

SODMAN

LANDSCAPE DESIGN

PO Box 15388
Savannah, GA 31416
Phone: 912-356-5225
Fax: 912-353-9693
sodmanlandscape@aol.com

www.sodmanlandscapedesign.com

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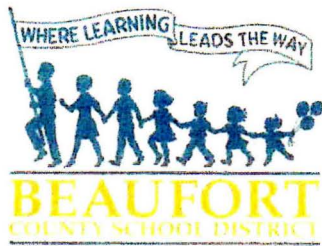
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Beaufort County School District

Solicitation Number: 16-015
Date Printed: February 17, 2016
Date Issued: February 17, 2016
Procurement Officer: Sandi Amsler, CPPB
Phone: 843-322-2349
Email: Sandi.Amsler@beaufort.k12.sc.us

Request for Proposals

DESCRIPTION: Grounds Maintenance (Non-Athletic) Services
SUBMIT OFFER BY (Opening Date & Time): March 3, 2016; 11:00 AM EDT
QUESTIONS MUST BE RECEIVED BY: February 25, 2016
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: N/A
DATE & TIME:

LOCATION:

AWARDS & AMENDMENTS:

Award will be posted at the Physical Address stated above on or after March 10, 2016. The award, this solicitation, and any amendments will be posted at the following web address: www.beaufort.k12.sc.us

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:

Sodman Landscape Design

corp.

Caitlyn Neff

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

Caitlyn Neff

Office Manager

PRINTED NAME

TITLE

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

PAGE TWO
(Return Page Two with Your Offer)

HOME OFFICE ADDRESS (Address for Offeror's home office/ Principal place of business): <div style="font-size: 1.2em; color: blue;">1222 e. Montgomery Xrds. Savannah, GA 31406</div>	NOTICE ADDRESS (Address to which all procurement and contract related notices should be sent): <div style="font-size: 1.2em; color: blue;">PO Box 15388 Savannah, GA 31416</div>
PHONE NUMBER: 912.356.5225	
EMAIL ADDRESS: sodmanlandscape@aol.com	

PAYMENT ADDRESS (Address to which payments will be sent): <div style="font-size: 1.2em; color: blue;">PO Box 15388 Savannah, GA 31416</div> <input type="checkbox"/> Payment Address Same as Home Office Address <input checked="" type="checkbox"/> Payment Address Same as Home Notice Address (check one only)	ORDER ADDRESS (Address to which all purchase orders will be sent): <div style="font-size: 1.2em; color: blue;">PO Box 15388 Savannah, GA 31416</div> <input type="checkbox"/> Payment Address Same as Home Office Address <input checked="" type="checkbox"/> Payment Address Same as Notice Address (check one only)
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ACKNOWLEDGEMENT OF AMENDMENTS:	<u>Amendment Number</u>	<u>Amendment Issue Date</u>
Offeror acknowledges receipt of amendments by indicating amendment number and its date of issue.		

MINORITY PARTICIPATION- Are you a Minority Business Enterprise: Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, please include a copy of your certification. in progress w/ City of Savannah (submitted jan 2016)
--

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4.0.1.2

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Sodman Landscape Design
1222 E Montgomery Crossroads
Savannah, GA 31406

Officer in charge of proposal

Lyman Guy:
Sodman.Lyman@gmail.com
912.356.5225

Proposed Account Manager

Chuck Maher
Sodman.Chuck@gmail.com
912.356.5225

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Adequacy and Ability of Personnel

We pride ourselves in having such a close team of individuals here at Sodman who work together to keep things running smoothly for all of our customers. As previously mentioned, we believe that mutual open communication is key to a successful business. Our work starts with crew members and is supervised by various people all the way up to the General Manager and Owner. A Crew Leader is on-site at all times with the crew. This individual is the direct on-site crew supervisor, as well as the on-site customer service representative. They are qualified and experienced in commercial landscape maintenance. The crew leader fills out a property inspection form each visit to ensure the scope of work is being completed each visit and to go over with the Account Manager.

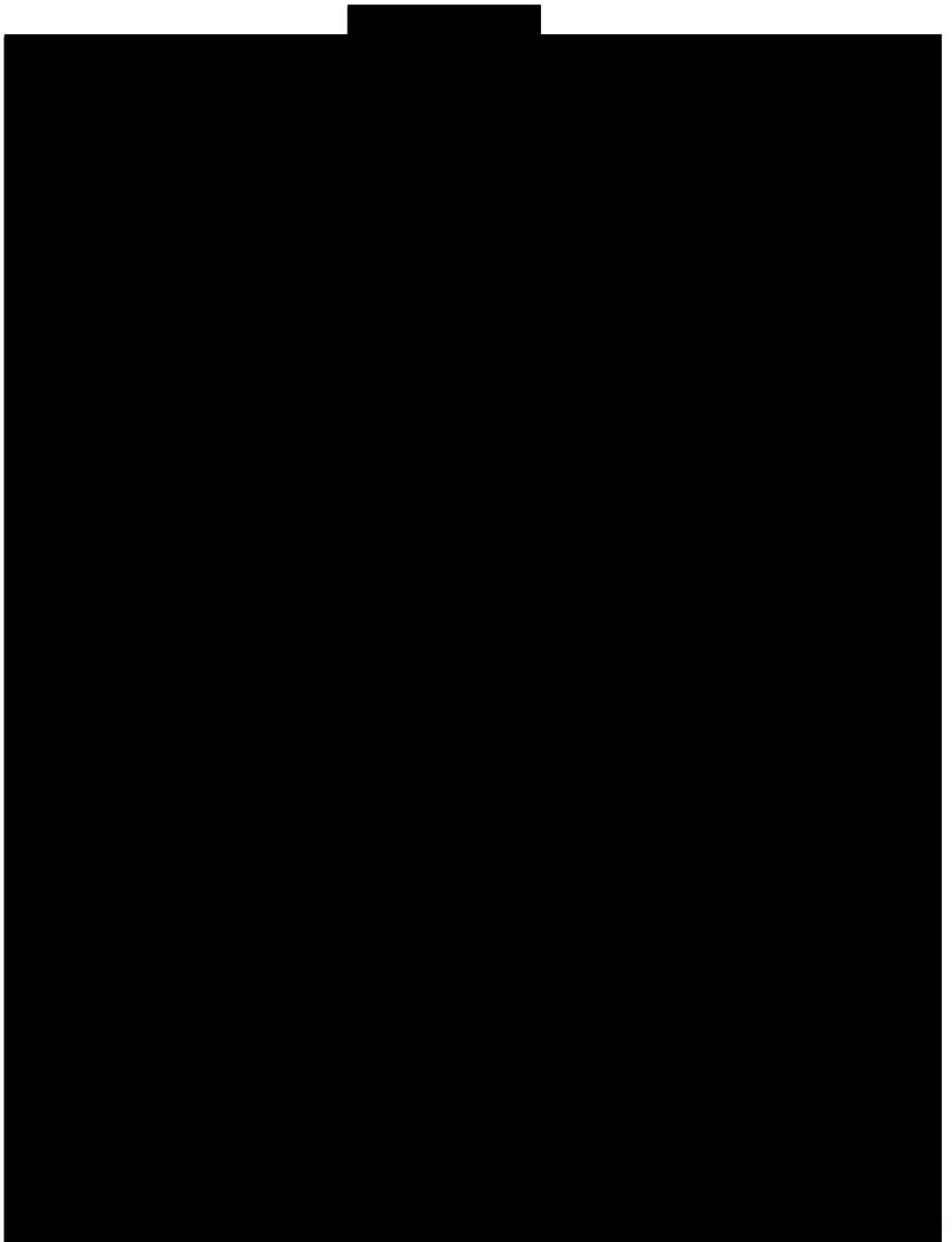
The next step in supervision is our account managers, who oversee all of the crew leaders and crews out in the field. The crew leaders report directly to their account manager, who is ultimately responsible for complete satisfaction of the customer and completion of the scope of work. The account manager will be on-site each visit to direct the crew leaders and inspect the quality of work. This person is also the customer service representative for each property.

All account managers report to the General Manager, who is always readily available to all managers and customers. The general manager will make weekly site visits, in order to give recommendations and inspect the quality and full completion of work. The general manager also does a horticultural inspection of turf and plant material, and any problem areas that may need brought to the attention of the customer.

Behind the general manager, we also have quality control personnel throughout the areas as well as the owner. These individuals will make random, periodic visits to inspect work, and check in with managers and customers.

Our office manager and staff are available from 9-5 daily as an immediate contact to field any problems, requests, or forward information to any of our managers. We are a large commercial landscape company in both maintenance and installation for the last 27 years in the Savannah area. We can meet the needs of any customer and perform any scope of work to complete satisfaction. With endless resources and a highly educated and experienced team, we look forward to the opportunity to service our customers and provide them with a professional and quality product.







