

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-8225-W5

DATE: June 21, 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: JULY 10, 2024

TIME: 10:00 A.M. LOCAL TIME

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

MARK SEALED ENVELOPE **"Sealed Bid No. CR-8225-W5, Trash Removal & Recycling Services / 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 trash removal and recycling services as per the requirements and specifications of the City of Worcester Public Schools for a period of three years from July 11, 2024 – July 10, 2027.
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: 39 - 43
7. **Questions pertaining to this bid must be directed to Christopher J. Gagliastro via e-mail at [gagliastroc@worcesterma.gov](mailto: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@worcestermma.gov](mailto:gagliastroc@worcestermma.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 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 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
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_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

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

<u>Name</u>	<u>Address</u>	<u>Zip Code</u>
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_____	_____	_____
_____	_____	_____
_____	_____	_____

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   X   NO \_\_\_\_\_

Delivery to be made to: Worcester, MA

This Bid includes addenda numbered \_\_\_\_\_

<b>NO PRICE ADJUSTMENTS ALLOWED. PRICES QUOTED ARE FINAL. CHECK BEFORE SIGNING!</b>
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**BIDDER TO COMPLETE ITEMS BELOW**

Item No.	Estimated Quantity	Description	Mfg.	Model No.	Unit Price	Total Price
		<p><b>Provide trash removal &amp; recycling services for a three year period as per the attached requirements and specifications of the City of Worcester Public Schools.</b></p> <p><b><u>Questions should be directed via email to</u></b> <b><u><a href="mailto:gagliastroc@worcesterma.gov">gagliastroc@worcesterma.gov</a></u></b></p>				<b>See Pricing Page</b>

TERMS, PROMPT PAY DISCOUNT \_\_\_\_\_% 30 DAYS, NET 45 DAYS.

DELIVERY AND/OR COMPLETION TO BE MADE WITHIN \_\_\_\_\_ DAYS FROM DATE OF NOTIFICATION BY THE CITY.

NAME OF BIDDER \_\_\_\_\_



WORCESTER PUBLIC SCHOOLS  
FACILITIES DEPARTMENT  
20 IRVING STREET  
WORCESTER, MA 01609  
[508] 799-3151 FAX [508] 799-3144



## **CONTRACT SPECIFICATIONS FOR TRASH REMOVAL AND RECYCLING SERVICES WORCESTER PUBLIC SCHOOLS**

The work performed under this contract shall adhere to the guidelines specified herein.

These specifications include:

DIVISION 0 - School Department Requirements

DIVISION 1 - General Requirements

- 1.0 General
- 2.0 Products
- 3.0 Execution

DIVISION 2 - Purchasing Requirements

- 4.0 Requests for payment/Method of Payment
- 5.0 Bidding information
- 6.0 Worcester School Department Security Policy

Please read through the entire set of specifications before filling in any information.

If you have any questions relating to the required information or you wish some clarification for this specification, please contact:

Christopher Gagliastro, Purchasing Director  
gagliastroc@worcesterma.gov  
City of Worcester  
Purchasing Department  
455 Main Street  
Worcester, MA 01608

## DIVISION 0 - SCHOOL DEPARTMENT REQUIREMENTS

### 0.1 **RELATED DOCUMENTS**

- A. Provisions of this Specification are hereby made a part of the Sealed Bid Invitation and related documents.
- B. Substitutions of materials or changes in the scope of work to be performed shall not be permitted in the Contractor's proposal.
- C. Any contract or purchase order for the work is for the entire work as specified herein except as specifically modified in writing in the contract or purchase order.

### 0.2. **DEFINITIONS**

- A. Contracting Officer: Christopher Gagliastro, City of Worcester Purchasing Director
- B. Worcester Public Schools Facilities Director: Richard J Ikonen, Worcester Public Schools 20 Irving Street, Worcester MA 01609, Phone (508) 799-3151.
- C. Worksites are as shown in Annex B of this Specification

### 0.3 **QUESTIONS DURING THE BIDDING PERIOD**

- A. All questions during the bidding period shall be forwarded in writing to the Contracting Officer, who shall issue any and all addenda.

