



**HALIFAX HIGHWAY & CEMETERY**  
**R. Steven Hayward**  
**Highway Surveyor**

**60 Hemlock Lane**  
**Halifax, MA 02338**  
**Phone: 781-293-1760**  
**Facsimile: 781-293-1762**

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10/04/2022

Greetings all:

It's that time of year again! Time to start thinking about this winter and snow removal. We have enclosed an informational packet/application for you to review.

Please take a few minutes to review the packet. Upon completion of the packet, please drop it off at the Highway Barn. Please note if returned by Friday, November 4<sup>th</sup> we will pay a sign-up bonus of \$400.00 per piece of equipment (paid out at the end of season, April 30, 2023). If you have any questions, please give us a call at 781-293-1760 or email Kathy at [Kathleen.Garland@halifax-ma.org](mailto:Kathleen.Garland@halifax-ma.org) or myself at [Steve.Hayward@halifax-ma.org](mailto:Steve.Hayward@halifax-ma.org).

Thanks!

TOWN OF HALIFAX  
HIGHWAY DEPARTMENT

APPLICATION FOR SNOW PLOWING

PLEASE PRINT OR TYPE

NAME: \_\_\_\_\_ ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

SS# OR FED ID#: \_\_\_\_\_

TELEPHONE DAY: \_\_\_\_\_ TELEPHONE NIGHT: \_\_\_\_\_

CELL PHONE: \_\_\_\_\_

VEHICLE

MAKE: \_\_\_\_\_ MODEL: \_\_\_\_\_ YEAR: \_\_\_\_\_

GVW FROM DOOR OF TRUCK: \_\_\_\_\_

COLOR: \_\_\_\_\_ BLADE WIDTH: \_\_\_\_\_ BLADE HEIGHT: \_\_\_\_\_

REGISTRATION #: \_\_\_\_\_ STATE: \_\_\_\_\_ EXP DATE: \_\_\_\_\_

Attached to this application, please include the following;

- A copy of current vehicle registration
- A signed original contract
- A copy of driver's license for each driver
- A copy of the Certificate of Insurance listing "Town of Halifax" as a Certificate Holder
- A signed copy of Certificate of Non-Collusion
- A signed copy of Workmen's Compensation exemption or an Insurance Certificate for Workman's Compensation Insurance
- A completed and signed W-9
- A signed Tax Compliance Certification

I hereby submit the following price based on established rates:

RATE FOR VEHICLE IS \$ \_\_\_\_\_ PER HOUR

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

OWNER OPERATED: YES \_\_\_\_\_ NO: \_\_\_\_\_



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**TAX COMPLIANCE CERTIFICATE**

Pursuant to M.G.L. c. 62C, §49A, I certify under the penalties of perjury that, to the best of my knowledge and belief, I am in compliance with all laws of the Commonwealth relating to taxes, reporting of employees and contractors, and withholding and remitting child support.

\_\_\_\_\_  
Signature of person submitting bid

\_\_\_\_\_  
Name of Business

\_\_\_\_\_  
Telephone Number

\_\_\_\_\_  
Date



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**CERTIFICATE OF WORKMENS COMPENSATION INSURANCE EXEMPTION**

The undersigned certifies under the under penalties of perjury that h/she is a self-employed Independent Contractor and is not required by law to carry Workmen's Compensation Insurance.

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SIGNATURE OF INDEPENDENT CONTRACTOR

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DATE



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**CERTIFICATE OF NON-COLLUSION**

**PURSUANT TO M.G.L. , CHAPTER 30, SECTION 39 M:**

The undersigned certifies under penalties or perjury that this bid is all respects bona fide, fair and made without collusion or fraud with any other person. As used in this certification, the word "person" shall mean any natural person, business, partnership, corruption, union, committee, club or other organization, entity, or group of individuals.

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**NAME & TITLE OF PERSON SIGNING GENERAL BID OR PROPOSAL**

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**NAME OF BUSINESS**

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**DATE**



# Request for Taxpayer Identification Number and Certification

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

▶ Go to [www.irs.gov/FormW9](http://www.irs.gov/FormW9) for instructions and the latest information.

