

# LANDSCAPE MAINTENANCE PROPOSAL



**the greenery, inc.®**

— EMPLOYEE OWNED —

**Beaufort County School District**

**Grounds Maintenance Non-Athletic Services**

**Technical Proposal**

**DUE March 3, 2016 11AM**







**the greenery, inc.®**

— EMPLOYEE OWNED —

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



Dear Review Board,

On behalf of the Greenery, Inc. I would like to thank you for the opportunity to present you with the enclosed technical proposal for the Grounds Maintenance Non-athletic Services of your school campuses.

The Greenery has a firm understanding of the work that needs to be completed in this RFP. The Greenery is committed to operating as your service partner and will meet or exceed your expectations. We are confident our attention to detail will provide you with the satisfaction you deserve.

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

All of us are excited about the potential to not only work for the Beaufort County School District in providing excellent service, but also actively support school projects and events.

Respectfully submitted,  
The Greenery, Inc.

Janet Noonan  
Director of Business Development  
843-338-3125  
[JanetNoonan@thegreeneryinc.com](mailto:JanetNoonan@thegreeneryinc.com)



## TECHNICAL PROPOSAL

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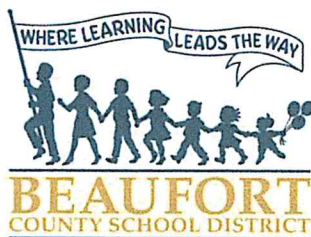
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# **TECHNICAL PROPOSAL**

## **4.0.1.1 Cover Page and Page Two**





## 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](mailto: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](http://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)  
The Greenery, Inc.

ENTITY TYPE:  
Corporation

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

Director of Business Development

PRINTED NAME

TITLE

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

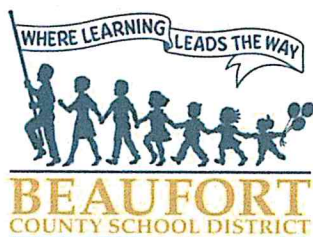
<b>HOME OFFICE ADDRESS</b> (Address for Offeror's home office/ Principal place of business):	<b>NOTICE ADDRESS</b> (Address to which all procurement and contract related notices should be sent):
<b>PHONE NUMBER:</b>	
<b>EMAIL ADDRESS:</b>	

<p><b>PAYMENT ADDRESS</b> (Address to which payments will be sent):</p>     <p><input type="checkbox"/> Payment Address Same as Home Office Address</p> <p><input type="checkbox"/> Payment Address Same as Home Notice Address</p> <p>(check one only)</p>	<p><b>ORDER ADDRESS</b> (Address to which all purchase orders will be sent):</p>     <p><input type="checkbox"/> Payment Address Same as Home Office Address</p> <p><input type="checkbox"/> Payment Address Same as Notice Address</p> <p>(check one only)</p>
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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 ☐ No ☐  
If yes, please include a copy of your certification.





## Beaufort County School District

### Addendum 1

Solicitation Number: 16-015  
Date Printed: February 26, 2016  
Date Issued: February 26, 2016  
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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ENTITY TYPE:

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

Janet Noonan

Director of Business Development

PRINTED NAME

TITLE

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

# TECHNICAL PROPOSAL

## 4.0.1.2 **Firm Information** Key Personnel References



# FIRM INFORMATION



**The Greenery Corporate Mailing Address**  
PO Box 6569  
Hilton Head, SC 29938

## **Proposed Account Manager Information**

The Account Managers will be assigned by branch location based on which clusters are awarded.

## **Contact for Officer in Charge of this Proposal**



**JANET NOONAN**

Director of Business Development  
843-686-9073  
[JanetNoonan@thegreeneryinc.com](mailto:JanetNoonan@thegreeneryinc.com)

## **Contact for Officer in Charge of Contracts**



**BILL DAVOLI**

Chief Operating Officer / Executive Vice President  
843-686-9052  
[BillDavoli@thegreeneryinc.com](mailto:BillDavoli@thegreeneryinc.com)

# TECHNICAL PROPOSAL

## 4.0.1.2 Firm Information

**Key Personnel**

**References**



# BEAUFORT BRANCH



## Branch Administration



### Michael Fowlkes

#### Operations Manager

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



### Melissa Brophy

#### Office Administrator

*Business, Technical College of the Lowcountry*  
Melissa ensures that the office functions efficiently with administrative support, exceptional customer service and financial control.

## In the Field

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



### Larry Kaczowka

#### Account Manager

*ASHI Certified for CPR/Basic First Aid*



### Chris Newnham

#### Account Manager

*BS Agricultural Science, University of SC;  
AS Golf Course Management, Horry Georgetown Tech;  
Master Gardner, Clemson; Certified Pesticide Applicator*



### Dusty Vickers

#### Account Manager

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



### Leayn Barber

#### Seasonal Color Supervisor

*ASHI Certified for CPR/Basic First Aid*  
Leayn is responsible for the vibrant seasonal color displays on your property.



### Lucas Posey

#### Irrigation Manager

*SC Department of Health and Environmental Control Backflow Certification; ASHI Certified for CPR/Basic First Aid; Certified Pesticide Applicator*  
Lucas has an extensive background in irrigation design, installation, trouble shooting and repairs as well as low-voltage lighting designs.



### Billy Martin

#### Plant & Health Services Technician

*Certified Pesticide Applicator*  
Billy is responsible for our Integrated Pest Management (IPM) Program. He is responsible for the fertilizations and chemical applications for your property and ensures we meet OSHA guidelines.



# HILTON HEAD BRANCH



## Branch Administration



**Jim van Dijk**

**Branch Manager**

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



**Sandra Murrow**

**Office Administrator**

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



**Tim Drake**

**Business Developer**

*BS, Landscape Architecture, West Virginia University*  
Tim builds relationships with clients to generate opportunities for company growth.

## In the Field

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



**Ty Miller**

**Account Manager**

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



**Allen Klingel**

**Account Manager**

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



**Glen Payne**

**Account Manager**

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



**Ross Roach**

**Assistant Account Manager**

*AS, Horticulture, Piedmont Technical College*



**John Hostler**

**Assistant Account Manager**

*Ohio State ATI in Landscape Contracting and Construction*



**Skip Briggs**

**Enhancement Manager**

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



**Christina Hodge**

**Seasonal Color Manager**

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



**Bert Hardy**

**Irrigation Manager**

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



**Byron Johnson**

**Plant & Health Services Technician**

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



# HARDEEVILLE BRANCH



## Branch Administration



**Myles Graves**

**Branch Manager**

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



**Vanessa Whittaker**

**Business Developer**

Vanessa builds relationships with clients to generate opportunities for company growth.

**Melissa Brophy**

**Regional Office Manager**

*Business, Technical College of the Lowcountry*  
Melissa ensures that the office functions efficiently with administrative support, exceptional customer service and financial control.



## In the Field

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



**Mizraim Mata**

**Account Manager**

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



**Ronald Vargas**

**Account Manager**



**Taylor Malphrus**

**Account Manager**

*BA and MBA from North Greenville  
University*



**Vera Vairo**

**Seasonal Color Technician**

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



**Lucas Posey**

**Irrigation Manager**

*SC Department of Health and Environmental  
Control Backflow Certification; ASHI Certified for  
CPR/Basic First Aid; Certified Pesticide Applicator*  
Lucas has an extensive background in irrigation design, installation, trouble shooting and repairs as well as low-voltage lighting designs.



**Sean Murphy**

**Plant & Health Services Technician**

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

# SENIOR MANAGEMENT TEAM



**Lee Edwards**

**Chief Executive Officer, President**

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

Lee's career started at The Greenery in the family business. In 1994 he founded and developed operations for The Greenery of Charleston. He returned to Hilton Head in 2007 as president for The Greenery, Inc.



**William H. Davoli**

**Chief Operating Officer, Executive Vice President**

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



**Scott Slawson**

**Chief Financial Officer, CPA**

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

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



**Janet Noonan**

**Director of Business Development**

*MBA, Adelphi University; BS, Mathematics, Binghamton University;  
Certified Landscape Professional; Hilton Head-Bluffton Chamber  
Leadership Chairman & Board Member 2012-2015; Parks & Recreation  
Commissioner for Town of Hilton Head 2012-2015*

Janet manages our business development department and has a proven track record with sales and managing financial operations.



**Jerry Ashmore**

**Director of Workforce Development**

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

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



# COMPANY PROFILE



**the greenery, inc.®**

— EMPLOYEE OWNED —

## FOUNDED

1973 Employee-Owned Since 2003

## MANAGEMENT

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

## EMPLOYEES

650+

## EQUIPMENT

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

## STAFF SUMMARY

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

## WEBSITE

[www.thegreeneryinc.com](http://www.thegreeneryinc.com)

