

# **IMPORTANT!**

## **MANDATORY CONTRACTORS MEETING OCTOBER 23<sup>RD</sup>!**

(Please see the contract for more details)

## **IMPORTANT CHANGES MADE TO THE CONTRACT SECTIONS:**

### **D, E, F & I**

**Snow Contracts are now available to be filled and submitted online!**

#### **Go to:**

- charlescountymd.gov
  - Services
- Roads – Snow Operations
- Snow Contractor Application

#### **OTHER DOCUMENTS NOW AVAILABLE ONLINE:**

- Salt Management Program
  - Snow Invoicing
  - Retainer Invoicing
  - Direct Deposit Form
- Appointment Scheduling

## CHARLES COUNTY GOVERNMENT

Department of Public Works  
Stephen T. Staples, Chief of Roads  
1001 Radio Station Road  
La Plata, MD 20646

Date: July 1, 2025

Enclosed are the required forms for your organization to complete and submit to obtain a FY26 contract for snow removal services with the Charles County Department of Public Works. All contract application documents, including the contract for snow removal services form (page 9 & 10), are to be submitted to Jessie Settle no later than October 4, 2025. Documents can be submitted by mailing them to 1001 Radio Station Road, La Plata, MD 20646, faxing to 301-932-3564, online, or by emailing them to [settlej@charlescountymd.gov](mailto:settlej@charlescountymd.gov). Contractors are required to submit a certificate of insurance prior to the commencement of work (see page 7). Please make sure the information you provide remains consistent on all the forms, including names, addresses, phone numbers, etc.

When completing the forms, please ensure the following:

1. All documents and forms are signed where indicated.
2. Mailing address and phone numbers (main and alternate) are listed.
3. A photocopy of the vehicle registration for any vehicle listed as a 6-wheeler or larger is attached.
4. A picture of each tractor listed is attached.

**Equipment pickups and inspections will be done on an appointment basis only.** Please call Jessie Settle at 301-932-3467 or go online to schedule your appointment. Appointments will be scheduled Monday – Friday, between the hours of 7:00 am and 2:00 pm. Appointments will be assigned on a first come, first serve basis. Public Works will be holding an inspection and equipment pickup on the following Saturday ONLY, Saturday, October 18<sup>th</sup> from 7:00 am – 12:00 pm. Appointments are **required**. When arriving for equipment pickup, inspections, and/or fittings **PLEASE DO NOT ENTER THE BUILDING**, instead please dial 301-932-3481 and let the mechanics know you have arrived. Contractors who are assigned County plows and/or spreaders, please call for an appointment to pick them up ASAP. Any new contractors requiring County owned equipment must bring their vehicle in to be inspected prior to being fitted. To be scheduled for a fitting, please contact John Mudd, Chief of Fleet & Inventory Management, at 301-932-3482. **Inspections, equipment pickup, and fittings are not to be scheduled until all paperwork has been submitted.**

Please feel free to contact Steve Staples, Chief of Charles County Roads, or Jessie Settle, Roads Program Administrator, at 301-932-3467 with any questions you may have. A copy of your signed contract will be available in our office, once fully executed.

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**(A.) Scope of Work**

1. The contractor shall provide all labor, equipment, and expertise to perform snow and ice removal operations on roadways designated by Charles County Government (CCG).
2. The contractor shall provide equipment (with operators), according to the specifications found in this contract. The equipment shall be available for work under the direction of CCG for snow and ice removal operations from November 11, 2025, through April 14, 2026. The equipment under contract with CCG shall be available on an “as needed basis” seven (7) days a week, twenty-four (24) hours a day. CCG may seek the services of contractors for rare winter events prior to the November 11<sup>th</sup> date or after the April 14<sup>th</sup> date. Each contractor should advise CCG of its interest in performing emergency operations during these dates. Hourly rates will be paid according to the Hourly Rates for Snow Removal section of this contract.