### 0.4 **SITE VISITS**

- A. These buildings are occupied and in use Monday through Friday. Contractor site visits shall be scheduled by the Facilities Director upon request Fridays 9:00 AM to Noon.

### 0.5 **PRE-BID MEETING – N/A**

### 0.6 **MANDATORY MEETING**

- A. Under the terms of this contract, it will be required that a representative from the company meet with school 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. This meeting at the discretion of the School Department may be held at the contractor's place of business.

**0.7 AUTHORITY AND CHANGES TO WORK**

- A. The Facilities Director may direct changes in the work to satisfy site conditions where there is no change in contract or purchase order cost. All changes shall be written.
- B. All other changes in the work shall be directed in writing to Christopher Gagliastro, City of Worcester Purchasing Department, Room 201, 455 Main Street, Worcester MA 01608, Phone (508) 799-1220.

**DIVISION 1 - GENERAL REQUIREMENTS**

**PART 1.0 - GENERAL**

- 1.0.1. All work shall comply in every respect with the Building Laws, City Regulations, Code requirements (city, state, or national) and the requirements of the Massachusetts Department of Public Safety. This includes the City of Worcester's Noise Ordinance (copy attached).
- 1.0.2. The contractor shall obtain and pay for all permits, licenses, etc. required by the City of Worcester, Commonwealth of Massachusetts or any other agency, as may be necessary or required for the completion of the work.
- 1.0.3. All equipment, materials, etc., specified to be removed from the site shall become the property of the contractor, unless otherwise stated.
- 1.0.4. The contractor shall ONLY pick up trash where he is instructed to do so.
- 1.0.5. If there are any questions regarding a pick up, it will be the responsibility of the contractor to contact the Facilities Director or designee and request clarifications before proceeding.
- 1.0.6. 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.
- 1.0.7. By executing this contract, the contractor represents that he has familiarized himself with the local conditions under which the work is to be performed.
- 1.0.8. The Worcester Public Schools cannot be charged for any time, mileage fees or other costs while a contractor is traveling to and from the site. The vendor shall take into account this cost in his hourly rate when he bids.

- 1.0.9. In the event of accidental site damage, it will be the responsibility of the contractor to return the site to its original condition, within 10 school days, at no cost to the Worcester Public Schools.
- 1.0.10. It will be the responsibility of the driver to leave the area in a clean, “broom swept” state. Drivers must remove all debris from around the general location of the dumpster.
- 1.0.11. Recyclable material is cardboard, paper, plastics #1-7, bottles, cans, and any other material accepted in the City of Worcester recycling guidelines. Recyclable material will be brought to a recycling facility that is mutually beneficial to both parties. The driver shall sign a slip at Wheelabrator and at the recycling facility confirming delivery and weight of the trash and recyclables. This slip shall be submitted along with the invoice for back-up documentation.

## **1.1 SCOPE OF WORK**

- 1.1.1 The work to be performed under this specification shall include all labor, dumpsters, vehicles, materials and supervision necessary for the removal of all trash and recyclable materials from all buildings operated by the Worcester Public School for a period of two years from the date of the contract, with the possibility of a one-year extension. Service will be provided based on a schedule provided by the School Department. All trash collected under the contract shall be taken to the Wheelabrator facility in Millbury. Recyclable materials will be transported by the contractor to any recycling facility that is deemed beneficial to WPS and contractor.
- 1.1.2 The Contractor shall quote a single price, which will reflect the cost to pick up the trash from the dumpster and the use of the dumpster. The Contractor shall quote a price per cubic yard and the fee will be all-inclusive.

The Contractor will also quote a price for the use of any roll-off container. There will be a price per cubic yard plus a daily rental fee. The daily fee will NOT include the day the container was delivered or the day the container was picked up. Disposal costs are included in the pricing of using the 30-yd rolloff. There shall be no other charges for the use of the roll-off container.

