



Campbell County Fiscal Court
1098 Monmouth Street, Newport, KY 41071

Invitation to Bid

I. Bid Information

- A. Bid Request:** Tree & Limb Removal Services
Bid Posted September 4, 2025
- B. Department:** Road
- C. Bid opening:** September 23, 2025 – 1:00 PM
- D. Location of Open:** Campbell County Administration Building, Fiscal Court Chambers
1st Floor, 1098 Monmouth Street, Newport, KY 41071
- E. Bidder Information:**

Bidders Name _____

Signature _____

Firm/Company _____

Firm/Co. Address _____

Firm/Co. Phone _____

Firm/Co. Email _____

II. Instructions to Bidders – Terms and Conditions

Campbell County Fiscal Court will accept bids for Tree & Limb Removal Services until the above-mentioned time and date.

A. Authority

1. This Invitation for Bids is issued in accordance with applicable provisions of the Campbell County Administrative Code Chapter 4 Purchasing and Contracts.
2. This is not an order. Please read all instructions, terms, and conditions carefully.

B. Transmission

1. Bids should be submitted in a sealed envelope addressed to:
Campbell County Finance
1098 Monmouth Street - Suite 322
Newport, KY 41071

2. The envelope must be clearly marked with the bid title.
3. Bids will be received at the CCFC Finance department until the date specified.
4. Late bids, those not clearly marked, or those that do not follow the instructions will not be accepted.
5. Campbell County Fiscal Court will not be held responsible for any premature opening or failure to open any bid not properly addressed and identified as stated above.

C. Instructions

1. Bid forms must be signed in blue ink.
2. One original and one copy of the bid must be submitted. Keep a copy of the bid for your records.
3. A list of qualifications and a minimum of three reference are required. Please refer to Section VII.
4. Bidders should verify their bids before submission. Errors in preparing the submission confers no right of withdrawal or modification after open.
5. Bidders are responsible for all costs associated with the preparation of response to the invitation for bids. Campbell County is not liable for any costs incurred by bidders in their response to this request.
6. A pre-bid or pre-award visit to bidder may be required at the discretion of the Owner.

D. Pricing

1. Firm prices are required.
2. All prices quoted must be F.O.B. destination shown in shipping instructions on specification.
3. Insert time discounts, if any. Time discounts will not be a factor in award determination.
4. Quotations must be submitted on the bid price sheet indicating unit price, total extension of each item, and grand total of bid.
5. Unit prices should be based on the bid specification instructions. Please direct questions to the County at 859-547-1827 prior to submitting a bid. Answers to submitted questions will be posted to the County website.
6. Trade discounts must be deducted by the vendor in calculating the unit price. The unit price must be net.
7. CCFC is KY sales and use tax exempt.

E. Warranty

The selected Bidder shall provide warranty on any services and materials found to be defective or faulty due to imperfect or bad workmanship/materials within one year from the date of completion at no additional cost to the County. This warranty does not change or void any warranties expressed or implied to which the purchase is subject.

F. Regulatory Compliance

1. Pursuant to the provisions of KRS 45A.343, the contractor or vendor is required to reveal to CCFC any final determination of a violation of KRS Chapters 136, 139, 141, 337, 338 and 342 by the contractor or vendor within the previous five (5) years; and further that said contractor or vendor has been and is in continuous compliance with the provisions of KRS Chapters 136, 139, 141, 337, 341, and 342 for the duration of the contract. The failure of a contractor or vendor to reveal a final determination of a violation to a local government, or to comply with the statutory requirements, is considered grounds for

cancellation of a contract and disqualification of the contractor or vendor from eligibility for any Campbell County Fiscal Court contracts for a period of two (2) years.

2. All bidders must possess all federal, state, and local qualifications licenses to provide products or services in Campbell County, the Commonwealth of Kentucky, and the United States.
 - a. Including, but not limited to
 - i. Business license issued by the Occupational License Department of Campbell County (see County website for application)
 - ii. Hazardous Communication Program (OSHA)
 - iii. Workers' Compensation Certificate
 - iv. Liability Insurance
3. Successful bidder shall comply with the Kentucky Human Rights Act, HRA 344.150-344.270 as amended and any rules and regulations promulgated therewith, including, but not limited to the Equal Employment Opportunity EEO 45.550 – 45.640 which is incorporated herein by reference. Furthermore, the successful bidder shall comply with the Employment Discrimination Act, EDA 344.040, 344.050 as amended. Per Title VI of the Civil Rights Act of 1964, no person in the United States shall, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be otherwise be subjected to discrimination under any program or activity for which a project, contractor/vendor or the county may receive federal financial assistance.
4. The scoring of this bid is subject to reciprocal preference for Kentucky resident bidders. Bidders not claiming resident bidder status need not submit the corresponding affidavit.

