

ARLINGTON COUNTY, VIRGINIA
OFFICE OF THE PURCHASING AGENT
2100 CLARENDON BOULEVARD, SUITE 500
ARLINGTON, VIRGINIA 22201

NOTICE OF AWARD OF CONTRACT

TO: J.L. TREE SERVICE, INC. PO BOX 2366 FAIRFAX, VA 22031	DATE ISSUED: CURRENT CONTRACT NO: CONTRACT TITLE:	AUGUST 7, 2013 686-13LW TREE PRUNING SERVICES
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THIS IS A NOTICE OF AWARD OF CONTRACT AND NOT AN ORDER. NO WORK IS AUTHORIZED UNTIL THE VENDOR RECEIVES A VALID COUNTY PURCHASE ORDER ENCUMBERING CONTRACT FUNDS.

The contract term covered by this Notice of Award is effective IMMEDIATELY and expires on SEPTEMBER 30, 2020.

The contract documents consist of the terms and conditions of the standard form agreement including any exhibits, attached or amendments thereto.

CONTRACT PRICING:

REFER TO ITB NO. 686-13LW - PRICING


EMPLOYEES NOT TO BENEFIT:

NO COUNTY EMPLOYEE SHALL RECEIVE ANY SHARE OR BENEFIT OF THIS CONTRACT NOT AVAILABLE TO THE GENERAL PUBLIC.

VENDOR CONTACT: <u>RICHARD F. MACDOWELL, JR.</u>	TELEPHONE NO.: <u>703-359-4444</u>
VENDOR PAYMENT TERMS: <u>NET 30 DAYS</u>	
COUNTY CONTACT: <u>HELENA GILBERT</u>	TELEPHONE NO.: <u>703-228-7981</u>
EMAIL: <u>HGILBE@ARLINGTONVA.US</u>	

CONTRACT AUTHORIZATION

DISTRIBUTION


Elizabeth Dooley, CPPO, CPEB
Assistant Purchasing Agent
Date _____

VENDOR: 1
BID FOLDER: 1

ARLINGTON COUNTY, VIRGINIA
OFFICE OF THE PURCHASING AGENT
INVITATION TO BID NO. 686-13LW

B I D F O R M

Page 1 OF 8

SUBMIT TWO (2) FULLY-COMPLETED AND SIGNED BID FORMS TO THE OFFICE OF THE BID CLERK, SUITE 511, 2100 CLARENDON BLVD., ARLINGTON, VIRGINIA, 22201 (ONE FORM SHALL CONTAIN AN ORIGINAL LONGHAND SIGNATURE; THE OTHER SHALL BE A PHOTOCOPY OF THE SIGNED ORIGINAL)

BIDS WILL BE OPENED AT 2:00 P.M., ON JUNE 6, 2013

FOR PROVIDING **TREE MAINTENANCE AND PRUNING SERVICES** PER THE TERMS, CONDITIONS AND SPECIFICATIONS OF THIS SOLICITATION:

The undersigned understands and acknowledges the following:
The official, true, and complete copy of the solicitation documents, WHICH SHALL INCLUDE ALL AMENDMENTS THERETO, is the hard copy of the documents available from the Office of the Purchasing Agent.
An electronic copy of the solicitation documents provided at the County Purchasing Agent's website (<http://www.arlingtonva.us/purchasing>) is subject to an important disclaimer which must be acknowledged online before the documents can be downloaded.
Each bidder is responsible for determining the accuracy and completeness of ALL solicitation documents they receive, including documents obtained from the County by either of the methods described above, and documents obtained from all other sources.

A STANDARD SERVICES

Note: Prices bid shall be inclusive of all labor, material and equipment necessary for the provision of tree pruning services. This contract is subject to compliance with Living Wage

#	DESCRIPTION OF TREE SIZES	UNIT PRICES YR 1	UNIT PRICES YR 2	UNIT PRICES YR 3	UNIT PRICES YR 4	UNIT PRICES YR 5	UNIT PRICES YR 6	UNIT PRICES YR 7
1	Up to 6" DBH	\$ 50	\$ 50	\$ 50	\$ 50	\$ 50	\$ 55	\$ 55
2	Over 6" to 12" DBH	\$ 95	\$ 95	\$ 95	\$ 95	\$ 95	\$ 100	\$ 100
3	Over 12" to 18" DBH	\$ 165	\$ 165	\$ 165	\$ 165	\$ 165	\$ 175	\$ 175
4	Over 18" to 24" DBH	\$ 250	\$ 250	\$ 250	\$ 250	\$ 250	\$ 275	\$ 275
5	Over 24" to 30" DBH	\$ 350	\$ 350	\$ 350	\$ 350	\$ 350	\$ 375	\$ 375
8	Over 30" to 36" DBH	\$ 450	\$ 450	\$ 450	\$ 450	\$ 450	\$ 475	\$ 475
9	Over 36" to 42" DBH	\$ 500	\$ 500	\$ 500	\$ 500	\$ 500	\$ 525	\$ 525
10	Over 42" DBH	\$ 600	\$ 600	\$ 600	\$ 600	\$ 600	\$ 625	\$ 625

BIDDERS NAME: JL Tree Service Inc

B EMERGENCY SERVICES

EMERGENCY SERVICES AS SPECIFIED IN THE SOLICITATION REQUIRING A FULL CREW SHALL BE BILLED ON AN HOURLY BASIS AT THE RATES BELOW. THESE RATES SHALL INCLUDE THE COST OF LABOR, AND ANY STANDARD EQUIPMENT NECESSARY TO PERFORM THE SERVICES REQUIRED.

FULL CREW COST PER HOUR DURING REGULAR WORKING HOURS, INCLUDING THE COST OF STANDARD EQUIPMENT IDENTIFIED IN THE SOLICITATION:

#	LABOR CATEGORY	HRLY RATE YR 1	HRLY RATE YR 2	HRLY RATE YR 3	HRLY RATE YR 4	HRLY RATE YR 5	HRLY RATE YR 6	HRLY RATE YR 7
INSERT NUMBER OF HOURS AFTER TELEPHONE NOTIFICATION THAT CREWS WILL BE AT THE JOBSITE LOCATION. TIME PROPOSED SHALL NOT EXCEED FOUR (4) HOURS:						HRS		
WEEKDAYS 7:00 AM TO 6:00 PM								
1	WORKING FOREMAN	\$ 75	\$ 75	\$ 75	\$ 75	\$ 75	\$ 85	\$ 85
2	CLIMBER/TRIMMER	\$ 65	\$ 65	\$ 65	\$ 65	\$ 65	\$ 75	\$ 75
3	GROUNDSPERSON	\$ 45	\$ 45	\$ 45	\$ 45	\$ 45	\$ 50	\$ 50
WEEKENDS 7:00 AM TO 6:00 PM								
1	WORKING FOREMAN	\$ 85	\$ 85	\$ 85	\$ 85	\$ 85	\$ 85	\$ 85
2	CLIMBER/TRIMMER	\$ 75	\$ 75	\$ 75	\$ 75	\$ 75	\$ 75	\$ 75
3	GROUNDSPERSON	\$ 50	\$ 50	\$ 50	\$ 50	\$ 50	\$ 65	\$ 65
NIGHTS AND HOLIDAYS								
1	WORKING FOREMAN	\$ 150	\$ 150	\$ 150	\$ 150	\$ 150	\$ 150	\$ 150
2	CLIMBER/TRIMMER	\$ 150	\$ 150	\$ 150	\$ 150	\$ 150	\$ 150	\$ 150
3	GROUNDSPERSON	\$ 100	\$ 100	\$ 100	\$ 100	\$ 100	\$ 100	\$ 100

EMERGENCY CONTACT

Provide phone numbers that are answered by a live person twenty four (24) hours a day, seven (7) days a week:

Sean Lewett 703 863 0629

John Lewett 703929 1777

BID FORM PAGE 3 OF 8

TRADE SECRETS OR PROPRIETARY INFORMATION:

Trade secrets or proprietary information submitted by an bidder in connection with a procurement transaction shall not be subject to public disclosure under the Virginia Freedom of Information Act. However, Section 4-111 of the Arlington County Purchasing Resolution states that the bidder must invoke the protection of this section prior to or upon submission of the data or other materials, and must identify the data or other materials to be protected and state the reasons why protection is necessary.

BID FORM PAGE 3 OF 8

Please mark one:

- No, the bid I have submitted does not contain any trade secrets and/or proprietary information.
- Yes, the bid I have submitted does contain trade secrets and/or proprietary information.

If Yes, you must clearly identify below the exact data or other materials to be protected and list all applicable page numbers of the bid containing such data or materials:

State the specific reason(s) why protection is necessary:

If you fail to identify the data or other materials to be protected and state the reasons why protection is necessary in the space provided above, you will not have invoked the protection of Section 4-111 of the Purchasing Resolution. Accordingly, effective upon the award of contract, the bid will be open for public inspection consistent with applicable law.

CERTIFICATION OF NON-COLLUSION: The undersigned certifies that this bid is not the result of, or affected by, any act of collusion with another person (as defined in the Code of Virginia § 59.1-68.6 et seq.), engaged in the same line of business or commerce; or any act of fraud punishable under the Virginia Governmental Frauds Act (Code of Virginia § 18.2-498.1 et seq.).

BIDDERS NAME: JLTree Service Inc
 BID FORM PAGE 4 OF 8

CONTACT PERSON AND MAILING ADDRESS FOR DELIVERY OF NOTICES

Provide the name and address of the person designated by the Bidder to receive notices and other communications (Refer to section headed Notices in the Contract Terms and Conditions of this solicitation for further details):

Sean Lewett
3301 old pickett Rd Fairfax VA 22031

THE PROPER LEGAL NAME OF THE FIRM OR ENTITY SUBMITTING THIS BID MUST BE WRITTEN IN THE SPACE PROVIDED BELOW. THIS BID FORM, AND ALL OTHER DOCUMENTS REQUIRED BY THE INVITATION TO BID TO BE SUBMITTED WITH THIS BID FORM, INCLUDING, BUT NOT LIMITED TO ALL ISSUED AMENDMENTS, MUST BE FULLY AND ACCURATELY COMPLETED AND SIGNED BELOW BY A PERSON AUTHORIZED TO LEGALLY BIND THE BIDDER, OR THE BID MAY BE REJECTED:

AUTHORIZED SIGNATURE [Signature]
 PRINT NAME AND TITLE Sean Lewett General Manager

INDICATE THE NAME AND CONTACT INFORMATION OF THE PERSON WHO CAN RESPOND AUTHORITATIVELY TO ANY QUESTIONS REGARDING THIS BID (I.E. PROJECT MANAGER):

NAME (PRINTED): Sean Lewett TITLE: General Manager
 E-MAIL ADDRESS: SLewett@JLTree.com TEL. NO.: 703 86 3 0629

SUBMITTED BY: (LEGAL NAME OF ENTITY) <u>JLTree Service Inc</u>	
ADDRESS: <u>3301 old pickett Rd Fairfax VA 22031</u>	
CITY/STATE/ZIP: <u>Fairfax VA 22031</u>	
TELEPHONE NO: <u>703 86 3 0629</u> ^{703 359} ₄₄₄₄	FACSIMILE NO.: <u>703 359 6440</u>
TAX ID NUMBER (EIN/SSN): <u>54-1438332</u>	VA. CONTRACTOR LICENSE #: <u>2701024673A</u>
THIS FIRM IS A: • INSERT NAME OF STATE _____ <input checked="" type="checkbox"/> CORPORATION, ___ GENERAL PARTNERSHIP, ___ LIMITED PARTNERSHIP, ___ UNINCORPORATED ASSOCIATION, ___ LIMITED LIABILITY COMPANY, ___ SOLE PROPRIETORSHIP	
IS FIRM AUTHORIZED TO TRANACT BUSINESS IN THE COMMONWEALTH OF VA?	<u>yes</u>
IDENTIFICATION NO. ISSUED TO THE FIRM BY THE SCC:	<u>0312738-8</u>
ANY BIDDER EXEMPT FROM SCC AUTHORIZATION REQUIREMENT SHALL INCLUDE A STATEMENT WITH ITS BID WHY THEY ARE NOT REQUIRED TO BE SO AUTHORIZED	
IS YOUR FIRM OR ANY OF ITS PRINCIPALS CURRENTLY DEBARRED FROM SUBMITTING BIDS TO ARLINGTON COUNTY, VIRGINIA, OR ANY OTHER STATE OR POLITICAL SUBDIVISION?	<u>No</u>
BIDDER STATUS:	MINORITY OWNED: <input type="checkbox"/>
WOMAN OWNED: <input type="checkbox"/>	NEITHER: <input checked="" type="checkbox"/>

Solicitation # 686-13LW

Metropolitan Washington Council of Governments Rider Clause

USE OF CONTRACT(S) BY MEMBERS COMPRISING THE METROPOLITAN WASHINGTON COUNCIL OF GOVERNMENTS PURCHASING OFFICERS' COMMITTEE.

