

Service Provider & Contractor Agreement

In accordance with the stated goal of (host/client church) _____

to upgrade its services and overall ministries, the service provider/contractor will provide an inspection/evaluation of the following systems, building, and/or and equipment. (Please describe the work to be completed/evaluate and attach any other paper work or descriptions as necessary.)

This work is to be accomplished during the period (from-to day/month/year) _____

Following the inspection/evaluation a cost analysis, including time, labor and material of those systems and equipment needing correction, along with specifications, will be reported to the Session/Board/Trustees. In the event that repairs/renovations are necessary, such improvements will also be noted.

During the period of inspection/evaluation,

(Name & title) _____

(Phone & email) _____

will be your primary point of contact for access to the building and systems/equipment to be inspected and any relevant records. Unless an emergency condition exists, all usual church programs will continue without interruption during the inspection process.

When/if funding is available and at the direction of the host/client church

(Name of firm) _____

will be placed on the short list of preferred bidders to do the corrective work and will be duly notified of the terms of the bidding process. Award of contract to do corrective work will be made to the firm judged to be the most qualified, with record of prior work for similar client/owners and at the lowest submitted cost.

Signed _____ Date _____

(Authorized name and title for host/client church, address, contact information)

Signed _____ Date _____

(Authorized name of person representing the service provider, and contact information)

Witness _____ Date _____