



Department of Transportation  
Division of Highway and Bridge Maintenance  
360 Lincoln Avenue  
Warwick, RI 02888

August 22, 2016

**Attention: Interested Suppliers of Snow/Ice Control Services**

**Subject: Registration Materials for 2016-2017 Winter Season  
Including Rate and Incentive Information**

Dear Madam or Sir:

The Rhode Island Department of Transportation is now seeking qualified and interested snow and ice professionals to assist with our statewide operations for the winter of 2016-2017. As we prepare for the upcoming season we want to continue to bring attention to the ongoing initiative of employing closed loop material spreading systems.

For the past two winter seasons RIDOT has offered a significant incentive for vendors who outfit their equipment\* with spreader controls that incorporate GPS and wireless technologies. This incentive remains available for this season. As we move our snow and ice operations forward this may become a requirement and other financing or rebate programs may be offered and the Department will continue to keep the vendor community updated to any further developments.

(\* - GVW greater than 16,000 pounds and spreader greater than 3.0 cubic yards. )

***Salt Brine***

Starting in 2013, RIDOT began using salt brine for anti-icing and pre-wetting applications. Currently, there is one brine production unit at our Midstate Facility in East Greenwich which can produce approximately 5,000 gallons per hour. With salt brine storage available at most of the District Highway Maintenance Facilities. The Department will be working to expand our production abilities in the coming years. Consequently, we will continue to have a need for vendors who possess brine application capabilities as well as hauling services between storage sites.

***Snow & Ice Operations Training***

In order to continue to provide the high level of service that Rhode Islanders have come to expect of our snow and ice operations, we must all continue to train and educate ourselves about the industry standards and new technologies. A great source of information and recommended reading for all snow and ice professionals is the [\*Snowfighters Handbook\*](#).

The 2016-2017 registration package and application are available at all RIDOT Maintenance Facilities and Headquarters. You may also find the information and an electronic version of the application on the Department's website [www.dot.ri.gov](http://www.dot.ri.gov).

Should you have any questions regarding this registration process, please contact our Business Office at (401) 734-4830. We look forward to working with you toward the common goal of providing safe highway conditions for the Rhode Island motoring public.

Sincerely,

Joseph A. Bucci, P.E.  
State Highway Maintenance Operations Engineer



State of Rhode Island and Providence Plantations

Department of Transportation  
Division of Highway & Bridge Maintenance  
360 Lincoln Avenue  
Warwick, RI 02888-3030

## Incentives

*Eligibility for compensation arrangements is as follows:*

### **10% Early Sign-Up Incentive**

Properly completed, original, notarized E-Form and all necessary documentation shall be submitted to and received by the RIDOT Division of Highway & Bridge Maintenance as described in the enclosed instruction **by 4:00PM on Friday, October 28, 2016.**

### **5% Early Sign-Up Incentive:**

Properly completed, original, notarized E-Form and all necessary documentation shall be submitted to and received by the RIDOT Division of Highway & Bridge Maintenance as described in the enclosed instruction **by 4:00PM on Friday, November 11, 2016.**

### **20% Green Equipment Incentive**

1. Properly installed and operational AVL/GPRS closed loop spreader control systems which allow for reporting of solid material (sand, salt and/or mix) in a printable format will be eligible. The equipment shall be acceptable to RIDOT in order to be eligible for this incentive. This bonus is only applicable to vehicles which exceed a GVW of 16,000 pounds and have a spreader larger than 3.0 cubic yards.
2. This bonus shall be added upon acceptance and approval by RIDOT and will be in effect for the remainder of the winter season.
3. RIDOT will maintain a preferred vendor call-in list for trucks which are equipped with an acceptable closed loop spreader control system.
4. The closed loop systems will have data logging capabilities and shall include at a minimum, but not limited to, the following data: Pounds or Tons of Material Applied, Types of Material, Gallons of Liquid Dispensed, Miles Traveled, Location of Dispensed Material, Lane Miles Applied, Time of Application, and Application Rates.