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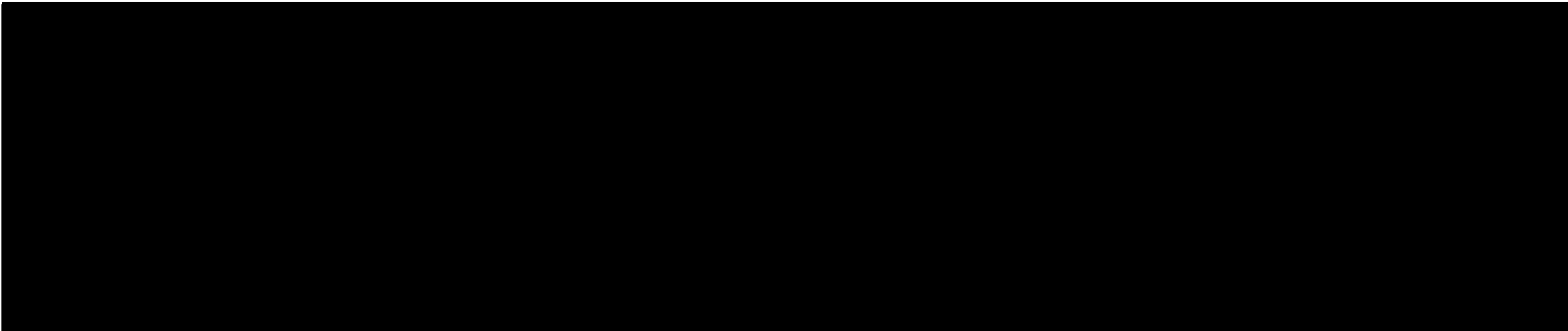
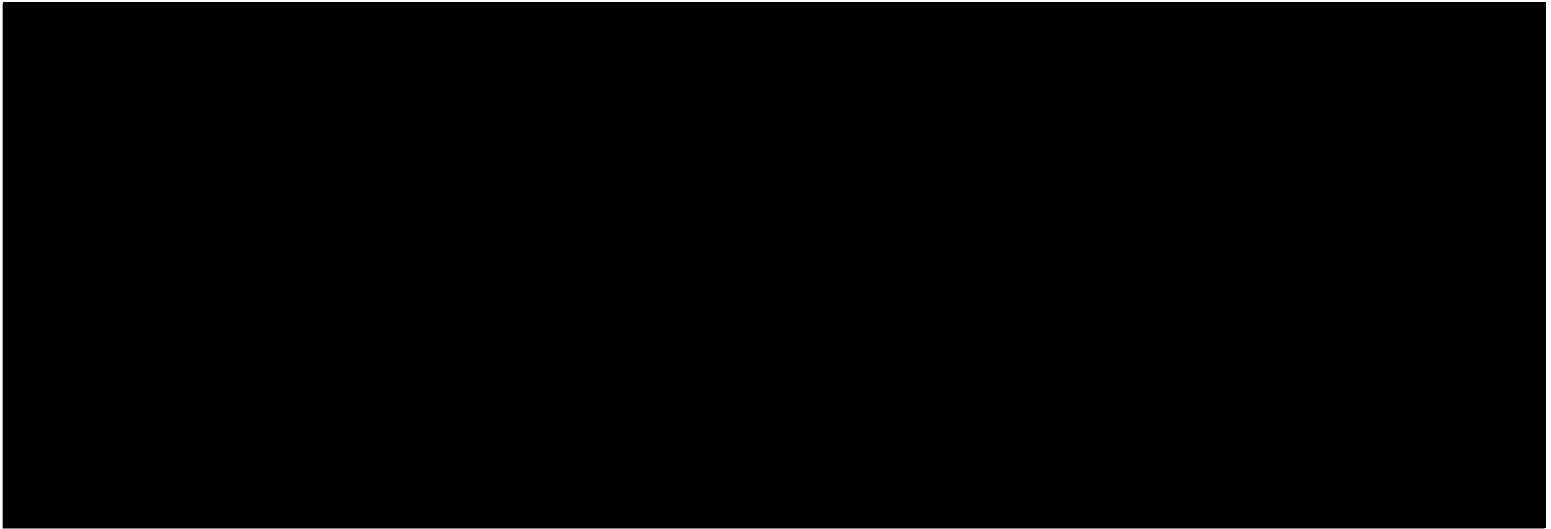
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4.0.1.3

Financial Stability

Sodman Landscaping, Inc.
Accountant's Report & Financial Statements
For the Year Ended December 31, 2015

Brand Ferland Advisors
7130 Hodgson Memorial Drive, Suite 200
Savannah, GA 31406

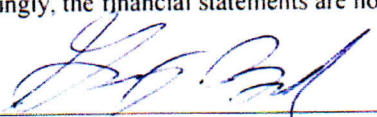


Consultants to Established Businesses

To Management
Sodman Landscaping, Inc.
Savannah, Georgia

Management is responsible for the accompanying financial statements of Sodman Landscaping, Inc., which comprise the balance sheet as of December 31, 2015, and the related statement of income for the year then ended in accordance with accounting principles generally accepted in the United States of America. I have performed a compilation engagement in accordance with Statements on Standards for Accounting and Review Services promulgated by the Accounting and Review Services Committee of the AICPA. I did not audit or review the financial statements nor was I required to perform any procedures to verify the accuracy or completeness of the information provided by management. Accordingly, I do not express an opinion, a conclusion, nor provide any form of assurance on these financial statements.

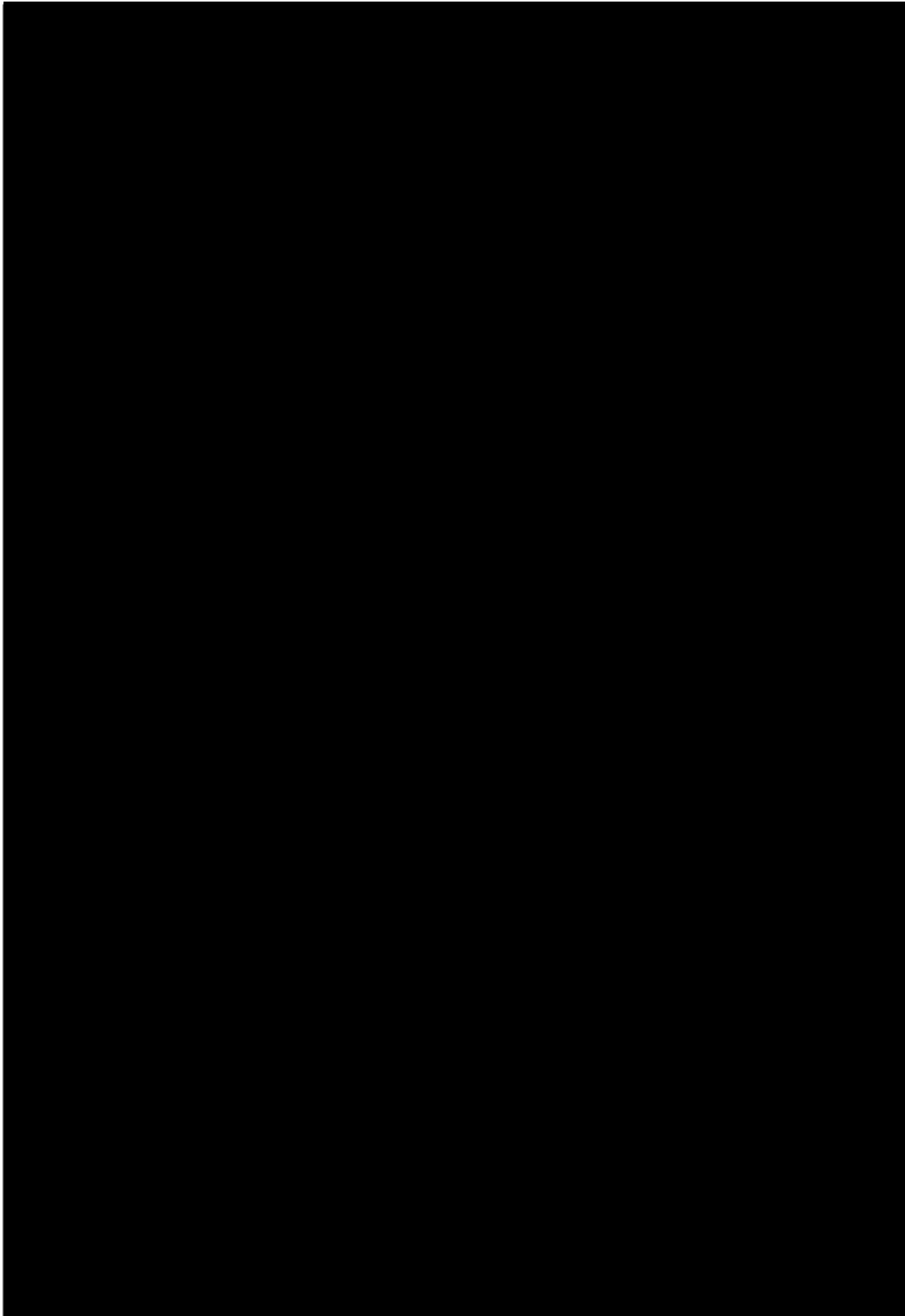
Management has elected to omit substantially all of the disclosures, statement of retained earnings and statement of cash flows required by accounting principles generally accepted in the United States of America. If the omitted disclosures, statement of retained earnings and statement of cash flows were included in the financial statements, they might influence the user's conclusions about the Company's financial position, results of operations, and cash flows. Accordingly, the financial statements are not designed for those who are not informed about such matters.


