

Year 2 Annual Report
Massachusetts Small MS4 General Permit
New Permittees
Reporting Period: July 1, 2019-June 30, 2020

Please DO NOT attach any documents to this form. Instead, attach all requested documents to an email when submitting the form

Unless otherwise noted, all fields are required to be filled out. If a field is left blank, it will be assumed the requirement or task has not been completed. Please ONLY report on activities between July 1, 2019 and June 30, 2020 unless otherwise requested.

Part I: Contact Information

Name of Municipality or Organization:

EPA NPDES Permit Number:

Primary MS4 Program Manager Contact Information

Name: Title:

Street Address Line 1:

Street Address Line 2:

City: State: Zip Code:

Email: Phone Number:

Stormwater Management Program (SWMP) Information

SWMP Location (web address):

Date SWMP was Last Updated:

If the SWMP is not available on the web please provide the physical address:

Part II: Self-Assessment

*Check off all requirements below that have been completed. **By checking each box you are certifying that you have completed that permit requirement fully.** If you have not completed a requirement leave the box unchecked. Additional information will be requested in later sections.*

Annual Requirements

- Provided an opportunity for public participation in review and implementation of SWMP and complied with State Public Notice Requirements
- Kept records relating to the permit available for 5 years and made available to the public
- Properly stored and disposed of catch basin cleanings and street sweepings so they did not discharge to receiving waters

Optional: If you would like to describe progress made on any incomplete requirements listed above, provide any additional information for your self-assessment, and/or if any of the above year 2 requirements could not be completed due to the impacts of COVID-19, please identify the requirement that could not be completed, any actions taken to attempt to complete the requirement, and reason the requirement could not be completed below:

A draft Public Participation Meeting presentation was prepared; however the meeting was delayed due to COVID-19. QCC is preparing to host a virtual meeting in Fall 2020 and will comply with State Public Notice Requirements.

Part III: Receiving Waters/Impaired Waters/TMDL

Have you made any changes to your lists of receiving waters, outfalls, or impairments since the NOI was submitted? Make sure you are referring to the most recent EPA approved Section 303(d) Impaired Waters List which can be found here: <https://www.epa.gov/tmdl/region-1-impaired-waters-and-303d-lists-state>

- Yes
 No

If yes, describe below, including any relevant impairments or TMDLs:

QCC received feedback from the EPA regarding relevant downstream receiving waters in August 2020 - as part of the Year 3 analysis, QCC will work with the City of Worcester to identify the immediate downstream receiving water body. Following that, QCC will identify if there are impaired waters or TMDLs that are relevant to their MS4 permit and will update their SWMP as necessary.

Part IV: Minimum Control Measures

Part IV includes some of the metrics that will be required in upcoming annual reports. For this annual report, these metrics are optional for new permittees; please fill out any of the metrics below that you have started within this reporting period. Then, proceed to Part V.

MCM1: Public Education

Number of educational messages completed **during this reporting period:**

*Below, report on the educational messages completed **during this reporting period**. For the measurable goal(s) please describe the method/measures used to assess the overall effectiveness of the educational program.*

BMP:MCM1-1 - Public Educations - Electronic Communication

Message Description and Distribution Method:

Email fliers with educational material on stormwater management sent in QCC's Community Announcements to all faculty, staff, and students

Targeted Audience:

Responsible Department/Parties:

Measurable Goal(s):

Number of emails distributed - target 1 per year

Message Date(s):

Message Completed for: Appendix F Requirements Appendix H Requirements

Was this message different than what was proposed in your NOI? Yes No

If yes, describe why the change was made:

BMP:MCM1-2 - Public Education - Educational Displays

Message Description and Distribution Method:

Educational information on stormwater management displayed in building common areas

Targeted Audience:

Responsible Department/Parties:

Measurable Goal(s):

Number of new postings - target 1 per year

Message Date(s): Target Date: Fall 2020 (or when campus operations resume)

Message Completed for: Appendix F Requirements Appendix H Requirements Was this message different than what was proposed in your NOI? Yes No

If yes, describe why the change was made:

BMP: MCM1-3- Public Education - Educational Opportunities

Message Description and Distribution Method:

Provide opportunities through QCC courses or other programs for students to learn about stormwater management. May include stormwater or related information into a public workshop, QCC class curricula, and/or field or research-related assignment. The following classes were offered in the Year 2 permit: Climate and Weather: Causes and Effects (Fall/Spring/Summer) & Sustaining Earth's Environment (Fall/Spring).

