

TECHNICAL PROPOSAL



the greenery, inc.®

— EMPLOYEE OWNED —



18-002 Athletic Fields Grounds Maintenance

DUE: July 6, 2017 by 11:00 AM





the greenery, inc.®

— EMPLOYEE OWNED —

843-785-3848 | PO BOX 6569 | Hilton Head, SC 29938

Beaufort County School District
2900 Mink Point Blvd.
Beaufort, SC 29902

Dear Review Board,

On behalf of The Greenery, I would like to personally thank you for the opportunity to present you with the enclosed proposal for the RFP # 18-002 Athletic Fields Grounds Maintenance.

The Greenery has a firm understanding of the work that needs to be completed in this solicitation as we have installed and maintained many athletic fields in the low country over the years. You are also familiar with the quality of our work as we currently maintain several Beaufort County School District schools north of the broad in Group 1 and all of the schools in Bluffton. The Greenery is committed to operating as your service partner and will meet or exceed your expectations. We are confident our attention to detail will provide you with the satisfaction you deserve.

The Greenery is proud to be 100% employee owned, enabling all of our employees to take an “owners interest” in providing the highest quality landscaping services to you our client. As a locally based employee owned company, most of our employees either attended a Beaufort County school or have children currently attending a Beaufort County School.

All of us are excited to expand our business relationship with the Beaufort County School District in providing excellent service, but also actively supporting school projects and events.

Respectfully submitted,

The Greenery, Inc.

Melissa Brock

Melissa Brock
Business Developer
843-247-6026
MelissaBrock@thegreeneryinc.com

Janet Davoli

Janet Davoli
Director of Business Development
843-592-3797
JanetDavoli@thegreeneryinc.com



TECHNICAL PROPOSAL

TABLE OF CONTENTS

Tab 1 – Management Qualifications

- 4.0.1.1 Cover Page, Page Two
- 4.0.1.2 Firm Information
 - Key Personnel
 - References
 - Athletic Field Ground Maintenance Experience
- 4.0.1.3 Financial Stability
- 4.0.1.4 Safety and Training
- 4.0.1.5 Quality Control
- 4.0.1.6 Equipment List
- 4.0.1.7 Staffing
- 4.0.1.8 Litigation
- 4.0.1.9 M/WBE
- 4.0.1.10 Exception

Tab 2 – 5.0.1 – 5.0.2 Qualifications of Offeror

- 5.0.3A History and Experience
- 5.0.3B Financial Responsibility
- 5.0.3C Bid Bond
 - Insurance
- 5.0.3D Licenses
- 5.0.3E Litigation
 - Additional Qualifications

Tab 3 - Area Maps of the Athletic Fields

- Site Maps
- Addendums

TECHNICAL PROPOSAL

4.0.1.1 – Cover Page and Page 2



Beaufort County School District

Solicitation Number 18-002
Date Printed: May 30, 2017
Date Issued: May 30, 2017
Procurement Officer: Sandi Amsler, CPPB
Phone: 843-322-2349
Email: Sandi.Amsler@beaufort.k12.sc.us

Best Value Bid

DESCRIPTION: **Athletic Fields Grounds Maintenance**
SUBMIT OFFER BY (Opening Date & Time): **July 6, 2017; 11:00 AM EDT**
QUESTIONS MUST BE RECEIVED BY: **June 28, 2017**
NUMBER OF COPIES TO BE SUBMITTED: **Six (6) Original Signed Copies and One (1) Redacted Version on CD**

Offers must be submitted in a sealed package. Solicitation Number & Opening Date must appear on package exterior.

SUBMIT YOUR SEALED OFFER TO EITHER OF THE FOLLOWING ADDRESSES:

MAILING ADDRESS:

Beaufort County School District
Procurement Office
P.O. Drawer 309
Beaufort, SC 29901-0309

PHYSICAL ADDRESS:

Beaufort County School District
Procurement Office
2900 Mink Point Blvd
Beaufort, SC 29902

CONFERENCE TYPE: **Pre-Proposal Conference / Site Visits**

LOCATION: **District Office
2900 Mink Point Blvd
Beaufort, SC 29902**

DATE & TIME: **June 14 & 15, 2017 beginning at 7:30 AM**

AWARDS & AMENDMENTS:

Award will be posted at the Physical Address stated above on or after July 20, 2017. The award, this solicitation, and any amendments will be posted at the following web address: <http://beaufortschools.net>.

You must submit a signed copy of this form with Your Offer. By submitting a proposal or bid, You agree to be bound by the terms of the Solicitation. You agree to hold Your Offer open for a minimum of ninety (90) calendar days after the Opening Date.

NAME OF OFFEROR: (Full legal name of business submitting the offer)

The Greenery Inc.

ENTITY TYPE:

Corporation

AUTHORIZED SIGNATURE (Person signing must be authorized to submit binding offer to enter contract on behalf of Offeror named above)

Janet Davoli

Director of Business Development
TITLE

PRINTED NAME

Instructions regarding Offeror's name: Any award issued will be issued to, and the contract will be formed with, the entity identified as the Offeror above. An offer may be submitted by only one legal entity. The entity named as the Offeror must be a single and distinct legal entity. Do not use the name of a branch office or a division of a larger entity if the branch or division is not a separate legal entity, i.e., a separate corporation, partnership, sole proprietorship, etc.

TECHNICAL PROPOSAL

4.0.1.2 Firm Information

Key Personnel

References

Athletic Field Grounds Maintenance Experience

FIRM INFORMATION



Corporate Mailing Address

PO Box 6569
Hilton Head, SC 29938

Local Office

16 Burton Hill Rd
Beaufort, SC 29906

Authorized Representative for this Bid



JANET DAVOLI

Director of Business Development
843-) - &' ++
JanetDavoli@thegreeneryinc.com

Officer for All Contracts



WILLIAM H. DAVOLI

Chief Operating Officer / Executive Vice President
843-) - &' , &&
BillDavoli@thegreeneryinc.com

COMPANY PROFILE



the greenery, inc.®

— EMPLOYEE OWNED —

FOUNDED

1973 Employee-Owned Since 2003

MANAGEMENT

W. Lee Edwards, President / CEO
William H. Davoli, Executive Vice President / COO
Scott Slawson, CPA, CFO
Janet Davoli, Director of Business Development
Jerry Ashmore, Director of Workforce Development

EMPLOYEES

650+

EQUIPMENT

Vehicles	350+
Tractor/Bobcats	27
Production Mowers	215
Wide Area Mowers	10
Sports Turf Mowers	18
Site work Systems	11
2 Cycle Equipment	1,000+

STAFF SUMMARY

Horticulturists	36
S.C. Certified Applicators	36
GA Certified Applicators	9
Area Supervisors	51
Crew Foremen	167
Certified Landscape Technicians	26
Seasonal Color Technicians	16
Certified Irrigation Technicians	23
Mechanics	18

WEBSITE

www.thegreeneryinc.com

**Bluffton –
Hardeeville Office**
2724 Medical Center Dr.
Hardeeville, SC 29927

Beaufort Office
16 Burton Hill Road
Beaufort, SC 29906

Charleston Office
489 A Deanna Lane
Charleston, SC 29492

Construction Office
2724 Medical Center Dr.
Hardeeville, SC 29927

**Hilton Head Island –
Daufuskie Island**
97 Arrow Road
Hilton Head, SC 29928

**Hilton Head Island –
Corporate Office**
93 Arrow Road
Hilton Head, SC 29928

**Hilton Head Island –
Garden Center & Nursery**
960 William Hilton Pkwy.
Hilton Head, SC 29928

Palmetto Bluff Office
71 Ormsdale
Bluffton, SC 29910

Savannah Office
2400 Tremont Road
Savannah, GA 31404

Sun City Office
12 Okatie Maintenance Rd.
Okatie, SC 29909

The Greenery Corporate Mailing Address

PO Box 6569
Hilton Head, SC 29938

TECHNICAL PROPOSAL

4.0.1.2 Firm Information

Key Personnel

References

Athletic Field Grounds Maintenance Experience

BEAUFORT BRANCH



Branch Administration



Michael Fowlkes **Operations Manager**

Mike manages the daily operations of our business and ensures that you, our client, are satisfied with our service.



Courtney Schroeder **Regional Office Manager**

Courtney ensures that the office functions efficiently with administrative support, exceptional customer service and financial control.



Melissa Brock **Business Developer**

Business Management, Pierce College; Hilton Head/Bluffton Leadership Class of 2014 and Board 2014-present; BNI President, May River Business Chapter; Melissa builds relationships with clients to generate opportunities for company growth.



Melissa Brophy **Business Developer**

Melissa has exceptional experience in customer service, building relationships and an eye for identifying growth areas for the company.

In the Field

An account manager is responsible for all communication with the client, providing enhancement proposals and monitoring the overall performance of the crew.



Larry Kaczowka **Account Manager**

ASHI Certified for CPR/Basic First Aid



Dusty Vickers **Account Manager**

Palmetto Professional Landscape Certified; Beaufort Branch Safety Representative; ASHI Certified for CPR/Basic First Aid; Certified Pesticide Applicator



Danyel Babcock **Seasonal Color Supervisor**



Lucas Posey **Irrigation Manager**

SC Department of Health and Environmental Control Backflow Certification; ASHI Certified for CPR/Basic First Aid; Certified Pesticide Applicator

Lucas has an extensive background in irrigation design, installation, trouble shooting and repairs as well as low-voltage lighting designs.

BLUFFTON - HARDEEVILLE BRANCH



Branch Administration



Miles Graves

Branch Manager

*BS, Horticulture, Clemson;
SC Landscape & Turfgrass - President
Certified Pesticide Applicator;
Certified Landscape Technician*
Miles manages the daily operations of our business and ensures you, our client, are satisfied with our service. He uses his breadth of landscape knowledge and experience to educate others through speaking engagements and seminars.



Julie Merante

Office Administrator

Julie ensures that the office functions efficiently with administrative support, exceptional customer service and financial control.



Melissa Brock

Business Developer

*Business Management, Pierce College;
Hilton Head/Bluffton Leadership Class of 2014 and Board 2014-present;
BNI President, May River Business Chapter;
Melissa builds relationships with clients to generate opportunities for company growth.*



Melissa Brophy

Business Developer

Melissa has exceptional experience in customer service, building relationships and an eye for identifying growth areas for the company.

In the Field

An account manager is responsible for all communication with the client, providing enhancement proposals and monitoring the overall performance of the crew.



Vera Vairo

Seasonal Color Technician

Vera is responsible for the vibrant seasonal color displays on your property. She coordinates your design and installation, then maintains the beds for the best possible curb appeal possible.



Glen Payne

Account Manager

*BS, Horticulture, University of Maryland;
Certified Arborist; Certified Pesticide Applicator; Certified Landscape Technician*



Ronald Vargas

Account Manager



Lee White

Project Supervisor



Bobby Conn

Irrigation Technician



Mizraim Mata

Plant & Health Services Technician

*Member of ECC
(ESOP Communication Committee);
Certified Pesticide Applicator*

HILTON HEAD BRANCH



the greenery, inc.®

— EMPLOYEE OWNED —

Branch Administration



Jim van Dijk

Branch Manager

*BS, Clemson University;
Certified Pesticide Applicator*
Jim manages the daily operations of our business and ensures you, our client, are satisfied with our service. He uses his breadth of landscape knowledge and experience to educate others through speaking engagements and seminars.



Deb Castelli

Office Administrator

Deb ensures that the office functions efficiently with administrative support, exceptional customer service and financial control.



Melissa Brock

Business Developer

*Business Management, Pierce College;
Hilton Head/Bluffton Leadership Class of 2014 and Board 2014-present;
BNI President, May River Business Chapter;*
Melissa builds relationships with clients to generate opportunities for company growth.



Melissa Brophy

Business Developer

Melissa has exceptional experience in customer service, building relationships and an eye for identifying growth areas for the company.

In the Field

An account manager is responsible for all communication with the client, providing enhancement proposals and monitoring the overall performance of the crew.



Allen Klingel

Field Operations Manager

*AS, Turf Grass Management,
Horry Georgetown Tech;
Certified Pesticide Applicator;
Certified Landscape Technician*



John Hostler

Account Manager

*Ohio State ATI in
Landscape Contracting
and Construction*



Ross Roach

Account Manager

*AS, Horticulture,
Piedmont Technical
College*



Ty Miller

Account Manager

*BA, Turf Management, NC
State;
Certified Pesticide Applicator*



Skip Briggs

Enhancement Manager

BS, Landscape Management, State University of New York at Cobleskill; Certified Landscape Technician
Skip specializes in all aspects of enhancements, including plants and turf, outdoor kitchens, hardscapes, irrigation and lighting



Christina Hodge

Seasonal Color Manager

*BS, Business Administration &
Entrepreneurship, Georgia Southern;
Environmental Horticulture, Ogeechee
Technical; Certified Pesticide Applicator*
Christina is responsible for the vibrant seasonal color displays on your property.



Bert Hardy

Irrigation Manager

Bert has an extensive background in irrigation design, installation, trouble shooting and repair as well as low-voltage lighting designs. He is responsible for water usage on your property.



Byron Johnson

Plant & Health Services Technician

Byron is responsible for our Integrated Pest Management (IPM) program which includes fertilizations, weed control and curative measures to maintain healthy plants.

SENIOR MANAGEMENT TEAM



Lee Edwards
Chief Executive Officer, President

*BA, History and English, Tulane University
Certified Landscape Professional;
Hilton Head Island Town Councilman*

Lee's career started at The Greenery in the family business. In 1999 he founded and developed operations for The Greenery of Charleston. He returned to Hilton Head in 2007 as president for The Greenery, Inc.



William H. Davoli
Chief Operating Officer, Executive Vice President

BS, Civil Engineering, The Citadel Military College of South Carolina
Bill oversees the operations of The Greenery and has over 25 years of experience in the green industry, owning and operating landscape maintenance companies throughout the southeast.



Scott Slawson
Chief Financial Officer, CPA

*BS, Accounting, Clemson University,
Certified Landscape Professional*

Scott oversees all the accounting operations for The Greenery. He has extensive experience as a practicing CPA, Controller and CFO for several companies.



Janet Davoli
Director of Business Development

*MBA, Adelphi University; BS, Mathematics, Binghamton University;
Certified Landscape Professional; SC Leadership Graduate 2016; Hilton Head-
Bluffton Chamber Leadership Chairman & Board Member 2012-2015; Parks &
Recreation Commissioner for Town of Hilton Head 2012-2015*
Janet manages our business development department and has a proven track record with sales and managing financial operations.



Jerry Ashmore
Director of Workforce Development

*BS, Ornamental Horticulture, Clemson University;
Certified Landscape Technician;
Certified Pesticide Applicator*

Jerry has extensive experience in the green industry. He oversees workforce development, recruitment, our company safety program and our internship program.

TECHNICAL PROPOSAL

4.0.1.2 Firm Information

Key Personnel

References

Athletic Field Grounds Maintenance Experience

Proposer has been providing athletic fields maintenance to (please check (✓) next to each appropriate type of athletic fields(s) maintained and indicate number of years' experience for each checked service area)

☒ K – 12 school district athletic fields for 25+ years;
☒ Publicly owned and operated athletic fields for 25+ years;
☒ Privately owned and operated athletic fields for 25+ years.

- Vendor References: References must be for the **proposer's firm** that has provided relevant experience in providing services similar to those listed in the Best Value Bid (BVB). Please provide name, address, telephone number, e-mail address and a contact person for each reference. Please submit five (5) references. References shall be from contracts that have a Scope of Work/Specification comparable to Section 3.0.

[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]

[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]

[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]

[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]

[REDACTED]
\$/year [REDACTED]
[REDACTED]
[REDACTED]

4.0.1.3 Financial Stability:

Each [REDACTED] must provide their audited end of year financial reports for the last three (3) fiscal years. The financial statements should indicate a positive cash flow for three (3) years.

MEET OUR CLIENTS



Client Reference



Sun City Hilton Head



Customer Contact

[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]

Contract Value: [REDACTED]

Contract Date: [REDACTED]

Description: This landscape maintenance contract demonstrates our ability to perform large residential communities' common grounds contracts. Work is performed with consideration for residences' safety, high expectations for quality, and the need to have minimal client disruption while we work. The services include mowing turf, edging, plant and shrub pruning, cultivation and mulching trash and litter collection, erosion control, fertilizations and pest control. This contract also includes sports turf management, holiday décor installation, seasonal color rotations, pine straw applications, irrigation system management, street sweeping, special events management, and a quality control monitoring plan.

CONFIDENTIAL

Client Reference



City of Beaufort



Customer Contact

[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]

Contract Value: [REDACTED]

Contract Date: [REDACTED]

Description: This landscape maintenance contract demonstrates our ability to work with government municipalities with a wide variety of details in the scope of work. Work is performed in high traffic areas with consideration for the public's safety and consistent, high expectations. The services include mowing turf, edging, plant and shrub pruning, cultivation and mulching trash and litter collection, fertilizations and pest control. This contract also includes holiday décor installation, seasonal color rotations, pinestraw applications, irrigation system management, special events management, and a quality control monitoring plan.

CONFIDENTIAL

Client Reference



Sea Pines Resort



Customer Contact



Contract Value: [REDACTED]

Contract Date: [REDACTED]

Description: The landscape maintenance service has been contracted with us for over 10 years. This project demonstrates our ability to provide 24 hour service as required during the RBC Golf Tournament to maintain the high standard of a litter-free, resort quality landscape. We have approximately 25 employees on this job and \$300,000 in equipment. It includes mowing turf, edging, plant and shrub pruning, cultivation and mulching trash and litter collection, street sweeping, raking, grassing, erosion control, under brushing, tree service and pest control. This contract also includes sports turf management, tennis court management, seasonal color, irrigation system management, special events management, and a quality control monitoring plan.

CONFIDENTIAL

Client Reference



Long Cove Club



Long Cove Club

Customer Contact

[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]

Contract Value: [REDACTED]

Contract Date: [REDACTED]

Description: This landscape maintenance service contract is for a property that had self-performed the work for years and then transitioned to an out sourced service with us to save money and improve quality. They have been very satisfied with the results. This job demonstrates our ability to perform large residential communities' common grounds contracts. Work is performed with consideration for residences' safety, high expectations for quality, and need to be minimally impacted while we work. We have approximately 15 employees on this job and \$100,000 in equipment. The services include mowing turf, edging, plant and shrub pruning, cultivation and mulching trash and litter collection, street sweeping, raking, erosion control, under brushing, tree service and pest control. This contract includes seasonal color rotations, pinestraw applications, irrigation system management, special events management, and a quality control monitoring plan.

CONFIDENTIAL

Client Reference



Palmetto Dunes



Customer Contact

[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]

Contract Value: [REDACTED]

Contract Date: [REDACTED]

Description: This landscape maintenance contract demonstrates our ability to perform large residential communities' common grounds contracts that also have a large visitor/tourist population. Work is performed with consideration for residences' safety, high expectations for quality, and the need to have minimal client disruption while we work. The services include mowing turf, edging, plant and shrub pruning, cultivation and mulching trash and litter collection, erosion control, fertilizations and pest control. This contract also includes holiday décor installation, seasonal color rotations, pine straw applications, irrigation system management, special events management, and a quality control monitoring plan.

CONFIDENTIAL

Client Reference



Shelter Cove



Customer Contact



Contract Value: [REDACTED]

Contract Date: [REDACTED]

Description: This landscape maintenance contract demonstrates our ability to perform large residential communities' common grounds contracts that also have a large visitor/tourist population. Work is performed with consideration for residences' safety, high expectations for quality, and the need to have minimal client disruption while we work. The services include mowing turf, edging, plant and shrub pruning, cultivation and mulching trash and litter collection, erosion control, fertilizations and pest control. This contract also includes holiday décor installation, seasonal color rotations, pinestraw applications, irrigation system management, special events management, and a quality control monitoring plan.

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Client Reference

CONFIDENTIAL

SC Department of Transportation



South Carolina
Department of Transportation

Jasper Maintenance
150 East Woodlawn Street
Ridgeland, S.C. 29936

June 5, 2015

The Greenery, Inc.
Post Office Box 6569
Hilton Head Island, South Carolina 29938

Re: Letter of Reference for The Greenery, Inc.

To Whom It May Concern:

The Greenery currently performs the mowing contract on all state owned travel-ways for SCDOT in Jasper County. We are very satisfied with the services they provide to date. We have great communication with the Account Manager Mr. Larry Kaczowka and his entire team is professional, respectful and helpful at all times. The field personnel work safely and efficiently while maintaining the high level of workmanship that we expect. They are always responsive to our needs and get the work completed on time or sooner. Their equipment is appropriate for the service they perform and it is always maintained well for a very professional appearance. I appreciate having the opportunity to work with this company and look forward to more years working with them on this contract.

Please feel free to contact my office for questions concerning this letter.

Thank you,

Melanie M. Russell
Melanie M. Russell



Customer Contact



Contract Value: [REDACTED]

Contract Date: [REDACTED]





Highlights of our Current Clients



QUALITY CLIENTS WITH HIGH EXPECTATIONS



TECHNICAL PROPOSAL

4.0.1.2 Firm Information

Key Personnel

References

Athletic Field Grounds Maintenance Experience

Athletic Field Maintenance Experience



the greenery, inc.®

— EMPLOYEE OWNED —

Athletic Field Maintenance Experience

The Greenery has extensive experience in maintaining publicly and privately owned athletic fields and providing K-12 school district athletic field installation and maintenance.

The Greenery has maintained the following types of fields:

- Football Fields
- Soccer Fields
- Baseball Fields
- Softball Fields
- Track & Field Venues
- Lacrosse Fields
- Golf Courses
- Equestrian Arenas
- Event Lawns
- **And more!**



Sports Turf Experience

- **Phillip Simmons High School**, Football, Baseball & Softball Fields – Installation & Grow –In & Maintenance
- **Burton Wells** , Football Field – Sod, Installation & Grow-In Maintenance
- **Sun City Hilton Head**, Softball Complex – Agronomics, Grow-In & Maintenance
- **Sun City Hilton Head** , Croquet Courts – Sod & Irrigation Installation, Agronomics & Maintenance
- **Sun City Hilton Head**, Putting Green – Sod & Irrigation Installation, Agronomics & Maintenance
- **Hilton Head Island Recreation Center**, Multipurpose Field Improvements - Sod, Irrigation & Maintenance
- **University of South Carolina Beaufort**, Baseball & Softball field upgrades – Sod, Irrigation & Maintenance
- **Beaufort County Recreation Bluffton** – Soccer Field Complex – Sod, Irrigation & Grow-In
- **Hilton Head Island Recreation Center**, Multipurpose Field Improvements – Sod, irrigation & Maintenance
- **Palmetto Bluff**, Event Lawn and Parks – Agronomics, Sod, Irrigation & Maintenance
- **Palmetto Bluff** Paddocks and Stables, Equestrian Stables – Agronomics, Drainage & Maintenance
- **Sea Pines** Harbour Town Golf Course, Event Lawn – Sod, Irrigation & Maintenance
- **Sea Pines** Lawton Stables, Equestrian Stables – Agronomics, Drainage & Maintenance
- **Hilton Head First Presbyterian**, Soccer Field Sprigging – Irrigation, Grow-In & Maintenance
- **Spring Island** – Croquet Courts and Ball Field Sod, Irrigation and Grow-In
- **Hardeeville K-12 Schools**, Football, Baseball, Softball and Soccer Fields – Installation, Grow-In & Maintenance
- **Shelter Cove Park Hilton Head**, Event Lawn – Sod, irrigation & Maintenance
- **Waterfront Park Beaufort**, Event Lawn – Sod, Irrigation & Maintenance



the greenery, inc.®

— EMPLOYEE OWNED —

Athletic Field Maintenance Experience



SportsTurf
MANAGERS ASSOCIATION



TECHNICAL PROPOSAL

4.0.1.3 Financial Stability

THE GREENERY, INC.
FINANCIAL STATEMENTS
DECEMBER 31, 2016 AND 2015
CONFIDENTIAL

Independent Auditors' Report

To the Stockholder and Management of
The Greenery, Inc.
Hilton Head Island, South Carolina

We have audited the accompanying financial statements of ***The Greenery, Inc.*** (a South Carolina corporation), which comprise the balance sheets as of December 31, 2016 and 2015, and the related statements of net income, changes in stockholder's equity and cash flows for the years then ended, and the related notes to the financial statements.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of the financial statements that are free from material misstatement, whether due to fraud or error.