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

**Beaufort Office**  
16 Burton Hill Road  
Beaufort, SC 29906

**Charleston Office**  
489 A Deanna Lane  
Charleston, SC 29492

**Construction Office**  
2724 Medical Center Dr.  
Hardeeville, SC 29927

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

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

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

**Palmetto Bluff Office**  
71 Ormsdale  
Bluffton, SC 29910

**Savannah Office**  
2400 Tremont Road  
Savannah, GA 31404

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

### The Greenery Corporate Mailing Address

PO Box 6569  
Hilton Head, SC 29938

# TECHNICAL PROPOSAL

## 4.0.1.2 Firm Information Key Personnel References



# MEET OUR CLIENTS

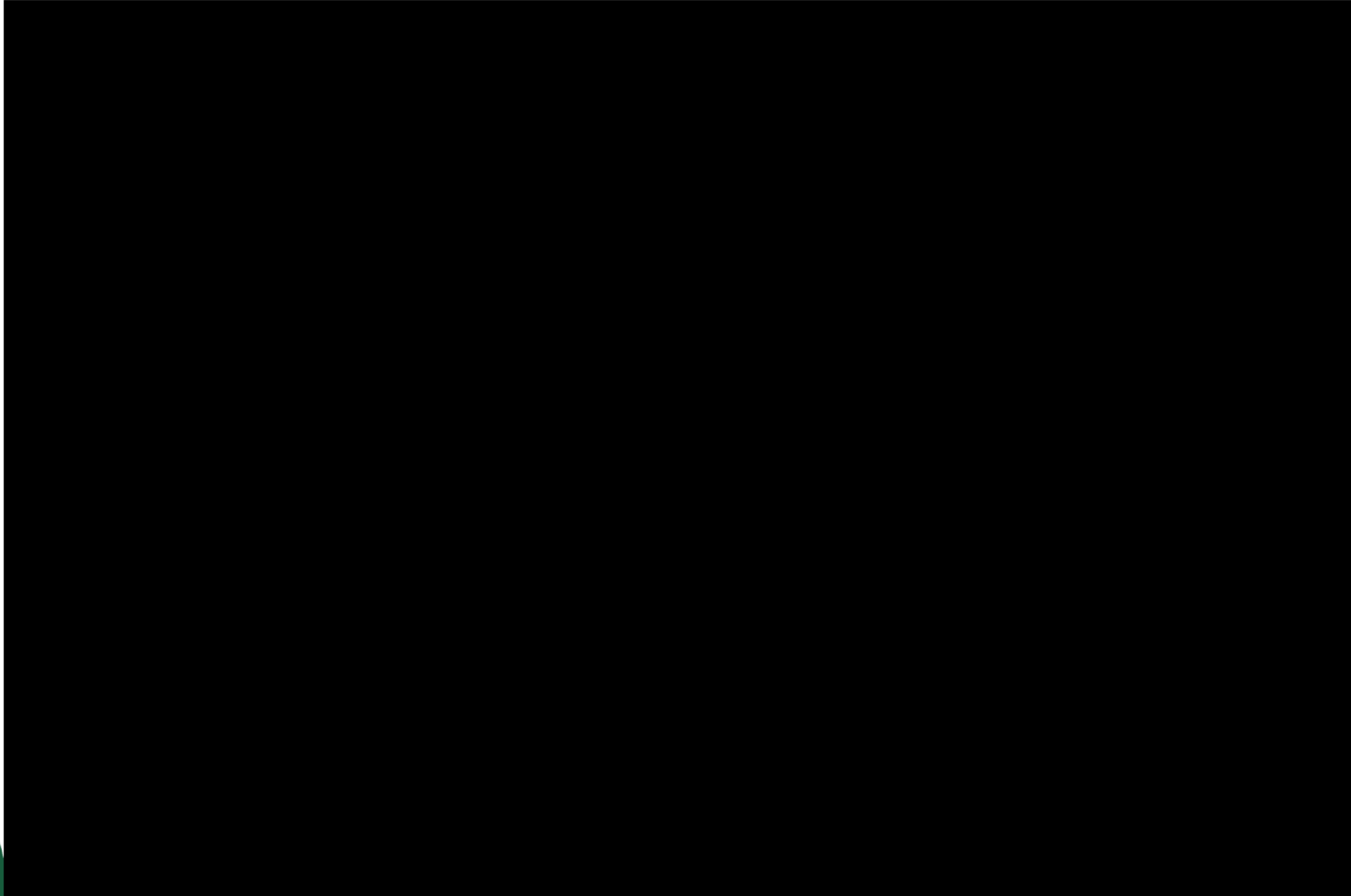




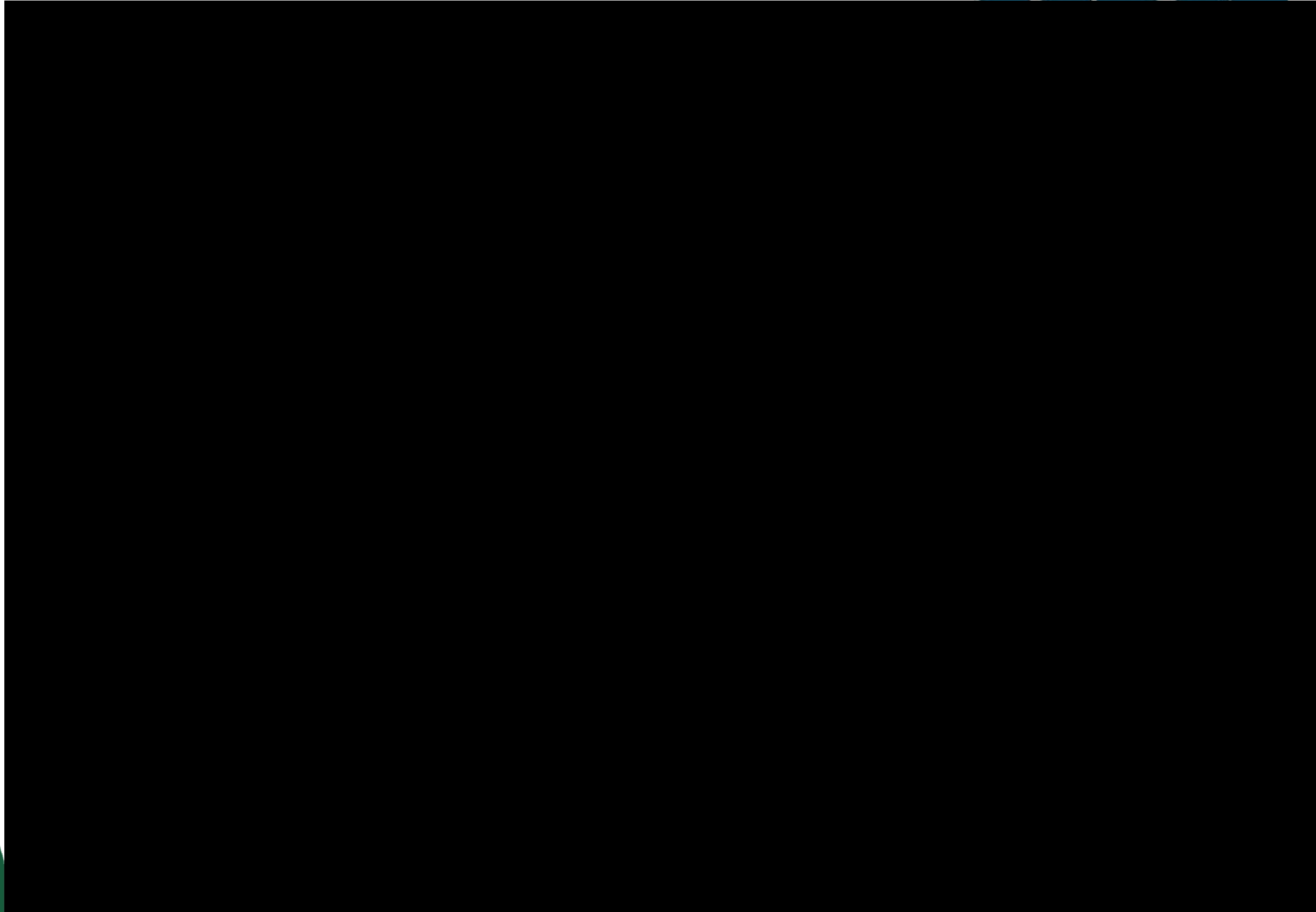
## Client Reference



### City of Beaufort



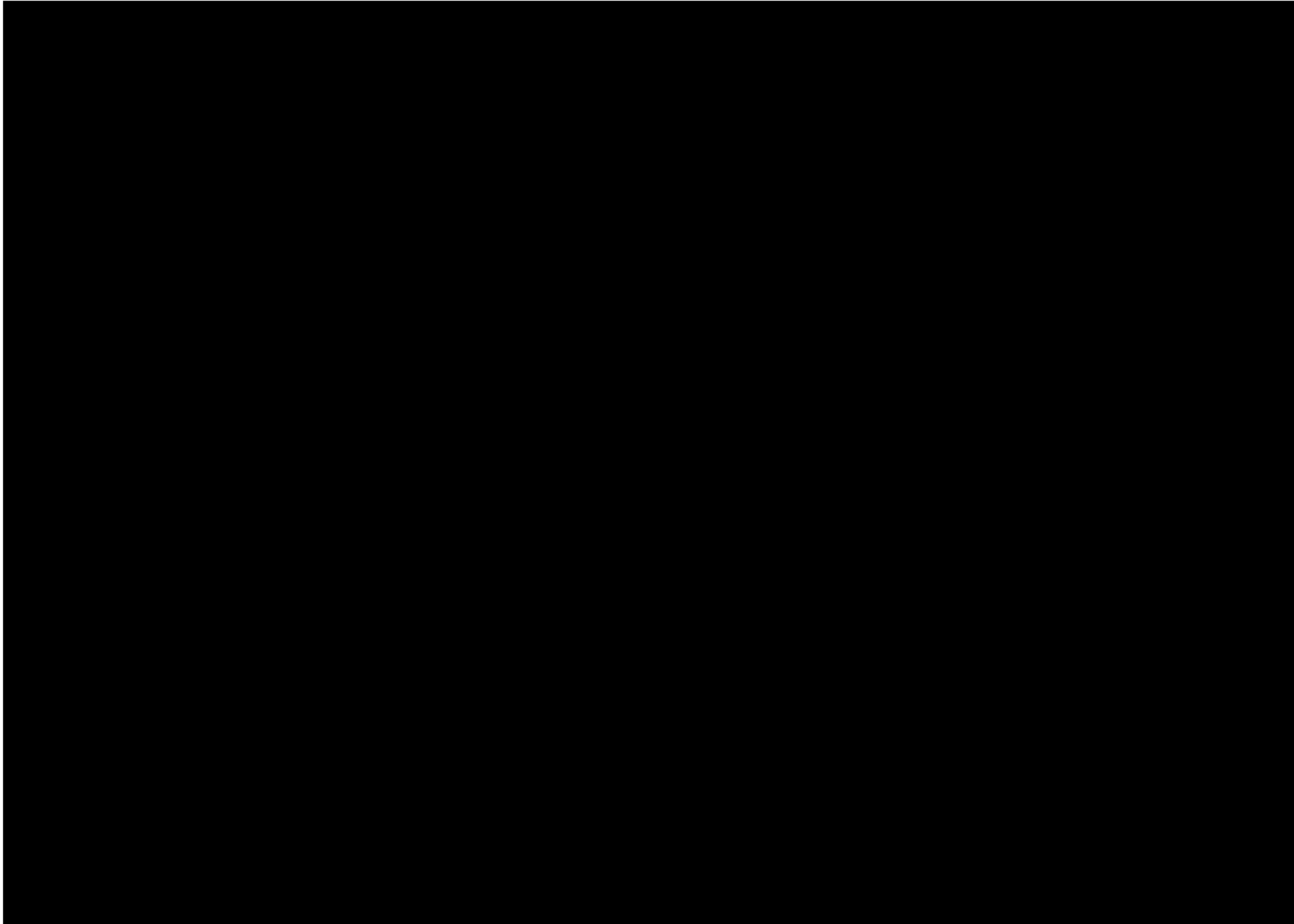
## SC Department of Transportation



## Client Reference



### Sea Pines Resort

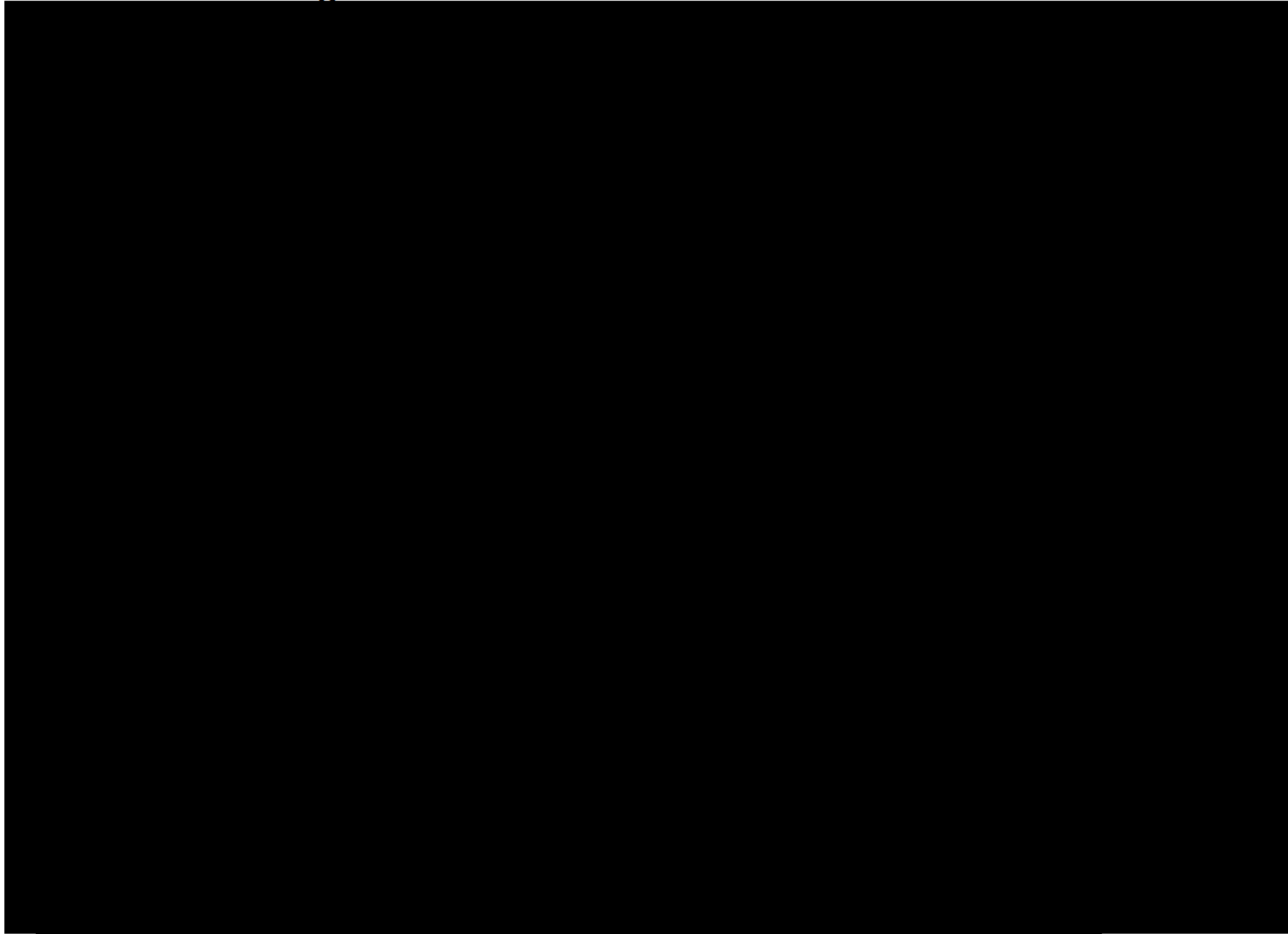




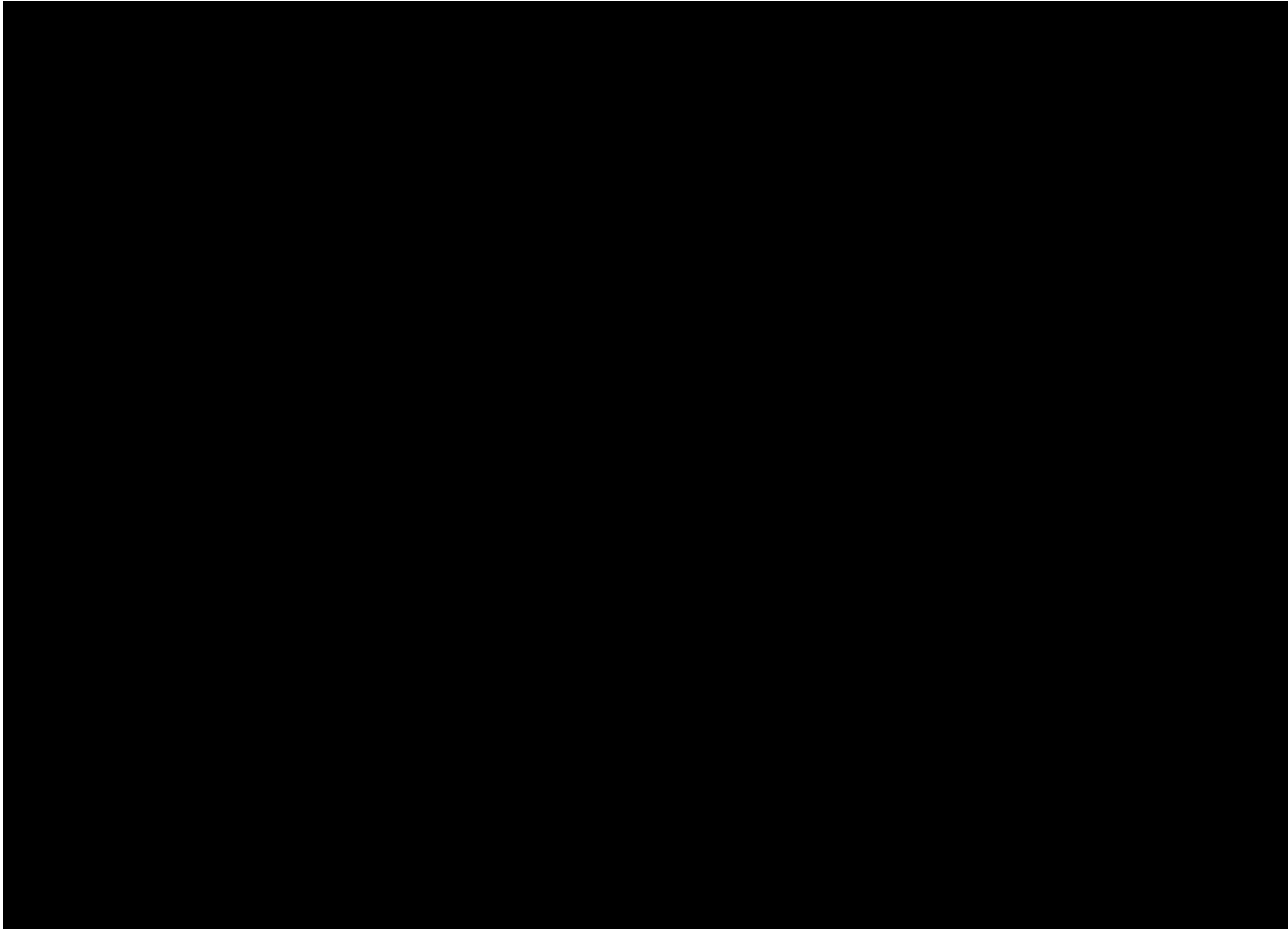
## Client Reference



### Long Cove Club



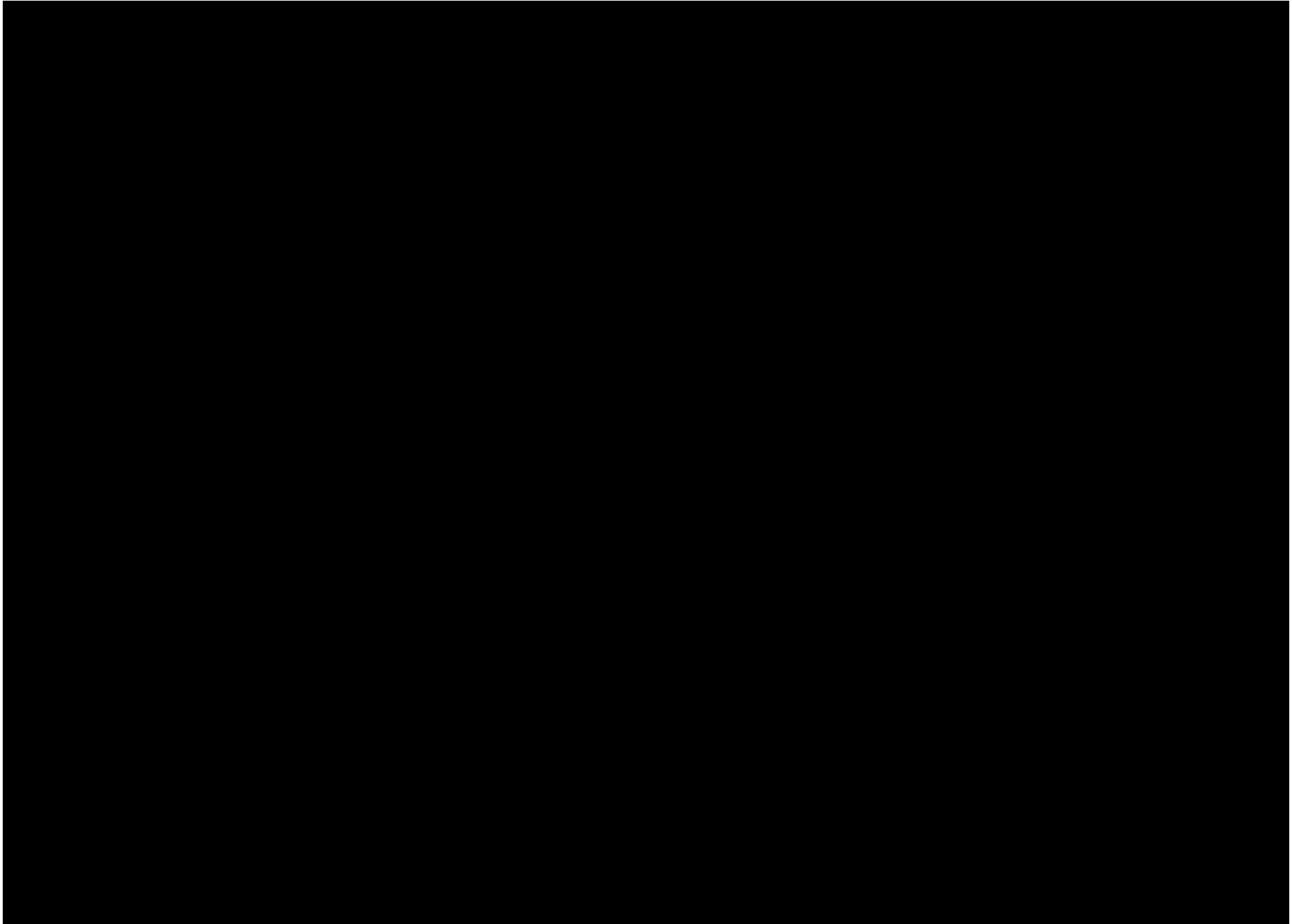
## Palmetto Dunes



## Client Reference



### Sun City Hilton Head



# **TECHNICAL PROPOSAL**

## **4.0.1.3 Financial Stability**



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

**THE GREENERY, INC.**  
**Hilton Head Island, South Carolina**

**December 31, 2014 and 2013**

**C O N T E N T S**

<b>INDEPENDENT AUDITORS' REPORT</b>	<b>1</b>
<b>FINANCIAL STATEMENTS</b>	
Balance Sheets	2
Statements of Net Income	3
Statements of Changes in Stockholder's Equity	4
Statements of Cash Flows	5
Notes to Financial Statements	6 - 13

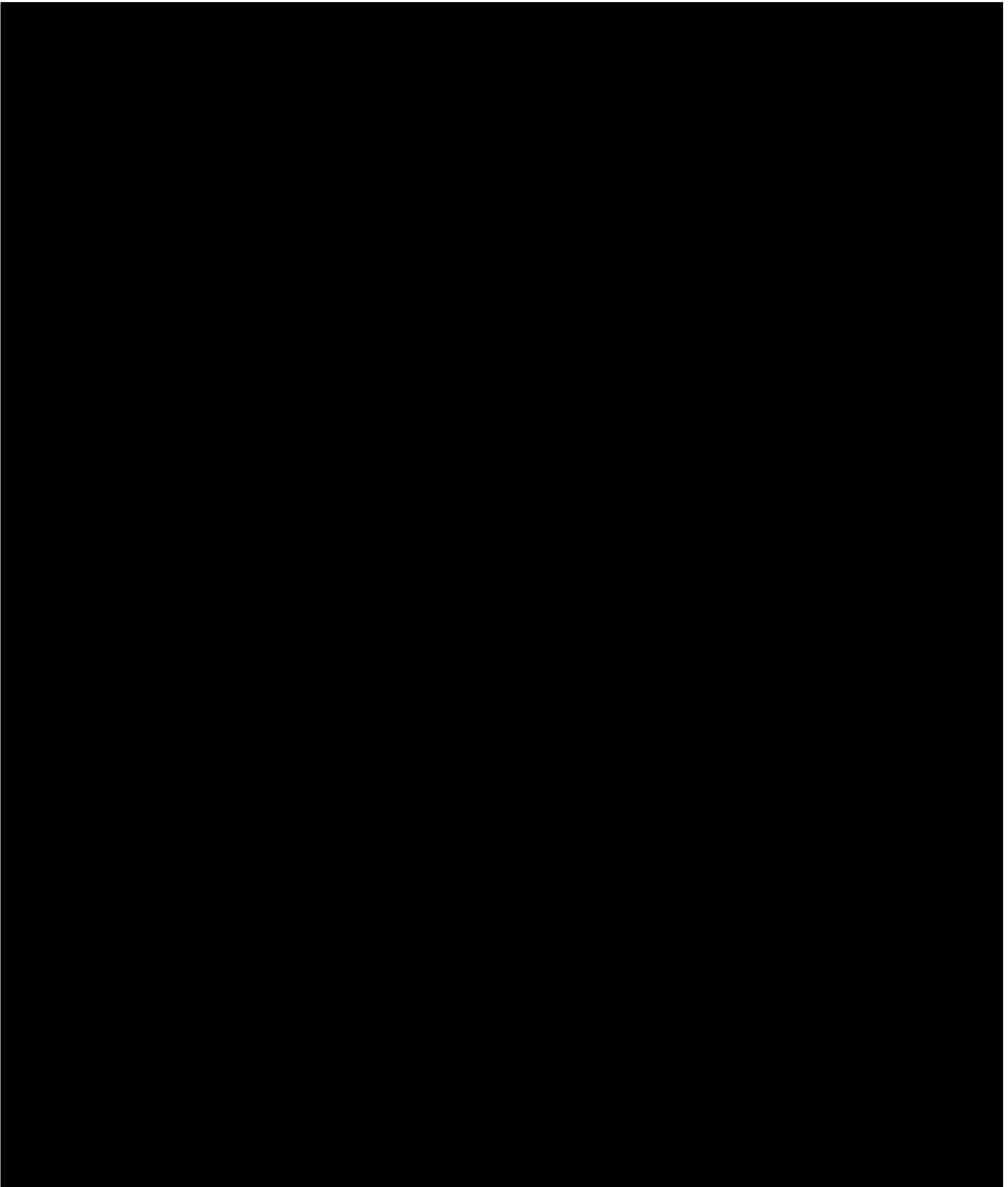
***Independent Auditors' Report***



THE GREENERY, INC.

