



August 25, 2017

**REQUEST FOR PROPOSALS:
INSTALLATION OF HOLIDAY,
WINTER & SUMMER LIGHTING ON THE
CHURCH STREET MARKETPLACE, FY 18 – 20 **DUE FRIDAY, SEPTEMBER 22, 2017****

I. INTRODUCTION

You're invited to respond to this Request for Proposal for installation of Holiday, Winter and Summer Lights on the Church Street Marketplace, for a three-year period, beginning Fall, 2017 and ending in the Spring, 2020. Proposals are due to the Marketplace by Friday, September 15, 2017.

YOU ARE ENCOURAGED TO BID ON EITHER PROJECT #1, PROJECT #2 or BOTH.

PROJECT # 1: BUCKET TRUCK INSTALLATIONS FOR HOLIDAYS, WINTER LIGHTS, SUMMER LIGHTS.

THIS PROJECT INCLUDES:

- A) Stringing Lights on 40 LARGE TREES on all four blocks for the 2017 and 2019 Holidays;
- B) Stringing Lights and Garland at Four Intersections for the Holidays;
- C) Assisting CSM in securing Christmas Tree at private residence in Greater Burlington Area;
- D) Removing lights from Christmas Tree and removing tree from Church Street by the end of the first week of January; Hanging Light Strands;
- E) Installing 28 FT, 12 Socket Light Strands on the steel cables at each of Church Streets four intersections: Main, College, Bank and Cherry

PROJECT # 2: LADDER INSTALLATIONS FOR HOLIDAYS, WINTER LIGHTS AND SUMMER LIGHTS. INCLUDES:

- A) Stringing Lights on 45 SMALL Trees on all four blocks of Church Street;
- B) INSTALLING 28 FT, 12 Socket Light Strands ON CHURCH STREET'S STEEL & GLASS CANOPIES on all four blocks;
- C) changing out bulbs under Church Street's steel and glass canopies prior to WINTER LIGHTS (January);

D) Changing out Bulbs in 12 Socket Light Strands for SUMMER LIGHTS (May)

We believe your participation in our lighting and decorating programs offers your company a unique opportunity to showcase and build awareness for your company's services, exposing you to a number of different audiences. We hope that you will consider building on our mission, and creating an everlasting experience to be remembered by visitors and locals alike.

HOW TO PREPARE YOUR COST PROPOSAL TO THE CHURCH STREET MARKETPLACE.

1. Send us your cost proposal: We will accept your quote for Project #1, Project #2 or both. You may use the spreadsheet (Pages 3 & 4 of this proposal) we've provided to submit your price quotes for projects.
2. A list of equipment you will have available to use for these projects
3. A brief written description of your business experience with landscaping work and/or lighting installations.
4. A signed copy of "Certification Of Compliance with the City Of Burlington's Livable Wage Ordinance" (Attachment A)
5. A signed copy of "Certification of Compliance with the City of Burlington's Union Deterrence Ordinance" (Attachment B)
6. Proof of Insurance (Attachment C)

PROPOSALS ARE DUE by Friday, September 22, 2017 and may be sent via either US Mail, via email to redmond@burlingtonvt.gov or delivered in person. The Church Street Marketplace office is located at 2 Church Street, Richardson Place Building, on Church Street's top block (intersection of Church and Pearl Streets.) From Church Street's east side, look for sign on 2 Church Street building: "Richardson Place Office Entrance." Sign located between Top of the Block Sandwich Shop and Downtown Danform Shoes. Walk through double doors. Take stairway or elevator up to second floor. Turn left to reach our offices, located in Suite 2A, right next to elevator.

INFORMATION SESSIONS: To help you learn more about these projects, the Church Street Marketplace will hold information sessions and answer questions on these days:

- Between 9 – 10 AM at the Marketplace Office on these days: August 28, 30. September 5, 6, 7, 8
- Between 12 NOON – 1 PM at the Marketplace Office on these days: August 28, 29, 30. September 5, 6, 7 8

I. ABOUT CHURCH STREET AND ITS LIGHTING PROGRAMS

CHURCH STREET MARKETPLACE IS COMPOSED OF FOUR BLOCKS

City Hall Block	Church Street between Main and College Streets
Second Block	Church Street between College and Bank Streets
Mall Block	Church Street between Bank and Cherry Streets
Top Block	Church Street between Cherry and Pearl Streets

THERE ARE 42 LARGE TREES AND 35 SMALL TREES ON THE FOUR BLOCKS OF CHURCH STREET. A lighting contractor decorates small trees with two workers and one 16 foot ladder and one 6-10 foot ladder. To decorate our large trees with light strands, a contractor requires two workers and a bucket truck

THERE ARE STEEL CABLES AT FOUR INTERSECTIONS – MAIN, COLLEGE, BANK AND CHERRY STREETS. During the Holidays, our contractor installs garland and light strands on these steel cables at these four intersections. For the January, 2018, a contractor will install 28 foot, 12 socket light strands plus bulbs of a certain color for Winter. For the Summer, a contractor will change out the light bulbs in the intersections.