Print or type.  
See Specific Instructions on page 3.

|  |
|--|
| 1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.  |
| 2 Business name/disregarded entity name, if different from above   |
| 3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only <b>one</b> of the following seven boxes. <div style="display: flex; justify-content: space-between; margin-top: 5px;"> <span><input type="checkbox"/> Individual/sole proprietor or single-member LLC</span> <span><input type="checkbox"/> C Corporation</span> <span><input type="checkbox"/> S Corporation</span> <span><input type="checkbox"/> Partnership</span> <span><input type="checkbox"/> Trust/estate</span> </div> <div style="margin-top: 5px;"> <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶ _____                 </div> <div style="margin-top: 5px; font-size: small;"> <b>Note:</b> Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is <b>not</b> disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.                 </div> <div style="margin-top: 5px;"> <input type="checkbox"/> Other (see instructions) ▶ _____                 </div> |
| 4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):  |
| Exempt payee code (if any) _____   |
| Exemption from FATCA reporting code (if any) _____   |
| (Applies to accounts maintained outside the U.S.)  |
| 5 Address (number, street, and apt. or suite no.) See instructions.  |
| Requester's name and address (optional)  |
| 6 City, state, and ZIP code  |
| 7 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 line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

**Note:** If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

|   |  |  |  |  |  |  |  |  |  |   |  |  |  |  |  |  |  |  |  |  |   |  |  |  |  |  |  |  |  |  |   |  |  |  |  |  |  |  |  |  |
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| <b>Social security number</b>   |  |  |  |  |  |  |  |  |  |   |  |  |  |  |  |  |  |  |  |  |   |  |  |  |  |  |  |  |  |  |   |  |  |  |  |  |  |  |  |  |
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| <b>or</b>   |  |  |  |  |  |  |  |  |  |   |  |  |  |  |  |  |  |  |  |  |   |  |  |  |  |  |  |  |  |  |   |  |  |  |  |  |  |  |  |  |
| <b>Employer identification number</b>   |  |  |  |  |  |  |  |  |  |   |  |  |  |  |  |  |  |  |  |  |   |  |  |  |  |  |  |  |  |  |   |  |  |  |  |  |  |  |  |  |
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## Part II Certification

Under penalties of perjury, I certify that:

1. 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
2. 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
3. I am a U.S. citizen or other U.S. person (defined below); and
4. 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 for Part II, later.

|                  |                            |        |
|------------------|----------------------------|--------|
| <b>Sign Here</b> | Signature of U.S. person ▶ | Date ▶ |
|------------------|----------------------------|--------|

## General Instructions

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

**Future developments.** For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to [www.irs.gov/FormW9](http://www.irs.gov/FormW9).

### Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

*If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.*

## **REGULATIONS FOR SNOW PLOWING**

### **1.0 NOTIFICATION**

Notification will be made by the Highway Department personnel. Upon notification all vehicles are to report immediately to the highway barn, located at 60 Hemlock Lane, to punch in. Each contractor/ individual has the obligation to notify the Highway Department of phone number/ contact information.

### **2.0 SIGN-IN**

Plowers must punch in on timecards at the highway barn. Plowing time will start at the time of the call. A maximum of a half hour will be allowed from the time of the call to the time of reporting to the Highway Barn. If the plower has not arrived within a half hour of the call, time will start when the plower punches in at the barn. All plowers must have a valid license in their possession when reporting to plow. Licenses could be spot checked by Highway Surveyor. Those without a valid license in their possession will not be allowed to plow.

### **3.0 ALCOHOL AND CONTROLLED SUBSTANCES**

The use of alcohol and/or controlled substances by the contractor/operators during the snow plowing operations is strictly forbidden. Any contractor/operator suspected of such use by the Town supervisor will be relieved of duty immediately and may result in termination of contract with the Town.

### **4.0 CONTRACTOR CONDUCT**

Courtesy and safety will be the rule of the road at all times. Abusive language to the public will not be tolerated. If there is a conflict or situation, please call the Highway Department or the Halifax Police Department.

### **5.0 SNOW PLOWING**



All vehicles will report with full tanks of gas. Equipment will arrive ready for operating and no compensation will be provided for time involved in the attachment or detachment of plowing equipment.

Each vehicle will be provided with a street listing of the designated route assigned. Each driver must acquaint him/herself with the route and check for new streets and/or deleted streets from the prior year's route.

All vehicles shall plow only the route assigned to them. If any plow route needs assistance, please notify the Highway Barn office.

Contract plowers while actively on the clock plowing for the Town, cannot be hired, or requested to clear private driveways or walkways; in an emergency situation the Highway Surveyor has the authority to use their discretion regarding this matter.

The vehicle, after signing in, will go immediately to the assigned route and commence plowing in the following manner:

- 5.1 Open every street on the route with at least one pass in each direction.
- 5.2 At intersections, where possible, plowing should be to the right to minimize the snow remaining in the intersection.
- 5.3 All contractors/individual plowers will be expected to remain on their routes for the duration of the plowing segment.
- 5.4 Avoid piling snow at intersections.
- 5.5 In cul-de-sacs, do not block driveways, mailboxes, or basins.

## 6.0 SIGN OUT

Plowers are to return to the Highway Barn after their route has been cleared. They may be asked to assist on another route or stand by until they are released by the Highway Surveyor or someone he authorizes to do so.

