

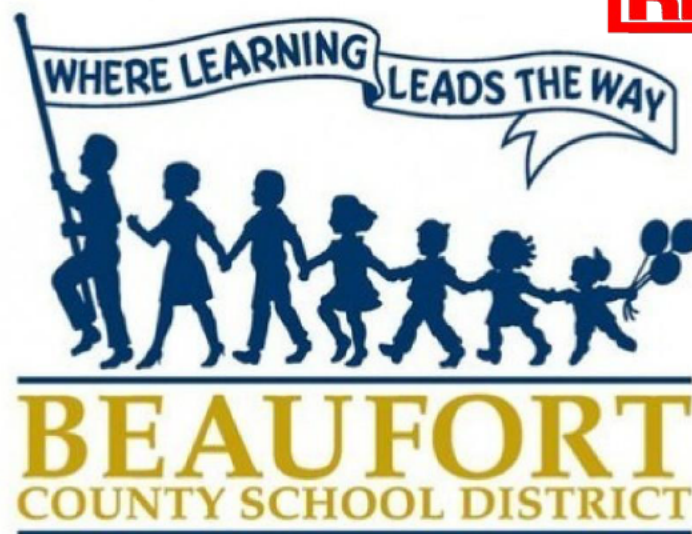


# Technical Proposal

FOR CUSTODIAL SERVICES

Developed for:

**REDACTED**



**RFP # 21-005**

**Submittal Address:**

Ms. Kaylee Yinger, CPPB  
Beaufort County School District  
Procurement Office  
2900 Mink Point Blvd  
Beaufort, SC 29902

**Due Date:** September 8, 2020

**Due Time:** 2:00 p.m.



Great People ► Smart Service

**Submitted By:**

Chris Giannotta  
Business Development Manager  
7320 Industry Drive  
North Charleston, SC 29418  
(843) 494-4118  
[cgiannotta@buddgroup.com](mailto:cgiannotta@buddgroup.com)

September 8, 2020

Ms. Kaylee Yinger, CPPB  
Beaufort County School District  
Procurement Office  
2900 Mink Point Blvd  
Beaufort, SC 29902

**RFP # 21-005**

Dear Ms. Yinger

Thank you for your interest in The Budd Group and for allowing us to submit our Technical Proposal for Custodial Services for Beaufort County School District (BCSD). Our goal is to provide value throughout our partnership with a comprehensive service plan built on the following key components:

- ▶ Competitive wages to recruit and retain great employees
- ▶ Provide the latest technology in equipment and service software
- ▶ A local support structure with strong facility expertise in K-12 environments
- ▶ A proven quality assurance program certified by industry best practices
- ▶ Solid partnerships with minority vendors to help provide excellent service

The Budd Group was founded by Richard Budd in 1963 in Winston-Salem, North Carolina and is family owned and operated still today by the Budd family. **The Budd Group has no plans in the foreseeable future of selling to a private equity group or going public.** We have been servicing various facilities such as school districts, colleges and universities in South Carolina for over 32 years. Our local Support Office is located in North Charleston. We currently employ over 5,000 employees across the Southeast, with 1500 in SC and 800 in the Lowcountry. **No other service provider in low country has the labor pool and management depth than The Budd Group!**

We have based our proposal on our tour of your facilities and the specifications you have provided. As your vendor of choice for Beaufort County School District, our primary goals will be to:

- **Recruit and Retain Great People to Service Your District**
  - We have designed our program so that we can recruit and **retain** great people to service your district. Higher employee retention results in higher quality of service!
  - In order to provide a higher retention rate, The Budd Group is proposing higher pay wages than what is being paid to employees working for your current vendor.
    - Please see the Cost Proposal for our per hour minimum wage.
    - Please see the Cost Proposal for our per hour wage range depending on the position.
  - We also recognize and incentivize our employees on a weekly and monthly basis for providing great work.



- **Provide Strong Local and Regional Support**

- In order to provide excellent support to our on-site management team, a minimum of 3 members from our management and executive team will be assigned to support your district on a weekly and monthly rotation.
- All support managers are based in South Carolina including our Vice President of Janitorial Services.
- All support managers have a minimum of 10 years' experience in providing custodial services to K-12 school districts.

- **Increase Quality**

- Establish Key Performance Indicators (KPIs) in order to measure progress and allow for modifications within your ever-changing environment.
- Perform weekly inspections utilizing cloud-based technology and providing BCSD copies of all inspection assessments with quality improvement plans for each area.
- Generate efficiencies by utilizing the latest technology and equipment providing BCSD optimum service results.
- Establish quarterly Business Review Meetings with your operating team and our key management team to communicate progress and establish new goals for the next quarter.

- **Provide a Seamless Transition**

- A dedicated Implementation Team will be assigned to district once the contract is executed.
- True experts in this field will be assigned to BCSD for a minimum of 90 days before the start date and 60 days after the start date to ensure a smooth transition of services.

- **Provide Leading Edge Disinfectant Services**

- The pandemic has created a "new normal" for everyone. We have developed a number of disinfectant services that will allow BCSD to provide a safe environment for students, faculty and staff. These disinfectant services include but not limited to:
  - PRO-Tech Antimicrobial Shield Services. This program provides effective protection against viruses, bacteria, fungi and mold for any surface for up to three months.
  - Electrostatic misting and fogging services utilizing best in class disinfectants.
  - Priority access and competitive pricing on masks, disinfectant wipes and hand sanitizer.

- **Provide a Competitive Cost Structure**

In order to provide the most competitive cost structure, The Budd Group would like to take exception to the utilization of the SC Purchasing Card. We are recommending electronic bank transfer (EBT) as an alternative. The Budd Group is open to discussing and negotiating the best payment method with BCSD.



As your provider we will continuously strive to enhance quality through efficient processes and pioneering technology. We will preserve your assets while creating a healthier, more environmentally-responsible atmosphere. We endeavor to be transparent in all costs associated with the services we provide. It is our top priority to be wise stewards of the investment dollars you have entrusted to us. We are genuinely excited about this opportunity and we appreciate your time and consideration of The Budd Group.

Please enjoy the following proposal information detailing how The Budd Group will improve your facilities with our proven best practices. We look forward to a favorable response and to helping BCSD continue its tradition of excellence. If you have any questions or need additional information, please feel free to contact me at (843) 494-4118.

Sincerely,



Chris Giannotta, Business Development Manager





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## Beaufort County School District

Solicitation Number: 21-005  
Date Printed: July 30, 2020  
Date Issued: July 30, 2020  
Procurement Officer: Kaylee Yinger, CPPB  
Phone: 843-322-2349  
Email: Kaylee.Yinger@beaufort.k12.sc.us

### Request for Proposals (RFP)

DESCRIPTION: **Custodial Services**  
SUBMIT OFFER BY (Opening Date & Time): **September 7, 2020 2:00 PM EST**  
QUESTIONS MUST BE RECEIVED BY: **August 31, 2020**  
NUMBER OF COPIES TO BE SUBMITTED: **Six (6) Original Signed Copies**  
**Two (2) CD versions - One (1) Redacted**

**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: **Mandatory Pre-Proposal**

LOCATION: **District Office**

**Conference / Site Visits**

**2900 Mink Point Blvd  
Beaufort, SC 29902**

DATE & TIME: **August 13, 2020 @ 8:00 AM**

**AWARDS & AMENDMENTS:**

Award will be posted at the Physical Address stated above on or after August 30, 2020. The award, this solicitation, and any amendments will be posted at the following web address: <http://beaufortschools.net>.

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

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

ENTITY TYPE:

**The Budd Group, Inc.**

**Private Corporation**

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

**Nelson Sirin**

**Regional Director**

PRINTED NAME

TITLE

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



PAGE TWO  
(Return Page Two with Your Offer)

<b>HOME OFFICE ADDRESS</b> (Address for Offeror's home office/ Principal place of business):  <b>2325 S. Stratford Road Winston-Salem, NC 27103</b>	<b>NOTICE ADDRESS</b> (Address to which all procurement and contract related notices should be sent):  <b>7320 Industry Drive North Charleston, SC 29418</b>
<b>PHONE NUMBER: (803) 521-6166</b>	
<b>EMAIL ADDRESS: nsirin@buddgroup.com</b>	

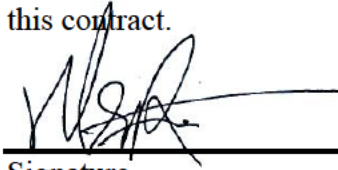
<b>PAYMENT ADDRESS</b> (Address to which payments will be sent):  <b>P.O. Box 890856 Charlotte, NC 28289-0856</b>  <input type="checkbox"/> Payment Address Same as Home Office Address <input type="checkbox"/> Payment Address Same as Home Notice Address (check one only)	<b>ORDER ADDRESS</b> (Address to which all purchase orders will be sent):  <b>7320 Industry Drive North Charleston, SC 29418</b>  <input type="checkbox"/> Payment Address Same as Home Office Address <input type="checkbox"/> Payment Address Same as Notice Address (check one only)
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<b>ACKNOWLEDGEMENT OF AMENDMENTS:</b>	<u>Amendment Number</u>  <b>1 2 3</b>	<u>Amendment Issue Date</u>  <b>August 11, 2020 September 1, 2020 September 2, 2020</b>
Offeror acknowledges receipt of amendments by indicating amendment number and its date of issue.		

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

### 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.



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Signature

**September 8, 2020**

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Date

Name: **Nelson Sirin**

Title: **Regional Director**

Project: **BCSD Custodial Services RFP # 21-005**

# Smart Service: Supplier Diversity and W/MBE Compliance

The Budd Group is not a MWBE company; however, our customers represent a wide range of industries, people and locations – and we want this same level of diversity reflected in our supplier community. The primary component of our service delivery is people and our associates and vendor partners are diverse. The Budd Group complies with all applicable state and federal laws prohibiting discrimination in employment based on race, color, religion, gender, national origin, age, disability, veteran status or other prohibited criteria.

The delivery of our services does not always require purchasing materials or equipment, but always relies on a skilled staff of individual contributors, technical professionals and managers. The Budd Group is committed to seek ways to make business opportunities available to minority-owned, women-owned, small disabled-owned, HUBZone, and small disabled veteran-owned businesses. To that end, The Budd Group participates in strategic partnerships and purchasing alliances that help our organization achieve our supplier diversity objectives. In North Carolina we have a number of accounts that require a minimum of 10% to 20% of MWBE participation and we meet this goal every year. Within the last two years, we have not had an account in South Carolina that has required MWBE participation. However, we have utilized several MWBE subcontractors within the state to assist with various accounts.

Although we do not have a MWBE classification, we do participate in utilizing Tier 2 spending with MWBE suppliers primarily through specialty services, floor care and chemical suppliers. We also provide documentation to verify these supplier partnerships and ensure we are meeting our customers' supplier diversity initiatives.

## **Commitment to Equal Employment Opportunities**

The Budd Group values and respects every individual and has created a culture that supports high ethical standards. We are committed to a work environment in which all individuals are treated with respect and dignity, and we endeavor to provide a professional atmosphere that promotes equal employment opportunities and prohibits discriminatory practices, including harassment.

As an equal opportunity employer, The Budd Group provides employment based on personal capabilities and qualifications without discrimination due to race, color, religion, ethnicity, national origin, sex (including pregnancy), gender (including gender nonconformity and status as a transgender or transsexual individual), sexual orientation, age, physical, sensory, or mental disability, citizenship, genetic information, past, current, or prospective service in the uniformed services, marital status, familial status, membership or activity in a local commission, public assistance status, or any other classification protected by federal, state, or local law. This policy applies to recruitment, hiring, promotion, transfer, compensation, seniority, layoff, recall, demotion, discipline, discharge, and all other terms and conditions of employment.

The Budd Group expects that all relationships in the workplace will be business-like and free of bias, prejudice and harassment. Harassment of any employee due to race, color, religion, ethnicity, national origin, sex (including pregnancy), gender (including gender nonconformity and status as a transgender or transsexual individual), sexual orientation, age, physical, sensory, or mental disability, citizenship, genetic information, past, current, or prospective service in the uniformed services, marital status, familial status, membership or activity in a local commission, public assistance status, or other classification protected by law is strictly forbidden.



# Smart Service: Supplier Diversity and W/MBE Compliance

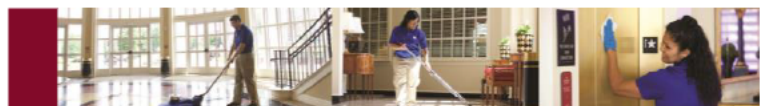
## Business Enterprise Utilization Report

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

Subcontractor Name	Gender Group	Address	Phone #	Certification	Email
Alpha Janitorial Services, Inc	WBE	2728 Depot Rd Beaufort, SC 29902	843-525-0201	03201682 7/31/2021	<a href="mailto:debra_dabney@hotmail.com">debra_dabney@hotmail.com</a>
Groves Cleaning Services	MBE	337 B Dorchester Manor Blvd. N. Charleston, SC 29420	843-302-9976	0107231861 Exp. 7/31/2020	<a href="mailto:cleaninggrove.dg@gmail.com">cleaninggrove.dg@gmail.com</a>





**Small & Minority Business**

**Contracting  
& Certification**

**Certificate of Woman-Owned Business**

**Alpha Janitorial Service, Inc.**

located at


**Beaufort, South Carolina**

has been determined to be a

woman-owned business operating in

the State of South Carolina



  
Director, Office of Small & Minority  
Business Contracting & Certification

Certification Number: **03201682**

Date: **July 21, 2016**

Expiration Date: **July 31, 2021**

# Executive Summary

The Budd Group Partnership Program designed exclusively for Beaufort County School District (BCSD) will incorporate over 57 years of experience to provide your Schools with excellent service at the highest value. The entire Budd Group team is committed to a successful partnership. As stated in our Brand Promise, we believe in “**Great people delivering great experiences to customers and each other**” and we will uphold this promise for BCSD.

The key ingredients of The Budd Group / BCSD Partnership Program include:

## Employee Recruitment and Retention

Our services begin with Great People. We have a very robust staffing, training and retention plan designed around industry best practices to include, but not limited to:

- Dedicated on-site recruiter to regularly canvas the market for new employees
- Competitive wages and benefits
- Strong initial and continuous training program
- Extensive Employee Recognition Programs for providing great service
- Regular team events - lunches, dinners, community support events, etc.
- Employee Assistance Fund to assist our front-line employees in need of financial help

In order to recruit and retain good employees with lower turnover, we have developed the following competitive wages for our proposal:

- Night Porter – [Please see the Cost Proposal](#)
- Night Supervisors – [Please see the Cost Proposal](#)
- Day Porter – [Please see the Cost Proposal](#)
- Area Operation Managers – [Please see the Cost Proposal](#)
- Dedicated Project Manager – [Please see the Cost Proposal](#)

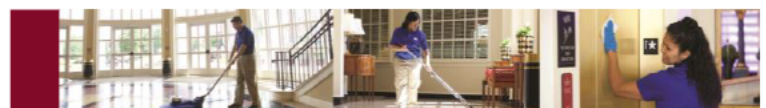
## Management Support on a Local, Regional and Corporate Level

- Provide layered oversight creating a reliable service program
- Dedicated, onsite management support and extensive local area support
- Extensive support and customer service from our management and executive team members.

<b>Chris Giannotta</b>	Business Development Manager
<b>Nathan Moore</b>	Branch Manager
<b>Ronnie Boykin</b>	Assistant Branch Manager
<b>Nelson Sirin</b>	Regional Director of operations
<b>Paul Vucish</b>	AVP of Business Development
<b>Charles Keenum</b>	VP of Janitorial Operations
<b>Yasser Youssef</b>	President
<b>Joe Budd</b>	Chief Executive Officer

## Leading Edge Disinfection Services

The worldwide pandemic has created a “new normal” for everyone. As school administration discern what is the best and most efficient way to create a safe environment for their students, The Budd Group is committed to developing and providing the best disinfection services available. Today we have a suite of solutions available for the district to choose from and we will work with your operations team to find the best fit.





# Executive Summary

## Providing Best Practices for Education Facilities

The Budd Group is committed to managing your School District based on best practices of the industry.

- Cleaning Industry Management Standard Certification for Green Buildings (CIMS-GB) with Honors. The Budd Group has achieved and maintained this certification for over 6 years. This certifies that our operations group is providing you best practices in sustainable cleaning services.
- The Budd Group has been an active member of APPA for over 15 years. Through APPA, we are able to provide our associates training and professional development, performance measurement, and evaluation tools, standards, best practices, research, and credentialing.



## Training and Development

- Training program designed specifically for educational environments.
- The foundation of our training program is built on The Budd Group's best practices and our chemical partner, Diversey's, Healthy High Performance Cleaning (HHPC) for Healthier Facilities program.

## Quality

The Budd Group utilizes Key Performance Indicators (KPIs) to ensure your quality standards are met. These indicators include:

- Weekly Quality Score Cards
- Utilization of electronic customer satisfaction survey equipment that measure:
  - Overall service quality
  - Effectiveness of communication
  - Professionalism and competence of staff
- Weekly site inspections performed by Managers, Site Supervisors, Operations Manager, Branch Manager and/or Regional Director.
- Project calendars to ensure all non-daily tasks are performed in a timely manner.
- Work Order and client request tracking to ensure all requests meet expectations and are completed in a timely manner.
- Regularly scheduled Business Review Meetings designed to review the performance over the time period and development of proactive planning.
- Equipment Program
  - New equipment package investment comprised of the latest technology allowing us to maximize cleaning efficiency. **Please see the Cost Proposal for the value of our new equipment package.**

## Start-Up and Implementation

A comprehensive start-up and implementation plan will begin before the established start date to ensure a smooth transition. Our Senior Implementation Manager, Richard Gibson, and his team will be dedicated to BCSD during the transition period and will lead the entire Budd Group team to ensure there are minimal interruptions. We also utilize a solid Communication Plan to ensure transitioning employees and key staff members have a clear understanding every step of the way.

## Communication

- A key component of our Communication Plan is regularly scheduled Business Reviews.
  - Attended by key team members from The Budd Group and BCSD.
  - KPIs and quality metrics are established and reviewed so that both parties understand the progress of the service program.
- BuddHive – Internal employee communication application that all our employees have on their phone



# Executive Summary

- Gives Managers the ability to reach frontline employees quickly, in order to provide real-time information about their facility's immediate needs, weather alerts, outages and company information as needed.
- This tool also allows us to recognize great employees and great work that is achieved on a daily basis.

## Systems and Reporting

Technology and automation are a key component of The Budd Group / BCSD partnership program. Integrating our technology-based system allows us to obtain and analyze real-time data and make proactive service adjustments without any disruption.

The Budd Group will utilize the following systems:

- Customized BCSD Portal and Dashboard
  - Work Order reporting and tracking to include completion time with responder notes and preventive maintenance scheduling
  - Inspection reporting
  - Online billing access
- Online Inspection Tool
  - Automated software for use on handheld devices allowing our team to perform regular inspections, ensuring safety in the workplace and continued quality of service
  - This tool also allows us to share real-time reporting as requested through the customer portal and dashboard
- Budd University (Learning Management System)
  - Facilitates and tracks all management training
    - Cloud-based system will provide initial and ongoing training for all managers
    - Topics include, but are not limited to: safety, equipment, chemicals, customer service and BCSD policies
- TeamTask (Coming in 2020): Automated frontline employee self-assessment system to track completion time of work orders and work assignments utilized on any handheld mobile smart device. Replaces traditional, inefficient paper forms.

## A Transparent Partnership

The Budd Group is a company of integrity and our success is built on being your transparent partner, not just your vendor of choice. All communication and collaboration between our team and yours will be transparent and open. It is our desire to be the facility service extension of Beaufort County School District. While we specialize in janitorial, landscape and maintenance services, our larger goal is to take care of you and your Schools, and to consistently meet your requirements. We will always seek to listen and understand your operational goals so we may serve you better.

We commit to partnering with you in the enhancement of your Schools and the management of the appearance, health and wellness of the entire environment, for the benefit of all your students and staff.

The Budd Group stands by its **GUARANTEE** to meet or exceed your expectations in the delivery of high-quality facility solutions. If we do not deliver the contracted services to your satisfaction, we will **Make It Right**.



























