



# The Town of Barnstable

## Department of Public Works Highway Division

382 Falmouth Road, Hyannis, MA 02601  
508.790.6330



P.J. Kelliher  
Division Supervisor

Sean M. Jones  
General Foreman

### ALL SNOW AND ICE CONTRACTORS

The Town of Barnstable's, Department of Public Work's (DPW) is seeking Contractors for various Snow and Ice Control Routes from November 15<sup>th</sup> through April 15<sup>th</sup>. Interested parties should review the enclosed *Rate Schedule*, the *Contractors Snow and Ice Control Manual*, and the attached *Snow & Ice Insurance Coverage Requirements* to understand the DPW's expectations, requirements, and reimbursement methods.

Contractors will be selected based upon their experience, type of equipment and the condition of the equipment. Preference and first choice of available routes will be given to those Contractors that have performed adequately for the Town during the previous season.

### ***“Read This”***

To apply, or reapply, for snow and ice routes, all Contractors must submit the following. Failure to do so will be grounds for denying your application:

- a) Contractors Application form (enclosed).
- b) Contractors Equipment Certification Form and Statement of Understanding (enclosed).
- c) Certificate Of Liability Insurance is Required; please review attached example
  - a. Automobile Insurance for all vehicles (pick-ups, dump trucks)
  - b. General Liability Insurance for all Equipment (loaders, skid steers, backhoes, etc.)
  - c. Description of Operations must be filled out accordingly
- d) Photo Copy of a valid Massachusetts drivers license of the operator(s)
- e) Current copy of Vehicle Registration.
- f) Completed W9-Form (enclosed).
- g) Plow size – DPW reserves the right to measure plow equipment

**\*\*\*Failure to provide documents may result in loss of route assignment\*\*\***

**!!! EARLY RATE INCENTIVE PAYMENT !!!**  
**November 17th, 2023**

To qualify for the early rate incentive noted on the rate sheet, contractors must submit all required information and fully completed application by the end of the business day Friday November 17th, 2023

Completed applications may be mailed, faxed, emailed or delivered to the outdoor drop box located at the Highway facility.

To speak in person, appointments must be made in advance during the days and hours available. **Please review attached Health & Safety Protocols**

**Mail to:** Barnstable Highway Division,  
382 Falmouth Road (Rte. 28),  
Hyannis, MA. 02601

**Fax to:** 508-790-6343

**Email to:** [michelle.trask@town.barnstable.ma.us](mailto:michelle.trask@town.barnstable.ma.us)

**Deliver to:** 382 Falmouth Road (Rte. 28)  
Outdoor drop box next to public entrance

**Appointments:** 508-790-6330  
[michelle.trask@town.barnstable.ma.us](mailto:michelle.trask@town.barnstable.ma.us)

Even if you have plowed with the Town of Barnstable in the past, you **MUST** submit new paperwork, proof of required insurance and a W-9 form every year. Returning Contractors must submit a current list of all Equipment available for snow and ice operations regardless of past employment.

Please read over the Snow and Ice Control Manual

You should retain the Rate Schedule and Manual for your information.

### **Important Information**

The Contractor agrees to be available for Snow and Ice operations, 24 hours a day, throughout the length of the Snow and Ice season as outlined in the contract November 15<sup>th</sup> to April 15th. Failure to comply with these guidelines could result in termination of the contract and not being invited back for the following season.

## **FY2023 DPW SNOW AND ICE REMOVAL INSURANCE COVERAGE REQUIREMENTS:**

Effective September 1<sup>st</sup> 2014, all contractors must have Commercial snow plowing Insurance. See attached sheet titled “FY2024 DPW Snow and Ice Removal Insurance Coverage Requirements”.

If you use your personal vehicle to snow plow you must provide the Town with evidence of coverage of a Commercial Auto Policy. A Commercial Auto Policy provides bodily injury and property damage liability protection if you injure someone or damage another party's property while using the vehicle to plow. Bodily injury liability pays for the medical expenses of the injured party as well as legal fees that may result from an accident you cause. Property damage liability pays to repair or replace property you damage in an accident. A Commercial Auto Policy will also provide collision and comprehensive coverage to protect your personal vehicle and the plow if it sustains damage during a plowing accident.

