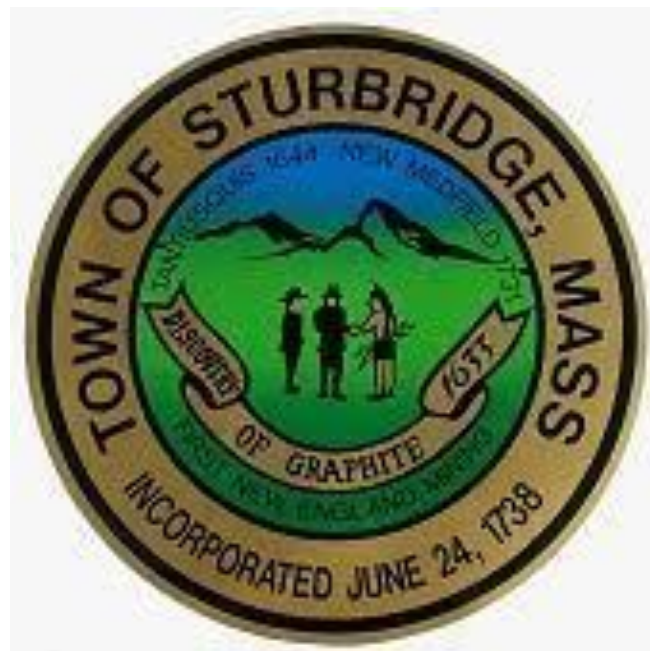


TOWN OF STURBRIDGE



SNOW REMOVAL APPLICATION

REMINDER CHECKLIST

The following items **MUST** be submitted with the application/bid:

- A cell phone number & email address

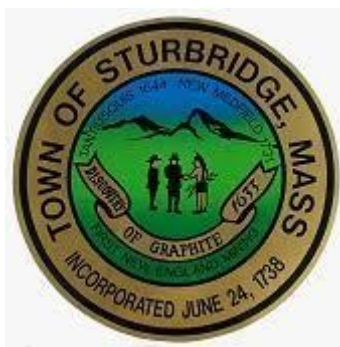
- A copy of current Massachusetts commercial registration(s)

- Completed Form W-9

- Certificate of insurance made out to the Town of Sturbridge

- Workers compensation certificate of compliance if applicable

Applications will not be processed until all required items are received.



Town of Sturbridge
Department of Public Works

SNOW REMOVAL HIRED EQUIPMENT APPLICATION

DATE: _____

NAME: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP CODE: _____

SOCIAL SECURITY #: _____ - _____ - _____ *Or* FID#: _____ - _____

TELEPHONE #1 _____ #2 _____ #3 _____ #4 _____

At least one of the above must be a cell phone

OWNER'S SIGNATURE: _____ EMAIL: _____

TOWN OF STURBRIDGE
DEPARTMENT OF PUBLIC WORKS
RULES AND REGULATIONS FOR THE PROVIDING OF SNOW PLOWING SERVICE

**PLEASE KEEP THIS PAGE AND THE FOLLOWING PAGE
FOR YOUR RECORDS**

The Town of Sturbridge (hereinafter “Town”), through its Department of Public Works, has established these Rules and Regulations for the providing of snow plowing services by independent contractors (hereinafter “Contractor”).

1. The Contractor will provide snowplowing services under the direction of the Town.
2. The Contractor will provide a copy of current MA commercial, owner-contractor, or snow removal registration(s). Dealer, repair, and farm plates will not be accepted. Plates from other states will not be accepted.
3. The Contractor will provide a registered vehicle, fuel, a licensed operator, and snow plowing equipment in accordance with the accepted application. The Contractor shall equip his/her vehicle with Emergency Equipment as specified by the Commonwealth of Massachusetts and the vehicle must have working safety lighting in conformity with Massachusetts DOT regulations.
4. The Contractor will provide a certificate of liability insurance made out to the Town. The terms of the insurance shall be as follows:
 - ❖ *General Liability of at least \$1,000,000 Bodily Injury and Property Damage Liability with a \$3,000,000 Annual Aggregate Limit. The town should be named “Additional Insured”.*
 - ❖ *Automobile Liability (applicable for any automobile operating exposer) of at least \$1,000,000 Bodily Injury and Property Damage Combined Single Limit per accident. The Town should be named as “Additional Insured”.*
 - ❖ *Workers Compensation (if applicable) as required by Massachusetts General Laws.*
5. The Contractor shall file a written report with the Town’s Department of Public Works for any known accident or property damage that occurs during the providing of snow plowing services. Said written report shall be submitted within forty-eight hours of the incident and include the date, time, type of accident or damage, other party involved (if applicable), location and any other pertinent information.
6. The Contractor, his agents and employees must cooperate with the Town and claimants in the investigation of claims made against the Town for property damage or personal injury alleged to have occurred during snow plowing operations.
7. Twenty-three and one-half (23.5) hours shall be the maximum chargeable time in any 24-hour period. A 30-minute unpaid break will apply to shifts between 12.5 and 24 hours long. The next 30-minute unpaid break will apply to events between 24.5 and 48 hours.

