



# City of Boston

Jobs and Living Wage Ordinance  
THE LIVING WAGE DIVISION • (617) 918-5236

## VENDORS LIVING WAGE AFFIDAVIT

Any for-profit or not-for-profit vendor who employs at least 25 full-time equivalents (FTEs) and who has been awarded a service contract of \$25,000 or more from the City of Boston **must comply** with the provisions of the Boston Jobs and Living Wage Ordinance which requires any such vendors to pay at least **the living wage which is \$15.87 per hour** to any employee who directly expends his or her time on the services set out in the contract. All **subcontractors** whose subcon-tracts are at least \$25,000 **are also required** to pay the living wage.

*If you are bidding on or negotiating a service contract that meets the above criteria, you should submit this affidavit prior to the awarding of the contract. If you believe that you are exempt from the Living Wage Ordinance, complete Section 4: Exemption from Boston Jobs and Living Wage Ordinance, or if you are requesting a general waiver, please complete Section 5: General Waiver Reason(s).*

**WARNING:** No service contract will be executed until this affidavit is completed, signed and submitted to the contracting department

**IMPORTANT:** Please print in ink or type all required information. Assistance in completing this form may be obtained by calling or visiting the Living Wage Administrator, the Living Wage Division of the Office of Workforce Development, telephone: (617) 918-5236, or your contracting department.

### PART 1: VENDOR INFORMATION:

Vendor name: \_\_\_\_\_

Contact person: \_\_\_\_\_

Vendor address: \_\_\_\_\_

Telephone #: \_\_\_\_\_ E-Mail: \_\_\_\_\_

### PART 2: CONTRACT INFORMATION:

Name of the program or project under which the contract or subcontract is being awarded:

\_\_\_\_\_

Contracting City of Boston Department: \_\_\_\_\_

Start date of contract: \_\_\_\_\_ End date of contract: \_\_\_\_\_

Length of contract:  1 year  2 years  3 years  Other: \_\_\_\_\_ (years)

**PART 3: ADDITIONAL INFORMATION**

Please answer the following questions regarding your company or organization:

1. Total number of "FTE" employees which you employ company-wide (full time + combined part-time employees)  
(Example: 24 full-time staff + 2 part-time staff working 20 hours a week = 25 FTEs.) \_\_\_\_\_
2. Total number of individual employees who will be assigned to work on the above-stated contract: \_\_\_\_\_
3. Do you anticipate hiring any additional employees to perform the work of the service contract?  
 Yes       No
4. If yes, how many additional FTEs do you plan to hire? \_\_\_\_\_

**PART 4: EXEMPTION FROM THE BOSTON JOBS AND LIVING WAGE ORDINANCE**

Any vendor who qualifies may request one of the four categories of exemptions from the provisions of the Boston Jobs and Living Wage Ordinance by completing the section below. Attach any pertinent documents to this application to prove that you are exempt from the Boston Jobs and Living Wage Ordinance.

Please check the appropriate box(es) below indicating your exemption request. **NOTE: Unless you receive written confirmation from The Living Wage Division approving your exemption request, you remain covered by the Boston Jobs and Living Wage Ordinance.**

**Exemption Categories:**

- 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 Boston Jobs and Living Wage Ordinance** (attach additional sheets if necessary).

**PART 5. GENERAL WAIVER REASON(S)**

I hereby request a general waiver from the Boston Jobs and Living Wage Ordinance. The application of the Boston Jobs and Living Wage Ordinance to my contract violates the following state or federal statutory, regulatory or constitutional provision(s):

State the specific state or federal statutory, regulatory or constitutional provision(s), which makes compliance with the Boston Jobs and Living Wage Ordinance unlawful:

**GENERAL WAIVER ATTACHMENTS:**

Please attach a copy of the conflicting statutory, regulatory or constitutional provision(s) that makes compliance with this ordinance unlawful.

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 Boston Jobs and Living Wage Ordinance unlawful (*attach additional sheets if necessary*):

**PART 6: VENDOR AFFIDAVIT**

I \_\_\_\_\_ a principal officer of the covered vendor certify and swear/affirm that the information provided on this Vendors Living Wage Affidavit is true and within my own personal knowledge and belief. Signed under the pains and penalties of perjury.

**SIGNATURE:** \_\_\_\_\_ **DATE** \_\_\_\_\_

**PRINTED NAME:** \_\_\_\_\_

**TITLE:** \_\_\_\_\_