



## Department of Development and Public Services

100 Irons Avenue – Johnston, RI 02919  
TEL (401) 231-4000 – FAX (401) 231-4181

Joseph M. Polisena, Jr.  
Mayor

September 5, 2023

Dear Vendor,

The time has come to prepare for the upcoming winter season. Enclosed you will find the 2023-2024 Plowing Contractors application. Please note the following instructions;

- Page 1 - Complete as much information as possible and sign application. You must submit all required items – *i.e.*; copies driver's license(s), registration(s) insurance(s)
- Page 2 - **Terms & Conditions** - note that this has an additional insurance requirement that must be met.
- Page 3 - **W-9**- all information must be completed, please pay particular attention to 'Part I' and sign and date form.
- Page 4 - **Notice of Designation as Independent Contractor** ....Top section must be completed in full and form must be signed.
- Page 5 - DPW Letter requiring Signature and Notarization with regards to Workers Compensation and drug pool requirement for CDL Drivers.
- Page 6 & 7- Information for your review.

All applications must be returned no later than October 10, 2023. Applications which are not completed properly will cause a delay in processing which may affect your placement on the callback vendor list. As always, if you should have any questions you may feel free to call the office.

Sincerely,

Donald DelSignore  
DPW Assistant Director

Building • Code Enforcement • Engineering • Planning • Public Works • Zoning

Vendor Name \_\_\_\_\_ OR Company Name \_\_\_\_\_

Address \_\_\_\_\_ Address \_\_\_\_\_

\_\_\_\_\_

Telephone:

Cell \_\_\_\_\_ Work \_\_\_\_\_ Home \_\_\_\_\_

Emergency \_\_\_\_\_

**Vehicles \* PROVIDE COPIES OF REGISTRATIONS**

**ALL SECTIONS MUST BE COMPLETED FOR EACH VEHICLE**

Code*	Type	Make	Model	Reg #	Year	Sander?	
						<input type="checkbox"/> Yes	<input type="checkbox"/> No
						<input type="checkbox"/> Yes	<input type="checkbox"/> No
						<input type="checkbox"/> Yes	<input type="checkbox"/> No
						<input type="checkbox"/> Yes	<input type="checkbox"/> No
						<input type="checkbox"/> Yes	<input type="checkbox"/> No
						<input type="checkbox"/> Yes	<input type="checkbox"/> No

\* see last page for vehicle code

**Driver/Operator \* PROVIDE COPY OF LICENSE**

Name \_\_\_\_\_ License # \_\_\_\_\_ Phone # \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Insurance info \* PROVIDE COPY FOR EACH VEHICLE AND POLICY SHOWING THE TOWN AS AN ADDITIONAL INSURED- SEE PAGE 2**

INSURANCE CO \_\_\_\_\_ Policy # \_\_\_\_\_

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

Effective Dates \_\_\_\_\_

THE TOWN OF JOHNSTON RESERVES THE RIGHT TO REVIEW, MODIFY ALL REGULATIONS, ASSIGNMENTS AND TERMS OF VENDOR EMPLOYMENT AT ANY TIME. DISMISSAL OF ANY VENDOR FOR: UNSATISFACTORY PERFORMANCE, UNSATISFACTORY EQUIPMENT, CRIMINAL VIOLATIONS/MOTOR VEHICLE VIOLATIONS, LACK OF PROOF OF INSURANCE, CONDUCT OR ACTIONS DETRIMENTAL IN REPRESENTING THE TOWN OF JOHNSTON, IS THE SOLE DISCRETION OF THE TOWN OF JOHNSTON PUBLIC WORKS DEPARTMENT-HIGHWAY DEPARTMENT.

Vendor Signature \_\_\_\_\_ Title \_\_\_\_\_ Date \_\_\_\_\_

THE TOWN OF JOHNSTON IS REQUIRED TO ISSUE FEDERAL TAX FORM 1099 TO ALL VENDORS.

**Terms & Conditions**

All private vendors driving for the Town of Johnston during the winter season of 2023-2024 are required to sign below acknowledging that your vehicles have liability insurance coverage. By signing below, you agree to Release, Indemnify, and Hold Harmless the Town of Johnston or its agents from and against all claims, suits, damages, costs, lawsuits, and expenses in any manor arising out of or connected with snow plowing activity for the Town of Johnston. You acknowledge that you will be responsible for any and all bodily injury to public or private property. You are required to present a copy of your liability insurance policy to the Highway Department Office and said policy shall specifically provide that the Town of Johnston is an additional insured under such policy.

**Important: All private vendors must be aware, not all private vendors with an application on file with the Town of Johnston, will be contacted for snow plowing. The number of drivers contacted is a determination made after careful consideration of various factors including but not limited to the amount of snowfall. When a private vendor is called to plow for the Town of Johnston, there is no designated number of hours that a driver is guaranteed to receive.**

All private vendors driving for the Town of Johnston during the winter season of 2023-2024 are required to sign below acknowledging agreement and compliance with Federal Regulations which became effective on January 1, 1996.

- (1) All vendors who provide services to the Town of Johnston and have vehicles weighing more than 26,000 lbs.
- (2) All drivers who have CDL licenses must be enrolled in a certified drug and alcohol testing program.

I certify that those individuals I have provided to the Town of Johnston on a contract basis meet the CDL license and drug and alcohol testing program as required by applicable Federal law.

By signing below, I hereby certify and acknowledge that I understand the terms and conditions stated above and that I accept those terms and conditions.