## EXHIBIT E – STAFFING AT EACH SCHOOL/SITE

**Contractor must supply a list of the custodial staff by FTE count (one FTE is equal to 2080 paid hours annually) for each School/Site proposed, including Supervisors and Head Custodians.**

Identify day custodians separately from evening custodians

School/Site: Daufuskie Elementary

Daily:

# Employees (FTE)	Position	Hours
1	Night Supervisor	3

Annually:

# Employees (FTE)	Position	Estimated Hours
1	Night Supervisor	570

## EXHIBIT E – STAFFING AT EACH SCHOOL/SITE

**Contractor must supply a list of the custodial staff by FTE count (one FTE is equal to 2080 paid hours annually) for each School/Site proposed, including Supervisors and Head Custodians.**

Identify day custodians separately from evening custodians

School/Site: Hilton Head Island Elementary – Creative Arts

Daily:

# Employees (FTE)	Position	Hours
1	Night Supervisor	8
2.5	Night Porter	20
1	Day Supervisor	8
1	Day Porter	4

Annually:

# Employees (FTE)	Position	Estimated Hours
1	Night Supervisor	2080
2.5	Night Porter	5220
1	Day Supervisor	2080
1	Day Porter	1044



## EXHIBIT E – STAFFING AT EACH SCHOOL/SITE

**Contractor must supply a list of the custodial staff by FTE count (one FTE is equal to 2080 paid hours annually) for each School/Site proposed, including Supervisors and Head Custodians.**

Identify day custodians separately from evening custodians

School/Site: Hilton Head Island Early Childhood

Daily:

# Employees (FTE)	Position	Hours
1	Night Supervisor	8
1.5	Night Porter	12
1	Day Supervisor	8

Annually:

# Employees (FTE)	Position	Estimated Hours
1	Night Supervisor	2080
1.5	Night Porter	3132
1	Day Supervisor	2080

## EXHIBIT E – STAFFING AT EACH SCHOOL/SITE

**Contractor must supply a list of the custodial staff by FTE count (one FTE is equal to 2080 paid hours annually) for each School/Site proposed, including Supervisors and Head Custodians.**

Identify day custodians separately from evening custodians

School/Site: Hilton Head Island High School

Daily:

# Employees (FTE)	Position	Hours
1	Night Supervisor	8
4.25	Night Porter	34
1	Day Porter	8
1	Day Supervisor	8

Annually:

# Employees (FTE)	Position	Estimated Hours
1	Night Supervisor	2080
4.25	Night Porter	8874
1	Day Porter	2080
1	Day Supervisor	2080

## EXHIBIT E – STAFFING AT EACH SCHOOL/SITE

**Contractor must supply a list of the custodial staff by FTE count (one FTE is equal to 2080 paid hours annually) for each School/Site proposed, including Supervisors and Head Custodians.**

Identify day custodians separately from evening custodians

School/Site: Hilton Head Island Elementary

Daily:

# Employees (FTE)	Position	Hours
1	Night Supervisor	8
3.5	Night Porter	28
1	Day Supervisor	8

Annually:

# Employees (FTE)	Position	Estimated Hours
1	Night Supervisor	2080
3.5	Night Porter	7308
1	Day Supervisor	2080

## EXHIBIT E – STAFFING AT EACH SCHOOL/SITE

**Contractor must supply a list of the custodial staff by FTE count (one FTE is equal to 2080 paid hours annually) for each School/Site proposed, including Supervisors and Head Custodians.**

Identify day custodians separately from evening custodians

School/Site: Hilton Head Island Middle School

Daily:

# Employees (FTE)	Position	Hours
1	Night Supervisor	8
2.25	Night Porter	16.5
1	Day Porter	8

Annually:

# Employees (FTE)	Position	Estimated Hours
1	Night Supervisor	2080
2.25	Night Porter	4698
1	Day Porter	2080

## EXHIBIT E – STAFFING AT EACH SCHOOL/SITE

**Contractor must supply a list of the custodial staff by FTE count (one FTE is equal to 2080 paid hours annually) for each School/Site proposed, including Supervisors and Head Custodians.**

Identify day custodians separately from evening custodians

School/Site: Bluffton Early Childhood Center

Daily:

# Employees (FTE)	Position	Hours
1	Night Supervisor	8
1	Day Supervisor	8

Annually:

# Employees (FTE)	Position	Estimated Hours
1	Night Supervisor	2080
1	Day Supervisor	2080

## EXHIBIT E – STAFFING AT EACH SCHOOL/SITE

**Contractor must supply a list of the custodial staff by FTE count (one FTE is equal to 2080 paid hours annually) for each School/Site proposed, including Supervisors and Head Custodians.**

Identify day custodians separately from evening custodians

School/Site: Bluffton Elementary

Daily:

# Employees (FTE)	Position	Hours
1	Night Supervisor	8
1.75	Night Porter	14
1	Day Supervisor	8

Annually:

# Employees (FTE)	Position	Estimated Hours
1	Night Supervisor	2080
1.75	Night Porter	3654
1	Day Supervisor	2080

## EXHIBIT E – STAFFING AT EACH SCHOOL/SITE

**Contractor must supply a list of the custodial staff by FTE count (one FTE is equal to 2080 paid hours annually) for each School/Site proposed, including Supervisors and Head Custodians.**

Identify day custodians separately from evening custodians

School/Site: Bluffton High School

Daily:

# Employees (FTE)	Position	Hours
1	Night Supervisor	8
4.5	Night Porter	36
1	Day Supervisor	8
1 .5	Day Porter	12

Annually:

# Employees (FTE)	Position	Estimated Hours
1	Night Supervisor	2080
4.5	Night Porter	9396
1	Day Supervisor	2080
.5	Day Porter	3132

## EXHIBIT E – STAFFING AT EACH SCHOOL/SITE

**Contractor must supply a list of the custodial staff by FTE count (one FTE is equal to 2080 paid hours annually) for each School/Site proposed, including Supervisors and Head Custodians.**

Identify day custodians separately from evening custodians

School/Site: Bluffton Middle School

Daily:

# Employees (FTE)	Position	Hours
1	Night Supervisor	8
2.5	Night Porter	20
1	Day Supervisor	8
.5	Day Porter	4

Annually:

# Employees (FTE)	Position	Estimated Hours
1	Night Supervisor	2080
2.5	Night Porter	5220
1	Day Supervisor	2080
.5	Day Porter	1044



## EXHIBIT E – STAFFING AT EACH SCHOOL/SITE

**Contractor must supply a list of the custodial staff by FTE count (one FTE is equal to 2080 paid hours annually) for each School/Site proposed, including Supervisors and Head Custodians.**

Identify day custodians separately from evening custodians

School/Site: H E McCracken Middle School

Daily:

# Employees (FTE)	Position	Hours
1	Night Supervisor	8
2.5	Night Porter	20
1	Day Supervisor	8
.5	Day Porter	4

Annually:

# Employees (FTE)	Position	Estimated Hours
1	Night Supervisor	2080
2.5	Night Porter	5220
1	Day Supervisor	2080
.5	Day Porter	1044

## EXHIBIT E – STAFFING AT EACH SCHOOL/SITE

**Contractor must supply a list of the custodial staff by FTE count (one FTE is equal to 2080 paid hours annually) for each School/Site proposed, including Supervisors and Head Custodians.**

Identify day custodians separately from evening custodians

School/Site: May River High School

Daily:

# Employees (FTE)	Position	Hours
1	Night Supervisor	8
5	Night Porter	40
1	Day Supervisor	8
1 .5	Day Porter	12

Annually:

# Employees (FTE)	Position	Estimated Hours
1	Night Supervisor	2080
5	Night Porter	10,440
1	Day Supervisor	2080
1.5	Day Porter	3132

## EXHIBIT E – STAFFING AT EACH SCHOOL/SITE

**Contractor must supply a list of the custodial staff by FTE count (one FTE is equal to 2080 paid hours annually) for each School/Site proposed, including Supervisors and Head Custodians.**

Identify day custodians separately from evening custodians

School/Site: M C Riley Early Childhood School

Daily:

# Employees (FTE)	Position	Hours
1	Night Supervisor	8
.5	Night Porter	4
1	Day Supervisor	8

Annually:

# Employees (FTE)	Position	Estimated Hours
1	Night Supervisor	2080
.5	Night Porter	1044
1	Day Supervisor	2080

## EXHIBIT E – STAFFING AT EACH SCHOOL/SITE

**Contractor must supply a list of the custodial staff by FTE count (one FTE is equal to 2080 paid hours annually) for each School/Site proposed, including Supervisors and Head Custodians.**

Identify day custodians separately from evening custodians

School/Site: M C Riley Elementary School

Daily:

# Employees (FTE)	Position	Hours
1	Night Supervisor	8
1	Night Porter	8
1	Day Supervisor	8

Annually:

# Employees (FTE)	Position	Estimated Hours
1	Night Supervisor	2080
1	Night Porter	2080
1	Day Supervisor	2080

## EXHIBIT E – STAFFING AT EACH SCHOOL/SITE

**Contractor must supply a list of the custodial staff by FTE count (one FTE is equal to 2080 paid hours annually) for each School/Site proposed, including Supervisors and Head Custodians.**

Identify day custodians separately from evening custodians

School/Site: Okatie Elementary School

Daily:

# Employees (FTE)	Position	Hours
1	Night Supervisor	8
1 .75	Night Porter	14
1	Day Supervisor	8

Annually:

# Employees (FTE)	Position	Estimated Hours
1	Night Supervisor	2080
1.75	Night Porter	3654
1	Day Supervisor	2080

## EXHIBIT E – STAFFING AT EACH SCHOOL/SITE

**Contractor must supply a list of the custodial staff by FTE count (one FTE is equal to 2080 paid hours annually) for each School/Site proposed, including Supervisors and Head Custodians.**

Identify day custodians separately from evening custodians

School/Site: Pritchardville Elementary School

Daily:

# Employees (FTE)	Position	Hours
1	Night Supervisor	8
2.5	Night Porter	20
1	Day Supervisor	8
.5	Day Porter	4

Annually:

# Employees (FTE)	Position	Estimated Hours
1	Night Supervisor	2080
2.5	Night Porter	5220
1	Day Supervisor	2080
.5	Day Porter	1044



## EXHIBIT E – STAFFING AT EACH SCHOOL/SITE

**Contractor must supply a list of the custodial staff by FTE count (one FTE is equal to 2080 paid hours annually) for each School/Site proposed, including Supervisors and Head Custodians.**

Identify day custodians separately from evening custodians

School/Site: Red Cedar Elementary School

Daily:

# Employees (FTE)	Position	Hours
1	Night Supervisor	8
2	Night Porter	16
1	Day Supervisor	8
.5	Day Porter	4

Annually:

# Employees (FTE)	Position	Estimated Hours
1	Night Supervisor	2080
2	Night Porter	4160
1	Day Supervisor	2080
.5	Day Porter	1044

## EXHIBIT E – STAFFING AT EACH SCHOOL/SITE

**Contractor must supply a list of the custodial staff by FTE count (one FTE is equal to 2080 paid hours annually) for each School/Site proposed, including Supervisors and Head Custodians.**

Identify day custodians separately from evening custodians

School/Site: River Ridge Academy

Daily:

# Employees (FTE)	Position	Hours
1	Night Supervisor	8
4	Night Porter	32
1	Day Supervisor	8
1	Day Porter	8

Annually:

# Employees (FTE)	Position	Estimated Hours
1	Night Supervisor	2080
4	Night Porter	8320
1	Day Supervisor	2080
1	Day Porter	2080

## EXHIBIT E – STAFFING AT EACH SCHOOL/SITE

**Contractor must supply a list of the custodial staff by FTE count (one FTE is equal to 2080 paid hours annually) for each School/Site proposed, including Supervisors and Head Custodians.**

Identify day custodians separately from evening custodians

School/Site: Maintenance Annex (Fire Station)

Daily:

# Employees (FTE)	Position	Hours
1	Night Porter	1

Annually:

# Employees (FTE)	Position	Estimated Hours
1	Night Porter	261

## EXHIBIT E – STAFFING AT EACH SCHOOL/SITE

**Contractor must supply a list of the custodial staff by FTE count (one FTE is equal to 2080 paid hours annually) for each School/Site proposed, including Supervisors and Head Custodians.**

Identify day custodians separately from evening custodians

School/Site: Battery Creek High School

Daily:

# Employees (FTE)	Position	Hours
1	Night Supervisor	8
4.15	Night Porter	33.44
1	Day Supervisor	8
1.5	Day Porter	12

Annually:

# Employees (FTE)	Position	Estimated Hours
1	Night Supervisor	2080
4.15	Night Porter	8665
1	Day Supervisor	2080
1.5	Day Porter	3132

## EXHIBIT E – STAFFING AT EACH SCHOOL/SITE

**Contractor must supply a list of the custodial staff by FTE count (one FTE is equal to 2080 paid hours annually) for each School/Site proposed, including Supervisors and Head Custodians.**

Identify day custodians separately from evening custodians

School/Site: Broad River Elementary

Daily:

# Employees (FTE)	Position	Hours
1	Night Supervisor	8
1.5	Night Porter	12
1	Day Supervisor	8

Annually:

# Employees (FTE)	Position	Estimated Hours
1	Night Supervisor	2080
1.5	Night Porter	3132
1	Day Supervisor	2080

## EXHIBIT E – STAFFING AT EACH SCHOOL/SITE

**Contractor must supply a list of the custodial staff by FTE count (one FTE is equal to 2080 paid hours annually) for each School/Site proposed, including Supervisors and Head Custodians.**

Identify day custodians separately from evening custodians

School/Site: JS Shanklin Elementary

Daily:

# Employees (FTE)	Position	Hours
1	Night Supervisor	8
1.25	Night Porter	10
1	Day Supervisor	8

Annually:

# Employees (FTE)	Position	Estimated Hours
1	Night Supervisor	2080
1.25	Night Porter	2610
1	Day Supervisor	2080

## EXHIBIT E – STAFFING AT EACH SCHOOL/SITE

**Contractor must supply a list of the custodial staff by FTE count (one FTE is equal to 2080 paid hours annually) for each School/Site proposed, including Supervisors and Head Custodians.**

Identify day custodians separately from evening custodians

School/Site: R S International Academy

Daily:

# Employees (FTE)	Position	Hours
1	Night Supervisor	8
3.25	Night Porter	26
1	Day Supervisor	8
.5	Day Porter	4

Annually:

# Employees (FTE)	Position	Estimated Hours
1	Night Supervisor	2080
3.25	Night Porter	6786
1	Day Supervisor	2080
.5	Day Porter	1044

## EXHIBIT E – STAFFING AT EACH SCHOOL/SITE

**Contractor must supply a list of the custodial staff by FTE count (one FTE is equal to 2080 paid hours annually) for each School/Site proposed, including Supervisors and Head Custodians.**

Identify day custodians separately from evening custodians

School/Site: District Office

Daily:

# Employees (FTE)	Position	Hours
1	Night Supervisor	8
2.25	Night Porter	18

Annually:

# Employees (FTE)	Position	Estimated Hours
1	Night Supervisor	2080
2.25	Night Porter	4698



## EXHIBIT E – STAFFING AT EACH SCHOOL/SITE

**Contractor must supply a list of the custodial staff by FTE count (one FTE is equal to 2080 paid hours annually) for each School/Site proposed, including Supervisors and Head Custodians.**

Identify day custodians separately from evening custodians

School/Site: James J Davis Early Childhood Center

Daily:

# Employees (FTE)	Position	Hours
1	Night Supervisor	8
1	Night Porter	8
1	Day Supervisor	8

Annually:

# Employees (FTE)	Position	Estimated Hours
1	Night Supervisor	2080
1	Night Porter	2080
1	Day Supervisor	2080

## EXHIBIT E – STAFFING AT EACH SCHOOL/SITE

**Contractor must supply a list of the custodial staff by FTE count (one FTE is equal to 2080 paid hours annually) for each School/Site proposed, including Supervisors and Head Custodians.**

Identify day custodians separately from evening custodians

School/Site: Whale Branch Early College High

Daily:

# Employees (FTE)	Position	Hours
1	Night Supervisor	8
3	Night Porter	24
1	Day Supervisor	8
1	Day Porter	8

Annually:

# Employees (FTE)	Position	Estimated Hours
1	Night Supervisor	2080
3	Night Porter	6240
1	Day Supervisor	2080
1	Day Porter	2080

## EXHIBIT E – STAFFING AT EACH SCHOOL/SITE

**Contractor must supply a list of the custodial staff by FTE count (one FTE is equal to 2080 paid hours annually) for each School/Site proposed, including Supervisors and Head Custodians.**

Identify day custodians separately from evening custodians

School/Site: Whale Branch Elementary

Daily:

# Employees (FTE)	Position	Hours
1	Night Supervisor	8
1	Night Porter	8
1	Day Supervisor	8

Annually:

# Employees (FTE)	Position	Estimated Hours
1	Night Supervisor	2080
1	Night Porter	2080
1	Day Supervisor	2080

## EXHIBIT E – STAFFING AT EACH SCHOOL/SITE

**Contractor must supply a list of the custodial staff by FTE count (one FTE is equal to 2080 paid hours annually) for each School/Site proposed, including Supervisors and Head Custodians.**

Identify day custodians separately from evening custodians

School/Site: Whale Branch Middle School

Daily:

# Employees (FTE)	Position	Hours
1	Night Supervisor	8
2	Night Porter	16
1	Day Supervisor	8
.3	Day Porter	2.4

Annually:

# Employees (FTE)	Position	Estimated Hours
1	Night Supervisor	2080
2	Night Porter	4176
1	Day Supervisor	2080
.3	Day Porter	783

## EXHIBIT E – STAFFING AT EACH SCHOOL/SITE

**Contractor must supply a list of the custodial staff by FTE count (one FTE is equal to 2080 paid hours annually) for each School/Site proposed, including Supervisors and Head Custodians.**

Identify day custodians separately from evening custodians

School/Site: Beaufort Elementary School

Daily:

# Employees (FTE)	Position	Hours
1	Night Supervisor	8
2	Night Porter	16
1	Day Supervisor	8
.5	Day Porter	4

Annually:

# Employees (FTE)	Position	Estimated Hours
1	Night Supervisor	2080
2	Night Porter	4160
1	Day Supervisor	2080
.5	Day Porter	1044

## EXHIBIT E – STAFFING AT EACH SCHOOL/SITE

**Contractor must supply a list of the custodial staff by FTE count (one FTE is equal to 2080 paid hours annually) for each School/Site proposed, including Supervisors and Head Custodians.**

Identify day custodians separately from evening custodians

School/Site: Beaufort Middle School

Daily:

# Employees (FTE)	Position	Hours
1	Night Supervisor	8
2	Night Porter	16
1	Day Supervisor	8
.5	Day Porter	4

Annually:

# Employees (FTE)	Position	Estimated Hours
1	Night Supervisor	2080
2	Night Porter	4160
1	Day Supervisor	2080
.5	Day Porter	1044

## EXHIBIT E – STAFFING AT EACH SCHOOL/SITE

**Contractor must supply a list of the custodial staff by FTE count (one FTE is equal to 2080 paid hours annually) for each School/Site proposed, including Supervisors and Head Custodians.**

Identify day custodians separately from evening custodians

School/Site: Beaufort High School

Daily:

# Employees (FTE)	Position	Hours
1	Night Supervisor	8
5	Night Porter	40
1	Day Supervisor	8
1.7	Day Porter	13.6

Annually:

# Employees (FTE)	Position	Estimated Hours
1	Night Supervisor	2080
5	Night Porter	10,400
1	Day Supervisor	2080
1.7	Day Porter	3393

## EXHIBIT E – STAFFING AT EACH SCHOOL/SITE

**Contractor must supply a list of the custodial staff by FTE count (one FTE is equal to 2080 paid hours annually) for each School/Site proposed, including Supervisors and Head Custodians.**

Identify day custodians separately from evening custodians

School/Site: Coosa Elementary School

Daily:

# Employees (FTE)	Position	Hours
1	Night Supervisor	8
1.25	Night Porter	8
1	Day Supervisor	8

Annually:

# Employees (FTE)	Position	Estimated Hours
1	Night Supervisor	2080
1.25	Night Porter	2610
1	Day Supervisor	2080



## EXHIBIT E – STAFFING AT EACH SCHOOL/SITE

**Contractor must supply a list of the custodial staff by FTE count (one FTE is equal to 2080 paid hours annually) for each School/Site proposed, including Supervisors and Head Custodians.**

Identify day custodians separately from evening custodians

School/Site: Lady's Island Elementary School

Daily:

# Employees (FTE)	Position	Hours
1	Night Supervisor	8
.75	Night Porter	4.5
1	Day Supervisor	8

Annually:

# Employees (FTE)	Position	Estimated Hours
1	Night Supervisor	2080
.75	Night Porter	1175
1	Day Supervisor	2080

## EXHIBIT E – STAFFING AT EACH SCHOOL/SITE

**Contractor must supply a list of the custodial staff by FTE count (one FTE is equal to 2080 paid hours annually) for each School/Site proposed, including Supervisors and Head Custodians.**

Identify day custodians separately from evening custodians

School/Site: Lady's Island Middle School

Daily:

# Employees (FTE)	Position	Hours
1	Night Supervisor	8
3	Night Porter	24
1	Day Supervisor	8
1	Day Porter	4

Annually:

# Employees (FTE)	Position	Estimated Hours
1	Night Supervisor	2080
3	Night Porter	6240
1	Day Supervisor	2080
1	Day Porter	1044

## EXHIBIT E – STAFFING AT EACH SCHOOL/SITE

**Contractor must supply a list of the custodial staff by FTE count (one FTE is equal to 2080 paid hours annually) for each School/Site proposed, including Supervisors and Head Custodians.**

Identify day custodians separately from evening custodians

School/Site: Mossy Oak Elementary School

Daily:

# Employees (FTE)	Position	Hours
1	Night Supervisor	8
1	Night Porter	8
1	Day Supervisor	8

Annually:

# Employees (FTE)	Position	Estimated Hours
1	Night Supervisor	2080
1	Night Porter	2080
1	Day Supervisor	2080

## EXHIBIT E – STAFFING AT EACH SCHOOL/SITE

**Contractor must supply a list of the custodial staff by FTE count (one FTE is equal to 2080 paid hours annually) for each School/Site proposed, including Supervisors and Head Custodians.**

Identify day custodians separately from evening custodians

School/Site: Pink House

Daily:

# Employees (FTE)	Position	Hours
1	Night Porter	1

Annually:

# Employees (FTE)	Position	Estimated Hours
1	Night Porter	261

## EXHIBIT E – STAFFING AT EACH SCHOOL/SITE

**Contractor must supply a list of the custodial staff by FTE count (one FTE is equal to 2080 paid hours annually) for each School/Site proposed, including Supervisors and Head Custodians.**

Identify day custodians separately from evening custodians

School/Site: Port Royal Elementary School

Daily:

# Employees (FTE)	Position	Hours
1	Night Supervisor	8
.2	Night Porter	1.6
1	Day Supervisor	8

Annually:

# Employees (FTE)	Position	Estimated Hours
1	Night Supervisor	2080
.2	Night Porter	522
1	Day Supervisor	2080

## EXHIBIT E – STAFFING AT EACH SCHOOL/SITE

**Contractor must supply a list of the custodial staff by FTE count (one FTE is equal to 2080 paid hours annually) for each School/Site proposed, including Supervisors and Head Custodians.**

Identify day custodians separately from evening custodians

School/Site: St Helena Elementary School

Daily:

# Employees (FTE)	Position	Hours
1	Night Supervisor	8
1	Night Porter	10
1	Night Porter	8
1	Day Supervisor	8

Annually:

# Employees (FTE)	Position	Estimated Hours
1	Night Supervisor	2080
1	Night Porter	2610
1	Night Porter	2080
1	Day Supervisor	2080

## EXHIBIT E – STAFFING AT EACH SCHOOL/SITE

**Contractor must supply a list of the custodial staff by FTE count (one FTE is equal to 2080 paid hours annually) for each School/Site proposed, including Supervisors and Head Custodians.**

Identify day custodians separately from evening custodians

School/Site: Adult Education

Daily:

# Employees (FTE)	Position	Hours
1	Night Porter	2
1	Day Supervisor	8

Annually:

# Employees (FTE)	Position	Estimated Hours
1	Night Porter	522
1	Day Supervisor	2080

# Smart Service:

## Implementation Plan

The Budd Group understands that successful employee transition programs and startup plans are critical. With over 57 years of experience in managing thousands of account transitions, The Budd Group has provided a customized and seamless start-up process for numerous clients.

### Dedicated Implementation Team

A dedicated Implementation Team will be assigned for the first three months of the implementation process. Our team includes an Implementation Specialist who is responsible for the direction, coordination, implementation, executive, control and completion of the transition, while remaining aligned with the strategy, commitments and goals of the organization.

