

# **SUBCONTRACTING PLAN**

## **INTRODUCTION:**

CTC, Inc. maintains an extensive database of subcontractors with specialty equipment and varied resources which are fully committed to CTC. Many of these subcontractors have partnered with CTC in a variety of different projects over the past 17 years. CTC prides itself on its relationship with these hardworking companies, and a mutual trust exists between us.

CTC, Inc. is an Equal Opportunity Employer. We strive to meet or exceed all subcontracting goals identified in your Request for Proposal. We identify all subcontractors regarding certifications as MWBE, SBE, 8A, or Hub zone. We have extensive databases for all areas throughout the U.S., so that we can actively identify the qualified ones for your proposal.

Additionally, CTC appreciates the input from our contracting partners on recommendations and referrals of qualified, licensed, insured contractors with the required experience for your event. The knowledge of the area, their relationship with your citizens is a plus to CTC and its mission.

## **SUBCONTRACTING PLAN AND UTILIZATION:**

CTC, Inc. will utilize a workforce comprised of in-house personnel and subcontractors specializing in various phases of debris management, disposal and recycling. As stated previously, we will identify local subcontractors already in our network as well as hire as many contractors and laborers as available in an effort to allow members of disaster struck communities to take part in the reconstruction process, and to assist the community financially and economically. The majority of these subcontracts will fill positions for hauling of debris to TDSRS, hauling of debris to disposal sites, hauling debris for recycling purposes.

Subcontractors will provide trucks and trailers that meet all USACE requirements for safety, licensing, permitting and registrations. Subcontractors will provide copies of all licenses upon request, and will stay with their assigned areas, completing the assigned task. These crews will work in a methodical manner until they have fulfilled their areas cleanup requirements.

CTC, Inc. will seek local, qualified individuals for employment during the disaster cleanup and reconstruction phase, including placing advertisements in the local newspapers and visiting the local employment office. Positions for laborers, data entry, flaggers, monitors, and other personnel will assist CTC in our task. Temporary employment agencies may be used to provide manpower to complete the task, but only after the proper screening and submission of drug tests.

Unless otherwise stipulated in your contract, twenty five percent (25%) of the total amount of work to be performed will be by CTC personnel and equipment. CTC, Inc. will operate with our

specialized and trained reduction personnel. CTC, Inc. has commitment letters from contractors across all the continental United States.

#### **SUBCONTRACTORS AGREEMENTS AND RESPONSIBILITY:**

Subcontractors for CTC are committed contractually to complete their assignments as instructed, and must attend all safety meetings, follow the chain of command, and report to the CTC COR daily to keep projects moving forward. CTC is known for its open line of communications, and for the respect we have for our subcontractors.

All subcontractors are required to attend weekly tailgate meetings, sign CTC' drug-free workplace statement and to conform to all operating policies as set forth our project management team.

All CTC subcontractors are familiar with the proper use of ADMS electronic reporting procedures, the latest technologies in recording and monitoring procedures, and are trained in the proper documentation for the benefit of all concerned.

CTC subcontractors are aware of all charge back procedures for damages, provide daily reports to CTC site supervisors, and also act as good-will diplomats to citizens, making the cleanup efforts as stress free as possible in an emergency situation.

A copy of our Subcontractor's agreement is either included in this proposal or may be accessed by contacting the corporate office. These agreements have been reviewed by attorneys for various states so that they meet the contracting laws of the particular state in which we are working.

#### **PROPRIETARY INFORMATION:**

A list of qualified, experienced, insured, prequalified subcontractors for your particular area is included in this proposal (If required in the proposal), or may be accessed at our corporate office upon request. This list is proprietary information and not to be shared with other contractors who are bidding on this project.



6021 SW 29<sup>th</sup> St. PMB #130

Topeka, KS 66614

(785) 478-9805 – Office

(785) 478-4195 – Fax

[ggathers@customtreecare.com](mailto:ggathers@customtreecare.com)

[www.customtreecare.com](http://www.customtreecare.com)

## KEY PERSONNEL

### Greg Gathers

- President/Chief Executive Officer since 1999
- BS in Agriculture Technology Management, Kansas State University
- Certified Arborist by International Society of Arboriculture (MW4172A)
- Certified Arborist by Kansas Arborists Association
- Line-clearance certified tree trimmer
- Kansas CDL
- CPR and First Aid Certified
- 21 years' experience as an arborist
- OSHA 30 General Industry Certification
- Completed EMI Debris Management Course at NHC 2008
- NIMS certification for IS-100, IS-253, IS-630, IS-631, IS-632, IS-634, IS-700, & IS-800
- Attended Debris Management training at NHC.
- Supervised crews on over 125 government contracts

### Jeremy Britton

- Vice President of Operations
- 16 years' experience in the debris management industry
- Supervised Crews on Over 100 Government Contracts
- CPR and First Aid Certified
- NIMS certification for IS-100, IS-125, IS-200, IS-253, IS-632, IS-634, IS-700, & IS-800
- Attended Debris Management training at NHC
- Research and development of RFP's and contracts
- Pre-Event trainer for Pre-Standing Contracts

Jack Cohagen

- Project Manager
- Certified Arborist by Kansas Arborists Association
- Kansas CDL
- CPR & First Aid Certified
- Manages, maintains, and coordinates crews & equipment
- OSHA 10 Hour Certification
- NIMS certification for IS-100, IS-253, IS-630, IS-631, IS-632, IS-634, IS-700, & IS-800

Carol Patton

- Contract Specialist
- 20 years' experience in the debris management industry
- Accounting/ Business Administration, University of Alabama and University of South Florida
- NIMS certification for IS-100, IS-200, IS-400, IS-700, & IS-800
- Attended Debris Management training at NHC
- Research and development of RFP's and contracts
- Pre-Event trainer for Pre-Standing Contracts

Maura Gathers

- Vice President of Business Development
- Public Relations
- Marketing & Branding
- Community Outreach and Volunteer Coordinator
- 10+ Years' Managerial Experience
- 13+ Years' Experience in Sales and Client Relations
- NIMS certification for IS-100, IS-200, IS-253, IS-632, IS-634, IS-700, & IS-800
- Directions in Organizational Leadership Certification (Washburn University School of Business)

David M. Bean, CPA

- Chief Financial Officer
- Certified Public Accountant
- Financial Statement Preparation, Compilation & Review
- Payroll Processing & Payroll Tax Return
- Tax Return Preparation
- Internal Controls

Garrett E. Miller

- Legal Counsel
- Construction Law
- Government Contracts
- Commercial Litigation

All employees have undergone a training program which incorporates ANSI A300 and ANSI Z133.1 standard. Employees are also required to attend weekly safety meetings.