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



State of Rhode Island and Providence Plantations

Department of Transportation  
Division of Highway & Bridge Maintenance  
360 Lincoln Avenue  
Warwick, RI 02888-3030

## Inspections

1. All vehicles and related equipment/accessories shall be inspected prior to participating in the 2016-2017 winter season.
2. Each vehicle and related equipment/accessories shall pass an inspection by an authorized RIDOT designee at a local RIDOT Maintenance Facility. Vendors shall contact the facilities listed below in order to schedule an appointment. Inspections may be scheduled to take place Monday through Friday between the hours of 7:00AM – 2:00PM, with no inspections occurring on designated State holidays (Columbus Day, October 10; Election Day, November 8; Veterans' Day, November 11; Thanksgiving Day, November 24; Christmas Day, December 25).
3. At the time of inspection, the owner shall provide the RIDOT representative with an approved Certificate of Spreader Calibration/Calibration Chart (for conventional spreaders) or the Closed Loop Ground Speed Control System Calibration and Data Verification Form (Attachment I, for closed loop control systems). These forms shall be completed PRIOR to the RIDOT inspection and submitted to the RIDOT representative at the time of inspection.
4. Upon successful inspection, the RIDOT representative will approve the RIDOT Equipment Inspection Form and return it to the owner. This form shall then be included with the rest of the application package.

<u>Facility</u>	<u>Address</u>	<u>Telephone Number</u>
Belleville	439 Tower Hill Road, North Kingstown	(401) 294-9613
East Providence	691 Warren Avenue, East Providence	(401) 431-5401
Glocester	648 Putnam Pike, Glocester	(401) 568-5373
Hope Valley	51 Bank Street, Hopkinton	(401) 539-2991
Midstate	2400 New London Avenue, East Greenwich	(401) 826-0573
Smithfield	395 George Washington Hwy., Smithfield	(401) 231-4502
Portsmouth	171 Anthony Road, Portsmouth	(401) 683-1070

**2016-2017 (FY2017)**

**Hourly Rates for Hired Equipment**

Code	Equipment	Gross Weight Per Vehicle Registration	Hourly Base Rate	FY2017 Rates
				With Approved Green Equipment Incentive
10000	Truck	5,500 - 8,500 GVW <sup>1</sup>	\$46.55	-
20000	Truck	8,501 - 10,999 GVW	\$51.45	-
30000	Truck	11,000 - 16,000 GVW	\$55.13	-
40000	Truck	16,001 - 27,000 GVW	\$61.25	\$73.50
50000	Truck	27,001 - 36,000 GVW	\$72.28	\$86.73
60000	Truck	36,001 - 45,000 GVW	\$75.95	\$91.14
70000	Truck	45,001 - 59,000 GVW	\$82.08	\$98.49
80000	Truck	59,001 GVW or Greater	\$86.98	\$104.37
90000	Front End Loader	2.5 CY - 3.9 CY	\$112.70	-
100000	Front End Loader	4.0 CY - 5.9 CY	\$126.18	-
110000	Front End Loader	6.0 Cubic Yards or Greater	\$140.88	-
120000	Excavator, Hydraulic	Bucket Capacity 1.0 - 2.5 CY	\$79.63	-

*Add the following amounts to equipment rates for these accessories:*

Code	Accessory	Add On	FY2017 Rates
			With Approved Green Equipment Incentive
01	All Wheel Drive (Only for Codes 10000 - 80000)	\$8.58	-
10	Ground Speed Oriented Controls <sup>2</sup>	\$9.80	-
	<b>Plows</b>		
100	Less than 9.0 Feet	\$4.90	-
200	9.0 Feet - 9.9 Feet	\$6.13	-
300	10.0 Feet - 10.9 Feet	\$8.58	-
400	11.0 Feet or Greater	\$11.03	-
500	Power Reversible Plow	\$2.45	-
600	Single Wing Plow	\$24.50	-
700	Double Wing Plow Combination	\$42.88	-
	<b>Material Spreaders/Liquid Chemical Trucks <sup>3</sup></b>		
1000	Less Than 3.0 Cubic Yards	\$8.58	-
2000	3.0 CY - 5.9 CY	\$14.70	\$17.64
3000	6.0 CY - 9.9 CY	\$20.83	\$24.99
4000	10.0 CY - 13.9 CY	\$24.50	\$29.40
5000	14.0 CY or Greater	\$28.18	\$33.81
6000	6.0 CY - 9.9 CY with 150 Gallon Saddle Tanks	\$30.63	\$36.76
7000	10.0 CY - 13.9 CY with 150 Gallon Saddle Tanks	\$42.88	\$51.46
7500	14.0 CY or Greater with 150 Gallon Saddle Tanks	\$49.32	\$59.18
8000	500 - 999 Gallon Liquid Tanker*, Capable of Applying 2 Lanes	\$22.05	\$26.46
9000	1000 Gallon or Greater Liquid Tanker*, Capable of Applying 2 Lanes	\$34.30	\$41.16