Auditors' Responsibility

Our responsibility is to express an opinion on these financial statements based on our audits. We conducted our audits in accordance with auditing standards generally accepted in the United States of America. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Opinion

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of ***The Greenery, Inc.*** as of December 31, 2016 and 2015, and the results of its operations and its cash flows for the years then ended in accordance with accounting principles generally accepted in the United States of America.

Emphasis of Matter

As discussed in Note 3 to the financial statements, a prior period adjustment was made in regards to the presentation of the indirect loan with The Greenery Employee Stock Ownership and 401(k) Plan. Our opinion is not modified with respect to that matter.

WebsterRogers LLP

Bluffton, South Carolina
March 31, 2017

Members

SC Association of Certified Public Accountants

NC Association of Certified Public Accountants

Members

Division for CPA Firms, AICPA

An independently owned member
RSM US Alliance



1 Westbury Park Way, Suite 200
PO Box 1999

Bluffton, SC 29910

843-706-8440 Fax 843-706-8441

www.websterrogers.com

Confidential

THE GREENERY, INC.
FINANCIAL STATEMENTS
DECEMBER 31, 2015 AND 2014

CONFIDENTIAL



Hilton Head • Florence • Charleston • Columbia • Georgetown • Myrtle Beach • Pawleys Island • Summerville • Sumter

Independent Auditors' Report

To the Management of
The Greenery, Inc.
Hilton Head Island, South Carolina

We have audited the accompanying financial statements of ***The Greenery, Inc.*** (a South Carolina corporation), which comprise the balance sheets as of December 31, 2015 and 2014, and the related statements of income, changes in stockholder's equity and cash flows for the years then ended, and the related notes to the financial statements.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of the financial statements that are free from material misstatement, whether due to fraud or error.

Auditors' Responsibility

Our responsibility is to express an opinion on these financial statements based on our audits. We conducted our audits in accordance with auditing standards generally accepted in the United States of America. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

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Opinion

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Bluffton, South Carolina
April 12, 2016

- 1 -

Members

SC Association of Certified Public Accountants

NC Association of Certified Public Accountants

Members

Division for CPA Firms, AICPA

An Independently Owned Member
McGLADREY ALLIANCE |  **McGladrey**

1 Westbury Park Way, Suite 200
P.O. Box 1999
Bluffton, South Carolina 29910
843-706-8440, Fax 843-706-8441
www.websterrogers.com

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CONFIDENTIAL

THE GREENERY, INC.
FINANCIAL STATEMENTS
DECEMBER 31, 2014 AND 2013

CONFIDENTIAL

Independent Auditors' Report

To the Management of
The Greenery, Inc.
Hilton Head Island, South Carolina

We have audited the accompanying financial statements of ***The Greenery, Inc.*** (a South Carolina corporation), which comprise the balance sheets as of December 31, 2014 and 2013, and the related statements of income, changes in stockholder's equity and cash flows for the years then ended, and the related notes to the financial statements.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of the financial statements that are free from material misstatement, whether due to fraud or error.

Auditors' Responsibility

Our responsibility is to express an opinion on these financial statements based on our audits. We conducted our audits in accordance with auditing standards generally accepted in the United States of America. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Opinion

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of ***The Greenery, Inc.*** as of December 31, 2014 and 2013, and the results of its operations and its cash flows for the years then ended in accordance with accounting principles generally accepted in the United States of America.

WebsterRogers LLP

Bluffton, South Carolina
April 29, 2015

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TECHNICAL PROPOSAL

4.0.1.4 Safety and Training



the greenery, inc.®

— EMPLOYEE OWNED —

843-785-3848 | PO BOX 6569 | Hilton Head, SC 29938



SAFETY AND TRAINING

The Greenery, Inc. Commitment and Involvement Policy Statement

The Greenery, Inc. is committed to providing employees with a safe and healthful workplace. We believe that our employees are our greatest asset; therefore your safety and the safety of your fellow workers is of the highest priority. It is the policy of The Greenery, Inc. that employees report unsafe conditions and do not perform work tasks if the work is considered unsafe. Employees must report all accidents/injuries (no matter how slight) and unsafe conditions to their supervisor. No such report will result in retaliation, penalty, or other disincentive.

Safety training is mandatory and performed 52 weeks per year. The Safety Committee develops safety topics for each week and assists with monitoring workplace safety education and training to ensure that it is in place, effective and documented. All field employees are provided PPE (Personal Protection Equipment) and are trained on its proper usage. Employees are also in uniform with a safety vest for a neat, clean safe appearance. All employees that work with hazardous materials are trained on the safe mixing, handling and disposal of these materials. MSDS sheets are reviewed and posted along with Pesticide labels. We keep current our pesticide licenses for both GA and SC.

Employee recommendations to improve safety and health conditions will be given thorough consideration by our Safety Committee. We will give top priority to and provide the financial resources for the correction of unsafe conditions. Similarly, disciplinary action will be taken against an employee who willfully or repeatedly violates workplace safety. This action may include verbal or written reprimands and may ultimately result in termination of employment.

The Greenery is a certified Drug Free work place. We drug screen all employees upon hire and randomly thereafter. All company drivers have their drivers licenses verified and attend a Safe / Defensive Driving Class each year. The Greenery, Inc. requires that all employees and sub-contractors abide by all Federal, State and local laws and regulations as well as all company policies. Accident prevention is good business. It minimizes human suffering, promotes better working conditions for everyone, holds The Greenery, Inc. in higher regard with customers, and increases productivity. The type of work that our company does can present certain hazards, but if you adhere to our safety guidelines and always keep safety in mind, accidents can be avoided.

As we follow the OSHA standards, we maintain a strict policy on the storage and distribution of hazardous materials, such as the fertilizer and chemical products used as part of our IPM (Integrated Pest Management) program. All employees that work with hazardous materials are trained on the safe mixing, handling and disposal of these materials.

The Greenery recognizes that this contract involves working in an area that requires extra care for the safety of the students as well as special demands to work around special events. We will work closely with the facilities manager to understand the schedules and ensure the safety of all on the property.

The Greenery promotes safety in the workplace because it is the right thing to do: our workers are healthy, happy and able to perform their jobs. The benefit is that employees are more productive and efficient and our insurance premiums are lower. All of these things allow us to be more competitive and provide our clients with the best service possible.

This policy statement serves to express The Greenery, Inc. commitment to and involvement in providing our employees a safe and healthful workplace. This workplace safety program will be incorporated as the standard of practice for this organization. Compliance with the safety rules will be required of all employees as a condition of employment.

Section II - Safety Committee

A Safety Committee has been established at The Greenery, Inc. as a tool to recommend improvements to our workplace safety program and to identify corrective measures needed to eliminate or control recognized safety and health hazards. This committee has representatives from all divisions of the company.

The Safety Committee is responsible for assisting The Greenery, Inc. with the communication procedures for evaluating the effectiveness of control measures used to protect employees from safety and health hazards in the workplace.

The Safety Committee is responsible for assisting The Greenery, Inc. with updates to the workplace safety program by evaluating employee injury and accident records, identifying trends and patterns, and formulating corrective measures to prevent recurrence.

The Safety Committee is responsible for assisting The Greenery, Inc. to evaluate employee accident and illness prevention programs, and promote safety and health awareness and co-worker participation through continuous improvements to the workplace safety program.

The Safety Committee members participates in regularly scheduled safety training, developing safety topics and assisting in monitoring workplace safety education and training to ensure that it is in place, effective and documented.

The Safety Committee meets regularly each month at a scheduled meeting. The meeting is documented and the minutes will be made available to any employee upon request. All Safety Committee records are maintained for not less than three calendar years.

Section III – Fleetmatics

The Greenery tracks and monitors our drivers and vehicles with the Fleetmatics GPS software to promote safe driving habits and increase business efficiencies. We are able to monitor our drivers' speed and vehicles' locations. This helps to curb unsafe driving habits before the lead to more serious issues. Statistics are provided each month on harsh braking, harsh cornering and speeding violations. Drivers are rated and given a safety score based on their stats.





the greenery, inc.®

— EMPLOYEE OWNED —

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**DRUG-FREE
WORKPLACE**

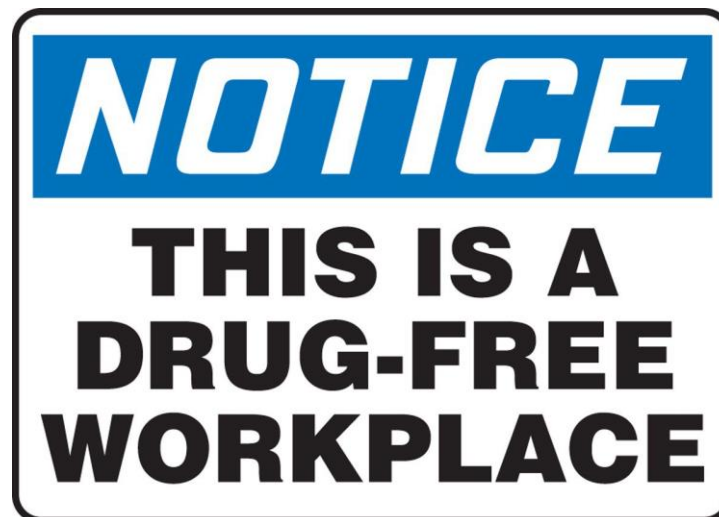
DRUG FREE WORKPLACE

The Greenery is a Drug Free work place. Our policy and program contain the following elements:

- Job Applicant Testing
- Reasonable Suspicion Testing
- Post-Accident Testing

We conduct testing through independent medical facilities which adhere to strict standards for specimen collection and chain of custody. As a result of being a drug free work place, we receive discounts from our worker's compensation carrier.

The Greenery promotes drug-free workplace in order to maximize our level of productivity, enhance our competitive position in the marketplace and reach our desired level of success, without experiencing the costs, delays, and tragedies associated with work-related accidents resulting from substance abuse by employees.





the greenery, inc.®

— EMPLOYEE OWNED —

SAFETY MANUAL



Table of Contents

SECTION I: POLICY STATEMENT	2
SECTION II: SAFETY COMMITTEE	2
SECTION III: GENERAL SAFETY CODES.....	4
SECTION IV: TOP 10 SAFETY RULES	4
SECTION V: SAFETY AND HEALTH TRAINING.....	5
SECTION VI: FIRST AID PROCEDURES.....	6
FIRST AID INSTRUCTIONS	7
SECTION VII: ACCIDENT INVESTIGATION.....	8
SECTION VIII: RECORDKEEPING PROCEDURES	8
SECTION IX: WEEKLY SAFETY TOPICS	11
SECTION X: SAFETY RULES, POLICIES, AND PROCEDURES.....	13
SECTION XI: HURRICANE ACTION PLAN AND PROCEDURE.....	19
SECTION XII: ACKNOWLEDGEMENT FORM	25

SECTION I

The Greenery, Inc. Commitment and Involvement POLICY STATEMENT

The Greenery, Inc. is committed to providing employees with a safe and healthful workplace. We believe that our employees are our greatest asset; therefore your safety and the safety of your fellow workers is of the highest priority. It is the policy of The Greenery, Inc. that employees report unsafe conditions and do not perform work tasks if the work is considered unsafe. Employees must report all accidents/injuries (no matter how slight) and unsafe conditions to their supervisor. No such report will result in disciplinary action.

Employee recommendations to improve safety and health conditions will be given thorough consideration by our Safety Committee. We will give top priority to and provide the financial resources for the correction of unsafe conditions. Similarly, disciplinary action will be taken against an employee who willfully or repeatedly violates workplace safety. This action may include verbal or written reprimands and may ultimately result in termination of employment.

The Greenery, Inc. requires that all employees and sub-contractors abide by all Federal, State and local laws and regulations as well as all company policies..

The primary responsibility for the coordination, implementation, and maintenance of our workplace safety program is the responsibility of the following:

Jerry Ashmore - Safety Director
(843) 247-6426; jerryashmore@thegreenery.com

Kevin Cochran - Safety Coordinator, Savannah
(912) 312-3630; kevincochran@thegreeneryinc.com

Ronald Vargas - Safety Coordinator, Hardeeville Branch
(843) 384-1454; ronaldvargas@thegreeneryinc.com

Brandon Duitsman - Safety Coordinator, Sun City
(843) 247-6502; brandonduitsman@thegreeneryinc.com

James Forrest - Safety Coordinator, HHR
(843) 247-1510; jamesforrest@thegreeneryinc.com

Janet Fanning - Safety Coordinator, Retail
(843) 686-9026; janetfanning@thegreeneryinc.com

Nathan Hexamer - Safety Coordinator, Construction
(843) 247-1011; nathanhexamer@thegreeneryinc.com

Glen Payne - Safety Coordinator, HHC
(843) 247-0491; glenpayne@thegreenery.com

Stuart Grant - Safety Coordinator, Palmetto Bluff
(843) 247-6233; stuartgrant@thegreeneryinc.com

Dusty Vickers - Safety Coordinator, Beaufort Branch
(843) 338-0920; dustyvickers@thegreeneryinc.com

Accident prevention is good business. It minimizes human suffering, promotes better working conditions for everyone, holds The Greenery, Inc. in higher regard with customers, and increases productivity. The type of work that our company does can present certain hazards, but if you adhere to our safety guidelines and always keep safety first, accidents can be avoided.

This policy statement serves to express The Greenery, Inc. commitment to and involvement in providing our employees a safe and healthful workplace. This workplace safety program will be incorporated as the standard of practice for this organization. Compliance with the safety rules will be required of all employees as a condition of employment.

SECTION II

SAFETY GROUP

A Safety Group comprised of employees from each branch has been established at The Greenery, Inc. as a tool to recommend improvements to our workplace safety program and to identify corrective measures needed to eliminate or control recognized safety and health hazards. This group has representatives from our three branches as well as our retail, maintenance and construction divisions.

The Safety Group will be responsible for assisting The Greenery, Inc. in communicating procedures for evaluating the effectiveness of control measures used to protect employees from safety and health hazards in the workplace.

The Safety Group will be responsible for assisting The Greenery, Inc. in updating the workplace safety program by evaluating employee injury and accident records, identifying trends and patterns, and formulating corrective measures to prevent recurrence.

The Safety Group will be responsible for assisting The Greenery, Inc. in evaluating employee accident and illness prevention programs, and promoting safety and health awareness and co-worker participation through continuous improvements to the workplace safety program.

The Safety Group members will participate in safety training, developing safety topics and assisting in monitoring workplace safety education and training to ensure that it is in place, effective and documented.

The Safety Group will meet the second Tuesday of every month at 8:30AM at the Hardeeville Branch location. The meeting will be documented and the minutes will be made available to any employee upon request. All Safety Group records will be maintained for not less than three calendar years.

SECTION III

GENERAL SAFETY CODES

1. The Greenery, Inc. prohibits the unlawful manufacture, distribution, dispensation, possession or use of drugs, alcohol, or other controlled substances on its property.
2. All injuries or incidents must be immediately reported to your supervisor.
3. Report all unsafe conditions to your supervisor.
4. Think before you act, don't gamble or take risks.
5. Maintain good housekeeping—no clutter in trucks, trailers, or work areas.
6. Company approved clothing must be worn at all times (i.e., pants, boots, shirts, hats, etc.)
7. All personnel traveling in company vehicles must wear a seat belt.
8. Never engage in horseplay, never distract others and never use phones while driving.
9. Safety vests are to be worn at all times on commercial property and when working near traffic, strongly encouraged on residential.
10. Always use proper lifting techniques.
11. All equipment must be properly stored when not in use.
12. All equipment must be operated with the proper PPE.
13. Ear buds, head phones, listening devices, etc. are prohibited while at work.
14. All drivers must have a valid driver's license in order to operate a company vehicle.
15. Drivers are prohibited from phone usage while operating our crew trucks and trailers. Drivers are encouraged to have passenger handle the call or pull over to a safe location if necessary.
16. Texting and driving is prohibited while operating any company vehicle.
17. No riders are permitted at any time on any equipment.
18. An employee should keep a minimum distance (6 feet) from any operating equipment.
19. All equipment shall be turned OFF before servicing.
20. All employees **MUST** attend weekly Safety Talks.
21. Comply with all company, customer, and governmental safety rules, signs, and work procedures.
22. Always stretch and warm-up before doing any physical activity.
23. All subcontractors working for The Greenery will sign/adhere to our ***Subcontractor Safety Agreement***.
24. In case of emergency, call 911.
25. If you're visited by an OSHA representative, please be courteous and professional. Contact Jerry Ashmore immediately.

SECTION IV

TOP 10 SAFETY RULES

1. Always make Safety First.
2. Always wear proper personal protective equipment.
3. Always handle chemicals properly in accordance with federal, state and local regulations.
4. Always use proper lifting techniques.
5. Always use proper vehicle and trailer operations.
6. Always notify Supervisors of any injury or accident, no matter how minor.
7. Always use proper equipment and machinery operations.
8. Always use the two man ladder rule.
9. Always stay properly hydrated.
10. Always be aware and alert of your surroundings.

SECTION V

SAFETY AND HEALTH TRAINING

Safety and Health Orientation

Workplace safety and health orientation begins on the first day of initial employment or job transfer and is reviewed on an annual basis. Each employee has access to a copy of this safety manual, through his or her supervisor, for review and future reference. Supervisors will ask questions of employees and answer employees' questions to ensure knowledge and understanding of safety rules, policies, and job-specific procedures described in our workplace safety program manual. All employees will be instructed by their supervisors that compliance with the safety rules described in the workplace safety manual is required.

Job-Specific Training

- Supervisors and Crew Leaders will initially train employees on how to perform assigned job tasks safely. Additional updates and job training will be ongoing.
- Supervisors and Crew Leaders will carefully review with each employee the specific safety rules, policies, and procedures that are applicable and that are described in the workplace safety manual.
- Supervisors and Crew Leaders will give employees verbal instructions and specific directions on how to do the work safely.
- Supervisors and Crew Leaders will observe employees performing the work. If necessary, the Supervisor or Crew Leader will provide a demonstration using safe work practices, or remedial instruction to correct training deficiencies before an employee is permitted to do the work without supervision.
- All employees will receive safe operating instructions on seldom-used equipment before using the equipment.
- Supervisors will review safe work practices with employees before permitting the performance of new, non-routine, or specialized procedures.

Periodic Retraining of Employees

Training is an ongoing process. We must all work to make our company, our co-workers and ourselves better and safer in our daily activities. Weekly safety meetings will be held to address general topics.

All employees will be retrained periodically on safety rules, policies and procedures, and when changes are made to the workplace safety manual.

Individual employees will be retrained after the occurrence of a work-related injury caused by an unsafe act or work practice, and when a supervisor observes employees displaying unsafe acts, practices, or behaviors.

SECTION VI FIRST AID PROCEDURES

EMERGENCY PHONE NUMBERS

Retail

Safety Coordinator:
Janet Fanning
Phone (843) 686-9026

Construction

Safety Coordinator:
Nathan Hexamer
Phone (843) 247-1011

HHC

Safety Coordinator:
Glen Payne
Phone (843) 247-0491

Palmetto Bluff Branch

Safety Coordinator:
Stuart Grant
Phone (843) 247-6233

Beaufort Branch

Safety Coordinator:
Dusty Vickers
Phone (843) 338-0920

Savannah Branch

Safety Coordinator:
Kevin Cochran
Phone (912) 312-3630

Hardeeville Branch

Safety Coordinator:
Ronald Vargas
Phone (843) 384-1454

Sun City Branch

Safety Coordinator:
Brandon Duitsman
Phone (843) 247-6502

HHR

Safety Coordinator:
James Forrest
Phone (843) 247-1510

Police/Sheriff

Hardeeville:

Emergencies: 911
Police: 784-2233
Sheriff: 726-7777

Bluffton:

911
706-4550
757-3499

Hilton Head:

911
785-3618

Beaufort:

911
322-7900
470-3200

Savannah:

911
912-651-6675

Fire/Medical

Hardeeville:

Emergencies: 911
Office: 784-3229

Bluffton:

911
757-2800

Hilton Head:

911
682-5100

Beaufort:

911
525-7055

Savannah:

911
912-651-6756

Poison Control

Palmetto Poison Control 1-800-222-1222

Minor First Aid Treatment

First Aid kits are kept in the office and with each supervisor and are restocked as needed. If you sustain an injury or are involved in an accident requiring minor first aid treatment:

- Inform your supervisor.
- Administer first aid treatment to the injury or wound.
- If a first aid kit is used, indicate usage on the accident investigation report.
- Access to a first aid kit is not intended to be a substitute for medical attention.
- Provide details for the completion of the accident investigation report.

Non-Emergency Medical Treatment

For non-emergency work-related injuries requiring professional medical assistance, management must first authorize treatment. If you sustain an injury requiring treatment other than first aid:

- Inform your supervisor.
- Proceed to the posted medical facility. Your supervisor will assist with transportation, if necessary.
- Provide details for the completion of the accident investigation report.

Emergency Medical Treatment

If you sustain a severe injury requiring emergency treatment:

- Call 911 and seek assistance from a co-worker
- Provide details for the completion of the accident investigation report

First Aid Training / CPR

Each employee will receive basic training and instructions from his or her supervisor on common first aid procedures. Additional CPR & first aid certification classes provided by licensed trainers are offered on an annual basis.

FIRST AID INSTRUCTIONS

In all cases requiring emergency medical treatment, immediately call, or have a co-worker call 911 to request emergency assistance.

The following guidelines should be followed for most Non-Emergency incidents. If in doubt, seek medical help or emergency assistance.

Wounds:

Minor: Cuts, lacerations, abrasions, or punctures

- Wash the wound using soap and water, rinse it well.
- Cover the wound using clean dressing.

Major: Large, deep and bleeding

- Stop the bleeding by pressing directly on the wound, using a bandage or cloth.
- Keep pressure on the wound until you can be safely transported to a recommended medical facility or emergency assistance arrives.

Broken Bones:

- Do not move the victim unless it is absolutely necessary.
- If the victim must be moved, “splint” the injured area. Use a board, cardboard, or rolled newspaper as a splint.

Snake Bites: Immediate care at firestation.

Burns:

Thermal (Heat)

- Rinse the burned area, without scrubbing it, and immerse it in cold water: do not use ice water.
- Blot dry the area and cover it using sterile gauze or a clean cloth.

Chemical

- Flush the exposed area with cool water immediately for 15 to 20 minutes. Reference SDS sheets.

Eye Injury:

Small Particles

- Do not rub your eyes.
- Use the corner of a soft clean cloth to draw particles out, or hold the eye-lid open and flush the eye continuously with water.

Large or Stuck Particles

- If a particle is stuck in the eye, do not attempt to remove it.
- Cover both eyes with bandage

Chemical:

- Immediately irrigate the eye and under the eyelid with water for 30 minutes. Reference SDS sheets.

Neck and Spine Injury:

- If the victim appears to have injured his or her neck or spine, or is unable to move his or her arm or leg, do not attempt to move the victim unless it is absolutely necessary.

