

REMINDER CHECKLIST

The following items **MUST** be submitted with the application:

- ☐ A cell phone number
- ☐ A copy of current Massachusetts commercial registration(s)
- ☐ Completed Form W-9
- ☐ Certificate of insurance made out to the City of Worcester
(Contact your insurance agent. A copy of your policy is not sufficient)
- ☐ Notarized workers compensation certificate of compliance
- ☐ Side photo of vehicle(s) with Contractor's name visible
(Even if photos were submitted last year)
- ☐ Rear photo of vehicle(s) with registration plate legible
(Even if photos were submitted last year)

Applications will not be processed until all required items are received.

CITY OF WORCESTER
Department of Public Works and Parks
Street Operations

SNOW REMOVAL HIRED EQUIPMENT APPLICATION

DATE: _____

NAME: _____ VENDOR #: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP CODE: _____

SOCIAL SECURITY #: _____ - _____ - _____ *Or* FID#: _____ - _____

TELEPHONE #1 _____ #2 _____ #3 _____ #4 _____

At least one of the above must be a cell phone

OWNER'S SIGNATURE: _____ EMAIL: _____

MINIMUM BLADE REQUIREMENTS

All Plowing Equipment must meet the minimum blade requirements specified by DPW&P:

Steel cutting edges are required on all equipment

Trucks - 8,000 lb to 10,000 lb (4x4)	Not less than 8 ft. long and 18" high
Trucks – over 10,000 lb (6x6)	Not less than 9 ft. long and 18" high
Trucks – 11,000 lb to 29,999 lb	Not less than 10 ft. long and 30" high
Trucks – over 35,000 lb (2 or 3 axle)	Not less than 10 ft. long and 36" high
Loaders – Cat 920 – Cat 944 equal	Not less than 11 ft. long and 36" high
Loaders – Cat 950 equal or larger	Not less than 11 ft. long and 36" high
Tractor/Backhoe (all models)	Not less than 9 ft. long and 18" high

All Sanding container sizes and gross vehicle weights are determined by manufacturer's specifications, without alterations.
Minimum requirements specified below:

Small Sander	1-2 cubic yards material box Vehicle not less than 11,500 lb GVW Vehicle must be four-wheel drive and dual rear wheels
Medium Sander	2-3 cubic yards material box Vehicle not less than 13,500 lb GVW Vehicle must be equipped with four-wheel drive and dual rear wheels
Large Sander	6-10 cubic yards material box Vehicle not less than 35,000 lbs GVW Cab mounted calibration spreading equipment required
X-Large Sander	10 cubic yards material box or larger Vehicle not less than 56,000 lbs GVW Cab mounted calibration spreading equipment required

CITY OF WORCESTER
DEPARTMENT OF PUBLIC WORKS AND PARKS
RULES AND REGULATIONS FOR THE PROVIDING OF SNOW PLOWING SERVICE

PLEASE KEEP THIS PAGE AND THE FOLLOWING PAGE
FOR YOUR RECORDS

The City of Worcester (hereinafter “City”), through its Department of Public Works and Parks, has established these Rules and Regulations for the providing of snow plowing services by independent contractors (hereinafter “Contractor”).

1. The Contractor will provide snowplowing services under the direction of the City.
2. The Contractor will provide a copy of current MA commercial, owner-contractor, or snow removal registration(s). Plates from other states will not be accepted.
3. The Contractor will provide a registered vehicle, fuel, a licensed operator, and snow plowing equipment in accordance with the minimum blade requirements listed on page one. 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 DOT regulations.
4. Upon request by the City’s Department of Public Works and Parks, the Contractor’s vehicle shall report equipped with tire chains in the vehicle or installed when requested by the inspector.
5. The Contractor’s name is required on all vehicles at all times of operation, and the signage is subject to DPW&P approval. Letters shall be a minimum of 3” in height and in a color that contrasts the background. Vehicles with a GVW of 18,000 lbs or greater must also display vehicle gross weight, tare and net weights.
6. The Contractor will provide a certificate of liability insurance made out to the City. The terms of the insurance shall be as follows:
 - ❖ Automobile Liability of \$100,000/\$300,000 minimum
 - ❖ Property Damage of \$50,000 minimum
 - ❖ Workers Compensation (if applicable) as required by Massachusetts General Laws.
7. The Contractor shall file a written report with the City’s Department of Public Works and Parks for any known accident or property damage that occurs during the providing of snow plowing services. Said written report shall be submitted within forty-eight 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.
8. The Contractor, his agents and employees must cooperate with the City and claimants in the investigation of claims made against the City for property damage or personal injury alleged to have occurred during snow plowing operations.