**(B.) Contractor’s Responsibilities**

1. The contractor’s equipment and operator shall be available on a seven (7) day a week, twenty-four (24) hour a day basis. CCG reserves the right to discontinue using any unit of equipment at any time as field conditions require. CCG will be the sole judge as to whether the unit is performing satisfactorily.
2. The contractor shall establish communications with CCG for the duration of this contract. The contractor must provide contact information, (i.e., home, office, cell number, or answering service), where CCG can contact or leave a message seven (7) days a week, twenty-four (24) hours a day.
3. The contractor is held responsible for having and maintaining all safety equipment as required, including but not limited to working lights, horns, heaters, wipers, and defrosters. The contractor shall furnish and maintain all exterior lighting systems (including overhead emergency amber rotating light or strobe light) connected with this contract. Vehicle headlight beam is required to meet Maryland Motor Vehicle Laws concerning visibility both to and from vehicle with plow attached. The contractor’s equipment and operator shall be required to meet all DOT regulations and motor vehicle laws.
4. CCG will not compensate for down time on trucks and equipment that extend beyond one hour. The contractor shall report to the Charles County Roads Division when its equipment is down for repairs, and when the repairs have been completed and the equipment is operational.
5. All contractor personnel and equipment must be logged in and out at the maintenance shop’s front office or other designated area by County supervision. All tickets/invoices must be signed to receive payment. Upon arrival, contractor personnel shall give his/her cell phone number to their route supervisor.
6. All trucks loaded with chemicals shall be covered during mobilization conditions to prevent freezing.

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1001 Radio Station Road

La Plata, MD 20646

### **(C.) Reporting Times**

1. When a contractor is contacted and asked to report at a pre-determined time beyond three hours of the call, his/her time will start at that pre-determined time, provided the truck arrives at or before that time in working order and ready to perform operations. For example, the contractor is contacted at 4:00 p.m. and asked to report at 10:00 p.m., his/her time will start at 10:00 p.m. provided the truck arrives by 10:00 p.m. in working order and ready to perform operations. The contractor will not be compensated for early arrival. Reporting late may be considered a “failure to respond.”
2. When a contractor is contacted between the hours of 6:00 a.m. and 6:00 p.m. and is asked to report immediately for snow removal operations, the contractor’s equipment and operator must report to the Public Works maintenance shop in working order and prepared for emergency operations within three hours of notification. When the contractor receives notification at night between the hours of 6:00 p.m. and 6:00 a.m., contractors and operators must report within two hours. The contractor’s time will start when the truck arrives at the reporting site in working order and ready to perform operations. Reporting late may be considered a “failure to respond.”
  - First time (new) contractors or returning contractors, who are adding new equipment, are required to pass inspection. Contractor equipment, plows, and salt spreaders, if provided, must meet the specifications found in this contract and pass the inspection conducted by CCG by November 12, 2025. The contractor must bring each piece of equipment under contract to the La Plata Maintenance Shop at Public Works for inspection. Returning contractors with equipment that previously passed inspection are exempt from re-inspection. Please call Jessie Settle at 301-932-3467 or go online to schedule inspection, hours are Monday – Friday between 7:00 am – 2:00 pm.

### **(D.) Retainer Fee**

1. Upon successful completion of this contract, as determined by CCG, and by attaining performance measures, the contractor shall receive additional compensation as follows:
  - a.) \$300.00 Retainer Fee for each vehicle selected for rental after satisfactory equipment inspection, submission of proof of insurance and attendance at winter maintenance meeting.
  - b.) \$750.00 Season-Ending payment of per assigned vehicle upon satisfactory completion of contract services; and
  - c.) \$750.00 Insurance Premium Stipend payable on or after April 15<sup>th</sup> following receipt of the following:
    - All outstanding invoices from the contractor have been received by CCG. All items for payment require a detailed invoice from the contractor.
    - The contractor did not receive a “Notice of Unsatisfactory Performance”. “Notice of Unsatisfactory Performance” is defined as:
      - Failure to report for a callout in a timely manner as defined in the reporting time, Section C, of this contract.
      - Failure to report with equipment that was operational and prepared to plow snow and/or spread salt.
      - Failing to keep an operable unit during the entire duration of a storm.

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- Failure to follow direction of CCG personnel.
  - Excessive use or waste of salt.
  - Actions that could endanger the public, CCG personnel and/or other hired equipment and/or personnel.
  - Contractors with County snow equipment (plow and/or salt spreader) have failed to return the equipment to the La Plata shop by April 15, 2026. **Plows and spreaders must be clean and free of salt and dirt.**
2. Liquidated damages of \$500.00 may be assessed and deducted from any sum due to Contractor for each occurrence when the Contractor (1) does not respond to a call-out in a timely manner, (2) reports to its route but is unable to perform, (3) does not follow the Department's directives or instructions, or (4) acts in a manner deemed unsafe by the Department. A Notice of Unsatisfactory Performance Form (**Exhibit 1**) will be completed by the Supervisor or Superintendent in the event of unsatisfactory performance by the Contractor. Retainer fee invoices must be submitted by the contractor between March 1<sup>st</sup> and April 14, 2026. No invoices will be paid after that date.