Heat Exhaustion:

- Symptoms are extreme weakness or fatigue, giddiness, nausea, headache, etc. the person's skin is usually clammy and moist with slightly elevated body temperature.
- Loosen the victim's tight clothing.
- Give the victim "sips" of cool water.
- Make the victim lie down in a cooler place with the feet raised.

Heat Stroke:

- Heat symptoms are usually hot and dry skin, red or spotted skin, body temperature exceeding 105 degrees F, mentally confused or delirious. Some victims may experience convulsions or lose consciousness.
- Seek emergency medical assistance immediately.

SECTION VII INCIDENT REPORTING

Incident Reporting Procedures

An incident investigation will be performed by the supervisor at the location where the incident occurred. The safety Coordinator is responsible for seeing that the accident investigation reports are being filled out completely, and that the recommendations are being addressed. Supervisors will investigate all accidents, injuries, and occupational diseases using the following investigative procedures.

- Implement temporary control measures to prevent any further injuries to employees.
- Review the equipment, operations, and processes to gain an understanding of the accident situation.
- Investigate mechanism of injury: make conclusions based on existing facts.
- Complete the accident investigation report, a **Incident Reporting Form** is required to be filled out on all injuries and submitted to Safety Director and Coordinator.
- Provide recommendations for corrective actions.
- Indicate the need for additional or remedial safety training.
- Where applicable, contact security in plantation.
- Take as many pictures as possible and include with report.

Accident investigation reports must be submitted to the safety coordinator within 24 hours of the accident.

SECTION VIII RECORDKEEPING PROCEDURES

Recordkeeping procedures

Workforce Development will control and maintain all employee accident and injury records. Records are maintained for a minimum of three(3) years and include:

- Accident Investigation reports.
- Worker's Compensation notice of injury reports
- Log and Summary of Occupational injuries and illnesses
- Weekly Safety Topic Sign off page

[illegible]

Incident Reporting Process

In the event of an emergency CALL 911

- ☐ If the employee is a temp, contact the temp agency
 - ☐ Atlantic Personnel: Carrie 843-689-9906
 - ☐ Coastal Employment: Katie 843-837-5627
 - ☐ Coastal Hospitality: Carlos 843-295-0143
 - ☐ IES Labor Services: Derek 843-727-2000
 - ☐ Trojan Labor: Lauren 912-966-0900
- ☐ Contact the Director of Workforce Development & Safety
 - ☐ Call/Text/Email Jerry Ashmore: 843-247-6426 – jerryashmore@thegreeneryinc.com
- ☐ If it's a vehicle accident, contact the Regional Shop Manager
 - ☐ Call/Email Ricky Garito: 843-686-9048 – rickygarito@thegreeneryinc.com
- ☐ Documentation:
 - ☐ Pictures
 - ☐ Fill out the Incident Form
 - ☐ Fill out the Disciplinary Action Forms If applicable fill out the Near Miss Form
 - ☐ Submit forms to the Director of Workforce Development & Safety within 24 hours

EMPLOYEE DISCIPLINARY ACTION

Type of Violation		Action to be Taken
<input type="checkbox"/> Attendance	<input type="checkbox"/> Damage to Company Property	<input type="checkbox"/> Warning
<input type="checkbox"/> Tardy/Quit	<input type="checkbox"/> Violation of Company Policies/Procedure	<input type="checkbox"/> Probation
<input type="checkbox"/> Inappropriate Behavior	<input type="checkbox"/> Insubordination	<input type="checkbox"/> Suspension
<input type="checkbox"/> Unsatisfactory Performance	<input type="checkbox"/> Near-Miss Incident	<input type="checkbox"/> Discharge
<input type="checkbox"/> Safety Violation	<input type="checkbox"/> Other: _____	<input type="checkbox"/> Other

Statements

Manager's Statement:

Employee's Statement:

- ☐ I agree with employer's description of violation.
- ☐ I disagree with employer's description of violation for these reasons:

I have read and understand this Employee Warning notice.

Signature of Employee

Date

Signature of Manager

Date

Page 1 of 2

- ☐ If the employee is a temp, contact the temp agency
 - o Atlantic Personnel: Carrie 843-689-9906
 - o Coastal Employment: Kiana 843-837-5627
 - o Coastal Hospitality: Carlos 843-295-0143
 - o IES Labor Services: Derek 843-727-2000
 - o Trojan Labor: Lauren 912-966-0900
- ☐ Contact the Director of Workforce Development & Safety
 - o Call Text Email Jerry Adams: 843-626-6262 - jerryadams@thegreengreeninc.com
- ☐ If it's a vehicle accident, contact the Regional Ship Manager
 - o Call Email Ricky Gartin: 843-686-9048 - rickygartin@thegreengreeninc.com
- ☐ Documentation:
 - o Pictures
 - o Fill out the Incident Form
 - o Fill out the Disciplinary Action Forms if applicable fill out the Near Miss Form
 - o Submit forms to the Director of Workforce Development & Safety within 24 hours

- ☐ Attendance
☐ Tardy/Quit
☐ Inappropriate Behavior
☐ Unsatisfactory Performance
☐ Safety Violation
- ☐ Damage to Company Property
☐ Violation of Company Policies/Procedure
☐ Insubordination
☐ Near-Miss Incident
☐ Other: _____

- ☐ I agree with employer's description of violation.
- ☐ I disagree with employer's description of violation for these reasons:
- I have read and understand this Employee Warning notice.

I have read and understand this Employee Warning notice.

Signature of Employee

Signature of Manager

- ☐ Vehicle Accident
- ☐ Property Damage
- ☐ Injury
- ☐ Equipment Accident

DOB: _____ DOH: _____
SS#: _____ ROP: _____
EE#: _____ DL#: _____

Today's Date:

Date of Loss: _____

Time of Loss: _____

Name:

Location: _____

Employee

Phone Number:

Cause of Loss/Describe Incident:

If the incident is a Vehicle Accident, list damages to vehicle(s)

Any injuries? If so, please describe involved

If the incident is an injury:

Did the injured Choose to seek Medical attention?

☐ Yes ☐ No

Name of DR/Medical
Provider

Use the images below to indicate area of body injured or vehicle damage:



Signature/Date

Signature/Date of Witness

Signature/Date of Account Manager

Signature/Date of Safety Rep.

Signature/Date of Branch Manager

Complete form and submit to The Director of Workforce & Safety; immediately and attach any supporting documentation (ex. Police Reports, Pictures) **Revised 4/23/15**

Page 2 of 2

Each week a safety topic will be reviewed by the supervisor/crew foreman. The topic will change week to week. At the end of the month, a review will be given for the topics discussed in that particular time period. The topics will vary in content, be brief (10-15 minutes), include recurring themes, and often be pertinent to the season or activity. Everyone will be required to attend a weekly safety meeting.

A sign-off page will be signed by everyone in attendance. A master file of sign-off sheets will be held in a binder at each branch location.



- EMPLOYEE OWNED -

TOPIC:

DEPARTMENT

SAFETY PRESENTER:

DATE: _____

Esta informacion fue presentada en una manera que yo entendi
This information was presented in a manner that I understood

SAMPLE

SECTION X

SAFETY RULES, POLICIES, AND PROCEDURES

The safety rules contained on these pages have been prepared for your guidance and protection in your daily work. Employees are to study these rules carefully, review them often and observe these precautions and good common sense in carrying out their duties.

BRANCH PERSONNEL

General Rules	Backpack Blowers
Lifting Procedures	Chain Saws
Ladders and Step Ladders	Hedge and Tree Trimming
Compact Loaders	Hand Saws
Gasoline Powered Lawn Maintenance Tools	Vehicle/Trailer Safety
Mowing	Lawn Mower Blade Removal and Sharpening
Edging	Pesticide and Fertilizer Spraying
Line Trimming/Weed Eaters/Brushcutters	

Safety Violations

1st Offense- Written warning.

2nd Offense- Written warning and two days off without pay.

3rd Offense- Termination.

Three Violations within 12 months of 1st Offense- Termination.

General Rules

1. When working outdoors during the day, wear sun block, a long sleeve shirt, a hat and long pants.
2. Stop outside operations during an electrical storm and when lightning is visible or thunder is heard.
3. Use work gloves when handling tree stumps, branches and vines.
4. Remove your gloves and wash your hands with soap and water after handling tree stumps and branches.
5. Do not wear loose clothing or jewelry.
6. Any motorized equipment- use eye/ear protection.
7. All Fuel dispensed into approved containers.
8. Ear buds, head phones, listening devices, etc. are prohibited while at work.
9. Drivers are prohibited from phone usage while operating our crew trucks and trailers. Drivers are encouraged to have passenger handle the call or pull over to a safe location if necessary.
10. Texting and driving is prohibited while operating any company vehicle.
11. All subcontractors working for The Greenery will sign/adhere to our ***Subcontractor Safety Agreement.***

Lifting Procedures

1. Plan the move before lifting; remove obstructions from your chosen pathway.
2. Test the weight of the load before lifting by pushing the load along its resting surface.
3. If the load is too heavy or bulky, use a wheelbarrow or get assistance from a co-worker.
4. If assistance is required to perform a lift, coordinate and communicate your movements with those of your co-worker.
5. Position your feet 6 to 12 inches apart with one foot slightly in front of the other.
6. Face the load.
7. Bend at the knees, not at the back. Lift with your legs.

8. Keep your back straight.
9. Get a firm grip on the object with your hands and fingers. Use handles when present.
10. Never lift anything if your hands are greasy or wet.
11. Wear protective gloves when lifting branches or clippings with thorns or jagged edges.
12. Hold objects as close to your body as possible.
13. Perform lifting movements smoothly and gradually; do not jerk the load.
14. If you must change direction while lifting or carrying the load, pivot your feet and turn your entire body. Do not twist at the waist.
15. Set down objects in the same manner as you picked them up, except in reverse.
16. Slide materials to the end of the tailgate before attempting to lift them off of a pick-up truck. Do not lift over the walls or tailgate of the truck bed.

Ladders and Step Ladders

1. Read and follow the manufacturer's instructions label affixed to the ladder if you are unsure how to use the ladder.
2. Do not use ladders that have loose rungs, cracked or split side rails, missing rubber foot pads, or other visible damage.
3. Remove buildup of material such as dirt or mud.
4. Allow only one person on the ladder at a time.
5. Face the ladder when climbing up or down. Be alert of overhead wires.
6. Maintain a three-point contact by keeping both hands and one foot or both feet and one hand on the ladder at all times when climbing up or down.
7. When performing work from a ladder, face the ladder and do not lean backward or sideways from the ladder.
8. Do not stand on the top two rungs of any ladder.
9. Do not stand on a ladder that wobbles, or that leans to the left or right.
10. Secure the ladder in place by having another employee hold it.
11. Do not carry items in your hands while climbing up or down a ladder.
12. Do not try to "walk" a ladder by rocking it. Climb down the ladder, and then move it.
13. All ladders must be inspected prior to each use.

Compact Loaders

1. Read and follow manufacture's operating manual.
2. Use the safety treads and grab handles to get on and off the loader.
3. Use seat bar and fasten seat-belt.
4. Keep feet on the pedals when operating loader.
5. Use only approved attachments and buckets.
6. Keep other people away from work area.
7. Carry bucket or attachments as low as possible.
8. Load, unload and turn around on level ground.
9. Wear hearing and head protection.
10. Before starting the engine, check: fuel, oil, hydraulic fluid, cooling system, operator cab, seat-belt, seat bar, lift arm, cylinder pivot points and tires.
11. Never allow passengers to ride.
12. Any motorized equipment- use eye/ear protection.

Gasoline Powered Lawn Maintenance Tools

1. Wear safety glasses, a dust mask and closed toe shoes when operating any mower, edger, chain saw, line trimmer, or any other gasoline powered lawn maintenance tool.
2. Do not use a chain saw, lawn mower, or any other gasoline powered lawn tool if you are taking medication from a container labeled "May cause drowsiness".
3. Read and follow the manufacturer's routine and preventive maintenance schedule

posted on the workshop wall.

4. Do not use tools with parts that are loose, worn, cracked or otherwise visibly damaged.
5. Tag damaged tools “Out of Service” to prevent accidental start up or use and report to shop mechanic.
6. Do not alter or by-pass any safety device provided by the manufacturer.
7. Use only the grip locations, as specified by the manufacturer, as handholds when operating the unit.
8. Do not pour fuel into the tank of a running engine.
9. Do not smoke while servicing, using or refueling a gasoline powered tool.
10. Keep body parts and clothing away from the running engine and the cutting blade.
11. Do not run a gasoline engine inside the storage shed.
12. Turn off the engine when you are not cutting or trimming.
13. Allow the engine to cool before performing maintenance or refueling.
14. Stop the engine and disconnect the spark plug wire before cleaning, inspecting, adjusting or repairing cutting blades or other rotating parts.
15. Allow the engine to cool before covering or storing it in the storage shed.
16. Any motorized equipment- use eye/ear protection.

Mowing

1. Before entering fenced back yards, check for dogs by shaking the gate. If a dog is present, ask the owner to restrain the dog until you finish your job; check again before entering.
2. Visually inspect the area to be mowed. Remove or mow around hazards such as tree stumps, roots, rocks, branches, sprinklers, hoses, electrical cords, light fixtures, pipes, clothes lines and toys.
3. Never by-pass the kill switch on the mower handle.
4. Only the operator is permitted to ride on a riding mower.
5. Put the mower into neutral before starting or shutting off a riding power mower.
6. Do not place hands or feet under the mower deck.
7. Do not direct the grass discharge towards bystanders.
8. Empty the grass catcher to avoid clogging the mower.
9. Turn off the mower before dumping the grass catcher or removing clogged grass from the chute.
10. To mow across a slope, use an upright mower.
11. Keep the mower in gear when going down slopes.

Edging

1. Do not start an edger with the blade touching the ground.
2. Do not allow anyone to stand in front of or on the unguarded side of the blade while the edger is in operation.
3. Operate the edger at full blade speed.
4. When edging along roads, driveways or parking lots, stay as close to the curb as possible.
5. Any motorized equipment- use eye/ear protection.

Weed Eater/Brushcutter

1. Perform visual inspection of equipment for safe operation (blades, string, proper gas/oil).
2. Insure all proper PPE is worn (safety glasses, ear protection, proper shoes, vests, long pants, no loose jewelry).
3. Inspect area to be weed-eated/edged (remove trash, debris, clutter, rocks, wires, and any other objects).
4. Be aware of surroundings (cars, people, pets, other crew members).

5. Use safe weed-eat/edger techniques (work facing traffic, make side-by-side sweeping movements, keep head 2-3 inches from the ground to avoid scalping, use care on inclines and near lagoons).
6. Be careful when servicing (handle fuel with care, cut equipment off when filling gas, no smoking, cut equipment off when changing blades and string, never fill gas on turf areas or inside enclosed areas/trailers).
7. Use care with pull cords so as not to injure hands, elbows, shoulders, back, etc.
8. Hold equipment properly (one hand on shaft and one hand on the trigger, hold equipment as far away from body as you comfortably can, ensure head of equipment is away from you and others before starting).
9. Always keep equipment in clean working order (blow and wash regularly).
10. Stay hydrated (drink liquids and take occasional breaks on unseasonably hot days).
11. Never leave a running edger/weed eater unattended.
12. Disconnect spark plug to service equipment.
13. Ensure guards and protective devices are in place.

Backpack Blowers

1. Do not use the blower to clean yourself.
2. Do not direct the blower toward bystanders.
3. Any motorized equipment- use eye/ear protection.

Chain Saws

1. When transporting a chain saw by hand, stop the engine, grip the saw handle, place the muffler at the side away from your body and position the guide bar to the rear.
2. Do not remove the chain brake or alter handles, chain brake, chain or covers.
3. Always start a chain saw with a 10 inch or larger bar on the ground. Engage the chain brake, place one foot through the bottom handle, hold the top handle and pull the starter rope.
4. Do not place a chain saw on your knee when starting it.
5. Always use both hands to maintain control of the chain saw.
6. When moving from tree to tree or cut to cut, activate the chain brake, remove your finger from the trigger and keep the bar away from your body.
7. Do not operate a chain saw above your shoulder height.
8. To prevent kickback, keep the nose of the bar" clear of other nearby objects during cutting.
9. Do not set a saw down while the blade is engaged.
10. Stop the engine and turn the switch to "OFF" when the chain saw is to be left unattended.
11. Any motorized equipment- use eye/ear protection.
12. Chaps, gloves, hard hat, face shield and hearing protection is required.

Hedge and Tree Trimming

1. Wear long sleeves, long pants and gardening gloves when trimming hedges or when picking up cuttings from thorny shrubs.
2. If you discover a bee hive or wasp nest while hedging or trimming, use the long distance aerosol insecticide labeled "Wasp and Bee Insecticide" to spray the nest. Test with the stick or pole to ensure that all bees or wasps are gone before continuing work.
3. Seek first aid immediately if bitten or stung by wasps or bees.
4. Do not handle caterpillars or other insects with your bare hands.
5. Do not wear dangling jewelry while using hedge clippers.
6. Position yourself so that your hedge and tree cutting movements are performed below your shoulder level.

7. Do not break branches, sticks or twigs over your legs or knees or under your feet. Use clippers, shears or a saw to cut them.
8. Do not perform trimming of a limb if the limb is within 10 ft. of power lines.
9. Do not leave saws, clippers, shovels, rakes, and other equipment lying around in the work area.
10. Match size of equipment with job.
11. Any motorized equipment- use eye/ear protection.

Hand Saws

1. Keep control of saws by releasing downward pressure at the end of the stroke.
2. Do not use a saw that has dull saw blades.
3. Oil saw blades after each use.
4. Keep hands and fingers away from the saw blade while using the saw.
5. Do not carry a saw by the blade.
6. Return saws, clippers, and other cutting tools to their sheaths or guarded storage place after use.
7. Any motorized equipment- use eye/ear protection.

Vehicle/Trailer Safety

1. Set the parking brake in the towing vehicle and use wheel blocks to chock the wheels of the trailer before removing any equipment from the trailer.
2. Secure equipment and fuel tanks to the vehicle with chains or straps to eliminate or minimize shifting of the load.
3. No one is permitted to ride in the trailer. Use two men to lift trailer doors.
4. Use ramps to load and unload mowers and edgers from the trailer.
5. Take slow, wide turns when towing trailers.
6. Do not exceed the load capacity as posted on the door of the trailer.
7. Do not place all the heavy equipment on one side of the trailer - place heaviest at center toward the front.
8. All lights must be in working order. All tags must be up to date.

Lawn Mower Blade Removal and Sharpening

1. Turn off the mower and remove the spark plug wire before removing the blade.
2. Allow blade to cool for 5 minutes after sharpening before reinstalling it on the mower.
3. Do not use grinding wheels that have chips, cracks or grooves.
4. Do not use the grinding wheel if it wobbles. Tag it "Out of Service".
5. Adjust the tongue guard so that it is no more than 1/4 inch from the grinding wheel.
6. Do not try to stop the grinding wheel with your hand, even if you are wearing gloves.
7. Use an extension ratchet, or an offset wrench, to remove cutting blades. If the equipment is fitted with a blade lockdown device, engage the lockdown before beginning the blade removal/installation process. If no lockdown device is available, keep the blade from turning or slipping by holding it with a gloved hand.
8. Any motorized equipment- use eye/ear protection.

Pesticide and Fertilizer Spraying

1. Do not handle or spray pesticides if you have open cuts or scratches on exposed skin surfaces on your arms or hands.
2. Visually inspect the area to be sprayed for trip hazards, low branches, and clothes lines before beginning the job. Avoid these hazards as you spray.
3. Keep containers labeled "Pesticides" tightly closed when you have finished using them.

4. Do not transfer pesticides or fertilizers into an unmarked or unlabeled container.
5. Do not transport a pesticide container in the cab of a service vehicle.
6. Always spray downwind; do not stand downwind when others are spraying.
7. Do not smoke or carry smoking materials while handling or spraying from containers labeled "Pesticide" or "Fertilizer".
8. Wash pesticide contaminated clothes separately from other clothing.
9. Carry fresh water and soap in the service vehicle when you are going to a pesticide or fertilizer spraying job.
10. Remove work clothes immediately whenever clothing becomes soaked or wet with liquids from containers labeled "pesticide".
11. Walk through areas to be sprayed before spraying, and remove or "flag" low branches and clothes lines before spraying. Stand clear of these trip hazards as you spray.
12. Do not use empty or washed containers labeled "Pesticide" as eating or drinking containers.
13. At the end of the workday, spray operators must remove their work clothes and take a shower in the employee locker room before going home.
14. Refill the containers labeled "Hand wash", "Soap Cleanser" and "Drinking Water" that are on the service vehicles before going to a pesticide or fertilizer-spraying job. Do not drink from the "Hand wash" container; do not wash hands from the "Drinking Water" container.
15. Any motorized equipment- use eye/ear protection.

Overhead Pruning

1. Supervisor must be aware and approve overhead pruning. (1-2-3 RULE).
2. Hard hat, safety glasses, hearing protection (with motors) must be worn.
3. Clean and disinfect hats after use.

User Safety Recommendations

1. Wash hands before eating, drinking, chewing gum, using tobacco or using the toilet.
2. Remove clothing immediately if contaminated by pesticide, wash thoroughly and put on clean clothing.
3. Remove Personal Protective Equipment immediately after handling pesticides. Wash outside of gloves before removing.
4. It is a violation of Federal law to use a pesticide inconsistent with its labeling.

When mixing, loading, handling or applying pesticides, ALL users MUST wear proper Personal Protective Equipment.

1. Long-sleeved shirt and long pants
2. Chemical-resistant gloves
3. Shoes plus socks
4. Protective eyewear (safety glasses, face shield, etc.)

Storage, Maintenance and Care for Pesticide Application Equipment.

1. Only use Pesticide Application Equipment for its intended purpose.
2. Pesticide Application Equipment should be stored in a secure, clean and dry location.
3. After each use, clean and repair (if necessary) Pesticide Application Equipment.
4. Gaskets, strainers and filters should be kept clean and serviced on a regular basis.
5. Hoses should be inspected on a regular basis for cuts, cracks, bulges and fraying.

Spill Emergency Procedure

1. Pesticide identification
2. Safety and care for the injured
3. Site security
4. Control, contain and clean-up the spill
5. Proper disposal

TECHNICAL PROPOSAL

4.0.1.5 Quality Control



Quality Inspection and Control Program

The Greenery maintains a comprehensive quality control process to continually maintain safety and curb appeal and prevent expensive plant replacements. Regular inspections are performed to identify any areas that need improvement whether an adjustment to the routine maintenance. Opportunities to authorize extra work for added value are also suggested.

We assemble a landscaping quality control plan based on your contract specifications and personalize it with your scope of work information. If our customer has specific contract QA/QC requirements, we'll review them and incorporate them into our overall plan.

The following pages detail a copy of our standard inspection report.

Methodology and Best Practices

Along with high standards for quality, The Greenery uses time tested and proven reliable landscape management practices combined with leading edge scientific approaches. We continually work with consultants to produce the best efficiencies and best practices through review of our operations. These standards are detailed on the pages following the quality inspection report.

Methodology and Best Practices

Best in Class Practices:

The Greenery utilizes time tested and proven reliable landscape management practices and combines them with a leading edge scientific approach. This combination makes The Greenery extremely efficient and cost effective and allows us to deliver value driven, high quality landscape services that maintains quality as our core competency.

The Greenery shares best practices throughout our organization, continually striving to further improve our value driven processes, thus enabling us to deliver the best practices to our clients to produce quality results.

Strategic Best Practices:

Stretch goals and drive out-of-the-box thinking.

Set targets that required a shift from business as usual.

A "continuous improvement" philosophy guides the company.

Communication of the strategic plan is a foremost and significant.

Emphasize action plans and strategic thinking.

