

# *Town of Islip*

Department of Public Works  
401 Main St.  
Islip, NY 11751  
631-224-5610



Thomas Owens  
Deputy Supervisor

Winter 2025/2026

Subject: Welcome back and greetings from the Town of Islip

On behalf of the Town of Islip Highway Department, I would like to extend a warm welcome back as we approach the 2025/2026 winter season.

To reflect the value and address rising costs, we have raised our pay scale.

For your convenience, I have attached the Snow Vendor information packet, which includes all the necessary details and forms. Please review carefully and let me know if you have any questions.

We are committed to making this a seamless and productive experience for both our teams. Thank you in advance, and please consider returning so that we can keep our roads safe during the upcoming winter season.

As the Commissioner of Islip DPW, I really appreciate our partnership with you to keep our residents safe.

Respectfully yours,

Thomas Owens



# Town of Islip

Department of Public Works  
401 Main St., Room 202  
Islip, NY 11751  
(631) 224-5610



Angie Carpenter  
Supervisor

Winter 2025-2026

Welcome to the 2025-2026 snow removal season.

Please take time to review the enclosed paperwork to familiarize yourself with the requirements necessary to perform outside snow contractor duties.

If you are interested in joining the Town of Islip Snow Removal program, please complete the attached form and return it to my attention.

**\*\*Applications are to be sent back via USPS or deposited into the designated box in the front vestibule of 401 Main St.**

Enclosed in this packet is the following information:

- ❖ Application Requirements
- ❖ Snow Removal Registration Form
- ❖ A Vendor Check List
- ❖ Snow Vendor Instructions
- ❖ Snow Vendor rates
- ❖ Highway Yard addresses

Applications that are not filled out with the necessary information will be returned.

Thank you in advance for assisting in keeping the roads safe in the Town of Islip during inclement weather.

Sincerely,

Ann Marie Petecca  
Highway Department  
631-224-5610





Winter 2025-2026

## **Application Requirements**

- ❖ The Snow Removal Registration for Equipment Application must be completed. All fields must be completed. NO EXCEPTIONS.

## **License & Registration Requirements**

- ❖ A valid, legible copy of your driver's license. No Permits allowed.
- ❖ A valid, legible copy of your NYS Registration card. No Window Stickers

## **Insurance Requirements**

- ❖ An Acord Certificate from your Insurance Agent, Broker, or Insurer, showing coverage of a Combined Single Limit of \$300,000
- ❖ The Town of Islip must be named as an additional insured on the policy, noted in the remarks section of the Acord form
- ❖ For: Snow Plowing must also be listed in the remarks section of the Acord form
- ❖ If you have employees, a Certificate of Workmen's Compensation Coverage submitted directly by your Insurance Agent, Broker, or Insurer, showing compensation insurance coverage, along with copies of the driver's licenses of the employees
- ❖ The name appearing on your insurance policies, registration, and license must be identical to the name registered with the Town and the New York State Department of Motor Vehicles.

## **Vehicle Inspection Requirements**

- ❖ You must contact our shop 3-4 days after submitting your paperwork to schedule your inspection at 631-595-3651. At the time of the inspection, your vehicle inspection will be cross-verified with the registration form.
- ❖ All vehicles must have plows attached on the day of the inspection and inspected by our shop, located @ 299 DPW Drive, Central Islip.







**2025-2026 SNOW REMOVAL REGISTRATION OF EQUIPMENT**  
**Must be completed and returned by December 12, 2025**

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CELL PHONE: \_\_\_\_\_

EMAIL: \_\_\_\_\_

DPW# _____
DISTRICT _____
PAY CODE _____
VENDOR # _____

**\*\*\*Please complete each field. Failure to do so will delay processing of your application\*\*\***

Year \_\_\_\_\_ Make \_\_\_\_\_ Model \_\_\_\_\_ VIN# \_\_\_\_\_ Plate#: \_\_\_\_\_

4x4 pickup    
  4x4 dually    
  4x4 suburban    
  6-wheel dump    
  10-wheel dump

Skid steer    
  Grader    
  Pay loader - bucket size \_\_\_\_\_  
 (Please specify)

*In consideration of the foregoing, (the applicant agrees for him, her or itself, and his, her or its successors and assigns that it and its agents, servants, employee, invites and successors and assigns will hold the Town of Islip, its officers, directors, employees, agents and servants harmless and forever indemnify and insure it and them, for, or against any liabilities, penalties, losses, damages, claims, expenses, suits and judgment, or any or all of the same arising out of or in any way concerning the rights, privileges, operations and events provided for, by or in this agreement)*

➔ Print Name: \_\_\_\_\_ Applicant's Signature: \_\_\_\_\_

**For Administration purposes only:**

DPW INSPECTION	Pass	Fail
Plow Lights:		
Plow Operable:		
Plow Blade:		
Truck NYS Insp.:		
Truck Lights:		
Tires:		

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

Inspected by: \_\_\_\_\_  
*Signature*



Winter 2025/2026

## Vendor Checklist

Please be sure to submit the following. Any application that does not include the requirements will be rejected and returned to you.

- **Completed *Snow Removal Registration of Equipment***
- **Valid NYS driver's license.**
- **Valid NYS Registration.**
- **An Original Acord Certificate of Insurance (with the following requirements):**
  - ✓ **Minimum coverage of \$300,000 combined single limit.**
  - ✓ **The Town of Islip must be listed as an additional insured on the policy.**
  - ✓ **FOR SNOW PLOWING must be written in the description of operations.**
- **A completed W-9 form**
- **If you are registering multiple pieces of equipment:**
  - ✓ **One application per piece of equipment.**
  - ✓ **Workers' Compensation Certificate for multiple employees plowing.**
  - ✓ **Additional valid driver's licenses for each piece of equipment registered.**

If you have any questions, please call **Ann Marie Petecca at 631-595-3500 ext. 1112 or 1288**. Thank you for participating in our snow removal operation and making the Town of Islip a safer place for our residents and the driving public. We appreciate your help.



Winter 2025/2026

## **2024-2025 Snow Vendor Instructions**

### **After the Equipment Registration Form is Submitted:**

After you submit all the required paperwork to register your equipment, please give us 5 days to process your paperwork before you call Vehicle Repair (631) 595-3651 to have your truck and plow assembly inspected.

### **When an impending storm is approaching**

When we know a storm is coming that will require hired snow vendors, your Highway Foreman will call you to report to your assigned yard (attached, you will find the locations of each highway yard). If it's a big storm, you will most likely receive a call the day before or the day of to confirm your availability.

### **Procedures during a storm**

All snow vendors will have 1 hour to punch in from the time of the call. If you are punched in 1 minute past, you will then be paid from the time of punch (not the time of call).

After the roads are cleared, your Foreman will reach out to you and let you know when to return to your assigned highway yard to punch and sign out. All vendors must sign out and print their names legibly. If you have any issues with your time, you must resolve the matter with your Foreman at that time.

### **Processing payment**

All timecards will be reviewed and billed out. A voucher and invoice will be mailed to you for your signature. We cannot remit payment unless the signed voucher is returned in a timely manner. Please contact me directly at (631) 595-3500 ext. 1288 if there are any discrepancies.

You may return your voucher and invoice by **mail or place them in the lockbox located at** the main entrance of 401 Main Street.

All checks are processed and are mailed on Fridays. You are not permitted to pick up checks.



