



TOWN OF MEDWAY
DEPARTMENT OF PUBLIC WORKS
MEDWAY, MASSACHUSETTS

*Entrusted To
Manage The
Public
Infrastructure*

THOMAS M. HOLDER
DIRECTOR

DAVID D'AMICO
DEPUTY DIRECTOR

DATE: September 28, 2016
TO: All Private Contractors for Snow Removal
FROM: David D'Amico
SUBJECT: PRIVATE CONTRACTOR SNOW PLOWING~WINTER SEASON 2016-2017

The Town of Medway is seeking snow plow contractors for the coming winter season. If you are interested, all information and related documentation will be handled by e-mail, fax, or by appointment. Attached you will find a list of requirements, a Vehicle Inspection Form, and a 2016-2017 Snow Plow Rate Sheet. Rates are tied to MassDOT values. The fuel adjustment clause remains in effect with a base set at \$2.391/gal.

If you are interested in contracting with the Town of Medway for snow removal this winter, you must submit to our office the following documentation no later than November 16, 2016.

- a list of all vehicles including registration numbers, make, model and plow size that you plan to make available to the Town.
- a copy of your license and a copy of any potential additional driver's licenses.
- a copy of registrations for all listed vehicles
- insurance certificates **and** the endorsements dated for the upcoming season naming the Town of Medway as an additional insured.
- W-9 form.

You may submit documentation by e-mail to dbrown@townofmedway.org, by fax to (508) 321-4985, or in person at our offices at 45B Holliston Street during normal business hours. **ALL DOCUMENTATION IS REQUIRED BY November 16, 2016.** Late submissions will be considered non-responsive and be cause for denial and/or will be charged a 15% deduction from the first storm's billing. Please get your documentation in on time. **Companies providing paperwork AND having their vehicle inspections completed on time are eligible for a \$100.00 bonus per vehicle. You will only receive the bonus if all documentation is complete and submitted on or before the November 16th deadline AND vehicles are inspected by November 16th.**

Inspection of all vehicles is required in advance of plowing for the Town of Medway. A Vehicle Inspection Form is enclosed here for your reference. Vehicles must be scheduled for inspection through Mr. John Picconi, Fleet Maintenance Supervisor located at the Highway Facility on Broad Street. Mr. Picconi can be reached at jpicconi@townofmedway.org or by phone at (508) 816-0365. Inspections may be scheduled beginning immediately. When scheduling, John requires a minimum of 24 hours notice. Please do not show up without an appointment. The Town of Medway reserves the right to reject any equipment and/or driver if it feels it would be in the Town's best interest to do so.

Date: September 28, 2016
From: D.E. D'Amico

Subject: SNOW PLOWING WINTER SEASON 2016-2017
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Drivers and/or vehicles reporting for storm duty that are not inspected and/or documented are not eligible to work and will be dismissed without pay. **No assignments will be held for undocumented vehicles or drivers after November 16, 2016.**

Similar to last year:

1. The TOWN will furnish a route map for streets to be plowed. Each route will have an assigned leader. Drivers are expected to stay in contact with the leader and remain with the leader at all times unless otherwise directed by the route leader. Drivers and/or vehicles that are "missing in action" by failing to communicate with their route leader or the Snow Boss for over half an hour will be considered out of service. Equipment that is damaged and unable to remain in service will also be removed from paid status.
2. The Contractor will be liable to clean up and remove any and all fluids, debris, spills, etc, that result from any breakdowns or repair work. If a release or spill is a reportable condition to the Department of Environmental Protection (DEP), the Contractor is required to notify DEP and perform any necessary remediation to satisfy all applicable state and federal regulations, at the Contractor's sole expense.
3. If we experienced a damage claim, the person will be referred to you and your insurance company for resolution if we are able to verify the claim.

Please contact Deb Brown if you have any questions or concerns. We look forward to working with you this season.

Remember - Documentation due 11/16/2016; Inspections due 11/16/2016.

Sincerely,



David D'Amico
DPS Deputy Director

**SNOW REMOVAL OPERATIONS 2016/2017
PRIVATE CONTRACTORS GENERAL INSTRUCTIONS**

1. The Town of Medway hires contractors to supplement the work performed by the Department of Public Services on an on-call basis for snow plowing, winter storm clean-up, and snow hauling. Both public streets and municipal parking lots are included in the work. Vehicles and drivers approved for snow plowing by the Town of Medway must be available when needed by the Town. Services will be on an as needed basis.