Expect strategic thinking to take place primarily at the field level.

Strategic planning as a key element in the management system.

The basis for competitive advantage and new business development is based on diverse competencies.

Operational Best Practices:

Pollution Prevention

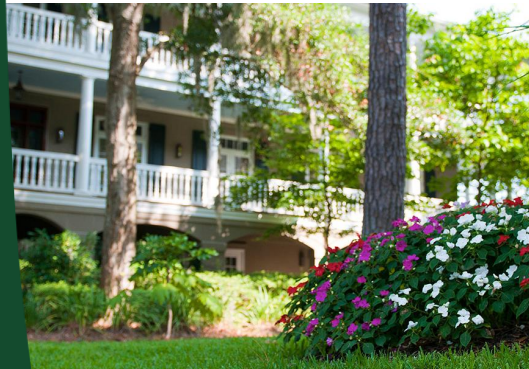
Implement an integrated pest management (IPM) program. IPM is a sustainable approach to managing pests by combining biological, cultural, physical, and chemical tools.

Choose low water using flowers, trees, shrubs, and groundcover.

Conduct appropriate maintenance (i.e. properly timed fertilizing, weeding, pest control, and pruning) to help preserve the landscapes water efficiency.

Grass cycling is the natural recycling of grass by leaving the clippings on the lawn when mowing.

Grass clippings decompose quickly and release valuable nutrients back into the lawn.



Methodology and Best Practices

Mowing, Trimming, and Weeding

Whenever possible use mechanical methods of vegetation removal (e.g. mowing with tractor-type or push mowers, hand cutting with gas or electric powered weed trimmers) rather than applying herbicides.

Use hand weeding where practical.

Performing mowing at optimal times.

Mowing should not be performed if significant rain events are predicted.

Mulching mowers may be recommended for certain flat areas. Other techniques may be employed to minimize mowing such as selective vegetative planting using low maintenance grasses and shrubs.

Collect pruning waste, tree trimmings, and weeds. Chip if necessary, and compost or dispose of at a landfill.

Consider elements such as their effect on drainage and erosion, hardiness, maintenance requirements, and possible conflicts between preserving vegetation and the resulting maintenance needs.

Retain and/or plant selected native vegetation whose features are determined to be beneficial, where feasible. Native vegetation usually requires less maintenance (e.g., irrigation, fertilizer) than planting new vegetation.

Consider using low water use groundcovers when planting or replanting.

Waste Management

Utilize plant growth regulators (PGR's) when applicable to reduce the amount of plant growth material.

Compost leaves, sticks, or other collected vegetation or dispose of at a permitted landfill.

Reduce the use of high nitrogen fertilizers that produce excess growth requiring more frequent mowing or trimming.

Avoid landscape wastes in and around storm drain inlets by either using bagging equipment or by manually picking up the material.

Irrigation

Where practical, use automatic timers to minimize runoff.

Use popup sprinkler heads in areas with a lot of activity or where there is a chance the pipes may be broken.

Consider the use of mechanisms that reduce water flow to sprinkler heads if broken.

Ensure that there is no excessive runoff from the landscaped areas.

Apply water at rates that do not exceed the infiltration rate of the soil.



Methodology and Best Practices

Fertilizer and Pesticide Management

Utilize a comprehensive management system that incorporates integrated pest management (IPM) techniques.

Follow all federal, state, and local laws and regulations governing the use, storage, and disposal of fertilizers and pesticides and training of applicators and pest control advisors.

Use pesticides only if there is an actual pest problem (not on a regular preventative schedule).

Do not use pesticides if rain is expected.

Apply pesticides only when wind speeds are low (less than 5 mph).

Do not mix or prepare pesticides for application near storm drains.

Prepare the minimum amount of pesticide needed for the job and use the lowest rate that will effectively control the pest.

Employ techniques to minimize off-target application (e.g. spray drift) of pesticides, including consideration of alternative application techniques.

Calibrate fertilizer and pesticide application equipment to avoid excessive application.

Periodically test soils for determining proper fertilizer use.

Sweep pavement and sidewalk if fertilizer is spilled on these surfaces before applying irrigation water.

Triple rinse containers, and use rinse water as product. Dispose of unused pesticide as hazardous waste.

Dispose of empty pesticide containers according to the instructions on the container label.

Inspection

Inspect irrigation system periodically to ensure that the right amount of water is being applied and that excessive runoff is not occurring.

Minimize excess watering, and repair leaks in the irrigation system as soon as they are observed.

Inspect pesticide/fertilizer equipment and transportation vehicles daily.

Training

Educate and train employees on use of pesticides and in pesticide application techniques to prevent pollution.

Pesticide application must be under the supervision of a qualified pesticide applicator.

Annually train employees within departments responsible for pesticide application on the appropriate portions of the latest IPM techniques.

Employees who are not authorized and trained to apply pesticides should be periodically (at least annually) informed that they cannot use over-the-counter pesticides in or around the workplace.

Use a training log or similar method to document training.



TECHNICAL PROPOSAL

4.0.1.6 Equipment List

EXHIBIT IV – EQUIPMENT LIST

Contractor must supply a list of the equipment (initial cost of \$500 or more) to be utilized full-time at the District to adequately perform all athletic fields grounds maintenance tasks outlined in Section 3 – Scope of Work.

[illegible]

The Greenery Inc. – Equipment Schedule

Beaufort County School District Equipment schedule

For Grounds Maintenance (Athletic Fields)

Total Value of Equipment utilized on this project \$680,000.00

North of the Broad River Cluster (\$175,000.00)

- 1 – F250 Crew cab Production truck
- 1 – 24' enclosed Maintenance Trailer
- 2 – Toro 3100D Sidewinder Reel Mower
- 2 – Production Mower
- 3 – String Trimmer
- 2 – Stick Edger
- 2 – Backpack Blower
- 1 – Handheld Blower
- 2 – Power Hedge Trimmer
- 2 – Backpack Sprayer
- 1 – Self Propelled Lining Machine
- Misc. Lining and Layout Equipment as needed

South of the Broad River Cluster (\$125,000.00)

- 1 – F250 Crew Cab Production truck
- 1 – 24' enclosed Maintenance Trailer
- 1 – Toro 3100D Sidewinder Reel Mower
- 2 – Production mowers
- 3 – String Trimmer
- 2 – Stick Edger
- 2 – Backpack Blower
- 1 – Handheld Blower
- 2 – Backpack Sprayer
- 2 – Power Hedge Trimmer
- 1 – Self Prope1led Lining Machine
- Misc. Lining and Layout Equipment as needed



The Greenery Inc. – Equipment Schedule

Beaufort County School District Equipment schedule

For Grounds Maintenance (Athletic Fields)

Total Value of Equipment utilized on this project \$680,000.00

General Use (\$390,000.00)

- 1 – F-150 Supervisor Truck
- 1 – F-150 Quality Control Manager
- 2 – Ford Irrigation Service Truck
- 1 – Isuzu Custom Spray Production Truck
- 4 – Z-Spray Application Systems
- 1 – 100 gal Sprayer
- 3 – 25 gal Spray Tank
- 9 – Lesco Spreader
- 9 – Backpack Sprayers
- 3 – Core Aerators
- 2 – Shatter Time Aerators
- Hand tools, Production, Support, Repair & Office Equipment

Beaufort County School District Reserve Equipment

- This equipment shall be from existing Greenery asset base and tasked for specific campus work, but will be shared with other local Greenery operators.
- 6 – Ford F350/450 Enhancement Crew Trucks
- 4 – F150 Area Manager Truck
- 3 – Wide Area reserve Mowers
- 4 – Bobcat Skid Steer Loader
- 4 – Lesco Z-Max Spreader/Sprayers
- 3 – Large Capacity Aerators
- Misc. Equipment and 2 Cycle Reserves as needed



The Greenery Inc. – Equipment Schedule

Beaufort County School District Equipment schedule
For Grounds Maintenance (Athletic Fields)

Other Equipment and Manpower

- The Greenery has the following staff and equipment available in the local market that will be made available to Beaufort County School District for special projects or emergency response.

Employees	750+	
Equipment	Vehicles	350+
	Tractor/Bobcats	27
	Production Mowers	215
	Wide Area Mowers	10
	Sports Turf Mowers	18
	Site Work Systems	11
	2 Cycle Equipment	1,000+
Staff Summary	Horticulturists	36
	SC Certified Applicators	36
	GA Certified Applicators	9
	Area Supervisors	51
	Crew Foreman	192
	Certified Landscape Technicians	26
	Seasonal Color Technicians	16
	Certified Irrigation Technicians	23
	Mechanics	18

Equipment and Maintenance

The Greenery Inc. has **14 mechanics on staff** that perform routing and preventative maintenance on a weekly basis to all production equipment. Regular equipment maintenance adds years to the life of the machinery and minimizes operational downtime. Preventive maintenance on a machine can include several aspects conducted at multiple times, and is frequently conducted by more than one employee. Replacing filters, changing oil or coolant, as well as inspecting for and repairing rust damage are types of actions performed according to an equipment maintenance program. Our mechanics understand the equipment thoroughly and follow a formalized schedule for upkeep.

All equipment is evaluated annually and replaced as needed. **The annual CapEx budget for the Greenery exceeds \$2.0 million dollars per year on average.**

All of our 4 stroke and 2 cycle equipment receive maintenance on a 2 week rotation and are replaced on a 3-5 year rotation, as well as replaced sooner if needed. Our inventory system tracks from the purchase - date, cost, serial #, vendor through all repairs completed on the equipment.

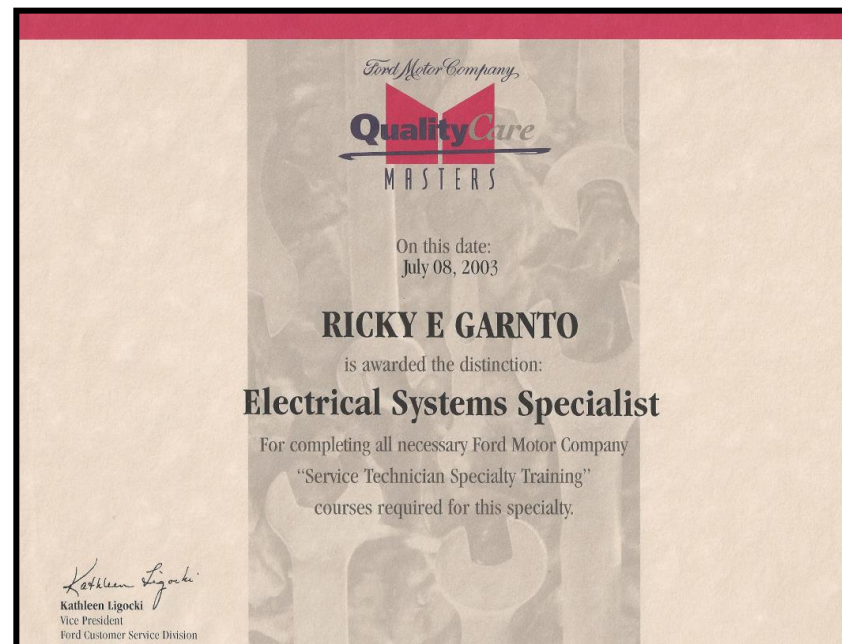
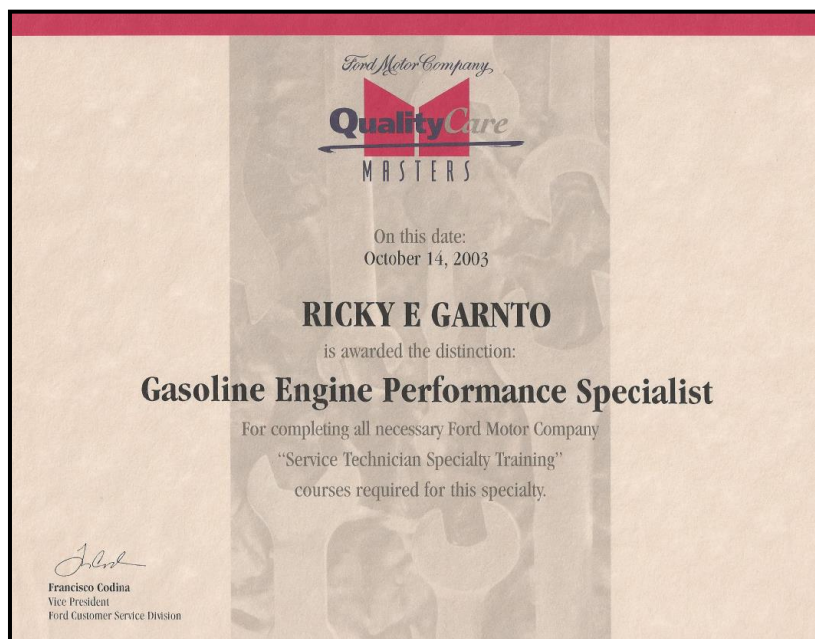
Routine bi-weekly maintenance includes:

- Oil changes
- Air filter replacement
- Tuning adjustments
- Blade sharpening
- Line Replacement

Our mechanics hold a number of industry recognized certifications:

- Stihl - Master Technician
- Kohler Engines - Master Technician
- Ford Motor Company - Electrical Systems Specialist
- Ford Motor Company - Gasoline Engine Performance Specialist
- ASE (Automotive Service Excellence)
- FMSCA (Federal Motor Carrier Safety Administration) Certified

Equipment and Maintenance



Our mechanics hold a number of industry recognized certifications:

- Stihl - Master Technician
- Kohler Engines - Master Technician
- Ford Motor Company - Electrical Systems Specialist
- Ford Motor Company - Gasoline Engine Performance Specialist Electrical Systems Specialist
- ASE (Automotive Service Excellence)
- FMSCA (Federal Motor Carrier Safety Administration) Certified

Equipment and Maintenance



Pictured Left: 4 of our 14 mechanics.

- Ricky Garnto, Regional Shop Manager
- Harbey Baruca
- Reese Horton
- Gary Humbert

We have 4 locations for our mechanic shops and 3 traveling mechanics for in-the-field service. Pictured to the right is one of our state of the art mechanic shops.



TECHNICAL PROPOSAL

4.0.1.7 Staffing

EXHIBIT V – STAFFING AT EACH CLUSTER

Contractor must supply a list of the grounds maintenance staff for each Cluster proposed, including Supervisors.

SEE ATTACHED

Cluster: _____

Daily:

# Employees	Position	

Annually:

# Employees	Position	

The Greenery Inc. – Manpower Schedule

Beaufort County School for Grounds Maintenance (Athletic Fields)

Administrative Support for the North of the Broad Cluster

General Supervision and Administration (7)

- 1 – Senior Project Liaison
- 1 – Branch Manager
- 1 – Account Manager
- 1 – Account Supervisor
- 1 – Office Administrator
- 1 – Quality Control Inspection manager
- 1 – Project Safety Officer

On-Site Operations Manpower for the North of the Broad Cluster

On-Site Management (1)

- 1 – Sports Turf Manager

Sports Turf Maintenance Crew (3)

- 1 – Sports Turf Maintenance Crew Leader
- 2 – General Laborer

Striping and Detailing Crew (2)

- 1 – Detail Crew Leader
- 1 – General Laborer

The Greenery Inc. – Manpower Schedule

Beaufort County School for Grounds Maintenance (Athletic Fields)

On-Site Operations Manpower for the North of the Broad Cluster– Continued

Support Services Manpower for the North of the Broad Cluster

Lawn and Ornamental Spray Department (4)

- 1 – ChemSpray, Department Manager
- 3 – ChemSpray, Certified Spray Technicians

Enhancement Department (8)

- 1 – Enhancement Supervisor
- 2 – Enhancement Crew leaders
- 5 – Enhancement General Laborer

Specialty Support Staffing (2)

- 1 – Aeration & Over-seeding Specialists

The Greenery Inc. – Manpower Schedule

Beaufort County School for Grounds Maintenance (Athletic Fields)

Administrative Support for the South of the Broad Cluster

General Supervision and Administration (11)

- 1 – Senior Project Liaison
- 2 – Branch Manager
- 2 – Account Manager
- 2 – Account Supervisor
- 2 – Office Administrator
- 1 – Quality Control Inspection manager
- 1 – Project Safety Officer

On-Site Operations Manpower for the South of the Broad Cluster

On-Site Management (1)

- 1 – Sports Turf Manager

Sports Turf Maintenance Crew (3)

- 1 – Sports Turf Maintenance Crew Leader
- 2 – General Laborer

Striping and Detailing Crew (2)

- 1 – Detail Crew Leader
- 1 – General Laborer

The Greenery Inc. – Manpower Schedule

Beaufort County School for Grounds Maintenance (Athletic Fields)

On-Site Operations Manpower for the South of the Broad Cluster– Continued

Support Services Manpower for the South of the Broad Cluster

Lawn and Ornamental Spray Department (4)

- 1 – ChemSpray, Department Manager
- 3 – ChemSpray, Certified Spray Technicians

Enhancement Department (13)

- 2– Enhancement Supervisor
- 4 – Enhancement Crew leaders
- 7 – Enhancement General Laborer

Specialty Support Staffing (1)

- 1 – Aeration & Over-seeding Specialists

TECHNICAL PROPOSAL

4.0.1.8 Litigation

The Greenery, Inc. has never received any federal, state or local government regulatory investigations, findings, debarments, actions or complaints.

The Greenery, Inc. has not had any lawsuits file by current or former clients or customers. There is no civil litigation for malfeasance or nonfeasance against the Greenery, Inc.

The Greenery, Inc. has filed multiple small claims suits against clients for nonpayment of services rendered.

TECHNICAL PROPOSAL

4.0.1.9 M/WBE

The Greenery strives to include M/WBE registered subcontractors and suppliers on all work that contains the opportunity to utilize outside contractors. Since The Greenery self performs all of our maintenance work, no M/WBE sub contractors are expected to be utilized on this project. The Greenery continually references the SCDOT, GADOT and numerous other M/WBE registration databases for listings of potential M/WBE sub contractors and suppliers.

The Greenery is committed to current and future good faith outreach efforts on all projects undertaken in South Carolina and Georgia.

Business Utilization Report

In order to facilitate an effective monitoring system, each contractor, bidder or offeror must submit a completed and signed Utilization Report with the bid submission which lists the names, addresses and contact persons of the M/WBE and majority owned businesses, if any, to be used in the contract, the type of work each business will perform, the dollar value of the work and the scope of work. The Utilization Report submitted by the contractor shall be submitted as a part of the contract with BCSD. If the information contained in the Contractor's Utilization Report changes by the time the contract is executed, the Contractor shall amend the Utilization Report and such amended Utilization Report shall be incorporated into the contract.

Business Enterprise Utilization Report

List all vendors/subcontractors to be used on this project. All MBEs or WBEs proposed for utilization on this project must be certified by the Small and Minority Business Assistance Office through the State of South Carolina according to the criteria of the Beaufort County School District's Minority Business Enterprise Plan prior to utilization on this project.

In column 2 below, please specify ethnic/racial/gender group as follows:

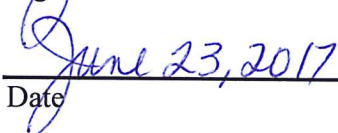
- AABE – African-American Business Enterprise
- HBE – Hispanic Business Enterprise
- ABE – Asian-American Business Enterprise
- WBE – Woman Business Enterprise

<u>Sub-Contractor Name</u>	<u>Gender Group</u>	<u>Address</u>	<u>Phone #</u>	<u>Other</u>	<u>E-Mail</u>
No subcontractors for this bid All work will be self performed					

Statement of Intent

We, the undersigned have prepared and submitted all the documents required for this project. We have prepared these documents with a full understanding of the Beaufort County School District's goal to ensure equal opportunities in the proposed work to be undertaken in performance of this project. Specifically, the BCSD seeks to encourage and promote on an inclusionary basis contracting opportunities without regard to the race, gender, national origin or ethnicity of the ownership or management of any business and that it is an equal opportunity employer and contracting entity. We certify that the representations contained in the Minority/Woman Business Enterprise (M/WBE) Utilization Report, which we have submitted with this solicitation, are true and correct as of this date. We commit to undertake this contract with the Minority/Woman Business Utilization Report we have submitted, and to comply with all non-discrimination provisions of the Minority/Woman Business Enterprise Program in the performance of this contract.


Signature


Date

Name: Janet Davoli

Title: Director of Business Development

Project: 18-002 Athletic Fields Ground Maintenance

TECHNICAL PROPOSAL

4.0.1.10 Objections and Exceptions

The Greenery does not have any objections, exceptions or observations regarding the specified Services and requirements for this bid.

TECHNICAL PROPOSAL

Tab 2 – 5.0.1 -5.0.2 Qualifications of Offeror

TECHNICAL PROPOSAL

5.0.3A History and Experience

TECHNICAL PROPOSAL

History and Experience

The Greenery Inc. is a 100% employee-owned, local, full service landscape construction and maintenance company that has been successfully operating in the local market for over 44 years. In fact, the Greenery is the leading local landscape provider throughout the Lowcountry and Coastal Empire with over 500 employees, and is recognized as an industry leader, currently ranked # 24 in the nation. We are also an EEO - Equal Employment Opportunity employer.

As an employee-owned company, all employees – from senior management, thru supervisors and office staff, to the last member on a field crew share in the achievements and financial success of the company. There is no better motivation than to have a stake in the company to instill an “owner’s interest” in providing the highest quality landscape service to our clients. Our competitive advantage is clearly demonstrated by the qualified employees that own the Greenery. We work as a team; one family that cares about our customers and the company we are a part of.

Our vision statement is simply “To be the pre-eminent provider of landscape beautification services in the markets we serve.” As a company specializing in comprehensive landscape maintenance programs for commercial and residential clients, we focus on projects requiring attention to detail, complex construction and full service maintenance. All technical services are performed by certified staff personnel and all irrigation, spray and horticultural people are engaged in continuing education programs in their fields to maintain our competitive edge. We truly desire to enhance people’s lives through beautiful landscaping.

The Greenery has a very broad base of clients all located within our region from southern coastal Georgia thru coastal North Carolina and all with different specifications and levels of service. **We currently perform the landscape maintenance at the following BCSD properties: Beaufort Group 2, Bluffton Group 1 and Bluffton Group 2.** We manage the common areas for very large properties such as Waterfront Park in Beaufort, Palmetto Dunes, Long Cove Club, Shipyard and Sea Pines Resort on Hilton Head, Sun City Hilton Head and Palmetto Bluff in Bluffton, and Savannah Quarters in Pooler. We perform work for high level resorts such as all the Marriott Vacation Clubs and Disney Resort on Hilton Head and at many apartment and condo complexes. We perform a substantial amount of work for government municipalities such as the City of Beaufort and Town of Port Royal, the SC DOT, Fort Stewart and Hunter Army Airforce Bases and the Georgia Ports Authority and SC DOT for I-95.

The Greenery recognizes that this contract involves working in areas that require extra care for the safety of the children, faculty and staff as special demands to work around special events. We will work closely with the facilities manager to understand the schedules and ensure the safety of all on the property. We have experience working at schools and know the special concerns that arise. We have had several contracts in the past with the **Savannah Chatham County Public Schools**. We currently provide service to the **Boys and Girls Club** on Hilton Head, and the **Lowcountry Montessori** in Beaufort.

TECHNICAL PROPOSAL

5.0.3B Financial Responsibility

TECHNICAL PROPOSAL

Financial Responsibility

Banking Reference:	South State Bank
Name of bank officer:	J. Ryan Ott, SVP, City Executive
Phone	843-837-1129
# Years with this Bank:	10+ years



BB&T-CIC Insurance, Inc
PO Box 27149
Greenville, SC 29616-2149

June 12, 2017

Beaufort County School District
C/O The Procurement Departments
2500 Mink Point Boulevard
Beaufort SC 29902

Re: The Greenery Inc., Inc

To Whom It May Concern,

We are the contract bond agent for The Greenery Inc.. The underwriter of their bond program is Travelers Casualty and Surety Company of America which has an A. M. Best Rating of A++15. We have a general bond line from Travelers for \$5,000,000 single projects with a \$10,000,000 work program. Larger projects will be favorably considered, but the referenced are working lines of credit for routine bond needs.

