

PURCHASING DIVISION
CITY OF WORCESTER
MASSACHUSETTS 01608-1895
ROOM 201 - CITY HALL, 455 MAIN ST.
PHONE (508) 799-1220

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

AN EQUAL OPPORTUNITY AFFIRMATIVE ACTION EMPLOYER

SEALED BID NO. CR-8147-W4

DATE: March 18, 2024

CITY OF WORCESTER
Christopher J. Gagliastro, MCPPO
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: APRIL 17, 2024

TIME: 10:00 A.M. LOCAL TIME

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

MARK SEALED ENVELOPE **"Sealed Bid No. CR-8147-W4, Moving Services - Various / WPS & City"**

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: Furnish all supplies, materials, vehicles & equipment and perform all labor and supervision for moving services on an as-needed basis for all City and School Departments as per the attached requirements and specifications of the City of Worcester for a period of one years from date of contract. This contract may be extended for a second and third year at the sole discretion of the City, the option of which will be determined near the end of the current contract term. (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: all apply
7. **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 who 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 \$ N/A

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 X NO _____

Delivery to be made to: as required by the City, Worcester, MA

This Bid includes addenda numbered _____

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

BIDDER TO COMPLETE ITEMS BELOW

Item No.	Estimated Quantity	Description			Unit Price	Total Amount
		<p>Provide moving services as per the requirements and specifications of the City of Worcester for a one year period.</p> <hr/> <p>Must bid all items. Award to be made in the aggregate.</p> <hr/> <p>All questions must be sent via email to gagliastroc@worcesterma.gov</p> <hr/>				<p>See Pricing & Specification Pages</p>

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

DELIVERY AND/OR COMPLETION TO BE MADE WITHIN as required by the City 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.

MOVING SERVICES – WPS & CITY / PRICING PAGE - BID #: CR-8147-W4

ITEM	EST. QTY.	DESCRIPTION	UNIT PRICE	TOTAL AMOUNT
1	10 EACH	BASE RATE FOR TRUCK & TWO MOVERS TO ARRIVE ON SITE	\$_____	\$_____
2	100 HOURS	HOURLY RATE FOR TRUCK & TWO MOVERS	\$_____	\$_____
3	10 HOURS	ADDITIONAL MOVER – HOURLY RATE	\$_____	\$_____
4	10 HOURS	ADDITIONAL TRUCK – HOURLY RATE	\$_____	\$_____
5	250 EACH	SMALL CARDBOARD BOX	\$_____	\$_____
6	750 EACH	MEDIUM CARDBOARD BOX	\$_____	\$_____
7	250 EACH	LARGE CARDBOARD BOX	\$_____	\$_____
8	100 EACH	DURABLE PLASTIC CRATES (see specs. for equivalent)	\$_____	\$_____

TOTAL – ALL ITEMS = \$_____

NOTES:

- 1) The above rates are based on items being moved by hand or using normal moving equipment: two-wheel trucks, dollies, straps, etc. The use of specific rigging and equipment (where required) will be extra, to be negotiated and approved prior to the move.
- 2) The above rates apply to normal items, i.e. desks, files, chairs, refrigerators, tables, cabinets, etc. Special industrial and commercial equipment will be extra, to be negotiated and approved prior to the move.
- 3) All other materials, supplies, parts, etc. required to be procured by the contractor for the faithful performance of this contract may be a charge to the City at a rate not to exceed 10% over the contractor's net cost.

- 4) **No single job shall exceed \$ 10,000 under the terms of this contract.**
- 5) **Written estimates must be furnished to the Worcester Public Schools or other City Departments within two working days of request**
- 6) **Moves must be scheduled within five working days after receipt of order, unless otherwise agreed to by the Worcester Public Schools or City Department**
- 7) **Prevailing wage rates (MGL c. 149, S. 27G) are attached for use and information. Prevailing wages are applicable to the moving of office furniture and fixtures.**

Bid Specifications for Moving Services – CR-8147-W4

SCOPE OF WORK

The work to be performed under this specification shall include the furnishing of all labor, materials, equipment, and supervision necessary for moving of furnishings in all buildings operated by the City of Worcester for a period of one (1) year from the date of the contract.

These specifications include:

- A. Scope of work
- B. General requirements
- C. Description of work
- D. Materials and supplies needed
- E. Requirements for invoices
- F. Contract information
- G. Request for contract information
- H. Regulations for subcontracted workers
- I. Worcester School Department Security Policy

GENERAL REQUIREMENTS

No work is to be performed without issuance of a City of Worcester purchase order.