By signing the contract to conduct snow plow operations on behalf of the Town of Barnstable you agree to indemnify, defend and hold harmless the Town of Barnstable and its employees against any and all claims for damages on account of bodily injury, including death, property damage, personal injury, and advertising injury by any act or omission due to negligence of the Contractor, subcontracts, its agents, or employees during the term or any extension of the resultant agreement, and in case of any action or actions or other legal proceedings shall be brought or instituted against the Town of Barnstable on account of any such claims, Contractor shall indemnify and hold harmless the Town of Barnstable.

However, should the claim be due to the negligence of the Town of Barnstable and/or its employees, Contractor shall be held harmless, provided that nothing contained herein or elsewhere in this agreement constitutes an express or implied waiver of the Town of Barnstable's limited liability.

You must produce a certificate of Insurance that shows that you carry the following coverage and must submit it to the Town of Barnstable before starting plowing operations.

**Commercial General Liability:** **\$1,000,000** each occurrence, **\$2,000,000** aggregate and a \$2,000,000 products completed operations aggregate, naming as an additional insured the “Town of Barnstable including its officials and employees”.

**Workers Compensation and Employees Liability Coverage:** with statutory limits per Massachusetts General Laws without regard to jurisdiction.

**Commercial Auto Liability:** **\$1,000,000** per accident.

**Description of Operations:** The Town of Barnstable added as an additional insured for both Commercial General Liability and Automobile Liability coverage with respects to snow plowing and salting operations performed for the Town.

Every Contractor shall obtain and maintain at their own expense these policies from financially responsible and qualified companies which are authorized to do business in the State of Massachusetts (and rated at least A- or better by AM Best) covering all operations in this agreement whether performed by the contractor or by sub contractor(s) No policy of insurance or coverages shall be changed or terminated until at least thirty (30) days prior written notice thereof has been given to the Town of Barnstable. In the absence of completed policies, insurance binders are acceptable.

Effective 9/1/2014 Town of Barnstable DWA

**Town of Barnstable  
Department of Public Works  
Snow & Ice Control**

**Contractors Application**

**Firm or Owner (print):** \_\_\_\_\_  
(Legal name for payment purposes)

**Taxpayer Identification #** \_\_\_\_\_ **Fill out attached W-9 Form**

**Submit payment to:** \_\_\_\_\_  
**(mailing address)**

\_\_\_\_\_  
\_\_\_\_\_

**Email Address for notification and pre-staging of equipment** \_\_\_\_\_

**Telephone #s:**      1. \_\_\_\_\_ 2. \_\_\_\_\_ 3. \_\_\_\_\_  
                                 4. \_\_\_\_\_ 5. \_\_\_\_\_ 6. \_\_\_\_\_

Place numbers in the order to be called. Most call-outs occur between 9:00 PM and 3:00 AM.  
Note: H-Home, B-Business, C-Cellular, P-Pager, O-Other

**EQUIPMENT DESCRIPTION**

**New and Returning Contractors' MUST fill out the below equipment description table. Please provide as much detail as possible as this could affect the overall compensation rate. Failure to do so, can lead to the incorrect rate assignment for the equipment or denial of the application.**

**We are in need of small compact utility loaders (i.e. Dingo)**

EQUIPMENT TYPE (MAKE/MODEL)	PLOW SIZE (FT)	BUCKET SIZE (YDS)	SPREADER SIZE (YDS)	ATTACHMENTS (SIZE/WIDTH)



## Statement of Understanding

I certify that I have read, fully understand, and hereby agree to comply fully with the "Contractor's Snow and Ice Control Manual", and the attached sheet titled "FY2024 Snow and Ice Insurance Coverage Requirements" and dated 9/1/2014, during the performance of my assigned duties as required during various times from November 15, 2023 thru April 15, 2024, for the considerations shown on the Snow and Ice Contractor's Rate.

By signing this contract I also agree to indemnify, defend and hold harmless the Town of Barnstable and its employees against any and all claims for damages on account of bodily injury, including death, property damage, personal injury, and advertising injury by any act or omission due to negligence of myself, my subcontractors, my agents, or my employees during the term or any extension of the resultant agreement. In addition, in the case of any action or actions or other legal proceedings brought or instituted against the Town of Barnstable on account of any such claims, I shall indemnify and hold harmless the Town of Barnstable. However, should the claim be due to the negligence of the Town of Barnstable and/or its employees, I shall be held harmless, provided that nothing contained herein or elsewhere in this agreement constitutes an express or implied waiver of the Town of Barnstable's limited liability.

Contractor's Signature \_\_\_\_\_

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