Please remember that all Performance/Payment Bonds are subject to the underwriting requirements in effect at the time contracts requiring bonds are provided to the underwriter for review. The underwriter will make his decision for final bonds based on current financial information of The Greenery, a review of the terms and conditions of the contract, verification of a competitive bid, and assurance of timely payment by the Beaufort County School District for work performed and materials installed.

The Greenery is a highly respected company and true to their word. We set up their Contract Bond account with Travelers in 2016 and they have been a customer of BB&T Insurance Services many years. We highly recommend them to you. If you have any questions, please call me.

Sincerely,

Charles D. Welch
CPCU, CIC, AFSB
Vice President

CC: The Greenery, Inc. – Attn: Melissa Brock

TECHNICAL PROPOSAL

5.0.3C Bid Bond and Insurance

Bond No.:
20417W622 Bid Bond

Document A310™ – 2010

Conforms with The American Institute of Architects AIA Document 310

Bid Bond

CONTRACTOR:

(Name, legal status and address)

The Greenery, Inc.
P O Box 6569
Hilton Head Island, SC 29938

SURETY:

(Name, legal status and principal place of business)

Travelers Casualty and Surety Company of America
One Tower Square
Hartford, CT 06183
Mailing Address for Notices

This document has important legal consequences. Consultation with an attorney is encouraged with respect to its completion or modification.

Any singular reference to Contractor, Surety, Owner or other party shall be considered plural where applicable.

OWNER:

(Name, legal status and address)

Beaufort County School District
2900 Mink Point Boulevard
Beaufort, SC 29902

BOND AMOUNT: \$ 5% Five Percent of Amount Bid

PROJECT:

(Name, location or address, and Project number, if any)

Athletic Fields Grounds Maintenance - Solicitation No: 18-002

The Contractor and Surety are bound to the Owner in the amount set forth above, for the payment of which the Contractor and Surety bind themselves, their heirs, executors, administrators, successors and assigns, jointly and severally, as provided herein. The conditions of this Bond are such that if the Owner accepts the bid of the Contractor within the time specified in the bid documents, or within such time period as may be agreed to by the Owner and Contractor, and the Contractor either (1) enters into a contract with the Owner in accordance with the terms of such bid, and gives such bond or bonds as may be specified in the bidding or Contract Documents, with a surety admitted in the jurisdiction of the Project and otherwise acceptable to the Owner, for the faithful performance of such Contract and for the prompt payment of labor and material furnished in the prosecution thereof; or (2) pays to the Owner the difference, not to exceed the amount of this Bond, between the amount specified in said bid and such larger amount for which the Owner may in good faith contract with another party to perform the work covered by said bid, then this obligation shall be null and void, otherwise to remain in full force and effect. The Surety hereby waives any notice of an agreement between the Owner and Contractor to extend the time in which the Owner may accept the bid. Waiver of notice by the Surety shall not apply to any extension exceeding sixty (60) days in the aggregate beyond the time for acceptance of bids specified in the bid documents, and the Owner and Contractor shall obtain the Surety's consent for an extension beyond sixty (60) days.

If this Bond is issued in connection with a subcontractor's bid to a Contractor, the term Contractor in this Bond shall be deemed to be Subcontractor and the term Owner shall be deemed to be Contractor.

When this Bond has been furnished to comply with a statutory or other legal requirement in the location of the Project, any provision in this Bond conflicting with said statutory or legal requirement shall be deemed deleted herefrom and provisions conforming to such statutory or other legal requirement shall be deemed incorporated herein. When so furnished, the intent is that this Bond shall be construed as a statutory bond and not as a common law bond.

Signed and sealed this 6th day of July, 2017



(Witness) Melissa Brock

The Greenery, Inc.

(Principal)

(Seal)

(Title) William H. Davoli Chief Operating Officer

Travelers Casualty and Surety Company of America

(Surety)

(Seal)

(Title) Charles D. Welch Attorney-in-Fact

**POWER OF ATTORNEY**

Farmington Casualty Company
 Fidelity and Guaranty Insurance Company
 Fidelity and Guaranty Insurance Underwriters, Inc.
 St. Paul Fire and Marine Insurance Company
 St. Paul Guardian Insurance Company

St. Paul Mercury Insurance Company
 Travelers Casualty and Surety Company
 Travelers Casualty and Surety Company of America
 United States Fidelity and Guaranty Company

Attorney-In Fact No.

231022

Certificate No. 006843175

KNOW ALL MEN BY THESE PRESENTS: That Farmington Casualty Company, St. Paul Fire and Marine Insurance Company, St. Paul Guardian Insurance Company, St. Paul Mercury Insurance Company, Travelers Casualty and Surety Company, Travelers Casualty and Surety Company of America, and United States Fidelity and Guaranty Company are corporations duly organized under the laws of the State of Connecticut, that Fidelity and Guaranty Insurance Company is a corporation duly organized under the laws of the State of Iowa, and that Fidelity and Guaranty Insurance Underwriters, Inc., is a corporation duly organized under the laws of the State of Wisconsin (herein collectively called the "Companies"), and that the Companies do hereby make, constitute and appoint

Verna C. Grant, William T. Bayne, Charles D. Welch, Lauren P. Brashier, and Brantlee B. Lybrand

of the City of Greenville, State of South Carolina, their true and lawful Attorney(s)-in-Fact, each in their separate capacity if more than one is named above, to sign, execute, seal and acknowledge any and all bonds, recognizances, conditional undertakings and other writings obligatory in the nature thereof on behalf of the Companies in their business of guaranteeing the fidelity of persons, guaranteeing the performance of contracts and executing or guaranteeing bonds and undertakings required or permitted in any actions or proceedings allowed by law.

IN WITNESS WHEREOF, the Companies have caused this instrument to be signed and their corporate seals to be hereto affixed, this 28th day of June, 2016.

Farmington Casualty Company
 Fidelity and Guaranty Insurance Company
 Fidelity and Guaranty Insurance Underwriters, Inc.
 St. Paul Fire and Marine Insurance Company
 St. Paul Guardian Insurance Company

St. Paul Mercury Insurance Company
 Travelers Casualty and Surety Company
 Travelers Casualty and Surety Company of America
 United States Fidelity and Guaranty Company



State of Connecticut
 City of Hartford ss.

By:

Robert L. Raney
 Robert L. Raney, Senior Vice President

On this the 28th day of June, 2016, before me personally appeared Robert L. Raney, who acknowledged himself to be the Senior Vice President of Farmington Casualty Company, Fidelity and Guaranty Insurance Company, Fidelity and Guaranty Insurance Underwriters, Inc., St. Paul Fire and Marine Insurance Company, St. Paul Guardian Insurance Company, St. Paul Mercury Insurance Company, Travelers Casualty and Surety Company, Travelers Casualty and Surety Company of America, and United States Fidelity and Guaranty Company, and that he, as such, being authorized so to do, executed the foregoing instrument for the purposes therein contained by signing on behalf of the corporations by himself as a duly authorized officer.

In Witness Whereof, I hereunto set my hand and official seal.
 My Commission expires the 30th day of June, 2021.



Marie C. Tetreault
 Marie C. Tetreault, Notary Public

This Power of Attorney is granted under and by the authority of the following resolutions adopted by the Boards of Directors of Farmington Casualty Company, Fidelity and Guaranty Insurance Company, Fidelity and Guaranty Insurance Underwriters, Inc., St. Paul Fire and Marine Insurance Company, St. Paul Guardian Insurance Company, St. Paul Mercury Insurance Company, Travelers Casualty and Surety Company, Travelers Casualty and Surety Company of America, and United States Fidelity and Guaranty Company, which resolutions are now in full force and effect, reading as follows:

RESOLVED, that the Chairman, the President, any Vice Chairman, any Executive Vice President, any Senior Vice President, any Vice President, any Second Vice President, the Treasurer, any Assistant Treasurer, the Corporate Secretary or any Assistant Secretary may appoint Attorneys-in-Fact and Agents to act for and on behalf of the Company and may give such appointee such authority as his or her certificate of authority may prescribe to sign with the Company's name and seal with the Company's seal bonds, recognizances, contracts of indemnity, and other writings obligatory in the nature of a bond, recognizance, or conditional undertaking, and any of said officers or the Board of Directors at any time may remove any such appointee and revoke the power given him or her; and it is

FURTHER RESOLVED, that the Chairman, the President, any Vice Chairman, any Executive Vice President, any Senior Vice President or any Vice President may delegate all or any part of the foregoing authority to one or more officers or employees of this Company, provided that each such delegation is in writing and a copy thereof is filed in the office of the Secretary; and it is

FURTHER RESOLVED, that any bond, recognizance, contract of indemnity, or writing obligatory in the nature of a bond, recognizance, or conditional undertaking shall be valid and binding upon the Company when (a) signed by the President, any Vice Chairman, any Executive Vice President, any Senior Vice President or any Vice President, any Second Vice President, the Treasurer, any Assistant Treasurer, the Corporate Secretary or any Assistant Secretary and duly attested and sealed with the Company's seal by a Secretary or Assistant Secretary; or (b) duly executed (under seal, if required) by one or more Attorneys-in-Fact and Agents pursuant to the power prescribed in his or her certificate or their certificates of authority or by one or more Company officers pursuant to a written delegation of authority; and it is

FURTHER RESOLVED, that the signature of each of the following officers: President, any Executive Vice President, any Senior Vice President, any Vice President, any Assistant Vice President, any Secretary, any Assistant Secretary, and the seal of the Company may be affixed by facsimile to any Power of Attorney or to any certificate relating thereto appointing Resident Vice Presidents, Resident Assistant Secretaries or Attorneys-in-Fact for purposes only of executing and attesting bonds and undertakings and other writings obligatory in the nature thereof, and any such Power of Attorney or certificate bearing such facsimile signature or facsimile seal shall be valid and binding upon the Company and any such power so executed and certified by such facsimile signature and facsimile seal shall be valid and binding on the Company in the future with respect to any bond or understanding to which it is attached.

I, Kevin E. Hughes, the undersigned, Assistant Secretary, of Farmington Casualty Company, Fidelity and Guaranty Insurance Company, Fidelity and Guaranty Insurance Underwriters, Inc., St. Paul Fire and Marine Insurance Company, St. Paul Guardian Insurance Company, St. Paul Mercury Insurance Company, Travelers Casualty and Surety Company, Travelers Casualty and Surety Company of America, and United States Fidelity and Guaranty Company do hereby certify that the above and foregoing is a true and correct copy of the Power of Attorney executed by said Companies, which is in full force and effect and has not been revoked.

IN TESTIMONY WHEREOF, I have hereunto set my hand and affixed the seals of said Companies this 6 day of July, 2017.


Kevin E. Hughes, Assistant Secretary



To verify the authenticity of this Power of Attorney, call 1-800-421-3880 or contact us at www.travelersbond.com. Please refer to the Attorney-In-Fact number, the above-named individuals and the details of the bond to which the power is attached.

ACORD™**CERTIFICATE OF LIABILITY INSURANCE**

DATE (MM/DD/YYYY)

6/26/2017

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER BB&T - Carswell Insurance PO Box 1909 Bluffton, SC 29910 843 815-0522	CONTACT NAME: PHONE (A/C, No, Ext): 843 815-0522 FAX (A/C, No): 8669257118 E-MAIL ADDRESS: <table border="1"> <tr> <th data-bbox="812 451 1396 483">INSURER(S) AFFORDING COVERAGE</th> <th data-bbox="1396 451 1529 483">NAIC #</th> </tr> <tr> <td data-bbox="812 483 1396 514">INSURER A : Pennsylvania Manufacturers Asso</td> <td data-bbox="1396 483 1529 514">12262</td> </tr> <tr> <td data-bbox="812 514 1396 546">INSURER B : Eastern Alliance Insurance Comp</td> <td data-bbox="1396 514 1529 546">10724</td> </tr> <tr> <td data-bbox="812 546 1396 577">INSURER C :</td> <td data-bbox="1396 546 1529 577"></td> </tr> <tr> <td data-bbox="812 577 1396 609">INSURER D :</td> <td data-bbox="1396 577 1529 609"></td> </tr> <tr> <td data-bbox="812 609 1396 640">INSURER E :</td> <td data-bbox="1396 609 1529 640"></td> </tr> <tr> <td data-bbox="812 640 1396 659">INSURER F :</td> <td data-bbox="1396 640 1529 659"></td> </tr> </table>	INSURER(S) AFFORDING COVERAGE	NAIC #	INSURER A : Pennsylvania Manufacturers Asso	12262	INSURER B : Eastern Alliance Insurance Comp	10724	INSURER C :		INSURER D :		INSURER E :		INSURER F :	
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INSURER C :															
INSURER D :															
INSURER E :															
INSURER F :															
INSURED The Greenery Inc. P.O. Box 6569 Hilton Head Island, SC 29938															

COVERAGES**CERTIFICATE NUMBER:****REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> No deductible GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:	X	X	8217008776965	06/30/2017	06/30/2018	EACH OCCURRENCE \$1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$300,000 MED EXP (Any one person) \$10,000 PERSONAL & ADV INJURY \$1,000,000 GENERAL AGGREGATE \$2,000,000 PRODUCTS - COMP/OP AGG \$2,000,000 \$
A	AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS	X	X	1517008776965	06/30/2017	06/30/2018	COMBINED SINGLE LIMIT (Ea accident) \$1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> DED <input checked="" type="checkbox"/> RETENTION \$10000	X	X	6517008776965	06/30/2017	06/30/2018	EACH OCCURRENCE \$6,000,000 AGGREGATE \$6,000,000 \$
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? <input checked="" type="checkbox"/> Y <input checked="" type="checkbox"/> N (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	X	N/A	01000009356602	06/30/2017	06/30/2018	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTHER E.L. EACH ACCIDENT \$1,000,000 E.L. DISEASE - EA EMPLOYEE \$1,000,000 E.L. DISEASE - POLICY LIMIT \$1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

CERTIFICATE HOLDER**CANCELLATION**

Beaufort County School District
Procurement Office
2900 Mink Point Blvd.
Beaufort, SC 29902

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

Cathy E. Purcell

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TECHNICAL PROPOSAL

5.0.3D Licenses



the greenery, inc.®

— EMPLOYEE OWNED —

POST IN A
CONSPICUOUS
PLACE

COUNTY COUNCIL OF BEAUFORT
BUSINESS AND PROFESSIONAL LICENSE
THIS LICENSE EXPIRES 12/31/2016

License Number
1032

Business Name: THE GREENERY INC
Address: B W EDWARDS JR
PO BOX 6569
HILTON HEAD, SC 29938

Phone Number: 843-785-3845

****Notice****

This license becomes null & void if ownership, business name, or address is changed.
Licensee must apply within 10 days of such change for transfer. Fees will apply. All
applicable building & zoning regulations pertaining to business location must be followed.

Classification: Landscaping Services

Date Issued: 09/08/2016

By Edra D. Stephens
EDRA D. STEPHENS, DIRECTOR

This License is NOT Transferable

PAID

POST IN A
CONSPICUOUS
PLACE

City of Beaufort Business License

License Number

23237
2016



THE GREENERY, INC.
LEE EDWARDS
PO BOX 6569
HILTON HEAD ISL, SC 29938

This License Expires:
12/31/2016

Account Number: 1003

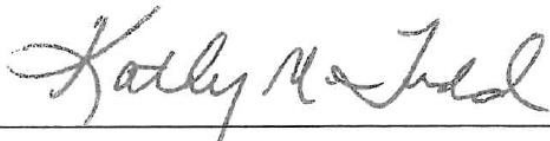
**This License May be Revoked at
Any time by the City Council**

Business Name: THE GREENERY, INC.

Business Location: 16 BURTON HILL RD
BEAUFORT, SC 29906

Date Issued: 04/28/2016

Classification: ADMIN RATE CLASS 3



Authorizing Official



the greenery, inc.®

— EMPLOYEE OWNED —

TOWN OF BLUFFTON

April 19, 2017

DATE ISSUED

December 31, 2017

EXPIRES

LIC-04-17-022620

LICENSE NUMBER

9373

BUSINESS ID

Greenery, Inc., The

COMPANY NAME

Greenery, Inc., The

DBA NAME

Landscaping Services

BUSINESS TYPE

LANDSCAPING SERVICES

DESCRIPTION/CONDITIONS

93 Arrow RD
Hilton Head Island SC 29928-

BUSINESS LOCATION

PO Box 6569
Hilton Head Island SC 29938-

MAILING LOCATION



the greenery, inc.®

— EMPLOYEE OWNED —

2016 BUSINESS AND PROFESSIONAL LICENSE

TOWN OF HILTON HEAD ISLAND
ONE TOWN CENTER COURT, HILTON HEAD ISLAND, SC 29928

Business License No. 2784

(NOTIFICATION IN WRITING TO THE REVENUE AND COLLECTION OFFICE IS REQUIRED PRIOR TO ANY CHANGE IN LOCATION, NAME OR OWNERSHIP)

BUSINESS NAME AND ADDRESS

THE GREENERY INC
960 WILLIAM HILTON PKWY
HILTON HEAD ISLAND, SC 29928-3302

LICENSE INFORMATION

Expiration Date:

Classification : 0700IT

12/31/2016

Issue Date : 05/31/2016

CONTACT NAME

THE GREENERY INC
PO BOX 6569
HILTON HEAD ISLAND, SC 29938-6569

AUTHORIZED SIGNATURE

TO BE POSTED IN A CONSPICUOUS PLACE

NON TRANSFERABLE

This license may be revoked any time by Town Council.

IRRIGATION QUALIFER: RONALD GABLES

IRRIGATION QUALIFIER; BRUCE L PAIRMAN

ORIGINAL
NOT TRANSFERABLE



This License may be
revoked at any time
by the Town Council.

002328
THE GREENERY, INC
PO BOX 6569
HILTON HEAD SC 29938

ISSUED TO: THE GREENERY, INC

LOCATION: 960 WILLIAM HILTON PARKWAY

TYPE OF BUSINESS: LANDSCAPE SERVICES

DATE ISSUED: 03/21/2017

LICENSE FEE: 1,352.20

PENALTY: .00

TOTAL PAID: 1,352.20

0003 CLASS 3 1,352.20

Town of Port Royal
700 PARIS AVE
PORT ROYAL, SC 29935-0009

BUSINESS LICENSE
2017

RESIDENT BUSINESS MUST POST THIS SIDE ONLY IN A CONSPICUOUS PLACE
NON-RESIDENT BUSINESS MUST KEEP IN POSSESSION

Pesticide Licenses

Department of Pesticide Regulation
511 Westinghouse Road, Pendleton, SC 29670
Phone 864-646-2150

2017

CERTIFIED IN CATEGORIES:

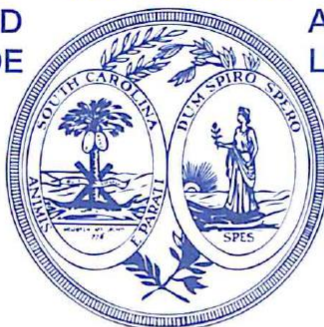
03

THIS CERTIFIES THAT:

**MILES GRAVES
PO BOX 6569
HILTON HEAD ISLAND, SC 29938**

SOUTH CAROLINA COMMERCIAL

CERTIFIED
PESTICIDE



APPLICATOR
LICENSE

C0015722

COMMERCIAL

THIS CERTIFICATE EXPIRES DECEMBER 31, **2017**

IS QUALIFIED AS A CERTIFIED PESTICIDE APPLICATOR AS SPECIFIED IN THE SOUTH CAROLINA PESTICIDE CONTROL ACT


DIRECTOR, REGULATORY
AND PUBLIC SERVICE PROGRAMS


DEPUTY DIRECTOR, REGULATORY
AND PUBLIC SERVICE PROGRAMS

Department of Pesticide Regulation
511 Westinghouse Road, Pendleton, SC 29670
Phone 864-646-2150

2017

CERTIFIED IN CATEGORIES:

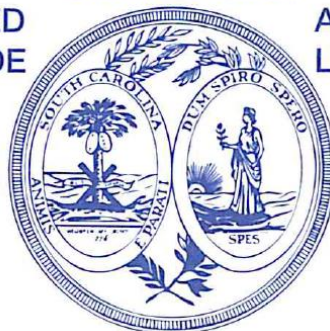
03

THIS CERTIFIES THAT:

**LUCAS M POSEY
PO BOX 6569
HILTON HEAD ISLAND, SC 29938**

SOUTH CAROLINA COMMERCIAL

CERTIFIED
PESTICIDE



APPLICATOR
LICENSE

C0029537

COMMERCIAL

THIS CERTIFICATE EXPIRES DECEMBER 31, **2017**

IS QUALIFIED AS A CERTIFIED PESTICIDE APPLICATOR AS SPECIFIED IN THE SOUTH CAROLINA PESTICIDE CONTROL ACT


DIRECTOR, REGULATORY
AND PUBLIC SERVICE PROGRAMS


DEPUTY DIRECTOR, REGULATORY
AND PUBLIC SERVICE PROGRAMS

Pesticide Licenses

Department of Pesticide Regulation
511 Westinghouse Road, Pendleton, SC 29670
Phone 864-646-2150

2017

CERTIFIED IN CATEGORIES:

03 05 06

THIS CERTIFIES THAT:

JAMES VAN DIJK
PO BOX 6569
HILTON HEAD ISLAND, SC 29938

SOUTH CAROLINA COMMERCIAL

**CERTIFIED
PESTICIDE**



**APPLICATOR
LICENSE**

C0011302

COMMERCIAL

THIS CERTIFICATE EXPIRES DECEMBER 31, **2017**

IS QUALIFIED AS A CERTIFIED PESTICIDE APPLICATOR AS SPECIFIED IN THE SOUTH CAROLINA PESTICIDE CONTROL ACT



DIRECTOR, REGULATORY
AND PUBLIC SERVICE PROGRAMS



DEPUTY DIRECTOR, REGULATORY
AND PUBLIC SERVICE PROGRAMS

Department of Pesticide Regulation
511 Westinghouse Road, Pendleton, SC 29670
Phone 864-646-2150

2017

CERTIFIED IN CATEGORIES:

03

THIS CERTIFIES THAT:

MIZRAIM MATA
PO BOX 6569
HILTON HEAD ISLAND, SC 29938

SOUTH CAROLINA COMMERCIAL

**CERTIFIED
PESTICIDE**



**APPLICATOR
LICENSE**

C0029806

COMMERCIAL

THIS CERTIFICATE EXPIRES DECEMBER 31, **2017**

IS QUALIFIED AS A CERTIFIED PESTICIDE APPLICATOR AS SPECIFIED IN THE SOUTH CAROLINA PESTICIDE CONTROL ACT



DIRECTOR, REGULATORY
AND PUBLIC SERVICE PROGRAMS



DEPUTY DIRECTOR, REGULATORY
AND PUBLIC SERVICE PROGRAMS

TECHNICAL PROPOSAL

- Litigation

The Greenery, Inc. has never received any federal, state or local government regulatory investigations, findings, debarments, actions or complaints.

The Greenery, Inc. has not had any lawsuits file by current or former clients or customers. There is no civil litigation for malfeasance or nonfeasance against the Greenery, Inc.

The Greenery, Inc. has filed multiple small claims suits against clients for nonpayment of services rendered.

TECHNICAL PROPOSAL

Additional Qualifications



the greenery, inc.

