

PROJECT MANAGEMENT PLAN
FOR SUPPLEMENTAL SNOW SHOVELING SERVICES

This document is the Project Management Plan, which has been prepared in connection with the Invitation For Bids, **DCAM-17-NC-0029** captioned “Supplemental Snow Shoveling Services” issued by the DC Department of General Services. Any awarded contractors pursuant to this procurement is expected to perform snow and ice removal 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 vehicles will be fueled prior to a pending storm, and have any additional fuel containers filled. DGS recommends that all contractors hold a mandatory meeting, prior to a storm, to coordinate execution plans with all drivers.

- II. **School Plan.** If directed by the COTR to provide snow shoveling services at a school, Contractor will ensure (to the extent applicable and requested by the COTR) that:
 - a. Snow is not piled up or otherwise obstructing any egress of the school building;
 - b. All snow is shoveled 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 is shoveled in between, and around, any cars in the parking lots;
 - 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, each after shoveling;
 - h. All nearby fire hydrants and curb cuts are cleared of snow;
 - i. All sidewalks are to be cleared of snow by snow blowers or shovels; and
 - j. Any other actions requested by the COTR.

The Contractor must ensure that the above actions are properly and completely performed.

- III. **Parks Plan.** If directed by the COTR to provide snow shoveling services at a park, Contractor will ensure (to the extent applicable and requested by the COTR) that:
 - a. Snow is not piled up or otherwise obstructing any egress of the recreational buildings;
 - b. All snow is shoveled away from the buildings;
 - c. Snow is not piled on or near trees, shrubbery, ground cover, grass or flower bed areas;
 - d. All snow is shoveled in between, and around, any cars in the parking lots;
 - 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;

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- g. Ice Melt is used on all driveways and sidewalks, and Salt is used on all parking lots, each after shoveling;
- 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. Any other actions requested by the COTR.

The Contractor must ensure that the above actions are properly and completely performed.

IV. **Government Buildings Plan.** If directed by the COTR to provide snow shoveling services at a government building, Contractor will ensure (to the extent applicable and requested by the COTR) that:

- a. Snow is not piled up or otherwise obstructing any egress of the government building;
- b. All snow is shoveled away from the buildings;
- c. Snow is not piled on or near trees, shrubbery, ground cover, grass or flower bed areas;
- d. All snow is shoveled in between, and around, any cars in the parking lots;
- 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, each after shoveling;
- h. All nearby fire hydrants, curb cuts, and benches along sidewalks at the park, are cleared of snow;
- i. Snow removed from the sidewalks are done by snow-blower or shovel; and
- j. Any other actions requested by the COTR.

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

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. Vehicles, & Equipment¹

Quantity	Owner	Make/Model	Year	Tags	Plow	Salt Spreader	Condition	Driver

[Provide all information requested above if available to the bidder and applicable to the vehicle or equipment]

Clarification of Headings:

Quantity - Provide the number of equipment in current inventory. (i.e., 6)

Owner - Disclose if equipment is owned by offeror (or a third party/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

III. Miscellaneous Tools²

¹ Equipment shall include all equipment, if any, whether it must be driven by an operator (i.e., ATV Power Brush Sweepers, Bobcats or Tractors) or not (i.e., snow blowers spreaders).

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Description	Quantity	Make/Model/Year	Owner

[Provide all information requested above if available to the bidder and applicable to the tool]

Clarification of Headings:

Description of Tool - Provide a general description of the type of tool. (i.e., shovel)

Quantity - Provide the number of tools.

Make/Model - list the make and model of each tool.

Year - list year of Tool

Owner - Disclose if equipment is owned by offeror (or a third party/subcontractor)

² Tools include any shovels or, if applicable, other devices that will be used.