



Welcome

Please read over all the information provided. Any questions or concerns you may have can be directed to Jakira Butler, Citizen Request Coordinator, at 301-932-3467 or butlerj@charlescountymd.gov

Route sheets will be sent to you once completed.

Note: Bobcats, and loaders do not receive routes.

Route Sheets

Snow Route Report for Contractors

Snow Route **04**

Superintendent: Robert Curtin 660 301-752-7804

Supervisor: Jimmy Rosier 657 301-542-5591

Shamia Johnson
Cooper Construction Inc #2
Henry Selby Faunce III #2

Johnson, Shamia
Cooper, Bryan
Faunce, Henry

Tri-axle
4x4 w/salt & plow
4x4 w/salt & plow



Superintendents:

Ronnie Wright 301-399-8558
Billy Walker 301-399-4840

Bob Curtin 301-752-7804
Shawn Jacks 240-223-7481

Troy Garner 301-399-5009



Snow Route 04
Snow Route Priority P

| Street | Route | Priority | Length |
|---------------------|-------|----------|---------|
| BUMPY OAK RD | 04 | P | 4.59 mi |
| LAKEVIEW DR | 04 | P | 0.45 mi |
| MARSHALLS CORNER RD | 04 | P | 1.66 mi |
| PHILLIPS RD | 04 | P | 0.75 mi |
| WARREN DR | 04 | P | 0.98 mi |

Total For Snow Route Priority P Pavement Count 5 Length 8.43 mi

Snow Route Priority R

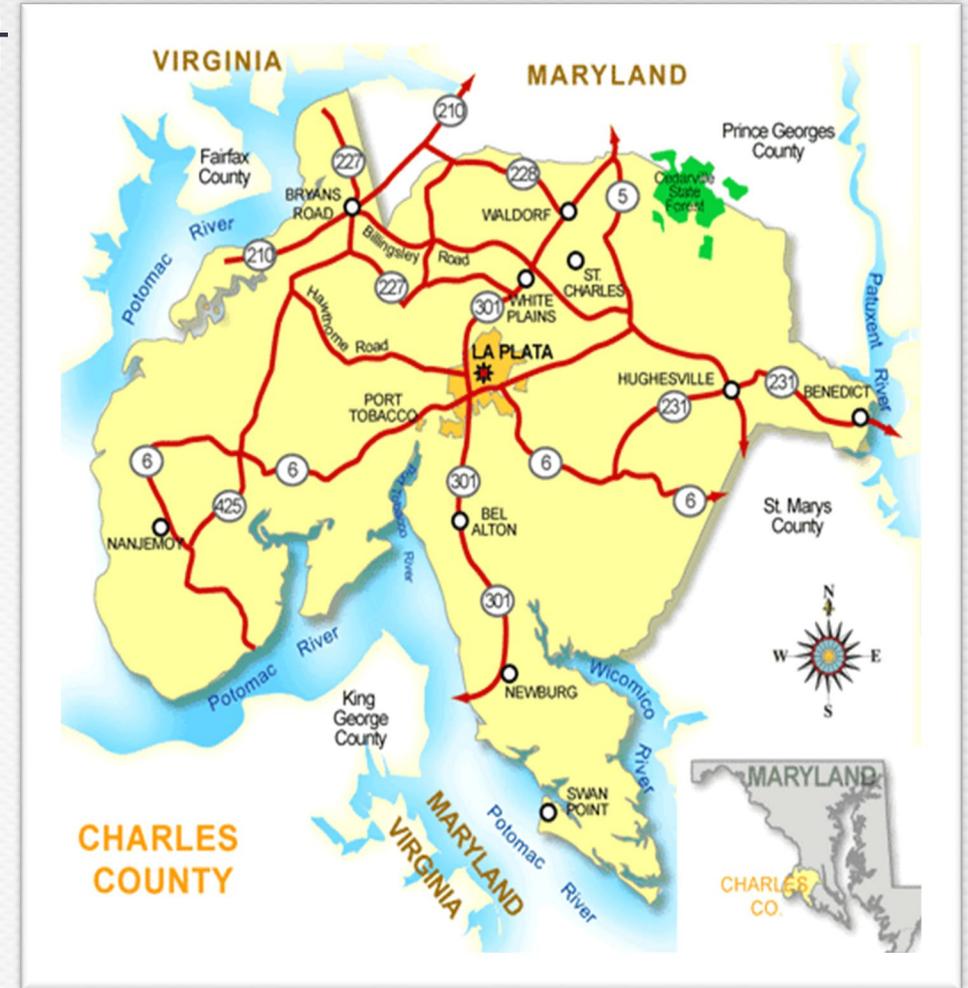
| Street | Route | Priority | Length |
|--------------|-------|----------|---------|
| ASHLAND RD | 04 | R | 0.78 mi |
| BAKER ST | 04 | R | 0.04 mi |
| BRIERWOOD RD | 04 | R | 1.23 mi |
| FORD DR | 04 | R | 0.18 mi |
| GREENWAY DR | 04 | R | 0.06 mi |
| GWYNN RD | 04 | R | 0.71 mi |
| OAKWOOD LN | 04 | R | 0.18 mi |
| PRESTON LN | 04 | R | 0.48 mi |
| RAPHAEL DR | 04 | R | 0.28 mi |
| SHORT LN | 04 | R | 0.07 mi |