All equipment, materials, etc., specified to be removed from the site shall become the property of the contractor, unless otherwise stated.

No single job shall exceed \$10,000.00 under the terms of this contract.

The employees of the contractor must work as quickly and efficiently as is possible.

The awarding authority reserves the right to terminate the contract at once if it appears that any job is not being performed as expeditiously as possible.

By executing this contract, the contractor represents that he has familiarized himself with the local conditions under which the work is to be performed.

In the event of accidental site damage, it will be the responsibility of the contractor to return the site to its original condition at no cost to the City of Worcester.

DESCRIPTION OF WORK

The contract will cover the moving of furnishings within a building and between buildings.

The Purchasing Division will require certificates of insurance to cover the liability of damage caused to the buildings and property. All necessary city and state licenses and permits must be submitted to the Purchasing Division.

MATERIALS/SUPPLIES

It will be the requirement of the contractor to provide all the tools and equipment needed to do the job. The worker(s) must bring the proper and basic tools and supplies as is applicable with him/her. The City of Worcester shall not be charged for the use of the equipment that the contractor may need to complete a job. The City of Worcester shall not be responsible for any of the worker's equipment that is lost, stolen, or damaged.

INVOICES

No invoice will be paid without the proper information attached. It will be required that all invoices be prepared in the following manner:

The copy of the service slip must accompany the invoice.

The City of Worcester can only be invoiced after all the work has been completed.

All pertinent information must be on the invoice, including Purchase Order number

Brief description of work that was done (school/building, description, quantity of items moved, etc.)

It must be dated properly and accurately.

If work is completed to the dissatisfaction of the Department, it will be held up for payment. When the problem is corrected then the invoice will be processed.

All invoices for the School Department must be emailed to:

Invoices for School Department must be emailed to: wpsacctspayable@worcesterschools.net

Invoices for Department of Public Facilities must be emailed to: dpfacctspayable@worcesterma.gov

MILEAGE

The City of Worcester cannot be charged for any time, mileage fees or other costs while a mover is traveling to and from the site. The vendor shall take into account this cost in their unit prices.

CUSTODIAL COVERAGE

Normal school operation hours vary from school to school. However, typically the hours for custodial coverage for an elementary school are 7 a.m. to 3 p.m. Monday through Friday. High schools and middle schools hours are from 6 a.m. to 10 p.m. Monday through Friday. Some custodial coverage is provided at certain schools on Saturdays. During vacation periods, the normal hours of operation would be 7 a.m. to 3 p.m. Monday through Friday. Please contact the School Facilities Department to verify the hours and any vacation periods where the school might not be open.

MANDATORY MEETING

Under the terms of this contract it will be required that a representative from the company meet with City Officials after the contract has been signed and approved in order to discuss procedures for service, the terms of the contract and any other questions either party may have. This will be considered an introductory meeting.

BIDDER INFORMATION

PLEASE ANSWER THE FOLLOWING QUESTIONS

COMPANY INFORMATION

Headquarters (see local branch if applicable)

Company Name:

Address:

Telephone # (s):

FAX # (s):

President's Name:

Local Branch:

Company Name:

Address:

Telephone #:

FAX #:

When was company started?

(MINIMUM - 5 years)

GROSS INCOME

for last fiscal year:

Fiscal year ended:

EMPLOYEE INFORMATION:

Number of employees (for company as a whole)

Number of employees (locally)

Number of employees (in office administration)

Number of employees (in the field)

MINIMUM - 3 MOVERS

RECENT WORK HISTORY

Name of most recent General Contracting Firm that your company was a subcontractor for:

Firm's Name:
Address:

Contact Person:
Telephone #:

Contract Amount:

Start/End Dates:

Contract Job:
Give
(Description):

Brief description of work performed:

SUBCONTRACTED WORK(ERS)/NON-SPECIFIED WORK(ERS)

NO WORK may be subcontracted for any reason without explicit permission of the City of Worcester. If any mover from any other company or a non-specified worker from the contracted company is found on City of Worcester property without permission, that person will be asked to leave the premises. If any mover from another company is found on the City of Worcester property without permission and this person was sent by the company with which the City of Worcester School Department has a contract with, this will be absolute grounds for cancellation of this contract.

