grounds for termination of the contract.
48. The Contractor's performance may be evaluated on an ongoing basis including but not limited to consideration of complaints received from members of the public. In order to facilitate this evaluation, the Contractor shall provide the City with documents and records upon request. The Contractor shall further obtain from its employees authorization that appropriate City personnel may obtain all available criminal offender information ("CORI") from the Criminal History Systems Board. A high number of unresolved complaints, any number of complaints that are particularly severe, or employment of individuals who have been convicted of assault or other violent crimes shall be grounds for the early termination or non-renewal of the contract by the City.
49. The procurement officer shall award the contract to the lowest responsible and responsive bidder. The term "responsible bidder" means "a person who has the capability to perform fully the contract requirements, and the integrity and reliability which assures good faith performance." Consistent with its duty to maintain public order and promote public safety, the City has determined that this contract is of a type and nature so as to be particularly sensitive due, at least in part, to the contractor's inherent access and dealings with the members of the general public. Therefore, the City has concluded that additional scrutiny is justified as it determines whether a particular bidder is responsible, having the integrity and reliability to properly perform the requested services. This may entail consideration of the contractor's system of oversight, training and supervision of its employees, including but not limited to its requirement of a high standard of customer service and courtesy in its dealings with the public. The bidder's care and diligence in hiring and assigning its employees will also be considered. In making its determination, the City reserves the right to examine any and all information at its disposal, including but not limited to prior City contracts, the experiences and information obtained from current and former customers (whether identified by the bidder as references or not), as well as other sources available to the City, including but not limited to court documents, newspapers, financial reports (such as DUNS), and certain police data and reports.
50. The Contractor, acting through its owner(s) or any of its employees, or its agents or sub-contractors and any of their employees, shall not engage in any behavior, whether during the course of its duties under this contract or at any other time, that is illegal, criminal or otherwise shocking or offensive to the general public. The determination whether any particular behavior is illegal, criminal or shocking to the general public shall rest in the sound judgment of the Contracting Officer or the City Manager. In making such determination, the Contracting Officer or the City Manager shall apply the general standards of the community. No criminal conviction or formal charges shall be required to make such determination. Such behavior need be something more than trivial and something which would cause the general public to have concerns either about the safety of individuals coming in contact with the Contractor or about the character and integrity of the individuals with which the City does business. Violation of this provision shall be grounds for immediate and unilateral termination of this contract by the City upon five days' notice as otherwise provided herein

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 a Proprietorship

Name of Owner _____

Business Address _____

Zip Code _____ Telephone No. _____

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 _____

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.

F.I.D. 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 _____
PLEASE SIGN

DATE _____ BID SECURITY \$ _____

The name of Customer Service Representative and the Contract Administrator responsible for servicing this account in the event of contract award are:

NAME (PLEASE PRINT) *Customer Service Rep.* _____ TEL. NO. _____

NAME (PLEASE PRINT) *Contract Administrator* _____ TEL. NO. _____

FAX NUMBER _____ FAX # _____

E-MAIL (Customer Service Rep.): _____

E-MAIL (Contract Administrator): _____

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.

Bidders must state and identify the product offered, such as manufacturer's name, trade name, brand name and quality next to each item. WE MUST KNOW WHAT HAS BEEN OFFERED.

The quantities shown herein are estimated only and the Contractor will be required to furnish all quantities ordered by the City during the period of the contract.

YES ☒ NO ☐

Delivery to be made to: WPS Locations as required

This Bid includes addenda numbered _____

NO PRICE ADJUSTMENTS ALLOWED. PRICES QUOTED ARE FINAL. CHECK BEFORE SIGNING!

BIDDER TO COMPLETE ITEMS BELOW

Item No.	Estimated Annual Quantity	Description				Unit Price Per Hour
1	435 Hours	Provide environmental health and safety consulting services as per the requirements and specifications of the City of Worcester Public Schools for a period of one year. Contract may be extended for two additional years at the sole discretion of the City (see page 10). Questions may be directed to Chris Gagliastro at gagliastroc@worcesterma.gov				\$ _____ Per Hour

TERMS, PROMPT PAY DISCOUNT _____% 30 DAYS, NET 45 DAYS.

DELIVERY AND/OR COMPLETION TO BE MADE WITHIN as required by WPS DAYS FROM DATE OF NOTIFICATION BY THE CITY.

NAME OF BIDDER _____

DISCLOSURE OF CONTRACT RENEWAL

This contract may be renewed for a second and third year at the sole discretion of the City of Worcester, the option of which will be determined at the end of the current 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 failure by the bidder to complete the above increase statement, it is 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.

