

Sheetz Inc. Parking Lot Cleaning and Outside Painting Guidelines

Overview

The following are the guidelines for Sheetz lot cleaning and outside painting service for the 2024 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. Discussion will need to happen letting the manager know what work is going to be completed.
- ❖ No payments will be made until manager confirms that the work is completed. At that time, a receipt will be printed from the POS. This receipt is the provider's proof of service and all payment will be made solely on the 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 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

Parking Lot Cleaning

- ❖ Parking lot cleaning is to be performed 2 times per year at each site, with the first cleaning to occur between March 21st and June 21st and the second cleaning to occur between July 22nd and October 31st 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, including curb lines 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 rinse all posts, columns, Sheetz branded signs etc. at store entrance(s).
- ❖ Provider shall pressure wash white decking above fuel dispensers and columns leading up to decking.
- ❖ Provider shall wipe down all fuel dispensers with a damp cloth **taking care not to spray anything directly on the fuel dispensers.**
- ❖ Provider shall spray down any outside seating areas to include the umbrellas and tables
- ❖ Provider shall clean all window awnings using a brush. **Do NOT pressure wash the awning material** unless metal.
- ❖ Provider shall clean front and side windows 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 including 15ft in front of dumpster doors, 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 provide Sheetz with before and after photos of all sites serviced
- ❖ Provider shall immediately report any deficiencies at the site to Sheetz Store Support as soon as they are found. 1-800-487-5444
- ❖ 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 1 time per year at each site, to occur within 10 days after a cleaning service.
- ❖ Paint all parking stall lines
- ❖ Paint handicap parking stalls, using the appropriate stencil
- ❖ Paint all curbs (that have been previously painted)
- ❖ Paint any 'no parking' stalls, using the appropriate stencil
- ❖ Paint safety posts at the store entrance parking stalls

- ❖ Repaint the fuel vent stacks Sheetz Bronze
- ❖ Paint 'car wash' logo using the appropriate stencil, and/or paint arrows at the entrance and exit of the car wash.
- ❖ Paint all drive thru areas using the appropriate stencils
- ❖ Paint all electric charging station areas using the appropriate stencils
- ❖ Paint gas islands and bumper posts (horse shoes) at gas islands (except stainless)
- ❖ 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.
- ❖ New for 2024, we will be applying (2) pumps of water resistant grease to each zerk fitting on the dumpster gate hinges.

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

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

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 and/or paint on curbs to minimize slipping hazards**

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 and outside painting.

Service Expectations and Procedures

- ❖ Upon arrival at the store, you must check in with the manager and discuss the work to be performed. The provider will do the task and check back with the manager when completed. At this point, the provider is 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.**

Vent Stacks