- A. If authorized by the bidder(s), resultant contract(s) will be extended to any or all of the listed members as designated by the bidder to purchase at contract prices in accordance with contract terms.
- B. Any member utilizing such contract(s) will place its own order(s) directly with the successful contractor. There shall be no obligation on the part of any participating member to utilize the contract(s).
- C. A negative reply will not adversely affect consideration of your bid/proposal.
- D. It is the awarded vendor's responsibility to notify the members shown below of the availability of the Contract(s).
- E. Each participating jurisdiction has the option of executing a separate contract with the awardee. Contracts entered into with a participating jurisdiction may contain general terms and conditions unique to that jurisdiction including, by way of illustration and not limitation, clauses covering minority participation, non-discrimination, indemnification, naming the jurisdiction as an additional insured under any required Comprehensive General Liability policies, and venue. If, when preparing such a contract, the general terms and conditions of a jurisdiction are unacceptable to the awardee, the awardee may withdraw its extension of the award to that jurisdiction.
- F. The issuing jurisdiction shall not be held liable for any costs or damages incurred by another jurisdiction as a result of any award extended to that jurisdiction by the awardee.

YES	NO	JURISDICTION	YES	NO	JURISDICTION
<input checked="" type="checkbox"/>		ALEXANDRIA, VIRGINIA	<input checked="" type="checkbox"/>		MANASSAS, VIRGINIA
<input checked="" type="checkbox"/>		ALEXANDRIA PUBLIC SCHOOLS	<input checked="" type="checkbox"/>		CITY OF MANASSAS PUBLIC SCHOOLS
<input checked="" type="checkbox"/>		ALEXANDRIA SANITATION AUTHORITY	<input checked="" type="checkbox"/>		MANASSAS PARK, VIRGINIA
<input checked="" type="checkbox"/>		ARLINGTON COUNTY, VIRGINIA	<input checked="" type="checkbox"/>		MARYLAND-NATIONAL CAPITAL PARK & PLANNING COMM.
<input checked="" type="checkbox"/>		ARLINGTON COUNTY PUBLIC SCHOOLS	<input checked="" type="checkbox"/>		METROPOLITAN WASHINGTON AIRPORTS AUTHORITY
<input checked="" type="checkbox"/>		BOWIE, MARYLAND	<input checked="" type="checkbox"/>		METROPOLITAN WASHINGTON COUNCIL OF GOVERNMENTS
	<input checked="" type="checkbox"/>	BLADENSBURG, MARYLAND	<input checked="" type="checkbox"/>		MONTGOMERY COLLEGE
	<input checked="" type="checkbox"/>	CHARLES COUNTY PUBLIC SCHOOLS	<input checked="" type="checkbox"/>		MONTGOMERY COUNTY, MARYLAND
	<input checked="" type="checkbox"/>	COLLEGE PARK, MARYLAND	<input checked="" type="checkbox"/>		MONTGOMERY COUNTY PUBLIC SCHOOLS
	<input checked="" type="checkbox"/>	CULPEPER COUNTY, VIRGINIA	<input checked="" type="checkbox"/>		OMNIRIDE
<input checked="" type="checkbox"/>		DISTRICT OF COLUMBIA	<input checked="" type="checkbox"/>		PRINCE GEORGE'S COUNTY, MARYLAND
<input checked="" type="checkbox"/>		DISTRICT OF COLUMBIA COURTS	<input checked="" type="checkbox"/>		PRINCE GEORGE'S PUBLIC SCHOOLS
<input checked="" type="checkbox"/>		DISTRICT OF COLUMBIA PUBLIC SCHOOLS	<input checked="" type="checkbox"/>		PRINCE WILLIAM COUNTY, VIRGINIA
<input checked="" type="checkbox"/>		FAIRFAX, VIRGINIA	<input checked="" type="checkbox"/>		PRINCE WILLIAM COUNTY, VIRGINIA
<input checked="" type="checkbox"/>		FAIRFAX COUNTY, VIRGINIA	<input checked="" type="checkbox"/>		PRINCE WILLIAM COUNTY PUBLIC SCHOOLS
<input checked="" type="checkbox"/>		FAIRFAX COUNTY WATER AUTHORITY	<input checked="" type="checkbox"/>		PRINCE WILLIAM COUNTY SERVICE AUTHORITY
<input checked="" type="checkbox"/>		FALLS CHURCH, VIRGINIA	<input checked="" type="checkbox"/>		ROCKVILLE, MARYLAND
	<input checked="" type="checkbox"/>	FAUQUIER COUNTY, VIRGINIA SCHOOLS & GOVERNMENT		<input checked="" type="checkbox"/>	SPOTSYLVANIA COUNTY SCHOOLS
	<input checked="" type="checkbox"/>	FREDERICK, MARYLAND		<input checked="" type="checkbox"/>	STAFFORD COUNTY, VIRGINIA
	<input checked="" type="checkbox"/>	FREDERICK COUNTY, MARYLAND	<input checked="" type="checkbox"/>		TAKOMA PARK, MARYLAND
<input checked="" type="checkbox"/>		GAITHERSBURG, MARYLAND	<input checked="" type="checkbox"/>		UPPER OCCOQUAN SEWAGE AUTHORITY
	<input checked="" type="checkbox"/>	GREENBELT, MARYLAND	<input checked="" type="checkbox"/>		VIENNA, VIRGINIA
<input checked="" type="checkbox"/>		HERNDON, VIRGINIA	<input checked="" type="checkbox"/>		VIRGINIA RAILWAY EXPRESS
<input checked="" type="checkbox"/>		LEESBURG, VIRGINIA	<input checked="" type="checkbox"/>		WASHINGTON METROPOLITAN AREA TRANSIT AUTHORITY
<input checked="" type="checkbox"/>		LOUDOUN COUNTY, VIRGINIA	<input checked="" type="checkbox"/>		WASHINGTON SUBURBAN SANITARY COMMISSION
<input checked="" type="checkbox"/>		LOUDOUN COUNTY PUBLIC SCHOOLS		<input checked="" type="checkbox"/>	WINCHESTER, VIRGINIA
<input checked="" type="checkbox"/>		LOUDOUN COUNTY SANITATION AUTHORITY		<input checked="" type="checkbox"/>	WINCHESTER PUBLIC SCHOOLS

BIDDER'S NAME: JLTree Service Inc.

ARLINGTON COUNTY, VIRGINIA
OFFICE OF THE PURCHASING AGENT
INVITATION TO BID NO. 686-13

AMENDMENT NUMBER 1

Arlington County Invitation to Bid No. 686-13 (Tree Pruning Services) is amended as follows:

Revised Bid Due Date & Time: Tuesday, June 11, 2013 at 2:00 PM

Questions & Answers:

Q: How are the trees to be pruned determined? Is it based on routine pruning or homeowner complaints?

A: Pruning requests are generated through several channels. Requests for routine maintenance pruning are generated by staff and usually assigned for multiple trees in a geographic area. Requests for pruning to address individual safety concerns may originate from citizen concerns and/or staff observations and concerns. They are always verified by staff and assigned by staff to the contractor.

Q: Where would the majority of the trees be located...street? park? cemetery?

A: The majority of pruning requests are for trees in the County street right-of-way; however, there will also be requests to prune trees in parks. All pruning is for trees on County property (not cemeteries).

Q: How many crews would the county require at any one point in time?

A: Typically, only a single crew would be requested at any given time. The exception to this would be emergency responses to major storms (when multiple crews may be requested to clear streets and mitigate immediate safety hazards).

The balance of the solicitation remains unchanged.

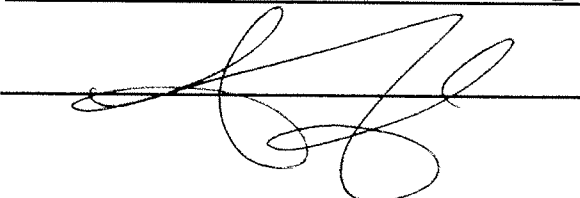
Arlington County, Virginia

Elizabeth B. Dooley, CPPO, CPPB
Assistant Purchasing Agent
edooley@arlingtonva.us

RETURN THIS PAGE, FULLY COMPLETED AND SIGNED, WITH YOUR PROPOSAL:

RECEIPT OF AMENDMENT NUMBER (1) IS ACKNOWLEDGED.

FIRM NAME: JL Tree Service Inc

AUTHORIZED SIGNATURE:  DATE: 6/10/13



P.O. BOX 2366 ■ FAIRFAX, VA 22031 ■ PH | 703.359.4444 ■ FAX | 703.359.6440

support@jltree.com ■ www.jltree.com



MD Tree Experts
#00023 #001730

ISA Certifications
#MA003 #MA5018A

1. SECTION A – Experience & Management Summary

JL Tree Service Inc has been providing tree services in Northern VA, MD, & DC since 1975. Our company has 70 employees including 3 ISA Certified Arborists, 10 full time tree crews, 3 stump crews, 2 cranes, and more. We are one of the larger tree companies in the DC Metropolitan area serving government, commercial, and residential customers. Our arborists and tree crews have many years of experience in tree pruning specifically doing work for City and County contracts. JL Tree Service Inc is a TCIA Accredited tree care company.

2. SECTION B – Staffing Requirements

(a) To be determined upon contract award

(b) JL Tree Service Inc screens all job applicants by interviews with our managers and safety professionals, requires drug and alcohol screening through a professional DOT consortium, previous experience levels, and putting new employees on a notice of 90 day introductory training period of employment. Our employees attend weekly safety meetings taught by our own certified tree care safety professional, and our foreman's have many years of experience in the field.

(c) JL Tree Service Inc offers complete health insurance coverage for its employees. Training is provided at safety meetings that are held weekly, and on the job training daily. Our company follows a tailgate safety program purchased from TCIA. Each employee that is hired goes through a new employee orientation with the certified safety professional. Most of our employees have been with the company for many years.