THERE ARE STEEL AND GLASS CANOPIES ON EACH OF CHURCH STREET'S FOUR BLOCKS. These steel and glass canopies were installed in 1981 to shield pedestrians from snow and rain. A contractor will install 28 foot, 12 socket light strands on the steel I-Beams in January, 2018. The contractor will change out the bulbs for Winter Lights and for Summer Lights

EVERY CHRISTMAS, WE INSTALL A 40-45 FOOT BLUE SPRUCE TREE AT THE TOP OF CHURCH STREET. The tree is donated by a local family or business. We retrieve the tree with the help of DeMag Riggers transport it to Church Street. This job requires chain saw and two workers who are experienced working with a large rigger. Contractor cuts down the tree and grinds the stump. Our lighting contractor will then decorate the tree with 250 light strands – strands are installed vertically, spaced about 1 inch apart.

II. SUMMARY OF WORK –

PROJECT # 1: BUCKET TRUCK INSTALLATIONS FOR HOLIDAYS, WINTER LIGHTS, SUMMER LIGHTS.					
THIS PROJECT INCLUDES: A) STRINGING LIGHTS ON ALL LARGE Trees on all four blocks of Church Street See photos of all LARGE trees and their locations; B) HANGING GARLAND & LIGHTS at MAIN, COLLEGE, BANK and CHERRY ST INTERSECTIONS; C) HELPING CSM SECURE a Blue Spruce Christmas Tree from Private Home in Greater Burlington Area; D) REMOVING LIGHTS FROM CHRISTMAS TREE AND REMOVING TREE from Church Street by the end of the first week of January; E) ATTACHING LIGHT STRANDS TO STEEL CABLES AT MAIN, COLLEGE, BANK and CHERRY ST INTERSECTIONS; F) CHANGING OUT BULBS AT MAIN, COLLEGE, BANK and CHERRY ST INTERSECTIONS					
<i>What and Where</i>	<i>When does this work occur?</i>	<i>Which years</i>	<i>What equipment & staff are required</i>	<i>Description of Work. Approximate # of light strands installed.</i>	<i>Write your individual quotes here for A) B) C) D) E) & F) plus total</i>
A) STRINGING LIGHTS ON ALL LARGE Trees on all four blocks of Church Street See photos of all LARGE trees and their locations	October - November	YEARS 1 and 3	This job requires a BUCKET TRUCK and two workers.	Installing 50' Length warm white LED light strands. Approximate # of light strands:	\$
B) HANGING GARLAND & LIGHTS at MAIN, COLLEGE, BANK and CHERRY ST INTERSECTIONS	November	YEARS 1, 2 and 3	This job requires a BUCKET TRUCK and two workers.	Installing Garland wrapped with 50' Length warm white LED light strands. Approximate # of light strands:	\$
C) HELPING CSM SECURE a Blue Spruce Christmas Tree from Private Home in Greater Burlington Area	The Friday BEFORE Black Friday	YEARS 1, 2 and 3	This job requires chain saw and two workers who are experienced working with a large rigger.	Assist Marketplace Staff and DeMag Riggers on the Friday morning that is one week before "Black Friday." From 8 AM -12 Noon. Help secure the Marketplace's annual Christmas tree from a private home in the greater Burlington area; cut down the tree and grind out the tree stump; help with installation on the Marketplace with CSM and DeMag Riggers	\$
D) REMOVING LIGHTS FROM CHRISTMAS TREE AND REMOVING TREE from Church Street by the end of the first week of January	First week of January	YEARS 1, 2 and 3	Chain Saw, Crew, Chipper	Requires one full day, two crew members.	\$

E) ATTACHING LIGHT STRANDS TO STEEL CABLES AT MAIN, COLLEGE, BANK and CHERRY ST INTERSECTIONS	January	YEARS 1, 2 and 3	This job requires a BUCKET TRUCK and two workers.	Installing 12 Socket Commercial Grade Light Strands along cables in intersections - Approximate # of light strands:	\$
F) CHANGING OUT BULBS AT MAIN, COLLEGE, BANK and CHERRY ST INTERSECTIONS	May/June	YEARS 1, 2 and 3	This job requires a BUCKET TRUCK and two workers.	Changing out bulbs in 12 Socket Commercial Grade Light Strands along cables in intersections – Approximate # of light strands:	\$
YOUR TOTAL COST QUOTE					\$

PROJECT # 2: LADDER INSTALLATIONS FOR HOLIDAYS, WINTER LIGHTS AND SUMMER LIGHTS.					<i>Write your individual quotes here for A) B) & C) plus total</i>
INCLUDES: A) Stringing Lights on 45 SMALL Trees on all four blocks of Church Street; B) INSTALLING 28 FT, 12 Socket Light Strands ON CHURCH STREET'S STEEL & GLASS CANOPIES on all four blocks in the Fall, 2017 only; C) changing out bulbs under Church Street's steel and glass canopies prior to WINTER LIGHTS (January) and SUMMER LIGHTS (May)					
A) STRINGING LIGHTS ON ALL 45 SMALL TREES ON ALL FOUR BLOCKS for Holidays on the Marketplace. See photos of all SMALL trees and their locations	October - November, 2017	YEARS 1 and 3	This job can be accomplished with two workers, one 16' LADDER and 1 6-10' LADDER	Installing 50' Length warm white LED light strands. Approximate # of light strands:	\$
B) INSTALLING 28 FT, 12 Socket Light Strands ON CHURCH STREET'S STEEL & GLASS CANOPIES on all four blocks	October - November	YEARS 1	This job can be accomplished with two workers, two 16' LADDERS	“Double Up” by installing 12 Socket Commercial Grade Light Strands “twice” along I-BEAMS of Steel and Glass Canopies	\$
C) CHANGING OUT BULBS in 12 Socket Light Strands for WINTER LIGHTS (January) and SUMMER LIGHTS (May)	January	YEARS 1, 2 and 3	This job can be accomplished with two workers and two LADDERS .	Changing out bulbs in 12 Socket Commercial Grade Light Strands - Approximate # of light strands:	\$
YOUR TOTAL COST QUOTE					\$