**Additional Vehicle/Equipment Codes**

Code			
200000	10 Wheel Dump	10 Wheel Dump - Hauling	\$79.63
210000	Tri-Axle Dump	Tri-Axle Dump - Hauling	\$85.75
220000	Trailer Dump	Trailer Dump - Hauling	\$91.88
230000	Tanker	5000 Gallon or greater - Hauling	\$89.00
300000		Bombardier with Snow Blower	\$80.00
310000		Bobcat with Snow Blower Attachment	\$110.00
320000		Small Highway Snow Blower - motorized 6'	\$200.00
330000		Medium Highway Snow Blower - motorized 7'	\$240.00
340000		Large Highway Snow Blower - motorized 8'	\$280.00
350000		Front End Loader w/ Motorized Highway Snow Blower Attachment	\$350.00
	<b>Specialized Labor/Crew Codes</b>		
400000	Sidewalk Crew A - 2 Persons, Pick-Up Truck (10000 Vehicle Code), Snow Blower, Shovels and other ancillary tools.		\$150.00
410000	Sidewalk Crew B - 3 Persons, Pick-Up Truck (30000 Vehicle Code with AWD), Trailer, Bobcat w/ Snow Blower Attachment, Snow Blower, Shovels and other ancillary tools.		\$245.00
420000	Amtrak Safety Certified Laborer w/ Walk Behind Snow Blower (Proof of Amtrak certification required for each laborer required at sign-up)		\$80.00

**Notes:**

<sup>1</sup> - This size vehicle (Code 10000) must have All-Wheel Drive.

<sup>2</sup> - You must annually provide an original certificate of calibration showing that this spreader has been calibrated for the truck on which it will be used. The Department will perform periodic inspections for proper application rate. Payment will not include this code unless the spreader is calibrated.

<sup>3</sup> - Manufacturer's water level capacity of body without side boards. Body type spreaders shall be capable of applying various materials at various spreading rates.

\* - Tanker trucks shall be equipped to properly haul and apply salt brine at RIDOT specified application rates based on gallons per lane mile. Trucks shall be equipped with ground speed oriented controls.



State of Rhode Island and Providence Plantations

Department of Transportation  
Division of Highway & Bridge Maintenance  
360 Lincoln Avenue  
Warwick, RI 02888

**Winter Vendor Registration Materials**  
**Owner/Vendor Agreement**  
**(I-Form)**  
**2016-2017 Version**

**Conditions Covering Compensation**

1. Hired equipment shall be required to punch a timecard in and out of the facility reported to. Compensated time shall begin only when the hired equipment is on State time designated by the timecard. In instances where the vendor is advised by the Department to report directly to the stockpile, his/her 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, travel, standby, breakdown, or meals.
2. Hired equipment shall meet or exceed minimum safety standards. Safety lighting on all hired equipment shall conform to all State and Federal requirements. The Department reserves the right to refuse the use of a piece of hired equipment if, in the opinion of the supervisor, the equipment is not able to do the job required. To qualify for approval your vehicle(s) shall pass a pre-season inspection with all equipment attached. The vendor shall contact one of the Department’s Maintenance Facilities to schedule this inspection.
3. To ensure adequate response, all vehicles shall be equipped with a mobile telephone. The contact information for each vehicle shall be supplied on the E-Form provided.
4. All vendors and operators are required to follow RIDOT’s instructions pertaining to snow and ice operations and only plow and apply materials along designated roadways. Failure to comply with RIDOT’s instructions and conditions shall be documented and may result in suspension or termination of this Agreement.
5. It is strongly recommended that spreaders be equipped with automated synchronization (ground speed control) and adjustable controls in the cab of the truck.
6. All rates in this Agreement include the equipment, accessories, licensed qualified operators and operating costs, including but not limited to, insurance, registration fees, maintenance, repairs and fuel. All equipment must arrive with fuel, in good working condition, and with all reimbursable accessories functioning properly.
7. In compliance with Title VI of the Civil Rights Act of 1964 and the Department’s Title VI/Nondiscrimination Program, no person shall, on the grounds of race, color, sex, national origin, age, or disability, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination.
8. Acceptable closed loop spreader control systems shall be fully calibrated, ground speed oriented devices with AVL/GPRS, and provide the ability of reporting material application rates in pounds per lane mile in time increments of five minutes or less. RIDOT shall have full access to the reports whether via an internet connection or be provided with printable reports upon request. Calibrated application rates shall range from 50 – 500 pounds per lane mile, with the average rate of application of straight salt averaging between 200 – 250 pounds per lane mile.