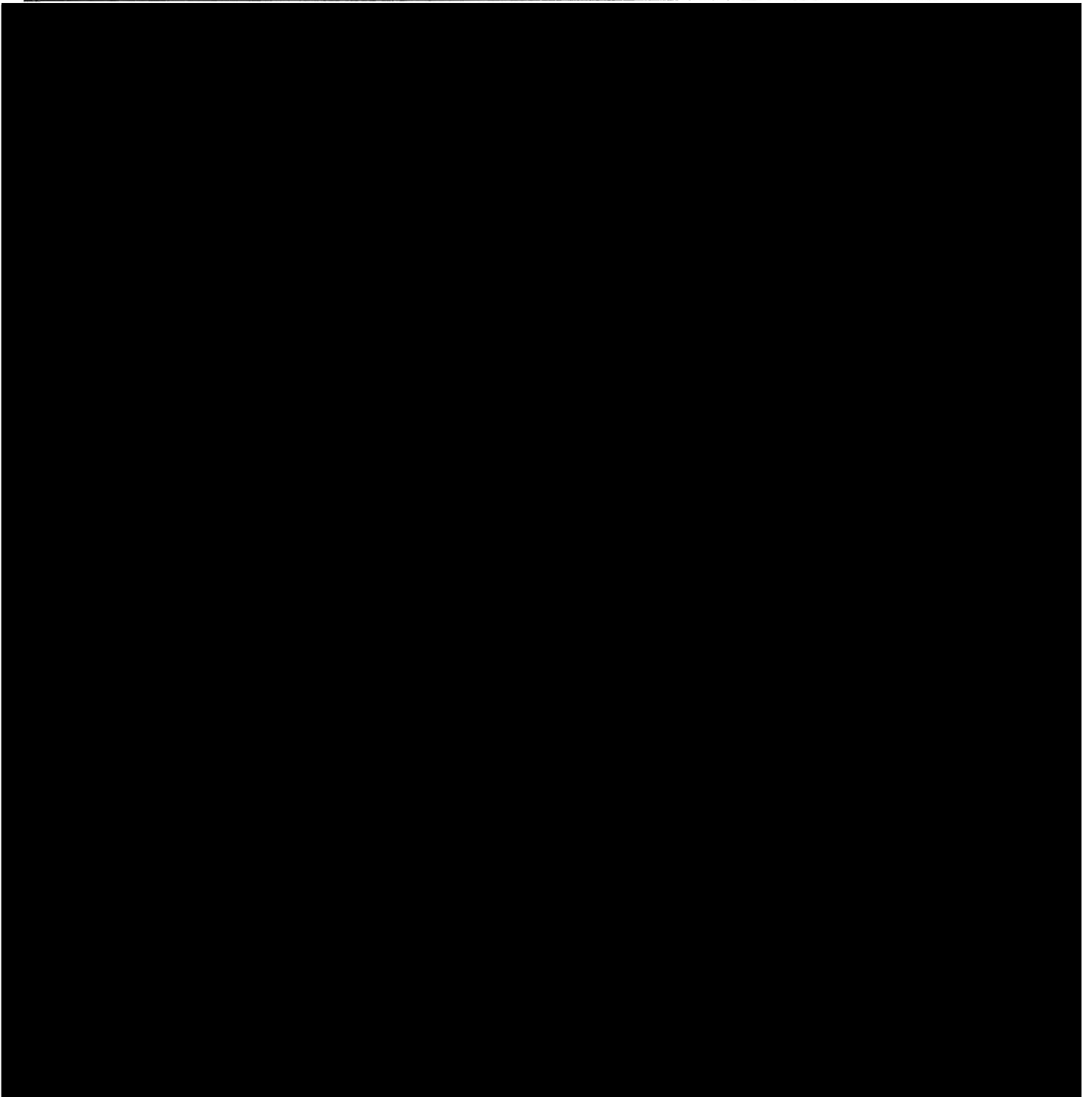
BALANCE SHEETS  
DECEMBER 31, 2014 AND 2013

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THE GREENERY, INC.

STATEMENTS OF NET INCOME  
YEARS ENDED DECEMBER 31, 2014 AND 2013

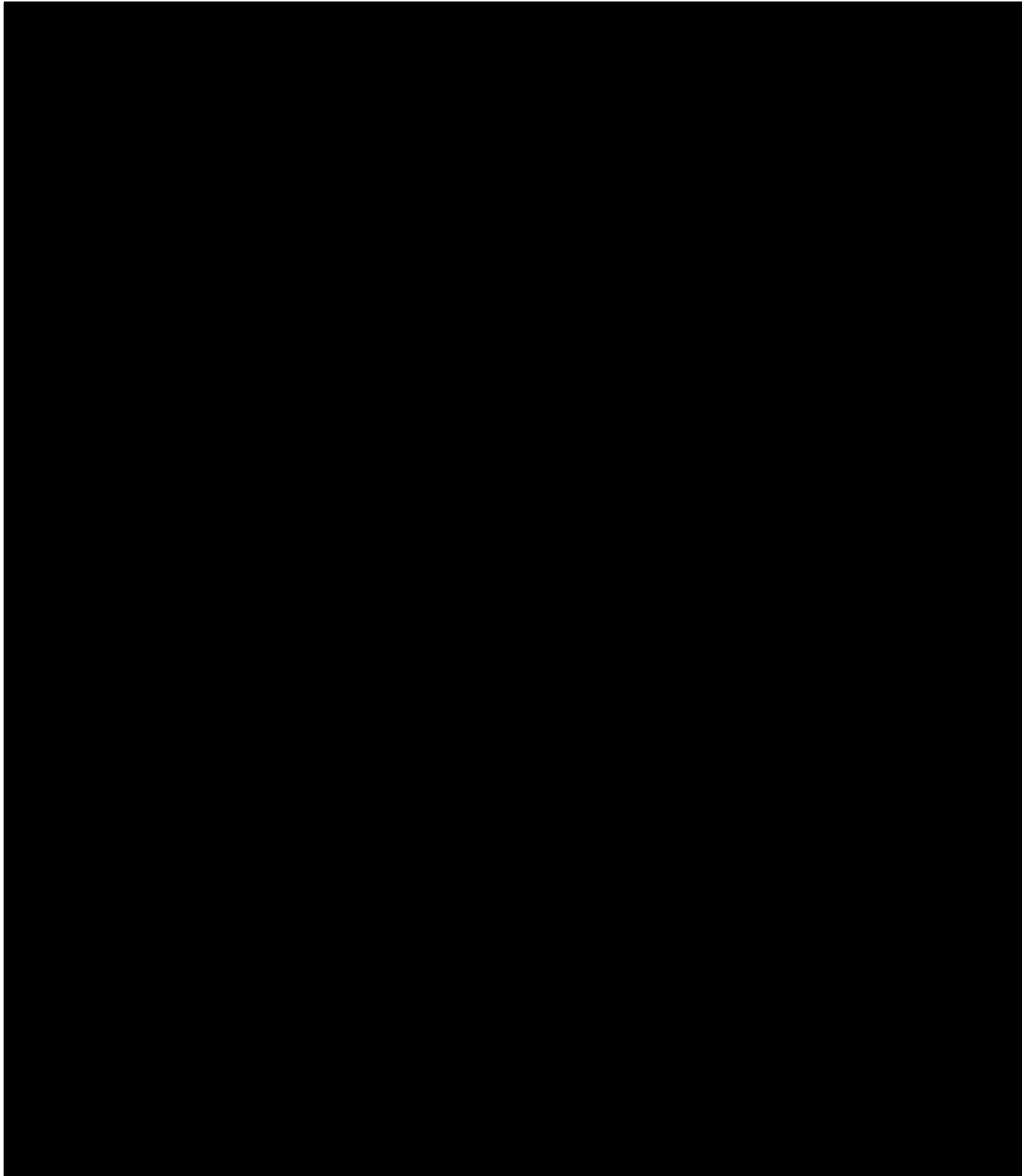


The accompanying Notes to Financial Statements are an integral part of these statements.

THE GREENERY, INC.

STATEMENTS OF CHANGES IN STOCKHOLDER'S EQUITY  
YEARS ENDED DECEMBER 31, 2014 AND 2013

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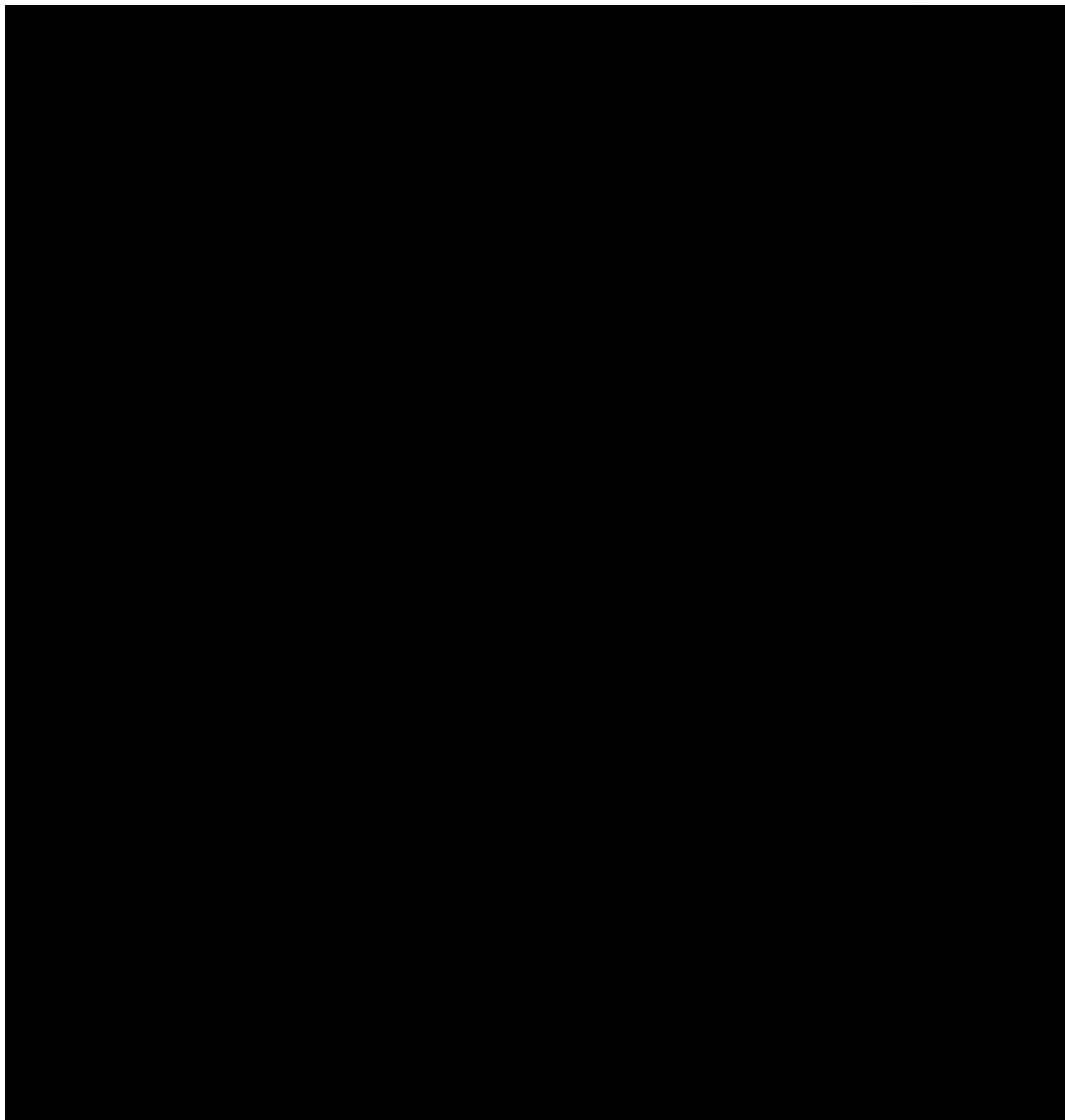


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THE GREENERY, INC.

STATEMENTS OF CASH FLOWS  
YEARS ENDED DECEMBER 31, 2014 AND 2013

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THE GREENERY, INC.

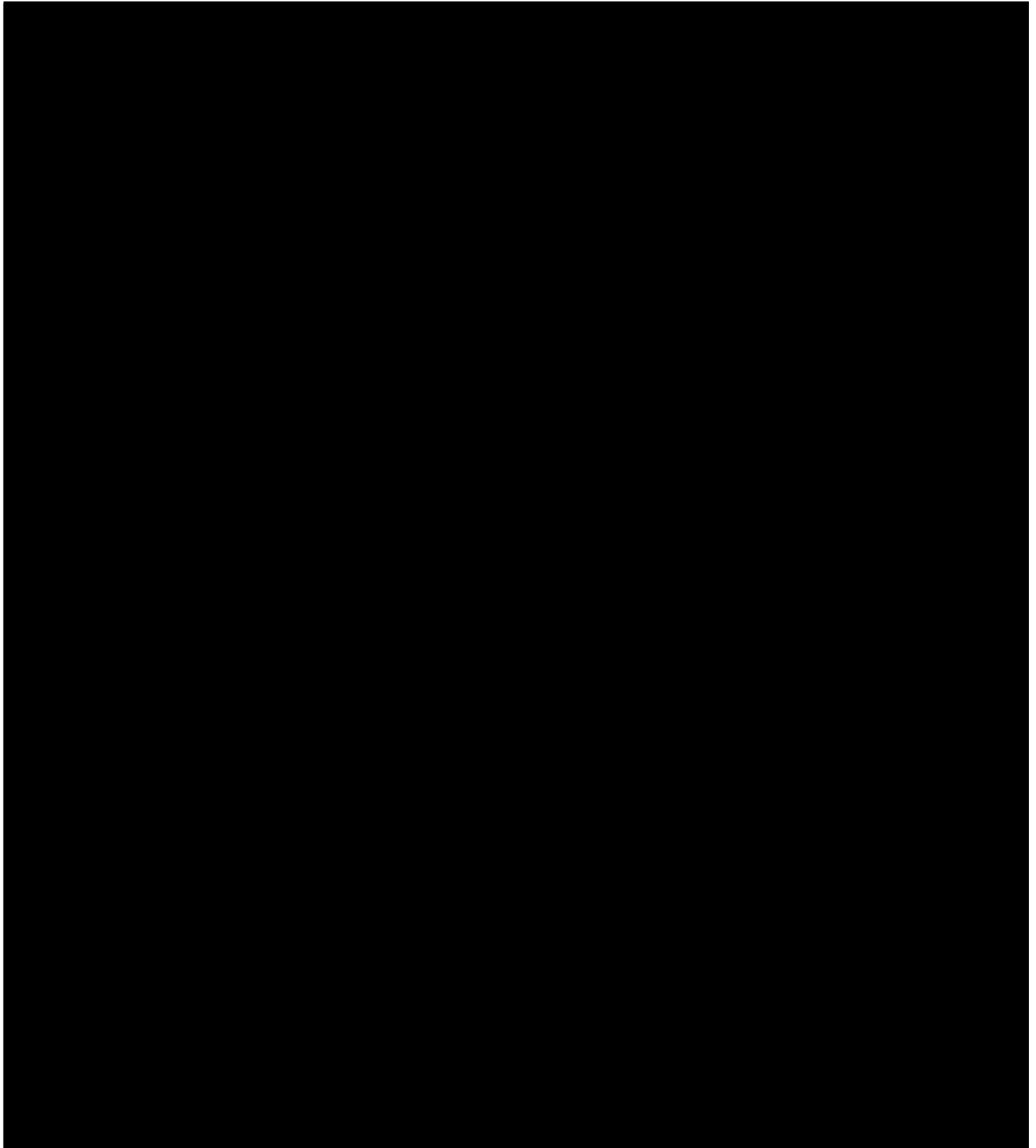
NOTES TO FINANCIAL STATEMENTS  
YEARS ENDED DECEMBER 31, 2014 AND 2013

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THE GREENERY, INC.

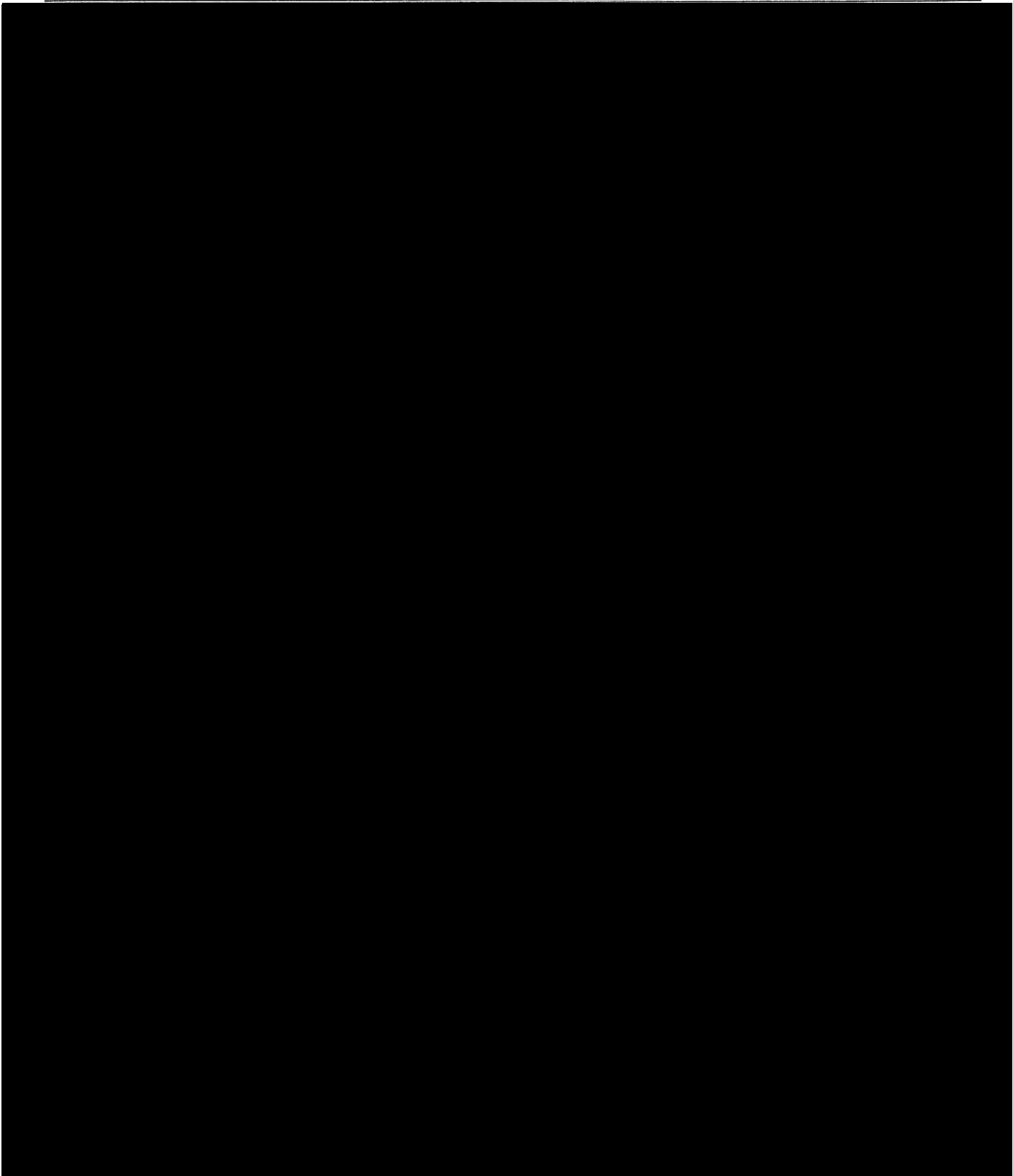
NOTES TO FINANCIAL STATEMENTS  
YEARS ENDED DECEMBER 31, 2014 AND 2013

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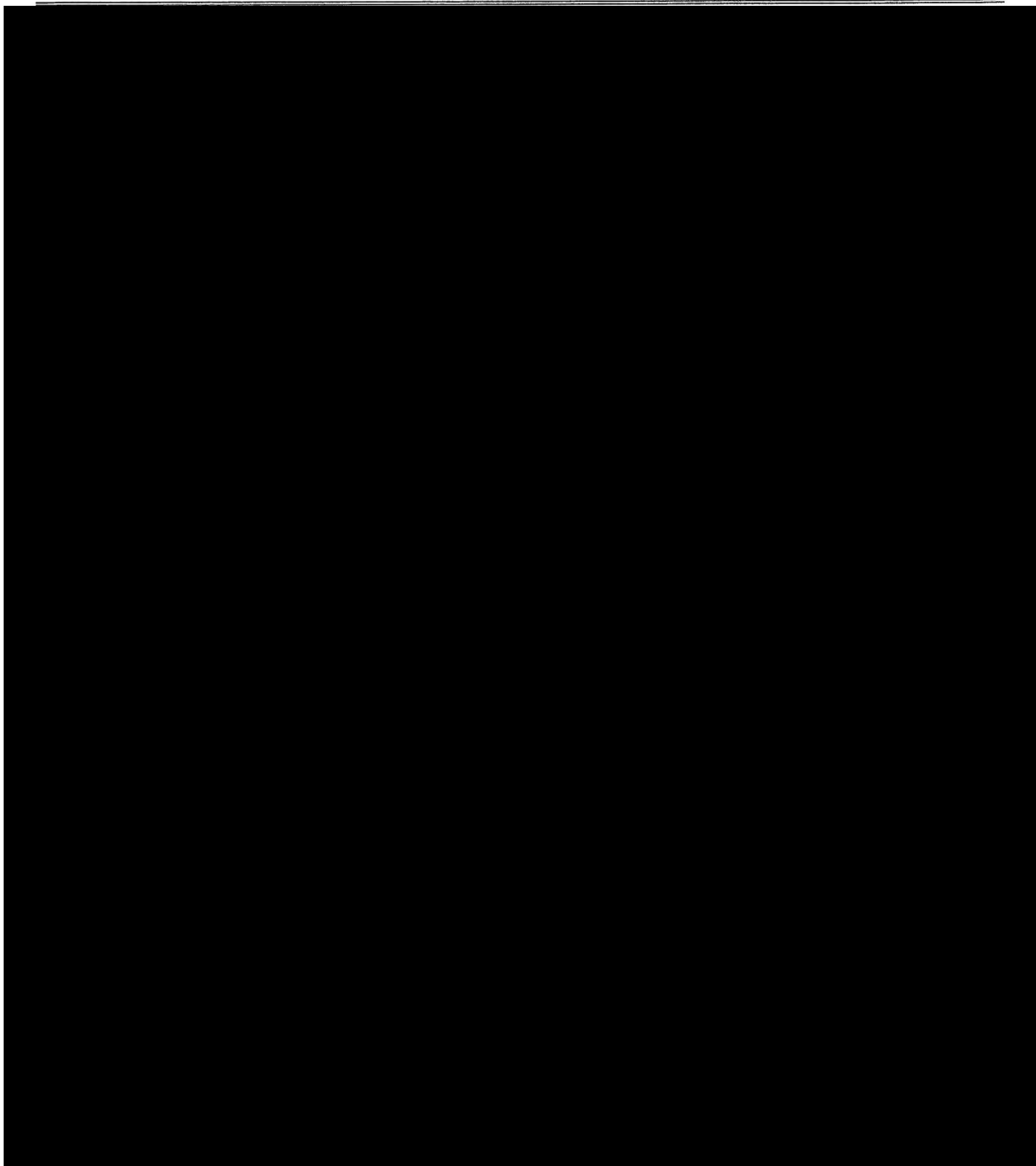
THE GREENERY, INC.