Firm's Signature

SAVANNAH, GA
City, State

Dec. 21, 2016
Report Date

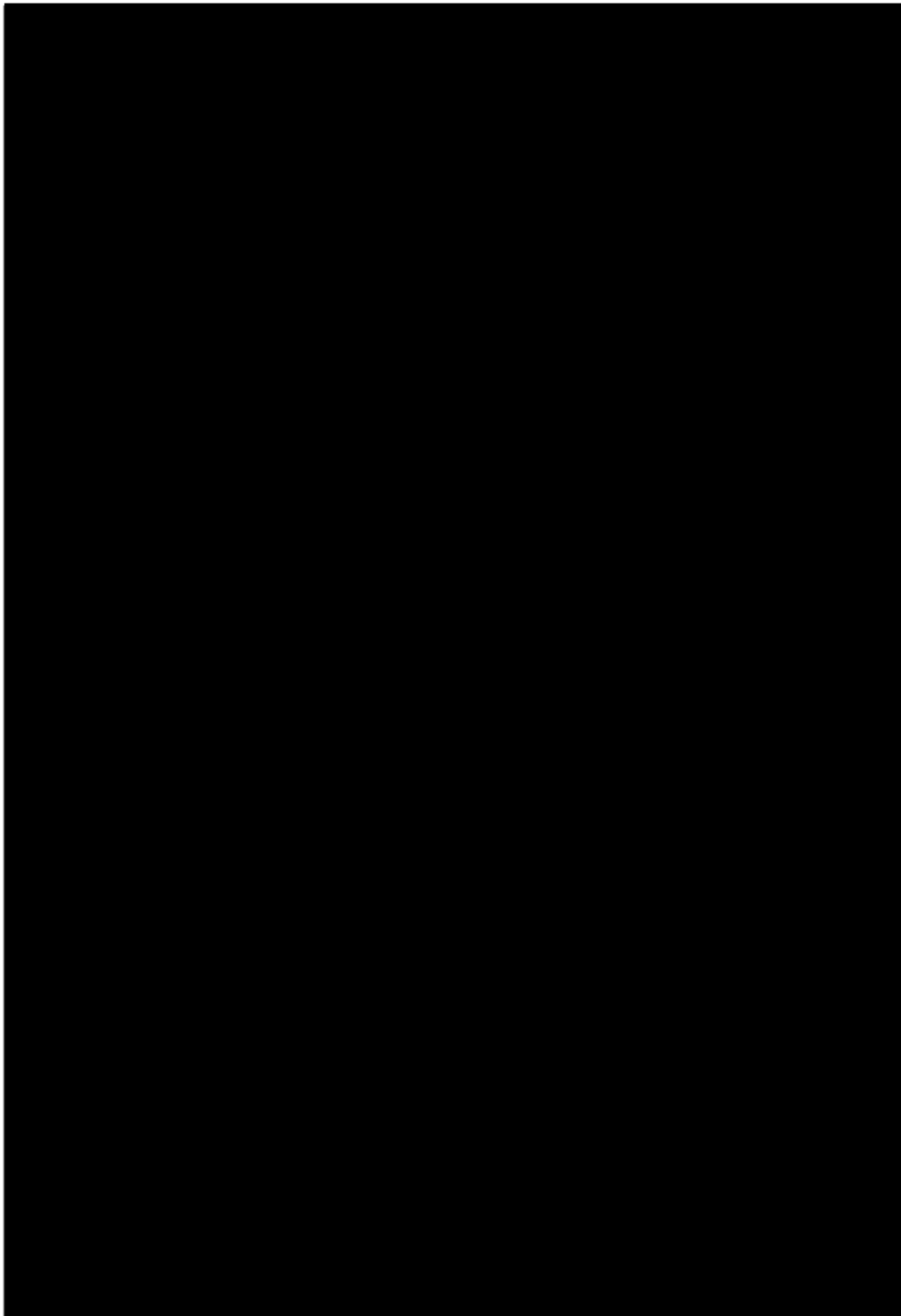
Sodman Landscaping, Inc.
Balance Sheet
December 31, 2015



Sodman Landscaping, Inc.
Balance Sheet
December 31, 2015



Sodman Landscaping, Inc.
Statement of Income
For the Year Ended December 31, 2015

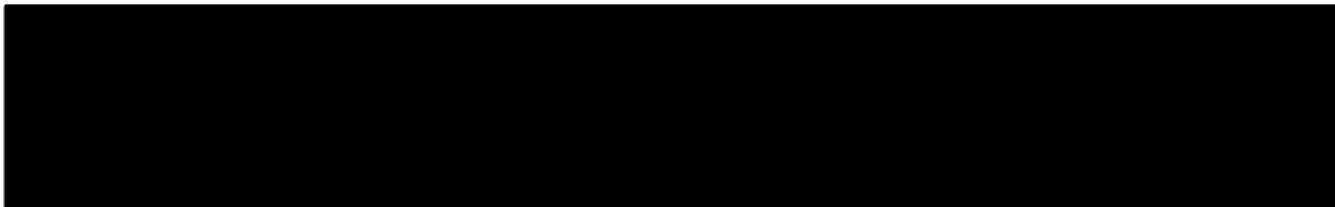
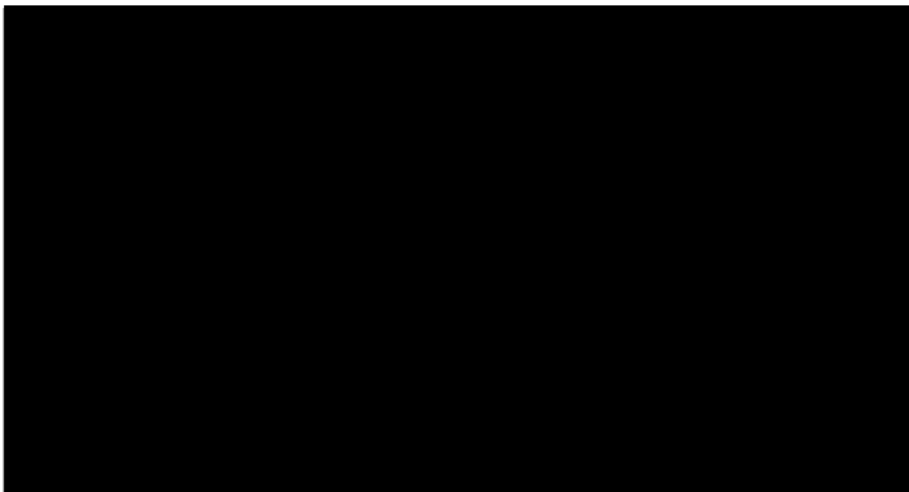


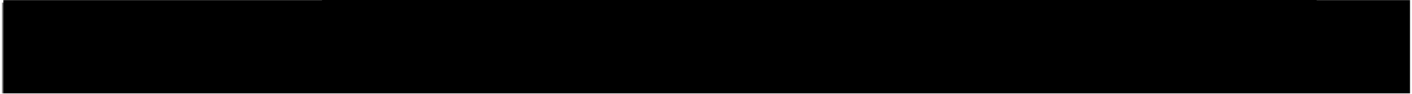
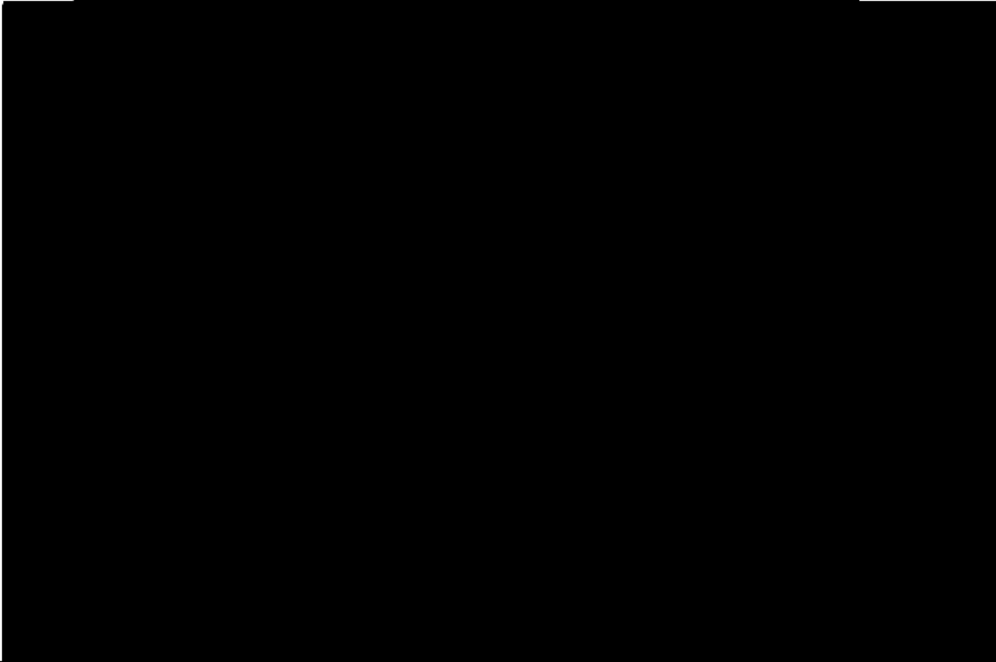
Sodman Landscaping, Inc.
Accountant's Report & Financial Statements
For the Year Ended December 31, 2013