## **1.2 DESCRIPTION OF WORK**

- 1.2.1 All trash and recyclables generated by the Worcester Public Schools shall be stored in dumpsters supplied by the contractor. The dumpster shall meet the requirements described in section 2.1, or 2.2. The dumpster shall be located on School Department property at the direction of the Facilities Department only.
- 1.2.2 All dumpsters shall be picked up on the designated days of the week per the schedule provided by the Worcester Public Schools, unless otherwise noted. All

dumpsters must be picked up between 4 p.m. and 8 p.m. or between 5 a.m. and 7:30 a.m. The pickup route must not schedule residential areas early in the morning (between 5 a.m. and 6:30 a.m.). Examples of these types of locations are, but not limited to, Columbus Park School and Union Hill School.

Should a regular scheduled tipping day fall on a holiday that the successful vendor is closed for business, it is the responsibility of the vendor to ensure there are the same number of tips per week as the schedule states and make the necessary adjustments within their schedule to accommodate.

Recycle pick up will be on Tuesdays, per the attached schedule provided by the Worcester Public Schools.

The successful vendor will provide a scheduled tipping of all containers at all locations on the Friday prior to the annual July 4<sup>th</sup> firework celebration in the City of Worcester. It will be the responsibility of the vendor to confirm said date.

- 1.2.3 The schedule shall continue during the summer vacation period. The School Department reserves the right to decrease and/or suspend summer service at various locations if the need to do so arises.
- 1.2.4 The successful vendor will be required to fill out a spreadsheet, monthly, and submit it via email to the Facilities Department (email addresses will be furnished during the meeting). This spreadsheet contains daily load capacity information, by school, for the total tonnage for each day. This serves as a double-check system against the tickets from Wheelabrator and the recycling facility and also as a tool to see if/where any adjustments may need to be made regarding tipping schedules and re-education in recycling. (A sample is attached for reference purposes only.)

### **Recycling**

- Vendor will provide plastic recycling containers for single-stream recycling in each classroom and office area, throughout the district, for the duration of the contract. This will be inclusive of schools, administrative buildings, and support buildings. These containers will be delivered by the vendor to each site as per the attached list, prior to the start of school on August 23, 2024.
- The vendor will provide recycle hauling carts as per attached list for compliance with recycling measures to be delivered prior to the start of school on August 23, 2024.
- Age appropriate signage, illustrating the how-to's, benefits and social responsibility of recycling will be provided, at the vendor's expense, throughout the district, for the duration of the contract. This will be updated, annually, the week prior to the start of school.
- The successful vendor will provide onsite professional development sessions to custodial staff at each school and educational staff as designated by the principal, once a year.

- 1.2.4 The School Department reserves the right to change dumpster sizes and/or schedules or order roll-off containers at any site. All requests for changes shall be fulfilled within 48 hours after receiving notification from the School Department.
- 1.2.5 There will be occasions when extra pickups may be needed at different sites. If extra pickups are required, the School Department will contact the vendor directly. The dumpster must be picked up on the day of the call if the call was made before 12 pm. If the call was received after noon, the dumpster shall be picked up the next day.
- 1.2.6 If there are children in the yard, the truck shall not enter the yard until the children leave the area or go inside the building. If children come into the yard while the dumpster is being emptied, the driver shall immediately stop what he/she is doing. The driver shall not move the dumpster or the truck until the children leave the area or go back inside the building. **THERE ARE NO EXCEPTIONS TO THIS RULE.**
- 1.2.7 For each pick up the driver shall leave the truck and walk around the general area of the dumpster to make sure the area is free of any loose debris. The driver shall pick up any debris and throw it inside the dumpster and check that the dumpster and the surrounding area are clear. The dumpster must be checked and relocked by the driver to ensure that it is in good condition, locked, and does not have any damage. The driver shall have the dumpster exchanged if it is damaged in any way.
- For each pickup, the driver will be responsible for ensuring the container is completely empty before leaving the site.
- 1.2.8 THE CONTRACTOR SHALL FOLLOW THE SCHEDULE AND PROCEDURE EXACTLY. IF ANY TRASH OR RECYCLING DUMPSTER IS NOT EMPTIED ON THE SPECIFIED DATE OR WITHIN THE SPECIFIED TIME FRAME, THE CITY OF WORCESTER AT ITS SOLE DISCRETION MAY CANCEL THE CONTRACT IMMEDIATELY.
- 1.2.9 All trucks shall be completely empty when they begin the School Department route. NO SCHOOL DEPARTMENT TRASH WILL BE MIXED WITH ANY OTHER TRASH GENERATED BY ANY OTHER SOURCE. After the route has been completed, the contractor will:
- Weigh the load to determine the total weight of the trash.
  - The driver shall sign a slip confirming delivery and recording the weight load.
- 1.2.8 The Contractor must provide a cost for the pickup based on the reimbursement or cost received for the recyclable materials and must explain the method(s) to be used in processing the recyclables.

