

# Athletics Fields Grounds Maintenance—RFP# 18-002

REDACTED TECHNICAL PROPOSAL



# PROPOSAL

From

**GCA**  
SERVICES GROUP SM

**July 7, 2017  
@ 11:00 A.M.**

Nicole Garvey  
Senior Sales Director  
4702 Western Avenue, Suite 101  
Knoxville, TN 37921  
704-351-7686



**QUALITY • MEASURED. MANAGED. GUARANTEED.**



comes with experience. GCA has experienced management and start up experience, which we feel is our unique, competitive advantage; an advantage which no other company can compare.

We believe with our management systems, current staff and years of expertise, GCA is well equipped to **provide Athletic Field Maintenance services both North and South of the Broad River** listed in the RFP. We believe that GCA is the right partner to provide Beaufort County School District with best in class Athletic Fields service that promotes the quality of premium sports fields.

Respectfully,

A handwritten signature in dark ink, appearing to read "Nicole Garvey", written in a cursive style.

Nicole Garvey  
Senior Sales Director, South Carolina



## 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](mailto: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:  
GCA Education Services, Inc. Corporation

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

Sally Previte V.P. of Finance and Treasurer  
PRINTED NAME TITLE

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PAGE TWO  
(Return Page Two with Your Offer)

<b>HOME OFFICE ADDRESS</b> (Address for Offeror's home office/ Principal place of business):  GCA Education Services, Inc. 4702 Western Avenue, Suite 101 Knoxville, TN 37921	<b>NOTICE ADDRESS</b> (Address to which all procurement and contract related notices should be sent):  GCA Education Services, Inc. 4702 Western Avenue, Suite 101 Knoxville, TN 37921
<b>PHONE NUMBER:</b> 888-736-0863/865-588-8063	
<b>EMAIL ADDRESS:</b> gcaeducation@gcaservices.com	

<b>PAYMENT ADDRESS</b> (Address to which payments will be sent):  GCA Education Services, Inc. PO Box 534198 Atlanta, GA 30353-4198  <input type="checkbox"/> Payment Address Same as Home Office Address <input type="checkbox"/> Payment Address Same as Home Notice Address (check one only)	<b>ORDER ADDRESS</b> (Address to which all purchase orders will be sent):  GCA Education Services, Inc. 1350 Euclid Avenue, Suite 1500 Cleveland, OH 44115 Fax: 216-535-4979 Email: apwhite@gcaservices.com  <input type="checkbox"/> Payment Address Same as Home Office Address <input type="checkbox"/> Payment Address Same as Notice Address (check one only)
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<b>ACKNOWLEDGEMENT OF AMENDMENTS:</b>	<u>Amendment Number</u>  1  2  3	<u>Amendment Issue Date</u>  June 26, 2017  June 26, 2017  June 29, 2017
Offeror acknowledges receipt of amendments by indicating amendment number and its date of issue.		

<b>MINORITY PARTICIPATION-</b> Are you a Minority Business Enterprise: Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> If yes, please include a copy of your certification.
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**Beaufort County School District**  
**Addendum 1**

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**ENTITY TYPE:**

GCA Education Services, Inc.

Corporation

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

Sally Previte

V.P. of Finance and Treasurer

**PRINTED NAME**

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## 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 top 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



0 0.0175 0.035 0.07 Miles

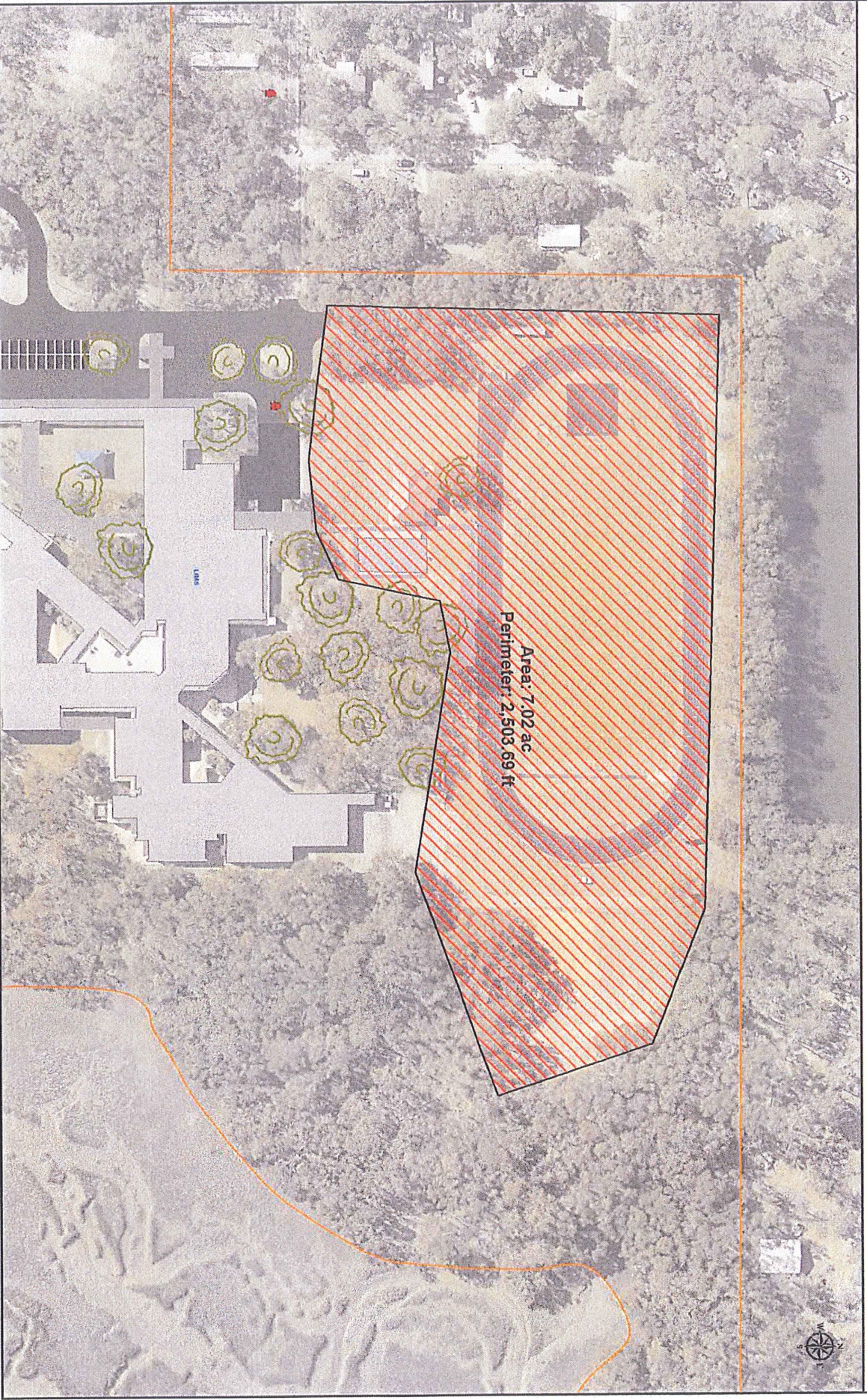
Global Leader in Facilities GIS | [www.pentbay-solutions.com](http://www.pentbay-solutions.com)

