



**REQUEST FOR BID**  
**2024 Spring Street Tree Planting**  
**VILLAGE OF BELLEVUE, WISCONSIN – Department of Parks, Recreation and Forestry**  
**January 25, 2024**

**SCOPE OF WORK:**

You are invited to submit a bid for the purchase and planting of street or other public trees in the Village of Bellevue, WI. Bids should be based on an order of approximately 191 total trees.

**NAME OF THE BID:** 2024 Spring Street Tree Planting

**DEADLINE FOR BID SUBMITTAL:** Monday, February 19 @ 1:00pm CST

**Sealed Bids Shall Be Submitted to:** Village of Bellevue  
Department of Parks, Recreation and Forestry  
Attn: 2024 Spring Street Tree Planting  
2828 Allouez Ave  
Bellevue, WI 54311

**GENERAL INSTRUCTIONS:**

**Method of Submittal:** Mail, Email or In Person

**Submittal Documents Required:** 1) Statement of Qualifications with 3 References  
2) Bid Submittal Form

**Contact Person:** Kyle Casper  
Director of Parks, Recreation and Forestry  
kcasper@villageofbellevuewi.gov  
Phone: 920-593-5515

## **TREE PURCHASE AND PLANTING SPECIFICATIONS**

### **Qualification of Bidders**

All bidders, prior to award of contract, must present satisfactory evidence that they have been regularly engaged in this type of work and they are prepared with the necessary labor, materials, and equipment to execute work to the satisfaction of the Village. This evidence includes a brief history and introduction of the company or firm along with prudent contact information. Contractor should provide a list of the last three public references who have provided product/services similar to those proposed. References are to include agency, address, contact person, title, and phone number.

### **Proposal Form**

All proposals shall be made on the attached proposal forms. Prices shall be given by total tree price, which includes planting price and materials (i.e. stakes, mulch, initial watering). Please include prices and extensions for both Alternatives.

### **Award of Contract or Contracts:**

Contract will be awarded to the lowest, responsible, qualified bidder whose proposal complies with the requirements. There may be more than one contract awarded. Contractor should bid on the services that they provide or materials that they have. The Village of Bellevue reserves the right to reject any and all proposals, and to accept the bid or bids most advantageous to the Village.

### **Examination of Plans, Specifications and Sites**

Bidders may examine all plans, specifications, and sites. No deviation from specifications will be allowed without written consent from the Village of Bellevue prior to award of contract. Failure to fully examine project sites and work requirements will not relieve bidder from performing work as per plan and specifications.

### **Insurance and Worker's Compensation**

The Contractor shall furnish evidence of Worker's Compensation, public liability and property damage insurance. Limits of insurance shall be as follows: minimum amounts of \$1,000,000 bodily injury and \$1,000,000 property damage including both injury and property damage caused by vehicles and machinery. A certificate of insurance shall be filed with the Village of Bellevue, Administrative Assistant, 2828 Allouez Ave. Bellevue, WI 54311.

### **Inspection and Payment**

The Village of Bellevue shall inspect work periodically to ensure that all specifications are adhered to. In no case shall the final payment be made until the Contractor has complied with all requirements set forth, the Village of Bellevue has made final inspection of the entire work, and the Village is satisfied that the entire work is properly and satisfactorily complete per plans, specifications, and ready for Village acceptance.

### **Completion**

All work shall be completed by **May 24, 2024** unless otherwise approved as noted in project specifications.

### **Guarantee**

All work and materials shall be guaranteed in writing as specified in Section 15.

### **Questions**

All questions regarding these specifications shall be directed to:

Kyle Casper, Director of Parks, Recreation and Forestry

[kcasper@villageofbellevuewi.gov](mailto:kcasper@villageofbellevuewi.gov)

Phone: 920.593.5515

## 1. Scope

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- A. These specifications, including drawings and plant materials lists, apply to those items necessary for and incidental to the execution and completion of planting as indicated herein.
- B. All labor, supervision, equipment, materials, and supplies necessary for the execution of the work shall be provided for by the Contractor at no additional cost to the Village.
- C. Reasonable care shall be exercised during excavation, planting, filling, grading, and cleanup to protect from damage all existing trees, shrubs, and other specified vegetation and other site features, improvements, structures, and utilities.