# EQUIPMENT LIST- CUSTOM TREE CARE INC. 6/9/21

YEAR	MAKE	MODEL	VIN #	DESCRIPTION	UNIT #
2007	International	5600I	1HTXHAPT97J412308	Grapple Truck	308
2009	Western Star	4900SA	5KKMALCK69PAG3134	Grapple Truck	134
1999	Sterling	LT9513	2FZXKMCB6XAA85573	Grapple Truck	573
2004	Sterling	LT9500	2FZMAZCV34AM47624	Grapple Truck	624
2005	Sterling	AT9500	2FWJA3DEX5AU95103	Semi-Truck	103
2002	Sterling	AT9500	2FWJA3AS22AJ83220	Semi-Truck	220
2007	Kenworth	W900	1XKWD40X47J157641	Semi-Truck	641
2002	Sterling	LT9513	2FZHAZAS92AJ69397	Grapple Truck	397
2005	Towmaster		4KNFT232X5L163150	Debris Trailer	
2020	Homemade	ST	1STMFTTRAILER00062	Debris Trailer	
2017	Homemade	ST	MOHMTTRAILER24149	Debris Trailer	
1999	Wilkens		1W92M4522XS077243	Walking Floor Trailer	
2021	Load Trail			GN Trailer	
2007	Titan		4TGF2520371046894	Lowboy Trailer	
2001	Eager Beaver	50GSL	1125D24811L056945	Debris Trailer	
1995	Belshe		16JF01820S1026770	Bucket Truck	582
2007	International	4300	1HTMMAAN47H392582	Bucket Truck	84
2007	International	4300	1HTMMAAM27H469084	Bucket Truck	326
2006	International	4300	1HTMMAAM16H287326	Chip Truck	730
1999	International	4700	1HTSCAAMXXH608730	Chipper	
2007	Bandit	250XP	21998	Command Center	
2000	Progressive	34'	1P9EC3427YP297528	Pickup	891
2007	Ford	F-350	1FDWF37P37EA08891	Pickup	883
2003	Ford	F-350	1FTWF33P53EC11883	Pickup	
2015	Ford	F-250	1FT7W2BT0FEA63420	Pickup	
2019	Ford	F-250	1FT7W2BT4KEF99197	Pickup	
2011	Ford	F-250	1FT7W2BT8BEB39332	Pickup	332
2009	Ford	F-350	1FDWF37R89EA60361	Pickup	361
2003	Vermeer	SC752	1VRN151U031000869	Stump Grinder	
2014	Vermeer	SC30TX	1VRC070N2E10000987	Stump Grinder	SG1
1999	Vermeer	SC752	1VRN151U1X1000384	Stump Grinder	SG
2012	Ford	F-250	1FT7W2BT7CEA25033	Pickup	33
2007	Ford	F-150	1FTRF12W47KD24791	Pickup	791
	McPherson	M30GP		Air Curtain Destructor	
2002	Bandit	3680	4FMUS36382R001420	Grinder	
2010	John Deere	200D LC	1FF200DXEA0512138	Excavator	
2005	John Deere	544J	DW544JZ595264	Wheel Loader	
2012	John Deere	644K	1DW644KZHBE640734	Wheel Loader	
2017	John Deere	323E	1T0323EKHHJ308205	Skid Loader	
2020	John Deere	333G		Skid Loader	
2001	Caterpillar	914G	CAT0914GLPDF00255	Wheel Loader	
2014	John Deere	5075E	1PY5075LEB012520	Loader Tractor	
2007	Vermeer	S600TX	1VRZ0508171000698	Mini Skid Loader	ML1

	John Deere			Mulching Head
	Tools/ Chainsaws			
	Shipping Container			
2020	Rockland			Rollout Bucket
2007	KYRV	31BHS	4YDT31B2077202487	Travel Trailer
2020				Wood Screw
				Pallet Forks
	Caterpillar		65SS3G001761	Grapple Attachment
2019	Faver			Grapple Attachment
	John Deere			Rotary Mower



## DBE/SWBE/MBE/Affirmative Action Plan

### Policy Statement


It is the policy of Custom Tree Care, Inc. (CTC, Inc.) that disadvantaged businesses, as defined by 49 CFR Part 26, Subpart D and implemented under Rule Chapter 14-78, F.A.C., shall have the opportunity to participate as subcontractors. Suppliers and other required personnel on all contracts awarded by our Contracting Partners

The requirements of Rule Chapter 14-78, F.A.C., shall apply to all contracts entered into between the contracting agency and CTC, Inc. unless otherwise designed in the signed contract. Subcontractors and/or suppliers to CTC, Inc. will also be bound by the requirements of Rule Chapter 14-78 F.A.C.

CTC, Inc. and its subcontractors shall take all necessary and reasonable steps in accordance with Chapter 14-78, F.A.C., to ensure that disadvantaged businesses have the opportunity to compete and perform work contracted.

CTC, Inc. and its subcontractors shall not discriminate on the basis of race, color, religion, national origin, disability, sex or in the administration of contracts.

CTC, Inc. has designated and appointed a Liaison Officer to develop, maintain and monitor the DBE Affirmative Action Plan implementation. The Liaison Officer will be responsible for disseminating this policy statement throughout CTC, Inc. and to disadvantaged controlled businesses. The statement is posted on notice boards of the company.

  
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Greg Gathers, President

Custom Tree Care, Inc.  
6021 SW 29<sup>th</sup> St. PMB #130  
Topeka, KS 66614  
(785) 478-9805

## **I. DESIGNATION OF LIAISON OFFICER**

CTC, Inc. will aggressively recruit disadvantaged businesses as subcontractors and suppliers for all contracts with the Florida Department of Transportation. A Liaison Officer has been appointed to develop and maintain this Affirmative Plan in accordance with the requirements of Rule Chapter 14-78, F.A.C.

The Liaison Officer will have primary responsibility for developing, maintaining and monitoring CTC, Inc. the Company's utilization of disadvantaged subcontractors in addition to the following specific duties:

1. The Liaison Officer shall aggressively solicit bids from disadvantaged business subcontractors for all governmental contracts;
2. The Liaison Officer will submit all records, reports, and documents required by the governmental agencies, and shall maintain such records for a period of not less than three years, or as directed by any specific contractual requirements of the individual governmental agencies.

The following individual has been designated Liaison Officer with responsibility for implementing CTC, Inc. affirmative action program in accordance with the requirements of local, state and Federal government agency contracts.

**- GREG GATHERS**

## **II. AFFIRMATIVE ACTION METHODS**

In order to formulate a realistic Affirmative Action Plan, CTC, Inc. has first identified the following known barriers to participation by disadvantaged subcontractors. These barriers are:

1. Lack of qualified disadvantaged subcontractors in our specific geographical areas of work.
2. Lack of certified disadvantage subcontractors who seek to perform under specified contracts.
3. Lack of interest in performing under specified contracts.
4. Lack of response when requested to bid.
5. Limited knowledge of the specified governmental contracts plans and specifications to prepare a responsible bid.

In view of the barriers to disadvantaged businesses stated above, it shall be the policy of CTC, Inc. to provide opportunity by utilizing the following affirmative action methods to ensure participation on the contracts with the various and individual governmental contracts. CTC, Inc. will:

1. Provide written notice to all certified DBE subcontractors in the geographical area where the work is to be subcontracted;
2. Advertise in minority focused media concerning subcontract opportunities with the Company;
3. Select portions of the work to be performed by DBEs in order to increase the likelihood of meeting contract goals (including, where appropriate, breaking down contracts into economically feasible units to facilitate DBE participation);
4. Provide adequate information about the plans, specifications, and requirements of the contract, not rejecting subcontractors without sound reasons based on a thorough investigation of their capabilities;
5. Waive requirements of performance bonds where it is practical to do so;
6. Attend pre-bid meetings held by the governmental contracting agency to apprise disadvantaged subcontractors of opportunities with the Company;
7. Follow up on initial solicitations of interest to DBE subcontractors to determine with certainty whether the company is interested in the subcontract opportunity.

CTC, Inc. understands that this list of affirmative action methods is not exhaustive and will include additional approaches after having established familiarity with the disadvantaged subcontracting community and/or determined the stated approaches to be ineffective.

### **III. IMPLEMENTATION**

On contracts with specific DBE goals, CTC, Inc. will make every effort to meet contract goals as stated by utilizing its affirmative action methods. On projects with no specific goals, CTC will as an expression of good faith, seek to utilize DBE subcontractors where work is to be subcontracted.

### **IV. REPORTING**

CTC, Inc. shall keep and maintain such records as are necessary to illustrate and demonstrate compliance with its' DBE Affirmative Action Plan.

CTC, Inc. will design its record keeping system to indicate:

1. The number of DBE subcontractors and suppliers used, including items of work, materials and services provided;
2. The efforts and progress being made in obtaining DBE subcontractors through local and community sources;

3. Documentation of all contracts, to include correspondence, telephone calls, newspaper advertisements, etc., to obtain DBE participation on all governmental agencies' projects;
4. CTC, Inc. shall comply with any governmental agencies requirements regarding payments to subcontractors including DBE's for each month (estimate period) in which the companies have worked.

#### **V. DBE DIRECTORIES**

CTC, Inc. will utilize the DBE Directory published by each governmental agency for that specific city, state, county and/or region, including agencies such as Natural Resources Conservation Service, State Departments of Transportation and other required agencies.

CTC, Inc. will distribute Form Number 275-030-01, Schedule A Certification Form Number 1, to potential DBE contractors and assist in their completion.

