

TOWN OF WESTFORD, MASSACHUSETTS

REQUEST FOR BIDS

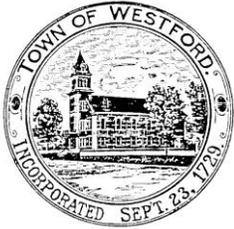
FOR

**CATCH BASIN CLEANING, JETTING/RODDING
AND VIDEO INSPECTION**

Contract 2014-HWY-001



**HIGHWAY DEPARTMENT
28 NORTH STREET
WESTFORD, MASSACHUSETTS 01886
978-692-5520**



TOWN OF WESTFORD Highway Department

RICHARD J. BARRETT, JR.
HIGHWAY SUPERINTENDENT

2014 HIGHWAY DEPARTMENT MATERIALS/SERVICES

2014-HWY-001 BID ITEM

CATCH BASIN CLEANING JETTING/RODDING AND VIDEO INSPECTION

INVITATION TO BID

Town of Westford through the Town Manager's Office, hereinafter called the "Awarding Authority," or "Town" is requesting sealed bids for: Catch Basin Cleaning, Jetting/Rodding and Video Inspection work to be performed as necessary under the direction of the Awarding Authority personnel at selected sites throughout the Town of Westford.

Bids will be received by the Town Manager's Office, Westford Town Hall, 55 Main Street, Westford, Massachusetts 01886, on or before **Tuesday, March 25, 2014 at 11:00am**, at which time they will be publicly opened and read aloud.

Each bid shall be submitted in a SEALED ENVELOPE MARKED "**TOWN OF WESTFORD-TOWN HALL BUILDING - 2014-HWY-001 BID ITEM-CATCH BASIN CLEANING, JETTING/RODDING AND VIDEO INSPECTION**". Bidder must use specifications. The sealed bid must include all completed forms provided in the enclosed Bid Form in order to be considered a responsive bid. These forms include: Unit Price Bid Sheets, Statement of Tax Compliance/Non-Collusion, Certificate of Vote, Contractor Certification, and OSHA Compliance and References. Awarded bidder will be required to sign the Town's standard contract (sample contract attached as Appendix A).

All bids must be accompanied by a Bid deposit in the amount of 5% of the total bid. This may be cash, certified check or bid bond, payable to the Town of Westford.

Bid specifications may be obtained at the Town of Westford Highway Department, 28 North Street, Westford, MA 01886 or electronically at: www.westfordma.gov/bidlist.

GENERAL PROVISIONS

All proposals are subject to Commonwealth of Massachusetts Department of Labor and Industry Rates, EEOC Regulations, OSHA regulations, and MGL Chapter 30B, Chapter 30 39M, and Chapter 149, Section 44A, where applicable. State Prevailing Wage Rates are attached in Appendix B. MBE and WBE contractors are encouraged to bid.

Quantities shown on bid sheets are approximate only and will be used for comparison of bids and to set amount of bid deposit. All bids shall be held firm from the award date for one full calendar year and may be extended for one or two additional years at the option of the Town of Westford.

At a minimum, all work shall be performed in compliance with MassDOT Standard Specifications for Highways and Bridges latest edition.

The Awarding Authority is exempt from sales and federal excise taxes to the extent permitted under law, proponents should not include such taxes in figuring or in reference to any bid.

INSURANCE

The following types of insurance shall be provided by the successful bidder, hereinafter referred to as the Contractor:

- A. General Liability of at least \$1,000,000 Bodily Injury and Property Damage Liability, Combined Single Limit with a \$3,000,000 Annual Aggregate Limit. The Town should be named as an "Additional Insured".
- B. Products and Completed Operations should be maintained for up to 3 years after the completion of the project.
- C. Automobile Liability (applicable for any contractor who has an automobile operating exposure) of at least \$1,000,000 Bodily Injury and Property Damage per accident. The Town should be named as an "Additional Insured".
- D. Workers' Compensation Insurance as required by law.
- E. Property Coverage for materials and supplies being transported by the contractor, as the Town's Property Contract provides coverage for personal property within 1000 feet of the premises.
- F. Umbrella Liability of at least \$2,000,000/ occurrence, \$2,000,000/aggregate. The Town should be named as an Additional Insured.

The Contractor shall indemnify and save harmless the Town, all of its officers, agents and employees from all suits, actions or claims of any character.

All policies shall be so written that the Owner is co-insured with the Contractor for the full amounts stated above. Also, policies shall be so written that the Owner will be notified in writing of cancellation or restrictive amendments at least thirty (30) days prior to the effective date of such cancellation or amendments.

PAYMENT BOND

A payment bond equal to 50% of the contract or equivalent will be required from the successful bidder.

REFERENCES

The Contractor must submit with his bid proposal a list of three (3) municipal jobs, which he has successfully completed, giving the name and the address of these projects so they can be investigated prior to the award of the contract.

RULE FOR AWARD

It is the intention of the Awarding Authority to award each individual bid item included in the Bid Sheets separately. A contract shall only be awarded to the responsive and responsible Contractor with the lowest unit bid price for the corresponding individual bid item solicited. The Awarding Authority reserves the right to waive any informality and in addition to reject any and all bids if deemed to be in the best interest of the Town to do so. Also, the Awarding Authority reserves the right to reject any Bid if it determines that such Bid does not represent the bid of a person competent to perform the Work as specified.

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Includes the following:

**Unit Price Bid Sheets
Statement of Tax Compliance/Non-Collusion
Certificate of Vote
Contractor Certification
OSHA Compliance
References**

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UNIT PRICE BID SHEET

	ITEM DESCRIPTION	APPROX. QUANTITY	UNIT PRICE	TOTAL PRICE
1.	Catch Basin Cleaning – Clam Shell (Disposal by Town)	3,000 Catch Basins	\$ _____	\$ _____
2.	Catch Basin Cleaning – Vacuum Truck (Disposal by Town)	100 Catch Basins	\$ _____	\$ _____

****NO MINIMUM AMOUNT OF WORK IS GUARANTEED****

Estimated Quantities for Bid Purposes Only

HOURLY PRICE BID SHEET

ALL HOURLY RATES WILL BE BASED ON AN EIGHT (8) HOUR MINIMUM CHARGE

	ITEM DESCRIPTION	HOURLY RATE
1.	Catch Basin Cleaning-Clam Shell (Disposal by Town)	\$ _____ per hour
2.	Catch Basin Cleaning-Vacuum Truck (Disposal by Town)	\$ _____ per hour
3.	Jetting & Rodding – Storm/Sewer Drain	\$ _____ per hour
4.	Video Inspection – Storm/Sewer Drain	\$ _____ per hour

****NO MINIMUM AMOUNT OF WORK IS GUARANTEED****

Estimated Quantities for Bid Purposes Only

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Bidder acknowledges receipt of the following addenda:

No. _____

Dated: _____

All bids shall be held firm from the award date for one full calendar year and may be extended for one or two additional years at the option of the Town of Westford.