## 2. Applicable Specifications and Standards

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- A. ***American Standard for Nursery Stock, ANSI Z60.1***. current edition. American Nursery and Landscape Association, 1000 Vermont Ave. NW, Suite 300, Washington, D.C.20005
- B. ***Index of Garden Plants: The New Royal Horticultural Society Dictionary***. By Mark Griffiths. 1994. Timber Press, Inc. Portland OR.
- C. ***American National Standard for Tree Care Operations, ANSI A300*** -most current edition. International Society of Arboriculture, PO Box 3129, Champaign IL 61826-3129.

## 3. Planting Season

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- A. Planting shall be done within the following dates:
  - a. Deciduous trees and shrubs March 15 to June 15 OR October 15 to November 15
  - b. Evergreen trees and other March 15 to June 15 OR August 15 to November 15
- B. If special conditions exist that warrant a variance in the above planting dates, a written request shall be submitted by the Contractor to the Director of Parks, Recreation and Forestry stating the special conditions and the proposed variance. Permission for the variance will be granted at the discretion of the Village.

## 4. Materials

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- A. A complete list of plants, including a percentage of quantities, sizes, and other requirements is included.

The Contractor shall furnish a written list of the proposed sources of nursery stock. Such a list shall be furnished with completed bid documents. The list may not be added to or altered without the consent of the Village.

All plant material shall conform to ***American Standard for Nursery Stock***. Plants shall be true to species and variety specified and nursery grown in accordance with good horticultural practices under climatic conditions similar to those in the locality of the project for at least 2 years. They shall have been freshly dug (during the most recent favorable harvest season). Plants shall be so trained in development and appearance as to be unquestionably superior in form, compactness, and symmetry. They shall be sound, healthy, vigorous, well branched, and densely foliated when in leaf, and free of disease and insect adults' eggs, pupae, or larvae. They shall have healthy, well-developed root systems and shall be free from physical damage or other conditions that would prevent thriving growth.

Trees with multiple leaders, unless specified, will be rejected. Trees with a damaged, cut, or crooked leader, included bark, abrasion of bark, sunscald, disfiguring knots, insect damage,

mold, prematurely opened buds, or cuts of limbs over 3/4-inch (2 cm) diameter that are not completely callused are cause for rejection.

Balled- and-burlapped plants shall be dug with solid balls of standard size, the balls securely wrapped with non-synthetic, untreated, biodegradable burlap, and tightly bound with non-synthetic, biodegradable rope or twine. Alternatively, they may be placed in a wire basket lined with non-synthetic, untreated, biodegradable burlap and tightly bound with non-synthetic, biodegradable rope or twine. Root collar shall be apparent at the surface of the ball. Bare root plants shall have a healthy, well branched root system characteristic of the species and with adequate spread.

Plants shall conform to the measurements specified, except plants larger than those specified may be used if approved by the Village. Use of larger plants shall not increase the contract price nor allow the Contractor to use smaller than specified material on other plants. If larger plants are approved, the root ball, root spread, or container shall be increased in proportion to the size of the plant.

Caliper measurements shall be taken on the trunk 6 inches (15 cm) above the root collar for trees up to 4 inches (10 cm) in caliper, and 12 inches (30 cm) above the root collar for trees over 4 inches (10 cm) in caliper. Height and spread dimensions specified refer to the main body of the plant and not from branch tip to branch tip. Plants shall be measured when branches are in their normal position. If a range of size is given, no plant shall be less than the minimum size, and no less than 50 percent of the plants shall be as large as the maximum size specified. Plants that meet measurements but do not possess a normal balance between height and spread shall be rejected.

Substitutions of plant materials will not be permitted unless authorized in writing by the Village. If proof is submitted and substantiated in writing that a plant specified is not obtainable, consideration will be given to the nearest available size or similar variety, with a corresponding adjustment of the contract price.