NOTES TO FINANCIAL STATEMENTS  
YEARS ENDED DECEMBER 31, 2014 AND 2013



**THE GREENERY, INC.**

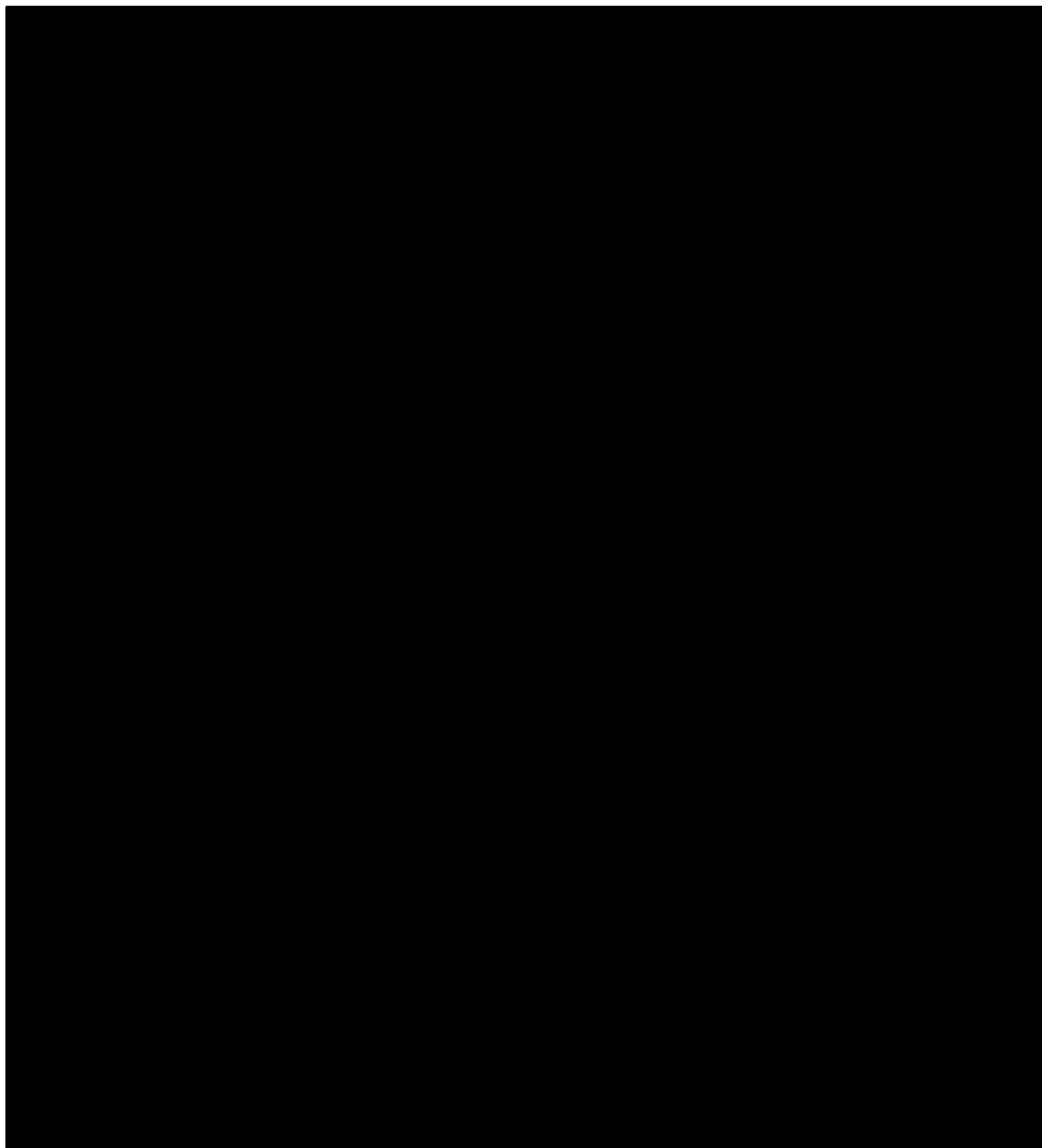
**NOTES TO FINANCIAL STATEMENTS  
YEARS ENDED DECEMBER 31, 2014 AND 2013**





**THE GREENERY, INC.**

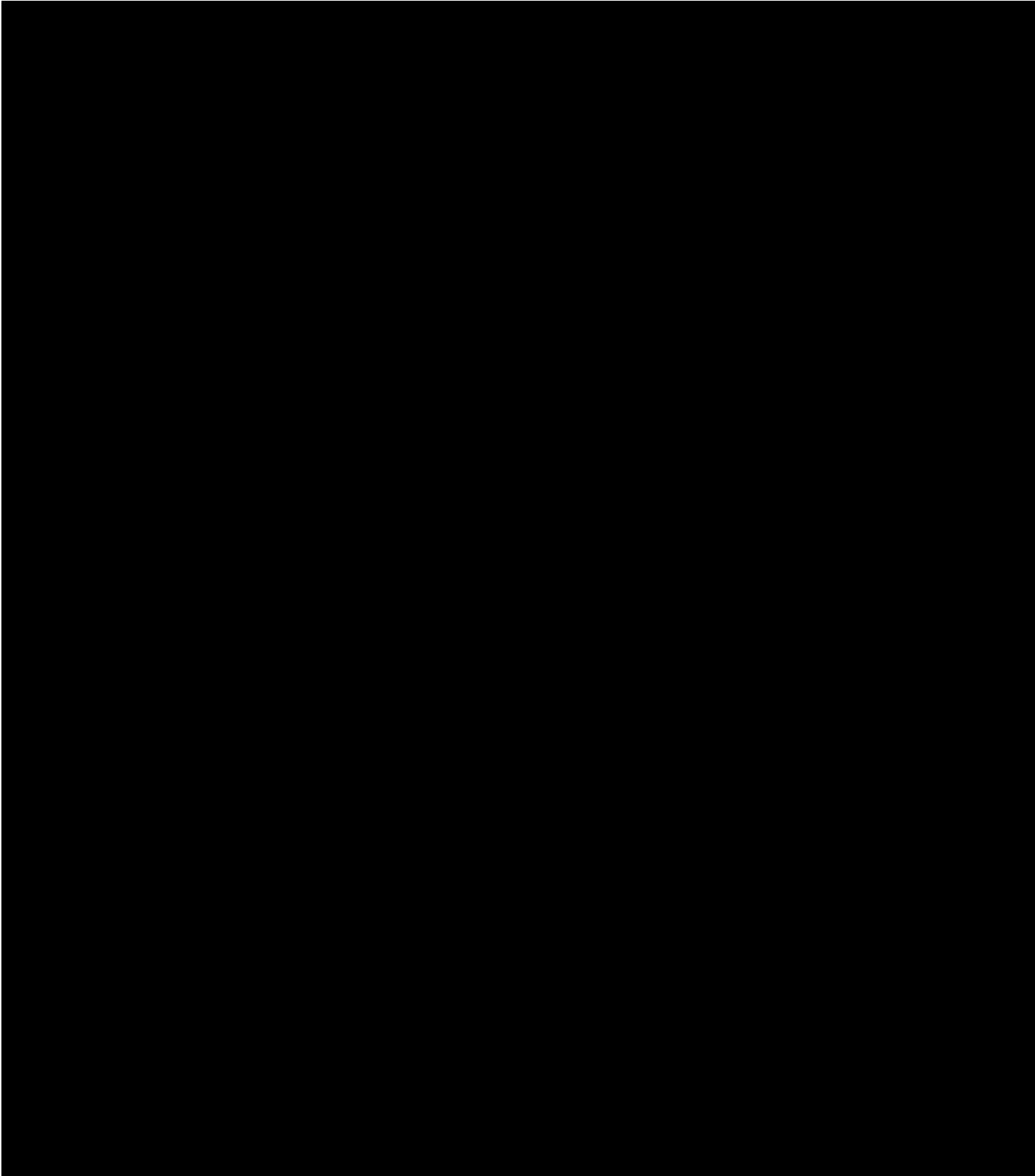
**NOTES TO FINANCIAL STATEMENTS  
YEARS ENDED DECEMBER 31, 2014 AND 2013**



THE GREENERY, INC.

NOTES TO FINANCIAL STATEMENTS  
YEARS ENDED DECEMBER 31, 2014 AND 2013

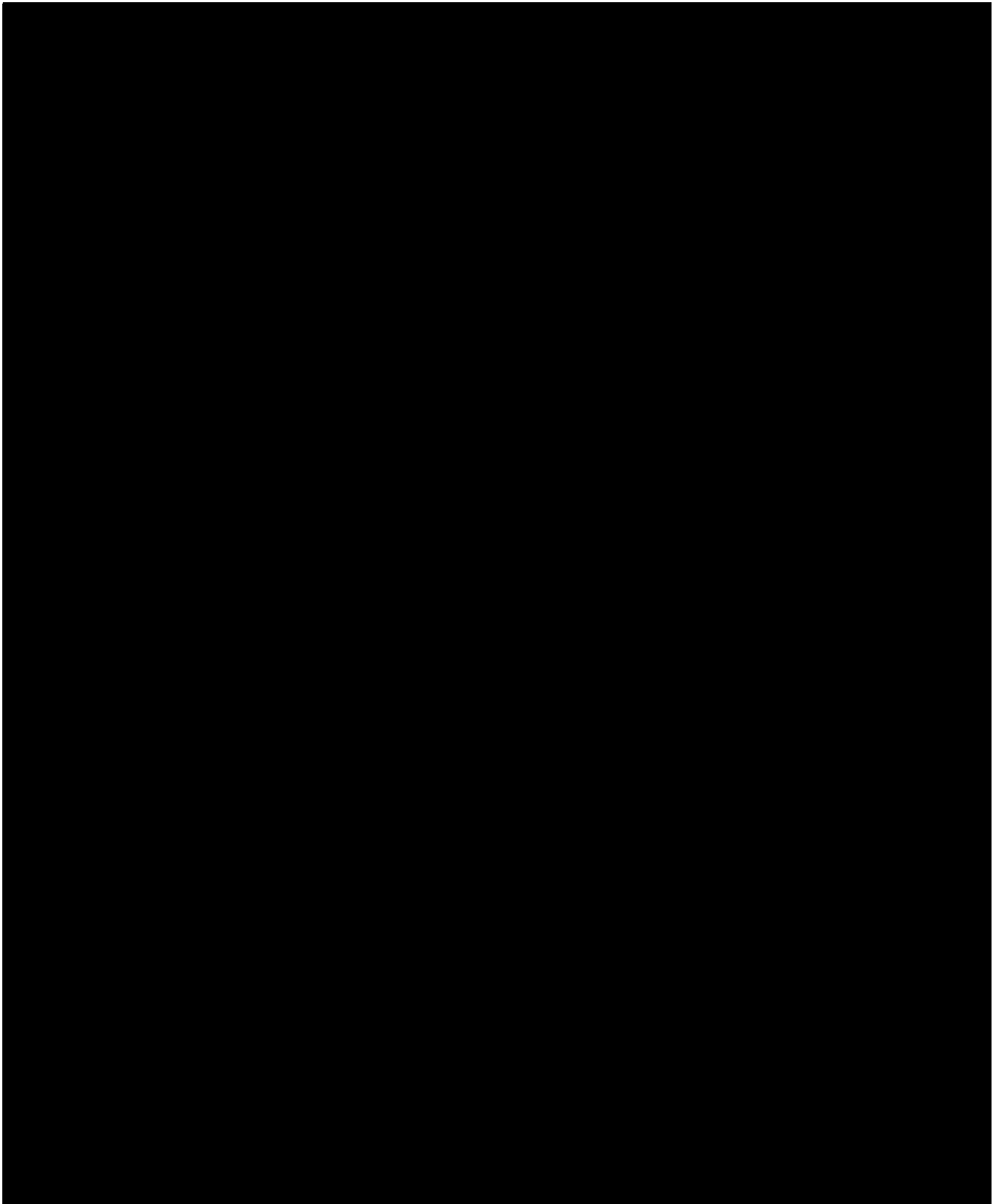
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THE GREENERY, INC.

NOTES TO FINANCIAL STATEMENTS  
YEARS ENDED DECEMBER 31, 2014 AND 2013

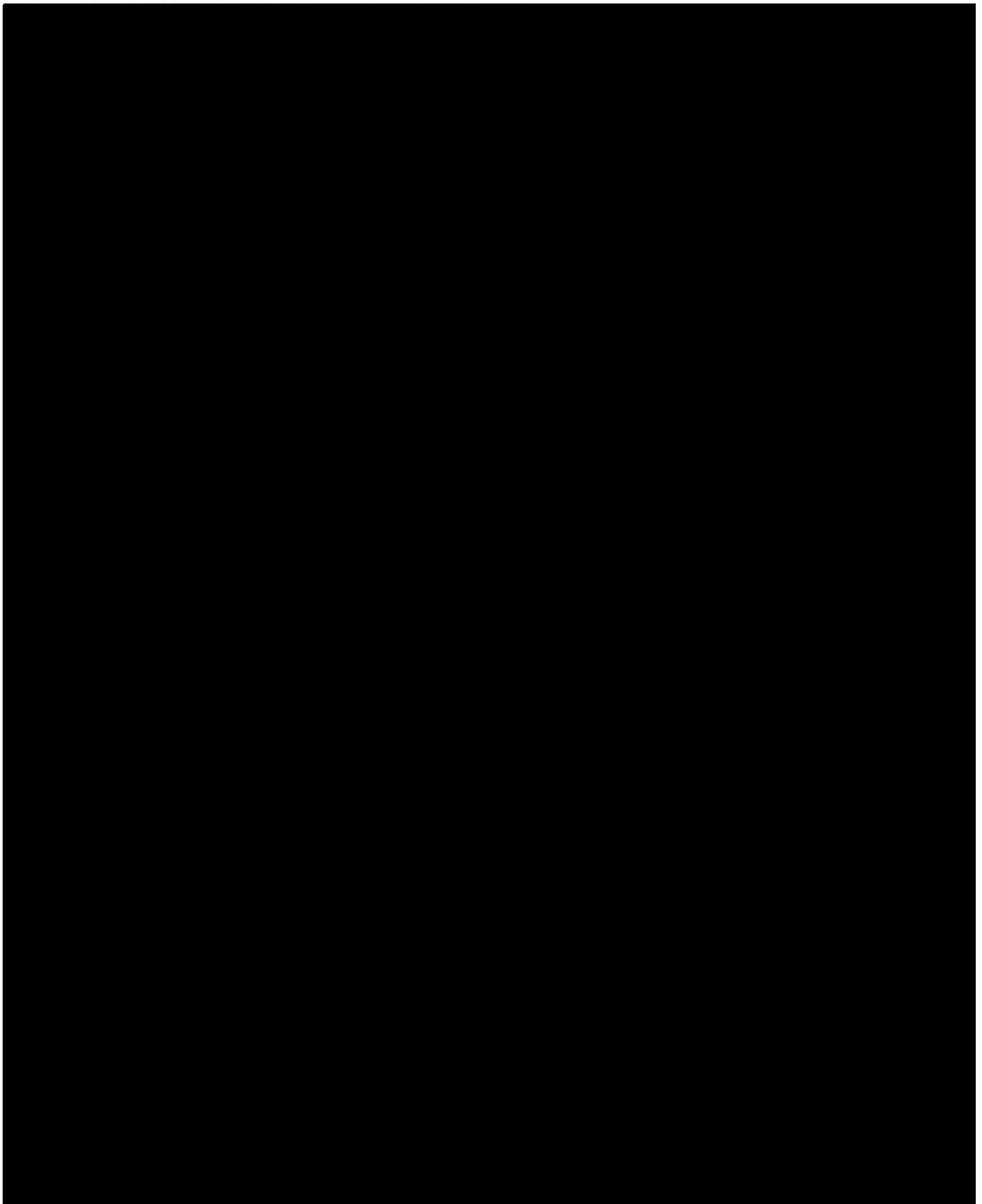
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THE GREENERY, INC.

