

PROJECT MANAGEMENT PLAN  
FOR SNOW MELT & SNOW/ICE REMOVAL SERVICES

This document is the Project Management Plan which has been prepared in connection with the Request for Proposals, DCAM-17-NC-0003 captioned “Snow and Ice Removal and Snow Melt Services” issued by the D.C. Department of General Services (the “RFP”). [All capitalized terms used herein which are not otherwise defined shall have the meanings given to such terms in the RFP] Any awarded contractors pursuant to this procurement is expected to perform snow and ice removal services, and snow melt services, consistent with the following provisions:

- I. **General Preparation Plan.** During the contract, the Contractor (along with its subcontractors) will keep equipment maintained in good working order. Contractor shall ensure that all trucks and required equipment will be fueled prior to a pending storm, and have any additional fuel containers filled. DGS recommends that all contractors:
- a. hold a mandatory meeting, prior to a storm, to coordinate execution plans with all drivers; and
  - b. after being alerted by DGS to mobilize, contact all subcontractors to at least two (2) contacts each for their subcontractors (whether by phone, email or text message), and continue to do so until they have made contact with each subcontractor.

Each Contractor shall ensure that each truck will have a driver and a helper with a shovel.

- II. **School Plan.** Contractor will ensure that:
- a. Snow is not piled up or otherwise obstructing any egress of the school building;
  - b. All snow is plowed away from the school buildings;
  - c. Snow is not piled on or near trees, shrubbery, ground cover, grass or flower bed areas.
  - d. All snow on the parking lots is pushed away from the building;
  - e. Snow is not left in front of any doorway or steps;
  - f. All snow is moved away from any trash dumpster to ensure that there is a clear path for service trucks;
  - g. Ice Melt is used on all driveways and sidewalks, and Salt is used on all parking lots; and
  - h. All nearby fire hydrants and curb cuts are cleared of snow.

The Contractor must ensure that the above actions are properly and completely performed prior to moving to the next school.

- III. **Parks Plan.** Contractor will remove snow and ice from parks based upon priority lists supplied by DGS. Contractor will ensure that:
- a. Snow is not piled up or otherwise obstructing any egress of the recreational buildings;
  - b. All snow is plowed away from the buildings;

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- c. Snow is not piled on or near trees, shrubbery, ground cover, and grass or flower bed areas.
- d. All snow on the parking lots is pushed away from the buildings;
- e. Snow is not left in front of any doorway or steps;
- f. All snow is moved away from any trash dumpster to ensure that there is a clear path for service trucks;
- g. Ice Melt is used on all driveways and sidewalks, and Salt is used on all parking lots;
- h. All nearby fire hydrants, curb cuts, and benches along sidewalks at the park, are cleared of snow;
- i. All sidewalks are to be cleared of snow by snow blowers or shovels; and
- j. Snow removed from the sidewalks are done by snow-blower or shovel.

The Contractor must ensure that the above actions are properly and completely performed prior to moving to the next park.

- IV. **Government Buildings Plan.** Contractor will remove snow and ice from government buildings based upon priority lists supplied by DGS. The Contractor will ensure that:

- a. Snow is not piled up or otherwise obstructing any egress of the government building;
- b. All snow is plowed away from the buildings;
- c. Snow is not piled on or near trees, shrubbery, ground cover, grass or flower bed areas;
- d. All snow on the parking lots is pushed away from the building;
- e. Snow is not left in front of any doorway or steps;
- f. All snow is moved away from any trash dumpster to ensure that there is a clear path for service trucks;
- g. Ice melt is used on all driveways and sidewalks, and Salt is used on all parking lots;
- h. All nearby fire hydrants, curb cuts, and benches along sidewalks at the park, are cleared of snow; and
- i. Snow removed from the sidewalks are done by snow-blower or shovel.

The Contractor must ensure that the above actions are properly and completely performed prior to moving to the next government building.