Targeted Audience: Students and Visitors

Responsible Department/Parties: Facilities Department/Faculty

Measurable Goal(s):

Number of classes or workshops provided - Target 1 per year; 2 courses offered in 2019-2020 Academic Year:

Message Date(s): 2019-2020 Academic Year

Message Completed for: Appendix F Requirements Appendix H Requirements Was this message different than what was proposed in your NOI? Yes No

If yes, describe why the change was made:

BMP:MCM1-4 - Public Education - Signage

Message Description and Distribution Method:

Educational information displayed at location of stormwater management measure/process

Targeted Audience: Faculty, staff, students, visitors

Responsible Department/Parties: Facilities Department

Measurable Goal(s):

New signage installations; two pet waste stations and signage installed in Year 2.

Message Date(s): November 2019

Message Completed for: Appendix F Requirements Appendix H Requirements

Was this message different than what was proposed in your NOI? Yes No

If yes, describe why the change was made:

BMP:MCM1-5 Stormwater Website

Message Description and Distribution Method:

Educational information on stormwater issues and management provided on dedicated stormwater web page on QCC's website

Targeted Audience: Faculty, Staff, Students, and Visitors

Responsible Department/Parties: Facilities Department and Dept.of Institution Communications

Measurable Goal(s):

Creation of website and annual maintenance/updates
Number of website hits

Message Date(s): TBD - Targeting 2020-2021

Message Completed for: Appendix F Requirements Appendix H Requirements

Was this message different than what was proposed in your NOI? Yes No

If yes, describe why the change was made:

Add an Educational Message

MCM2: Public Participation

Describe the opportunity provided for public involvement in the development of the Stormwater Management Program (SWMP) **during this reporting period:**

A draft Public Participation Meeting presentation was prepared; however the meeting was delayed due to

COVID-19. QCC is preparing to host a virtual meeting in Fall 2020 and will comply with State Public Notice Requirements.

Was this opportunity different than what was proposed in your NOI? Yes No

Describe any other public involvement or participation opportunities conducted **during this reporting period:**

MCM3: Illicit Discharge Detection and Elimination (IDDE)

Sanitary Sewer Overflows (SSOs)

Check off the box below if the statement is true.

This SSO section is NOT applicable because we DO NOT have sanitary sewer

*Below, report on the number of SSOs identified in the MS4 system and removed **during this reporting period.***

Number of SSOs identified:

Number of SSOs removed:

*Below, report on the total number of SSOs identified in the MS4 system and removed to date. At a minimum, report SSOs identified **since the effective date of the permit (July 1, 2018).***

Total number of SSOs identified:

Total number of SSOs removed:

MS4 System Mapping

Below, check all that apply.

The following elements of the Phase I map have been completed:

- Outfalls and receiving waters
- Open channel conveyances
- Interconnections
- Municipally-owned stormwater treatment structures
- Waterbodies identified by name and indication of all use impairments
- Initial catchment delineations

Describe any additional progress you made on your map during this reporting period or provide additional status information regarding your map:

Initial preparation of the Phase I stormwater system map was completed in Year 2 of the permit, using available campus mapping, existing conditions surveys, and as-built surveys from recent projects on the QCC campus. DCAMM Site Survey for utilities was performed in 2020 and information collected will be incorporated into the stormwater system mapping. Mapping will continue to be refined in Year 3 and will be completed by Year 5 as required.

Screening of Outfalls/Interconnections

*If conducted, please submit any outfall monitoring results **from this reporting period**. Outfall monitoring results should include the date, outfall/interconnection identifier, location, weather conditions at time of sampling, precipitation in previous 48 hours, field screening parameter results, and results from all analyses.*

- The outfall screening data is attached to the email submission
- The outfall screening data can be found at the following website:

*Below, report on the number of outfalls/interconnections screened **during this reporting period**.*

Number of outfalls screened:

Catchment Investigations

*If conducted, please submit all data collected **during this reporting period** as part of the dry and wet weather investigations. Also include the presence or absence of System Vulnerability Factors for each catchment.*

- The catchment investigation data is attached to the email submission
- The catchment investigation data can be found at the following website:

*Below, report on the number of catchment investigations completed **during this reporting period**.*

Number of catchment investigations completed this reporting period:

*Below, report on the percent of catchments investigated **to date**.*

Percent of total catchments investigated:

Optional: Provide any additional information for clarity regarding the catchment investigations below:

IDDE Progress

If illicit discharges were found, please submit a document describing work conducted over this reporting period, and cumulative to date, including location source; description of the discharge; method of discovery; date of discovery; and date of elimination, mitigation, or enforcement OR planned corrective measures and schedule of removal.

- The illicit discharge removal report is attached to the email submission
- The illicit discharge removal report can be found at the following website:

Below, report on the number of illicit discharges identified and removed, along with the volume of sewage removed **during this reporting period**.