### **(E.) Termination of Contract**

1. CCG will be the sole judge as to whether the contracted unit and its operators are performing satisfactorily. The County may terminate this contract based on the contractor's unsatisfactory performance or for any other reasons without showing cause, upon giving written notice to the contractor.
2. CCG can terminate a contractor for failure to respond to an emergency call-out.
3. Upon notification of termination, the contractor shall cease working for CCG and all payments, including the season retainer, will be stopped on the date of termination.

### **(F.) Hourly Rate for Snow and Ice Removal Services**

1. The contractor agrees to provide snow/ice removal services at the hourly rental rates for the equipment provided as outlined below. Furthermore, the contractor accepts the contract conditions set forth in this agreement. All rate quotes will include an operator and contractor provided fuel, oil, and maintenance of vehicles. In addition to the above items, the hourly rate for equipment also includes a contractor provided cell phone. Hourly rates for equipment with contractor supplied snowplow, salt spreader, or both include contractor provided and County approved equipment.
2. The Chief of Roads will determine if the contractor equipment meets the basic guidelines to perform as specified in Section F, Snow and Ice Removal Services, based on the equipment types listed below. Any minor discrepancies of the equipment's load capacity, GVW, truck size based on the number of axles, loader types, or sizes of tractor horsepower is at the sole discretion of the Chief of Roads. Any discrepancies must be resolved prior to the contractor being asked to respond for snow removal operations.

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<u>Single Axle Dump Trucks (GVW Min. 26,000) (Load Capacity Approx. 8 tons/5 yd min)</u>		<u>Hourly Rate</u>
1.	Single axle dump with contractor supplied snowplow & salt spreader	\$180.00
2.	Single axle dump with contractor supplied salt spreader & County supplied plow	\$170.00
3.	Single axle dump with contractor supplied snowplow and County salt spreader	\$170.00
4.	Single axle dump with County supplied snowplow and salt spreader	\$140.00
<u>Tandem Axle Dump Trucks (GVW Min. 55,000) (Load Capacity Approx. 15 tons/10 yd min)</u>		<u>Hourly Rate</u>
1.	Tandem dump with contractor supplied snowplow and salt spreader	\$190.00
2.	Tandem dump with contractor supplied salt spreader & County supplied plow	\$180.00
3.	Tandem dump with contractor supplied plow and County salt spreader	\$180.00
4.	Tandem dump with County supplied snowplow and salt spreader	\$150.00
5.	Tandem dump for hauling salt, abrasives, or snow	\$100.00
<u>Triaxle Dump Trucks (GVW Min. 70,000) (Load Capacity Approx. 22 tons/15 yd min)</u>		<u>Hourly Rate</u>
1.	Triaxle dump with contractor supplied snowplow and salt spreader	\$200.00
2.	Triaxle dump with contractor supplied salt spreader & County supplied plow	\$190.00
3.	Triaxle dump with contractor supplied plow and County salt spreader	\$190.00
4.	Triaxle dump with County supplied snowplow and salt spreader	\$160.00
5.	Triaxle dump for hauling salt, abrasives, or snow	\$125.00
<u>Graders, Loaders, Tractors</u>		<u>Hourly Rate</u>
1.	Graders	\$170.00
2.	Loaders – Medium	\$180.00
3.	Loaders – Large	\$200.00
4.	Skid loader	\$170.00

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5.	Backhoe	\$175.00
6.	90+ h/p farm tractor with County supplied snowplow	\$155.00
7.	90+ h/p farm tractor with contractor supplied snowplow	\$175.00
8.	50 h/p – 90 h/p farm tractor with contractor supplied snowplow	\$130.00

4-wheel drive trucks (4x4 pickup style trucks / includes dual wheel ‘dually’ Hourly  
Rate

1.	¾ - Two-ton pickup style trucks with contractor supplied snowplow	\$120.00
2.	¾ - Two-ton pickup style trucks with contractor supplied snowplow & salt spreader <b>(salt box must be a minimum of 1 ½ yards)</b>	\$140.00

