



STATE OF RHODE ISLAND AND PROVIDENCE PLANTATIONS

**Department of Transportation
HIGHWAY & BRIDGE MAINTENANCE
360 Lincoln Avenue
Warwick, RI 02888-3030
Telephone: 401-734-4832 Fax: 401-736-0183**

September 28, 2009

ATTENTION: INTERESTED SUPPLIERS OF SNOW/ICE CONTROL SERVICES

**RE: REGISTRATION MATERIALS FOR 2009/2010 WINTER SEASON
EARLY RESPONSE: BONUS ARRANGEMENTS**

Dear Madam or Sir:

In an effort to establish early availability of reliable suppliers of snow/ice control services, the Rhode Island Department of Transportation is once again offering an incentive bonus to those firms who complete the registration process, including the filing of all required documentation and equipment inspection, by November 10 and December 8 respectively—details to follow.

The enclosed package provides:

- I FORM – REGISTRATION INSTRUCTIONS & COMPENSATION CONDITIONS
- R FORM – HOURLY RATE SCHEDULE
- E FORM – SAMPLE APPLICATION FORM with EXPLANATION
- E FORM – ACTUAL APPLICATION / CERTIFICATION FORM

As described on the I Form, applicants must submit the following documentation in order to complete the registration process.

- A properly completed original E Form that has been notarized
- Vehicle Registration or Suitable Proof of Ownership
- Certificate of Insurance

Application forms may be dropped off to the Division of Highway & Bridge Maintenance located at 360 Lincoln Avenue, Warwick, RI on Monday-Tuesday and Thursday-Friday from 8:30 a.m. to 4:00 p.m. **Wednesdays will not be available for submissions.**

INCENTIVE BONUS: *Eligibility for bonus arrangements is as follows:*

10% INCENTIVE BONUS:

1. Properly completed, original, notarized E Form and all necessary documentation must be submitted to the DOT Highway & Bridge Maintenance Division as described in the enclosed instructions **by 4:00 p.m. on November 10, 2009.**

5% INCENTIVE BONUS:

1. Properly completed, original, notarized E Form and all necessary documentation must be submitted to the DOT Highway & Bridge Maintenance Division as described in the enclosed instructions **by 4:00 p.m. on December 8, 2009.**

INSPECTIONS: *All vehicles and related equipment must be inspected in order to participate in the 2009/2010 winter season.*

1. Each vehicle or piece of equipment must pass an inspection by an authorized DOT designee at a local DOT Maintenance facility. Vendors can contact the facilities listed below in order to set up an appointment. Inspections will take place Monday through Friday between the hours of 7:00 am - 2:00 pm.
2. Applicants operating multi-vehicle fleets can contact a DOT Maintenance facility and request a mutually agreed upon alternate location for vehicle/equipment inspections.
3. **Applicants wishing to receive the 10% incentive sign up bonus must have their inspections fully completed no later than November 10, 2009.**
4. **Applicants wishing to receive the 5% incentive sign up bonus must have their inspections fully completed no later than December 8, 2009.**

<u>Facility</u>	<u>Telephone No.</u>
Belleville (North Kingstown)	884-3488
East Providence	433-3112
Glocester	568-4322
Hope Valley	539-2916
Lincoln	333-1615
Midstate (East Greenwich)	826-0467
Portsmouth	683-1070

The bonuses for each inspected vehicle will remain in effect as long as the vehicle is **ready when called**. Vendors must reliably respond to calls for work from the DOT Highway & Bridge Maintenance Division in a timely manner throughout the winter season. If at any time the vehicle is not available, it will lose its incentive bonus, and possibly all subsequent work assignments, for the remainder of the winter season. Should there be extraordinary or extenuating circumstances, the vendor must demonstrate this in correspondence directed to the Department of Transportation, Highway & Bridge Maintenance Division, whose management staff will determine whether to accept or reject such documentation. The decision of the Administrator, Highway & Bridge Maintenance Operations, shall be final.

A price adjustment for 15% shall be applied to the hourly rate to cover fuel and other operating expenses for the 2009/2010 Winter Season.

Should you have any questions regarding the registration process, please contact Joseph Tanzi at 401-734-4832 starting September 28, 2009. We look forward to working with you toward the common goal of providing safe highway conditions for the Rhode Island motoring public.