All entries shall be made clearly in ink or typewritten.

The unit prices shall include all labor, materials, installation, overhead, profit, insurance, etc., to cover the complete type of work/service called for.

The Contractor understands that all bids for this project are subject to the applicable bidding laws of the Commonwealth of Massachusetts.

The Contractor understands that the OWNER reserves the right to reject any or all bids and to waive any informality in the bidding.

The Contractor agrees that this Bid shall be good and may not be withdrawn for a period of 30 days, Saturdays, Sundays and legal holidays excluded, after the opening of Bids.

The undersigned hereby certifies that he/she is familiar with all conditions surrounding the proposed work and hereby proposes to furnish all labor materials, supplies and installation, and to perform the work in accordance with the documents, and at the unit prices stated. The undersigned also certifies that he will comply fully with all applicable laws and regulations.

COMPANY NAME _____

ADDRESS _____

PHONE # _____ **EMERGENCY #** _____ **FAX #** _____

AUTHORIZED SIGNATURE _____

PRINT NAME AND TITLE _____

DATE _____ **FEDERAL TAX ID#** _____

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STATEMENT OF TAX COMPLIANCE/NON-COLLUSION

As required under Chapter 233 and 701 of the Massachusetts Acts and Resolves of 1993, all bidders certify to the following, by signing this page in the space indicated below:

- 1. The undersigned certifies under the penalties of perjury that his bid is in all respects bona fide, fair and made without collusion or fraud with any other person. As used in this paragraph, the word person shall mean any natural business or legal entity.

- 2. Pursuant to M.G.L. C62C S49A, I certify under the penalties of perjury that I, to the best of my knowledge and belief, have filed all state tax returns and paid all state taxes required under law.

Social Security Number or Federal Tax Identification Number of

Bidder: _____

Date: _____

Name of Company: _____

Business Address: _____

Authorized Signature: _____

Title: _____

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CERTIFICATE OF VOTE

I, _____, Clerk of
_____, hereby certify that at a meeting of the
Board of Directors of said Corporation duly held on _____, 20____, at which a
quorum was present (date must be earlier than contract)

and voting throughout, the following vote was duly passed and is now in full force and effect:

“VOTED: That _____

(Name of Officer Authorized to Sign for Corporation)

be and hereby is authorized, directed an empowered for, in the name and on behalf of this
Corporation to sign, seal with corporate seal, execute, acknowledge and deliver all contracts,
bonds, and other obligations of this Corporation, the execution of any such contract, bond or
obligation by such _____

(Name of Officer)

to be valid and binding upon this Corporation for all purposes, and that a certificate of the
Clerk of this Corporation setting forth this vote shall be delivered to the Town of Westford;
and that this vote shall remain in full force and effect unless and until the same has been
altered, amended or revoked by a subsequent vote of such directors and certificate of such
later vote attested by the Clerk of this Corporation is delivered to the Town of Westford.”

I further certify that _____, is the duly

(Name of Officer)

elected _____ of said Corporation.

(Title)

Signed: _____

(Clerk-Secretary)

Place of Business: _____

Date of Contract: _____

In the event that the Clerk or Secretary is the same person as the Officer authorized to sign
the contract or other instrument for the Corporation this certificate must be countersigned
by another officer of the Corporation.

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INSTRUCTIONS:

Executive Order 481 applies to all state agencies in the Executive Branch, including all executive offices, boards, commissions, agencies, departments, divisions, councils, bureaus, and offices, now existing and hereafter established. As it is the policy of the Executive Branch to prohibit the use of undocumented workers in connection with the performance of state contracts, all contracts entered into after February 23, 2007 require that contractors, as a condition of receiving Commonwealth funds under any Executive Branch contract, make the following certification:

CONTRACTOR CERTIFICATION:

As evidenced by the signature of the Contractor's Authorized Signatory below, the Contractor certifies under the pains and penalties of perjury that the Contractor shall not knowingly use undocumented workers in connection with the performance of all Executive Branch contracts; that pursuant to federal requirements, the Contractor shall verify the immigration status of all workers assigned to such contracts without engaging in unlawful discrimination; and that the Contractor shall not knowingly or recklessly alter, falsify, or accept altered or falsified documents from any such worker(s). The Contractor understands and agrees that breach of any of these terms during the period of each contract may be regarded as a material breach, subjecting the Contractor to sanctions, including but not limited to monetary penalties, withholding of payments, contract suspension or termination.

_____ Date: _____
Contractor Authorizing Signature

Print Name

Title: _____ Telephone: _____

Fax: _____ Email: _____

The Contractor is required to sign this Certification only once and may provide a copy of the signed Certification for any contract executed with an Executive Branch Department. A copy of this signed Certification must be attached to the "record copy" of all contracts with this Contractor that are filed with the contracting Department.

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OSHA Compliance

The undersigned certifies under pains and penalties of perjury that all work pertaining to this bid is in compliance with M.G.L. c.30. sec. 39S as further described below;

Section 39S. (a) As used in this section the word “person” shall mean any natural person, joint venture, partnership corporation or other business or legal entity. Any person submitting a bid for, or signing a contract to work on, the construction, reconstruction, alteration, remodeling or repair of any public work by the Commonwealth, or political subdivision thereof, or by any county, city, town, district, or housing authority, and estimated by the awarding authority to cost more than \$10,000, and any person submitting a bid for, or signing a contract to work on, the construction, reconstruction, installation, demolition, maintenance or repair of any building by a public agency, estimated to cost more than \$10,000, shall certify on the bid, or contract, under penalties of perjury, as follows:

(1) that he is able to furnish labor that can work in harmony with all other elements of labor employed or to be employed in the work; (2) that all employees to be employed at the worksite will have successfully completed a course in construction safety and health approved by the United States Occupational Safety and Health Administration that is at least 10 hours in duration at the time the employee begins work and who shall furnish documentation of successful completion of said course with the first certified payroll report for each employee; and (3) that all employees to be employed in the work subject to this bid have successfully completed a course in construction safety and health approved by the United States Occupational Safety and Health Administration that is at least 10 hours in duration.

