

TOWN OF BELLINGHAM

OFFICE OF THE DEPARTMENT OF PUBLIC WORKS DIRECTOR
215 DEPOT STREET
BELLINGHAM, MA 02019
(508)-966-5813
FAX (508)-966-5814

MEMO

Date: **October 10, 2025**
To: **Snow Vendors**
From: Jesse M. Riedle, DPW Director
RE: Vendors, Snow Removal

This package includes:

1. The Snow Removal Vendor Registration and Agreement that you must complete, sign, and return if you wish to be given a route on this Winter's vendor list,
2. The rates for **2025-2026**, and
3. A copy of the Miscellaneous Information and Plow Vendor Procedures.

If you want to plow for us, please deliver the following to the DPW office as soon as possible.

1. **Completed Snow Removal Vendor Registration & Agreement**
2. **Photocopy of your driver's license**
 - Attention Multiple vehicle vendors - we must have **every driver's license**.
3. **A copy of your vehicle registration**
4. **Certificate of Insurance**
5. **Photos of vehicle**
 - **Front, Rear, Left Side, Right Side**
 - **Door Tag showing GVWR.**

Bonus for Early Bird

If you submit your paperwork for a vehicle prior to **NOON on Friday, November 7, 2025**, you will be eligible for the one-time early bird bonus payment of **\$1,000**. The Bonus will be paid when the Town pays the first invoices submitted for the season. The Bonus Payment will only be issued to vendors who mobilize within a reasonable time when called, with a fully functional plow vehicle. If we do not receive your paperwork by this date and time, you may lose your route and will not receive the early bird bonus. **APPLICATIONS MUST BE SUBMITTED WITH ALL REQUIRED DOCUMENTS TO BE ACCEPTED.**

NO MINIMUM WILL BE PAID FOR CALL IN – THERE IS NO OR GUARANTEED NUMBER OF HOURS. PLOW VENDORS WILL BE PAID THE HOURS WORKED PLUS A ONE-HALF HOUR (15 MINUTES FOR MOBILIZATION AND 15 MINUTES FOR DEMOBILIZATION).

SNOW REMOVAL VENDOR REGISTRATION & AGREEMENT

We utilize a GPS vehicle tracking system. Each vendor will be issued a GPS tracking device that is designed to plug into the vehicles On Board Diagnostic port (OBD2). Vendors who are not able to plug the units into their vehicles OBD2 port will be provided an adapter to plug them into their 12-volt (Cigarette Lighter) socket. The GPS units are the property of the Town. They will be issued to vendors before the first storm. Vendors will be required to come to the DPW to pick up their devices and work with the office staff to test the device during regular business hours: **Monday through Friday 7:00 AM to 3:30 PM**. Vendors may unplug the device when not plowing, but will be docked \$5.00 per hour if they call in to plow and the device is not installed and functioning, or if they unplug the device while punched in.

The DPW will collect the GPS devices at the end of the plowing season. Vendors who return the GPS device will receive an end of year bonus of **\$250.00**. The DPW will inform vendors when we begin to collect GPS devices. They must be received before **3:30 PM on the last Friday of April** to receive the bonus.

YOU MUST PROVIDE THE DRIVER'S CELL PHONE NUMBER. THE DPW WILL USE THESE NUMBERS TO CONTACT DRIVERS DURING SNOW EVENTS.

Please submit your paperwork immediately. Returning vendors, who deliver their paperwork and registration in a timely manner, will generally be given last year's route. DPW assigns routes based on returning vendors, followed by subs from the previous year, then on a first come first serve basis, for open routes. Route assignment is done on or about **Wednesday, November 12th** (*consideration for Veterans Day*).