Responsibilities of the Implementation Specialist include, but are not limited to:

- ▶ Defining the implementation scope, goals, deliverables, tasks and required resources
- ▶ Collecting and managing the Implementation Team
- ▶ Managing the budget, allocating resources and tracking deliverables
- ▶ Creating schedules and timelines
- ▶ Leading quality assurance initiatives
- ▶ Monitoring and reporting on implementation progress
- ▶ Implementing and managing change when necessary to meet needed outputs
- ▶ Evaluating and assessing result of implementation

The BCSD transition team also includes the following individuals: **CONFIDENTIAL**



Our transition program includes a very solid communication plan that helps transitioning employees to have a clear understanding of the next steps. The Budd Group's executive team will also be a part of the transition team ensuring all quality programs will be implemented according to standards that include KPIs and the score card system. We also recognize the valuable contributions that the current staff brings to your facilities, and we value them as a part of our successful janitorial program. We appreciate their knowledge of your facilities and the relationships that they have with your students and staff. As part of our seamless transition plan, we desire to keep valuable existing employees who will assist us in meeting and exceeding all your goals.

### Strategy

Throughout the transition period, The Budd Group maintains a transparent and continuous line of communication, reassuring the staff that there is nothing to fear, and ensuring the loyalty and consistent productivity of transitioned employees. We also take great care in gathering important information that's essential to understanding the needs of staff and every relevant aspect of current operations. We will meet with HR teams, management personnel and employees to discuss details of the transition process, including benefits information, training requirements and our quality assurance program.





# Smart Service:

## Implementation Plan

Throughout the transition, we will continue to provide associates with all the training and development they need to succeed and incorporate a continuous improvement plan that includes routine feedback from BCSD representatives and transitioned employees.

### Phased Approach

The Budd Group's transition process and implementation plan is executed over five identifiable phases of successful implementation management. Our approach in launching a new client account is based on designing and executing a customized transition plan based on the individual needs and environment of each client. A typical transition plan will last anywhere from 30 to 90 days depending on the size and complexity of the project. With careful collaboration with BCSD, we will implement the following plan to ensure a smooth operation. The plan speaks to our abilities to successfully transition large accounts in a minimal amount of time.

#### Phase 1: Project Conception & Initiation

This phase usually begins with business stakeholder, operations and sales team. The Budd Group will research whether the new account is feasible and if it should be undertaken.

1. Sales Team works jointly with Operation Team to come to a conclusion that the new account would be worth seeking both from a financial and successful operation standpoint.
2. Sales Team defines the objectives for the new account, clearly leading up to implementation for proper planning to all members of the project team.
3. Sales Team provides enough information in relation to budgets, equipment needed, staffing needed and scope of work to begin planning for the new startup.

#### Phase 2: Project Planning

This phase is key to successful implementation management and focuses on developing a road-map that everyone will follow. This phase typically begins with setting up an implementation plan that outlines goals to achieve, target completion dates and individual responsibilities.

1. Implementation Team creates a custom implementation plan for startup that is a visual representation and breaks down the scope of the implementation into manageable sections.
2. Implementation Team clearly identifies high-level goals that are needed to be met throughout the implementation and includes them in a Gantt Chart (*see sample on the following page*).
3. Implementation Team provides a visual timeline that is used to plan out tasks and visualize the implementation timeline.
4. Implementation Team develops the proper messaging around the implementation and ensures that the communication on deliverables and milestones are clearly understood.



# Smart Service: Implementation Plan

## Phased Approach

{ Sample Implementation Gantt Chart }

The Budd Group		Additional Personnel who will have involvement with start up.											
President - Yasser Youssef		FSC Support:											
COO/VP:		Purchasing/Supply Chain:											
Regiona/Branch Manager:		Director of HR-											
Account Manager:		Director of Operations:											
GREEN TEAM		Status Code											
Leed AP and CIMS Expert-		In-progress											
CIMS Expert and Coordinator-		Completed											
Account Manager Candidate:		Behind Schedule											
Janitorial Start-Up/Transition:		To be determined											
Account Start-Up/Transition:													
Safety & Risk Director:													
Sales:													
Tasks and Assignments		Responsible Party		Pre Start Up									
				Wk 5	Wk 4	Wk 3	Wk 2	Wk 1	Wk 1	Wk 2	Wk 3		
Pre-Start Activities													
Human Resources													
1	Identify Account Manager -												
2	Get contract documents to Mary McCandless to load into Netsuite/Avionte/Salesforce	Administrative Staff											
2	Enter orders into Avionte	Administrative Staff											
2	Determine client requirements for retaining any of their current employees	Administrative Staff											
3	Schedule and Conduct hiring event/meeting for current employees that client wishes to retain.	Administrative Staff											
4	Interview process, Return completed applications for screening process and extend offers to retained employees	Administrative Staff											
5	Vetting, background checks and drug screening (as required for operating motor vehicles) and e-verify	Administrative Staff											
6	Receive Acceptance of Offers from retained employees	Administrative Staff											
7	Determine any remaining hiring needs for staffing plan after current employees are processed and hired	Administrative Staff											
8	Schedule and conduct hiring event/meeting for pool of non-current employees	Administrative Staff											
9	Interview process, Return completed applications for screening process and extend offers to new employees	Administrative Staff											
10	Vetting, background checks and drug screening (as required for operating motor vehicles) and e-verify	Administrative Staff											
11	Receive Acceptance of Offers from new employees	Administrative Staff											
12	New staff paperwork, benefits, and warm welcome packets, assignment confirmations	Administrative Staff											
13	Identify any additional staffing needs												
14	Final Review of all staffing positions to ensure that each position is filled and trained	Administrative Staff											
15	Order Diversey Cleaning Clip On Cards for Carts and Brute cans												
Operations													
1	Conduct pre-start meeting with transition team: assignments	Implementation Manager											
2	Schedule Budd Management to be onsite for Job Start	Implementation Manager											
3	Verify Budd Management is onsite for Job Start and trained	Implementation Manager											
4	Secure temporary office and storage space for transition team	Implementation Manager											
5	Order computer hardware, software and chrome books	Implementation Manager											
6	Receive hardware & Software & install	Implementation Manager											
7	Introduce transition team to key customers and clients	Implementation Manager											
8	Meet individually with incumbent employees	Implementation Manager											
9	Review and develop room/building key reporting requirements and alarm codes	Implementation Manager											
10	Meet with Facilities, Contract, and Campus Management to ensure smooth transition	Implementation Manager											



# Smart Service: Implementation Plan

## Phased Approach

### Phase 3: Project Execution

This is the phase where deliverables are developed and completed. This phase often feels like the heart of the project since a lot is happening during this time (i.e. status reports and meetings, development updates and performance reports). A “kick-off” meeting usually marks the start of the Project Execution phase where the involved teams are informed of their responsibilities.

1. Project Sponsor(s) & Executive(s) play an important role as they will ensure the project is executed in accordance with client and company requirements.
2. Implementation Specialist is ultimately responsible for managing the project entirely and ensuring that deliverables meet the client and company requirements.
3. Project Leads/Extra Resources will take direction from Implementation Specialist in completion on various task(s) relating to the implementation plan and project.

### Phase 4: Project Performance & Monitoring

While the project monitoring phase has a different set of requirements, this phase often occurs simultaneously with other phases. This phase includes measuring project progression and performance and ensuring that everything happening aligns with the project management plan.

1. Client Discovery Questions: Client(s) must be open to assisting with all discovery questions, as these are critical to meet the overall execution of implementation plan.
2. Human Resources/On-boarding Process/Account Management: Account Management is identified and on-boarded in a timely & effective fashion.
3. Human Resources/On-boarding Process/Incumbent/New Talent: Hiring events/meetings for "Incumbent & New Hires" are organized.
4. Uniforms: Implementation process for ordering uniforms will be organized to meet the needs of the client and company.
5. Large Equipment & Small Supplies: Implementation process will be clear for ordering and delivery of large equipment and small supplies.
6. Financial & Administrative: Implementation process for ensuring that invoice format is correct and per statement of work.
7. Quality Plan: Implementation process for ensuring there is a quality plan in place.
8. System Setup & Training: Implementation process for ensuring that all systems are setup correctly and training is provided on those systems.
9. Safety: Implementation process for ensuring the safety of our employees and compliance with regulations.
10. New Hire Orientation(s): Implementation process for providing a proper orientation and warm welcome to new employees.
11. Operational Commitment (Week 1 - Week 4): Implementation process for providing additional management support and continuous improvement plan.

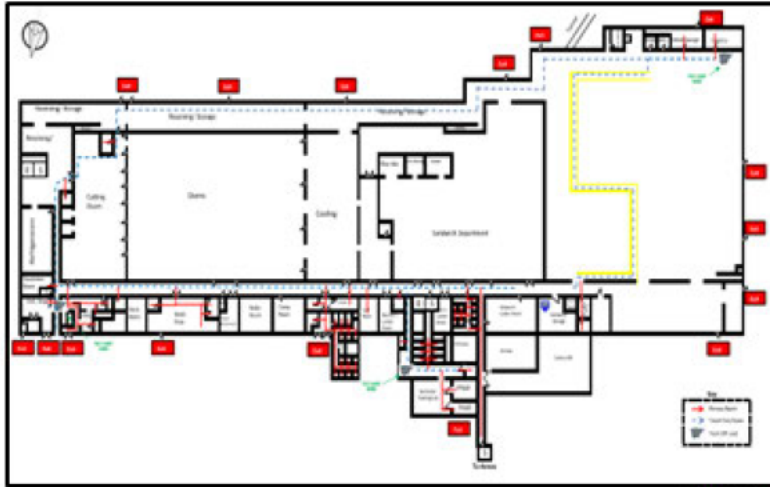




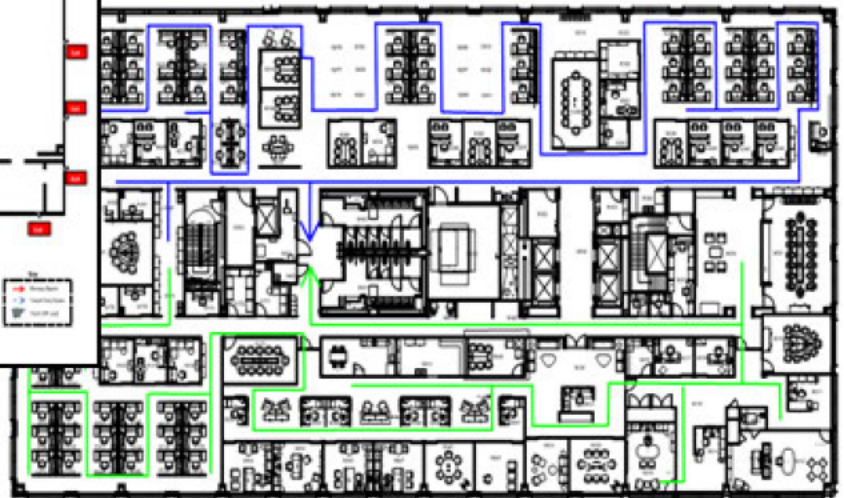
# Smart Service: Implementation Plan

## Phased Approach

The following images represent the types of routines and checklist that our implementation process will have in place within the first 30 days of service. All employees will be required to following these routines and checklist to ensure that all scope of work items are satisfied daily.



{ Sample Engineered Work Routines }



{ Sample Employee Checklist }

### First Floor - Stairwells/Landings/Entryways

SERVICE	FREQUENCY	M	T	W	TH	F	S	S
10 foot from entrance will be swept and free of debris	5 days per week							
Stairs and landings will be dust mopped / swept and spot mopped	5 days per week							
Handrails will be dusted and damp wiped	2 days per week							
Walls will be spot cleaned up to 72" from floor	1 day per week							
Door kick plates will be cleaned	1 day per week							
Daily % Complete								

### First Floor - Community Restroom/Showers

SERVICE	FREQUENCY	M	T	W	TH	F	S	S
All fixtures will be cleaned (i.e. bowls, urinals, basins, mirrors and chrome surfaces)	5 days per week							
Trash receptacles emptied and liners replaced as needed (female waste basket)	5 days per week							
Paper products and hand soap will be replenished as needed	5 days per week							
Walls will be spot cleaned up to 72" from floor	5 days per week							
Replacing Shower Curtain's - Cost of curtains will be billed when it occurs	As Needed							
Walls to be washed floor to ceiling	1 day per month 1st Week/Monthly							
Toilet partitions will be damp wiped	1 day per week							
Floors will be swept and mopped	5 days per week							
Floor drains will be primed	1 day per week							
Daily % Complete								



# Smart Service: Implementation Plan

## Phased Approach

### Phase 5: Project Closure

Once the project is complete, Project Managers still have tasks to complete. They will utilize project punch lists of things that didn't get accomplished during the project and work with team members to complete them. They will also perform a final project budget review and prepare a final project completion report review.

### Post Transition Measures

Once the initial transition phase is complete, every employee, supervisor and manager involved will be properly trained; however, The Budd Group would continue to support the team on an ongoing basis.

Our dedicated Implementation Team will receive ongoing feedback from our onsite operations team and representatives. The Implementation Team will gradually reduce its transition management over the contract as Budd Group employees are performing effectively under the leadership of The Budd Group Account Manager. Regional and corporate support personnel will remain heavily involved with the support of the account on an ongoing basis. Likewise, our onsite management and operations teams are trained and prepared to respond to ongoing needs, as well as any changes in service and specifications.

We motivate our employees to deliver the best value with value-add services. Equally, we encourage our employees to continually seek opportunities to better service our customers throughout the lifetime of our partnerships with all our clients.



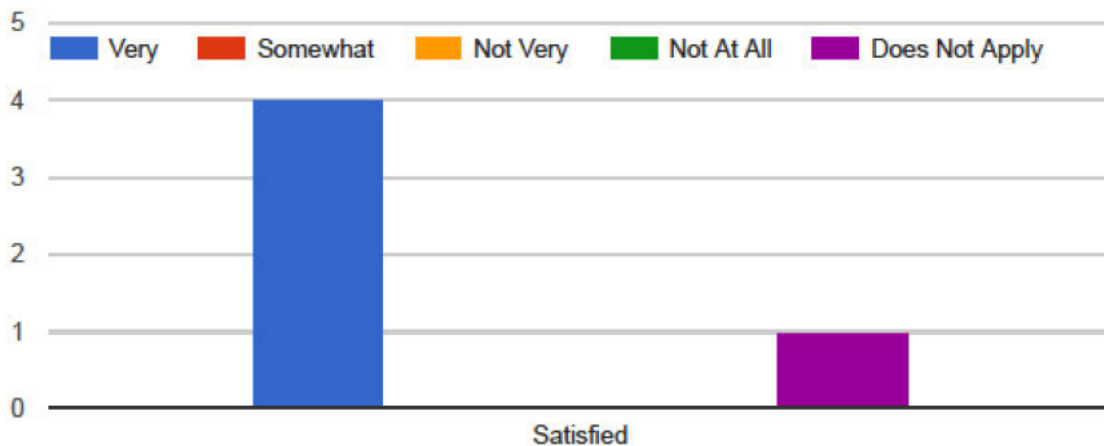
# Smart Service: Implementation Plan

## Post Transition Measures

{ Sample Implementation Survey }

### Implementation Survey - 5 Phased Approach

**PURPOSE:** The purpose of this questionnaire is to gather your feedback on what aspects of your implementation were performed well, what areas of improvement we need to consider for the next implementation and any other comments or suggestions you would like to provide. The following survey will have question relating to your experience in relation to the five phases of implementation management. (Phase 1: Project Conception & Initiation, Phase 2: Project Planning, Phase 3: Project Execution, Phase 4: Project Performance/Monitoring & Phase 5: Project Closure)



# SAMPLE Implementation Plan

Item #	CATEGORY	ACTION	RESPONSIBLE	TACTIC	START DATE	Target Complete Date	ACTUAL Complete Date	Landscaping Solutions	Maintenance Solutions	Janitorial Solutions	PROGRESS or COMMENTS
19	Uniforms	Requirements Gathering	Branch/Operations Manager	Determine Client requirements for EE uniforms.	23-Feb-16	23-Feb-16	23-Feb-16	X	X	X	<Here> Client Specific Notes - Developed After Agreement
20	Uniforms	Management	Branch/Operations Manager	Select Management Uniforms	23-Feb-16	23-Feb-16	23-Feb-16	X	X	X	Oxfords with Logo and Name (typically)
21	Uniforms	Hourly EE's	Branch/Operations Manager	Select Hourly EE's Uniforms	23-Feb-16	23-Feb-16	23-Feb-16	X	X	X	Polos, Smocks, Lab coats, etc...
3	Human Resources	Current EE Retention	Branch/Operations Manager FSC	Conduct Hiring event/meeting for current EE's the client wishes to retain.	24-Feb-16	24-Feb-16	24-Feb-16	X	X	X	<Here> Client Specific Notes - Developed After Agreement
1	Human Resources	Current EE Retention	Implementation Manager, Sales	Determine client requirements for retaining any of their current Employee's.	15-Feb-16	26-Feb-16	3/4/2016	X	X	X	<Here> Client Specific Notes - Developed After Agreement
2	Human Resources	Current EE Retention	Implementation Manager, Branch/Operations	Schedule hiring event/meeting for current employee's the Client wishes to retain.	22-Feb-16	26-Feb-16	3/4/2016	X	X	X	<Here> Client Specific Notes - Developed After Agreement
4	Human Resources	Current EE Retention	Branch/Operations	Extend Offers to Current EE's.	26-Feb-16	26-Feb-16	3/4/2016	X	X	X	<Here>
16	Communications	Disaster Recovery / Emergency Response	Implementation Manager, Sales	Establish Client Specific Emergency Management / Disaster Recovery plan.	26-Feb-16	26-Feb-16		X	X	X	Utilize Budd recommended plan with Client Sign-Off if Client has no plan in place.
22	Uniforms	Ordering	Branch/Operations Manager	Order ALL required Uniforms	26-Feb-16	26-Feb-16	7-Mar-16	X	X	X	Order a few extra Uniforms where Budget's allow for Emergency/Accident situations
26	Equipment	Requirements Gathering	Branch/Operations Manager	Create list of ALL equipment needs	23-Feb-16	26-Feb-16	3/7/2016	X	X	X	Include proper PPE's
31	Supplies	Requirements Gathering	Branch/Operations Manager	Prepare Supplies list of all required Supplies	23-Feb-16	26-Feb-16		X	X	X	<Here> Client Specific Notes - Developed After Agreement"
34	Supplies	Procurement	Branch/Operations Manager	Create an on-going account with Supplies provider for replenishing orders	22-Feb-16	26-Feb-16		X	X	X	<Here> Client Specific Notes - Developed After Agreement"
36	Supplies	Inventory Process	Branch/Operations Manager	Establish ordering protocol	22-Feb-16	26-Feb-16		X	X	X	Who places orders, (and a back-up) How orders are placed (must include evaluation of
37	Supplies	Safe Storage Procedure	Branch/Operations Manager	Create a Safe Storage Procedure for all Chemicals	22-Feb-16	26-Feb-16		X	X	X	<Here> Client Specific Notes - Developed After Agreement"
38	Supplies	Chemical Spill Containment	Branch/Operations Manager	Establish a Chemical Spill Containment plan	22-Feb-16	26-Feb-16		X	X	X	<Here> Client Specific Notes - Developed After Agreement"
40	Financial & Administrative	Accounting	Implementation Manager, Branch/Operations	Determine the Billing Protocol	23-Feb-16	26-Feb-16		X	X	X	Billing Frequency Invoice Format Bill To information
73	Training	Maps	Implementation Manager	Secure maps for ALL EE's of the facility	23-Feb-16	26-Feb-16		X	X	X	Maps should be in color if possible Maps should contain identifying factors (room
74	Training	Workflow	Implementation Manager,	Determine and document employee workflow	23-Feb-16	26-Feb-16		X	X	X	This is the manner with which the teams or individuals will clean most efficiently.
5	Human Resources	Current EE Retention	Branch/Operations Manager, FSC	Receive Acceptance of Offers from Retained EE's.	2-Mar-16	2-Mar-16		X	X	X	EE's must successfully pass drug screening and background check.
27	Equipment	Procurement	Branch/Operations Manager	Place equipment orders and arrange for delivery solutions	29-Feb-16	2-Mar-16		X	X	X	<Here> Client Specific Notes - Developed After Agreement
32	Supplies	Procurement	Branch/Operations Manager	Place orders for Start-Up quantities of Supplies and arrange for delivery solutions	29-Feb-16	2-Mar-16		X	X	X	<Here> Client Specific Notes - Developed After Agreement"
6	Human Resources	Current EE Retention	FSC	Process background checks and Drug Screenings for current EE's the client wishes to retain.	3-Mar-16	4-Mar-16		X	X	X	<Here> Client Specific Notes - Developed After Agreement
8	Human Resources	Staffing Plan	Branch/Operations Manager, FSC	Determine any remaining hiring needs for staffing plan after Current EE's slated for retention complete Everify and background checks.	4-Mar-16	4-Mar-16		X	X	X	<Here> Client Specific Notes - Developed After Agreement
9	Human Resources	Staffing Plan	Branch/Operations Manager, FSC	Initiate hiring efforts	22-Feb-16	4-Mar-16		X	X	X	Utilize online resources, staffing agencies, sub-contractors, etc...
15	Human Resources	Staffing Plan	Implementation Manager	Identify and solution ALL remaining staffing needs	4-Mar-16	4-Mar-16		X	X	X	This item is not complete until ALL staffing needs are fulfilled.
7	Human Resources	Current EE Retention	FSC	eVerify Retained EE's.	7-Mar-16	9-Mar-16		X	X	X	<Here> Client Specific Notes - Developed After Agreement
10	Human Resources	Staffing Plan	Branch/Operations Manager, FSC	Interview and process applicant pool of non-current EE's.	7-Mar-16	9-Mar-16		X	X	X	(Account for additional personnel to fill-in for absent EE's)
73	Human Resources	Staffing Plan	Branch/Operations Manager, FSC	Make job offers to non-current EE's	9-Mar-16	9-Mar-16		X	X	X	<Here> Client Specific Notes - Developed After Agreement