9. Twenty-three and one-half (23.5) hours shall be the maximum chargeable time in any 24-hour period. A 30-minute unpaid break will apply to shifts between 12.5 and 24 hours long. The next 30-minute unpaid break will apply to events between 24.5 and 48 hours.
10. The hourly rate for plowing service is attached hereto as "Exhibit I" and incorporated herein. The hourly rate shall apply to all equipment with no premium for nights, Saturdays, Sundays or Holidays.
11. When plow or sanding services are required to report prior to December 1st or after March 31st, a \$10.00 per hour bonus shall be paid in addition to the rate listed in Exhibit I. This stipend is to be paid only for equipment reporting to winter storms occurring before the first of December and on or after the first of April.
12. The City will pay one (1) hour reporting charge to allow time for plow hook-up, loading of ballast and other vehicle preparation provided the vehicle reports to the assigned plow route station within two (2) hours of being called. If the vehicle reports after 2 hours of being called, the vehicle will be paid from the reporting time.
13. The Contractor's service shall be required for a minimum of four (4) hours for any one storm event. When the period of work exceeds four (4) hours, the Contractor shall be paid for the actual duration of time worked, the time to be computed to the hours and minutes.
14. The Contractor shall provide with this application two (2) photographs, one side-view and one-rear view, of each piece of equipment to be used.
15. The City presumes you will adhere to all applicable Department of Transportation regulations with respect to drug and alcohol testing for CDL license holders.
16. The Contractor shall possess a cell phone at all times of operation and provide the phone number to the City.
17. Only plow blades with steel cutting edges are acceptable. Snowplow shoes must be removed when plowing. Contractor equipment with rubber cutting edges will not be allowed to work.
18. The City reserves the right to inspect any vehicle at 29 Albany Street at any time during winter operations.
19. The City reserves the right to inspect any operator's license of any operator plowing for the City.
20. Failure to comply with these Rules and Regulations for the providing of snow plowing service may result in a suspension of payment and/or termination of service.
21. The City will pay a \$1000 perfect attendance bonus for each piece of equipment that reports every event that it is called for plowing meeting the following requirements: the piece is registered, insured, and has applied before December 1st, the piece reports within 2 hours of being called every event between December 1st and April 1st, and it plows a minimum of 4 hours each event without a breakdown. The City will not pay a perfect attendance bonus for sanding or salting. A \$2000 perfect attendance bonus shall apply to backhoes, loaders, and graders.

THIS IS TO CERTIFY THAT I AM FAMILIAR WITH THE RULES AND REGULATIONS OF THE DEPARTMENT OF PUBLIC WORKS OF THE CITY OF WORCESTER AND ATTEST THAT I WILL DO ALL WORK IN CONFORMANCE WITH SAID RULES AND REGULATIONS:

Signature (and title): _____

Name: (Individual or Corporate): _____

Vendor Number: _____ Telephone #: _____

Address: _____

Insurance Agent: _____

Agent's Address: _____

Agent's Telephone #: (_____) _____

STATE LAW NOW MANDATES THAT TO DO BUSINESS WITH THE CITY OF WORCESTER, 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 that 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.

Social Security Number

Signature of Individual
or
Corporate Name

By: _____
Corporate Officer
(If applicable)

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

Please be advised that the state ethics law prohibits a municipal employee from having, in addition to his or her municipal employee position, a financial interest in another contract with his or her municipality, unless he or she qualifies for an exemption specified in the statute. Further, a municipal employee may not participate in a particular matter in which the employee, or a member of his or her immediate family, has a financial interest. If you are uncertain, please contact the City Solicitor or the Massachusetts State Ethics Commission for advice/guidance.

Have you ever been or are you currently an employee of the City of Worcester?

☐ **YES** ☐ **NO**

Do you have any relatives employed by the City of Worcester? ☐ **YES** ☐ **NO**

If yes, please name them:

Are any of your drivers' employees of the City of Worcester? ☐ **YES** ☐ **NO**

If yes, please name them:

CERTIFICATE OF COMPLIANCE – CONTRACT FOR PUBLIC WORK

Proving Compliance with Workers' Compensation Act

Section 25C of Chapter 152 Massachusetts General Laws requires that a City shall not enter into a contract for the performance of public work until it has received acceptable evidence of compliance with the Workers' 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:

☐ A Certificate of Insurance showing workers' compensation insurance in effect as of the date upon which the public work is to be performed.