SNOW REMOVAL VENDOR REGISTRATION & AGREEMENT

PAYMENT TO BE PAID TO (*circle one*): INDIVIDUAL / BUSINESS

NAME _____ SS # or FED. I.D. #: _____

BUSINESS CONTACT (if applicable) _____

ADDRESS _____

EMAIL ADDRESS _____

DRIVER'S NAME IF DIFFERENT: _____

TELEPHONE NUMBERS:

Vehicle Driver's Cell Phone Number _____

Business Owner Contact Number _____

VEHICLE INFORMATION:

YEAR: _____ MAKE: _____ MODEL: _____ TYPE: _____ CODE: _____ RATE: _____

PER RATE SHEET

FUEL: (*circle one*) GAS DIESEL NUMBER OF TIRES: (*CIRCLE ONE*) **4 - 6 - 10**

REG. (PLATE) #: _____ STATE: _____ LENGTH OF PLOW: _____ FT.

If you have more than one vehicle, please copy the form and submit one form for each piece of equipment you can supply.

PLOW ROUTE VENDOR AGREEMENT:

I WILL BE AVAILABLE TO PLOW FOR THE TOWN OF BELLINGHAM, MASS. BETWEEN **NOVEMBER 15, 2025, AND APRIL 15, 2026**, AND WILL MAKE EVERY EFFORT TO MOBILIZE WITHIN ONE HOUR OF THE TIME I AM CALLED. I HAVE READ AND UNDERSTAND THE MISCELLANEOUS INFORMATION AND PLOW VENDOR PROCEDURES 2025-2026 AND WILL WORK UNDER THESE PROCEDURES. MY VEHICLE(S) WILL BE LEGALLY REGISTERED AT ALL TIMES THAT THEY ARE PLOWING FOR THE TOWN OF BELLINGHAM. I UNDERSTAND THAT THE TOWN ACCEPTS NO LIABILITY RELATED TO MY WORK FOR THE TOWN OF BELLINGHAM AS A PLOW VENDOR. I AM REQUIRED TO CARRY VEHICLE DAMAGE AND PERSONAL INJURY INSURANCE ON MY VEHICLE THAT IN NO WAY EXCLUDES SNOW PLOWING AND IT IS MY RESPONSIBILITY TO KEEP SAID INSURANCE IN EFFECT DURING THE ENTIRE PERIOD OF THIS AGREEMENT.

SIGNATURE _____ DATE: _____

Vehicles over 26,000-pound GVW must be operated by a driver carrying a valid CDL and the driver must be in a CDL drug testing program. (See Miscellaneous Information and Procedures.)

FOLLOWING LINE TO BE VERIFIED AND COMPLETED BY DPW STAFF. Initials: _____ Date: _____
Vendor Reg & Agreement: _____ Driver's license: _____ Vehicle registration: _____ Certificate of Insurance: _____ Photos of vehicle: _____

EFFECTIVE FOR WORK BETWEEN 11/1/2025 AND 4/30/2026

VEHICLE DESCRIPTION	RATE/HOUR	CODE
1/2 to 3/4 Ton with 7 1/2 foot Power Reversible Plow (PRP) and AWD	\$115.00	A
10,000 - 10,999 GVW, with AWD and 9 foot PRP	\$120.00	B
11,000 - 16,000 GVW, with minimum 9 foot PRP	\$125.00	C
16,001 - 25,800 GVW, with 10 foot PRP	\$135.00	D
25,801 - 33,000 GVW, with 10 foot plow	\$145.00	E
33,001 to 50,000 GVW, with 10 foot plow	\$165.00	F
50,001 or greater GVW, with 10 foot plow	\$180.00	G
Loader (Backhoe) less than 2 CY, with AWD	\$180.00	H
Loader (Backhoe) less than 2 to 3.99 CY, with AWD	\$205.00	I
Loader (Backhoe) greater than 4 CY, with AWD	\$225.00	J

Drivers will be issued a GPS Unit to plug into the OSB2 or Cigarette Lighter for the season.

Failure to have the device property plugged in during the entire storm even will result in a \$5.00 deduction to the hourly rate

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Please call us immediately if your vehicle breaks down or other events occur such that you cannot fulfill your obligation to plow the route. You are responsible for repairs to your vehicle.

1. **Vehicle Registration and Insurance Required.**

All vehicles which we hire to plow snow for the Town of Bellingham must be legally registered vehicles and must be covered by auto liability insurance. OC, OR, Commercial Snow Removal plates can be used, but only on vehicles allowed under the law.