# SAMPLE Implementation Plan

Item #	CATEGORY	ACTION	RESPONSIBLE	TACTIC	START DATE	Target Complete Date	ACTUAL Complete Date	Landscaping Solutions	Maintenance Solutions	Janitorial Solutions	PROGRESS or COMMENTS
41	Quality Assurance	Quality Plan	Implementation Manager	Schedule training for Quality Plan and Landscape Maintenance Log	7-Mar-16	9-Mar-16		X	X	X	Training should include both EE's AND Client.
43	Quality Assurance	Client Surveys	Branch/Operations Manager	Create Client Specific / Location Specific Site Surveys	7-Mar-16	9-Mar-16		X	X	X	<Here> Client Specific Notes - Developed After Agreement
50	Quality Assurance	Site Inspections	Branch/Operations Manager	Establish a protocol for Budd site inspections	7-Mar-16	9-Mar-16		X	X	X	Identify who will be conducting the inspections. Set expectation with client that each site inspection
51	Quality Assurance	Clean Telligent	Regional CT.com Expert	Set up Clean Telligent inspection tool	7-Mar-16	9-Mar-16				X	<Here> Client Specific Notes - Developed After Agreement
52	Quality Assurance	CIMS Binder	Implementation Manager	Verify completion of CIMS / Procedures binder	7-Mar-16	9-Mar-16				X	Use CIMS Audit Checklist as a measure of completeness.
54	Quality Assurance	Training	Implementation Manager	Verify that all Training materials are ready for presentation	7-Mar-16	9-Mar-16		X	X	X	<Here> Client Specific Notes - Developed After Agreement
11	Human Resources	Staffing Plan	FSC	Process Background checks for non-current EE's.	10-Mar-16	11-Mar-16		X	X	X	<Here> Client Specific Notes - Developed After Agreement
13	Human Resources	Staffing Plan	Branch/Operations Manager, FSC	Receive Job offer acceptance for non-current EE's	11-Mar-16	11-Mar-16		X	X	X	<Here> Client Specific Notes - Developed After Agreement
14	Human Resources	Staffing Plan	FSC	Process Drug Screenings and Everify for non-current EE's.	14-Mar-16	14-Mar-16		X	X	X	<Here> Client Specific Notes - Developed After Agreement
80	Training	Ehub	Branch/Operations Manager	Schedule Manager Ehub Training	14-Mar-16	15-Mar-16		X	X	X	Requires participation from Accounting
42	Quality Assurance	Quality Plan	Implementation Manager	Conduct training for Quality Plan	14-Mar-16	16-Mar-16		X	X	X	Training should include both EE's AND Client.
75	Training	Program Development	Implementation Manager	Create Training Programs for all requirements	14-Mar-16	18-Mar-16		X	X	X	Training Programs should consist of, but not be limited to:
76	Projects	Punch Lists	Implementation Manager,	Develop individual "punch list" for each location Monthly and Quarterly Landscape Audit	14-Mar-16	18-Mar-16		X	X	X	<Here> Client Specific Notes - Developed After Agreement"
66	Job Start-Up	Keys	Implementation Manager	Receive final sign off that all Keys are identified and are ready for use	22-Mar-16	22-Mar-16		X	X	X	<Here> Client Specific Notes - Developed After Agreement
67	Job Start-Up	CIMS Binder	Implementation Manager	Presentation of CIMS/Procedures binder to client	22-Mar-16	22-Mar-16				X	<Here> Client Specific Notes - Developed After Agreement
24	Uniforms	Distribution	Implementation Manager, Branch/Operations Manager	Schedule Uniform Distribution Meeting	23-Mar-16	23-Mar-16		X	X	X	<Here> Client Specific Notes - Developed After Agreement
76	Training	Training Sessions	Branch/Operations Manager	Conduct Training Sessions	23-Mar-16	23-Mar-16		X	X	X	Receive sign off from ALL EE's upon completion of training
77	Training	Walk Thru	Branch/Operations Manager	Conduct Site Walk Thru with EE's to introduce site and review most efficient site workflow process	23-Mar-16	23-Mar-16		X	X	X	<Here> Client Specific Notes - Developed After Agreement
79	Training	Computer Smart Phones	Implementation Manager, Branch/Operations Manager	Conduct any required computer, software, smart phone, application training	21-Mar-16	25-Mar-16		X	X	X	<Here> Client Specific Notes - Developed After Agreement
81	Training	Ehub	Accounting	Conduct Managers Ehub Training Webinar	21-Mar-16	25-Mar-16		X	X	X	Requires participation from Accounting
23	Uniforms	Ordering	Branch/Operations Manager	Receive ALL required Uniforms	28-Mar-16	28-Mar-16		X	X	X	<Here> Client Specific Notes - Developed After Agreement
25	Uniforms	Distribution	Branch/Operations Manager	Conduct Uniform Distribution Meeting	30-Mar-16	30-Mar-16		X	X	X	Discuss Appearance expectations.
29	Equipment	Procurement	Branch/Operations Manager	Receive all equipment	28-Mar-16	3/30/2016		X	X	X	<Here> Client Specific Notes - Developed After Agreement
33	Supplies	Procurement	Branch/Operations Manager	Receive all Start-Up supplies	28-Mar-16	30-Mar-16		X	X	X	<Here> Client Specific Notes - Developed After Agreement"
74	Job Start-Up	Management	Implementation Manager	Verify that Budd Group Management Team is on site for Job Start	30-Mar-16	30-Mar-16		X	X	X	<Here> Client Specific Notes - Developed After Agreement



# SAMPLE Implementation Plan

Item #	CATEGORY	ACTION	RESPONSIBLE	TACTIC	START DATE	Target Complete Date	ACTUAL Complete Date	Landscaping Solutions	Maintenance Solutions	Janitorial Solutions	PROGRESS or COMMENTS
60	Job Start-Up	Final Review	Implementation Manager	Conduct final inspection of all site materials for readiness	31-Mar-16	31-Mar-16		X	X	X	Equipment Start-Up Supplies
61	Job Start-Up	Staffing	Implementation Manager	Final Review of all staffing positions to ensure that each position is filled and trained	31-Mar-16	31-Mar-16		X	X	X	<Here> Client Specific Notes - Developed After Agreement
62	Job Start-Up	Management	Implementation Manager	Schedule Budd Management team to be on site for Job Start	31-Mar-16	31-Mar-16		X	X	X	<Here> Client Specific Notes - Developed After Agreement
78	Training	Janitorial Closets	Branch/Operations Manager	Stock all janitorial closets on walk thru's	30-Mar-16	1-Apr-16				X	Put all Equipment and Chemical/Supplies in place during this time. This ensures EE's know where everything is located and how to get there.
18	Communications	Action Plans	Branch/Operations Manager	Create Location Specific Action Plans (30/60/90 day plans)	12-Apr-16	12-Apr-16		X	X	X	Plans include but are not limited to: KPI's, Staffing, Changes in Scope, etc...
56	Quality Assurance	Site Audit	Implementation Manager	Schedule 90 day site audit	30-May-16	30-May-16		X	X	X	<Here> Client Specific Notes - Developed After Agreement
58	Quality Assurance	Compliance Audit	Implementation Manager	Schedule Compliance Audit	30-May-16	30-May-16		X	X	X	Must occur 4 weeks after Start Date
57	Quality Assurance	Site Audit	Implementation Manager	Conduct 90 day Site Audit	6-Jun-16	6-Jun-16		X	X	X	Procedures in place and executed, CIMS, RMP Safe Practices
59	Quality Assurance	Compliance Audit	Implementation Manager	Conduct Compliance Audit	6-Jun-16	6-Jun-16		X	X	X	Must occur 4 weeks after Start Date
30	Equipment	Evaluation Process/Schedule	Implementation Manager	Establish a schedule and process for regular equipment reviews identifying defective equipment and unsafe	Ongoing	Ongoing		X	X	X	Field to coordinate training and maintenance plans with TecServe rep at point of delivery.
64	Job Start-Up	Review Meeting	Implementation Manager	Schedule Job Start Review meeting	Ongoing	Ongoing		X	X	X	<Here> Client Specific Notes - Developed After Agreement
65	Job Start-Up	Review Meeting	Implementation Manager	Conduct Job Start Review meeting	Ongoing	Ongoing		X	X	X	1 week prior to start date
35	Supplies	Inventory Process	Implementation Manager, Branch/Operations Manager	Establish inventory tracking process	TBD	TBD		X	X	X	Process will include Chemical labeling procedures
39	Supplies	Waste Disposal & Recycling	Branch/Operations Manager	Establish a Waste Disposal & Recycling Plan	TBD	TBD		X	X	X	Review any potential client needs for composting, specific recycling guidelines, co-mingled vs. sorted, etc...
44	Quality Assurance	Client Surveys	Implementation Manager	Schedule frequency of Client Surveys	TBD	TBD		X	X	X	<Here> Client Specific Notes - Developed After Agreement
45	Quality Assurance	Client Inspections	Implementation Manager, Branch/Operations	Set expectation with client for participation in regular management level inspections	TBD	TBD		X	X	X	Establish weekly or bi-weekly frequencies.

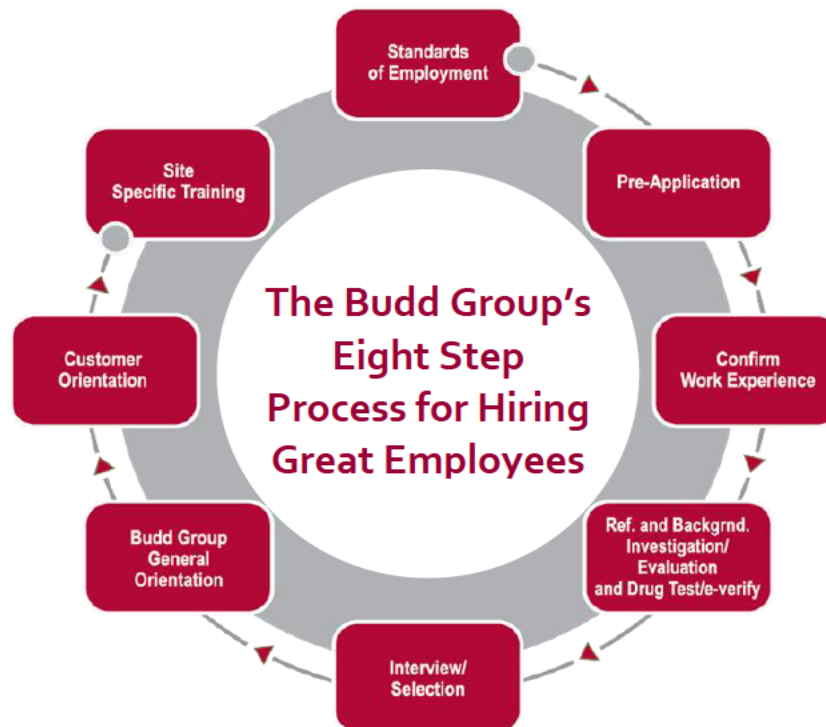
# SAMPLE Implementation Plan

Item #	CATEGORY	ACTION	RESPONSIBLE	TACTIC	START DATE	Target Complete Date	ACTUAL Complete Date	Landscaping Solutions	Maintenance Solutions	Janitorial Solutions	PROGRESS or COMMENTS
46	Quality Assurance	Client Inspections	Implementation Manager, Branch/Operations Manager	Set expectations for Client self-evaluation inspections	TBD	TBD		X	X	X	Client conducts their own inspections and provides Budd with their findings
47	Quality Assurance	Client Inspections	Branch/Operations Manager	Create site specific checklist for client self-evaluation inspections	TBD	TBD		X	X	X	<Here> Client Specific Notes - Developed After Agreement
48	Quality Assurance	Client Inspections	Implementation Manager,	Present client with their checklist for self-evaluation inspections	TBD	TBD		X	X	X	<Here> Client Specific Notes - Developed After Agreement
49	Quality Assurance	Site Inspections	Branch/Operations	Create a site specific inspection process for site	TBD	TBD		X	X	X	Create a Site Specific Inspection Checklist.
82	Training	Complaint/Request Process	Implementation Manager, Branch/Operations Manager	Schedule Client training for Complaint / Request Process / Request information for SchoolDude/ Asset & Floor Plan Information/Discuss who will be responsible for delegating work orders tracking completion and quality of	TBD	TBD		X	X	X	<Here> Client Specific Notes - Developed After Agreement
83	Training	Complaint/Request Process	Implementation Manager	Conduct School Dude training/ Request Process - What users will be responsible for entering work orders?	TBD	TBD		X	X	X	<Here> Client Specific Notes - Developed After Agreement
84	Training	Complaint/Request Process	Implementation Manager	Receive Client sign-off on Complaint / Request Process	TBD	TBD		X	X	X	<Here> Client Specific Notes - Developed After Agreement
85	Training	Ordering Process	Implementatn Manager/Account	Request information on parts/supplies process for maintenance/	TBD	TBD			X		<Here> Client Specific Notes - Developed After Agreement
86	Training	PM Process	Implementation Manager/ Account	Request information on current PM schedules./HVAC/Boilers/Filters/Etc./Fire	TBD	TBD		X	X		
87	Projects	Calendar	Branch/Operations Manager	Develop an overall projects calendar	TBD	TBD		X	X	X	Quarterly CSR's.
88	Alternative Labor Solutions	Requirements	Implementation Manager,	Determine need for Alternative Labor Solutions	TBD	TBD		X	X	X	Only when necessary. Utilize sourcing options to fill employment
89	Alternative Labor Solutions	Procurement	Implementation Manager	Create a written pan for selecting Alternative Labor Solution	TBD	TBD		X	X	X	Verify plan meets with any client specific requirements for selection Selection process MUST include presentation of proof of insurance
90	Alternative Labor Solutions	Procurement	Implementation Manager	Request Bid Proposals for Alternative Labor Solution	TBD	TBD		X	X	X	<Here> Client Specific Notes - Developed After Agreement
91	Alternative Labor Solutions	Procurement	Implementation Manager	Make the selection of Alternative Labor Solution	TBD	TBD		X	X	X	<Here> Client Specific Notes - Developed After Agreement
92	Alternative Labor Solutions	Procurement	Implementation Manager, Branch/Operations Manager	Incorporate Solution(s) in EE Training	TBD	TBD		X	X	X	<Here> Client Specific Notes - Developed After Agreement
93	KPI's	Establish KPI's	Operations Manager	Establish KPI's which are clearly defined and numerically measurable.	TBD	TBD		X	X	X	<Here>Client Specific Notes - Developed After Agr
94	KPI's	Schedule KPI review Meetings	Operations Manager	Establish meeting frequencies and identify meeting participants.	TBD	TBD		X	X	X	
55	Quality Assurance	Training	Implementation Manager	Verify that all Training sessions have been completed				X	X	X	Obtain signatures from ALL trained EE's as proof of training.
56	Soil Quality	Agronomist Review	Operations Manager	Schedule Agronomist for Soil sampling.				X			The Budd Group utilizes an Agronomist with a PhD for
57	Soil Quality	Agronomist Review	Operations Manager / Agronomist	Conduct soil testing and review of property.				X			<Here> Client Specific Notes - Developed After Agreement
58	Soil Quality	Agronomist Review	Agronomist	Perform sample analysis.				X			<Here> Client Specific Notes - Developed After Agreement
59	Soil Quality	Agronomist Review	Operations Manager	Receive results of testing				X			<Here> Client Specific Notes - Developed After Agreement
60	Soil Quality	Agronomist Review	Operations Manager	Implement plan in accordance with Agronomist recommendations.				X			<Here> Client Specific Notes - Developed After Agreement

# Great People: Employee Recruitment and Background Check Procedures

Your students and staff are our customers. They rely on us to provide a safe, clean and pleasant environment that helps increase performance and extends the life of facilities while reducing and managing overall costs. To be truly successful, we have a carefully planned and executed process for finding, selecting and training the “right” person for each job. It is a common practice within The Budd Group to evaluate employees working at current sites for possible employment with The Budd Group. Through this thorough recruitment process, you can be confident in our ability to provide the best team for your facilities!

**Below is an overview of The Budd Group’s employee recruitment and selection process.**



After all paperwork is successfully completed and an acceptable background report is complete, the following steps take place:

- ▶ The applicant is interviewed by our local Field Service Coordinator.
- ▶ The best candidates are then set up for a second interview with our Account Manager and/or Operations Manager.
- ▶ Once the interview process is complete, The Budd Group will request feedback from BCSD on each employee we are proposing to hire.
- ▶ If the feedback is positive and the employee has successfully completed all employment requirements, then an offer of employment will be extended to the individual.
- ▶ Candidates chosen for employment are then verified by E-Verify and required to pass a drug test administered by a local medical testing facility.
- ▶ When an agreement for employment has been made, the employee receives instruction on employee orientation, work safety and training procedures.
- ▶ After training is complete, the employee is assigned to a specific site.



# Great People: Employee Recruitment and Background Check Procedures

## Background and Drug Test Criteria

Below is a list of the various background and drug test criteria for all our employees.

Social Security Trace: We utilize the SSN Trace to report every address the applicant has lived at along with any alias names associated with that individual. This information is pulled from 400 different sources of data (i.e. US Postal Forward Address info, Credit bureau, etc.), and validates the address with the SS number that has been run.

National Criminal Database: We search the records of the National Criminal Database using all information obtained from states using the applicants' identifiers. When a match is found it is returned as a jurisdiction to be searched and added to process the background check.

Department of Justice/Sex Offender: We search all counties in all 50 states through the Federal Department of Justice, except Nevada since they have an injunction in place. This background search is the most comprehensive sex offender search available.

7-year Unlimited Criminal County Search: We use this search to examine any of the over 3,345 counties in the US for felony and/or misdemeanor charges based on the address history for the past 7 years.

10-Panel Swab Drug Test: We administer the most rigorous certification in drug testing to all employees. The results are always reviewed by Medical Review Officers (MRO) who are licensed physicians and toxicology experts.



As an added benefit and commitment to our customers, **The Budd Group has elected to use E-Verify® to confirm the identity and eligibility of individuals to work in the United States.** The Budd Group voluntarily chosen to utilize this system to ensure our customers and stake holders that our employees have the proper documentation to work within our organization.



Additionally, The Budd Group uses The Work Number® to provide automated employment and income verifications for our front-line employees. The Work Number from Equifax is a fast and secure way to provide rapid access to information critical to the employment decision process. The Work Number simplifies the verification process and accelerates qualifying decisions through an online system available to The Budd Group 24 hours a day, 7 days a week.



# Great People: Employee Recruitment and Background Check Procedures

## Drug-free Workplace Policy

In addition to criminal background investigations, E-Verify confirmation, review of education, employment and personal references, and a motor vehicle record investigation, The Budd Group administers drug testing to 100% of its employees. Below is an overview of our Drug-free Workplace Policy.

*The Budd Group understands that all forms of tobacco products (chewing tobacco, dip, snuff, cigarettes, cigars, etc.), alcohol, and drugs are prohibited on your property. We are committed to the health of your students and staff. Our janitorial program provides a safe and healthy environment in which to work, and we certify that our employees will not use prohibited products while on your property.*

Drug and alcohol tests will be administered under the following conditions:

## Testing of Applicants

- ▶ **Pre-Employment Testing** – After a conditional offer of employment is made, all applicants are required to undergo a test for the presence of illegal drugs as a part of the pre-placement procedure. Any applicant who fails or refuses to submit to, tampers with, or fails to pass the pre-employment drug screen shall have his or her conditional offer of employment withdrawn. If test results are positive, the offer of employment will be withdrawn.
- ▶ **Post-Accident Testing** – Employees shall be tested for the presence of drugs after any accident or occurrence that results in an injury on the job as defined by the Occupational Safety and Health Administration. If drugs and/or alcohol are found in an employee's system, he or she may be terminated and forfeit eligibility for medical and indemnity benefits from Workers' Compensation insurance. Employees shall also be tested after the occurrence of any vehicular accident that occurs while on the job, regardless of whether a personal injury occurs. If drugs and/or alcohol are found in their system, they may be terminated.
- ▶ **Testing of Drivers** – All employees whose job entails driving Company vehicles or customer vehicles may be required to submit to drug testing on an annual basis, regardless of whether the employee has been involved in an on-the-job vehicular accident.
- ▶ **Additional Testing** – Additional testing may also be conducted as required by applicable state or federal laws, rules or regulations.





# Great People:

## Employee Retention and Benefits

The Budd Group realizes that hiring high-quality employees and providing strong training programs is only part of the battle toward maintaining an excellent work force. We know that it is essential to focus on employee retention and satisfaction. The Budd Group is committed to retaining a team of Great People.

We are a family-run business and that family atmosphere filters down to our workforce. We offer competitive pay rates and benefits plans to all our employees. In addition, we offer employees the opportunity for career advancement and we invest in them with job-site education and ongoing training and development.

The following pages provide an overview of our standard benefit plans. These plans have been established by our company to be cost effective and are competitive for our industry; however, we are open to work with you to customize plans that will enhance our benefit programs for our associates. This may include grandfathering (continuing benefits) of current staff, paying for holidays, additional vacation, or a contribution to associates toward a health or related company-sponsored benefit plan. We welcome the opportunity to discuss this with you and share associated costs based on plan options selected.

### Wage Information

The Budd Group has developed a competitive wage scale based off the local employee market information plus our experience with several accounts we service in the area.

### Low Turnover

The Budd Group is committed to keeping turnover low while consistently exceeding client satisfaction. The Budd Group understands that high turnover rates eventually lead to poor service performance, so we offer our employees a number of benefits that focus on keeping turnover rates low. In addition to competitive pay rates, these benefits include quality training and recognition for good performance. As a result, The Budd Group's turnover rate is substantially lower than the national average.

The Budd Group is committed to providing the absolute best experience to each of our customers. We understand that this means we must find high quality employees and do what it takes to retain them. Over the past 3 years, The Budd Group has maintained an average quarterly turnover rate of 26%, and has retained an average of 82% of our employees quarterly over that same time. Most recently, as a result of our "Campaign to Retain" program, The Budd Group has been able to lower quarterly turnover by 12% in an economy where low wage turnover is rising rapidly.

### Proposed Benefits

The following is a list of our current standard benefits for Budd Group employees. These are our proposed benefits that are competitive for our industry. *We are open to discussing other alternatives and are willing to tailor a benefit plan for our staff at your facilities.*



# Great People:

## Employee Retention and Benefits

- ▶ **Health Insurance** - It is required by law for us to offer health insurance for all full-time employees through the Affordable Health Care Act. For those electing to participate in health insurance, there is a pass through cost of \$425 per month per employee. We can handle this in one of two ways. The first, and most typical, way is for us to bill this back to the customer on a monthly basis. The reason this is the most typical is because oftentimes, the number of employees that elect for insurance changes from month to month. Billing every month for the exact number can keep billing more simplistic. The second way we can do this is to put it into the overall program at our average take rate. The average take rate of employees that elect insurance is 15%. This means we would take 15% of all full-time employees, and account for that within the program. For example, if a client has 20 full-time employees, we would account for 3 of those taking insurance, for a monthly total of \$1275. If the number is higher than 15%, we would bill the client back for the overage. I am attaching the health insurance information so that you can see what the costs to the employee would look like as well.
- ▶ **Vacation** - Full-time employees become eligible for vacation after one year of service. Once the employee has completed one full calendar year of service, vacation will be awarded annually every January. Therefore, they would be eligible for five (5) days in the January following your 1<sup>st</sup> anniversary and five (5) more every January for the next four years. After reaching the fifth calendar year and each year thereafter, eligible employees will receive ten (10) days per year vacation leave every January.
- ▶ **Holidays** - How many paid holidays a frontline employee will receive is up to the discretion of the client. We would suggest having this option as part of the program, as it helps with employee recruitment and retention. When we get further into the pricing, we can let you know what the costs of paid holidays would be.
- ▶ **Sick Time** - Typically, sick time is not added into our programs however, if the client chooses to offer this option, it can also be priced into the program.
- ▶ **Retirement** - After being employed for one year, the employee can opt to contribute to a 401K plan. At this time, TBG does not offer an employee match program
- ▶ **Referral Program** - Full-time and part-time employees eligible. Employees are eligible to receive a \$100 referral fee when they refer a new employee that is hired to work at The Budd Group. The referral fee is paid after the first 90 days.
- ▶ **Flexible Spending Account** - Budd Group employees also have access to a flexible spending account (FSA) that allows associates to set aside pre-tax dollars for out-of-pocket medical, dental, vision and dependent care expenses.
- ▶ **Uniforms** - Uniforms will be provided at NO COST to Budd Group employees.