## **ILLEGAL DRUGS, ALCOHOL AND FIREARMS POLICY**

The Policy of Custom Tree Care (hereafter termed "CTC") regarding **illegal drugs and controlled substances, alcoholic beverages, and firearms** is:

1. The use, possession, distribution, purchase or sale of any illegal drugs or other controlled substances by any person while on CTC premises or project sites, engaged in CTC business or while operating CTC equipment is prohibited.
2. The use of any illegal drug or other controlled substances or alcohol which causes or contributes to unacceptable job performance or unusual job behavior is prohibited.
3. The use, possession, transportation, or sale of explosives, unauthorized flammable materials, firearms, or other weapons by SUBCONTRACTORS or employees, while on CTC premises or project sites, engaged in CTC business or while operating CTC equipment is prohibited.
4. The unauthorized use, possession, transportation, or sale of alcoholic beverages by SUBCONTRACTOR or employees while on CTC premises or project sites, or while operating CTC equipment is prohibited.

SUBCONTRACTORS or employees shall abide by this Policy. Any person violating this Policy shall be removed from CTC premises or project sites and may be denied future access to CTC premises or project sites. In addition, CTC may suspend work or terminate employment as a result of violation of this Policy. In appropriate cases, local law enforcement agencies may be advised of violation.

In support of this Policy, CTC may conduct or require searches and require screens as set forth in the following:

### **SEARCH**

Without prior announcement, and at any time, CTC may carry out reasonable searches of individuals and their personal effects when entering CTC premises or project sites, while on CTC premises or project sites, and when leaving CTC premises or project sites. Unless prohibited by applicable law, CTC may search its employees or subcontractors before entering CTC premises or project sites, engaging in CTC business or operating equipment CTC. Entry onto CTC premises or project sites constitutes consent to a search of the person and his/her personal effects, including, without limitation, packages, briefcases, purses, lunch boxes and vehicle, or any office, locker, closet or desk. Refusal to cooperate shall be cause for not allowing that individual on CTC premises or project sites.

### **SCREEN**

Unless prohibited by applicable law, CTC may require SUBCONTRACTORS or employees to conduct a controlled substance and/or alcohol screen while on CTC premises or project sites, engaged in CTC business, or operating CTC equipment. In addition, CTC may require SUBCONTRACTOR or employees to conduct a controlled substance and/or alcohol screen on any

of its employees or its subcontractors' employees before entering CTC premises or project sites or engaging in CTC business or operating CTC equipment. A positive screen on SUBCONTRACTORS or personnel or employees or failure to consent to a screen shall be cause for removal from CTC premises or project sites and may result in the SUBCONTRACTOR or employee being terminated from for CTC.

#### **NOTIFICATION OF SEARCH AND/OR SCREEN:**

Conducting a search and/or screen of its subcontractors or employees on CTC premises is permissible and may be done upon verbal notification immediately prior to the occurrence.

#### **DEFINITIONS**

As used herein, "controlled substance" specifically includes opiates, including heroin; hallucinogens, including marijuana, mescaline, and peyote; crack, crystal meth, ice, cocaine; PCP; and prescription drugs, including amphetamines and barbiturates, which are not obtained and used under a prescription and any other substance included in the Federal Controlled Substances Act or its regulations, or unlawful under applicable law.

As used herein, controlled substance or alcohol "screen" means any test using blood, urine, breath or other samples to determine the presence of controlled substances or alcohol in the body.

As used herein, "CTC premises" is used in the broadest sense, and includes, but is not limited to, all land, property, buildings, structures, installations, CTC vehicles, equipment, and other craft owned, leased, or in any other manner being used by CTC for any purpose.

As used herein, "CTC" is used in the broadest sense, and includes all sites or properties on which CTC its affiliates and/or associated firms, and/or SUBCONTRACTORS or other firms, are performing work or any kind.

#### **DRUG AND ALCOHOL RANDOM SECURITY SEARCH POLICY**

All SUBCONTRACTOR personnel and employees assigned to CTC work shall be mentally and physically capable of performing their assigned duties competently and safely. Therefore, SUBCONTRACTOR and its subcontractors shall have procedures which allow screening of all employees for controlled substances and alcohol while on CTC premises or project sites, in CTC equipment or while engaged in CTC business. CTC "Illegal Drugs, Alcohol and Firearms Policy is stated, and "Controlled Substances," "Screen," and "CTC premises" are defined and understood.

CTC has occasionally suffered the loss of equipment, tools and confidential data from its work locations. Such losses will not be tolerated. Therefore, CTC may conduct searches to ensure compliance with its Policy as outlined.

To facilitate compliance with CTC Policy, Subcontractors and employees should take the following steps:

1. Advise all employees and/or subcontractors of CTC Policy of searches without prior notice and that any person found in violation of the Policy shall be denied access to CTC premises and project sites.

2. Give to each employee and/or subcontractor, a copy of this notice
3. Screen employees and subcontractors before assigning them to CTC premises or project sites, bearing CTC Policy in mind.

CTC personnel or employees shall immediately be removed from CTC premises any of its or its subcontractors' personnel found to be in violation of the Policy. Such personnel may be denied future access to CTC premises or project sites. Any illegal or unauthorized drugs, intoxicating beverages, firearms, weapons, or CTC property discovered as a result of CTC searches may be confiscated and may be turned over to law enforcement agencies.

If you fail to comply with CTC, Inc.'s Policy, it may become necessary to take remedial action, including termination. I certify as of this date that I:

Understood and accepted this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

By: \_\_\_\_\_

Witness: \_\_\_\_\_

## LOCAL AND MINORITY PARTICIPATION

Custom Tree Care (CTC, Inc.) fully complies with guidelines regarding **Local and Minority Participation**. We have an established corporate policy regarding minority participation, which can be referenced in our Affirmative Action and M/WBE Policy at our offices unless otherwise requested.

One of the major strengths of CTC, Inc. is our ability to recognize the importance of utilizing local, qualified contractors. Depending on the time frame, and whether this is a standby, pre-disaster contract or an emergency situation, CTC, Inc. uses procedures necessary to ensure the use of local contractors and personnel. In a non-emergency situation, we are able to place ads in the local newspapers, check with temporary services or state employment services. We also rely heavily on recommendations from the County commissioners or City officials in all situations.

Emergency situations have prompted us to pull together with contracting agencies to recognize the strengths in their own communities. We appreciate the input provided by local officials in screening potential subcontractors and personnel. The ability of the commissioners or other local community officials to suggest or recommend those that meet all requirements for experience, equipment and insurance qualifications is a benefit in the successful operation and completion of projects of any size or scope.

Based upon the availability of qualified minority personnel in the area we strive to meet or exceed the normal requirements for this event. As an integral part of the contract, we establish contacts with a number of local, 8A and minority companies. We intend to use the services of qualified, local personnel to fill positions as needed and upon recommendation of the contracting agency.

All local and minority personnel will be screened to meet the requirements, including licensing and insurance requirements of CTC, Inc. We also include listings of Certified of M/WBE Contractors as are available and which provides updated information for this project.

CTC, Inc. has committed minority contractors who have performed in CTC Contracts over the past several years. We use the recommended channels to further investigate the availability, the experience and the reputation of each local and/or minority contractor to serve the best interest of the Contracting Agency.

Due to the nature of the business, CTC, Inc. relies heavily on the utilization of state personnel agencies, local private placement agencies and temporary services. We also use the services of the local Small Business Administration (SBA) office when available and local trade organizations. Our goals as stated in our Affirmative Action Policy are traditionally greater than those of most contract requirements. Additionally, the types of personnel required and their interest in the project varies from location to location.



# SAFETY POLICY & QUALITY CONTROL PLAN

**Custom Tree Care, Inc.**  
6021 SW 29<sup>th</sup> St. PMB #130  
Topeka, KS 66614

(785) 478 – 9805 Phone  
(785) 478 – 4195 FAX  
(785) 221 – 7550 Mobile

**Section C – Paragraph/Clause 4.1**  
**Accident Prevention**

For the protection and safety of all employees, Custom Tree Care, Inc. has established the following rules designed to prevent accident and injuries. Compliance with these rules is mandatory. Documentation will be made when the rules are distributed to new employees.

