

TOWN OF SOUTHBOROUGH



DEPARTMENT OF PUBLIC WORKS

147 CORDAVILLE ROAD – SOUTHBOROUGH, MASSACHUSETTS 01772-1802 – (508) 485-1210

AGREEMENT FOR SNOW REMOVAL SERVICES

Agreement made this _____ day of _____, 2025 between the Town of Southborough, 17 Common Street, Southborough, MA 01772-1802, herein referred to as the TOWN and _____ (name), of _____ (address), herein referred to as the CONTRACTOR.

In consideration of an hourly wage (see below) the CONTRACTOR agrees to load and/or haul snow from the public roads of the TOWN as herein provided:

- (1) The CONTRACTOR shall scrape or remove snow from any road within the town limits, public or private, whenever directed by the TOWN through its Highway Department.
- (2) The CONTRACTOR shall acquire and maintain snow removal equipment sufficient for removing snow within a reasonable time. The CONTRACTOR shall maintain and operate said equipment in a safe and workmanlike manner to avoid injuries to persons and damages to properties within the town.
- (3) The Contractor shall maintain insurance in conformance with the attached Insurance Requirements at all times while performing duties under this contract.
- (4) The CONTRACTOR agrees to indemnify and hold the TOWN harmless from any claims for personal injury or property damage to third parties arising out of the contractor's duties and obligations under this contract.
- (5) This contract is effective upon its execution and shall continue until the conclusion of the last snowfall for the 2025-2026 winter season.
- (6) This agreement may be terminated by either party upon the giving of fourteen (14) days written notice.

CONTRACTOR:

TOWN:

Signature

Mark Purple, Town Administrator

Printed/Typed Name

Date

Date

TOWN OF SOUTHBOROUGH



DEPARTMENT OF PUBLIC WORKS

147 CORDAVILLE ROAD – SOUTHBOROUGH, MASSACHUSETTS 01772-1802 – (508) 485-1210

2025-2026 Plowing Season Private Plowing Contractors Insurance Requirements

INSURANCE:

The Contractor shall be responsible to the Town or any third party for any property damage or bodily injury caused by it, any of its subcontractors, employees or agents in the performance of, or as a result of, the Work under this Agreement. The Contractor and any subcontractors used hereby certify that they are insured for workers' compensation, property damage, personal and product liability. Insurance coverage shall include Broad Form Liability coverage and Completed Contract coverage and shall name the Town of Southborough as a con-insured certificate holder. The Contractor and any subcontractor it uses shall purchase, furnish copies of, and maintain in full force and effect insurance policies in the amounts here indicated.

Small Trucks 1 Ton or under*

Automobile Liability

Bodily Injury Liability:	\$250,000/\$500,000 per occurrence
Property Damage Liability	\$100,000 per occurrence
(or combined single limit)	\$500,000 per occurrence

General Liability for Snow Plowing
Combined single limit \$500,000 per occurrence

6-Wheel Dump Truck and Loader*

Automobile Liability

Bodily Injury Liability:	\$1,000,000 per occurrence
Property Damage Liability	\$1,000,000 per occurrence
(or combined single limit)	\$1,000,000 per occurrence

General Liability for Snow Plowing
Combined single limit \$1,000,000 per occurrence

***Workers' Compensation Insurance**

Coverage for all employees in accordance with Massachusetts General Laws

TOWN OF SOUTHBOROUGH



DEPARTMENT OF PUBLIC WORKS

147 CORDAVILLE ROAD – SOUTHBOROUGH, MASSACHUSETTS 01772-1802 – (508) 485-1210

Prior to commencement of any work under this Agreement, the Contractor shall provide the Town with Certificates of Insurance that include the Town as an additional named insured, and which includes a thirty- day notice of cancellation to the Town.

