

**Bidder’s Checklist – Envelope Requirements**

This checklist shall be attached to the outside of the envelope of a bid. Failure to complete, sign, and attach this checklist may result in a bid being deemed nonresponsive. Nonresponsive bids will be returned to the vendor unopened.

Firm name: \_\_\_\_\_  
 Contact person: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Phone number: \_\_\_\_\_  
 Email address: \_\_\_\_\_

**Envelope must contain the following documents:**

Initials	Document
	Bid Proposal Form, Including Acknowledgement of Any Addenda
	Exception Sheet
	Contractor Affidavit and Agreement (Employee Eligibility Verification)
	Affidavit Verifying Status for City of Savannah Benefit Application
	Certifications/Licenses per Section 4.7
	Insurance
	Attachment 1

By signing below, bidder is attesting that all items listed in the checklist above have been included in the envelope.

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



## INSTALLATION AND REPAIR OF COMMERCIAL IRRIGATION

EVENT NO. 6806

### SPECIFICATIONS AND SPECIAL CONDITIONS

- 4.0 The purpose of these specifications is to establish an annual contract for installation, and repair of commercial/industrial underground sprinkler irrigation systems within the City of Savannah's Parks, Squares and public rights of way. The City's Greenscapes Division will be the primary user of this contract. Other City divisions may require the contractor's services on a case by case basis. Electronic responses shall not be accepted.

**This event is only open to Savannah Business Enterprise (SBE) certified firms. Responses received from non-SBE certified firms will not be opened or read aloud. For more information about the Savannah Business Enterprise program, please visit the City's Office of Business Opportunity's webpage (<http://savannahga.gov/483/Office-of-Business-Opportunity>).**

To enter pricing manually, complete the attached bid proposal form. Manually submitted bids must be submitted on the bid proposal forms contained in these specifications in order to be considered.

A pre-bid conference has been scheduled to be conducted at the Purchasing Office, 301 West Oglethorpe Avenue, Savannah, Georgia, 31401. This meeting will allow contractors to discuss the specifications and resolve any questions and/or misunderstandings that may arise with City staff. You are invited to attend.

- 4.1 **Materials:** The contractor will supply products called for in the material specifications and will not make substitutions without written authorization by the City of Savannah. The contractor will acquire products that are called for by brand name, only from distributors that are authorized to market, and warranty said products.
- 4.2 **Warranties:** Standard manufacturer's warranties shall extend on materials used from date of installation. Contractors warranty on workmanship of repair or installation shall extend from one year upon completion. Exemptions from the workmanship warranty are as follows:
- a) Excavation damage caused by others.
  - b) Lightning strikes.
  - c) Neglect or abuse by users.
  - d) Vandalism.
  - e) Damage caused by utilities.

- 4.3 **Disabled Systems:** The contractor must notify the City's Greenscapes Administrator 48 hours prior to the irrigation system being disabled so that an alternate watering method can be arranged if deemed necessary.
- 4.4 **Estimates:** In preparing estimates, the contractor shall breakdown each specific installation or repair by the following:
- a) Labor by hour (if repair) with estimated repair time, or labor by job (if new installation) estimated time.
  - b) Total material cost per job.
  - c) Specific repair function descriptions with locations of repair to be performed.
- 4.5 **Bid Pricing:** Bid pricing shall consist of three components.
- 1) A labor rate per worker per hour shall be indicated. This rate shall include all wage classifications, any overtime premiums, and any miscellaneous equipment or small tools that may be required.
  - 2) Material pricing shall be based on a percent discount from published price lists. The City reserves the right to request material invoices to verify discount.
  - 3) **An hourly rate for trenching equipment shall be indicted. If special equipment other than a standard trencher is needed, this rate will be negotiated between the contractor and the City.**
- 4.6 Design services to include all usual and customary scale drawings and specifications necessary to install an irrigation system. On new installations, as-built scale plans are to be furnished to the originating division before payment will be made.
- 4.7 **Qualifications/Certifications**
- a) Successful bidder shall be licensed to perform low voltage electrical work or have licensed sub-contractor to perform such work.
  - b) The awarded contractor shall have on staff a certified irrigation designer with a minimum Level II certification by the Georgia Irrigation Association or a certification from a comparable professional organization subject to verification.
  - c) Contractor shall also have Calsense Controller installation experience, or be familiar with and be able to troubleshoot and install another central control system.
  - d) Contractor shall have basic working understanding of booster pumps used for irrigation.
  - e) "On Staff" shall denote a permanent, full-time employee of the bidding firm.
  - f) The award of this contract will be predicated on the contractor's previous experience in the irrigation industry as well as fee proposal. Contractor must provide with their bid a current list of customer references including a contact name and phone number for each.
  - g) The contractor shall supply with their bid a statement of certifications held and systems with which they have experience.
  - h) Contractors with a basic working understanding of hydraulic irrigation systems are preferred.
  - i) Knowledge of two-wire irrigation systems.