NOTES TO FINANCIAL STATEMENTS  
YEARS ENDED DECEMBER 31, 2014 AND 2013

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**THE GREENERY, INC.**

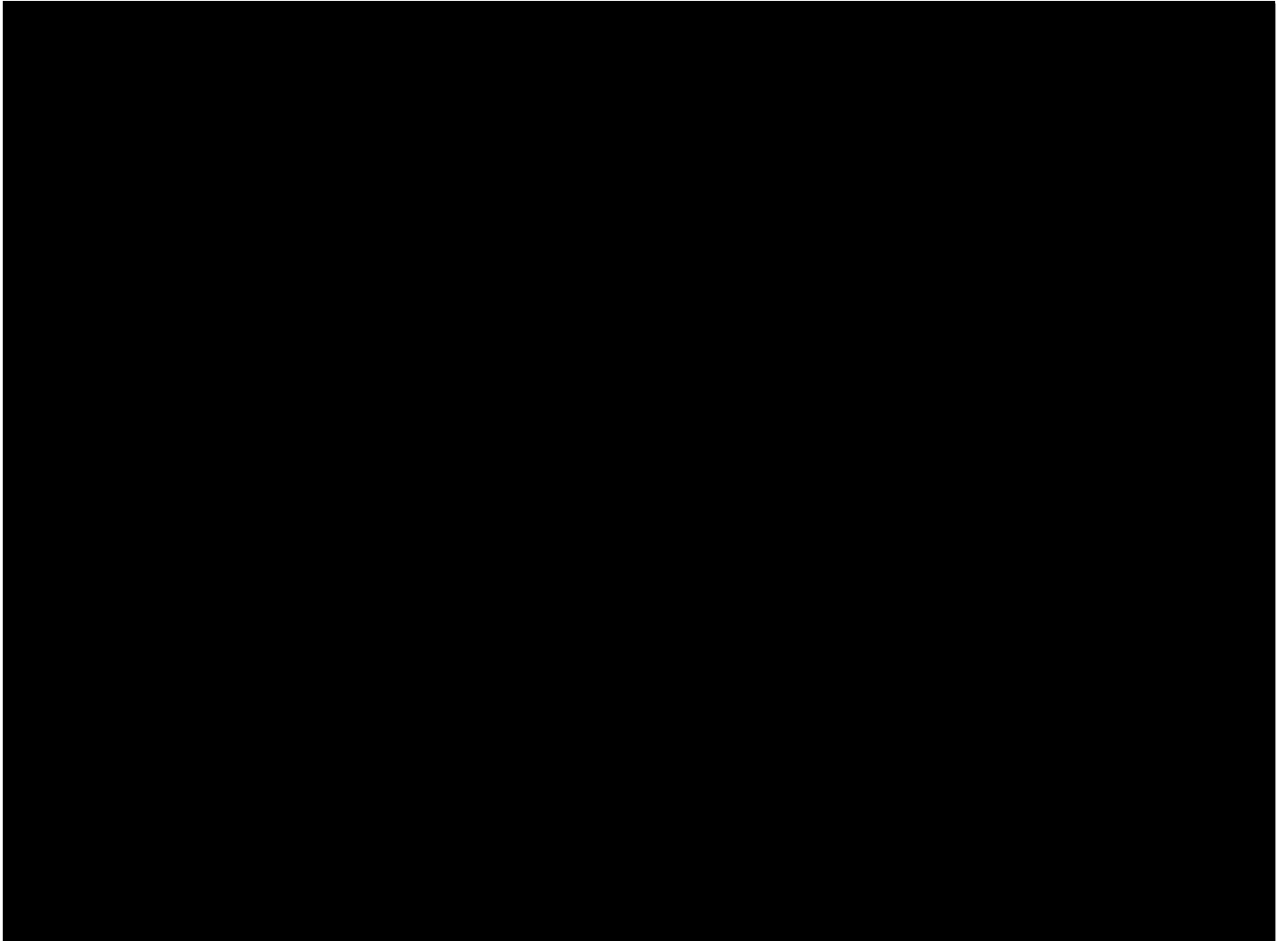
**FINANCIAL STATEMENTS**

*For the Year Ended December 31, 2012*

*And Report of Independent Auditor*

**THE GREENERY, INC.**  
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**THE GREENERY, INC.**  
**BALANCE SHEET**

*DECEMBER 31, 2012*





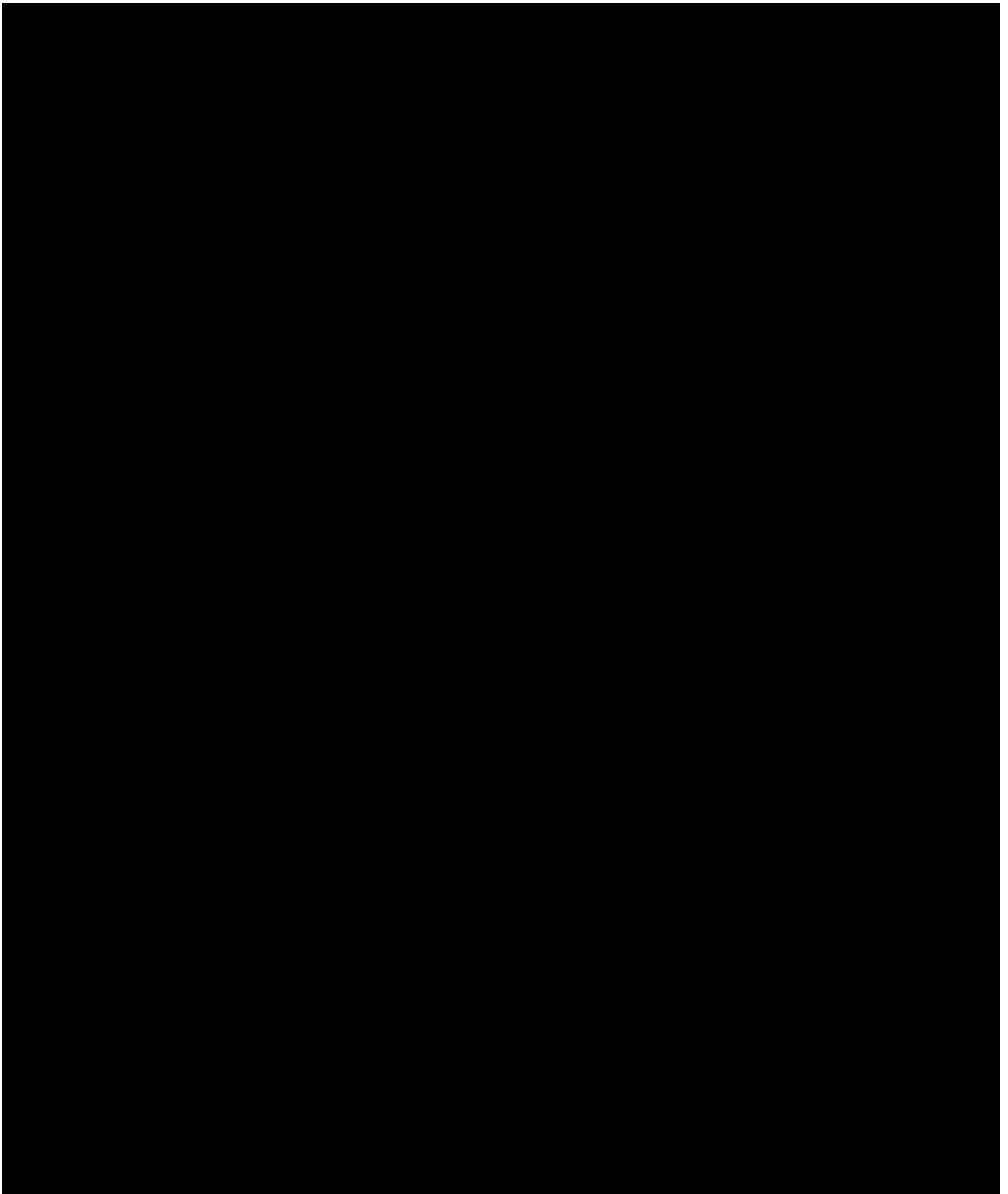


**THE GREENERY, INC.**

## STATEMENT OF CHANGES IN STOCKHOLDER'S EQUITY

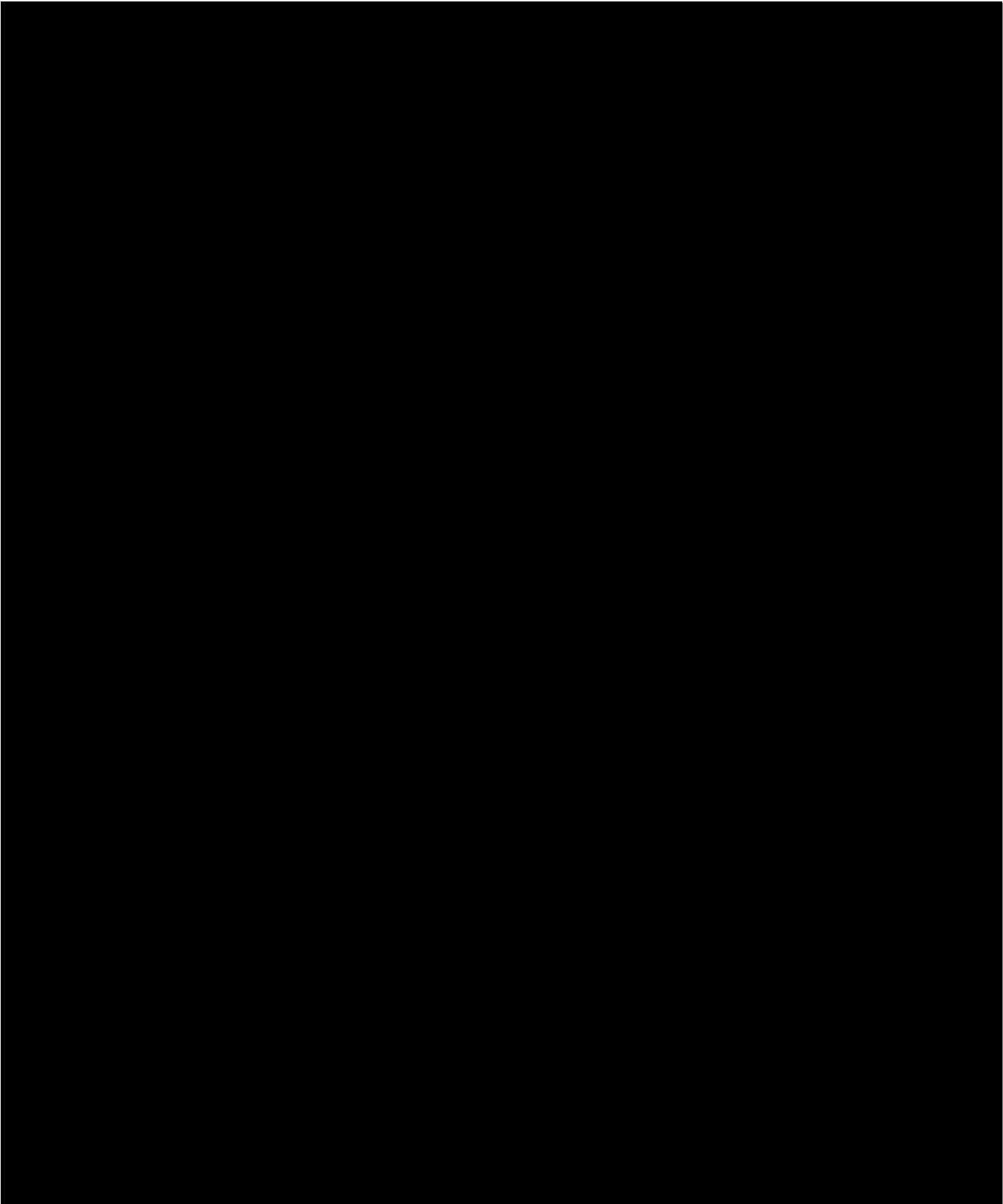
**THE GREENERY, INC.**  
**STATEMENT OF CASH FLOWS**

*FOR THE YEAR ENDED DECEMBER 31, 2012*



**THE GREENERY, INC.**  
**NOTES TO FINANCIAL STATEMENTS**

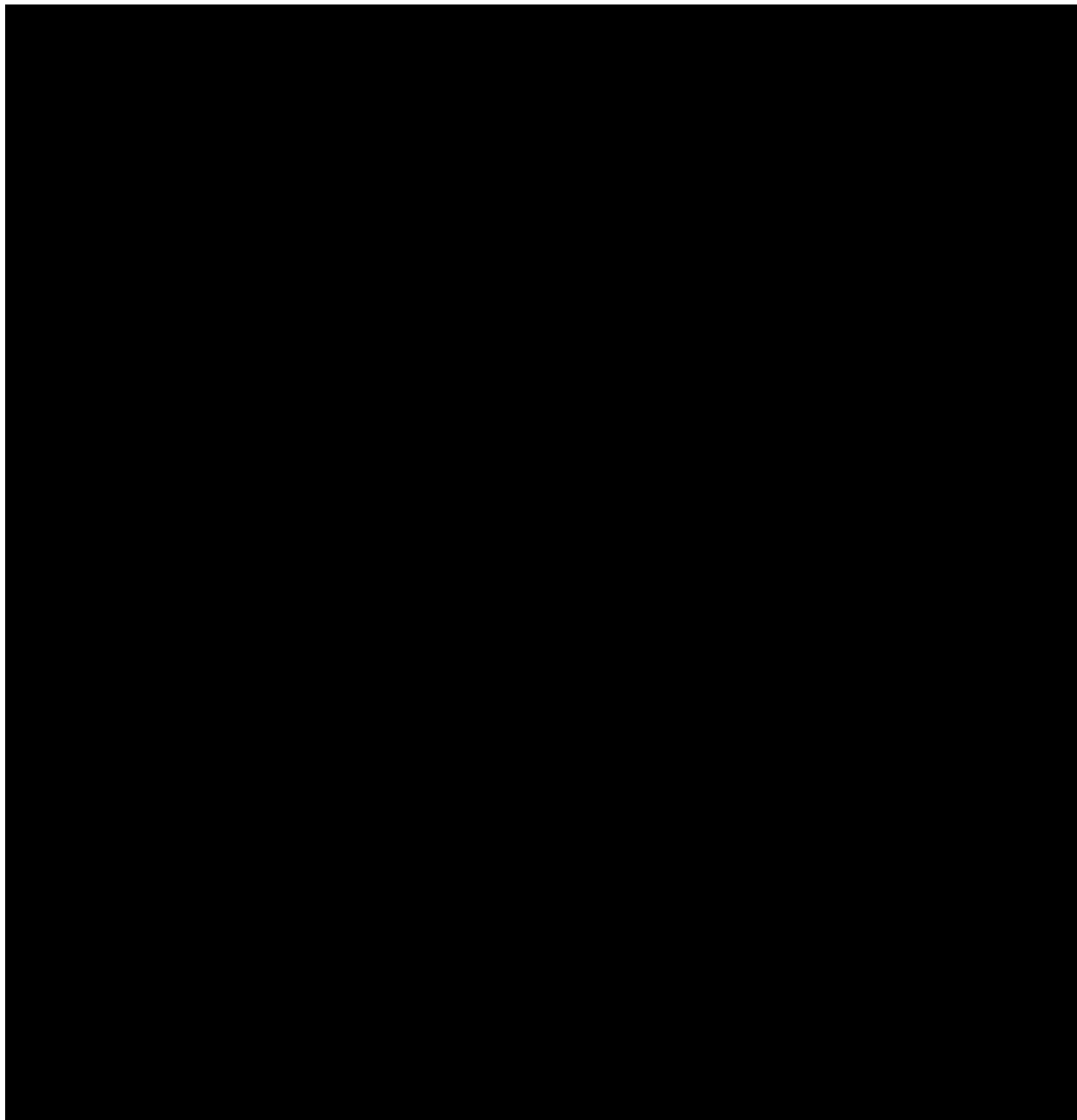
*DECEMBER 31, 2012*



THE GREENERY, INC.  
NOTES TO FINANCIAL STATEMENTS

DECEMBER 31, 2012

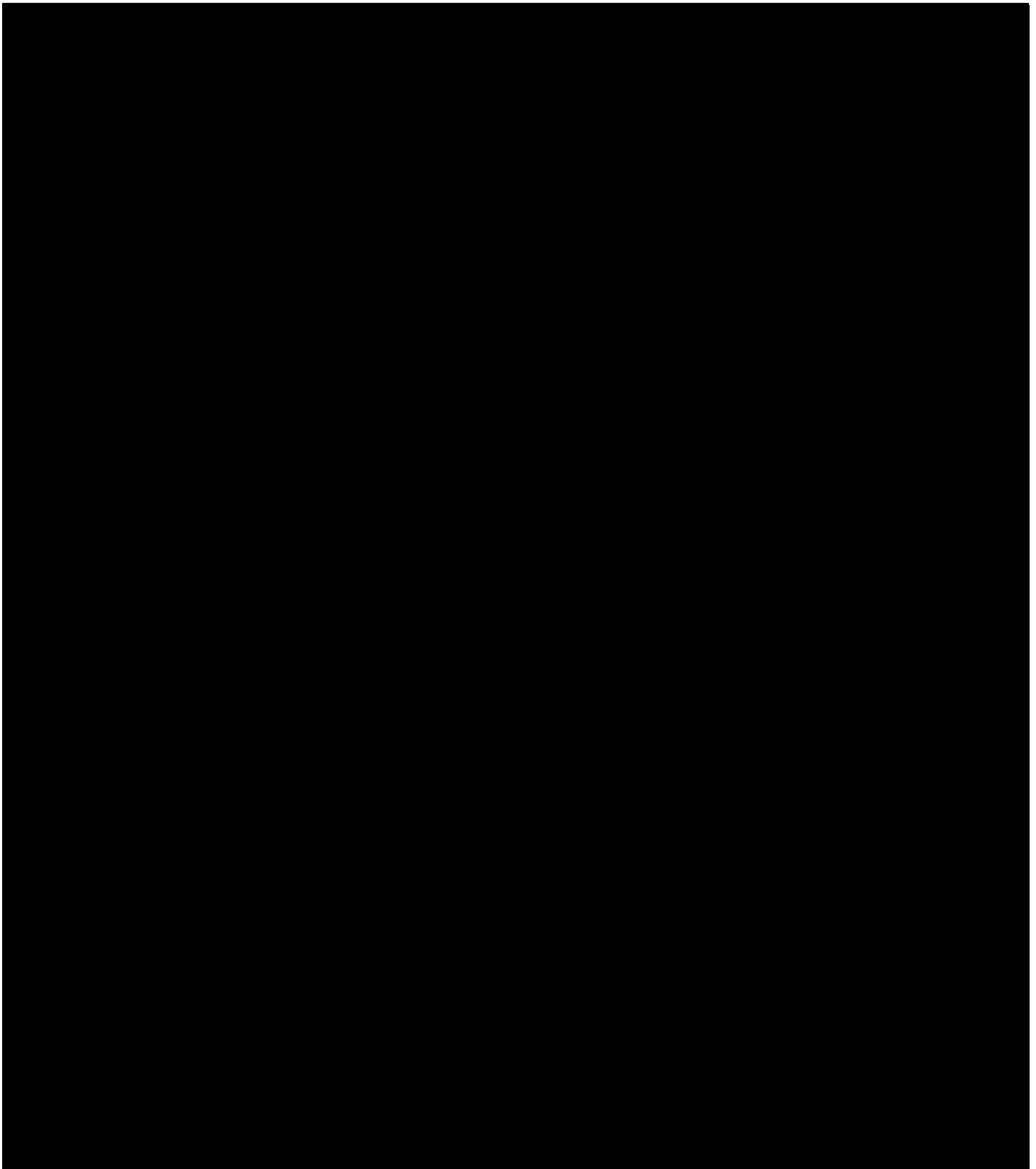
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**THE GREENERY, INC.**  
**NOTES TO FINANCIAL STATEMENTS**

