



# NEEDHAM PUBLIC SCHOOLS

OFFICE OF FINANCIAL OPERATIONS  
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March 3, 2016

TO: NPS Bookkeepers, Directors & Department Heads  
FROM: Anne Gulati, Director of Financial Operations  
RE: Prevailing Wage Contractor Packet

The Prevailing Wage Law (M.G.L. Chapter 149, S 26-27) establishes minimum wage wages that must be paid to workers on certain public projects. These projects include, but are not limited to:

- public works and public construction projects, regardless of dollar amount. These projects include new building projects, building renovation/alteration projects as well as most building maintenance/ repair projects. Maintenance and repair projects include painting, tiling, carpeting, wiring, plumbing, electrical, carpentry work, heating/air conditioning and the like.
- Projects involving the use of trucks and vehicles to perform public works functions.
- Projects involving landscape maintenance, which includes soil grading and the installation of trees, shrubs, grasses and other plants on publicly owned grounds.
- Moving office furniture and fixtures (excluding the purchase and installation of office furniture.) This requirement includes moving modular workstations, but excludes moving school classroom furniture.
- School bus transportation.

If you have questions about whether a particular project is subject to Prevailing Wage, consult the Prevailing Wage topical index (<http://rwd1.needham.k12.ma.us/finance/Procedures>.) Contractors with questions about prevailing wage requirements should consult the Guide for Contractors, at: <http://rwd1.needham.k12.ma.us/finance/Procedures>.

The procedure for obtaining prevailing wages and soliciting a prevailing wage quote is explained on the next page.

Briefly, the procedure involves the following steps, which are explained in detail below:

1. Obtaining an official Prevailing Wage Schedule for your job from the Business Office.
2. Soliciting quotes from the contractor. The Prevailing Wage Schedule is sent to the vendor along with the quote request form. Contractors must incorporate the prevailing wage costs in their quote or bid submission.
3. Obtaining a signed contract from the contractor.
4. Sending a PO to the contractor.
5. Once a contractor has been selected, the wage schedule becomes an official part of the contract for that project.

**To Procure Services Valued at \$9,999 or Less When Prevailing Wages are Involved:**

1. Send an email request to Melane Bisbas ([Melane\\_Bisbas@needham.k12.ma.us](mailto:Melane_Bisbas@needham.k12.ma.us)), asking for an official PW Schedule for the project you are planning. Be sure to include a complete description of the project, the type of work to be performed, the location of the work, and the applicable project dates. Melane will request a PW Schedule from the State and will return a copy to you. Please note the following:
  - a. A PW Schedule issued for one project may not be used on another project.
  - b. A PW Schedule is specific to the particular job and is in effect for the duration of the job, except in the case of multi-year projects. For projects lasting more than one year, contractors must obtain an updated PW Schedule from the awarding authority for the new fiscal year.
  - c. It is the awarding authority's (NPS') responsibility to obtain a PW Schedule for each job and to provide it to all contractors from whom bids or quotes are sought; the state will not issue such schedules directly to contractors.
2. Once you have received an official PW Schedule from Melane, download the Prevailing Wage Contractor Packet (PW Contractor Packet) from the Business Office website: <http://rwd1.needham.k12.ma.us/finance/Staff%20Forms>. Complete the Prevailing Wage Project Quote Request Form (PW Quote Request Form).
3. Scan or fax the entire PW Contractor Packet, including completed PW Quote Request Form and PW Schedule to the contractor. You **MUST** send the PW Schedule to the contractor **BEFORE** you receive quotes, or the entire quote process will become invalid.
4. Select the responsible and responsive contractor offering the lowest price for the job.
5. Send the low bid contractor an NPS Standard Service Agreement. As the contractor to complete the agreement and return it to you.
6. Complete an NPS Requisition Request. Upload the PW Schedule, the completed PW Quote Request Form and the completed NPS Service Agreement to the requisition. Submit the requisition for processing.
7. Accounting will review the materials for accuracy, completeness and compliance with prevailing wage requirements. Upon successful review, the Business Office will send a PO to the vendor.

**To Procure Services Valued at More than \$10,000 When Prevailing Wages are Involved:**

1. Contact Melane Bisbas in the Business Office, who will arrange for procurement on your behalf, based on the applicable procurement requirements.

## What is the Contractor Required to Do under the Prevailing Wage Law?

1. Post the PW Schedule at the contractor's work site.
2. Employees of the contractor who perform work on a public project must be paid the rate per hour according to the schedule issued for that particular project. Failure to pay the prevailing wages subjects the contractor to potential civil and criminal liability.
3. During the life of the project, contractors are required to submit weekly payroll reports directly to the Business Office, who will keep them on file for three years. Each report must contain at least the employee's name, address, occupational classification, hours worked and wages paid. Contractors should use the Weekly Certified Payroll Report Form in the contractor packet, or available online from the Labor and Workforce Development Department at <http://www.mass.gov/lwd/labor-standards/prevailing-wage-program/>, and send to:

Melane Bisbas  
Needham Public Schools  
Business Office  
1330 Highland Avenue  
Needham MA 02492  
[Melane\\_Bisbas@needham.k12.ma.us](mailto:Melane_Bisbas@needham.k12.ma.us)  
781-455-0434 fax  
781-455-0400 x 204 phone

1. Within 15 days after the end of the project, the vendor must complete the Statement of Compliance included in the contractor packet, or available online from the Labor and Workforce Development Department at <http://www.mass.gov/lwd/labor-standards/prevailing-wage-program/>, and send to:

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If you have questions, please do not hesitate to contact Melane.

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Attachment(s)