

# POLICY 98-07

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**To:** Members of the Select Board  
**cc:** Public Works, Town Treasurer  
**From:** Ted Nelson Jr., Town Manager  
**Re:** Policy 98-07-Trucking  
**Date:** October 13, 1998

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## EFFECTIVE DATE - Immediately

The Town has a need from time to time to supplement our fleet of dump trucks with privately owned and operated dump trucks. The supplemental trucking is required to complete projects where high volumes of material must be moved in a short period of time to complete the project in a timely manner. The Town recognizes it is more cost effective to contract with a trucking firm for these projects than to stretch the project duration whereby causing delays to other public works projects. It is key however, to see that any trucking firm from the area have an equal opportunity to work on the special public works projects for the Town of Milton.

**PURPOSE:** The purpose of this policy is to assure that any firm within the Town of Milton that owns and operates dump trucks with equal or greater size of the Town's dump trucks, be given an equal opportunity to contract with the Town of Milton for trucking services on a periodic basis as public works projects require. This Policy is to provide guidance to Town staff, removing any doubt that any interested firms with dump trucks, interested in providing services to the Town, is given an equal opportunity to be hired for this service. This Policy also establishes a proactive monitoring system to assure this service is solicited on an equal and rotating basis.

**PROCEDURE:** The Town Manager or his/her designee will annually prepare a list of trucking firms interested in providing material hauling services to the Town of Milton. This list shall be kept active by the Town Manager or his/her designee and include the name of the owner, phone number, type(s) of vehicle(s) and cost per hour for the type of vehicle(s). Once a year on or before July 1<sup>st</sup> an ad will be placed in a newspaper designated by the Publication Policy (98-06) soliciting all interested trucking firms for consideration.

A list will be prepared of interested contractors. Any bidder in excess of ten percent (10%) over the average hourly rate shall be rejected from consideration. The list of firms shall be kept current throughout the year by the Town Manager or his/her designee. Any firms newly established during the year will be added to the list in alphabetical order. Firms going out of business will be removed from this list. The list will be used by the Town Manager and his/her designee to select firms for hauling services on the following basis:

1. Projects with which hauling services will be required for ten hours or less. The person selecting from this list will call the next name on the list following the last firm who last received work from the Town of Milton. Any hauling project of ten hours or less will immediately go to the next name. This process will continue until an available firm is contracted for the project.

A town employee other than the person calling for services will monitor these calls for trucking service. Any firm not contracted for service after two complete rotations will be called to assure they have been contacted through the two rotations and that they are interested in providing service to the Town of Milton.

2. Any trucking between ten and fifty hours. From time to time the Town engages in a larger project requiring services of a firm to supplement our trucking. This supplemental trucking may cost the Town up to \$2,500.00 in contracted service. The Town Manager or his/her designee is required to award a contract for service through a purchase order only after receiving not less than three sealed quotes from the firms on the rotating trucking list.
3. Projects requiring more than fifty hours of service: Any project requiring over fifty hours of trucking service, to be secured on a contract basis will be solicited through competitive proposals advertised in the designated newspaper as outlined in Policy 98-06, with the lowest successful bidder having services awarded by the Select Board.
4. This Policy is to apply to all standard trucking needs. The Select Board delegates authority to the Town Manager for all emergency trucking needs for natural or manmade disasters with the understanding that every trucking firm on the annual updated trucking firm list will be offered an

opportunity to work for the Town of Milton to the greatest extent possible in an emergency situation as noted above.

POLICY:

The Milton Select Board, acting in a regular session October 19, 1998 voted in favor of the following;

"Voted in favor of Policy 98-07 requiring the creation, use and monitoring of a rotating truck hauling list for projects requiring less than fifty hours of trucking service, the use of sealed bids and at least three quotes from this same list for projects requiring between ten and fifty hours of contracted trucking services. The requirement to have sealed bids following competitive advertisement to be awarded by the Select Board at a regular meeting or any project requiring in excess of fifty hours of trucking services. The only exception is in emergency situations the Town Manager has the authority to contract trucking firms from the annual updated list with all firms being offered an opportunity to provide their service in emergency situations."

Further that this referenced Policy 98-07 shall be part of the permanent record by attachment of the same to the Minutes of the aforementioned Meeting."

Filed with the Town Clerk this Oct 22, 1998.

Attest: Loretta A. Dennis  
Asst.