G. Bonds

1. Bid bonds, performance bonds, and payment bonds as prescribed by KRS 45A.430, 435, 440 are required for any bids/proposals that exceed \$99,999. Each bid, or the combination of submitted bids, over \$99,999 must be accompanied by a 5% bid bond of the grand total of the bid. The bid bond of the successful bidder will be retained until a performance bond has been executed and approved, after which the bid bond will be returned. The successful bidder will be required to post a performance bond in the amount of 100% of the bid if awarded a contract over \$99,999. Bonding and surety requirements may vary by project/commodity. Please contact Owner for more information.

H. Reserved Rights

1. Campbell County Fiscal Court reserves the right to reject any or all bids, including without limitations the right to reject any or all nonconforming, non-responsive, incomplete, unbalanced, or conditional bids, to waive formalities, and to reject the bid of any Bidder if CCFC believes that it would not be in the best interest of Campbell County Fiscal Court to make an award to that Bidder. CCFC also reserves the right to negotiate with the apparent qualified Bidder to such an extent as may be determined by Campbell County Fiscal Court.
2. CCFC reserves the right of renewal for any service and maintenance contracts that may be needed for a minimum of two (2) one (1) year periods.
3. In the event the successful bidder fails to commence substantial work on the project within thirty (30) days and the County does not waive this requirement, the County shall have the option to reject the bid and to void the contract, and in such event to either accept the next lowest and best bidder or to negotiate with the best qualified bidder

4. In the event the successful bidder fails to complete the project by the completion date and the County has not waived this requirement in writing, the County shall receive from the bidder (or withhold from the bidder, at its option) liquidated damages of 1% per project per calendar day.
5. All the terms and conditions of these instructions to bidders and the specifications for this project shall constitute, the part of, and incorporate into, the contract between the County and the successful bidder.

I. Award

It is the intent of Campbell County Fiscal Court to award a contract to the lowest responsible bidder meeting specifications. CCFC reserves the right to determine the lowest responsible bid/offer in any way determined to be in the best interests of Campbell County. Award will be based on the following factors (where applicable): (a) adherence to all conditions and requirements of the bid/proposal specifications; (b) price; (c) qualifications of the bidder, including past performance, financial responsibility, general reputation, experience, service capabilities, and facilities; (d) delivery or completion date; (e) product appearance, workmanship, finish, taste, feel, overall quality, and results of product testing; (f) maintenance costs and warranty provisions; and (g) repurchase or residual value.

III. Tree Removal and Limb Removal Specifications and Additional Contract Terms

Specifications for the Removal of Trees, Brush and Limbs from the Rights-of-Ways of the Roadways and Parks.

A. General Description

The Vendor shall provide for the removal of those trees that are considered dangerous, that are blocking sight distance, or that are causing a safety hazard, and for those that may constitute an imminent danger to the public, as those phrases are construed by the Campbell County Fiscal.

B. Subcontracting

Subcontracting of the work by the Vendor to other contractors is not permitted. Only prospective bidders who possess the resources and assets to complete the work as specified per the terms and conditions of the contract and within the specified time period should submit a bid proposal. If the contractor is found subcontracting work on this project the contract shall be terminated immediately.

Crew members shall be employed by the Vendor. Subcontracting to meet crew requirements shall not be permitted. The Vendor guarantees the ability to provide complete crew at any given time during the term of the contract. Minimum requirements for a complete crew will be that necessary for performing the work in a proper and timely manner. All equipment required to complete work must be on work site and operable. Equipment, fuel, lubricants, supplies, and materials necessary for maintenance and operation of equipment shall be considered incidental to defined bid items.

The work items needed to maintain and control traffic will be incidental to the work performed. The only exemption/exception to subcontracting by the vendor is for traffic control by a certified company that operates under current Manual on Uniform Traffic Control Devices

(MUTCD) Standards, Current edition. This subcontractor line item exemption will be incidental to the work performed.