Total Athletic = 23.1



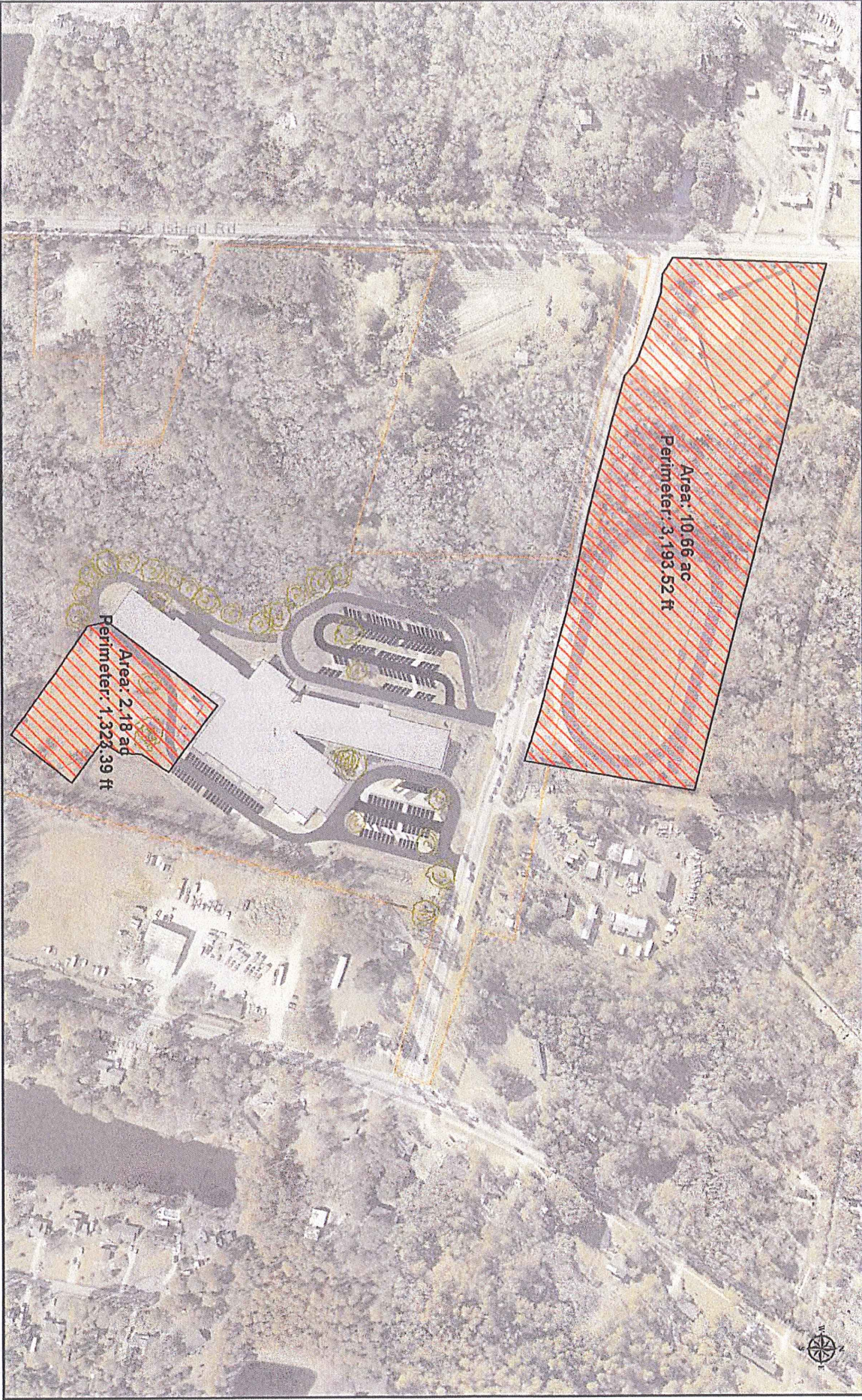


Lady's Island Middle School

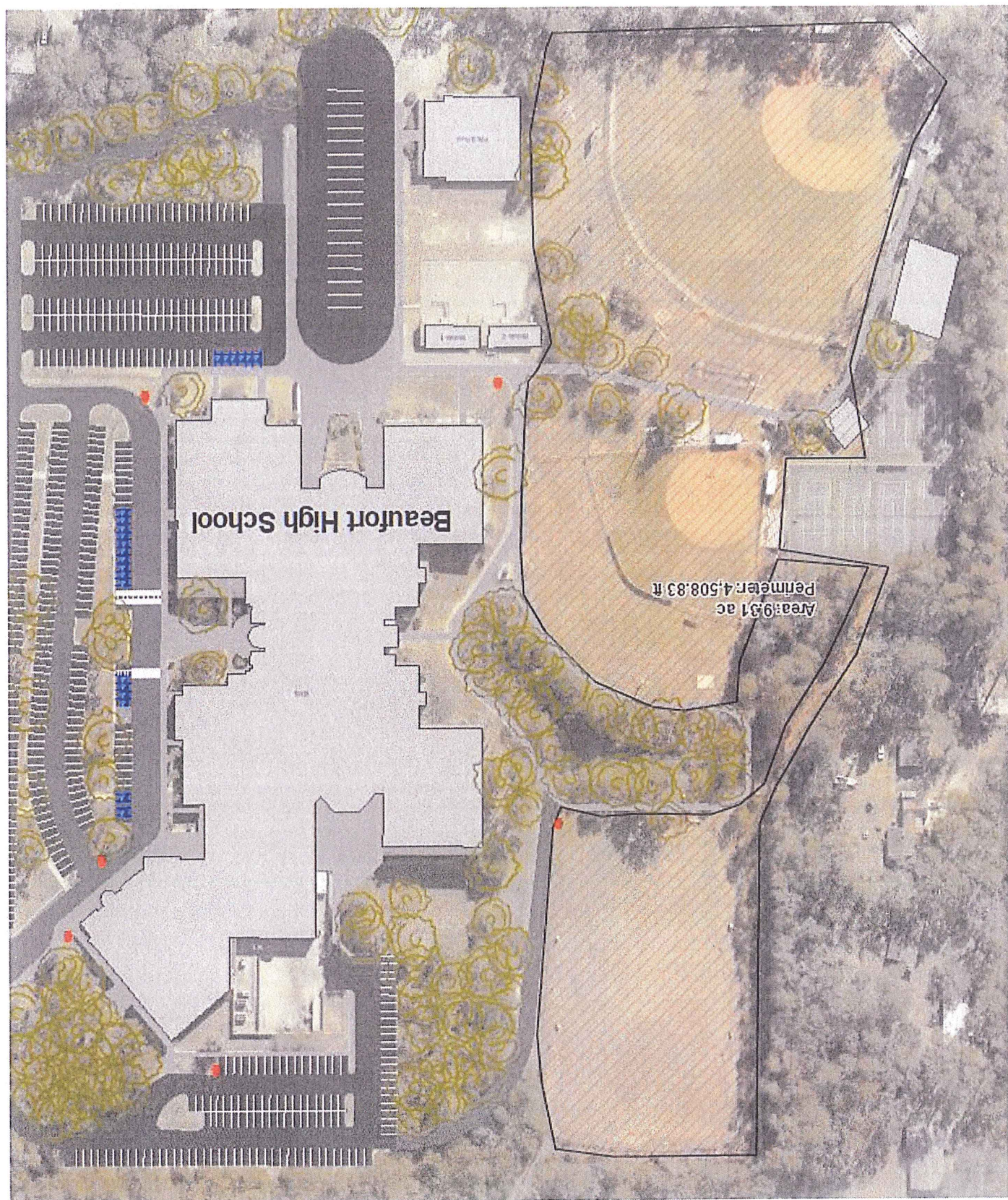




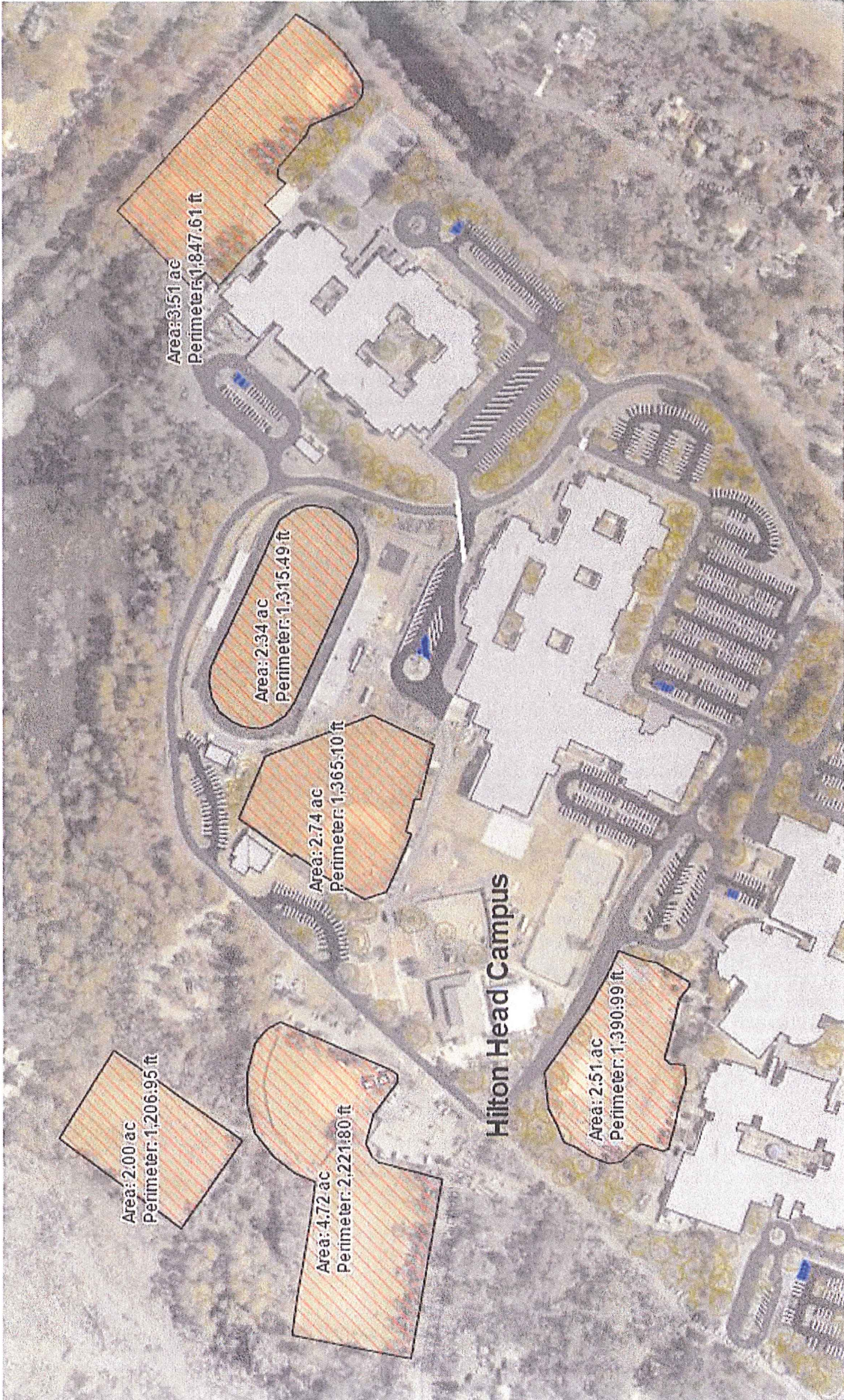
Bluffton Middle School











Area: 3.51 ac  
Perimeter: 1,847.61 ft

Area: 2.34 ac  
Perimeter: 1,315.49 ft

Area: 2.74 ac  
Perimeter: 1,365.10 ft

Area: 2.00 ac  
Perimeter: 1,206.95 ft

Area: 4.72 ac  
Perimeter: 2,221.80 ft

Area: 2.51 ac  
Perimeter: 1,390.99 ft

Hilton Head Campus





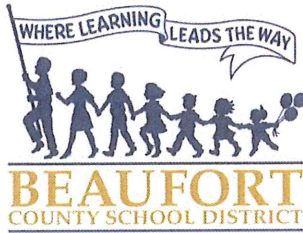
River Ridge Academy

Area: 11.29 ac  
Perimeter: 4,778.86 ft









**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](mailto:Sandi.Amsler@beaufort.k12.sc.us)

**Best Value Bid**

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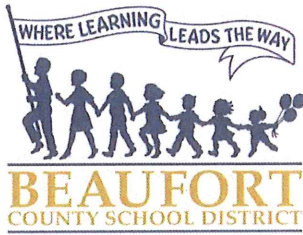
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## QUESTIONS AND ANSWERS

- 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](mailto:Sandi.Amsler@beaufort.k12.sc.us)

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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**

# EXECUTIVE SUMMARY—CONFIDENTIAL

## WHAT DRIVES GCA SERVICES GROUP...

GCA Services Group is the leading provider of comprehensive facility services with over 30 years of experience providing dedicated grounds management, janitorial services, and maintenance services specialized to education and commercial markets. GCA is committed to providing the best facility services to clients where the quality of grounds experience, safety, maintenance, and appearance are critical to the basic function of the organization. Supported by the most sophisticated operating systems available, GCA boasts one of the strongest, most experienced management teams in the industry.



## GCA At A Glance

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

## GCA EDUCATION SERVICES

[REDACTED]

[REDACTED] and is dedicated exclusively to serving the needs of the education market. All resources required to properly transition and support the grounds operations at client sites are available from division based, discipline-specific experts in operations, human resources, safety and risk management, training, research and development, and finance.

GCA's focus on facilities, commitment to the education market, and investment in discipline-specific supporting operations and management systems has set GCA apart from its competition.

Perhaps most importantly, GCA's unique programs are designed to deliver a clean, safe and healthy learning environment and this commitment to delivering best-in-class quality and service at all times has led to a [REDACTED].

GCA is the largest **full service provider** of facility services to education markets in the U.S. At Beaufort County School District GCA will employ – **not subcontract** – its workforce and services to ensure full control is in place for all services! All systems, employees, and equipment proposed in this document will be solely dedicated to providing services to BCSD, and not for other GCA clients in the area. GCA's expertise in facilities, commitment to the education market, and investment in discipline-specific supporting operations and management systems sets GCA apart from all the rest.



### GCA'S MISSION AND GOALS

GCA Education Services' mission is to be the premier provider of facility services to the education market and to be nationally recognized as delivering the best value in terms of quality, service and price.

Our goals and philosophies consist of five simple points:

- To provide a clean, safe and healthy learning environment
- To be the best in quality of work and in service
- To act with integrity by exceeding commitments to clients and employees
- To enable our people to grow in skills and achievement
- To grow responsibly consistent with achieving the above goals

### DEDICATED ON-SITE MANAGEMENT – A KEY DIFFERENTIATION

Experienced on-site management is the difference between an adequate grounds management service program and an excellent one. In many respects, the quality of a grounds program and the service a client receives is fundamentally tied to a capable, experienced and service driven management team. GCA invests significant time and capital resources to recruit, train and support exceptional management talent. The program at Beaufort County School District will be managed by a fully trained, experienced and proficient on-site GCA manager. Additional support will be provided through regional and corporate resources as well as through GCA's Education Division office in Knoxville.



### GCA'S SITE BASED SERVICE

GCA's Grounds Management programs are "site based". We operate at our customer's locations and work seamlessly with them as an extension of their support operations. Our service personnel will be solely dedicated to Beaufort County School District.

Our team does not "hop" from client site to another client site. This protects the integrity of our program, maintains the operating condition of our specialized equipment.

Given our on-site presence, Beaufort County School District will have immediate response time to requests with no waiting period for service, equipment, or any specialized needs.

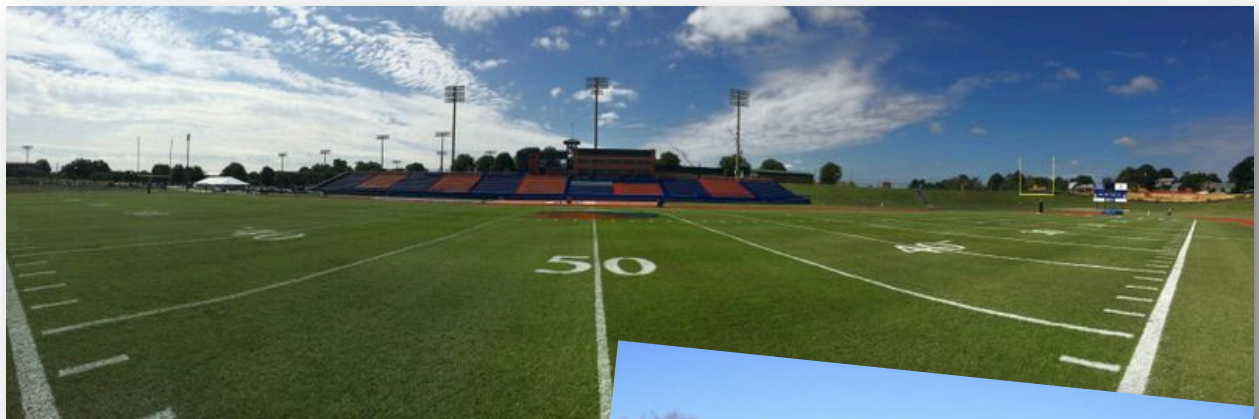


## OUR TRACK RECORD



Should Beaufort County School District wish to **speak** with any of our clients and **tour their facilities**, GCA would gladly arrange for that to take place.