- B. All plants shall be labeled by size and scientific plant name. Labels shall be attached securely to all plants, bundles, and containers of plant materials when delivered. Plant labels shall be durable and legible, with information given in weather-resistant ink or embossed process lettering.
- C. Mulching material shall consist of aged or composted wood chips or shredded bark and shall be free of material injurious to plant growth. Wood chips shall be 1/8-inch nominal thickness with at least 50 percent having an area of not less than 1 square inch and no piece having an area of more than 6 square inches.
- D. Initial watering shall be provided by the Contractor and be suitable for irrigation and free from ingredients harmful to plant life.
- E. Trunk wrapping material, if specified, shall be perforated drainage tubing or similar material approved by the Village, large enough in diameter to prevent abrasion of the trunk and to allow air circulation between the tubing and the trunk.
- F. Guying and staking materials shall be as follows. Stakes shall be 6' to 8' long sections of unflanged metal. Support ties shall be 2" or wider bands of polypropylene, or elasticized or

webbed strapping. Ground anchors shall be arrowhead shaped earth anchors of malleable iron castings, aluminum castings, or stamped steel.

## 5. Certification

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- A. All plant materials, shipments, and deliveries shall comply with state and federal laws and regulations governing the inspection, shipping, selling, and handling of plant stock. A certificate of inspection, or a copy thereof, for injurious insects, plant diseases, and other plant pests shall accompany each shipment or delivery of plant material. The certificate shall bear the name and address of the source of the stock.

## 6. Selection and Tagging

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- A. Trees should range between 1.5" – 2.5" inch caliper.
- B. Tree varieties will be made up in percentages no greater than the following unless specified by the Village:
  - No more than 10% in any one species.
  - No more than 20% in any one genus.
  - No more than 30% from any one family.Bidders are expected to list all available species on the bid submittal form as requested. The Village will determine acceptable tree species, their substitutions and quantities and planting locations at the time of award.
- C. Plants shall be inspected upon delivery, and the Village reserves the right to reject any plants that do not meet the standards or that have been damaged during shipment. Such approval shall not impair the right of inspection and rejection during progress of the work.
- D. A Contractor's representative shall be present at all inspections.
- E. The Village shall be the sole judge of acceptability of stock at any time during the course of this contract.
- F. Evergreens & Conifers will not be used in the inch per caliper cost.

## 7. Digging and Handling Plant Materials

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- A. Plants to be balled-and-burlapped shall be dug with firm, natural balls of earth of diameter not less than that recommended in the current edition of ***American Standard for Nursery Stock***, and of sufficient depth to include fibrous and feeding roots. The root collar shall be within the top 2" of the soil ball. Balled-and-burlapped plants with manufactured balls or balls that are dry, cracked, or broken before or during planting operation will not be accepted.

## 8. Transportation and Storage of Plant Material

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- A. Fresh dug material is given preference over plant material held in storage. Plant material held in storage will be rejected if excessive growth or dieback of branches has occurred in storage.
- B. Branches shall be tied with rope or twine only, and in such a manner that no damage will occur to the bark or branches.
- C. During transportation of plant material, the Contractor shall exercise care to prevent injury and drying out of the trees. Should the roots be dried out, large branches broken, balls of earth broken or loosened, or areas of bark torn, the Village Forester may reject the injured tree(s) and order them replaced at no additional cost to the Village.

- D. Plants must be protected at all times from sun or drying winds. Those that cannot be planted immediately upon delivery shall be kept in the shade and well protected with wood chips or other acceptable material and kept well-watered. Plants shall not remain unplanted any longer than 3 days after delivery without permission from the Village. Plants shall not be bound with wire or rope at any time so as to damage the bark or break branches. Plants shall be lifted and handled with suitable support of the soil ball to avoid damaging it.

## 9. Delivery

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- A. Bid prices shall include delivery and installation to designated planting locations as identified by the Village of Bellevue. All trees shall be delivered and planted no later than **May 24, 2024**.
- B. Plant materials shall not be shipped C.O.D., and any shipment made as such will be refused by the Village of Bellevue.
- C. The Contractor shall give the Village notice of delivery & installation time 5 days prior to delivery.

