



TOWN of
NORTH PROVIDENCE

Seeking Private Contractor's for

**SNOW PLOWING SERVICES
AND MATERIAL SPREADERS (SANDERS)**

Applications can be obtained at the
Office of the Purchasing Agent
North Providence Town Hall
2000 Smith Street, North Providence, RI 02911
Monday - Friday 9:00 a.m. - 4:00 p.m.
for information contact
Albert A. Costa Jr, Purchasing Agent
(401) 232-0900 x. 1236

**ALL APPLICATIONS MUST BE RECEIVED BY
November 30, 2021**

TOWN OF NORTH PROVIDENCE

INSTRUCTIONS TO PROSPECTIVE VENDORS FOR WINTER STORMS PLOWING OPERATIONS AND CONDITIONS COVERING COMPENSTATION

1. Hired equipment shall be required to punch a time card in and out of the facility reported to. Compensated time will begin only when the hired equipment is on Town time designated by the time card. No compensatory time is to be allowed for the attachment of plowing equipment, travel, stand-by, breakdown or meals.
2. 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 Town's facilities to arrange for this inspection.
3. The vendor shall be in compliance with the applicable provisions of the State Worker's Compensation Insurance. 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 Town of North Providence, the Director, his agents, and employees be held harmless from any and all claims and actions whatsoever that arise from his/her operations.
4. To insure adequate response, all vehicles must be equipped with cellular phones or drivers must have pagers. This information must be listed on FORM C.
5. Vendors may be required to display "Snowplowing North Providence" signs on their vehicles. 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 Town of North Providence.

PLEASE SUPPLY THE FOLLOWING:

1. Vendors must complete FORM C listing the equipment that is available for hire by the Town of North Providence using the codes and rates found on FORM B. Additional submissions during the winter season could cause delays of approvals and/or processing of payments and consequently, such submissions should be avoided. Please sign FORM C and have the signature notarized. You must provide us with the original FORM C, not a copy.
2. For each and every vehicle that is listed on FORM C 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.
 - c) Copy of your vehicle insurance policy including property damage insurance coverage and ensuring at least \$1,000,000 of vehicle liability insurance coverage for each and every vehicle that is listed on FORM C. If Vendors insurance policy expires during the winter storm season, he/she must provide the Town with proof of renewal.
 - e) Worker's compensation insurance (if applicable)
3. The Department must be notified of any changes made involving vehicles or accessories and/or change of address or telephone numbers.
4. Vendors must complete all the necessary forms and supply all the information requested to be placed on the Town's snow plowing list.
5. All applicants must submit a completed W-9 tax form with application.
6. Applications (Form C, W-9, Workers Compensation Insurance documentation Insurance, copy of motor vehicle or general contractors insurance documents copy of registration) will be accepted at the Office of the Purchasing Agent North Providence Town Hall 2000 Smith Street North Providence, Rhode Island 02911.

REPORTING TO WORK/PAYMENT PROCESSING

1. When a vendor is called to start work, he/she is to report to the Department of Public Works facility at the specified time. The driver will be required to print and sign his/her name on a time card. The time card will then be simultaneously punched "in" by Town personnel.
2. When the driver is notified to end work, Town personnel will simultaneously punch time card "out."
3. Time cards will then be processed by Town personnel to ensure timely payment based upon approved hourly rates as applicable.
4. Vendors are still **REQUIRED** to promptly provide a typed invoice to the Town for each storm they work. These typed invoices will be matched to the time cards. Shortly thereafter payments will be dispersed. Vendors shall submit invoices, within 30 days of work. Invoices shall state name, date of work, hours and mailing address. Vendors will be paid with a valid invoice within 30days. Invoices shall be addressed:

North Providence Public Works Department
2 Mafalda Street
North Providence, R.I. 02904

Plow Bill

5. If you have any questions, do not hesitate to contact the Director of Public Works at 401-233-1400. Thank you.

PROPERTY DAMAGE

1. Vendors will be responsible for property damage caused by them during plowing operations. To include damage to curbs, lawns, mailboxes, fences, posts and other similar structures. Complaints of damage by property owners and damages observed by Department of Public Works supervisory personnel will be reported to the vendor promptly upon receipt of complaint. Payment for services rendered will be delayed or subtracted from monies owed until any of the above damages are addressed.

**TOWN OF NORTH PROVIDENCE SNOW REMOVAL RATES
2020-2021**

**MAXIMUM HOURLY RATES FOR HIRED EQUIPMENT USED ON SNOW AND ICE
CONTROL, OPERATOR, FUEL AND EQUIPMENT MAINTENANCE INCLUDED IN
ALL RATES**

Class Code	Vehicle Description	Min. Wiegth	Rate/Hour
50	Pickup Truck 4X4	7,200	\$70.00
100	Pickup Truck 4X4	8,500	\$75.00
150	Truck Single Rear Wheel	9,999	\$80.00
175	Truck Single Rear Wheel w/Sander	9,999	\$90.00
200	Landscape Dump	10,000	\$85.00
250	Landscape Dump w/Sander	10,000	\$95.00
300	Six Wheel Dump	22,000	\$95.00
350	Six Wheel Dump w/Sander	22,000	\$120.00
500	Ten Wheel Dump	32,000	\$110.00
600	Ten Wheel Dump w/Sander	32,000	\$140.00
700	Front Loader up to 3yds		\$140.00
750	Front Loader over 3yds		\$170.00

FORM B

Applications must be submitted with:

- 1) Insurance documents stating \$1,000,000 liability coverage for vehicle plowing.
- 2) Valid registration document registered to name on application for each vehicle.
- 3) Application signed and notarized.
- 4) W-9 filled out and signed.
- 5) Rhode Island Certification of Sole Proprietor, Sole Corporate Owner, Partner or Volunteer form filled out, signed and witnessed.

North Providence Snow Removal Application
2020-2021

CODE	VEHICLE Make, Year, Type,	GVW,	Plate #	RATE/HOUR
_____	_____	_____	_____	\$ _____
_____	_____	_____	_____	\$ _____
_____	_____	_____	_____	\$ _____
_____	_____	_____	_____	\$ _____
_____	_____	_____	_____	\$ _____
_____	_____	_____	_____	\$ _____
_____	_____	_____	_____	\$ _____
_____	_____	_____	_____	\$ _____
_____	_____	_____	_____	\$ _____
_____	_____	_____	_____	\$ _____

(Please see form A Instruction Sheet)

Owner Information (Checks will made to following) :

Name	Contact name if different then name		
Street	City/Town	State	Zip Code

Telephone numbers (must include a 24 hour emergency number)

Home: _____

Work: _____

Cellular: _____

Pager: _____

Owners Signature Date: _____

Notary Public Date: _____

Form C