Specialty Services Hourly  
Rate

1.	Walk behind snow blower with operator for sidewalks, 8 h/p minimum, 26-inch cleaning width minimum	\$65.00
2.	Ride on snow equipment with operator for sidewalks, 16 h/p minimum, 36-inch cleaning width minimum. Example: mowers and 4 wheelers with snowplows or blowers	\$75.00

**(G.) Equipment**

1. Charles County owned equipment (plows, spreaders, etc.) shall be installed prior to November 11, 2025, and returned to CCG by April 14, 2026. Once installed, this equipment shall only be used by the contractor for work performed under this contract. The contractor shall be fully responsible for any loss, theft, or damage to the equipment while in the contractor’s possession.
2. This agreement will be null and void if there are any of the following:
  - Any defects with the contractor’s equipment
  - The equipment fails inspection
  - The contractor fails to pick up equipment for the year
3. Please schedule all Charles County owned equipment pickups and drop offs. Hours are Monday – Friday, 7:00 am – 2:00 pm

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**(H.) Mobilization/Standby Time**

1. Mobilization/Standby time will no longer be implemented by CCG. Previously known mobilization/standby time will now be included and considered as operating time. All units listed shall be paid at an hourly rate for all hours of operating time. Start time is defined as your assigned arrival time WITH unit sign in. If your unit is not signed in at the assigned arrival time, pay will not begin until the units have signed in. Operating time will end when the unit has signed out.

**(I.) Insurance and Regulations**

1. Insurance requirements for each unit of equipment are as follows:

- Certificate of Liability: The contractor shall procure and maintain insurance that will protect them for any claims because of bodily injury (including death) and property damage which may arise from and during the operations of this agreement/contract and shall provide proof of such insurance (certificate) with an insurance carrier acceptable to Charles County Government and satisfactory to the Contracting Officer. As a minimum insurance requirement, the contractor shall always procure and maintain the insurance in force for the life of the contract, contractor's public liability insurance, vehicle liability insurance, and property damage insurance in the following amounts:

**Vehicles 1 ton and under:**

- \$300,000 for injuries, including accidental death to any person and subject to the same limit for each person, in an amount no less than \$300,000 (per occurrence), and no less than \$100,000 contractor's property damage insurance

**Vehicles over 1 ton including dump trucks:**

- \$500,000 for injuries, including accidental death to any person and subject to the same limit for each person, in an amount no less than \$500,000 (per occurrence), and no less than \$500,000 contractor's property damage insurance

- Worker's Compensation: Before commencing any work, the contractor shall furnish Worker's Compensation Insurance for Employees engaged in this work and shall comply with the Workmen's Compensation Laws for the State of Maryland
- Certification of Liability Insurance: Selected contractors shall be required to submit proof of coverage (Certificate of Insurance) after notification of award
- Certificate of Liability should show Public Works as the certificate holder.  
Charles County Government / Public Works  
Attn: Jessie Settle  
1001 Radio Station Road  
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The contractor must list the County as additional insured and provide the County with a certificate of insurance including endorsements.

**Insurance must not be canceled during the life of this contract.** Should the insurance be canceled by the insurance company, 10 days written notice must be given. The contractor shall not commence operations under the contract until the contractor has provided a valid Certificate of Insurance. Failure to provide a valid Certificate of Insurance will result in forfeiting the Insurance Premium Stipend Retainer.

2. The contractor agrees to hold harmless and to indemnify CCG and its officers, agents, and employees against all liability, including costs and expenses, arising out the contractor's performance of this contract.
3. Indemnification and Hold Harmless: The contractor will be responsible and liable for any and all damage of life and/or property due to their activities or those of their agents, employees, or subcontractors, in connection with the services contained in the agreement; it being expressly understood that the contractor will defend, indemnify and hold harmless CCG and its members, officers, agents, and employees, from and against all claims, suits, judgments, expenses, actions, damages, and cost of every name and description arising out of or resulting from the services contained in this agreement/contract.

### **(J.) Invoices for Payment**

1. The contractor shall, within 5 working days from the completion of the call-out, have their work hours verified and submit an invoice. It is the responsibility of the contractor to submit and verify hours worked and sign the submitting sheet. All final invoices for hours worked shall be submitted to the Chief of County Roads by April 14, 2026.
2. All invoices shall contain either the contractor's federal ID number or social security number. Failure to comply may result in delay of payment.
3. Checks **cannot** be picked up at Public Works or the Government Building. All checks will be mailed or submitted via direct deposit.