## 10. Excavation of Planting Areas

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- A. The Village staff will identify all planting areas with paint and flags. **The Contractor will notify Digger's Hotline to verify location of underground utilities before excavation begins.** The Contractor shall be responsible for assuring that utility marking is complete before excavation begins. The Contractor shall be responsible for all damage resulting from neglect or failure to comply with this requirement.

The following guidelines must be followed with regards to planting location, unless otherwise specified by Village Representatives:

- Planting areas must have a minimum of 9 ft. of open space, of which cannot include the sidewalk reserve area, unless otherwise specified.
- Deciduous trees must be planted a minimum of 5 ft. from the curb and a minimum of 4 ft. from the sidewalk reserve area, unless otherwise specified.
- Trees shall be planted a minimum of 10 ft. from a driveway, 15 ft. from a fire hydrant, 15 ft. from any utility pole, 6 ft. from a water lateral and 10 ft. from sanitary sewer lateral.

- B. The Contractor shall excavate planting areas as shown on the drawings. Excavation may be done by shovel, backhoe or stump grinder, but a ***soil auger may only be used if hole walls are dug by hand shovel or stump grinder in order to loosen hole wall.***

The planting hole shall be at least 3 times the diameter of the soil ball and the soil shall be loosened beyond the edge of the planting hole.

The soil pad on which the soil ball or root ball will be placed shall be of undisturbed soil. The depth of the pad shall correspond to the distance from the bottom of the soil ball to the root collar, or slightly less. **Glazed planting hole surfaces shall be sufficiently roughened prior to backfilling.**

- C. Excavated planting holes that will be left open when work is not in progress or pose an immediate and considerable hazard to pedestrians or vehicles shall be adequately barricaded with appropriate warning devices.

- D. The Contractor shall notify the Village, in writing, of soil conditions or other obstructions the Contractor considers detrimental to tree growth. Such conditions shall be described, as well as suggestions for correcting them. Proper water drainage must be assured.
- E. Where soil conditions or below ground obstructions which cannot be remedied are encountered, the Village shall designate alternate planting locations. The Village shall bear any costs associated with such relocation.

## **11. Planting Operations**

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- A. Plants must be protected from excessive vibrations. Plants shall not be thrown or bounced off a truck or loader to the ground. Plants shall not be dragged, lifted, or pulled by the trunk or branches in a manner that will loosen the roots in the ball.
- B. Plants shall be set with the top of the root collar at or slightly above finished grade. Plants must be centered in the hole and set vertical. Plants shall be set so that they will be at the same depth 1 year after planting.
- C. For plants in plastic, metal or biodegradable containers, the container shall be removed before planting. If roots are crowded or encircling on the bottom, sides, or surface of the root ball, they shall be gently separated from the edges or surface.
- D. For all plants moved with a tree spade, all holes and cavities between the ball and the surrounding soil shall be filled. Glazed planting hole surfaces shall be sufficiently roughened prior to backfilling. The ball shall be thoroughly soaked with water after planting.
- E. **Removal of ropes, strings, wire baskets, burlap, and other wrappings from Balled-&-Burlapped plants:**  
After the plant has been set and one half of the backfilling completed to support the ball, **ropes, strings, wire baskets, burlap, and other wrappings shall be removed from the top one-half of the ball.** Packaging materials may be left intact around the bottom half of the ball. **If the root collar is deep in the ball, carefully remove excess soil away from the trunk without damaging tree parts.**
- F. Planting holes shall be backfilled with excavated soil. When holes are approximately two-thirds full, they shall be thoroughly watered to eliminate air pockets. After this initial watering, excavated soil shall be installed to the top of the hole and watered. Prevent puddled soil conditions by avoiding compaction once the soil is wet.
- G. Planting areas shall be finish-graded to conform to drawings after full settlement has occurred.
- H. All plants shall be mulched over the root system with a 3-4-inch layer of aged wood chips or bark immediately after planting. Mulching material shall be pulled back no less than 3" and no more than 6" from the trunk.
- I. Plants shall be thoroughly watered immediately after planting.
- J. All twine, rope, transit guards or wrappings, and plant labels secured around the trunk or branches shall be removed after planting is completed.