Name \_\_\_\_\_

Company Name \_\_\_\_\_

Signature \_\_\_\_\_

On this \_\_\_\_\_ day of \_\_\_\_\_, 2023 appeared the above, known to me, who swore the above signature was his/her free act and deed, and that the information herein is true.

\_\_\_\_\_  
Notary Public

My Commission Expires: \_\_\_\_\_

# 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 one of the following seven boxes.	
	<input type="checkbox"/> Individual/sole proprietor or single-member LLC <input type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate	
	<input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶ _____ <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 not 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.	
	<input type="checkbox"/> Other (see instructions) ▶ _____	
	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) _____		
<small>(Applies to accounts maintained outside the U.S.)</small>		
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.

Social security number									
or									
Employer identification number									

## Part II Certification

Under penalties of perjury, I certify that:

- 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
- 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
- I am a U.S. citizen or other U.S. person (defined below); and
- 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 ▶ _____
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## 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.



State of Rhode Island, Department of Labor and Training, Division of Workers' Compensation  
P.O. Box 20190, Cranston, RI 02920-0942  
Phone (401) 462-8100 TDD (401) 462-8084 www.dlt.ri.gov

**NOTICE OF DESIGNATION AS INDEPENDENT CONTRACTOR PURSUANT TO RIGL §28-29-17.1**

**When you sign this form, you are stating that you are an independent contractor and are not entitled to workers' compensation benefits from the Hiring Entity. This form is for workers' compensation purposes only and does not mean that you are considered an Independent Contractor according to the Internal Revenue Service or the RI Division of Taxation**

Name: \_\_\_\_\_ Doing Business As (if applicable): \_\_\_\_\_  
Address: \_\_\_\_\_  
City/St/Zip: \_\_\_\_\_  
Date of Birth: \_\_\_\_\_

**INDEPENDENT CONTRACTOR MUST ANSWER THE FOLLOWING 4 QUESTIONS:**

1. Do you have employees?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
2. Do you have sub-contractors?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
3. Do you have General Liability Insurance?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4. Do you have Workers' Compensation Insurance?	Yes <input type="checkbox"/>	No <input type="checkbox"/>

I declare that I am an independent contractor pursuant to RIGL §28-29-17.1 and, therefore, I am not entitled to Workers' Compensation benefits for injuries sustained while working as an independent contractor for the hiring entity named below. **This designation will remain in effect until a withdrawal of designation as independent contractor form is filed with the Department of Labor and Training.**

Hiring Entity: Town of Johnston Federal ID # (if known): 05-6000-209  
Address: Dept. of Public Works  
100 Irons Ave  
City/St/Zip: Johnston, RI 02919 Telephone: 401-231-4000

A hiring entity that knowingly conspires with or coerces an employee to misrepresent the employee's status as an independent contractor may be subject to criminal prosecution under RIGL §28-33-17.3.

Independent Contractor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

For questions about Independent Contractors and confirmation of filings, visit the Division of Workers' Compensation website at [www.dlt.ri.gov/wc](http://www.dlt.ri.gov/wc). Confirmation of filings are also mailed to both the independent contractor and the hiring entity.



Anyone interested in operating as a Snow Plow/Sander Vendor MUST adhere to ALL of the following Work Rules;

- 1) MUST REPORT TO THE GARAGE WITHIN THIRTY (30) MINUTES OF THE CALL.
- 2) EACH DRIVER OF EACH VEHICLE MUST REPORT TO THE OFFICE TO PUNCH THEIR TIME CARD IN AND PUNCH THEIR TIME CARD OUT EACH TIME THEY WORK - NO EXCEPTIONS.
- 3) MUST HAVE WORKING CELL PHONE DURING ENTIRE SHIFT.
- 4) PRIOR TO LEAVING SHIFT MUST EMPTY ALL UNUSED SAND BACK INTO THE DPW YARD.
- 5) WHILE WORKING MUST CALL INTO THE OFFICE PRIOR TO/AS OF AND UPON RETURN FROM - BREAKS, BREAKDOWNS, COFFEE BREAK, FUEL STOPS, LUNCH/DINNER - IF LEAVING DESIGNATED AREA FOR ANY REASON.
- 6) IF YOU PLAN ON SWITCHING THE DRIVER FOR YOUR VEHICLE YOU MUST CALL BOTH YOUR FOREMAN AND THE OFFICE BEFORE ANY SUCH SWITCH MAY OCCUR. ONLY DRIVERS ACCEPTED ON YOUR APPLICATION ARE ALLOWED TO OPERATE A VEHICLE DURING SNOW OPERATIONS.
- 7) NO VEHICLE IS TO BE ON PRIVATE PROPERTY AT ANY TIME, THIS INCLUDES THAT VEHICLES ARE NOT TO TURN AROUND IN OR BACK INTO ANY PRIVATE DRIVEWAY.



Town of Johnston  
 Department of Development  
 and Public Services

Snow Vendor Price List

Code	Truck Type	Rate FY 23/24
<b>A</b>	Pickups	\$135.00
<b>B</b>	6 Wheel Landscaping Dump	\$145.00
<b>C</b>	6 Wheel Landscaping Dump w/4yd Sander	\$160.00
<b>D</b>	6 Wheel Dump Truck (5-7yd)	\$180.00
<b>E</b>	6 Wheel Dump Truck w/5yd Sander	\$200.00
<b>F</b>	10 Wheeler	\$205.00
<b>G</b>	10 Wheeler w/10yd Sander	\$215.00
<b>H</b>	Front-end Loader	\$235.00