

September 14, 2020

The Town of Bridgewater is currently seeking snow removal contractors for the 2020-2021 winter season. **Contractors must provide the COMPLETED application and ALL additional required documentation.**

This year we will again require that all hired contractors read and sign a performance contract verifying your agreement to plow for the town. The contract will include the rules and regulations that every contractor and driver in a contracted vehicle must obey. The contract must be signed and returned to the Highway Department.

- Completed application with current information for all vehicles and equipment.
- Completed W-9 tax form (attached)
- Valid Massachusetts Driver's License for all drivers
- Certificate of Insurance for each vehicle, **copies of bills or declarations page will not be accepted (NO EXCEPTIONS)**
- Current vehicle registration for all vehicles

| 2020-2021 Equipment Rates | Hourly Rate |
|-------------------------------------|-------------|
| ¾ TON PICKUP - 4X4 WITH 8' PLOW | \$85 |
| 1 TON DUAL WHEEL - 4X4 WITH 9' PLOW | \$90 |
| SKID STEER | \$100 |
| 6-WL (OVER 26K) WITH 10' PLOW | \$110 |
| 6-WL (OVER 26K) WITH 11' PLOW | \$120 |
| 10-WL / TRI-AXLE WITH 11' PLOW | \$135 |
| BACKHOE 3YD BUCKET ONLY | \$130 |
| BACKHOE 3YD BUCKET WITH PLOW | \$135 |
| FARM TRACTOR WITH 11' PLOW | \$140 |
| LOADER WITH 3-6YD BUCKET | \$160 |
| LOADER WITH 7-8YD BUCKET | \$210 |

Equipment Requirements

- Truck / Equipment and Plow must be in good working condition and capable of operating throughout entire duration of snow event without continual break downs.
- Truck / Equipment must have visible warning lights while operating

Licenses and Insurance Requirements

- Certificate of Insurance \$100,000/ \$300,000 minimum liability rate
 - **We cannot accept a declarations page or copy of a bill**
- Valid Massachusetts Driver's License for all equipment operators
- Current Vehicle Registration

2020-2021 Rules and Regulations for snow plowing contractors

These regulations are applicable to any snow event you are called to. Failure to adhere to them could result in loss of pay for the storm and forfeiture of the 4-hour minimum.

- When called to report for snowplowing you must respond to the Highway Department garage no earlier than **15 min before the time specified** by the Highway Superintendent.
- You must be completely prepared to plow snow at the time of sign-in. This includes being full of fuel, having the appropriate ballast and having all plow equipment in good working order. The Highway Department will provide ballast to those who may need it before they sign in. All ballast provided by the town must be returned within 24 hours after you have been released.
- If your equipment breaks down, you must notify the town employee on your route immediately. If you do not have a town employee on your assigned route you must contact 508.697.0931. Highway maintenance personnel will assist with minor repairs such as broken wipers or missing pins. the Highway Department/town is not responsible for repairing major plow or vehicle failure.
- If your vehicle or plow is disabled for more than ½ hour for any reason, you will not be paid for the down time after the first ½ hour.
- You are expected to remain on your assigned plow route until you are released or reassigned by a Highway Department supervisor. Reasonable absences will be acceptable for certain instances like quick meals, a driver change or to use a bathroom. If you change drivers, the Highway foreman must be notified and given a new contact number if necessary.
- The use of drugs or alcohol prior to or during a snow event when you are working for the town **will not** be tolerated and will result in loss of minimum, loss of pay for that storm and a report to the local authorities. We reserve the right to require a drug test or breathalyzer for any hired driver in the event of an accident or reasonable suspicion.
- You must sign-out when you are released by Highway personnel to be credited with the hours worked.
- If you are found to be absent from your route without authorization or found plowing private driveways, parking lots or anything not owned by the town during the time you are signed in with the town you will lose your pay for that time and will be dismissed immediately and will not be eligible to plow for the town again.
- If you or one of your drivers should be involved in an accident with damage to personal property, excluding mailboxes, you must report it to 508.697.0931 immediately. Failure to do so may forfeit your pay for the storm. Do not engage in verbal or physical altercations with any motorist or resident.
- Except for avoiding an accident, no contractor or their hired driver shall enter private property for any reason. Do not turn around in a private driveway.
- **The Highway Department will be paying a 4-hour minimum to all contractors who are called, respond at the requested time and do not break down for the first 3 hours of the event.**
- If you have any questions, please contact the Highway Department office at 508-697-0931.

Please sign below to acknowledge that you have read, understand and will comply with these rules and regulations for the 2020-2021 Snow plowing season.