(d) To be supplied upon contract award

(e) The employees that we dedicate to Arlington County will always be the same crew members on every job.

(f) Sean Lewett MA-5018A, Peter Esseff MA-5258A, Ira Edwards MA-5444A

3. SECTION C – Quality Control & Contract Management

1 – Customer feedback is solicited via email or on our corporate website where customers can go to provide feedback on the work performed.

2 – Quality Assurance is done primarily via conversations and meetings with customer's onsite. Formal letters are written if and when needed

3 – See attached company handbook for JL Tree Service Inc

4 – Equipment used for this job type

- 5 Bucket Trucks with 5 Vermeer Chippers
- 6 chipper trucks with 6 Vermeer chippers
- 10 flatbeds & prentice loader for hauling wood
- 2 38 Ton Cranes
- 3 Vermeer stump machines
- Safety equipment & more

4. SECTION E – References

- a. City of Fairfax, 10455 Armstrong St Fairfax VA 22030, Wayne Thomas 703-385-7838
- b. NOVA Regional Park Authority, 21293 Smith Switch Rd Ashburn VA 20147, Roger Bornt 703-946-3182
- c. Northern VA Training Center, 9902 Braddock Rd Fairfax, VA 22032, Wayne Cox 703-764-0310

JL Tree Service Inc.

Company Handbook

2012-2013



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Acknowledgement Form

This employee handbook has been prepared for you to understand the code of ethics, policies, and benefits of JL Tree Service Inc. Please read it carefully. Upon completion of your review of this handbook, sign the statement below, and return it to your supervisor. A copy of this acknowledgment will be retained in each employee file for record.

I, _____, have received and read a copy of the JL Tree Service Inc Employee Handbook which outlines the ethics, goals, policies, benefits, and expectations of JL Tree Service Inc, as well as my responsibilities as an employee.

I have familiarized myself with the contents of this handbook. By my signature below, I acknowledge, understand, accept and agree to comply with the information contained in the Employee Handbook provided to me by JL Tree Service Inc. I understand this handbook is not intended to cover every situation which may arise during my employment, but is simply a guide.

I understand that the JL Tree Service Inc Employee Handbook is not a contract of employment and should not be deemed as such.

I also understand that my employment is at the will of myself and the Company, and that my employment can be terminated at any time, at my or the Company's discretion.

(Employee signature)

(Date)

Introduction

Welcome to JL Tree Service Inc., we are glad that you are here! We understand that our company has been built by valuable people, and also know that our continued success is directly related to the professionals employed. JL Tree Service Inc. welcomes you to our organization, and looks forward to joining with you as a professional to build, grow, and succeed in our endeavors together.

Mission Statement

JL Tree Service ensures that *all* of our customers are provided with outstanding tree services. We take pride in offering our customers "Quality Work, a Quick Response, at Reasonable Rates". Each employee in our company takes part in our value to maintain safe, efficient, and excellent tree service. JL Tree Service ensures the highest tree care standard for our customers, and promises to put your needs first. Your trees and property are in the hands of well trained and qualified tree care professionals. We have been members of the International Society of Arboriculture and the Tree Care Industry Association for many years. Our estimators have years of experience in the tree care business, and can evaluate your trees and make recommendations with confidence.

History

John Lewett started JL Tree Service in 1975 with 1 truck, a chipper, and 2 friends. He has built a reputable and thriving tree service company that now employs over 70 people. These days, it is not likely for someone to stay with a single company for more than 10-15 years. There are many employees that have been with JL Tree Service for over 20 and some over 30 years.

According to our employees, JL Tree Service is the premier place to work if you are an arborist, tree climber, ground-man, CDL truck driver, etc. Employees are treated with respect and dignity, and are well taken care of. It is a great corporate culture.

Goals, Values, Beliefs

Our goal at JL Tree Service Inc is simple -- extraordinary customer service as we meet our customer's needs in the tree service industry. We accomplish this by providing quality, safe and efficient tree services.

Our goals are accomplished by the commitment of every employee.

Our values and beliefs require that we:

- Treat each employee with respect and listen to their input on how to continually improve our service goals.
- Treat each employee fairly. JL Tree Service Inc does not tolerate discrimination of any kind and encourages all supervisors to involve employees in problem solving creativity. When problems arise, the facts are analyzed to determine ways to avoid similar problems in the future.
- Provide the most effective and efficient corrective action in resolving customer service issues to ensure our customers' satisfaction.
- Each day we contribute to our reputation as service professionals, never sacrifice reputation, a good positive attitude reflects this.
- Deliver competitive, outstanding service to our customers and, where required, partner our customers with vendors who share our vision.
- Make "Do It Right the First Time" our commitment as a team.

JL Tree Service Code of Ethics

JL Tree Service was built on two core values; honesty and hard work. The most important thing that we ask all of our employees is to be ethical. Always do what is right, and never be dishonest – with others or yourself. Treat other employees the way you want to be treated yourself. Our customers are always to be handled with honesty, dignity, and respect. Our customers are why we are here, to serve them professionally. If you live by your good ethics - being honest and hard working, you will truly succeed. All employees of JL Tree Service Inc will also follow the TCIA Code of Ethics below.

TCIA Code of Ethics

Our company is a member of the Tree Care Industry Association. We ask that all employees abide by the TCIA Code of Ethics:

Tree Care Industry Association recognizes that the manner in which members' conduct business reflects upon the professionalism of the entire tree care industry and the arboriculture profession. Therefore, upon acceptance into membership, TCIA requests that members abide by the Arborist Pledge and the TCIA Code of Ethics in word, action, and within the spirit of integrity, which is at the core of these principles.

Members of Tree Care Industry Association assume a responsibility to the profession, society and their peers by pledging to uphold and abide by the following:

Arborists have the responsibility to provide professional care of trees for current and future generations. We pledge to be advocates and practitioners of the highest arboricultural standards and practices.

Since arboriculture is an ever-changing science, we pledge to educate ourselves, our constituents, and our clients in the most current research and practices available to the industry.

We pledge to conduct ourselves and businesses in an honest and dignified manner, reflecting our adherence to the laws that govern us locally, nationally and internationally. We will endeavor to grow our work force through training and employee development.

We agree that the arboriculture profession is extremely high profile in public perception. We pledge to look and act professional so as to reflect a positive image for the green industry, and promote our profession.

We agree that safety, training and education are of the utmost importance in maintaining a professional workforce. We pledge to provide for the safety and training of employees to ensure a healthy work environment.

We pledge to respect the views, ideas and contributions of our peers. Open and honest communications, sharing of ideas and experiences has been a cornerstone of TCIA membership, fostering goodwill between companies. We pledge to continue this tradition.

As members of TCIA, we believe that active participation on committees and Boards, and serving in other areas of leadership is extremely important to keeping a healthy, diverse association.

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Equal Employment Opportunity Affirmation

Title VII of the Civil Rights Act of 1964, as amended by the Equal Employment Opportunity Act of 1972, prohibits employers from discriminating against employees and job applicants on the basis of race, color, religion, sex, or national origin. Title VII also established the Equal Employment Opportunity Commission (EEOC) to administer and enforce the act, with the power to file suit in court.

A company is subject to Title VII if (1) it employs 15 or more persons, and (2) these employees have worked 20 or more calendar weeks in the current or preceding year. If subject to this requirement, the company must be able to prove that it does not discriminate against minority groups with respect to recruiting, hiring, promoting and treatment of employees.

Other Employee Protection Regulations

Age Discrimination in Employment Act of 1967 (ADEA) - prevents discrimination against workers age 40 and over.

Americans with Disabilities Act (ADA) - requires covered employers to make "reasonable accommodation" for disabled workers. See TCIA Management Guide on ADA.

Consolidated Omnibus Budget Reconciliation Act (COBRA) – gives workers and their families who lose their health benefits the right to choose to continue group health benefits provided by their group health plan for limited periods of time under certain circumstances such as voluntary or involuntary job loss, reduction in the hours worked, transition between jobs, death, divorce, and other life events. Qualified individuals may be required to pay the entire premium for coverage up to 102 percent of the cost to the plan. COBRA generally requires that group health plans sponsored by employers with 20 or more employees in the prior year offer employees and their families the opportunity for a temporary extension of health coverage (called continuation coverage) in certain instances where coverage under the plan would otherwise end. COBRA outlines how employees and family members may elect continuation coverage. It also requires employers and plans to provide notice

Equal Pay Act of 1963 - makes it illegal to pay a lower wage to either sex for equal work on jobs that require equal skills, effort, and responsibility under similar working conditions at the same establishment.

Fair Labor Standards Act (FLSA) – establishes minimum wage, overtime, child labor, and record keeping standards.

Family Medical Leave Act (FMLA) – Leave policies for employers of 50 or more employees (within a 75 mile air radius) need to conform to FMLA.

Health Insurance Portability and Accountability Act of 1996 (HIPAA) – establishes privacy and security rules for protection of individually identifiable health information.

Uniformed Services Employment and Reemployment Rights Act (USERRA) – establishes many requirements relating to military leave. If you have an employee called up to active duty, you will need to be aware of the regulations.

Warn Act - requires 60 days' notice of layoffs longer than 6 months or business closures affecting 50 or more employees.

Regulations Specific to the Tree Care Industry

Occupational Safety and Health Act - Adopted by Congress in 1970, the OSHA Act is one of the most comprehensive sets of regulations affecting labor-management relations. Section 5(a)(1) of the Act, known as the "General Duty Clause," says that each employer must furnish to each of his employees, "...employment and a place of employment which are free from recognized hazards that are causing or likely to cause death or serious physical harm to his employees:". OSHA contains specific safety rules that must be adhered to. It also protects employees from termination or discipline for having complained to OSHA about safety conditions at the Employer's premises. Fines can now go up to \$70,000 per violation.

ANSI Z133, the American National Standard for Arboricultural Operations - Safety Requirements, defines the recognized hazards pertinent to tree care, and is enforced by OSHA. Copies of ANSI Z133 standards are available through the Tree Care Industry Association.

ANSI A300, the American National Standard for Tree Care Management addresses pruning, fertilization, tree support systems, lightning protections systems and other aspects of tree management. Copies of ANSI A300 standards are available through the Tree Care Industry Association.

Hazards Communication Act - The jurisdiction of OSHA's Hazards Communication Act was broadened to include all of general industry in 1988. Essentially all tree service firms are subject to HAZCOM requirements since they cover a wide range of hazardous materials, including gasoline, certain pesticides, and other consumer items.

Because HAZCOM is a "performance standard," there is a certain amount of flexibility in how its objectives can be achieved. The safe handling and use of hazardous materials should be addressed by company accident training. It is appropriate to state, in general terms, your company's policy on this and other forms of necessary training in the policy manual. Since an understanding of the Material Safety Data Sheet, or MSDS, is central to HAZCOM, it may be appropriate to make specific reference to the information contained on the MSDS as well as their availability in your Employee Handbook.

