

Sheetz Inc. Irrigation Guidelines

Overview

The following are guidelines for Sheetz Irrigation 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.
- The receipt is the Provider's proof of service and all payment will be made based solely on POS receiving's.
- 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.

Spring Start up:

- Spring Start up shall be performed once, and must be completed between April 1 – May 1 for VA and NC, and April 15 - May 15 for PA, MD, OH, WV. This service will ensure irrigation systems are brought to an operable condition for the season.
- Spring Start up shall include all of the following:
 - Test and start all zones
 - Ensure all sprinkler heads are in good condition
 - Ensure rain gauge is operational so sprinklers do not run during rain.
 - Ensure timer is set for nighttime hours.
 - Identification of any needed repairs. Submit a detailed cost proposal including parts and labor before making repairs. Proposal must be submitted to: Adam Ryan email: Aryan@sheetz.com, or cell 814-660-6046

Irrigation Check:

- Starting in May for VA/NC and ending in October, totaling **6** services.
- Starting in June for PA, OH, MD, and WV and ending in September, totaling **4** services.
- A **Monthly** inspection on the system is to be performed on the systems to insure:
 - All zones are turned on and checked for broken heads or breaks in lines; then repairs to follow immediately
 - All heads are spraying the correct area and not on hard surfaces
 - Inspect valve boxes and covers. Submit price for replacement
 - Adjust time of operation if needed, depending on weather conditions
 - Special note, for contractors who do both landscape and irrigation at the same store check prices are automatically set at \$25. For contractors who only do irrigation at a store check prices are automatically set at \$60.

Fall Shut down:

- Fall shutdown shall be performed once, and must be completed between September 15 – October 15 for PA, MD OH, WV and between October 15 - November 15 for NC, VA . Fall shutdown shall include all of the following:
 - Blow out all lines to purge water.
 - Ensure that all sprinkler heads are below grade.
 - Ensure that all irrigation timers are shut off.
 - Backflow preventer is clear of all water.

Emergency Service:

- In the event that repairs are needed, person is required on site within 24 hours.
- Identification of any needed repairs must be submitted to Adam Ryan at aryan@sheetz.com, or cell 814-660-6046 with a detailed cost proposal including parts and labor before making repairs.
- Any repairs with estimated costs less than \$300.00 may be completed without approval.
- Invoice will need to be sent in with detailed repairs noted along with store #, time and address.

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: Spring Start up and Fall Shut down. 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 prior to execution of the snow plowing services agreement.
- **No work shall be undertaken by the contractor until a service agreement has been properly executed.**