

TOWN OF BARNSTABLE

Revised September 22, 2006

SUPPLEMENTAL EQUAL EMPLOYMENT OPPORTUNITY ANTI-DISCRIMINATION AND AFFIRMATIVE ACTION PROGRAM

I For the purposes of this contract, "minority" refers to Asian-Americans, Black, Spanish surnamed Americans, North American Indians, and Cape Verdeans. "Commission" refers to the Massachusetts Commission Against Discrimination. "Town" hereinafter refers to the Town of Barnstable.

II During the performance of this contract, the Contractor and all of (his) Sub-Contractors (hereinafter collectively referred to as the Contractor), for himself, his assignees, and successors in interest, agree as follows:

1. The contractor shall comply with Massachusetts affirmative action policies (MGL 151B) in connection with the performance of work under this contract. The Contractor shall undertake, in good faith, affirmative action measures designed to eliminate any discriminatory barriers in the terms and conditions of employment on the grounds of race, color, religious creed, national origin, age, or sex, and to eliminate and remedy any effects of such discrimination in the past. Such affirmative action shall entail positive and aggressive measures to ensure equal opportunity in the areas of hiring, upgrading, demotion, or transfer, recruitment, layoff or termination, rate of compensation, and in-service or apprenticeship training programs. This affirmative action shall include all action required to guarantee equal opportunity in employment for all persons, regardless of race, color, religious creed, national origin, age, or sex. A purpose of this provision is to ensure to the fullest extent possible an adequate supply of skilled tradesmen for this and future Town public construction projects.

III If the Contractor shall use any subcontractor on any work performed under this contract, he shall take affirmative action to negotiate with qualified minority sub-contractors.

IV Compliance with Requirements

The Contractor shall comply with the provisions of Executive Order No. 74, as amended by Executive Order No. 237 dated March 19, 1984 and of Chapter 151B as amended, of the Massachusetts General Laws, both of which are herein incorporated by reference and made a part of this policy.

V Non-Discrimination

The Contractor, in the performance of all work after award and prior to completion of the contract work, will not discriminate on grounds of race, color, religious creed, national origin, age or sex in employment practices, in the selection or retention of subcontractors, or in the procurement of materials and rentals of equipment.

VI Solicitations for Sub-Contracts, and for the Procurement of Material and Equipment

In all solicitations, either by competitive bidding or negotiation made by the Contractor either for work to be performed under a subcontract or for the procurement of materials or equipment, each potential Subcontractor supplier shall be notified in writing by the

Contractor of the Contractor's obligations under this contract relative to non-discrimination and affirmative action.

VII Severability

The provisions of this section are severable, and if any of these provisions shall be held unconstitutional by any court of competent jurisdiction, the decision of such court shall not affect or impair any of the remaining provisions.

TOWN OF BARNSTABLE

MINORITY / WOMEN BUSINESS ENTERPRISE PLAN (M / WBE)

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(Revised 9/22/06)

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**TOWN OF BARNSTABLE
MINORITY/WOMEN BUSINESS ENTERPRISE (M/WBE)**

POLICY STATEMENT

It is the policy of the government of the United States of America, the Commonwealth of Massachusetts, and the Town of Barnstable that no person who is a member of a class which is protected under State and Federal law shall be excluded from participation in, be denied the benefits of, or be subjected to **discrimination under any program or activity funded entirely or in part by the Town, State, or Federal Government. It is the policy of the Town of Barnstable to comply with all Federal and State Laws** which have been or shall be enacted for the purpose of eliminating discrimination in all phases of contractual procedures. Among the relevant laws and regulations are the following: Title VI and VII of the Civil Rights Act of 1964, as amended by the Equal Employment Opportunity Act of 1972, Chapter 151B of the Massachusetts General Laws, Executive Order 74, as amended by Executive Orders 116 and 117, and again amended by Executive Order 227 dated February 25, 1983, Executive Order 237, dated March 19, 1984, Executive Order 390 dated September 9, 1996, Federal Executive Order 11246 with amendment 11375, the Rehabilitation Act of 1973, as amended in 1974, Americans with Disability act of 1990, and the Construction Reform Law, Chapter 193 of the Acts of 2004, and the revisions made to M.G.L.c.23A, §44 and M.G.L. c. 7, §40N. This is not intended to be a complete listing of the relevant orders, amendments and acts that relate to discrimination.