APPLICATION FOR SNOW PLOWING SERVICES

It shall be the contractors' responsibility to provide equipment as listed below as required by the Town of Southborough for Snow Removal. However, equipment that has historically been used in Southborough by Southborough's contractors is acceptable. All equipment shall be in good operating condition, fully insured and have sufficient emergency warning lights. Bid prices are per hour and shall include vehicles with push frame, snowplow, operator and fuel. There will be no premium rate for nights, Saturdays, Sundays or Holidays. Four hour minimum per truck. Time starts when you are called, ends when released at DPW. The Town of Southborough reserves the right to inspect all equipment prior to award. Pricing schedule below:

Pick-up 8-8.5 ft. plow:	\$110.00/hr	Skid Steer:	\$140.00/hr	6-Wheeler	
Pick-up 9 ft. plow:	\$125.00/hr	Loader:	\$200.00/hr	Up to 25,999 GVWR:	\$145.00/hr
Pick-up 10 ft. plow:	\$130.00/hr	Backhoe:	\$175.00/hr	Over 26,000 GVWR:	\$155.00/hr

SPECIALTY ITEMS

10' Snow pusher (skid steer) +\$10.00/hr

11'+ power angle plow (loader or backhoe) +\$10.00/hr

*All equipment must be 4x4 and is subject to passing vehicle inspection by Public Works Personnel

*We currently have a (4) hr minimum for each snow event

INCENTIVES:

(1) Minimum Payment w/ Perfect Attendance – Contractors who commit to having vehicles available during the entirety of the snow season for the Town of Southborough will be guaranteed a minimum payment of 30 hours for each piece of equipment at the corresponding rate. This minimum payment will not exceed 30 hours. If contractors are called in for less than 30 hours throughout the duration of the season, the difference will be paid out. If contractors are called in for over 30 hours throughout the duration of the season, no minimum payment will be issued. If the town calls a contractor to respond to a snow event and they do not report timely (within an hour), they forfeit their right to the minimum payment, regardless of the number of hours they work throughout the season. Payment will be made on April 15, 2026.

(2) Attendance Bonus – Contractors who have timely (within an hour) perfect attendance to all snow events in the '25-'26 season will receive a \$1,000.00 bonus. Payment will be made on April 15, 2026.

147 CORDAVILLE ROAD – SOUTHBOROUGH, MASSACHUSETTS 01772-1802 – (508) 485-1210

CONTRACTOR CONTACT INFORMATION

Telephone*: _____

weekends

- 9/29/2025

TOWN OF SOUTHBOROUGH



DEPARTMENT OF PUBLIC WORKS

147 CORDAVILLE ROAD – SOUTHBOROUGH, MASSACHUSETTS 01772-1802 – (508) 485-1210

VEHICLE INVENTORY

CONTRACTORS NAME: _____

VEHICLE	YEAR / MAKE / MODEL	G.V.W.	MASS REG. No.	BODY TYPE	DUAL REAR WHEELS	PLOW MOLD- BOARD LENGTH	RATE \$/hr
1							
2							
3							
4							
5							
6							
7							

TOWN OF SOUTHBOROUGH



DEPARTMENT OF PUBLIC WORKS

147 CORDAVILLE ROAD – SOUTHBOROUGH, MASSACHUSETTS 01772-1802 – (508) 485-1210

PLEASE FILL OUT CHECK LIST AND INCLUDE WITH THE CONTRACT PACKET

Contractors Name: _____

- _____ Signed Contract (*attached*)
- _____ List of all vehicles to be used for Snow Removal Operations (*attached*)
- _____ Current registration for ALL vehicles
- _____ Insurance Certificate, with Town of Southborough named as Additional Insured for Snow Removal Purposes (*please check coverage requirements under "Rules for Snow Contracting"*)
- _____ Current Massachusetts Drivers' License for ALL operators

FOR CONTRACTORS WITH VEHICLES OVER 26,000 GVW OR THAT REQUIRE A HOISTING LICENSE

- _____ Notarized current Certificate of Compliance with DOT Drug and Alcohol Testing Regulations for operation of equipment over 26,000 GVW (*attached*)
- _____ Current Hoisting License for operators of loader, backhoe or skid steer

Please submit one copy of all documents to the DPW Office.

Once all the Town signatures are obtained we will give you a copy of the contract package

For Contractors with Vehicles 26,001 lbs. And over

To:

Town of Southborough Dept. of Public Works
Highway Division
147 Cordaville Road
Southborough, MA 01772-1802

Date: _____

Please be advised that _____ is
in compliance with D.O.T. Regulations regarding the testing of Drug and Alcohol for
operators of equipment in excess of 26,001 GVW and all operators have undergone testing in
accordance with these regulations.

I certify that the above statement is true and signed under the pains and penalties of perjury.

Signature of Authorized Representative (date)

Notary Public

Expires