*Please ask our clients about us.  
They are truly our best advocates!*





# GCA's National Grounds Presence—Confidential



GCA OFFICE LOCATIONS  
REGIONAL AND CORPORATE—CONFIDENTIAL

CONFIDENTIAL

# KEY PERSONNEL—CONFIDENTIAL



# KEY PERSONNEL—CONFIDENTIAL

# KEY PERSONNEL—CONFIDENTIAL



DEDICATED COMPANY REPRESENTATIVES—CONFIDENTIAL

CONFIDENTIAL

# MANAGEMENT RESUMES—CONFIDENTIAL



# MANAGEMENT RESUMES—CONFIDENTIAL

# MANAGEMENT RESUMES—CONFIDENTIAL



# MANAGEMENT RESUMES—CONFIDENTIAL

# MANAGEMENT RESUMES—CONFIDENTIAL



# BEAUFORT COUNTY SCHOOL DISTRICT GROUNDS APPROACH

## GCA GROUNDS MANAGEMENT PROGRAM FEATURES

GCA understands K-12 School Districts,  
College, and University Grounds. [REDACTED]

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



GCA does not view Grounds management  
as a maintenance task, rather as a  
management program. **Our philosophy:**

**do not remain static but continually**

**seek means to improve landscapes and the environment we manage through  
progressive technical competencies, dedicated site based management teams, and  
continued support from industry recognized professionals and corporate staff.**

Having above-the-unit support enables our site-based team to perform their assigned functions without worry. GCA has multiple components that contribute to our level of success: corporate support teamed with site-based management, quality assurance, training, equipment and our commitment to quality.

Part of our continual means of seeking improvement in technologies is Sustainability in the landscape industry. While much is still to be learned, there is much that can be done: Wisely chosen / applied fertilizers, reduction or elimination of pesticide use (non – organic) the use of more biological methods in control of pests, improved use of water through enhanced training, improved technology for irrigation systems, natural resources, environmentally friendly capital equipment, and improved management strategies. GCA's team wants to collaborate with Beaufort County School District to become a part of the solution for more uniform aesthetically pleasing district campuses.

### Campus Grounds Survey

During the week of June 12<sup>th</sup> 2017, Billy Pipp, Regional Grounds Support Manager for GCA Education Services, surveyed the campus grounds at Beaufort County School District Mr. Pipp conducted the analysis using two methods:

The first was a time motion study taking into account all tasks performed by grounds, acreage of managed turf, windshield time, local climate and other factors that affect productivity and efficiency. The second time management study was based on observation of current conditions. The data collected from each study was then used to determine staffing, materials and equipment needs. We also listen both, directly and indirectly from the community that uses the field about their vision for campus grounds.

### **CURRENT MANAGEMENT PROGRAM**

Currently the athletic fields at Beaufort County School District are contracted. Based on our observation the vendor is doing a good job, but we would rate the APPA level to be a low 3 in turf management. To note, our visit was done at the start of the growing season. By having a site based landscape management team the focus can be on improving and enhancing programs versus just maintaining.

### **OBSERVATIONS AND OPPORTUNITIES FOR IMPROVEMENT**

Our APPA ratings listed above provide for great opportunity for enhancement in management of the athletic grounds at Beaufort County School District.

Our observations will not dwell on every observation that precipitated our low APPA rating, but it will focus on a plan for improvement. Because of our management plan, training, procedures, and willingness to collaborate with BCSD's administration, we only see opportunities for improvement and enhancement of the District's grounds.

### **ATTENTION TO DETAIL**



**Areas mowed, but not string trimmed**



## ATTENTION TO DETAIL



No string line used

## Recommendations

Based on our observations, we are able to provide the following plan, which outlines our approach to providing grounds maintenance – management – services at Beaufort County School District:

### 1. Staffing

#### a. Pricing Option 1

**GCA Services Group plans to approach this operation with 13 employees.** Our team will focus on all athletic turf maintenance at Beaufort County School District, and will be site based solely for Beaufort County School District. In the staffing model proposed for Pricing Option 1, GCA proposes to have our staff to perform Athletic Grounds Maintenance at each site with all equipment trailered to each site in the cluster. Equipment dedicated to the North of the Broad Cluster and the South of the Broad Cluster. High cost equipment that is less frequently used will be shared between both clusters. **Beaufort County School District sites will be the only sites our team and equipment will visit, allowing full attention to be placed within the district and the student athletes and community that use the fields.**

### b. Pricing Option 2

**GCA Services Group plans to approach this operation with 10 employees.** Our team will focus on all athletic turf maintenance at Beaufort County School District, and will be site based solely for Beaufort County School District. In the staffing model proposed for Pricing Option 2, GCA proposes to have our staff to perform Athletic Grounds Maintenance by having a dedicated grounds lead at each high school. Dedicated equipment will be always available at each High School to ensure coaches get the comfort knowing that equipment and staff is always close by. High cost equipment that is less frequently used will be shared between both clusters. **Beaufort County School District sites will be the only sites our team and equipment will visit, allowing full attention to be placed within the district and the student athletes and community that use the fields.**

Through **extensive** training, GCA will improve the overall function and performance of the grounds at Beaufort County School District. These training programs will include inside and outside sessions. "Outside" training will include attendance at Clemson Cooperative Extension seminars. "Inside" training will be coordinated and performed by GCA's Professional Grounds Team.

The following is a brief overview of this team:

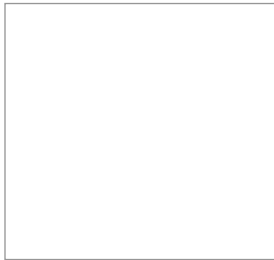
Together they have over 125 years' experience in landscape and grounds Management. Our team has provided management or consulted for many prestigious School systems, Universities, Major League Baseball, Olympic Sports Fields, and many Class A Commercial sites (see our reference list). In addition, our grounds management staff speak at local, state and national conferences annually and have taught "Grounds Management 101" for four consecutive years for the Illinois Associated Building Managers Organization. Their Certifications / credentials include Integrated Pest Management Coordinator, Licensed Pesticide Applicators in multiple states, Certified Turf grass Professional, Certified Sports Field Manager, and Certified Playground Safety Inspector.

[illegible]



[REDACTED]

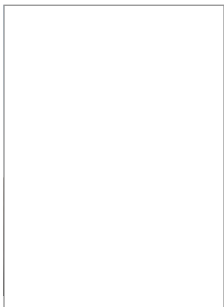
[REDACTED]



[REDACTED]

[REDACTED]

[REDACTED]



[REDACTED]

[REDACTED]

[REDACTED]

## 2. Approach

The GCA team has and will continue to assess the District's grounds and develop plans of action for each operation: mowing, edging, trimming, and pruning. **GCA will also coordinate with the BCSD Administrators to get an idea of highly traveled areas during open houses, tournaments and special events for BCSD students, staff, faculty, and community.**

Our proposed Grounds Team structure will focus on turf maintenance and tree and shrub maintenance.

Shrubbery maintenance will be in accordance with specifications and accepted horticultural techniques. Hedges will be pruned so that the base is wider than the tops and ornamentals will be pruned using the 3 "D's": removing diseased, damaged and dead material, while maintaining an appropriate shape.

Weed control for the beds will be coordinated with Beaufort County School District and applied by GCA.

## **GROUNDS STAFF POSITION DESCRIPTIONS**

### **Grounds Manager (1)**

- Develop and implement schedules for the management of lawns, ornamental landscapes, Pest Management (organic program) and equipment used in operations
- Insure performance of all work in a safe manner for the employee and those using the environment
- Responsible to maintain records for all work or services performed including rigid records for applications
- Implement quality standards, conduct and document follow-up inspections.
- Light maintenance and repair of equipment
- Remain up-to-date and informed in the current practices and state-of-the-art and all local, state, and federal codes and regulations related to grounds maintenance
- Develop and implement training schedules for employees
- Develop plan for emergency response due to inclement weather, i.e. snow, and ice, tornado or other catastrophes
- Be a visionary and mentor in the development of new methods, procedures, and techniques while maintaining the lawns, landscapes and equipment
- Implement annual business plan for management of the grounds
- Implement inventory system
- Maintain financial records of all expenditures including labor
- Insure that sites policies, procedures and ethic codes are adhered to
- Will be required to work during emergency situations

### **Grounds Lead (3)**

- Reports to GCA Grounds/Landscape Services Manager
- Develop and implement schedules for the management of lawns, ornamental landscapes, Pest Management (organic program) and equipment used in operations
- Implement Standard Operating Procedures for the management of the above described and directed by the Grounds/Landscape Services Manager
- Insure performance of all work in a safe manner for the employee and those using the environment
- Responsible to maintain records for all work or services performed including rigid records for applications
- Implement quality standards, conduct and document follow-up inspections.
- Light maintenance and repair of equipment



- Remain up-to-date and informed in the current practices and state-of-the-art and all local, state, and federal codes and regulations related to grounds maintenance
- Develop and implement training schedules for employees
- Develop plan for emergency response due to inclement weather, i.e. snow, and ice, tornado or other catastrophes
- Be a visionary and mentor in the development of new methods, procedures, and techniques while maintaining the lawns, landscapes and equipment
- Implement annual business plan for management of the grounds
- Implement inventory system
- Maintain financial records of all expenditures including labor
- Insure that sites policies, procedures and ethic codes are adhered to
- Other duties assigned by Director
- Required to follow all GCA Services, client, and regulatory agency policies.

### Grounds Technicians (6)

- Reports directly to Grounds Manager
- Provide manual labor as assigned by landscape and grounds supervisor
- Operate grounds equipment as directed by crew leader or landscape and grounds supervisor
- Implement Standard Operating Procedures for the Grounds
- Insure that all work performed is in a safe manner for the employee and those using the environment in which work is performed
- Responsible to maintain records for all work or services performed including rigid records for pesticide applications
- Perform routine PM maintenance to grounds equipment to include; cleaning, servicing, adjustments and minor repairs
- Remain up-to-date and informed in the current practices and state-of-the-art and all local, state, and federal codes and regulations related to grounds maintenance

### TRANSITION PHASE

GCA's transition plan will commence once the contract is awarded.