9. Trucks equipped with accepted, operational, and properly calibrated (properly documented on Attachment I of this package) closed loop spreader control systems will be placed on a “preferred call-in” list. These trucks will be amongst the first tier of equipment utilized by RIDOT as part of its winter operations.
10. In order to reduce the amount of snow and ice pushed off of bridges onto the roadways or railroad tracks below, all snow and ice vendors shall use extreme caution and reduced speed when plowing across overpasses.

### **Global Positioning System (GPS)**

RIDOT, at its discretion, may issue GPS equipment to a Vendor. The GPS system will be utilized as a way to increase safety, track vehicle location and redeploy or dispatch equipment. RIDOT will not use the GPS as a method of payment unless requested by the Vendor to verify time and location.

Upon issuance of said GPS equipment, RIDOT shall further provide, under separate agreement to the Vendor the terms and conditions on the operational use and maintenance responsibility for said GPS equipment. The GPS Agreement shall be incorporated into and made part of this agreement.

### **The following forms shall be completed by the Owner and submitted to the Department**

1. The E-Form, listing equipment and accessories that are available for hire by the State of Rhode Island, using the codes and rates found on the R-Form. The Owner shall sign the E-Form and have his/her signature notarized. The original E-Form shall be submitted to the Department for its use.
2. Enclose copies of valid registrations for vehicles.
3. Enclose copies of bills of sale, titles or other proof of ownership for non-registered equipment.
4. Enclose a valid Certificate of Insurance from your insurance company designating:

RI Department of Transportation  
Highway & Bridge Maintenance Division  
360 Lincoln Avenue  
Warwick, RI 02888

as the holder, and also as Additional Insured. The Certificate of Insurance shall clearly show itemized coverage of commercial insurance coverage for:

- a. General Liability of at least \$1,000,000.00 (One million dollars) for off-road equipment (e.g. loaders, excavators, backhoes)
  - b. Auto Liability of at least \$1,000,000.00 (One million dollars) for on-road equipment (e.g. pick-ups, 6-wheelers, 10-wheelers)
  - c. Worker’s Compensation
5. The Department shall be notified of any and all changes made involving vehicles and/or accessories and/or changes of address.
  6. Vendors who do not supply the necessary forms and information will not be eligible for service.

### **Reporting to Work and Payment Processing**

1. When a vendor is called to start work, they will be offered a minimum of four (4) hours of work. Their driver shall “punch-in” within one (1) hour of the vendor’s receiving the call to report. Failure to report within one (1) hour of call-in will annul the four hour minimum guarantee.
2. When a vendor is notified to end work, RIDOT personnel will simultaneously “punch-out” the time card.

3. At the end of each event, all vendors and operators are required to return to their designated stockpile and return any unused material, if applicable. Applying excess material onto the roadway as a method of spinning off unused material is not allowed.
4. Timecards will be processed by the Department and its personnel will ensure payments are based upon the approved hourly rates and bonus percentages if applicable.
5. Invoices from the vendor will not be necessary.
6. In the event the vendor's equipment or accessory breaks down during a storm, its hourly rate will be adjusted to reflect only the working equipment and/or accessories.