III. DESCRIPTION OF OUR TREES, BY BLOCK PLUS # OF LIGHT STRANDS REQUIRED PER TREE

TOP BLOCK - Church Street between Pearl & Cherry Streets							
PEARL STREET				PEARL STREET			
WEST SIDE OF CHURCH STREET				EAST SIDE OF CHURCH STREET			
Location of Tree	Type of Tree		# of Light Strands per tree	# of Light Strands per tree	Type of Tree	Location of Tree	
S.W. corner of Church & Pearl.	N/A	N/A	N/A	N/A	N/A	SE corner of Church & Pearl Streets	
Between Athleta and Eddie Bauer	Small		10	10	Small	In front of Danform Shoes - North	
In front of Eddie Bauer - North	Small		10	10	Small	In front of Danform Shoes - South	
In front of Eddie Bauer - South	Small		10	10	Small	In front of E.B. Strong	
In front of Tina's Home Design	Small		10	10	Small	In front of Crow Bookshop	
between Tina's Home Design and Vermont Violins		Large	20	20	Small	In front of Halvorson's	
At Vermont Violins	Small		10	10	Small	At Earthbound Trading	
At Urban Outfitters	Small		10	10	Small	At David's Tea	
in front of lulu lemon	Small		10	10	Small	Between David's Tea & Bertha Church	
At CVS	Small		10	10	Small	In front of Ben & Jerry's	
Corner of Church & Cherry @ CVS entrance	Small		10	10	Small	N.E. Corner of Church and Cherry	
On Cherry St @N.E. corner, Church & Cherry. @Cherry Street entrance to CVS		Large	50	50	Large	On CHERRY ST @ Ben & Jerry's ... N.E. corner of Church & Cherry	
TOTALS	9	2	160	160	10	1	TOTALS
CHERRY STREET							

MALL BLOCK - Church Street between Cherry & Bank Streets

CHERRY STREET				CHERRY STREET			
WEST SIDE OF CHURCH STREET				EAST SIDE OF CHURCH STREET			
Location of Tree	Type of Tree		# of Light Strands per tree	# of Light Strands per tree	Type of Tree		Location of Tree
On S.W. corner of Church & Cherry Streets		Large	30	40	Large	Large	Between Dear Lucy and Sweet Lady Jane
Outdoor Gear Exchange – northern most portion of business		Large	30	15	Small		In front of Fjallraven
in front of Outdoor Gear Exchange – southern most section of business		Large	50	10	Small		In front of Homeport
in front of Panera Bread	Small		10	15	Small		In front of Banana Republic
In front of Starbucks	Small		15	10	Small		In front of MAC Cosmetics
In front of Hatley		Large	50	50		Large	In front of Kiss the Cook
In front of 61 Church Street		Large	40	40		Large	In front of Karlise Jewelers, near NE corner of Church & Bank Streets
In front of Ken’s Pizza		Large	50	N/A	N/A	N/A	On Bank Street . . N.E. corner of Church & Bank Streets in front of Karlise Jeweler
In front of Monelle		Large	40				
At N.W. Corner of Church & Bank Intersection	Small		10				
TOTALS	3	7	325	180	4	3	TOTALS

BANK STREET

SECOND BLOCK - Church Street between Bank & College Streets

BANK STREET			
WEST SIDE OF CHURCH STREET			
Location of Tree	Type of Tree		# of Light Strands per tree
Bank Street near S.W. corner of Bank and Church Streets		Large	40
SE corner of Church and Bank Streets near Ecco	Small		10
in front of Ecco		Large	30
in front of Frog Hollow	Small		15
in front of Second Time Around	Small		20
in front of Garcia's Tobacco		Large	50
in front of Sox Market		Large	30
In front of Optical Center		Large	40
Between Danforth Pewter and Optical Center		Large	50
at Leunig's, corner of College and Church Streets		Large	40
on College St at NW corner of Church & College		Large	40
TOTALS	3	8	325

BANK STREET			
EAST SIDE OF CHURCH STREET			
# of Light Strands per tree	Type of Tree		Location of Tree
10	Small		S.E. corner Bank & Church Streets
40		Large	between Body Shop and TD Bank ATM
10		Large	between Saratoga Olive Oil & 90 Church St
30		Large	in Front of 90 Church St (North Face)
30		Large	B.GOOD
15		Large	B.GOOD
30		Large	B.GOOD
40		Large	in front of Jess Boutique
40		Large	in front of Expressions
20	Small		in front of Tradewinds
20	Small		Between Tradewinds and Lippa's
50		Large	Stephen & Burns
50		Large	N. E. Corner of College & Church
385	3	10	TOTALS