4.8 Contractor shall notify the City's Departmental Irrigation Specialist or representative before starting and finishing a repair or installation project.

#### 4.9 Specific Installation Details

4.9.1 The contractor must comply with all current City of Savannah cross connection and back flow prevention requirements. The contractor shall coordinate with the City's Water Department as to the type of back flow prevention device and obtain appropriate permits as needed.

4.9.2 Any installation of new PVC piping other than that for repair of an existing pipe must be installed with the following depth requirements by its specific purpose.

- a) Main Pressurized Pipe – 18 inch depth of cover
- b) Lateral or Zone Pipe – 12 inch depth of cover
- c) Conduits used for Electrical – 12 inch depth of cover

4.9.3 Installation of under pavement sleeves for irrigation pipes or wires must be a minimum of 12 inches below lowest point of aggregate used for asphaltic base or 12 inches below bottom of concrete used for walks or drives. Diameter of sleeve shall be a minimum size that is twice the diameter of pipe to be sleeved. Sleeve shall be double in size if two pipes are used. Sleeves may be used to conduit electrical control wires as well. Minimum sleeve sized for wires only two inches.

Example:        1 ½ PVC = three inches sleeve  
                      2" PVC = four inches sleeve  
                      2 ea 1 ½ PVC = six inches sleeve

4.9.4 Installation of underground direct burial wire if installed in trench containing PVC pipe will be placed under the PVC pipe.

4.9.5 Backfilling of trenches containing pipe or wires shall be re-compacted with a vibratory packer machine to minimize future sagging of ditch and to prevent liabilities from unseen depressed areas. Backfill material shall be free of sharp objects or rocks to prevent damage to pipe or wires during re-compaction.

4.9.6 Backfill material surrounding sprinkler heads shall be a permeable sand or light pea gravel to discourage puddling around sprinkler head. Sprinkler head shall be installed to the proper grade and shall be hand compacted only.

4.9.7 Valve box will be supported by bricks and set at grade before backfilling. Valve box must not rest on piping entering or exiting the device contained within the valve box. Valve box will be sized by the component they enclose. The valve boxes shall be installed at points where multiple wire splices are made.

4.9.8 Wire splices at electric valves will be made only with City approved devices. Any point that has a splice that may be accessed through a valve box must have a minimum of 10 inches of coiled wire one inches in diameter for slack in future repairs and surge protection.

- 4.9.9 All solvent weld PVC pipe connections will have an approved cleaner or primer applied before solvent welding. All solvent welds will be made within the temperature range required by the solvent cement manufacturer. Pressurization of pipe will occur within the solvent manufacturer's recommended curing time.
- 4.9.10 All gasket socket PVC pipe will be installed with manufacturers approved lubricant.
- 4.9.11 All gasket socket PVC pipe will be thrust blocked with concrete resting against undisturbed earth. Pipe will be isolated from concrete by plastic sheet barrier. Center of thrust block will have a minimum of 48 inches of steel rebar driven into earth to prevent movement.
- 4.9.12 Spray heads shall be installed with funny pipe. All rotor heads putting out more than six gallons a minute and quick coupling valves shall be installed with pre-manufactured triple swing joints. Pipe schedule for triple swing joints to be determined by using department prior to installation.
- 4.9.13 Piping entering and exiting electric valves and back flow devices must be type Schedule 80. The nipple shall extend just outside of valve box where it may be solvent welded to main or lateral pipe.
- 4.9.14 Valve boxes containing electric valves will have zone number clearly marked on top lid with painted stencil or vinyl number. Quick coupling valve box will be marked "QCV". Gate valves or shutoff will be marked "GV". Box with wire splices will be marked "WS".
- 4.9.15 Electrical controllers will be installed with the manufacturers recommended lightning and surge protection devices and installed with the specified number of ground rods that are a minimum of eight foot depth. Ground rods installed in soil will be marked with a specified valve box Electrical controllers will be hard wired into dedicated circuit in certain areas. Plug in type transformers will not be accepted. City of Savannah will be responsible for power supply to electric controller.
- 4.9.16 Open ditches and trenches shall be properly barricaded when left overnight. Work site shall be left in acceptable condition at the end of each day (no debris on sidewalks, work site debris picked up).