### **Safety Requirements**

1. Any vendor or operator who must exit their vehicle for an emergency repair, or for any other reason, within the State Highway Right of Way, is required to wear a reflectorized ANSI Class III safety vest while outside their vehicle/equipment.
2. All vehicles and equipment utilized through this Agreement shall be equipped with the following minimum safety equipment:
  - a. One six-inch amber flashing light, mounted on the highest practical point of each vehicle. The light must be visible for a distance of 300 feet, during daylight hours, from the front, rear and both sides of the vehicle. Vehicles that have a body or attachment that extends above the head of the cab must mount the lighting on a bracket or other device to extend the lighting above the body or attachment.
3. The owner is responsible to ensure that all vehicles conform to applicable USDOT and/or OSHA regulations pertaining to reverse signal alarms and lighting. For more information please refer to:
  - a. [29 CFR 1926.601-602](#)
  - b. [RIGL 31-24-31, Flashing Lights – Forward Viewing or Rotary Beam Lights](#)
  - c. [RIGL 31-24-46: Lights On Snow Removal Equipment](#)
  - d. The Federal Highway Administration has regulations that require employers with drivers of commercial vehicles to have an alcohol and drug-testing program in place. The specific provisions of the regulations are highly detailed and legally complex. RIDOT strongly urges each owner to review the regulations, which are cited as 49 CFR Part 382 ([www.fmcsa.dot.gov/rulesregs/fmcsr/regs/382.htm](http://www.fmcsa.dot.gov/rulesregs/fmcsr/regs/382.htm)).
4. In the event that a vendor or operator is involved in an incident (i.e. accident, collision, etc.), while working for RIDOT, the operator or a representative of the vendor shall notify the District Superintendent immediately (in a safe manner). **All incidents** shall be reported to the Rhode Island State Police (RISP) so that an Accident Report may be prepared. Following the incident, the operator shall provide RIDOT with a copy of the accident report. Failure to notify the RISP and RIDOT will result in suspension or termination of the Agreement.
5. Operators are reminded to wear their safety belt at all times and that texting while driving is prohibited. In addition, the use of a mobile phone should be limited as much as possible while operating.
6. Operators shall follow, observe and adhere to all applicable State and Federal laws, rules and regulations.

### **License, Registration and Insurance Requirements**

1. The owner is required to verify the license status of all vehicle or equipment operators and is prohibited from using unlicensed operators in the performance of this Agreement. The owner is further obligated to report the loss, revocation or suspension of any operator's license during the term of this agreement.

Re: Winter Vendor Registration Materials  
Date: August 22, 2016  
Page: 4 of 4

2. During the term of this agreement, each owner shall maintain a current vehicle registration for the specified equipment. Passenger vehicle registrations are not allowed on any vehicles listed. Out-of-state registrations are allowed, but they must meet all the requirements of the Rhode Island Division of Motor Vehicles and all other motor vehicle laws. The owner shall promptly forward a copy of any new or revised registration or insurance of listed equipment to the Maintenance District Superintendent.
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. The owner is responsible to ensure that all equipment listed in this Agreement is legally insured as required by all Rhode Island laws and regulations. Owners shall be responsible for damage to private property, including but not limited to: landscaping, mailboxes, windshields, etc.

# ATTACHMENT I

## Closed Loop Ground Speed Control System Calibration and Data Verification Form

Depot: \_\_\_\_\_ Date: \_\_\_\_\_

Contractor's Name:

---

### Vehicle Information

Equipment No. \_\_\_\_\_

Registration No. \_\_\_\_\_ Year: \_\_\_\_\_

Make: \_\_\_\_\_ Model: \_\_\_\_\_

### Spreader Equipment

Make: \_\_\_\_\_

Model/Serial No.: \_\_\_\_\_

### Closed Loop Ground Speed Control System

Make: \_\_\_\_\_

Model/Serial No.: \_\_\_\_\_ Gate Opening: \_\_\_\_\_

RIDOT's Policy and Procedures relative to Snow and Ice Operations. RIDOT shall require the transfer of the data gathered by having a closed loop ground speed control system. This information may be transferred by either electronic download or paper print-out at the contractor's discretion at the end of each event. The closed loop systems will have data logging capabilities and shall include at a minimum, but not be limited to, the following data: Pounds or Tons of Material Applied, Types of Material, Gallons of Liquid Dispensed, Miles Traveled, Location of Dispensed Material, Lane Miles Applied, Time of Application, Application Rates. The information shall be provided (by the Vendor) to the timekeeper or other RIDOT representative at the Depot. All pre-wetting systems shall be equipped with a flow meter to accurately dispense deicing chemical. All information gathered shall remain the property of RIDOT and shall be used at its discretion.



STATE OF RHODE ISLAND  
FORM W-9 PAYER'S REQUEST FOR TAXPAYER  
IDENTIFICATION NUMBER AND CERTIFICATION



THE IRS REQUIRES THAT YOU FURNISH YOUR TAXPAYER IDENTIFICATION NUMBER TO US. FAILURE TO PROVIDE THIS INFORMATION CAN RESULT IN A \$50 PENALTY BY THE IRS. IF YOU ARE AN INDIVIDUAL, PLEASE PROVIDE US WITH YOUR SOCIAL SECURITY NUMBER (SSN) IN THE SPACE INDICATED BELOW. IF YOU ARE A COMPANY OR A CORPORATION, PLEASE PROVIDE US WITH YOUR EMPLOYER IDENTIFICATION NUMBER (EIN) WHERE INDICATED.

