

Tree Planting Project MTech 18-07

10-11-17: Worked on the SOW for the project.

10-12-17: Worked on the SOW and drawings for the project. The State Fund is only good thru 10-14-17 (need a new copy). Dan and I called the contractor. Also need the Contractor registration. Gave Dan the SOW and drawing to review with his contractor to see if there is any questions or changes to his price. Drafted up a contract.

10-24-17: Contractor provided their contractor registration. Responded to Marissa's e-mail. Sent contract documents to Marissa.

10-26-17: Used account **BFSLND**. Marissa assigned project number MTech 18-07. Added contract number to documents.

10-27-17: Got the contract signed by the contractor and Montana Tech (Brant). Provided copies of the contract documents to the contractor and to Vicki.

10-30-17: Trees were delivered from Tizer Gardens to Marchie's Tree and Landscaping according to Dan.

10-31-17: Contractor was on site and planted 7 trees along perimeter east side of the campus and 13 trees along the library area.

11-01-17: Snow and "no" work today for the contractor.

11-02-17: Snow and "no" work today for the contractor.

11-03-17: Snow and "no" work today for the contractor.

11-06-17: Snow and "no" work today for the contractor.

11-07-17: Snow and "no" work today for the contractor.

11-29-17: There has been "no" work since I left on vacation 11-20-17. Asked Dan to see if the contractor can request an extension since our ground is starting to freeze and I doubt that the contractor can plant any trees until spring.

12-04-17: Did amendment # 1 to extend contract until June 30, 2018 due to frozen ground. Brant signed the amendment to extend contract. Marchie's will be up to sign.

12-06-17: Marchie signed the amendment # 1 to extend the contract. Sent Marchie's copy in the mail and gave other to Vicki for the file. Marchie has not requested any payments on the project.