Proper footwear and clothing will be worn at all times.

Do not wear loose clothing, jewelry, or keep long hair in a down position. There is a danger of catching such articles in moving machinery.

Horseplay, running, fighting or any activity that may result in injury or waste will not be tolerated.

Appropriate personal protective equipment, or PPE, will be worn for the task (s) at hand, as specified by training and job briefing (s).

Operate machinery with all guards in place. Tampering with safety devices is cause for immediate disciplinary action.

Do not operate any machine you are not familiar with or have not been trained on and authorized to use.

Machines must never be cleaned, adjusted or repaired until the machine is turned off, the circuit is interrupted at the power source (including lock-out) and a warning tag is placed at the controls.

Any defects in materials, machinery, tools and equipment must be reported immediately to a supervisor, safety personnel, or management.

Do not leave tools, materials, or other objects on the floor that might cause others to trip and fall.

Do not block exits, fire doors, aisles, fire extinguishers, gas meters, electric panels or traffic lanes.

Avoid injury by attempting to lift or push excessive loads. If an object is too heavy to move without strains, ask for help.

Observe the correct posture for lifting. Stand with your feet slightly apart, assume a squatting position with knees bent, and tuck your chin into your chest. Tilt head forward, grasp the load with both hands, and gradually push up with your legs, keeping your back straight and avoiding any abrupt movement.

Do not distract others while working. When approaching a coworker for any purpose, do so from the front or the side in a way that they will see you coming and will not be startled or surprised. If conversation is necessary, first make sure that it is safe.

Do not allow oil, water or any other material to remain on the floor for long periods of time where you or others may slip. Report any slip and fall problems to your supervisor.

When handling hazardous materials be sure to follow prescribed safety procedures and use required safety equipment. When using secondary containers filled by others, be sure they are labeled as to their contents and hazards. Know your Material Data Safety Sheets (MSDS) and where they are located. Review them often.

Use appropriate gloves when handling materials with sharp or jagged edges, when handling chemicals, when handling hot material, or to protect your hands in general.

Do not attempt to operate machinery for which you are not trained.

Unnecessary and excessive haste is the cause for many accidents. Exercise caution at all times.

All work-related injuries and accident, no matter how minor, must be reported immediately to your supervisor, safety personnel, or management.

Employees should understand and comply with all sections of the ANSI Z133.1 Standard that apply to their job activities.

All employees must be thoroughly familiar with these basic safety rules. Failure to comply with safety rules or procedures, or failure to wear the appropriate safety equipment, will result in disciplinary action up to and including termination.

#### **Section C – Paragraph/Clause 4.2** **Quality Control Plan**

If required, Custom Tree care, Inc. can have a Certified Arborist on site to ensure quality of work performed by all Custom Tree Care employees. All employees have been trained in Arboriculture practices upon employment. Certifications include and are not limited to:

I.S.A. – International Society of Arboriculture  
K.A.A. – Kansas Arborists Association  
T.C.I.A. – Tree Care Industry Association

Constant monitoring of all crews will be provided daily to ensure safety and quality of work performed is attained. Custom Tree Care will meet with the contracting officers' representative to look over completed work to ensure client satisfaction. If there is an issue that needs corrected, it will be done so in a timely manner.

#### **Section C – Paragraph/Clause 4.7** **Safety & Protection Plans & Submittals**

The following policies of Custom Tree Care, Inc. are not inflexible rules or requirements. They may be changed by the company at any time without notice or modified as individual circumstances may require in the best interests of efficient management of the Company. Nothing in the policies as they now exist, or may in the future be revised, is intended or should be construed as a contract of employment, express or implied, nor as a promise of employment for a specific period of time, nor as a requirement that any specific procedure be followed in handling personnel issues.

Company management will provide safe and healthy working conditions. All employees must follow safe practices at all times. All employees must accept and follow all rules of safety.

Whenever an employee finds an unsafe condition, they must report it immediately to their supervisor, safety personnel, or management. Any injury that occurs on the job, even a slight cut or strain, is to be reported to management as soon as possible. In no circumstance except an emergency, should an employee leave a shift without reporting an injury that occurred.

All employees including office personnel will be trained in safe practices. The training will be done by video or by training from the employees' supervisor.

If any unsafe practices are observed, the employee will receive a written violation warning. Once the employee receives three (3) written warnings, he or she will be automatically suspended for one (1) workday without pay.

Custom Tree Care, Inc. will make every effort to maintain safe working conditions. However, the principal responsibility for safety falls upon you, the employee. All employees are asked to inform their supervisor, safety committee personnel, or management of any work hazards of which they might be aware. Custom Tree Care, Inc. will arrange for you to supply information anonymously if you do not wish to be identified. No employee should fear reprisal for notifying management of any safety hazards. In fact, we encourage all employees to inform us immediately of any hazard, no matter how small it may seem.

All safety and health suggestions that we receive will be reviewed. We will then determine what action is necessary. All suggestions shall receive a response.

The injured employee's supervisor or someone from management will investigate all occupational injuries and illnesses that are job-related. Particular attention will be given to methods to prevent future situations that caused the injury or illness.

All employees will receive prompt and timely safety training. Safety rules and safe practices will be emphasized at these training sessions.

All new employees will receive a copy of the summary, to be signed and put in their file, indicating that they have been trained at the beginning of employment. Any employee given a new job assignment, for which training has not previously been received, will be trained in that particular job immediately.

Records will be kept of all training provided. These records will indicate the type of training given, date, the name of the training provider and the employee's signature.

### **Section C – Paragraph/Clause 4.7.2** **Basic Safety Accident & Protection Plans**

**All Employees of Custom Tree Care, Inc. – 6021 SW 29<sup>th</sup> St. PMB #130 – Topeka, KS – 66614** will adhere to the following safety and accident protection plans while working.

Employee responsibilities for safety include the following:

- Adhere to all safety rules and regulations
- Wear appropriate safety equipment as required.
- Maintain equipment in good condition, with all safety guards in place when in operation.

- Report all injuries and near misses, no matter how minor, immediately to their supervisor, safety personnel or management.
- Encourage coworkers to work safely.
- Report unsafe acts and conditions to their supervisor, safety personnel, or management.

### **Safety Coordinators:**

Greg Gathers (785) 221-7550  
 Jeremy Britton (256) 749-4886  
 Others TBD

One or all of the Safety Coordinators listed above will be on site at all times and will be responsible for overseeing safety on site throughout the duration of the contract. The numbers listed above are cell phone numbers and all employees will have cell phones and/or two-way radios for communication.

### **ANSI Z133 Standard & Employee Understanding**

As an employee of Custom Tree Care, Inc., you need to review and understand the requirements of the ANSI Z133.1-2000 Standard.

You need to understand that the Z133 Standard was developed by arborists, for arborists under the standards-developing procedures created by the American National Standards Institute, creating what these industry's safety experts feel are the minimum acceptable standards of practice for safety in arboriculture. It represents the collective wisdom and experience of countless arborist.

You need to understand the difference between "Should" and "Shall" as they are used in the standard. The word "Should" indicates an advisory statement where it is feasible that the actions you take might be different from the prescribed practice. A "Shall" indicates a mandatory requirement, where it is inconceivable that your actions would have to deviate from the prescribed practice, except where exceptions are noted in the Standard.

Finally, you need to understand that the Z133 Standard does not take precedence over, or take the place of, the safe work policies of Custom Tree Care, Inc.

## **Safety Rules – Accident Prevention**

For the protection and safety of all employees, Custom Tree Care, Inc. has established the following rules designed to prevent accident and injuries. Compliance with these rules is mandatory. Documentation will be made when the rules are distributed to new employees.

Proper footwear and clothing will be worn at all times.

Do not wear loose clothing, jewelry, or keep long hair in a down position. There is a danger of catching such articles in moving machinery.

Horseplay, running, fighting or any activity that may result in injury or waste will not be tolerated.

Appropriate personal protective equipment, or PPE, will be worn for the task (s) at hand, as specified by training and job briefing(s).

While on duty, the use of or being under the influence of alcohol, narcotics, intoxicants or similar mind-altering substances is strictly prohibited. Individuals found to be in violation of this policy will be subject to disciplinary action up to and including possible termination of employment, even for a first offense.