WORCESTER SCHOOL DEPARTMENT SECURITY POLICY

IT WILL BE REQUIRED THAT IF ANY WORKER GOES TO ANY WORCESTER PUBLIC SCHOOL BUILDING, HE/SHE MUST IMMEDIATELY REPORT TO THE SCHOOL'S MAIN OFFICE. THEY WILL BE REQUIRED TO GIVE THEIR NAME, COMPANY'S NAME AND THE PURPOSE OF THEIR PRESENCE IN THE BUILDING. THE WORKER WILL REQUEST THAT THE CUSTODIAN BE CONTACTED. THE WORKER MUST BE ESCORTED THROUGH THE BUILDING WITH THE CUSTODIAN OR SCHOOL DEPARTMENT PERSONNEL AT HIS/HER SIDE. AFTER THE WORK HAS BEEN COMPLETED, THE WORKER MUST THEN REPORT TO THE OFFICE TO NOTIFY THE PRINCIPAL THAT HE/SHE IS LEAVING THE BUILDING. THIS SECTION HAS THE UTMOST IMPORTANCE DUE TO THE FACT OF SCHOOL SECURITY. IF THIS REQUIREMENT IS NOT MET IN FULL, IT WILL BE GROUNDS FOR IMMEDIATE CANCELLATION OF THIS CONTRACT.

Deluxe Plastic Moving Crate



Deluxe Crates

- Reinforced, double wall collar: Provides added protection against corner and collar damage in rough environments.
- Superior lid strength: Computer-aided design engineering optimizes inside lid area with additional ribbing to reinforce strength and minimize damage in high stress areas around the perimeter.
- New plastic hinge design is 100% recyclable, more durable, safer and stronger.
- Enhanced security features: Including tie-wrap and clip compatibility, and positive strapping locations in both directions.
- Industry leading nesting ratio: Superior 5-to-1 nesting ratio to reduce return shipping, storage costs and provide the most efficient use of available space.
- Ergonomic handle design: Handle style allows easy access when containers are nested.
- Patented leak-resistant lids: Reduces the risk of contamination and content damage.
- Compatible footprint: Designed for compatibility with existing industry standards and with crates from other manufacturers.
- Heavy-duty reinforced bottom: Additional ribbing prevents container damage with heavy usage.
- All-plastic construction makes recycling easy.
- Legal files fit in crates lengthwise.
- *rails not included

Dimensions

- **Outside Top:** 27.4"L x 17.0"W
- **Outside Bottom:** 24.5 "L x 14.5"W
- **Inside Top:** 25.5"L x 15.25"W
- **Inside Bottom:** 23.6"L x 13.9"W
- **Height:** 12.6 "
- **Clearance:** 11.5 "
- **Weight:** 8.2 lbs.
- **Volume:** 2.43 cu. ft.
- **Nest Ratio:** 5.0:1



MAURA HEALEY
Governor

KIM DRISCOLL
Lt. Governor

THE COMMONWEALTH OF MASSACHUSETTS
EXECUTIVE OFFICE OF LABOR AND WORKFORCE DEVELOPMENT
DEPARTMENT OF LABOR STANDARDS

Prevailing Wage Rates

As determined by the Director under the provisions of the
Massachusetts General Laws, Chapter 149, Sections 26 to 27H

LAUREN JONES
Secretary

MICHAEL FLANAGAN
Director

Awarding Authority: City of Worcester Purchasing Division
Contract Number: CR-8147-W4 **City/Town:** WORCESTER
Description of Work: Provide moving services for various items, equipment, furniture, etc., on an as-needed basis for 1 yr period per City requirements and specs,
Job Location: various

Information about Prevailing Wage Schedules for Awarding Authorities and Contractors