To further define the Town's Equal Opportunity/Affirmative Action policy: the Town's Minority/Women Business Enterprise Plan sets forth the administrative standards and procedures for the utilization of minority and female contractors, sub-contractors and suppliers of goods and services.

The Town of Barnstable strongly affirms that it will abide by such laws, regulations and procedures, and that this policy shall be administered at all levels with a positive, aggressive and supportive attitude.

John Klimm
Town Manager

2. Objective

The Town of Barnstable's Minority and Women Business Enterprise (M/WBE) Program is a set of specific procedures that has been formulated to implement the Town's policy of equal opportunity.

The main objective of the Town's policy is to provide any M/WBE who is able and willing to do business with the Town the access to bids, contracts and procurements Town wide. In addition this policy ensures that there is compliance with the goals established by the Town to promote the general use of minority workers and subcontractors. This policy also includes an active outreach program that assists M/WBE entities in becoming state certified and registered with the Town. The goal of equal opportunity coupled with the Town's commitment to ensuring that contractor's comply with affirmative action policies when hiring subcontractors or workers is the essence of the Town of Barnstable's minority business policy.

3. Responsibility for Implementation

A. TOWN MANAGER

The success of the Minority/Women Business Enterprise Plan is dependent upon the full cooperation and understanding of all individuals involved with the program. The Town Manager, as Chief Executive Officer, has overall responsibility for the Town's Minority/Women Business Enterprise Plan in conjunction with designated staff.

B. CONTRACT COMPLIANCE OFFICER

The Contract Compliance Officer (CCO) designated on the cover page, is responsible for the development, monitoring, coordination and reporting functions of the Minority/Women Business Enterprise Plan and directly responsible to the Town Manager.

Nothing in this Plan shall be construed to require the utilization of any M/WBE which is either not qualified or unavailable.

4. Definitions

As used in this section, the following words shall, unless the context clearly requires otherwise, have the following meanings:

"**Minority**", a person with a permanent residence in the United States who falls into one or more of the categories below

CATEGORY	DEFINITION
Black	All persons having origins in any of the Black groups of Africa.
Hispanic	All persons of Mexican, Puerto Rican, Cuban, Central,

South American, or Caribbean Island origin.

American Indian All persons having origins in any of the original peoples of North America, and who are recognized as an Indian by a tribe or tribal organization.

Eskimo and Aleut All persons having origins in any of the peoples of Northern Canada, Greenland, Alaska, and Eastern Siberia.

Asian All persons having origins in any of the original peoples of the Far East, Southeast Asia, the Indian Subcontinent, or the Pacific Islands. This area includes for example, China, Japan, Korea, India, the Philippines Islands and Samoa.

Cape Verdean All persons having origins in any of the original peoples of the Cape Verdean Islands who are of Black African origin.

"Minority/Woman Business Enterprise" or "M/WBE" means any business certified by the State Office of Minority and Woman Business Assistance (SOMWBA) as a bonafide minority business enterprise. To be certified as an M/WBE, a business must demonstrate that it meets requirements as established in 425 CMR 2.00-State Office of Minority and Woman Business Assistance Regulations which include:

1. That minority-persons beneficially own and control at least 51% of the business;
2. That minority persons have dominant control in the management and operation of the business;
3. That minority persons have made a substantial investment in the business; and
4. That the business is an ongoing concern and that it was not created solely for the purpose of taking advantage of set-aside programs.

In the case of a joint venture between a SOMWBA certified M/WBE and a non-minority controlled enterprise, the joint venture shall be considered to be an M/WBE if the SOMWBA certified M/WBE which is part of the joint venture has more than 51% control over management of the project bid upon by the joint venture, and has the right to receive more than 51% of the profits that are derived from that project.