C. Bid Form

All pricing for estimation and billing to be based off of the bid form. Exceptions to the bid form are not allowed. The bid form must be fully completed. The bid form is incorporated into this agreement as if fully set forth herein.

D. Insurance

- i. Workmen's Compensation Insurance shall be written for not less than the statutory limits and shall include Employers' Liability Insurance at a limit of not less than 500,000 Dollars.
- ii. Comprehensive General Liability Insurance shall be acquired by the Contractor and maintained throughout the term of this Contract, sufficient in scope to insure:
 1. Operations/Premises Liability.
 2. Independent Contractor's Protective Liability/Owners' Protective Liability.
 3. Completed Operations and Products Liability maintained in effect for a period of one year after date of final payment.
 4. Contractual Liability shall be sufficient in scope to insure the indemnification agreement set forth in Section 11 of the Contractor's Agreement.
 5. Personal Injury Liability.
 6. Broad Form Property Damage Liability endorsement.
 7. Explosion, Collapse and Underground Damage Liability endorsements; that is, removal of exclusions.
- iii. The limits of liability for Comprehensive General Liability shall be no less than:
 1. Bodily Injury and Personal Injury
 - a. 1,000,000 Dollars each occurrence
 - b. 1,000,000 Dollars aggregate Completed Operations-Products
 2. Property Damage
 - a. 1,000,000 Dollars each occurrence
 - b. 1,000,000 Dollars aggregate operations
 - c. 1,000,000 Dollars aggregate Independent Contractors' Protective/Owners' Protective Liability
 - d. 1,000,000 Dollars aggregate Completed Operations-Products
 - e. 1,000,000 Dollars aggregate Contractual
- iv. Comprehensive Automobile Liability insurance shall be acquired by the Contractor and maintained throughout the term of this Contract to cover owned automobiles, automobiles under long-term lease, hired automobiles, employers' non-ownership liability, medical payments and uninsured motorists. The limits of liability shall be no less than:
 1. Automobile Bodily Injury
 - a. 1,000,000 Dollars each person
 - b. 1,000,000 Dollars each occurrence
 2. Automobile Property Damage
 - a. 200,000 Dollars each occurrence
- v. Certificates of Insurance acceptable to CCFC shall be filed with CCFC in duplicate, prior to commencement of the work. All such Certificates shall clearly indicate the

provisions of specified coverage including the indemnification agreement referred to in Section 11 of the Contractor's Agreement.

- vi. When such Certified Insurance, due to the attainment of a normal expiration date or renewal date, shall expire, it is the responsibility of the Contractor to supply an updated replacement Certificate (Certificates) of Insurance that clearly evidences the continuation of all coverage in the same manner, limits of protection, and scope of coverage, as was insured by the Certificates originally.
- vii. Each insurance policy shall contain a clause to the effect that no modification or change in the policy will be made, nor will such policy be cancelled or non-renewable or expire without sixty days written notice, as evidenced by return receipt or registered or certified mail (letter) to CCFC.

E. Terms and Conditions of Traffic Control

The Vendor shall establish a Work Zone as necessary for performance of the work in accordance with Manual on Uniform Traffic Control Devices (MUTCD), current edition and in accordance with the Kentucky Department of Highways Standard Drawings, current edition.

The Vendor shall utilize the appropriate Standard Drawings to maintain and control traffic case scenarios that may occur during the performance of tree, brush and limb removal operations.

The Vendor shall provide and utilize flaggers in accordance with the Manual on Uniform Traffic Control Devices (MUTCD), current edition, and in accordance with the Kentucky Department of Highways Standard Drawings, current edition, as specified.

A link to the Manual on Uniform Traffic Control Devices can be found at: <http://mutcd.fhwa.dot.gov>

The Vendor's vehicles shall comply with warning devices in accordance with the current edition of the MUTCD warning beacon lights. The Vendor's vehicles shall meet or exceed the following specifications on all vehicles being used in conjunction with the work:

- Warning strobe lights shall cover a 360 degree effective area and shall penetrate bright sunlight, haze, fog, smog and darkness. The dome lens shall be amber in color utilize 360 degree optic, and have a height of four (4) inches.
- Warning strobe lights shall produce not less than sixty (60) single flashes or one hundred twenty (120) double flashes per minute and twelve (12) joules per main flash.

