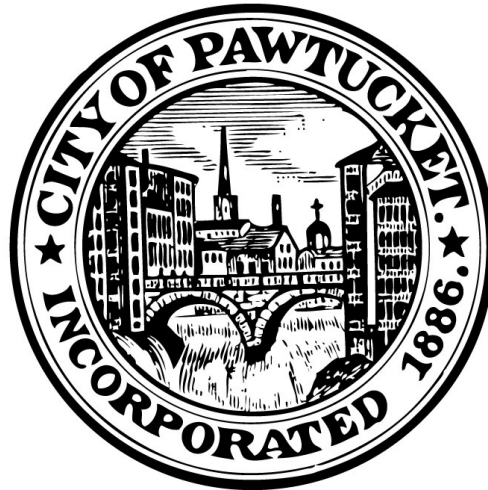


# City of Pawtucket



## Continuous Recruitment

**CR 25-015**

**SNOW PLOWING & SANDING SERVICES**

**October 11, 2024**

## **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. Eric Hammerschlag**

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 (DLT). 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 DLT, 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 may be submitted at any time but will not be processed for approval until the packet is complete. **Complete packets\* must be submitted by 3:00 PM Friday November 15, 2024 to be eligible for Early Sign Up Rates noted in pricing Section 4 of packet.**

*\*An Accord Insurance form does not need to be submitted by Friday November 15, 2024. However, all insurance must be in effect from December 2, 2024 thru March 31, 2025, and the Accord Form must be provided at that time in order to be eligible for this recruitment as well as the early sign up rates.*

- 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. AND includes \$2,000,000 General Aggregate Limit\* ((Example below), then b) the extra Automobile Liability requirements **will not** need apply and the vendor will be considered fully insured for this work.

\*\*\*\*\*

**TAKEAWAY FOR VENDORS: *If a Vendor meets the General Liability Insurance Requirements below, they will still be required to carry Automobile Liability Insurance, but only at the minimum required by the State of Rhode Island, unless the Vendor decides on their own to purchase more coverage. This option will apply both to any vendors who reply after the publication of this addendum and to those who replied prior.***

\*\*\*\*\*

(\*EXAMPLE)

NSK LTR	TYPE OF INSURANCE	AUL/ SUPR		POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS		
		INSD	WVD						
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY						EACH OCCURRENCE	\$ 1,000,000	
	<input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR								
	GEN'L AGGREGATE LIMIT APPLIES PER:							GENERAL AGGREGATE	\$ 2,000,000
	<input type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC								
	OTHER:								

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, 2024. 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 \$1,200 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, all drivers and equipment are to report to the Department of Public Works facility at the time scheduled or within 1 hour of being called for services. All drivers will be required to print and sign their name on a time sheet.

When the driver is notified to end work by a city representative, the driver must return to the Department of Public Works office within 30 minutes to sign out on the time sheet.

Vendors may be required to display "Snow Plowing City of Pawtucket" signs on their vehicles and may be required to install a City issued OBI II GPS unit on their truck(s) during storm operations. 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, itemized invoice to the City for each storm during which they have worked. These typed invoices will be matched to the time sheets. Invoices shall state the following:

- Contractor name
- Date of work
- Equipment used
- Hours worked
- Mailing address

The City will send a storm summary invoice/report within 24 hours to all vendors with the provided email address on the Contract Information Sheet (Form C) for invoicing purposes.

Vendors shall submit invoices by email to [snowinvoices@pawtucketri.com](mailto:snowinvoices@pawtucketri.com) no later than **7 days** after completion of work. In the event that the vendor doesn't have an email address, the vendor will be required to drop off the invoice at the address below.

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

**2024 - 2025**

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

**Definitions:**

Six Wheel Dump                      A motor vehicle with a GCWR of 26,001 LBS or Greater (CDL license required).

1 Ton Truck or Greater              A pick up equivalent to a Ford F-550 or greater with dual wheels in the rear (NO CDL Required)

Pick-Up Trucks                        This designation of truck is defined as a 4X4 Ford F250 through F450, or significantly similar vehicle.

Vehicle Description	Rate/Hour	Early
Routes, Dead End, Parking Lot Equipment Rates		Sign up Rate
Pickup Truck	\$120.00	\$130.00
1 Ton Truck	\$130.00	\$140.00
Six Wheel Dump	\$140.00	\$160.00
Sander per hour on above equipment*	\$10.00	\$10.00

Miscellaneous Equipment	Rate/Hour	
Bobcat - Includes truck & trailer for equipment	\$145.00	N/A
Front Loader up to 3yds	\$175.00	N/A
Front Loader over 3yds	\$250.00	N/A

\*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 weighing at least one ton. At the end of your shift, all material supplied by the City must be dumped or spun out of your truck, no exceptions.

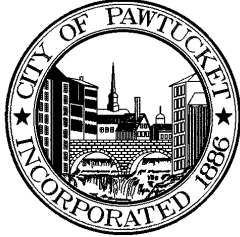
# CR 25-015 Snow Plowing and Sanding Services Requirements Checklist

(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. 2, 2024
  - Must be 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**

**2024 - 2025**

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.

<b>SANDER?</b>	<b>VEHICLE YEAR/MAKE</b>	<b>VEHICLE TYPE</b>
<input type="checkbox"/>		
<input type="checkbox"/>		
<input type="checkbox"/>		
<input type="checkbox"/>		
<input type="checkbox"/>		
<input type="checkbox"/>		
<input type="checkbox"/>		

## 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: \_\_\_\_\_

Email Address: \_\_\_\_\_

*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:

\_\_\_\_\_