Total For Snow Route Priority R Pavement Count 10 Length 4.01 mi

Total For Snow Route 04 Pavement Count 15 Length 12.44 mi

Maps and/or GPS

- ❖ Check your route before it snows for obstructions (tree limbs, manhole risers, potholes, etc.) If you see an obstruction, please notify Public Works
- ❖ All snowplow drivers must know their routes before a snow event, or have one of the following:
 - ❖ GPS
 - ❖ Map book



County Equipment Pickup & Returns

- All county equipment must be picked up by November 15th
- All county equipment must be returned by April 15th unless told otherwise
- Please make sure you call or email roads staff for pickups and returns. You might be turned away, if you show up without an appointment. If you can't get through by phone, please email Jakira Butler at butlerj@charlescountymd.gov
- If the county equipment needs to be repaired, please notify roads staff or the shop before returning the equipment

CHARLES COUNTY GOVERNMENT
Department of Public Works
Facilities Division
Bill Shreve
Director

Phone | 301-932-3440
Fax | 301-932-3440
Email | DPWF@CharlesCountyMD.gov

I, _____, *Print Name of Contractor*, agree to return Charles County snow equipment listed below, properly cleaned and in good working condition to the Department of Public Works by April 15, 2019. I agree to forfeit my end of season retainer fee of \$500.00 if these conditions are not satisfactory.

| County Plow # | County Frame # | County Spreader # |
|---------------|----------------|-------------------|
| PL- | FR- | SP- |

Signature of Contractor or Representative

Print Company Name

Pick-Up Date

Witnessed By

Date Returned: _____
Condition: _____
Signature of Inspector: _____
Signature of Contractor: _____

1001 Radio Station Road | La Plata, Maryland 20646
Maryland Relay: 71-1 (TDD: 1-800-735-2258)

Equal Opportunity Employer
www.CharlesCountyMD.gov

INSPECTIONS



All new contractors or returning contractors who are adding new equipment are required to pass inspection.

Returning contractors with equipment that previously passed inspection are exempt from re-inspection.

All vehicles & equipment must be in working order and prepared for emergency operations before showing up for a storm.

Make sure all equipment is on the truck for inspection. This includes the beacon light.



Scheduling Inspection and Equipment Pickup

❖ Weekday Hours

❖ Monday – Friday 7:00 am – 2:00 pm **Appointments Required**

❖ Weekend Hours

❖ Saturday, November 7th and Saturday, November 14th from 7:00 am – 3:00 pm **Appointments Required**

Contractor Equipment Basic Guidelines



Single Axle

- GVW Min. 26,000
- Load capacity
Approx. 8
tons/5yd min



4 Wheel Drive Trucks

- ¾- two ton pick up style trucks/ includes dual wheel "dually"
- **NO** tailgate spreaders



Tandem Axle

- GVW Min. 55,000
- Load capacity
approx. 15
tons/10 yd min



Tractors

- No tractors lower than 50 hp
- Tractors must have snowplows not buckets



Triaxle Axle

- GVW Min 70,000
- Load capacity
approx. 22
tons/15 yd min



See section F of the contract for all guidelines.

Salt



- ❖ Only use salt when told to do so by your supervisor
- ❖ Make sure your salt box is calibrated
- ❖ Report salt spills immediately
- ❖ Return all salt to DPW Yard (La Plata Shop)
- ❖ You will need a sticker in order to receive salt
- ❖ County trucks will be loaded first
- ❖ All first-round salt will be loaded at either the La Plata Shop or White Plains (Demarr Rd).
 - ❖ 4x4 Trucks - White Plains
 - ❖ Six and ten wheelers - La Plata Shop

Salt Domes



La Plata Shop

1001 Radio
Station Road
La Plata, Md.
20646



Demarr Rd

10791 Demarr Rd
Salt Barn Place
La Plata, Md.
20646



Breeze Farms

15950 Cobb
Island Rd
Cobb Island Md.
20625



Pisgah

Pisgah Park Pl
/Landfill Rd

Call Outs

You will receive a phone call and/or text message informing you of the time, date, and location to get loaded.

