LANDSCAPE MAINTENANCE TECHNICAL PROPOSAL









Solicitation# 21-034 Grounds Maintenance (Non - Athletic Services)

C/O Procurement Office

Bid Due: May 11, 2021 by 4:00 PM











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

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

Dear Review Board,

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

The Greenery has a firm understanding of the specifications outlines in this RFP. We currently perform landscape maintenance services for several of the Beaufort County School campuses and understand the importance of working safely and the level of performance and service the district expects. We are confident our attention to detail will provide you with the satisfaction you deserve.

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

All of us at the Greenery are excited about the opportunity to continue our business partnership with the Beaufort County School District. The Greenery is committed to operating as your service partner and will meet and exceed your expectations.

Respectfully submitted, The Greenery, Inc.

McBrock

Melissa Brock Director of Business Development 843-247-6026 MelissaBrock@thegreenervinc.com



TECHNICAL PROPOSAL

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TECHNICAL PROPOSAL

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Beaufort County School District

Solicitation Number: 21-034
Date Printed: April 8, 2021
Date Issued: April 8, 2021
Procurement Officer: Kaylee Yinger, CPPB
Phone: 843-322-2349
Email: KayleeYinger@beaufort.k12.sc.us

Best Value Bid

DESCRIPTION: Grounds Maintenance (Non-Athletic)

SUBMIT OFFER BY (Opening Date & Time): May 11, 2021 @ 4:00 PM EST

QUESTIONS MUST BE RECEIVED BY: May 4, 2021

NUMBER OF COPIES TO BE SUBMITTED: Two (2) Original Signed Copies and

One (1) Redacted Version on CD

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

SUBMIT YOUR SEALED OFFER TO EITHER OF THE FOLLOWING ADDRESSES:

MAILING ADDRESS:

PHYSICAL ADDRESS:

Beaufort County School District

Beaufort County School District

Procurement Office P.O. Drawer 309

2900 Mink Point Blvd Beaufort, SC 29902

Procurement Office

Beaufort, SC 29901-0309

((U	Γ	IF.	Ŀŀ	KEN	CE	TY	PE:	N/A	L	

DATE & TIME:

LOCATION:

AWARDS & AMENDMENTS:

Award will be posted at the Physical Address stated above on or after May 11, 2021. The award, this solicitation, and any amendments will be posted at the following web address: http://beaufortschools.net

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

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

The Greenery Inc. Corporation

McBrock

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

Melissa Brock

Director of Business Development

PRINTED NAME

TITLE

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

PAGE TWO

(Re	turn Page Two with Your Offer)
HOME OFFICE ADDRESS (Address for Offeror's Principal place of business):	home office/ NOTICE ADDRESS (Address to which all procurement and contract related notices should be sent):
93 Arrow Road Hilton Head, SC 29928	PO Box 6569 Hilton Head, SC 29938
PHONE NUMBER: 843-247-6026	
EMAIL ADDRESS: Melissabrock@the	greeneryInc.com
PAYMENT ADDRESS (Address to which payments	
	will be sent):
Payment Address Same as Home Office Address	Payment Address Same as Home Office Address
Payment Address Same as Home Notice Address	Payment Address Same as Notice Address
(check one only)	(check one only)
ACKNOWLEDGEMENT OF Amendm	nent Number Amendment Issue Date
AMENDMENTS:	1 5-4-2021
	1
	2 5-5-2021
Offeror acknowledges receipt of amendments by	
indicating amendment number	
and its date of issue.	
MINOD VIIV DADING CONTROL TO CONTROL OF THE CONTROL	
MINORITY PARTICIPATION- Are you a Minority page include a copy of your cortification.	<u> </u>
If yes, please include a copy of your certification	MIOII.