Number of illicit discharges identified:

Number of illicit discharges removed:

Estimated volume of sewage removed: gallons/day

Below, report on the total number of illicit discharges identified and removed to date. At a minimum, report on the number of illicit discharges identified and removed **since the effective date of the permit (July 1, 2018)**.

Total number of illicit discharges identified:

Total number of illicit discharges removed:

Optional: Provide any additional information for clarity regarding illicit discharges identified, removed, or planned to be removed below:

Employee Training

Describe the frequency and type of employee training if conducted **during this reporting period**:

"Right-to-know" training conducted annually (date: 9/16/2019), 35 people attend, hazardous materials / chemical management, PPE, MSDS sheets
During Year 3, training will be expanded to address MS4 permit requirements including sediment and erosion control and operations and maintenance procedures

MCM4: Construction Site Stormwater Runoff Control

Below, report on the construction site plan reviews, inspections, and enforcement actions completed **during this reporting period**.

Number of site plan reviews completed:

Number of inspections completed:

Number of enforcement actions taken:

MCM5: Post-Construction Stormwater Management in New Development and Redevelopment

Ordinance Development

Describe the status of the post-construction ordinance required to be complete by year 3 of the permit term:

As-built Drawings

Describe the status of the measures the MS4 has utilized to require the submission of as-built drawings and ensure long term operation and maintenance of completed construction sites:

Street Design and Parking Lots Report

Describe the status of the street design and parking lots assessment including any planned or completed changes to local regulations and guidelines:

Green Infrastructure Report

Describe the status of the green infrastructure report, including the findings and progress towards making the practice allowable:

Retrofit Properties Inventory

Describe the status of the inventory of permittee-owned properties that could be modified or retrofitted with BMPs to mitigate impervious areas and report on any properties that have been modified or retrofitted:

MCM6: Good Housekeeping

Catch Basin Cleaning

Describe the status of the catch basin cleaning optimization plan:

The catch basin cleaning optimization plan will be developed following completion of the Phase I stormwater s

If complete, attach the catch basin cleaning optimization plan or the schedule to gather information to develop the optimization plan:

- The catch basin cleaning optimization plan or schedule is attached to the email submission
- The catch basin cleaning optimization plan or schedule can be found at the following website:

*Below, report on the number of catch basins inspected and cleaned, along with the total volume of material removed from the catch basins **during this reporting period**.*

Number of catch basins inspected:

Number of catch basins cleaned:

Total volume or mass of material removed from all catch basins:

Below, report on the total number of catch basins in the MS4 system, if known.

Total number of catch basins:

If applicable:

Report on the actions taken if a catch basin sump is more than 50% full during two consecutive routine inspections/cleaning events:

Street Sweeping

Describe the status of the written procedures for sweeping streets and municipal-owned lots:

Currently QCC sweeps campus roadways and parking lots twice per year. These services are contracted out and invoices are attached to the Annual Report. QCC will formalize written street sweeping procedures by the end of Year 4 consistent with Section 1.10.3 of the MS4 Permit.

Report on street sweeping completed during the reporting period using one of the three metrics below.

Number of miles cleaned:

Volume of material removed:

Weight of material removed:

If applicable:

For rural uncurbed roadways with no catch basins, describe the progress of the inspection, documentation, and targeted sweeping plan:

O&M Procedures and Inventory of Permittee-Owned Properties

Below, check all that apply.

The following permittee-owned properties have been inventoried:

- Parks and open spaces
- Buildings and facilities
- Vehicles and equipment

The following O&M procedures for permittee-owned properties have been completed:

- Parks and open spaces
- Buildings and facilities
- Vehicles and equipment

Winter Road Maintenance

Describe the status of the written procedures for winter road maintenance including the storage of salt and sand:

Stormwater Pollution Prevention Plan (SWPPP)

Describe the status of any SWPPP for permittee-owned or operated facilities including maintenance garages, public works yards, transfer stations, and other waste handling facilities where pollutants are exposed to stormwater:

Below, report on the number of site inspections for facilities that require a SWPPP completed during this reporting period.

Number of site inspections completed:

Describe any corrective actions taken at a facility with a SWPPP:

O&M Procedures for Stormwater Treatment Structures

Describe the status of the written procedure for stormwater treatment structure maintenance:

Part V: Additional Information

Monitoring or Study Results

Results from any other stormwater or receiving water quality monitoring or studies conducted during the reporting period not otherwise mentioned above, where the data is being used to inform permit compliance or permit effectiveness must be attached.