The items required of the Vendor under this section shall be performed as incidental to the Tree and Brush Removal items of work. The number of personnel required for traffic control shall not be considered to constitute members of the tree and brush removal crew.

F. Locating Utilities

The Vendor shall be responsible for contacting the utility company(s) for notification of work to be performed and for any assistance that may be required or for utility locating needs.

G. Routine Hazardous Tree, Brush and Limb Removal

Removal will be for those trees that are considered dangerous, blocking sight distance, that are otherwise causing a safety hazard, or those that may constitute an imminent danger to the

public. The determination of what trees fall into each of these categories shall be determined by CCFC.

The Vendor will be shown the trees designated for removal prior to any work being performed via onsite meeting. Trees will be measured at the onsite meeting. After a site visit to location(s), and unless otherwise directed, the Vendor guarantees to begin to work within two (2) calendar weeks after the onsite meeting.

The size of the trees will be determined by the average diameter of the tree trunk taken at a point measured two (2) feet above the base of the tree at the ground line. The diameter will be measured to the nearest full inch. Trees will be measured prior to any cutting and removal. At this time, any disagreements by the Vendor as to the size of the trees will be resolved with the personnel from the applicable entity who are responsible for determining Tree Removal work.

Trees to be removed will be done so that no part of the stump is higher than 3 inches from the ground.

Limb removal will consist of any limb that extends out over the right of way. This will be per hour. Number of hours to not be exceeded will be supplied by the vendor at the onsite meeting.

The Vendor will remove all debris from the trimming and removal of trees and brush from the work site and dispose of it off the right-of-way. The Vendor shall keep the work zone free of accumulated waste material and debris at all times and at the end of each workday. All trees cut will have stumps cut, regardless if stump grinding will occur.

Any failure of the Vendor to perform cleanup and removal of debris and wood waste within the required time will result in an immediate shutdown of the work until the debris has been removed from the rights-of-ways. A penalty of \$250.00 will be assessed for each occurrence of failure to remove debris and wood waste that results in a shutdown of work operations.

H. Stump Grinding

Vendor shall grind stump and all surrounding roots to a depth of 12 inches below ground level. All wood chips and disturbed soil shall be leveled in place unless otherwise directed. Fiscal Court staff will direct vendor as to which stump(s) are to be ground. Time frame for stump grinding, if required, will be same day as tree is cut unless otherwise arranged by Fiscal Court and Vendor. Stumps will be priced less than 20 inches and greater than 20 inches.

I. Overhead Utilities

During onsite meeting, trees that are determined to have grown into overhead utilities will be charged a per hour rate as opposed to the flat fee based on tree diameter. Fiscal Court(s) staff and Vendor must agree on the tree prior to any work being performed. This provision will be in place to facilitate a safe working environment with consideration for vendor staff. Vendor will supply Fiscal Court(s) staff with a number of hours not to be exceeded at the onsite meeting.

J. Scope of the Contract

CCFC's acceptance of the offer indicated by the issuance of an Award by the Contractor shall create a valid contract consisting of the following:

1. The written contract between the Parties
2. Any addenda to the Solicitation
3. Any provisions of the Solicitation and all attachments thereto
4. The Bidder's response to the Solicitation, and
5. The Kentucky Revised Statutes KRS 4SA

In the event of an inconsistency between provisions of the solicitation, the inconsistency shall be resolved by giving precedence in the following order:

1. The Specifications;
2. Other provisions of the solicitation, whether incorporated by reference or otherwise;
3. Contract Terms and Conditions;
4. FAP 110-10-00 General Conditions and Instructions for Solicitations and Contracts.

K. Optional Renewal Period

This Contract may be extended at the completion of the initial contract period for two (2) addition one (1) year periods. This extension must have the written approval of the Vendor and the respective Fiscal Courts. The parties reserve the right to renegotiate any terms and/or conditions as may be necessary to meet requirements for the extended period. The Vendor will be advised of any proposed revisions prior to the renewal periods. In the event proposed revisions cannot be agreed upon, either party shall have the right to withdraw without prejudice from either exercising the option or continuing the contract in an extended period.

L. Quantity Basis of Contract

This contract has no guarantee of any specific quantity, and the Fiscal Court(s) is obligated only to buy that quantity which is needed by its agencies.