(b) Any employee found on a worksite subject to this section without documentation of successful completion of a course in construction safety and health approved by the United States Occupational Safety and Health Administration that is at least 10 hours in duration shall be subject to immediate removal.

(c) The attorney general, or his designee, shall have the power to enforce this section including the power to institute and prosecute proceedings in the superior court to restrain the award of contracts and the performance of contracts in all cases where, after investigation of the facts, he has made a finding that the award or performance has resulted in violation, directly or indirectly, of subsection (b), and he shall not be required to pay to the clerk of the court an entry fee in connection with the institution of the proceeding.

(Signature of individual responsible)

(Name of Business)

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REFERENCES

Contact Name	Contact Address	Contact Telephone #	Municipal Project (w/ Date Completed)

SPECIFICATIONS
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SPECIFICATIONS
**2014-HWY-001 BID ITEM – CATCH BASIN CLEANING, JETTING/RODDING
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All work shall be in conformance with the MassDOT STANDARD SPECIFICATIONS FOR HIGHWAYS AND BRIDGES LATEST EDITION, THE SUPPLEMENTAL SPECIFICATIONS DATED DECEMBER 11, 2002, 1992 AASHTO SPECIFICATIONS FOR HIGHWAYS AND BRIDGES WITH INTERIMS THROUGH 1994, MHD BRIDGE MANUAL PART I AND PART II, BUILDING CODE REQUIREMENTS FOR REINFORCED CONCRETE (ACI 318-89) OR LATER, THE 1977 CONSTRUCTION STANDARDS, THE 2003 EDITION OF THE MANUAL ON UNIFORM TRAFFIC CONTROL DEVICES (MUTCD).

All workmanship shall be of the highest quality. Any workmanship determined to be below the high standards of the particular craft involved will not be accepted, and will be corrected and/or replaced as required by the Highway Superintendent.

The work under this item consists of the cleaning of existing catch basins and drainage pipes. Work under this item shall be performed under the direction and to the satisfaction of the Highway Department Superintendent or his designated agent.

CATCH BASIN CLEANING

CATCH BASIN AND DRAIN MANHOLE CLEANING

The work to be done under this contract shall consist of removing the accumulated dirt, refuse and other debris from each catch basin, the gutter mouth of curb inlets, and properly disposing of the materials removed. There are approximately 3000 catch basins to be cleaned.

Each catch basin is to be thoroughly cleaned of sand, silt, and debris from the lower portion of the basin (i.e. basin sump) by mechanical means or hand labor by July 1st.

The contractor is to remove the basin grate, thoroughly clean the catch basin and reset the grate prior to leaving the basin. It is anticipated that clam trucks or Vacuum Trucks, will be utilized for this contract award. The Contractor shall notify the Highway Superintendent or his designee of any broken grates or frames, undermined basins, plugged or broken pipe connections, or any suspicious pipe inlets observed during the cleaning operations. Any deficiencies shall be noted in a written report. If a basin does not have a sump it shall be noted in the report. In addition to the deficiencies report, the Contractor may be required to map and GPS locations of catch basins using town supplied GPS, Notebook, Ipad or other equipment and also complete a report of conditions and locations of drainage structure.

SEQUENCE OF CLEANING

The Town will make available to the Contractor, Work Route Maps showing the sequence in which the Contractor will proceed in cleaning the catch basin. The Contractor shall provide to the Highway Department on a weekly basis a report containing the location and number of catch basins cleaned during the week, estimated quantity of material removed and the total number of catch basins cleaned year to date.

1. Catch Basin and Drain Manhole Cleaning will be cleaned by July 1st.
2. Equipment used by the Contractor will be maintained by him/her and shall be kept in good

operating condition.

3. The Contractor will dump all debris removed from the catch basins at dump sites provided by the Town. No material is to be dumped at sites not previously authorized.
4. The Contractor will be required to return to basins blocked by parked cars.
5. The Contractor must have a supervisor or foreman available to direct operations. This supervisor or foreman will report to the Highway Superintendent, or his designee, any problems as well as give progress reports.

TRAFFIC CONTROL

The Contractor is solely responsible for all traffic control and signage as is necessary to be provided for the safety of workmen, equipment, and the traveling public. The Contractor shall not block or stop the normal flow of traffic. Necessary Police details shall be provided by the Town.

METHOD OF MEASUREMENT

Each basin satisfactorily cleaned will be measured as a complete unit. Basins not satisfactorily cleaned will be brought to the Contractor's attention and re-cleaned at no additional cost. A basin, which cannot be cleaned due to a structural defect will not be measured for payment. The Contractor shall mark the top of the catch basin grate with paint after it has been cleaned. Paint will be supplied by the Town.

BASIS OF PAYMENT

All cleaned and approved catch basins will be paid for at the contract unit price. This price shall include all equipment, fuel, tools, transportation, traffic control, and labor incidental to the completion of the removal of the material in accordance with the provisions of these specifications. Bid sheet to also include per hour quotation for equipment.

WEATHER CONDITIONS

The contractor will maintain the frequency of catch basin cleaning as agreed upon as close as possible, subject to severe weather conditions such as heavy rain, extreme cold, and snow. To this end the Contractor must have back-up equipment available to him/her in the event of breakdown.

CONTRACT HOURS

Work to be performed during designated hours, which may be other than normal work hours of the Highway Department (7:00am – 3:30pm). It shall be the awarded Contractor's responsibility to contact the Highway Department Superintendent to determine any potential work schedules. Specific intersections, routes or other high traffic areas may be designated as Non Peak Hour Work Zones by the Highway Department.