Operate machinery with all guards in place. Tampering with safety devices is cause for immediate disciplinary action.

Do not operate any machine you are not familiar with or have not been trained on and authorized to use.

Machines must never be cleaned, adjusted or repaired until the machine is turned off, the circuit is interrupted at the power source (including lock-out) and a warning tag is placed at the controls.

Any defects in materials, machinery, tools and equipment must be reported immediately to a supervisor, safety personnel, or management.

Do not leave tools, materials, or other objects on the floor that might cause others to trip and fall.

Do not block exits, fire doors, aisles, fire extinguishers, gas meters, electric\la panels or traffic lanes.

Avoid injury by attempting to lift or push excessive loads. If an object is too heavy to move without strains, ask for help.

Observe the correct posture for lifting. Stand with your feet slightly apart, assume a squatting position with knees bent, and tuck your chin into your chest. Tilt head forward, grasp the load with both hands, and gradually push up with your legs, keeping your back straight and avoiding any abrupt movement.

Do not distract others while working. When approaching a coworker for any purpose, do so from the front or the side in a way that they will see you coming and will not be startled or surprised. If conversation is necessary, first make sure that it is safe.

Do not allow oil, water or any other material to remain on the floor for long periods of time where you or others may slip. Report any slip and fall problems to your supervisor.

When handling hazardous materials be sure to follow prescribed safety procedures and use required safety equipment. When using secondary containers filled by others, be sure they are labeled as to their contents and hazards. Know the Material Data Safety Sheets (MSDS) and where they are located. Review them often.

Use appropriate gloves when handling materials with sharp or jagged edges, when handling chemicals, when handling hot material, or to protect your hands in general.

Do not attempt to operate machinery for which you are not trained.

Unnecessary and excessive haste is the cause for many accidents. Exercise caution at all times.

All work-related injuries and accident, no matter how minor, must be reported immediately to your supervisor, safety personnel, or management.

Employees should understand and comply with all sections of the ANSI Z133.1 Standard that apply to their job activities.

All employees must be thoroughly familiar with these basic safety rules. Failure to comply with safety rules or procedures, or failure to wear the appropriate safety equipment, will result in disciplinary action up to and including termination.

**Section C – Paragraph/Clause 4.7.2.1**  
**Personal Protective Equipment**

**Hazard Assessment for Person Protective Equipment**

The following table contains descriptions of the PPE required for typical tasks encountered in tree care and some of the potential hazards associated with them. Always ensure that your PPE fits properly as outlined in the training provided at the time of employment at Custom Tree Care, Inc.

Tasks	Potential Hazards	Information Sources	PPE Required
<b>Aerial lift operations</b>	Conductors, equipment failure, falls, hydraulic leaks, steep/uneven slopes	Tailgate Session #24; ANSI Z133.1 5, 6.2	Hard hat, safety glasses, hearing protection, gloves, full body harness & shock absorbing lanyard or body belt and lanyard
<b>Brush removal &amp; chipping</b>	Awkward movements and postures, flying debris, carrying heavy weights, moving parts, noise, slips, trips, and falls	Tailgate Session #39; Tailgate Session #18; ANSI Z133.1 9.6	Hardhat, safety glasses, face shield, hearing protection, gloves
<b>Chain saw maintenance</b>	Hot exhausts, cuts	Tailgate Session #28	Hardhat, safety glasses, gloves
<b>Chain saw Operation</b>	Awkward postures, hot exhausts, cuts improper stance, kickback, noise, slips, trips, and falls; vibrations	Tailgate Session #29; ANSI Z133.1 7.2	Hard hat, safety glasses, hearing protection, gloves, chainsaw chaps (when working on the ground)
<b>Chipper Maintenance</b>	Amputation, cuts, pinch points	Tailgate Session #60, ANSI Z133.1 6.3	Hard hat, safety glasses, hearing protection, gloves

<b>Climbing</b>	Cutting climbing line, falls, conductors, rope failure, tree decay, worn equipment, insects/animals	Tailgate Sessions #19, 20, 31, 32; ANSI Z133.a 5,9.1	Hard hat, safety glasses, hearing protection, gloves, fall protection
<b>Driving</b>	Other drivers, road and weather conditions	Tailgate Sessions #41, 42, 43, 44	Seatbelts
<b>Hand Tool Use</b>	Awkward postures, conductors, cuts, splinters	Tailgate Session #30; ANSI Z133.1 5, 8.1-8.10	Hard hat, safety glasses, gloves
<b>Ladder Use</b>	Conductors, falls, ladder failure	Tailgate Session #22; ANSI Z133.1 8.11	Hard hat, safety glasses
<b>Limb Removal for Take-Down</b>	Breaking ropes and/or crotches, conductors, falling and/or splitting limbs	Tailgate Session #37; ANSI Z133.1 5, 9.4	Hard hat, safety glasses, gloves
<b>Limbing and Bucking</b>	Awkward posture, limbs; snapping, slips, trips, and falls, tree rolling	Tailgate Session #37; ANSI Z133.1 9.7	Hard hat, safety glasses, gloves
<b>Use of mower, brush cutter, string trimmer</b>	Hidden objects, terrain, traffic		Hard hat, safety glasses; hearing protection
<b>Pesticide Handling &amp; Application/Spraying &amp; Spill cleanup</b>	Equipment failure, excessive drift, poor personal hygiene, spills, vehicle collision	Tailgate Session #45, %54, ANSI Z133.1 6.4	Hard hat, goggles or face shield, long sleeved shirt, rubber boots (if walking) chemical resistant gloves
<b>Pruning and Trimming</b>	Barber chairs, falling branches, conductors	Tailgate Session #33; ANSI Z133.1 5, 9.2	Hard hat, safety glasses

<b>Storm Work</b>	Hidden/dislodged conductors, damaged trees, wood under tension, fatigue, working at night, working on unfamiliar system, unannounced re-energized of lines	Tailgate Session #10; ANSI Z133.1 5, 9.2	Hard hat, safety glasses, foul weather gear
<b>Stump Grinding</b>	Flying debris, moving parts, noise	Tailgate Session #40; ANSI Z133.1 6.5	Hard hat, safety glasses, face shield, hearing protection
<b>Traffic Control</b>	Topography, volume and speed of traffic, time of day, weather conditions	Tailgate Session 3; ANSI Z133.1 4.4	Hard hat, safety glasses, reflective vest, flag or signs
<b>Trailer Towing &amp; Setup</b>	Hitch failure, jack failures, vehicular traffic	Tailgate Session #38	Hard hat, safety glasses, traffic cones and signs, gloves
<b>Tree Take-Down</b>	Barber chairs, conductors, cuts, struck-bys	Tailgate Session #36; ANSI Z133.1 5, 9.5	Hard hat, safety glasses, hearing protection, gloves, chainsaw chaps

NOTE: the hazards in **bold** represent musculo-skeletal disorder (MSD) risk factors that should be minimized (duration, frequency and/or magnitude) to the extent possible or eliminated. MSD signs are decreased range of motion, deformity, decreased grip strength and loss of function. MSD symptoms are numbness, burning, pain, tingling, cramping and stiffness.

Other hazards that apply to some/all of the above tasks: Drug Use and/or Alcohol Abuse; Fatigue; Fire; Lyme Disease; Poisonous Plants; Violent Workers/Customers; Weather.

## **Back Injury Prevention**

### **Causes of Back Injury**

Pulling, twisting, and slipping are the most common causes of back injuries. Lifting objects improperly can also hurt the back. Lifting with the back and not the legs, lifting from an awkward position, or trying to move material too large for one person can lead to injury.

Even simple movements can cause back injury. Stepping from a truck, bending over for a small tool, or over-reaching can strain back muscles.

Table 1 below ranks the most frequent causes of back injury in tree care in descending order.