Regulations general to employers: In addition to the above regulations specific to our industry, there are other regulations with which employers must comply. A limited listing of some of these are as follows: The National Labor Relations Act permits employees to form unions and protects them from discriminatory treatment for attempting to bring in a union. The NLRA even protects employees where there is no union involved, in that it allows employees to band together to try to improve working conditions, without a union, and prevents the employer from taking retaliatory action for their attempting to do so. Similarly, the Equal Employment Opportunity Commission bans employer discrimination on the basis of race, age, sex, religion, and national origin. In addition, state fair employment practice agencies also regulate these matters and make the list of items for which the employees cannot be discriminated even more extensive. The Fair Labor Standards Act governs payment of wages and overtime. In addition polygraph, plant closing, drug testing and other legislation similarly restricts employer conduct. States are increasingly enacting special employment regulations. Check with qualified legal counsel.

Orientation

Getting Started – Each employee will go through the following steps.

- Application, Interview, Enrollment, Training, and Drug & Alcohol testing
- Employee orientation will include sitting with the General Manager to learn about corporate culture, history, goals, requirements, and expectations
- Read through and sign the company handbook, safety policy, and work procedures
- CTSP Manager & New Employee meeting –
 - Initial Safety orientation, hand out required safety gear, company phones, timecards, etc
- Meet & Greet, managers, supervisors, office staff, & crew members

Termination

Employees that are leaving the company should provide 2 week notice. The employee is to turn in all company belongings such as company provided phones, equipment, tools, etc. See the office manager before departing to sign any paperwork, and officially check out.

Everyday Policy for Everyone

1. Talk to each other with respect!
2. Keep a good positive attitude and be willing to help out
3. Don't wait for someone to ask you or tell you to do something, jump in and do it
4. Be the first guy on the job rather than the last

General Policies:

Personal Information

It is important that the personnel records of JL Tree Service Inc be accurate at all times. In order to avoid issues or compromising your benefit eligibility or having W2's returned, JL Tree Service Inc requests employees to promptly notify the appropriate personnel representative of any change in name, home address, telephone number, marital status, number of dependents, or any other pertinent information which may change.

Attendance

Regular and prompt attendance is an essential function of your job. Excessive or unexcused absences may result in disciplinary action up to and including termination. Three consecutive days of unexcused absence and/or failure to contact the company will be considered by the company to be a voluntary resignation.

The daily report to work time is 7:30 a.m., and you should be on time and ready to work at the assigned time. If you are not going to be at work by the required time you must call the Manager prior to 7:30 a.m. to notify him.

For lunch, 1 person may leave the jobsite to bring back lunch for everyone else. Or, if you are on your way to another job, you may stop to pick up lunch while going to the next job. The preferred method is to bring your lunch and eat on the job.

You must flash the time clock with your timecard when arriving and leaving. If you are late coming in and cannot punch out, you must call the manager and leave him a message with the time that you arrived back to the shop.

At the end of each day, all drivers must empty there trucks, fuel up equipment, and make sure the truck is clean for the next day. All trash should be removed from the trucks.

All employees are on the honor system and are expected to keep their own time daily and produce as much as possible when on jobs. In order to minimize disruption to the company's operations and as a courtesy to your co-workers, if you must be absent due to illness, injury or other emergency, you must notify the manager as far in advance as possible, but not later than one hour before your scheduled start time. Absences must be reported daily, unless other arrangements have been specifically made with the manager.

Accidents and Emergencies reporting

Maintaining a safe work environment requires the continuous cooperation of all employees. The company requires employees to communicate with colleagues and their supervisor regarding safety issues. Employees should call 911 in the event of an accident or emergency.

When an injury is sustained it must be reported immediately to the supervisor. Failure to report accidents is a serious matter as it may preclude an employees' coverage under workers compensation insurance. The employee is responsible for filling out the VA First Report of Accident, expect in incidents that require hospitalization.

Managers must fill out OSHA 300 series of forms to be filed and posted by JL Tree Service Inc.

Use of Company Property

JL Tree Service Inc will provide you with the necessary equipment to do your job. None of this equipment should be used for personal use, nor removed from the physical confines of JL Tree Service Inc - unless it is approved and your job specifically requires use of company equipment outside the physical facility of JL Tree Service Inc.

Computer equipment, including laptops, may not be used for personal use - this includes word processing and computing functions. It is forbidden to install any other programs to a company computer without the written permission of your supervisor. These forbidden programs include, but are not limited to, unlicensed software, pirated music, and pornography. The copying of programs installed on the company computers is not allowed unless you are specifically directed to do so in writing by your supervisor.

The telephone lines at JL Tree Service Inc must remain open for business calls to service our customers. Employees are requested to discourage any personal calls - incoming and outgoing - with the exception of emergency calls. No long distance calls which are not strictly business-related are to be made on company phones.

Use of Company vehicles & equipment

The company provides supplies, work shirts, equipment, vehicles, and material necessary for employees to perform their jobs. These items are to be used solely for company purposes.

Proper attire, safety work boots, and all personal protective equipment should be worn at all times while on the job.

Employees are expected and required to take care of company equipment and vehicles. This includes regular cleaning, proper use, safe and efficient operations, and reporting any issues to the manager. Equipment or vehicle troubles should be written on the white board at the shop. Drivers are responsible for turning in their daily TCIA Daily Inspection Report slips. Loss, damages, or theft of company property will not be tolerated and consequences including termination are possible.

Workplace Violence

To provide employees with a work environment free from acts of violence, or acts considered to create a hostile environment.

The company forbids the following:

- Any act or threat of violence made by an employee against another person's life, health, well being, family, or property
- Any act or threat of violence including, but not limited to, intimidation, harassment or coercion
- Any act or threat of violence which endangers the safety of employees, customers, vendors, contractors, or the general public
- Any act or threat of violence made directly or indirectly by words, gestures, or symbols.
- The use or possession of a weapon on the Company's premises or work site

In accordance with this policy, it is a requirement that employees report any behavior that compromises the Company's ability to maintain a safe work environment. All reports will be investigated promptly, and thoroughly. It is the employee's responsibility to report any threats or intimidating behavior immediately to a supervisor or manager.

Confidentiality

JL Tree Service Inc requires all employees to sign a confidentiality agreement as a condition of employment, due to the possibility of being privy to information which is confidential and/or intended for the company use only. All employees are required to maintain such information in strict confidence. This policy benefits you, as an employee, by protecting the interests of JL Tree Service Inc in the safeguard of confidential, unique and valuable information that is part of our competitive advantage in the marketplace.

Should an occasion arise in which you are unsure of your obligations under this policy, it is your responsibility to consult with your supervisor. Failure to comply with this policy could result in disciplinary action, up to and including termination.

Dress Code

As an employee of JL Tree Service Inc, we expect you to present a clean and professional appearance when you represent us, whether that is in, or outside of, the office. Management, sales personnel and those employees who come in contact with our public, are expected to dress in accepted corporate tradition.

It is just as essential that you act in a professional manner and extend the highest courtesy to co-workers, visitors, customers, vendors and clients. A cheerful and positive attitude is essential to our commitment to extraordinary customer service and impeccable quality.

Safety and Accident Rules

Safety is everyone's job at JL Tree Service Inc. JL Tree Service Inc provides a clean, hazard free, healthy, safe environment in which to work in accordance with the Occupational Safety and Health Act of 1970. As an employee, you are expected to take an active part in maintaining this environment. You should observe all posted safety rules, adhere to all safety instructions provided by your supervisor and use safety equipment where required. Your workspace should be kept neat, clean and orderly.

It is your responsibility to know the location of all safety and emergency equipment, as well as the appropriate safety contact phone numbers. A copy of the Emergency Procedures will be posted in each work area.

All safety equipment will be provided by JL Tree Service Inc. Employees will be responsible for reasonable upkeep of this equipment. Any problems with or defects in, equipment should be reported immediately to your supervisor.

As an employee, you have a duty to comply with the safety policy and rules of JL Tree Service Inc, to assist in maintaining a hazard-free environment, to report any accidents or injuries, and to report any unsafe equipment, working condition, process or procedure, immediately to a supervisor.

Employees may report safety violations or injuries anonymously to the Safety Committee, if they are not the injured or violating party. No employee will be punished or reprimanded for reporting safety violations or hazards. However, any deliberate or ongoing safety violation, or creation of hazard, by an employee will be dealt with through disciplinary action by JL Tree Service Inc, up to and including termination.

Grievances

Encourage employees to come to management with problems. Often, the best solutions to problems come from your employees, but require management approval to implement. All grievances, complaints and/or suggestions should be brought to the attention of the employee's immediate supervisor or the person who hired that employee. Employees, at their option, should register complaints, etc. to a supervisor other than the one alleged to be involved in the complaint.

Sexual Harassment

This is a very serious issue in today's workplace. We suggest you incorporate the following into your policy: JL Tree Service Inc is vigorously committed to maintaining a working environment free of sexual harassment.

Scope of Policy

1. Sexual harassment is a) any form of sexually offensive touching or verbal conduct, including, but not limited to, requests for sexual favors, unwelcome sexual advances, or sexually offensive comments, which create a hostile or offensive working environment, and b) the use of, or inference that, an employee's submission to or rejection of such conduct, is or may be used, as a basis for employment decisions affecting the employee.
2. The above prohibitions apply to all supervisors, all non-supervisory employees of the Company, and to visitors to the Company. Thus, for instance, this policy prohibits non-supervisory employees creating a hostile working environment for fellow employees, as well as prohibiting offensive supervisory conduct.

Procedure

1. Employees are encouraged to report sexual harassment because the Company cannot take corrective action without being made aware of the problem.
2. Employees, at their option, should report sexual harassment complaints to a supervisor other than the alleged offender. A female employee who prefers to make a complaint to a female member of the staff will be accommodated. Supervisors must, promptly report all sexual harassment complaints to the CEO. Complaints should be as specific as possible as to the date, time, place, and nature of incidents complained of, as well as whether there are any witnesses to the misconduct.
3. The CEO or his/her designated representative is responsible for promptly conducting a thorough confidential investigation of the alleged misconduct.
4. If, upon the completion of the Company's investigation, it determines that prohibited conduct did occur, it shall promptly implement corrective and disciplinary action, including the possibility of discharge of offending persons.

Breaks and Lunch

Breaks and lunch time off are periods of time, specified by the employer, during which employees are not actively working on the job. Employees use break time, which generally lasts 5 minutes per four hours worked, to eat, visit the restroom, read, talk with friends, smoke, and handle personal business.

Employees are allowed 30 minutes for lunch break. This time will be automatically deducted by JL Tree Service Inc. Crews are encouraged to take lunch between jobs, or have 1 person on the crew go out to get lunch and bring it back to the job site depending on the workload for that day. Office workers are encouraged to bring their lunch.

Smoking

JL Tree Service Inc endeavors to provide a healthy environment. Therefore, any form of tobacco consumed in company buildings is prohibited. Additionally, no smoking is allowed within ten (10) feet of the exterior entranceways. There are designated smoking areas and signs at the premises, and field employees are not permitted to smoke on customer job sites. There will be no smoking in the shop area, or near the firewood and mulch piles.

Performance Reviews

Within one week of employment, job change or promotion, every employee will be given job objectives which detail the requirements and expectations of the position for which the employee was hired. JL Tree Service Inc will measure your job performance against these objectives. After each evaluation, job objectives will be re-dated and reviewed, or rewritten if needed. In either case, your supervisor will review and discuss the objectives with you. You will be asked to sign a statement indicating agreement with, and understanding of, the objectives.