RESPONSE TIME

After award of contract and a "request for service" has been issued by the Highway Superintendent, or his designated agent, the Contractor is obligated to provide service within three (3) working days of said request. The "request for service" may be made either by phone, fax, letter or email. The Contractor shall respond back to the Highway Superintendent within two (2) hours by an employee in authority who can speak on behalf of the Contractor. Failure to meet these obligations may subject the Contractor to penalties of non-compliance, after one written warning by the Highway Superintendent. Continued non-compliance to this obligation may subject the Contractor to loss of Contract and that the Contractor may be assessed the difference in unit cost between their bid and the next lowest bidder.

APPENDIX A

**TOWN OF WESTFORD
SAMPLE STANDARD CONTRACT**

**SAMPLE
STANDARD GENERAL CONTRACT
PROFESSIONAL SERVICES**

Agreement effective the _____ day of _____, 20____ by and between the Town of Westford, 55 Main Street, Westford, MA 01886, a duly existing municipal corporation in the Commonwealth of Massachusetts, through its duly elected Board of Selectmen or its Town Manager as signed below, with no personal liability to themselves hereinafter referred to as the "Town" and (name & address) _____
_____ hereinafter referred to as the "Contractor".

RECITALS

WHEREAS the Contractor will furnish the Town with PROFESSIONAL SERVICES and;

WHEREAS the Town desires to obtain such Professional Services from the Contractor in a timely manner and;

WHEREAS it was one of the conditions of the award of this contract that a formal Contract should be executed, by the Contractor and Town, evidencing the terms of the award.

NOW THEREFORE in consideration of the mutual covenants contained the parties agree as follows:

ARTICLE I: Contractor shall furnish Town with: _____

subject to and in compliance with all conditions, covenants, stipulations, terms and provisions contained in the specifications, instructions to bidders and related documents, which if attached hereto are shown as lettered Exhibit(s) _____ and which are incorporated herein by reference, (the "Contract") for the sum equal to the aggregate purchase price of that described above to be furnished by Contractor at the prices and rates specified in the proposal, which if also attached hereto is shown as Exhibit _____ and which is incorporated herein by reference. The total contract price is not to exceed:_____.

ARTICLE II: Contractor shall commence the performance of this contract within _____ days of receiving written notice to proceed and shall have completed the work on or before _____ days after notice was received. All provisions related to time of completion of the work are of the essence.

ARTICLE III: Reliance by Town - Contractor covenants and agrees to faithfully perform all of its obligations under this Contract and the incorporated documents hereto. Said performance shall be in a professional and workmanlike manner and in accordance with the standard of care and conduct that is generally acceptable in the business or profession. It is understood and agreed that the Contractor employees persons skilled in the disciplines necessary to perform the work agreed to be performed by it under this contract and that the Town relies upon the skill of such employees to do and perform the work in a skillful manner and that the Contractor agrees to perform such work. Acceptance by the Town of the work performed does not operate as a release of the Contractor from its responsibility. It is further understood and agreed that the Contractor's

responsibility shall extend to all work and services required to be performed under this Contract.

ARTICLE IV: In addition to any other warranties or guarantees in any documents incorporated herein by reference, Contractor warrants that what is being provided, described above in Article I, as the subject matter of this contract, is fit for the use or purpose intended. Contractor further certifies the suitability, professionalism and capability of all individuals employed to furnish any services specified in Article I above.

ARTICLE V: The contractor shall purchase and maintain such insurance as will protect it and the Town from claims which arise out of or result from the Contractor's operations under the contract, whether such operations be by itself or by any subcontractor or anyone directly or indirectly employed by any of them. The insurance required shall be with a company authorized to do business in the Commonwealth of Massachusetts and satisfactory to the Town, and shall be written for limits of the liability satisfactory to the Town, and shall include insurance in the following amounts:

LIABILITY - Limits to be Determined

UMBRELLA - Limits to be Determined

WORKER'S COMPENSATION - per statutory requirements

AUTO LIABILITY - Limits to be Determined

Certificates of Insurance acceptable to the Town, naming the Town as an additional insurer, shall be submitted to the Town simultaneously with the execution of the Contract.

ARTICLE VI: The Town has waived the cost of the building permits if required for this project. All permits must still be obtained by the appropriate Contractors as normally required.

ARTICLE VII: This project is Tax Exempt. The tax exemption number will be furnished to the General Contractor by the Owner after award of the contract.

ARTICLE VIII: Non-Collusion-The Contractor declares that, as of the date of this Contract, no Town official, either directly or indirectly, has a financial interest in this Contract, and furthermore, the Contractor pledges that it shall notify the Town in writing should any Town official acquire, either directly or indirectly, a financial interest in this Contract. The Contractor further declares that, as of the date of this Contract, it has not given or donated or promised to donate, either directly or indirectly, to any Town official or employee or to anyone else, for his/her benefit, any sum of money or other thing of value for aid or assistance in obtaining this Contract. The Contractor pledges that neither it nor any other officer, agent or employee of the Contractor shall give or donate or promise to give or donate, either directly or indirectly, to any Town official or employee or to anyone else, for his/her value, for aid of assistance in obtaining any Contract with the town.

ARTICLE IX: Termination/Right to Stop Work. The Town may terminate this contract if (a) any material misrepresentation is made by the contractor; (b) any failure by the Contractor to perform any of its obligations under this contract, including but not limited to, the following: (i) failure to commence performance of this contract at time specified due to a reason or circumstance within the Contractor's reasonable control; (ii) failure to perform this contract with sufficient personnel and equipment or with sufficient material to ensure the completion of this contract within the specified time due to a reason or circumstance within the Contractor's reasonable control; (iii) failure to perform this contract in a manner reasonably satisfactory to the Town; (iv) failure to promptly re-perform, within reasonable time, the services that were rejected by the Town as erroneous or unsatisfactory; (v) discontinuance of the services for reasons not beyond the Contractor's

reasonable control; (vi) failure to comply with a material term of this contract; and, (vii) any other acts specifically and expressly stated in this contract as constituting a basis for termination of this contract.

The Town may order the Contractor in writing to suspend, delay, or interrupt all or any part of the work for such a period of time as it may determine to be appropriate for the convenience of the Town. The Town may terminate this Contract at any time, with or without cause, upon thirty (30) days written notice to the other party, sent by certified mail, to the usual place of business of the other party.