Table 1-How Back Injuries Happen

#### **Lifting...**

- Large objects
- Irregularly shaped objects
- Over the shoulder

#### **Twisting...**

- While feeding brush into the chipper
- While positioning in a bucket or a tree
- While dragging brush, reaching, using long poles
- From sudden slips due to poor ground conditions
- On slippery equipment in snow or rain

#### **Jumping...**

- Off truck bed or out of truck cab
- Over fences
- Off ladders
- Out of trees

#### **Pulling...**

- Ropes hangers
- Trees, on removals

Muscle strains and sprains-soft tissue injuries-cause most arborists' back problems. These are temporary injuries. More important, strains and sprains usually precede more serious, chronic and debilitating injuries to the ligaments, discs and vertebrae. In a sense, soft tissue injuries are warning signals that more serious, permanent injury

could occur. Therefore, your back-injury prevention program should focus on preventing strains and sprains.

### **Preventive measures**

Arborists can keep their backs healthy with stretching and exercise, by knowing how the back works, and by using simple lifting techniques.

Here are attainable objectives for your company's back injury prevention program:

Provide continuous training for all employees to raise their awareness of how the back can be injured.

Develop action steps employees can use to detect and eliminate conditions likely to cause back injury- see this program's sections on hazard reporting (16), safety committees (23), job hazard assessment (15) and job briefings (17).

Motivate employees to take responsibility for back safety at work and at home.

The following procedures are taken from Annex C of the ANSI Z133 Standard:

Before lifting any weight:

- (a) Be sure clear the travel path available if the weight is to be carried from one place to another.
- (b) Decide exactly how the object should be grasped to avoid sharp edges, slivers, splinters, or other things that might cause injury.
- (c) Make a preliminary lift to be sure the load can be safely handled.
- (d) Place feet solidly on the walking surface.
- (e) Crouch as close to the load as possible with legs bent at an angle of about 90 degrees.
- (f) Keep back as straight as possible. It may be far from vertical but should not be arched.
- (g) Lift with the legs, not the back, keeping the weight as close to the body as possible.
- (h) Use a second worker when necessary.

## **Stretching and exercises**

The professional athlete must maintain a high level of production and effort to win. The same is true for an arborist, who must perform at peak efficiency.

Strains of the lower back muscles, the most common back injury, usually occur because the muscles are cold and tight. If the athlete warms up and stretches to avoid injury, then why not the tree worker?

Custom Tree Care, Inc. will provide you with information on simple, quick warm-up/stretchers that you can perform prior to heavy exertion.

## **Early Return to Work**

Custom Tree Care, Inc. participates in an Early Return to Work Program with local providers closest to job site for the treatment of all work-related injuries.

If you are injured at work, you must report the injury to your supervisor immediately. If medical treatment is necessary and you haven't designated a treating physician, you must go to the nearest medical facility.

You must also complete an Employee Claim for Workers' Compensation Benefits form as soon after an accident as possible.

If you are unable to return to the regular position due to a workplace injury, you should discuss with the doctor the possibility of working in a light duty job until the doctor releases you for full duty. If the doctor releases you for light duty, your supervisor will be notified the same day.

Modified jobs will be identified after obtaining your physical restrictions. "Modified" might be your regular job, modified by removing heavier tasks and reassigning these to other employees; a different regular job currently existing at the workplace; or a job which is specifically designed around your restrictions. A modified job offer will be made only when the work is available and of benefit to the company. Part-time work will be considered as modified work, if medically indicated. Each case will be assessed individually based on need. Modified work may not be implemented every time there is a loss claim. Wages will not necessarily be the same as that of the regular job.

If you take off work completely, or if light duty work is unavailable, you must report your medical condition and progress to the supervisor at least once a week.

### **Disciplinary Procedures**

Employees who fail to comply with safety rules will be subject to disciplinary action up to and including termination. Supervisors will follow the normal disciplinary procedures as follows:

1. Verbal counseling-must be documented in the employee's personnel file.
2. Written warning-outlining nature of offense and necessary corrective action.
3. Suspension without pay-once (1) working day without pay-the third step or a separate disciplinary action resulting from a serious violation.
4. Termination-if an employee is to be terminated, specific and documented communication between the supervisor and the employee must occur.

Supervisors will be subject to disciplinary action for the following reasons:

- Repeated safety rule violation by their department employees.
- Failure to provide adequate training prior to job assignment.
- Failure to report accidents and provide medical attention to employees injured at work.
- Failure to control unsafe conditions or work practices.
- Failure to maintain good housekeeping standards and cleanliness in their departments.

Supervisors who fail to maintain high standards of safety within their departments will be demoted or terminated after three documented warnings have been levied during any calendar year.

### **Section C – Paragraph/Clause 4.7.2.2**

#### **Accident Reporting**

#### **Accident Reporting & Investigation**

It is the policy of Custom Tree Care, Inc. to carry out a thorough program of accident reporting and investigation. Supervisory personnel will be primarily responsible for making an investigation of all accidents in their area. Accidents involving fire, death, serious injury, or extensive property damage will be investigated jointly by the supervisor and upper management.

The primary goal of the accident investigation program is the prevention of future accidents through the use of knowledge derived from the investigation. Additionally, the investigation will be used to prepare reports required by Federal and State law as well as the Workers Compensation insurance carrier. These reports are critical in establishing the company's and the supervisor's liability under the law.

When an employee is injured at work the supervisor is responsible for taking emergency action to have first aid administered, to obtain professional medical attention as soon as

possible, and to protect other employees and equipment. The supervisor must then begin to investigate the circumstances of the accident. The following procedures have been found to be effective when investigating accidents.

**Go** to the scene of the accident at once.

**Talk** with the injured person if possible. Talk to witnesses. Stress getting the facts-not placing blame or responsibility. Ask open-ended questions.

**Listen** for clues in the conversations around you.

**Encourage** people to give their ideas for preventing a similar accident.

**Study** possible causes-unsafe conditions, unsafe practices.

**Confer** with interested persons about possible solutions

**Write** your accident report giving a complete accurate account of the accident.

**Follow up** to make sure conditions are corrected. If they cannot be corrected immediately, report this to your supervisor.

**Publicize** corrective action taken so that all may benefit from the experience.

***Notify the Safety Coordinator(s) as well as the Project Officer (PO) and immediately with information regarding with whom, how, where, when, seriousness of accident and medical treatment received of the injured person or persons whenever an accident occurs. Accident scenes shall not be disturbed until released by investigating personnel with the exception of emergency rescue and emergency measures.***

#### **Vehicle Accidents-What to do:**

Make sure your vehicle has a fully stocked accident kit. The kit should contain:

- Current vehicle registration
- Current proof of vehicle insurance
- Several business cards from the owner or manager
- Pen, and or pencil
- Accident reporting form from your office and insurance company
- Trailer registration if applicable
- Several witness cards

Attend to all injured victims. Assess the situation and attend to the most seriously injured first. Do not move any victim unless there is danger from other vehicles and traffic, or danger of fire or explosion. Do not move vehicles. The police need to see the accident prior to moving any vehicle (s). Protect the scene of the accident by placing flares, flags, or reflectors where they can be seen by approaching traffic. Physically direct traffic around the accident scene if necessary; do not expose yourself to danger in traffic. If your vehicle is moved, get the name of the person or company that moved it. If it is removed from the scene, find out where it is taken. Conduct your own investigation.

Get the names, addresses, phone numbers, driver's license number, vehicle license numbers, and insurance companies of all persons involved, year, make, and model of all vehicles involved. Offer the same information about yourself and your vehicle to others involved. Contact the office to let them know what has happened, and whether anyone was injured and/or taken to a hospital for emergency treatment. Do not admit fault or discuss the accident with anyone except the office of police.

#### **Non-Emergency Injuries**

If necessary, any employee(s) requiring treatment for all non-emergency injuries, or post emergency medical treatment has been provided by local hospital, will be transferred to: TBD.

### **Section C – Paragraph/Clause 4.7.2.3** **Emergency Planning**

#### **Emergency Action Plan**

The following details the organizational structure of our plan and outlines emergency measures to be taken in the event of fire or other emergency.

Remember, your conduct and actions during the first few minutes of any emergency may not only save your life, but the lives of your fellow workers and other members of the community as well. Each truck will have emergency numbers available for ambulance, physician, hospital, fire and local police. Use most effective means of communication based on your location (cellular phone – if adequate service), two-way radio, hard line telephone or other acceptable means.

