

**NEW HAMPSHIRE DEPARTMENT OF TRANSPORTATION  
SNOW AND ICE CONTROL EQUIPMENT RENTAL AGREEMENT**

This Agreement is made between the New Hampshire Department of Transportation (hereinafter referred to as “NHDOT”) and \_\_\_\_\_ (hereinafter referred to as “Contractor”). Pursuant to the Terms of this Agreement, the Contractor hereby agrees to perform any required services in conformance with Exhibit A (“Scope of Services”) and to rent to NHDOT the equipment (with attachments and operators as required) identified in Exhibit B, on a call-out basis to support NHDOT in performing Winter Maintenance Operations/Snow and Ice Removal and Treatment;

**GENERAL CONDITIONS**

1. Contractor and Equipment Operators are required to follow the guidelines set forth in the most current version of the NHDOT Winter Maintenance Snow Removal and Ice Control Policy (<http://www.nh.gov/dot/org/operations/highwaymaintenance/documents/WinterMaintSnowandIcePolicy.pdf>) and the performance obligations as set forth in Exhibit A. Failure to comply with these guidelines shall be documented by NHDOT and may result in the termination of this Agreement.
2. NHDOT shall have the right to inspect all equipment rented under this agreement and shall have the right to reject any equipment which NHDOT deems to be unsuitable for Winter Maintenance activities;
3. Contractor warrants that all equipment to be rented under this Agreement is in good working condition and that Contractor has maintained all applicable certifications, registrations, calibrations and inspections;
4. Contractor warrants that all operators have the required licenses, permits and certifications for the operation of the rented equipment;
5. Contractor shall not be allowed to assign or subcontract any portion of this contract, without the express written permission of NHDOT;
6. The term of this Agreement shall be for five (5) years from the date of execution. NHDOT shall have the right to exercise an option to extend this Agreement by an additional five (5) years by notifying the contractor in writing within ninety (90) days prior to the expiration of this agreement.
7. Contractor agrees that it shall be responsible for the supervising the conduct and employment of its equipment operators in performing their obligations under this Agreement;
8. By executing this Agreement, Contractor acknowledges that it and any and all employees and operators which may be furnished under this Agreement are independent contractors and not employees of the State for any purpose whatsoever. Contractor shall utilize its own equipment and labor and is responsible for all expenses necessary to perform its obligations under this agreement. Contractor shall be solely responsible for making payment of all state and federal income taxes, unemployment insurance premiums, workers’ compensation premiums,

withholdings, and social security taxes for itself and its employees, laborers, material men, and/or agents. Contractor acknowledges that it and its employees/operators are not eligible for, and shall not participate in, any employee pension, health or other fringe benefits plan provided to the State's employees. It is agreed to and understood that Contractor is free to contract with other entities to provide the same or similar services during the term of this Agreement.

9. Damage to Contractor's equipment is hereby assumed by the Contractor. Claims for damage caused to rented equipment, caused by the department not covered by policies of insurance procured pursuant to Paragraph 11 of this Agreement, shall be submitted to the Commissioner of the Department of Transportation and will be processed as defined in NH RSA 228:29 and NH RSA 541-B.

10. The Contractor agrees to be responsible for the repair or replacement if any preventable damage, as determined by the NHDOT, is done by its equipment and/or any equipment provided by NHDOT to any public or personal property as a result of operation of its equipment under this Agreement.

11. The Contractor shall, at its sole expense, obtain and maintain in force, the following insurance:

- a.) Comprehensive general liability insurance against all claims of bodily injury, death or property damage, in amounts of not less than \$500,000 per occurrence and \$1,000,000 aggregate; and
- b.) "Scheduled auto" coverage with a combined single limit of \$500,000 per occurrence and \$1,000,000 aggregate; and
- c.) Worker's Compensation coverage in conformance with the requirements of N.H. RSA chapter 281-A.