ARTICLE X: Damages - From any sums due to the Contractor for performance of this contract, the Town may keep for its own the whole or any part of the amount for expenses, losses and damages incurred by the Town as a consequence of the need to hire a third party to perform the work required by this contract, including the cost of labor and equipment as a result of any event of default, failure, omission or mistake of the Contractor in performing the work as provided in this Contract.

It is further agreed by the Contractor that, in the event the Town is sued in a court of law or equity, or demand is made upon the Town for payment of any damages arising out of any errors or omissions on behalf of the Contractor, or the Contractor's performance or non-performance of this Contract, then the Contractor, without reservation, shall indemnify and hold harmless the Town against any and all claims arising out of the Contractor's performance or non-performance of the Agreement.

ARTICLE XI: Confidentiality: The Contractor shall treat as confidential any personal or confidential information obtained from the Town during the negotiation of, or pursuant to, this Agreement and shall not divulge such information to any person (except to such Contractor's own employees or consultants who need to know the same) without the Town's prior written consent provided that this clause shall not extend to information which is already public or becomes so at a future date (otherwise than as a result of a breach of this clause) . The Contractor shall ensure that its employees and consultants are aware of and comply with this clause.

ARTICLE XII: Governing Ordinances and Laws - This contract is made subject to all the laws of the Commonwealth and the By-laws of the Town and if any such clause thereof does not conform to such Laws or Bylaws, such clause shall be void (the remainder of this Contract shall not be affected) and such Laws or By-laws shall be operative in lieu thereof.

ARTICLE XIII: Equal Opportunity: The Contractor, in the performance of all work under this contract, will not discriminate on the grounds of race, color, sex, age, religious creed, disability, national origin or ancestry, sexual orientation, marital status, family status, military status, or source of income in the employment practices or in the selection or retention of subcontractors, and in the procurement of materials and rental of equipment. The Town may cancel, terminate or suspend the contract in whole or in part for any violation of this Article.

ARTICLE XIV. Assignability: The Contractor shall not assign, sell, subcontract or transfer any interest in this contract without prior written consent of the Town.

ARTICLE XV. Notice: Any notice to be given by either party to the other shall be deemed duly given if mailed, via certified mail, return receipt requested, as follows:

In the case of the Town to:

Jodi Ross, Town Manager, 55 Main Street, Westford, MA 01886

In the case of the Contractor to:

ARTICLE XVI. Amendments: This contract represents the entire agreement between the parties and the terms of this contract may not be altered or amended except by writing by the parties with the same formalities as this agreement.

ARTICLE XVII. Severability: If any provision of this Agreement or any portion of such provision shall be held invalid or illegal, then the remainder of this Agreement or the remainder of such provision shall not be affected thereby.

ARTICLE XVIII. Interpretation of Specifications and Contract Requirements: A decision of interpretation of the specifications, approval of equipment, material or any other approval, or progress of the work by the Contractor, shall be made promptly and, in any event, no later than thirty days after the written submission for decision by the Town, but if such decision requires extended investigation and study, the Town shall, within thirty days after the receipt of the submission, give the party making the submission written notice of the reasons why the decision cannot be made within the thirty day period and the date by which the decision will be made.

ARTICLE XIX. Indemnification: The Contractor hereby assumes the entire responsibility and liability for any and all injuries to, or death of, all persons, including the Contractor's employees, and for any and all damage to property caused by, resulting from, or arising out of, any act, omission or neglect on the part of the Contractor or anyone directly or indirectly employed by the Contractor.

ARTICLE XX: The Town agrees to faithfully pay the Contractor, when due and payable, and under the terms of all such incorporated documents and instruments to this agreement, all such contracted sums.

ARTICLE XXI: COMPLIANCE – M.G.L. Chapter 62C, §49A

Prior to the issuance of the Contract, _____ shall attest under the penalties of perjury that it is in compliance with all the laws of the Commonwealth of Massachusetts relating to taxes. This statement is required in accordance with Massachusetts General Law c.62C, Section 49A.

Pursuant to M.G.L. c.62C, § 49A, I certify under the penalties of perjury that I, to the best of my best knowledge and belief, have filed all state tax returns and paid all state taxes, reported all employees and contractors, and withheld and remitted child support, as required by law.

(NAME OF COMPANY)

Social Security Number or Federal
Identification Number

By _____
Corporation Officer or Authorize

IN WITNESS WHEREOF, the parties hereto have set their hand and seals to this Agreement on the _____ day of _____, 20____.

Availability of Funds:

Town of Westford by its
Board of Selectmen or Town Administrator
Date if Board vote (if any) _____

Town Accountant

Contractor:

Signature

Print

Title

Corporate Seal

APPENDIX B

STATE PREVAILING WAGE RATES



DEVAL L. PATRICK
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

JOANNE F. GOLDSTEIN
Secretary
HEATHER E. ROWE
Director

Awarding Authority: Town of Westford
Contract Number: 2014-HWY-001 **City/Town:** WESTFORD
Description of Work: Catch Basin Cleaning, Jetting/Rodding and Video Inspection to the Town's roadway infrastructure
Job Location: Town-wide

Information about Prevailing Wage Schedules for Awarding Authorities and Contractors

- 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.
- Awarding authorities must request an updated wage schedule from the Department of Labor Standards (“DLS”) if it has not opened bids or selected a contractor within 90 days of the date of issuance of the wage schedule.
- 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. Once a contractor has been selected by the awarding authority, the wage schedule shall be made a part of the contract for that project. The wage schedule must be posted in a conspicuous place at the work site during 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 regardless of whether they are employed by the prime contractor, a filed sub-bidder, or any sub-contractor.
- All apprentices working on the project are required to be registered with the Massachusetts Division of Apprentice Training (DAT). Apprentices must keep his/her apprentice identification card on his/her person during all work hours on the project. If an apprentice rate is listed on the prevailing wage schedule for the trade in which an apprentice is registered with the DAT, the apprentice may be paid the lower apprentice wage rate at the applicable step as provided on the prevailing wage schedule. **If an apprentice rate is not listed on the prevailing wage schedule for the trade in which an apprentice is registered with the DAT, the apprentice must be paid the journeyworker’s rate for the trade.**
- 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. Awarding authorities are required to request these updates no later than two weeks before the anniversary of the date the contract was executed by the awarding authority and the general contractor. Contractors are required to obtain the wage schedules from awarding authorities, and to pay no less than these rates to covered workers. The annual update requirement is not applicable to 27F “rental of equipment” contracts.
- Every contractor or subcontractor which performs construction work on the project is required to submit weekly payroll reports directly to the awarding authority 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. A sample of a payroll reporting form may be obtained at <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.
- Employees not receiving the prevailing wage rate set forth on the wage schedule may report the violation to the Fair Labor Division of the office of the Attorney General at (617) 727-3465.
- 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.

