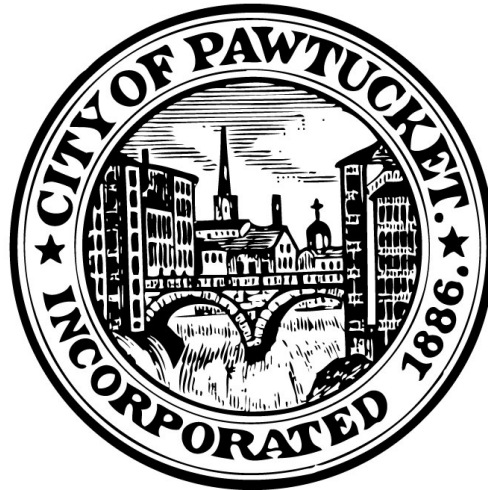


# City of Pawtucket



## Continuous Recruitment

CR 22-010

**SNOW PLOWING & SANDING SERVICES**

## **Section 1 -Qualifications of Prospective Vendors for Winter Storm Plowing Operations**

1. Unless applying as an Independent Contractor, the vendor shall be in compliance with the applicable provisions of the State Worker's Compensation Insurance laws. The owner agrees to accept all responsibility for liabilities incurred by the rented equipment during the term of operations to which it is assigned. The owner further agrees that the City of Pawtucket, the Director, his agents, and employees be held harmless from any and all claims and actions whatsoever that arise from his/her operations.
2. All equipment must be registered, inspected and insured. If equipment is a non-registered piece of equipment, copies of a bill-of-sale, title or other proof of ownership must be presented.
3. Hired equipment shall meet minimum safety standards. Safety lighting on all hired equipment must conform to Department requirements. The Department reserves the right to refuse the use of a piece of hired equipment if, in the opinion of a supervisor, the equipment is not able to do the job required. To qualify for approval, your vehicle must pass inspection with the equipment attached. You must call the City's Public Works Office to arrange for this inspection.
4. To ensure adequate response, all vehicles must be equipped with cellular phones. This contact information must be listed on the bid form.

## **Section 2 – Requirements on Applications**

The complete package of application containing all documents required in this section should be submitted to:

Department of Public Works / City of Pawtucket  
250 Armistice Blvd. Pawtucket, RI 02860  
Attn. Joey Wilson

1. The original signed Indemnification Agreement (Form A).
2. Information on vehicle/equipment that is available for hire by the City of Pawtucket (Form B).
3. Signed Contractor Information form (Form C)
4. Signed Anti-Kickback Acknowledgment form (Form D)
5. If applying as an independent contractor, a copy of the DWC-11-IC – Notice of Designation as an Independent Contractor form must be submitted. It is important to understand that it is the Contractors responsibility to file this form with the Department of Labor and Training. This form will not be considered valid by the City of Pawtucket until such time as it can be verified with Rhode Island DLT. If the Contractor is already designated as an Independent Contractor for the City of Pawtucket, please provide a copy in your submission.

6. If not registered as an Independent Contractor for the City of Pawtucket with the RI Department of Labor, Workers' Compensation Insurance must be supplied as required by the General Laws of Rhode Island. Employers' liability must be at a minimum of \$500,000.
7. All applicants must submit a completed W-9 tax form with application.
8. For each and every vehicle that is listed on the bid form you MUST provide the following:
  - a) Copies of Valid registrations for all listed vehicles
  - b) Copies of bill-of-sales, titles, or other proof of ownership for non-registered equipment.
9. Vehicles listed must be insured. Insurance must meet the minimum amounts as listed below. **Bid packets maybe submitted at any time but will not be processed for approval until the packet is complete. Proof of insurance must be submitted by December 3, 2021.**
  - a) Comprehensive General Liability Insurance (*The City of Pawtucket shall be named as an additional insured on the vendor's Comprehensive General Liability Policy and Automobile Liability Policy*)  
Combined Single Limit not less than \$1,000,000 each occurrence for bodily Injury and property damage.
  - b) Automobile Liability Insurance  
Combined Single Limit not less than \$1,000,000 each occurrence for bodily Injury and property damage including non-owned and/or hired vehicle coverage.  
  
