

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, DCSC-25-IFB-115 captioned “Snow and Ice Removal and Snow Melt Services” issued by the District of Columbia Courts (DCC). [All capitalized terms used herein which are not otherwise defined shall have the meanings given to such terms in the IFB] 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. DCC 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 DCC 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. **Government Buildings Plan.** Contractor will remove snow and ice from government buildings based upon priority lists supplied by DCC. 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.

- III. **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 IFB);

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- b. Completely familiarize itself with its proposal/quote documents, and the location of all properties within its awarded Property Group, as contemplated by the IFB;
- 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 DCC, 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.
- f. Contractor must maintain logs including:
 - Date and time of each service visit
 - Weather and surface conditions
 - Areas serviced
 - Equipment and materials used
 - Logs must be submitted weekly and upon request.

Signed and agreed to:

BY: _____

Name:

Title:

Dated: _____, 2025

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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 amount 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 amount 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 amount 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