Classification	Effective Date	Base Wage	Health	Pension	Supplemental Unemployment	Total Rate
Rental of Equipment - East						
(2 AXLE) DRIVER - EQUIPMENT <i>TEAMSTERS JOINT COUNCIL NO. 10 ZONE B</i>	12/01/2013	\$30.95	\$9.41	\$0.00	\$0.00	\$40.36
	06/01/2014	\$31.30	\$9.41	\$0.00	\$0.00	\$40.71
	08/01/2014	\$31.30	\$9.91	\$0.00	\$0.00	\$41.21
	12/01/2014	\$31.30	\$9.91	\$0.00	\$0.00	\$41.21
	06/01/2015	\$31.65	\$9.91	\$0.00	\$0.00	\$41.56
	08/01/2015	\$31.65	\$10.41	\$0.00	\$0.00	\$42.06
	12/01/2015	\$31.65	\$10.41	\$0.00	\$0.00	\$42.06
	06/01/2016	\$32.15	\$10.41	\$0.00	\$0.00	\$42.56
	08/01/2016	\$32.15	\$10.91	\$0.00	\$0.00	\$43.06
	12/01/2016	\$32.15	\$10.91	\$0.00	\$0.00	\$43.06
(3 AXLE) DRIVER - EQUIPMENT <i>TEAMSTERS JOINT COUNCIL NO. 10 ZONE B</i>	12/01/2013	\$31.02	\$9.41	\$0.00	\$0.00	\$40.43
	06/01/2014	\$31.37	\$9.41	\$0.00	\$0.00	\$40.78
	08/01/2014	\$31.37	\$9.91	\$0.00	\$0.00	\$41.28
	12/01/2014	\$31.37	\$9.91	\$0.00	\$0.00	\$41.28
	06/01/2015	\$31.72	\$9.91	\$0.00	\$0.00	\$41.63
	08/01/2015	\$31.72	\$10.41	\$0.00	\$0.00	\$42.13
	12/01/2015	\$31.72	\$10.41	\$0.00	\$0.00	\$42.13
	06/01/2016	\$32.22	\$10.41	\$0.00	\$0.00	\$42.63
	08/01/2016	\$32.22	\$10.91	\$0.00	\$0.00	\$43.13
	12/01/2016	\$32.22	\$10.91	\$0.00	\$0.00	\$43.13
(4 & 5 AXLE) DRIVER - EQUIPMENT <i>TEAMSTERS JOINT COUNCIL NO. 10 ZONE B</i>	12/01/2013	\$31.14	\$9.41	\$0.00	\$0.00	\$40.55
	06/01/2014	\$31.49	\$9.41	\$0.00	\$0.00	\$40.90
	08/01/2014	\$31.49	\$9.91	\$0.00	\$0.00	\$41.40
	12/01/2014	\$31.49	\$9.91	\$0.00	\$0.00	\$41.40
	06/01/2015	\$31.84	\$9.91	\$0.00	\$0.00	\$41.75
	08/01/2015	\$31.84	\$10.41	\$0.00	\$0.00	\$42.25
	12/01/2015	\$31.84	\$10.41	\$0.00	\$0.00	\$42.25
	06/01/2016	\$32.34	\$10.41	\$0.00	\$0.00	\$42.75
	08/01/2016	\$32.34	\$10.91	\$0.00	\$0.00	\$43.25
	12/01/2016	\$32.34	\$10.91	\$0.00	\$0.00	\$43.25
ASPHALT/CONCRETE/CRUSHER PLANT-ON SITE <i>OPERATING ENGINEERS LOCAL 4</i>	12/01/2013	\$40.49	\$10.00	\$0.00	\$0.00	\$50.49
For apprentice rates see "Apprentice- OPERATING ENGINEERS"						
BACKHOE/FRONT-END LOADER <i>OPERATING ENGINEERS LOCAL 4</i>	12/01/2013	\$40.49	\$10.00	\$0.00	\$0.00	\$50.49
For apprentice rates see "Apprentice- OPERATING ENGINEERS"						
BULLDOZER/GRADER/SCRAPER <i>OPERATING ENGINEERS LOCAL 4</i>	12/01/2013	\$40.11	\$10.00	\$0.00	\$0.00	\$50.11
For apprentice rates see "Apprentice- OPERATING ENGINEERS"						
CLAM SHELLS/SLURRY BUCKETS/HEADING MACHINES <i>OPERATING ENGINEERS LOCAL 4</i>	12/01/2013	\$41.49	\$10.00	\$0.00	\$0.00	\$51.49
For apprentice rates see "Apprentice- OPERATING ENGINEERS"						

