



Welcome

Please read over all the information provided. Any questions or concerns you may have can be directed to Jakira Butler, Roads Program Administrator, 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	Johnson, Shamia	Tri-axle	
Cooper Construction Inc #2	Cooper, Bryan	4x4 w/salt & plow	
Henry Selby Faunce III #2	Faunce, Henry	4x4 w/salt & plow	

Superintendents:

Ronnie Wright 301-399-8558 Bob Curtin 301-752-7804 Troy Garner 301-399-5009
Billy Walker 301-399-4840 Shawn Jacks 240-223-7481



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

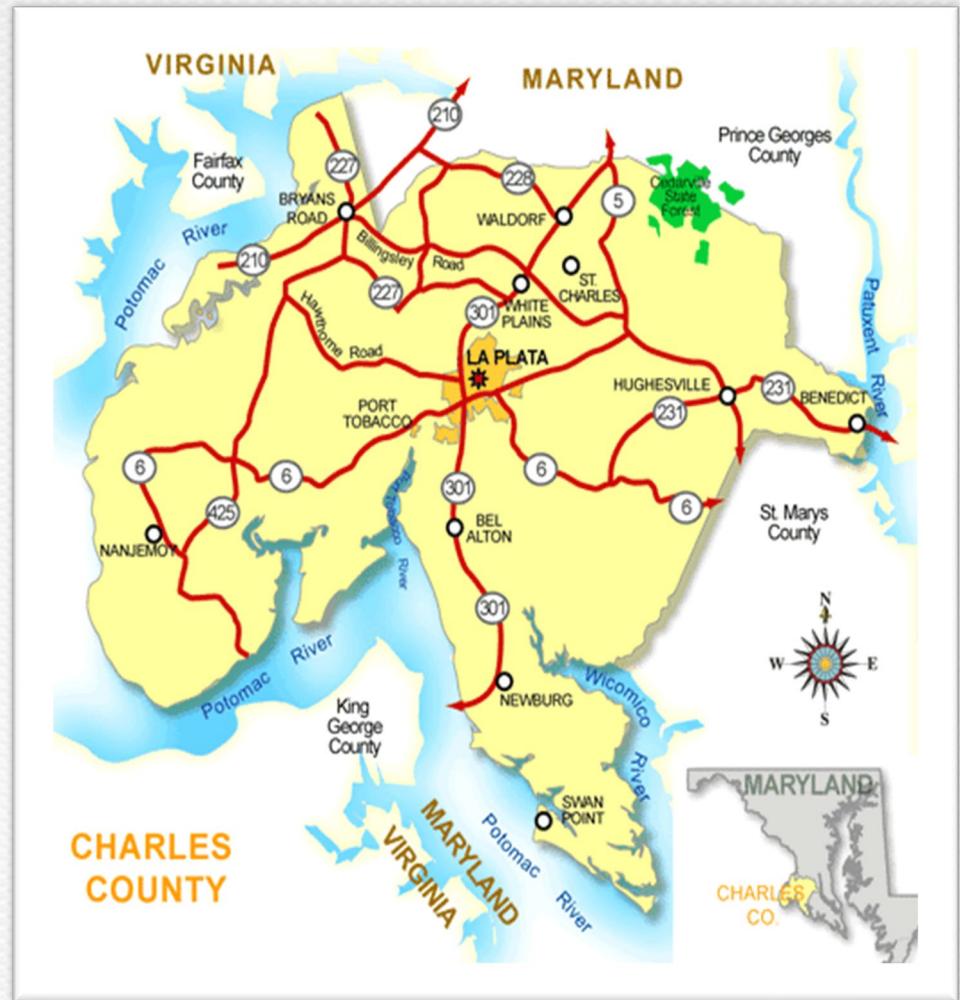
Total For Snow Route Priority R Pavement Count 10 Length 4.01 mi

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 14th
- All county equipment must be returned by April 14th unless told otherwise
- Please make sure you call or email roads staff for pickups and returns. You will 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 301-932-3449
Email DPI@CharlesCountyMD.gov

I, _____, 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: 7-1-1 (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, October 29th 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



Tandem Axle

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



Triaxle Axle

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



4 Wheel Drive Trucks

- $\frac{3}{4}$ - two ton pick up style trucks/ includes dual wheel "dually"
- **NO** tailgate spreaders



Tractors

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



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 # _____		
Todays Date: _____			
TO: DEPARTMENT OF PUBLIC WORKS 1001 RADIO STATION RD LA PLATA, MD. 20646		OFFICE # 301-932-3467 FAX #: 301-932-3564	
ATTN: CHARLES COUNTY ROADS DIVISION			
ROUTE NUMBER:	SUPERVISORS NAME: _____		
DATE WORKED:	DRIVER NAME: _____		
STAND BY HOURS			
START	AM	STOP	AM
	PM		PM
START	AM	STOP	AM
	PM		PM
TOTAL STANDBY HRS:	RATE \$		TOTAL \$
FULL RATE HOURS			
START	AM	STOP	AM
	PM		PM
START	AM	STOP	AM
	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		



End of Season Retainer Fee

- » Only single, tandem, tri-axle, and/or tractors can receive the retainer fee
- » All vehicles must have a snow route or have been called out during the snow season to obtain the retainer fee
- » All county equipment **must be** picked up before Nov 14th and returned before April 14th
- » All county equipment must be returned clean and free of salt/dirt
- » All plow pins must be returned with plows
- » Please see Section D of the contract for all performance measures.



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