The policies described in this section shall be on policy forms and endorsements approved for use in the State of New Hampshire by the N.H. Department of Insurance and issued by insurers licensed in the State of New Hampshire. The Contractor shall furnish to the NHDOT a certificate(s) of insurance for all renewal(s) of insurance required under this Agreement no later than thirty (30) days prior to the expiration date of each of the insurance policies. The state may allow for expiration of the required insurance provided that no work be performed under the Agreement during any period of non-coverage. **The certificate(s) of insurance and any renewals thereof shall specify that the "State of New Hampshire is additional insured with respect to comprehensive general liability." Said certificates shall be attached and are incorporated herein by reference. Each certificate(s) of insurance shall contain a clause requiring the insurer to provide NHDOT no less than thirty (30) days prior written notice of cancellation or modification of the policy.**

12. The Contractor shall defend, indemnify and hold harmless NHDOT and the State of New Hampshire (collectively referred to as the State), its officers and employees, from and against any and all losses suffered by the State, its officers and employees, and any and all claims, liabilities or penalties asserted against the State, its officers and employees, by or on behalf of any person, on account of, based or resulting from, arising out of (or which may be claimed to

arise out of) the acts or omissions of the Contractor. Notwithstanding the foregoing, nothing herein contained shall be deemed to constitute a waiver of the sovereign immunity of the State, which immunity is hereby reserved to the State. This covenant shall survive the termination of this Agreement.

13. Contractor shall be responsible for all federal, State or local taxes, fees registrations, permits or approvals and shall not be entitled to any rebate or pro-rata exemption for use of equipment by the State.

14. NHDOT may terminate or suspend this Agreement for its convenience at any time without penalty, and for cause if the Contractor breaches any material term or condition or fails to perform or fulfill any material obligation of this Agreement.

### **COMPENSATION**

15. The rental of equipment shall be compensated at the rates set forth in Exhibit B.

16. The Contractor shall only be compensated for performance delivered in accordance with the specific terms and conditions and the payment mechanism described in this Agreement.

### **MISCELLANEOUS**

17. The Contractor shall comply with all applicable Federal, State and local laws, regulations and provisions.

18. No failure by the State to enforce any provisions hereof shall be deemed a waiver of its rights under this Agreement.

19. This Agreement may be amended, waived or discharged (except for expiration of the term) only by an instrument in writing signed by the parties.

20. This Agreement shall be construed in accordance with the laws of the State of New Hampshire and is binding upon, and inures to the benefit of the parties and their respective successors and assigns. The parties hereto do not intend to benefit any third parties, and this Agreement shall not be construed to confer any such benefit.

21. In the event any of the provisions of this Agreement are held by a court of competent jurisdiction to be contrary to any state or federal law, the remaining provisions of this Agreement will remain in full force and effect.

22. This Agreement shall take precedence over any existing agreement between the State and Contractor for the rental of the specified Winter Maintenance Equipment.

23. The effective date of this agreement shall be the date upon which this document was signed by all parties or upon Governor & Council approval, whichever is later.

**New Hampshire Department  
Of Transportation**

**Company (Contractor)**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

By: \_\_\_\_\_  
(Print name)

By: \_\_\_\_\_  
(Print name)

Title: \_\_\_\_\_

Title: \_\_\_\_\_

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

\_\_\_\_\_  
Firm Name

\_\_\_\_\_  
Street Address

\_\_\_\_\_  
City, State, Zip Code

\_\_\_\_\_  
Telephone Number

\_\_\_\_\_  
Email Address

\_\_\_\_\_  
Vendor #

\_\_\_\_\_  
Date

For Office Use Only: \_\_\_\_\_ Insurance Certificate on File Expiration: \_\_\_\_ / \_\_\_\_ / \_\_\_\_\_

**EXHIBIT A**  
**SCOPE OF SERVICE**

TERMS OF AGREEMENT: The CONTRACTOR agrees to the following:

1. All Contractors shall report to the shed when called in for plowing unless an off-site location has been agreed to and approved by the Maintenance Supervisor to enhance response time and operations (i.e. Park & Ride). Off-site Contractors shall call Patrol Foreman when they arrive so the Patrol Foreman or designee can verify. All equipment must arrive in good working condition.
2. All Contractors shall report to the shed or off-site location within 1 hour after call in. If the Contractor doesn't arrive in that time frame they will not be paid for that hour and their start time will be the time they arrive (half-hour increment). Call in time can be adjusted due to Contractor travel time if approved by the District Engineer/ Bureau Administrator.
3. Contractors will not be paid for vehicle down time greater than 1 hour during a storm unless approved by Maintenance Supervisor.
4. Contractors will be allowed to perform routine and/or emergency maintenance to their vehicles or equipment at any NHDOT facility. Routine maintenance will not be at cost of the Department.
5. In an emergency situation the Patrol Foreman can provide Contractors miscellaneous supplies such as oil, coolant, other fluids, and windshield wipers in order to get the Contractor back in service as soon as possible. The Contractor must replace these supplies to NHDOT within 1 week. Patrol Foreman shall document the supplied/replaced items and have contractor initial both for concurrence.
6. Contractors that are unavailable during a storm shall not receive the 10 hr. minimum stipend. Should a Contractor have an alternate driver cover for them, the alternate driver's contact information shall be provided to the Patrol Foremen.
7. At the discretion and approval of the Patrol Foreman and concurrence of the Maintenance Supervisor, Contractors may store their vehicles at NHDOT facilities during the winter. All vehicles must be removed at the end of the stipend period or as directed by District Engineer / Bureau Administrator.

## Contract Rental Agreement #

8. The District Engineer / Bureau Administrator may issue Non-Revenue transponders as necessary to their Contractors at the beginning of the storm and collect them at the end of the storm. Contractor shall not take the Non-Revenue tags home.
9. Acceptable closed loop spreader control systems shall be fully calibrated, ground speed orientated with or without AVL or GPS, and provide the ability of reporting material applications rates in pounds per lane mile in time increment of five minutes or less. NHDOT 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 average between 200-250 pounds per lane mile.
10. Contractor shall allow open loop spreaders to be calibrated by NHDOT. NHDOT will provide results of calibration with a card for the operator to follow as per instructions from the Patrol Foreman in concerns of rate of product for each storm.
11. At the end of each storm all Contractors and operators are required to return to their appointed shed and return any unused material, if applicable. Applying excess material onto the roadway as a method of spinning off unused material is not allowed and may result in termination of the contract by NHDOT.
12. Contractors that are notified that their equipment is not calibrated correctly or pre-wetting unit is inoperable if so equipped, will be allowed to finish their shift, but will not be allowed to return until their equipment has been repaired and inspected by NHDOT.
13. For any NHDOT equipment that the Contractor is using, the NHDOT Supplied Equipment Checklist Attachment A shall be filled out. NHDOT equipment used by the Contractor shall remain on NHDOT property if the Contractor's vehicle is taken off site for any reason other than providing services for NHDOT unless otherwise authorized by the Patrol Foreman and/or Maintenance Supervisor.
14. The Contractor will be liable to clean up and remove any and all fluids, debris, spills, etc., that result from any breakdown or repair work. All spills shall be reported to the NHDOT Patrol Foremen. If a release or spill is a reportable condition to the Department of Environmental Service (DES), the Contractor is required to notify DES and perform any necessary remediation to satisfy all applicable state and federal regulations, at the Contractor's sole expense.

**EXHIBIT B**  
**COMPENSATION**

All contracts shall have the Supplemental Equipment Schedule form Attachment B filled out for each piece of equipment. All rates in this Agreement are described below which shall include but not limited to insurance, registration fees, maintenance, repairs and fuel.

- I. Licensed Qualified Operator (as required) rate is \$15.95/hr for non-commercial vehicles (25,999 GVWR and below)
- II. Licensed Qualified Operator (as required) rate is \$17.60/hr for commercial vehicles (26,000 GVWR and above)
- III. The Contractor shall be paid per the type of operation; Plowing, Plowing and Spreading per the size of vehicle described below in Table I Vehicle Rates.