Performance reviews are conducted *once* in 90 days from the date of hire and *once* every year from the date of hire. All performance reviews are based on merit, achievement, job description fulfillment and performance. Wage increases will be based upon this review, as well as past performance improvement, dependability, attitude, cooperation, disciplinary actions, and adherence to all employment policies. Your supervisor will review and discuss your salary during your performance reviews.

Employment Categories

Permanent Full Time is an employee who has no termination date and who is regularly scheduled to work 37.75 to 40 hours per week.

Temporary Part Time is an employee who is hired or promoted for a certain length of time and who is scheduled to work 20 hour or more, but less than 30 hours per week.

Internet Use

Certain employees will be provided internet access to assist them in performing their job. JL Tree Service Inc strictly prohibits internet use that involves the following:

- Downloading, displaying, or accessing sexually explicit images, messages
- Downloading, displaying, or accessing messages that contain ethnic slurs, racial epithets, vulgarities, or anything that may be construed as harassment of others based on any category covered by applicable law.
- No Playing games on the internet, social media websites (facebook).

Any use of Company provided internet access by an employee constitutes consent to inspection, search or monitoring the systems by JL Tree Service Inc. Failure to cooperate in an inspection, search, or monitoring activity will result in disciplinary action, including termination if necessary.

Employees possessing knowledge of any misuse of company provided internet access or any conduct inconsistent with the company's policy should notify the manager immediately. Any employee who has inappropriately used the Internet will be subject to disciplinary action.

Compensation and Benefits:

Payroll

JL Tree Service Inc employees are paid weekly. For new employees, their first paycheck will be provided 2 weeks from the start date. JL Tree Service Inc employs both Salary and Hourly employees. Compensation generally exceeds industry averages and is very competitive.

Work Hours and Overtime

The normal workday is eight (8) hours for hourly workers, with 40 hours being a normal work week. Salaried employees generally work the same hours, but may be required to work more hours as the work dictates. While you are generally expected to work the

number of hours stated above, JL Tree Service Inc does not guarantee that you will actually work that many hours in any given day or week (or to be paid for such hours if you do not work that many hours).

Overtime work is only performed when necessary and approved in advance by your supervisor. You are expected to work necessary overtime when requested to do so. Hourly employees will receive time and one-half pay for time worked exceeding 40 hours in any given work week. Salaried employees are not entitled to overtime pay.

Time Clock and Time Cards

Where applicable, JL Tree Service Inc employees must clock in before beginning their work shift and clock out at the end of their shift. All such employees are expected to work their entire shift. If an employee does not punch their time in the morning or afternoon, they must contact a manager to have them fix the time that same day, or the employee could risk not being paid for that day. You are not allowed to punch the time clock for another employee. Should your time card be incorrectly punched, for any reason, your supervisor will note the correct start and/or end time, and initial the correction. All time cards must be approved by your supervisor.

If an employee forgets to clock in or out, they need to notify and manager that same day or face penalty of not being paid for that workday.

Holidays

The policy applies to all regular full-time employees of JL Tree Service Inc.

JL Tree Service Inc recognizes the following holidays:

- New Years Day
- Independence Day
- Labor Day
- Memorial Day
- Thanksgiving
- Christmas

When a holiday falls on a weekend, the Friday preceding or Monday following as the observed holiday will be designated as the holiday at the discretion of JL Tree Service Inc. Regular full time employees are paid eight (8) hours for each holiday, regular part time employees are paid for holidays based upon the number of hours they are normally scheduled. Temporary employees are not paid for holidays, unless they are specifically requested to work on the designated holiday.

Full-time employees are eligible for their normal rate of pay for scheduled holidays designated as paid holidays by the Company, subject to the following limitations and conditions:

- Employees that have been with the company for 90+ days.
- Employees must work the day before and day after the holiday to be paid, unless prior approval has been provided.
- A holiday occurring during an employee's vacation will not be charged to vacation time
- Employees who extend the holiday, without prior approval, are required to present proof of illness or compelling personal reason for absence.
- An employee who has an unexcused absence immediately prior to or after a holiday observance, may be denied holiday pay following a review of the circumstances.
- An employee who voluntarily resigns or is involuntarily terminated before a holiday will not be paid for the holiday.

Vacation

New employees will not receive paid vacation, and must provide 2 week notice for any requested time off. Employees that have been with the company for over 1 year will receive 1 week of paid vacation.

Sick Leave

There is no paid sick leave. Employees must coordinate Dr. Appointments and scheduled time-off by providing at least 2 week notice. Un-scheduled time-off, employees must call in to the appropriate manager to inform them of their absence for that day.

Group Insurance Benefits

JL Tree Service Inc makes health insurance, and dental available to eligible employees and their eligible family members. The Company pays the majority of the premiums for the group benefits, with the employee sharing the balance of the cost. Single and family plans are set at different contribution rates.

Eligible employees are all full time employees who have completed ninety (90) calendar days of employment, and part time employees who work at least twenty-five (25) regular hours a week and have completed ninety (90) calendar days of employment.

Specific details on coverage and benefits are outlined in JL Tree Service Inc' Health Benefit Handbook that is provided to you during employee orientation. You will also receive authorization forms for all benefits at orientation. Please see your personnel representative if you have not been scheduled for orientation or have not received the Benefit Handbook.

Continuation of Medical/COBRA

Upon termination from JL Tree Service Inc for any reason other than gross misconduct, an employee may elect to continue group medical coverage at group rates as long as the employee pays the required monthly premium. It is also possible to convert other group plans to individual plans. Details on the conversion of any benefits will be discussed with you at the time of your termination by a personnel representative. You may, of course, request information on this subject at any time prior to actual termination.

Worker's Compensation

Employees who are injured on the job at JL Tree Service Inc. are covered by Worker's Compensation Insurance. It is your responsibility to immediately notify your supervisor of any injuries you sustain while on the job at JL Tree Service Inc. All injuries are different therefore the nature of the injury will determine whether or not an employee uses workers compensation.

Your supervisor will notify your personnel representative. We encourage injured employees to seek immediate medical attention. All medical expenses related to the treatment of an injury sustained on the job are paid in full directly to the medical providers. After a specified waiting period, you are also eligible for disability payments set forth by state law, where necessary.

The Worker's Compensation plan is administered by a separate insurance company who will be notified by your personnel representative. You will be contacted by a representative of the administering company. Information on the current company administering this plan will be provided to you by your personnel representative. Additional information on Worker's Compensation Insurance is available from Personnel.

Corporate Information & Operations:

Services offered

All tree services provided by JL Tree Service Inc are performed in accordance with the ANSI Z.133 standards.

Emergency Tree Service

JL Tree Service Inc specializes in emergency tree services. Available 24/7, our company has highly trained professionals with many years of experience specifically in storm damage. JL Tree Service Inc has 2 cranes and full time operators, equipment and expertise highly trained in this area of service. Our company is the emergency tree service preferred vendor for many of the local insurance companies. All employees are required to be on call during emergency situations such as summer, fall, and winter storms.

Tree Removal

JL Tree Service Inc performs safe and efficient tree removals. We have over 34 years of experience in removals, a large volume of equipment, and highly skilled staff to handle difficult tasks. All tree climbers and workers are required to perform tree services according to the ANSI standards.

Tree Pruning

JL Tree Service Inc performs tree pruning. Crown Reduction, Clipping and Shaping, Elevating, Interior thinning, and pruning deadwood are all common pruning methods. All tree climbers and workers are required to perform tree services according to the ANSI standards.

Stump Grinding

JL Tree Service Inc is careful with surrounding property when grinding out a stump. Miss utility is sometimes needed to avoid damage to utilities near stumps, our company coordinates this for our customers. The stump crew is required to perform safe and efficient operation of the stump grinding machine, this includes avoiding damage to owner's property, utility & communication lines, etc.

Tree Protection & Preservation

JL Tree Service Inc specializes in protecting your trees during major renovations or construction phase. Root pruning, tree protection fence, and mulching are some of the techniques used.

Tree Fertilization

JL Tree Service Inc uses a deep root fertilizing method to feed your trees. Nitrogen, Potassium, and phosphorous, are macro-nutrients applied to the trees root system to help the tree prosper. This is done in the fall or early spring time. The tree health care professional is required to have experience in the deep root fertilizing method, and efficiently operate the equipment to perform tree fertilization.

Snow Plowing & Removal

JL Tree Service Inc has 8 trucks and plows setup to handle approximately 30 snow removal/plowing contracts. In the presence of a large volume of snow, we also have bobcats and loaders available, and flatbeds for hauling if needed. The snow plowing professional is required to safely operate a snow plow truck and sander. Each dedicated employee must be available and on call to help with snow removal during inclement weather.

Mulch Sales

JL Tree Service Inc recycles all of our debris obtained from our work with our horizontal grinder. All material is organic, no stumps & no dirt, and is grinded twice forming double shredded mulch. The mulch supply is aged, and seasoned to create a dark color organic and quality mulch product. The mulch delivery professional is required to be familiar with our customers and build a lasting rapport.

Landscaping & Tree Planting

JL Tree Service Inc has an excellent landscape crew with many years of experience in tree planting, transplanting, general yard/bed cleanup, shrub and small plant trimming, installation, and maintenance.

Equipment Rental

JL Tree Service rents equipment with an operator to other commercial service providers. Crane rental, prentice loader rental, and bucket truck rental (all with operator) are all available.

Visit our website www.jltree.com for more information!

Operating Procedures

Training Policy

JL Tree Service Inc requires that training be a constant and continuous cycle. All employees can achieve a higher performance level and many times this can be learned through technique and training. Experienced or veteran tree care employees are required to train other employees on a daily basis. Tree climbers with over 10 years experience should share their experiences and knowledge with other staff members learning and growing. JL Tree Service Inc will be incorporating its classroom training with safety meetings. Formal training will be given by the CTSP once each month on a relevant subject matter. As part of orientation, new employees will go through a 2 hour individual safety training with JL Tree Service Inc's CTSP, and sign the *Initial Safety Orientation Checklist* to be placed in the employees file.

Employees are expected to learn through on the job training for specific tasks that do not involve a high degree of learning curve or difficulty. This is of course after an employee has already proven them-self to be ready for the new task. All newer and beginner tree workers will be tested and overseen by their tree crew foreman, a more experienced tree climber, and CTSP safety manager before moving to the next level. The tree service tasks that are more dangerous and difficult will not be completed by a beginner until they have proved themselves to their mentors, and are ready. Step by step on the job training and tool box talks are the primary training methods for overall training. On the job training along with the monthly formal trainings held by the CTPS are required and necessary for our continued success.

Once every month, each employee will go through a formal training internally taught by a designated representative. Once complete, the forms below will be signed by both trainer and trainee.

- Initial Safety Orientation Checklist Form (*Completed at Orientation*)
- Ground Operations Specialists Training Checklist Form
- Tree Climber Specialist Training Checklist Form
- Aerial Lift Specialist Training Checklist Form
- Tree Care Specialist Training Checklist Form
- Crew Leader Training Checklist Form

New Employees

JL Tree Service Inc requires that all new employees go through our new employee orientation as described above. Each employee is required to have a drug test through our drug and alcohol consortium ARC Point. All new employees will be required to sign a 90 day trial period of performance, forms will be handed out at orientation. Drivers will be required to perform a documented road test before taking over a company CDL vehicle. The pre-employment driving road tests are to be documented. New employees are required to go through a 1 hour individual safety meeting with the CTSP, a meeting with management to discuss our workflow and procedures, and will be trained by the crew foreman and tree climber through on the job training.