Environmental Health and Safety Consultant – Specifications / Scope of Services

The Worcester Public Schools (WPS) is seeking an EHS consultant to work in conjunction with the WPS EHS Coordinator to assist the Facilities, academic and ancillary departments with compliance support, identify EHS needs, and to develop and implement related programs and operational tools.

Work will require travel throughout Worcester to the district's 58 buildings using your own vehicle. Although primary work will commence during the school day, some work may involve night meetings or weekend availability. Routine meetings with the WPS EHS Coordinator will be necessary to maintain compliance with the Scope of Services.

The consultant must have more than 10 years' experience providing EHS services in K-12 school districts of similar size in multi-building campus settings. Verifying documents must be included in the bid.

The consultant must also have familiarity and experience working with municipal, state, and federal regulators to address EHS issues in Massachusetts School Districts. Verifying documents must be included in the bid.

The consultant must have more than 10 years' experience with the topics listed in the following scope of services related to EHS issues in operation of K-12 school districts in the Facilities Department and in all school departments. Verifying documents must be included in the bid.

Key regulations, tools, and strategies the consultant must have experience include the following:

- Tools
 - o Environmental Management Systems
 - o Massachusetts Healthy Schools Checklist
 - o EPA's Tools for Schools
 - o MassDEP's Chemical Management Manual for Schools
 - o MassDEP LCCA Drinking Water Program
 - o Environmentally preferable product, equip. & FFE third party certified standards
- Strategies
 - o Source Reduction, Toxics Use Reduction and Pollution Prevention
 - o Green Building - High Performance Schools, CHPs, LEED
- Regulations
 - o AHERA and NESHAP - Asbestos inspection, monitoring, abatement, and recordkeeping
 - o Lead & Copper in Drinking Water
 - o Hazardous Materials Management, Univ. Waste Management & Fire Prevention
 - o Hazard Communication
 - o Families Protection Act of 2000 (Integrated Pest Management)
 - o OSHA occupational health and safety standards

Invoicing

Consultant to submit invoices monthly within 10 business days after the 1st of the month. Invoices should include each task and associated time spent working on said tasks. Consultant to submit a monthly forecast by close of business on the 2nd to last Friday of each month for the following month. Forecast to list anticipated task items and estimated charges. No work to commence without authorization by the EHS Coordinator or their designee.

SCOPE OF SERVICES

A. City View Elementary School Radon System

Overview – The sub slab radon mitigation and monitoring system at City View Elementary School that the consultant will be monitoring removes the radon from underneath the building and discharges it through stacks within the building to the outside air. The system operates 24 hours a day, 365 days a year. The radon levels are monitored constantly by dedicated equipment to ensure that the fans are operating, and that the radon is reduced to below threshold. The monitoring involves both scheduled maintenance and data download activities, as well as periodic troubleshooting activities.

At a minimum, this involves 12 on-site visits per year, once per month (approximately 30 days between each visit), to write the report, ship and/or pick-up equipment, etc. Consultant to produce 12 monthly reports and data downloads. The consultant may need to make one or more additional on-site visits under certain circumstances, such as to troubleshoot equipment issues or assist with software upgrades. Some conditions may warrant monitoring on-site for consecutive days, or several times a month.

Tasks under this scope include, but are not limited to:

- Maintain and troubleshoot the RAD7 equipment that collects the radon monitoring data.
- Write and distribute City View Radon Monthly Report. Write additional supplemental reports as needed.
- Maintain the hardware and software for radon monitoring data collection, in conjunction with the WPS IT department and equipment manufacturer.
- Monitor criteria such as relative humidity, stack pressure, etc.
- Train staff (Facilities department, school Principal, etc.) on radon system.
- Help develop draft specifications for goods and services.
- Download, review and distribute radon data.
- Monitor desiccant and replace as needed; organize the proper disposal of spent desiccant, which is a hazardous waste.
- Send RAD7 units to manufacturer for routine calibration and repair as needed.
- Monitor the ADS units, calibrate, and send to the manufacturer for repair as needed.
- Replace monitoring system tubing, filters, and connections as needed.
- Keep any manuals or guidance documents updated.
- Ensure that the radon monitoring room is organized, and supplies are well stocked.
- Communicate any concerns or applicable information with appropriate personnel.