- The wage rates will remain in effect for the duration of the project, except in the case of multi-year public construction projects. For construction projects lasting longer than one year, awarding authorities must request an updated wage schedule no later than two weeks before the anniversary of the date the contract was executed by the awarding authority and the general contractor. For multi-year CM AT RISK projects, the awarding authority must request an annual update no later than two weeks before the anniversary date, determined as the earlier of: (a) the execution date of the GMP Amendment, or (b) the execution date of the first amendment to permit procurement of construction services. The annual update requirement is not applicable to 27F "rental of equipment" contracts. **The updated wage schedule must be provided to all contractors, including general and sub-contractors, working on the construction project.**
- This wage schedule applies only to the specific project referenced at the top of this page and uniquely identified by the "Wage Request Number" on all pages of this schedule.
- An Awarding Authority must request an updated wage schedule if it has not opened bids or selected a contractor within 90 days of the date of issuance of the wage schedule. For CM AT RISK projects (bid pursuant to G.L. c.149A), the earlier of: (a) the execution date of the GMP Amendment, or (b) the bid for the first construction scope of work must be within 90-days of the wage schedule issuance date.
- The wage schedule shall be incorporated in any advertisement or call for bids for the project as required by M.G.L. c. 149, § 27. The wage schedule shall be made a part of the contract awarded for the project. The wage schedule must be posted in a conspicuous place at the work site for the life of the project in accordance with M.G.L. c. 149 § 27. The wages listed on the wage schedule must be paid to employees performing construction work on the project whether they are employed by the prime contractor, a filed sub-bidder, or a sub-contractor.
- Apprentices working on the project are required to be registered with the Massachusetts Division of Apprentice Standards (DAS). Apprentices must keep their apprentice identification card on their persons during all work hours on the project. An apprentice registered with DAS may be paid the lower apprentice wage rate at the applicable step as provided on the prevailing wage schedule. **Any apprentice not registered with DAS regardless of whether they are registered with another federal, state, local, or private agency must be paid the journeyworker's rate.**
- Every contractor or subcontractor working on the construction project must submit weekly payroll reports and a Statement of Compliance directly to the awarding authority by mail or email and keep them on file for three years. Each weekly payroll report must contain: the employee's name, address, occupational classification, hours worked, and wages paid. Do not submit weekly payroll reports to DLS. For a sample payroll reporting form go to <http://www.mass.gov/dols/pw>.
- Contractors with questions about the wage rates or classifications included on the wage schedule have an affirmative obligation to inquire with DLS at (617) 626-6953.
- Contractors must obtain the wage schedules from awarding authorities. Failure of a contractor or subcontractor to pay the prevailing wage rates listed on the wage schedule to all employees who perform construction work on the project is a violation of the law and subjects the contractor or subcontractor to civil and criminal penalties.
- Employees not receiving the prevailing wage rate set forth on the wage schedule may file a complaint with the Fair Labor Division of the office of the Attorney General at (617) 727-3465.

Classification	Effective Date	Base Wage	Health	Pension	Supplemental Unemployment	Total Rate
Move Office Furniture						
MOVING HELPER <i>MOVE OFFICE FURNITURE -TEAMSTERS 25</i>	04/01/2020	\$32.60	\$17.29	\$0.00	\$0.00	\$49.89
MOVING INSTALLERS <i>MOVE OFFICE FURNITURE -TEAMSTERS 25</i>	04/01/2020	\$32.75	\$17.29	\$0.00	\$0.00	\$50.04
MOVING PACKER/CRATER <i>MOVE OFFICE FURNITURE -TEAMSTERS 25</i>	04/01/2020	\$32.65	\$17.29	\$0.00	\$0.00	\$49.94
STRAIGHT TRUCK DRIVER (MOVING) <i>MOVE OFFICE FURNITURE -TEAMSTERS 25</i>	04/01/2023	\$37.30	\$18.78	\$0.00	\$0.00	\$56.08
	04/01/2024	\$38.55	\$19.28	\$0.00	\$0.00	\$57.83
	04/01/2025	\$40.05	\$19.78	\$0.00	\$0.00	\$59.83
TRAILER DRIVER (MOVING) <i>MOVE OFFICE FURNITURE -TEAMSTERS 25</i>	04/01/2023	\$37.15	\$18.78	\$0.00	\$0.00	\$55.93
	04/01/2024	\$38.40	\$19.28	\$0.00	\$0.00	\$57.68
	04/01/2025	\$39.90	\$19.78	\$0.00	\$0.00	\$59.68

Additional Apprentice Information:

Minimum wage rates for apprentices employed on public works projects are listed above as a percentage of the pre-determined hourly wage rate established by the Commissioner under the provisions of the M.G.L. c. 149, ss. 26-27D. Apprentice ratios are established by the Division of Apprenticeship Training pursuant to M.G.L. c. 23, ss. 11E-11L.

All apprentices must be registered with the Division of Apprenticeship Training in accordance with M.G.L. c. 23, ss. 11E-11L.

All steps are six months (1000 hours.)

Ratios are expressed in allowable number of apprentices to journeymen or fraction thereof, unless otherwise specified.

** Multiple ratios are listed in the comment field.

*** APP to JM; 1:1, 2:2, 2:3, 3:4, 4:4, 4:5, 4:6, 5:7, 6:7, 6:8, 6:9, 7:10, 8:10, 8:11, 8:12, 9:13, 10:13, 10:14, etc.

**** APP to JM; 1:1, 1:2, 2:3, 2:4, 3:5, 4:6, 4:7, 5:8, 6:9, 6:10, 7:11, 8:12, 8:13, 9:14, 10:15, 10:16, etc.