CDL Drivers

JL Tree Service Inc requires that all new CDL Driver employees must comply with all items on the driver qualification checklist provided by U.S.D.O.T., including a documented road test before they start driving a commercial vehicle. CDL Drivers must provide a copy of their commercial driver's license, and an updated valid health card – to be photo copied and filed in their employee file. CDL Drivers information will be provided to JL Tree Service Inc insurance company for approval by evaluation of the employee driving record and history. The new employee must spend 3 days training with another qualified JL Tree Service Inc employee CDL driver who is established and trusted with the company. CDL drivers must understand, acknowledge, and follow the compliance guidelines for federal motor carrier safety regulations – U.S. Department of Transportation Federal Motor Carrier Safety Administration. CDL Drivers will comply with all regulatory DOT standards, including the items on page 25 of this document.

- CDL Drivers must be aware and follow the Virginia Truck Restrictions Map, including all local routes that have notices to truckers of such 8 Ton Gross Weight limit signs (for example, Arlington Blvd Rt 50)

Damages & Repairs

JL Tree Service Inc requires that all damages to a customer's property are repaired within 3 days of the accident. If the tree crew caused the damage is at fault, the crew will be required to pay ½ of the cost of the damages. This cost will be deducted from the employee's paycheck as agreed upon between that employee and management. JL Tree Service has a repair crew available for regular go backs and repairs. All employees are required to treat customer property and equipment as if it is their own. JL Tree Service Inc will follow the Complaint-Dispute Resolution Policy as stated below if needed.

Company Equipment

JL Tree Service Inc supplies necessary vehicles and equipment to perform tree services. Crews are inventoried with the proper safety equipment and tools required for use such as, PPE, chainsaws, ropes, etc. These are assets to our company and to you as an employee, so they should be respected and handled with the highest standards. Employees should treat company equipment and property as if it were their own. JL Tree Service Inc will provide Vehicles, Equipment, and PPE such as hardhats, hearing protection, eye protection, chaps, and gloves. The employee is responsible for buying acceptable work boots, attire, climbing gear such as saddle, harness, d-rings, safety lines, etc. If an employee repeatedly breaks equipment or vehicles – the company may require re-payment of those items.

Paperwork Process – see workflow process

Salesman need to make sure that they always turn in their paperwork and file in the correct place. DO NOT immediately place a do job into the schedulers file without getting the job entered into Arborgold first – a copy should be made if there is an emergency job to be handled ASAP. Office staff needs to efficiently organize all paperwork and file accordingly. See Workflow Document.

Daily/Weekly Inspection/Inventory (equipment & vehicle)

Each day, an inspection of all equipment should occur. Each day, according to DOT standard, a daily inspection report must occur. Each week, a written inventory and documentation of all equipment, vehicle, and tools inventory should occur. See Inventory sheets for details.

Equipment	Vehicles	Tools
Chippers	Chipper trucks	Chainsaws
Stump grinders	Bucket trucks	Hand line, climbing line, bull rope
Bobcat	Prentice loader	PPE – hardhat, gloves, safety goggles, chaps, ear protection, masks
Snow plows	Cranes	Traffic control – cones, vests, flags, flares, etc
Sand spreaders	Ford pickups	Safety – first aid kits, aerial rescue material, fire extinguisher, etc
Rubber tire loaders	Sales vehicles	Pole clips, pole saws, shears, ladder

Horizontal grinder		Clean up – burlap, blower, shovel, rakes
Fertilizer tank		Cabling gear

Scheduling

The scheduler role is to call customers to schedule approved work orders. Customers that call in daily will be scheduled upon calling the office, no delays. Once a job is scheduled, the job should be scheduled in Arborgold and paperwork should be filed in the appropriate folder. Each day, the scheduler is responsible for ensuring all customers are communicated with including weather, unknown delays, and re-scheduling.

No customer should wait longer than 1 week to be scheduled.

Pre-scheduling (Scheduling future work more than 3 days ahead of the current date)

Daily closing

There is a set schedule that shows the employees who close on a daily basis. The closer is responsible for the closing sheet to be faxed each night to the president. The closing sheet should be thorough and detailed, and the closer should ensure that all job details and specifics are translated on the work orders. All paperwork should be tidy, and organized and turned in each night to the office. The closer needs to go over all items on each job with foreman at the end of the day and mark what is complete/not complete. If hourly, keep all hours, equipment, men, etc. Any job issues, go backs, or any job details need to be written down and provided to closer. Details must be written to avoid confusion. The closer also needs to perform the following checks on a daily basis:

<ul style="list-style-type: none"> ● Make sure Foreman completes production sheet and clock in ● Make sure all trucks are in the yard ● Make sure all trucks are dumped in the evenings ● Make sure all trucks are cleaned out & locked ● Make sure Foreman's perform a visual vehicle/equipment inspection each morning and afternoon 	<ul style="list-style-type: none"> ● Make sure all doors and gates are locked ● Make sure all check in procedures completed, and money accounted for ● Make sure all vehicle inspection report completed and documented ● Complete closing sheet and fax to boss <ul style="list-style-type: none"> ○ Ensure that all required information is filled out on the form ● The Foreman should always meet with closer at end of day before they leave, call closer if he is not sitting at the desk.
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Company Meetings

Weekly safety meetings

JL Tree Service Inc holds weekly tailgate safety meetings. These are documented and required. The meetings are held by a Certified Tree-care Safety Professional (TCIA credential). The meetings last from 15 minutes to 1 hour depending on the week. Each month, at least 1 of the safety meetings must be 1 hour. JL Tree Service Inc uses the TCIA Tailgate safety program for the majority of meetings.

Safety meetings are interactive and most the time very open and informative. Getting everyone involved and having a positive attitude toward safety is the objective. Formal Training is also completed during our safety meetings once each month.

Quarterly Training meetings

JL Tree Service Inc holds monthly formal training sessions as part of the last safety meeting each month. The subject matter taught is relevant to work performed each day, and are listed under the Training Policy in this document.

Bi-weekly office meetings

JL Tree Service Inc office staff meets every 2 weeks. The office manager holds these meetings, and should include the following as a guideline:

- Is ALL office staff meeting the standard?
- Friendly, responsive, informative, helpful, and conscientious to all customers
- Are email and phone messages all being accounted for each day?
- Are office procedures and tasks being handled effectively?

- Are all computers and software working properly? QuickBooks & Arborgold
- Is the workflow process going smoothly? *See workflow document*
- Are all pieces of equipment working, fax, scanner, printers, computers, etc

Monthly sales meetings

JL Tree Service Inc holds monthly sales meetings with its sales staff. The meeting agenda and objectives are to ensure that all salesmen are promptly completing their estimates, effectively communicating and handling customers, serving their service areas, and overall satisfaction.

Monthly management meetings

JL Tree Service Inc holds monthly management meetings with its management staff. The meeting agenda and objectives are to ensure that all managers are effectively managing personnel, discuss major or continual issues, and overall success of company operations.

Industry Associations, Licensing, & Insurance

TCIA (Tree Care Industry Association)

JL Tree Service Inc is long time members of TCIA (formerly NAA). JL Tree Service Inc is in process of becoming a TCIA Accredited tree care company. Our company uses the TCIA Tailgate safety as the preferred program for our safety meetings. JL Tree Service Inc has 1 staffed Certified Tree-Care Safety Professional (CTSP).

ISA (International Society of Arboriculture)

JL Tree Service Inc is long time members of ISA. JL Tree Service Inc has 3 staffed ISA Certified Arborists all in the MAC-ISA.

Business License

JL Tree Service Inc is located in Fairfax City, and holds a business license for the City of Fairfax. JL Tree Service Inc also holds business licenses in Falls Church City, City of Alexandria, County of Fairfax, Arlington County, and Washington DC. JL Tree Service Inc has a Class A Contractors License.

General Liability & Workers Compensation Insurance

JL Tree Service Inc is fully insured for both general liability and workers compensation. Our insurance company is Georgetown Insurance, and Certificate of Insurance forms are available. Upon request, JL Tree Service Inc can provide a certificate of insurance for customers, or add a customer as additional insured where necessary.

Corporate Roles & Responsibilities

President

John Lewett started JL Tree Service Inc in 1975. He has built a reputable tree care company that employs over 70 full time professionals in the DC Metropolitan area.

Sales & safety Manager

Sean Lewett is an ISA Certified Arborist, has a Masters degree from George Mason University, and is the companies CTSP safety manager. Sean oversees all corporate operations management, safety management, financial management, personnel management, marketing, corporate direction, and executive decisions.

- Performs weekly safety meetings using TCIA Tailgate Safety Program.
- Enforces safety policy and disciplinary program

The CTSP Safety Manager performs monthly training in the following subject matter:

<ul style="list-style-type: none"> • Working safely in tree care • Tree biology • Soils 	<ul style="list-style-type: none"> • Diagnosing tree problems • Abiotic injury • Construction injury
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<ul style="list-style-type: none"> • Compartmentalization of decay in trees (CODIT) • Basics of pruning • Identification and selection of trees • Pruning standards • Transplanting trees 	<ul style="list-style-type: none"> • Insect and other animal pests • Diseases • Pesticide application guidelines • Tree fertilization and irrigation • Tree support and lightning protection
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General Manager

John Lowe has been with the company over 30 years. The GM is responsible for the hiring, termination, and supervision of all field employees. The GM is held responsible for all operations, and dispatching all tree work.

<ul style="list-style-type: none"> • Random safety inspections and jobsite visits to enforce safety program and disciplinary program • Go through all paperwork from previous day, ensure jobs completed are marked and go to A/R. Uncompleted jobs will be given back to the same crew the very next day for job completion. • Turn in all paperwork each morning from previous day's work 	<ul style="list-style-type: none"> • Manage all daily operations including all field employees, and job coordination. • Handle customer complaints, go backs, damages, and repairs. • Manager Stump Crews, ensure that all jobs marked that have stumps are given to the stump crew, and that the work is being completed. • Turn in paperwork to the office each day • Help with Safety meetings to discuss feedback from safety inspections
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Secretary/Customer Service

The secretary at JL Tree Service Inc is the face of the company, and has a very important role as this position is our customer's first impression. We set a high standard for our receptionists, and ask that each attendant have a great attitude towards their job function and our customers. The customer service representative is to be friendly, responsive, informative, helpful, and conscientious to all customers. The expectation is to maintain a positive enthusiastic perspective with all customers at all times. The secretary must keep a strong value to maintain our company's most valuable reputation.

<ul style="list-style-type: none"> • Be extremely detail oriented to provide a customer's accurate information • Answer phone calls, emails, messages, faxes, and any customers that walk in • Use the documentation provided for gathering information and performing job function 	<ul style="list-style-type: none"> • Functional ability to use and enter data into Arborgold • Some Scheduling, do jobs, and will calls • Paperwork filing and other small office tasks
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Accounts Receivable Specialist

The primary role of the A/R specialist is to collect money. Over 60 day collections should be a minimum on a Receivables report, this shows the A/R person is doing their job! The incumbent is required to have an understanding of both QuickBooks and Arborgold to invoice customers. Must be able to process credit card transactions, automatic check deposits, and keep ledgers. The A/R person handles problems with completed work and coordinates with the scheduler/general manager to resolve these issues.