"Contractor" means the successful bidder to whom this contract has been awarded.

"Owner" means the contracting agency which has awarded this contract.

"SOMWBA" means the State Office of Minority and Woman Business Assistance established by G.L.C. 23A. SOMWBA maintains a listing of certified minority/female businesses. Unlisted minority/female businesses will be referred to SOMWBA for certification.

5. Percentage Participation (CONTRACTS GREATER THAN \$100,000.00)

Pursuant to the new Construction Reform Law, Chapter 193 of the Acts of 2004, and the revisions made to M.G.L.c.23A, §44 and M.G.L. c. 7, §40N, included by reference and thereby made a part of this policy, for any **State Assisted** building and public works projects, in whole or in part, shall have MBE and WBE goals for design and construction contracts for the planning acquisition, design, construction, reconstruction, alteration, remodeling, repair or demolition of any state assisted building project by any municipality that includes funding provided by the Commonwealth, in whole or in part (such as funding under the School Building Assistance Program, MGLc90, § 34, legislative appropriation, CPA funding, grant awards, reimbursements, loans, etc.). This includes horizontal and vertical construction projects.

Further to the above requirement, the Town of Barnstable also requires MBE/WBE participation for **Town Funded** construction projects, as defined and in the participation requirement percentages as stated below, Section 5.A.

A. Construction (State Assisted Funding and Town Funded)

For construction contracts, the minimum amount of participation reserved shall be seven point four (**7.4%**) percent for Minority Business Enterprises (MBE's) including minority owned companies and banks and four (**4%**) percent for Woman Business Enterprises (WBE's) including female owned companies and banks, of the total bid price, or the percentage submitted by the contractor in the "Schedule for Participation by Minority Business Enterprises" as part of its bid, whichever is greater. The above stated percentage participation has been established with and approved by SOMWBA. Construction includes all vertical and horizontal construction.

The Town of Barnstable encourages MBE/WBE participation for all contracts, regardless of the dollars threshold stated herein.

B. Design (includes acquisition and planning) (State Assisted Funding Only)

For applicable state assisted design contracts, the minimum amount of participation reserved shall be eight (**8%**) percent for Minority Business Enterprises (MBE's) including minority owned companies and banks and four (**4%**) percent for Woman Business Enterprises (WBE's) including female owned companies and banks, of the total bid price, or the percentage submitted by the contractor in the "Schedule for Participation by Minority Business Enterprises" as part of its bid, whichever is greater. The above stated percentage participation has been established with and approved by SOMWBA.

The Town of Barnstable encourages MBE/WBE participation for all contracts, regardless of the dollars threshold stated herein and the project's funding source.

Note: The participation of a DBE (Disadvantaged Business Enterprise), unless specifically called for in the terms of the Invitation for Bid, will not be considered a substitute for M/WBE participation percentages. Dual certification (MBE plus WBE) will not reduce to overall required percentage participation for both MBE and WBE (11.4% or 12% above respectively).

C. SOMWBA Certification/Market Area

All contractors shall use only MBE/WBE contractors that have been certified by SOMWBA and who are currently in good standing.

An M/WBE shall be considered available if the project is located in the market area of the M/WBE. The relevant market area of the Town of Barnstable is the Eastern Massachusetts area. However, efforts to locate minority contractors and suppliers need not be limited to this area.

6. **Bidding Requirements**

As part of the bid proposal, the bidder shall submit a "Schedule for Participation by Minority Business Enterprises" with accompanying Letters of Intent by each minority sub-contractor proposed to be used by the bidder (These forms are provided CC-1, CC-2 and CC-3). Also as part of the bid proposal, the bidder shall submit a "Schedule for Participation by Women Business Enterprises" with accompanying Letters of Intent by each Woman owned sub-contractor proposed to be used by the bidder (These forms are provided CC-4, CC-5 and CC-6).

The Letters of Intent shall include, among other things, the contract items the M/WBE is proposing to perform and the prices that the M/WBE proposed to charge for the work. Original signed copies of the letters will be required prior to the signing of a contract.