- Our transition team will include the following key personnel:

[REDACTED]

[REDACTED]

[REDACTED]

- The Transition Steps the team will undertake include:
  - Conduct client meetings with campus stakeholders to establish counterparts, lines of communication, and specific unique requirements
  - Establish supply needs and storage requirements

- Establish work order and client request procedures
- Develop Site-specific Standard Operating Procedures
- Procure, set-up and install equipment, tools and all consumable supplies
- Establish Quality Baseline, inspection procedures, and review points
- Schedule 1<sup>st</sup> Joint Review Committee meeting

### EQUIPMENT

GCA will supply necessary equipment to provide the maintenance of the grounds, including trucks, trailers, mowers, trimmers, blowers and other miscellaneous pieces. The following is a sample of the equipment that GCA Services has budgeted for use at Beaufort County School District:

- Zero Turn Mowers
- Wide Area Mowers
- Walk Behind Mid-sized Mowers
- Hand Tools
- String Trimmers
- Bed Edgers
- Chemical Sprayer

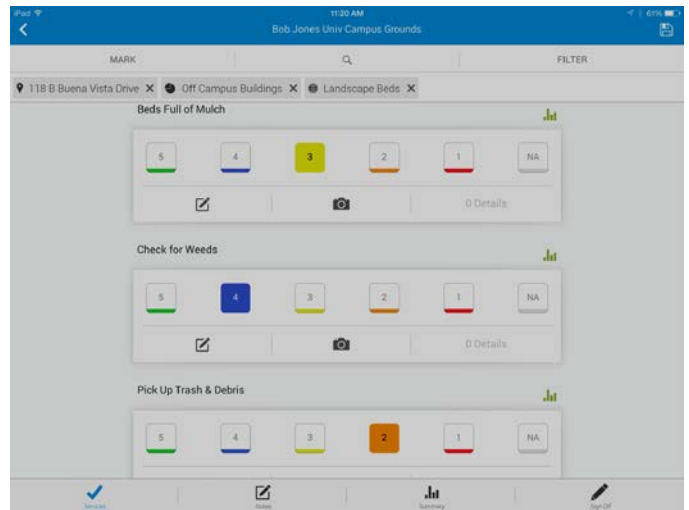
GCA Services will be responsible preventative maintenance, routine repairs, and all replacement of our equipment.

### ON GOING PHASE

Once the Transition phase is complete, GCA's operating systems will be implemented and the workforce will have been properly and thoroughly trained. Regular communication meetings with campus stakeholders will be instituted, inspection and quality control procedures will be in place and GCA's Grounds Program will be operating "behind the scenes" providing high quality grounds services for Beaufort County School District.

### INSPECTIONS

GCA has created an industry standard in-house grounds inspection program. GCA Total Facilities Management is a tablet based inspection program that takes into account multiple observation points and creates an inspection for daily, weekly and monthly routine grounds maintenance items. An unsatisfactory result requires an immediate corrective measure. Our trained Grounds Supervisors as well as our Regional and National Support Team complete inspections. Beaufort County School District and GCA's representatives are encouraged to conduct joint inspections using GCA Total Facilities Management.



## IN CLOSING

**GCA's Grounds Management program is the most comprehensive program in the industry.** GCA's team wants to collaborate with Beaufort County School District to become a part of the solution for a more aesthetically pleasing campus. Our approach is client specific and GCA seeks to create a symbiotic relationship to become intricate members of Beaufort County School District.





CONFIDENTIAL

CONFIDENTIAL

REFERENCE LETTER—CONFIDENTIAL

CONFIDENTIAL



# GCA'S TECHNICAL CAPABILITIES

## *LANDSCAPE DESIGN AND INSTALLATION*

GCA has provided our clients numerous services as it relates to landscape design and installation services. At times, our clients in attempt to lower the construction costs of a new building and will rely on us to provide a design and install the project saving them money.

Partners we have helped with Landscape Design and Installation include:

- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]



## *PROVIDING ADVICE ON HERBICIDE AND PESTICIDE SELECTION*

At many public schools and Higher Education sites (with children at daycares on campus) across the country, GCA Services advises our clients with herbicide and pesticide applications where children are present. Our employees are licensed by the state they are applying in and understand the safety requirements of each chemical applied.

### ***IRRIGATION DESIGN AND INSTALLATION***

GCA Services has provided irrigation design and installs at the following locations:

- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]



### ***EROSION CONTROL SOLUTIONS***

GCA services has assisted our clients with erosion control solutions, specifically at [REDACTED], where we have assisted our client with maintaining their MS4 certification. We have worked with this client to address areas of campus that were prone to erosion and helped design a plan that included planting trees. Along with this, we have also assisted this client with storm water runoff issues and have been a partner in resolving these deficiencies.

### ATHLETIC FIELD MANAGEMENT

Our team has provided management or consulted for many colleges and universities, School systems, Major League Baseball, Olympic Sports Fields, Little League World Series, and many Class A Commercial sites. In addition, GCA grounds management staff representatives are asked to speak at local, state and national conferences and have taught "Grounds Management 101" for four consecutive years for the Illinois Associated Building Managers Organization. Their certifications and credentials include Integrated Pest Management Coordinator, Licensed Pesticide Applicators in multiple states, Certified Turf grass Professional, Certified Professional Horticulturist (lapsed) **Certified Sports Field Manager (3 of the Nation's 180)**, Certified Playground Safety Inspector and Certified Park Manager.

GCA provides painting for athletic field surfaces covering more than 150 acres nationwide. Our experience in athletic field striping experience includes numerous clients at all levels and Divisions in the NCAA and is inclusive of K-12 clients.



There had been a serious thunderstorm the night before, however, that did not prevent GCA assuring the fields would be striped and painted early the following morning. This is an example of GCA's commitment to servicing our clients. GCA is a partner who can be relied on to ensure the District gets the best quality service and meets deadlines, even with unpredictable weather and conditions.

Through GCA's extensive turf management experience, GCA is prepared to assist with pest control of moles and geese. As Canada Geese are protected by federal and state laws and regulations that govern the capture, handling or killing of Canada Geese, including disturbance of nests and eggs, GCA would ensure compliance with wildlife control. In the event pest control is required our team would properly assess the severity of the infestation and provide our recommendation to Beaufort County Schools.



GCA's current **NCAA Division clients** include:

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

GCA paints and stripes athletic surfaces for numerous K-12 grounds clients nationwide. In South Carolina, GCA provides athletic field striping services for [REDACTED]

[REDACTED]

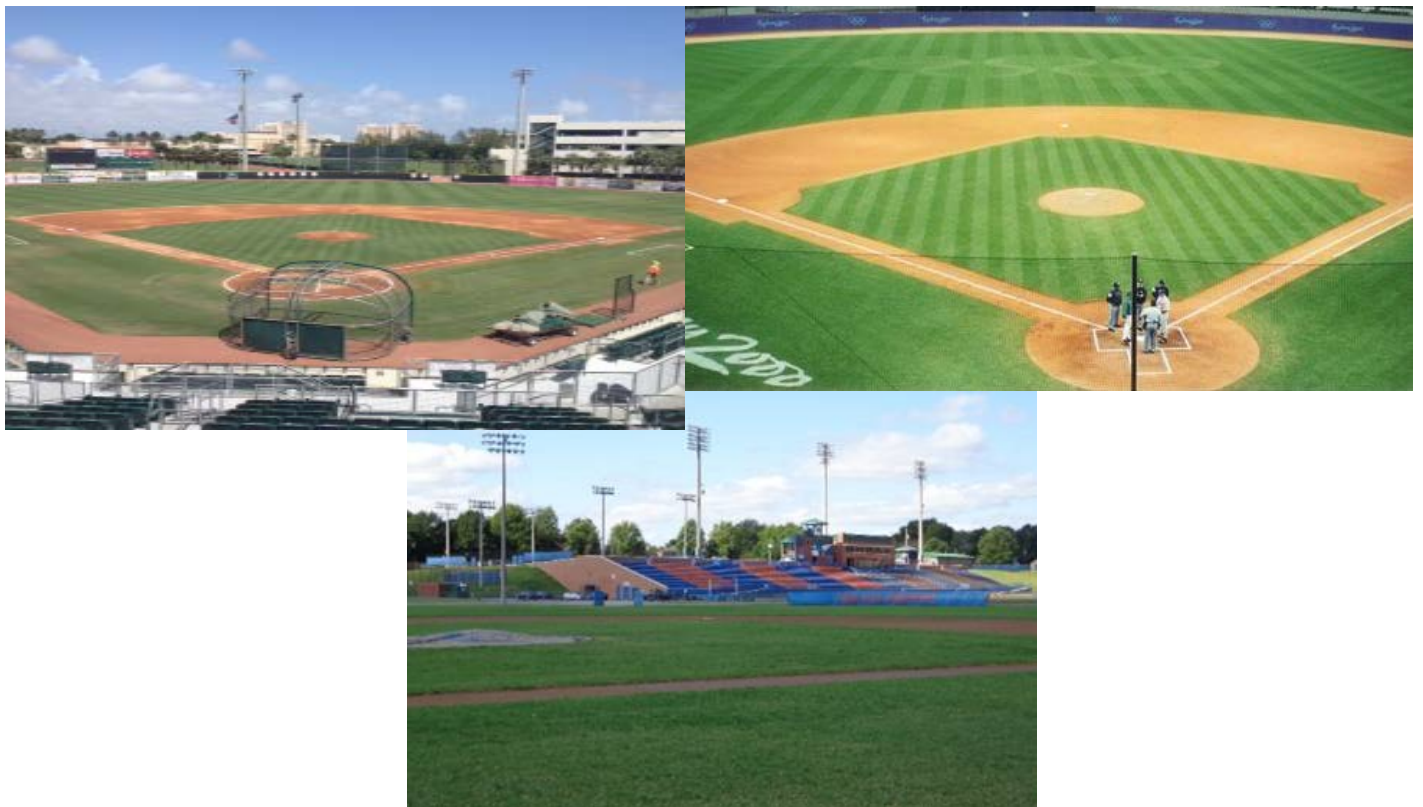
[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]



# *The State of South Carolina*



*Office of Secretary of State Mark Hammond*

## **Certificate of Authorization**

**I, Mark Hammond, Secretary of State of South Carolina Hereby certify that:**

GCA EDUCATION SERVICES, INC.,  
a corporation duly organized under the laws of the state of **TENNESSEE** and  
issued a certificate of authority to transact business in South Carolina on  
**September 13th, 2001**, has on the date hereof filed all reports due this office,  
paid all fees, taxes and penalties owed to the Secretary of State, that the  
Secretary of State has not mailed notice to the Corporation that its authority to  
transact business in South Carolina is subject to being revoked pursuant to  
Section 33-15-310 of the 1976 South Carolina Code, and no application for  
surrender of authority to do business in South Carolina has been filed in this  
office as of the date hereof.

Given under my Hand and the Great  
Seal of the State of South Carolina this  
3rd day of April, 2013.

  
Mark Hammond, Secretary of State



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

**2017**

CERTIFIED IN CATEGORIES:

**03**

THIS CERTIFIES THAT:

**MICHAEL T CANNISTRA  
1700 WADE HAMPTON BLVD.  
GREENVILLE, SC 29614**

**SOUTH CAROLINA  
COMMERCIAL**

**CERTIFIED  
PESTICIDE**



**APPLICATOR  
LICENSE**

**C0030685**

**COMMERCIAL**

THIS CERTIFICATE EXPIRES DECEMBER 31, **2017**

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

*Sept E Cole*  
DIRECTOR, REGULATORY  
AND PUBLIC SERVICE PROGRAMS

*Wj*  
DEPUTY DIRECTOR, REGULATORY  
AND PUBLIC SERVICE PROGRAMS

CUT ALONG THIS LINE TO REMOVE CERTIFICATE

**CLEMSON**  
UNIVERSITY

Regulatory and Public Service Programs  
Department of Pesticide Regulation

511 Westinghouse Road  
Pendleton, SC 29670

Phone 864-646-2150  
FAX 864-646-2162

Expiration Date December 31, **2017** **C0030685**

S.C. CERTIFIED APPLICATOR LICENSE

**MICHAEL T CANNISTRA**

is qualified as a certified applicator in categories

**03**

and is certified to purchase restricted use pesticides in accordance with the  
South Carolina Pesticide Control Act

*Sept E Cole*

DIRECTOR

*Wj*

DEPUTY DIRECTOR



# National Recreation and Park Association

Let it be known that

**JORGE MELENA**

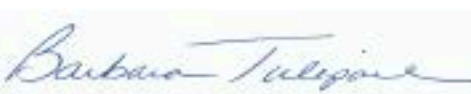
has met the requirements of the standards set forth by the  
National Certification Board

and is hereby granted certification as a  
**Certified Playground Safety Inspector**



**Certified  
Playground  
Safety Inspector**

  
\_\_\_\_\_  
NATIONAL CERTIFICATION BOARD CHAIRPERSON

  
\_\_\_\_\_  
NRPA PRESIDENT AND CEO

May 20, 2016  
DATE CERTIFIED

35111-619  
CERTIFICATION NUMBER

June 01, 2019  
EXPIRATION DATE



**National Recreation  
and Park Association**



The Sports Turf Managers Association does hereby attest that

**Timothy Moore, CSFM**

is a Certified Sports Field Manager effective February 1, 2001

A handwritten signature in black ink, appearing to read "Jeff Salmond".