# Great People:

## Employee Retention and Benefits

### Associate Incentive Initiatives

As part of our employee retention commitment, we also offer exceptional service recognition and safety programs, one-on-one training, birthday recognition, and client-tailored processes, allowing us to retain our exceptional employees.

We target the following additional areas to minimize turnover as much as possible:

- ▶ Transfers/reassignment
- ▶ Flexible scheduling
- ▶ Opportunities for career advancement & promoting within
- ▶ Extensive employee orientation
- ▶ Supervisory leadership
- ▶ Multiple interviews with The Budd Group management team
- ▶ Merit and incentive pay through programs designed specifically for your facilities

The Budd Group understands that there are other factors that influence an employee's job satisfaction. It starts with a simple philosophy, **“Retain your Employees, Retain your Customer.”** Some programs are standard with no additional cost and others are customized and funded by our clients. We will work with you to identify programs that make the most impact at your facilities.

Some of the recognition programs and awards we offer our associates include:

- ▶ Employee of the Month and/or Quarter
- ▶ Employee Appreciation Lunches
- ▶ Perfect Attendance Program
- ▶ Monthly Gift Certificates for Achievements
- ▶ Quality Assurance Awards
- ▶ Safety Awards to actively promote safe working environments
- ▶ On the Spot Awards that provide on-the-spot recognition in the form of gift cards to recognize strong performance and provide a thank you





# Smart Service: Training Program

## 4.0.1.8 TRAINING PROGRAM FOR MANAGEMENT & HOURLY EMPLOYEES:

• **What is the name of the training program(s) your company uses to train all employees?**  
Our Managers are trained with our Learning Management System, Budd University. Our Supervisors and Cleaners are trained with the enclosed CIMS 2-Day Training Schedule. We also have safety training that is conducted through Salesforce.

• **If the training program(s) is/are an “in house” training program(s), a copy of the program(s) must be attached to this RFP.**

All our Training Programs are in-house. Please see the following information on our Training Program, the enclosed Training Schedule, and the enclosed High Performance Cleaning for Healthier Schools operations manual for more information about our training programs and procedures.

Our training program consists of the following major components:

- ▶ **Safety and Job Skill Training** – via video and onsite training
- ▶ **Observation, Demonstration and Verification of Proficiency** – our onsite management team and local and regional management resources provide hands-on instruction and verification of proficiency
- ▶ **Mentoring** – each new hire is assigned a seasoned employee who is given a curriculum to share with their understudy
- ▶ **On-the-job Coaching** – employees receiving continuous training from their supervisor
- ▶ **Monthly Training** – each account supervisor conducts monthly training on one facilities topic and one safety topic each month
- ▶ **Continuing Education** – top performers are given an opportunity to get additional training and certifications through our vendors, trade organizations, and local schools

### Safety Training

The Budd Group desires all our employees to be healthy, productive and safe. Our employees receive extensive safety training that covers a variety of safety topics that include:

- |  |  |
|--|--|
| ▶ Emergency evacuation (site specific) | ▶ Wet floor procedures                             |
| ▶ Safety in the workplace              | ▶ Personal Protective Equipment                    |
| ▶ Hazardous materials                  | ▶ Equipment Safety                                 |
| ▶ Slips, trips and falls               | ▶ Lockout / Tagout (where applicable)              |
| ▶ First Aid                            | ▶ Chemical labels and Materials Safety Data Sheets |
| ▶ Back Safety                          |  |
| ▶ Blood borne pathogens                |  |

# Smart Service: Training Program

## Standard Orientation

The Budd Group's standard orientation begins with a presentation on The Budd Group's standards of performance. The orientation covers basic on-the-job safety such as how to clock in and out, what to do when arriving at the client site, and how to handle emergencies. An evaluation is given to determine how much information the employee has retained. Any areas needing further clarification are reviewed during a one-on-one discussion and highlighted in the orientation handbook.

## Customized Orientation Handbook

In addition to the standard orientation, a thorough custom orientation handbook is developed for BCSD. The customized orientation will include:

- ▶ Introduction to BCSD
- ▶ Sign-In Procedures
- ▶ Dress and Demeanor
- ▶ Position Policies and Procedures
- ▶ Code of Conduct
- ▶ Attendance and Punctuality Policy
- ▶ Performance Standards for the Position
- ▶ Specific Policies for BCSD
- ▶ Job and Role Description
- ▶ Job Related Specifications
- ▶ Energy Conservation
- ▶ Handling, Storage and Disposal of Hazardous and Toxic Chemicals and Materials
- ▶ Security Procedures
- ▶ Recycling
- ▶ Sexual Harassment Training
- ▶ Diversity Training

## Management Expertise

The Budd Group Management Team is uniquely trained and experienced to ensure that your facilities consistently receive the best service. We utilize a combination of in-house resources and our supplier resources to perform the required training for our supervisor team. Our training program for management is primarily classified in three stages: Mentor Program, Ongoing Education and Accreditation.

1. **Mentor Program:** Our Mentor Program is designed to assign a manager to a new supervisor for the first 6 months to a year, depending on the account. This allows the mentor to hold the mentee (new supervisor) accountable for meeting the proper training criteria. The mentor also holds the trainer accountable to deliver training and orientation in a timely manner according to schedule.
2. **Ongoing Education:** Budd University, our Learning Management System (LMS), allows us to create, distribute and track training anywhere, on any device. Budd University has become a powerful tool for The Budd Group to not only our internal customers, but also our external customers. Utilizing Budd University has allowed us to get a better grasp on the continuing education throughout our entire workforce and ensure compliance in many areas such as Human Resources, Recruiting and Safety.
3. **Accreditation:** We send supervisors to our vendors' sites and facilities to enhance technical skills and allow for refresher training if needed. Our facilities team holds many certifications and licenses that allow The Budd Group to incorporate industry best practices and keep our clients updated on changes in industry requirements. These accreditations include, but are not limited to: Building Systems Maintenance Certificates, Registered Building Services Manager (RBSM), Certified Building Service Executive (CBSE), CIMS and CIMS-GB with Honors Certifications, and the International Sanitary Supply Association – Global BioRisk Advisory Council (GBAC) certifications.

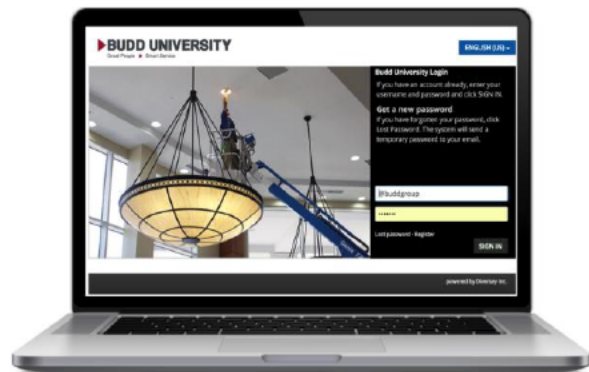
# Smart Service: Training Program

## ► BUDD UNIVERSITY

Our Learning Management System (LMS) reduces administrative burdens by centralizing everything into an easy-to-use website where learning and training can be delivered, quantified, measured and tracked. Through Budd University, all Budd Group employees are enrolled and have custom courses required for their specific role, courses are released on the first day of each quarter and weekly curriculum status reports are distributed to each employee's respective manager.

### Course examples can include:

- Hazcom and Safety Data Sheets
- Disinfection and sanitation training
- Floor care techniques and best practices for cleaning all surfaces
- Back safety and waste removal
- Spill prevention and management
- Cleaning chemicals
- CIMS overview
- Bloodborne pathogens
- Proper use of equipment
- Hand tool safety
- Harassment
- Ladder and forklift safety
- Personal protective equipment
- Safe driving
- Hearing protection and conservation
- Accident/injury investigation and reporting
- Slip and fall prevention
- Customer service fundamentals
- Safety topics like bloodborne pathogens and infection control modules
- Recruiting topics such as interviewing techniques and daily habits of effective recruiters
- Professional development and leadership topics like employee engagement, time management, effective communication and conflict management/resolution



We also create custom training modules that are utilized for our clients that have customized training and only that particular group of employees will be able to access. At the completion of each module an employee will receive a certificate of completion.

# Smart Service: Training Program

## Ongoing Employee Education and Training

The Budd Group utilizes a year-long training schedule that provides employees with a refresher of different training topics each month. We also work with our customers to include topics relevant to their specific contracts and integrate these subject matters into the ongoing training schedule. All training is site-specific and is executed by the local operations manager and/or account manager. We also have regularly scheduled monthly “Toolbox Talks” that allow us to update our associates on any changes in routines, safety training, and we openly discuss any challenges or customer concerns.

Please see below for an example of The Budd Group’s Toolbox Talk schedule.

<b>January</b>	<ul style="list-style-type: none"> <li>▶ Budd Group Safety Work Rules</li> <li>▶ Disinfection and Sanitation</li> <li>▶ Hazardous Materials</li> <li>▶ Proactive Communication</li> <li>▶ Janitor’s Cart/Closet Organization</li> </ul>	<b>July</b>	<ul style="list-style-type: none"> <li>▶ Sink Cleaning</li> <li>▶ Bloodborne Pathogens</li> <li>▶ Baseboard Cleaning</li> <li>▶ Break Room Cleaning</li> </ul>
<b>February</b>	<ul style="list-style-type: none"> <li>▶ Emergency Evacuation</li> <li>▶ Shower Cleaning</li> <li>▶ Restroom Closing Procedures</li> <li>▶ Wall Washing</li> </ul>	<b>August</b>	<ul style="list-style-type: none"> <li>▶ Personal Protective Equipment</li> <li>▶ Disinfection and Sanitation</li> <li>▶ Carpet Spotting</li> <li>▶ Counter Top Cleaning</li> <li>▶ Harassment Free Workplace</li> </ul>
<b>March</b>	<ul style="list-style-type: none"> <li>▶ Window Washing</li> <li>▶ Stainless Steel Cleaning</li> <li>▶ Stairways and Landings</li> <li>▶ Cabinet Cleaning</li> </ul>	<b>September</b>	<ul style="list-style-type: none"> <li>▶ Injury Reporting</li> <li>▶ Sweeping</li> <li>▶ Glass Cleaning</li> <li>▶ Graffiti Removal</li> </ul>
<b>April</b>	<ul style="list-style-type: none"> <li>▶ Customer Safety Rules</li> <li>▶ Vacuuming – Uprights</li> <li>▶ Doors, Frames &amp; Latches</li> <li>▶ Vent Cleaning</li> <li>▶ Cleaning Chemicals</li> </ul>	<b>October</b>	<ul style="list-style-type: none"> <li>▶ Electrical Safety</li> <li>▶ Wall Spotting</li> <li>▶ Window Sills and Ledges</li> <li>▶ Vacuuming – Back Packs</li> <li>▶ Spot Mopping with Flat Mops</li> </ul>
<b>May</b>	<ul style="list-style-type: none"> <li>▶ Fire Prevention</li> <li>▶ Trash Removal</li> <li>▶ Upholstery Spotting</li> <li>▶ Back Safety</li> </ul>	<b>November</b>	<ul style="list-style-type: none"> <li>▶ Work Zones</li> <li>▶ Damp Mopping</li> <li>▶ Drinking Fountains</li> <li>▶ Dusting with Micro Fiber Cloths</li> </ul>
<b>June</b>	<ul style="list-style-type: none"> <li>▶ Asbestos Awareness</li> <li>▶ Workplace Violence Prevention</li> <li>▶ Telephone Cleaning</li> <li>▶ Toilet Cleaning</li> </ul>	<b>December</b>	<ul style="list-style-type: none"> <li>▶ Urinal Cleaning</li> <li>▶ Dust Mopping with Flat Mops</li> <li>▶ Elevator Cleaning</li> <li>▶ Furniture Polishing</li> </ul>





# Smart Service: Quality Assurance

## 4.0.1.9 CUSTODIAL SERVICES QUALITY CONTROL:

**What system does your company use to measure the quality of your custodial services? Please describe here or attach a copy of your company's documents describing your system.**

The Budd Group has invested in Salesforce1, an essential cloud-based technology tool for customer service tracking that facilitates open and accessible client communication. This technology tracks all work orders and collects all data for daily inspections. Please see the following information about Quality Assurance for more information about our quality control procedures.

**Note: Attach additional pages, if needed.**

- **If your company uses a software quality control system, please name the system:**  
Salesforce1.

The Budd Group's Quality Assurance Program offers a customized set of processes that are implemented and measured at your facilities. To ensure a purposeful, customer-focused execution of services, we are committed to operating under the principles of CIMS, and our focus on quality and accountability allows us to meet your needs and expectations in the most efficient, cost-effective manner possible. Our basic operating principle can be best summed up in the words of our founder, Richard Budd, who said, "Do what you say you're going to do." This simple statement provides a powerful underlying principle that lies at the heart of our commitment to our customers.

The Budd Group utilizes a Quality Assurance Program based on the following 7 fundamental tools.

### 1.) Proactive Communication

Key components of our communication program include: weekly transition meetings before services start, weekly Budd Group onsite staff meetings after services start, monthly safety meetings and quarterly review meetings.

### 2.) Key Performance Indicators (KPIs)

We utilize KPIs to measure our success every day. Our team will work with your organization to establish KPIs that will include (but not limited to) the following: janitorial inspection scores, work order closure rates, staffing levels, cost reductions and client surveys.

### 3.) Daily/Weekly Work Order Tracking and Reporting

Closing work orders in a timely manner is paramount for our service program. Our onsite team utilizes a work order system for work order tracking and reporting. All key team members have access to this system through their smart device, which provides fast alerts of new work orders and quick communication once the order has been closed. The system also provides comprehensive work order reports that allow our team to focus on areas of improvement as they occur.

# Smart Service: Quality Assurance

## 4.) Inspections

Scheduled and random inspections are performed by our onsite management team on a daily basis. Data from these inspections is collected through our cloud-based system, which allows any smart device (such as iPhones and iPads) to be utilized for data collection. The system summarizes the data, calculates trends and measures our overall quality of the program. This allows our onsite team to quickly pinpoint areas of improvement and develop a plan of execution.

## 5.) Employee Team Meetings

Team meetings give The Budd Group the chance to review, with the onsite employees, areas of concern and opportunities for improvements. In addition, they allow the employees to give feedback or ask questions to help them to improve their work efficiency and effectiveness. Team meetings are also utilized to introduce any new safety or training topics.

## 6.) Customer Surveys

The Budd Group utilizes a cloud-based customer survey program, which allows us to send survey requests to your management and/or associates. The responses we receive are quantified allowing us to measure the satisfaction of the individuals throughout your facilities. Survey feedback is incorporated into our ongoing improvement plan with deficiencies addressed in writing via a formal action plan.

## 7.) Quarterly Review Meetings

Quarterly review meetings allow The Budd Group to report any program accomplishments and areas for improvement. They also enable our clients and The Budd Group to establish priorities for the months ahead.

## Implementation of Quality Program

Our Quality Assurance Program is implemented by our onsite management team along with our local and regional managers. Our designated customer service associate and our corporate management team perform regular quality audits and customer visits to ensure the acceptable level of service is being performed throughout your facilities. The Budd Group utilizes a number of online reporting tools to provide real-time performance updates on each account. The Budd Group is very open to working collaboratively with your company in developing or improving any type of KPI reporting system. We will work with you to develop KPIs around the following best practice categories:

- Facility inspection scores (grounds and buildings)
- Employee and visitor survey scores
- Safety practices
- Sustainability practices
- Purchasing of supplies and materials
- Repairs and associated costs

# Smart Service: Quality Assurance

## Cloud-based Quality and Inspection System



The Budd Group has invested in Salesforce1, an essential cloud-based technology tool for customer service tracking that facilitates open and accessible client communication. This technology tracks all work orders and collects all data for daily inspections. Our quality and inspection system is easy to use, fast and effective. Our clients receive immediate attention, are able to track the response efforts by The Budd Group, and will have access to the entire message history for each request. With this inspection technology, The Budd Group performs onsite inspections using mobile smart devices

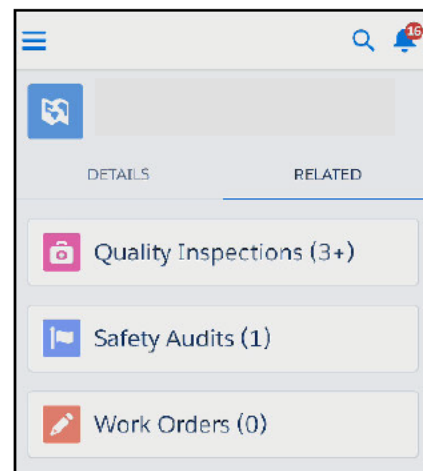
to let you know exactly what is happening and where. Any complaints are organized and distributed to those responsible so problems can be immediately resolved. Our clients can also create job schedules, manage work orders and track inventory.

## Mobile Capability



The Budd Group is also able to conduct inspections through the Salesforce1 mobile app. This capability increases productivity by tracking trends in the data gained from surveys, making it faster and simpler to get the job done. Surveys can be assigned and completed with a smart device. This serves to not only increase communication between The Budd Group and your organization, but also allows for greater

trend-tracking by management.



Through Salesforce 1:

- ✓ Your students and staff can easily complete a mobile survey with their smartphone, give feedback and request immediate attention to any issue they observe.
- ✓ Mobile surveys help you to create a better experience for your students and staff.
- ✓ You can rest assured that The Budd Group will meet your expectations in a productive and time-efficient manner.

FEED	DETAILS	RELATED
Inspection Area/ Sub-Location Name		
E 3rd Floor		
Inspection Score		
85.71%		
Inspection		
E Building		
Record Type		
Janitorial - Office		
INSPECTION CHECKLIST		
Check for cobwebs and remove		
Satisfactory		
Dust Mop/ wet mop hard surface floors		
Satisfactory		

## Smart Service: Quality Assurance

**TeamTask App: *COMING SOON!***

► **Increase Efficiency**

- Customer and internal employee requests received in real-time
- Eliminate redundant data entry
- Automate the contracted scope of work, fulfilling our commitment and Making It Right the first time

► **Improve Compliance**

- Never miss another inspection form, safety audit, Work Order or emergent customer need

### ► Product Details

- Cloud-based proprietary software
- Enables The Budd Group to replace expensive and inefficient paper forms with App on employee smartphones and tablets

My Tasks	▼
High Point- Student Union Building	▼
Floor 1	▼
<input checked="" type="checkbox"/> Inspect restrooms at Maryland Campus South Hall	
<input checked="" type="checkbox"/> Provide on-site training to new frontline employee at West Hall	
<input type="checkbox"/> Pick up broken dispenser at West Hall Campus, Room 312	
▼ Show more	
Other Tasks	▶

Work Status			
NAME	STATUS	INCOMPLETE	DATE
> Mike Fischer <div><div></div></div>	<input checked="" type="checkbox"/>	<span>(!)</span>	5/23 20%
> Jim Blackburn <div><div></div></div>	<input checked="" type="checkbox"/>	<span>(!)</span>	5/23 100%
> Suzanne Apel <div><div></div></div>	<input checked="" type="checkbox"/>	<span>(!)</span>	5/23 20%
> Show more			
Work Assignment >			
> + Create New Task			

[illegible][illegible]

Polish mirrors and all metal surfaces

☐ Can't Complete

☒ Complete with variance

Reason for not completing above task:

Notes:



# Smart Service: Custodial Services Management System

## 4.0.1.10 CUSTODIAL SERVICES MANAGEMENT SYSTEM:

Does your company use software to manage your custodial services?

  X   Yes        No

If yes, what software does your company use to manage your custodial services?

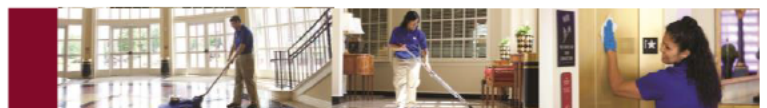
Ceridian Dayforce Enterprise HCM Software – Please see below for more information about Ceridian Dayforce.

# CERIDIAN Dayforce

Ceridian Dayforce Enterprise HCM Software combines payroll, HR, benefits, talent and workforce management in a single cloud application to power the future of work.

Some key components that will assist The Budd Group with managing our BCSD employees more efficiently:

- **Payroll** – Single system for timekeeping and payroll, bridging the gap between pay and time
  - **Employee Self-Service** – Employees can view and manage personal data, including pay and tax information, on their own time without relying on HR.
  - **Simple Reporting** – Catalog of reports available within the payroll screen at any time
  - **Dashboard** – All necessary data at a glance
  - **Payroll Verification** – Access to relevant forms needed to properly identify and pay employees all in one place within the application
  - **Mobile Access** – Employees can access pay information from mobile device at any time.
- **Workforce Management** – Ability to quickly deploy staff schedules, review timesheets and make edits before approving pay resulting in better operational efficiency
  - **Decreased Labor Costs** – Ensures Managers stick to budget guidelines. Warnings can be set up to flag labor costs, such as overtime, that are outside the budget and need to be resolved before pay is finalized. Changes can also be made to shifts ensuring everything is on target.
  - **Reduction In Compliance Concerns** – Help with current law and policy compliance, even as they change. Whether it's legislative rules at the federal, state or local levels, Workforce Management Software pulls real-time information needed to monitor any scenario.



# Smart Service:

## Custodial Supplies Qualification

### 4.0.1.11 CUSTODIAL SUPPLIES QUALIFICATION:

Does your company have a formal process for qualifying custodial supplies?

☒ Yes ☐ No

If yes, describe the process your company uses to qualify all custodial supplies, including, but not limited to cleaning, disinfecting, waxing, and polishing supplies. Enclose a copy with this RFP. If you do not have a formal process, describe the process on a separate page(s) titled "Custodial Supplies Qualification Process" and include it with this RFP.