The Schedule for participation shall list these M/WBE sub-contractors with whom the contractor intends to contract and state the total price to be paid each M/WBE contractor as taken from each letter of Intent submitted with the bid.

The bidder shall also submit a copy of the current SOMWBA letter of Minority Business Enterprise or Women Business Enterprise Certification for each sub-contractor.

7. **Waiver Request**

M/WBE participation documentation must accompany your bid. If the bidder has done due diligence in attempting to meet the participation requirements and has not been successful, the bidder may submit a waiver request with their bid with all of the requested information stated under the minimum requirements on the Waiver Form (see page 19).

Failure to submit M/WBE participation documentation or sufficient support for a waiver request may result in the bid being deemed non-responsive.

A) Decision of Waiver Request

Within three (3) business days after notification the owner and the CCO shall complete its review of the information provided and notify the low bidder of their decision.

DENIAL OF A WAIVER REQUEST RENDERS THE BID NON-RESPONSIVE

B) Appeal of Denial of Waiver Request

An appeal shall be made in writing and transmitted via facsimile or by hand to the CCO within (2) two business days after notification of decision.

The Legal Department of the Town of Barnstable shall make the decision whether to uphold or reverse the Denial of Waiver request.

8. Compliance

If the Schedule for Participation or any of the Letters of Intent are materially incomplete, the owner shall treat the bid informal as to substance and may reject the bid. If the Schedule for Participation or any of the Letters of Intent are complete in other respects, the owner may treat the bid informal as to form and waive the informalities upon the satisfactory completion of the required information by the bidder.

If the owner finds that the percentage of M/WBE participation submitted by the bidder on its Schedule for Participation does not meet or exceed the percentage of M/WBE participation set forth in these provisions, it may reject the bidder's proposal and find such bidder not to be eligible for award of this contract.

The contractor shall not perform, with its own organization, or subcontract to any other contractor; any work designated for the M/WBE'S named in the schedule or Letter of Intent without the approval of the owner and the CCO.

A contractor's compliance with the percentage requirement shall be determined by reference to the required percentage of the total bid price as stated even though the total contract payments may be greater or less than the bid price.

The contractor shall notify the owner of any facts that come to his attention indicating that he will be unable to comply with the percentage participation requirements. For example, if an M/WBE listed on the schedule or Letter of Intent has its certified status revoked the Contractor shall consider its compliance terminated. Such a situation must be brought to the attention of the Owner as quickly as possible.

Any change or substitution of the officers or stockholders in the M/WBE that reduces the minority ownership or control to less than the requisite percentage will result in the automatic revocation of the M/WBE'S certified status.

If the contractor desires to comply with the Participation percentage but for reasons beyond his control cannot subcontract work to M/WBE'S as required by the Schedule for Participation and the Letter of Intent it submitted, he may submit to the owner and to the CCO the reasons for his inability to comply with his Schedule stating how he intends to meet his obligations under the percentage participation requirements. If approved by the Owner and the CCO, the revised schedule shall govern the contractor's performance in meeting his obligations.

9. Sanctions

If the contractor does not comply with the terms of these provisions, the owner may:

1. Suspend any payment for that portion of the work that should have been performed by the M/WBE, or
2. Require the contractor to subcontract with another SOMWBA certified M/WBE for any contract or specialty item at the contract price established in for that item in the bid proposal submitted by the contractor.

In addition, or as an alternative, the Owner may suspend, terminate or cancel this contract, in whole or in part, or may call upon the contractor's surety to perform all terms and conditions in the contract, unless the contractor is able to demonstrate his compliance with the terms of this policy.

Any bidder or contractor shall provide the owner and the CCO with such information as, in their judgment, is necessary to ascertain compliance with the terms of this policy.

10. Monitoring and Reporting Procedures

The CCO shall maintain records, documentation, and required reporting for the Town of Barnstable M/WBE activities to ensure compliance with the requirements of the Federal Government, State of Massachusetts, and the Town of Barnstable.