- Not applicable
- The results from additional reports or studies are attached to the email submission
- The results from additional reports or studies can be found at the following website(s):

If such monitoring or studies were conducted on your behalf or if monitoring or studies conducted by other entities were reported to you, a brief description of the type of information gathered or received shall be described below:

Additional Information

Optional: Enter any additional information relevant to your stormwater management program implementation during the reporting period. Include any BMP modifications made by the MS4 if not already discussed above:

COVID-19 Impacts

Optional: If any of the above year 2 requirements could not be completed due to the impacts of COVID-19, please identify the requirement that could not be completed, any actions taken to attempt to complete the requirement, and reason the requirement could not be completed below:

QCC was significantly impacted in Spring and Summer 2020 due to COVID-19. Most academic services transitioned to remote learning. Facilities staff (grounds crew) was significantly reduced. Public education, including electronic communication and educational displays within campus buildings was delayed. Electronic communication was delayed due to more urgent public messaging required for COVID-19 impacts to students and staff. Stormwater messaging will begin in Fall 2020. Educational displays were postponed until students and staff return to campus. Public participation meeting was also delayed but will be held in Fall 2020.

Activities Planned for Next Reporting Period

Please confirm that your SWMP has been, or will be, updated to comply with all applicable permit requirements including but not limited to the year 3 requirements summarized below. (Note: impaired waters and TMDL requirements are not listed below)

Yes, I agree

- Complete IDDE ordinance
- Complete Construction/ Erosion and Sediment Control (ESC) ordinance
- Develop written procedures for site inspections and enforcement of sediment and erosion control measures
- Develop written procedures for site plan review

Annual Requirements

- Annual report submitted and available to the public
- Annual opportunity for public participation in review and implementation of SWMP
- Keep records relating to the permit available for 5 years and make available to the public
- Properly store and dispose of catch basin cleanings and street sweepings so they do not discharge to receiving waters
- Continue public education and outreach program

Provide any additional details on activities planned for permit year 3 below:

Updates to Phase I Stormwater System Mapping Public education / outreach Public involvement meeting

Part VI: Certification of Small MS4 Annual Report 2020

40 CFR 144.32(d) Certification

I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, I certify that the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations.

Name:

Title:

Signature:

Date:

[Signatory may be a duly authorized representative]

CAMIS Work Task Printout

Task Id	2081281		
Task Name	Work Task - CM -Landscaping		Requested By Brian O'Neil
			Phone 508-854-4387
Description	Install pet waste stations, see Brian for location		Requested For
			Phone
Work Location	\Locations\Sites\Quinsigamond Community College\335QCC0110 Grounds		

Room Description		Address	670 West Boylston Street	
Task Type	Corrective	Status	Closed	Priority
Created Date	11/05/2019 13:15:21	Planned Date	11/05/2019 13:15:21	Due Date 11/06/2019 13:15:21
Responsible Org	Quinsigamond Community College Maintenance			

Assigned Resource:

Name	Email	Phone
Mark Webber	mwebber@qcc.mass.edu	508-854-7546

Work Procedure	See Steps below for specific Work Procedure activities to be carried out
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Resolution	
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Actual Duration		Completed Date	
PM Schedule #	Procedure #	Job Plan #	

Building System #	Building System Name

Asset:

ID	Legacy ID	Name	Building	Floor	Room

Procedure Step # **Work Procedure**

2081281



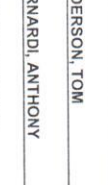



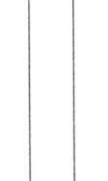
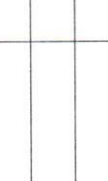

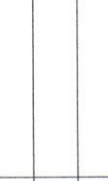
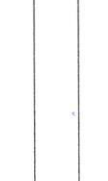
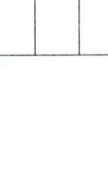

Pet Waste Station 1. Installed at QCC in November 2019.



Pet Waste Station 2. Installed at QCC in November 2019.













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<https://youtu.be/2V03z1hKQdM>

