



Anne Gulati
Assistant Superintendent
Finance & Operations

January 2, 2023

TO: NPS Bookkeepers, Directors & Department Heads
FROM: Anne Gulati, Assistant Superintendent for Finance & Operations
RE: Prevailing Wage Contractor Packet

The Prevailing Wage (PW) 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. The procedure for obtaining prevailing wages and soliciting a prevailing wage quote is explained on the next page.

Contractors with questions about prevailing wage requirements should consult the information included in this packet, or refer to the information posted to the Business Office website at:

https://www.needham.k12.ma.us/departments/business_operations/business_office/staff_forms.

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

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

1. Complete a draft quote solicitation for your project using the quote solicitation form found on the [Business Office website](#). Be sure to include a complete description of the project, the type of work to performed, the location of the work, and the applicable project dates in description area. Do not send this quote solicitation to any vendors until you have received the official Prevailing Wage Schedule for your job from the Business Office (per step #3 below.)
2. Email Melane Bisbas (Melane.Bisbas@needham.k12.ma.us) to request an official Prevailing Wage Schedule for your job. Attach the draft quote solicitation to your email request, which describes the job scope. Please note that:
 - a. A PW Schedule issued for one project may not be used on another project.
 - b. A PW Schedule is specific to a 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.
3. Once you have received the Prevailing Wage Schedule from Melane, attach the PW schedule and Contractor Guide (with CPR forms) to your quote solicitation form. Send the quote solicitation packet to multiple contractors customarily able to perform the job scope. (Soliciting quotes from at least three contractors is preferred. Contractors are required incorporate the prevailing wage rates into their quote submission.). Please note that you **MUST** send the PW Schedule to the contractor **BEFORE** you receive quotes, or the entire quote process will become invalid.
4. After receiving written quotes from the contractors, ask the responsive and responsible contractor offering the lowest price to sign the Needham Public School Standard Service Contract form (found on the [Business Office website](#)) and return the signed contract to you.
5. Complete a requisition request. Upload the quote, Prevailing Wage Schedule and signed contract document to your requisition request. Once approved and converted to a PO, the contract will be executed by the Business Office and sent to the vendor. The prevailing wage schedule will become an official part of the contract for that project.

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 a 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 official Prevailing Wage Schedule for the requested job 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. On a weekly basis during the life of the project AND within 15 days after completion of the work, contractors are required to submit weekly payroll reports accompanied by the signed Statement of Compliance Form directly to the Needham Public Schools Business Office at the address below. These payroll reports are known as "Certified Payroll Records" or CPRs. Each CPR must contain at least the employee's name, address, occupational classification, hours worked and wages paid. The Statement of Compliance and CPR forms are attached for the Contractor's convenience, and also available at: <https://www.mass.gov/prevailing-wage-program>.
4. The CPR and Statement of Compliance Forms should be sent to

Melane Bisbas
Needham Public Schools
Business Office
Melane.Bisbas@needham.k12.ma.us
781-455-0434
781-455-0400 x 11204 phone

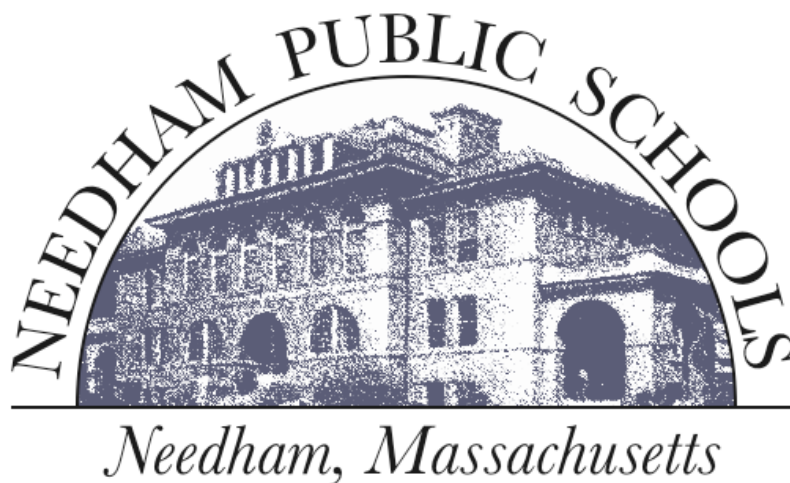
Temporary School Administration Address 1/9/23 – 6/30/24:
c/o Hillside Elementary School
28 Glen Gary Road
Needham Heights, MA 02494

Address Effective 7/1/24:
Emery Grover School Administration Building
1330 Highland Avenue
Needham MA 02492

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

ALG/alg
Attachment(s)

Needham Public Schools



Prevailing Wage Contractor Packet

Revised 1/2023

Needham Public Schools

Date:

Send To:

Attention:

Office Location:

From:

Office Location:

Phone Number:

Total Pages Including Cover:

Fax

Urgent

Reply ASAP

Please Comment

Please Review

For Your Information

Comments:

The Needham Public Schools seeks a written quotation for the attached project. This project is subject to the Massachusetts Prevailing Wage Law (M.G.L. Ch. 149, s. 26-27.) An official prevailing wage schedule is attached, as is information about the Prevailing Wage Law and contractor responsibilities.