#### **4.10 Specific Material Specifications:**

- 4.10.1 All underground PVC pipe that is to be used for pressurized main line supply and lateral lines downstream of electric valves shall be Type 1120 PVC solvent or gasket joint SDR 21 Class 200 PSI, no exceptions.
- 4.10.2 All PVC used for sleeving purposes shall be schedule 40 PVC Type 1120 solvent weld.
- 4.10.3 All PVC used for underground conduit to transport electrical wires shall be gray schedule 40 UL listed conduit.
- 4.10.4 Approved controllers manufacturers are: Rainbird, Calsense, Hunter and Toro. All replacement controllers shall be approved by the user department prior to installation.

4.10.5 Approved Rain shutoff devices are Rainbird Raincheck or Glen Hilton MiniClick or approved equal.

4.10.6 Approved valve boxes sized by components used with: (Approved manufacturers are Carson, Ametek or equal.)

4.11 This is an annual contract. Prices shall remain firm. This agreement may be renewed for up to three additional 12 month periods, if all contracting parties so agree and services provided by the vendor have been satisfactory. The first term of this contract shall begin upon award and shall end on December 31, 2019. All remaining renewal options, if exercised, shall begin on January 1 and end on December 31 of each subsequent year.

4.12 The City of Savannah reserves the right to bid irrigation projects in the following categories:

- a) C.I.P. funded projects.
- b) Large design and installation projects expected to cost over \$10,000.

#### 4.13 **Insurance Requirements**

##### **Comprehensive General Liability**

Contractor shall carry comprehensive general liability on an occurrence form with no “x, c or u” exclusions with the following minimum limits:

- Each occurrence - \$1,000,000
- Damage to Rented Premises - \$50,000
- Medical Expense - \$5,000
- Personal & Adv Injury - \$1,000,000
- General Aggregate - \$2,000,000
- Products – Completed Ops. Aggregate - \$2,000,000

General aggregate shall apply on a per project basis.

Contractor will provide a Certificate of Insurance reflecting required coverage.

A waiver of subrogation endorsement to the policy in favor of the City shall also be provided and attached to the certificate.

A (30) day notice of cancellation in favor of the City must be endorsed to policy and attached to the certificate.

##### 4.13.1 **Commercial Automobile Liability**

The automobile policy must include coverage for owned, non-owned and hired automobiles.

- Minimum limits are \$1,000,000
- Contractor will provide a Certificate of Insurance reflecting required coverage.
- Waiver of subrogation endorsement to the policy in favor of the City shall also be provided and attached to the certificate.

- A (30) day notice of cancellation in favor of the City must be endorsed to policy and attached to the certificate.

#### 4.13.2 **Workers Compensation**

Contractor shall carry a workers compensation policy including all statutory coverage required by Georgia state law.

Minimum employer's liability limits:

- \$500, 000 each accident
- \$500, 000 each employee (disease)
- \$500, 000 policy limit (disease)

Contractor will provide a Certificate of Insurance reflecting required coverage.

A waiver of subrogation endorsement to the policy in favor of the City shall also be provided and attached to the certificate.

A (30) day notice of cancellation in favor of the City must be endorsed to policy and attached to the certificate.

#### 4.13.3 **Umbrella/Excess Liability**

Contractor shall carry an umbrella/excess liability policy which must follow form over underlying policies: general liability, auto liability and employer's liability.