B. Training

Overview – WPS is seeking the full range of training services listed below. WPS estimates the need for approximately 19 different training presentation deliverables across several different departments. The consultant must have a minimum 10 years' experience providing training to the following departments on the following topics. Please note that there are some school specific compliance training requirements (e.g., IPM, AHERA), while there are other required trainings that are not school specific but must be tailored to a school district's circumstances and departmental needs.

Training program development – work with EHS Coordinator and other department personnel to develop training deliverables to be designed to meet any applicable minimum compliance requirements, best practices, and WPS policies & protocols. Training audiences to include administrators, supervisors, teachers, dept. staff (e.g., mechanics, custodians, tradesmen, kitchen staff, nurses, bus drivers, crossing guards, etc.). Intended training audiences could range in size from one-on-one to district wide.

Training deliverables should include any necessary educational tools such as posters, brief educational messages/memos, and follow-up guidance, and competency materials (e.g., quizzes, tests, activities). WPS to determine the format each training deliverable. Training deliverables may include a range of formats, including but not limited to in-person classroom trainings, recorded trainings, virtual trainings, and blended trainings with any WPS on-line training programs. Some WPS on-line training programs may need to be complemented with WPS specific information (e.g., protocols, policies).

All training deliverables and supplemental materials developed to be the property of WPS for future use. A copy of all presentations (e.g., PowerPoint slides) to be provided to WPS in their original format. Some trainings developed by the consultant will be presented initially by the consultant and other content may be presented by WPS personnel. Certain departments may require support to coordinate trainings involving certifications.

Anticipated training deliverables by department:

- Facilities – 10 total training presentations
 - o 1 Annual Custodial refresher presentation
 - o 1 New Hire Custodial presentation
 - o 4 New Hire Trades presentations
 - o 1 Radon system presentation
 - o 3 Other as needed for Facilities Department staff
- Nutrition – 1 total training presentations
 - o 1 Annual presentation
- School Safety – 4 total training presentations (no in-person training)
- Transportation – 4 total training presentations
 - o 1 Bus drivers' presentation
 - o 3 Mechanics/Maintenance Garage presentations

Training topics may include, but are not limited to:

- Hazard Communication
- Hazardous and universal waste management
- Bloodborne pathogens
- Infection control
- Ladder safety
- IPM
- PPE
- Fire Prevention and Emergency Response
- AHERA
- Indoor Air Quality
- Radon
- Equipment use & safety

C. General Consulting Support

Overview – the consultant will work with the WPS EHS Coordinator to provide approximately 435 hours of general EHS consulting support across several different departments.

The consultant must have 10 years' experience in addressing EHS issues in large school districts to include, but not limited to: IAQ, IPM, AHERA, lead/copper in drinking water, hazardous and universal waste, mold, lead paint, wastewater, spill and emergency response, PCBs, and OSHA topics.

Anticipated support by department:

- Facilities – 200 hours
- Nutrition – 80 hours
- o Includes annual assessment of Hazard Communication & OSHA needs for the department, product specification review to meet current environmentally preferred cleaning procedures, supplies, equipment, and support services for food service operations.
- School Safety – 75 hours
- Transportation – 80 hours
- o 2 on-site EHS/OSHA compliance audits to include a report of findings and recommended corrective actions for the maintenance division.

Unless otherwise specified, tasks under this scope may include, but are not limited to:

- Compliance Assistance - providing guidance on EHS regulations and compliance.
- Grant Opportunities - identify opportunities and communicate them to WPS.
- Environmental Management Plans (EMPs) - develop compliance guidance, roles and responsibilities, work practices, recordkeeping, signage, labeling, etc. for EHS topics.
- OSHA Plans – help develop plans (e.g., Fire Prevention Plan, Emergency Action Plan, Exposure Control Plan, Hazard Communication, Lab Hygiene)
- Regulatory Paperwork – provide guidance to ensure document compliance (e.g., drinking water, asbestos, IPM, hazardous waste).
- Procurement – provide recommendations for procurement of goods (e.g., criteria for toxicity of products, safety products/equipment, PPE), and services (e.g., AHERA requirements, Family Protection Act requirements), etc.
- Inspections – develop inspection criteria, forms, tools, etc. Conduct inspections, tabulate results, develop reports, and meet with personnel to discuss results and corrective actions.
- Hazardous and Universal Waste – provide guidance for the district to inspect, manage and reduce waste.
- Establishing Safe Storage Areas – provide guidance with organizing storage areas to have safe materials handling, waste storage, safe egress, proper signage and labeling, emergency eyewash, etc.

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 Superintendent, Worcester Public Schools, 20 Irving 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.