Please complete the attached Project Quote Request Form and return it by _____, to:

Please read the attached document "An Important Guide for Public Work Construction Contractors," which explains a contractor's obligations under the Prevailing Wage Law, including the submission of certified payroll records and compliance certification statements on a weekly basis and within 15 days of completing the job. The template forms are attached to the Guide and also included on the state's website at <https://www.mass.gov/prevailing-wage-program>.

APPRENTICES

All apprentices must be registered individually with the Massachusetts Division of Apprenticeship Standards (DAS) in order to be paid at the lower apprentice rates. All apprentice programs must also be registered with DAS. Note: registration with another state or federal agency's apprentice program does not satisfy this requirement. All apprentices must keep his/her apprentice identification card on his/her person during all work hours. If an employee is not registered with MA DAS, he/she must be paid the journeyworker "total rate" listed on the wage rate schedule regardless of experience or skills.

OSHA CONSTRUCTION 10-HOUR TRAINING

For public construction jobs estimated to be greater than \$10,000.

All covered employees who are entitled to receive the prevailing wage while on the worksite, as well as any other employee of an entity that is required to pay the prevailing wage at the worksite, must have completed the OSHA 10 training. Contractors must provide documentation of the OSHA 10 training on the CPR for each employee the first time the individual is listed on a weekly payroll record. All covered employees must carry documentation of OSHA 10 training on their person when they are on the worksite or be able to immediately direct a representative of the AGO to the documentation. See AGO OSHA 10 Advisory.

PENALTIES

Failure to pay the prevailing wage subjects the contractor to potential civil and criminal liability.

ADMINISTRATION AND ENFORCEMENT

Two state government agencies have different responsibilities related to the prevailing wage laws:

Administration and Interpretation

The Department of Labor Standards (DLS) is responsible for issuing wage schedules and job classifications, and making determinations on the applicability of the prevailing wage. Appeals of prevailing wage rate schedules may be made to DLS.

MA Department of Labor Standards
19 Staniford Street, 2nd Floor
Boston, MA 02108
(617) 626-6953
www.mass.gov/dols/pw

Enforcement

The Office of the Attorney General's Fair Labor Division is responsible for enforcing the prevailing wage laws and receives all bid protests.

Office of the Attorney General
Fair Labor Division
One Ashburton Place
Boston, MA 02108
(617) 727-3465
www.mass.gov/ago/fairlabor

This information is brought to you by:
Office of Attorney General Maura Healey

THE MASSACHUSETTS PREVAILING WAGE LAWS

M.G.L. c. 149, §§ 26-27D



AN IMPORTANT GUIDE FOR PUBLIC WORK CONSTRUCTION CONTRACTORS

PREVAILING WAGE IN MASSACHUSETTS

The Massachusetts prevailing wage laws require that covered employees on public works projects be paid a minimum hourly rate set by the Department of Labor Standards (DLS). The prevailing wage laws apply to both union and non-union employers/employees. The Attorney General's Office (AGO) enforces these laws.

PREVAILING WAGE RATE SCHEDULES

DLS issues the required rates for each public construction project and determines which rates apply to which classifications. This is called the "prevailing wage rate schedule." Prevailing wage rate schedules are set by DLS based upon the rates established in local collective bargaining contracts. DLS also determines whether the prevailing wage applies to a given public works project.

- It is the awarding authority's (city, town, county, district, state agency or authority) responsibility to ensure that a copy of the prevailing wage rate schedule is provided to all contractors from whom bids or quotes are sought. DLS will not issue original wage rate schedules directly to contractors or employees.
- Once a wage rate schedule has been issued for a project by DLS, it will remain in effect for the entire project, except in the case of multi-year construction projects. For construction projects lasting more than one year, contractors must obtain updated wage rate schedules from the awarding authority.
- Appeals of wage determinations or classifications of employment may be made directly to the DLS Director.

- A copy of the wage rate schedule must be posted in a visible location at the work site.
- If an awarding authority fails to provide a contractor with a wage schedule, the contractor should not use one from another project. The contractor should contact the awarding authority immediately and urge the awarding authority to contact DLS to correct the oversight.

PAYING EMPLOYEES

In Massachusetts, all workers are presumed to be employees. (Please see: Attorney General's Advisory on the Massachusetts Independent Contractor/Misclassification Law for more information). Prevailing wages must be paid to covered employees on public works projects regardless of whether they are employed by the general contractor, a filed sub-bidder, or any sub-contractor.

All employees who perform work on a public works project must be paid the rate per hour according to the schedule issued for the particular project. If you are unsure which rate to pay an employee for any particular work, you must contact DLS at 617-626-6953 for guidance.

All wage increases listed on the wage rate schedule, if any, must be paid effective the specific dates listed.