Minimum limits: \$1,000,000 per occurrence  
\$1,000,000 aggregate

Contractor will provide a Certificate of Insurance reflecting required coverage.

Waiver of subrogation endorsement to the policy in favor of the City shall also be provided and attached to the certificate.

A (30) day notice of cancellation in favor of the City must be endorsed to policy and attached to the certificate.

#### 4.13.4 **General**

All insurance shall be placed with Georgia admitted carriers with a current Best's rating of A(minus), X, or better.

Any modifications to specifications must be approved by the City.

- 4.14 The City reserves the right to award this contract to primary, secondary and tertiary vendors. Secondary and tertiary suppliers may be selected to fill orders if the primary supplier cannot make provision to the City when time is of the essence.

4.15 The award of this contract will be predicated on the contractor's previous experience in the irrigation industry as well as fee proposal. Contractor must provide with their bid a current list of customer references including a contract name and phone number for each on Attachment 1. Attachment 1 must be included with a bid to be further considered.

5.0 General Conditions

The bid response shall include all documents required in the bidder's checklist.

All referenced documents must be completed and returned in their entirety to constitute a complete bid.

5.1 Original invoices should be sent to:

City of Savannah  
Accounts Payable  
P.O. Box 1027  
Savannah, Georgia 31402

5.2 The vendor is responsible for determining and acknowledging any addenda issued in connection with this bid solicitation. All addenda issued for this event must be acknowledged in order for a bid to be considered.

5.3 To be awarded bids, vendors must be registered as suppliers on the City of Savannah's website at [www.savannahga.gov](http://www.savannahga.gov).

5.4 This contract will be awarded to the vendor offering the lowest net price to the City, and meeting or exceeding all specifications herein.

5.5 Basis of Award: Contract will be awarded to the vendor(s) with the lowest net cost to the City and who meets all City specifications.



**EXCEPTION SHEET**

Event #6806

If the commodity(ies) and/or services proposed in the response to this bid is in anyway different from that contained in this proposal or bid, the bidder is responsible to clearly identify by specification section number, all such differences in the space provided below. Otherwise, it will be assumed that bidder's offer is in total compliance with all aspects of the proposal or bid.

Below are the exceptions to the stated specifications:

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Company

\_\_\_\_\_  
Title

**BID PROPOSAL FORM**

**(SUBMIT AS THE COVER SHEET)**

City of Savannah Purchasing Department  
301 West Oglethorpe Ave.  
2<sup>nd</sup> floor  
Savannah, Georgia 31401  
ATTN: Purchasing Director

**EVENT NUMBER: 6806**

Business Location: (Check One)  
 Chatham County  
 City of Savannah  
 Other

**ALL BIDDERS MUST BE REGISTERED VENDORS ON THE CITY'S WEBSITE TO BE AWARDED AN EVENT. PLEASE REGISTER AT WWW.SAVANNAHGA.GOV.**

**MANUALLY SUBMITTED BIDS MUST BE SUBMITTED ON THIS BID PROPOSAL FORM IN ORDER TO BE CONSIDERED.**

Name of Bidder: \_\_\_\_\_

Street Address: \_\_\_\_\_

City, State, Zip Code: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

**DO YOU HAVE A BUSINESS TAX CERTIFICATE ISSUED IN THE STATE OF GEORGIA? (CHECK ONE) YES: \_\_\_\_\_ NO: \_\_\_\_\_**

**FROM WHAT CITY/COUNTY \_\_\_\_\_  
TAX CERTIFICATE #: \_\_\_\_\_ FED TAX ID #: \_\_\_\_\_**

**INDICATE LEGAL FORM OF OWNERSHIP OF BIDDER (STATISTICAL PURPOSES ONLY):  
CHECK ONE:  CORPORATION  PARTNERSHIP  
 INDIVIDUAL  OTHER (SPECIFY: \_\_\_\_\_)**

**Do you plan to subcontract any portion of this project? Yes \_\_\_\_\_ No \_\_\_\_\_  
If yes, please complete the attached schedule of DBE participation. Also complete the schedule if you will be using any DBE suppliers.**

**ADDENDA ACKNOWLEDGEMENT**

My signature below confirms my receipt of all addenda issued for this proposal.