All bidding departments are required to report their M/WBE activities to the CCO including:

1. Notification of a project including a copy of the Bid Document prior to being advertised.
2. Pre-Bid Notification Date and Pre-Bid Conference attendance sheet.
3. Bid submission checklist

After the award of the contract, the following documents and information will be retained by the bidding departments after review by the CCO:

1. Weekly Payroll Statement of Compliance (Included Form CC-9)
2. Start of Construction notice (Included Form CC-11)
3. Project Completion Certification notice Included Form CC-12)

(Forms CC-11 and CC-12 are filled out by the bidding department. Contractors and sub contractors do not need to be concerned about these documents. They may be included so that you will be aware of what the biding departments are required to report to the CCO)

The CCO will actively conduct compliance reviews that will include, but are not limited to the following:

1. Off-site or desk audits of contractors actual performance related to their submitted documents and participation commitments.

11. Outreach

The Town's M/WBE policy will be communicated, publicized and distributed to the greatest extent possible. It is the responsibility of the CCO to lead the Town in

distributing the policy and gathering any feedback from the general public and local minority organizations.

A copy of the M/WBE policy will be available for public review in the Office of the CCO, on the Town of Barnstable Website, and at the Office of the Town Clerk. In addition, each department head involved in the procurement of goods, services and the issuance of construction contracts will maintain a copy in their respective departments.

The creation, maintenance, and promotion of a directory of SOMWBA certified businesses in the area will fall under the direct supervision of the CCO.

SCHEDULE FOR PARTICIPATION BY MINORITY BUSINESS ENTERPRISES

(to be completed and submitted with bid)

ALSO INCLUDE COPY OF SOMWBA CERTIFICATION

NAME OF MINORITY BUSINESS ENTERPRISE

TOTAL PRICE

Total Bid Amount: \$ _____

Total amount to be paid to minority business enterprise: \$ _____

PERCENT OF TOTAL BID PRICE WHICH IS TO BE PAID TO
MINORITY BUSINESS ENTERPRISES FOR WORK PERFORMED
UNDER THIS CONTRACT:

_____ %

General Contractor

MINORITY CONTRACTOR PARTICIPATION

(to be completed and submitted with bid)

The submitted copy of this letter may be a copy but forms with original signatures will be required prior to the signing of contracts.

LETTER OF INTENT

DPW PROJECT NO. _____

PROJECT LOCATION: _____

Item No.	Description of Work such as "total work" "labor only", etc.	Quantity	Unit Price	Amount for Item

_____ Total Price:

General Contractor

Date: _____

Name of Minority Contractor

By: _____

LETTER OF INTENT

(Minority Business Participation
(to be completed and submitted with bid))

*ALSO INCLUDE COPY OF SOMWBA CERTIFICATION LETTER

The undersigned intends to perform work in connection with the above project as: (check one)

- () an individual
() a partnership
() a corporation
() a joint venture

The minority status of the undersigned is certified by the State Office of Minority and Women's Business Assistance.

The undersigned is prepared to perform the following described work in connection with the above project. (Specify in detail the particular work items or part thereof to be performed).

Three horizontal lines for specifying work items.

at the following price: _____

You have projected the following commencement date for such work, and the undersigned is projecting completion of such work as follows:

Table with 3 columns: Items, Projected Commencement Date, Projected Completion. Includes horizontal lines for data entry.

The above work will not be subset to a non-minority business. Undersigned will enter into a formal agreement for the above work with you, conditioned upon your execution of a contract for the above subject.

Date

(Name of Minority Business)

General Contractor

By: _____
Minority Firm's Authorized Signature

SCHEDULE FOR PARTICIPATION BY WOMEN CONTRACTORS

(to be completed and submitted with bid)

*ALSO INCLUDE COPY OF SOMWBA CERTIFICATION

DPW Project Number : _____

Project Location: _____

Name of Woman Contractor

Total Price

Total Bid Amount: \$ _____

Total amount to be paid to woman owned business enterprise: \$ _____

PERCENT OF TOTAL BID PRICE WHICH IS TO BE PAID TO
WOMEN OWNED BUSINESS ENTERPRISES FOR WORK PERFORMED
UNDER THIS CONTRACT: _____ %

General Contractor

WOMEN’S CONTRACTOR PARTICIPATION

(to be completed and submitted with bid)

The submitted copy of this letter may be a copy but forms with original signatures will be required prior to the signing of contracts.