Jeff Salmond, CSFM, STMA President



July 5, 2017

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

**Re: Confidential Submission of Audited Financial Statements**

Dear Beaufort County School District:

[REDACTED]

[REDACTED]

The combination of GCA's strong financial condition and the financial strength of its investors indicate that GCA has the resources necessary to fund its operations.

The Company's financial statements are audited by an independent accounting firm and it has received a clean audit opinion each year.

I have attached our EBITDA calculation for your information. Should you require further financial information on GCA, [REDACTED] and I will answer any questions or provide you further financial information that may be requested, on a strictly confidential basis.

Sincerely,

A handwritten signature in black ink, appearing to read "Randall L. Twyman".

Randall L. Twyman  
Vice President - CFO

Enclosures



**Confidential**

CONFIDENTIAL

# BANK REFERENCES—CONFIDENTIAL



CONFIDENTIAL

# BID BOND—CONFIDENTIAL



# BID BOND—CONFIDENTIAL

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# CERTIFICATE OF INSURANCE—CONFIDENTIAL

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# CERTIFICATE OF INSURANCE—CONFIDENTIAL

## TRAINING PLAN

### SAFETY TRAINING AND ONGOING DEVELOPMENT

GCA is extremely proud of the effectiveness of its Safety and Training programs. GCA has clearly demonstrated the value of investing significantly in manager and hourly employee safety training and the further investments it makes in safety audit processes and employee safety incentive programs.

Training for Beaufort County School District Athletic Fields Maintenance Services management employees will include inside and outside sessions. "Outside" sessions will consist of Safety and Standard Operating Procedure seminars. "Inside" training will be coordinated and performed by GCA's professional grounds team.

Below is a sample description of our training procedures:

*Please note that GCA has not included Training Program materials in order to minimize its proposal submission size. All GCA Training Program Materials are available for review, on a confidential basis, upon request.*

### Overview

GCA Services is committed to the ongoing development of our employees. It is critical that employees receive safety training and appropriate preparation before beginning any job assignment. All new GCA employees are required to attend a comprehensive orientation training program prior to beginning their assigned responsibilities. Employees are exposed to perpetual training while employed by GCA Services. Our training program is designed to continually reinforce GCA's methods of operation while providing high quality results and maintaining a safe work environment. The following is an outline of our training program.



### Orientation

Orientation to GCA Services has been designed to prepare new employees to their work environment, communicate work rules, GCA's policies and procedures, safety policies and procedures and establish an understanding regarding expectations of both GCA and our customers.

### Weekly

Each week GCA employees will participate in a reinforcement training session related to the monthly safety and technical training topics. These weekly sessions are usually incorporated into one of the daily huddle sessions at the beginning of each shift.

Method of the Week calendar to follow:

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]



GCA's extensive array of Training Programs includes:

- Hazard Communications Program Manual
- Yearly Bloodborne Pathogens Training
- Yearly Sexual Harassment Training (If needed, frequency of training will be increased)
- 2017 Employee and Management Training Plan
- Yearly training of FERPA guidelines
- OSHA Training and OSHA Monthly Inspections

Through the utilization of a full library of business tools, GCA guarantees the highest standards of service at your District's buildings, delivered by a highly capable and productive employee and management staff. GCA's [REDACTED] client retention rate speaks to its ability to deliver on promises, and GCA looks forward to delivering unparalleled level of service and cleanliness to your district.

### Monthly

Each month GCA employees participates in **safety** and **technical** training related to the work they are assigned.



**Safety Training** is a critical element of an effective safety program. The monthly safety training sessions are designed to reinforce GCA's focus on safety and serve as a refresher from orientation as well as any changes or updates that may have been issued by the federal, state or local governments.

The secret to our success is our people. In an effort to provide the highest quality services possible our staff is exposed to routine technical training. Each month our technicians are required to participate in a **Technical** Training sessions. These sessions are designed to reinforce skills, promote cross training and communicate industry/policy updates all in an effort to improve our team's skills and abilities. Training sessions are often supported by Vendors and/or on-line tools.

Monthly training calendars are disclosed later in the section.

### Skill Development / Career Enhancement

**Skill Development:** Our existing trades personnel are exposed to ongoing skill development training focused on maintaining licenses and certifications.

**Career Enhancement:** GCA employees that are interested in career development are eligible to attend classes at any accredited education facility via our tuition reimbursement policy.



## GROUNDS TRAINING CHECKLIST AND SCHEDULE

## Orientation / Annual Review Checklist

Employee Name \_\_\_\_\_

Position .....

Hire Date .....

	Date	Manager Initials	Employee Initials
<b>Policy</b>			
✓ Employee Handbook – Company Policy			
✓ Review job descriptions and expectations			
✓ Review compensation, benefits and pay cycles			
✓ Review job schedule (breaks) and attendance policy			
✓ Review holiday, sick and vacation allowances			
✓ Identify location where work schedules are be posted			
✓ Identify location where regulatory policies are posted			
✓ Identify location where policies are posted			
✓ Identify location of time clock and review operation			
<b>Safety</b>			
✓ GCA Safety Rules			
✓ Reporting Injuries			
✓ Blood borne Pathogens			
✓ Slip and Fall Prevention			
✓ Hearing Protection			
✓ Personal Protective Equipment (PPE)			
✓ Power Tools and Machine Guards			
✓ Electrical Safety			
✓ Emergency Evacuations			
✓ Ladder Safety			
✓ Fire Prevention			
✓ Lock out / Tag out			
✓ Heat Illness Protection			
✓ Back Safety			



✓ Driver Safety			
✓ Right to Know / Hazardous Communications			
<b>Position and Location Specific (<i>customized for each site</i>)</b>			
✓ Customer Service			
✓ Work Order Processing			
✓ Proper use of Chemicals			
✓ Proper use of Equipment			
✓ Mowing Techniques			
✓ Edging Techniques			
✓ String Trimming Techniques			
✓ Irrigation Maintenance			
✓ Shrub Pruning			
✓ Tree Pruning			
✓ Weed Control			
✓ Bed Maintenance			
<b>Issue Uniforms and Personal Protective Equipment</b>			
✓ Uniforms issued			
✓ Personal Protective Equipment issued			
✓ Issue locker if applicable			

..... Employee Name	..... Employee Signature	..... Date
..... Manager Name	..... Manager Signature	..... Date

# TRAINING – SAFE SCHOOLS

GCA has partnered with Safe Schools to streamline the training process and ensure our people are properly trained in the most effective manner possible. Safe Schools is one of the largest providers of on-line training in the K-12 and Higher Education Environments. All the systems GCA invests in are to raise service levels and productivity so we can operate in the most cost effective and efficient manner possible.



## Online Staff Training and Compliance Management System for Schools

Automate your staff training and policy acceptance online with SafeSchools Training, the leading training and compliance management system for school employees!

A comprehensive library of 100% school-focused courses matched with a state of the art compliance management system make it easy to efficiently deliver and document training and policy acceptance for every employee in your district.

### Save Time

- Administer essential safety training and policy acceptance to all staff online.
- Deliver 250 expert-authored, 100% school-focused courses, written by the nation's leading safety authorities.
- Staff complete courses online by the dates you assign or receive automatic email reminders.
- Real-time results are automatically tracked by employee, building, or district progress and delivered to your inbox.

### Save Money

- Cut Property and Liability costs.
- Decrease Workers' Compensation claims.
- Reduce overtime expenses and in-service training time.

### Save Lives

- Prepare staff on critical topics including Bloodborne Pathogens; Sexual Misconduct; Slips, Trips, & Falls; Bullying; School Violence; Diversity; Youth Suicide and more.
- Prevent costly lawsuits and legal expenses.
- Protect your district in the event of an emergency!



**100%**  
school-focused training

**2,100,000+**  
course completions per year

**250**  
online courses

**60**  
of the nation's foremost  
K-12 safety authors

**4,000**  
district customers nationwide,  
and growing



*"SafeSchools Training is indispensable. It's like having a team of school safety experts on retainer to train our staff!"*

Tonya Hamilton  
Training Coordinator  
Archuleta School District 50

For a free trial or evaluation materials, please call 800-434-0154 or email [info@safeschools.com](mailto:info@safeschools.com).

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Based on your schedule, the system automatically sends regular progress reports to Managers and Department Heads by email.
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# SAFETY PLAN OF ACTION

## SECURITY PLAN & PROCEDURES

GCA provides services to a wide variety of K-12 Education clients all with varying levels of security policies and procedures. We work closely with our clients to ensure our grounds management services complement and support their security procedures to ensure a safe campus environment for all.

There are several steps GCA will take to ensure we provide a professional and secure workforce for our services to Beaufort County School District.

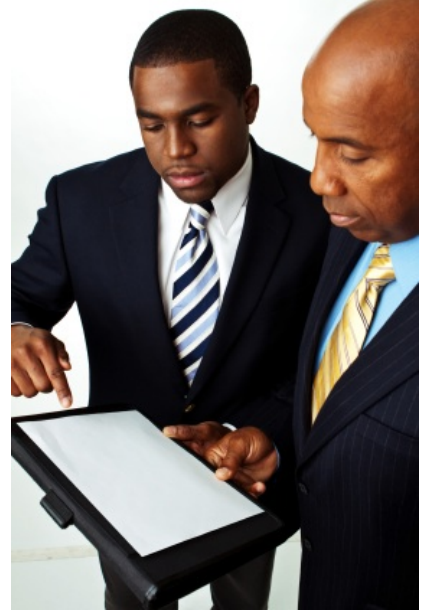
### Employee Screening and Hiring Standards

GCA utilizes several methods of employment recruitment and screening. These include E-Verify through the DHS, strict hiring standards, criminal background checks and drug screening as applicable. We also provide a policy of insurance assuring the security of our clients' employees and assets.

To minimize liabilities, GCA utilizes a comprehensive pre-employment screening program for all applicants, which include:

- Thorough verification of US employment eligibility through E-Verify
- Valid Social Security Card
- Criminal background checks for 100% of applicants
- Valid SC ID or driver license
- Motor vehicle records check
- Comprehensive pre-employment and random drug screening
- Workers compensation history investigation
- Qualifying of employees through GCA training programs
- Communication skill assessment

GCA maintains a full-service, professional Human Resources Department with professionals at both the Corporate and Division levels, including full-time recruiters, benefit coordinators, and other support personnel to effectively staff our client's campuses. The Human Resources staff utilizes traditional recruiting techniques as well as electronic postings and advertisements, keeping in mind stringent GCA hiring standards. We are sincerely committed to hiring and retaining the most productive and qualified personnel for each client.





## Criminal Background Check

No person will be eligible for employment with GCA if convicted or on probation or parole for any of the following:

<ul style="list-style-type: none"><li>• Any felony</li><li>• Forgery</li><li>• Fraud</li><li>• Weapons charge</li><li>• Burglary</li><li>• Robbery</li><li>• Theft</li><li>• Assault and Battery</li><li>• Possession of a controlled substance</li><li>• Manufacturing of a controlled substance</li></ul>	<ul style="list-style-type: none"><li>• Sexual Misconduct</li><li>• Domestic Disputes</li><li>• Delivery of controlled substance</li><li>• Convictions for DWI and DWLS will not automatically result in disqualification if the applicant is applying for a non-driving position. However, multiple offenses must be discussed directly with the VP of Human Resources. Convictions for DWI will disqualify applicants applying for "driver" positions.</li><li>• Any convictions not specifically listed here must be discussed with the VP of Human Resources for resolution.</li></ul>
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## Employee Recruitment and Retention

GCA's approach to identifying, recruiting and retaining employees of all levels is important in ensuring consistent levels of quality and service. **GCA's turnover rate is well below industry average.** GCA takes great care to implement procedures and practices to manage potential gaps created by turnover by using 'on-call pools' of employees. This helps alleviate any impact on the client environment due to call-ins or no-shows.