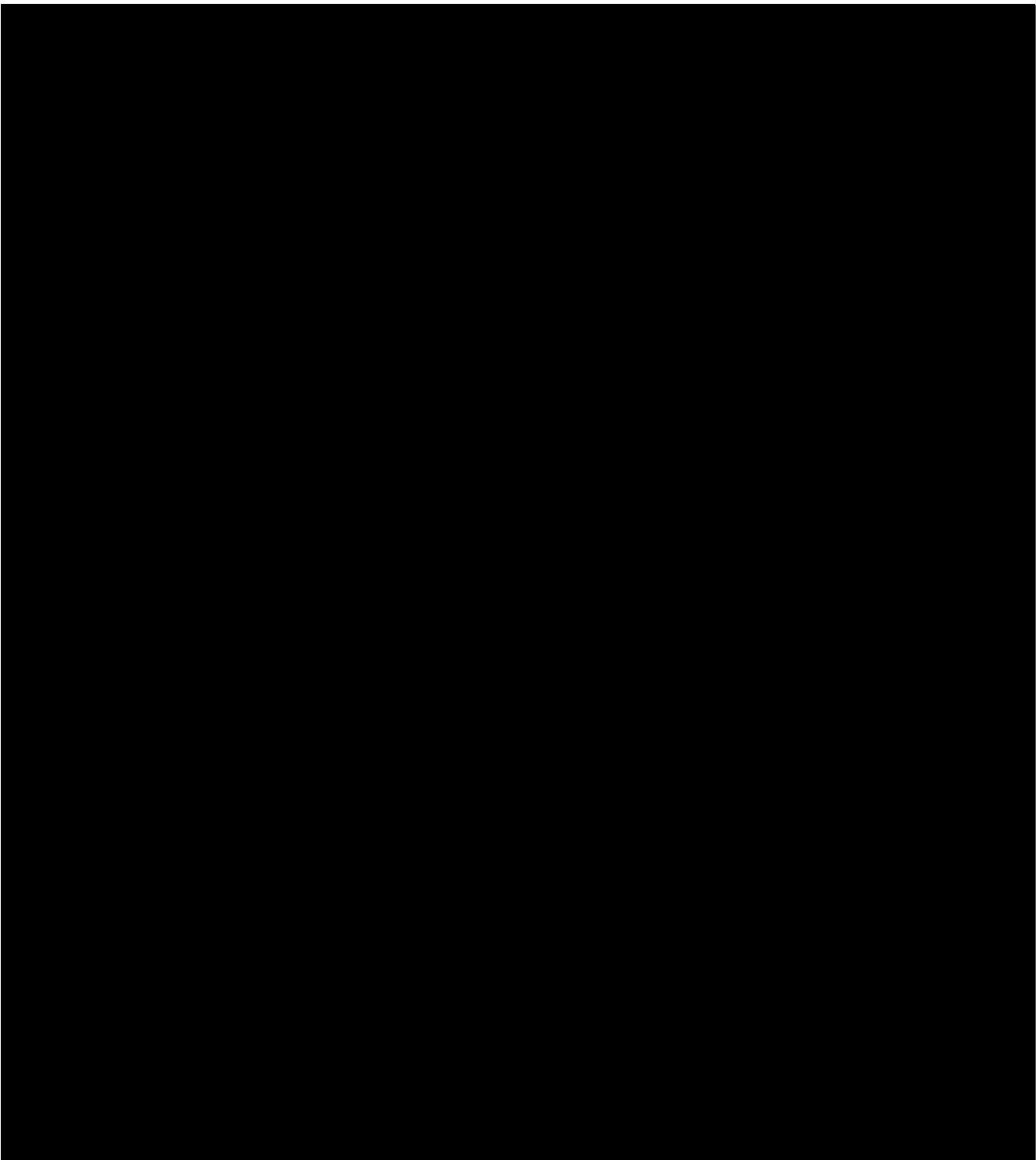
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THE GREENERY, INC.  
NOTES TO FINANCIAL STATEMENTS

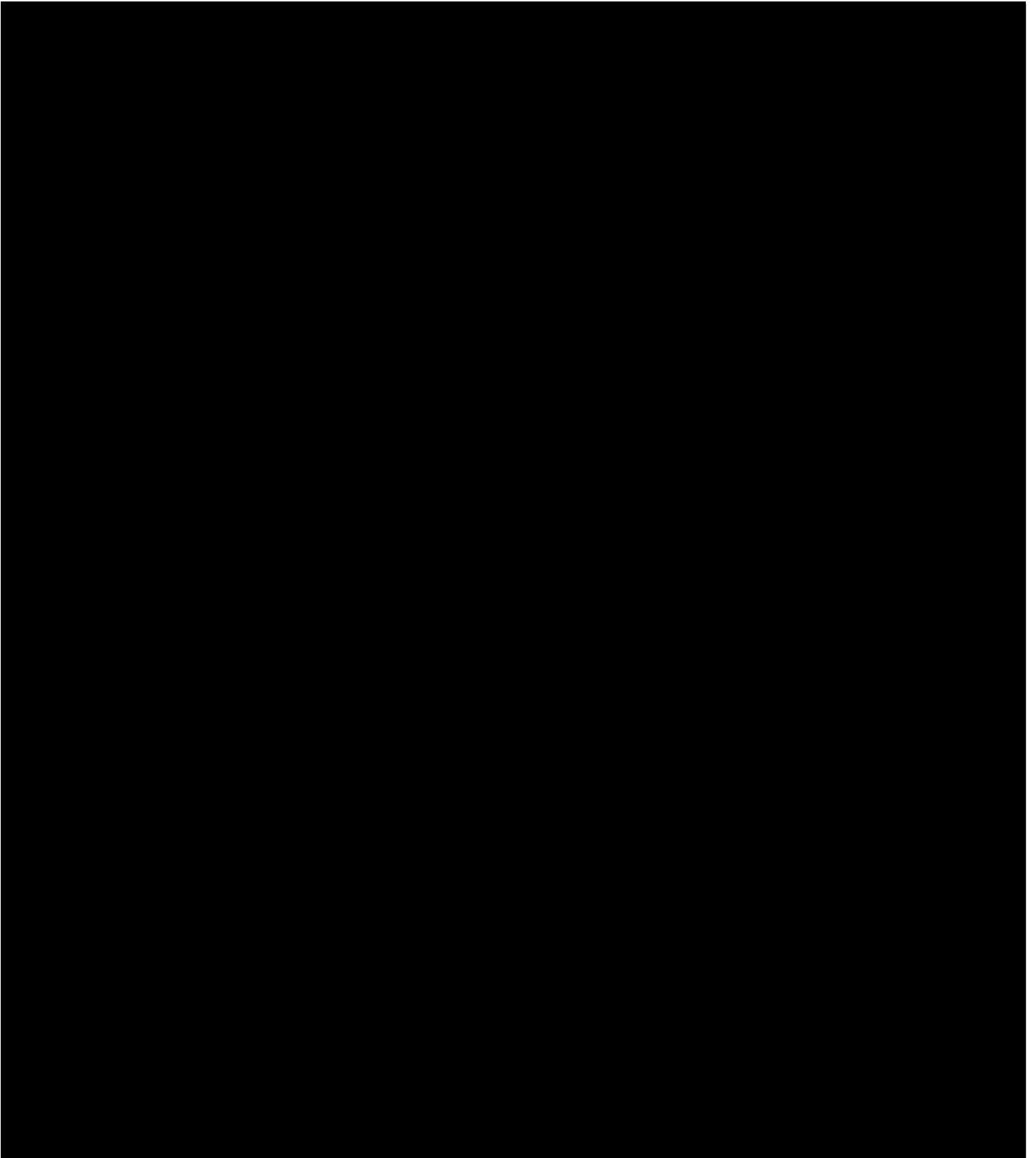
DECEMBER 31, 2012

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**THE GREENERY, INC.**  
**NOTES TO FINANCIAL STATEMENTS**

*DECEMBER 31, 2012*



# **TECHNICAL PROPOSAL**

## **4.0.1.4 Safety and Training**



**the greenery, inc.®**

— EMPLOYEE OWNED —

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



# SAFETY AND TRAINING

## Section I - The Greenery, Inc. Commitment and Involvement Policy Statement

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

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

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

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

As we follow the OSHA standards, we maintain a strict policy on the storage and distribution of hazardous materials, such as the fertilizer and chemical products used as part of our IPM (Integrated Pest Management) program. All employees that work with hazardous materials are trained on the safe mixing, handling and disposal of these materials. MSDS sheets are reviewed and posted along with Pesticide labels. We keep current our pesticide licenses for both GA and SC.

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

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

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

## **Section II - Safety Committee**

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

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

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

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

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

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

## **Section III – Fleetmatics**

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







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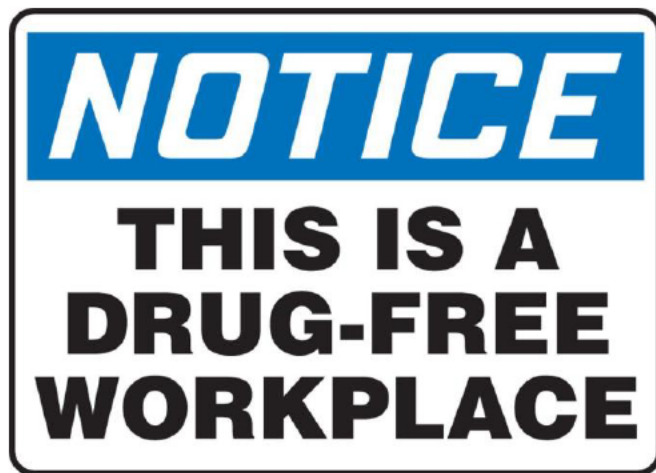
## DRUG FREE WORKPLACE

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

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

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

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



# MANUAL DE SEGURIDAD

the greenery, inc.®  
— EMPLOYEE OWNED —



the greenery, inc.®  
— EMPLOYEE OWNED —

# SAFETY MANUAL



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**SECTION I**  
**The Greenery, Inc. Commitment and Involvement**  
**POLICY STATEMENT**

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]  
@thegreeneryinc.com

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

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

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

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

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

## SECTION III

### GENERAL SAFETY CODES

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

## SECTION IV

### TOP 10 SAFETY RULES

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



## **SECTION V**

### **SAFETY AND HEALTH TRAINING**

#### **Safety and Health Orientation**

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

#### **Job-Specific Training**

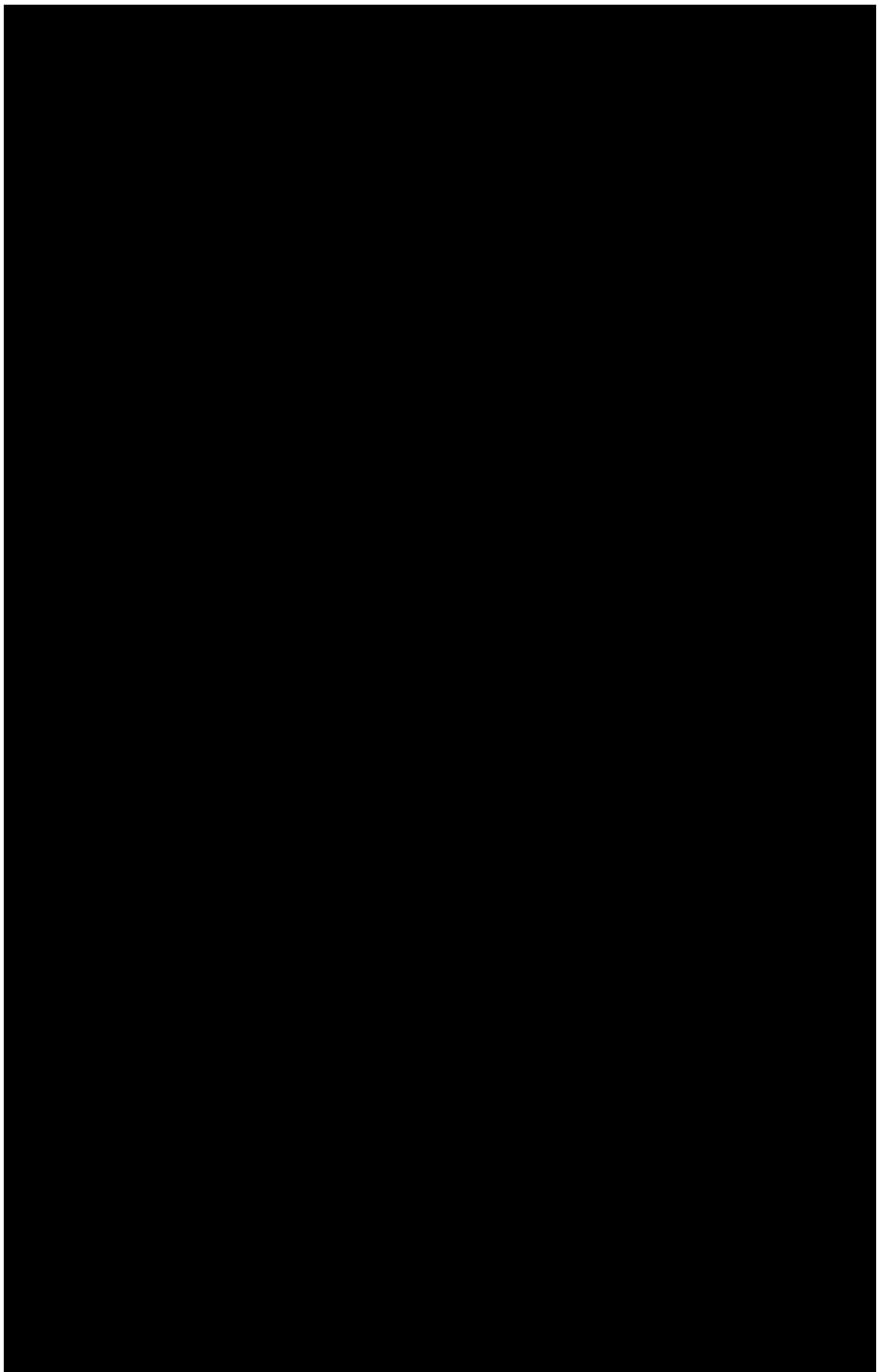
- Supervisors and Crew Leaders will initially train employees on how to perform assigned job tasks safely. Additional updates and job training will be ongoing.
- Supervisors and Crew Leaders will carefully review with each employee the specific safety rules, policies, and procedures that are applicable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

#### **Periodic Retraining of Employees**

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

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

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



# FIRST AID INSTRUCTIONS

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

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

## **Wounds:**

Minor: Cuts, lacerations, abrasions, or punctures

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

Major: Large, deep and bleeding

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

## **Broken Bones:**

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

**Snake Bites:** Immediate care at firestation.

## **Burns:**

Thermal (Heat)

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

Chemical

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

## **Eye Injury:**

Small Particles

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

Large or Stuck Particles

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

## **Chemical:**

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

### **Neck and Spine Injury:**

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

### **Heat Exhaustion:**

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

### **Heat Stroke:**

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

## **SECTION VII INCIDENT REPORTING**

### **Incident Reporting Procedures**

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

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

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

## **SECTION VIII RECORDKEEPING PROCEDURES**

### **Recordkeeping procedures**

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

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


[illegible]

Any injuries? If so please describe in detail.

If the Incident is an injury:

Did the Injured Choose to seek Medical attention?

Use the Images below to indicate area of Injury



Signature/Date

Signature/Date of Safety Rep.

Complete form and submit to The Director

## Incident Reporting Process

### In the event of an emergency CALL 911

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

### EMPLOYEE DISCIPLINARY ACTION

#### Type of Violation

#### Action to be Taken

<input type="checkbox"/> Attendance	<input type="checkbox"/> Damage to Company Property	<input type="checkbox"/> Warning
<input type="checkbox"/> Tardy/Quit	<input type="checkbox"/> Violation of Company Policies/Procedures	<input type="checkbox"/> Probation
<input type="checkbox"/> Inappropriate Behavior	<input type="checkbox"/> In Subordination	<input type="checkbox"/> Suspension
<input type="checkbox"/> Unsatisfactory Performance	<input type="checkbox"/> Near Miss Incident	<input type="checkbox"/> Discharge
<input type="checkbox"/> Safety Violation	<input type="checkbox"/> Other: _____	<input type="checkbox"/> Other

#### Statements:

##### Manager's Statement:

##### Employee's Statement:

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

I have read and understand this Employee Warning notice.

Signature of Employee

Date

Signature of Manager

Date

Page 1 of 2



# Incident Reporting Process

**In the event of an emergency CALL 911**

- ☐ If the employee is a temp, contact the temp agency
  - o Atlantic Personnel: Carrie 843-689-9906
  - o Coastal Employment: Katie 843-837- 627
  - o Coastal Hospitality: Carlos 843-293-0143
  - o JES Labor Services: Derek 843-727-3000
  - o Trojan Labor: Lauren 912-966-0900
- ☐ Contact the Director of Workforce Development & Safety
  - o Call/Text/Email Jerry Ashmore: 843-247-0426 – jerryashmore@thegreeneryinc.com
- ☐ If it's a vehicle accident, contact the Regional Shop Manager
  - o Call/Email Ricky Garoto: 843-686-9048 – rickygaroto@thegreeneryinc.com
- ☐ Documentation:
  - o Pictures
  - o Fill out the Incident Form
  - o Fill out the Disciplinary Action Forms If applicable fill out the Near Miss Form
  - o Submit forms to the Director of Workforce Development & Safety within 24 hours

## EMPLOYEE DISCIPLINARY ACTION

### Type of Violation

- ☐ Attendance
- ☐ Tardy/Quit
- ☐ Inappropriate Dress or
- ☐ Unsafe Habits / Performance
- ☐ Safety Violation
- ☐ Damage to Company Property
- ☐ Violation Company Policies / conduct
- ☐ Insubordination
- ☐ Near-Miss Incident

### Statements

#### Manager's Statement:

#### Employee's Statement:

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

I have read and understand this Employee Warning notice.

Signature of Employee

Signature of Manager

### Type of Incident

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

## Incident Report

### Official Use Only

DOB \_\_\_\_\_ DOB \_\_\_\_\_

SSN \_\_\_\_\_ SSN \_\_\_\_\_

ETA \_\_\_\_\_ ETA \_\_\_\_\_

Today's Date

Date of Loss

Time of Loss

Name

Location

Add res of

Employee

Cell #

Task Asset #

Phone Number

Name(s) of involved

Cause of Loss/Damage Incident

If the incident is a Vehicle Accident, list damages to each vehicle

Any other? If so, please describe

If the incident is on the job

Did the incident cause damage to equipment?

