

**Town of Auburn, Massachusetts
Department of Public Works**

Julie A. Jacobson
Town Manager

William A. Coyle
Director



Highway Division
Kenneth Fairbanks
Highway Superintendent

2022 SNOW REMOVAL HIRED EQUIPMENT APPLICATION

DATE: _____

NAME: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIPE CODE: _____

SOCIAL SECURITY: _____ - _____ - _____ FID: _____

TELEPHONE: _____ - _____ - _____ CELL: _____ - _____ - _____

EMAIL: _____

OWNER'S SIGNATURE

MINIMUM BLADE REQUIREMENTS

All plowing equipment must meet the minimum blade requirements specified:

| | |
|-------------------------------------|--|
| Trucks – 8,000 lbs. to 10,000 lbs. | Not less than 8 ft. long and 18” high |
| Trucks – 11,000 lbs. to 19,000 lbs. | Not less than 9 ft. long and 18” high |
| Trucks – 20,000 lbs. to 39,999 lbs. | Not less than 10 or 11 ft. long & 18” high |
| Backhoe (all models) | Not less than 8 ft. long and 18” high |
| Loader (all models) | Not less than 10 ft. long and 36” high |

5 Millbury Street
Auburn, MA 01501
Telephone: (508) 832-7814
Fax: (508) 832-2173
Email: kfairbanks@town.auburn.ma.us
Web site: www.auburnguide.com

**Town of Auburn
Department of Public Works**

The Auburn Department of Public Works, under the control of the DPW Director, has established these rules and regulations for the providing of snow removal services by independent contractors.

1. The Contractor will provide snowplowing services under the direction of the DPW Director.
2. Any Contractor, on Town time, found to be providing any kind of snow removal services to private locations, other than a Town specified location, will be subject to termination.
3. The Contractor will provide a copy of current registration(s).
4. The Contractor will provide a registered vehicle, fuel, a licensed operator, and snowplowing equipment in accordance with the minimum blade requirements listed on page one (1). 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 Department of Transportation regulations.
5. The Contractor will provide a **certificate of insurance**. The Town of Auburn will be the certificate holder.

The terms of the insurance shall be as follows:

- Automobile Liability of \$100,000 / \$300,000 minimum
- Property Damage of \$40,000 minimum
- Worker's Compensation as required by Mass General Laws
- The Contractor's Insurance Agency is:

Name: _____

Address: _____

Telephone No.: _____

6. The Contractor shall file a written report with the Town of Auburn DPW for any known accident or property damage that occurs during snow removal services. Said written report shall be submitted within forty eight (48) 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.
7. The Contractor, his agents and employees must cooperate with the Town and it's claimants in the investigation of claims made against the Town for property damages or personal injury alleged to have occurred during snow plowing operations.
8. The Contractor's services shall be required for a minimum of four (4) hours for any one-storm event.
9. Failure to comply with the Rules & Regulations for the providing of snow removal Services may result in suspension or payment.
10. The Contractor shall provide with this application, two (2) photographs; (1) one side view and one (1) rear view of each piece of equipment to be used.
11. The Town of Auburn DPW presumes you will adhere to all applicable Department of Transportation regulations with respect to drug and alcohol testing for CDL license holders.
12. The Contractor will possess a cell phone and provide the phone number to the DPW office.
13. Contractor's vehicle (s) shall arrive at the DPW garage with full fuel tanks and ready to work within one (1) hour after being called to report to work. Contractors may be called in for storms exceeding three (3) inches in depth. All vehicles must be in satisfactory condition. The DPW Director has the right to inspect vehicles prior to each storm.
14. Contractors are responsible for their own breakdowns. Any and all breakdowns must be called into the DPW immediately.
15. Contractors shall submit their application to the Town of Auburn Department of Public Works as soon as possible .
16. Contractors shall submit an invoice to the Town of Auburn DPW after the storm. **The invoice shall include: hours, dates, name and address. Hours are to be calculated in 15 minute increments.**

17. Contractor's shall submit a copy of all driver's licenses for each potential driver.
18. Contractors **must** have a working flashing yellow beacon for their vehicle. A portable beacon is acceptable.
19. The Certificate of Compliance – Contract for Public Works **must** be notarized before returning the application.

This is to certify that I am familiar with the rules and regulations of the Town of Auburn Department of Public Works and attest that I will do all work in conformance with said rules and regulations:

Name: (Individual/Corporate): _____

Address: _____

Telephone No: _____

Cell No: _____

Contact Person: _____

Date: _____

Signature: _____

CERTIFICATE OF COMPLIANCE-CONTRACT FOR PUBLIC WORK
Proving Compliance with Worker's 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 Worker's 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 (1):

- Certificate of Insurance showing Worker's Compensation Insurance in effect as of the date upon which the public work is to be performed.

- A copy of a policy of Worker's Compensation Insurance in effect as of the date upon which the public work is to be performed.

In certain circumstances listed below, Worker's 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 City. Therefore, I am not required to obtain Worker's Compensation Insurance.

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

We have no employees, and will perform all of the public work of the contract with the Town ourselves. Therefore, we are not required to obtain Worker's Compensation Insurance.

I certify that the above is true and correct under the pains and penalties of perjury this _____ day of _____, 2021.

Signed _____

Sworn to and subscribed before me this _____ day of _____ 2021.

Notary Public _____

My Commission Expires: _____

STATE LAW NOW MANDATES THAT TO DO BUSINESS WITH THE TOWN OF AUBURN, 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 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.

Signature of Individual or Corporate Name

Social Security Number

By: _____
Corporate Officer (If Applicable)

Failure to comply will automatically remove vendor from the Town bid lists.

5 Millbury Street
Auburn, MA 01501
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Web site: www.auburnguide.com

VEHICLE DESCRIPTION

Equipment Type: _____

Make: _____ Year: _____

Model: _____ Reg. No: _____

GVW: _____ Tare Weight: _____

If vehicle is a 1 (One) Ton check: 4 wheel _____ 6 wheel _____



Equipment Type: _____

Make: _____ Year: _____

Model: _____ Reg No: _____

GVW: _____ Tare Weight: _____

If vehicle is a 1 (one) Ton check: 4 wheel _____ 6 wheel _____



Equipment Type: _____

Make: _____ Year: _____

Model: _____ Reg. No: _____

GVW: _____ Tare Weight: _____

If vehicle is a 1 (One) Ton check: 4 wheel _____ 6 wheel _____



2019 – 2020 Department of Public Works Hourly Rates

| | |
|-------------------------------------|---------|
| Trucks – 8,000 lbs . to 10,000 lbs. | \$80.00 |
| Trucks – 11,000 lbs. to 19,000 lbs. | \$80.00 |
| Trucks - 20,000 lbs. to 39,999 lbs. | \$85.00 |
| Trucks - over 40,000 lbs. | \$86.00 |
| Backhoes (all models) | \$86.00 |
| Loader CAT 930 or equal | \$86.00 |
| Loader CAT 944 or equal | \$90.00 |
| Loader CAT 950 or equal | \$90.00 |