Brand Ferland Advisors
7130 Hodgson Memorial Drive, Suite 200
Savannah, GA 31406

BALANCE SHEET

As of December 31, 2014







Accountant's Compilation Report

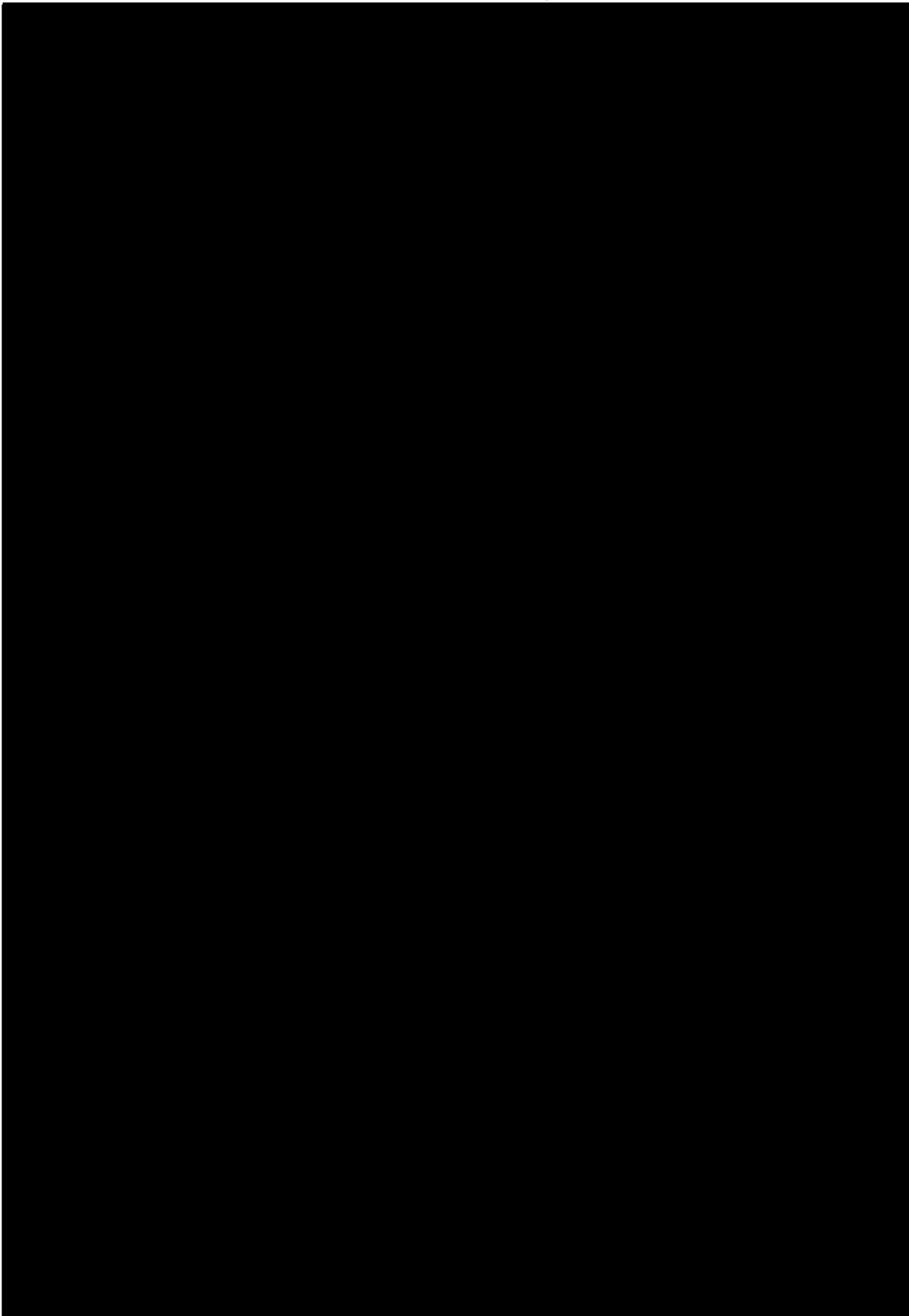
I have compiled the accompanying balance sheet of Sodman Landscaping, Inc. (an S Corporation) as of December 31, 2013 and the related statement of income for the year then ended. I have not audited or reviewed the accompanying financial statements and, accordingly, do not express an opinion or any other form of assurance about whether the financial statements are in accordance with accounting principles generally accepted in the United States of America.

My responsibility is to conduct the compilation in accordance with Statements on Standards for Accounting and Review Services issued by the American Institute of Certified Public Accountants. The objective of a compilation is to assist management in presenting financial information in the form of financial statements without undertaking to obtain or provide any assurance that there are not material modifications that should be made to the financial statements.

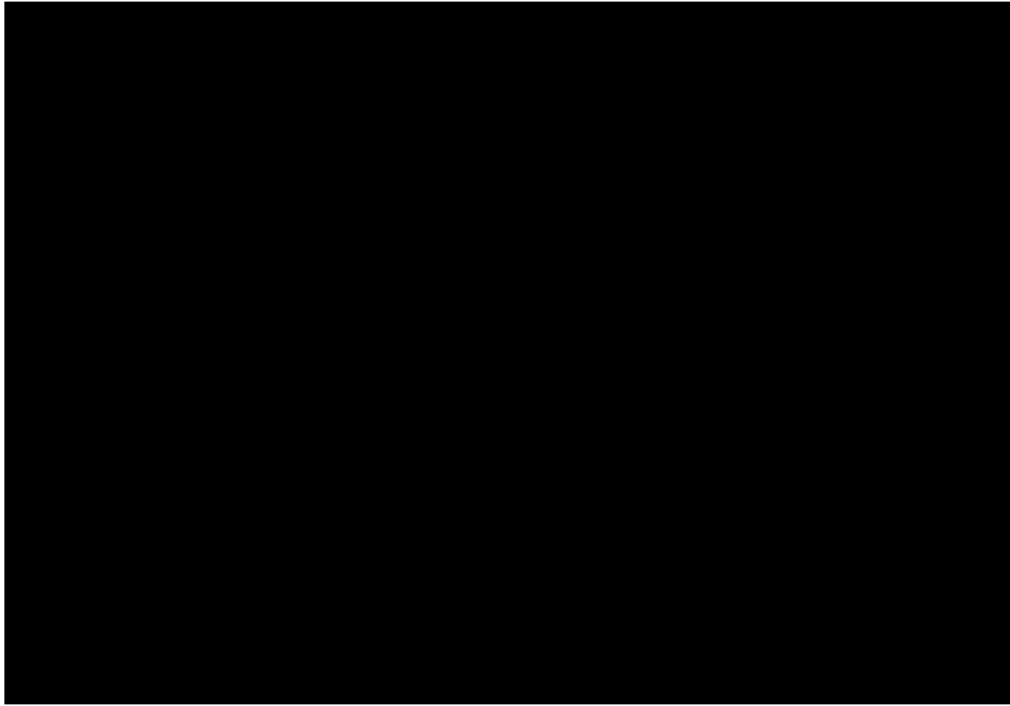
Savannah, Georgia
August 14, 2014

My Bro

Sodman Landscaping, Inc.
Balance Sheet
December 31, 2013



Sodman Landscaping, Inc.
Balance Sheet
December 31, 2013



Sodman Landscaping, Inc.
Statement of Income
For the Year Ended December 31, 2013



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4.0.1.4

Safety and Training Programs

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Safety Policies and Procedures

Sodman Landscape Design is devoted to the safety of their employees and the residents of the communities that we service. We have taken measures to provide you with policies and equipment to insure that this is an achievable goal.

1. All employees will be required to use safety glasses when operating any gas powered equipment.
2. Employees are required to wear ear protection when operating gas powered equipment.
3. Do not wear loose, torn and frayed clothing. Employees are required to wear long pants, works, and a reflective Sodman vest each day.
4. There will be no smoking in any Sodman buildings, near fueling areas or while fueling vehicles or machines. This rule also applies to all jobsites as well.
5. Drug and alcohol testing will be strictly enforced. If a manager believes there is need for random testing, they reserve the right to require employee to test (see handbook). No exceptions.
6. The use of personal cell phones on the job site or within company vehicles is strictly prohibited. Cell phones are to be used for communication pertaining to the job within the company Manager/Supervisors/Employees only, or for any emergency that may arise.
7. No I-Pods or personal stereos will be allowed during the working day on any jobsite.
8. Employees should be alert to see that all guards and other protective devices are in proper places and adjusted and shall report any deficiencies promptly to the supervisor or manager. Do not remove any safety devices.
9. It is the employee's responsibility to report equipment malfunctions to the supervisor or manager.
 - a. All equipment with blades should be turned off if the operator needs to get off of the equipment.
10. Unattended equipment or vehicles will not be left with engines running.
11. There will be no personal use of company vehicles or equipment.
12. Horseplay, scuffling and other acts of which tend to have an adverse effect on the safety or well-being of the employees are prohibited.
13. Proper equipment and tools will be used for each job to insure maximum safety at all times.
14. Never load or unload heavy equipment or material without assistance.
15. Do not stand under any hoisted equipment or material.
16. Do not stand between two pieces of equipment: Example: Hitching up a trailer to truck. You are to wait until the truck comes to a halt before coming in between the equipment.
17. When grass on slopes on hills is wet, report the conditions to your supervisor immediately for evaluation before mowing.
18. Inspection of each job area you are working on is required before the day's work is to begin. Broken glass, trash and other hidden objects can cause serious injury to a bystander. Remove objects from work areas.
19. All employees are required to complete training on all company vehicles and equipment before operating same.
20. All vehicular accidents, personal injury, and property damage will be reported immediately.
21. Personal and company vehicles shall be parked in designated areas only.
22. All loads must be tarped and secured.
23. All trailers must be kept clean of all debris.
24. No unauthorized passengers are permitted on company machinery or in company vehicles.