<b>Table I Vehicle Rates</b>		
Gross Vehicle Weight Rating (GVWR) Based on vehicle's door label, not vehicle registration	Plowing Rate	Plowing & Spreading Rate
Below 11,999	\$30.04	\$33.89
12,000 to 25,999	\$34.07	\$39.02
26,000 to 43,999	\$41.91	\$48.51
44,000 and above	\$45.98	\$53.68

- IV. Additional Equipment Accessories Cost is below in Table II Equipment Accessories

<b>Table II Equipment Accessories</b>		
Description	Hourly	Monthly
One Way Snow Plow – All Sizes	\$3.30	\$247.00
Reversible Snow Plow – All Sizes	\$4.40	\$330.00
Snow Wings – All Sizes	\$2.20	\$165.00
Spreader up to 2 CY	N/A	\$288.75
Spreader up to 2 ¼ to 5 CY	N/A	\$371.25
Spreader up to 5 ½ to 8 CY	N/A	\$495.00
Spreader over 8CY	N/A	\$577.50
Hydraulic Hoist Under 2 Tons	\$4.40	N/A
Hydraulic Hoist Over 2 Tons	\$12.10	N/A
Electric Hoist over Hydraulic Hoist	\$4.40	N/A
Ground Speed Spreader Control System	\$8.58	N/A
Liquid Dispensing System - On/Off switch	\$2.20	N/A
Liquid Dispensing System - Ground Speed Controlled	\$3.85	N/A

## Contract Rental Agreement #

- V. Every year NHDOT will send out a letter to all Contractors for winter plowing rates explaining the fuel adjustment and the minimum biweekly payment of hours during the maintenance season with the beginning and end date.
- VI. Payment for the hourly rentals will be bi-weekly through NHDOT Management Asset Tracking System (MATS). Contractors should expect to receive their payment within two (2) weeks after the end of the bi-weekly pay period. NHDOT will track the time worked via the Daily Run sheets (See Exhibit D Attachments – Form Attachment C) or another method. Daily Run sheets are to be filled out and signed each working day to confirm their time and payment, and submitted to NHDOT.
- VII. Overpayments or erroneous payment to the Contractor shall be promptly returned to the State in the full amount by the Contractor within fifteen (15) days after written notification from the State.
- VIII. Fuel Adjustment- A diesel fuel adjustment will be made each bi-weekly period based on the American Automotive Association (AAA) New Hampshire Average Diesel price, as compared to a base rate price of \$2.18/gal. The price difference between the AAA price reported in the middle of the bi-weekly period and the base rate price will be multiplied by an assumed fuel usage of 4.25 gal/hr to determine the hourly fuel adjustment for that bi-weekly period.
- IX. 10 Hour Minimum- Regularly scheduled trucks will be provided a minimum payment of 10 hours/ bi-weekly period at the highest winter rate they are contracted for, minus the fuel adjustment for the bi-weekly period. The 10 hour minimum will be reduced to reflect any hours actually worked during that bi-weekly period. Hours worked will be paid at the contracted rate for the work performed, with a fuel adjustment included. This payment will begin approximately in mid-November and continue for a total of ten (10) bi-weekly periods.



**EXHIBIT C**

**Sole Proprietor Amendments To Standard Provisions**

The Following Terms and Conditions set forth in the Snow and Ice Control Equipment Rental Agreement are amended as follows:

11a. Deleted

**Monthly Rental Amendments To Standard Provisions**

The Following Terms and Conditions set forth in the Snow and Ice Control Equipment Rental Agreement are amended as follows:

**General Conditions**

11. Deleted

**Exhibit A**

- 1. Deleted
- 2. Deleted
- 3. Deleted
- 6. Deleted
- 7. Deleted
- 8. Deleted
- 13. Deleted

**Exhibit B**

- I. Deleted
- II. Deleted
- III. Deleted
- V. Deleted
- VI. Deleted
- VIII. Deleted
- IX. Deleted

**Exhibit D**

- Attachment A – Deleted
- Attachment C – Deleted
- Attachment D - Deleted

**EXHIBIT D**

**Attachments**

**Attachment A- NHDOT Supplied Equipment Checklist**

This form shall be completed whenever any state equipment is temporarily mounted on a piece of hired plowing contractor's equipment for the purpose of tracking the items ensuring they are removed at the end of the plowing season.