Beaufort County School District

Solicitation Number: 21-034
Date Printed: April 8, 2021

Addendum 1 Date Issued: April 8, 2021

Procurement Officer: Kaylee Yinger, CPPB Phone: 843-322-2349

Email: <u>KayleeYinger@beaufort.k12.sc.us</u>

Best Value Bid

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MAILING ADDRESS:

PHYSICAL ADDRESS:

Beaufort County School District Beaufort County School District

Procurement Office
P.O. Drawer 309
Beaufort, SC 29901-0309
Procurement Office
2900 Mink Point Blvd
Beaufort, SC 29902

CONFERENCE TYPE: N/A	LOCATION:
-----------------------------	-----------

DATE & TIME:

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The Greenery Inc.		Corporation	

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Questions and Answers:

1. On the cover page it states that Two (2) original signed copies and (1) redacted copy of the proposal to be submitted. On page 4 section 1.0.2 it states (1) original and (5) copies and (2) electronic copies to be submitted. On page 5 it states for the cost proposal submittal (2) copies in (2) separately marked envelopes.

Will you please confirm the following? Technical proposal:

• How many original and how many copies of the proposal are required with our submittal?

Cost proposal

• How many copies are required with our submittal Please follow the information listed in section 1.0.2

Each proposal set (technical and cost) shall be complete and submitted in the format requested in the following section, in order to facilitate timely evaluation of all of the proposals. Each proposer shall submit one (1) original set and five (5) copy sets. The submittal shall include two (2) electronic copies of the proposal, one of which is to be a redacted version. Each set includes both the technical and cost proposal. Each proposal set shall contain a bound technical proposal and a cost proposal sealed in an envelope or container, and clearly marked "Cost Proposal" on the outside of the envelope.

Updates:

Schedule A had a typo and has been updated and added to this addendum.



Beaufort County School District

Solicitation Number: 21-034 Date Printed: April 8, 2021

Addendum 2 Date Issued: April 8, 2021

Procurement Officer: Kaylee Yinger, CPPB Phone: 843-322-2349

Email: KayleeYinger@beaufort.k12.sc.us

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P.O. Drawer 309
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McBrock
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Questions and Answers:

1. In the 2016 RFP The Hilton Head Group acreage was as follows:

HILTON HEAD ISLAND GROUP	Acreage
Hilton Head Island High School	
Hilton Head Island Middle School (with	
HHIHS)	112.52
Hilton Head Island Elementary School (with	112.32
HHIHS)	
Hilton Head Island SCA (with HHIHS)	
Hilton Head Island Early Childhood Center	13.80
TOTAL ACREAGE - HILTON HEAD	
ISLAND GROUP	126.32

In 2021 RFP reflects the HH Group is the following:

HILTON HEAD ISLAND GROUP	Acreage
Hilton Head Island High School	
Hilton Head Island Middle School (with	
HHIHS)	78.60
Hilton Head Island Elementary School (with	78.00
HHIHS)	
Hilton Head Island SCA (with HHIHS)	
Hilton Head Island Early Childhood Center	13.80
TOTAL ACREAGE - HILTON HEAD	
ISLAND GROUP	92.40

Can you tell me what has changed and what portion has been removed?

The original number included all of the campus of Hilton Head including many of the wetland areas like the wetland preserve area. Attached shows the area included in the Hilton Head Island schools campus.

Total Acres = 92.0 Subtract Island Rec -4.8 Subtract Football Stadium = -5.7 Subtract Baseball Stadium = -2.9

Total = 78.6 acres See attachment



TECHNICAL PROPOSAL

4.0.1.2 Firm Information
Key Personnel
References

FIRM INFORMATION



Corporate Mailing Address

PO Box 6569 Hilton Head, SC 29938

Local Offices

177 Bay Pines Rd Beaufort, SC 29906

93 Arrow Rd Hilton Head, SC 29928

2724 Medical Center Drive Hardeeville, SC 29927

Authorized Representatives for this Bid



MELISSA BROCK

Director of Business Development 843-247-6026 MelissaBrock@thegreeneryinc.com



MILES GRAVES

Regional Manager 843-247-1094 <u>MilesGraves@thegreeneryinc.com</u>



JIM VAN DIJK Regional Manager 843-247-4548 JimvanDijk@thegreeneryinc.com

COMPANY PROFILE



FOUNDED 1973 Employee Owned Since 2003

SENIOR W. Lee Edwards | President & CEO

MANAGEMENT Ken Thomas | Chief Operating Officer

Ben Campsey, CPA | Chief Financial Officer

Janet Davoli | Chief Technology Officer

RANKED #30 in the Country by Lawn & Landscape Magazine

REVENUE \$60M+ per year

EMPLOYEES 850+

STAFF SUMMARY Horticulturists 36

S.C. Certified Applicators 36
GA Certified Applicators 9
Area Supervisors 51
Crew Foremen 167
Certified Landscape Technicians 26

