



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

September 2, 2025

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

**Subject: Registration Materials for 2025-2026 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 2025-2026.

***Software Requirement for the 2025-2026 Winter Season***

In 2020, RIDOT implemented a new software package that facilitated the winter vendor registration, tracking and payment process for winter vendors. To be a qualified the RIDOT winter vendor you must;

1. Ensure that each registered asset has a mobile smart device (Apple, IOS or Android) with the driver at all times capable of downloading the software application (App).
2. Properly download and install the software App on each registered asset's smart device (Apple, IOS or Android) which shall remain on during all hours of operation. All RIDOT vendor assets shall have smart devices running the App in the asset at all times while working for RIDOT.
3. RIDOT vendors will no longer be "punched in" or "punched out" using paper timecards. Therefore, in order to be compensated, all RIDOT vendor's compensated time will be logged through the App. The App shall be actively running during all hours of operation. Vendors will not be compensated for hours not logged into the App.
4. The App will have data logging and tracking capabilities during every event. Failure to download and use the App will result in non-payment.

***Cab Shield Requirement***

RIDOT will provide each registered winter vendor vehicle with a uniquely numbered sticker that shall be affixed to either the driver's side cab shield on all dump trucks, the top rail of the spreader or other highly visible and conspicuous location on all other plow trucks without a cab shield. This sticker will allow the vendor truck to access our winter material stockpiles for loading during a winter storm. Any vehicle entering a stockpile without this sticker will not be allowed to get material and will be turned away. Any registered winter vendor called in to work but fails to have the sticker visible to our loader operators/supervisors, will not be paid for the event.

### ***Salt Brine***

RIDOT uses 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. (<https://www.ndltap.org/resources/snow/downloads/snowfighters-handbook.pdf>).

If you did not provide snow removal services for RIDOT during the 2024-2025 Winter season, please visit the RIDOT website (<https://www.dot.ri.gov/travel/winter.php>) and complete the form to register and set up your account. All new vendors are encouraged to submit the required registration material as early as possible in order to have the contractor approval process completed before the commencement of winter operations.

If you are an existing/returning vendor with an existing Storm Manager account, please let your District Maintenance Facility know that you will be returning for the 2025-2026 winter season in order for us to activate your account and get you registered. Those who provided snow removal services for the 2024-2025 Winter season do not need to visit the RIDOT website.

For information on the 2025-2026 registration and application process, please visit the Department's website at [www.dot.ri.gov](http://www.dot.ri.gov). A link will be located on the website to allow vendors to request information and begin the process of creating an account to sign up. Vendors who have not previously provided winter plowing services to RIDOT are encouraged to sign up as early as possible to allow time for the additional administrative processing requirements. All Form W-9's must contain original signatures shall be uploaded in the App.

Should you have any questions regarding this registration process, please contact our Business Office at (401) 734-4832. We look forward to working with you toward the common goal of providing safe highway conditions for the Rhode Island motoring public.

Sincerely,

A handwritten signature in black ink, appearing to read "D. Amalfitano", with the date "09-02-2025" written in the bottom right corner of the signature area.

David L. Amalfitano, P.E.

State Highway Maintenance Operations Engineer



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## Incentives

*Eligibility for compensation arrangements is as follows:*

### **15% Early Sign-Up Incentive:**

Properly complete all necessary documentation and submit application(s) and have equipment inspected **by 3:00 PM on Friday, November 14, 2025.**

### **End of Winter Season Bonus Payment Incentive:**

The Department is recommending an additional new incentive structure for the FY2026 winter. At the end of the winter season (after April 15), bonus payments will be issued for equipment that meets the following criteria. For every winter storm event that the following equipment is called in, responds on time, is logged into the App (clocked in) and works straight through until their end time designated by the District Maintenance Facility:

- Truck Equipment Codes 10000, 20000 and 30000 = \$140/winter storm event
- Truck Equipment Codes 40000, 50000 and 60000 = \$215/winter storm event
- Truck Equipment Codes 70000 and 80000 = \$265/winter storm event
- Front End Loader Equipment Codes 90000, 100000 and 110000 = \$165/winter storm event
- Sidewalk Crew A Specialized Labor/Crew Code 400000 = \$140/winter storm event
- Sidewalk Crew B Specialized Labor/Crew Code 410000 = \$140/winter storm event
- Amtrak Safety Certified Laborer Specialized Labor/Crew Code 420000 = \$140/winter storm event
- Two (2) Amtrak Safety Certified Laborers Specialized Labor/Crew Code 430000 = \$140/winter storm event

**\*\*This bonus incentive is per piece of equipment per winter storm event. If a piece of equipment is called in to work during a winter storm event and that piece of equipment is called back in after they have been released during the same winter storm event, that piece of equipment does not qualify for an additional end of season bonus incentive.**

### **Item Code 20:**

1. Properly installed and operational AVL/GPS 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 for properly maintained and calibrated closed loop systems.
3. 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 shall reliably and consistently respond to calls for work from the Division of Highway & Bridge Maintenance in a timely manner throughout the winter season. If you have equipment that worked during a winter storm event and it was called back to work during the same event, that piece of equipment does not qualify for an additional end of season bonus incentive. If at any time the vehicle is not available or the driver does not have a smartphone with the software app running in the vehicle, it will lose its incentive pay, 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 State Highway Maintenance Operations Administrator, whose management staff will determine whether to accept or reject such documentation. The decision of the State Highway Maintenance Operations Engineer will be final.

If a vendor registers vehicles or equipment during the Early Sign-Up Incentive period and their vehicles or equipment are not ready when called for the first storm, each vehicle or piece of equipment that is not ready when called for duty will lose the Early Sign-Up Incentive for the entire winter season, without exception.



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## Inspections

1. All vehicles and related equipment/accessories shall be inspected prior to participating in the 2025-2026 winter season.
2. Each vehicle and related equipment/accessories shall pass an inspection by an authorized RIDOT designee at a local RIDOT District 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 7:00 AM – 2:00 PM, with no inspections occurring on designated State holidays (Columbus Day, October 13; Veteran’s Day, November 11; Thanksgiving Day, November 27; Christmas Day, December 25).
3. A Certificate of Spreader Calibration/Calibration Chart (for conventional spreaders) or the Closed Loop Ground Speed Control System Calibration and Data Verification Form shall be completed PRIOR to the RIDOT inspection. This form shall be provided upon request.
4. Upon successful inspection, the RIDOT representative will approve the Equipment Inspection on the App and the vendor will then need to log on and agree to the rate per equipment as well.

<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
Portsmouth	325 Boyd’s Lane, Portsmouth	(401) 683-1070
Smithfield	395 George Washington Highway, Smithfield	(401) 231-4502



Hourly Rates for Hired Equipment

			FY2026 Rates
Code	Equipment	Gross Weight Per Vehicle Registration	Hourly Base Rate
10000	Truck	5,500 - 8,500 GVW <sup>1</sup>	\$73.72
20000	Truck	8,501 - 10,999 GVW	\$80.95
30000	Truck	11,000 - 16,000 GVW	\$86.37
40000	Truck	16,001 - 26,000 GVW	\$94.73
50000	Truck	26,001 - 36,000 GVW	\$111.78
60000	Truck	36,001 - 45,000 GVW	\$117.47
70000	Truck	45,001 - 59,000 GVW	\$126.93
80000	Truck	59,001 GVW or Greater	\$134.51
90000	Front End Loader	2.5 CY - 3.9 CY	\$121.89
100000	Front End Loader	4.0 CY - 5.9 CY	\$141.07
110000	Front End Loader	6.0 Cubic Yards or Greater	\$178.68
120000	Excavator, Hydraulic	Bucket Capacity 1.0 - 2.5 CY	\$86.12

Add the following amounts to equipment rates for these accessories:

Code	Accessory	Add On	
01	All Wheel Drive (Only for Codes 30000 - 80000)	\$9.73	
10	Ground Speed Oriented Controls <sup>2</sup>	\$11.12	
20	Closed Loop Ground Speed Control System <sup>3</sup>	\$18.93	
<b>Plows</b>			
100	Less than 9.0 Feet	\$7.25	
200	9.0 Feet - 9.9 Feet	\$9.04	
300	10.0 Feet - 10.9 Feet	\$12.66	
400	11.0 Feet or Greater	\$16.27	
500	Power Reversible Plow	\$3.62	
600	Single Wing Plow	\$36.17	
700	Double Wing Plow Combination	\$63.30	
<b>Material Spreaders/Liquid Chemical Trucks <sup>4</sup></b>			
1000	Less Than 3.0 Cubic Yards	\$9.73	
2000	3.0 CY - 5.9 CY	\$16.70	
3000	6.0 CY - 9.9 CY	\$23.65	
4000	10.0 CY - 13.9 CY	\$27.83	
5000	14.0 CY or Greater	\$31.99	
6000	6.0 CY - 9.9 CY with 150 Gallon Saddle Tanks	\$39.76	
7000	10.0 CY - 13.9 CY with 150 Gallon Saddle Tanks	\$55.65	
7500	14.0 CY or Greater with 150 Gallon Saddle Tanks	\$64.00	
8000	500 - 999 Gallon Liquid Tanker <sup>5</sup> , Capable of Applying 2 Lanes	\$37.20	
9000	1000 Gallon or Greater Liquid Tanker <sup>5</sup> , Capable of Applying 2 Lanes	\$57.88	
<b>Additional Vehicle/Equipment Codes</b>			
Code			
200000	10 Wheel Dump	10 Wheel Dump - Hauling	\$117.54
210000	Tri-Axle Dump	Tri-Axle Dump - Hauling	\$126.59
220000	Trailer Dump	Trailer Dump - Hauling	\$135.63
230000	Tanker	5000 Gallon or greater - Hauling	\$131.39
300000	Bombardier with Snow Blower		\$108.15
310000	Bobcat with Snow Blower Attachment		\$118.97
320000	Small Highway Snow Blower - motorized 6'		\$227.12
330000	Medium Highway Snow Blower - motorized 7'		\$270.38
340000	Large Highway Snow Blower - motorized 8'		\$313.84
350000	Front End Loader w/ Motorized Highway Snow Blower Attachment		\$378.53
<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.		\$173.04
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.		\$281.19
420000	Amtrak Safety Certified Laborer w/ Walk Behind Snow Blower (Proof of Amtrak certification required for each laborer required at sign-up)		\$97.36
430000	Two (2) Amtrak Safety Certified Laborers w/ One (1) Walk Behind Snow Blower (Proof of Amtrak certification required for each laborer required at sign-up)		\$151.41

<sup>1</sup> - This size vehicle (Code 10000 & 20000) 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> - See eligibility requirement on the closed loop ground speed control system calibration and date verification form (attachment 1). To be eligible for this item, your vehicle is required to have a spreader of 6 yards or greater.

<sup>4</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.

<sup>6</sup> - Tanker trucks shall be equipped to property 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.



# Winter Vendor Registration Materials

## Vendor Agreement

2025-2026 Season

### Conditions Covering Compensation

1. Hired equipment shall be required to use the most recent/updated version of Storm Manager software application, (the “App”), during all winter event operations. RIDOT vendors will no longer be “punched in” or “punched out” using paper timecards. Therefore, in order to be compensated, all RIDOT vendors’ compensated time will be logged through the App. The App shall be actively running during all hours of operation. Vendors will not be compensated for hours not logged into the App. Compensated time shall begin only when the hired equipment is on State time designated through the App. No compensation will be allowed for the attachment or detachment of plowing equipment, travel, standby, breakdown or meal breaks. All vendors shall download the App on each smart device per piece of equipment and have the App running during the entire event operation.
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 Rhode Island Department of Transportation, (the “Department” or “RIDOT”), reserves the right to refuse the use of a piece of hired equipment if, in the opinion of the RIDOT 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 smart device. The contact information for each vehicle shall be supplied within the App.
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 will result in suspension or termination of this Agreement.
5. It is now required 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 shall arrive with fuel, in good working condition, and with all reimbursable accessories functioning properly at the start of each event.
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/GPS 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 via our existing Samsara Software. 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 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.
11. Vendors who have not previously provided winter plowing services to RIDOT are encouraged to submit their applications as early as possible to allow time for the additional administrative processing requirements.