\_\_\_\_\_  
Signature

\*This acknowledgement is separate from my signature on the fee proposal form. My signature on the fee proposal form will not be deemed as an acknowledgement of addenda.

THE UNDERSIGNED PROPOSES TO FURNISH THE FOLLOWING ITEMS IN STRICT CONFORMANCE TO THE BID SPECIFICATIONS AND BID INVITATION ISSUED BY THE CITY OF SAVANNAH FOR THIS BID. ANY EXCEPTIONS ARE CLEARLY MARKED IN THE ATTACHED COPY OF BID SPECIFICATIONS.

ITEM NO	DESCRIPTION	ESTIMATED QUANTITY	UNIT PRICE	TOTAL
1	Standard Labor Rate	500 Worker Hours		
2	Equipment Trencher	100 Hours		
3	Irrigation System Materials Cost = \$10,000 + (\$10,000 x _____% markup)	1 Lot	N/A	

TOTAL BID \$ \_\_\_\_\_

**PAYMENT TERMS: PLEASE CHECK ONE AND FILL IN BLANKS**

(Minimum of 10 working days must be allowed for discount to be considered in bid award)

\_\_\_ Less \_\_\_ % \_\_\_ Days Prompt Payment Discount (if offered) (\_\_\_\_\_)

\_\_\_ Net - 30 Days (no discount offered) - 0 -

TOTAL NET BID \$ \_\_\_\_\_

TIME REQUIRED FOR DELIVERY AFTER RECEIPT OF ORDER: \_\_\_\_\_ DAYS

DO YOU HAVE THE REQUIRED INSURANCE? \_\_\_\_\_

WHAT IS YOUR PERCENT MARKUP? \_\_\_\_\_%

HAVE YOU INCLUDED ATTACHMENT 1? \_\_\_\_\_

I certify this bid complies with the General and Specific Specifications and Conditions issued by the City except as clearly marked in the attached copy.

\_\_\_\_\_  
Please Print Name

\_\_\_\_\_  
Authorization Signature

\_\_\_\_\_  
Date

**CONTRACTOR AFFIDAVIT AND AGREEMENT**  
Employment Eligibility Verification

By executing this affidavit, the undersigned contractor verifies its compliance with O.C.G.A. 13-10-91, stating affirmatively that the individual, firm, or corporation which is contracting with the City of Savannah has registered with and is participating in a federal work authorization program\* [any of the electronic verification of work authorization programs operated by the United States Department of Homeland Security or any equivalent federal work authorization program operated by the United States Department of Homeland Security to verify information of newly hired employees, pursuant to the Immigration Reform and Control Act of 1986 (IRCA), P.L. 99-603], in accordance with the applicability provisions and deadlines established in O.C.G.A. 13-10-91.

The undersigned further agrees that, should it employ or contract with any subcontractor(s) in connection with the physical performance of services pursuant to this contract with the City of Savannah, contractor will secure from such subcontractor(s) similar verification of compliance with O.C.G.A. 13-10-91 on the Subcontractor Affidavit provided in Rule 300-10-01-.08 or a substantially similar form. Contractor further agrees to maintain records of such compliance and provide a copy of each such verification to the City of Savannah at the time the subcontractor(s) is retained to perform such service.

\_\_\_\_\_  
EEV / Basic Pilot Program\* User Identification Number

BY:

\_\_\_\_\_  
Contractor Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Authorized Officer or Agent

\_\_\_\_\_  
Printed Name of Authorized Officer or Agent

\_\_\_\_\_  
Title of Authorized Officer or Agent of Contractor

\*As of the effective date of O.C.G.A. 13-10-91, the applicable federal work authorization program is the "EEV / Basic Pilot Program" operated by the U. S. Citizenship and Immigration Services Bureau of the U.S. Department of Homeland Security, in conjunction with the Social Security Administration (SSA).  
\* \* \* \* \*