NAME	Working Title	Signature	9-16-2016 RTK & Bloodborne Training by Casey EMI, Inc	Date for watching Casey EMI, Inc training video on Blood Borne Pathogens	Date for watching Casey EMI, Inc training video on OSHA Right to Know w/GHS	Person overseeing Video Training
ANDERSON, TOM	Painter I					
BERNARDI, ANTHONY	Maintainer I					
BOWMAN, MICHAEL	Maintainer I					
CHAJNOWSKI, KAZIMIERZ	Maintainer I					
CHOSTA, NANCY	Clerk V					
CLINE, MICHAEL	Maintainer I					
CARBOS, MARLON (03)	Part Time					
COLEMAN, COREY	Maintainer I					
CROTTY, EDWARD	Maintainer III					
DUSSAULT, JAMES	Second Class Power Plant Engineer					
GAWEDZKI, ANNA	Maintainer I					
GAWEDZKI, IRENEUSZ	Maintainer I					
GAWRYCH, KRYSZYNA	Maintainer I					
GELINAS, MATTHEW	Working Foreman					
GOLDEN, ERIK	Carpenter II					
HOLMES, STEPHEN	Part Time					
MACDONALD, ALVAH	Equipment Operator I					
MARKARIAN, NATHANIEL	Maintainer I					
NICHOLS, ZACKARY	Skilled Laborer					
ONEIL, BRIAN	Facilities Manager					
PEREZ, YOLANDA	Maintainer I					
PERRO, MICHAEL	Second Class Power Plant Engineer					
POND, NOLAN	Maintainer I					
RACKI, JIM	Director					
ROBINSON, RYAN	Maintainer III					
SACHEZ, BALBINA	Maintainer I					

https://youtu.be/gz_n5ho7VI

<https://youtu.be/QV08ZFKCQM>

NAME	Working Title	Signature	9-16-2016 RTK & Bloodborne Training by Casey EMI, Inc	Date for watching Casey EMI, Inc. training video on Blood Borne Pathogens	Date for watching Casey EMI, Inc training video on OSHA Right to Know w/GBHS	Person overseeing Video Training
ANDERSON, TOM	Painter-I					
BERNARDI, ANTHONY	Maintainer-I					
BOWMAN, MICHAEL	Maintainer-I					
CHOJNOWSKI, KAZIMIERZ	Maintainer-I					
CHOSTA, NANCY	Clerk-V					
CLINE, MICHAEL	Maintainer-I					
CARBOS, MARLON (03)	Part Time	NOT HERE	Missed Training on 9-16-2019	doesn't work here any more		
COLEMAN, COREY	Maintainer-I					
CROTTY, EDWARD	Maintainer-III					
DUSSAULT, JAMES	second Class Power Plant Engineer		Missed Training on 9-16-2019	9/30/19	9/30/19	
GAWEDZKI, ANNA	Maintainer-I					
GAWEDZKI, IRENEUSZ	Maintainer-I					
GAWRYCH, KRYSZYNA	Maintainer-I					
GELINAS, MATTHEW	Working Foreman					
GOLDEN, ERIK	Carpenter-II					
HOLMES, STEPHEN	Part Time		Missed Training on 9-16-2019	1/24/2020	1/24/2020	
MACDONALD, ALVAH	Equipment Operator-I					
MARKARIAN, NATHANIEL	Maintainer I		Missed Training on 9-16-2019	9/26/19	9/26/19	
NICHOLS, ZACKARY	Skilled Laborer					
O'NEIL, BRIAN	Facilities Manager		Missed Training on 9-16-2019	1/22/20	1/22/20	
PEREZ, YOLANDA	Maintainer-I					
PERRO, MICHAEL	second Class Power Plant Engineer		Missed Training on 9-16-2019	1/28/20	1/28/20	
POND, NOLAN	Maintainer-I		Doesn't work here any more			
RACKI, JIM	Director		Missed Training on 9-16-2019	1/22/20	1/22/20	
ROBINSON, RYAN	Maintainer-III					

<https://youtu.be/GY0R3ZKQ1M>

https://youtu.be/Gz_n5j0v7I

NAME	Working Title	Signature	9-16-2016 RTK & Bloodborne Training by Casey EMI, Inc	Date for watching Casey EMI, Inc. training video on Blood Borne Pathogens	Date for watching Casey EMI, Inc training video on OSHA Right to Know w/GHS	Person overseeing Video Training
SACHEZ, BALBINA	Maintainer-I					
SHUNAM, DARRIAN	Equipment Operator I					
Shitt, Vernon	HVAC Technician II	<i>[Signature]</i>	Missed Training on 9-16-2019	1/23/20	1/23/20	<i>[Signature]</i>
TRABUCCO, ROGER	Mechanic	<i>[Signature]</i>	Missed Training on 9-16-2019	1/23/20	1/23/20	<i>[Signature]</i>
UNDERWOOD, THOMAS	Maintainer-I					
VRAY, MARK (03)	Part Time	<i>[Signature]</i>	Missed Training on 9-16-2019	9/26/19	9/26/19	<i>[Signature]</i>
WEBBER, MARK	Working For/Head of Grounds					
WEST, PENNY	Administrative Assistant I	<i>[Signature]</i>	Missed Training on 9-16-2019	01.28.20	01.28.20	<i>[Signature]</i>
ZISK, STEPHEN	Director					
Finn	Part Time					
Mike Lawton	Part Time	<i>[Signature]</i>		9/26/19	9/26/19	<i>[Signature]</i>
Shane Higgons	Part Time	<i>[Signature]</i>		9/25/19	9/25/19	<i>[Signature]</i>
Jose Rivera	Part Time	<i>[Signature]</i>		1/28/20	1/28/20	<i>[Signature]</i>
Dossault, Derek	Part Time	<i>[Signature]</i>		1/28/20	1/28/20	<i>[Signature]</i>
Mark Ventura	Part Time	<i>[Signature]</i>		1/22/20	1/22/20	<i>[Signature]</i>

J.A. MAGLIARO, INC.