### **Cab Shield Requirement**

RIDOT will provide each registered winter vendor vehicle with a uniquely numbered sticker that shall be affixed to either the driver’s side cab shield on all dump trucks, the top rail of the spreader or other highly visible and conspicuous location on all other plow trucks without a cab shield. This sticker will allow the vendor truck to access our winter material stockpiles for loading during a winter storm. Any vehicle entering a stockpile without this sticker will not be allowed to get material and will be turned away. Any registered winter vendor called in to work but fails to have the sticker visible to our loader operators/supervisors, will not be paid for the event.

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

RIDOT has fully implemented the use of the App and requires it to be loaded on a smart device (Android or IOS) and used by all winter vendors seeking employment with the RIDOT. A smart device running the App is required in each registered vehicle working for RIDOT during a winter storm. The App will use the smart device’s internal GPS system as a way to increase safety, track vehicle location and redeploy or dispatch equipment. Failure by any vendor to allow the App to track the vehicles only while on the clock and being paid by RIDOT shall result in non-payment for all hours not tracked. The GPS feature (location services) on the smart device shall remain on at all times.

RIDOT will be implementing a pilot program for an external GPS unit that will be provided by RIDOT for installation. All winter vendors seeking employment with RIDOT will need to have a working 12-volt socket/cigarette lighter port to power the GPS unit. This program will be on a limited number of vendor vehicles to start. Failure by any vendor to allow the GPS unit to track the vehicles only while on the clock and being paid by RIDOT shall result in non-payment for all hours not tracked.

### **Winter Stockpile Loader Requirements**

For a vendor to be considered to operate and manage a RIDOT winter material (salt, sand, mix) stockpile, the following are requirements, applicable conditions, and desirable items;

1. The hourly rates are as outlined in the winter vendor package. There are no special rates or considerations for the added responsibility of operating a loader at a RIDOT winter stockpile.

2. The loader shall have a minimum bucket capacity of 3 yards, however; the actual loader size required at each stockpile is determined by the District Superintendent.
3. Winter materials stored at RIDOT stockpiles are critical to RIDOT winter operations, the selected vendor shall have a proven record of dependability, reliability and dedicated equipment to RIDOT during the winter operations season (November 15 through April 15) annually. References able to attest to this shall be provided upon RIDOT request.
4. Favorable experience with RIDOT winter operations is preferred and shall be given consideration for all interested vendors.
5. Experience with stockpile management, including but not limited to; loading trucks, tracking loads per vehicle, tracking quantities loaded into each vehicle and providing a summary at the end of each event, loading materials inside buildings, tracking material deliveries and ensuring accurate material quantities delivered to each stockpile.
6. A consistent and reliable loader operator (preferably the same operator unless he/she is ill or unable to perform) through the entire winter operations season.
7. The selected vendor shall leave the loader at the stockpile site for the entire winter operations season (November 15 through April 15) and it shall be available at all times for that duration.
8. The selected vendor shall have a secondary loader (of equal ability and comparable hourly rate) available in the event of a breakdown. It is desirable that the secondary loader be stored at the assigned stockpile. If the vendor cannot accommodate the storage of a second loader onsite, in the event of a breakdown a secondary loader is required to be onsite and ready to work within 2 hours. Failure to respond to this requirement shall result in termination of this Agreement.
9. The selected vendor shall be able to report to the stockpile within 1 hour of being called whether for deliveries or for a storm event.
10. The vendor and/or loader operator shall be available 24/7 during the winter operations season and receive notifications via the App and/or phone calls.

**The Following Forms Shall be Completed by the Vendor and Submitted in the App**

The RI Department of Transportation website provides a listing of equipment and accessories that are available for hire by RIDOT. Codes, which represent the various types of equipment and accessories, have corresponding pricing which determine the overall rate to be paid to a vendor for use of trucks, loaders and other equipment during winter operations. Returning vendors need to log into their Storm Manager accounts and confirm or update their equipment. New vendors need to complete an initial registration process through the RIDOT website and will be given further instructions for the creation of an account.

