

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 (\$18.78 per hour) or standard compensation associated with the contract in accordance with the [Boston Jobs, Living Wage, and Prevailing Wage Ordinance](#) (the “Ordinance”).

INSTRUCTIONS

Please print in ink or type all required information. No service contract will be executed until this agreement is completed, signed, and submitted to the City department awarding the contract.

Assistance in completing this form may be obtained by calling or visiting the Office of Labor Compliance and Worker Protections, which is located at 43 Hawkins Street, Boston, MA 02114 and can be reached at (617) 918-5236.

PART 1. VENDOR INFORMATION

Vendor Name	
Contact Name	
Vendor Address	
Contact Phone	
Contact Email	

PART 2. CONTRACT INFORMATION

Name of Program/Project	
City Contracting Department	
Contract Amount	
Contract Start Date	
Contract End Date	

PART 2B. ADDITIONAL LIVING WAGE INFORMATION

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

PART 2C. VENDOR TYPE DETERMINATION

Please select **one** option below to indicate the type of contract you have been awarded and then review and complete the corresponding parts of the form:

☐ Service Contracts of \$25,000 or More

☐ 25 or more **Company-Wide** FTE Employees (a “Covered Vendor”)

Company wide “FTE” employees equals 25 or more (full-time and combined part-time)

Review and Complete the following: ☐ Part 3 ☐ Part 3A ☐ Part 4 ☐ Part 5 ☐ Part 6 ☐ Part 7

☐ Less than 25 **Company-Wide** FTE Employees

Company wide “FTE” employees equals 24 or less (full-time and combined part-time)

Review and Complete the following: ☐ Part 7

☐ Building Service Contracts (a “Covered Building Service Vendor”)

Any employer providing building services, including cleaning and maintenance of buildings and security guard services, to the City of Boston through a contract or subcontract (regardless of contract size or number of employees).

Review and Complete the following: ☐ Part 3 ☐ Part 3B ☐ Part 4 ☐ Part 5 ☐ Part 6 ☐ Part 7

PART 3. WORKFORCE PROFILE OF EMPLOYEES PAID BY THE CONTRACT

Total number of employees	
Number of employees who are Boston residents	
Number of employees who are minorities	
Number of employees who are women	

PART 3A. COVERED VENDORS MUST COMPLETE THIS SECTION OF THE FORM

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 \$18.78/hr for hours worked on this contract. This applies regardless of geographic location of the vendor or employee.

Job Title	Wage Ranges

PART 3B. COVERED BUILDING SERVICE VENDORS MUST COMPLETE THIS SECTION OF THE FORM

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. *When calculating standard compensation, all covered building service employees **MUST** be paid at least the living wage amount of \$18.78 or their standard hourly rate.

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.

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.

Subcontractor Name	Address	Phone & Email	Subcontract Amount

PART 5. VENDOR’S PAST EFFORTS & FUTURE GOALS

Use additional sheets of paper if necessary in answering these questions.

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

Describe your past efforts and future goals to train covered employees.

Describe the potential for advancement and raises for covered employees.

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 Ordinance by completing the section below. Attach any pertinent documents to this application to prove that you are exempt from the Ordinance.

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

Please check the appropriate box(es) below indicating your exemption request.

- ☐ 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 Ordinance (attach additional sheets if necessary).

Requesting a General Waiver

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

Please give a full statement 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 AFFADAVIT

I, the undersigned, 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	
Name	
Title	

APPROVED AS TO FORM BY CORPORATION COUNSEL, APRIL 24, 2025