OFFICE
34 GREENFIELD ST.
WORCESTER, MA 01604
(508) 799-9004 FAX (508) 845-9778

SHOP
481 HARTFORD TURNPIKE
SHREWSBURY, MA 01545


INVOICE

INVOICE NUMBER	INVOICE DATE	PAGE NO.
108	07/29/19	
CUST. ACCOUNT NO.	AMOUNT ENCLOSED \$	
PP33877		

V#624

SOLD TO: Quinsigamond Community College
670 West Boylston Street
Worcester, Ma. 01606
Attn: Grounds Maint.

SHIP TO:

DATE	DESCRIPTION	P.O. NUMBER	HOURS	AMOUNT
07/27/19	Sweeping Campus As Directed Please process an ePOR POR# <u>6026609</u> <i>JRM</i> 10-3200-7222 		8.00	\$ 960.00

NOV 20 2019

Sweeping Sanding Plowing Contractor Equipment Rentals

ORIGINAL

TOTAL AMOUNT DUE	\$ 960.00
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The Commonwealth of Massachusetts



QUINSIGAMOND

Community College

670 West Boylston Street

Worcester, Massachusetts 01606-2092

This Order is **Tax Exempt** – Number **E042-547-053**
 Goods Subject to Inspection and Acceptance by College
 NOTE: Terms and Conditions specified on back

Purchasing Department
 Rita Kennedy: 508-854-4336
purchasing@qcc.mass.edu

Accounts Payable
 Amy MacArthur: 508-854-4216
 Email Invoices to: accountspayable@qcc.mass.edu

PURCHASE ORDER

J.A. Magliaro Inc
 34 Greenfield St
 Worcester, MA 01604-3369

Invoices to ATTN: Accounts Payable. Payment issued only upon invoice approval of cost center head. For questions or comments please contact Accounts Payable.
 All deliveries to Central Receiving, 670 West Boylston Street, Worcester, MA 01606. For delivery please contact Luis Fontanez, Jr. at 508-926-9927.

P O NUMBER PP 33877	P O DATE 11/13/19	Payment Terms: Net30, No pre-payment, FOB Destination	VENDOR ID 826	Page 1
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ITEM	QTY	UNITS	ITEM DESC.	ACCOUNT #	UNIT PRICE	TOTAL
1	1.00	EACH	Campus Wide Sweeping Services on 7/27/19.	10-3200-7222	960.00	\$960.00

7/27/19.

Ref: POR #0026009


All goods and services must be delivered and invoiced by June 30, 2020.

This purchase order expires on June 30, 2020.

 **Mrs. Juliana Esposito**
 Digitally signed by: jesposito
 Reason: I am approving this document.
 Date: 11/13/2019 5:03:21 PM