Classification	Effective Date	Base Wage	Health	Pension	Supplemental Unemployment	Total Rate
COMPRESSOR OPERATOR <i>OPERATING ENGINEERS LOCAL 4</i>	12/01/2013	\$28.11	\$10.00	\$0.00	\$0.00	\$38.11
For apprentice rates see "Apprentice- OPERATING ENGINEERS"						
DIVER <i>PILE DRIVER LOCAL 56 (ZONE 1)</i>	08/01/2013	\$56.14	\$9.80	\$0.00	\$0.00	\$65.94
	08/01/2014	\$58.24	\$9.80	\$0.00	\$0.00	\$68.04
	08/01/2015	\$60.34	\$9.80	\$0.00	\$0.00	\$70.14
DIVER TENDER <i>PILE DRIVER LOCAL 56 (ZONE 1)</i>	08/01/2013	\$40.10	\$9.80	\$0.00	\$0.00	\$49.90
	08/01/2014	\$41.60	\$9.80	\$0.00	\$0.00	\$51.40
	08/01/2015	\$43.10	\$9.80	\$0.00	\$0.00	\$52.90
FLAGGER & SIGNALER <i>LABORERS - ZONE 2</i>	12/01/2013	\$20.50	\$7.30	\$0.00	\$0.00	\$27.80
	06/01/2014	\$20.50	\$7.30	\$0.00	\$0.00	\$27.80
	12/01/2014	\$20.50	\$7.30	\$0.00	\$0.00	\$27.80
	06/01/2015	\$20.50	\$7.30	\$0.00	\$0.00	\$27.80
	12/01/2015	\$20.50	\$7.30	\$0.00	\$0.00	\$27.80
	06/01/2016	\$20.50	\$7.30	\$0.00	\$0.00	\$27.80
	12/01/2016	\$20.50	\$7.30	\$0.00	\$0.00	\$27.80
For apprentice rates see "Apprentice- LABORER"						
FORK LIFT/CHERRY PICKER <i>OPERATING ENGINEERS LOCAL 4</i>	12/01/2013	\$40.49	\$10.00	\$0.00	\$0.00	\$50.49
For apprentice rates see "Apprentice- OPERATING ENGINEERS"						
GENERATOR/LIGHTING PLANT/HEATERS <i>OPERATING ENGINEERS LOCAL 4</i>	12/01/2013	\$28.11	\$10.00	\$0.00	\$0.00	\$38.11
For apprentice rates see "Apprentice- OPERATING ENGINEERS"						
HOISTING ENGINEER/CRANES/GRADALLS <i>OPERATING ENGINEERS LOCAL 4</i>	12/01/2013	\$40.49	\$10.00	\$0.00	\$0.00	\$50.49

Apprentice - OPERATING ENGINEERS - Local 4

Effective Date - 12/01/2013

Step	percent	Apprentice Base Wage	Health	Pension	Supplemental Unemployment	Total Rate
1	55	\$22.27	\$10.00	\$0.00	\$0.00	\$32.27
2	60	\$24.29	\$10.00	\$0.00	\$0.00	\$34.29
3	65	\$26.32	\$10.00	\$0.00	\$0.00	\$36.32
4	70	\$28.34	\$10.00	\$0.00	\$0.00	\$38.34
5	75	\$30.37	\$10.00	\$0.00	\$0.00	\$40.37
6	80	\$32.39	\$10.00	\$0.00	\$0.00	\$42.39
7	85	\$34.42	\$10.00	\$0.00	\$0.00	\$44.42
8	90	\$36.44	\$10.00	\$0.00	\$0.00	\$46.44

Notes:

Apprentice to Journeyworker Ratio:1:6

Classification	Effective Date	Base Wage	Health	Pension	Supplemental Unemployment	Total Rate
LABORER LABORERS - ZONE 2	12/01/2013	\$29.85	\$7.30	\$0.00	\$0.00	\$37.15
	06/01/2014	\$30.35	\$7.30	\$0.00	\$0.00	\$37.65
	12/01/2014	\$30.85	\$7.30	\$0.00	\$0.00	\$38.15
	06/01/2015	\$31.35	\$7.30	\$0.00	\$0.00	\$38.65
	12/01/2015	\$31.85	\$7.30	\$0.00	\$0.00	\$39.15
	06/01/2016	\$32.35	\$7.30	\$0.00	\$0.00	\$39.65
	12/01/2016	\$33.10	\$7.30	\$0.00	\$0.00	\$40.40

Apprentice - LABORER - Zone 2

Effective Date - 12/01/2013

Step	percent	Apprentice Base Wage	Health	Pension	Supplemental Unemployment	Total Rate
1	60	\$17.91	\$7.30	\$0.00	\$0.00	\$25.21
2	70	\$20.90	\$7.30	\$0.00	\$0.00	\$28.20
3	80	\$23.88	\$7.30	\$0.00	\$0.00	\$31.18
4	90	\$26.87	\$7.30	\$0.00	\$0.00	\$34.17

Effective Date - 06/01/2014

Step	percent	Apprentice Base Wage	Health	Pension	Supplemental Unemployment	Total Rate
1	60	\$18.21	\$7.30	\$0.00	\$0.00	\$25.51
2	70	\$21.25	\$7.30	\$0.00	\$0.00	\$28.55
3	80	\$24.28	\$7.30	\$0.00	\$0.00	\$31.58
4	90	\$27.32	\$7.30	\$0.00	\$0.00	\$34.62

Notes:

Apprentice to Journeyworker Ratio:1:5

OILER (OTHER THAN TRUCK CRANES,GRADALLS) OPERATING ENGINEERS LOCAL 4	12/01/2013	\$20.96	\$10.00	\$0.00	\$0.00	\$30.96
For apprentice rates see "Apprentice- OPERATING ENGINEERS"						
OILER (TRUCK CRANES, GRADALLS) OPERATING ENGINEERS LOCAL 4	12/01/2013	\$24.43	\$10.00	\$0.00	\$0.00	\$34.43
For apprentice rates see "Apprentice- OPERATING ENGINEERS"						
OTHER POWER DRIVEN EQUIPMENT - CLASS II OPERATING ENGINEERS LOCAL 4	12/01/2013	\$40.11	\$10.00	\$0.00	\$0.00	\$50.11
For apprentice rates see "Apprentice- OPERATING ENGINEERS"						
PANEL & PICKUP TRUCKS DRIVER TEAMSTERS JOINT COUNCIL NO. 10 ZONE B	12/01/2012	\$30.28	\$9.07	\$0.00	\$0.00	\$39.35
POWER SHOVEL/DERRICK/TRENCHING MACHINE OPERATING ENGINEERS LOCAL 4	12/01/2013	\$40.49	\$10.00	\$0.00	\$0.00	\$50.49
For apprentice rates see "Apprentice- OPERATING ENGINEERS"						
PUMP OPERATOR (CONCRETE) OPERATING ENGINEERS LOCAL 4	12/01/2013	\$40.49	\$10.00	\$0.00	\$0.00	\$50.49
For apprentice rates see "Apprentice- OPERATING ENGINEERS"						
PUMP OPERATOR (DEWATERING, OTHER) OPERATING ENGINEERS LOCAL 4	12/01/2013	\$28.11	\$10.00	\$0.00	\$0.00	\$38.11
For apprentice rates see "Apprentice- OPERATING ENGINEERS"						