Seasonal Color Technicians 16
Certified Irrigation Technicians 23
Mechanics 18

EQUIPMENT Vehicles 350+

Tractor/Bobcats 27
Production Mowers 250
Wide Area Mowers 10
Sports Turf Mowers 18
Mini-Loaders 11
2 Cycle Equipment 1,000+

Bluffton – Hardeeville Office

2724 Medical Center Dr. Hardeeville, SC 29927

Beaufort Office

177 Bay Pines Road Beaufort, SC 29906

Charleston Office

489 A Deanna Lane Charleston, SC 29492

Construction Office

2724 Medical Center Dr. Hardeeville, SC 29927

Daytona Beach Office

140 S. Beach Street, Suite 310 Daytona Beach, Fl 32114

Greenville Office

107 Ben Hamby Lane Greenville, SC 29615 Hilton Head Island – Daufuskie Island

97 Arrow Road Hilton Head, SC 29928

Hilton Head Island – Corporate Office

93 Arrow Road Hilton Head, SC 29928

Hilton Head Island – Garden Center & Nursery

960 William Hilton Pkwy. Hilton Head, SC 29928

Palmetto Bluff Office

71 Ormsdale Bluffton, SC 29910

Savannah Office

2400 Tremont Road Savannah, GA 31405

Sun City Office

12 Okatie Maintenance Rd. Okatie, SC 29909

The Greenery Corporate Mailing Address

PO Box 6569 Hilton Head, SC 29938

www.thegreeneryinc.com



TECHNICAL PROPOSAL

4.0.1.2 Firm Information
Key Personnel
References

MANAGEMENT

Beaufort Branch

























The Greenery Inc. – Management Team









The Account Manager serves as the primary contact for our clients. They build and sustain long-term relationships, focusing on both client retention and ancillary sales while providing oversight for field operations.





BEAUFORT BRANCH

Branch Administration





Miles Graves
Regional Manager
BS, Horticulture, Clemson; SC
Landscape & Turfgrass – Past
President; Certified Landscape
Technician and Licensed Pesticide
Applicator



Branch Manager

BS, Horticulture, Kansas State University



Julie Merante
Office Administrator



Dee Froehlich Business Developer



Melissa Brock
Director of Business Development
Business Management, Pierce College;
Town of Bluffton – Beautification Committee,
HBA Board of Director's; Hilton Head/Bluffton
Chamber Leadership Class of 2014 and Board
2014-2019; HBA Education Foundation –
Chair, Professional Women in Building –
Chartering Member

In the Field



Isaiah Martinez Account Manager



Reynaldo Gonzalez Account Manager



Mizraim Mata Plant & Health Services Manager Certified Pesticide Applicator



Catrina Dickinson Seasonal Color Manager

BLUFFTON BRANCH

Branch Administration



Miles Graves Regional Manager BS, Horticulture, Clemson; SC Landscape & Turfgrass –Past President; Certified Landscape Technician and Licensed Pesticide Applicator



Ray McDaniel Branch Manager



Julie Merante
Office Administrator



Dee Froehlich Business Developer





Melissa Brock
Director of Business Development
Business Management, Pierce College;
Town of Bluffton – Beautification Committee,
HBA Board of Directors; HBA Education
Foundation – Chair; Hilton Head/Bluffton
Chamber Leadership Class of 2014 and Board
2014-2019, Professional Women in Building –

In the Field



Ronald Vargas
Account Manager



Roy Grantham Account Manager



Lee White
Project Manager
BS Ornamental Horticulture
and Landscape Design
Auburn University



Trey Hair Account Supervisor



Catrina Dickinson Seasonal Color Manager



Bobby Conn Irrigation Technician DHEC Backflow Certified; Member of ECC

(ESOP Communication Committee)



Mizraim Mata Plant Health Services Manager Certified Pesticide Applicator

HILTON HEAD BRANCH

the greenery, inc. - EMPLOYEE OWNED -

Branch Administration



Jim van Dijk Regional Manager BS, Clemson University; Certified Pesticide Applicator



Matthew Touw Branch Manager Horticulture, Landscape Architecture And Business, Bergen Community College. Landscape Industry Certified