Employers are limited in the deductions that may be made from the hourly rate "total rate" on the wage rate schedules.

Only contributions to the following bona fide plans may be deducted:

- Health and Welfare
- Pension
- Supplemental Unemployment

If an employer contributes to any, or all, of the above plans, it may deduct the hourly amount contributed from the "total rate." If the employer does not contribute to any of the benefit plans listed above, then the employee's hourly rate of pay will be the "total rate" from the wage rate schedule.

All other deductions, including but not limited to any of the following, may not be deducted from the employee's hourly prevailing wage rate. Please note, even if these deductions are allowable under federal law, they are not permitted under Massachusetts law.

- Vacation Time
- Sick Time
- Training Funds
- Charitable Contributions
- Workers' Compensation
- Unemployment Insurance
- Uniforms

CERTIFIED PAYROLL RECORDS

Contractors are required to submit weekly payroll reports directly to the awarding authority and keep them on file for three years. These weekly payroll reports are commonly known as "certified payroll records" (CPRs).

Each CPR report must contain at least the employee's name, address, occupational classification, hours worked and wages paid. A sample reporting form is available from DLS. A completed Statement of Compliance form as well as copies of apprentice ID cards for any employees being paid the apprentice rate must accompany each submitted weekly payroll report.

WEEKLY CERTIFIED PAYROLL REPORT AND WORKFORCE PARTICIPATION FORM

CERTIFIED PAYROLL REPORT: Pursuant to MGL c. 149, s. 27B, every contractor and subcontractor is required to submit a true and accurate copy of their certified weekly payroll records to the awarding authority by first-class mail or e-mail. In addition, each weekly payroll must be accompanied by a statement of compliance signed by the employer. Failure to comply may result in the commencement of a criminal action or the issuance of a civil citation.

WORKFORCE PARTICIPATION GOALS: The Commonwealth of Massachusetts has set the following goals for workforce participation for minorities and women. The participation goals for this project shall be 15.3% for minorities and 6.9% for women. The Contractor shall strive to achieve on this project the labor workforce participation goals contained herein. **The Contractor shall enter the number of hours worked in each trade by each employee, identified as woman, minority, or non-minority below.**

Company Name:					Address:					Phone No.:				Payroll No.:														
Employer's Signature:					Title:					Contract No.:		Tax Payer ID #:		Work Week Ending:														
Awarding Authority Name:					Public Works Project Name:					Public Works Project Location:				Min. Wage Rate Sheet Number:														
General / Prime Contractor's Name:					Subcontractor's Name:					Employer Hourly Fringe Benefit Contributions																		
(B+C+D+E) (A x F)																												
Employee Name & Complete Address	Work Classification	Project Hours Non-Minority	Project Hours Minority	Project Hours Women	Employee is OSHA 10 certified (?)	Appr. Rate (%)	Hours Worked							Project Hours (A) All Other Hours	Hourly Base Wage (B)	Health & Welfare Insurance (C)	ERISA Pension Plan (D)	Supp. Unemp. (E)	Total Hourly Prev. Wage (F)	Project Gross Wages Total Gross Wages	Check No. (H)							
							Su.	Mo.	Tu.	We.	Th.	Fr.	Sa.															

APPRENTICESHIP DOCUMENTATION:

Please answer the questions below.

- (1) Are any apprentice employees identified above?
- (2) If yes, are all apprentice employees identified above currently registered with the MA DLS Division of Apprentices Standards?
- (3) If yes, is a copy of the apprentice ID card issued by the MA DLS Division of Apprentices Standards included for all apprentice employees identified above?

YES <input style="width: 40px; height: 20px;" type="text"/>	NO <input style="width: 40px; height: 20px;" type="text"/>
YES <input style="width: 40px; height: 20px;" type="text"/>	NO <input style="width: 40px; height: 20px;" type="text"/>
YES <input style="width: 40px; height: 20px;" type="text"/>	NO <input style="width: 40px; height: 20px;" type="text"/>

WEEKLY PAYROLL RECORDS REPORT & STATEMENT OF COMPLIANCE

In accordance with Massachusetts General Law c. 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 is available from the Department of Labor Standards (DLS) at www.mass.gov/dols/pw 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.

On a weekly basis, every contractor and subcontractor is required to submit a certified copy of their weekly payroll records to the awarding authority; this includes the payroll forms and the Statement of Compliance form. The certified payroll records must be submitted either by regular mail or by e-mail to the awarding authority. Once collected, the awarding authority is required to preserve those records for three years from the date of completion of the project.

Each such contractor and subcontractor shall furnish weekly **and** within 15 days after completion of its portion of the work, to the awarding authority directly by first-class mail or e-mail, a statement, executed by the contractor, subcontractor or by any authorized officer thereof who supervised the payment of wages, this form, accompanied by their payroll:

STATEMENT OF COMPLIANCE

_____, 20_____

I, _____,
(Name of signatory party) (Title)

do hereby state:

That I pay or supervise the payment of the persons employed by

_____ on the _____
(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 _____