Classification	Effective Date	Base Wage	Health	Pension	Supplemental Unemployment	Total Rate
ROLLER/SPREADER/MULCHING MACHINE <i>OPERATING ENGINEERS LOCAL 4</i>	12/01/2013	\$40.11	\$10.00	\$0.00	\$0.00	\$50.11
For apprentice rates see "Apprentice- OPERATING ENGINEERS"						
SPECIALIZED EARTH MOVING EQUIP < 35 TONS <i>TEAMSTERS JOINT COUNCIL NO. 10 ZONE B</i>	12/01/2013	\$31.24	\$9.41	\$0.00	\$0.00	\$40.65
	06/01/2014	\$31.59	\$9.41	\$0.00	\$0.00	\$41.00
	08/01/2014	\$31.59	\$9.91	\$0.00	\$0.00	\$41.50
	12/01/2014	\$31.59	\$9.91	\$0.00	\$0.00	\$41.50
	06/01/2015	\$31.94	\$9.91	\$0.00	\$0.00	\$41.85
	08/01/2015	\$31.94	\$10.41	\$0.00	\$0.00	\$42.35
	12/01/2015	\$31.94	\$10.41	\$0.00	\$0.00	\$42.35
	06/01/2016	\$32.44	\$10.41	\$0.00	\$0.00	\$42.85
	08/01/2016	\$32.44	\$10.91	\$0.00	\$0.00	\$43.35
	12/01/2016	\$32.44	\$10.91	\$0.00	\$0.00	\$43.35
SPECIALIZED EARTH MOVING EQUIP > 35 TONS <i>TEAMSTERS JOINT COUNCIL NO. 10 ZONE B</i>	12/01/2013	\$31.53	\$9.41	\$0.00	\$0.00	\$40.94
	06/01/2014	\$31.88	\$9.41	\$0.00	\$0.00	\$41.29
	08/01/2014	\$31.88	\$9.91	\$0.00	\$0.00	\$41.79
	12/01/2014	\$31.88	\$9.91	\$0.00	\$0.00	\$41.79
	06/01/2015	\$32.23	\$9.91	\$0.00	\$0.00	\$42.14
	08/01/2015	\$32.23	\$10.41	\$0.00	\$0.00	\$42.64
	12/01/2015	\$32.23	\$10.41	\$0.00	\$0.00	\$42.64
	06/01/2016	\$32.73	\$10.41	\$0.00	\$0.00	\$43.14
	08/01/2016	\$32.73	\$10.91	\$0.00	\$0.00	\$43.64
	12/01/2016	\$32.73	\$10.91	\$0.00	\$0.00	\$43.64
TRACTORS/PORTABLE STEAM GENERATORS <i>OPERATING ENGINEERS LOCAL 4</i>	12/01/2013	\$40.11	\$10.00	\$0.00	\$0.00	\$50.11
For apprentice rates see "Apprentice- OPERATING ENGINEERS"						
TRAILERS FOR EARTH MOVING EQUIPMENT <i>TEAMSTERS JOINT COUNCIL NO. 10 ZONE B</i>	12/01/2013	\$31.82	\$9.41	\$0.00	\$0.00	\$41.23
	06/01/2014	\$32.17	\$9.41	\$0.00	\$0.00	\$41.58
	08/01/2014	\$32.17	\$9.91	\$0.00	\$0.00	\$42.08
	12/01/2014	\$32.17	\$9.91	\$0.00	\$0.00	\$42.08
	06/01/2015	\$32.52	\$9.91	\$0.00	\$0.00	\$42.43
	08/01/2015	\$32.52	\$10.41	\$0.00	\$0.00	\$42.93
	12/01/2015	\$32.52	\$10.41	\$0.00	\$0.00	\$42.93
	06/01/2016	\$33.02	\$10.41	\$0.00	\$0.00	\$43.43
	08/01/2016	\$33.02	\$10.91	\$0.00	\$0.00	\$43.93
	12/01/2016	\$33.02	\$10.91	\$0.00	\$0.00	\$43.93
TREE TRIMMER <i>OUTSIDE ELECTRICAL WORKERS - EAST LOCAL 104</i>	01/29/2012	\$17.18	\$3.37	\$0.00	\$0.00	\$20.55
This classification applies only to the trimming of branches on and around utility lines.						
TREE TRIMMER GROUNDMAN <i>OUTSIDE ELECTRICAL WORKERS - EAST LOCAL 104</i>	01/29/2012	\$15.15	\$3.37	\$0.00	\$0.00	\$18.52
This classification applies only to the trimming of branches on and around utility lines.						

Classification	Effective Date	Base Wage	Health	Pension	Supplemental Unemployment	Total Rate
VAC-HAUL/CATCH BASIN CLEANING <i>TEAMSTERS JOINT COUNCIL NO. 10 ZONE B</i>	12/01/2013	\$31.24	\$9.41	\$0.00	\$0.00	\$40.65
	06/01/2014	\$31.59	\$9.41	\$0.00	\$0.00	\$41.00
	08/01/2014	\$31.59	\$9.91	\$0.00	\$0.00	\$41.50
	12/01/2014	\$31.59	\$9.91	\$0.00	\$0.00	\$41.50
	06/01/2015	\$31.94	\$9.91	\$0.00	\$0.00	\$41.85
	08/01/2015	\$31.94	\$10.41	\$0.00	\$0.00	\$42.35
	12/01/2015	\$31.94	\$10.41	\$0.00	\$0.00	\$42.35
	06/01/2016	\$32.44	\$10.41	\$0.00	\$0.00	\$42.85
	08/01/2016	\$32.44	\$10.91	\$0.00	\$0.00	\$43.35
	12/01/2016	\$32.44	\$10.91	\$0.00	\$0.00	\$43.35

Additional Apprentices 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. Apprentices 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) unless otherwise specified.

- * Ratios are expressed in allowable number of apprentices to journeymen or fraction thereof.
- ** 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.