The Medway Highway Superintendent or his designee shall call approved contractors to report for service. Depending on the storm and timing, all, some, or none of the contractor's equipment may be called in. Typically, Medway DPS handles very small events without assistance. Storms placing 2 to 3 inches of snow require additional small pieces of equipment that most contractors supply. Larger storms will be an all call event for plowing.

Following large storms, clearing and hauling operations may be implemented. All storms are different and there is no guarantee of work.

2. Contractors must list all vehicles that they intend to make available to the Town of Medway. Vehicles and drivers approved for snow plowing for the Town of Medway must meet all requirements as noted above. Vehicles and drivers accepted by the Town must generally be available to plow and not be engaged in other work. No other work, public or private, may be performed while actively hired by the Town under any circumstances.
3. All operators must be available by phone, Nextel, or 2-way radio at all times. Failure to reply to the Town's messages/calls within 30 minutes will result in the equipment being removed from service.
4. Compensated time shall begin when the equipment, fully loaded with fuel, arrives at a designated work site, and is ready to work. The Town of Medway reserves the right to withdraw an assignment if equipment arrives later than 30 minutes upon being called in to a designated work site. Unless instructed otherwise, all equipment and drivers must report to the Medway Highway Facility located on Broad Street, Medway. Each vehicle will be assigned a specific ID card to record start and end times. These times so recorded by the Town's timekeeping system, form the basis of payment. No separate invoicing is required.

All hired equipment shall be utilized and compensated for a minimum of three hours. When the work period exceeds three hours, the equipment shall be paid for the actual time period worked. Equipment shall be required to show a one-half hour paid break after 7-1/2 hours worked. The maximum chargeable time is not to exceed 22-1/2 hours per calendar day under a single driver.

5. An allowance of up to 60 minutes will be made to accommodate hired equipment contractors whose equipment has broken down and are making a good faith effort to effect repair. Should the equipment prove beyond immediate repair, it will be removed from service after 60 minutes.

During a storm, minor repairs and small parts may be requested from the Medway Highway Facility Garage. The on-site mechanic may provide support at his discretion. Any associated costs will be deducted from the contractor's payment.

Operating Requirements:

6. Medway has a "black pavement" policy meaning that all streets shall be cleared, full pavement width with all catchbasins exposed. A reasonable person could expect the street to be clear of all snow within a day or two after the storm. All intersections shall be cleared to provide good sight distance regardless of snow depth.
7. Include a reliable emergency telephone number in their contract where 24-hour contact can be made. All vehicles must report within 30 minutes of notification.
8. Driver must report any damages caused to private property during operations immediately to a route leader, the Highway Superintendent, or designee.
9. It is important to maintain proper speeds, exercise good judgment, and respect the Town's residents during operations. Any conflicts should be referred to the Highway Superintendent or his designee or the Medway Police Department if appropriate.
10. Drivers must familiarize themselves with their routes and note special circumstances.
11. Drivers must use good plowing practice.
 - a. Plow from the center to the edges.
 - b. Plows remain fully down and in full contact with the road.
 - c. Do not enter private property for any reason.
 - d. Do not push all snow to the back of a cul-de-sac.
 - e. Do not mound snow in front of driveways, walkways, or mailboxes.
 - f. Properly clear and open intersections.
 - g. Push back snow to clear roads full width and expose catchbasins. Always be ready for the next storm.

**SNOW REMOVAL OPERATIONS 2016/2017
PRIVATE CONTRACTORS INFORMATION REQUIREMENTS**

Company Federal Identification Number or Individual Social Security Number.

Copy of Current Vehicle Registration. (Vehicle is required to be registered as a Commercial Vehicle

Copy of Operator's Current Driver's License.

Proof of Worker's Compensation Insurance, if applicable.

Copy of Current Automobile Insurance Coverage, minimum limits to be \$100,000 - \$300,000. Listing the Town of Medway additionally Insured and in the Description of Work "Snow Plowing" with a copy of the Endorsement Page from the policy.

Truck Back-Up Alarm

Flashing Amber Beacon or Strobe Light, visible from front and rear. White strobes are not permitted.

CB Radio or mobile phone.

Each vehicle uniquely numbered and clearly labeled.

All vehicles offered to the Town of Medway for use in snow removal operations by private contractor will be subject to passing an inspection performed by the Town Mechanic, or his designee.

**SNOW PLOWING
PRIVATE CONTRACTORS
INFORMATION & INSPECTION**

All vehicles offered to the Town of Medway for snow plowing operations by private contractors will be subject to inspection performed by the Town Mechanic, or his designee.