GCA is committed to hiring and retaining the most productive and qualified personnel for each client site while maintaining costs effectively. GCA's quality assurance, employee incentives, training, and risk management programs support this commitment. By hiring the right people and implementing proactive programs, the management team keeps liability and turnover low while exceeding client satisfaction expectations.

GCA meets its personnel needs by selecting, promoting, and transferring associates or applicants from among those best qualified to perform the work required. Equal employment opportunity is provided to all. Whenever possible, management and supervisory vacancies are filled by promoting from within. GCA will assure the hired area manager will possess a minimum of two (2) years of experience managing grounds services of like scope and size.

GCA maintains a full-service human resources department. These experts utilize all available means to ensure that the best staff is always available and "in the pipeline." Recruiting methods include Internet advertising, local job fairs, advertising in nearby newspapers, and targeted recruiting with a national search firm, flyer distribution and fieldwork. Additionally, in cases where GCA is replacing another firm, with permission from the incumbent contractor and the client, GCA will meet with all interested employees and offer employment with our company provided prospective employees pass the GCA hiring requirements including background checks and drug screening (where applicable).



## **Equal Employment Opportunity**

### **GCA is committed to providing equal employment opportunity** for all persons

regardless of race, color, religion, sex, age, marital status, national origin, citizenship status, disability, or veteran status. Further, GCA does not condone any form of discrimination or harassment.

We fill our employment needs by selecting, promoting, and transferring associates or applicants from among those qualified to perform the available work, with a view toward selecting the most qualified candidate for the job. Whenever possible, we attempt to fill vacancies by promoting from within when current associates are qualified and available.

Equal opportunity extends to all aspects of the employment relationship, including hiring, transfers, promotions, training, termination, working conditions, compensation, benefits and other terms and conditions of employment.

GCA complies with all federal, state and local equal employment opportunity laws and strives to keep the workplace free from all forms of harassment, including sexual harassment. GCA makes certain its associates clearly understand it is illegal to harass others based on their sex, sexual orientation, age, race, color, national origin, religion, marital or veteran status, citizenship, disability and/or other protected personal characteristics.

Harassment includes but is not limited to making derogatory remarks about such characteristics, making 'jokes' about ethnic and/or other groups, and other verbal, physical and visual behavior. We consider harassment in all forms to be a serious offense.

Associates who have been subjected to prohibited discrimination or harassment should immediately report the incident to their Supervisor or their Human Resources Department. A confidential "Tips Line" is also available to all staff to report any issues. Complaints are investigated immediately and handled as confidentially as possible. GCA ensures that associates following this complaint procedure are protected against illegal retaliation.

Any reported violations of EEO law or this policy are investigated. Supervisors or associates found to have engaged in discriminatory conduct or harassment are subject to immediate disciplinary action, up to and including immediate termination of employment.

### **Our Rigorous Staff Selection Process**

The following diagram illustrates the extensive process that GCA Education Services will utilize in our selection process.



### **Compliance with Regulatory Agencies**

GCA will assure Beaufort County School District of ongoing compliance of all applicable Federal, State and local regulatory agencies (OSHA, EPA, etc.).

- Review existing regulatory program and identify opportunities for improvement
- Ensure staff training per applicable agency standard

GCA maintains a dedicated and proactive approach to safety. We believe one of our most important commitments is to decrease your liability and risk. Investing in the prevention of accidents and losses is the most responsible way to maintain a safe working environment for students, faculty, staff and visitors as well as control costs for both BCSD and our company.

### **Safety and Risk Management Services**

GCA maintains a proactive approach to safety to eliminate risk, decrease liability, and keep job-sites safe. We invest in the prevention of accidents and losses in the most responsible way to control costs for both the company and our customers.

Our Corporate Risk Management Staff establishes safety procedures and compliance guidelines for the company. If an injury should occur, our on-site staff is equipped to monitor and guide the situation from initial treatment through return to work. Several incentive programs keep employee safety awareness at peak levels that promote a positive attitude towards safety.

Regional Safety and Risk Managers ensure implementation of programs, supervise compliance, and observe work practices through audits at the local level.

The following overview provides an outline of many of our significant programs:

- Corporate Safety and Risk Department
- Regional Safety and Risk Managers
- Safety standards and procedures
- Incident review committees
- Safety meetings
- Monthly safety training topics
- Weekly educational safety briefings and guides
- Training courses
- Customer driven safety training topics
- Confidential 24 hour safety reporting "tips" line
- National incident reporting procedures
- Safety incentives
- Regulatory compliance
- Hazard Communication program and Material Safety Data Sheets
- Slip meter testing
- Vehicle driver record checks
- Inspections and audits
- Site specific safety manuals
- Strict documentation protocol
- Client key and access control



In general, each on-site General Manager is responsible for the management of safety and risk at our client's sites. Each manager can contact his or her assigned Regional Safety and Risk Manager as a resource for both consultation and on-site assistance. Local Managers and Supervisors ensure safety training is continuous and follows our standardized process.

### **GCA Safety Program Features**

- Site Specific Safety Training
- Weekly Safety Meetings
- Web-based Site Specific Safety & Risk Assessment
- Web-based 86 Point Safety Audits
- Confidential Safety Reporting & Tips Line
- Hard Floor Surface - Slip Meter Testing Program
- Incident Review Committees

### **Security Procedures**

GCA's security policy is as follows:

- All applicants will be screened, hired and orientated by Management Personnel.
- All employees will be trained in security requirements of Beaufort County School District and GCA will be responsible for enforcing Beaufort County School's security requirements with GCA hired employees.
- All employees will sign a release for police records to determine any previous criminal history.
- Drug testing as a pre-employment requirement or on a random basis can be performed as a customer option.
- All employees understand and acknowledge they may be required to submit to a nightly or random security inspection, including, but not limited to, inspection of personal belongings
- GCA is responsible for safeguarding against loss, theft, or damage of all District property, materials, equipment, and accessories that may be exposed to the Contractor's personnel.
- All employees are not to carry with them, while on any elementary or secondary school property, a knife (with a blade over two inches long), a blackjack, a metal pipe, firearms or any type of weapon, device which may be used to inflict bodily injury or death.
- Alcohol, drugs, and tobacco usage (smoking/chewing) are prohibited on campus.
- Each employee will be given a Beaufort County School District employee number and cannot start work until they are authorized by the district.
- Beaufort County School District has the right to accept/reject any GCA personnel for any reason.

## Employee Uniforms

While very flexible in terms of color and style, GCA employee uniforms often consist of either a navy GCA T-shirt that includes the company name and logo. Uniforms should be worn at all times while on duty.

Identification badges shall be worn three inches below the shoulder seam or over the pocket. Some positions may not require name badges. Name badges are issued by the district not only for identification, but to give and restrict access to our employees as needed. Uniforms will be enforced as required by Beaufort County School District.

## Key Control Policy

- Gate keys will be secured in a locked, mounted key box at our grounds office, unless otherwise dictated by Beaufort County School District.
- GCA's on-site General Manager and Supervisor will issue keys to appropriate personnel at the beginning of each shift and collect them at the end of each shift
- All crew members will be issued and use key chains to reduce the possibility of lost or stolen keys
- Lost or missing keys will be immediately reported to GCA's on-site General Manager who will notify GCA's Regional Manager and Risk Management for investigation. All incidents will be documented
- Annual key inventory will be submitted to the Plant Operations Office
- Any associated cost that Beaufort County School District incurs for replacement would be responsibility of GCA upon loss of keys, locks, and chains for gate.
- No additional gate keys will be made by GCA. All requests for duplicate keys will be made to the Plant Operations Office and the Maintenance Supervisor.



GCA is committed to serving the Beaufort County School District's community at all times and in all conditions. We are prepared to deal with storm damage from flash floods, tornados, hurricanes, fire, dust storms and other emergencies such as disasters and pandemics that might occur. GCA is dedicated partner with Beaufort County School District and we are here to help and respond quickly.

## KEY PERFORMANCE INDICATORS

**Key Performance Indicators (KPIs)** are associated with a measurable result that is directly associated with a key performance factor.

The success of GCA's operations team has been built on developing standard operating procedures and performance expectations that are based on measurable outcomes. Our corporate culture of measuring and managed performance helps us assurance compliance to our Standard Operating Procedures, which enhances our ability to replicate successful performance at all our facilities.

**QUALITY ● MEASURED. MANAGED. GUARANTEED.**

**Measured:** Measure GCA results and benchmarks published by third parties.

**Managed:** Key Performance Indicators are developed from measured results. The KPIs serve as guide posts for our operations team.

**Guaranteed:** Guaranteeing our price is only possible because we can predict the cost of performing our responsibilities. Effective pricing requires a comprehensive analysis of the actual results from our current book of business, industry benchmarks and continual analysis of the market.

**Quality:** User friendly "Standard Operating Procedures" (SOPs) and clearly identified Key Performance Indicators create an environment where successful results can be replicated.

The GCA team is constantly analyzing benchmark data generated within the GCA organization and external sources (e.g. APPA, American School University Magazine, FM Link, BOMA, IFMA, RS Means, and State Databases).

Key Performance Indicators are used to define **best practices** which, in turn, become integrated into GCA standard operating procedures.

Our extensive experience supporting the education market has also taught us that KPIs are often used to support our partner's accreditation requirements. Schools are typically required to complete annual self-assessment plans for each of the departments as part of their accreditation process. These self-assessment plans are intended to define objectives that are measureable and support customer satisfaction. Additionally, the self-assessment plans should be developed in a fashion that supports continual improvement. It is our experience that developing well defined KPIs is the key to creating an effective self-assessment plan.

The Self-assessment process typically is comprised of a two-step process:

1. At the beginning of each academic year a department performance plan is developed. This plan must include the following two components to be effective:
  - a. Identify KPIs that are directly associated with customer satisfaction.
  - b. Define the measurement tools that will be used to capture the performance results.
2. At the end of academic year measure the performance results and adjust the plan for next year

An effective Self-Assessment plan will provide the following results:

The operations team will have clearly identified goals and objectives that are directly aligned with delivery of successful results.

Client relationship is typically enhanced since our team has a clear understanding of our client priorities.

Performance will be improved simply the performance of the team is being measured against an agreed upon target.

**Well defined Standard Operating Procedures and Key Result Indicators create an environment where successful results can be replicated.**

*A sample Self-Assessment Plan is provided on the following page.*



## SAMPLE ANNUAL SELF-ASSESSMENT PLAN

Institutional Mission	Department Mission	Functional Areas and associated goal	Beginning of Year Objectives by Functional Areas	Data Source	End of Year Results	Action Plan
In partnership with our community, Beaufort County School District will provide quality educational programs and services to ensure student academic and vocational success.	Facilities Management at Beaufort County School District works with our private partners to ensure the Beaufort County School District facilities are safe, clean, and promote learning.	Customers will be satisfied with services provided by our maintenance team. Maintenance	Satisfaction Scores for maintenance operations will exceed 85%	Saturday surveys		
			Corrective Work Order will be completed with 48 hours of receipt, 95% of the time.	CMMS Software		
			95% of PM will be completed during the review cycle	CMMS Software		
		Customers will be satisfied with the services provided by our housekeeping team.	Satisfaction Scores for maintenance operations will exceed 85%	Satisfaction surveys		
			Quality Assurance results will exceed 85%	Custodial Quality Assurance Software		
		Customers will be satisfied with the services provided by our grounds team.	Satisfaction Scores for maintenance operations will exceed 85%	Satisfaction surveys		
			Seeking suggestions	TBD		
		Corporate leadership and Prince College are satisfied with the training efforts of our administrative team.	95% of the scheduled training will be completed	In-service Records		
			Provide an accident free work place	OSHA 300 Log		

# EMPLOYEE RECOGNITION PROGRAM

In addition to providing feedback for areas of dissatisfaction, we also use Report Card Surveys as a tool that assists with Employee Recognition.

