



THE BOSTON JOBS, LIVING WAGE, AND PREVAILING WAGE ORDINANCE VENDOR AGREEMENT

At the same time the City of Boston (the "City") awards a service contract, the vendor must complete this form and submit it to the City, agreeing to pay at least the annual living wage (\$18.20 per hour) and Standard Compensation associated with the contract in accordance with the Boston Jobs, Living Wage, and Prevailing Wage Ordinance (the "Ordinance").

Under the Ordinance, you may be either a Covered Vendor or a Covered Building Service Vendor (please select one below):

- Covered Vendor: any for-profit employer or any not-for-profit employer that employs at least twenty-five (25) FTE's and that has been awarded a service contract or service subcontract of \$25,000 or more from the City of Boston.

For Covered Vendors: If company wide "FTE" employees equals 25 or more, please review and complete all parts of the form. If company wide "FTE" employees equals 24 or less, you are only required to complete parts 1, 2, 2B, and 7.

- 25 or more FTE employees
Less than 25 FTE employees

- Covered Building Service Vendor: an employer providing building services as contemplated under the Ordinance to the City of Boston through a contract or subcontract.

IMPORTANT: Please print in ink or type all required information. Read the form thoroughly, as some sections only apply to Covered Vendors or Covered Building Service Vendors. No service contract will be executed until this agreement is completed, signed, and submitted to the contracting department. Assistance in completing this form may be obtained by calling or visiting the Living Wage Administrator, the Office of Labor Compliance and Worker Protections of the Worker Empowerment Cabinet, telephone: (617) 918-5236, or your contracting department.

PART 1: VENDOR INFORMATION

Table with 2 columns and 5 rows: Vendor Name, Contact Person, Vendor Address, Telephone Number, Email.

PART 2: CONTRACT INFORMATION

Name of Program/Project:	
Contracting City of Boston Dept.:	
Contract Amount:	
Start Date of Contract:	
End Date of Contract:	
Length of Contract (Years):	

PART 2B: ADDITIONAL LIVING WAGE INFORMATION

Total Number of "FTE" employees company wide (full-time + combined part time (Example: 24 full-time staff + 2 part-time staff working 20 hrs per week = 25 FTEs):	
Total number of individual employees who will be assigned to work on above contract:	
Do you plan to hire additional employees to perform work on contract?:	
If yes, how many additional FTEs do you plan to hire?:	

PART 3: WORKFORCE PROFILE OF EMPLOYEES PAID BY THE CONTRACT:

A. Total number of employees:	
B. Number of employees who are Boston residents:	
C. Number of employees who are minorities:	
D. Number of employees who are women:	

PART 3A:

List all of the Covered Employees' job titles with wage ranges (use additional sheets of paper if necessary). Identify the number of Covered Employees in each wage range. Remember, Covered Employees are only those employees that expend work hours on the contract. Additionally, all Covered Employees MUST be paid at least \$18.20/hr for hours worked on this contract.

Job Title	Wage Ranges (select from drop-down menu)

PART 3B:

List all of the Covered Building Service Employees' job titles and Standard Compensation (use additional sheets of paper if necessary). Identify the number of Covered Building Service Employees in each prevailing wage classification. Remember, Covered Building Service Employees are only those employees that expend work hours on the contract. Additionally, all Covered Building Service Employees MUST be paid at least Standard Compensation.

Job Title	*Standard Hourly Rate (\$)	Paid Leave (\$)	Health (\$)	Other Benefits (\$)	*Standard Compensation (\$)	Anticipated Hours on Contract

PART 4: SUBCONTRACTS

List all service subcontracts either awarded or that will be awarded to vendors with funds from the contract:

SUBCONTRACTOR NAME	ADDRESS	PHONE & EMAIL	AMOUNT OF SUBCONTRACT

NOTE: Any Covered Vendor awarded a service contract must notify the contracting department and the Office Labor Compliance and Worker Protections within three (3) working days of signing a service contract with a vendor.

PART 5: VENDOR'S PAST EFFORTS AND FUTURE GOALS

(Use additional sheets of paper if necessary in answering these questions)

A. Describe your past efforts and future goals to hire low and moderate income Boston Residents.

B. Describe your past efforts and future goals to train Covered Employees.

C. Describe the potential for advancement and raises for Covered Employees.

D. What is the net increase and decrease in the number of jobs or jobs maintained by classification that will result from the awarding of this service contract?

PART 6: REQUESTING AN EXEMPTION OR WAIVER FROM THE ORDINANCE

Requesting an Exemption

Any vendor who qualifies may request one of the four categories of exemptions from the provisions of the Boston Jobs, Living Wage, and Prevailing Wage Ordinance by completing the section below. Attach any pertinent documents to this application to prove that you are exempt from the Boston Jobs, Living Wage, and Prevailing Wage Ordinance.

Please check the appropriate box(es) below indicating your exemption request. **NOTE: Unless you receive written confirmation from the Office of Labor Compliance and Worker Protections approving your exemption request, you remain covered by the Boston Jobs, Living Wage, and Prevailing Wage Ordinance.**

Exemption Categories:

- Construction contract awarded by the City of Boston and is subject to the state prevailing wage law;
- Contract awarded to a youth program, provided that the contract is for stipends to youth in the program. “Youth Program” means any city, state, or federally funded program which employs youth, as defined by city, state, or federal guidelines, during the summer, or as part of a school to work program, or in other related seasonal or part time program;
- Contract awarded to a work-study or cooperative educational program, provided that the contract is for stipends to students in the program; or
- Contract awarded to a vendor who provide services to the City and is awarded to a vendor who provides trainees with a stipend or wage as part of a job training program and provides the trainees with additional services, which may include but are not limited to room and board, case management, and job readiness services, and provided further that the trainees do not replace current City-funded positions.

Please give a full statement describing in detail which of the four exemptions applies to your contract and the reasons your contract is exempt from the Boston Jobs and Living Wage Ordinance (attach additional sheets if necessary).

Requesting a General Waiver

I hereby request a general waiver from the Boston Jobs, Living Wage, and Prevailing Wage Ordinance. The application of the Boston Jobs, Living Wage, and Prevailing Wage Ordinance to my contract violates the following State or Federal statutory, regulatory or constitutional provision(s):

(Please give a full statement above describing in detail the reasons the specific State or Federal statutory, regulatory or constitutional provision(s) makes compliance with the Ordinance unlawful (attach additional sheets if necessary). Please attach a copy of the conflicting statutory, regulatory or constitutional provision(s).)

PART 7: VENDOR AFFIDAVIT:

I _____ a principal officer of the Covered Vendor/Covered Building Service Vendor certify, swear, and affirm that the information provided on this **Boston Jobs, Living Wage, and Prevailing Wage Ordinance Vendor Agreement** is true, within my own personal knowledge and belief, and consistent with the Ordinance.

Signed under the pains and penalties of perjury.

Signature	
Date	
Printed Name	
Title	

THIS FORM APPROVED AS TO FORM BY CORPORATION COUNSEL 30 MAY 2024