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Personal Protective Equipment (PPE) Procedures

- When handling chemicals, neoprene or nitrile gloves shall be worn. When a splash hazard potential exists, goggles shall also be worn.
- When the Spray Technician applies pesticides, an approved respirator, (see Respiratory Protection Policy), a Tyvek suit, rubber gloves and goggles shall be worn.
- Hearing protection shall be worn by employees who operate any lawn care equipment (riding or hand held), including lawn mowers, edgers, trimmers, weed wackers and chain saws.
- For all hand held tools, safety glasses shall also be worn.
- Safety glasses are required while employees use hand-held equipment and work with shop tools.
- Hard hats shall be worn by employees while trimming tree limbs or cutting down trees or their branches.
- Personal protective equipment shall be stored, maintained and inspected in an appropriate manner by each employee.
- If any personal protective equipment becomes damaged it shall be replaced.
 - In addition, sizes must be considered when ordering or requesting personal protective equipment.

TOOLBOXTOPICS.COM

Company Name _____ Job Name _____
Date _____

HAZARD AWARENESS--THE LITTLE THINGS COUNT

Most of us have probably heard the old saying, "It's the little things that count."

There are many small things that influence our lives, and ignoring them can sometimes have serious consequences -- particularly when it comes to safety. We have all been trained to watch out for the big hazards that could harm us, but the little ones can sometimes cause serious injuries too.

One company became very concerned when its accident frequency showed a large increase over a three-month period. Management began an in-depth check of systems, equipment, and material that are considered to be high-hazard: heavy machinery, ventilation, toxic substances, machine guarding, etc.

To everyone's surprise, none of these things were the cause of their accidents. Chemicals were properly labeled and stored; machines were in good repair and properly guarded; the exhaust fans, sprinkler systems, respirators, etc., were all in good working order. Instead, accidents stemmed from a variety of "little things" that had been ignored until an injury occurred. For example, they found that serious falls had been caused by:

- A puddle of oil on the floor from a leaking forklift. No one had poured absorbent on the spill because it was "too small to worry about." It wasn't too small, however, to make a passing employee slip and fall when he didn't notice it. (Furthermore, the leaking forklift needs to be repaired so this accident won't happen again.)
- A box of supplies that had been left on the floor in front of a shelf, instead of properly stored. It had been walked around dozens of times before someone finally tripped over it.
- A ladder that was placed in front of an outward-opening door "just for a minute" to change a light bulb. It was knocked over by another worker coming through the door, and both he and the worker on the ladder were injured.

All these "accidents waiting to happen" had been ignored because they didn't really seem *that* dangerous to the workers involved. Employees all knew about, and carefully avoided, the major hazards found when repairing energized electrical equipment or bypassing machine guards.

We often *intend* to report a defective tool, extension cord, or stepladder to the maintenance department but don't take the time, or forget about. It is important to follow through on our good intentions, since these are just the sort of "little things" that can result in a serious injury to ourselves or to other workers.

Minor injuries left untreated are also "little things" that can cause big trouble if ignored. "Just a scratch" can become infected; a speck of dust in the eye can scratch the cornea and cause severe eye damage if not attended to. So, be sure to report even seemingly minor injuries and get appropriate first aid treatment.

Little things *do* count and if we take a few minutes to pay attention to all the potential hazards around us we can prevent serious injuries from happening to ourselves and other employees.

Safety Recommendations: _____

Job Specific Topics: _____

M.S.D.S Reviewed: _____

TOOLBOXTOPICS.COM

Company Name _____ Job Name _____ Date _____

COMMON SENSE AND ACCIDENT PREVENTION

Generally speaking, we are not *born* with common sense, we *acquire* it throughout life. Actually, common sense is really common experience--we learn about life from others' experiences as well as our own. Awareness of your environment, self-preservation and concern for your fellow workers are all factors in good common sense. Contrary to popular opinion, all workers can prevent themselves from getting hurt. The easy way to avoid pain is to observe how others have taken risks and been injured, rather than learning the hard way--from your own injury. That's common sense!

The experts say at least 80% of industrial accidents are caused by unsafe acts on the part of employees--and not by unsafe conditions. Although employers are required by law to provide a safe and healthful workplace, it is up to *you* to be aware of your work environment and follow safe work practices. By avoiding unsafe acts and practicing common sense, your work will go smoother, with less chance for accidents.

Statistically, most accidents are caused by unsafe acts, including:

Being In A Hurry - Sometimes there is more concern for completing a job quickly instead of safely. Take time to do a good job *and* a safe job.

Taking Chances - Daring behavior or blatant disregard for safe work practices can put the whole work team at risk. Follow all company safety rules and watch out for your fellow employees. Horseplay is never appropriate on the job and can lead to disciplinary action.

Being Preoccupied - Daydreaming, drifting off at work, thinking about the weekend and not paying attention to your work can get you seriously hurt or even killed. Focus on the work you are paid to do. If your mind is troubled or distracted, you're at risk for an accident.

Having A Negative Attitude - Being angry or in a bad mood can lead to severe accidents because anger nearly always rules over caution. Flying off the handle at work is potentially dangerous. Keep your bad moods in check, or more than one person may be hurt. Remember to stay cool and in charge of your emotions.

Failing To Look For Hidden Hazards - At many jobsites, work conditions are constantly changing. Sometimes new, unexpected hazards develop. Always be alert for changes in the environment. Hidden hazards include spilled liquids that could cause slips and falls; out-of-place objects that can be tripped over; unmarked floor openings one could step into; low overhead pipes that could mean a head injury; and other workers who don't see you enter their hazardous work area.

Remember to stay alert for hazards, so you won't become one more accident statistic: You *can* do a quality job without rushing. Maintain a positive attitude and keep your mind on your work. This is just common sense--something smart workers use!

Safety Recommendations: _____

Job Specific Topics: _____

M.S.D.S Reviewed: _____

TOOLBOXTOPICS.COM

Company Name _____ Job Name _____
Date _____

LOOK OUT FOR YOUR CO-WORKERS

Take a look around at your co-workers. Some are your friends during work hours, and even after work.

You know about their families, what they like and don't like, and what they do for fun. So, be on the lookout for unsafe conditions and correct them, or report them to your supervisors as soon as possible.

Help your fellow workers get through the shift without an accident:

- I'll help you lift those heavy items, so you don't have to do it by yourself. I know a back injury can mess up your home life, as well as your ability to work.
- I'll be sure to inspect those slings before you lift a load. I know that you are depending upon them to hold the weight of the load until it is set down.
- I'll inspect that ladder and make sure it is in good condition before I set it up for you to use. I will set it at a good 4:1 angle so it won't slip while you're on it.
- I'll be certain that the guardrails, mid rails and toe boards are in place before you get up on that scaffolding, because I know a fall could lead to your serious injury or death.
- I'll make sure that all passageways and walkways are clear so you won't slip, trip or fall.
- I'll label all containers in the workplace, so you don't use the wrong product for a job by mistake.
- I'll check the backup alarms on our heavy equipment, because I can't always see you, and I want to make sure you can hear me.
- When I'm welding, I will always set up the welding shields so the flash won't burn your eyes.
- I'll tag and report all tools that aren't working properly so you won't be injured by plugging in a tool that has a faulty wire.
- I'll know and practice the emergency evacuation procedures, so we can both get out of an unsafe condition together.

Finally, I want to see you leave work exactly the way you arrived. So, if I see you doing something the wrong way, I'll show you the right way to do it. Of course, I expect you will do the same for me-after all, shouldn't everyone on the crew watch out for each other?

Safety Recommendations: _____

Job Specific Topics: _____

M.S.D.S Reviewed: _____

Attended By: _____

TOOLBOXTOPICS.COM

Company Name _____ Job Name _____
Date _____

CHAIN SAW SAFETY AWARENESS

Working with a chain saw on a day-to-day basis requires the development and follow-through of strong, never-fail safety habits. In the blink of an eye, this useful tool can cause serious injury to you or others nearby. Workers who only occasionally use a chain saw may not have ingrained habits, and so must concentrate on accident prevention at all times. To help develop or maintain safe working habits with this equipment, review the chain saw safety checklist below:

o Personal Protective Equipment: Before reaching for the chain saw, make sure all PPE is in good repair. Replace anything that is missing or in poor condition before starting to work. The essentials are:

1. Hard-hats are a necessity when falling timber or working in a sort yard-preferably a high visibility hard-hat. They also provide protection from chain saw kick back.
2. Cut Resistant Chaps are required anytime a chain saw is being used, and are effective in preventing cuts to the operator's legs - a common injury.
3. Cut & Slip Resistant Footwear is a sure way to prevent injuries to the feet or ankles if a slip or fall takes place when working with the saw. Boots should be non-slip, with deep tread soles and when working on wet or slippery logs, sharp caulked boots must be worn.
4. Safety Glasses, goggles or a face shield must be worn anytime a chain saw is used.
5. Ear Plugs or Muffs are required by anyone using or working nearby a chain saw in use.
6. Hand Protection: Proper gloves protect hands from cuts, abrasions and the weather. They also help prevent problems such as Raynaud's Disease or White Finger Disease which are caused by extended exposure to vibration and reduced blood circulation. Some gloves are thin enough to fit inside "White Ox" type gloves and work to absorb vibration. These gloves also help keep hands warm and increase blood circulation. Using a saw that is designed to isolate the engine from the handle is a good first step in limiting vibration. Finally, avoid gripping the saw too tightly, which reduces blood circulation to the fingers.

o Equipment Maintenance: Know your saw, read the manufacturer's manual, and understand its safe operation. Sharpen, lubricate and adjust the chain as often as required to maintain good cutting ability. If force on the bar is required to cut, it means the chain is dull and needs to be sharpened. Inspect the sprockets and replace them when they become worn. A badly worn sprocket makes it nearly impossible to adjust the chain and increases the chances the chain will be thrown. Make sure bars are wearing evenly-dress them up with a file every day and flip them to increase bar life. Make sure chain brakes are

installed and in good working order. Always shut off the saw before setting it on the ground for maintenance or at the end of a cut.

o Safe Cutting Practices: Remove all snags before felling a tree if possible, and always before proceeding with limbing and bucking. Once a tree is down and limbing begins, try to always place your body on one side of the tree and the saw blade on the other. In some terrain, this may not be possible, but never cut limbs with the saw crossing in front of your body. Try to keep the saw moving in the same plane as the trunk of the tree, with your feet and body behind that plane. Avoid cutting with the saw at or above shoulder height. It's harder to control at this height and saw chips are much more likely to strike your face. Continual lifting above shoulder height also has a cumulative effect, and over time may cause fatigue or shoulder and arm injuries.