## 12. Guying, Staking, Wrapping, and Pruning

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- A. Only trees so designated shall have approved trunk protection installed. The trunk protection shall be secured at the top and bottom of the trunk in a manner so as not to restrict or damage the bark (see specification 4-E). The Village will be responsible for removing trunk protection.
- B. **All trees shall be staked and guyed.** Trees must be staked with at least 2 metal stakes/tree. Ties made of approved material shall be attached directly to the stakes or may be attached to stakes by wire. In no case shall the wire extend around the tree trunk. Ties should be attached loosely enough to allow a small amount of play in the trunk. For drooping stems, ties shall be placed at the point on the stem at which the top can stand up on its own. Stakes shall be driven outside the root ball. For trees larger than 3" in caliper, use ties attached to 3 guy wires and ground anchors. Ground anchors are to be driven at about a 45-degree angle to the ground and placed at 120-degree intervals around the trunk. Staking and guying shall further conform to the drawings. **The stakes will be provided by and remain property of the Village.**
- C. Double leaders, dead branches and any branches damaged or broken during the planting process shall be the pruned. This shall be the only pruning allowed at planting. Pruning shall conform to ***American National Standard for Tree Care Operations, ANSI A300.***

## 13. Cleanup

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- A. Soil, branches, binding and wrapping material, rejected plants, or other debris resulting from any tree planting shall be promptly cleaned up and removed. The work area shall be kept safe and neat at all times until the cleanup operation is completed. Under no condition shall the accumulation of soil, branches, or other debris be allowed upon a public property in such a manner as to result in a public hazard.

## 14. Acceptance

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- A. The Village shall perform an inspection with the Contractor of all plant material after the original planting to note and correct any discrepancies.
- B. Acceptance of plant material by the Village shall be for general conformity to specified size, character, and quality and shall not relieve the Contractor of responsibility for full conformity to the contract documents, including correct species.
- C. Upon completion and re-inspection of all repairs or renewals necessary in the judgment of the Village, the Village shall certify in writing that the work has been accepted. Any plant work so accepted will be paid within 30 days at the contract bid price, unless previously negotiated otherwise.
- D. Work may be accepted in parts when the Village and Contractor deem that practice to be in their mutual interest. Approval must be given in writing by the Village to the Contractor verifying that the work may be completed in parts. Acceptance of work in parts shall not waive any other provision of this contract.

## 15. Guarantee Period and Replacement

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- A. The Contractor shall guarantee all plants to be healthy and in flourishing condition for two (2) years from the date of acceptance.

The guarantee does not include vandalism, storm damage, animal damage or mechanical damage unrelated to contractor activities.

- B. The Contractor shall remove and replace, without cost, and as soon as weather conditions permit, and within a specified planting period, all plants not in a healthy and flourishing condition as determined by the Village any time during the guarantee period. Replacements shall be subject to all requirements stated in this specification.
- C. The guarantee of all replacement plants shall extend for an additional period of two (2) years from the date of their acceptance after replacement. In the event that a replacement plant is not acceptable during or at the end of the said extended guarantee period, the Village may elect subsequent replacement or credit for that item.
- D. The Village shall be responsible for all maintenance of the trees during the guarantee period.

#### **16. Final Inspection and Acceptance**

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- A. At the end of the guarantee period and upon written request of the Contractor, the Village shall inspect all guaranteed work for final acceptance. The request shall be received at least 5 working days before the anticipated date for final inspection. Upon completion and re-inspection of all repairs or renewals necessary in the judgment of the Village at that time, the Village shall certify, in writing, that the project has received final acceptance.