Sarah Colian
Office Administrator



Dee Froehlich
Business Developer



Director of Business Development

Business Management, Pierce College;

Town of Bluffton – Beautification Committee, HBA Board of
Director's; Hilton Head/Bluffton Chamber Leadership Class
of 2014 and Board 2014-2019; HBA Education Foundation –
Chair, Professional Women in Building – Chartering Member

In the Field



John Hostler Account Manager Ohio State ATI in Landscape Contracting and Construction



Matthew Ashworth
Account Manager
B.S in Horticulture,
Auburn University
Certified Pesticide Applicator



Carlos Flores
Account Manager



Samuel Whatley Account Manager



Dennis McGlynn Enhancement Operations Manager Certified Landscape Technician



Ronnie Gable Irrigation Manager DHEC Backflow Certified



Trey Hennessee Plant Health Seervices Production Supervisor



Doug Burdick
Account Manager, Plant & Health
Services Manager
Professional Golf Turf
Management Degree Rutgers University



TECHNICAL PROPOSAL

4.0.1.2 Firm Information Key Personnel References

MEET OUR CLIENTS











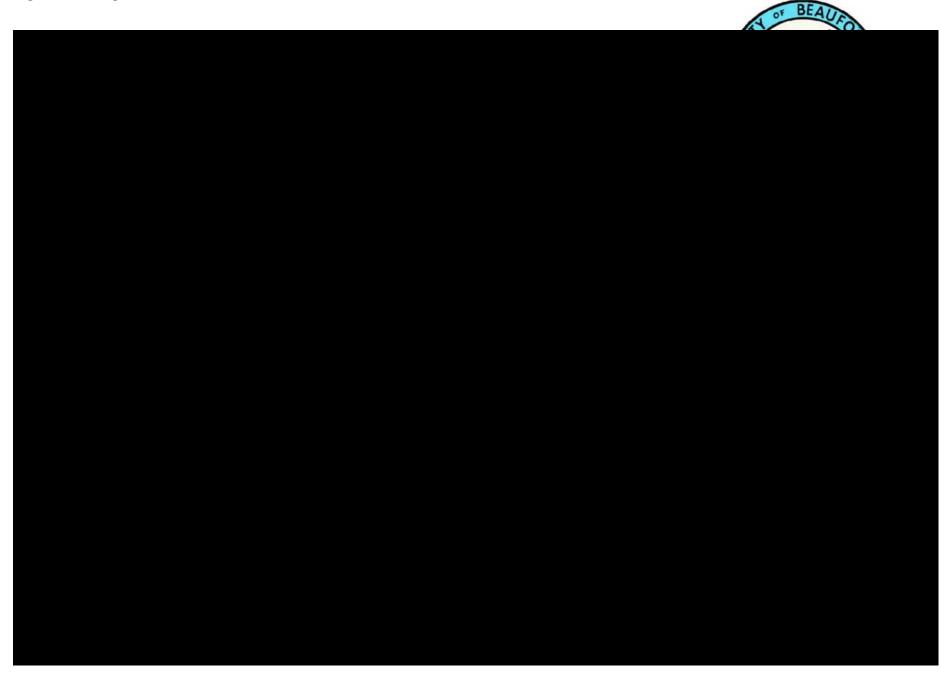




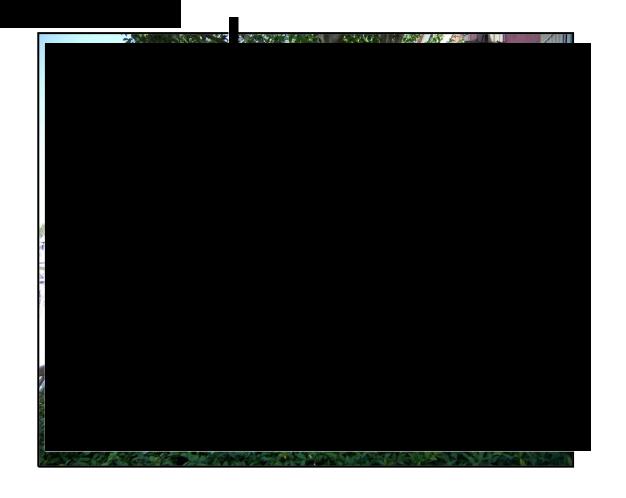


the greenery, inc. - EMPLOYEE OWNED -

City of Beaufort











the greenery, inc. - EMPLOYEE OWNED -

Sun City Hilton Head





CONFIDENTIAL







HILTON HEAD INLAND







TECHNICAL PROPOSAL

4.0.1.3 Financial Stability



MEMBER OF CORRELL INSURANCE GROUP



April 29, 2021

Beaufort County School District

Procurement Office

2900 Mink Point Road

Beaufort, SC 29902

Re: The Greenery, Inc., Hilton Head, SC

To Whom It May Concern:

This is to advise that The Greenery, Inc. is presently bonded by Atlantic Specialty Insurance Company/Intact Insurance Group, which has an A.M. Best Rating of A+ and Department of Treasury Underwriting Limitation of \$74,685,000.

Since February 2016, The Guarantee Company of North America/Intact Insurance Group/Atlantic Specialty Insurance Company has provided bid, performance and payment bonds for The Greenery on multiple projects with single limits of \$3,000,000 and an aggregate limit of \$6,000,000. These limits should not be construed as the maximum bonding available to The Greenery.

Should they be awarded and enter into a contract with Beaufort County School District, it would be our intention to provide the necessary performance and payment bonds for the above project. Our decision would be subject to our normal underwriting review of the contract and acceptable bond forms.

We assume no liability to third parties or to you if for any reason we do not execute said bonds. Should you have any questions or need additional information, please do not hesitate to contact me.

Sincerely,

ATLANTIC SPECIALTY INSURANCE COMPANY

BY:

Sara Jo Kent, Attorney-in-Fact





Power of Attorney