EMPLOYEE OWNED

Commitment to Community!



Left to right: Bill Davoli, Lee Edwards, Marc Orlando w/Town of Bluffton and Josh Smith

On December 16th, an army of over 100 Greenery employees donated their time and expertise installing plants, shrubs, trees, sod and hardscaping for 6 cottages at the Wharf Street Redevelopment Project In Old Town Bluffton.



"Because we are employee owned, everyone has a sense of ownership in our company and a commitment to help others. This project allowed us to do what we really do best — landscaping and hardscaping — while giving back to the community of Bluffton."

— Lee Edwards, CEO
The Greenery



Greenery employees donate their efforts to help a family in need.

Extreme Home Makeover - November 2010 - Savannah, GA

Employee Safety is a Winning Situation for Everyone

The Greenery promotes safety in the workplace because it is the right thing to do: our workers are healthy, happy and able to perform their jobs. The benefit is that employees are more productive and efficient and our insurance premiums are lower. All of these things allow us to be more competitive and provide our clients with the best landscape service and products possible.

Ensuring that all persons on a jobsite are protected from injury and hazards is of paramount importance at The Greenery.



Protection All field personnel are required to be in uniform with safety vests and eye and ear protection.



E-Verify We participate in E-Verify to certify that employees hired by The Greenery to work on your property are legal to work in the US.

Dependability We drug test all employees and verify all drivers licenses.

Continuing Education Weekly meetings are held with crews to discuss safety tips and awareness. Our supervisors attend safety programs and gain certifications with the goal of educating each member of The Greenery.



the greenery, inc.

EMPLOYEE OWNED

The Greenery. . . serving our community since 1973.

THE SPANISH MOSS TRAIL PROJECT



The Greenery donated approximately \$17,000 worth of labor for the landscaping of this Beaufort project The workers ranged from laborers to office staff and came from as far away as Savannah.



"Rather than writing a check to someone, we can go out and show the community we're involved and our employee-owners can give back as well."

— Lee Edwards, CEO



the greenery, inc.®

— EMPLOYEE OWNED —

The Greenery ... serving our community since 1973.

2012 NATIONAL AWARD WINNER ENVIRONMENTAL IMPROVEMENT



Left to Right: Miles Graves, Ronald Vargas,
Dallas Wood, Land Development Manager – Palmetto Bluff,
Lee Edwards, Keith Sheeley

RECIPIENT OF A GRAND AWARD FOR OUR WORK AT PALMETTO BLUFF



... announced by



OVERALL SAFETY ACHIEVEMENT AWARD

Gold Performance for 2011 – the highest award possible for our commitment to a consistent, high-performing safety program that creates and maintains a safe work environment for our employees and our customers.

*"It feels good to receive
recognition at this level for what
we do every day for you!"*

— Lee Edwards, CEO



the greenery, inc.®

— EMPLOYEE OWNED —

The Greenery ... serving our community since 1973

SUPPORTING UNITED WAY



Melissa Brophy, Janet Davoli, Melissa Brock

A few of our Business Developers attended the “Women Who Rule” Event in support of the United Way in Savannah today. Women United mobilizes women to become powerful philanthropists through leadership, fundraising and advocacy.

Proceeds from today’s event will provide vital support to women who do not have the means to access services in our Savannah community, such as food pantries, health services, childcare and life and job skills training classes.

The Greenery, Inc. is a long time supporter of the United Way.