Yes or No

Name of On/Off call

Use the images below to indicate body parts affected by damage



Signature/Date

Signature/Date of Witness

Signature/Date of Account Manager

Signature/Date of Safety Rep.

Signature/Date of Branch Manager

Complete form and submit to The Director of Workforce & Safety immediately and attach any supporting documents on (on. Put on Reports, P. 1000) New and 4/25/13

Page 2 of 2

## SECTION IX WEEKLY SAFETY TOPICS

### Weekly Review and Sign-off page

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

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





DEPARTMENT

DATE:

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

SAMPLE

## SECTION X

### SAFETY RULES, POLICIES, AND PROCEDURES

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

#### BRANCH PERSONNEL

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

#### Safety Violations

**1st Offense-** Written warning.

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

**3rd Offense-** Termination.

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

#### General Rules

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

#### Lifting Procedures

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

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

### **Ladders and Step Ladders**

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

### **Compact Loaders**

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

### **Gasoline Powered Lawn Maintenance Tools**

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

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

### **Mowing**

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

### **Edging**

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

### **Weed Eater/Brushcutter**

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

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

### **Backpack Blowers**

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

### **Chain Saws**

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

### **Hedge and Tree Trimming**

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

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

### **Hand Saws**

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

### **Vehicle/Trailer Safety**

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

### **Lawn Mower Blade Removal and Sharpening**

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

### **Pesticide and Fertilizer Spraying**

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

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

### **Overhead Pruning**

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

### **User Safety Recommendations**

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

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

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

### **Storage, Maintenance and Care for Pesticide Application Equipment.**

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

### **Spill Emergency Procedure**

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

# Hurricane Action Plan and Procedure

Instructions for:

Hilton Head, Savannah, Sun City, Beaufort, Hardeeville, Palmetto Bluff

Version Dated May, 2015



the greenery, inc.®  
— EMPLOYEE OWNED —



## **Hurricane and Tropical Storm Evacuation Plan**

### **Types of Warning Definitions:**

**Hurricane Watch:** An announcement that hurricane conditions (sustained winds of 74 mph or higher) are possible. The hurricane watch is issued 48 hours in advanced of the anticipated onset of tropical storm force winds.

**Hurricane Warning:** An announcement that hurricane conditions (sustained winds of 74mph or higher) are expected. The hurricane warning is issued 36 hours in advance of the anticipated onset of tropical storm force winds.

**Tropical Storm Watch:** An announcement that tropical storm conditions (sustained winds of 39 to 73 mph) are expected somewhere within the specified coastal area within 48 hours.

**Tropical Storm Warning:** An announcement that tropical storm conditions (sustained winds of 39 to 73 mph) are expected somewhere within the specified coastal area within 36 hours.

**Storm Surge:** Is water that is pushed toward the shore by the force of the winds swirling around the storm. This advancing surge combines with the normal tides to create the hurricane storm tide, which can increase the water level to heights impacting roads homes and other critical infrastructure. In addition, wind driven waves are superimposed on the storm tide. This rise in water level can cause severe flooding in coastal areas, particularly when the storm tide coincides with the normal high tides.

### **Storm Category:**

Category	Sustained Winds	Damage Expected
1	74-95	Minimal: Unanchored mobile homes, vegetation and signs
2	96-110	Moderate: All mobile homes, roofs, small crafts, flooding
3	111-130	Extensive: Small buildings, low-lying roads cut off
4	131-155	Extreme: Roofs destroyed, trees down, roads cut off, mobile Homes destroyed. Beach homes flooded
5	156+	catastrophic: Most buildings destroyed. Vegetation destroyed. Major roads cut off. Homes flooded.

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## **Description of activities per storm category:**

### Category 1-2

Hilton Head Administrative & Hilton Head Retail

Transport to Hardeeville Office

Load important hard documents: titles, contracts, insurance records, spray records

Load Office Administrator Computer and printer

Retail plant stock to be stationed together and tarped

Merchandise from A& C store to be tarped and left inside

Hilton Head Maintenance

Load truck and trailers with production tools

Fuel tanks, equipment, cans (regular/mixed)

Transport to HV parking lot

Hardeeville

Load truck and trailers with production tools

Fuel tanks, equipment, cans (regular/mixed)

Relocate truck trailers to open parking lot

Palmetto Bluff

Load truck and trailers with production tools

Fuel tanks, equipment, cans (regular/mixed)

Relocate truck trailers to open parking lot at Palmetto Bluff

Load and transport computers and important hard documents: titles, contracts, insurance records, spray records to HV office

Savannah

Load truck and trailers with production tools

Fuel tanks, equipment, cans (regular/mixed)

Load important hard documents: titles, contracts, insurance records, spray records

Relocate truck trailers as instructed by Hurricane Coordinator

Sun City

Load truck and trailers with production tools

Fuel tanks, equipment, cans (regular/mixed)

Load important hard documents: titles, contracts, insurance records, spray records

Relocate truck trailers to HV

Beaufort

Load truck and trailer with production tools

Fuel tanks, equipment, cans (regular/mixed)

Truck and trailer to remain parked in open parking lot at Beaufort

Load important hard documents: titles, contracts, insurance records, spray records-relocate as directed by Hurricane Coordinator

Load Office Administrator computer and printer relocate as directed by Hurricane Coordinator

Hilton Head Administrative, Hilton Head Retail

Load important hard documents: titles, contracts, insurance records, spray records

Load Office Administrator Computer and printer

Turn off Utilities

Stage and arrange material as directed by Hurricane Coordinator

Take A&C merchandise and leave inside

Hilton Head Maintenance/ Hardeeville/Savannah/Sun City/Palmetto Bluff/Mechanic Items

Load truck and trailer with production tools

Fuel tanks, equipment, cans (regular/mixed)

Fill Spray truck(s) with water/load any remaining truck with heavy items as available

Load OA computer/printer and important hard documents: titles, contracts, insurance records, spray records

Beaufort

Load truck and trailer with production tools

Fuel tanks, equipment, cans (regular/mixed)

Fill Spray truck(s) with water/load any remaining truck with heavy items as available

Truck and trailer to remain parked in open parking lot at Beaufort office as directed by Hurricane Coordinator

### **Important Links:**

<http://www.storminfo.net/storminfo/stormsurge.htm>

[carocoops.org/carocoops\\_website/surge\\_index.php?case\\_id=beaufort](http://carocoops.org/carocoops_website/surge_index.php?case_id=beaufort)

[http://slr.s3.amazonaws.com/factsheets/South\\_Carolina.pdf](http://slr.s3.amazonaws.com/factsheets/South_Carolina.pdf)

**Return to Work**

Authority to return to work will be issued by Safety Coordinator, Branch Manager, and or designee.  
Completed (updated) hurricane phone list will be utilized for contacts as needed by management and employee.

**Reentry Informational phone numbers**

Beaufort Management	1-800-963-5023
Jasper Management	1-843-726-7797
Traffic information	1-888-877-9151
Beaufort Traffic	1-843-255-4144
Emergency management website:	<a href="http://www.bc.gov.net">www.bc.gov.net</a>

**Full or Partial Return**

Due to post hurricane conditions, each employee will be directed as to a partial or full reentry operational process  
The reentry production priorities are branch relative and will be directed by the Safety Director, Branch Manager and or designee.  
Employee identification (driver’s license) may be required for reentry  
Vehicle registration and proof of insurance must accompany reentry equipment

**Evaluation of return conditions**

Check truck and production equipment fuel tanks  
Check inventory list of transferred equipment and give to Branch Manager and or designee  
Building integrity and damage may require permit for reentry  
Utilities to be reinstated only when safe conditions are met  
Natural debris assessment must be made for determining safe working conditions  
Production equipment to return as directed by Branch Manager and or designee  
Office Administrator and office contents to return as directed by Branch Manager and or designee

# **TECHNICAL PROPOSAL**

## **4.0.1.5 Quality Control**



## Quality Inspection and Control Program

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

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

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

## Methodology and Best Practices

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



## ◀ PROPERTY INSPECTION REPORT ▶

<i>PROPERTY NAME</i>	<i>ACCOUNT MANAGER</i>
<i>PROPERT ADDRESS</i>	<i>BRANCH</i>
<i>PROPERTY MANAGER</i>	<i>INSPECTION DATE</i>
<i>CREW</i>	<i>INSPECTION PERFORMED BY</i>
<i>MAINTENANCE DAY</i>	

### A. LAWN AREAS

	PASS	Caution	FAIL
1) Grass mowed at proper height	P	C	F
2) Scalping of turf areas	P	C	F
3) Properly trimmed @ signs, poles	P	C	F
4) Weed density	P	C	F
5) Properly edged	P	C	F
6) grass runners in beds	P	C	F
7) Bare areas	P	C	F
8) disease or insects present	P	C	F
9) Overall Turf Quality	P	C	F

### B. PLANT MATERIAL

1) Pruned properly	P	C	F
2) Bed weeds	P	C	F
3) Weeds/ Vines in plants	P	C	F
4) Strawed or mulched properly	P	C	F
5) Beds edged	P	C	F
6) Disease or insects present	P	C	F
7) Debris	P	C	F
8) Dead or missing plant material	P	C	F
9) Are Trees adequately clear to 15'	P	C	F

### C. WALKS, DRIVEWAYS OR PARKING

1) Blown	P	C	F
2) Debris	P	C	F
3) Weed Control	P	C	F
4) Litter	P	C	F

### D. FLORICULTURE

	PASS	Caution	FAIL
1) General appearance	P	C	F
2) Color scheme design	P	C	F
3) Overall health and maintenance	P	C	F
4) Dead or missing plant material	P	C	F
5) Weed control	P	C	F
6) Floral bed mulch	P	C	F

### E. IRRIGATION SYSTEM

1) Programmed correctly	P	C	F
2) Map in clock and up to date	P	C	F
3) Leaks / Standing water	P	C	F
4) Malfunctioning sprinkler heads	P	C	F
5) Rain Sensor functioning	P	C	F

### F. GENERAL

1) Overall appearance	P	C	F
2) Curb appeal	P	C	F
3) Property free of litter	P	C	F
4) Crew appearance (if present)	P	C	F
5) signs windows visible for security (where necessary)	P	C	F

### G. COMMENTS





## ACCOUNT MANAGER'S PROPERTY IMPROVEMENT PLAN (PIP)

Property Name/Location	Account Manager's Name	Date Initiated	
		Review Date 1	
		Review Date 2	
Branch:			

*An SPIP is designed to address specific areas within a property that a supervisor needs to improve on. The expectation is that the supervisor raises performance levels, improves customer satisfaction and avoids the need for disciplinary action.*

PROPERTY IMPROVEMENT PLAN PERIOD	
Starting Date:	Ending Date:
Interim Assessment Date(s):	

*The Property Improvement Plan is broken down into two areas so the supervisor better understands which areas are most critical. Although both areas are important to make necessary corrections, it is intended that the critical areas be taken care of immediately, followed by correction of all areas to meet satisfaction of property improvements.*

Critical Non-Compliant Issues to be corrected by Date :	
Action Needed:	
	Action Completed Date:
Action Needed:	
	Action Completed Date:
Action Needed:	
	Action Completed Date:
Action Needed:	
	Action Completed Date:
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Non-Compliant Issues to be corrected by Date :	
Action Needed:	
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Authorization for extra work is often necessary for a property to meet expectations. It is up to the supervisor to inspect and point out areas that need attention beyond everyday maintenance, these are not limited to but will include Safety issues, Tree pruning, Tree Removals, Plant /Turf replacements, Irrigation Improvements

AEW's necessary to improve condition of property	
AEW Needed:	
AEW turned in Date:	
AEW Needed:	
AEW turned in Date:	
AEW Needed:	
AEW turned in Date:	

\*Supervisor Signature/Date

Manager Signature/Date

\* Supervisor signature signifies review and discussion of improvement plan with manager has occurred, not necessarily supervisor's agreement.

FINAL ASSESSMENT

Has effective performance against the plan been successfully demonstrated?

☐ Yes

☐ No

Date:

Comments:

If no, describe action taken:

Note: The SPIP performance period and performance requirements may be amended at the Company's discretion.

# Methodology and Best Practices

## Best in Class Practices:

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

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

## Strategic Best Practices:

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

Set targets that required a shift from business as usual.

A "continuous improvement" philosophy guides the company.

Communication of the strategic plan is a foremost and significant.

Emphasize action plans and strategic thinking.

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

Strategic planning as a key element in the management system.

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

## Operational Best Practices:

### Pollution Prevention

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

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

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

Grass cycling is the natural recycling of grass by leaving the clippings on the lawn when mowing. Grass clippings decompose quickly and release valuable nutrients back into the lawn.





# Methodology and Best Practices

## Mowing, Trimming, and Weeding

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

Use hand weeding where practical.

Performing mowing at optimal times.

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

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

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

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

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

Consider using low water use groundcovers when planting or replanting.

## Waste Management

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

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

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

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

## Irrigation

Where practical, use automatic timers to minimize runoff.

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

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

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

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





# Methodology and Best Practices

## Fertilizer and Pesticide Management

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

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

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

Do not use pesticides if rain is expected.

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

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

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

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

Calibrate fertilizer and pesticide application equipment to avoid excessive application.

Periodically test soils for determining proper fertilizer use.

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

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

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

## Inspection

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

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

Inspect pesticide/fertilizer equipment and transportation vehicles daily.

## Training

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

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

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

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

Use a training log or similar method to document training.



## TECHNICAL PROPOSAL

### 4.0.1.6 Criminal Background Checks

The Greenery, Inc. hereby certifies that all on-site supervisory and resource management employees that provide services for this contract will have successfully passed at a minimum, a South Carolina and nationwide criminal background check and will meet the same federal and state requirements at the time of being hired.

## TECHNICAL PROPOSAL

### 4.0.1.7 Litigation

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

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

The Greenery filed suit against Lesco for product failure. Suit settled for an undisclosed amount.

The Greenery filed multiple small claims suits against clients for nonpayment of services rendered. All suits resolved except for The Greenery, Inc. vs. JT Turner which is still pending.



## TECHNICAL PROPOSAL

### 4.0.1.8 M/WBE

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

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

## Business Utilization Report

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

## Business Enterprise Utilization Report

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

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

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

<u>Sub-Contractor Name</u>	<u>Gender Group</u>	<u>Address</u>	<u>Phone #</u>	<u>Other</u>	<u>E-Mail</u>

## 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

March 2, 2016

Date

Name: Janet Noonan

Director of Business Development

Title: The Greenery, Inc.

Project: RFP #16015 BCSD Grounds Maintenance (Non-athletic) Services

## TECHNICAL PROPOSAL

### 4.0.1.9 Objections and Exceptions

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

## TECHNICAL PROPOSAL

### 5.0.3.a History and Experience

The Greenery Inc. is a 100% employee-owned, local, full service landscape construction and maintenance company that has been successfully operating in the local market for over 43 years. In fact, the Greenery is the leading local landscape provider throughout the Lowcountry and Coastal Empire with over 500 employees, and is recognized as an industry leader, currently ranked # 33 in the nation. We are also an EEO - Equal Employment Opportunity employer.

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

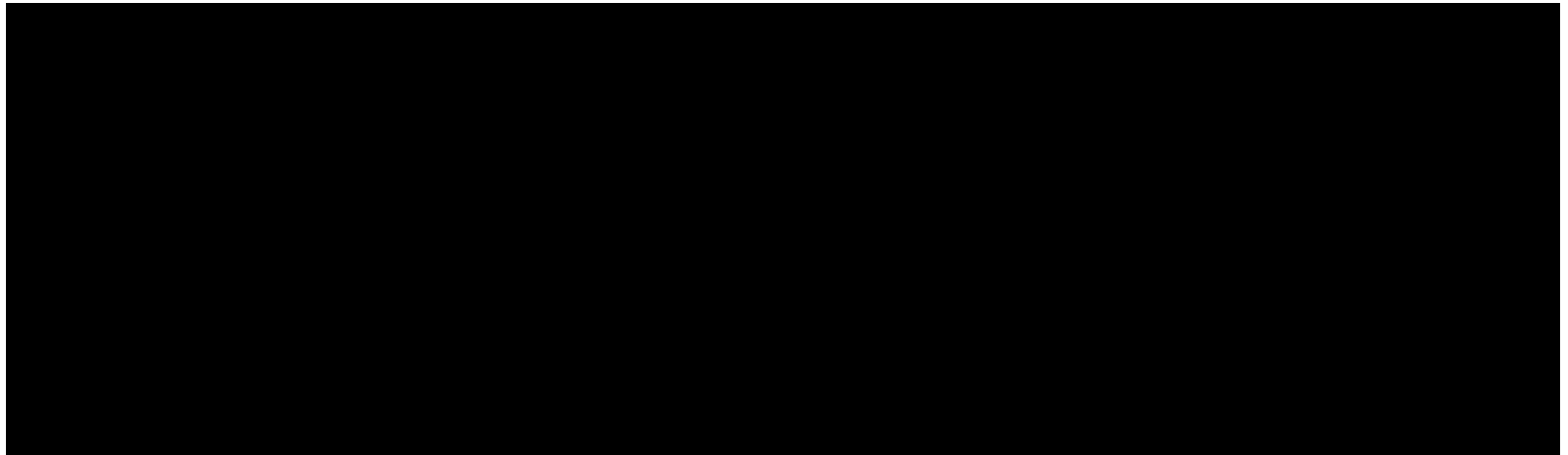
Our vision statement is simply “To be the pre-eminent provider of landscape beautification services in the markets we serve.” As a company specializing in comprehensive landscape maintenance programs for commercial and residential clients, we focus on projects requiring attention to detail, complex construction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

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

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

# TECHNICAL PROPOSAL

## 5.0.3.b Financial Responsibility



# **TECHNICAL PROPOSAL**

## **5.0.3.c Insurance Certificate**

**ACORD**<sup>TM</sup>**CERTIFICATE OF LIABILITY INSURANCE**

DATE (MM/DD/YYYY)

3/02/2016

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 <b>BB&amp;T - Carswell Insurance</b> 1 Park Lane, Central Park PO Box 5159 Hilton Head Island, SC 29938	CONTACT NAME	
	PHONE (A/C, No, Ext) <b>843 785-5191</b>	FAX (A/C, No) <b>8669257118</b>
INSURED  <b>The Greenery Inc.</b> <b>P.O. Box 6569</b> <b>Hilton Head Island, SC 29938</b>	E-MAIL ADDRESS	
	INSURER(S) AFFORDING COVERAGE	
	INSURER A <b>Pennsylvania Manufacturers Asso</b>	NAIC # <b>12262</b>
	INSURER B <b>Eastern Alliance Insurance Comp</b>	<b>10724</b>
	INSURER C	
	INSURER D	
	INSURER E	
	INSURER F	

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

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

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
<b>A</b>	<b>GENERAL LIABILITY</b> <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE L MIT APPL ES PER: POLICY <input type="checkbox"/> PROJECT <input checked="" type="checkbox"/> LOC	<b>X</b>	<b>X</b>	<b>8215008776965</b>	<b>06/30/2015</b>	<b>06/30/2016</b>	EACH OCCURRENCE \$ <b>1,000,000</b> DAMAGE TO RENTED PREMISES (Ea occurrence) \$ <b>300,000</b> MED EXP (Any one person) \$ <b>10,000</b> PERSONAL & ADV INJURY \$ <b>1,000,000</b> GENERAL AGGREGATE \$ <b>2,000,000</b> PRODUCTS - COMP/OP AGG \$ <b>2,000,000</b>
<b>A</b>	<b>AUTOMOBILE LIABILITY</b> <input checked="" type="checkbox"/> ANY AUTO ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS	<b>X</b>		<b>1515008776965</b>	<b>06/30/2015</b>	<b>06/30/2016</b>	COMB NED SINGLE LIMIT (Ea accident) \$ <b>1,000,000</b> BOD LY INJURY (Per person) \$ BOD LY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
<b>A</b>	<input checked="" type="checkbox"/> <b>UMBRELLA LIAB</b> <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input checked="" type="checkbox"/> RETENTION \$ <b>10000</b>	<b>X</b>	<b>X</b>	<b>6515008776965</b>	<b>06/30/2015</b>	<b>06/30/2016</b>	EACH OCCURRENCE \$ <b>6,000,000</b> AGGREGATE \$ <b>6,000,000</b>
<b>B</b>	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? <input checked="" type="checkbox"/> Y / N <b>N</b> (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below		<b>X</b>	<b>01000009356600</b>	<b>06/30/2015</b>	<b>06/30/2016</b>	<input checked="" type="checkbox"/> WC STATUTORY LIMITS <input type="checkbox"/> OTHER E L. EACH ACC DENT \$ <b>1,000,000</b> E L. DISEASE - EA EMPLOYEE \$ <b>1,000,000</b> E L. DISEASE - POLICY L MIT \$ <b>1,000,000</b>

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

(See Attached Descriptions)

**CERTIFICATE HOLDER****CANCELLATION**

**Beaufort County School District**  
**Procurement Office**  
**PO Drawer 309**  
**Beaufort, SC 29901**

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

AUTHORIZED REPRESENTATIVE

*Cathy E. Purcell*





the greenery, inc.®  
— EMPLOYEE OWNED —

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


# TECHNICAL PROPOSAL

## 5.0.3.d Business Licenses

**POST IN A  
CONSPICUOUS  
PLACE**

**City of Beaufort Business License**

**License Number**  
20831  
2015



THE GREENERY, INC.  
LEE EDWARDS  
960 WILLIAM HILTON PKWY  
HILTON HEAD ISL, SC 29928

This License Expires: 12/31/2015

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

Date Issued: 05/20/2015

*Kelly McFadden*  
Authorizing Official


Account Number: 1003

Business Name: THE GREENERY, INC.