#### **17. Payment**

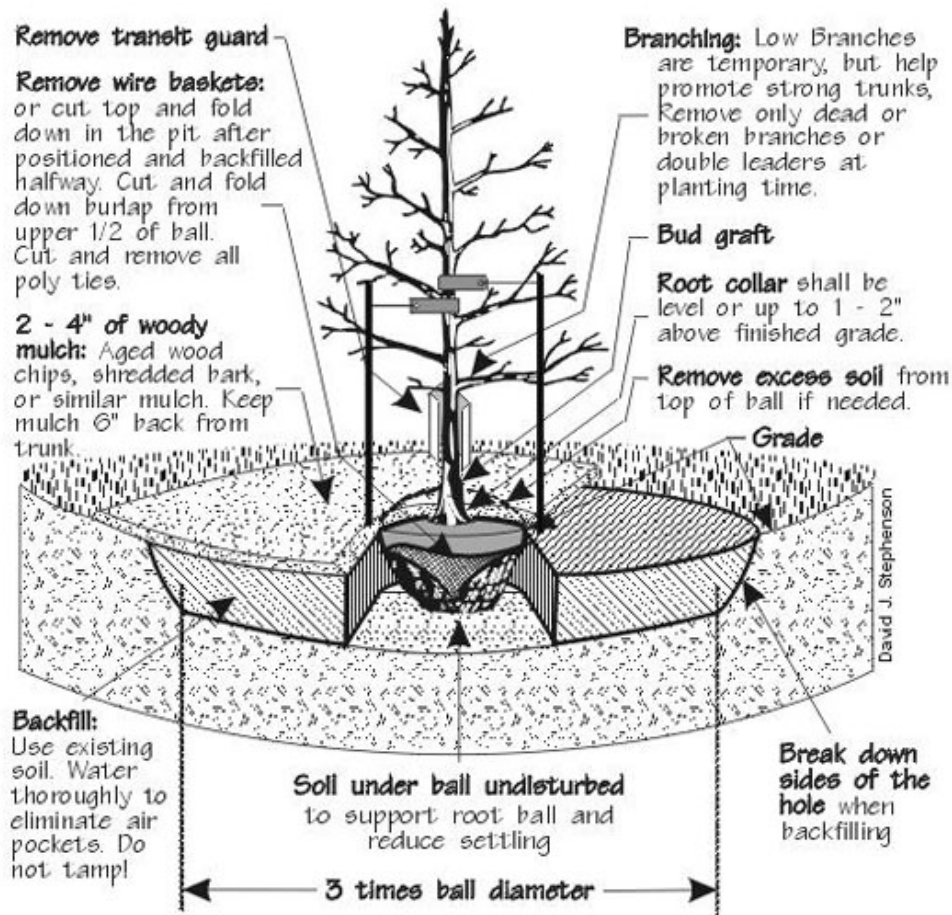
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- A. Payment shall be made to the Contractor as follows:
  - a. 50% of the contract sum upon completion of planting or the plant materials.
  - b. 40% of the contract sum after the replanting of replacement material if required after initial planting inspection.
  - c. 10% of the contract sum after final acceptance (After 2-year warranty expires).

**Table 1. Converting a Circular Hole to a Rectangular Planting Space**

Tree Caliper	Ball Diameter	Hole Diameter	Hole Area	3' wide Terrace	4' wide Terrace	5' wide Terrace	6' wide Terrace
1"	16"	48"	12 ft <sup>2</sup>	3' x 4'	N/A	N/A	N/A
1.5"	20"	60"	20 ft <sup>2</sup>	3' x 7'	4' x 5'	N/A	N/A
2"	24"	72"	28 ft <sup>2</sup>	3' x 9'	4' x 7'	5' x 5.5'	N/A
2.5"	28"	84"	39 ft <sup>2</sup>	3' x 13'	4' x 10'	5' x 8'	6' x 6.5'
3"	32"	96"	50 ft <sup>2</sup>	N/R	4' x 12.5'	5' x 10'	6' x 8'

## Proper Tree Planting Diagram



Stake only if you have to. Use 3"-wide webbing straps and secure to stakes with heavy gauge wire. The wire should be able to stick straight out from the stake and hold the webbing strap up, preventing it from sliding down the tree. Do not stake tightly - trees gain strength from movement. Remove all stakes after one year.

Use of tree wrap is not recommended, as it causes a number of problems for the tree.