- 1.2.9 Under this contract, the vendor may have to remove metal, tires, furniture, and construction materials from the School Department property. This material must be removed within 24 hours after notification and disposed of properly.
- 1.2.10 The Contractor shall provide proof that he is capable of supplying all the dumpsters that are needed and guarantee that extra containers of various sizes are available, on an as-needed basis. Extra containers shall include 10-yard covered and lockable containers, 10-yard open-top containers, 15-yard open-top containers, and 30-yard open-top containers. At times, it may be necessary to have one of these above listed delivered to a location by the end of the Worcester Public Schools business day (less than 24 hours' notice).
- 1.2.12 At the bid opening the Contractor shall also provide proof that their firm has at least three trucks capable of handling the quantity of trash that is to be picked up on a daily basis.
- 1.2.13 The Contractor shall install locks on all dumpsters using locks provided by the Coordinator of Building & Grounds. If the vendor determines, during routing tipping, that a lock is missing, the vendor is required to notify the Coordinator of Buildings and Grounds immediately. The vendor is responsible for ensuring that the dumpster/container is locked and secure after servicing the unit and before leaving the site.
- 1.2.14 All roll-off containers must be delivered within 24 hours from request to the appropriate site. All roll-off containers must be removed from the site within 24 hours after receiving authorization from the School Department.

### **1.3 COMPLETED WORK**

- 1.3.1 All dumpsters and the surrounding area must be cleared out entirely of any debris. The dumpster must be left in good condition and contain no holes. It must also be left in a safe condition where no harm can come to any person because of a lack of ordinary care. Its operation or condition must be tested in the presence of a custodian.

### **1.4 CORRECTIONS TO WORK**

- 1.4.1 If the Worcester Public Schools, at its sole discretion, feels that the work performed by the Contractor is not adequate then the Worcester Public Schools will notify the Contractor of this in writing. The Contractor will have (5) five business days to respond and make the necessary corrections. If the Contractor fails to do so, it will constitute grounds for cancellation of this contract. The Worcester Public Schools may remedy the problem by hiring an outside Contractor to complete/correct the job. The Contractor may be charged for these corrective services. If the Contractor fails to correct defective work or continually fails to carry out the work in



accordance with the contract documents, the City of Worcester will cause this contract to be canceled.

## PART 2.0 - PRODUCTS

### 2.1 DUMPSTER SIZE AND TYPES

2.1.1 The dumpster sizes that will be required under this contract are:

- Standard w/ locking lids = 6, 8 or 10 cubic yards
- Roll-off = see 1.2.10

2.1.2 Annex A lists the size, quantity, and number of pick ups of dumpsters that are needed at each site. The asterisk (\*) designates self-contained trash compactors owned by the Worcester Public Schools.