Office Controller

Jeanne Cooper has been with the company for over 24 years. The office controller is responsible for maintaining accurate company financials, including all financial statements P & L, balance sheet, statement of cash flows, and reporting. Tasks such as managing the money flow, accounts receivable, accounts payable, long term expenses, equipment and vehicle expenses and registrations, etc.

Office Manager

Cindy Sprouse has been with the company for over 20 years. The office manager is responsible for all office personnel. Must be able to manage others effectively, keep a positive atmosphere and culture, and hold regular office meetings. Responsibilities include but are not limited to; hiring new employees, terminating employees, employee performance evaluations, accurate payroll, office workflow procedures, and overall effective operations in the office.

Supervisor/Scheduler

Ronnie Graves has been with JL Tree Service Inc since 1979. The supervisor's main responsibility is to ensure that daily operations are smooth, and work in conjunction with the general manager so that all customers are taken care of. Scheduling is a large portion of the job to make sure each customer knows when our crews will show up, and effective communication is performed at all times. The supervisor will close 2 days a week, and perform random visits to jobsites to enforce safety policy.

Salesman

The salesman responsibility is to produce work in his/her geographic area. Salesmen are required for having a thorough knowledge of industry standards, tree worker safety, professional tree care service, and excellent customer service qualifications.

Michael Mayeux has been with JL Tree Service for over 26 years. A long time certified arborist; he was one of the first certified in the MAC-ISA, and long time tree care professional. Mike is retired but still consults to other employees and does some estimates

Steve Edwards has been with JL Tree Service for over 26 years. Steve is a long time arborist with years of tree care experience and climbing. He is currently the leading salesman. Steve's service areas include Fairfax, Burke, Fairfax Station, Clifton, Prince William County, Chantilly, and Centreville.

Peter Esseff has been with JL Tree Service since 2010. A certified arborist and Maryland licensed tree expert. Pete's service areas include Vienna, Oakton, Herndon, Sterling, Reston, Loudoun County, Great Falls, Mclean, North Arlington, DC and Maryland.

Jose Alvarado has been with JL Tree Service since 1997. Jose is the company's translator, and participates in safety meetings. He has worked his way up from a tree climber and field employee to salesman. Jose's service areas include South Arlington, parts of Maryland, Alexandria, and Springfield.

Shop Manager

Responsibilities include managing and supervise all mechanics, maintain and oversee all trucks and equipment, inventory all parts and supplies, and ensure that fuel accounts are accurate. The shop supervisor shall ensure that all fleet equipment is maintained and function safely.

- TCIA daily inspection sheets should be turned into the shop supervisor on a daily basis, and assessed for any issues.
- Ensure that the MSDS sheets are being used and filed
- Ensure that annual equipment safety inspection is completed for all aerial lifts and cranes.
- Additional roles include using software to perform scheduled maintenance on all equipment and vehicles, and keeping maintenance/repair & accident logs.

Crew Foreman

The crew foreman responsibility includes managing all tree care operations and crew safety. The foreman shall fully read the accepted job estimates and coordinate with the salesman and customer when necessary. A jobsite analysis and hazard assessment shall be completed on each job. The foreman's role is to manage each job effectively, explain tasks step by step, job setup and identify hazards, and see job to safe and efficient completion. Communication with customers is critical in succession.

- Manage all paperwork daily including customer bills and job details.
- Keep all equipment clean, fueled up, and truck dumped daily.
- Report all damage to manager or breakdowns to shop supervisor.\

Tree Crew Foreman Training involves:

<ul style="list-style-type: none">• Personal and crew safety• Client and public safety• Production• Quality and professionalism	<ul style="list-style-type: none">• Leadership skills• Communication skills• Developing crew skills and knowledge• Performance and feedback
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Tree Climber Specialist

The tree climber's role is to continually perform safe and efficient tree climbing. The tree climber must always tie in, use safe climbing procedures, wear PPE, and have a positive attitude. The climber should be familiar and follow ANSI standards. Listen to the foreman as he performs the job briefing, and contribute to the discussions before starting work. This includes walking the entire

job site to identify such hazards, discuss potential issues, know the job tasks in agreement the other crew members, and communicate. Always assess tree health before climbing. The Tree Climber Specialist is under direct supervision of the Crew Leader. Tree Climber Specialist training addresses:

<ul style="list-style-type: none"> ● PPE for climbers ● Identification and use of climbing equipment ● Pre-climb inspection ● Gear inspection ● Climbing knots ● Climbing work plan ● Installing ropes ● Methods for ascending the tree ● Isolating a throw line ● Identification and use of climbing spurs ● Fitting climbing spurs ● Proper lanyard and climbing rope use with climbing spurs ● Tying-in ● Safe climbing techniques 	<ul style="list-style-type: none"> ● Installation and use of a false crotch ● Limb-walking ● Techniques for double-crotching, recrotching and redirecting ● Work positioning ● Working on spars ● Descending ● Identification and use of rigging equipment ● Rigging forces ● Methods for calculating wood strength ● Hazard assessment for rigging ● Rigging knots ● Techniques for lowering with control lines only (natural crotch, belay, etc.) ● Techniques for lowering with lowering devices (block and tackle, rope brake, ratcheting devices, etc.) ● Identifying electrical hazards
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Aerial Lift Specialist

This person is responsible for safe daily production including but not limited to daily aerial lift inspection and maintenance, aerial lift operation, pruning and tree removal. The Aerial Lift Specialist is under direct supervision of the Crew Leader. Aerial Lift Specialist training addresses:

<ul style="list-style-type: none"> ● Vehicle inspection ● Positioning the vehicle and operating outriggers ● Pre-work operational check ● Operating the bucket 	<ul style="list-style-type: none"> ● Using lower controls ● Electrical hazards identification ● Mechanical lowering of bucket ● Aerial lift maintenance
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Crane Operator

The crane operator role is to continually perform safe and efficient crane services. The crane operator must always communicate effectively with each crew member so everyone is aware of the job procedure and tasks. Specifically, the crane operator and tree climber must work together safely and effectively. Additionally, the crane operator is responsible for the proper operation and continued maintenance of the crane. Issues, damages, or malfunctions must be reported immediately. TCIA daily inspection sheets should be turned into the shop supervisor each day.

CDL Truck Driver

The CDL truck driver must abide by DOT standards set forth, and must drive safely. The driver is solely responsible for the maintenance and care of the Company vehicle. TCIA daily inspection sheets should be turned in to the shop supervisor on a daily basis.

Equipment Operator

All company pieces of equipment are assets to the company and should be handled with great care. Issues, damages, or malfunctions must be reported immediately.

Ground Operations Specialist

This person is responsible for all groundwork, including the operation of various pieces of power equipment. This person frequently assists the Crew Leader, Aerial Lift Specialist, or Tree Climber Specialist with aspects of their work. Ground Operations Specialist training addresses:

<ul style="list-style-type: none"> ● Defensive driving 	<ul style="list-style-type: none"> ● Walking with chain saws
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- Parking and backing vehicles
- Driving in poor weather, emergency parking
- Job site hazard inspection
- Traffic control
- Work planning
- Job briefings
- Emergency preparation, prevention and response
- Preparing equipment for the day
- Assisting and working with climbers
- Line handling (working with ropes)
- Basic knots
- Storing chain saws, gas and oil

- Chain saw PPE
- Starting chain saws
- Cutting spring poles
- Proper bucking techniques
- Proper tree-felling techniques (notch, back cut, hinge)
- Avoiding struck-by injuries
- Work-zone, landing-zone, drop zone guidelines
- Setting up and positioning a chipper
- Dragging and stacking brush
- Feeding the chipper
- Proper chipper operation
- Chipper maintenance precautions

JL Tree Service Inc Safety Policy

Safety Policy

JL Tree Service Inc is fully committed and devoted to make sure tree work safety is our first priority given any job. It is required that JL Tree Service **WILL NOT WORK WITHIN 15 FEET OF HIGH TENSION POWER LINES.**

- (1) Everyone will make **safety their first priority at all times.**
- (2) JL Tree Service holds weekly safety meetings
- (3) The disciplinary program is enforced

All employees are fully aware of the company policy, and each employee will hold themselves responsible for working safely in regard to the safety guidelines. This document explains JL Tree Service's disciplinary procedures and actions.

JL Tree Service Inc hereby implements the following disciplinary procedures for employees who do not abide by the company safety policies. These rules will be enforced and actions will be taken if the safety criteria are not followed by any JL Tree Service employee.

Managers have the responsibility to inform through instructing supervisors and employees the proper safety measures and personal protective equipment that is required for safe tree care practices. Managers are overall held responsible for all daily field operations for each crew member. This includes holding weekly safety meetings using the company's safety program.

Salesmen are responsible for observing any potential hazardous situation on a job site, including high tension power lines, service drops, miss utility; need to call Dominion Power, target structures, hazardous trees, traffic control, proper equipment to ensure safety, etc. Salesmen are the first eyes on a job, and should always communicate potential safety precautions. USE the safety precaution section on the estimate proposals.

Supervisors have the task of communicating and enforcing JL Tree Service safety policies and guidelines on a daily basis to each crew member. This includes close management and supervision of each crew foreman. It is the supervisor's job to ensure each crew foreman is upholding all safety practices for each associated crew member. Supervisors must take action if a foreman or crew member falls short of the safety requirements and will enforce the appropriate disciplinary action.

Foreman's have the responsibility to ensure that each crew member follows proper tree care safety measures. If a crew member does not listen to his foreman, and the foreman repeats the instruction without cooperation, the foreman should write up the employee for each incident and turn the write up into his Supervisor. The Foreman is in charge of safety for all crew members and equipment operators at the job site.

Tree Climber's have the responsibility to ensure the safety of proper and safe tree climbing efforts. This is detailed in the job responsibilities and details. Tree Climber's must always make safety their priority at all times, and ensure that the people in the drop zone are communicated with effectively.

Ground Man have the responsibility to ensure truck and chipper safety procedures are followed, proper chipping brush techniques are followed, proper chainsaw cutting and lifting techniques are followed, and personal protective equipment is always worn when required.

Each Employee will;

- 1 – Comply with the ANSI Z133.1 & OSHA guidelines
- 2 – Comply with the TCIA Tailgate Safety Program taught weekly
- 3 – Comply with the following
 - Ultimately, everyone is responsible for their own safety, and their co-employees
 - Must have a conscientious and positive attitude towards Safety
 - Must be aware and comply with all OSHA & ANSI Safety standards
 - Must always think safety & precaution when assessing a job
 - Must NEVER begin work without a site inspection. The foreman will determine job briefing before starting work so tasks are clear for everyone
 - Must always be conscientious of potential hazards, do not climb tree without inspection
 - Must always be AWARE and ALERT of surroundings, people and objects above and below, near and far (a ground man should ALWAYS be aware and available for a the climber in a tree)
 - Must Communicate effectively with others
 - Be a good Listener
 - Be a good team & crew member

- Must Wear Personal Protective Equipment
 - Proper Eye, Hearing, Body, Face Protection
 - Head Protection to comply with ANSI Z89.1 - hard hats
 - Hearing Protection – ear plugs or muffs
 - Eye Protection - safety glasses
 - Proper Clothes – no loose clothes & chaps when operating a chainsaw
 - Respiratory Protection to comply with ANSI Z88.2 – face masks
 - Proper foot wear - steel toe boots
 - Proper hand wear - gloves (not gauntlet)
- Must be compliant with Work Zone Setup & Traffic Control procedures
 - Understand the risks and traffic safety precautions from passing motor vehicles when working on a jobsite near a busy street, sidewalk, or other high traffic area.
 - Ensure that crew has sufficient safety equipment such as cones, flags, flares, signs, caution tape, etc
 - Employees understand to follow proper work zone setup per DOT including street or lane closures, sidewalk closures, flaggers for pedestrians and/or high traffic, inclement weather, low lighting, etc.
 - Road Closure, Lane & Sidewalk closure Permits required in some Cities
- Must participate in weekly safety meetings & safety training
 - Be regularly active and voice any crew issues or concerns
 - Be On-Time
 - Be effective about taking what is learned and known from the safety meetings to the field each day
 - Use the safety meetings as a time for communicating a ‘near miss’ to help others and avoid accidents
- Must fill out Disciplinary Form to write up an employee who operates unsafely or does not follow this safety policy
- Must have at least 1 crew member be First Aid & CPR certified
- Must be trained in Emergency Response & climbers in Aerial Rescue
- Must operate equipment in a safe manner according to the equipment safety specifications.
- All vehicles must be equipped with all necessary safety gear such as first aid, traffic control items, personal protective equipment, etc. and inventories each day by the tree crew
- Any other general safety measures that avoid putting yourself or someone in harm’s way.