#### **General Information**

Two important telephone calls need to be made if the facility is to be evacuated because of a fire or disaster within the facility, or an external hazardous condition threatening the facility. If either of these two situations occurs; notify 911 (Emergency Medical Services and Police).

Upon order of management if you are working near a building and a fire breaks out, call emergency numbers if you cannot contain. Going into a building to let someone know of a fire outside the building is acceptable, however, the occupants will have their own safety officer and should have already been briefed in evacuation procedures.

Materials and supplies to be evacuated include, but may not be limited to, first aid kits, the MSDS binder and the personnel roster.

## **Responsibilities**

The Safety Director will:

- Coordinate the Emergency Evacuation Plan throughout the facility.
- Make certain the Program is familiar to all personnel and that all new employees are promptly oriented.
- Schedule education as necessary.

The Safety Director will be aided by the Supervisors who will:

- Facilitate the Emergency Evacuation Plan.
- Keep contact check on all personnel to be sure that they are completely familiar with all phases of the Plan that they are required to know.
- See that personnel participate in awareness training, fire classes, and other practice sessions as necessary.
- Be certain that all personnel are familiar with fire extinguishers, and make thorough fire prevention inspections when they are assigned to do so.
- Take the necessary steps required to correct any fire hazards discovered.

It is the duty of every employee to:

- Be completely familiar with the Emergency Evacuation Plan and their duties of responsibilities in the program.
- Participate in all fire drills and practice sessions.
- Attend all fire training classes when assigned.
- Learn the location of, and how to operate all fire extinguishing equipment.
- Report any fire and/or safety hazard.

## **Fire Emergency Plan**

### **Keep Calm...Report all fires and smoke**

Personnel have been assigned to:

- Notify the fire department
  1. For Emergency situation call 911.
  2. For Non-Emergency situation call the COO.

The person reporting the fire to the fire department will provide them with the following information.

- Custom Tree Care, Inc.
- Address of incident
- What is burning (machines, paper, etc.)

- Location of fire (roof, plant, office, etc.)
- Type of fire (electrical, liquid, etc.)

Additional assignments have been made to attempt to extinguish fire with the use of on-premises equipment (extinguishers, hoses, etc.). A minimum of two persons is required to fight a fire. To ensure employee safety, this is to be done only during the early stages of the fire. If the fire cannot be extinguished by the time your fire extinguisher runs out (roughly five (5) minutes) then you must notify emergency immediately.

Working away from the involved area, personnel will be assigned to:

- Check the driveways to see that they are clear for entry of fire fighting equipment
- Wait at the front entrance for the arrival of fire fighting equipment. Direct the firemen to the fire if necessary.

Re-entry onto the property will not be permitted until it is declared safe to do so by management, or by the local fire/law enforcement officials.

### **Hazard Communication**

**Name of Contact Person: Greg Gathers**  
**Title: President – Custom Tree Care, Inc.**

### **Hazard Evaluation**

Chemical manufacturers and importers are required to review the available scientific evidence concerning the hazards of the chemicals they produce, and then report that information to employees who purchase their product. In most cases Custom Tree Care, Inc. will choose to rely on the evaluation performed by our suppliers. If for some reason we do not trust the evaluation of the manufacturer, we will arrange for additional testing.

We will consider the following chemicals used in our business to be hazardous:

1. Diesel Fuel
2. Gasoline

### **Label & Other Forms of Warning**

We will make certain that containers are adequately labeled to identify the hazardous chemicals they contain and will show hazard warnings appropriate for your protection. The warnings will use a combination of words, pictures and symbols that will

communicate the hazards of the chemical (s) in the container. The labels will be legible and prominently displayed. Our training program will include instruction on how to read and interpret label information.

Exceptions to this rule are as follows:

We are permitted to post signs that convey the hazard information if there are a number of stationary containers in a given area, which have similar contents and hazards.

We are not required to label portable containers, as long as the transferred chemical is for immediate use by the employee who made the transfer.

We are not required to label pipes or piping systems.

### **Employee Training**

It is the goal of Custom Tree Care, Inc. to provide hazard communication training during the first 30 days of employment and whenever a new chemical is introduced to a given work area. Training will be done in a meeting setting and will be conducted by the Program Coordinator or another who has been properly trained.

The training program will consist of:

- How the hazard communication program is implemented, how to read and interpret information on labels and MSDS, and how employees can obtain and use the available hazard information.
- The hazards of chemicals to which employees are exposed in the work area.
- Measures employees can take to protect themselves from the hazards.
- Specific procedures put into effect by the company to provide protection, such as personal protective equipment, mechanical guards, or protective processes.
- Methods that you can use, such as visual appearance or smell, to detect presence of hazardous chemicals to which you or your co-workers may be exposed.
- Name and/or job title of who you can go to if you have questions.

### **Section C – Paragraph/Clause 8.0** **Quality & Warranty of Work**

Custom Tree Care, Inc. will provide service that meets and exceeds standards of excellence. The work done on all of our projects is guaranteed to be done in a timely, professional manner with expertise in all aspects of arboriculture. Upon completion of work assigned, a Certified Arborist will be available to go through with the project coordinator to ensure the work performed meets and exceeds his or her expectations. Letters of recommendation are available upon request. A listing of past performance is also available noting work done both as a Prime Contractor and a Sub-Contractor.

**Section C – Paragraph/Clause 8.1**  
**Quality Control**

Greg Gathers – President – Custom Tree Care, Inc. shall be responsible for over seeing all aspects of quality control throughout the duration of the project. Greg is a Certified Arborist with the KAA and ISA and has authority to make recommendations and implement plans of action for all tree care operations. Proof of certification including Membership and Certification Numbers will be provided to the current Contract Administrator of this agreement.

An Arborist will do a quality control walk-through with the PO on each project site to inspect job performance upon completion. A written report of any additional trimming necessary will be provided to the PO with project site noted and work to be performed. Custom Tree Care, Inc. agrees to return to the designated project site within Forty-Eight (48) hours to make any necessary adjustments.

# *State of Florida*

## *Department of State*

I certify from the records of this office that CUSTOM TREE CARE, INC. is a Kansas corporation authorized to transact business in the State of Florida, qualified on June 23, 2015.

The document number of this corporation is F15000002741.

I further certify that said corporation has paid all fees due this office through December 31, 2016, that its most recent annual report/uniform business report was filed on April 19, 2016, and that its status is active.

I further certify that said corporation has not filed a Certificate of Withdrawal.

*Given under my hand and the  
Great Seal of the State of Florida  
at Tallahassee, the Capital, this  
the First day of May, 2016*



*Ken Dietz*  
*Secretary of State*

Tracking Number: CU1010009104

To authenticate this certificate, visit the following site, enter this number, and then follow the instructions displayed.

<https://services.sunbiz.org/Filings/CertificateOfStatus/CertificateAuthentication>

## Request for Taxpayer Identification Number and Certification

Give Form to the  
requester. Do not  
send to the IRS.

► Go to [www.irs.gov/FormW9](http://www.irs.gov/FormW9) for instructions and the latest information.

Print or type.  
See Specific Instructions on page 3.

1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank. <b>Custom Tree Care, Inc.</b>	
2 Business name/disregarded entity name, if different from above	
3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes.  <input type="checkbox"/> Individual/sole proprietor or single-member LLC <input checked="" type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate  <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ► _____ <b>Note:</b> Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.  <input type="checkbox"/> Other (see instructions) ► _____	4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):  Exempt payee code (if any) _____  Exemption from FATCA reporting code (if any) _____  <small>(Applies to accounts maintained outside the U.S.)</small>
5 Address (number, street, and apt. or suite no.) See instructions. <b>6021 SW 29th St. PMB #130</b>	Requester's name and address (optional)
6 City, state, and ZIP code <b>Topeka, KS 66614</b>	
7 List account number(s) here (optional)	

### Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

**Note:** If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number								
			-					
or								
Employer identification number								
4	8	-	1	2	4	5	9	6 8

### Part II Certification

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
- I am a U.S. citizen or other U.S. person (defined below); and
- The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

**Certification instructions.** You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here	Signature of U.S. person ► 	Date ► <b>6/9/21</b>
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### General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

**Future developments.** For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to [www.irs.gov/FormW9](http://www.irs.gov/FormW9).

### Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
  - Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
  - Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
  - Form 1099-S (proceeds from real estate transactions)
  - Form 1099-K (merchant card and third party network transactions)
  - Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
  - Form 1099-C (canceled debt)
  - Form 1099-A (acquisition or abandonment of secured property)
- Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

*If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.*



# Alliance Bank

3001 SW Wanamaker Road  
Topeka, Kansas 66614  
Fax: 785.271.2111

Branch Office

2620 SW 6th Avenue, Suite A  
Topeka, Kansas 66606  
Fax: 785.357.4341

May 17, 2021

RE: Custom Tree Care, Inc.  
Introduction Letter

To Whom It May Concern:

The purpose of this correspondence is to advise you that Custom Tree Care, Inc. has been a good customer of Alliance Bank since December 19, 2001. The Company has equipment loans totaling in the low six figures. The company maintains one checking account at Alliance Bank. The checking account has an average collected balance in the low six figures. The company has handled all credit and depository relationships in an exemplary manner.

If the company required financing for completing your project or contract, Alliance Bank stands ready to provide such project financing as needed. Alliance Bank has successfully assisted Custom Tree Care, Inc. in the past with project working capital financing.

I highly recommend doing business with this customer. If you have any questions regarding this letter or require any additional information, please contact me at (785)-271-1800 or [mault@alliancebank.biz](mailto:mault@alliancebank.biz).

Sincerely,

Mark W. Ault  
President



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
4/29/2021

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER ByarsWright, Inc. 1700 4th Avenue Jasper AL 35501	CONTACT NAME: Debbie Mantooth
	PHONE (A/C, No, Ext): 205-690-1392 FAX (A/C, No):
	E-MAIL ADDRESS: dmantooth@byarswright.com
	INSURER(S) AFFORDING COVERAGE
	INSURER A: Cincinnati Specialty Underwriters
	INSURER B: Progressive Insurance Co.
	INSURER C: Evanston Insurance Company
	INSURER D:
	INSURER E:
	INSURER F:

COVERAGES CERTIFICATE NUMBER: 245371015 REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PROJECT <input type="checkbox"/> LOC OTHER:	Y	Y	CSU0165686	3/26/2021	3/26/2022	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 0 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 \$
B	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input checked="" type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY			00882995-1 01172240-1	7/9/2020 9/27/2020	7/9/2021 9/27/2021	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
C	UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input type="checkbox"/> RETENTION \$			XOBW8951321	4/27/2021	3/26/2022	EACH OCCURRENCE \$ 4,000,000 AGGREGATE \$ 4,000,000 \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A				PER STATUTE <input type="checkbox"/> OTH-ER <input type="checkbox"/> E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

## CERTIFICATE HOLDER

Custom Tree Care, Inc.  
6021 SW 29th St PMB #130  
Topeka KS 66614

## CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

*Michael R. Anderson*

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# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

3/5/2021

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER	CONTACT NAME: Phyllis Giaconia
The Woody Insurance Group	PHONE (A/C, No, Ext): 9133414448
4518 W. 89th Street	FAX (A/C, No):
	E-MAIL ADDRESS: PGiaconia@thewoodyinsurancegroup.com
	INSURER(S) AFFORDING COVERAGE
Prairie Village KS 66207	INSURER A: Colony Insurance Company
	INSURER B: United Financial Casualty Company
INSURED	INSURER C: Berkley Casualty Insurance Company
Custom Tree Care, Inc.	INSURER D: Great American Insurance Company
3722 SW Spring Creek Ln	INSURER E: Evanston Insurance Company
	INSURER F:
Topeka KS 66610	

COVERAGES CERTIFICATE NUMBER: REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSD WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY		103GL003442700	03/19/2020	03/19/2021	EACH OCCURRENCE \$ 1,000,000
	<input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR	DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000				
		MED EXP (Any one person) \$ 5,000				
		PERSONAL & ADV INJURY \$ 1,000,000				
	GEN'L AGGREGATE LIMIT APPLIES PER:					GENERAL AGGREGATE \$ 2,000,000
	<input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC					PRODUCTS - COMP/OP AGG \$ 2,000,000
	OTHER:					\$
B	AUTOMOBILE LIABILITY		00882995/001172240	07/09/2020	09/27/2021	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000
	<input type="checkbox"/> ANY AUTO					BODILY INJURY (Per person) \$
	<input type="checkbox"/> OWNED AUTOS ONLY <input checked="" type="checkbox"/> SCHEDULED AUTOS					BODILY INJURY (Per accident) \$
	<input checked="" type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY					PROPERTY DAMAGE (Per accident) \$
						\$
E	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR		XOBW8628020	06/30/2020	03/19/2021	EACH OCCURRENCE \$ 3,000,000
	<input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE					AGGREGATE \$ 3,000,000
	DED RETENTION \$					\$
C	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY		BNUWC0153281	02/12/2021	02/12/2022	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTHER
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)	Y/N				E.L. EACH ACCIDENT \$ 1,000,000
	If yes, describe under DESCRIPTION OF OPERATIONS below					E.L. DISEASE - EA EMPLOYEE \$ 1,000,000
						E.L. DISEASE - POLICY LIMIT \$ 1,000,000
D	Leased/Rented Equipment Coverage		IMP E652214-00	11/20/2020	11/20/2021	Limit \$420,000 Deductible \$5,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

## CERTIFICATE HOLDER

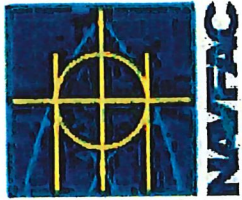
## CANCELLATION

For Information Purposes Only	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE Phyllis Woody

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# U.S. ARMY CORPS OF ENGINEERS

USACE LEARNING CENTER  
HUNTSVILLE, ALABAMA



## CERTIFICATE

*Greg L. Gathers*  
*NWK-06-18-0026*

has completed the Corps of Engineers and Naval Facility Engineering Command Training Course

## CONSTRUCTION QUALITY MANAGEMENT FOR CONTRACTORS - #784

*Kansas City*      *26 April 2018*      *USACE*  
Location      Training Date(s)      Instructional District/ NAVFAC  
*Brian Cates*      *Brian.E.Cates@usace.army.mil*      *816-389-3487*  
Facilitator/Instructor      Email      Telephone

BESTGEN.DALE.A.      Digitally signed by BESTGEN.DALE.A.1231257302  
1231257302      Date: 2013.07.14 09:59:39 -06'00'

CQM-C Manager  
CATES.BRIAN.EUGEN      Digitally signed by CATES.BRIAN.EUGEN.1141556130  
E.SR.1141556130      Date: 2013.07.30 13:45:54 -06'00'

Facilitator/Instructor Signature  
*Jeffrey D. Dziedzic*  
Chief, USACE Learning Center  
Jeffrey D. Dziedzic

THIS CERTIFICATE EXPIRES FIVE YEARS FROM DATE OF ISSUE  
CQM-C Recertification online course: <https://www.myuln.net>

# INTERNATIONAL SOCIETY OF ARBORICULTURE

## CERTIFIED ARBORIST™

*Greg Gathers*

Having successfully completed the requirements set by the  
International Society of Arboriculture, the above named  
is hereby recognized as an ISA Certified Arborist®



Luana Vargas  
Director of Credentialing Services  
International Society of Arboriculture

Caitlyn Pollihan  
Executive Director  
International Society of Arboriculture

MW-4172A

Certification Number

4 Feb 2001

Certified Since

30 Jun 2022

Expiration Date



#0847  
ISO/IEC 17024  
Personnel Certification Program  
ISA Certified Arborist®



### Litigation Statement

This statement is to certify that no litigation has been filed against Custom Tree Care, Inc. in the last 10 years by a client. Furthermore, no litigation has been filed against any of Custom Tree Care, Inc. principals in the last 10 years.

Respectfully,

   
\_\_\_\_\_  
Signature Date

Greg Gathers  
President  
Custom Tree Care, Inc.