Please see the following Custodial Supplies Qualification information for more details about our process.

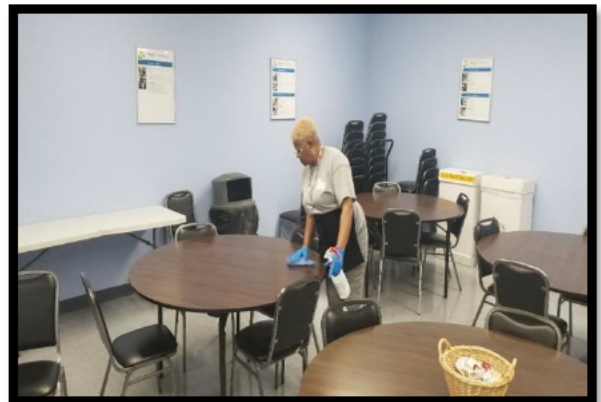
In the event that the BCSD determines that it is in the best interest of the BCSD to specify the supplies to be used, is your company willing to use the supplies specified by the BCSD?

☒ Yes ☐ No



The Budd Group has a specified list of all janitorial supplies purchased through our preferred vendor partner, Home Depot Pro (HDPPro).

This listing contains products used at all of our client sites where supplies are provided by nine branches with the goal of consistency in training and safety of use. Each product has been tested and approved by our Branch Leadership Teams with the expertise and guidance from the manufacturers' representatives. The final list was compiled and is regularly updated by our Corporate Procurement and Executive Operations Leadership Teams. The full list of products can be provided upon request.



# Smart Service:

## Custodial Supplies Qualification

In an effort to display our commitment to sustainability, The Budd Group has obtained the Cleaning Industry Management Standard Certification for Green Buildings (CIMS-GB) with Honors. CIMS-GB is a nationally recognized certification program that provides third-party verification for cleaning operations and supplies that seek to develop a comprehensive green cleaning program and offer sustainable cleaning services. The CIMS-GB framework is designed to improve performance in the areas of sustainable product usage, improved occupant wellness, asset preservation and waste diversion. The qualifying of custodial supplies is one of the key elements of this program.

The Budd Group utilizes the following guidelines in qualifying custodial supplies:

### **Provide supplies with a minimum ecological footprint**

1. Any aerosol products shall have non-ozone depleting propellants
2. All containers and packaging shall be recyclable
3. Provide supplies with minimum packaging

### **Cleaning Products**

1. All hand soaps shall not contain antimicrobial agents except as required by health codes and other regulations.
2. Cleaning agents shall contain no ingredients from the Prohibited Industrial Toxic Chemicals based on EPA standards. A product is considered toxic if any of the following criteria apply
  - a. Oral lethal dose 50 (LD50) <2,000 mg/kg
  - b. Inhalation lethal concentration (LC50) <20 mg/
  - c. They contain no carcinogens which appear on lists established by:
  - d. OSHA
  - e. EPA Class A, B, or C carcinogens
  - f. International Agency for Research of Cancer
  - g. National Toxicology Program
3. Volatile Organic Compound (VOC) content levels shall not exceed:
  - a. 1% by weight for general-purpose and bathroom cleaners
  - b. 3% by weight for glass cleaners
4. Products used must not contain more than 0.5% by weight of total phosphorus

## EXHIBIT D – EQUIPMENT LIST

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

## Daufuskie Elementary

[illegible]

RFP #21-005  
Custodial Services

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## EXHIBIT D – EQUIPMENT LIST

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

### Hilton Head Island Elementary -Creative Arts

Item	Number of Items	Model	Make	Type	Replacement Value
Backpack Vacuum	1	BV 5/1 BP Vacuum	Karcher	BV 5/1 BP Vacuum	\$792.95
Walk Behind Scrubber	1	BD 80/120 W BP	Karcher	BD 80/120 W BP	\$7,155.36
High Speed Burnisher	1	BDP 51/2000 C	Karcher	BDP 51/2000 C	\$2,216.00
Upright Vacuum	8	Upright - CVU 30/1 HEPA, 120 V/60 Hz (formerly Sensor S2)	Karcher	Upright - CVU 30/1 HEPA, 120 V/60 Hz (formerly Sensor S2)	\$510.00
Janitor Cart	4	JANITOR CART WITH ZIPPERED YELLOW VINYL BAG, BLACK	Rubbermaid	JANITOR CART WITH ZIPPERED YELLOW VINYL BAG, BLACK	\$525.00

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## EXHIBIT D – EQUIPMENT LIST

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

### Hilton Head Island Early Childhood

Item	Number of Items	Model	Ma ke	Type	Replacement Value
Battery Burnisher	1	BDP 50/2000 W w/ AGM 20” battery burnisher	Karcher	BDP 50/2000 W w/ AGM 20” battery burnisher	\$2,216.00
Walk Behind Scrubber	1	BD 80/100 W BP Classic, 285 AH AGM batteries	Karcher	BD 80/100 W BP Classic, 285 AH AGM batteries	\$7,155.36
Upright Vacuum	6	Upright - CVU 30/1 HEPA, 120 V/60 Hz (formerly Sensor S2)	Karcher	Upright - CVU 30/1 HEPA, 120 V/60 Hz (formerly Sensor S2)	\$510.00
Janitor Cart	3	JANITOR CART WITH ZIPPERED YELLOW VINYL BAG, BLACK	Rubbermaid	JANITOR CART WITH ZIPPERED YELLOW VINYL BAG, BLACK	\$525.00



## EXHIBIT D – EQUIPMENT LIST

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

### Hilton Head High School

Item	Number of Items	Model	Make	Type	Replacement Value
Battery Burnisher	2	BDP 50/2000 W w/ AGM 20” battery burnisher	Karcher	BDP 50/2000 W w/ AGM 20” battery burnisher	\$2,216.00
Walk Behind Scrubber	2	BD 80/100 W BP Classic, 285 AH AGM batteries	Karcher	BD 80/100 W BP Classic, 285 AH AGM batteries	\$7,155.36
Carpet Extractor	2	Box & Wand - Dominator 17, seventeen-gallon 500 psi portable extractor w/ heat, hose rack, deluxe hose and AquaFoil™ Wand	Karcher	Box & Wand - Dominator 17, seventeen-gallon 500 psi portable extractor w/ heat, hose rack, deluxe hose and AquaFoil™ Wand	\$900.46
Back Pack Vacuum	1	Back Pack Battery - BV 5/1 Bp, 36V lithium-ion battery, 120V quick charger	Karcher	Back Pack Battery - BV 5/1 Bp, 36V lithium-ion battery, 120V quick charger	\$792.95
Pressure Washer / Wet/Dry Vacuum	1	All purpose - AP 100/50, Multi-surface cleaning machine - pressure washer and wet/dry vac	Karcher	All purpose - AP 100/50, Multi-surface cleaning machine - pressure washer and wet/dry vac	\$720.00
Upright Vacuum	8	Upright - CVU 30/1 HEPA, 120 V/60 Hz (formerly Sensor S2)	Karcher	Upright - CVU 30/1 HEPA, 120 V/60 Hz (formerly Sensor S2)	\$510.00
Janitor Cart	8	JANITOR CART WITH ZIPPERED YELLOW VINYL BAG, BLACK	Rubbermaid	JANITOR CART WITH ZIPPERED YELLOW VINYL BAG, BLACK	\$525.00
Kaivac	1	Omniflex Spray and vac	Kaivac	Omniflex Spray and vac	\$4,500

## EXHIBIT D – EQUIPMENT LIST

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

### Hilton Head Elementary School

Item	Number of Items	Model	Make	Type	Replacement Value
Battery Burnisher	1	BDP 50/2000 W w/ AGM 20” battery burnisher	Karcher	BDP 50/2000 W w/ AGM 20” battery burnisher	\$2,216.00
Walk Behind Scrubber	1	BD 80/100 W BP Classic, 285 AH AGM batteries	Karcher	BD 80/100 W BP Classic, 285 AH AGM batteries	\$7,155.36
Upright Vacuum	6	Upright - CVU 30/1 HEPA, 120 V/60 Hz (formerly Sensor S2)	Karcher	Upright - CVU 30/1 HEPA, 120 V/60 Hz (formerly Sensor S2)	\$510.00
Janitor Cart	4	JANITOR CART WITH ZIPPERED YELLOW VINYL BAG, BLACK	Rubbermaid	JANITOR CART WITH ZIPPERED YELLOW VINYL BAG, BLACK	\$525.00

## EXHIBIT D – EQUIPMENT LIST

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

### Hilton Head Middle School

Item	Number of Items	Model	Make	Type	Replacement Value
Battery Burnisher	1	BDP 50/2000 W w/ AGM 20” battery burnisher	Karcher	BDP 50/2000 W w/ AGM 20” battery burnisher	\$2,216.00
Walk Behind Scrubber	1	BD 80/100 W BP Classic, 285 AH AGM batteries	Karcher	BD 80/100 W BP Classic, 285 AH AGM batteries	\$7,155.36
Back Pack Vacuum	1	Back Pack Battery - BV 5/1 Bp, 36V lithium-ion battery, 120V quick charger	Karcher	Back Pack Battery - BV 5/1 Bp, 36V lithium-ion battery, 120V quick charger	\$792.95
Carpet Spotter	2	Corded - Puzzi 10/1 C, carpet extractor with 99-inch spray hose with integrated water feed and hand tool	Karcher	Corded - Puzzi 10/1 C, carpet extractor with 99-inch spray hose with integrated water feed and hand tool	\$900.45
Upright Vacuum	8	Upright - CVU 30/1 HEPA, 120 V/60 Hz (formerly Sensor S2)	Karcher	Upright - CVU 30/1 HEPA, 120 V/60 Hz (formerly Sensor S2)	\$510.00
Janitor Cart	6	JANITOR CART WITH ZIPPERED YELLOW VINYL BAG, BLACK	Rubbermaid	JANITOR CART WITH ZIPPERED YELLOW VINYL BAG, BLACK	\$525.00

## EXHIBIT D – EQUIPMENT LIST

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

# Bluffton Early Childhood Center

[illegible]

## EXHIBIT D – EQUIPMENT LIST

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

## Bluffton Elementary

[illegible]

## EXHIBIT D – EQUIPMENT LIST

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

### Bluffton High School

Item	Number of Items	Model	Make	Type	Replacement Value
Battery Burnisher	2	BDP 50/2000 W w/ AGM 20” battery burnisher	Karcher	BDP 50/2000 W w/ AGM 20” battery burnisher	\$2,216.00
Walk Behind Scrubber	2	BD 80/100 W BP Classic, 285 AH AGM batteries	Karcher	BD 80/100 W BP Classic, 285 AH AGM batteries	\$7,155.36
Carpet Extractor	1	Box & Wand - Dominator 17, seventeen-gallon 500 psi portable extractor w/ heat, hose rack, deluxe hose and AquaFoil™ Wand	Karcher	Box & Wand - Dominator 17, seventeen-gallon 500 psi portable extractor w/ heat, hose rack, deluxe hose and AquaFoil™ Wand	\$4,259.25
Back Pack Vacuum	1	Back Pack Battery - BV 5/1 Bp, 36V lithium-ion battery, 120V quick charger	Karcher	Back Pack Battery - BV 5/1 Bp, 36V lithium-ion battery, 120V quick charger	\$792.95
Pressure Washer / Wet/Dry Vacuum	1	All purpose - AP 100/50, Multi-surface cleaning machine - pressure washer and wet/dry vac	Karcher	All purpose - AP 100/50, Multi-surface cleaning machine - pressure washer and wet/dry vac	\$720.00
Upright Vacuum	8	Upright - CVU 30/1 HEPA, 120 V/60 Hz (formerly Sensor S2)	Karcher	Upright - CVU 30/1 HEPA, 120 V/60 Hz (formerly Sensor S2)	\$510.00
Janitor Cart	8	JANITOR CART WITH ZIPPERED YELLOW VINYL BAG, BLACK	Rubbermaid	JANITOR CART WITH ZIPPERED YELLOW VINYL BAG, BLACK	\$525.00
Kaivac	1	Omniflex Spray and vac	Kaivac	Omniflex Spray and vac	\$4,500



## EXHIBIT D – EQUIPMENT LIST

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

### Bluffton Middle School

Item	Number of Items	Model	Make	Type	Replacement Value
Battery Burnisher	1	BDP 50/2000 W w/ AGM 20” battery burnisher	Karcher	BDP 50/2000 W w/ AGM 20” battery burnisher	\$2,216.00
Walk Behind Scrubber	1	BD 80/100 W BP Classic, 285 AH AGM batteries	Karcher	BD 80/100 W BP Classic, 285 AH AGM batteries	\$7,155.36
Carpet Extractor	1	Box & Wand - Dominator 17, seventeen-gallon 500 psi portable extractor w/ heat, hose rack, deluxe hose and AquaFoil™ Wand	Karcher	Box & Wand - Dominator 17, seventeen-gallon 500 psi portable extractor w/ heat, hose rack, deluxe hose and AquaFoil™ Wand	\$900.45
Back Pack Vacuum	1	Back Pack Battery - BV 5/1 Bp, 36V lithium-ion battery, 120V quick charger	Karcher	Back Pack Battery - BV 5/1 Bp, 36V lithium-ion battery, 120V quick charger	\$792.95
Pressure Washer / Wet/Dry Vacuum	1	All purpose - AP 100/50, Multi-surface cleaning machine - pressure washer and wet/dry vac	Karcher	All purpose - AP 100/50, Multi-surface cleaning machine - pressure washer and wet/dry vac	\$720.00
Upright Vacuum	6	Upright - CVU 30/1 HEPA, 120 V/60 Hz (formerly Sensor S2)	Karcher	Upright - CVU 30/1 HEPA, 120 V/60 Hz (formerly Sensor S2)	\$510.00
Janitor Cart	6	JANITOR CART WITH ZIPPERED YELLOW VINYL BAG, BLACK	Rubbermaid	JANITOR CART WITH ZIPPERED YELLOW VINYL BAG, BLACK	\$525.00



## EXHIBIT D – EQUIPMENT LIST

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

### H.E. McCracken Middle School

Item	Number of Items	Model	Make	Type	Replacement Value
Walk Behind Scrubber	1	BD 80/120 W BP	Karcher	BD 80/120 W BP	\$7,155.36
High Speed Burnisher	1	BDP 51/2000 C	Karcher	BDP 51/2000 C	\$2,216.00
Upright Vacuum	4	Upright - CVU 30/1 HEPA, 120 V/60 Hz (formerly Sensor S2)	Karcher	Upright - CVU 30/1 HEPA, 120 V/60 Hz (formerly Sensor S2)	\$510.00
Janitor Cart	4	JANITOR CART WITH ZIPPERED YELLOW VINYL BAG, BLACK	Rubbermaid	JANITOR CART WITH ZIPPERED YELLOW VINYL BAG, BLACK	\$525.00

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## EXHIBIT D – EQUIPMENT LIST

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

### May River High School

Item	Number of Items	Model	Make	Type	Replacement Value
Battery Burnisher	2	BDP 50/2000 W w/ AGM 20” battery burnisher	Karcher	BDP 50/2000 W w/ AGM 20” battery burnisher	\$2,216.00
Walk Behind Scrubber	2	BD 80/100 W BP Classic, 285 AH AGM batteries	Karcher	BD 80/100 W BP Classic, 285 AH AGM batteries	\$7,155.36
Carpet Extractor	1	Box & Wand - Dominator 17, seventeen-gallon 500 psi portable extractor w/ heat, hose rack, deluxe hose and AquaFoil™ Wand	Karcher	Box & Wand - Dominator 17, seventeen-gallon 500 psi portable extractor w/ heat, hose rack, deluxe hose and AquaFoil™ Wand	\$900.45
Back Pack Vacuum	1	Back Pack Battery - BV 5/1 Bp, 36V lithium-ion battery, 120V quick charger	Karcher	Back Pack Battery - BV 5/1 Bp, 36V lithium-ion battery, 120V quick charger	\$792.95
Pressure Washer / Wet/Dry Vacuum	1	All purpose - AP 100/50, Multi-surface cleaning machine - pressure washer and wet/dry vac	Karcher	All purpose - AP 100/50, Multi-surface cleaning machine - pressure washer and wet/dry vac	\$720.00
Upright Vacuum	6	Upright - CVU 30/1 HEPA, 120 V/60 Hz (formerly Sensor S2)	Karcher	Upright - CVU 30/1 HEPA, 120 V/60 Hz (formerly Sensor S2)	\$510.00
Janitor Cart	6	JANITOR CART WITH ZIPPERED YELLOW VINYL BAG, BLACK	Rubbermaid	JANITOR CART WITH ZIPPERED YELLOW VINYL BAG, BLACK	\$525.00
Kaivac	1	Omniflex Spray and vac	Kaivac	Omniflex Spray and vac	\$4,500



## EXHIBIT D – EQUIPMENT LIST

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

## MC Riley Early Childhood

[illegible]

## EXHIBIT D – EQUIPMENT LIST

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

### MC Riley Elementary

Item	Number of Items	Model	Make	Type	Replacement Value
Backpack Vacuum	1	BV 5/1 BP Vacuum	Karcher	BV 5/1 BP Vacuum	\$792.95
Walk Behind Scrubber	1	BD 80/120 W BP	Karcher	BD 80/120 W BP	\$7,155.36
High Speed Burnisher	1	BDP 51/2000 C	Karcher	BDP 51/2000 C	\$2,216.00
Upright Vacuum	4	Upright - CVU 30/1 HEPA, 120 V/60 Hz (formerly Sensor S2)	Karcher	Upright - CVU 30/1 HEPA, 120 V/60 Hz (formerly Sensor S2)	\$510.00
Janitor Cart	4	JANITOR CART WITH ZIPPERED YELLOW VINYL BAG, BLACK	Rubbermaid	JANITOR CART WITH ZIPPERED YELLOW VINYL BAG, BLACK	\$525.00

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## EXHIBIT D – EQUIPMENT LIST

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

### Okatie Elementary School

Item	Number of Items	Model	Make	Type	Replacement Value
Walk Behind Scrubber	1	BD 80/120 W BP	Karcher	BD 80/120 W BP	\$7,155.36
High Speed Burnisher	1	BDP 51/2000 C	Karcher	BDP 51/2000 C	\$2,216.00
Upright Vacuum	3	Upright - CVU 30/1 HEPA, 120 V/60 Hz (formerly Sensor S2)	Karcher	Upright - CVU 30/1 HEPA, 120 V/60 Hz (formerly Sensor S2)	\$510.00
Janitor Cart	3	JANITOR CART WITH ZIPPERED YELLOW VINYL BAG, BLACK	Rubbermaid	JANITOR CART WITH ZIPPERED YELLOW VINYL BAG, BLACK	\$525.00



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## EXHIBIT D – EQUIPMENT LIST

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

### Pritchardville Elementary School

Item	Number of Items	Model	Make	Type	Replacement Value
Walk Behind Scrubber	1	BD 80/120 W BP	Karcher	BD 80/120 W BP	\$7,155.36
High Speed Burnisher	1	BDP 51/2000 C	Karcher	BDP 51/2000 C	\$2,216.00
Upright Vacuum	3	Upright - CVU 30/1 HEPA, 120 V/60 Hz (formerly Sensor S2)	Karcher	Upright - CVU 30/1 HEPA, 120 V/60 Hz (formerly Sensor S2)	\$510.00
Janitor Cart	3	JANITOR CART WITH ZIPPERED YELLOW VINYL BAG, BLACK	Rubbermaid	JANITOR CART WITH ZIPPERED YELLOW VINYL BAG, BLACK	\$525.00

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## EXHIBIT D – EQUIPMENT LIST

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

## Red Cedar Elementary School

[illegible]

## EXHIBIT D – EQUIPMENT LIST

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

### River Ridge Academy

Item	Number of Items	Model	Make	Type	Replacement Value
Battery Burnisher	2	BDP 50/2000 W w/ AGM 20” battery burnisher	Karcher	BDP 50/2000 W w/ AGM 20” battery burnisher	\$2,216.00
Walk Behind Scrubber	2	BD 80/100 W BP Classic, 285 AH AGM batteries	Karcher	BD 80/100 W BP Classic, 285 AH AGM batteries	\$7,155.36
Carpet Extractor	1	Box & Wand - Dominator 17, seventeen-gallon 500 psi portable extractor w/ heat, hose rack, deluxe hose and AquaFoil™ Wand	Karcher	Box & Wand - Dominator 17, seventeen-gallon 500 psi portable extractor w/ heat, hose rack, deluxe hose and AquaFoil™ Wand	\$900.45
Back Pack Vacuum	1	Back Pack Battery - BV 5/1 Bp, 36V lithium-ion battery, 120V quick charger	Karcher	Back Pack Battery - BV 5/1 Bp, 36V lithium-ion battery, 120V quick charger	\$792.95
Pressure Washer / Wet/Dry Vacuum	1	All purpose - AP 100/50, Multi-surface cleaning machine - pressure washer and wet/dry vac	Karcher	All purpose - AP 100/50, Multi-surface cleaning machine - pressure washer and wet/dry vac	\$720.00
Upright Vacuum	8	Upright - CVU 30/1 HEPA, 120 V/60 Hz (formerly Sensor S2)	Karcher	Upright - CVU 30/1 HEPA, 120 V/60 Hz (formerly Sensor S2)	\$510.00
Janitor Cart	8	JANITOR CART WITH ZIPPERED YELLOW VINYL BAG, BLACK	Rubbermaid	JANITOR CART WITH ZIPPERED YELLOW VINYL BAG, BLACK	\$525.00

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## EXHIBIT D – EQUIPMENT LIST

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

## Maintenance Annex

[illegible]

## EXHIBIT D – EQUIPMENT LIST

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

### Battery Creek High School

Item	Number of Items	Model	Make	Type	Replacement Value
Battery Burnisher	2	BDP 50/2000 W w/ AGM 20” battery burnisher	Karcher	BDP 51/2000 W w/ AGM 20” battery burnisher	\$2,216.00
Walk Behind Scrubber	2	BD 80/100 W BP Classic, 285 AH AGM batteries	Karcher	BD 80/100 W BP Classic, 285 AH AGM batteries	\$7,155.36
Carpet Extractor	1	Box & Wand - Dominator 17, seventeen-gallon 500 psi portable extractor w/ heat, hose rack, deluxe hose and AquaFoil™ Wand	Karcher	Box & Wand - Dominator 17, seventeen-gallon 500 psi portable extractor w/ heat, hose rack, deluxe hose and AquaFoil™ Wand	\$4,259.25
Back Pack Vacuum	1	Back Pack Battery - BV 5/1 Bp, 36V lithium-ion battery, 120V quick charger	Karcher	Back Pack Battery - BV 5/1 Bp, 36V lithium-ion battery, 120V quick charger	\$792.95
Pressure Washer / Wet/Dry Vacuum	1	All purpose - AP 100/50, Multi-surface cleaning machine - pressure washer and wet/dry vac	Karcher	All purpose - AP 100/50, Multi-surface cleaning machine - pressure washer and wet/dry vac	\$720.00
Upright Vacuum	8	Upright - CVU 30/1 HEPA, 120 V/60 Hz (formerly Sensor S2)	Karcher	Upright - CVU 30/1 HEPA, 120 V/60 Hz (formerly Sensor S2)	\$510.00
Janitor Cart	8	JANITOR CART WITH ZIPPERED YELLOW VINYL BAG, BLACK	Rubbermaid	JANITOR CART WITH ZIPPERED YELLOW VINYL BAG, BLACK	\$525.00
Kaivac	1	Omniflex Spray and vac	Kaivac	Omniflex Spray and vac	\$4,500



