



# TOWN OF SAUGUS

DEPARTMENT OF PUBLIC WORKS  
515 MAIN STREET  
SAUGUS, MASSACHUSETTS 01906

Brendan B. O'Regan  
Director of Public Works

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## MEMORANDUM

To: Contractors Interested in Sanding or Plowing for the Town of Saugus

From: Brendan O'Regan, DPW Director

Date: August 11, 2023

Please find enclosed a packet with an application for snow and ice removal for the Town of Saugus. **All Taxes and Fees must be paid in full to be considered for this work.** All contractors, even if you have plowed for the Town in the past, must submit the following forms:

- 1) Owner information sheet
- 2) Copy of current driver's license
- 3) Copy of vehicle registration
- 4) Copy of vehicle insurance policy- \$100,000 - \$300,000 minimum liability
- 5) Copy of Workers Compensation Policy (where available)
- 6) Copy of W-9 Form for taxes

**This information must be submitted by 2 pm on September 13, 2023.**

You must have a 4 wheel drive vehicle with at least a rated  $\frac{3}{4}$  ton capacity to work for the Town of Saugus. If any of the above requested information is not provided, you will not be called to work for the Town. Please submit complete information.

Information needed for billing purposes will be collected by Route Supervisors at the conclusion of each event and input immediately after the event for processing by Town Hall. Please do not call the DPW to check on the status of your information. If we have a question or you have been selected to plow for the Town, we will contact you. Also, if you are selected, the Route Supervisor will contact you when it is time to sand or plow.

Vendors are reminded that no bills will be processed until the vendor has submitted accurate and up to date information on vehicle registration and insurance.

Meetings for selected contractors to go over the Town's plowing policies will take place at 7 am and 3:30 pm on 9/26 and 9/28 as well as 9 am on 9/30. Truck inspections will take place at these times. **It is mandatory that you attend one of these meetings.**

If you have any questions or concerns please contact the DPW at (781) 231-4143. Thank you for your consideration.

**Town Of Saugus, Department of Public Works**  
**SNOW & ICE CONTRACTORS**  
**2023 - 2024 SEASON**  
**PLEASE PRINT CLEARLY AND FILL OUT FORM COMPLETELY**

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**VEHICLE OWNER/ DRIVER INFORMATION SHEET**

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Last Name \_\_\_\_\_ First Name \_\_\_\_\_

Address \_\_\_\_\_ City/Town \_\_\_\_\_ State/Zip \_\_\_\_\_

Home Phone (    ) \_\_\_\_\_ Work Phone (    ) \_\_\_\_\_

Cellular Phone (    ) \_\_\_\_\_

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

Did You Plow Last Year \_\_\_\_\_ Date of Application: \_\_\_\_\_

**VEHICLE INFORMATION**

<7.5 k GVW \_\_\_\_\_ 7.5k to 10k GVW \_\_\_\_\_ >10k to 14k GVW \_\_\_\_\_ >14k to 20 GVW \_\_\_\_\_

>20k GVW \_\_\_\_\_ Skid Steer \_\_\_\_\_

YEAR \_\_\_\_\_ MAKE \_\_\_\_\_ MODEL \_\_\_\_\_

REG # \_\_\_\_\_ Color \_\_\_\_\_

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**OFFICE USE ONLY**

- 1) ORIGINAL COPY OF INSURANCE \_\_\_\_\_ 2) COPY OF REGISTRATION \_\_\_\_\_  
3) COPY OF LICENSE \_\_\_\_\_ 4) W-9 INFORMATION \_\_\_\_\_  
5) ORIGINAL COPY WORKERS COMP \_\_\_\_\_

**ALL Applications for Plowing / Sanding MUST BE**  
**RETURNED to Saugus D.P.W with all necessary**  
**paperwork by 2 pm on September 13, 2023**

# **Town of Saugus** **Snow & Ice Rates 2023-2024**

	Saugus	Hourly Rate
Pick Up >/= to 7.5k GVW	\$	75.00
Pick up 7.5 to 10k GVD	\$	90.00
Truck >10k to 14k GVW (1 ton) 6 wheels	\$	115.00
Truck >10k to 14k GVW (1 ton) w/sander	\$	125.00
Truck >14k to 20k GVW	\$	136.00
Truck over 20k GVW	\$	155.00
Bobcat	\$	95.00
Loader 1 1/2 - 4 yards	\$	115.00
Loader (1 to 4 yds) with Plow	\$	147.00
Loader (4 to 6 yds) w/plow	\$	190.00
Sanders		
2 to 3.5 yd sanding unit	\$	115.00
>3.5 to 6 yd sanding unit	\$	135.00
10 Wheeler/ Sander	\$	155.00



*Town of Saugus*  
*Town Hall*  
*298 Central Street*  
*Saugus, Massachusetts 01906*

*Wendy A. Hatch*  
*Finance Director & Treasurer/Collector*

*Telephone: (781) 231-4135*  
*Fax: (781) 231-7652*  
*email: [whatch@saugus-ma.gov](mailto:whatch@saugus-ma.gov)*

August 7, 2023

Dear Town of Saugus Snow Plow Contractor,

In preparation of the upcoming snow season, I am writing to notify all snow plow and sanding contractors of the "set off" policy the Town of Saugus will continue to enforce this winter. As per Massachusetts General Law Chapter 60 Section 93, any monies due to the Town of Saugus from taxpayers, vendors, and contractors for property taxes, motor vehicle excise, water/sewer charges, violations and any other fees due may be withheld from your compensation (a copy has been enclosed for your reference). In addition, under Massachusetts General Law 119A Section 12, we are required to contact the Department of Revenue Child Support Enforcement Division for any outstanding child support and garnish your compensation accordingly.

