

Sheetz Inc. Fertilization Guidelines

Overview

The following are guidelines for Sheetz Fertilization for 2021-2024 seasons. Each key area is listed below with the appropriate details.

- Provider will check in with Manager on Duty, then complete scheduled tasks. Manager will review work completed, enter services on POS, and provide receipt for services provided. Ticket should show fertilization treatment and not weeding. If this is not correct on the ticket, service may get incorrectly paid to the wrong landscaper.
- The receipt is the Provider's proof of service and all payment will be made based solely on POS receiving.
- Payment will be issued weekly at 2%, 15 day terms and will be deposited directly to Provider's account. For example, services provided in the first week of a month will be paid (less a 2% discount) on the second Thursday following the first week. **NO PAPER INVOICES WILL BE ACCEPTED FROM PROVIDER.**
- Provider must furnish their Bank information for Direct Deposit of payments.

Fertilizer and Weed Control applications:

1. Southern VA and North Carolina:

- A. First application of : (pre-emergent, balanced fertilizer) between February 1 and February 28
- B. Second application of (pre-emergent, balanced fertilizer, broadleaf control between March 15 and April 15
- C. Third application of Fertilizer and Broadleaf Control: between May 15 to June 15th
- D. Fourth application of Fertilizer/Post emergent: between Sept 1 and October 15
- E. Final application of Fertilizer/ post-emergent: between November 1 and December 15

1. Locations in PA, MD, WV, OH:

- A. First application (pre-emergent, balanced fertilizer, broadleaf control): between March 20 and April 30
- B. Second application (pre-emergent, fertilizer, broadleaf control): between May 1 and June 3
- C. Third application (Fertilizer/Broadleaf Control as needed): between June 5 and July 15
- D. Fourth application (fertilizer, broadleaf control): between August 28 and September 30
- E. Fifth application (Fertilizer, broadleaf control (as needed) October 1st to November 11th

- **If applications are not completed by due date, payment for service shall be reduced by 10%.**
- Treatment should not be provided on a lawn that is overgrown.

Requirements:

- The application of pesticides can only be done by a registered pesticide application technician.
- Proof of license showing Category C application must be provided to corporate.
- Service provider to provide a list of the chemicals they will be using as well as a copy of the label according to the state codes.

Contact Numbers:

- Contractor must have the capability to provide twenty-four hour emergency service.
- Contractor must furnish Sheetz with a list of contact telephone, cell phone, and pager numbers.

Damages:

- Should the contractor be unwilling or unable to repair or restore damages, contractor shall be invoiced for, and obligated to pay, all actual costs associated with use of an alternative repair contractor. Any damage to manhole or petroleum structures will be repaired by Sheetz or by a Sheetz authorized vendor. All charges will be invoiced to the contractor responsible for damages.

Pricing:

- Pricing must be separate for each service provided. All prices must be listed in dollar amounts and be in effect through December 31.

Service Expectations and Procedures:

- Provider will check in with Manager on Duty, then complete scheduled tasks. Manager will review work completed, enter services on POS, and provide receipt for services provided. Receipt will list services and time of service and will serve as proof that service was provided. No work orders are to be signed by store personnel.

Payment:

- Sheetz will pay contractor based solely on services received at store POS. Payment will be issued weekly at 2%, 15 day terms and will be deposited directly to contractor's account. For example, services provided in the first week of a month will be paid (less a 2% discount) on the second Thursday following the first week. **NO PAPER INVOICES WILL BE ACCEPTED FROM CONTRACTOR.**

Insurance:

- At all times during the term, the Contractor shall maintain comprehensive general liability insurance written on a comprehensive basis to provide all major divisions of coverage.
- The insurance shall be in the minimum amount of \$2,000,000 general aggregate limit; \$2,000,000 products/completed operations aggregate limit; \$1,000,000 personal injury and advertising injury limit; \$1,000,000 per occurrence and \$1,000,000 fire damage per fire.
- Worker's compensation insurance in compliance with all applicable statutory requirements, including employer's liability in the minimum amount of \$1,000,000 each accident, \$1,000,000 disease-policy limit and \$1,000,000 disease-each employee.
- All-risk property insurance to cover full replacement value of Contractor's personal property, improvements and betterments and Sheetz' property in Contractor's care, custody, or control.
- Automobile liability insurance covering owned, non-owned and hired vehicles in a minimum amount of \$1,000,000 for each accident-combined single limit for bodily injury and property damage.
- All policies shall name Sheetz Inc. and its subsidiaries as additional insured. Contractor shall be obligated to furnish a properly executed original Certificate of Insurance.
- **No work shall be undertaken by the contractor until Insurance and license have been received.**