1. Copies of valid registrations for all on-road equipment shall be uploaded in the App.
2. Copies of bills of sale, titles or other proof of ownership for non-registered equipment shall be uploaded in the App.
3. A valid Certificate of Insurance from your insurance company designating:

RI Department of Transportation  
Division of Highway & Bridge Maintenance  
Attn. Winter Vendor Registration  
360 Lincoln Avenue  
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as the holder, and also as Additional Insured shall be uploaded in the App. 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
  - d. Insurance policies shall be valid through April 15, 2026. Failure to meet and maintain this requirement will result in termination of this Agreement.
4. Form W-9 with original signatures shall be uploaded in the App. Please notify the District Maintenance Facility with any changes to the W-9 Form.
  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 notified to start work, they will be offered a minimum of four (4) hours of work. The District Maintenance Facility shall notify each vendor of the designated start time for each asset through the App and/or by phone call. Failure to report within one (1) hour of notification will annul the four-hour minimum guarantee.
2. The District Maintenance Facility shall notify each vendor of the designated end time for each asset through the App and/or by phone call. At the end of an event, the District Maintenance Facility will confirm hours worked per vendor through the App.
3. Vendors shall clock out of the App and after every event to allow RIDOT to approve timesheets and submit documentation for payment. Failure to clock out of the App will result in delayed payments.
4. At the end of each event, all vendors and operators are required to return to their designated stockpile and return any unused material. Applying excess material onto the roadway as a method of spinning off unused material is not allowed. Failure by a vendor to return all unused material to the State stockpile shall result in financial penalty and prosecution to the fullest extent of the law and termination of this Agreement.
5. The Department will use the information obtained from the App and process vendor payments based upon the approved hourly rates and bonus percentages, if applicable.
6. Invoices from the vendor will not be necessary.
7. 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.

8. Vendors are encouraged to register for the State's Automated Clearing House (ACH) Payment system. This direct deposit method of payment provides for a vendor's storm payment to be made directly to a designated bank account. Such a system allows for a more timely and secure receipt of payment. An ACH enrollment form and directions are provided. Please reach out to the Winter Vendor line at (401) 734-4832 with any questions.

### **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 vendor 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 vendor 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 a Crash Report may be prepared. Following the incident, the operator shall provide RIDOT with a copy of the Crash Report. Failure to notify the RISP and RIDOT will result in suspension or termination of this 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 while operating is prohibited unless a hands-free system is used in accordance with Rhode Island law.
6. Operators shall follow, observe and adhere to all applicable State and Federal laws, rules and regulations.

**License, Registration and Insurance Requirements**

1. The vendor 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 vendor is further obligated to report the loss, revocation or suspension of any operator's license during the term of this Agreement.
2. During the term of this Agreement, each vendor 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 vendor shall promptly inform the District Maintenance Facility of any new or revised vehicle registrations or updated certificates of insurance of listed equipment and a copy shall be uploaded in the App.
3. The vendor shall be in compliance with the applicable provisions of the State Workers' Compensation Insurance. The vendor agrees to accept all responsibility for liabilities incurred by the rented equipment during the term of operations to which it is assigned. The vendor 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 vendor is responsible to ensure that all equipment listed in this Agreement is legally insured as required by all Rhode Island laws and regulations. If for any reason the vendor's insurance policy changes from the initial submittal, the vendor shall notify the Department within ten (10) calendar days and the new insurance policy shall be uploaded in the App. Vendors shall be responsible for damage to private property, including but not limited to: landscaping, mailboxes, windshields, etc.
5. Failure to do any of the above (License, Registration and Insurance Requirements 1-4) will result in suspension or termination of this Agreement.
6. If you have not previously provided snow removal services for RIDOT, you are encouraged to submit the required registration material as early as possible in order to have the vendor approval process completed before the commencement of winter operations.