OR  
Bodily Injury, per person, \$500,000/ Bodily Injury, \$1,000,000 per accident/ Property Damage, \$500,000 per accident including non-owned and/or hired vehicle coverage **on Accord Form** (see attached sample).
  - c) **Insurance must be in effect per the above date until March 31, 2022. Insurance renewals during this timeframe is the responsibility of the policy holder, any laps or notice of cancelation will result in the vendor being removed from the cities plow list for the remainder of the season.**
  - D) **The City will be issuing a \$1,000 sign on bonus to all vendors (name that appears on the W-9). The first payment of \$500 will be paid in conjunction with the first storm and the balance will be paid at the end of the season. To be eligible for the balance of the sign on bonus all trucks and attendance for storms is required.**

**Remarks:**

1. The Department must be notified of any changes made involving vehicles or accessories and/or change of address or telephone numbers.
2. If Contractors insurance policy expires during the winter storm season, he/she must provide the City with proof of renewal.
3. The Requirements Checklist is provided and must be filled out & signed.

**Section 3 - Reporting to Work/Payment Processing**

When a vendor is called to start work, he/she is to report to the Department of Public Works facility at the specified time. The driver will be required to print and sign his/her name on a time sheet.

When the driver is notified to end work, the driver must return to the Department of Public Works office to sign out on the time sheet. Drivers will be given a copy of their time sheet as proof of time worked.

Vendors may be required to display "Snow Plowing City of Pawtucket" signs on their vehicles. Signs will be provided by Department of Public Works. These signs shall be displayed only when equipment is on the clock as a vendor for the City of Pawtucket.

To ensure adequate response, all vehicles must be equipped with cellular phones. The contact information must be listed in Form C – Contractor Information.

Vendors are required to promptly provide a typed invoice to the City for each storm they work. These typed invoices will be matched to the time sheets. Invoices shall state:

- Contactor name,
- Date of work,
- Equipment used,
- Hours worked
- Mailing address.

Vendors shall submit invoices no later than **7 days** after work.

**Invoices shall be addressed to:**

City of Pawtucket - Department of Public Works  
Plow Bill  
250 Armistice Blvd.  
Pawtucket, R.I. 02860

The City of Pawtucket reserves the right to pay via credit card.

## Section 4 – Snow Removal Rates

### City of Pawtucket Snow Removal Rates

2020 - 2021

Maximum hourly rates for hired equipment used on snow and ice control. Operator, fuel and equipment maintenance included in all rates.

Definitions:

Route Equipment Drivers that will concentrate on main roads, secondary roads. This category could also include dead ends.

Dead End Equipment Roads that have one entrance and exit. Cul-de-sac's could be included in this category.

Pick-Up Trucks This designation of truck is defined as a 4X4 Ford F250, or significantly similar vehicle.

Vehicle Description	Rate/Hour
Route Equipment	
Pickup Truck	\$120.00
1 Ton Truck	\$130.00
Six Wheel Dump (GCWR 26,001 LBS OR GREATER)	\$140.00
Sander per hour on above equipment*	\$10.00

Dead End Equipment	
Pickup Truck	\$90.00
1 Ton Truck	\$90.00
Six Wheel Dump	N/A
Sander per hour on above equipment*	N/A

Parking Lot Equipment	
Pickup Truck	\$75.00
1 Ton Truck	\$75.00
Six Wheel Dump	N/A
Sander per hour on above equipment*	N/A

Miscellaneous Equipment	
Bobcat	\$125.00
Front Loader up to 3yds	\$175.00
Front Loader over 3yds	\$250.00

\*This only applies if asked by the City to put material down for storm operations. Material is supplied by the City. Sanders will only be accepted on vehicles 1 ton or greater.

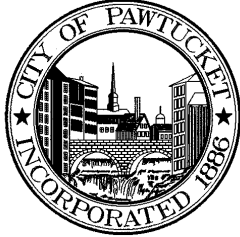
# CR 22-010 Snow Plowing and Sanding Services Requirements Checklist

(To be completed and submitted with your application packet)

Contractor Name: \_\_\_\_\_

- Signed Indemnification Agreement (Form A) – Original
- City of Pawtucket Snow Plowing Application (Form B)
- Contractor Information (Form C)
- Anti-Kickback Acknowledgment form (Form D)
- Completed and signed IRS W-9 Form
- Copy of your Workers Compensation Insurance, or, Independent Contractor Designation (DWC11 IC)
- Copies of valid Motor Vehicle Registration, or Proof of Ownership for non-registered equipment)
- Proof of Comprehensive General Liability and Automobile Liability Insurance for each vehicle listed in Form B. (Please read Point 7 in Section 2 for detailed requirements)
  - Must be in possession of DPW by Dec. 4, 2020
  - Must in in the format of “Accord” Certificate of Liability Insurance with “City of Pawtucket” named as the “**Certificate Holder**” in the bottom left box of the certificate (see attached sample)
- Taxes Owed? (Questions call the Tax Collection Office @ 401-728-0500 ext. 344)
  - Yes    Amount \$\_\_\_\_\_                      Date of Payment: \_\_\_\_\_
  - No
- Any Other Documents: \_\_\_\_\_