## **Instructions for Completing Contractor Affidavit and Agreement Form**

As required under Senate Bill 529 – “Georgia Security and Immigration Compliance Act” of 2006, O.C.G.A. Section 2, Article 3 13-10-91, public employers, their contractors and subcontractors are required to verify the work eligibility of all newly hired employees through an electronic federal work authorization program. The Georgia Department of Labor has added a new Chapter 300-10-1, entitled "Public Employers, Their Contractors and Subcontractors Required to Verify New Employee Work Eligibility Through a Federal Work Authorization Program," to the Rules and Regulations of the State of Georgia. (See website: [http://www.dol.state.ga.us/pdf/rules/300\\_10\\_1.pdf](http://www.dol.state.ga.us/pdf/rules/300_10_1.pdf).) The new rules designate the “Employment Eligibility Verification (EEV) Basic Pilot Program” operated by the U.S. Citizenship and Immigration Services Bureau of the U.S. Department of Homeland Security as the electronic federal work authorization program to be utilized for these purposes. The EEV/Basic Pilot Program can be accessed at: <https://everify.uscis.gov/enroll/StartPage.aspx?JS=YES>. Bidders shall comply with this new rule and submit with your bid the attached “Contractor Affidavit and Agreement.”

# ***Affidavit Verifying Status for City of Savannah Benefit Application***

By executing this affidavit under oath, as an applicant for a City of Savannah, Georgia Business License or Occupation Tax Certificate, Alcohol License, Taxi Permit, Contract or other public benefit as reference in O.C.G.A. Section 50-36-1, I am stating the following with respect to my bid for a City of Savannah contract for \_\_\_\_\_. [Name of natural person applying on behalf of individual, business, corporation, partnership, or other private entity]

1.) \_\_\_\_\_ I am a citizen of the United States.

**OR**

2.) \_\_\_\_\_ I am a legal permanent resident 18 years of age or older.

**OR**

3.) \_\_\_\_\_ I am an otherwise qualified alien (8 § USC 1641) or nonimmigrant under the Federal Immigration and Nationality Act (8 USC 1101 *et seq.*) 18 years of age or older and lawfully present in the United States.\*

In making the above representation under oath, I understand that any person who knowingly and willfully makes a false, fictitious, or fraudulent statement or representation in an affidavit shall be guilty of a violation of Code Section 16-10-20 of the Official Code of Georgia.

Signature of Applicant: \_\_\_\_\_ Date \_\_\_\_\_

Printed Name: \_\_\_\_\_

SUBSCRIBED AND SWORN  
BEFORE ME ON THIS THE  
\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_\_

\* \_\_\_\_\_  
Alien Registration number for non-citizens.

Notary Public  
My Commission Expires:

***Instruction for Completing Systematic Alien Verification  
for Entitlement (SAVE) Form***

O.C.G.A. § 50-36-1, requires Georgia's cities to comply with the federal **Systematic Alien Verification for Entitlements (SAVE) Program**. SAVE is a federal program used to verify that applicants for certain "public benefits" are legally present in the United States. Contracts with the City are considered "public benefits." Therefore, the successful bidder will be required to provide the Affidavit Verifying Status for City of Savannah Benefit Application prior to receiving any City contract. The affidavit is included as part of this bid package but is only required of the successful bidder.

COMMERCIAL AND/OR GOVERNMENT EXPERIENCE VERIFICATION  
Attachment 1

In the space below, list references dating back preferably three (3) years of similar commercial and/or government experience per section, 4.15. Attachment 1 must be included in the bid response in order for a bid to be considered.

1. Name of Company/Municipality: \_\_\_\_\_  
Address: \_\_\_\_\_  
Contact: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Dates services provided: \_\_\_\_\_

2. Name of Company/Municipality: \_\_\_\_\_  
Address: \_\_\_\_\_  
Contact: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Dates services provided: \_\_\_\_\_

3. Name of Company/Municipality: \_\_\_\_\_  
Address: \_\_\_\_\_  
Contact: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Dates services provided: \_\_\_\_\_

4. Name of Company/Municipality: \_\_\_\_\_  
Address: \_\_\_\_\_  
Contact: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Dates services provided: \_\_\_\_\_

5. Name of Company/Municipality: \_\_\_\_\_  
Address: \_\_\_\_\_  
Contact: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Dates services provided: \_\_\_\_\_