- 8 The hourly rate for plowing service is attached and incorporated herein. The hourly rate shall apply to each piece of equipment with no premium for nights, Saturdays, Sundays or Holidays.
- 9 The Town will pay one (1/2) hour reporting charge to allow time for plow hook-up, loading of ballast and other vehicle preparation.
- 10 The Town presumes you will adhere to all applicable Department of Transportation regulations with respect to drug and alcohol testing for CDL license holders.
- 11 The Contractor shall possess a cell phone at all times of operation and provide the phone number to the Town.
- 12 The Town reserves the right to inspect any operator's license of any operator plowing for the Town.
- 13 Failure to comply with these Rules and Regulations for the providing of snow plowing service may result in a suspension of payment and/or termination of service.

**PLEASE KEEP THIS PAGE AND THE PREVIOUS PAGE
FOR YOUR RECORDS**



Town of Sturbridge

THIS IS TO CERTIFY THAT I AM FAMILIAR WITH THE RULES AND REGULATIONS OF THE DEPARTMENT OF PUBLIC WORKS OF THE TOWN OF STURBRIDGE AND ATTEST THAT I WILL DO ALL WORK IN CONFORMANCE WITH SAID RULES AND REGULATIONS:

Signature (and title): _____

Name: (Individual or Corporate): _____

Telephone #: _____ Email address: _____

Address: _____

Insurance Agent: _____

Agent's Address: _____

Agent's Telephone #: (_____) _____

STATE LAW NOW MANDATES THAT TO DO BUSINESS WITH THE TOWN OF STURBRIDGE, Contractors must be in compliance with the Massachusetts Revenue Enforcement and Protection Program of 1983 which requires that the following be supplied:

Pursuant to M.G. L. Chapter 62C, Section 49A, I certify that under penalties of perjury that I, to my best knowledge and belief, have filed all Massachusetts State Tax Returns, and paid all Massachusetts State Taxes required under law.

Social Security Number

Signature of Individual
or
Corporate Name

CERTIFICATE OF COMPLIANCE – CONTRACT FOR PUBLIC WORK

Proving Compliance with Workers’ Compensation Act

Section 25C of Chapter 152 Massachusetts General Laws requires that a Town shall not enter into a contract for the performance of public work until it has received acceptable evidence of compliance with the Workers’ Compensation insurance coverage required by law.

As a person or company seeking a contract for the performance of public work, you must supply one of the following by attaching it to this CERTIFICATE OF COMPLIANCE.

Please check one:

A Certificate of Insurance showing workers’ compensation insurance in effect as of the date upon which the public work is to be performed.

A copy of a policy of workers’ compensation insurance in effect as of the date upon which the public work is to be performed.



In certain circumstances listed below, workers’ compensation insurance is not required. If one of these situations applies to you, please check off the appropriate exemption and sign the statement where indicated before a Notary Public, who will then notarize the sworn statement.

COMMONWEALTH OF MASSACHUSETTS)
COUNTY OF WORCESTER) ss.

I am self-employed and have no employees who work for me, and will myself perform all of the public work under my contract with the Town. Therefore, I am not required to obtain workers’ compensation insurance.

I and _____ are the owners of the business named _____, located at _____.

We have no employees, and we will perform all of the public work of the contract with the Town ourselves. Therefore, we are not required to obtain workers’ compensation insurance.

I certify that the above is true and correct under the pains and penalties of perjury this _____ day of _____, 20_____.

Signed: _____

Sworn to and subscribed before me this _____ day of _____ 20_____

Notary Public: _____

My commission expires: _____

VEHICLE DESCRIPTION FORM

Equipment Type: _____

Make: _____ Year: _____

Model: _____ Reg. No.: _____

GVW: _____ Tare weight: _____

If vehicle is One Ton check: 4 Wheel _____ 6 Wheel _____

If vehicle is equipped with a sander enter size in yards: _____

Equipment Type: _____

Make: _____ Year: _____

Model: _____ Reg. No.: _____

GVW: _____ Tare weight: _____

If vehicle is One Ton check: 4 Wheel _____ 6 Wheel _____

If vehicle is equipped with a sander enter size in yards: _____

Equipment Type: _____

Make: _____ Year: _____

Model: _____ Reg. No.: _____

GVW: _____ Tare weight: _____

If vehicle is One Ton check: 4 Wheel _____ 6 Wheel _____

If vehicle is equipped with a sander enter size in yards: _____

**PLEASE PROVIDE EACH OF YOUR OPERATORS WITH A COPY OF THESE BASIC
POINTS TO PROPER PLOWING FOR THE TOWN OF STURBRIDGE**

Following these points will assist in providing this community with the snow plowing services they expect and should receive from all of us. Thank you for your assistance and cooperation.

DO:

Arrive as soon as possible after being called and sign in at the DPW

Arrive fully fueled

Plow all streets curb to curb unless otherwise instructed

Avoid hitting mailboxes

Avoid lawn damage

Sign out when finished

DO NOT:

Arrive late

Pile snow on intersection corners, crosswalks, bus stops, parked cars, or hydrants

Plow in driveways on cul-de-sacs or dead-end streets

Plow on private property

Plow down the center of roads repeatedly without plowing the gutters

Leave your route for any reason without checking with the DPW

Plow while moving in the wrong direction of moving traffic.

FY 2024

Plow Rates

¾ ton pickup with 7-8' plow -	\$90/hour
1 ton pickup with 8-9' plow -	\$100/hour
6 wheel dump with 10'-12' plow (over 27,000 GVW) -	\$105/hour
10 wheel dump truck with minimum 11' plow -	\$120/hour
Loader with plow (10' minimum) -	\$120/hour

***Other equipment will be considered if hour price and description provided**