**Form A – Indemnification Agreement**



**CITY OF PAWTUCKET**  
**Department of Public Works**

**INDEMNIFICATION AGREEMENT**

I, (Print) \_\_\_\_\_ shall at all times indemnify and save harmless the CITY OF PAWTUCKET, and their officers, agents and employees on account of and from any and all claims, damages, losses, judgments, litigation expenses and attorney fees which may arise due to injuries to persons (including death) or damage to property alleged to have been sustained by me, which injuries or damages are alleged to have occurred while performing snowplowing under contract for the CITY OF PAWTUCKET, Rhode Island. The existence of insurance shall in no way limit the scope of this indemnification.

Print Name: \_\_\_\_\_

Home Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

A duplicate of this document shall have the same effect as the original.

**Form B – Application Form**

**City of Pawtucket Snow Removal Application**

**2020-2021**

Using Form B – Snow Removal Rates, please list all equipment that you can supply for snow plowing services. Be sure to check if a sander is available with this equipment, vehicle year and make, vehicle type and the type of plowing you can perform with that equipment.

Sander	Vehicle Year & Make	Vehicle Type	Type of Plowing	
<input type="checkbox"/>			<input type="checkbox"/>	Route
			<input type="checkbox"/>	Dead End
			<input type="checkbox"/>	Parking Lot
<input type="checkbox"/>			<input type="checkbox"/>	Route
			<input type="checkbox"/>	Dead End
			<input type="checkbox"/>	Parking Lot
<input type="checkbox"/>			<input type="checkbox"/>	Route
			<input type="checkbox"/>	Dead End
			<input type="checkbox"/>	Parking Lot
<input type="checkbox"/>			<input type="checkbox"/>	Route
			<input type="checkbox"/>	Dead End
			<input type="checkbox"/>	Parking Lot
<input type="checkbox"/>			<input type="checkbox"/>	Route
			<input type="checkbox"/>	Dead End
			<input type="checkbox"/>	Parking Lot
<input type="checkbox"/>			<input type="checkbox"/>	Route
			<input type="checkbox"/>	Dead End
			<input type="checkbox"/>	Parking Lot
<input type="checkbox"/>			<input type="checkbox"/>	Route
			<input type="checkbox"/>	Dead End
			<input type="checkbox"/>	Parking Lot



## Form C – Contractor Information

Below box must be checked before proceeding.



By checking this box and signing this application, we confirm our acknowledgement and acceptance of the “**Rules/Regulations and General Terms/Conditions of Purchase**” published at <http://www.pawtucketri.com/purchasing/current-bids>

Name/Company (*Checks will made payable to following*):

\_\_\_\_\_

Contact Name if Different Then Name/Company: \_\_\_\_\_

Street: \_\_\_\_\_

City/Town: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

*Telephone numbers (must include a 24-hour emergency number)*

Home: \_\_\_\_\_ Work: \_\_\_\_\_ Cellular: \_\_\_\_\_

\_\_\_\_\_ Date: \_\_\_\_\_

Owners Signature

**Please make sure that all items in the Requirements Checklist are included in your submission. Incomplete submission will NOT be considered.**

**Form D – Anti-Kickback Acknowledgment**

**ANTI-KICKBACK ACKNOWLEDGMENT**

**ALL BIDDERS/OFFERORS MUST ATTEST TO THE FOLLOWING:**

The vendor acknowledges, under the pains and penalties of perjury, that he/she has not been offered, paid, or solicited for any contribution or compensation, nor has he/she been granted a gift, gratuity, or other consideration, either directly or indirectly by any officer, employee or member of the governing body of the City of Pawtucket who exercises any functions or responsibilities in connection with either the award or execution of the project to which this contract pertains.

Further, the vendor acknowledges, under the pains and penalties of perjury, that he/she has not offered, paid, or solicited by way of any contribution or compensation, nor has he/she granted a gift, gratuity or other consideration either directly or indirectly to any officer, employee, or member of the governing body of the City of Pawtucket who exercises any functions or responsibilities in connection with either the award or execution of the project to which this project or contract pertains.

\_\_\_\_\_  
SIGNATURE OF OFFEROR

\_\_\_\_\_  
DATE

\_\_\_\_\_  
TITLE

\_\_\_\_\_  
COMPANY

Title of RFP:

\_\_\_\_\_