In the coming weeks you will be notified of all outstanding charges which must be paid prior to beginning work for the Town of Saugus. If there are ANY motor vehicle excise taxes outstanding on the driver or the vehicle to be used during snow removal operations, you will NOT be called to plow. If there are other municipal taxes or charges that remain outstanding, a portion (25% or amount applicable under the law) of your compensation will be withheld to pay down the debt. **There will be no exceptions to this policy.**

While it is not my intention to bring financial hardship to anyone, it is the responsibility of all property owners and vendors to ensure that all taxes, charges, fees, and obligations are current and you are in "good standing" with the Town of Saugus.

If you have any questions, you may contact the Assistant Treasurer/Collector Janice Ferraro on any of the above at [jferraro@saugus-ma.gov](mailto:jferraro@saugus-ma.gov) or 781-231-4135.

Thank you.

Very truly yours,

*Wendy A. Hatch*

Wendy A. Hatch  
Finance Director & Treasurer/Collector

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**Part I** ADMINISTRATION OF THE GOVERNMENT**Title IX** TAXATION**Chapter 60** COLLECTION OF LOCAL TAXES**Section 93** MONEY DUE TAXPAYER FROM MUNICIPALITIES;  
WITHHOLDING FOR DELINQUENT TAXES

Section 93. The treasurer or other disbursing officer of any town may, and if so requested by the collector shall, withhold payment of any money payable to any person from whom there are then due taxes, assessments, rates or other charges committed to such collector, which are wholly or partly unpaid, whether or not secured by a tax title held by the town, to an amount not exceeding the total of the unpaid taxes, assessments, rates and other charges, with interest and costs. The sum withheld shall be paid or credited to the collector, who shall, if required, give a written receipt therefor. The person taxed or charged may in such case have the same remedy as if he had paid such taxes, assessments, rates or other charges after a levy upon his goods. The collector's rights under this section shall not be affected by any assignment or trustee process or attorney's lien.

## Request for Taxpayer Identification Number and Certification

Give Form to the requester. Do not send to the IRS.

► Go to [www.irs.gov/FormW9](http://www.irs.gov/FormW9) for instructions and the latest information.

Print or type.  
See Specific Instructions on page 3.

1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.	
2 Business name/disregarded entity name, if different from above	
3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes.  <input type="checkbox"/> Individual/sole proprietor or single-member LLC <input type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate  <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶ _____ Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.  <input type="checkbox"/> Other (see instructions) ▶ _____	4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):  Exempt payee code (if any) _____  Exemption from FATCA reporting code (if any) _____  <i>(Applies to accounts maintained outside the U.S.)</i>
5 Address (number, street, and apt. or suite no.) See instructions.	Requester's name and address (optional)
6 City, state, and ZIP code	
7 List account number(s) here (optional)	

**Part I** Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

**Note:** If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number

OR

Employer Identification number

## Part II Certification

Under penalties of perjury, I certify that:

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: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

**Certification Instructions.** You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part I, later.

Sign  
Here

Signature of  
U.S. person ▶

Data ▶

## General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

**Future developments.** For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to [www.irs.gov/FormW9](http://www.irs.gov/FormW9).

### Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

*If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.*

## Specific Instructions

**Name.** If you are an individual, you must generally enter the name shown on your social security card. However, if you have changed your last name, for instance, due to marriage without informing the Social Security Administration of the name change, enter your first name, the last name shown on your social security card, and your new last name.

If the account is in joint names, list first and then circle the name of the person or entity whose number you enter in Part I of the form.

**Sole proprietor.** Enter your individual name as shown on your social security card on the "Name" line. You may enter your business, trade, or "doing business as (DBA)" name on the "Business name" line.

**Limited liability company (LLC).** If you are a single-member LLC (including a foreign LLC with a domestic owner) that is disregarded as an entity separate from its owner under Treasury regulations section 301.7701-3, enter the owner's name on the "Name" line. Enter the LLC's name on the "Business name" line.

**Caution:** A disregarded domestic entity that has a foreign owner must use the appropriate Form W-9.

**Other entities.** Enter your business name as shown on required Federal tax documents on the "Name" line. This name should match the name shown on the charter or other legal document creating the entity. You may enter any business, trade, or DBA name on the "Business name" line.