LETTER OF INTENT

DPW PROJECT NO. _____

PROJECT LOCATION: _____

Item No.	Description of Work such as “total work” “labor only”, etc.	Quantity	Unit Price	Amount for Item

Total Price: _____

Date: _____

Name of Woman Contractor

By: _____

LETTER OF INTENT

WOMEN BUSINESS PARTICIPATION
(to be completed and submitted with bid)

*ALSO INCLUDE COPY OF SOMWBA CERTIFICATION

The undersigned intends to perform work in connection with the above project as: (check one)

- () an individual
() a partnership
() a corporation
() a joint venture

The Women's status of the undersigned is certified by the State Office of Minority and Women's Business Assistance.

The undersigned is prepared to perform the following described work in connection with the above project. (Specify in detail the particular work items or parts thereof to be performed).

Three horizontal lines for specifying work items.

at the following price: _____

You have projected the following commencement date for such work, and the undersigned is projecting completion of such work as follows:

Table with 3 columns: Items, Projected Commencement Date, Projected Completion. Includes horizontal lines for data entry.

The above work will not be subset to a non-women's business. Undersigned will enter into a formal agreement for the above work with you, conditioned upon your execution of a contract for the above subject.

Date

(Name of Women's Business)

General Contractor

By: _____
WBE Firm's Authorized Signature

TOWN OF BARNSTABLE, MASSACHUSETTS

CONTRACTOR'S CERTIFICATION
(to be completed and submitted with bid)

A. CONTRACTOR'S CERTIFICATION

NAME OF PROJECT: _____

A Contractor will not be eligible for award of Contract unless such Contractor has submitted the following certification, which is deemed a part of the resulting Contract:

CONTRACTOR'S CERTIFICATION

_____ certifies that

- 1. it intends to use the following listed construction trades in the work under the contract _____

- 2. will comply with the equal employment opportunity and affirmative action steps contained herein; and
- 3. will obtain from each of its sub-contractors and submit to the contracting or administering agency prior to the award of any sub-contract under this contract the sub-contractor's certification required by these bid conditions; and
- 4. the bidder hereby certifies they shall comply with MBE/WBE contractor participation requirements as submitted as part of the bid for this contract award. and all other requirements in accordance with the Town of Barnstable EEO/M/WBE Policy.

Signature of Authorized Representative of Contractor

REQUEST FOR WAIVER

Town of Barnstable

Minority Business Enterprise (MBE)
Minority/Women Business Enterprise Plan (M/WBE)

Upon exhausting all known sources and making every possible effort to meet the minimum requirements for MBE/WBE participation, the Contractor may seek relief from these requirements by completing this form NO LATER THAN FIVE (5) working days following bid opening. Failure to comply with this process shall be cause to reject the bidder thereby rendering the Contractor not eligible for award of the contract.

General Information:

Project Title:		Project Location:	
Bid Opening (time/date):		Location:	
Bidder:			
Mailing Address:			
Contact Person:			
Telephone No.		Ext.	

Minimum Requirements:

The Contractor must show that a good faith effort was made in an attempt to comply with the percentage goals as specified. The bidder seeking relief must show that such efforts were taken appropriately in advance of the time set for opening bid proposals to allow adequate time for responses by submitting the following:

1. Name, address, telephone numbers of all companies contracted
2. Detailed statement as to why SOMWBA certified subcontractor contacted was not willing to do the job or was not qualified to perform the work as solicited.
3. Current SOMWBA certification must be submitted for each sub-contractor contacted, but not selected or available for the work.

The Town of Barnstable may require the contractor to produce additional information as it deems appropriate and may obtain whatever other information it deems necessary to reach a conclusion from any source.

Within three (3) business days after review of the information the bidder will be notified of the Town of Barnstable decision.