KNOW ALL MEN BY THESE PRESENTS, that ATLANTIC SPECIALTY INSURANCE COMPANY, a New York corporation with its principal office in Plymouth, Minnesota, does hereby constitute and appoint: **Kenneth A. Finch, Sara Jo Kent, Derrick L. Wrigley, Brooks K. Moody**, each individually if there be more than one named, its true and lawful Attorney-in-Fact, to make, execute, seal and deliver, for and on its behalf as surety, any and all bonds, recognizances, contracts of indemnity, and all other writings obligatory in the nature thereof; provided that no bond or undertaking executed under this authority shall exceed in amount the sum of: **unlimited** and the execution of such bonds, recognizances, contracts of indemnity, and all other writings obligatory in the nature thereof in pursuance of these presents, shall be as binding upon said Company as if they had been fully signed by an authorized officer of the Company and sealed with the Company seal. This Power of Attorney is made and executed by authority of the following resolutions adopted by the Board of Directors of ATLANTIC SPECIALTY INSURANCE COMPANY on the twenty-fifth day of September, 2012:

Resolved: That the President, any Senior Vice President or Vice-President (each an "Authorized Officer") may execute for and in behalf of the Company any and all bonds, recognizances, contracts of indemnity, and all other writings obligatory in the nature thereof, and affix the seal of the Company thereto; and that the Authorized Officer may appoint and authorize an Attorney-in-Fact to execute on behalf of the Company any and all such instruments and to affix the Company seal thereto; and that the Authorized Officer may at any time remove any such Attorney-in-Fact and revoke all power and authority given to any such Attorney-in-Fact.

Resolved: That the Attorney-in-Fact may be given full power and authority to execute for and in the name and on behalf of the Company any and all bonds, recognizances, contracts of indemnity, and all other writings obligatory in the nature thereof, and any such instrument executed by any such Attorney-in-Fact shall be as binding upon the Company as if signed and sealed by an Authorized Officer and, further, the Attorney-in-Fact is hereby authorized to verify any affidavit required to be attached to bonds, recognizances, contracts of indemnity, and all other writings obligatory in the nature thereof.

This power of attorney is signed and sealed by facsimile under the authority of the following Resolution adopted by the Board of Directors of ATLANTIC SPECIALTY INSURANCE COMPANY on the twenty-fifth day of September, 2012:

Resolved: That the signature of an Authorized Officer, the signature of the Secretary or the Assistant Secretary, and the Company seal may be affixed by facsimile to any power of attorney or to any certificate relating thereto appointing an Attorney-in-Fact for purposes only of executing and sealing any bond, undertaking, recognizance or other written obligation in the nature thereof, and any such signature and seal where so used, being hereby adopted by the Company as the original signature of such officer and the original seal of the Company, to be valid and binding upon the Company with the same force and effect as though manually affixed.

