

The Town of Sandwich
Department of Public Works 2020-2021
Informational Manual/Contract for Snow Removal Contractors
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The Sandwich Public Works Department provides the following Informational Manual/Contract for Snow Removal for your review. This information is intended to provide the Public Works staff and residents of the Town of Sandwich with the best snow removal service at reasonable costs. Topics include what is expected of the Public Works and contractors while under the supervision of the Department of Public Works Snow and Ice Managers.

Snow removal is very demanding and time-consuming. Public Works employees and hired contractors generally work continuously during and immediately following a snow storm. A typical storm requires approximately 5 to 7 hours of plowing in order to clear the roads. Our goal is to provide clear and safe road conditions following each snow event.

The Public Works and hired contractors are responsible for removing snow from 432 town owned roads and 127 petitioned private roads, totaling approximately 175 miles of roadway. This is done with 13 department vehicles and 25 to 30 contracted plow operators.

Additionally, Public Works provides snow removal to the parking lots of the Police Station, Fire Station # 1 (Main Station), Fire Station # 2 (East Sandwich Station), Fire Station # 3 (Forestdale Station), Town Hall, Town Hall Annex, Sandwich Public Library, Public Works Building, Transfer Station, Town Offices located at 16 Jan Sebastian Drive, Human Service Building, and multiple town owned cemeteries. Snow is also removed from 16.5 miles of sidewalk throughout the town villages.

Public Works also assists with snow and ice removal at the H.T. Wing School, Forestdale School, Oak Ridge School, Sandwich Jr. Sr. High School, Oak Crest Cove, and Sandwich Hollows Golf Course.

All interested contractors shall review the enclosed "Informational Manual/Contract for Snow Removal" to understand what the Town of Sandwich and the Public Works Snow and Ice Managers expect from contracted services. Those contractors agreeing to fully comply with the required services can apply for a snow removal route.

Definition of Terms for Snow Plowing for Assigned Routes:

- The term **PLOW** means to clear/scrape roads, parking lots areas and sidewalks of snow to the following standards.
 1. Roads **SHALL** be cleared to the curb, gutter line, or to within one foot of the road edge.
 2. All intersections/corners **SHALL** be pushed back to their fullest extent.
 3. All paved areas **SHALL** be free from any loose accumulation of snow.
 4. Plows will be lowered and angled to their fullest extent to create a scraping effect by the steel plow edge during plowing operations.
 5. Parking areas, paved and unpaved, **SHALL** be cleared to within one foot of the edge of the existing areas.
 6. Leaving the plow in a slightly raised position is acceptable for clearing unpaved/dirt areas.
 7. Shoes or other devices to keep plow's edge above the paved surface are **NOT** allowed.
 8. Route is deemed unsatisfactory to the Town of Sandwich if the above have not been met.

Operational Procedures of the Department of Public Works:

- Notification to start snow or ice operations is made at the time of onset by the Public Works Staff, and/or the Sandwich Police Department during off business hours.
- As snow starts, Public Works staff is dispatched to deice assigned primary routes, such as main arterial roads, schools, public safety buildings, and school bus routes are attended to first, with secondary roads done as needed.
- When snow reaches 0 to 2 inches, plowing of primary roads begins if deicing operations is not sufficient. Depending on severity of storm, all other roads are plowed at 3 inches or more, if deicing operation is not sufficient at which time contractors are called out to begin snow removal of assigned routes.
- Weather conditions and Forecast vary widely and are consulted regularly to maintain accurate use of equipment and chemical treatment. We strive for the safest roadways at a reasonable cost.
- After the storm has ended, Public Works staff and contractors continue cleanup with the widening of streets to ensure roads are passable and to clear drainage paths for melting snow. Crews also monitor for icy conditions which may require an application of deicing elements to be applied to paved roads.

Obligation of Public Works to Contractors:

- The Public Works will assign inspector(s) to assist the contractors and insure the timely and satisfactory completion of the routes.
- The Public Works will provide the most up to date road maps and routes to allow the orderly completion of snow removal.
- The Public Works will notify contractors by telephone and will be the official time holder for all Snow Removal Events. Time will begin upon notification, provided contractors begin their assigned route within 30 minutes of being contacted, and will cease when their route has been completed to the satisfaction of the Public Works inspector(s).
- The Public Works will offer helpful tips on snow removal at anytime to contractors.
- The Public Work will assist a contractor when stuck during snow removal operations if staff and/or equipment is available.
- Public Works will release snow removal contractor of duties after inspection and completion of assigned route.

Obligation of Contractors to the Town of Sandwich:

- Contractors must be available 24 hours a day, throughout the snow removal season, starting November 1st (present year) to April 15th (of the following year).
- The contractor will plow assigned route as described in **Definition of terms for Snow Plowing for Assigned Routes.**
- Additional routes may be assigned during an event to cover absences and/or equipment failures.
- The contractor agrees to provide the required equipment, necessary repair, fuel, and operators to fully complete assigned route.
- The contractor is responsible for providing his/her own ballast.
- The contractor must have a cell phone to communicate with the Public Works and provide the Department with any cell numbers of relief operators while under snow removal operations. In addition, maintain contact periodically throughout snow removal operations.
- The contractor will obey all traffic regulation, laws and the rules of the road while providing snow removal for the Town of Sandwich.
- If the contractor leaves assigned route for more than 15 minutes s/he must contact the Public Works to notify them of mechanical break downs or other situations that may arise so coverage for route is maintained
- The Contractor agrees not to perform Snow Removal for another person or business until being released from his/her assigned route by the Public Works inspector(s).
- Contractor will return the signed Statement of Understanding located at the end of this packet.