M. Basis of Price Revisions

PRICE ADJUSTMENTS: Unless otherwise specified, the prices established by the Contract shall be firm for the contract period subject to the following:

- i. Price Increases: A price increase will not be allowed during the first twelve (12) months of the contract. Only one price increase will be allowed during the contract. The price increase must be based on Industry wide price changes. The Contract holder must request in writing a price increase at least thirty (30) days prior to the effective date, and shall provide firm proof that the price increase(s) is justified. CCFC may request additional information or justification. If the price increase is denied, the contract holder may choose to not renew the contract for an additional term.
- ii. Price Decreases: The Contract price shall be reduced to reflect any industry wide price decreases. The contract holder is required to furnish CCFC with notice of any price decreases as soon as such decreases are available.

N. Addition or Deletion of Items or Services

The Fiscal Court reserves the right to add new and similar items, with the consent of the vendor, to the contract. If an addition is agreeable to both parties, the Fiscal Court will issue a Modification. Until such time as the Vendor receives a Modification, the Vendor shall not accept Work Orders from any agency referencing such items or services.

O. Changes and Modifications to the Contract

During the period of the contract, a modification shall not be permitted in any of its conditions and specifications, unless the contractor receives electronic or written approval from the Fiscal Court requesting the modification. If the contractor finds at any time that existing conditions make modification in requirements necessary, the contractor shall report the matter promptly to the Fiscal Court for consideration and decision. Unless otherwise instructed, all notices, consents and other communications required and/or permitted by the contract shall be in writing.

P. Response

Deliver/Response is required per Vendor's guaranteed response time listed

Q. Inspection

All supplies, equipment and services shall be subject to inspection or tests by the Fiscal Court prior to acceptance. In the event supplies, equipment or services are defective in material or workmanship or otherwise not in conformity with specified requirements, each Fiscal Court shall have the right to reject the items or services or require acceptable correction at the Vendor's expense.

R. Invoices

Invoices shall be prepared and transmitted to CCFC. One copy shall be marked "Original" unless otherwise specified. Each invoice shall contain at least the following information:

1. Contract and Purchase Order
2. Name of Staff performing the work
3. Item numbers
4. Dates of services
5. Sizes
6. Quantities
7. Unit prices
8. Extended totals

S. Payments

A bill shall be paid within thirty (30) working days of either the receipt of correct invoice, or receipt of goods or services in satisfactory condition. As an incentive for earlier payment, bidders for contracts are encouraged to offer discounts for payments made in less than the prescribed thirty (30) days.

T. Post Contract Agreements

The contract shall represent the entire agreement between the parties. Prior negotiations, representations, or agreements, either written or oral, between the parties hereto relating to the subject matter hereof shall be no effect upon this contract.

U. Service Performance

All services performed under this contract shall be in accordance with the terms and conditions of the contract. It will be the applicable entity's responsibility to ensure that such services rendered are performed and are acceptable. The relationship between the County and the contractor is that of client and independent contractor. No agent, employee or servant of the contractor or any of its subcontractors shall be or shall be deemed to be an employee, agent or servant of the County for any reason. The contractor will be solely and entirely responsible for its acts and the acts of its agents, employees, servants and subcontractors during the performance of this contract. Deviations of services performed will not be made without the written approval of CCFC. Problems that arise under any aspect of performance should first be resolved between the vendor and CCFC.

V. Assignment

The Vendor shall not assign this contract in whole or in part to another vendor at any time during the initial or optional renewal terms of the contract without the consent of the Campbell County Fiscal Court. Any assignment without this consent shall be null and void and a breach of the agreement.

W. Endorsements

The Contractor shall not refer to the Award of Contract in commercial advertising in such a manner as to state or imply that the firm or its services are endorsed or preferred by CCFC.