Contractor: _____
(Print name here)

Contractor Signature: _____ Date: _____

**ALL APPLICATIONS MUST BE COMPLETED IN FULL
BEFORE SUBMITTING FOR ACCEPTANCE!!!!**

Bridgewater Highway Department
2020-2021 Snowplow contractor Application

Name: _____ Address: _____

Contact number: _____ circle one: day night cell
Alternate number: _____ circle one: day night cell

| <u>Vehicle 1</u> | | | |
|------------------|------------------|-------------------|-------|
| Year: | Make: | Model: | |
| Color: | Plow Make: | Plow width: | |
| Registration #: | Exp. Date: | Vehicle pay rate: | /hour |
| Driver name: | Driver's cell #: | | |

| <u>Vehicle 2</u> | | | |
|------------------|------------------|-------------------|-------|
| Year: | Make: | Model: | |
| Color: | Plow Make: | Plow width: | |
| Registration #: | Exp. Date: | Vehicle pay rate: | /hour |
| Driver name: | Driver's cell #: | | |

Vehicle 3

Year: _____ Make: _____ Model: _____

Color: _____ Plow Make: _____ Plow width: _____

Registration #: _____ Exp. Date: _____ Vehicle pay rate: _____ /hour

Driver name: _____ Driver's cell #: _____

Vehicle 4

Year: _____ Make: _____ Model: _____

Color: _____ Plow Make: _____ Plow width: _____

Registration #: _____ Exp. Date: _____ Vehicle pay rate: _____ /hour

Driver name: _____ Driver's cell #: _____

THE FOLLOWING MUST BE ATTACHED TO THIS APPLICATION:

- ___ 1. W9 – completed, dated, and signed
- ___ 2. Copy of a Valid Massachusetts Drivers license for all drivers/operators.
- ___ 3. Copy of a Certificate of Insurance -- \$100,000/\$300,000 minimum liability
Exp. Date: _____
- ___ 5. Current copy of all vehicle registrations VALID 2020-2021

Signature: _____ Date: _____

Please return to Bridgewater Highway Department, 151 High St, Bridgewater, MA 02324

Request for Taxpayer Identification Number and Certification

**Give Form to the
 requester. Do not
 send to the IRS.**

| | | |
|-------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------|
| Print or type See Specific Instructions on page 2. | Name (as shown on your income tax return) | |
| | Business name/disregarded entity name, if different from above | |
| | Check appropriate box for federal tax classification: <input type="checkbox"/> Individual/sole proprietor <input type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶ _____ <input type="checkbox"/> Other (see instructions) ▶ _____ | Exemptions (see instructions): Exempt payee code (if any) _____ Exemption from FATCA reporting code (if any) _____ |
| | Address (number, street, and apt. or suite no.) | Requester's name and address (optional) |
| | City, state, and ZIP code | |
| List account number(s) here (optional) | | |

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on the "Name" line to avoid backup withholding. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

Note. If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.

| | | | | | | | | | | |
|---------------------------------------|--|--|--|---|--|--|---|--|--|--|
| Social security number | | | | | | | | | | |
| | | | | | | | | | | |
| | | | | - | | | - | | | |
| Employer identification number | | | | | | | | | | |
| | | | | | | | | | | |
| | | | | - | | | | | | |

Part II Certification

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and
- I am a U.S. citizen or other U.S. person (defined below), and
- The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions on page 3.

| | | |
|------------------|----------------------------|--------|
| Sign Here | Signature of U.S. person ▶ | Date ▶ |
|------------------|----------------------------|--------|

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. The IRS has created a page on www.irs.gov/w9 for information about Form W-9, at www.irs.gov/w9. Information about any future developments affecting Form W-9 (such as legislation enacted after we release it) will be posted on that page.

Purpose of Form

A person who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, payments made to you in settlement of payment card and third party network transactions, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and, when applicable, to:

- Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
- Certify that you are not subject to backup withholding, or
- Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income, and

4. Certify that FATCA code(s) entered on this form (if any) indicating that you are exempt from the FATCA reporting, is correct.

Note. If you are a U.S. person and a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

Definition of a U.S. person. For federal tax purposes, you are considered a U.S. person if you are:

- An individual who is a U.S. citizen or U.S. resident alien,
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States,
- An estate (other than a foreign estate), or
- A domestic trust (as defined in Regulations section 301.7701-7).

Special rules for partnerships. Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax under section 1446 on any foreign partners' share of effectively connected taxable income from such business. Further, in certain cases where a Form W-9 has not been received, the rules under section 1446 require a partnership to presume that a partner is a foreign person, and pay the section 1446 withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid section 1446 withholding on your share of partnership income.