## Part II Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box.

If you are a resident alien and you do not have and are not eligible to get an SSN, your TIN is your IRS individual taxpayer identification number (ITIN). Enter it in the social security number box. If you do not have an ITIN, see How to get a TIN below.

If you are a sole proprietor and you have an EIN, you may enter either your SSN or EIN. However, the IRS prefers that you use your SSN.

If you are an LLC that is disregarded as an entity separate from its owner (see Limited liability company (LLC) above), and are owned by an individual, enter your SSN (or "pre-LLC" EIN, if desired). If the owner of a disregarded LLC is a corporation, partnership, etc., enter the owner's EIN.

**Note:** See the chart on this page for further clarification of name and TIN combinations.

**How to get a TIN.** If you do not have a TIN, apply for one immediately. To apply for an SSN, get Form SS-5, Application for a Social Security Card, from your local Social Security Administration office. Get Form W-7, Application for IRS Individual Taxpayer Identification Number, to apply for an ITIN or Form SS-4, Application for Employer Identification Number, to apply for an EIN. You can get Forms W-7 and SS-4 from the IRS by calling 1-800-TAX-FORM (1-800-829-3870) or from the IRS's Internet Web Site [www.irs.gov](http://www.irs.gov).

If you do not have a TIN, write "Applied For" in the space for the TIN, sign and date the form, and give it to the requester. For interest and dividend payments, and certain payments made with respect to readily tradable instruments, generally you will have 60 days to get a TIN and give it to the requester before you are subject to backup withholding on payments.

The 60-day rule does not apply to other types of payments. You will be subject to backup withholding on all such payments until you provide your TIN to the requester.

**Note:** Writing "Applied For" means that you have already applied for a TIN or that you intend to apply for one soon.

## Part III Certification

To establish to the paying agent that your TIN is correct or you are a U.S. person, or resident alien, sign Form W-9.

For a joint account, only the person whose TIN is shown in Part I should sign (when required).

**Real estate transactions.** You must sign the certification. You may cross out item 2 of the certification.

**DUNS and Broadstreet Universal Numbering System (DUNS) number requirement.** The United States Office of Management and Budget (OMB) requires all vendors that receive federal grant funds have their DUNS number recorded with and subsequently reported to the granting agency. If a contractor has multiple DUNS numbers the contractor should provide the primary number listed with the Federal government's Central Contractor Registration (CCR) at [www.ccr.gov](http://www.ccr.gov). Any entity that does not have a DUNS number can apply for one online at [www.dnb.com](http://www.dnb.com) under the DNB D-U-N Number Tab.

## Privacy Act Notice

Section 6109 of the Internal Revenue Code requires you to give your correct TIN to persons who must file information returns with the IRS to report interest, dividends, and certain other income paid to you, mortgage interest you paid, the acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA or 529. The IRS uses the numbers for identification purposes and to help verify the accuracy of your tax return. The IRS may also provide this information to the Department of Justice for civil and criminal litigation, and to cities, states, and the District of Columbia to carry out their tax laws.

You must provide your TIN whether or not you are required to file a tax return. Payors must generally withhold a designated percentage, currently 28% of taxable interest, dividend, and certain other payments to a payee who does not give a TIN to a payor. Certain penalties may also apply.

## What Name and Number to Give the Requester

For this type of account:	Give name and SSN of:
1. Individual	The individual
2. Two or more individuals (joint account)	The actual owner of the account or, if combined funds, the first individual on the account <sup>1</sup>
3. Custodian account of a minor (Uniform Gift to Minors Act)	The minor <sup>2</sup>
4. a. The usual revocable savings trust (grantor is also trustee)	The grantor-trustee <sup>3</sup>
b. So-called trust account that is not a legal or valid trust under state law	The actual owner <sup>3</sup>
5. Sole proprietorship	The owner <sup>3</sup>
For this type of account:	Give name and EIN of:
6. Sole proprietorship	The owner <sup>3</sup>
7. A valid trust, estate, or pension trust	Legal entity <sup>4</sup>
8. Corporation	The corporation
9. Association, club, religious, charitable, educational, or other tax-exempt organization	The organization
10. Partnership	The partnership
11. A broker or registered nominee	The broker or nominee
12. Account with the Department of Agriculture in the name of a public entity (such as a state or local government, school district, or prison) that receives agricultural program payments.	The public entity

<sup>1</sup> List first and circle the name of the person whose number you furnish. If only one person on a joint account has an SSN, that person's number must be furnished.

<sup>2</sup> Circle the minor's name and furnish the minor's SSN.

<sup>3</sup> You must show your individual name, but you may also enter your business or "DBA" name. You may use either your SSN or EIN (if you have one).

<sup>4</sup> List first and circle the name of the legal trust, estate, or pension trust. (Do not furnish the TIN of the personal representative or trustee unless the legal entity itself is not designated in the account title.)

**Note:** If no name is circled when more than one name is listed, the number will be considered to be that of the first name listed.

If you have questions in completing this form, please contact the Office of the State Comptroller. (617) 973-2400.

Upon completion of this form, please send it to the Commonwealth of Massachusetts Department you are doing business with.