



**NOTICE TO VENDORS:
REQUIREMENTS OF THE BOSTON JOBS, LIVING WAGE, AND PREVAILING WAGE
ORDINANCE**

Any City of Boston department that awards a service contract is required to provide an explanation of the requirements of the Boston Jobs, Living Wage, and Prevailing Wage Ordinance (“the Ordinance”).

Under the Ordinance, you may be either a *Covered Service Contract* or *Covered Building Service Contract*.

- **Covered Service Contract**: any contract of at least twenty-five thousand (\$25,000.00) dollars or more awarded to a vendor by the City for the furnishing of services to or for the City.
- **Covered Building Service Contract**: a contract or subcontract to provide building services to the City of Boston (regardless of contract size). This work includes work performed in connection with the cleaning and maintenance of buildings and security guard services.

Depending on the contract, you may be either a *Covered Vendor* or a *Covered Building Service Vendor*:

- **Covered Vendor**: any for-profit employer or any not-for-profit employer that employs at least twenty-five (25) FTE's and that has been awarded a service contract or service subcontract of \$25,000 or more from the City of Boston.
- **Covered Building Service Vendor**: an employer providing building services as contemplated under the Ordinance to the City of Boston through a contract or subcontract.

If you are a *Covered Vendor*, you are required to pay employees covered by the contract no less than the **living wage amount of \$18.20 starting July 1, 2024**; this amount is subject to change each July.

If you are a *Covered Building Service Vendor*, you are required to pay employees covered by the contract no less than standard compensation. The wage schedule to determine standard compensation will be provided to you by the contracting department; this amount must be updated on the anniversary of the contract execution.

Covered Vendors and *Covered Building Service Vendors* have other obligations under the Ordinance, which include:

- the completion of the Boston Jobs, Living Wage, and Prevailing Wage Ordinance Vendor Agreement (Form 2),
- the completion of quarterly reports (Form 9),
- the completion of the First Source Hiring Agreement (Form 10),
- the maintenance and reporting of payroll records and site visits, and
- other obligations as required by the Ordinance.

You can find the Ordinance and requirements for *Covered Vendors* and *Covered Building Service Vendors* in the [City Municipal Code](#) and at boston.gov/living-wage. To request a hard copy of the Ordinance, please reach out to the Office of Labor Compliance and Worker Protections by calling **(617) 918-5236** or emailing workers@boston.gov.

All vendors who have signed a *Covered Service Contract* or *Covered Building Service Contract* with the City of Boston shall forward a copy of the Ordinance requirements to any person submitting a bid for a subcontract on the *Covered Service Contract* or *Covered Building Service Contract*.

The Office of Labor Compliance and Worker Protections of the Worker Empowerment Cabinet is the City's *Designated Department* responsible for the overall implementation, compliance, and enforcement of the Ordinance. The *Contracting Department* is the agency awarding the contract.

Any questions concerning the Ordinance, regulations, or the current living wage hourly rate should be referred to the Office of Labor Compliance and Worker Protections. The Office of Labor Compliance and Worker Protections is located at 43 Hawkins Street, Boston, MA 02114 and can be reached at **(617) 918-5236**.