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LANDSCAPE DESIGN

PO Box 15388
Savannah, GA 31416
Phone: 912-356-5225
Fax: 912-353-9693
sodmanlandscape@aol.com

www.sodmanlandscapedesign.com

4.0.1.5

Grounds Maintenance and Quality Control

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PO Box 15388

Savannah, GA 31416

Phone: 912-356-5225

Fax: 912-353-9693

sodmandlandscape@aol.com

www.sodmandlandscapedesign.com

Grounds Maintenance Quality Control Plan

We attribute the success of our maintenance division to several key components that work in rhythm within the company; a key item that contributes to that success is our quality control procedures. Our upper management team has a strong, personal commitment to the success of the business; they work tirelessly providing vision and direction to our team on a daily basis. In addition, we employ an exceptional staff that prides themselves on going the extra mile in all of their work. Our dedicated account managers have a keen eye for detail and our state-of-the-art equipment enables our crews to focus solely on the job at hand. We also participate in weekly safety meetings and Toolbox Topics.

As we take pride in going the extra mile with all our customers, we guarantee quality work with our reputable on-site standard operating procedures and employee accountability. Following all maintenance visits, all areas are inspected to ensure that all areas have been maintained up to par, and any issues or concerns that are beyond our scope of work and capacity are reported to the managing company. In addition, we at Sodman Landscape Design enforces a chain of command within our maintenance division, with crew members reporting to their respective crew leaders, who then check in with their account manager, who reports in to the general manager. All of our special services crew members, detail crew members, and specialty technicians check in daily to the general manager. With this extra accountability set in place, Sodman Landscape Design has a proven and winning combination that guarantees company success and customer satisfaction.

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Company Customer Service Policy

Our mission

The mission of Sodman Landscape Design is to enhance the beauty and value of every client's property while exceeding their expectations every step of the way.

Our Commitment to Excellence

In fulfilling our mission, our company, strives at all times to provide its goods and services in a way that reflects our idea that the customer is always right. We guarantee to always use the best materials and continually enhance our offerings. We are committed to hiring the best team and develop new leaders through mentoring and training. We strive to provide the best possible customer service and continually look for opportunities to improve wherever we can.

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sodmanlandscape@aol.com

www.sodmanlandscapedesign.com

4.0.1.6

Criminal Background Checks

SODMAN

LANDSCAPE DESIGN

PO Box 15388
Savannah, GA 31416
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Fax: 912-353-9693
sodmanlandscape@aol.com
www.sodmanlandscapedesign.com

Criminal Background Checks:

The authorized signature on the RFP Clarification page is certification that all supervisory and resource management employees named have had and successfully passed, at minimum, a South Carolina and nationwide background check and that all meet federal and state requirements for employment at K-12 Facilities. The signature also certifies that any new supervisor or grounds maintenance hire will have had and successfully passed a criminal background check and will meet the same federal and state requirements at the time of being hired.

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4.0.1.7

Government/Client Litigations

SODMAN

LANDSCAPE DESIGN

PO Box 15388
Savannah, GA 31416
Phone: 912-356-5225
Fax: 912-353-9693
sodmanlandscape@aol.com

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Records of government or client litigations:

Sodman has no history of government or client litigations.

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Fax: 912-353-9693
sodmanlandscape@aol.com

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4.0.1.8
M/WBE (Section 9)

SODMAN

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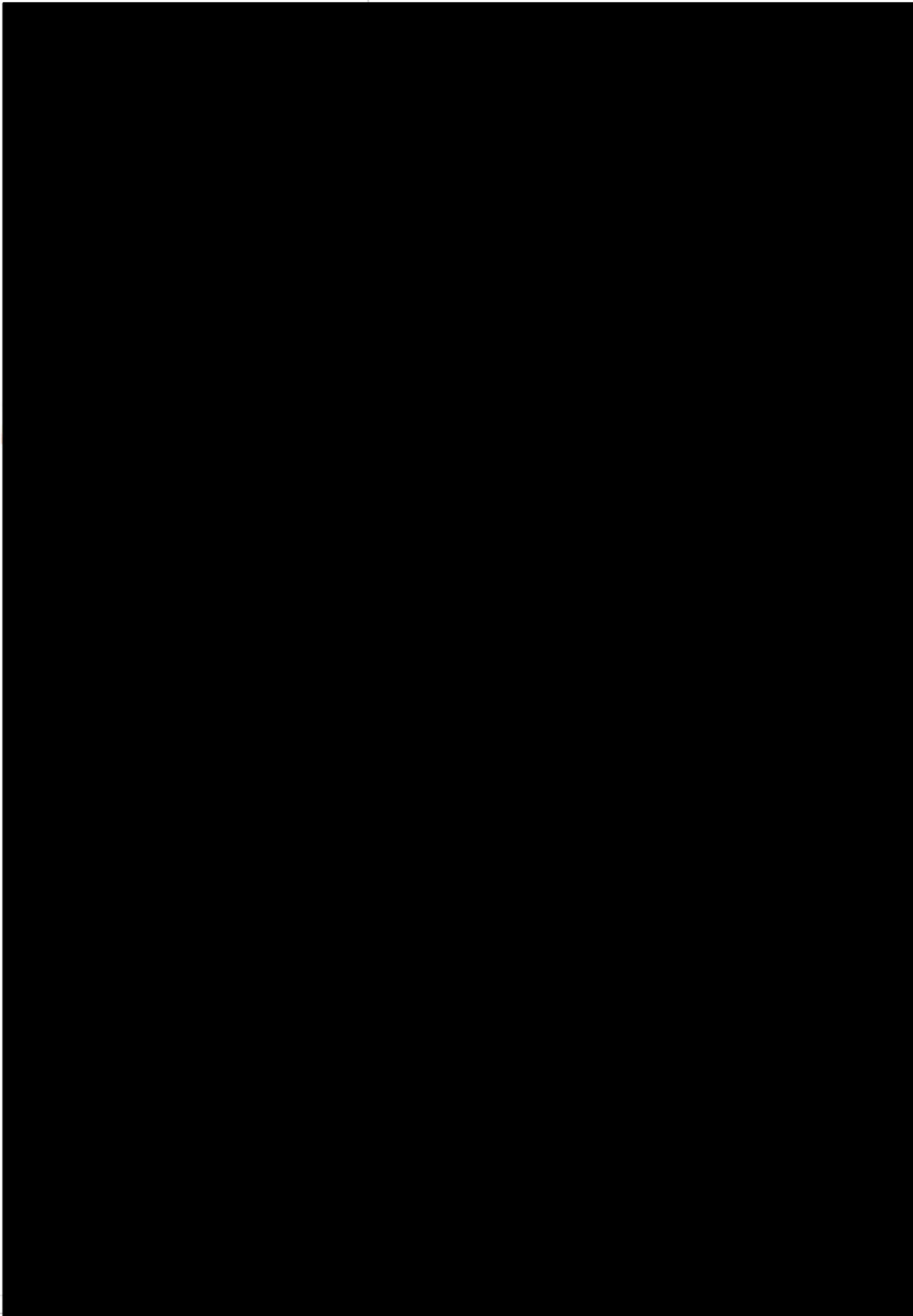
PO Box 15388
Savannah, GA 31416
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Fax: 912-353-9693
sodmanlandscape@aol.com