COLLEGE STREET

CITY HALL BLOCK - Church Street between College & Main Streets

COLLEGE STREET				COLLEGE STREET			
WEST SIDE OF CHURCH STREET				EAST SIDE OF CHURCH STREET			
Location of Tree	Type of Tree		# of Light Strands per tree	# of Light Strands per tree	Type of Tree		Location of Tree
On College Street in front of Michael Kehoe at S.W. corner of College & Church		LARGE	40	15	SMALL		S.E. Corner of Church & College Streets
in front of Michael Kehoe	SMALL		15	15	SMALL		In front of Sweetwaters (north)
between Michael Kehoe and RiRa	SMALL		15	15	SMALL		In front of Sweetwaters (south)
Between Ri-Ra and Von Bargaen's Jewelers	SMALL		15	10	SMALL		in front of Maven, Global Pathways
in front of entrance to 131 Church Street	SMALL		15	30		LARGE	In front of Ake's Place
between Burlington City Arts and Von Bargaen's Jewelers		LARGE	15	15	SMALL		
in front of City Hall Flower Bed North	SMALL		15	20		LARGE	In front of Red Onion
City Hall Flower Bed North - Tree #1	SMALL		10	20		LARGE	In front of Gaku Ramen
City Hall Flower Bed North - Tree #2	SMALL		10	20		LARGE	In front of Full Tank
in front of City Hall South Flower Bed	SMALL		10	50		LARGE	In front of Earth Prime Comics, next to Honey Road Restaurant
In front of City Hall South Flower Bed, closest to Church & Main Intersection	SMALL		10				
City Hall Flower Bed - South - Tree #1		LARGE	15				
City Hall Flower Bed - South - Tree #1		LARGE	15				
TOTALS	9	4	200	210	4	5	TOTALS
GRAND TOTALS ALL 4 BLOCKS	24	21	1010	935	21	19	GRAND TOTALS ALL 4 BLOCKS

IV. STEEL & GLASS CANOPIES

LIGHTING ON STEEL & GLASS CANOPIES	TOTAL feet of Light Strands to String	TOTAL # of Light Bulbs to Change Out (28 foot strands with 12 sockets each)
TOP BLOCK (Church between Pearl & Cherry)		
10-22 EB Strong to Halvorson's	178	
19-21 Tina's to Good Stuff	98	
28 Smugglers Notch to Vt. Flannel	62	
TOTAL TOP BLOCK	338	145
MALL BLOCK (Church between Cherry & Bank)	TOTAL feet	
37 - 43 Outdoor Gear Exchange to Panera	174	
42 - 50 Uncommon Grounds to Fjallraven	160	
56 Banana Republic	104	
61 - 75 Fitting Curve to Monelle	332	
TOTAL MALL BLOCK	770	330
SECOND BLOCK (Church between Bank & College)	TOTAL feet	
80-84 TD Bank to Body Shop	180	
99 - 113 Sox Market to Leunigs	374	
TOTAL SECOND BLOCK	554	237
CITY HALL BLOCK (Church between College & Main)	TOTAL feet	
150 -156 Good Times to Church & Main	144	
136 -144 Red Square to Gaku Ramen	176	
TOTAL CITY HALL BLOCK	320	137
TOTAL ALL FOUR BLOCKS	3,964	849

V. INTERSECTIONS WITH STEEL CABLES

INTERSECTIONS WITH STEEL CABLES	TOTAL feet of Light Strands to String	TOTAL # of Light Bulbs to Change Out 28 foot strands with 12 sockets
MAIN STREET INTERSECTION	216	93
COLLEGE STREE INTERSECTION	388	166
BANK STREET INTERSECTION	548	235
CHERRY STREET INTERSECTION	548	235
TOTAL	1700	729