2024 Spring Street Tree Planting—Village of Bellevue  
**BID SUBMITTAL FORMS**

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Business Name \_\_\_\_\_

Taxpayer ID# \_\_\_\_\_

Representative Name \_\_\_\_\_ Title \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Phone Number (\_\_\_\_\_) \_\_\_\_\_ Cell Number (\_\_\_\_\_) \_\_\_\_\_

FAX Number (\_\_\_\_\_) \_\_\_\_\_

E-mail \_\_\_\_\_

**Bidders are responsible for listing the number of trees available, size available, the total cost per tree, and cost per caliper inch. Bids should be based on an order of approximately 184 total trees. If the requested quantity is not available, bidders must list their available substitution and quantities.**

Bid award will be based on the following:

Does the contractor meet the minimum pre-qualification requirements? ☐Yes ☐No

Can the contractor meet the required tree quantity? ☐Yes ☐No

If no, can the contractor provide acceptable substitutions and quantities?

☐Yes ☐No

Does the contractor have the lowest average cost per caliper inch (based on trees available on bid submittal)? ☐Yes ☐No

Does the contractor have the lowest average cost per tree, meeting the minimum requirements for caliper size? ☐Yes ☐No

Does the contractor have the lowest total cost, meeting the minimum requirements for caliper size? ☐Yes ☐No

**Village of Bellevue Responsibilities:**

- Accept all individual tree orders and submit the final order to the Contractor.
- Mark/Flag all tree planting locations prior to planting.
- Provide a list to the Contractor detailing addresses and locations of plantings.
- Upon successful completion of planting, the Contractor will receive payment as specified in the bid documents.
- Staking materials will be provided by the Village.

2024 Spring Street Tree Planting—Village of Bellevue  
**BID SUBMITTAL FORMS**

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2024 Spring Street Tree Planting – Village of Bellevue  
**BID SUBMITTAL FORMS**

	Scientific Name	Common Name	Quantity Requested	Qty. Available	Tree Size	Cost Per Tree Installed	Cost Per Inch
	<i>Platanus x acerifolia</i> 'Morton Circle'	Exclamation! London Planetree	30				
Substitution:							
	<i>Carya ovata</i>	Shagbark Hickory	28				
Substitution:							
	<i>Celtis occidentalis</i>	Common Hackberry	20				
Substitution:							
	<i>Phellodendron amurense</i> 'Macho'	Macho Amur Corktree	17				
Substitution:							
	<i>Metasequoia glyptostroboides</i>	Dawn Redwood	15				
Substitution:							
	<i>Catalpa speciosa</i>	Northern Catalpa	13				
Substitution:							
	<i>Liriodendron tulipifera</i>	Tulip Poplar	12				
Substitution:							
	<i>Cercis canadensis</i> 'Minnesota Strain'	Minnesota Strain Eastern Redbud	12				
Substitution:							
	<i>Prunus sargentii</i> 'Hokkaido Normandale'	Spring Wonder Sargent Cherry	12				
Substitution:							
	<i>Amelanchier laevis</i> 'JFS-ARB' PP 15304	Spring Flurry Serviceberry	11				
Substitution:							
	<i>Cornus mas</i> 'Golden Glory'	Golden Glory Cornelian Cherry Dogwood	11				
Substitution:							

	<i>Betula nigra</i> (single stem)	River Birch (single stem)	10				
Substitution:							

\* Bidders are encouraged to contact Village Representatives with all proposed substitute species prior to submittal. The Village reserves the right to reject proposals due to undesirable substitutions.

2024 Spring Street Tree Planting—Village of Bellevue  
**BID SUBMITTAL FORMS**

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**References**

**Agency Name** \_\_\_\_\_

Contract Amount \_\_\_\_\_

Scope \_\_\_\_\_

\_\_\_\_\_

Contact Person \_\_\_\_\_ Phone (     ) \_\_\_\_\_

**Agency Name** \_\_\_\_\_

Contract Amount \_\_\_\_\_

Scope \_\_\_\_\_

\_\_\_\_\_

Contact Person \_\_\_\_\_ Phone (     ) \_\_\_\_\_

**Agency Name** \_\_\_\_\_

Contract Amount \_\_\_\_\_

Scope \_\_\_\_\_

\_\_\_\_\_

Contact Person \_\_\_\_\_ Phone (     ) \_\_\_\_\_