=====
 \$960.00

Authorized by Purchasing Manager

 **Debra A LaFlash**
 Digitally signed by: dlaflash
 Reason: I have reviewed this document.
 Date: 11/21/2019 9:46:32 PM

2020

10/25/2019

Terms and Conditions

1. **ACCEPTANCE:** The Contractor, by accepting this contract, agrees to all of the conditions and terms specified herein, on attachments hereto, on the reverse hereof, and on any bid inquiry that may have preceded this award. Direct all correspondence relative to this contract to the Purchasing Office at Quinsigamond Community College 670 West Boylston Street, Worcester, MA 01606. Prices cannot be altered during the term unless that was a condition of Contractor's bid. Unless otherwise stated, unit prices are inclusive of all costs
2. **SHIP TO:** To insure that delivery is made to the correct location, please address all shipments as noted on the face this order. All correspondence, packages, and invoices must indicate the purchase order number, departmental name, and delivery address as indicated on this order.
3. **DELIVERY:** Deliveries shall be strictly in accordance with the schedule set out or referred to in the order and in exact quantities ordered. Notwithstanding the foregoing, Contractor shall not be liable for delay in delivery due to causes beyond Contractor's control and without Contractor's fault or negligence, provided Contractor exercises due diligence in promptly notifying the College of conditions which will result in delay, and provided further, if Contractor's delay is caused by the default a subcontractor or supplier, such default arises out of causes beyond the control of both Contractor and subcontractor or supplier, and without the fault or negligence of either of them, and the supplies or services to be furnished by the subcontractor or supplier were not obtainable from other sources in sufficient time to permit Contractor to meet the required delivery schedule. Freight Terms shall be as noted on the face of this order.
4. **INSPECTION OF GOODS:** The College shall have a reasonable time after delivery to inspect the goods delivered or services rendered under this contract and to reject or revoke acceptance of any not conforming to the terms of this agreement. Rejected goods will be returned to Contractor at Contractor's expense. Rejected services will be reworked and all costs associated with the rework will be charged to Contractor.
5. **SUBSTITUTION OF GOODS:** Goods not conforming with this contract will not be accepted. The College must approve, in writing, any substitution of non-conforming goods prior to shipment.
6. **MATERIAL SAFETY DATA SHEETS:** Contractor shall submit a Material Safety Data Sheet (MSDS) for each toxic or hazardous substance or mixture containing such substance (pursuant to M.G.L. C. 111F s 8, 9 and 10 and the regulations contained in 441 OMR s 21.06) that is shipped against this order.
7. **CONTRACTOR'S WARRANTY:** Contractor herein warrants and covenants that the subject merchandise complies with all applicable federal, state and local statutes, rules and regulations for the installation and use of said merchandise for the purpose for which said merchandise is being purchased or rented.
8. **PAYMENT:** All invoices must be submitted to the BILL TO ADDRESS referenced on the front of this purchase order and must indicate the College's purchase order number and the name of the department listed in the SHIP TO ATTENTION line. Note that in order to effect payment, a W-9 form, executed by the Contractor, which reflects the Contractor's current legal and remittance address or addresses must be on file at the campus. No payments may be made in advance of receipt and acceptance of goods and services. Payment shall be made in accordance with M.G.L. C.29, s.29c and 815 CMR 4.00.
9. **DEFAULT:** In the event of default by Contractor, including failure to deliver any item ordered within a reasonable time after acceptance of this contract, or if the College rightfully rejects the goods or services or revokes acceptance, the College may without waiving any other remedy permitted by law, make covering purchases of goods or services and hold Contractor liable for all additional costs incurred. Further, in such event, the College, at its option, may be relieved of any duty to accept such items as are subsequently delivered pursuant to this contract.
10. **CANCELLATION:** College may cancel this order without liability for damages or otherwise, in the event that Contractor becomes insolvent or makes an assignment for the benefit of creditors, or a petition is filed to declare Contractor bankrupt or notwithstanding the provision thereof headed "Delivery", if delivery is not made within the time specified or within a reasonable time if no time is specified, or if the quantity or quality of the articles delivered hereunder is not as specified herein.
11. **TERMINATION:** If the purchase order indicates that it is placed under a Federal Grant or Contract, the College shall have the right to cancel set forth in the paragraph hereof headed "Cancellation", and the right to terminate the performance of work under this contract in whole or from time to time in part in the circumstances and with the effect set forth in the "Termination Clause" contained in Section 52.249-1 of the Federal Acquisition Regulation (FAR). The provisions of this clause shall not limit or affect the rights or remedies of the College stated in other clauses of this order or provided by law in the event of default or breach by Contractor.
12. **If this contract does not agree with Contractor's quotation, contact the College before performance begins. Prior to performance, the College may require additional information from the Contractor in order to insure that the firm is qualified and that the product or service offered will meet the need for which it is intended.**
13. **CHOICE OF LAW:** This Contract shall be construed under and governed by the Laws of the Commonwealth of Massachusetts
14. **The terms of this contract cannot be modified, altered, or changed without the specific written approval of the College.**
15. **SPECIAL NOTICE TO VENDORS REGARDING CORI REQUIREMENTS:** Prior to commencing services, a vendor (or successful bidder) may be required to certify in writing that it has conducted criminal record and sex offender background checks through the Commonwealth's Criminal History Systems Board and Sex Offender Registry Board, respectively, for all employees, subcontractors or agents of the vendor (or successful bidder) who will be providing services to the College where they may have direct and unmonitored contact with children. The vendor (or successful bidder) further certifies that no individual with a criminal record or a classification as a registered sex offender shall be permitted to provide services at the College under this Agreement without the vendor (or successful bidder) first disclosing such record or classification to a designated representative of the College. The College reserves the right to reject any employee, subcontractor or agent of the vendor (or successful bidder). Ref: 105 CMR 950.000.
16. Quinsigamond Community College is an affirmative action/equal opportunity employer and does not discriminate on the basis of race, color, national origin, sex, disability, religion, age, veteran status, genetic information, gender identity and expression, or sexual orientation in its programs and activities as required by Title IX of the Educational Amendments of 1972, the Americans with Disabilities Act of 1990, Section 504 of the Rehabilitation Act of 1973, Title VII of the Civil Rights Act of 1964, and other applicable statutes and college policies. The College prohibits sexual harassment, including sexual violence. Inquiries or complaints concerning discrimination, harassment, retaliation or sexual violence shall be referred to the College's Affirmative Action and/or Title IX Coordinator, the Massachusetts Commission Against Discrimination, the Equal Employment Opportunities Commission or the United States Department of Education's Office for Civil Rights.