Name of Contractor:	
Contract Rental Agreement #:	
Vehicle Description:	

Description of Equipment	Inventory / Serial #	Description
Front Plow		
Wing Plow		
Front Plow Frame		
Wing Box & Hoist		
Electric/Hydraulic Pump		
Plow Blades		
Other		

Date Issued	Foreman's Initials	Vendor's Initials	Date Returned	Foreman's Initials	Vendor's Initials

**Attachment B - Supplemental Equipment Schedule**

<b>VENDOR #</b>	<b>VENDOR</b>	<b>Contract Rental Agree Type</b>	<b>Dist/Bur</b>	<b>Plows For</b>	<b>Contract Rental Agreement #</b>	<b>Contract Exp Date</b>

<b>MAKE</b>	<b>VIN</b>	<b>YEAR</b>	<b>GVWR</b>	<b>Fuel Provided By DOT</b>						
				Yes ___ No <u>X</u> ___						
<b>RA Item #</b>	<b>Equipment Class</b>	<b>Description of Equipment</b>		<small>Equipment Rate</small>	<small>Operator Rate</small>	<small>Type H/M</small>	<small>Effect Date</small>	<small>Amended Exp Date</small>	<small>Initials D.E./Bur Adm.</small>	<small>Initials Vendor</small>

**Additional Equipment/Rates**

	Total	

	Total	

DWR Description (50 Characters to include spaces)

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**Hourly Rental Rates and Equipment Class Codes**

Agreement	Codes	Front plow	Codes	Rate	Ground speed	Codes	Rate		
__-____		One Way Plow	FO	\$3.30	Ground Speed	GS	\$8.58		
##-####		Reversible Plow	FR	\$4.40	No Ground Speed	GN	\$0.00		
Equipment Class Code		No Plow	FN	\$0.00					
_____					<b>Liquid</b>	<b>Codes</b>	<b>Rate</b>		
		<b>Wings</b>	<b>Codes</b>	<b>Rate</b>	Liquid On/Off Switch	LS	\$2.20		
<b>Year</b>		Left Wing	WL	\$2.20	Liquid Ground Speed	LG	\$3.85		
--		Right Wing	WR	\$2.20	No Liquid	LN	\$0.00		
##		Double Wing	WD	\$4.40					
		No Wing	WN	\$0.00					
					<b>Equipment Class Code - Plow / Plow and Spreading</b>	<b>Codes</b>	<b>Rate</b>	<b>OPR Rate</b>	<b>Total</b>
<b>Make (4 letters)</b>					3/4 TON TRUCK PLOWING	55015P0	\$30.04	\$0.00	\$30.04
Ford	Ford	<b>Spreader</b>	<b>Codes</b>	<b>Rate</b>	3/4 TON TRUCK PLOWING W/OPR	55215P0	\$30.04	\$15.95	\$45.99
Chev	Chev	2.1-5.0 CY	S5	\$0.00	3/4 TON TRUCK PLOWING & SPREADING	55015X0	\$33.89	\$0.00	\$33.89
Dodge	Dodg	5.1-8CY	S8	\$0.00	3/4 TON TRUCK PLOWING & SPREADING W/OPR	55215X0	\$33.89	\$15.95	\$49.84
Mack	Mack	Over 8 CY	S9	\$0.00	1-2 TON TRUCK PLOWING	55010P0	\$34.07	\$0.00	\$34.07
International	Inte	No spreader	SN	\$0.00	1-2 TON TRUCK PLOWING W/OPR	55210P0	\$34.07	\$15.95	\$50.02
Peterbuilt	Pete				1-2 TON TRUCK PLOWING & SPREADING	55010X0	\$39.02	\$0.00	\$39.02
Sterling	Ster	<b>Hoist Type</b>	<b>Codes</b>	<b>Rate</b>	1-2 TON TRUCK PLOWING & SPREADING W/OPR	55210X0	\$39.02	\$15.95	\$54.97
Kenworth	Kenw	Hydraulic 2 ton and under	HU	\$4.40	3-5 TON TRUCK PLOWING	55011P0	\$41.91	\$0.00	\$41.91
Other	Othe	Hydraulic over 2 ton	HO	\$12.10	3-5 TON TRUCK PLOWING W/OPR	55211P0	\$41.91	\$17.60	\$59.51
		Electric over Hydraulic	HE	\$4.40	3-5 TON TRUCK PLOWING & SPREADING	55011X0	\$48.51	\$0.00	\$48.51
		No Hoist	HN	\$0.00	3-5 TON TRUCK PLOWING & SPREADING W/OPR	55211X0	\$48.51	\$17.60	\$66.11
					OVER 5 TON TRUCK PLOWING	55012P0	\$45.98	\$0.00	\$45.98
					OVER 5 TON TRUCK PLOWING W/OPR	55212P0	\$45.98	\$17.60	\$63.58
					OVER 5 TON TRUCK PLOWING & SPREADING	55012X0	\$53.68	\$0.00	\$53.68
					OVER 5 TON TRUCK PLOWING & SPREADING W/OPR	55212X0	\$53.68	\$17.60	\$71.28