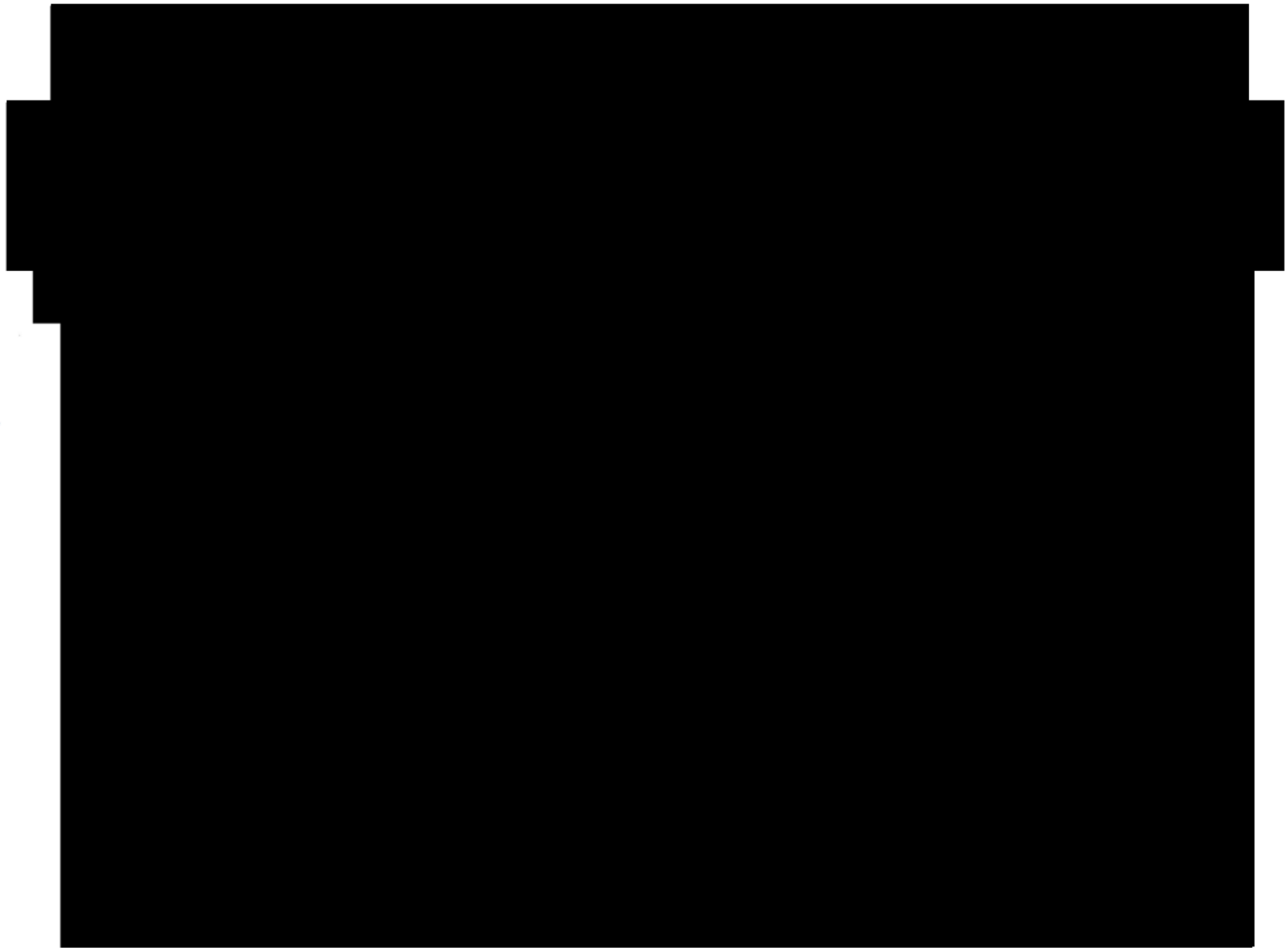
www.sodmanlandscapedesign.com

M/WBE (Section 9):

Sodman (is and) has been 51% woman owned for over 25 years. As of January 12, 2016, our company started the application process to become a “certified” Women Owned Business with the City of Savannah. We are reaching the final stages of this process.

Please see the attached documentation.







Minority and Women-Owned Business Enterprise Certification Application

*Roadmap for Applicants***Purpose**

The purpose of the City of Savannah's Minority and Women-Owned Business Enterprise (M/WBE) Program is to help small businesses owned and controlled by socially and economically disadvantaged individuals, including minorities and women, participate in all aspects of projects and contracts administered by the City's Procurement Department. The City of Savannah prohibits discrimination against a person or business in pursuit of these opportunities on the basis of race, color, sex, religion or national origin.

- The following standards shall be used to determine whether a business is owned and controlled by one or more socially and economically disadvantaged individual(s), and therefore, is eligible to be certified as an M/WBE:
- A **"Minority or Women-Owned Business Enterprise"** is one that is at least fifty - one (51%) percent owned and controlled by one or more socially and economically disadvantaged individuals.
- To be certified with the City of Savannah as a M/WBE, **firms must be located and operate within the three county Metropolitan Statistical Area (MSA) consisting of Bryan, Chatham and Effingham counties for at least six months prior to submitting an application for certification.** To operate means to be the current holder of a valid business license issued by a local government within the MSA prior to submitting an application for certification.
- A **"Socially Disadvantaged individual"** is one who has been subjected to racial or ethnic prejudice or cultural bias within American society because of his/her identification as a member of a group and without regard to individual qualities. A socially disadvantaged individual must be a citizen (or lawfully admitted permanent resident) of the United States who is either:
 - Black Americans, Hispanic Americans, Native Americans, Asian-Pacific Americans, Subcontinent Asian Americans and Women
- **"Economically Disadvantaged"** means an individual whose Personal Net Worth is less than \$750,000 excluding the value of their primary residence and capital invested in the business seeking certification.
- If your firm is currently certified by USDOT as a Disadvantaged Business Enterprise (DBE) or by the Small Business Administration (SBA) as an 8(a) firm or by Georgia Minority Supplier Development Council (GMSDC), the City of Savannah may accept your certification provided adequate documentation is provided.
- Additionally, an M/WBE is one:
 1. Whose management, policies, major decisions and daily operations are independently managed by one or more socially and economically disadvantaged individuals;
 2. Which is a Small Business as define by the SBA guidelines, and whose gross receipts do not exceed **\$20.41 million** average over a three year period;
- There is no application fee for M/WBE certification. All applications for certification must be accompanied by a sworn affidavit attesting to the accuracy and truthfulness of the information provided.
- The City of Savannah shall provide eligibility determinations for new candidates within 90 days of receipt of a complete application.

9.0 ATTACHMENTS TO SOLICITATION

MINORITY AND WOMAN BUSINESS ENTERPRISE POLICY AND REQUIREMENTS:

***Mission of the Beaufort County School District Board of Education:
To serve the community by providing the opportunity for each student to receive a highly effective education***

Statement of Policy

It is the policy of the Beaufort County School District that discrimination against businesses on the basis of race, color, national origin, and gender is prohibited. No person shall be denied the benefit of, or otherwise discriminated against, on the grounds of race, color, national origin or gender in connection with the award and/or performance of any contract or modification of a contract between a vender or contractor and the Board which contract is paid or is to be paid for, in whole or part, with monetary appropriations of the Board. Further, it is the policy of BCSD to encourage and promote on an inclusionary basis contracting opportunities for all business, without regard to race, color, national origin or gender. It is expected that all firms seeking to do business with the Beaufort County School District will comply with this BCSD policy.

W/MBE Compliance

Potential bidders must demonstrate their process for contracting or utilizing businesses as subcontractors or suppliers for work on projects undertaken is open to businesses regardless of race, gender or ethnicity, by fulfilling one (1) of three (3) alternative eligible bidder categories.

1. Documentation of prior M/WBE on projects undertaken in South Carolina during the previous two (2) years at the level of availability.
2. Documentation of prior good faith outreach efforts on all projects undertaken in South Carolina during the previous two (2) years.
3. Commitment to future good faith outreach efforts in all projects undertaken in South Carolina.

On eligible projects that equal or exceed five million dollars in value, potential bidders are required to make a good faith effort to enter into a joint venture or Mentor/Protégé arrangement at the prime contractor level which includes at least one (1) certified minority- and/or woman-owned firm.

- Companies involved in joint venture Mentor/Protégé arrangements must be of a different race or gender ownership.
- Each eligible bidder shall submit with each bid submission on an eligible contract:
 1. A complete and signed subcontractor plan. Eligible bidders who submit bid proposals which fail to utilize minority- and/or woman-owned business enterprises at a level consistent with availability, must submit documentation

- detailing their “good faith outreach efforts” to utilize minority- and/or woman owned firms.
2. Written documentation demonstrating the eligible bidder’s good faith efforts to identify, contract with, or utilize businesses, including certified M/WBEs, as sub-contractors or suppliers on the eligible project.
- Acceptable good faith effort documentation:
 1. The eligible bidder contacted the District Purchasing and Contract Compliance Offices, other private sector and government entities, or M/WBEs organizations, to identify available businesses to work on the eligible bidder project, including minority-and Woman-owned firms.
 2. The eligible bidder placed notices of opportunity for minority-and woman-owned firms to perform subcontracting work on the eligible project in newspapers, trade journals and other relevant publications specifically targeted to M/WBEs, or communicated such notices or opportunities via the Internet or by other available media means.
 3. The eligible bidder submitted invitations to bid for work on the eligible project to qualified businesses, including minority-and woman-owned firms.
 4. The eligible bidder included in such notices and invitations, a full disclosure of the criteria upon which bids, proposals or quotes would be evaluated, and also included contact information for inquiries, submissions, or requests to review any necessary bid documents.
 5. The eligible bidder promptly responded to inquiries, provided necessary physical access and time for all interested businesses to fully review all necessary bid documents, and otherwise provided information, access and time to allow all interested businesses to prepare bids and quotes, regardless of race, gender or ethnicity.
 6. The eligible bidder considered, hired, or otherwise utilized qualified and available businesses for an eligible project, including minority-and Woman-owned firms.
 7. For each business which contacted or was contacted by the eligible bidder regarding sub-contracting or services on the eligible project, the eligible bidder shall maintain all written documents reflecting such contact, including bids, quotes and proposals.

Subcontractor Participation

Beaufort County School District, through its contract documents, encourages contractors to utilize minority subcontractors on their projects.

