



## SCOPE OF SERVICES FORM

This Scope of Services is an integral part of this contract between the **County of Durham** (“County”), and **Piner Appraisal Inc** (“Contractor”), which contract is dated **07-01-2024**. Contractor agrees to provide services and/or materials pursuant to the provisions set forth below.

- I. Background/Purpose: *(Why - Provide a brief description of the services being procured.)*
- II. References: *(Identify/attach additional documents relevant to this contract, i.e., quotes, proposals, etc.)*

The following documents are incorporated herein by reference to them:

Vendor Application, W-9, Proposal Letter, References,

Proof of Insurance (Provided by Willis Insurance Agency),

Contract

- III. Work/Requirements: *(What/Where - Be as detailed as possible in describing the work.).* The Contractor shall provide the necessary labor, security, permits and safety measures as required to perform the following:
- IV. Schedules/Timelines: *(When – Provide a timetable to complete the work and any phases and/or deadlines.)*
- V. Transmittal/Delivery/Accessibility: *(How - Describe delivery methods for reports or deliverables. Include contact information of department procuring the services. Describe if County property is to be provided or access to the property, and how that will be handled, i.e. keys, holidays, security measures.)*
- VI. Payment: *(Include Rate of payment, Time for payments and Methods of payment.)*