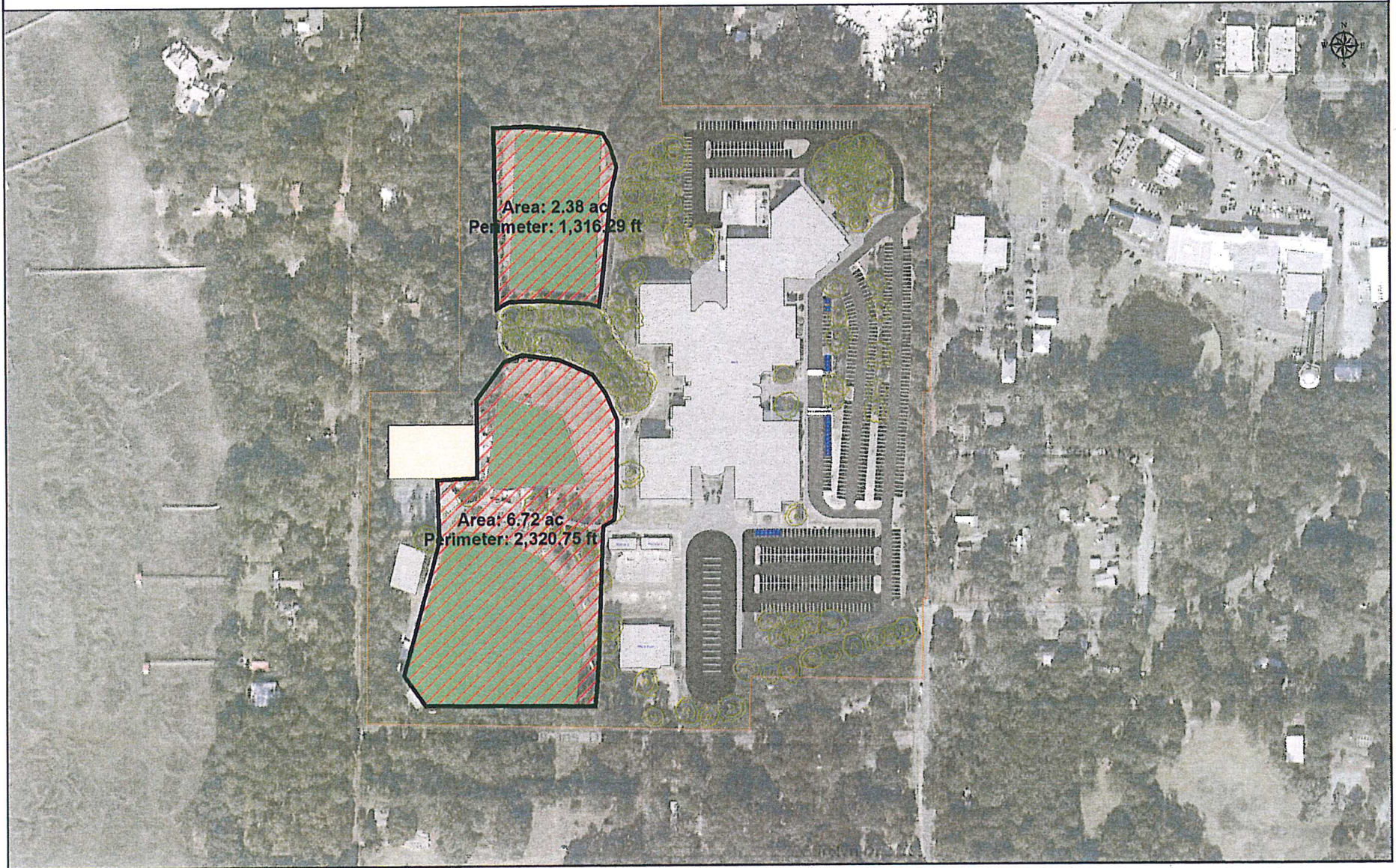
TECHNICAL PROPOSAL

Tab 3 – Area Maps and Addendums

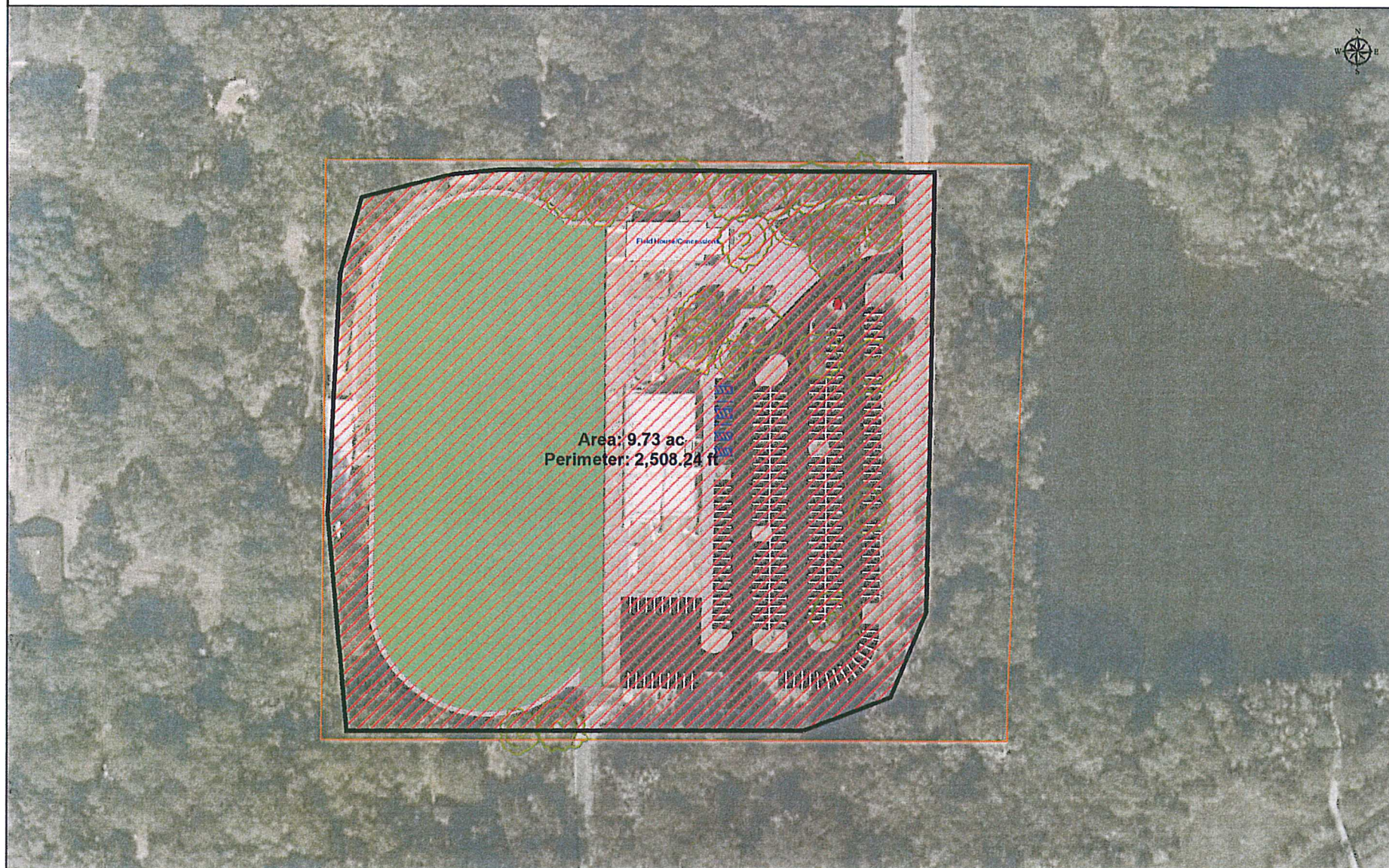
TECHNICAL PROPOSAL

Area Maps of the Athletic Fields

Beaufort High School 1



Beaufort High Football Stadium



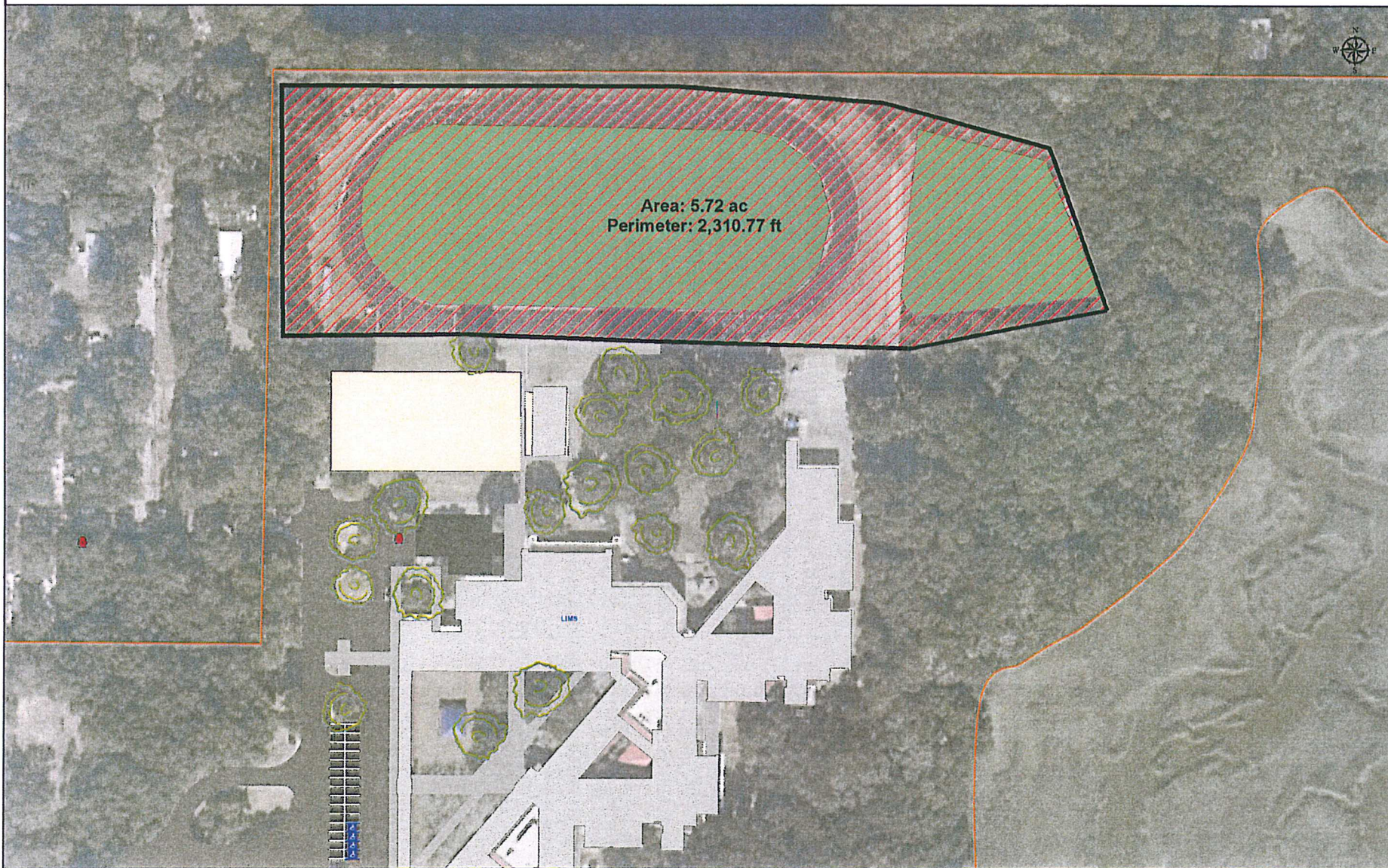
Beaufort High School 1



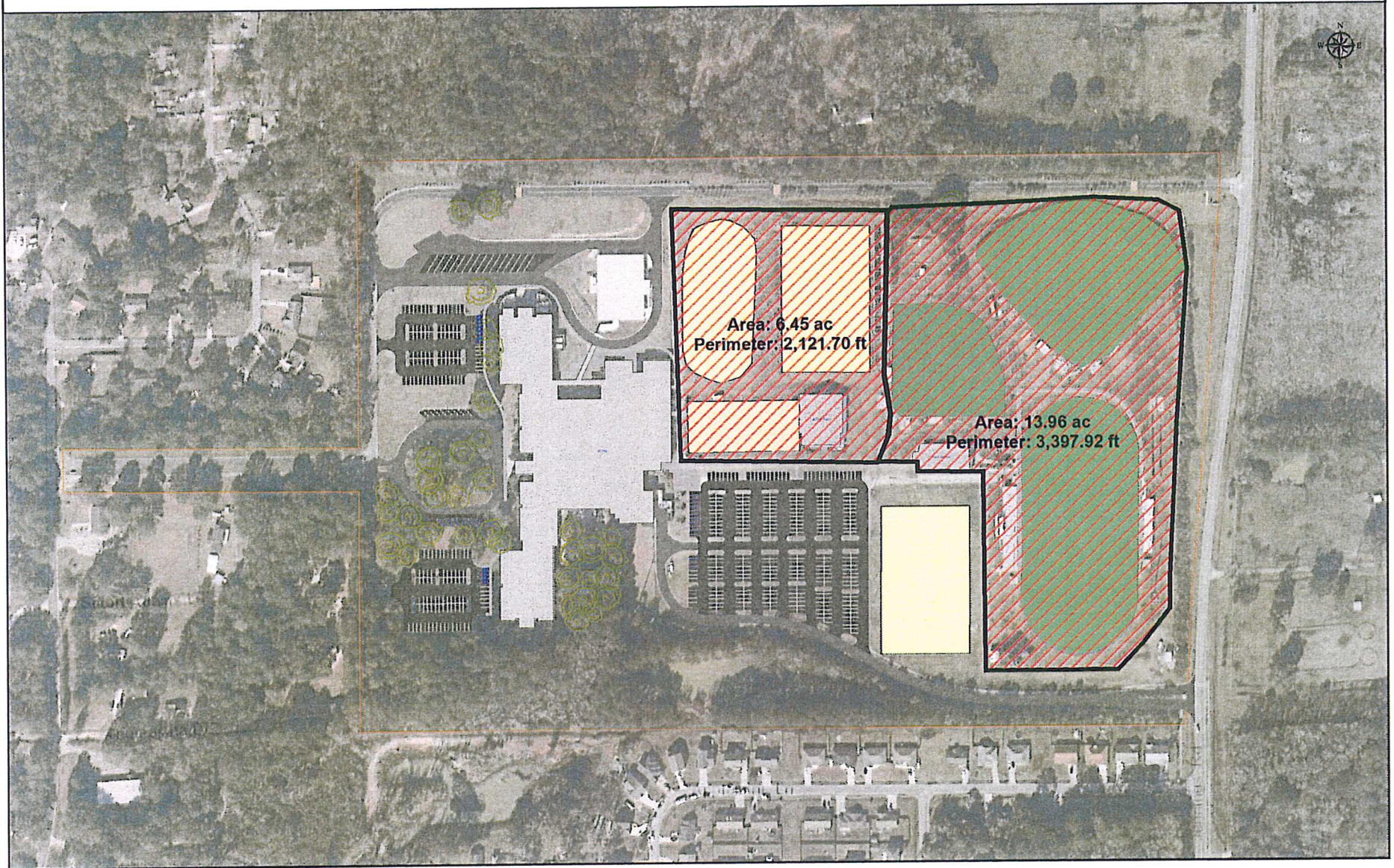
Beaufort Middle School



Lady's Island Middle School



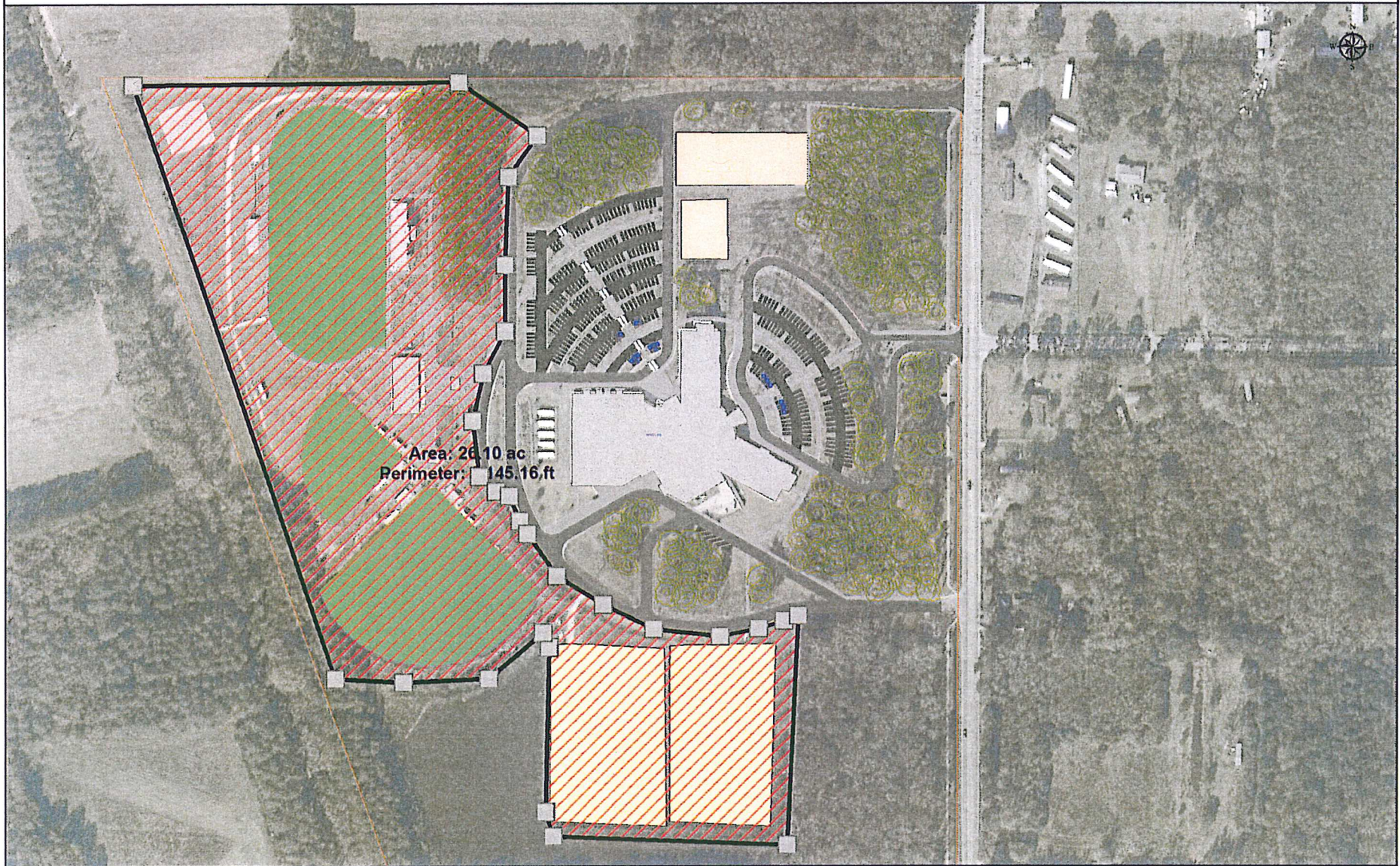
Battery Creek High School



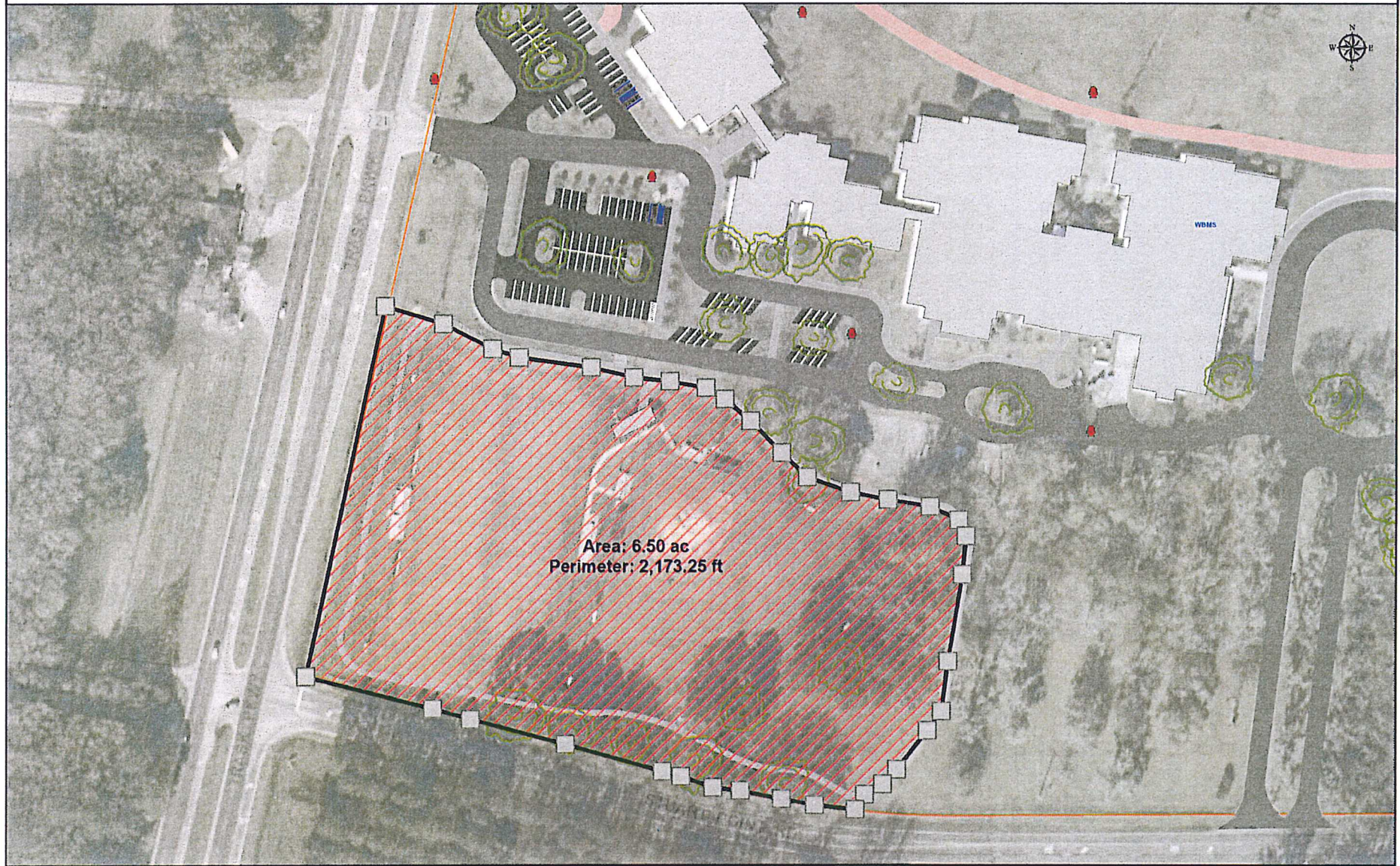
Robert Smalls International Academy



Whale Branch Early College High



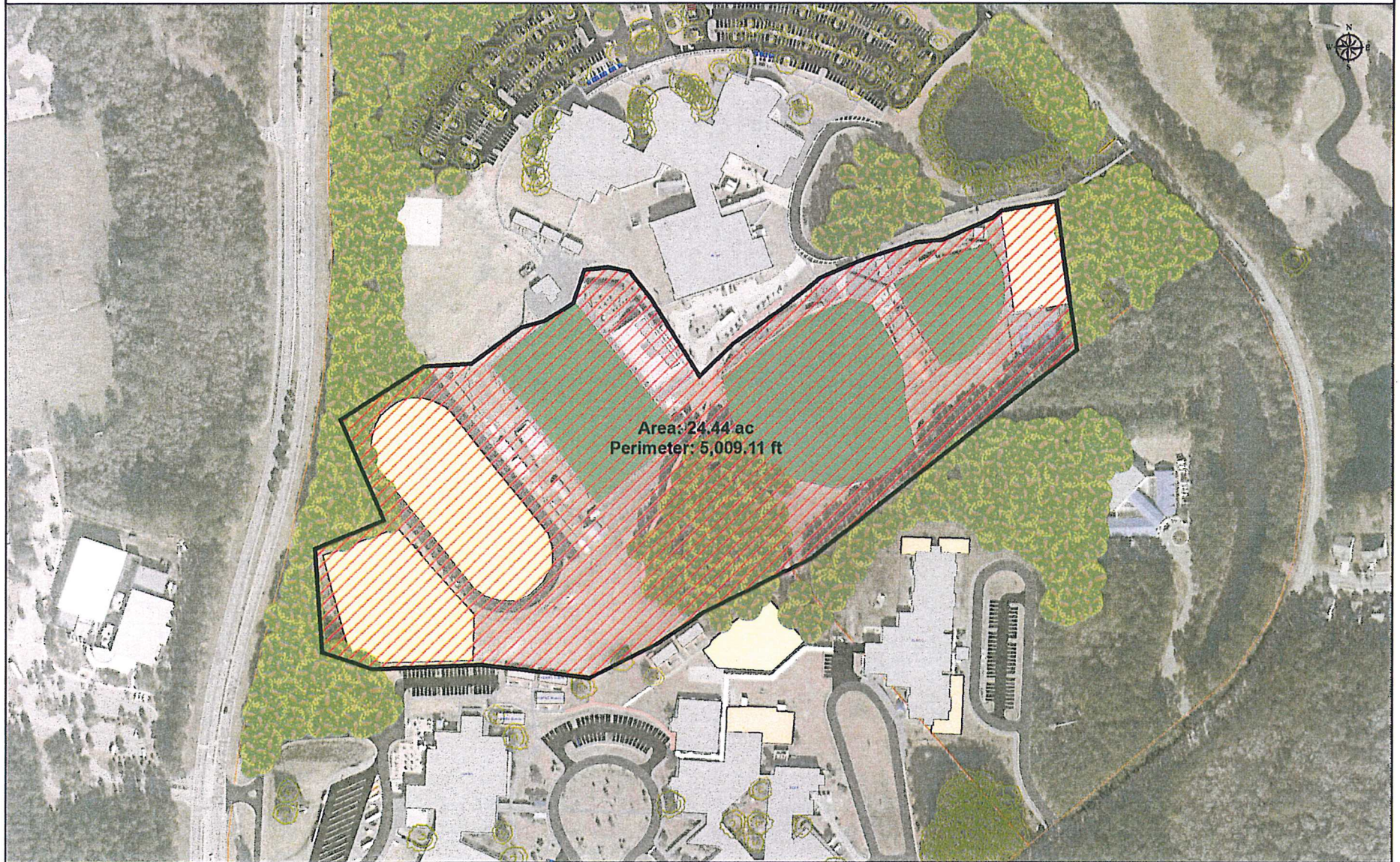
Wjhale Branch Middle School



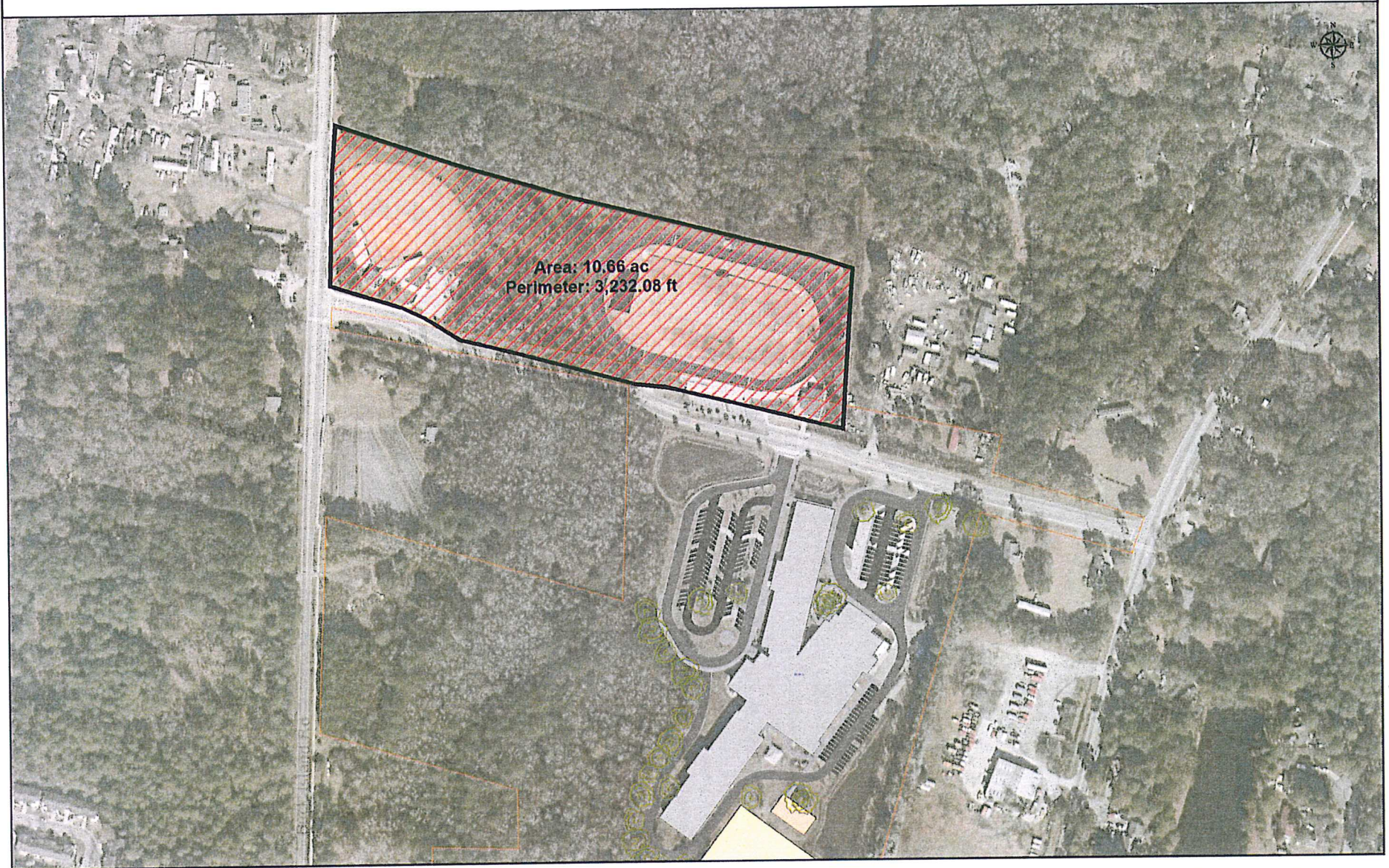
May River High School



Bluffton High School 1



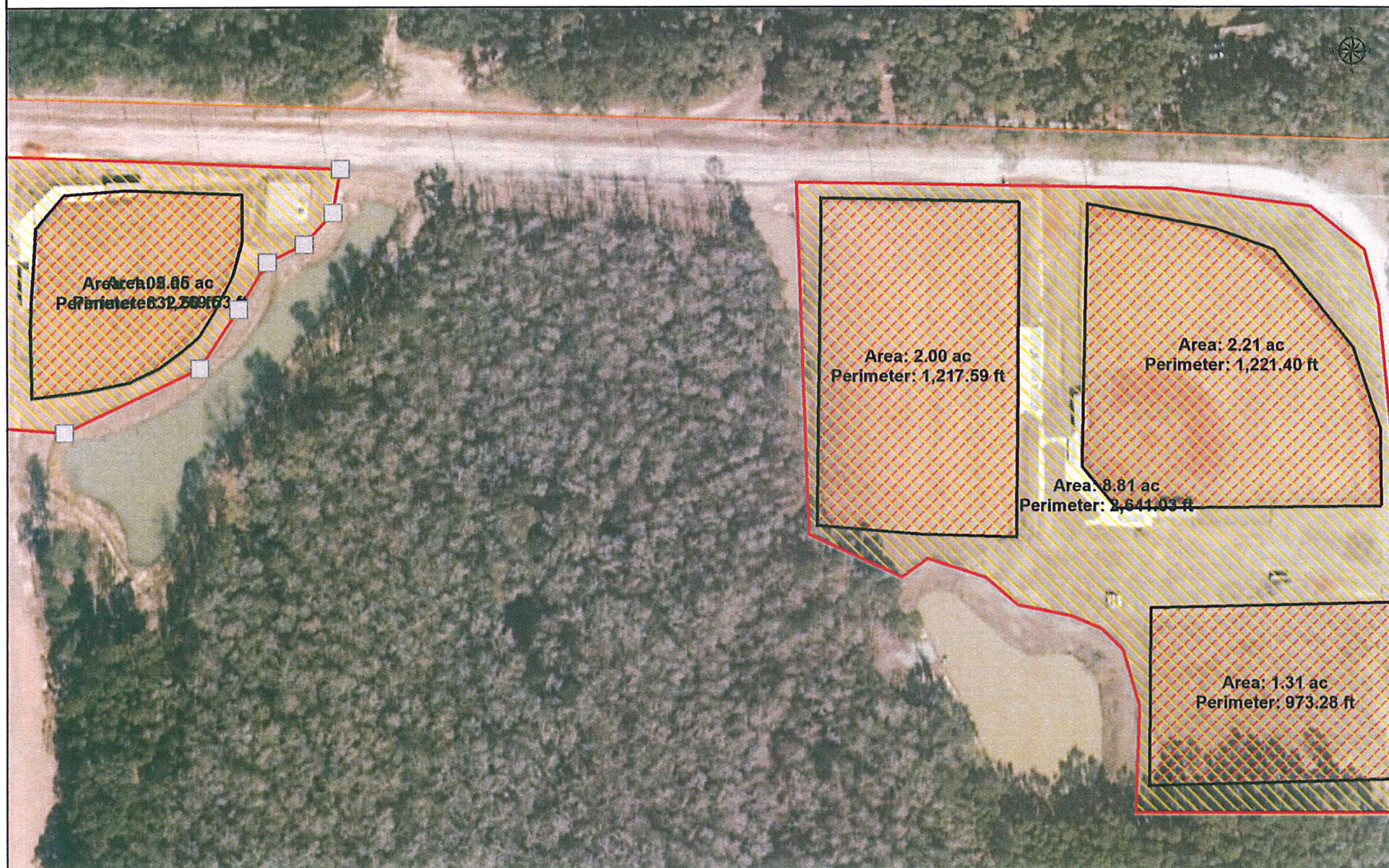
Bluffton Middle School



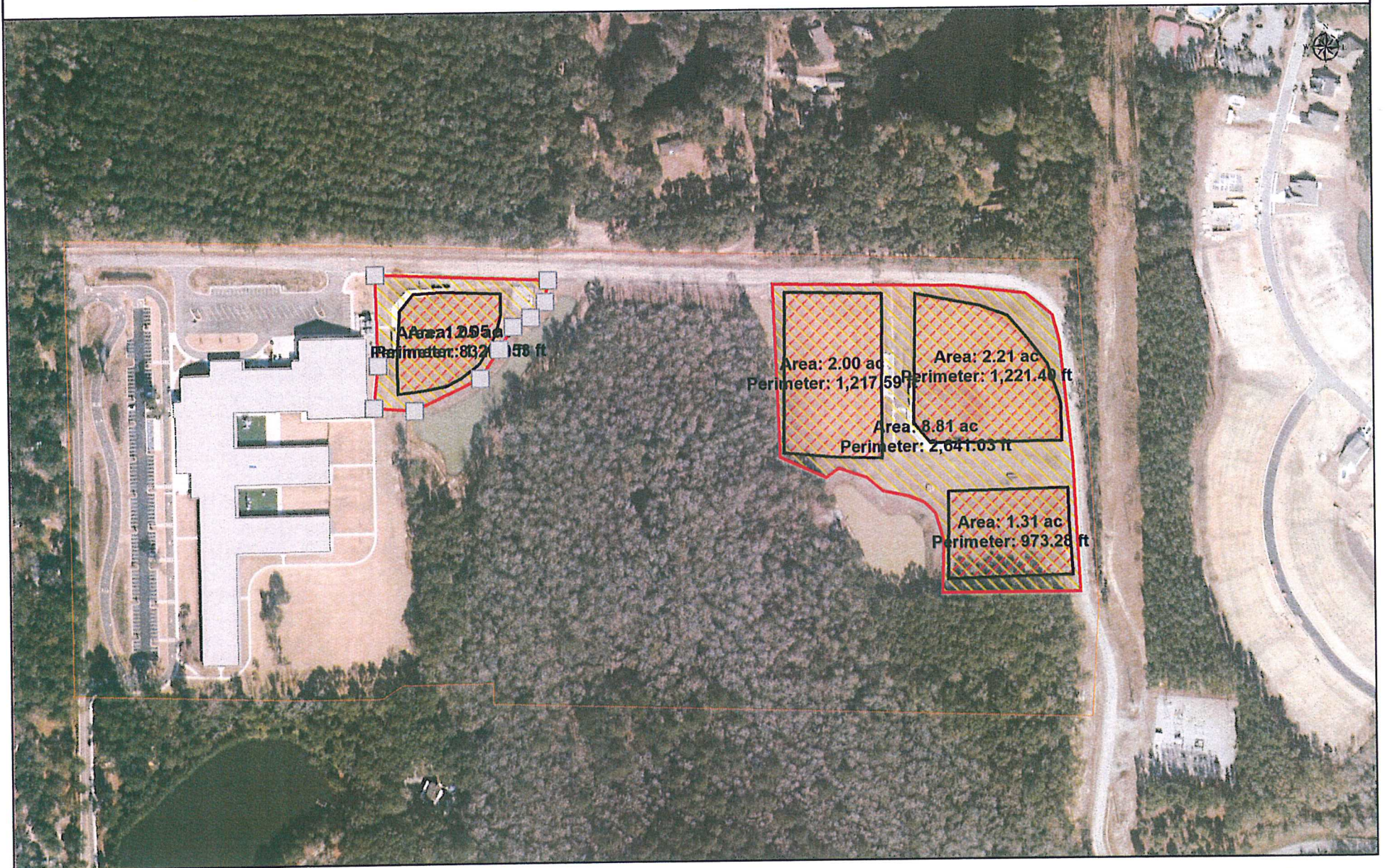
0 0.0175 0.035 0.07 Miles

Global Leader in Facilities GIS | www.penbaysolutions.com

River Ridge Academy



River Ridge Academy



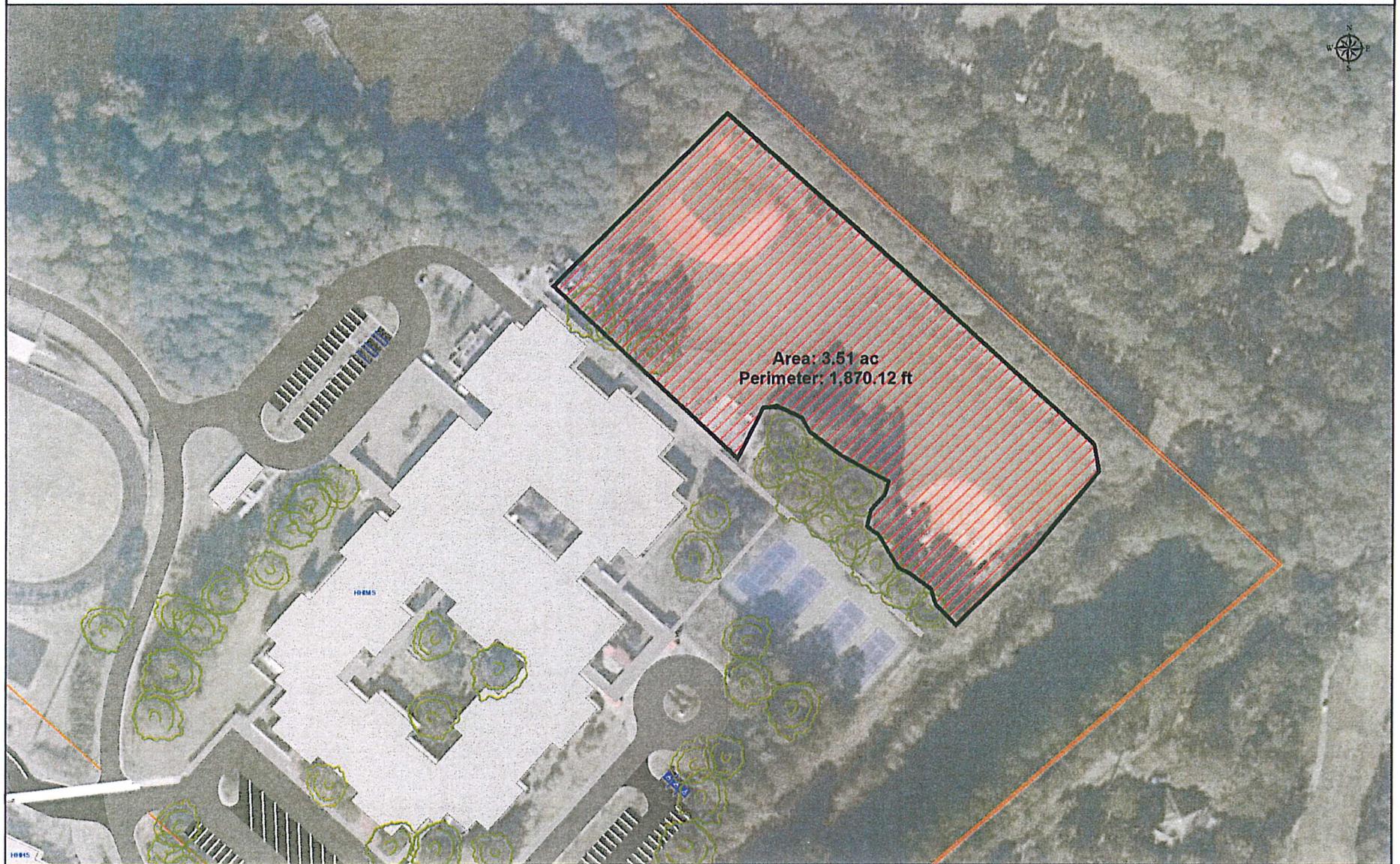
Hilton Head Campus



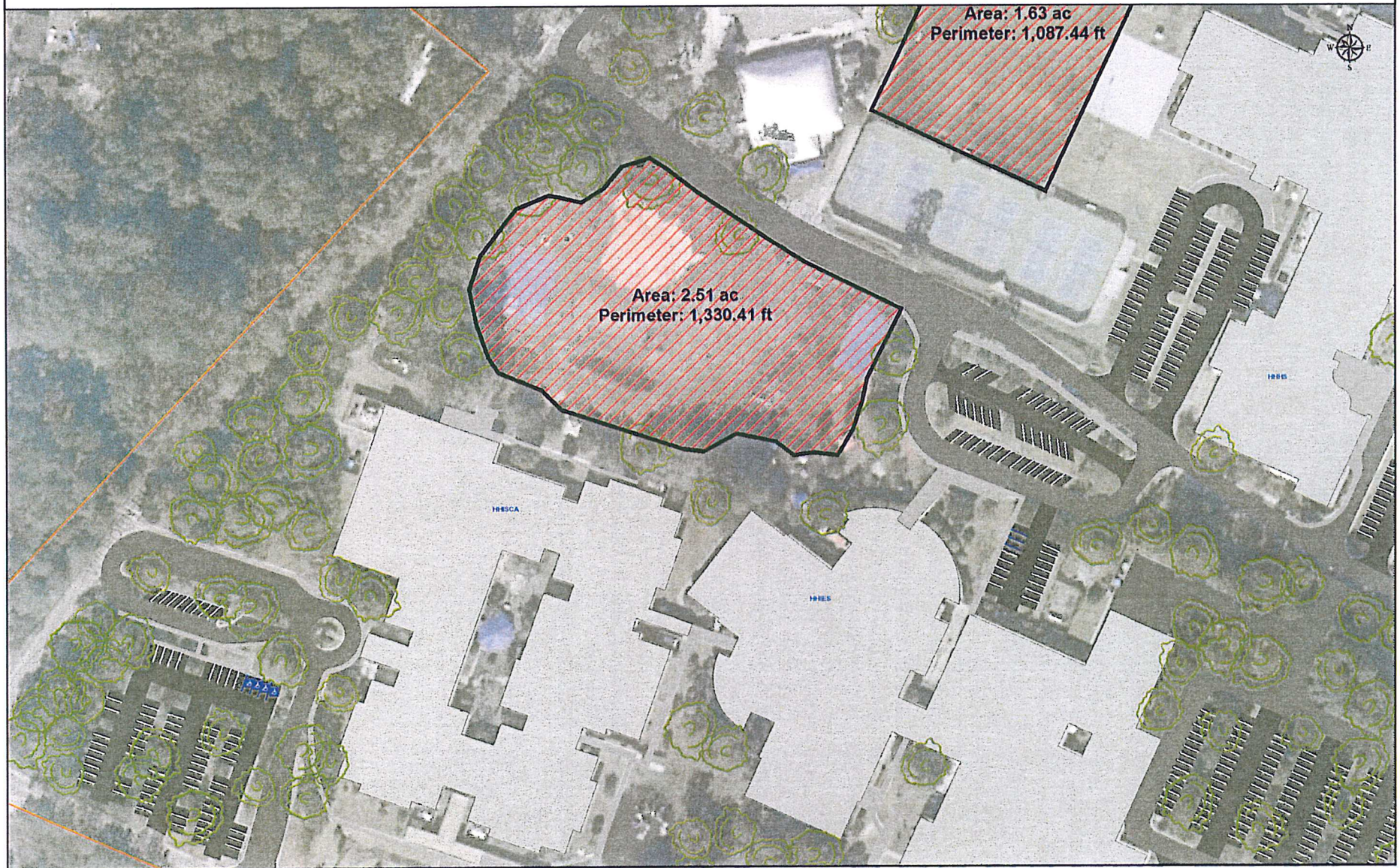
Hilton Head Island High School



Hilton Head Middle School



Hilton Head School for Creative Arts



TECHNICAL PROPOSAL

Addendums



Beaufort County School District

Addendum 1

Solicitation Number 18-002
Date Printed: June 26, 2017
Date Issued: June 26, 2017
Procurement Officer: Sandi Amsler, CPPB
Phone: 843-322-2349
Email: Sandi.Amsler@beaufort.k12.sc.us

Best Value Bid

DESCRIPTION: **Athletic Fields Grounds Maintenance**
SUBMIT OFFER BY (Opening Date & Time): **July 6, 2017; 11:00 AM EDT**
QUESTIONS MUST BE RECEIVED BY: **June 28, 2017**
NUMBER OF COPIES TO BE SUBMITTED: **Six (6) Original Signed Copies and One (1) Redacted Version on CD**

Offers must be submitted in a sealed package. Solicitation Number & Opening Date must appear on package exterior.