A prime contractor must identify M/WBE utilization expenditures to certified M/WBE subcontractors that perform a commercially useful function in the work of the contract. An M/WBE subcontractor is considered to perform a commercially useful function when it is responsible for the execution of a distinct element of the work of a contract for which the MBE or WBE has the skill and expertise and carries out its responsibilities by actually performing, managing and supervising the work involved.

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>
n/a					
sodman does not plan to sub-contract this project at this point in time.					
					03.01.2016

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.

Caitlyn Neff
Signature

02.29.16
Date

Name: Caitlyn Neff

Title: Office Manager

Project: RFP #16015

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LANDSCAPE DESIGN

PO Box 15388
Savannah, GA 31416
Phone: 912-356-5225
Fax: 912-353-9693
sodmanlandscape@aol.com

www.sodmanlandscapedesign.com

4.0.1.9

Objections

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LANDSCAPE DESIGN

PO Box 15388

Savannah, GA 31416

Phone: 912-356-5225

Fax: 912-353-9693

sodmanlandscape@aol.com

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Our company has no objections, exceptions, or observations regarding the specified services and requirements in this RFP.

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Beaufort County School District

Solicitation Number 16-015

Qualifications: Required Information

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A: General History and Experience

Sodman Landscape Design strives to be the absolute best in the business. Not only do we offer quality products at fair market prices, but we offer top notch service in a timely manner, making us cost-effective and efficient.

This scope of work has been performed by our company for the last 27 years. Upon accepting the specified work, we gather the most appropriate equipment and qualified people, schedule the work based on customer needs, and perform this work to meet and exceed specifications.

Safety is very important to Sodman and is always a concern. Our team participates in weekly safety meetings and training sessions. We would be happy to provide you with sample safety meeting information or Material Safety Data Sheets upon request.

Supervision is also key at our company. Our work starts with crew members and is supervised by various people all the way up to the General Manager and Owner. We pride ourselves on valuing relationships, mutual open communication, and a team environment to provide elite landscaping services to our clients.

WHO IS LANDSCAPE DESIGN?

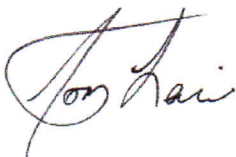
Sodman Landscape Design was established over twenty-five years ago by Tommy and Katie Lewis to serve the Savannah and low country communities. We pride ourselves on valuing relationships, mutual open communication, and a team environment to provide elite landscaping services to our clients within the Greater Savannah area.

We are known for consistently going the extra mile in all of our work. Our experienced installation and maintenance crews provide diligent and expert services that will ensure that the landscape at your property will be pristine. Our specialty departments, including our irrigation specialists, chemical technicians, and enhancement crews, are true professionals who excel in their fields with the industry's leading products. Although our crews have been working together at Sodman for over 20 years, we constantly strive to improve upon efficiency, effectiveness, safety, and customer satisfaction of our operations.

Aside from our outstanding maintenance and installation crews, we have a close team of individuals here at Sodman who work together to keep things running smoothly for all of our customers. As previously mentioned, we believe that mutual open communication is key to a successful business. Our General Manager is always out and about checking in on our jobsites and properties to ensure they are kept exactly how we've promised, pristine. Our friendly Sales Manager not only focuses on sales and marketing, but networking as well! You may see him at various community association meetings or walking through developing properties estimating new work. Of course, our Office Manager and staff are always around to answer any questions or address any concerns you may have. Our team is also available to provide you with various proposals that go beyond our scope of work, to meet all of your landscaping needs.

Please contact us if you have any questions regarding our proposal or if you need any additional information from our company. We look forward to beginning our relationship with your company.

Sincerely,



Tommy Lewis
Owner
And Team
Sodman Landscape Design



SODMAN

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sodmanlandscape@aol.com

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B: Financial Responsibility

Banking Reference:

Sodman Landscape Design has been banking with UCB for over 10 years.

United Community Bank
27 Bull Street
Savannah, GA 31401

Terri Stille
Contact | Office 912.235.3142 Fax 912.234.6566
terri_stille@ucbi.com

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LANDSCAPE DESIGN

PO Box 15388
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Phone: 912-356-5225
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sodmanlandscape@aol.com

www.sodmanlandscapedesign.com

C: Insurance Coverage

Please see the attached Certificate of Insurance



SODMA-1

OP ID: KM

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

03/01/2016

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

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

PRODUCER Stevens Hale & Associates P.O. Box 13627 Savannah, GA 31416 Christopher R. Player	CONTACT NAME:	
	PHONE (A/C, No, Ext): 912-961-4300	FAX (A/C, No): 912-961-4303
INSURED Sodman Landscape, Inc. 1222 Montgomery Crossroads Savannah, GA 31406	E-MAIL ADDRESS:	
	INSURER(S) AFFORDING COVERAGE	
	INSURER A: Michigan Comm Ins Mutual	
	INSURER B: Selective Insurance of the SE	
	INSURER C:	
	INSURER D:	
	INSURER E:	
INSURER F:		
		NAIC # 39926

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

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

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
B	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR			S2172089-00	05/21/2015	05/21/2016	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 500,000
B	<input checked="" type="checkbox"/> Herbicide/Pesticide GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:			S2172089-00	05/21/2015	05/21/2016	MED EXP (Any one person) \$ 15,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 Ded/SIR \$ 0
B	<input checked="" type="checkbox"/> AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS			S2172089-00	05/21/2015	05/21/2016	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
B	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input checked="" type="checkbox"/> RETENTION \$ 0			S2172089-00	05/21/2015	05/21/2016	EACH OCCURRENCE \$ 5,000,000 AGGREGATE \$ 5,000,000
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below Y / N <input type="checkbox"/> N / A			WC1000016420	02/28/2016	02/28/2017	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000

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

CERTIFICATE HOLDER**CANCELLATION**

BEAUCOU

Beaufort County Board of Education
Procurement Office
2900 Mink Point Blvd
Beaufort, SC 29902

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

AUTHORIZED REPRESENTATIVE

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PO Box 15388
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Fax: 912-353-9693
sodmanlandscape@aol.com

www.sodmanlandscapedesign.com

D: Certifications/Licenses/Permits

Please see attached.

Georgia Department of Agriculture

Plant Protection Section

1109 Experiment Street, Redding Build, Room 213

Griffin, GA 30223

Tele: (404)-586-1140 Fax: (770) 228-7219

agr.georgia.gov/plant-protection.aspx

LIVE PLANT LICENSE

Expiration Date:

12/31/2016

License Number:

36446

Category:

LANDSCAPER

SODMAN TURF & NURSERY INC.

912-356-5225

1222 1/2 E. MONTGOMERY

CROSSROADS

SAVANNAH GA

This License Is Not Transferable and Must Be Posted At All Times In A Prominent Business Location

From: eCorp.noreply <eCorp.noreply@sos.ga.gov>
To: sodmanlandscape <sodmanlandscape@aol.com>
Subject: Annual Registration
Date: Mon, Feb 8, 2016 4:00 pm
Attachments: 201602080408206-406719.pdf (45K), 12616016.pdf (60K)

Dear Katie Lewis,

This is a confirmation that the 2016 Annual Registration for SODMAN LANDSCAPING, INC. has been successfully processed by the Georgia Secretary of State's office on 02/08/2016. A digital confirmation and receipt has also been sent to the filer's inbox.

Thank you.

Sincerely,

Georgia Secretary of State - Corporations Division
2 Martin Luther King Jr. Dr.
313 West Tower
Atlanta, Georgia 30334-1530
Phone: (404) 656-2817
Website: <http://sos.ga.gov/>

(Note: This email has been sent by an automated process. Please do not reply to it.)

STATE OF GEORGIA

Secretary of State

Corporations Division

313 West Tower

2 Martin Luther King, Jr. Dr.

Atlanta, Georgia 30334-1530

ANNUAL REGISTRATION

Electronically Filed

Secretary of State

Filing Date: 2/8/2016 4:00:01 PM

BUSINESS INFORMATION

CONTROL NUMBER	K118156
BUSINESS NAME	SODMAN LANDSCAPING, INC.
BUSINESS TYPE	Domestic Profit Corporation
EFFECTIVE DATE	02/08/2016

PRINCIPAL OFFICE ADDRESS

ADDRESS	1222 E Montgomery Crossroad, SAVANNAH, USA
---------	--

REGISTERED AGENT'S NAME AND ADDRESS

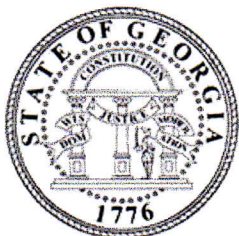
NAME	ADDRESS
TOM LEWIS	6 EAGLE RIDGE DRIVE, Chatham, SAVANNAH, GA, 31406, USA

OFFICERS INFORMATION

NAME	TITLE	ADDRESS
Jimmie O Lewis		6 Eagle Ridge Drive, Savannah, USA
JIMMIE O. LEWIS	CEO	6 EAGLE RIDGE DRIVE, SAVANNAH, USA
TOM LEWIS	SECRETARY	6 EAGLE RIDGE DRIVE, SAVANNAH, USA
TOM LEWIS	CFO	6 EAGLE RIDGE DRIVE, SAVANNAH, USA

AUTHORIZER INFORMATION

AUTHORIZER SIGNATURE	Katie Lewis
AUTHORIZER TITLE	Officer



B. P. Kemp

Brian P. Kemp
Secretary of State

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sodmanlandscape@aol.com

www.sodmanlandscapedesign.com

E: Failed Projects/Suspensions/Debarments/ Litigations

Sodman has no history of failed projects, suspensions, debarments, or significant litigations.