10/25/2019

Document keys

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11/22/2019

Drawer: Business Office FY20
Name: Shortcut to 321Z3CE_00ML7G11T000RWS
Field1: 0026009
Field2: PP 33877
Field3: 826
Field4: J.A. Magliaro Inc
Field5: 11/13/2019 04:37:47 PM
Type: Purchase Order

Mrs. Juliana Esposito (jesposito)

Signature status: Valid
Signed: 11/13/2019 5:03:21 PM
Reason: I am approving this document.

Debra A LaFlash (dlafdash)

Signature status: Valid
Signed: 11/21/2019 9:46:32 PM
Reason: I have reviewed this document.



Quote# 060320AD

June 02, 2019

Brian O'Neil
Facility Manager
QUINSIGMOND COMMUNITY COLLEGE
boneil@gcc.mass.edu
(508) 854-2770

Site: 670 West Boston Street Worcester MA

Dear Mr. O'Neil,

Allstate Power Vac, Inc. *dba* ACV Enviro is pleased to submit the following proposal for catch basin cleaning service as specified in the scope of work below and located at the above referenced site.

SCOPE OF WORK

- Upon arrival on site, Allstate Power Vac, Inc. will assemble the crew for a health and safety (tool box) meeting to ensure that our personnel understand the scope of work and adhere to all OSHA standards.
- Provide labor, equipment and materials to safely vacuum sediments and debris from catch basins at the above referenced site under direction of customer representative.
- Vacuuming will be done utilizing high velocity vacuum truck.
- All waste will be collected with vacuum truck and offloaded at a disposal facility and shipped under a non-hazardous waste profile.
- ACV will attach to invoice all work sheets and waste manifests.

ASSUMPTIONS AND/OR EXCLUSIONS

- This proposal does not include union or prevailing wage rates.
- 9.5% Energy and Recovery Surcharge will be applied to invoice total.
- All labor, vehicle and equipment charges are billed on a portal-to-portal basis. Any hours worked over 8 hours per day will be billed at the overtime rate indicated in the cost table below.
- Upon completion of the project any decontamination of equipment used will be done at the site of the job being performed and will be billable to the customer using the hourly rates in the cost table below.
- A minimum disposal fee of 4 tons will apply for each offload.
- ACV assumes that all waste is not petroleum impacted. Should waste off spec for petroleum ACV additional disposal and transportation will apply.
- Actual Waste Volumes will be invoiced backed up with weight slip.
- Rinse fee of \$300.00 will apply to each offload.
- Waste disposal price assumes no petroleum is present. Additional pricing and fees will apply should waste off spec.



ESTIMATED COST

Based on AVC Enviro’s understanding of the work and the information provided by the Client, the following cost estimate and service agreement are provided for the scope as identified.

Item#	Task Description	Units	Unit Rate	Estimated Quantity	Extended Rate
1	Field Technician and Service Vehicle	Hour (ST)	\$95.00	8	\$760.00
2	Disposal of Catch Basin Grit	Ton	\$325.00	10	\$3250.00
3	Vactor and Operator	Hour (ST)	\$175.00	8	\$1400.00
4	Vactor and Operator	Hour (OT)	\$205.00	2	\$410.00
5	Truck Rinse Fee	Each	\$300.00	1	\$300.00
ESTIMATED TOTAL Including 9.5% Energy and Recovery Surcharge					\$6372.90

ACV Enviro appreciates the opportunity to work for you. We sincerely look forward to performing this project. Should you have any questions, please call me directly at (781) 689 8634 or adennison@acvenviro.com

Sincerely,

Adam Dennison
Director of Business Development

Proposal Acceptance

You are authorized to do the work as specified. Payment will be made as outlined above. By signing below, Customer acknowledges and agrees this quote letter is subject to ACVs General Terms and Conditions, this quote letter and any applicable purchase order. The above rates, specification and conditions as outlined in the proposal (dated 06/3/20) are satisfactory and are hereby accepted. You are authorized to do the work as specified.

Name _____

Signature _____

Company _____

Date _____