## Employee of the Month Program

One employee will be selected monthly as 'Employees of the Month' based on the inspection grading system including quality and client satisfaction. Each "Employee of the Month" will receive a gift card and recognition in the GCA newsletter. We find that this recognition is very important and provides employees with positive feedback for a job well done.



**GCA Education Services  
Buckingham County Employee of the Month  
April 2017**

# COMMUNICATION PLAN

## COMMUNICATION

GCA knows that communication between Beaufort County School District and GCA Managers/Leads is important to exceeding District goals and is an integral part in maintaining a successful partnership with BCSD.

Communication between Beaufort County School District and GCA Managers/Leads and Management Software

### Daily

- Phone and email – All of our management team will be equipped with smart phones with email capabilities
- CMMS Coordinator – One call/email to our Help Desk (CMMS) coordinator for work order and events management
- Total Facility Management – Beaufort County School District will have access to GCA's Total Facility Management Program as described in the next section titled Quality Assurance. You will be able to review our dashboard reports and see open work orders
- CMMS (School Dude) –BCSD will have access to GCA's CMMS program School Dude. You will be able to review reports such as open work orders, closed work orders, and trending reports
- GCA supervisors will be in daily communication with building managers

### Weekly or More Often as Needed

- GCA' management team will meet with the assigned BCSD team to discuss upcoming events, opportunities, inspection trends, work orders, etc...

### Monthly

- Customer Report Cards – Building managers are asked to fill out a Customer Satisfaction Survey which will provide feedback to GCA and our service

### Quarterly

- Joint Review Committee Meetings – Key clients are asked to meet with our regional managers on a quarterly basis to review results from the prior quarter and discuss objectives for the following quarter (s). These meeting help our team assure that we are aligned with our clients short and long range goals

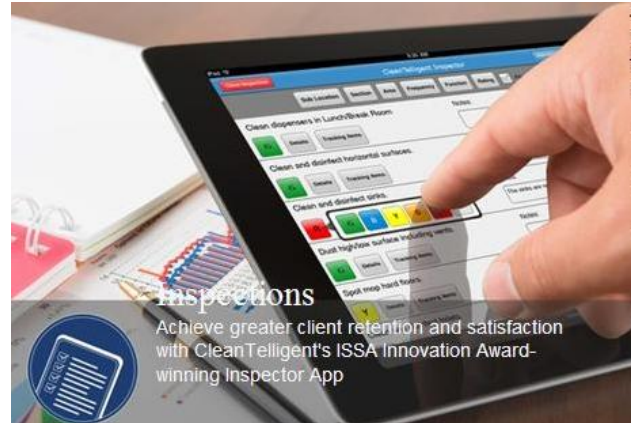
### Annually

- Facility Conditions – GCA would like to meet with BCSD annually to discuss facility conditions and upcoming capital projects

# QUALITY ASSURANCE

## GCA TOTAL FACILITIES MANAGEMENT QUALITY ASSURANCE SOFTWARE

GCA will closely monitor employee progress on a daily basis. In addition to our management teams 'hands' on monitoring, GCA also has developed a custom program to enable a check and balance as it pertains to monitoring and quality assurance.



[REDACTED]

[REDACTED]

- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]

GCA Total Facilities Management is a cloud-based platform that supports a paperless environment by utilizing Smartphones or Computer Tablets to complete quality control inspections.

## PROGRAM DESCRIPTION

### Daily Activities

**Rounds:** Rounds will be performed on a daily basis by our Grounds Management team. The rounds process is intended to proactively seek out improvement opportunities before our clients report them to us. Our team will be self-generating the vast majority of the work orders. It is our job to maintain and inspect the grounds of the campus, not the job of the faculty and staff.



## Weekly Activities

**Work Order Audits:** Work orders are audited on a random basis. The manager conducting the audit is required to investigate the work site for quality and discuss satisfaction with the work order requestor. Work Order Audits are completed on a tablet and uploaded real-time to GCA-Total Facilities Management, our Quality Assurance Inspection Software.

**Area Inspections:** Quality Assurance Inspections are completed for all areas of the campus to assure performance expectations are being met. [REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

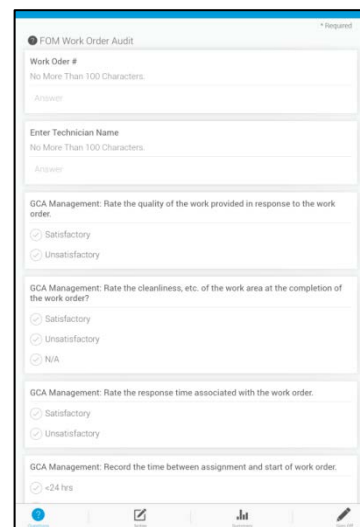
[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]



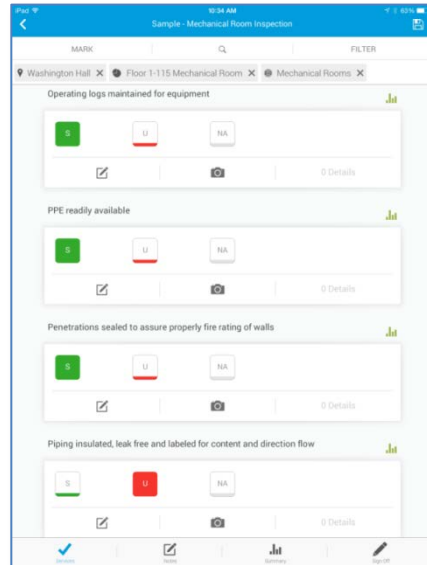
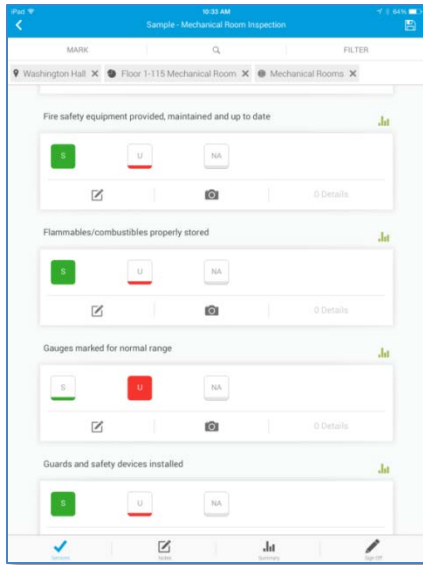
## Monthly Activities

Each month Beaufort County School District will administer a **"Report Card"** for Athletics Fields Grounds Services. These monthly report cards are scored by the Principal or Building Administrator and provide feedback on all areas including athletic fields, outside perimeter, and management responsiveness to issues. We are proud to say that similar programs are a huge success with all our grounds partnered districts in the Southeast including [REDACTED], just to name a few. We receive hundreds of responses a month! This tool serves to motivate the management team and provide an **early warning sign** for dissatisfaction in any areas.

These surveys, coupled with our GCA TFM random inspections provide a **viable check and balance** allowing us to pinpoint any areas that may have specific needs or concerns. GCA will provide to BCSD Quality Control Inspection Reports monthly.

We believe that **Principal feedback is critical** to the success of GCA's services. Although the school Principal will not manage services, we understand that they will continue to have involvement in the program at a different level. **School Principals will now be involved with the grounds program as a "customer", not a "manager."** This is an aspect of the GCA program especially enjoyed by our clients.

Once provided the results and the trends are recorded, action plans are developed immediately to cure deficiencies. This is important in ensuring the same issues do not happen repeatedly and allows a concise snapshot of Principal satisfaction as it pertains to grounds services. Often these results are presented to the Superintendent and School Board during annual reviews, operations updates, Principal meetings, and Joint Review Committee meetings. **GCA provides clear transparency in our grounds program.**



## Quarterly Activities

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

- [REDACTED]
- [REDACTED]



- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]

Each JRC format is customized to the specific needs of the client. The list above contains typical information shared at these meetings. However, the same reporting every quarter can get tiresome and may lead to canceling the meetings. As a result, GCA managers seek ways to keep the information relevant and evolving with the ever-changing needs of the client.

#### Random / Unannounced Activities *(Performed Quarterly)*

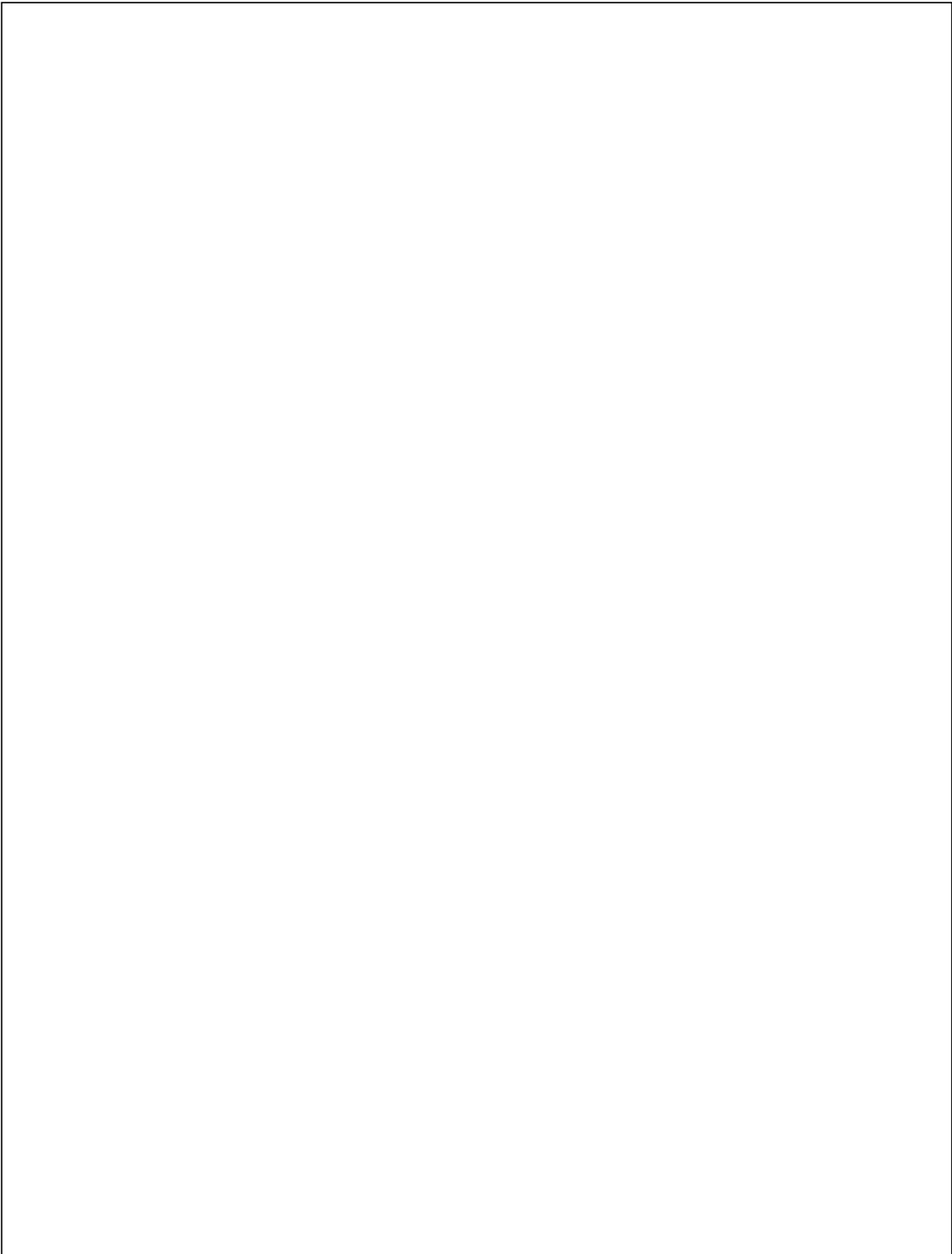
**Safety Audits:** Our Regional Safety Managers conduct audits at our facilities on a regular basis. Audits include a comprehensive review of the safety training, record keeping, work environment, compliance related issues and required postings.