CERTIFICATION:

The undersigned herewith certified that the above information and appropriate attachments are true and accurate to the best of my ability.

(Contractor authorized original signature)

Date

**WEEKLY PAYROLL RECORDS REPORT
& STATEMENT OF COMPLIANCE**

In accordance with Massachusetts General Law Chapter 149, § 27B, a true and accurate record must be kept of all persons employed on the public works project for which the enclosed rates have been provided. A Payroll Form had been provided (Form CC-10) and includes all the information required to be kept by law. Every contractor or subcontractor is required to keep these records and preserve them for a period of three years from the date of completion of the contract.

In addition, every contractor and subcontractor is required to submit a copy of their weekly payroll records to the awarding authority. For every week in which an apprentice is employed, a photocopy of the apprentices identification card must be attached to the payroll report. This is required to be done on a weekly basis. Once collected, the awarding authority is also required to preserve those records for three years.

In addition, each such contractor, subcontractor or public body shall furnish to the awarding authority directly, within fifteen days after completion of its portion of the work a statement executed by the contractor, subcontractor or public body who supervises the payment of wages, in the following form:

STATEMENT OF COMPLIANCE	
_____, 20____	
I, _____,	_____
(Name of Signatory Party)	(Title)
do hereby state:	
That I pay or supervise payment of the persons employed by	
_____	_____
(Contractor, subcontractor, or public body)	(Building or Project)
and that all mechanics and apprentices, teamsters, chauffeurs and laborers employed on said project have been paid in accordance with wages determined under the provisions of sections twenty-six and twenty-seven of chapter one hundred and forty-nine of the General Laws.	
Signature _____	
Title _____	

DEPARTMENT OF OCCUPATIONAL SAFETY, 100 CAMBRIDGE ST., 11TH FLR BOSTON, MA 02202

Note: OSHA certifications must be submitted with the certified payrolls for all workers during the first week they work on a project.

COMPANY NAME					PRIMECONTRACTOR										
PROJECT NAME					SUBCONTRACTOR										
					(LIST PRIME CONTRACTOR)										
AWARDING AUTH.															
WORK WEEK ENDING					EMPLOYER SIGNATURE										
			FINAL REPORT				PRINT NAME AND TITLE								
EMPLOYEE NAME & ADDRESS	WORK CLASSIFICATION	HOURS WORKED							(A) Total Hrs.	(B) Hourly Base Wage	EMPLOYER CONTRIBUTIONS			(F) [B+C+D+E] Hourly Total Wage (Prev Wage)	(G) (A*F) Weekly Total Amount
		S	M	T	W	T	F	S			(C) Health & Welfare	(D) Pension	(E) Supp. Unemp.		

**MBE/WBE/DBE
“START OF CONSTRUCTION”
NOTIFICATION**

To be submitted prior to the start of construction

Project Name: _____ Project #: _____

Location: _____ Contract #: _____

Contractor: _____

Address: _____ Telephone: _____

Sub-Contractor (MBE/WBE/DBE)

Name _____ Contract Amount \$ _____

Name _____ Contract Amount \$ _____

Name _____ Contract Amount \$ _____

Name _____ Contract Amount \$ _____

Start Date: _____ **Estimated Completion Date:** _____

Signature: _____ Today’s Date: _____

(Company’s Authorized Representative or
Town of Barnstable Project Manager)

Return to: Procurement & Risk Management
Contract Compliance Office
230 South Street
Hyannis, MA 02601

For Office Use Only:

Date Received: _____ C.O. Initials: _____

**MBE/WBE/DBE
“PROJECT COMPLETION”
NOTIFICATION**

To be submitted prior to request for final payment

Project Name: _____ Project #: _____

Contract #: _____

Location: _____

Contractor/Subcontractor Name: _____

Start Date: _____ *Actual Completion Date:* _____

Signature: _____ Today's Date: _____
(Company's Authorized Representative/Project Manager)

Return to: Procurement & Risk Management
Contract Compliance Office
230 South Street
Hyannis, MA 02601

For Office Use Only:

Date Received: _____ C.O. Initials: _____