Business Location: 16 BURTON HILL RD  
BEAUFORT, SC 29906

Classification: ADMIN RATE CLASS 3

**ORIGINAL  
NOT TRANSFERABLE**



**COOL. COASTAL. FAR FROM ORDINARY.**

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

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

ISSUED TO: THE GREENERY, INC

LOCATION: 960 WILLIAM HILTON PARKWAY

TYPE OF BUSINESS: LANDSCAPE SERVICES

DATE ISSUED: 05/18/2015

LICENSE FEE:	924.16
PENALTY:	92.42
TOTAL PAID:	1,016.58

0003 CLASS 3	924.16	9999 PENALTY	92.42
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the greenery, inc.<sup>®</sup>  
— EMPLOYEE OWNED —

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

# TECHNICAL PROPOSAL

## 5.0.3.d Business Licenses

### 2015 BUSINESS AND PROFESSIONAL LICENSE

TOWN OF HILTON HEAD ISLAND

ONE TOWN CENTER COURT, HILTON HEAD ISLAND, SC 29928

**Business License No. 2784**

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

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

#### LICENSE INFORMATION

Expiration Date: 12/31/2015 Classification: C7001T Issue Date: 06/01/2015

#### CONTACT NAME

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

*Rori Schmitt*

AUTHORIZED SIGNATURE

TO BE POSTED IN A CONSPICUOUS PLACE

NON TRANSFERABLE

This license may be revoked any time by Town Council.

### TOWN OF BLUFFTON

May 18, 2015

DATE ISSUED

December 31, 2015

EXPIRES

HC-05-15-01/015

LICENSE NUMBER

9373

BUSINESS ID

Greenery, Inc., The

COMPANY NAME

Greenery, Inc., The

DBA NAME

Landscaping Services

BUSINESS TYPE

LANDSCAPING SERVICES

DESCRIPTION/CONDITIONS

83 Arrow RD  
Hilton Head Island SC 29928-  
BUSINESS LOCATION

PO Box 6569  
Hilton Head Island SC 29938-  
MAILING LOCATION



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

## TECHNICAL PROPOSAL

### 5.0.3.d Pesticide Licenses

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

**SOUTH CAROLINA  
COMMERCIAL**

**CERTIFIED  
PESTICIDE** **APPLICATOR  
LICENSE**

**2016**

CERTIFIED IN CATEGORIES:

**03**

THIS CERTIFIES THAT:

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

THIS CERTIFICATE EXPIRES DECEMBER 31, **2016**

*Sept. E. Cole* *Wg*

DIRECTOR, REGULATORY AND PUBLIC SERVICE PROGRAMS DEPUTY DIRECTOR, REGULATORY AND PUBLIC SERVICE PROGRAMS

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

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

**SOUTH CAROLINA  
COMMERCIAL**

**CERTIFIED  
PESTICIDE** **APPLICATOR  
LICENSE**

**2016**

CERTIFIED IN CATEGORIES:

**03 05 06**

THIS CERTIFIES THAT:

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

THIS CERTIFICATE EXPIRES DECEMBER 31, **2016**

*Sept. E. Cole* *Wg*

DIRECTOR, REGULATORY AND PUBLIC SERVICE PROGRAMS DEPUTY DIRECTOR, REGULATORY AND PUBLIC SERVICE PROGRAMS

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

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

**SOUTH CAROLINA  
COMMERCIAL**

**CERTIFIED  
PESTICIDE** **APPLICATOR  
LICENSE**

**2016**

CERTIFIED IN CATEGORIES:

**03**

THIS CERTIFIES THAT:

**JONATHAN VICKERS  
PO BOX 6569  
HILTON HEAD ISLAND, SC 29938**

THIS CERTIFICATE EXPIRES DECEMBER 31, **2016**

*Sept. E. Cole* *Wg*

DIRECTOR, REGULATORY AND PUBLIC SERVICE PROGRAMS DEPUTY DIRECTOR, REGULATORY AND PUBLIC SERVICE PROGRAMS

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

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

**SOUTH CAROLINA  
COMMERCIAL**

**CERTIFIED  
PESTICIDE** **APPLICATOR  
LICENSE**

**2016**

CERTIFIED IN CATEGORIES:

**03**

THIS CERTIFIES THAT:

**STUART A GRANT  
PO BOX 6569  
HILTON HEAD ISLAND, SC 29938**

THIS CERTIFICATE EXPIRES DECEMBER 31, **2016**

*Sept. E. Cole* *Wg*

DIRECTOR, REGULATORY AND PUBLIC SERVICE PROGRAMS DEPUTY DIRECTOR, REGULATORY AND PUBLIC SERVICE PROGRAMS

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

## **TECHNICAL PROPOSAL**

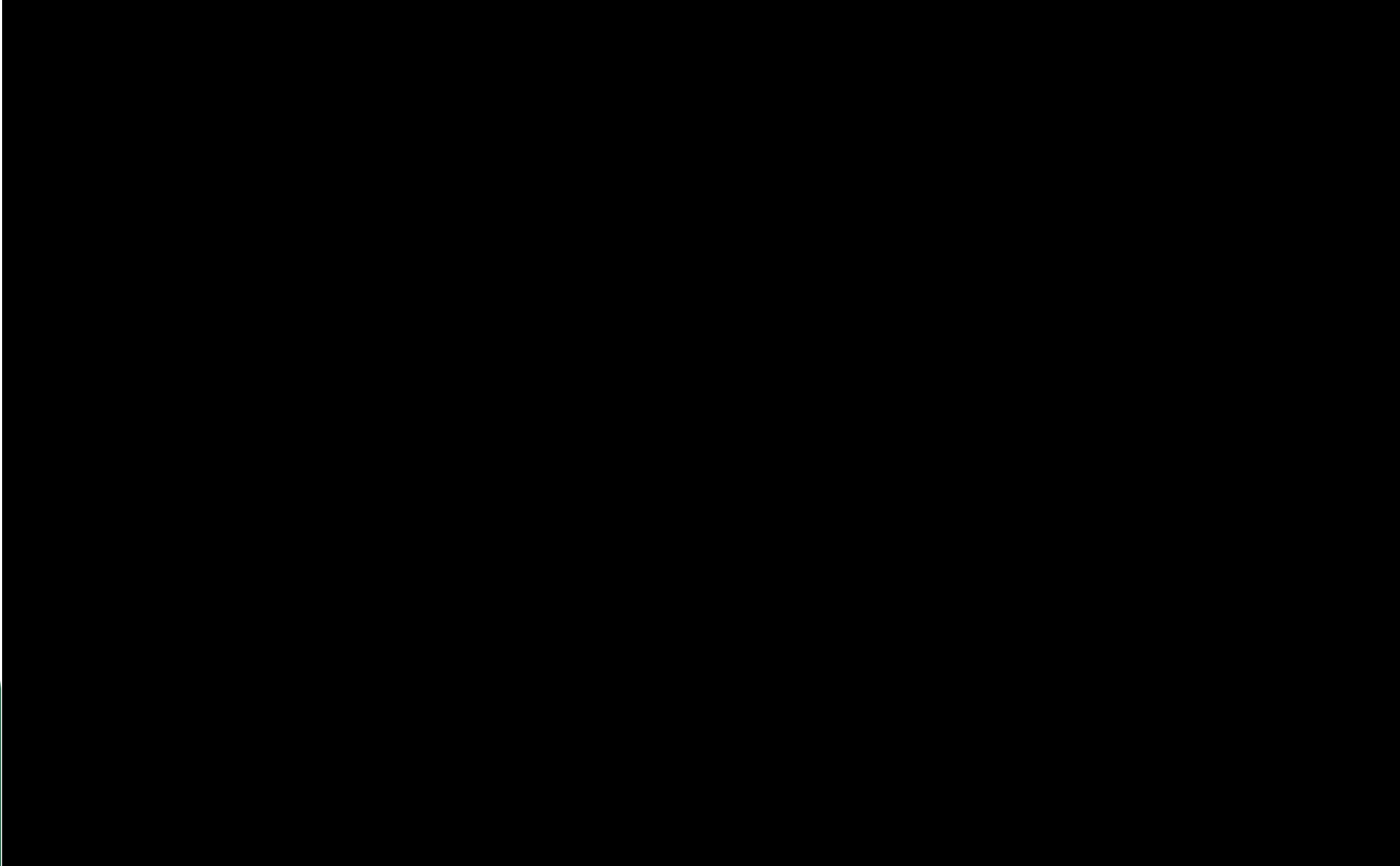
### **5.0.3.e List of Failed Projects**

The Greenery, Inc. does not have any failed projects, suspensions, debarments or significant litigation.



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

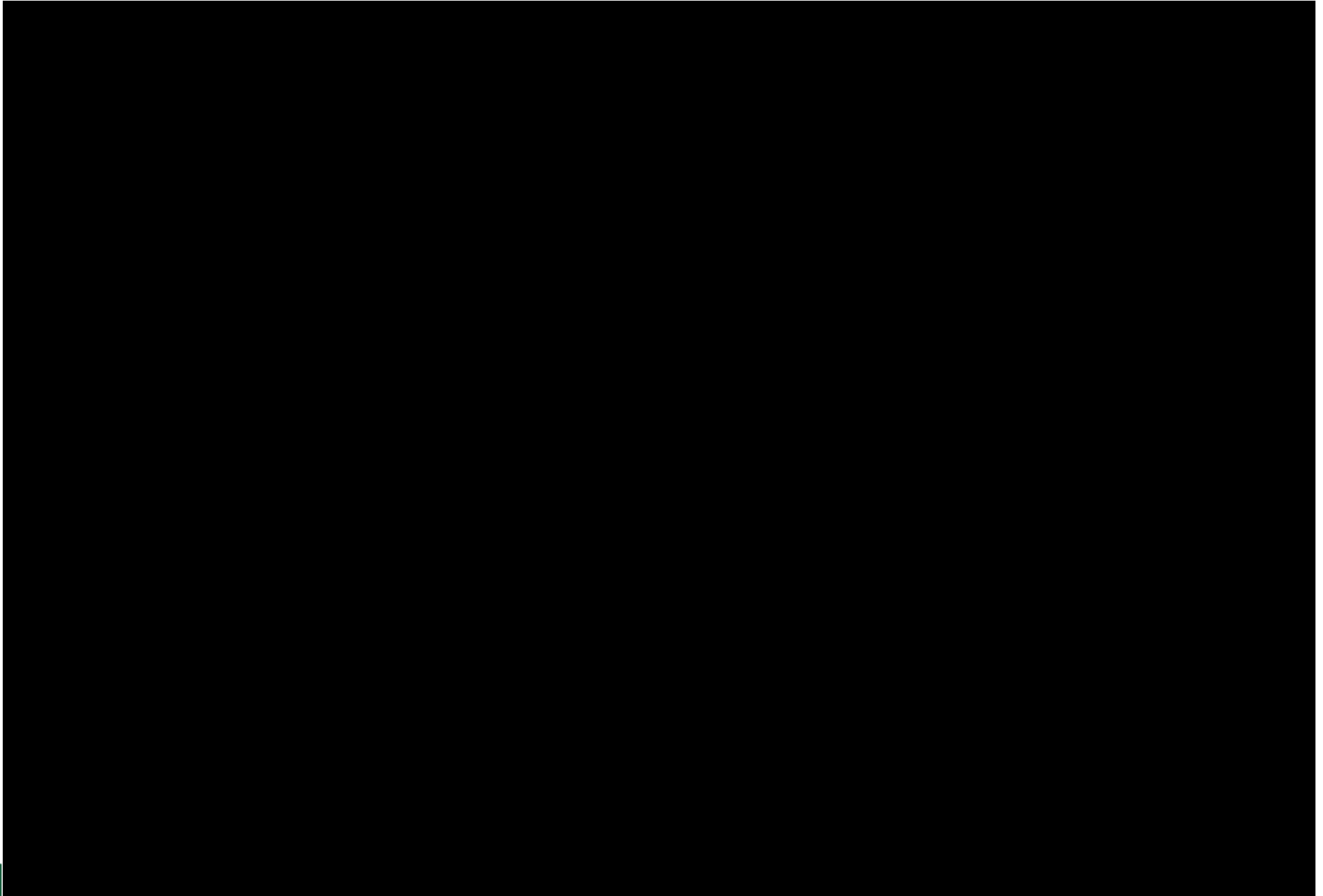
# TECHNICAL PROPOSAL





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

# TECHNICAL PROPOSAL



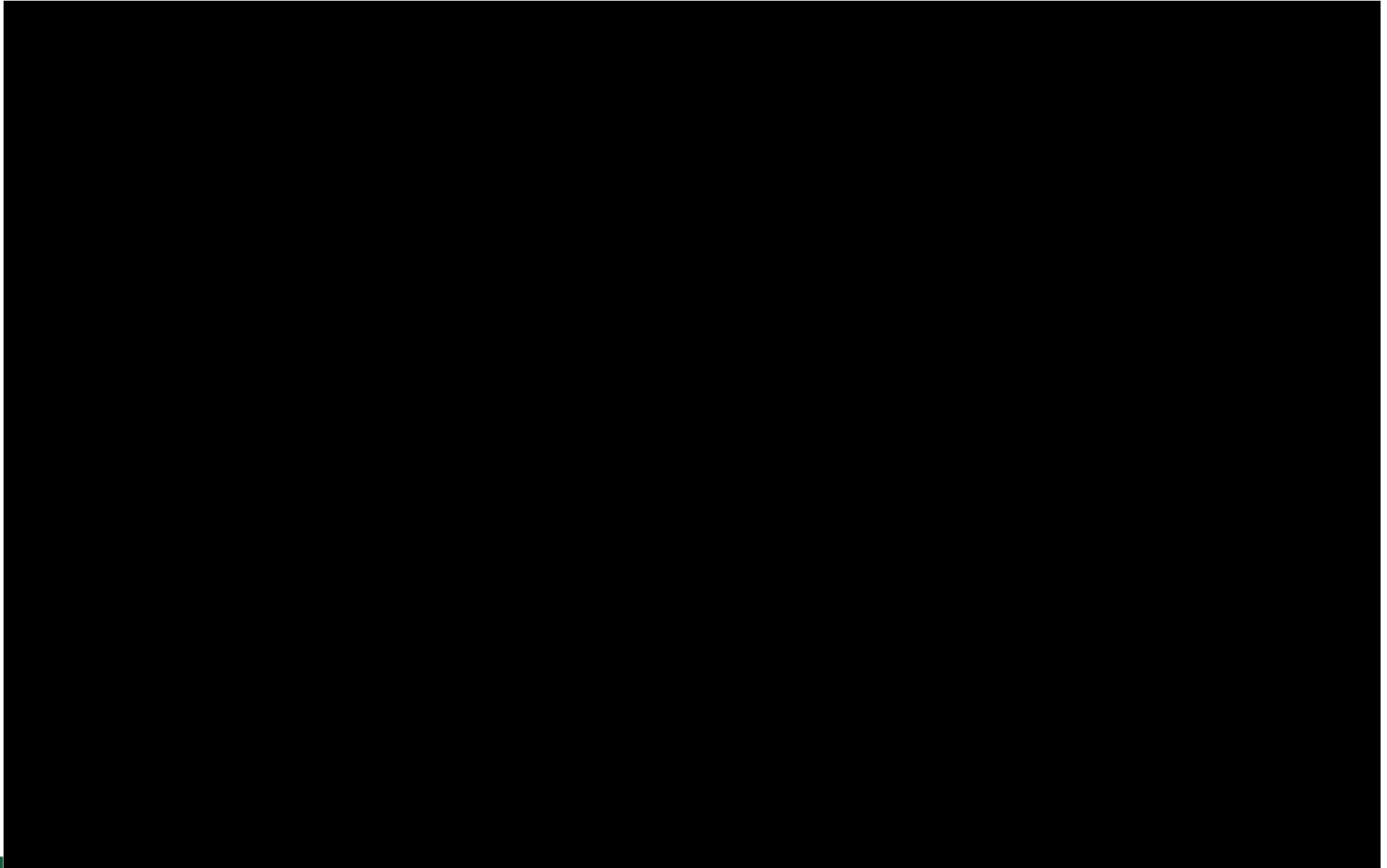




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Hilton Head, SC 29938

# TECHNICAL PROPOSAL

## 6.0.4.c Equipment and Maintenance



## TECHNICAL PROPOSAL

### 6.0.4.c Equipment and Maintenance

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

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

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

#### **Routine bi-weekly maintenance includes:**

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

Our mechanics hold a number of industry recognized certifications:

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





the greenery, inc.®  
— EMPLOYEE OWNED —

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Hilton Head, SC 29938

# TECHNICAL PROPOSAL

Francis  
Vice Pres  
Prod Eng



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Hilton Head, SC 29938

## TECHNICAL PROPOSAL