### **(K.) Basis of Selection**

1. Applicants will be accepted, and routes will be assigned based on their experience performing duties like the ones described herein, and the amount, type, and condition of equipment the contractor provides. In the event the number of applicants exceeds the County's initial requirements, those applicants will be placed on a waiting list and contacted (in the order their applications were received) as needed throughout the winter season.

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**Contract for Snow Removal Services**

_____	_____
Print Contractor Name	Print Company Name
_____	_____
Address	City
_____	_____
State	Zip
_____	_____
Cell Phone	Home Phone
_____	_____
Work Phone	Email Address

- By Checking this box, I certify that all drivers have a valid license and follow all requirements associated with the operation of the equipment to be used in the snow operations.
  
- By checking this box, I have read and fully understand all of the above information and agree to the terms of this contract.

Signed: \_\_\_\_\_  
Contractor

\_\_\_\_\_ Date

Signed: \_\_\_\_\_  
Director of Public Works

\_\_\_\_\_ Date

Signed: \_\_\_\_\_  
Administrator, Charles County Commissioner

\_\_\_\_\_ Date

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**Contract for Snow Removal Services Equipment Sheet**

	<u>Vehicle #1</u>	<u>Vehicle #2</u>	<u>Vehicle #3</u>	<u>Vehicle #4</u>	<u>Vehicle #5</u>	<u>Vehicle #6</u>
<b><u>Equipment Type</u></b> Please indicate if vehicle is a single, tandem, or tri-axle dump truck; a 4-wheel drive truck; or a tractor, grader, or loader						
<b><u>Make / Model</u></b>						
<b><u>Size Capacity</u></b>						
<b><u>Year</u></b>						
<b><u>Tag #</u></b>						
<b>Do you have your own spreader?</b>						
<b>Do you have your own plow?</b>						
<b>Do you need a County spreader?</b>						
<b>Do you need a County plow?</b>						

**NOTE:** If you have more than one vehicle, please indicate the vehicle # (i.e., vehicle #1, vehicle #2, vehicle #3) listed above your truck and place in the lower left side of the driver window. This number will be used on all paperwork concerning this vehicle, so please number vehicles correctly. Returning contractors with equipment that was on contract during the FY25 snow season will use the same number for the FY26 snow season.

*Please attach a photocopy of the vehicle registration for each single, tandem, and tri-axle dump truck listed on the contract. A picture of each tractor is required to be submitted even if you are a returning contractor with the same equipment.*

## CHARLES COUNTY GOVERNMENT

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Application documents are to be returned to the Department of Public Works. **If you are a returning contractor, you must have all information to Public Works by September 30<sup>th</sup> to keep your routes from the previous year.** Contractors are advised to make certain their names and all other information is consistent on all provided forms.

Please mail, email, or fax all contract application documents to Jessie Settle.

Address: 1001 Radio Station Road, La Plata, MD 20646

Email: [settlej@charlescountymd.gov](mailto:settlej@charlescountymd.gov)

Fax #: 301-932-3564

Phone #: 301-932-3467 or Roads Main Office: 301-932-3450

### **MANDATORY CONTRACTORS MEETING!**

WHEN: Thursday, October 23<sup>rd</sup> at 6pm

WHERE: 200 Baltimore St, La Plata, MD 20646

#### **CHECK LIST**

- Contract for snow removal services form. (pgs. 9-10)
- Certificate of Insurance for each vehicle prior to commencement of work. (pgs. 7-8)
- Copy of each tagged vehicle registration for dump trucks or larger. (Must be submitted to Public Works each year.)
- Picture of each tractor listed on the equipment sheet located on page 10. (Must be submitted to Public Works each year.)
- W-9 Form
- Workers Compensation Commission Form

First time (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 reinspection. Please call Public Works Roads Division at 301-932-3454 or 301-932-3450 or go online to schedule inspection, hours are Monday – Friday, 7:00 am – 2:00 pm. Public Works will be holding an inspection and equipment pickup on the following Saturday **ONLY**, Saturday October 18<sup>th</sup> from 7:00 am – 12:00 pm. Appointments are required and scheduled on a first come, first serve basis.

I, \_\_\_\_\_ have attached all documents above to my contract  
Print Name