2.1.3 All dumpsters will be made of steel or other acceptable material and all lids will be made of plastic or metal and have the ability to be locked. The dumpsters may be either a front load or a rear load design. ALL DUMPSTERS MUST BE OF THE SAME TYPE - FRONT OR REAR. THERE WILL BE NO MIXING. THE CONTRACTOR MUST STATE, WHICH TYPE, WILL BE USED FOR THE DURATION OF THIS CONTRACT. All containers utilized must meet all requirements of the Federal Standards set forth by the Consumer Products Safety Commission as well as the Worcester Fire Department. In order to render the dumpsters as hazard-free as possible, the Contractor shall take whatever steps may be necessary to protect the general public and all others from injury which may be caused by improper design or damage to the dumpsters.

2.1.4 The dumpsters are required to be cleaned, washed, and deodorized weekly from April 1st to October 31st. The dumpsters are required to be cleaned, washed and deodorized twice monthly from November 1<sup>st</sup> to March 31st. Signed work slips, verifying that these cleanings have been completed on the required schedule must be emailed to [pelequink@worcesterschools.net](mailto:pelequink@worcesterschools.net)

The dumpster shall be completely painted **a minimum of once a year** or as required by the School Department (in case of vandalism or fires). All dumpsters that may need to be repaired must be repaired or replaced within 24 hours after receiving the verbal authorization to do so from the School Department. This includes the designated self-contained compactor units in Annex A owned by the Worcester Public Schools.

2.1.5 The Contractor shall furnish a container(s) at each site as directed. The container shall be the type specified. The container shall be located at a specific point on the School Department property. After the contract is signed and approved, the Contractor (or his driver) shall visit each and every site to determine the exact location of the containers so that no problems will result when the Contractor

delivers the dumpsters. The dumpster shall be delivered to all sites within 1 day (24 hours) after the contract with the previous vendor has expired. The Contractor shall remove all of his dumpsters within 72 hours of the expiration date of the contract. If the dumpsters are not removed the School Department will have them removed at the Contractor's expense.

- 2.1.6 The entire top of the dumpster must be equipped with plastic or metal covers so that the top of the container can be opened to allow the dumpster to be filled from the top. Any side doors must be able to be locked. "Steps" if needed shall be welded on the sides of the container so that the custodian can step up and be able to open the top doors more easily. The steps must be conveniently located and all covers shall be provided with handles in convenient locations. Maximum hinge height for the top doors shall be 48" above the ground or step.
- 2.1.7 The Company's name, telephone number, and the size (4, 6, 8 or 10 yards) must be imprinted on the side of all dumpsters.

## **2.2 SELF-CONTAINED TRASH COMPACTORS**

- 2.2.1 Contractor shall provide all required scheduled preventative maintenance per the manufacturer's recommendations and provide required maintenance and repairs including materials and labor for the duration of the contract assuring all units are operational. Upon award of contract, successful bidder will inspect, along with Facilities personnel, all compactors to assess their condition.

Quarterly inspections shall include, but are not limited to:

- Electrical, motor components and controls,
- Hydraulic systems,
- Maintaining proper oil levels,
- Structural inspections to hopper, ram and packer assemblies,
- Hydraulic ram inspection,
- Mounting and anchoring assemblies, and
- Hoses and fittings.

Complete change out of all hydraulic fluids and hydraulic lines on an annual basis. This will be completed during the July to August school summer vacation period.

**No maintenance work will be provided by the vendor until they have received a valid City of Worcester purchase order authorizing the work to begin.**

If a compactor must be removed from the site for service and the compactor will be unable to be returned that same day, the vendor must provide a 10 yard lockable container, at no additional charge, until the compactor is returned. The tipping schedule of this can will be based upon the usage/volume at that particular location.

- 2.2.2 Annex B contains a list of school names and addresses.

## PART 3.0 – EXECUTION

### 3.1 EQUIPMENT

It will be the requirement of the Contractor to provide all the containers and equipment needed to do the job. The Contractor is responsible for contacting the City of Worcester DPW & Parks and/or Police for any street access issues i.e. snow, illegally park cars, debris in the road, etc. The Worcester Public Schools shall not be charged for the use of the equipment that the Contractor may need to complete a job. The Worcester Public Schools shall not be responsible for any of the Contractor's equipment that is lost, stolen, or damaged.