Contractors Obligation when Finished with Assigned Route:

- Upon completion of snow removal, contractor will remain at his/her assigned route and call for an inspection of his/her route before being released. Unsatisfactory completion will require re-plowing of route, roads, or intersections before being released.
- Failure to comply with the Contractors Obligations may result in non-payment.
- The contractor shall notify the Public Works of any damage s/he caused to public or private property during snow removal operations.

Contractor Requirements

- Must be at least 18 years of age.
- Contractor must maintain a valid drivers license and be without restrictions
- The contractor must maintain the following insurance coverage throughout the length of the Snow Removal season.
 - \$100,000 per accident Property Damage (Part 4 coverage)
 - \$100,000 per person/\$300,000 per accident Optional Bodily Injury to Others (Part 5 coverage)

Contractor Liability

- The contractor shall be responsible for damages, except for minor lawn damage (provided no delineators were installed), or mail boxes/posts, and fences knocked down by the weight of thrown snow.
- All other damage to public or private property, resulting from the contractor's snow removal operations, will be the contractor's responsibility. The contractor shall indemnify, defend and hold harmless the Town of Sandwich and their agents and employees against all suits, claims, or liability of every name and nature and from all claims for things which the contractor is required to do under this contract and for or on account of any injuries to persons or damage to property or nuisances or trespasses, and specifically including death and consequential damage, arising out of or in consequence of acts of the contractor in performance of the work covered by the contract or failure to comply with the terms and conditions of the contract, whether by the contractor or his/her agents, employees and whether or not such claims, demands, suits, or proceedings are just, unjust, groundless, false or fraudulent and the contractor shall and does hereby assume and agrees to pay for the defense of all such claims, demands, suits, and proceedings

Payment of Services to Contractors:

- No payment will be made to the contractor if the work is deemed unacceptable. Once the required snow removal duties are complete in accordance with this Informational Manual/Contract for Snow Removal, payment to the contractor will be processed.
- Contractor rates are assigned in accordance with equipment provided to the Town of Sandwich for Snow Removal Operations.
- Contractor Payroll is submitted to the Accounting Department on a weekly basis but may take longer during lengthy storm durations. Contractors typically receive payment approximately fourteen (14) days after payroll is submitted but may take up to twenty-one (21) days during extreme weather conditions.

Termination

- If the service of the contractor is subsequently deemed to be unsatisfactory, the Public Works will notify the contractor. If a mutually agreeable arrangement cannot be achieved, the contractor will be terminated immediately

Statement of Understanding

I (print name) _____ certify that I have read, fully understand, and hereby agree to comply fully with the information contained in the “Informational Manual/Contract for Snow Removal Contractors” during the performance of my assigned duties, as required during various times from November 1, 2020 to April 15, 2021.

Contractor’s Signature:  _____

Date: _____

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**APPLICATION FOR SNOW & ICE CONTRACTORS
ONE VEHICLE PER APPLICATION**

Contractor vehicles must be commercially registered. Vehicles must be insured with **\$100,000 Property Damage** (Part 4 coverage) and **\$100,000 per person/\$300,000 per accident Optional Bodily Injury to Others** (Part 5 coverage). A Certificate of Liability Insurance specifying the Town of Sandwich as an additional named insured and a copy of the operator's valid driver's license must be submitted with this application. Contractors and their operators must be at least 18 years of age and are required to possess a mobile phone during snow and ice events.

Use ink and clearly print all information requested on this application.

Contractor

Name: _____ Driver's License # ¹: _____
Last First Initial

Mailing Address: _____
Street P.O. Box

City/Town: _____ State: _____ Zip Code: _____

Social Security #: _____ Federal Tax ID #: _____
If Different from License #

Contact

Contractor Mobile: _____ Contractor Home: _____

Operator Name: _____ Driver's License # ¹: _____
If Different From Contractor Last First Initial

Operator Mobile: _____ Operator Home: _____

Vehicle

Year: _____ Make/Model: _____ Body Style/Type: _____

of Wheels: _____ Drive: 2WD 4WD AWD Exterior Color: _____

Manufacturer's GVW: _____ Commercial Registration #: _____
Lbs State Plate #

Insurance

Company: _____

Policy # ^{1,2}: _____ Expiration Date: _____

Snow Plow

Blade Length: _____ Make/Model: _____ Angle Type: POWERED FIXED

- 1 A copy of the Operator's Driver's License and the vehicle Certificate of Liability Insurance must be submitted with this application.
- 2 All Certificate of Liability Insurance shall specify the Town as an additional named insured.

The undersigned contractor agrees to maintain vehicle liability insurance while contracted by the Town and agrees to defend, indemnify, and hold harmless the municipality and all of its agents and employees from any liability, causes or action, costs, and expenses resulting from and arising out of any injury, death, loss, or damage to any person or property during the work conducted by the contractor during winter maintenance operations.

Contractor Signature: _____ Date: _____