**Taxpayer Identification Number (T.I.N.)**

Enter your taxpayer identification number in the appropriate box. For most individuals, this is your social security number.

**Social Security No. (SSN)**

--	--	--

**Employer ID No. (EIN)**

--	--

**NAME**

**ADDRESS**

**CITY, STATE AND ZIP CODE**

**PAYMENT REMITTANCE ADDRESS, IF DIFFERENT FROM THE ADDRESS ABOVE**

**ADDRESS**

**CITY, STATE AND ZIP CODE**

**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 either: (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.
- (3) I am a U.S. citizen or other U.S. person (as defined by the IRS).

**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.

*Please sign here and provide title, date and telephone number:*

SIGNATURE \_\_\_\_\_ TITLE \_\_\_\_\_ DATE \_\_\_\_\_ TEL NO \_\_\_\_\_  
*Original Signature Required (Digital Signature Not Acceptable)*

**BUSINESS DESIGNATION:**

Please Check One: Individual  Corporation  Trust/Estate  Government/Nonprofit Corporation   
 Partnership  Medical Services Corporation  Legal Services Corporation   
 LLC Tax Classification: Single Member (Individual)  Partnership  Corporation

**TIPS:**

- NAME:** Be sure to enter your full and correct legal name as shown on your income tax return for the SSN or EIN provided.
- ADDRESS, CITY, STATE AND ZIP CODE:** If you operate a business at more than one location, adhere to the following:
- 1) Same EIN with more than one location -- attach a list of location addresses with remittance address for each location and indicate to which location the year-end tax information return should be mailed.
  - 2) Different EIN for each different location -- submit a completed W-9 form for each EIN and location. (One year-end tax information return will be reported for each EIN and remittance address.)

Mail Completed Form To:  
Supplier Coordinator  
Purchasing Department  
One Capitol Hill, 2nd Floor  
Providence RI 02908

Or Email To:  
[doa.pursuppliercoordinator@purchasing.ri.gov](mailto:doa.pursuppliercoordinator@purchasing.ri.gov)

For State Use Only:	
IRS _____ RI SOS _____ FED _____ Other _____	
RI Supplier # _____	Approved _____
Date Entered _____	Entered By _____

# Vendor Registration Application

**1. Owner Information** *(For Vendor Registration and Payments)*

Name:	RI Snow Removal		
Address:	123 Main Street		
City/Town:	Anytown, RI	Zip Code:	12345
If vehicle(s) is/are owned by an individual, you must supply the owner's Social Security Number (SSN):			
SSN:			
If vehicle(s) is/are owned by a company, you must provide the Employer Identification Number (EIN):			
EIN:	20-1234567		

**2. Contact Information** *(For Application Questions and Storm Assignments)*

24-Hour Emergency Telephone Number:	Bob - (401) 641-5555
Other Contact Information:	Bob (Home) (401) 734-5555
Email Address	<a href="mailto:Bob@plowoperator.com">Bob@plowoperator.com</a>

**3. Vehicle Information** *(For Registration and Billing Use)*

Class Code	Make	Year	Registration	Accessory Codes			Base Hourly Rate
40000	Mack	2005	91234	400	6000		\$ 102.90
10000	Ford	2008	9876	10	200		\$ 62.48
<p><b>EXAMPLE SHEET</b> <b>DO NOT FILL OUT</b></p> <p><b>SEE FOLLOWING SHEET (E-FORM) FOR APPLICATION</b></p>							

By signing this application, I certify that I have read, understand and agree to comply with any and all directives contained in the attached twelve (12) page document, entitled *Winter Vendor Registration Materials*.