### 3.2 DRIVER EQUIPMENT

THE DRIVER MUST HAVE THE FOLLOWING ON HAND:

- schedule for pick-ups
- proper telephone numbers for contacts
- two-way radio
- fire extinguisher
- hose and water supply to clean dumpsters
- shovel

3.3 The School Department cannot be charged for any other service or supplies needed in order to fulfill this contract's requirement. The fee to empty a container shall be all-inclusive and final.

3.4 The dumpsters shall be sanitized once a week from April through October.

3.5 The dumpsters shall be painted once yearly.

## DIVISION 2 - PURCHASING DEPARTMENT REQUIREMENTS

## PART 4.0 - METHODS OF PAYMENT

### 4.1 INVOICING

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

The Worcester Public Schools can only be invoiced after all the work has been completed.

All pertinent information must be on the invoice:

- What work was completed
- Materials used
- Brief description of the work done at the particular area(s)

- It must be dated properly and accurately.

If work is not completed to the satisfaction of the Worcester Public Schools, it will be held up for payment. When the problem is corrected to the satisfaction of the Facilities Director or his designee, then the invoice will be processed.

All invoices must be mailed or emailed to :

Worcester Public Schools  
20 Irving Street  
Worcester, MA 01609  
Attn.: Accounts Payable

[Wpsacctspayable@worc.k12.ma.us](mailto:Wpsacctspayable@worc.k12.ma.us)

## PART 5.0 - BIDDING INFORMATION

### 5.1 CONTACT INFORMATION

For work performed on-site, Monday through Friday, between 7 a.m. and 4 p.m., exclusive of holidays, the contact person will be:

**Primary Contact:**

Person for requesting  
service:

Person's title:

Person's telephone #(s):

**Secondary Contact:**

Person's title:

Person's telephone #(s):

*All calls must be returned within one hour.*

### 5.2 COMPANY INFORMATION

Headquarters (MINIMUM - Company's principal business is Rubbish Removal/Recycling Transporter)

Company Name:

Address:

Telephone # (s):

FAX #:

President's Name:

#### Local Branch

Company Name:

Address:

Telephone #(s):

FAX #:

When was the company started? (MINIMUM - 10 years): \_\_\_\_\_

GROSS income for last fiscal year (MINIMUM - \$500,000.00/yr.): \_\_\_\_\_

Fiscal year ended: \_\_\_\_\_

Number of trucks: (MINIMUM: 3 trucks):

TRUCK 1 VIN:	_____	Registration #	_____
TRUCK 2 VIN:	_____	Registration #	_____
TRUCK 3 VIN:	_____	Registration #	_____

#### EMPLOYEE INFORMATION

Number of employees (for the company as a whole): \_\_\_\_\_

Number of employees (locally): \_\_\_\_\_

Number of employees (in office administration): \_\_\_\_\_

Number of employees (in the field – Minimum: 5 Drivers): \_\_\_\_\_

## RECENT WORK HISTORY

LIST the Municipalities/Institutions that have contracted for your services

Company Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Telephone #: \_\_\_\_\_  
Contact person: \_\_\_\_\_  
Type of job: \_\_\_\_\_  
Description: \_\_\_\_\_  
\_\_\_\_\_  
Total Cost: \_\_\_\_\_  
Start Dates: \_\_\_\_\_ End Dates: \_\_\_\_\_

Company Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Telephone #: \_\_\_\_\_  
Contact person: \_\_\_\_\_  
Type of job: \_\_\_\_\_  
Description: \_\_\_\_\_  
\_\_\_\_\_  
Total Cost: \_\_\_\_\_  
Start Dates: \_\_\_\_\_ End Dates: \_\_\_\_\_

Company Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Telephone #: \_\_\_\_\_  
Contact person: \_\_\_\_\_  
Type of job: \_\_\_\_\_  
Description: \_\_\_\_\_  
\_\_\_\_\_  
Total Cost: \_\_\_\_\_  
Start Dates: \_\_\_\_\_ End Dates: \_\_\_\_\_

## WORKER INFORMATION

LIST names of individuals that would be assigned to work on Worcester Public Schools buildings and their equipment.