☐ A copy of a policy of workers' compensation insurance in effect as of the date upon which the public work is to be performed.

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In certain circumstances listed below, workers' 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 workers' compensation insurance.

☐ I and _____ are the owners of the business named

_____, located at _____.

We have no employees, and we will perform all of the public work of the contract with the City ourselves. Therefore, we are not required to obtain workers' compensation insurance.

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

_____, 20_____.

Signed: _____

Sworn to and subscribed before me this _____ day of _____ 20_____

Notary Public: _____

My commission expires: _____

VEHICLE DESCRIPTION FORM

Equipment Type: _____

Make: _____ Year: _____

Model: _____ Reg. No.: _____

GVW: _____ Tare weight: _____

If vehicle is One Ton check: 4 Wheel _____ 6 Wheel _____

If vehicle is equipped with a sander enter size in yards: _____

Equipment Type: _____

Make: _____ Year: _____

Model: _____ Reg. No.: _____

GVW: _____ Tare weight: _____

If vehicle is One Ton check: 4 Wheel _____ 6 Wheel _____

If vehicle is equipped with a sander enter size in yards: _____

Equipment Type: _____

Make: _____ Year: _____

Model: _____ Reg. No.: _____

GVW: _____ Tare weight: _____

If vehicle is One Ton check: 4 Wheel _____ 6 Wheel _____

If vehicle is equipped with a sander enter size in yards: _____

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COMPARATIVE 2025-2026 HIRED EQUIPMENT RATES

EQUIPMENT TYPE PLOWING	2025-2026 Worcester Rate Hourly
8,501 - 9,999 GVW 8ft PRP	\$115
10,000 - 10,999 GVW 9ft PRP	\$115
11,000 - 16,000 GVW 6 x 6 9ft PRP	\$130
16,001 to 34,999 GVW 2 axle 10Ft Plow	\$136
35,000 to 55,999 GVW 2 axle 10Ft Plow	\$150
56,000 and up GVW 3 axle 11 Ft Plow	\$171
Loader Cat 920 equal	\$163
Loader Cat 930 equal	\$180
Loader Cat 944 equal	\$185
Loader Cat 950 equal	\$194
Loader Cat 966 equal	\$200
Backhoe 4 x 4	\$163
Grader over 20,000 GVW	\$185
Additional Equipment	
Sander	\$5 additional per hour
Reversible Plow (Class 50000 and above)	\$5 additional per hour
Sanding/Salt Operations	
Small (1-2 Cubic Yard) Sander (Min 8,000 GVW)	\$110
Medium (2-3 Cubic Yard) Sander (Min 9,500 GVW 4WD)	\$129
Large (6-10 Cubic Yard) Sander (Min 35,000 GVW)	\$160
X Large (10+ Cubic Yard) Sander (Min 56,000 GVW)	\$180
Extended Season	
Extended Season (Before Dec 1 or on or after April 1)	\$10 additional per hour
Year End Bonus	
Under 56GVW Attendance (Fewer than 12 missed hours)	\$1,000
Over 56GVW Attendance (Fewer than 12 missed hours)	\$2,000

PLEASE PROVIDE EACH OF YOUR OPERATORS WITH A COPY OF THESE BASIC POINTS TO PROPER PLOWING FOR THE CITY OF WORCESTER

Following these points will assist in providing this community with the snow plowing services they expect and should receive from all of us. Thank you for your assistance and cooperation.

DO:

- **Arrive as soon as possible after being called and check in with your inspector**
- **Arrive fully fueled**
- **Make sure vehicle is properly signed**
- **Plow all streets curb to curb unless otherwise instructed**
- **Plow the gutters first, especially during larger or intense storms**
- **Plow away from legally parked cars when possible**
- **Plow in tandem with other equipment when possible**

DO NOT:

- **Arrive late**
- **Pile snow on intersection corners, crosswalks, bus stops, parked cars, or hydrants**
- **Plow in driveways on cul-de-sacs or dead-end streets**
- **Plow on private property**
- **Plow down the center of roads repeatedly without plowing the gutters**
- **Leave your route for any reason without checking with your inspector**