Owner's Signature:		Date:	9/10/2016
--------------------	--	-------	-----------

Notary Public:		Date:	9/10/2016
----------------	--	-------	-----------

*Notary Public acknowledges the Owner's personal signature*

# Vendor Registration Application

**1. Owner Information** *(For Vendor Registration and Payments)*

Name:

Address:

City/Town:  Zip Code:

If vehicle(s) is/are owned by an individual, you must supply the owner's Social Security Number (SSN):  
 SSN:

If vehicle(s) is/are owned by a company, you must provide the Employer Identification Number (EIN):  
 EIN:

**2. Contact Information** *(For Application Questions and Storm Assignments)*

24-Hour Emergency Telephone Number:

Other Contact Information:

Email Address:

**3. Vehicle Information** *(For Registration and Billing Use)*

Class Code	Make	Year	Registration	Accessory Codes	Base Hourly Rate

By signing this application, I certify that I have read, understand and agree to comply with any and all directives contained in the attached twelve (12) page document, entitled *Winter Vendor Registration Materials*.

Owner's Signature:  Date:

Notary Public:  Date:

*Notary Public acknowledges the Owner's personal signature*

# CALIBRATION CHART (US)

Agency: \_\_\_\_\_  
 Location: \_\_\_\_\_  
 Truck No: \_\_\_\_\_ Spreader No: \_\_\_\_\_  
 Date: \_\_\_\_\_ By: \_\_\_\_\_

Gate Opening _____ (inches) (Hopper Type Spreaders)				DISCHARGE RATE (pounds discharged per mile)								
Control Setting	A Shaft RPM (Loaded)	B Discharge per Revolution (pounds)	C Discharge per Minute (lb) (A x B)	TRAVEL SPEED AND COMPUTATION MULTIPLIER ( )								
				5 mph (x 12.00)	10 mph (x 6.00)	15 mph (x 4.00)	20 mph (x 3.00)	25 mph (x 2.40)	30 mph (x 2.00)	35 mph (x 1.71)	40 mph (x 1.50)	45 mph (x 1.33)
1			-	-	-	-	-	-	-	-	-	-
2			-	-	-	-	-	-	-	-	-	-
3			-	-	-	-	-	-	-	-	-	-
4			-	-	-	-	-	-	-	-	-	-
5			-	-	-	-	-	-	-	-	-	-
6			-	-	-	-	-	-	-	-	-	-
7			-	-	-	-	-	-	-	-	-	-
8			-	-	-	-	-	-	-	-	-	-
9			-	-	-	-	-	-	-	-	-	-
10			-	-	-	-	-	-	-	-	-	-
11			-	-	-	-	-	-	-	-	-	-

**THE ACTUAL APPLICATION RATE (POUNDS PER LANE MILE) ON THE HIGHWAY IS THE DISCHARGE RATE DIVIDED BY THE NUMBER OF LANES BEING TREATED**

### SPREADER CALIBRATION PROCEDURE

Calibration is simply calculating the pounds per mile discharged for each control setting at various travel speeds by first counting the number of auger or conveyor shaft revolutions per minute, measuring the weight of salt discharged in one revolution, then multiply the two to obtain discharge per minute, and finally multiplying the discharge per minute by the time it takes to travel 1 mile. Most spreaders have multiple gate openings; so you must calibrate for specific gate openings.

**Equipment needed:**

1. Scale to weigh salt
2. Salt collection device
3. Marking device
4. Watch with second hand

**Calibration steps:**

1. Remove, by-pass or turn off spinner.
2. Warm truck's hydraulic oil to normal operating temperature with spreader system running.
3. Put partial load of salt on truck.
4. Mark shaft end of auger or conveyor.
5. Dump salt on auger.
6. Rev truck engine to operating RPM.
7. Count number of shaft revolutions per minute at each spreader control setting, record.
8. Collect salt discharged for one revolution, weigh it and deduct the weight of the container. (For greater accuracy, collect salt for several revolutions and divide by that number of revolutions to get the weight for one revolution.)
9. Multiply Column A by Column B to get Column C; then multiply Column C by the number of minutes to travel one mile ( ) at various truck speeds to get pounds Discharged per mile.\*

#####

### CALIBRATION OF AUTOMATIC CONTROLS

Automatic controls may be calibrated using the following steps:

1. Remove, by-pass or turn of spinner.
2. Set control on given number.
3. Tie sack or heavy canvas under spreader discharge area.
4. Mark specific distance on a highway or other paved area, such as 1000 ft. .
5. Drive that distance with spreader operating.
6. Weigh salt collected.
7. Multiply weight of salt by 5.28 (in case of 1000 ft.).

Answer will be salt discharged per mile which remains constant regardless of speed, but calibration must be done for each control setting. Some automatic control manufacturers have "simulators" which eliminate need for on-road operation for calibration.