Call your supervisor to check in and receive location to meet

Reply back to phone call and/or txt

Get in line for salt (4x4 Demarr Rd, 6 & 10 whlrs La Plata Shop)

Show up on-time with all equipment in working condition





- ❖ A Public Works staff member will be walking the salt line to sign you in
- ❖ Once signed in contact your supervisor (if they don't answer leave a message)
- ❖ Supervisor will inform you on where to meet, which will be the same location for the year, unless told otherwise or your truck is moved to a different route
- ❖ ***MOST IMPORTANT- Stay in contact with your supervisor at all times.*** If they don't answer leave a message, if you don't hear back within 15 minutes call the superintendent (located on route sheet), or the main office.



- ❖ Please report mailbox or vehicle damages to your supervisor ASAP
- ❖ If you break down notify your supervisor
- ❖ Contractors with multiple vehicles will need to number each one, per the number on the route sheet
- ❖ Contractors are prohibited from using County equipment for any business that is not County related
- ❖ Only plow the roads located on your route sheet



Billing

- You, as the Contractor, are responsible for submitting an invoice for payment. You may only use a county invoice
- Do not call or visit the Government Building for your check
- All checks will be mailed unless you sign up for direct deposit
- Once invoices are received you will receive payment within three to four weeks
- Supervisors will let you know the snowstorm number
- Invoices can be mailed, faxed, dropped off, or emailed. Please only submit once
- There is a drop off box located outside the main building for after hours



Invoices

| INVOICE | | | | |
|------------------------|--|------|-----------------------|---|
| FROM: | _____ | | County Invoice # | _____ |
| ADDRESS: | _____ _____ | | Contractor Invoice # | _____ |
| FIN OR SS #: | _____ | | Snow Event # | _____ |
| | | | Today's Date: | _____ |
| TO: | DEPARTMENT OF PUBLIC WORKS 1001 RADIO STATION RD LA PLATA, MD. 20646 | | OFFICE # 301-932-3467 |  |
| ATTN: | CHARLES COUNTY ROADS DIVISION | | FAX #: 301-932-3564 | |
| ROUTE NUMBER: | _____ | | SUPERVISORS NAME: | _____ |
| DATE WORKED: | _____ | | DRIVER NAME: | _____ |
| STAND BY HOURS | | | | |
| START | AM | STOP | AM | TOTAL HRS |
| | PM | | PM | |
| START | AM | STOP | AM | TOTAL HRS |
| | PM | | PM | |
| TOTAL STANDBY HRS: | RATE \$ | | TOTAL \$ | |
| FULL RATE HOURS | | | | |
| START | AM | STOP | AM | TOTAL HRS |
| | PM | | PM | |
| START | AM | STOP | AM | TOTAL HRS |
| | PM | | PM | |
| TOTAL FULL RATE HRS: | RATE \$ | | TOTAL \$ | |
| COUNTY ROADS APPROVAL: | _____ | | GRAND TOTAL \$ | _____ |

› Snowstorm Invoices

- Please submit a county invoice within 5 working days from the completion of the call out
- One invoice per day, per vehicle
- Confirm all invoices with your supervisor once the storm has ended

› Retainer Fee Invoice

- It's the Contractor's responsibility to submit an invoice to Public Works after April 15th.



No. 8128

| | | | | |
|---------------------------|-------------------|--------------|----------|-----------|
| Route #: | Supervisors Name: | Snow Storm # | | |
| Date Worked: | Contractor: | Driver: | | |
| STAND BY HOURS | | | | |
| Start Time | AM PM | Stop Time | AM PM | TOTAL HRS |
| Start Time | AM PM | Stop Time | AM PM | TOTAL HRS |
| TOTAL STANDBY HRS: | | RATE \$: | | TOTAL \$: |
| FULL RATE HOURS | | | | |
| Start Time | AM PM | Stop Time | AM PM | TOTAL HRS |
| Start Time | AM PM | Stop Time | AM PM | TOTAL HRS |
| TOTAL Full Time Rate HRS: | | RATE \$: | | TOTAL \$: |

NOT AN INVOICE

COMMENTS:

GRAND TOTAL _____

White - Contractor

Yellow - Supervisor

Pink - Superintendent



**SNOW
PLOWING
ENDS**

Roads Main # 301-932-3450

Jakira's Desk # 301-932-3467

Snow Hotline #: 1-888-460- SNOW

Fax #: 301-932-3564

Jakira's Email: butlerj@charlescountymd.gov

County Website:

www.Charlescountymd.gov