Safety Committee Members

- Sean Lewett (CTSP)
- John Lowe (General Manager)
- Jose Alvarado (Sales/Interpreter)

Drug Free Work Place - DOT Compliance

All employees of JL Tree Service Inc will follow a drug & alcohol free work place policy. All drivers will be drug and alcohol tested by our drug consortium ARC Point for pre-employment, a random pool selection, and suspicion testing maintained by ARC Point.

JL Tree Service Inc will comply with regulatory DOT standards, to include the following:

- Daily vehicle inspection reports are documented
- CMV drivers are documented by company as qualified drivers
- An accident log is maintained when an accident has occurred in the past 12 months
- CMV drivers have medical examiner's card
- Trucks over 26,001 lbs GVW or greater – drivers have a valid CDL license
- Trucks over 26,001 lbs GVW or greater – CDL drivers undergo drug and alcohol screening

FEDERAL MOTOR CARRIER SAFETY REGULATIONS (FMCSR) & HAZARDOUS MATERIAL REGULATION (HMRS)

Drug & Alcohol Consortium – ARC Point

Third Party Program Administrator (TPA)

ARC point

462 Herndon Parkway, Suite 103

Herndon, Va 20170

(o) (703) 689-2721

(f) (703) 689-2728

Contact Person: Veronica Wilson

email: vwilson@arcpointlabs.com

Drug & Alcohol Testing – see Anti-Drug and Alcohol Misuse Plan

Complaint-Dispute Resolution Policy

In the event that a customer has a complaint, this is JL Tree Service Inc's consumer complaint-dispute resolution policy. This policy will be followed by all JL Tree Service Inc personnel for any such consumer complaint.

1. Scope of client complaint and dispute resolution practices.

A. JL Tree Service Inc will attempt to settle disputes with clients before turning them over to a third party dispute resolution program.

B. All complaints directly relating to delivery and performance of services and sale of related goods are eligible.

C. JL Tree Service Inc does not attempt resolution of the following disputes:

- Claims for criminal violation;
- Claims based on product liability;
- Claims for personal injuries;
- Claims where no deficiency or problem is alleged in the product or services involved in the transaction;
- Claims that have been resolved by a previous court action, arbitration, or written agreement between the parties;
- Claims for compensation of loss of wages, compensation for mental anguish, punitive damages, or legal fees.

D. The above disputes will be handled through the BBB, of which JL Tree Service Inc is a long time member. If BBB cannot handle the dispute resolution, our insurance company and lawyer will be contacted if such an event should progress to this level.

2. Scope of possible resolutions.

JL Tree Service Inc will consider the following as potential remedies to any dispute:

- (a) full or partial refund of the cost of the product and/or service involved in the transaction, including sales tax and other direct incidental costs associated with the sale of the product or service;
- (b) completion of promised work or fulfillment of contractual obligations;
- (c) repairs, or reimbursement for the cost of repairs, to fix a defective product or service; and/or,
- (d) the amount of any actual out of pocket loss or property damage, caused by the provision of the service, not to exceed \$2500.

Dispute Resolution Procedure

1. Initial Response.

- A. A company representative shall contact the client regarding a complaint within 24 hours of the time that a complaint is lodged.
- B. The company representative shall document the complaint in detail and provide copies to appropriate company personnel.
- C. If the complaint cannot be satisfied during the initial response, the company representative shall setup a “complaint review appointment” to meet with the client and review the complaint.

2. Complaint Review Appointment.

- A. This appointment should take place within one week of the initial response.
- B. The company representative shall have copies of all work orders and the complaint details recorded during the initial response available during the appointment.
- C. The company representative shall be authorized to make settlement agreements at this appointment.
- D. The client shall be given a settlement offer or informed that a report detailing the results of the appointment will be mailed within one week (from the time of the appointment).
- E. The report shall include either a settlement offer or a refusal notice

3. Settlement offer / Refusal notice.

- A. If a settlement offer is given to the client it shall be written and shall detail all terms and conditions of the offer.
- B. A refusal notice shall be given to the client in the event that the complaint is unfounded. The refusal notice shall be in writing and shall detail point-by-point why the company does not agree with the complaint. All issues raised by the client should be addressed by the settlement offer or the refusal notice.

4. Agreement.

- A. If accepted, the settlement offer shall bear a dated signature from both the client and the company representative to document resolution of the complaint/dispute.

SOLICITATION # and TITLE: 686-13 Tree Pruning & Maintenance Services

DATE AND TIME: 6/11/13 2:00 p.m.

P.O.: BD

BIDDER NAME	ADDRESS AND CONTACT PERSON	T=TEL NUMBER F=FAX NUMBER C=CELL NUMBER AND E-MAIL	DATE BID RECEIVED
✓ The Davey Tree Expert Co.	25245 Pleasant Valley Road Chantilly, VA 20152		06/06/13 LJ Hand delivered. 12:54pm
✓ JL Tree Service Inc	PO Box 2366 Fairfax, VA 22031		6/11/13 AME / Hand Delivered 10:33am
✓ Pittman's Tree & Landscaping, Inc	PO Box 531 Front Royal, VA 22630		6/11/13 AME/Hand Delivered. 12:52pm
✓ G & V Tree Service Inc.	6434 Brandon Avenue #204 Springfield, VA 22150		6/5/13 9:53 a.m. AME

Please note: The SCC website will be unavailable Saturday, June 15, from 8 a.m. until noon for system maintenance. We apologize for the inconvenience and appreciate your patience.

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Business Entity Details

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THE DAVEY TREE EXPERT COMPANY

SCC eFile
SCC eFile Home Page
Check Name
Distinguishability
Business Entity Search
Certificate Verification
FAQs
Contact Us
Give Us Feedback
Business Entities
UCC or Tax Liens
Court Services
Additional Services

General

SCC ID: F0020034
Entity Type: Foreign Corporation
Jurisdiction of Formation: OH
Date of Formation/Registration: 5/6/1921
Status: Active
Shares Authorized: 28000000

Select an action

- [File a registered agent change](#)
- [File a registered office address change](#)
- [Resign as registered agent](#)
- [File an annual report](#)
- [Pay annual registration fee](#)
- [Order a certificate of good standing](#)
- [View eFile transaction history](#)
- [Manage email notifications](#)

Principal Office

1500 N MANTUA ST
KENT OH44240

Registered Agent/Registered Office

CT CORPORATION SYSTEM
4701 COX RD STE 301
GLEN ALLEN VA 23060
HENRICO COUNTY 143
Status: Active
Effective Date: 1/5/2004

Screen ID: e1000

Need additional information? Contact scceinfo@scs.virginia.gov Website questions? Contact: webmaster@scs.virginia.gov

We provide external links throughout our site.

PDF (.pdf) Reader Excel (.xls) Viewer PowerPoint (.ppt) Viewer Word (.doc) Viewer
Build #: 1.0.0.23101

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J.L. TREE SERVICE, INC.

SCC eFile
SCC eFile Home Page
Check Name
Distinguishability
Business Entity Search
Certificate Verification
FAQs
Contact Us
Give Us Feedback
Business Entities
UCC or Tax Liens
Court Services
Additional Services

General

SCC ID: 03127388
 Entity Type: Corporation
 Jurisdiction of Formation: VA
 Date of Formation/Registration: 11/23/1987
 Status: Active
 Shares Authorized: 5000

Select an action

- [File a registered agent change](#)
- [File a registered office address change](#)
- [Resign as registered agent](#)
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Principal Office

P.O. BOX 2366
 FAIRFAX VA22031

Registered Agent/Registered Office

RICHARD F. MACDOWELL, JR.
 4031 UNIVERSITY DRIVE
 SUITE 500
 FAIRFAX VA 22030
 FAIRFAX CITY (FILED IN FAIRFAX COUNTY)
 303
 Status: Active
 Effective Date: 1/23/2012

Screen ID: e1000

Need additional information? Contact sccto@scs.virginia.gov Website questions? Contact: webmaster@scs.virginia.gov

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SCC eFile Business Entity Details

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PITTMAN'S TREE & LANDSCAPING, INC.

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Check Name
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Give Us Feedback
Business Entities
UCC or Tax Liens
Court Services
Additional Services

General

SCC ID: 04128161
 Entity Type: Corporation
 Jurisdiction of Formation: VA
 Date of Formation/Registration: 7/26/1993
 Status: Active
 Shares Authorized: 5000

Select an action

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- [File a registered office address change](#)
- [Resign as registered agent](#)
- [File an annual report](#)
- [Pay annual registration fee](#)
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Principal Office

10358 STONEWALL JACKSON HWY
 PO BOX 531
 FRONT ROYAL VA22630

Registered Agent/Registered Office

WALTER C. PITTMAN
 10358 STONEWALL JACKSON HWY.
 PO BOX 531
 FRONT ROYAL VA 22630
 WARREN COUNTY 193
 Status: Active
 Effective Date: 3/29/1996

Screen ID: e1000

Need additional information? Contact scinfo@scv.virginia.gov Website questions? Contact: webmaster@scv.virginia.gov

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Certificate Verification
FAQs
Contact Us
Give Us Feedback
Business Entities
UCC or Tax Liens
Court Services
Additional Services

General

SCC ID: 05652722
 Entity Type: Corporation
 Jurisdiction of Formation: VA
 Date of Formation/Registration: 9/25/2001
 Status: Active
 Shares Authorized: 100

Select an action

- [File a registered agent change](#)
- [File a registered office address change](#)
- [Resign as registered agent](#)
- [File an annual report](#)
- [Pay annual registration fee](#)
- [Order a certificate of good standing](#)
- [Submit a PDF for processing \(What can I submit?\)](#)
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Principal Office

7109 HEALY DRIVE
 SPRINGFIELD VA22150

Registered Agent/Registered Office

THE ARAUZ GROUP USA INC
 3839 PLAZA DRIVE
 FAIRFAX VA 22030
 FAIRFAX COUNTY 129
 Status: Active
 Effective Date: 8/3/2010

Screen ID: e1000

Need additional information? Contact scceinfo@scs.virginia.gov Website questions? Contact: webmaster@scs.virginia.gov

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