- V. **Miscellaneous Agreements.** In addition, the Contractor shall at a minimum:

- a. Supply a sufficient number of trucks, equipment, tools, labor and supplies needed to perform all of the services required of it in an expedient manner (and well within the Completion Schedule, contemplated in the RFP);
- b. Completely familiarize itself with its proposal/quote documents, and the location of all properties within its awarded Property Group, as contemplated by the RFP;

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- c. Provide and maintain, in good working condition, all trucks, equipment and tools for the entire contract term. All trucks, equipment and operators must meet all District licensing, registration and safety and emissions requirements. The Contractor must, upon request of DGS, provide proof of operator licensing and motor vehicle registration;
- d. During the Snow Season, immediately notify the COTR if any truck or equipment is out of service, and again thereafter immediately notify the COTR, if such truck or equipment has not returned to service within a five (5) day period; and
- e. During a Storm, immediately notify the COTR if a truck or equipment fails to operate. Under such circumstances, the Contractor must promptly employ substitute trucks or equipment within sixty (60) minutes and, if it cannot, it must again immediately notify the COTR.

**Signed and Agreed to:**

BY: \_\_\_\_\_

Name:

Title:

Dated: \_\_\_\_\_ \_\_, 201\_\_

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**ALL BIDDERS MUST PROVIDE DGS WITH INFORMATION RESPONSIVE  
TO THE CHARTS SET FORTH BELOW, ALONG WITH  
A SIGNED COPY OF THE PROJECT MANAGEMENT PLAN, WHEN  
SUBMITTING THEIR PROPOSALS**

I. KEY EMPLOYEE CONTACT LIST

| NAME | TITLE | MOBILE NUMBER | EMAIL |
|------|-------|---------------|-------|
|      |       |               |       |
|      |       |               |       |
|      |       |               |       |
|      |       |               |       |
|      |       |               |       |
|      |       |               |       |

II. Truck & Equipment Inventory

| # of Items | Company | Make/Model | Year | Tags | Plow | Salt Spreader | Condition | Driver |
|------------|---------|------------|------|------|------|---------------|-----------|--------|
|            |         |            |      |      |      |               |           |        |
|            |         |            |      |      |      |               |           |        |
|            |         |            |      |      |      |               |           |        |
|            |         |            |      |      |      |               |           |        |
|            |         |            |      |      |      |               |           |        |
|            |         |            |      |      |      |               |           |        |
|            |         |            |      |      |      |               |           |        |

Clarification of Headings:

# of Items—Provide the number of equipment in current inventory. (i.e., 6)

Company—Disclose if equipment is owned by offeror (or a third party/subcontractor) (i.e., Company or Subcontractor)

Make/Model—list the make and model of each truck/equipment (i.e., Ford F-550)

Year—list year of Equipment

Tags- provide license plate number

Plow & Salt Spreader- list all relevant dimensions or capacities

Condition—List new, good, etc.

Driver—provide names of drivers

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**III. Snow Blowers**

| # of Items | Company | Make/Model | Year |
|------------|---------|------------|------|
|            |         |            |      |
|            |         |            |      |
|            |         |            |      |
|            |         |            |      |
|            |         |            |      |
|            |         |            |      |

Clarification of Headings:

- # of Items—Provide the number of equipment in current inventory. (i.e., 6)
- Company—Disclose if equipment is owned by offeror (or a third party/subcontractor) (i.e., Company or Subcontractor)
- Make/Model—list the make and model of each equipment (i.e., Toro Power)
- Year—list year of Equipment

**IV. Heavy Equipment Inventory**

| # of Items | Company | Make/Model | Year | Attachments |
|------------|---------|------------|------|-------------|
|            |         |            |      |             |
|            |         |            |      |             |
|            |         |            |      |             |
|            |         |            |      |             |
|            |         |            |      |             |
|            |         |            |      |             |

Clarification of Headings:

- # of Items—Provide the number of equipment in current inventory. (i.e., 6)
- Company—Disclose if equipment is owned by offeror (or a third party/subcontractor) (i.e., Company or Subcontractor)
- Make/Model—list the make and model of each equipment (i.e., New Holland)
- Year—list year of Equipment
- Attachments—list what required accessories can be attached to the equipment

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V. Miscellaneous Equipment

| Description | Company | Make/Model | Year |
|-------------|---------|------------|------|
|             |         |            |      |
|             |         |            |      |
|             |         |            |      |
|             |         |            |      |
|             |         |            |      |
|             |         |            |      |

Clarification of Headings:

Description of Items—Provide a general description of the type of equipment in current inventory. (i.e., Trailer, walking spreaders, etc.)

Company—Disclose if equipment is owned by offeror (or a third party/subcontractor) (i.e., Company or Subcontractor)

Make/Model—list the make and model of each equipment (i.e., 2010 Brimar)

Year—list year of Equipment