

Application for Snow and Ice Removal 2023 - 2024

Thank you for your interest in snow plowing for the Town of Mashpee. A completed application consists of the following:

- 1) Application for Snow and Ice Removal
- 2) Current proof of insurance
- 3) A copy of the driver's license
- 4) Certificate of registration
- 5) Form W-9 (if the applicant is not currently set up as a vendor for Town of Mashpee)

Please note that for businesses, a separate application must be completed for each vehicle. The DPW reserves the right to inspect vehicles and reject applications when a vehicle or equipment is found not to be in suitable condition.

The current rate sheet and requirements for hire are also included in this packet. Per the rate sheet, a signing bonus is being offered as well as increased rate for returning contractors. The requirements will be strictly enforced, so please review them carefully. Please pay particular attention to the requirement of a 30 minute response time once contacted. Also, each driver must carry a cellular phone while sanding or plowing so that you can be contacted by the DPW as necessary.

Please be advised that contractors are called into work at the discretion of the DPW, depending on the amount of snow. There is no minimum guarantee of hours, so you should expect to be called in for storms determined to require contractor assistance.

**Please respond as soon as possible, as routes will be assigned as completed applications are received.**

**Town of Mashpee  
Department of Public Works**

**Application for Snow and Ice Removal 2023– 2024**

|  |              |
|--|--------------|
| <b>Owner Information</b>   |              |
| Name:  |              |
| Company Name:  |              |
| Address:   |              |
| <b>Phone Contact for Plowing</b>   |              |
| Name (if different than the owner):  |              |
| Day Phone:   | Night Phone: |
| <b>Driver Information</b>  |              |
| Driver Name:   | Cell Phone:  |
| License Number:  |              |
| <b>***A copy of the driver's license must be included with the application.***</b> |              |
| <b>Vehicle Information</b>   |              |
| Vehicle:   | Year:        |
| Make:  | Model:       |
| Plate #:   | Plow Length: |

*I certify that the above is correct to the best of my knowledge.*

Owner's Signature: \_\_\_\_\_

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

Approved By: \_\_\_\_\_

Catherine Laurent, Director, Mashpee Public Works

**Note:** Please also complete the back/page 2 of the form.



**Payment Information:**

Payment should be made to the following:

Individual's Name: \_\_\_\_\_

or

Company Name: \_\_\_\_\_

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

**In addition to this form, the following documents must be submitted in order for the application to be complete:**

- 1) current proof of insurance
- 2) copy of the driver's license
- 3) certificate of registration
- 4) form W-9 (if the applicant is not currently set up as a vendor for the Town of Mashpee)

**Please respond as soon as possible, as routes will be assigned as completed applications are received.**

Please feel free to contact the DPW at 508-539-1420 with any questions.

## **REQUIREMENTS AND REGULATIONS FOR SANDING/PLOWING CONTRACTORS**

- **4-Wheel Drive** - All trucks shall have 4-wheel drive.
- **Plow Blade** - All trucks shall have a minimum 8-foot blade with head curl. Six wheel or larger trucks should have a minimum 9-foot blade.
- **Lights** - All trucks shall be equipped with plow lights.
- **Registration** - All trucks should be registered in Massachusetts and shall have a current inspection sticker.
- **Tires** - All trucks shall be in good repair and shall be equipped with snow tires or other tires with treads suitable for driving in winter conditions.
- **Insurance** - All contractors shall provide proof of insurance as follows: \$100,000 for bodily injury per person; \$300,000 bodily injury per accident; and \$100,000 for property damage.
- **Cell Phones** – All contractors shall have a cellular phone with them at all times during plow operations in order to remain in contact with the DPW office. If a contractor does not respond to a call from DPW within 15 minutes, the contractor will be assumed to out of service.
- **Plow Routes** – The DPW Director shall assign plow routes for the entire season after the deadline for submitting applications has passed. Routes shall be assigned on a first come, first serve basis. Once all the routes have been assigned, additional contractors shall be held in reserve as replacements to cover routes in the event of vacations, vehicle repairs, or in the event of a large storm.
- **Re-Assignments** – Each contractor shall be responsible for their route; however, the DPW Director may shift or reassign a plow during a storm to aid snow removal.
- **Reporting to Office** – Contractors shall report to the DPW office within 30 minutes of being called to work a storm in order to sign in and be advised of any potential changes.
- **Impairment** – Contractors who have consumed alcohol or have taken prescription or other drugs which may affect their ability to operate a vehicle shall advise the DPW that they are unable to work. Contractors reporting to work who appear to be impaired shall not be allowed to work.
- **Vacations/Truck Repairs** – Contractors shall advise the DPW in advance of any planned vacations or truck repairs which render the contractor unavailable to work in a storm.
- **Compensation/Breaks** – After 8 hours, contractors shall take a ½ hour break at an appropriate time; this break shall be unpaid and ½ hour shall be automatically deducted from the total number of hours worked.
- **Notifying the DPW** – Contractors shall check in with the DPW on a regular basis and shall call the office if they are out of service for any period of time during the storm. Contractors shall call the office prior to ending work.
- **Private Work** – No private work shall be performed while a contractor is working for the Town. If a contractor is found to be performing private work, said contractor shall be issued a warning. Issuance of a second warning shall result in the termination of the contract between the Town and contractor.

**TOWN OF MASHPEE**  
**FY24 EQUIPMENT RATES**

In addition to the below rates for actual hours worked, contractors who sign on with the Town and stay for the entirety of the season will receive a \$500.00 signing bonus. The bonus will be paid on 3/1/24.

| EQUIPMENT                         |                           | RATE*    |
|-----------------------------------|---------------------------|----------|
| 4WD Truck<br>( < 11,000 GVW)      | 8 foot plow               | \$100.00 |
|                                   | 9 foot plow               | \$105.00 |
| 4WD Truck<br>(11,000-16,000 GVW)  | 9 foot plow               | \$115.00 |
| AWD Truck<br>(16,001-25,800 GVW)  | 10 foot plow              | \$116.25 |
| AWD Truck<br>(25,801-33,000 GVW)  | 10 foot plow              | \$133.25 |
|                                   | 11 foot plow              | \$140.50 |
| AWD Truck<br>(33,001-50,000 GVW)  | 10 foot plow              | \$151.50 |
|                                   | 11 foot plow              | \$158.50 |
| AWD Truck<br>( > 50,000 GVW)      | 11 foot plow              | \$161.75 |
| Spreader (additional per<br>hour) | 1.0-5.99 CY               | \$16.50  |
|                                   | 6.0-9.99 CY               | \$33.00  |
|                                   | ≥10 CY                    | \$38.50  |
| Loader (with AWD)                 | < 2 CY                    | \$109.50 |
|                                   | 2.0-3.99 CY               | \$125.00 |
|                                   | 4.0-5.99 CY               | \$140.25 |
|                                   | ≥ 6.0 CY                  | \$175.50 |
| Backhoe                           |                           | \$114.00 |
| Skid Steer (with AWD)             |                           | \$111.75 |
|                                   | Snow blower<br>attachment | \$114.00 |

\* Contractors who signed on/plowed for the Town of Mashpee in FY23 shall receive an extra \$5.00 per hour payment for vehicles/equipment.