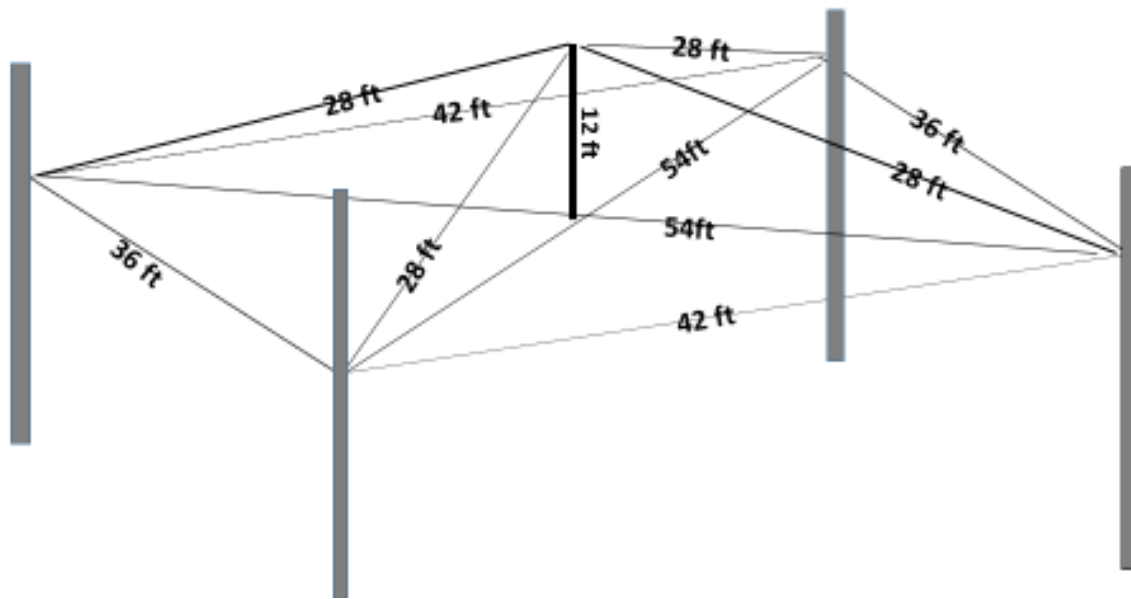
51 feet X 4 = 204
 6 feet x 2 = 12
 TOTAL FEET: 216

Church & Main Intersection



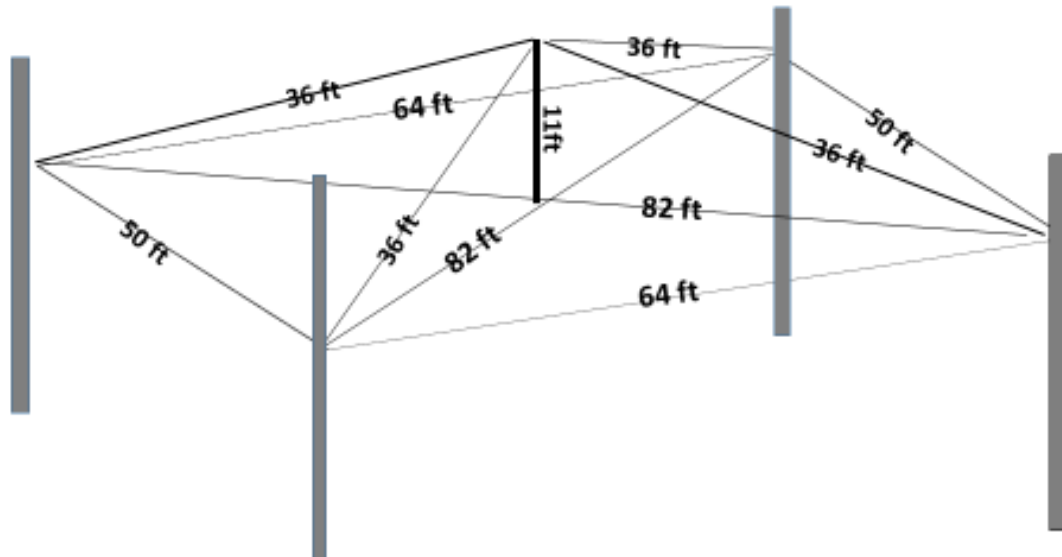
28 feet X 4 = 112
42 feet x 2 = 84
54 feet x 2 = 108
36 feet x 2 = 72
12 feet
TOTAL FEET: 388

Church & College Intersection



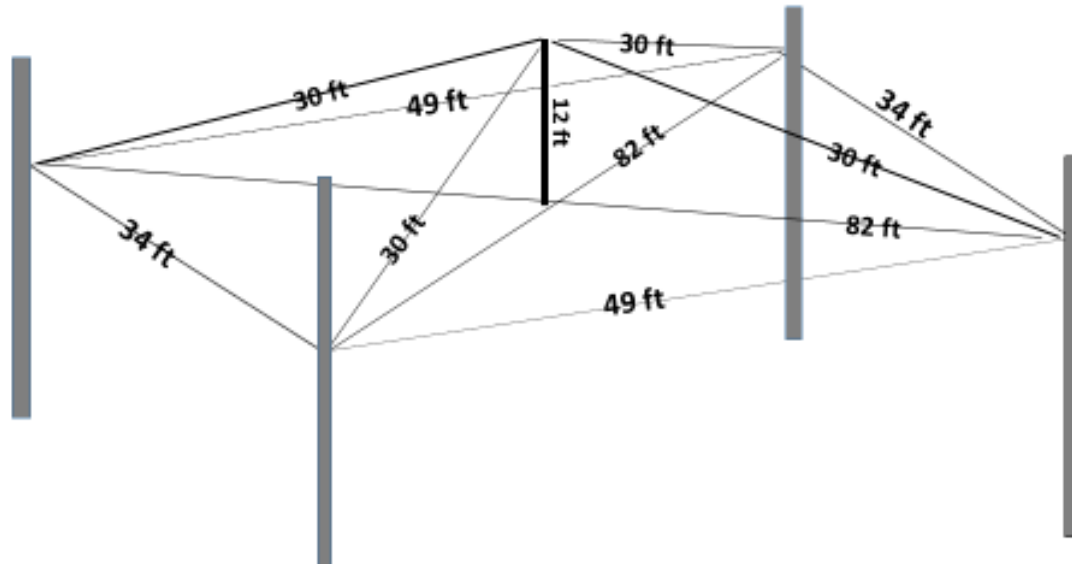
36 feet X 4 = 144
64 feet x 2 = 128
50 feet x 2 = 100
82 feet x 2 = 164
12 feet
TOTAL FEET: 548