**Monthly Rental Rates and Equipment Class Codes**

<b>Front plow</b>	<b>Codes</b>	<b>Equipment Class Codes</b>	<b>Monthly Rate</b>
One Way Plow	FA	61043	\$247.50
Reversible Plow	FB	61043	\$330.00
<b>Wings</b>	<b>Codes</b>	<b>Equipment Class Codes</b>	<b>Monthly Rate</b>
Left Wing	WA	61044	\$165.00
Right Wing	WB	61044	\$165.00
Double Wing	WC	61044	\$330.00
<b>Spreader</b>	<b>Codes</b>	<b>Equipment Class Codes</b>	<b>Monthly Rate</b>
Up to 2 CY	S2	61002	\$288.75
2.1 to 5 CY	S5	61002	\$371.25
5.1 to 8 CY	S8	61002	\$495.00
8.1CY and above	S9	61002	\$577.50

Attachment C - Rental Contractor Daily Run Sheet

Contract rental Agreement # \_\_\_\_\_ Plow Route Run Sheet for \_\_\_\_\_ Maintenance

Date(s) \_\_\_\_\_ Truck \_\_\_\_\_ Driver \_\_\_\_\_ Route \_\_\_\_\_

Odometer Start \_\_\_\_\_ Odometer End \_\_\_\_\_ Total Miles \_\_\_\_\_

Contractor Start Time \_\_\_\_\_ End Time \_\_\_\_\_ Signature \_\_\_\_\_ PF Signature \_\_\_\_\_

Run #	Plow (Y/N)	Start Time	End Time	Temp	Weather (see Below)	Length (LM)	Salt Used (tons)	Sand Used (tons)	Application Rate	Gate Height Inches	Liquid		
											Used (Gallons)	Type Used	Application Type
Run # 1													
Run # 2													
Run # 3													
Run # 4													
Run # 5													
Run # 6													
Run # 7													
Run # 8													
Run # 9													
Run # 10													

Notes:

1. Indicate Weather Conditions as follows

- 1 - Snowing (indicate accum)    5 - Sleetng    9 - Drifting    13 - Visibility poor
- 2 - Snowing and Raining    6 - Storm Over    10 - Heavy fog    14 - Visibility near zero
- 3 - Raining    7 - Cloudy    11 - Heavy winds    15 - Black ice
- 4 - Freezing    8 - Clear    12 - Gale winds

2. Application Type:

- PT - Pretreating
- PW - Prewetting

Notes: \_\_\_\_\_

\_\_\_\_\_

# Attachment D – Rental Contractor’s Spreader Calibration Card

Patrol Shed _____				Company _____						
Date _____				Contract RA# _____						
				Truck ID _____						
Conveyor Speed Setting	Gate Opening	LBS Per 15 Sec.	LBS Per Minute (x4)	10 M.P.H. X 6	15 M.P.H. X 4	20 M.P.H. X 3	25 M.P.H. X 2.4	30 M.P.H. X 2	35 M.P.H. X 1.7	40 M.P.H. X 1.5