**Operation Audits:** Our Regional and National Operations Managers conduct audits at our facilities on a continual basis. Audits include a comprehensive review of the implementation of the GCA Services Grounds Standard Operating Procedures.

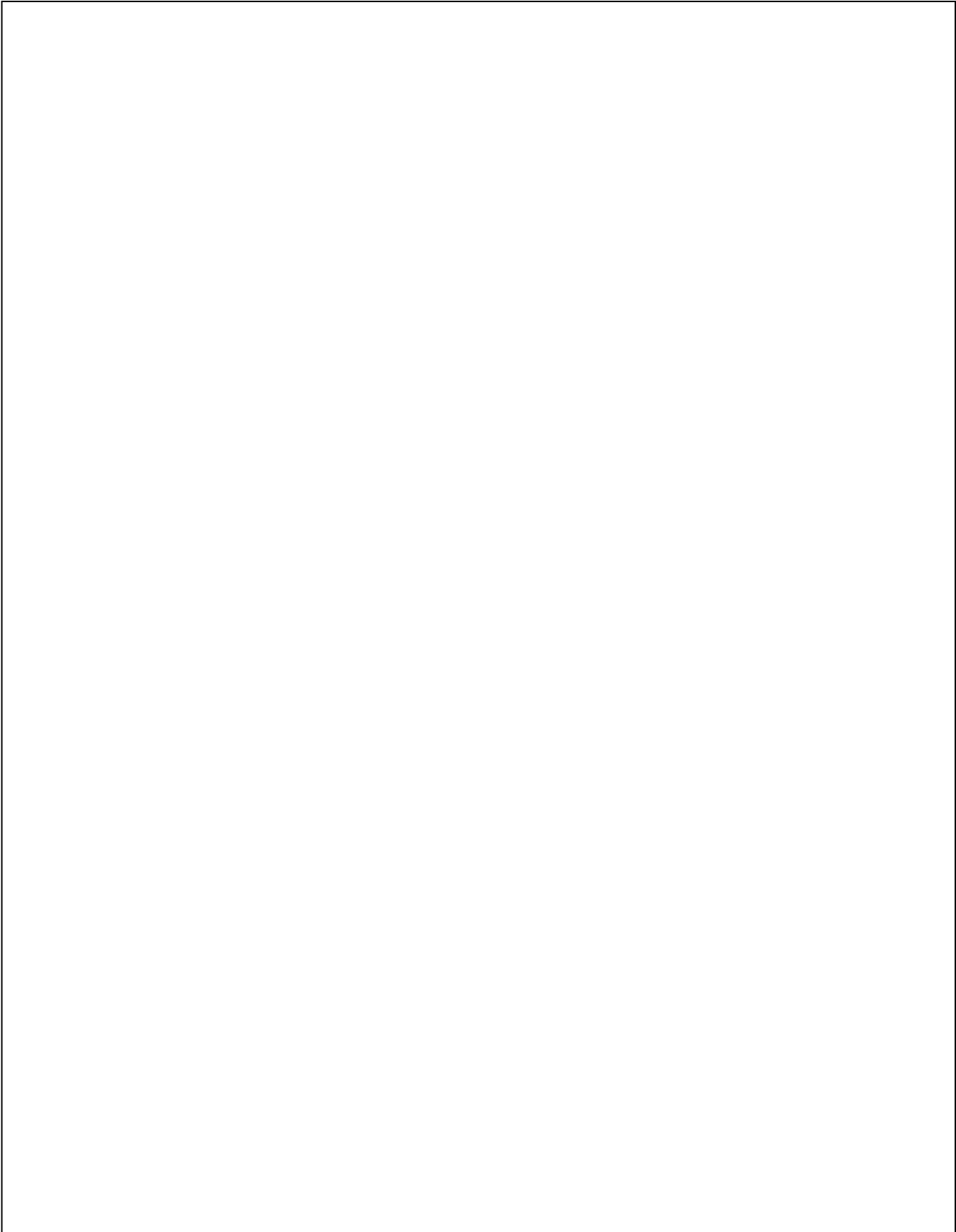


#### PROGRAM BENEFITS

- Multifaceted approach designed to address daily, weekly, monthly and annual activities
- Inspections and audits are completed directly onto tablets and/or smartphones, facilitating real-time results that are easily sorted and reported
- Continuous Improvement Plans are customizable allowing the GCA Quality Assurance results to be adjusted based on resources and priorities
- Demonstrates stewardship of resources and assets via documented results
- Demonstrates a sincere interest in providing the best customer service available
- Quality of operation is assured by a systematic approach that ensures that best practices are improved on and/or replicated.
- Undesirable issues are corrected in a timely manner
- Transparency ensures clients are kept abreast and have input in operational performance and goals.







# DISASTER RECOVERY AND RAPID RESPONSE

## PROGRAM SUMMARY

GCA Services Group understands and accepts the round the clock responsibilities that are associated with Facilities Management. Our partners can be assured that our teams know that our top priority is to support our schools in time of crisis.

## PROGRAM DESCRIPTION

**Our team is committed to responding to adverse conditions when they occur.** The following list describes how GCA will provide service in abnormal conditions:

- In partnership with community, develop contingency and emergency preparedness plans to support the safety of students, faculty and staff. Plans will clearly describe the tools, equipment and human resources required to support BCSD during adverse conditions.
  - The GCA General Manager will serve as the first point of contact during emergencies related to the facilities operation (*equipment failures, alarms, storms, floods, roof leaks, fire, etc...*).
  - A comprehensive list of on-call GCA personnel will be provided to the Administration.
- All GCA personnel expected to respond to emergencies responders will be equipped with e- mail-enabled smartphones - allowing constant communication. These contacts are as follows:

### Typical Emergency/Disaster Procedures

- In disaster situations, GCA is prepared to operate without normal utilities, including electricity and telephones.
- In an emergency situation, a GCA representative will review the recommended procedures, estimate the response time, and ensure properly executed procedures.



- In a non-critical situation, the GCA representative will provide an estimate of the cost (if applicable) to respond to the situation, as requested.
- GCA will provide one number to call for emergencies that is accessible **24 hours a day, seven days a week**.
- GCA will respond to emergencies that occur during scheduled work hours within a half hour. In the event of an off-shift emergency, GCA will respond within an hour.

In the event of emergencies, **the GCA team will be there to help**. We are part of your team and we will do **whatever** we can to support Beaufort County School District. For example, when Hurricane Matthew had hit Beaufort County School District within this last year, GCA was quick to respond to remove trees and debris to assure the District was safe. In a disaster event, GCA has over 17 education clients in South Carolina with extra resources that can be dispatched and utilized to assist in clean up and restoring your buildings quickly so there is minimal disruption to the students of Beaufort County School District.

#### **PROGRAM BENEFITS**

- Assurance that the GCA team will be available in a crisis
- Assurance that the GCA team has developed contingency plans to assure prompt response.

## 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.

Item	Model	Make	Type	Replacement Value
	Please see the following spreadsheet for Exhibit IV.			

### Exhibit IV- Equipment List Inventory by School

[illegible]



[illegible]

## BEAUFORT COUNTY SCHOOLS ATHLETIC GROUNDS EQUIPMENT

GCA will supply necessary equipment to provide the maintenance of the grounds, including trucks, trailers, mowers, trimmers, blowers and other miscellaneous pieces. All routine maintenance and inspections of equipment will be the responsibility of GCA Education Services, Inc. GCA Services will conduct random and scheduled inspections of the equipment used at Beaufort County School's Athletic Grounds sites to assure safety and compliance.

### **Proposed Equipment Information**

GCA normally purchases the majority of its equipment from Toro, Husqvarna, Exmark, and Echo. However, we always test and try new mowers and equipment. Some examples that may be used in your district include:



**Toro Top Dresser**



**Toro 3100 Reel Mower**



**Field Lazer II**



**Kubota 3500 Series Tractor**



**AERA-VATOR**



**Bush Hog**



**Exmark Zero Turn Mower**



**Toro Multi Force 74523**



**Husqvarna Rolling Edger**



**Echo String Trimmer**



**Z-Spray- Z-Max Stand-on Sprayer**



**Toro Infield Groomer 2040Z**

**\*\*Round Up will be used in removal of weeds in sidewalk cracks, and landscape beds.**

## EQUIPMENT MAINTENANCE AND REPAIR PROGRAM

As part of GCA's commitment to providing the best in industry services, we strive to make our equipment last as long as possible. GCA is proud to have a skilled, full-time equipment repair technician on staff to assist with repairing equipment at Beaufort County School District. All equipment is routinely evaluated quarterly with GCA's maintenance program to inspect and maintain the performance of custodial equipment.

Between the scheduled quarterly maintenance inspections, all routine maintenance is performed by GCA's Custodial Management Staff. In the event a part needs to be changed or further troubleshooting is needed, our full-time equipment repair technician will ensure equipment is in optimal working condition.

With the goal of longevity in mind, as equipment replacement/repair needs arise, we will replace and/or upgrade equipment as necessary, at no additional cost. The GCA team is committed to providing services that clearly demonstrate that responsible stewardship of the District's equipment, assets and resources is a priority to GCA.



## EXHIBIT V – STAFFING AT EACH CLUSTER

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

**1 Employee= 8 hour FTE**

Cluster: **North Of the Broad** (Based on Pricing Option 1)

Daily:

# Employees	Position	

Annually:

# Employees	Position	



## EXHIBIT V – STAFFING AT EACH CLUSTER

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

**1 Employee= 8 hour FTE**

Cluster: **South of the Broad** (Based on Pricing Option 1)

Daily:

# Employees	Position	

Annually:

# Employees	Position	

## EXHIBIT V – STAFFING AT EACH CLUSTER

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

**1 Employee= 8 hour FTE**

Cluster: **North Of the Broad** (Based on Pricing Option 2)

Daily:

# Employees	Position	

Annually:

# Employees	Position	

## EXHIBIT V – STAFFING AT EACH CLUSTER

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

**1 Employee= 8 hour FTE**

Cluster: **South of the Broad** (Based on Pricing Option 2)

Daily:

# Employees	Position	

Annually:

# Employees	Position	

# Organizational Chart—Pricing Option# 1



# Organizational Chart—Pricing Option# 2





## LITIGATION & DEBARMENTS

GCA provides services to over 230 school districts and more than 100 colleges and universities nationwide. While GCA has lost contracts for convenience or as an end result during the rebid process, we are extremely proud of GCA's client retention rate in the Education Division that exceeds 96+%. As well, GCA has never been suspended or prohibited from re-bidding a contract.

In the normal course of business, GCA experiences certain matters (workers' compensation claims, general liability claims, auto claims and possibly employment related claims) that may become litigated in the future. All such matters, litigated or not, are covered by the Company's comprehensive insurance programs. GCA's auditors have opined there are no pending or threatening claims that will materially impact the organization or its ability to perform its obligations under this contract or any other existing contract. GCA hereby represents that there is no current or impending litigation that will have a materially adverse impact on GCA's business or its ability to meet all requirements under the scope of work for the performance of Custodial Services specified in RFP# 18-001.

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## 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>

## 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

06/30/2017

Date

Name: Sally Previte

Title: V.P. of Finance and Treasurer

Project: Beaufort County Athletics Fields Grounds  
Maintenance--RFP# 18-002

# M/WBE BUSINESS CERTIFICATION—CONFIDENTIAL

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## EXCEPTIONS

GCA respectfully submits the following considerations:

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