Church & Bank Intersection



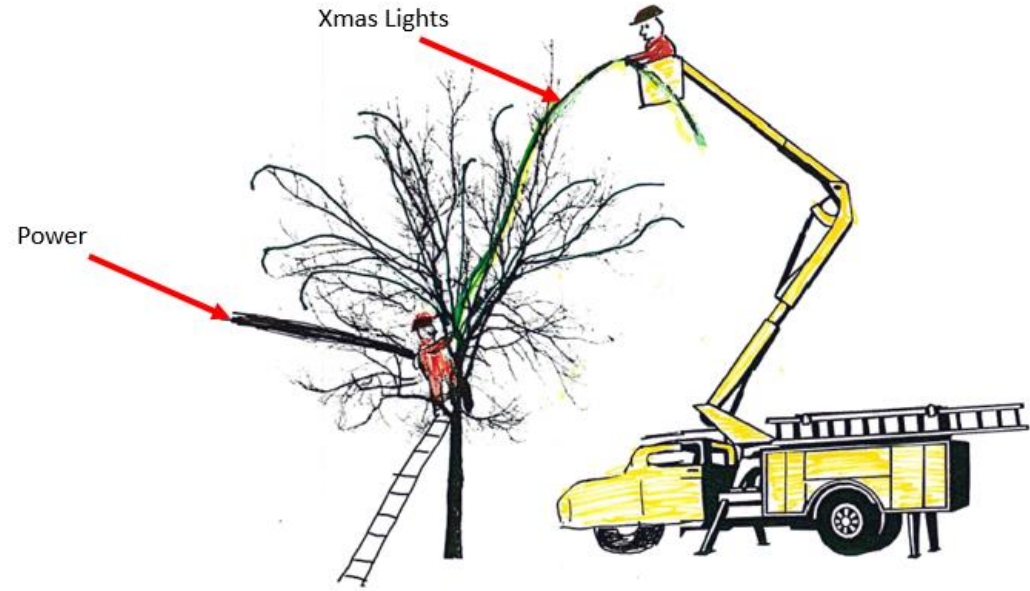
30 feet X 4 = 144
49 feet x 2 = 128
34 feet x 2 = 100
82 feet x 2 = 164
12 feet
TOTAL FEET: 548

Church & Cherry Intersection



VI. HOW WE INSTALL LIGHTS IN LARGE TREES AND SMALL TREES

Set up begins in mid-October and must be completed on the Monday before Black Friday (Black Friday is the Friday immediately following Thanksgiving Day and official kick off of the Holiday season.) FOR LARGE TREES, person in bucket passes new light strand to person in tree. Person in tree PLUGS strand into electrical outlet. Person in bucket drops strand over canopy, letting the extra dangle at the tree canopy. Then, person in bucket grabs extra length and brings strand back towards the middle on the outside of the tree canopy. We call this process the “Fireworks” look.



FOR SMALL TREES.

One 16 foot ladder and 6-10 foot ladder are required. One person is closer and lower to the middle of the trees. Second person is higher, feeding lights down the middle of the tree. Remember, we are not attaching lights to our trees. We are laying the lights into the tree.



THE PROCESS OF DECORATING THE TREES IN THE PLANTERS IN FRONT OF CITY HALL ON CHURCH STREET requires the same techniques on the street. (In the past, this was accomplished in 3.5 to 4 days, including decorating the tree in front of City Hall.) First, the power outlet is located across the street from City Hall and getting this set up is key to the job running smoothly. All the bushes, shrubs, and trees are wired like those up and down the Marketplace.

VII. **INSTALLING GARLAND AND LIGHTS ON THE STEEL CABLES AT THE MAIN, COLLEGE, BANK AND CHERRY STREET INTERSECTIONS**

- Garland is provided by the Marketplace and arrives pre-cut and labeled for each intersection and light post. Each of the four intersections (Main, College, Bank and Cherry) are decorated with garland and lights. College, Bank and Cherry Street intersections are full four sided, three-dimensional overheads. Main Street intersection is a single two-dimensional plane across Church Street, where the Marketplace ends at Main Street.
- Lights and garland can be wrapped at the same time, by two people, working together in the bucket.
- First, the garland is wrapped around the 8 major lines that outlay the overheads, using zip ties to secure to the bare steel wire. Garland is also wrapped around the pole rising from the center.
- Garland is NOT wrapped around the support strands.
- After garland is in place, lights are wrapped around the garland. Each intersection should incorporate 30-35 sets of lights. Each side of the intersection overhead should use approximately 4 sets of lights. Two of the three sets of lights should be used to decorate the center pole. (In the past, each intersection required 1.5 days to complete.)
- The Main Street intersection is decorated by wrapping garland around the top and bottom guide wires and then looping garland between the two. (See figure 3). The loops need to be evenly spaced and precise because the garland is pre-cut accordingly. Once the garland is up, lights are wrapped around garland as before. This intersection should use 25 sets of lights.

