Sheetz Inc. Parking Lot/Canopy/Carwash Cleaning and Outside Painting Guidelines

Overview
The following are the guidelines for Sheetz lot/canopy/car wash cleaning and outside painting service for the 2017 contract year. Each key area is listed below with the appropriate details.

- Upon arrival at the site the provider MUST check in with the store manager on duty. The manager will assign the work to be done and enter this information into our point of sale. A receipt detailing the work assigned will be given to the provider.
- No work is to be started without this receipt! The receipt is the provider’s proof of service and all payment will be made based solely on POS receivings.
- 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 banking information for direct deposit of payments, via a form included in the contract documents.
- Provider shall submit ONE, all inclusive cost per service, per site, in their bid, including, but not limited to: equipment charges, paint (if applicable), supplies, labor charges, hotel, fuel, transportation and disposal charges of non hazardous sediment and provision of documentation of disposal of same to Sheetz Inc.
- Sheetz reserves the right to bring contracted services in-house at any time during the term of the agreement, with a 90 day written notice.

Scope of work

Canopy washing

- This service is to be done before any lot cleaning at a site. Canopy cleaning will be done only once per site between the dates of March 21st and October 31st.
- Using a brush/pole combination or bucket truck/lift, thoroughly clean the canopy awning with a brush! Do NOT pressure wash the awning material. Clean the awning over the gas island as well as any extensions that go to the store entrance(s).
- Pressure wash underneath canopy and spray down thoroughly.
- Provide Sheetz with a schedule of cleanings 2 weeks in advance of performing the work.
Parking lot washing

- Parking lot cleaning is to be performed 2 times per year at each site, with the first cleaning to occur between March 21\textsuperscript{st} and June 21\textsuperscript{st} and the second cleaning to occur between July 22\textsuperscript{nd} and October 31\textsuperscript{st} with at least 120 days between store cleanings.
- Provide Sheetz with a schedule of cleanings 2 weeks in advance of performing the work.
- **Provider shall NOT start services at a location between the hours of 11am and 1pm.**
- Upon arrival at the site, provider shall check with the management person on duty to ensure there are no water restrictions currently imposed by any authorities.
- Provider shall clean all debris, clutter, and/or foreign materials from the lot before work commences.
- Provider shall move all signage prior to cleaning and replace upon completion.
- Provider shall pressure wash customer parking spaces, fuel pump areas, sidewalks, and drive thru areas, reclaiming all water during the process, and treating stains as needed.
- Provider shall wash all canopy columns, taking care not to spray directly on any fuel dispensers.
- Provider shall rinse all posts, columns etc. at store entrance(s).
- Provider shall clean all window awnings using a brush. Do NOT pressure wash the awning material.
- Provider shall clean front and sides of building, using a squeegee to remove any water/soil that may have sprayed onto windows and sills.
- Provider shall pressure wash inside dumpster area and the perimeter of the dumpster area, removing stains as needed.
- During cleaning provider shall provide customers with adequate warnings and parking, so as not to disrupt regular course of business.
- **Provider shall remove ALL waste from site and dispose of according to all state and local laws.**
- Under no circumstances shall provider put anything down the storm drains or any other drains/ponds or water collection areas on site.
- Provider shall leave the site and its components in working order as found.
- Provider shall immediately report any deficiencies at the site to Sheetz Store Support as soon as they are found.
- Weekend services will take place only in the event of an emergency and with prior authorization from Sheetz store support personnel.
Painting

- Outside painting is to be performed 2 times per year at each site, to occur within 10 days after each cleaning service.
- Paint all parking stall lines
- Paint handicap parking stalls, using the appropriate stencil
- Paint all curbs
- Paint any ’no parking’ stalls, using the appropriate stencil
- Paint safety posts at the store entrance parking stalls
- Paint ‘car wash’ logo using the appropriate stencil, and/or paint arrows at the entrance and exit of the car wash.
- Paint gas islands and bumper posts (horse shoes) at gas islands
- Items to be painted as needed by request from Sheetz office: gas price sign poles, side entrance doors or car wash back room door, trash cans/lids.

The following are the specified paint colors and product numbers from Sherwin Williams that Sheetz requires:

<table>
<thead>
<tr>
<th>Color</th>
<th>Sherwin Williams product #</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hot Line Yellow (5 gal)</td>
<td>800055923</td>
</tr>
<tr>
<td>Hot Line White (5 gal)</td>
<td>800055931</td>
</tr>
<tr>
<td>Hot Line Blue (5 gal)</td>
<td>800055931-tinted</td>
</tr>
<tr>
<td>Red Vermillion F65 (1 gal)</td>
<td>521-6619</td>
</tr>
<tr>
<td>New Red (1 gal)</td>
<td>6401-19319</td>
</tr>
<tr>
<td>Pure White (1 gal)</td>
<td>640118592</td>
</tr>
<tr>
<td>Sheetz Bronze (1 gal)</td>
<td>640118709</td>
</tr>
<tr>
<td>AST 150 (for Kero Dispenser)</td>
<td>163-2850</td>
</tr>
<tr>
<td>STEEL SPEC Red</td>
<td>B55T804</td>
</tr>
<tr>
<td>Eco Friendly Green (1 gal)</td>
<td>1361088</td>
</tr>
</tbody>
</table>

Use of any other paint is to be approved by Sheetz corporate office prior to application.

- An anti-skid additive must be added to all hot line paint to minimize slipping hazards

Car wash cleaning (only upon request from Sheetz office)

- Upon request from Sheetz store support personnel only, thoroughly pressure wash the car wash bay, including the floor, walls, ceiling and wash hardware.

Contact Numbers

- Provider must have the capability to provide 24 hour emergency service.
Provider must furnish Sheetz with a list of contact telephone and/or cell phone numbers.

**Damages**
- Provider is responsible for any damages incurred during service. Provider shall be invoiced for, and obligated to pay, all actual costs associated with repairs.

**Pricing**
- All prices must be listed in U.S. dollar amounts and each bid shall be fully inclusive of the services and/or expenses outlined above. Pricing shall be separate for lot cleaning, outside painting, canopy cleaning, and car wash cleaning.

**Service Expectations and Procedures**
- Upon arrival at the store, store management will assign services via our POS system. The provider will be given a receipt from the POS outlining the service, date and time. This is the provider’s proof that service was rendered and it is the responsibility of the provider to obtain this receipt. No services shall be assigned by sales personnel, management only.

**Insurance**
- At all times during the term, the provider 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 provider’s personal property, improvements and betterments and Sheetz’ property in provider’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. Provider shall be obligated to furnish a properly executed original Certificate of Insurance prior to execution of the agreement.
- No services shall be performed by the provider until a service contract has been properly executed.