COMPANY NAME _____

DRIVERS NAME _____

DRIVERS CONTACT # _____

FID # OR SS# _____

COPY OF REGISTRATION _____

COPY OF LICENSE _____

WORKER COMP. _____

COPY OF INS. _____

TRUCK # _____

LICENSE PLATE _____

STATE INSPECTION _____

BACK UP ALARM _____

DUMP ALARM _____

FLASHING LIGHTS _____

TRUCK YR MK MODEL _____

PLOW SIZE, FIXED OR POWER ANGLE _____

TRUCK RATE _____

OWNER SIGN ACCEPTS RATE _____

INSPECTED BY & DATE _____

**TOWN OF MEDWAY
DEPARTMENT OF PUBLIC SERVICES**

EFFECTIVE WINTER 2016 - 2017

Adopted September 28, 2016

Revised: 1

**MAXIMUM HOURLY RENTAL RATES FOR HIRED EQUIPMENT USED FOR
SNOW AND ICE CONTROL OPERATIONS - OPERATOR AND FUEL INCLUDED IN ALL RATES**

PLOWING CATEGORY

	<u>Owner/Operator</u>	
	With Comp	Without Comp
TRUCK DRIVER ONLY		\$25.50
TRUCK – Pickup 4X4, min. 3/4 Ton 8' plow, or 6 wheeler, 2X6, min. 1 Ton 9' plow, power angle equipped.	\$68.00	\$65.00
TRUCK - Pickup 4X4, min.1 Ton,Small 6 Wheel, 4x6,>10,000 GVW,or 6 Wheel,2X6,>16,000 GVW, 9' power angle equipped	\$84.00	\$81.00
TRUCK.- Large Six Wheeler, >26,000 GVW equipped with plow – min. 10' length, CDL Class B Required	\$97.00	\$94.00
TRUCK - Ten Wheeler or Tri-Axle, equipped with plow - minimum 10' length and mold board over 3'	\$123.00	\$120.00
SKID STEER	\$83.00	\$80.00
BACK-HOE – 2X4 -Min. 8' length plow	\$74.00	\$71.00
BACK-HOE – 4X4 -Min. 8' length plow	\$86.00	\$83.00
LOADER 2-4 CU YD	\$131.00	\$128.00
LOADER Over 4 CU YD	\$146.00	\$143.00
HAULING - TRAILER DUMP- Minimum 25 YD	\$78.00	\$75.00
HAULING – 10 Wheel Dump	\$76.00	\$73.00
HAULING – Tri-Axle Dump	\$82.00	\$79.00
SPREADER-PLOW COMBINATION – 3-5 Cu. Yds	\$120.00	\$117.00
SPREADER-PLOW COMBINATION – 6-10 Cu. Yds with Automated Synchronization	\$128.00	\$125.00
Accessories – To Be Paid for Only When Used During Operations Approved by Medway DPS		
A. Power angle plow on large six wheeler truck and over.	\$5.50	
B. Large Six Wheeler equipped with 11' plow	\$6.50	

Fuel adjustment based on EIA's avg. monthly East Coast NE PADD1A diesel price for the previous month.

Base set at \$2.391/gal. Differential paid based on previous month average price when price exceeds this amount at the rate of 5.5 gal/hr for small trucks and 6.75 gal/hr for large trucks.

CONDITIONS COVERING COMPENSATION

- Compensated time shall begin when the equipment, fully loaded with fuel, arrives at a designated work site.
Town of Medway reserves the right to withdraw an assignment if equipment arrives later than 30 minutes upon being called in to a designated work site.
- All hired equipment shall be utilized and compensated for a minimum of three hours. When the work period exceeds three hours, the equipment shall be paid for the actual time period worked.
- Equipment shall be required to show a one-half hour paid break after 7-1/2 hours worked. The maximum chargeable time is not to exceed 22-1/2 hours per calendar day.
- An allowance of up to 60 minutes will be made to accommodate hired equipment vendors whose equipment has broken down and are making a good faith effort to effect repair. Should the equipment prove beyond immediate repair, it will be removed from service after 60 minutes.
- Safety lighting on all hired equipment must conform to Town of Medway requirements.
- The Town of Medway reserves the right to reject any equipment and/or driver if it feels it would be in the Town's best interest to do so.
- All operators must be available by phone, Nextel, or 2-way radio at all times. Failure to reply to the Town's messages/calls within 30 minutes will result in the equipment being removed from service.