VIII. HOW TO PREPARE YOUR COST PROPOSAL TO THE CHURCH STREET MARKETPLACE.

7. Send us your cost proposal: We will accept your quote for Project #1, Project #2 or both. You may use the spreadsheet (Pages 3 & 4 of this proposal) we've provided to submit your price quotes for projects.
8. A list of equipment you will have available to use for these projects
9. A brief written description of your business experience with landscaping work and/or lighting installations.
10. A Copy of "Certification Of Compliance with the City Of Burlington's Livable Wage Ordinance"

PROPOSALS ARE DUE by Friday, September 15, 2017 and may be sent via either US Mail, via email to redmond@burlingtonvt.gov or delivered in person. The Church Street Marketplace office is located at 2 Church Street, Richardson Place Building, on Church Street's top block (intersection of Church and Pearl Streets.) From Church Street's east side, look for sign on 2 Church Street building: "Richardson Place Office Entrance." Sign located between Top of the Block Sandwich Shop and Downtown Danform Shoes. Walk through double doors. Take stairway or elevator up to second floor. Turn left to reach our offices, located in Suite 2A, right next to elevator.

VENDOR REQUIREMENTS: Interested and qualified bidders who are able to demonstrate their ability to provide the services outlined in this RFP are invited to submit a proposal showing the following. The successful bidder must possess all licenses required to operate machinery.

SELECTION PROCESS: A committee comprised of Marketplace staff and Church Street Marketplace District Commission will review the proposals and a vendor will be selected, based on three criteria:

- 1) experience of contractor The successful bidder must possess all licenses required to operate machinery.
- 2) contractor's equipment
- 3) cost proposal

QUESTIONS about how the Marketplace currently manages the installation of lighting: Jim Daly, Working Foreman, Church Street Marketplace, 802-238-7628 or jdaly@burlingtonvt.gov Questions about the Proposal Process: Ron Redmond, Executive Director, Church Street Marketplace, 802-238-5598 or redmond@burlingtonvt.gov

ADDITIONAL INFORMATION: You may submit bids for portions of this work or all of this work. You will be awarded a three-year contract (FY 18 – FY 20):

COMPLIANCE WITH CITY ORDINANCES, INCLUDING LIVEABLE WAGE:

A successful proposal to provide goods and services to the City must comply with all City ordinances, in addition to any applicable state or Federal laws. These include, but are not limited to, compliance with the City's Livable Wage, Outsourcing, and Union Deterrence ordinances. A certificate of compliance with the Livable Wage ordinance will be required. The Livable Wage ordinance can be found at the following link: <http://www.burlingtonvt.gov/CT/Livable-Wage-Ordinance/>

LIVABLE WAGE EXPLAINED: In November of 2001, the City Council enacted an ordinance whose intention it was to provide a minimum level of compensation for city employees and employees of entities that enter into service contracts or receive financial assistance from the City of Burlington.

Annually in May the livable wage is re-calculated. The re-calculated rates then becomes effective on July 1 of that same year.

The city is committed, through its contracts with vendors and provision of financial assistance, to encourage the private sector to pay its employees a livable wage and contribute to employee health care benefits.

- 1) *Contractor or vendor* is a person or entity that has a contract with the City of Burlington primarily for the furnishing of services (as opposed to the purchasing of goods) where the total amount of the contract or contracts exceeds fifteen thousand dollars (\$15,000.00) for any twelve-month period, including any subcontractors of such contractor or vendor.
- 2) *Covered employer* means the City of Burlington (except that the Burlington School Department shall not be considered a covered employer), a contractor or vendor or a grantee as defined above.
- 3) *Covered employee* means an "employee" as defined below, who is employed by a "covered employer," subject to the following:
 - a) An employee who is employed by a contractor or vendor is a "covered employee" during the period of time he or she expends on furnishing services funded by the city, notwithstanding that the employee may be a seasonal employee;
 - b) An employee who is employed by a grantee who expends at least half of his or her time on activities funded by the city is a "covered employee." Every covered employer shall pay each and every covered employee at least a livable wage as established under this article.
 - c) Effective July 1, 2017: The Burlington Livable Wage Ordinance requires that if you are working on a specific City of Burlington service contract or subcontract above a certain amount your employer must pay you at least \$14.24 an hour if the employer offers health insurance
 - d) If you are working on a specific City of Burlington service contract or subcontract above a certain amount your employer must pay you at least \$15.83 an hour if the employer does not offer health insurance.

Please complete the following documents and include them with your proposal.