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

**To be eligible for this item code increase:**

All vehicles shall be capable of consistently dispensing highway-deicing materials at the application rates dictated by the 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 Maintenance Facility. All pre-wetting systems shall be equipped with a flow meter to accurately dispense anti-icing/deicing chemical. All information gathered shall remain the property of RIDOT and shall be used at its discretion. Failure to provide the required documentation at the end of each storm will result in a deduction in the hourly rate of compensation equal to the hourly value of the closed loop system (Item Code 20). To be eligible for this item, your vehicle is required to have a spreader of 6 yards or greater.

Maintenance Facility: \_\_\_\_\_ Date: \_\_\_\_\_

Vendor'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: \_\_\_\_\_

Vendor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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)

Three empty boxes for Social Security Number

Employer ID No. (EIN)

Two empty boxes for Employer ID Number

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 \_\_\_\_\_

# CALIBRATION CHART (US)

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

Gate Opening _____ (inches) (Hopper Type Spreaders)				DISCHARGE RATE (pounds discharged per mile)								
				TRAVEL SPEED AND COMPUTATION MULTIPLIER ( )								
Control Setting	A Shaft RPM (Loaded)	B Discharge per Revolution (pounds)	C Discharge per Minute (lb) (A x B)	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.



# STATE OF RHODE ISLAND VENDOR ACH ENROLLMENT FORM



To setup payment via ACH with the State of Rhode Island, please complete this form and enclose an original voided check, savings deposit slip or bank letter and forward via USPS to the address on page 2.

Select Appropriate Transaction Type:                      New\* \_\_\_\_\_      Change\*+ \_\_\_\_\_      Delete \_\_\_\_\_

*\*requires original voided check, savings deposit slip or bank letter*  
*+requires prior bank account information to be furnished below*

**Company/Supplier Name** \_\_\_\_\_

Taxpayer Identification Number (TIN/EIN/FIN) \_\_\_\_\_

I (we) hereby authorize the State of Rhode Island to initiate credit entries via ACH to my (our) account:

Checking Account (attach original void check/bank letter)                       Savings Account (attach original deposit slip)

Bank Name \_\_\_\_\_                      Exact Name on Account \_\_\_\_\_

Routing Number \_\_\_\_\_                      Account Number \_\_\_\_\_  
*(Banking information must match supporting documentation attached)*

**IF CHANGING ACH ACCOUNT, YOU MUST PROVIDE PRIOR BANKING INFORMATION BELOW:**

Routing Number \_\_\_\_\_                      Account Number \_\_\_\_\_

I (we) acknowledge that the origination of ACH transactions to my (our) account comply with the provisions of U.S. law.

Name \_\_\_\_\_                      Official Title \_\_\_\_\_  
*(Please Print)*

Tel # \_\_\_\_\_                      Fax # \_\_\_\_\_                      E-Mail \_\_\_\_\_

Signature \_\_\_\_\_                      Date \_\_\_\_\_  
*(Original Signature Required – Digital Signatures Not Acceptable)*

This authorization is to remain in full force and effect until the State of Rhode Island has received written notification from the above referenced Company/Supplier of its termination in such time and in such manner as to afford the State of Rhode Island a reasonable opportunity to act upon it.

**Signature Notarization (Required):**

State of \_\_\_\_\_  
 County of \_\_\_\_\_

On this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_ before me personally appeared \_\_\_\_\_ who proved to me through satisfactory evidence of identification, which was \_\_\_\_\_, to be the party whose name is signed on this form and he/she acknowledged to me that he/she signed it for the stated purposes.

\_\_\_\_\_  
**NOTARY PUBLIC**  
 My Commission Expires:

**AFFIX SEAL BELOW - REQUIRED**

For State Use Only  
 RI Supplier # \_\_\_\_\_  
 Date Entered \_\_\_\_\_



## STATE OF RHODE ISLAND VENDOR ACH ENROLLMENT FORM



**Page 2**

**Mail via USPS completed form and original voided check or bank letter to:**  
Supplier Coordinator  
Purchasing Department  
One Capitol Hill, 2<sup>nd</sup> Floor  
Providence RI 02908

Scanned/Faxed copies of this form will not be accepted.

***All requests are subject to audit and verification. Therefore allow 4-6 weeks for processing.***

To view deposits/payment information online, go to <http://www.ripav.ri.gov> or the State Portal.