



Steve Nadeau
Superintendent of Streets

TOWN OF STOW
HIGHWAY DEPARTMENT

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REQUESTS FOR QUOTES FOR SNOW PLOWING 2020/2021 SEASON

The Stow Highway Department requests written quotes from contractors and/or individuals who wish to be considered for hire in our Snow and Ice Control Program.

The Highway Department expects to be engaging the services for snow removal on different routes and in different classifications; therefore, separate contracts will be awarded to the lowest hourly rate quotes received in the various categories, if all minimum qualifications are met.

The lowest base quote received in each category will receive first consideration followed by the lowest quote with permitted adjustments. In the event of ties, consideration will first be given to the bidder who has successfully provided snow and ice removal services to the Town in the past, or to the bidder whose primary place of business or residence is in the Town of Stow. All other ties will be broken by a blind draw.

All base rates quoted shall be hourly rates and shall include the operator, fuel, plow frame, pump and ram, plow attachment and plow. Added to the base rate will be the applicable allowed adjustments. The Town of Stow has established a maximum rate for each classification with allowed adjustments. Hourly rates quoted at, or below, the maximum will be the only ones considered.

The snow and ice season shall commence on November 11 and expire on April 15 and all successful bidders are expected to have their equipment ready at the beginning of each season, and to have their equipment and operators ready and available at all times until the end of the season.

All hired equipment used for snow and ice control, after reporting to work, by instruction from the Superintendent of Streets or his representative, shall be used for a minimum of three (3) hours during any one operation, unless the operator fails to report for work within a reasonable amount of time. When the work period exceeds three (3) hours, the equipment shall be paid for the actual number of hours worked, the time to be computed to the nearest half hour. The maximum chargeable time is not to exceed 22.5 hours per calendar day.

All streets on a route shall be cleaned for their full paved width and all intersections shall be cleaned and pushed back each and every storm, regardless of snow depth, unless advised otherwise, and no plow shall wander from its assigned route unless specifically ordered to do so by the supervisor.

A payment voucher system will be used so that all contractors will be paid at the same time on a regular schedule. Therefore, it is imperative that all drivers report to the Superintendent or Assistant Superintendent at the time of every arrival and departure.

It is the policy of the Town of Stow that if a contractor is called for services and he responds to the Highway Department within one-half hour from the time he was called; he will be paid from the time he was called. If he responds to the Highway Department, and reports in, beyond the half-hour grace period, he will be paid from the time that he is signed in.

For bidding purposes each bidder should be aware that the number of hours worked in a season by private contractors varies significantly from year to year. It is impossible to predict how often and for how long equipment will be used in any given winter season. In the interests of minimizing the burden on taxpayers, the Highway Department will attempt to control some storms with its own equipment, if conditions allow. Therefore, the Town cannot guarantee that all contracted plows will be called when fewer are needed.

Each bidder should supply with his bid a copy of each vehicle registration, unless already on file with the Highway Department.

Each bidder shall also supply a copy of their Certificate of Insurance for that vehicle which includes General Liability:

Automobile Liability in the amounts of the following:

1. Bodily Injury \$ 500,000 each occurrence \$1,000,000 aggregate
2. Property Damages \$ 500,000 each occurrence \$1,000,000 aggregate

Workers' Compensation in accordance with the General Laws of the Commonwealth of Massachusetts.

State antitrust laws forbid collusion among bidders to fix prices.

The Town of Stow reserves the right to inspect all vehicles for equipment requirements to ensure that all permitted accessories are as presented, and that all vehicles are safe and reliable. Unreliable vehicles will be considered to be unqualified, as determined by the Superintendent of Streets. Safe lighting on all hired equipment must conform to all State and DOT requirements. The Town of Stow shall not be held liable for property damage or injury resulting from the operation of an unsafe vehicle, whether or not a representative of the Town has made a determination about a vehicle's safety.

Contractors and/or individuals may submit quotes for more than one vehicle, or in more than one category. A separate bid sheet should be used for each vehicle, in each category.

Any plow not appropriately matched in size to the vehicle, in the opinion of the Superintendent of Streets, will be rejected.

Because of the relatively informal nature of this bidding process, the Superintendent will accept verbal quotes in person or via telephone but they must be followed up as soon as possible by submittal of the bid form.

To ensure acceptance, the Superintendent should receive all quotes within one week of receipt of this Request for Quotes.

**2020-2021 PAYMENT SCHEDULE
TOWN OF STOW VEHICLE/HIGHWAY EQUIPMENT RATES**

Payment for snow removal and hauling operations will be made in accordance with the payment schedule described herein:

SNOW PLOWING

Type	Description	Hourly Rate
Truck	Pickup, min. size ¾ ton, equipped with 4 wheel drive and minimum 8' foot length power reversible plow.	\$70.00 per hour
Truck	Pickup, min. size 1 ton, equipped with 4 wheel drive and minimum 8.5' foot length power reversible plow.	\$83.00 per hour
Truck	Small six wheeler, equipped with minimum 9 foot length power reversible plow	\$89.00 per hour
Truck	Large six wheeler, equipped with minimum 10 foot length power reversible plow. GVW min of 24,000 lbs	\$100.00 per hour
Backhoe	(Add \$5.00 per hour for reversible plow)	\$105.00 per hour
Loader	Loader for highway snow plowing over a 4 cu/yd bucket or 10' plow. (Add \$5.00 per hour for reversible plow)	\$115.00 per hour
Skid steer	Skid steer with attachments	\$90.00 per hour flat rate

PERMITTED ADJUSTMENTS

MAXIMUM ALLOWED

Plow less than width specified	-\$2.00 for ea. 6 in. under
Plow greater than width specified	+\$2.00 for ea. 6 in. over
Plow with foil	+\$3.00
Power Angle Plows 10 feet & over	+\$5.00
Unrestricted route (assigned plow route may include some or all of the roads in Town that are in the poorest conditions)	+\$5.00
If driver is on Town payroll	-\$10.25

SNOW PLOWING QUOTE
For
THE STOW HIGHWAY DEPARTMENT

Pursuant to the guidelines established by the Town of Stow in their request for quotes for snow plowing, I submit the following:

Vehicle Make: _____ Model: _____ Year: _____

Registration No.: _____ GVW: _____

Plow Width: _____ with foil? _____ yes _____ no

With Fixed Wing? _____ yes _____ no Four Wheel Drive? _____ yes _____ no

I hereby submit the following quote in category #: _____:

BASE PRICE: \$ _____

PERMITTED ADJUSTMENTS: \$ _____

TOTAL HOURLY RATE: \$ _____

Name: _____

Residence Address: _____

Mailing Address: _____

Email Address: _____

(for future mailing of RFQ for Snow Plowing, Rates and Application Form)

Telephone No.: (home) _____ (work) _____ (other) _____

Federal I. D. or Social Security No.: _____

Place of garaging: _____

Owner Operated? _____ yes _____ no (if not, **a copy of workers compensation insurance certificate must be included unless the driver is on the Town's payroll.**)

I, the undersigned, do hereby certify under the penalties of perjury that this bid is in all respects bona fide, fair and made without collusion or fraud with any other person. As used here, the word "person" shall mean any natural person, joint venture, partnership, corporation or other business or legal entity.

Signature of Bidder: _____ Date: _____

Please submit this form within seven days of receipt to the Stow Highway Dept., 88 South Acton Road, Stow, MA 01775, or deliver to 88 South Acton Rd. Stow.

ALL OUTSIDE CONTRACT WORKERS MUST SIGN THE ENCLOSED INDEMNITY AGREEMENT AS PER THE BOARD OF SELECTMEN

9/2020