ATTACHMENT A

Certification of Compliance with the City of Burlington's Livable Wage Ordinance

I, _____, on behalf of _____ (Contractor) and in connection with _____ (City contract/project/grant), hereby certify under oath that (1) Contractor shall comply with the City of Burlington's Livable Wage Ordinance; (2) as a condition of entering into this contract or grant, Contractor confirms that all covered employees, as defined by Burlington's Livable Wage Ordinance, shall be paid a livable wage for the term of the contract as determined and adjusted annually by the City of Burlington's Chief Administrative Officer, (3) a notice regarding the applicability of the Livable Wage Ordinance shall be posted in the workplace or other location where covered employees work, and (4) payroll records or other documentation, as deemed necessary by the Chief Administrative Officer, shall be provided within ten (10) business days from receipt of the City's request. Dated at _____, Vermont this ____ day of _____, 20___. By: _____
Duly Authorized Agent Subscribed and sworn to before me: _____ Notary

ATTACHMENT B

BURLINGTON'S UNION DETERRENCE ORDINANCE

ARTICLE VIII. UNION DETERRENCE

21-100 Policy. It is the policy of the City of Burlington to limit letting contracts to organizations that provide union deterrence services to other companies.

(Ord. of 3-27-06/4-26-06)

21-101 Definitions.

(a) Contractor or vendor. A person or entity that has a contract with the City of Burlington primarily for the furnishing of services (as opposed to the purchasing of goods), including any subcontractors of such contractor or vendor.

(b) Government funded project. Any contract for services which involves any City funds and the total amount of the contract is fifteen thousand dollars (\$15,000.00) or more. Burlington School Department contracts shall not be considered government funded projects under this article. (c) Union deterrence services. Services provided by a contractor, subcontractor or vendor that are not restricted to advice concerning what activities by an employer are prohibited and permitted by applicable laws and regulations, but extend beyond such legal advice to encouraging an employer to do any of the following:

- 1) Hold captive audience, (i.e., mandatory) meetings with employees encouraging employees to vote against the union;
- 2) Have supervisors force workers to meet individually with them to discuss the union;
- 3) Imply to employees, whether through written or oral communication, that their employer may have to shut down or lay people off if the union wins the election;
- 4) Discipline or fire workers for union activity;
- 5) Train managers on how to dissuade employees from supporting the union.

(d) Substantial portion of income. For the purposes of this article, substantial portion of income shall mean greater than ten (10) percent of annual gross revenues or one hundred thousand dollars (\$100,000.00), whichever is less.

(Ord. of 3-27-06/4-26-06)

21-102 Implementation.

(a) No contract for a government funded project shall be let to any contractor, subcontractor, or vendor who

1) Advises or has advised an employer to conduct any illegal activity in its dealings with a union. 2) Advertises union deterrence services as specialty services;

3) Earns a substantial portion of its income by providing union deterrence services to other companies in order to defeat union organizing efforts.

(b) Prior to the commencement of work on a government funded project a contractor, subcontractor or vendor shall provide written certification that it has not advised the conduct of any illegal activity, it does not currently, nor will it over the life of the contract provide union deterrence services in violation of this article.

(Ord. of 3-27-06/4-26-06)

21-103 Enforcement.

(a) Any contractor, subcontractor or vendor who files false or materially misleading information in connection with an application, certification or request for information pursuant to the provisions of this article or provided union deterrence services during the life of a contract for a government funded project shall be deemed to be in violation of this article.

(b) The City of Burlington shall have the right to modify, terminate and or seek specific performance of any contract for a government funded project if the contractor, subcontractor or vendor has not complied with this article.

(Ord. of 3-27-06/4-26-06)

21-104—21-110 Reserved.

Certification of Compliance with the City of Burlington's Union Deterrence Ordinance

I, _____, on behalf of _____ (Contractor) and in connection with

_____ (City contract/project/grant), hereby certify under oath that _____

(Contractor) has not advised the conduct of any illegal activity, and it does not currently, nor will it over the life of the contract advertise or

provide union deterrence services in violation of the City's union deterrence ordinance. Dated at _____, Vermont this ____

day of _____, 2015. By: _____ Duly Authorized Agent

ATTACHMENT C
GENERAL LIABILITY AND PROPERTY DAMAGE:

With respect to all operations performed by the CONTRACTOR, SUBCONTRACTORS, agents or workers, it is the CONTRACTOR's responsibility to insure that general liability insurance coverage, on an occurrence form, provides all major divisions of coverage including, but not limited to and with limits not less than:

1. Premises Operations
2. Independent CONTRACTORS' Protective
3. Products and Completed Operations
4. Personal Injury Liability
5. Contractual Liability
6. Broad Form Property Damage
7. Medical Expenses
8. Collapse, Underground and Explosion Hazards

1. General Aggregate	\$2,000,000
2. Products-Completed/Operations Aggregate	\$2,000,000
3. Personal & Advertising Injury	\$1,000,000
4. Each Occurrence	\$1,000,000
5. Fire Damage (Any one fire)	\$ 250,000
6. Med. Expense (Any one person)	\$ 5,000

WORKERS' COMPENSATION: With respect to all operations performed, the CONTRACTOR shall carry workers compensation insurance in accordance with the laws of the State of Vermont and ensure that all SUB-CONTRACTORS and SUBCONTRACTORS carry the same workers' compensation insurance for all work performed by them under this contract. Minimum limits for Employer's Liability:

- (a) Bodily Injury by Accident: \$500,000 each accident
- (b) Bodily Injury by Disease: \$500,000 policy limit, \$500,000 each employee