2. **Call-In, Plowing, and Punch In & Out Procedure:**

We will call in all vendors when the DPW Staff and equipment cannot keep up with the snow fall. This is typically when a storm reaches or is projected to exceed four (4) inches in snow depth, however intensity of snowfall, and timing of the storm will be taken into consideration. Lower depths will generally be handled by the DPW, or with a short list of vendors who have proven to be the most reliable and have been plowing for us for several years.

When called in:

- a) Go directly to your assigned route. We will know you are on your route by the GPS tracking device that you are given in the beginning of the season.
- b) Plow the route assigned by hitting every road to keep it passable for emergency vehicles. (Do not worry about clean up and push back until the entire route is passable.)
- c) When the snowfall rates slow and your route is passable, start pushing the snow back to the full width of the pavement.
- d) When the snow has stopped, stay on your route until the snow is pushed back to the full width of the pavement. Vendors that leave their route before it has not been completed and pushed back are subject to dismissal, reduction of hours billed, and removal from the vendor list.
- e) Once Push Back is completed call DPW Snow phone 774-287-9802. You may be assigned to help on other routes or at parking lots.
- f) Do not come in to the DPW building unless you are specifically asked to do so or need to use the restroom. Please call the DPW snow phone if you are coming in to use the restroom or taking a break.
- g) If you need a break, call the DPW Office and tell them where you are, the condition of your route, and when you expect to be back at work. the DPW and staff watching GPS tracking will punch you out for time not on the route.

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- h) If you must leave your Town route to do private plowing, you must call the DPW and the staff watching GPS tracking will effectively punch you out for time not on the route. Plowing private property while punched in as a Town vendor is considered theft and will be punished to the full extent of the law. The Town route must be the Vendor's primary task. Vendors that chronically leave the Town route incomplete for any reason other than a breakdown or authorized meal break are subject to dismissal and removal from the vendor list.

3. **Drug and Alcohol Use Prohibited.**

The Town of Bellingham has in place a policy prohibiting Town employees or Town hired consultants, vendors, or any person being paid for services by the Town from performing any work for the Town while under the influence of alcohol or any illicit or impairing drug. A copy of the "Drug and Alcohol Policy for Contracted Snow & Ice Control and Operated Construction Equipment Rental Vendors" is available upon request.

4. **Billing and Payment on Invoices.**

We will send you an invoice via email in PDF. You will need to approve the invoice and return it to DPW Office (preferably via email-pdf) for us to process payment to you.

5. **GPS Units**

Failure to install or unplug the GPS Unit during a storm will result in a \$5.00 an hour deduction to the hourly rate of pay.

Vendors that return their GPS units after being notified that we are collecting them and before the end of April will receive an end of year bonus of \$250.00.

6. **Large Vehicle Vendors and CDL Requirements.**

The federal laws related to vehicles over 26,000# GVWR apply to all vehicles and drivers hired by the Bellingham DPW.

- All vehicles over 26,000# GVWR hired by the Town of Bellingham must be operated by individuals who have proper CDL licenses.
- If the snow removal vehicles we hire from you or your firm weigh over 26,000# GVWR, and your firm does not have an established CDL driver drug testing program, your drivers must be included in the Town of Bellingham DPW's drug testing program.

Generally, this means:

- Your drivers will be added to the DPW CDL driver pool, and may be required to submit to drug testing, if selected in the random selection process.
- If any of your drivers get in an accident while working for the Town; where a person is killed, a person is transported from the scene to any type of medical care

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facility by the police or ambulance, a ticket is issued by the police, or any vehicle has to be towed from the site, the driver **MUST** go for drug and alcohol testing within 2 hours of the accident.

The addition of your drivers to the DPW CDL program, relates only to the time period during which your vehicle would be hired to remove snow, this being November to April.

If your firm has an established CDL drug-testing program, please submit to the Town a sworn and notarized affidavit indicating that your firm has adopted a drug-testing program. Otherwise, you will come under the DPW's program as noted above.

7. Driving Record Check

All plow driver's driving record may be reviewed by the Town. Any driver with a record that the Town feels is unacceptable will be dismissed from plowing.