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## EXHIBIT D – EQUIPMENT LIST

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

# Broad River Elementary

[illegible]


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## EXHIBIT D – EQUIPMENT LIST

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

## J S Shanklin Elementary

[illegible]

## EXHIBIT D – EQUIPMENT LIST

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

### R S Smalls International Academy

Item	Number of Items	Model	Make	Type	Replacement Value
Carpet Extractor	1	Corded - Puzzi 10/1 C, carpet extractor with 99-inch spray hose with integrated water feed and hand tool	Karcher	Corded - Puzzi 10/1 C, carpet extractor with 99-inch spray hose with integrated water feed and hand tool	\$900.45
Walk Behind Scrubber	2	BD 80/100 W BP Classic, 285 AH AGM batteries	Karcher	BD 80/100 W BP Classic, 285 AH AGM batteries	\$7,155.36
Back Pack Vacuum	1	Back Pack Battery - BV 5/1 Bp, 36V lithium-ion battery, 120V quick charger	Karcher	Back Pack Battery - BV 5/1 Bp, 36V lithium-ion battery, 120V quick charger	\$792.95
Upright Vacuum	8	Upright - CVU 30/1 HEPA, 120 V/60 Hz (formerly Sensor S2)	Karcher	Upright - CVU 30/1 HEPA, 120 V/60 Hz (formerly Sensor S2)	\$510.00
Janitor Cart	6	JANITOR CART WITH ZIPPERED YELLOW VINYL BAG, BLACK	Rubbermaid	JANITOR CART WITH ZIPPERED YELLOW VINYL BAG, BLACK	\$525.00

## EXHIBIT D – EQUIPMENT LIST

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

### Beaufort County District Office

Item	Number of Items	Model	Make	Type	Replacement Value
Carpet Extractor	1	Corded - Puzzi 10/1 C, carpet extractor with 99-inch spray hose with integrated water feed and hand tool	Karcher	Corded - Puzzi 10/1 C, carpet extractor with 99-inch spray hose with integrated water feed and hand tool	\$900.45
Chariot I Vac	1	Stand On - Chariot™ 2 iVac 24 ATV, with 3-12V/114 Ah AGM batteries with on-board charger	Karcher	Stand On - Chariot™ 2 iVac 24 ATV, with 3-12V/114 Ah AGM batteries with on-board charger	\$9,568.80
Walk Behind Extractor	1	Walk Behind - Commodore DUO, 36 V/234 Ah AGM batteries, 21A dual mode shelf charger	Karcher	Walk Behind - Commodore DUO, 36 V/234 Ah AGM batteries, 21A dual mode shelf charger	\$16,233.25
Walk Behind Scrubber	1	Walk Behind - BD 50/50 C Classic Bp, pad driver, 24V/100 Ah AGM batteries	Karcher	Walk Behind - BD 50/50 C Classic Bp, pad driver, 24V/100 Ah AGM batteries	\$2,835.00
Upright Vacuum	4	Upright - CVU 30/1 HEPA, 120 V/60 Hz (formerly Sensor S2)	Karcher	Upright - CVU 30/1 HEPA, 120 V/60 Hz (formerly Sensor S2)	\$510.00
Janitor Cart	4	JANITOR CART WITH ZIPPERED YELLOW VINYL BAG, BLACK	Rubbermaid	JANITOR CART WITH ZIPPERED YELLOW VINYL BAG, BLACK	\$525.00

## EXHIBIT D – EQUIPMENT LIST

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

## James J Davis Early Childhood Center

<b>Item</b>	<b>Number of Items</b>	<b>Model</b>	<b>Make</b>	<b>Type</b>	<b>Replacement Value</b>
Carpet Extractor	1	Corded - Puzzi 10/1 C, carpet extractor with 99-inch spray hose with integrated water feed and hand tool	Karcher	Corded - Puzzi 10/1 C, carpet extractor with 99-inch spray hose with integrated water feed and hand tool	\$900.45
Walk Behind Scrubber	1	BD 80/100 W BP Classic, 285 AH AGM batteries	Karcher	BD 80/100 W BP Classic, 285 AH AGM batteries	\$7,155.36
Back Pack Vacuum	1	Back Pack Battery - BV 5/1 Bp, 36V lithium-ion battery, 120V quick charger	Karcher	Back Pack Battery - BV 5/1 Bp, 36V lithium-ion battery, 120V quick charger	\$792.95
Upright Vacuum	4	Upright - CVU 30/1 HEPA, 120 V/60 Hz (formerly Sensor S2)	Karcher	Upright - CVU 30/1 HEPA, 120 V/60 Hz (formerly Sensor S2)	\$510.00
Janitor Cart	3	JANITOR CART WITH ZIPPERED YELLOW VINYL BAG, BLACK	Rubbermaid	JANITOR CART WITH ZIPPERED YELLOW VINYL BAG, BLACK	\$525.00
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## EXHIBIT D – EQUIPMENT LIST

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

### Whale Branch Early College High

Item	Number of Items	Model	Make	Type	Replacement Value
Battery Burnisher	2	BDP 50/2000 W w/ AGM 20” battery burnisher	Karcher	BDP 50/2000 W w/ AGM 20” battery burnisher	\$2,216.00
Walk Behind Scrubber	2	BD 80/100 W BP Classic, 285 AH AGM batteries	Karcher	BD 80/100 W BP Classic, 285 AH AGM batteries	\$7,155.36
Carpet Extractor	1	Box & Wand - Dominator 17, seventeen-gallon 500 psi portable extractor w/ heat, hose rack, deluxe hose and AquaFoil™ Wand	Karcher	Box & Wand - Dominator 17, seventeen-gallon 500 psi portable extractor w/ heat, hose rack, deluxe hose and AquaFoil™ Wand	\$4,259.25
Back Pack Vacuum	1	Back Pack Battery - BV 5/1 Bp, 36V lithium-ion battery, 120V quick charger	Karcher	Back Pack Battery - BV 5/1 Bp, 36V lithium-ion battery, 120V quick charger	\$792.25
Pressure Washer / Wet/Dry Vacuum	1	All purpose - AP 100/50, Multi-surface cleaning machine - pressure washer and wet/dry vac	Karcher	All purpose - AP 100/50, Multi-surface cleaning machine - pressure washer and wet/dry vac	\$720.00
Upright Vacuum	8	Upright - CVU 30/1 HEPA, 120 V/60 Hz (formerly Sensor S2)	Karcher	Upright - CVU 30/1 HEPA, 120 V/60 Hz (formerly Sensor S2)	\$510.00
Janitor Cart	8	JANITOR CART WITH ZIPPERED YELLOW VINYL BAG, BLACK	Rubbermaid	JANITOR CART WITH ZIPPERED YELLOW VINYL BAG, BLACK	\$525.00
Kaivac	1	Omniflex Spray and vac	Kaivac	Omniflex Spray and vac	\$4,500
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RFP #21-005  
Custodial Services

## EXHIBIT D – EQUIPMENT LIST

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

### Whale Branch Elementary

Item	Number of Items	Model	Make	Type	Replacement Value
Walk Behind Scrubber	1	BD 80/100 W BP Classic, 285 AH AGM batteries	Karcher	BD 80/100 W BP Classic, 285 AH AGM batteries	\$7,155.36
Battery Burnisher	1	BDP 50/2000 W w/ AGM 20” battery burnisher	Karcher	BDP 50/2000 W w/ AGM 20” battery burnisher	\$2,216.00
Upright Vacuum	4	Upright - CVU 30/1 HEPA, 120 V/60 Hz (formerly Sensor S2)	Karcher	Upright - CVU 30/1 HEPA, 120 V/60 Hz (formerly Sensor S2)	\$510.00
Janitor Cart	3	JANITOR CART WITH ZIPPERED YELLOW VINYL BAG, BLACK	Rubbermaid	JANITOR CART WITH ZIPPERED YELLOW VINYL BAG, BLACK	\$525.00

RFP #21-005  
Custodial Services

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## EXHIBIT D – EQUIPMENT LIST

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

### Whale Branch Middle School

Item	Number of Items	Model	Make	Type	Replacement Value
Walk Behind Scrubber	1	BD 80/100 W BP Classic, 285 AH AGM batteries	Karcher	BD 80/100 W BP Classic, 285 AH AGM batteries	\$7,155.36
Battery Burnisher	1	BDP 50/2000 W w/ AGM 20” battery burnisher	Karcher	BDP 50/2000 W w/ AGM 20” battery burnisher	\$2,216.00
Back Pack Vacuum	1	Back Pack Battery - BV 5/1 Bp, 36V lithium-ion battery, 120V quick charger	Karcher	Back Pack Battery - BV 5/1 Bp, 36V lithium-ion battery, 120V quick charger	\$792.95
Upright Vacuum	6	Upright - CVU 30/1 HEPA, 120 V/60 Hz (formerly Sensor S2)	Karcher	Upright - CVU 30/1 HEPA, 120 V/60 Hz (formerly Sensor S2)	\$510.00
Janitor Cart	6	JANITOR CART WITH ZIPPERED YELLOW VINYL BAG, BLACK	Rubbermaid	JANITOR CART WITH ZIPPERED YELLOW VINYL BAG, BLACK	\$525.00
135					

RFP #21-005  
Custodial Services

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## EXHIBIT D – EQUIPMENT LIST

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

### Beaufort Elementary School

Item	Number of Items	Model	Make	Type	Replacement Value
Walk Behind Scrubber	1	BD 80/100 W BP Classic, 285 AH AGM batteries	Karcher	BD 80/100 W BP Classic, 285 AH AGM batteries	\$7,155.36
Battery Burnisher	1	BDP 50/2000 W w/ AGM 20” battery burnisher	Karcher	BDP 50/2000 W w/ AGM 20” battery burnisher	\$2,216.00
Carpet Extractor	1	Corded - Puzzi 10/1 C, carpet extractor with 99-inch spray hose with integrated water feed and hand tool	Karcher	Corded - Puzzi 10/1 C, carpet extractor with 99-inch spray hose with integrated water feed and hand tool	\$900.45
Upright Vacuum	3	Upright - CVU 30/1 HEPA, 120 V/60 Hz (formerly Sensor S2)	Karcher	Upright - CVU 30/1 HEPA, 120 V/60 Hz (formerly Sensor S2)	\$510.00
Janitor Cart	3	JANITOR CART WITH ZIPPERED YELLOW VINYL BAG, BLACK	Rubbermaid	JANITOR CART WITH ZIPPERED YELLOW VINYL BAG, BLACK	\$525.00
137					


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Custodial Services

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## EXHIBIT D – EQUIPMENT LIST

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

# Beaufort Middle School

[illegible]

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RFP #21-005  
Custodial Services

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## EXHIBIT D – EQUIPMENT LIST

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

### Beaufort High School

Item	Number of Items	Model	Make	Type	Replacement Value
Battery Burnisher	2	BDP 50/2000 W w/ AGM 20” battery burnisher	Karcher	BDP 50/2000 W w/ AGM 20” battery burnisher	\$2,216.00
Walk Behind Scrubber	2	BD 80/100 W BP Classic, 285 AH AGM batteries	Karcher	BD 80/100 W BP Classic, 285 AH AGM batteries	\$7,155.36
Carpet Extractor	1	Box & Wand - Dominator 17, seventeen-gallon 500 psi portable extractor w/ heat, hose rack, deluxe hose and AquaFoil™ Wand	Karcher	Box & Wand - Dominator 17, seventeen-gallon 500 psi portable extractor w/ heat, hose rack, deluxe hose and AquaFoil™ Wand	\$4,259.25
Pressure Washer / Wet/Dry Vacuum	1	All purpose - AP 100/50, Multi-surface cleaning machine - pressure washer and wet/dry vac	Karcher	All purpose - AP 100/50, Multi-surface cleaning machine - pressure washer and wet/dry vac	\$720.00
Upright Vacuum	8	Upright - CVU 30/1 HEPA, 120 V/60 Hz (formerly Sensor S2)	Karcher	Upright - CVU 30/1 HEPA, 120 V/60 Hz (formerly Sensor S2)	\$510.00
Janitor Cart	6	JANITOR CART WITH ZIPPERED YELLOW VINYL BAG, BLACK	Rubbermaid	JANITOR CART WITH ZIPPERED YELLOW VINYL BAG, BLACK	\$525.00
Kaivac	1	Omniflex Spray and vac	Kaivac	Omniflex Spray and vac	\$4,500
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RFP #21-005  
Custodial Services

## EXHIBIT D – EQUIPMENT LIST

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

## Coosa Elementary

[illegible]

RFP #21-005  
Custodial Services

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## EXHIBIT D – EQUIPMENT LIST

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

### Ladys Island Elementary School

Item	Number of Items	Model	Make	Type	Replacement Value
Walk Behind Scrubber	1	BD 80/100 W BP Classic, 285 AH AGM batteries	Karcher	BD 80/100 W BP Classic, 285 AH AGM batteries	\$7,155.36
Battery Burnisher	1	BDP 50/2000 W w/ AGM 20” battery burnisher	Karcher	BDP 50/2000 W w/ AGM 20” battery burnisher	\$2,216.00
Upright Vacuum	3	Upright - CVU 30/1 HEPA, 120 V/60 Hz (formerly Sensor S2)	Karcher	Upright - CVU 30/1 HEPA, 120 V/60 Hz (formerly Sensor S2)	\$510.00
Janitor Cart	3	JANITOR CART WITH ZIPPERED YELLOW VINYL BAG, BLACK	Rubbermaid	JANITOR CART WITH ZIPPERED YELLOW VINYL BAG, BLACK	\$525.00

RFP #21-005  
Custodial Services

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## EXHIBIT D – EQUIPMENT LIST

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

### Ladys Island Middle School

Item	Number of Items	Model	Make	Type	Replacement Value
Battery Burnisher	1	BDP 50/2000 W w/ AGM 20” battery burnisher	Karcher	BDP 50/2000 W w/ AGM 20” battery burnisher	\$2,216.00
Walk Behind Scrubber	2	BD 80/100 W BP Classic, 285 AH AGM batteries	Karcher	BD 80/100 W BP Classic, 285 AH AGM batteries	\$7,155.36
Carpet Extractor	1	Box & Wand - Dominator 17, seventeen-gallon 500 psi portable extractor w/ heat, hose rack, deluxe hose and AquaFoil™ Wand	Karcher	Box & Wand - Dominator 17, seventeen-gallon 500 psi portable extractor w/ heat, hose rack, deluxe hose and AquaFoil™ Wand	\$4,259.25
Back Pack Vacuum	1	Back Pack Battery - BV 5/1 Bp, 36V lithium-ion battery, 120V quick charger	Karcher	Back Pack Battery - BV 5/1 Bp, 36V lithium-ion battery, 120V quick charger	\$792.95
Upright Vacuum	6	Upright - CVU 30/1 HEPA, 120 V/60 Hz (formerly Sensor S2)	Karcher	Upright - CVU 30/1 HEPA, 120 V/60 Hz (formerly Sensor S2)	\$510.00
Janitor Cart	6	JANITOR CART WITH ZIPPERED YELLOW VINYL BAG, BLACK	Rubbermaid	JANITOR CART WITH ZIPPERED YELLOW VINYL BAG, BLACK	\$525.00
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RFP #21-005  
Custodial Services

## EXHIBIT D – EQUIPMENT LIST

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

### Mossy Oak Elementary

Item	Number of Items	Model	Make	Type	Replacement Value
Walk Behind Scrubber	1	BD 80/100 W BP Classic, 285 AH AGM batteries	Karcher	BD 80/100 W BP Classic, 285 AH AGM batteries	\$7,155.36
Battery Burnisher	1	BDP 50/2000 W w/ AGM 20” battery burnisher	Karcher	BDP 50/2000 W w/ AGM 20” battery burnisher	\$2,216.00
Carpet Extractor	1	Corded - Puzzi 10/1 C, carpet extractor with 99-inch spray hose with integrated water feed and hand tool	Karcher	Corded - Puzzi 10/1 C, carpet extractor with 99-inch spray hose with integrated water feed and hand tool	\$900.45
Upright Vacuum	4	Upright - CVU 30/1 HEPA, 120 V/60 Hz (formerly Sensor S2)	Karcher	Upright - CVU 30/1 HEPA, 120 V/60 Hz (formerly Sensor S2)	\$510.00
Janitor Cart	4	JANITOR CART WITH ZIPPERED YELLOW VINYL BAG, BLACK	Rubbermaid	JANITOR CART WITH ZIPPERED YELLOW VINYL BAG, BLACK	\$525.00
149					


RFP #21-005  
Custodial Services

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## EXHIBIT D – EQUIPMENT LIST

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

### Pink House

<b>Item</b>	<b>Number of Items</b>	<b>Model</b>	<b>Make</b>	<b>Type</b>	<b>Replacement Value</b>
Upright Vacuum	2	Upright - CVU 30/1 HEPA, 120 V/60 Hz (formerly Sensor S2)	Karcher	Upright - CVU 30/1 HEPA, 120 V/60 Hz (formerly Sensor S2)	\$510.00
Janitor Cart	2	JANITOR CART WITH ZIPPERED YELLOW VINYL BAG, BLACK	Rubbermaid	JANITOR CART WITH ZIPPERED YELLOW VINYL BAG, BLACK	\$525.00

## EXHIBIT D – EQUIPMENT LIST

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

# Port Royal Elementary School

[illegible]

RFP #21-005  
Custodial Services

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## EXHIBIT D – EQUIPMENT LIST

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

## St Helena Elementary

[illegible]




RFP #21-005  
Custodial Services

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## EXHIBIT D – EQUIPMENT LIST

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

## Adult Education

[illegible]


RFP #21-005  
Custodial Services

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# Smart Service:

## Equipment Maintenance

The Budd Group understands that the procurement and maintenance of all equipment required for the successful execution of this contractual obligation shall be our responsibility. As part of our commitment to meet your requirements and exceed your expectations, The Budd Group has partnered with Kärcher Service to ensure that our equipment is maintained and replaced in a timely manner. To cover all of our equipment maintenance needs, Kärcher offers optimal service, advanced technologies and expert training.

Kärcher provides The Budd Group many unique service offerings that, in turn, benefit our customers. These services include: preventative maintenance packages, tailored service agreements, onsite repairs, spare parts and accessories, 24-hour call center, asset management and online tools, trade-in/buyback programs, and pre-owned and certified equipment.

Our strategic partnership with Kärcher ensures that our customers' facilities are cleaned with the best equipment and that our quality of service is never compromised.



# Exceptions

## Page 59 of the RFP

### **7.1.23 PURCHASING CARD (JAN 2006):**

**Contractor agrees to accept payment by the South Carolina Purchasing Card for no extra charge. The Purchasing Card is issued by Visa. The purchasing card allows BCSD to make authorized purchases from a vendor without the requirement to issue a purchase order.**

In order to provide the most competitive cost structure, The Budd Group would like to take exception to the utilization of the SC Purchasing Card. We are recommending electronic bank transfer (EBT) as an alternative. The Budd Group is open to discussing and negotiating the best payment method with BCSD.



# Qualifications: Company Overview

## Mission

The Budd Group strives to be a God-honoring company of excellence that safely delivers facility-related services to meet our customers' needs, offers development opportunities for our employees, provides growing value for our shareholders, and contributes to our community.

## History

The Budd Group had its beginnings in 1963 when Richard Budd purchased a struggling cleaning supplies company, Weaver Maintenance Supply Company. With Budd realizing that it needed assistance and direction, the company was able to successfully eliminate its debt in four years and began its pattern of steady, customer-focused growth that continues today. In the 1970s, The Budd Group expanded into carefully chosen markets, adding janitorial, maintenance and landscaping services to our lines of business. Until the late 1980s, nearly all of the company's revenue came from customers in North Carolina, but The Budd Group made a pivotal turn in 1988 by broadening and diversifying its operations across the entire Southeast. Today, The Budd Group continues to have its headquarters in Winston-Salem, North Carolina, where it originally began. The Budd Group employs more than 4,500 people throughout the Southeast, offering services to various customers at facilities that include office, industrial, manufacturing, educational, and healthcare. With annual revenues over \$150 Million, The Budd Group performs cleaning services to over 100 million square feet of cleanable space and provides grounds maintenance services to more than 150,000 acres of property. Moving forward, The Budd Group remains focused on expanding and further developing its core service lines. With operations extending from West Virginia to Florida, The Budd Group continues to provide integrated, environmentally sound facility solutions.