SUBMIT YOUR SEALED OFFER TO EITHER OF THE FOLLOWING ADDRESSES:

MAILING ADDRESS:
Beaufort County School District
Procurement Office
P.O. Drawer 309
Beaufort, SC 29901-0309

PHYSICAL ADDRESS:
Beaufort County School District
Procurement Office
2900 Mink Point Blvd
Beaufort, SC 29902

CONFERENCE TYPE: **Pre-Proposal Conference / Site Visits**

LOCATION: **District Office
2900 Mink Point Blvd
Beaufort, SC 29902**

DATE & TIME: **June 14 & 15, 2017 beginning at 7:30 AM**

AWARDS & AMENDMENTS:

Award will be posted at the Physical Address stated above on or after July 20, 2017. The award, this solicitation, and any amendments will be posted at the following web address: <http://beaufortschools.net>.

You must submit a signed copy of this form with Your Offer. By submitting a proposal or bid, You agree to be bound by the terms of the Solicitation. You agree to hold Your Offer open for a minimum of ninety (90) calendar days after the Opening Date.

NAME OF OFFEROR: (Full legal name of business submitting the offer)

ENTITY TYPE:

The Greenery Inc

Corporation



AUTHORIZED SIGNATURE (Person signing must be authorized to submit binding offer to enter contract on behalf of Offeror named above)

Janet Davoli

Director of Business Development

PRINTED NAME

TITLE

Instructions regarding Offeror's name: Any award issued will be issued to, and the contract will be formed with, the entity identified as the Offeror above. An offer may be submitted by only one legal entity. The entity named as the Offeror must be a single and distinct legal entity. Do not use the name of a branch office or a division of a larger entity if the branch or division is not a separate legal entity, i.e., a separate corporation, partnership, sole proprietorship, etc.

QUESTIONS AND ANSWERS

- 1) 3.1.1 Mowing athletic fields, Reel mower on competition fields – any specific number of blades per reel?
Minimum of 5 - 7
Will alternative bids be accepted showing alternative type rotary mowers designed specifically for athletic field/ fairway mowing?
Yes
- 2) 3.1.2 – Fertilization, item D – district will need to determine minimum acceptable amount of Nitrogen per year or number of applications. On P & K can be determined by soil tests.
This will be determined by the winning bidder.
- 3) 3.1.4 – game schedules for previous calendar year or can they be viewed on line? Practice seasons start/ end only.
No – they can't be viewed on line. We will email the successful bidder the game & practice schedules.
- 4) 3.1.5 Top dressing - What are fields currently being top dressed with and are there any specifications for top dress material.
Unsure -- Successful bidder with determine trop dress material
- 5) Competition fields or competition plus practice fields?
Competition plus the practice fields
- 6) 3.1.6 – Irrigation, what type of controllers are on the fields, how old are they and they radio, computer or remotely controlled? Any audits conducted recently, if so when?
Unsure
- 7) 3.1.6 – Irrigation Item C, where does responsibility begin with piping, source or where water enters field/ area?
Unsure – to be discussed with successful bidder
- 8) Per the attached grounds map for Battery Creek High School, Lady's Island Middle School, Bluffton Middle School, Beaufort High School, Hilton Head Campus, River Ridge Academy and Whale Branch Middle School – the square footage of the athletic fields has changed.
- 9) Will a bid bond be required for this bid?
Yes – please see page 17 Section 2.1.1
10. In terms of price adjustments, there are a couple of different areas addressing this. Is the district going to accept requests for CPI adjustments each year of the contract? If not at what point of the contract will CPI requests be allowed?
Yes

11. The contractor is assuming supervision of 4 district employees. If we specify that we aren't pricing those positions in, then will the district understand that there will be no need to back that cost out of the total price?

There are no district employees under this contract.

12. The district is specifying that an FTE is a 2080 hour or 260 day per year employee. Is that the current employment model being used and paid for by the district or is that new to this contract?

FTE's are not mentioned in this solicitation and are not under this contract.

13. The district is requesting that you use a P-card for payment. Is that the only payment option? If so, does the district understand there is a fee associated with using that form of payment?

It's the District's intent to use the p-card as payment. If there is a fee associated with the payment, this fee must be incorporated into your cost within your proposal.

14. Are fields to be over seeded with Rye grass each fall?

Yes

15. Is there a specific type of Rye grass to be used?

Most appropriate for the field

16. Are non-irrigated athletic fields to be over seeded?

No

17. Should rye grass be sprayed out for spring transition or naturally diminish?

Naturally diminish

18. Is contractor responsible for eliminating thatch layers in the Celebration turf by manual dethatching and/ or verticutting?

Verticutting

19. Are worn turf areas to be leveled, seeded, and/ or sodded after each competitive season as part of the contract?

Can be discussed with successful bidder

20. If requested, are fields to be striped multiple times per week to accommodate Varsity, JV, boys and girls sport in season?

Yes

21. If requested are fields or designated areas on campus to be painted as directed to accommodate school's marching band practice or ROTC?

No

22. If requested is the contractor required to stripe fields for those renting fields from the district or the school's athletic department (i.e Legion, clubs, or camps) as part of contract?

No

23. Is the painting of the school logos and end zones the responsibility of the contractor within this contract or should be coordinated directly with athletic departments/ booster clubs?
Coordinate with Athletic Director
24. Is contractor responsible for lining skinned surfaces prior to baseball and softball games?
Yes
25. Regarding Section 3.1.9 “skinned surfaces”: Is the expectation to provide ground crews for grooming services before all scheduled games/ scrimmages for Varsity, JV, & Middle schools or just during the time of mowing/ striping services when on the premises weekly?
Depends on the condition of the field
26. Is contractor responsible for grooming, rebuilding, and topdressing bullpens and batting cages with skinned surfaces? Installing and providing rubbers and plates?
As needed and to be discussed with successful bidder
27. Is the contractor responsible for purchase bases/ rubbers and installing at correct elevation with anchors when requested?
Yes
28. Is contractor required to replace quick coupler watering systems for baseball and softball fields when worn, damaged, or requested?
No – must notify CASO immediately
29. Is the following an accurate representation of the sports played on district athletic fields: Football, Baseball, Softball, Soccer, and Lacrosse? Boys and girls? Varsity and JV?
Yes – but other sports may follow
30. Should we anticipate boys and girls/ varsity and junior varsity teams at each high school?
Yes
31. Beaufort Middle School does not have a softball field listed in Exhibit II but is on the satellite photos. Is the skinned surface at the rear of the property to be treated like other softball fields?
Yes
32. Is the “band field” located behind the home team bleachers at Battery Creek High School going to be included?
Yes
33. The open space behind HHHS ROTC pad is currently being built on. Is this acreage to be disregarded for the purposes of the maintenance contract?
****see redrawing**

34. The HHHS Football complex (surrounding turf, concession, bleachers, etc) is not highlighted. Is this a part of this contract like at other schools in the RFP?
Yes
35. HHSCA has a skinned surface on the satellite picture but no reference to a baseball or softball field in Exhibit II. Is this infield to be considered and treated like other skinned surfaces?
No – just regular play field
36. Are both exercise and fitness courses at RSMS and BMS to be included in this contract as outlined on the satellite pictures?
Yes
37. **Grounds of Athletic Complexes**
- a. Is it accurate the contractor has less responsibility for irrigation repairs (parts & labor) for the surrounding grounds of athletic fields verse the competitive athletic field surfaces?
Must notify CASO in a timely manner
 - b. Who is responsible for maintaining and replacing the sand in long jump pits?
Successful bidder
 - c. Where tennis courts are included are the hard surfaces to be blown/ vacuumed during service visits or before matches?
Yes
 - d. Are there any undeveloped/ wooded areas described as “other”, where the contractor will be required to brush hog or use other means to cut down unwanted growth? If so how often?
To be discussed with CASO – yes, once quarterly

Battery Creek High School

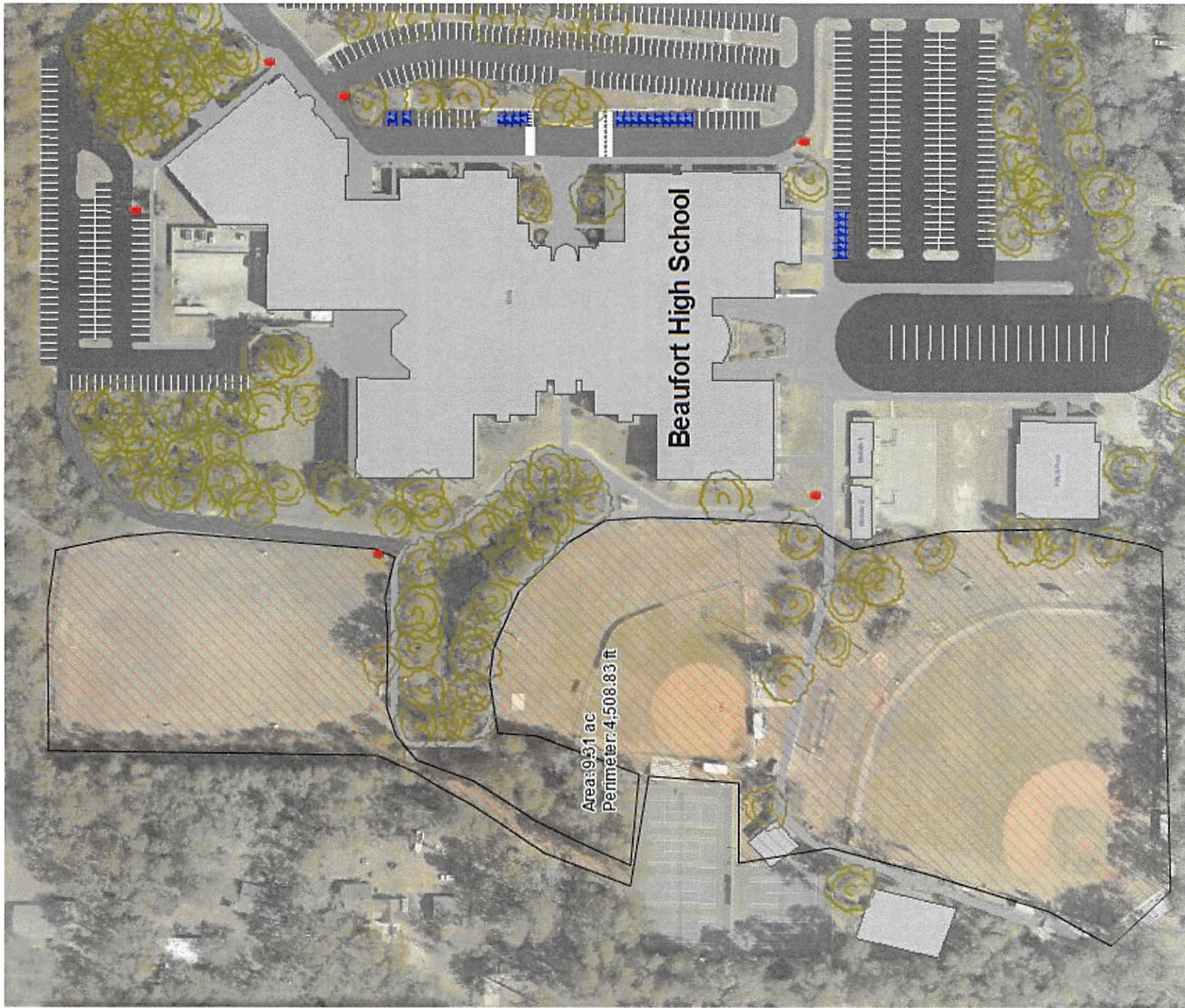


Lady's Island Middle School



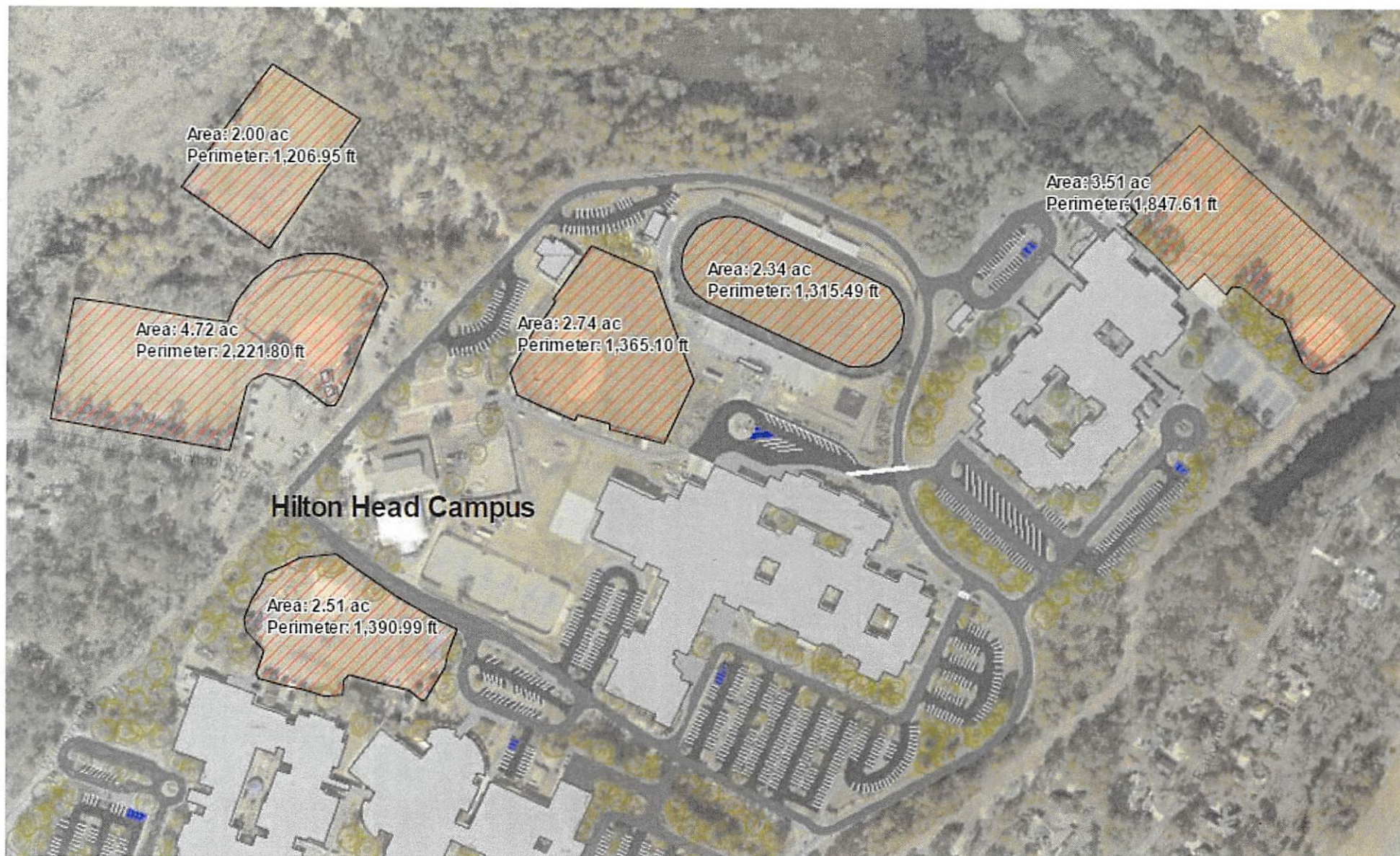
Bluffton Middle School





Beaufort High School

Area: 9.31 ac
Perimeter: 4,508.83 ft







Whale Branch Middle School

Area: 11.12 ac
Perimeter: 3,021.61 ft

HASKIN HWY

STUART ROAD



Beaufort County School District

Addendum 2

Solicitation Number 18-002
Date Printed: June 26, 2017
Date Issued: June 26, 2017
Procurement Officer: Sandi Amsler, CPPB
Phone: 843-322-2349
Email: Sandi.Amsler@beaufort.k12.sc.us

Best Value Bid

DESCRIPTION: **Athletic Fields Grounds Maintenance**
SUBMIT OFFER BY (Opening Date & Time): **July 6, 2017; 11:00 AM EDT**
QUESTIONS MUST BE RECEIVED BY: **June 28, 2017**
NUMBER OF COPIES TO BE SUBMITTED: **Six (6) Original Signed Copies and One (1) Redacted Version on CD**

Offers must be submitted in a sealed package. Solicitation Number & Opening Date must appear on package exterior.

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Beaufort, SC 29901-0309

PHYSICAL ADDRESS:
Beaufort County School District
Procurement Office
2900 Mink Point Blvd
Beaufort, SC 29902

CONFERENCE TYPE: **Pre-Proposal Conference / Site Visits**

LOCATION: **District Office
2900 Mink Point Blvd
Beaufort, SC 29902**

DATE & TIME: **June 14 & 15, 2017 beginning at 7:30 AM**

AWARDS & AMENDMENTS:

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NAME OF OFFEROR: (Full legal name of business submitting the offer)

ENTITY TYPE:

The Greenery Inc.

Corporation

AUTHORIZED SIGNATURE (Person signing must be authorized to submit binding offer to enter contract on behalf of Offeror named above)

Janet Davoli

Director of Business Development

PRINTED NAME

TITLE

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QUESTIONS AND ANSWERS

- 1) Will the contractor be responsible for replacing/maintaining the crushed brick located on some of the baseball fields?

Yes, when requested by the school

- 2) Is there a specific time of day that service is required at the HH Creative Arts Center since the open area is used for recess during school hours?

Before 9:00 am and after 2:00 pm

- 3) Is the contractor responsible for supplying the paint to line the fields?

Yes

- 4) Is maintenance for the fields 52 weeks per year?

Yes

- 5) How much notice does BCSD provide to line the fields before games?

24 – 48 hours

- 6) Is it the intent of the BCSD that these bid specifications will produce a significantly higher quality product than the athletic fields are receiving from the current provider or does the BCSD feel that these specifications are equal to the current level of service?

Yes

- 7) Has BCSD increased the budget to perform these services to account for an increased athletic field quality?

No

- 8) In seeking clarification to the answer of question #24 on Addendum 1: Historically all teams, middle and high school, possess the equipment and material to line or “chalk” their own infields after warm-ups and before each game or practice. Is the contractor now responsible for this which represents approximately 215 games in the season and up to 7 games daily?

Yes



Beaufort County School District

Addendum 3

Solicitation Number 18-002
Date Printed: June 29, 2017
Date Issued: June 29, 2017
Procurement Officer: Sandi Amsler, CPPB
Phone: 843-322-2349
Email: Sandi.Amsler@beaufort.k12.sc.us

Best Value Bid

DESCRIPTION: **Athletic Fields Grounds Maintenance**
SUBMIT OFFER BY (Opening Date & Time): **July 6, 2017; 11:00 AM EDT**
QUESTIONS MUST BE RECEIVED BY: **June 28, 2017**
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PHYSICAL ADDRESS:

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CONFERENCE TYPE: **Pre-Proposal Conference / Site Visits**

LOCATION: **District Office
2900 Mink Point Blvd
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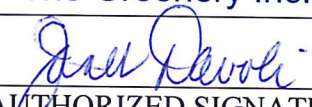
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NAME OF OFFEROR: (Full legal name of business submitting the offer)

ENTITY TYPE:

The Greenery Inc.

Corporation


AUTHORIZED SIGNATURE (Person signing must be authorized to submit binding offer to enter contract on behalf of Offeror named above)

Janet Davoli

Director of Business Development

PRINTED NAME

TITLE

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QUESTIONS AND ANSWERS

- 1) Pg.39. Section 6.0.02. States “Award will be made to one Offeror.” However, during the pre-bid meeting it was discussed that multiple awards may be awarded. Is it the intent of the District to make a single award or multiple awards? This is essential to understand because if two awards are made, the District will have to pay double management/supervision, and will pay for additional equipment that could possibly be used for both clusters, and double the overhead.
Award will be made to One offeror
- 2) Pg. 71. Exhibit V- Staffing at Each Cluster. The third column is blank. Please clarify what the third column is for.
Leave it blank
- 3) Pg. 39. 6.0.4 a. States “Proposers past contract management experience and references on similar projects including both the proposer and the individual personnel listed by the proposer.” Please clarify what is meant by “including both the proposer and the individual personnel listed by the proposer.”
References on your company and also on your company using the listed personnel used on those projects.
- 4) Pg. 40. 6.0.4 b. States “Include in proposal itemized by school and grouped by cluster all equipment to be used to fulfill Scope of Work outlined in Section 3.0 of this BVB.” On Pg. 70. Exhibit IV-Equipment list, there is no section or column included to specify the school or cluster. Will an updated equipment list be issued to achieve this? Please clarify.
No – please use the margin to specify school/cluster.
- 5) Pg. 66. Exhibit I. Totals the cost of both clusters under one price. Is each cluster to include its own management/supervision, equipment, staffing? If so, the District will lose efficiencies that could be realized with a single award.
Please see question 1
- 6) If the District intends to award multiple awards, may pricing be provided to the District to include the total award cost for both clusters and separate pricing for each cluster if the intention is to award each cluster separately?
Please see question 1