NOTE: It will be required that those persons listed below will be the only tradesmen allowed to work or assign work in Worcester Public Schools buildings. If the contracting company without a valid reason assigns any other person this may be cause for cancellation of this contract. All information must be updated. If there are any changes in personnel with respect to this contract the Worcester Public Schools must be notified of this immediately in writing or there may be grounds for breach of contract. If there is a temporary personnel change (i.e. worker calls in sick) the Worcester Public Schools must be verbally notified of this before the alternate workman enters a Worcester Public Schools building. If any assistance is needed, there is a senior custodian in the building that can assist the worker. However, this custodian will do no specialized work.



## FOREMAN INFORMATION

Give the name of the appropriate foreman. The foreman will assist the Worcester Public Schools in settling problems with workers, or with completed jobs. It is expected that this foreman will assign the worker(s) and coordinate jobs from start to completion. It is also expected that this person will be responsible for all price quotes.

Primary Foreman Name:

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Title/position:

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# of years with company

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# of years experience

(MINIMUM – 5 years):

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State license #s:

---

# of years licenses held:

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List any other licenses that are held:

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It will be required that any workman must show a valid license or identification card when it is asked of him.

Give a brief description of work experience, type of equipment or jobs this person is familiar with:

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The Worcester Public Schools is requesting that at least one tradesman be assigned to work in and on the buildings. This will help to familiarize the workers with all the buildings and its operations. It is acceptable to assign more than one worker. Photocopy this page and add additional information if necessary.

### **SUBCONTRACTED WORK(ERS)/NON SPECIFIED WORKER(S)**

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

## PART 6.0 - SECURITY POLICY

### 6.1 WORCESTER SCHOOL DEPARTMENT SECURITY POLICY

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

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I have read these specifications and I understand them fully. I understand what will be required of my company and I agree to the conditions as they are presented in these specifications.

Signature: \_\_\_\_\_

Print: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

In no way shall the contractor take advantage of any mistake in these specifications. Any mistakes will be corrected by the City of Worcester as soon as they are pointed out.

END OF SPECIFICATION SECTION

**WORCESTER PUBLIC SCHOOLS  
TRASH AND RECYCLING PICK UP  
2024-2027  
PRICING PAGE**

Item#	Quantity	Unit Measure	Item	Unit Price	Total Amount
<u><b>Estimated Yearly</b></u>					
1	51,000	Cubic yards	Dumpster Type Trash Containers		
2	7,300	Cubic yards	Compactor Type Trash Containers – price includes pickup and drop off		
3	19,000	Cubic Yards	Dumpster Type Recycle Containers		
4	1000	Days	a. Roll off Rental – price includes pickup and drop off		
	700	tons	b. Disposal cost		
<b>TOTALS:</b>					\$

Bidder Name: \_\_\_\_\_



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-8225-W5 **City/Town:** WORCESTER  
**Description of Work:** Provide trash removal and recycling services at Worcester Public Schools Facilities for a period of three years  
(Must include curbside pickup).  
**Job Location:** Worcester

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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
<b>Trash/Recycle</b>						
Driver	07/01/2023	\$31.30	\$9.35	\$0.00	\$0.00	\$40.65
<i>{WORCESTER}</i>	07/01/2024	\$32.15	\$9.35	\$0.00	\$0.00	\$41.50
	07/01/2025	\$33.03	\$9.35	\$0.00	\$0.00	\$42.38
Laborer	07/01/2023	\$23.87	\$9.35	\$0.00	\$0.00	\$33.22
<i>{WORCESTER}</i>	07/01/2024	\$24.65	\$9.35	\$0.00	\$0.00	\$34.00
	07/01/2025	\$25.45	\$9.35	\$0.00	\$0.00	\$34.80

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.