## Service Offerings

The Budd Group can provide virtually any service required within a facility and are adept at integrating our services to create cost-effective solutions for our customers. Our diverse range of facility services include, but are not limited to, the following:

### Janitorial Services

- |  |   |  |
|--|---|--|
| ▶ Athletic facility cleaning                                 | ▶ Exterior sign cleaning                  | ▶ Kitchen detail/deep cleaning                               |
| ▶ Awning cleaning/pressure washing                           | ▶ Floor care programs                     | ▶ Laundry services   |
| ▶ Carpet cleaning  | ▶ Flu prevention programs                 | ▶ Mail delivery  |
| ▶ Chair leg pad replacement - school, church, office         | ▶ Full service cleaning programs          | ▶ Marble/VCT floor restorations                              |
| ▶ Cleanroom cleaning   | ▶ Furniture/upholstery cleaning           | ▶ Material handling  |
| ▶ Day cleaning & porter services                             | ▶ Graffiti removal                        | ▶ Medical cleaning   |
| ▶ Disinfection & sanitation                                  | ▶ Grease pit cleaning                     | ▶ Microwave cleaning   |
| ▶ Entrance mat cleaning/rental services/replacement purchase | ▶ Green cleaning                          | ▶ Mister Machine in locker rooms, buses, mold/mildew removal |
| ▶ Environmental services                                     | ▶ Gym floors/Bona Restoration Program     | ▶ MRO Supply Program   |
| ▶ Equipment purchases  | ▶ Hand Hygiene Kits                       | ▶ Off-loading trucks on dock                                 |
| ▶ Escalator cleaning   | ▶ Handrail cleaning                       | ▶ Paint booth cleaning                                       |
| ▶ Event coordination, setup & breakdown                      | ▶ High cleaning (scissor lift w/training) | ▶ Pest control including bed bugs, ants, etc.                |
| ▶ Recycling of fluorescent bulbs                             | ▶ High dusting & de-webbing               | ▶ PRO-Techs  |
|  | ▶ Hood cleaning                           | ▶ Receptacle replacement                                     |
|  | ▶ Industrial cleaning                     | ▶ Refrigerator cleaning                                      |
|  | ▶ Recycling programs                      |  |

# Qualifications: Company Overview

- ▶ Residence hall furniture moving
- ▶ Service request coordination
- ▶ Stairwell deep clean
- ▶ Street/parking deck/parking lot sweeping
- ▶ Striping & waxing
- ▶ Tile & grout sealing/cleaning
- ▶ Trash, debris & gum removal
- ▶ Towel/tissue/soap/sanitizer dispenser change-out/upgrades
- ▶ Vacant office cleaning
- ▶ White board cleaning
- ▶ Window & wall cleaning

## Landscaping Services

- ▶ Ant hill spraying/worm removal
- ▶ Athletic field installation, maintenance & painting
- ▶ Baseball field bases
- ▶ Building washing
- ▶ Cold patch for potholes
- ▶ Commercial installations & maintenance
- ▶ Complete fertilization & pest management
- ▶ Concrete pads – athletic fields, outdoor break areas
- ▶ Construction clean-up/trash removal
- ▶ Curb painting
- ▶ Erosion control
- ▶ Event staffing
- ▶ Exterior Christmas decoration set-up/removal
- ▶ Exterior drainage installation
- ▶ Exterior sign repair/installation
- ▶ Fence repair/removal
- ▶ Flagpole/light pole enhancements
- ▶ Hurricane prep
- ▶ Irrigation installation, management & repair
- ▶ Kudzu removal
- ▶ Mowing, trimming, edging & blowing
- ▶ Parking lot striping
- ▶ Paver installation
- ▶ Pine needle & mulch installation
- ▶ Pond clean-up/renovation
- ▶ Pool deck cleaning
- ▶ Pots & planter programs
- ▶ Pressure washing
- ▶ Renovation design & installation
- ▶ Seasonal color installation
- ▶ Seasonal pool services
- ▶ Shrub installation & pruning
- ▶ Site planning
- ▶ Snow & ice removal
- ▶ Sod replacement
- ▶ Soil testing
- ▶ Storm debris removal & cleanup
- ▶ Stump grinding
- ▶ Tractor & bush hog work
- ▶ Trail/bike path clean-up
- ▶ Tree Work – limb removal, split/fallen tree removal, pruning & installation
- ▶ Turf repair & management consultation
- ▶ Water resource management
- ▶ Weed control for beds & turf

## Maintenance Services

- ▶ Air filter change-outs
- ▶ Bathroom restoration
- ▶ Building interiors
- ▶ Carpentry services
- ▶ Carpet & ceiling repair
- ▶ Ceiling tile replacement
- ▶ Central plant operations
- ▶ Electrical services
- ▶ Elevator services
- ▶ Exterior bench/table repair/refinishing/replacement
- ▶ Exterior handrail repair (welding)
- ▶ Exterior lighting
- ▶ Exterior window tint application/removal
- ▶ Fire & safety systems
- ▶ Flooring restoration
- ▶ General maintenance & repair
- ▶ HVAC systems
- ▶ Light bulb & ballast changing
- ▶ Locksmith services
- ▶ Painting & drywall
- ▶ Plumbing services
- ▶ Re-lamping lights/tubes
- ▶ Roofing services
- ▶ Signage
- ▶ Stone surface care
- ▶ Vent cleaning
- ▶ Wallpapering
- ▶ Water damage & restoration

## Facility Support Services

- ▶ Consulting services for specialized facility-related functions
- ▶ Professional search & placement services
- ▶ Recruiting, hiring, training & professional behavioral assessments







































































# Qualifications: Financial Stability and Responsibility

We understand the sufficiency of financial resources has an impact on our ability to perform the services included in our contract with you. The Budd Group has been providing services since 1963. Over the past 57 years, we have experienced consistent annual growth and continue to operate profitably year over year. We have no pending litigation against our company and have never filed bankruptcy at any point in our history. Additionally, The Budd Group has never undergone the appointment of a receiver, trustee, or assignee for the benefit of creditors in the history of the company. Nor have we had (and do not have pending) a Securities Exchange Commission investigation in the history of the company. The Budd Group and its principals are not prohibited, suspended or otherwise declared ineligible to contract or provide services required by any federal, state or local public agency.

Our Dun & Bradstreet number is 02-489-1178, and our audited financial statements for the last three (3) fiscal years, which supports The Budd Group's financial stability, are enclosed.

## Financial Responsibility

**Banking Reference:** Branch Banking and Trust Co. (BB&T)

**Name of Bank Officer:** Ben Staton

**Phone:** (336) 733-1135

**How many years with this bank?** 12+ Years



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

8/17/2020

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 have ADDITIONAL INSURED provisions or 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).

<b>PRODUCER</b> McGriff Insurance Service 250 W. First Street PO Box 168 Winston-Salem NC 27102		<b>CONTACT</b> NAME Jenny Cardwell PHONE (A/C, No, Ext) 336-733-0233 E-MAIL jcardwell@mcgriffinsurance.com ADDRESS		<b>FAX</b> (A/C, No) 888-632-4236
		<b>INSURER(S) AFFORDING COVERAGE</b>		<b>NAIC #</b>
		<b>INSURER A</b> EMCASCO Insurance Company		21407
		<b>INSURER B</b> Employers Mutual Casualty Company		21415
		<b>INSURER C</b> Cincinnati Insurance Company		10677
		<b>INSURER D</b> Plaza Insurance Company		30945
		<b>INSURER E</b> Homeland Insurance Company of New York		34452
		<b>INSURER F</b> Hanover Insurance Company		22292

**COVERAGES** **CERTIFICATE NUMBER:** 275546214 **REVISION NUMBER:**

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

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> 10,000 Deductibl GEN'L AGGREGATE L MIT APPL ES PER: <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PRO-JECT <input checked="" type="checkbox"/> LOC OTHER:	Y	Y	5D4073319	12/31/2019	12/31/2020	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000 MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 \$
B	<b>AUTOMOBILE LIABILITY</b> <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY <input checked="" type="checkbox"/> Comp\$2000ded <input checked="" type="checkbox"/> Coll\$2000ded	Y	Y	5B4073319	12/31/2019	12/31/2020	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
B C	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input checked="" type="checkbox"/> RETENTION \$ 10,000	Y	Y	5J4073319 EXS0466572	12/31/2019 12/31/2019	12/31/2020 12/31/2020	EACH OCCURRENCE \$ 1,000,000 AGGREGATE \$ 1,000,000 2nd Layer \$ \$14,000,000
D D	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCR PTION OF OPERATIONS below	Y	Y	PCNC0000861 WCP2288710	12/31/2019 12/31/2019	12/31/2020 12/31/2020	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACC DENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000
E F B	Pollution Liability Employee Crime incls 3rd party Hired & Leased Equip	Y		7930098630000 LH6D12525904 5C4073319	12/31/2019 12/31/2019 12/31/2019	12/31/2021 12/31/2020 12/31/2020	\$2,000,000 OCC \$2,000,000 \$225,000 \$2,000,000 AGG \$25,000 ded \$2,500 ded

**DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES** (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)  
 Beaufort County School District and every applicable Using Governmental Unit, and the officers, officials, employees and volunteers of any of them are included as Additional Insured as required by contract but limited to the operations of the insured under said contract and always subject to policy terms, conditions and exclusions. A waiver of subrogation applies.

## CERTIFICATE HOLDER

## CANCELLATION

Beaufort County School District  
 2900 Mink Point Blvd  
 Beaufort SC 29902

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

AUTHORIZED REPRESENTATIVE

*David W. Walker*







# Qualifications: Understanding of Industry Standards and Best Practices

The Budd Group's processes, procedures and the custodial services that we deliver are based on industry standards and best practices. Our understanding of industry standards and best practices is evident in our sustainable solutions, our accreditations and certifications, and our involvement in professional organizations that strengthen our expertise.

## Sustainable Solutions

The Budd Group is dedicated to managing our business – and your facilities – in an environmentally responsible manner. Accordingly, it is our corporate policy to protect the quality and diversity of our environment and continually improve our performance with regards to sustainable and ecologically-sound best practices.

The Budd Group is committed to bringing new best practices and sustainable solutions as they develop in the marketplace. We reduce our environmental impact through our Green Cleaning Program that meets or exceeds green cleaning standards for LEED certification.

The core practices of our sustainability program include the following:

- ▶ Sustainable Products
- ▶ Sustainable Equipment
- ▶ Healthy High Performance Cleaning Standard Operating Procedures
- ▶ Sustainable Training
- ▶ Documentation for LEED Certification

## Accreditations and Certifications



### **CIMS and CIMS-GB with Honors Certifications**

The Budd Group is certified with honors from ISSA's Cleaning Industry Management Standard (CIMS) and CIMS-GB (Green Building). These certifications provide the framework designed to assist in developing quality, customer-centered programs. CIMS and CIMS-GB outline six areas of best practices that have proven to be the foundation of high-performance, customer-focused, cleaning organizations.

*Less than 80 companies within the United States have this level of certification.*



CIMS and CIMS-GB were created through a true consensus-based process, involving top organizations from the cleaning, facility management, and purchasing communities, in a true collaborative effort representing more than 100,000 industry constituents. Administered by ISSA® and the American Institute for Cleaning Sciences (AICS), CIMS and CIMS-GB focus on the essential elements of a well-run, customer centered, and sustainable organization. Those organizations that wish to achieve certification must undergo a comprehensive on-site assessment by a fully independent and accredited assessor who evaluates the organization's compliance with the Standard.

# Qualifications: Understanding of Industry Standards and Best Practices

CIMS is built around six areas of management best practices that have proven to be the foundation of high-performance, customer-focused, and sustainable cleaning. ISSA's CIMS Certification sets forth a management framework designed to assist building service contractors to develop quality, customer-centered organizations and is based on universally-accepted principles that have proven to be the hallmarks of well-managed, successful cleaning operation.



## **Registered Building Services Manager (RBSM) and Certified Building Service Executive (CBSE) Certifications**

We send supervisors to our vendors' sites and schools to enhance technical skills and allow for refresher training if out of the industry for several years. For example, we send supervisors to Diversey floor care school in Wisconsin for a week for a hands-on approach to cleaning all types of floors. In addition, The Budd Group participates in the most widely recognized certifications for Janitorial Building Managers in the country. These certifications are for Building Service Professionals who have exceeded a level of industry competence in all fundamental areas of Janitorial Service. These certifications are issued by the Building Service Contractors Association International (BSCAI) and are the most widely recognized certifications for Janitorial Building Managers in the country.



The actual training and certification was developed by the BSCAI, one of the leading contract cleaning associations in the world. These certifications are designed for Building Service Professionals who have exceeded a level of industry competence in all of the fundamental areas of janitorial service: carpet care, chemicals & chemistry, customer relations, employee relations/retention, floor care, labor laws, and safety/security.

*The Budd Group has the highest pass rating in the country & and Top 5 Most Active RBSM/CBSE certificate holders in our industry! In this era of increased competition, clients and prospective customers alike seek credentials that substantiate knowledge and experience. The RBSM designation is a symbol of accomplishment and is recognized with great respect by other building service contractors and customers throughout the industry. Our RBSM's successfully complete and pass a comprehensive, four part, 750 industry specific question examination.*

## **Memberships**

The Budd Group is focused on providing our clients with the best service and resources available. We invest in participating in professional organizations that strengthen our expertise and provide us with continuous education that we can share to add value to our services. As you will notice from our membership diversity, it takes a team of people with all different backgrounds to make an organization successful. We benefit from these organizations by participating in continuous education programs they offer and networking with friends and colleagues. We are actively involved in each of the following organizations and volunteer our time. Organizations such as BSCAI and IFMA have annual conferences where it allows our managers to further their development in our industry through multiple educational sessions. In addition, we attend numerous trade shows sponsored by the following organizations that allow our managers to experience new technology and processes in our industry.

# Qualifications: Understanding of Industry Standards and Best Practices

- APPA (Leadership in Educational Facilities)
- ISSA (Worldwide Cleaning Industry Association)
- BSCAI (Building Services Contractors Association International)
- IFMA (International Facility Management Association)
- BOMA (Building Owners and Managers Association)
- IREM (Institute of Real Estate Managers)
- ISSA Hygieia Network (First Women's Network for the Global Cleaning Community)
- Local Chambers of Commerce



## **BUILDING SERVICE CONTRACTORS ASSOCIATION INTERNATIONAL**

The Budd Group has been a member of the Building Service Contractors Association International (BSCAI) for over 15 years. This association provides The

Budd Group with educational programs, individual certifications, publications, a members-only purchasing program, seminars, industry data and research, and networking opportunities that are developed specifically for leaders in the building service contracting industry. Our membership with the BSCAI helps separate The Budd Group from our competitors by providing top-notch education, networking, information and training to increase our success and grow our business in this dynamic, ever-changing industry.



The Budd Group's 15-year membership with the Association of Physical Plant Administrators (APPA) allows us to keep pace with the ever-changing and ever-growing demands of the education industry. We use APPA standards for defining levels of cleanliness for all education clients. Through APPA, we are able to provide our associates training

and professional development, performance measurement, and evaluation tools, standards, best practices, research, and credentialing.





Having undergone a comprehensive assessment of its management structure and operations by an independent accredited CIMS assessor

# THE BUDD GROUP

is hereby CERTIFIED WITH HONORS to the ISSA Cleaning Industry Management Standard

and has successfully demonstrated a commitment to the delivery of consistent, quality services designed to meet customer needs and expectations.

This Certification is valid March 2, 2019 through March 2, 2021.



A handwritten signature in black ink, appearing to read 'John Barrett', is written over a light gray rectangular background.

---

John Barrett, Executive Director  
ISSA



Having undergone a comprehensive assessment of its management structure and green cleaning operations by an independent accredited CIMS-GB assessor

# The Budd Group

is hereby CERTIFIED WITH HONORS to  
the ISSA Cleaning Industry Management Standard  
Green Building Criteria

and has successfully demonstrated a commitment to the delivery of  
environmentally preferable services designed to meet customer needs and expectations.

This Certification is valid March 2, 2019 through March 2, 2021.



A handwritten signature in black ink, appearing to read "John Barrett".

---

John Barrett, Executive Director  
ISSA

## **Qualifications: Compliance with All Laws**

The Budd Group has knowledge of and complies with all currently applicable, and as they become enacted during the contract term, federal, state and local laws, statutes, ordinances, rules and regulations. The Budd Group understands that all laws of the State of South Carolina, whether substantive or procedural, shall apply to the contract, and all statutory, charter, and ordinance provisions that are applicable to public contracts in the District shall be followed with respect to the contract.





# THE AMERICAN INSTITUTE OF ARCHITECTS

## AIA Document A310 Bid Bond

KNOW ALL MEN BY THESE PRESENTS, THAT WE The Budd Group, Inc.

2325 S. Stratford Road, Winston-Salem, NC 27103

as Principal, hereinafter called the Principal, and Platte River Insurance Company

PO Box 5900, Madison, WI 53705

a corporation duly organized under the laws of the State of NE

as Surety, hereinafter called the Surety, are held and firmly bound unto Beaufort County School District

2900 Mink Point Blvd, Beaufort, SC 29902

as Obligor, hereinafter called the Obligor, in the sum of Five Percent of Amount Bid

Dollars (\$ 5%),

for the payment of which sum well and truly to be made, the said Principal and the said Surety, bind ourselves, our heirs, executors, administrators, successors and assigns, jointly and severally, firmly by these presents.

WHEREAS, the Principal has submitted a bid for Custodial Services per Solicitation Number 21-005

NOW, THEREFORE, if the Obligor shall accept the bid of the Principal and the Principal shall enter into a Contract with the Obligor in accordance with the terms of such bid, and give such bond or bonds as may be specified in the bidding or Contract Documents with good and sufficient surety for the faithful performance of such Contract and for the prompt payment of labor and materials furnished in the prosecution thereof, or in the event of the failure of the Principal to enter such Contract and give such bond or bonds, if the Principal shall pay to the Obligor the difference not to exceed the penalty hereof between the amount specified in said bid and such larger amount for which the Obligor may in good faith contract with another party to perform the Work covered by said bid, then this obligation shall be null and void, otherwise to remain in full force and effect.

Signed and sealed this 7th day of September, 2020

The Budd Group, Inc.

(Principal)

(Seal)

By:

Hal J. Quinn, CAO

(Title)

Platte River Insurance Company

(Surety)

(Seal)

By:

Julie McElligott  
Attorney-in-Fact Julie McElligott

(Title)

**PLATTE RIVER INSURANCE COMPANY  
POWER OF ATTORNEY**

Bid Bond

Bond Number

KNOW ALL MEN BY THESE PRESENTS, That the **PLATTE RIVER INSURANCE COMPANY**, a corporation of the State of Nebraska, having its principal offices in the City of Middleton, Wisconsin, does make, constitute and appoint

Julie McElligott

Name of Individual

its true and lawful Attorney(s)-in-fact, to make, execute, seal and deliver for and on its behalf, as surety, and as its act and deed, any and all bonds, undertakings and contracts of suretyship, provided that no bond or undertaking or contract of suretyship executed under this authority shall exceed in amount the sum of

\$ See Bond Form for Bid Bond on behalf of The Budd Group, Inc.  
Bond Amount Bond Number Principal

This Power of Attorney is granted and is signed and sealed by facsimile under and by the authority of the following Resolution adopted by the Board of Directors of **PLATTE RIVER INSURANCE COMPANY** at a meeting duly called and held on the 8th day of January, 2002.

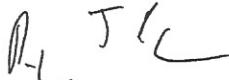
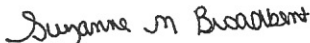
"RESOLVED, that the President, Executive Vice President, Vice President, Secretary or Treasurer, acting individually or otherwise, be and they hereby are granted the power and authorization to appoint by a Power of Attorney for the purposes only of executing and attesting bonds and undertakings, and other writings obligatory in the nature thereof, one or more resident vice-presidents, assistant secretaries and attorney(s)-in-fact, each appointee to have the powers and duties usual to such offices to the business of this company; the signature of such officers and seal of the Company may be affixed to any such power of attorney or to any certificate relating thereto by facsimile, and any such power of attorney or certificate bearing such facsimile signatures or facsimile seal shall be valid and binding upon the Company, and any such power so executed and certified by facsimile signatures and facsimile seal shall be valid and binding upon the Company in the future with respect to any bond or undertaking or other writing obligatory in the nature thereof to which it is attached. Any such appointment may be revoked, for cause, or without cause, by any of said officers, at any time."

In connection with obligations in favor of the Florida Department of Transportation only, it is agreed that the power and authority hereby given to the Attorney-in-Fact includes any and all consents for the release of retained percentages and/or final estimates on engineering and construction contracts required by the State of Florida Department of Transportation. It is fully understood that consenting to the State of Florida Department of Transportation making payment of the final estimate to the Contractor and/or its assignee, shall not relieve this surety company of any of its obligations under its bond.

In connection with obligations in favor of the Kentucky Department of Highways only, it is agreed that the power and authority hereby given to the Attorney-in-Fact cannot be modified or revoked unless prior written personal notice of such intent has been given to the Commissioner - Department of Highways of the Commonwealth of Kentucky at least thirty (30) days prior to the modification or revocation.

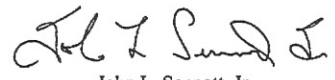
IN WITNESS WHEREOF, the **PLATTE RIVER INSURANCE COMPANY** has caused these presents to be signed by its officer undersigned and its corporate seal to be hereto affixed duly attested, this 1st day of January, 2020.

Attest:

  
Ryan J. Byrnes  
Senior Vice President,  
Chief Financial Officer and Treasurer  
  
Suzanne M. Broadbent  
Assistant Secretary



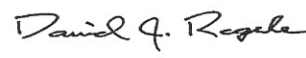
**PLATTE RIVER INSURANCE COMPANY**

  
John L. Sennott, Jr.  
Chief Executive Officer and President

STATE OF WISCONSIN }  
COUNTY OF DANE } S.S.:

On the 1st day of January, 2020 before me personally came John L. Sennott, Jr., to me known, who being by me duly sworn, did depose and say: that he resides in the County of Hartford, State of Connecticut; that he is Chief Executive Officer and President of **PLATTE RIVER INSURANCE COMPANY**, the corporation described in and which executed the above instrument; that he knows the seal of the said corporation; that the seal affixed to said instrument is such corporate seal; that it was so affixed by order of the Board of Directors of said corporation and that he signed his name thereto by like order.



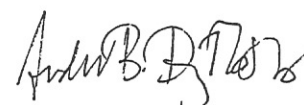
  
David J. Regele  
Notary Public, Dane Co., WI  
My Commission Is Permanent

STATE OF WISCONSIN }  
COUNTY OF DANE } S.S.:

I, the undersigned, duly elected to the office stated below, now the incumbent in **PLATTE RIVER INSURANCE COMPANY**, a Nebraska Corporation, authorized to make this certificate, **DO HEREBY CERTIFY** that the foregoing attached Power of Attorney remains in full force and has not been revoked; and furthermore, that the Resolution of the Board of Directors, set forth in the Power of Attorney is now in force.

Signed and sealed at the City of Middleton, State of Wisconsin this 7th day of September, 2020.



  
Andrew B. Diaz-Matos  
Senior Vice President, General Counsel and Secretary

THIS DOCUMENT HAS BEEN GENERATED FOR A SPECIFIC BOND. IF YOU HAVE ANY QUESTIONS CONCERNING THE AUTHENTICITY OF THIS DOCUMENT CALL 800-475-4450.

PR-ePOA (Rev. 01-2020)

## **Qualifications: List of Failed Projects, Suspensions, Debarments and Significant Litigation**

The Budd Group does not have any failed projects, suspensions, debarments or any significant litigation.

The Budd Group has no pending litigation against the company and has never filed bankruptcy in the history of the company. The Budd Group has never undergone the appointment of a receiver, trustee, or assignee for the benefit of creditors in the history of the company. Moreover, The Budd Group has never had (nor is one pending) Securities Exchange Commission investigation in the history of the company. Our company and its principals are not prohibited, suspended or otherwise declared ineligible to contract or provide services required by any federal, state or local public agency.