IV. Bid Price Sheet

	Item & Size	Unit		Bid Price
1	Limb Removal	Per Hour	\$	
2	Tree 0-4"	Per tree	\$	
3	Tree 4.1"-12"	Per tree	\$	
4	Tree 12.1"-20"	Per tree	\$	
5	Tree 20.1"-30"	Per tree	\$	
6	Tree 30.1"-40"	Per tree	\$	
7	Tree 40.1"-60"	Per tree	\$	
8	Tree > 60.1"	Per tree	\$	
9	Stump Removal < 20"	Per Stump	\$	
10	Stump Removal >20"	Per Hour	\$	
11	Overhead Utility	Per Hour	\$	

Name	
Company	
Date	
Phone	
Email	

V. Authentication of Bid and Affidavit of Non-collusion and Non-conflict of Interest

I hereby swear (or affirm) under the penalty for false swearing as provided by KRS 432.170: That I am the bidder (if the bidder is an individual, a partner (if the bidder is a partnership) or an officer or employee of the bidding corporation having authority to sign on its behalf (if the bidder is a corporation);

That the attached bid or bids covering Campbell County Fiscal Court, has been arrived at by the bidder independently and have been submitted without collusion with, and without any agreement, understanding or planned common course of action with any other vendor or materials, supplies, equipment or services described in the invitation to bid, designed to limit independent bidding or competition;

That the contents of the bid or bids have not been communicated by the bidder or its employees or agents to any person not an employee or agent of the bidder or its surety on any bond furnished with the bid or bids and will not be communicated to any such person prior to the official opening of the bid or bids;

That the bidder is legally entitled to enter into the contracts with the Campbell County Fiscal Court and is not in violation of any prohibited conflict of interest, including those prohibited by the provisions of KRS 164.390, 16.092, 61,096 and 42.990; and

(Applicable to corporations only) That as a foreign corporation we are registered with the Secretary of State, Commonwealth of Kentucky, and authorized to do business in the State _____ or,
That as a domestic corporation we are in good standing with the Secretary of State, Commonwealth of Kentucky _____. (Check the statement applicable.)

That I have fully informed myself regarding the accuracy of the statements made in this affidavit.

NOTICE

Any agreement of collusion among bidders or prospective bidders which restrains, tend to restrain, or is reasonably calculated to restrain completion by agreement to bid at a fixed price, or to refrain from bidding or otherwise, is prohibited. The provision of KRS 355.080 and 305.000 which permit the regulation of resale price by contract do not apply to sales to the State, no sales to Local Governments.

Any person who violates any provisions of Kentucky Revised Statue 42.076 shall be guilty of a felony and shall be punished by a fine not less than five thousand dollars nor more than ten thousand dollars, or be imprisoned not less than one year no more than five years, or both such fine and imprisonment. Any firm, Corporation or association which violates any of the provision of KRS 42.076 shall, upon conviction, be fined not less than ten thousand dollars no more than twenty thousand dollars.

In submitting this bid on the Bid Price Sheet, it is expressly agreed that upon proper acceptance by the Campbell County Fiscal Court of any or all items bid, a contract shall hereby be created with respect to the items accepted.

Signed by: _____ Date _____

Firm/Company _____

Address & Phone _____

VI. Required Affidavit for Bidders, Offerors, and Contractors Claiming Resident Bidder Status

For Bids and Contracts in General:

The bidder or offeror hereby swears and affirms under penalty of perjury that, in accordance with KRS 45A.494(2), the entity bidding is an individual, partnership, association, corporation, or other business entity that, on the date the contract is first advertised or announced as available for bidding:

1. Is authorized to transact business in the Commonwealth;
2. Has for one year prior to and through the date of advertisement
 - a. Filed Kentucky corporate income taxes;
 - b. Made payments to the Kentucky unemployment insurance fund established in KRS 341.49; and
 - c. Maintained a Kentucky workers' compensation policy in effect.

The BIDDING AGENCY (Campbell County Fiscal Court) reserves the right to request documentation supporting a bidder's claim of resident bidder status. Failure to provide such documentation upon request shall result in disqualification of the bidder or contract termination.

Signature Printed Name

Title Date

Company Name: _____

Address: _____

Subscribed and sworn to before me by: _____

Affiant Title
of _____ this _____ day of _____, 20____.
(Company Name)

Notary Public _____/_____/_____
My commission expires

VII. References/List of Relevant Work

1. Attach additional sheets if necessary

Project:	
Client:	
Contact Name:	
Phone Number:	
Email:	
Description of Work Performed:	

Project:	
Client:	
Contact Name:	
Phone Number:	
Email:	
Description of Work Performed:	

Project:	
Client:	
Contact Name:	
Phone Number:	
Email:	
Description of Work Performed:	