Sincerely,

Paul Annarummo
Administrator
Highway & Bridge Maintenance Operations
Department of Transportation

Enclosure

Cc: File

INSTRUCTIONS TO PROSPECTIVE VENDORS FOR WINTER STORM OPERATIONS

CONDITIONS COVERING COMPENSATION

1. Hired equipment shall be required to punch a time card in and out of the facility reported to. Compensated time will begin only when the hired equipment is on State time designated by the time card. In instances where the vendor is advised by the Department to report to a stockpile, his equipment may be "punched in" by the clerk at the hiring facility when contacted by the operator or foreman at the stockpile. No compensatory time is allowed for the attachment or detachment of plowing equipment, for travel, stand-by, breakdown or meals.
2. Hired equipment shall meet minimum safety standards. Safety lighting on all hired equipment must conform to Department requirements. The Division reserves the right to refuse the use of a piece of hired equipment if in the opinion of a supervisor, the equipment is not able to do the job required. To qualify for approval, your vehicle(s) must pass an inspection with equipment attached. You must call of the Division's facilities to arrange for this inspection.
3. The vendor shall be in compliance with the applicable provisions of the State Workers' Compensation Insurance. The owner agrees to accept all responsibility for liabilities incurred by the rented equipment during the term of operations to which it is assigned. The owner further agrees that the Rhode Island Department of Transportation, the Director, his agents, and employees shall be held harmless from any and all claims and actions whatsoever that arise from his/her operations.
4. To ensure adequate response, all vehicles must be equipped with a cellular telephone. This information must be included on E-FORM.

PLEASE SUPPLY THE FOLLOWING FORMS

1. Fill out the E-FORM listing equipment that is available for hire by the State of Rhode Island using the Codes and Rates found on the R-FORM. Please sign the E-FORM and have signature notarized. Send us the original E-FORM, not a copy.
2. Enclose copies of valid registrations for vehicles, enclose copies of bills of sale, titles, or other proof of ownership for non-registered equipment, and enclose, or have sent, a Certificate of Insurance (standard form) from your Insurance Company designating R.I. Dept. of Transportation, Highway & Bridge Maintenance, Business Office, 360 Lincoln Avenue, Warwick, RI , as the holder, and also as Additional Insured.
Show itemized evidence of commercial insurance coverage for:
 - (1) General Liability (mandatory for loaders)
 - (2) Auto Liability
 - (3) Workers' Compensation (if applicable)
3. This office must be notified of any changes made involving vehicles or accessories and/or changes of address.
4. NO PAYMENTS WILL BE MADE TO VENDORS NOT SUPPLYING THE NECESSARY FORMS.

I-FORM (continued)

REPORTING TO WORK/PAYMENT PROCESSING

1. When a vendor is called to start work, they will be offered a minimum of four hours of work. *Their driver must "punch in" within one hour of the vendor's receiving the call to report.* Failure to report within one hour of call-in will annul the four hour minimum guarantee.
2. When vehicle is notified to end work, DOT PERSONNEL will simultaneously PUNCH TIME CARD "OUT".
3. Time cards will be processed by DOT HIGHWAY & BRIDGE MAINTENANCE and BUSINESS OFFICE personnel to ensure payment based upon approved hourly rates and bonus percentages as applicable.

INVOICES WILL NOT BE NECESSARY.

4. If you have any questions, contact Joseph Tanzi at 401-734-4832 starting September 28, 2009.

RHODE ISLAND DEPARTMENT OF TRANSPORTATION
HIGHWAY & BRIDGE MAINTENANCE – BUSINESS OFFICE
360 LINCOLN AVENUE, WARWICK, RI 02888-3030

EXPLANATION OF EXAMPLE SHEET

FILLING OUT THE E-FORM

The top line of the previous page has been filled in to give you an idea of how to fill out the E-FORM, using the R-FORM.

THIS IS A SAMPLE PAGE ONLY. The E-FORM for you to fill out and send in is the last page of this packet.

The example given would be correct if you had a 1975 Mack truck, Registration Number 91234, that was between 36,001 and 45,000 lbs. (CODE 500), that had a plow that was 11 feet or greater (CODE 040), that happened to be a power-reversible plow (CODE 050), and that also had a material spreader with a capacity of at least 6 cubic yards, but less than 10 cubic yards (CODE 070).

Note where these underlined items have been placed on the line on the EXAMPLE SHEET.

Once you have figured out your CLASS CODE and ACCESSORY CODES from the R-FORM, you may total the amounts found at the right on the same line as your CODES to find your HOURLY RATE.

In this example, CODE 500 (\$62.00), plus CODE 040 (\$9.00), plus CODE 050 (\$2.00), plus CODE 070 (\$17.00), equals \$90.00

Don't forget your name, address, telephone numbers, Social Security or Federal ID Number, signature, and notarization on the bottom half of the E-FORM.

If you need further assistance, contact Joseph Tanzi at 401-734-4832 starting September 28, 2009.