## 7.0 DOWN TIME REPAIRS

Each contractor/individual must make provisions for emergency repairs to the vehicle as necessary. If the vehicle is down for repairs, time will be deducted for time lost if it is for more than one hour.

If a vehicle must leave the route for repairs, the Highway Department shall be notified as soon as possible. Routes have been assigned two vehicles and each operator must check with other before leaving the route.



## 8.0 FUEL

Refueling of vehicles is the responsibility of the owner. Under extreme emergency conditions the Town will, if possible, provide a source of fuel. If it is Town fuel, cost will be deducted from the bill for the storm.

## 9.0 BALLAST

Ballast provided by the Town must be returned to the Town or the cost (based upon our estimate) will be deducted from the bill for the storm.

## 10.0 REGISTRATION AND INSURANCE

The vehicle owner is responsible for properly registering and insuring the vehicle. Safe lighting on all vehicles must conform to all state requirements. The Town of Halifax reserves the right to inspect all vehicles for equipment requirements and to ensure all permitted accessories are as represented. Proof of workmen's compensation must be provided for any hired drivers.

## 11.0 PROPER OPERATION

Each contractor/individual is responsible to see that the vehicle is operated in accordance with all applicable laws, rules and regulations. Vehicle speed shall not exceed 20 miles per hour. All vehicles must have required equipment and while plowing must have yellow rotating warning light or strobe lights visible for 360 degrees; or an adequate warning light system built into the vehicle. Any driver involved in an accident which causes personal injury and/or damage to other vehicles and/or property shall immediately report the incident to the Highway Department and the police.

## 12.0 PROPERTY DAMAGE

Each contractor/individual is responsible for the prevention or loss or damage to the property of the town and all adjacent property. Any damage, injury, or loss resulting from the operation of the contractor/individual under the contract signed for snow plowing for the Town of Halifax shall be the responsibility of the contractor/individual. Report any damage to the Highway Barn office.

## 13.0 PAYMENTS

Each contractor/individual shall be paid at the contract rate for his/her vehicle(s). The contractor/individual shall be paid for the actual number of hours worked plus any time allowed in Section 2.0 of these regulations. The Town of Halifax will pay a 3-hour minimum on each call in. In addition, the Town of Halifax will pay a guaranteed minimum pay for the season (November 1, 2022 –April 30, 2023). See rates.

14.0 RATES – EFFECTIVE NOVEMBER 1, 2022

| 4 WHEEL DRIVE PICKUP TRUCK: 6,600-10,999 GVW | <b>GUARANTEED MINIMUM</b> |            |
|--|---------------------------|------------|
| 8 - FOOT MIN PLOW                            | \$79.00 PER HOUR          | \$1,580.00 |
| 9 –FOOT PLOW                                 | \$81.00 PER HOUR          | \$1,620.00 |
| <br>   |                           |            |
| 4- OR 6-WHEEL TRUCK: 11,000 – 15,999 GVW     |                           |            |
| 9 – FOOT MIN PLOW                            | \$84.00 PER HOUR          | \$1,680.00 |
| 10 – FOOT PLOW                               | \$86.00 PER HOUR          | \$1,720.00 |
| <br>   |                           |            |
| 6 WHEEL TRUCK 16,000 – 26,000 GVW            |                           |            |
| 10 – FOOT PLOW                               | \$90.00 PER HOUR          | \$1,800.00 |
| <br>   |                           |            |
| 6 WHEEL TRUCK 26,001 – 40,000 GVW            |                           |            |
| 11 - FOOT MIN PLOW                           | \$98.00 PER HOUR          | \$1,960.00 |
| <br>   |                           |            |
| 10 WHEEL TRUCK                               |                           |            |
| 11 – FOOT MIN                                | \$130.00 PER HOUR         | \$2,600.00 |
| <br>   |                           |            |
| SKID STEER W/ 8’ PLOW<br>OR SNOW PUSHER      | \$100.00 PER HOUR         | \$2,000.00 |
| 4 WD BACKHOE W/ PLOW<br>OR SNOW PUSHER       | \$120.00 PER HOUR         | \$2,400.00 |
| <br>   |                           |            |
| **LOADER OR TRACTOR                          |                           |            |
| 11- FOOT MIN PLOW                            | \$140.00 PER HOUR         |            |

\*SIGN-UP BONUS \$400.00 PER PIECE OF EQUIPMENT IF SIGNED UP BY NOVEMBER 15, 2022  
PAID OUT AT END SEASON (APRIL 30, 2023)

\*\* SPECIALTY MACHINE HAS SIGN UP BONUS OF \$400.00 . NO GUARANTEED MINIMUM, ONLY  
USED FOR CERTAIN SNOW EVENTS

Due to the current fuel situation this year, we are offering an additional \$1.50  
per hour