IN WITNESS WHEREOF, ATLANTIC SPECIALTY INSURANCE COMPANY has caused these presents to be signed by an Authorized Officer and the seal of the Company to be affixed this twenty-seventh day of April, 2020.

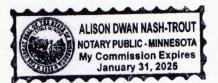
SEAL 1986 ON YORK WAR

By

Paul J. Brehm, Senior Vice President

STATE OF MINNESOTA HENNEPIN COUNTY

On this twenty-seventh day of April, 2020, before me personally came Paul J. Brehm, Senior Vice President of ATLANTIC SPECIALTY INSURANCE COMPANY, to me personally known to be the individual and officer described in and who executed the preceding instrument, and he acknowledged the execution of the same, and being by me duly sworn, that he is the said officer of the Company aforesaid, and that the seal affixed to the preceding instrument is the seal of said Company and that the said seal and the signature as such officer was duly affixed and subscribed to the said instrument by the authority and at the direction of the Company.



Notary Public

I, the undersigned, Secretary of ATLANTIC SPECIALTY INSURANCE COMPANY, a New York Corporation, do hereby certify that the foregoing power of attorney is in full force and has not been revoked, and the resolutions set forth above are now in force.

Signed and sealed. Dated 29th

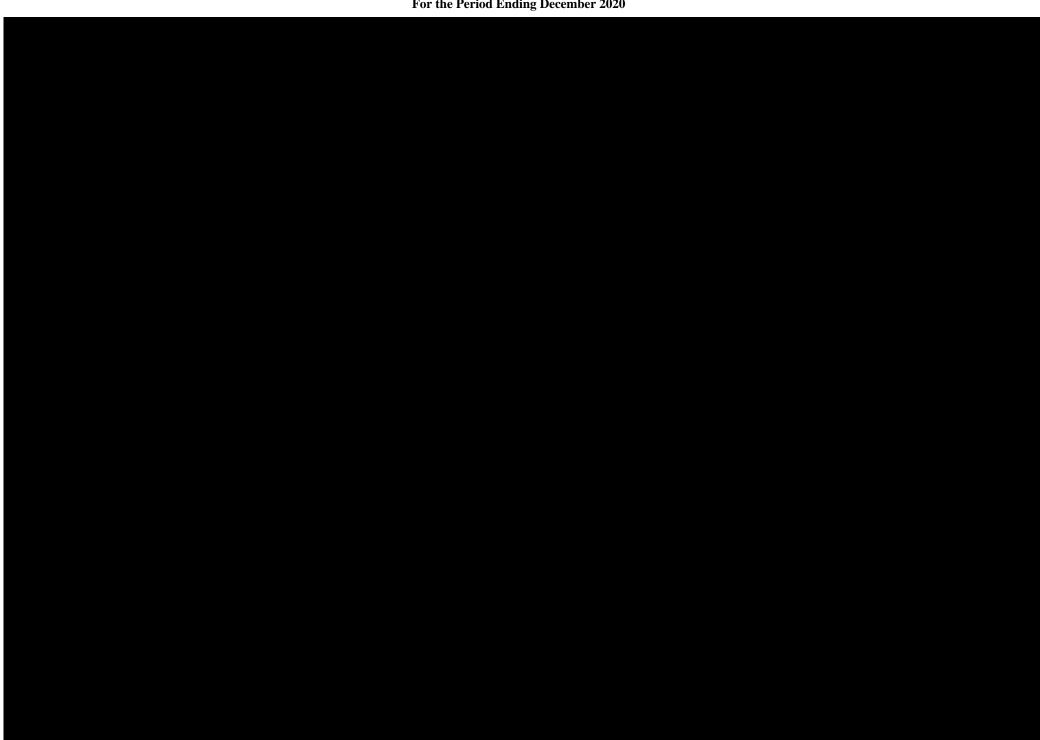
____ day of April

2021

This Power of Attorney expires January 31, 2025 CORPORATE OF SEAL OF S

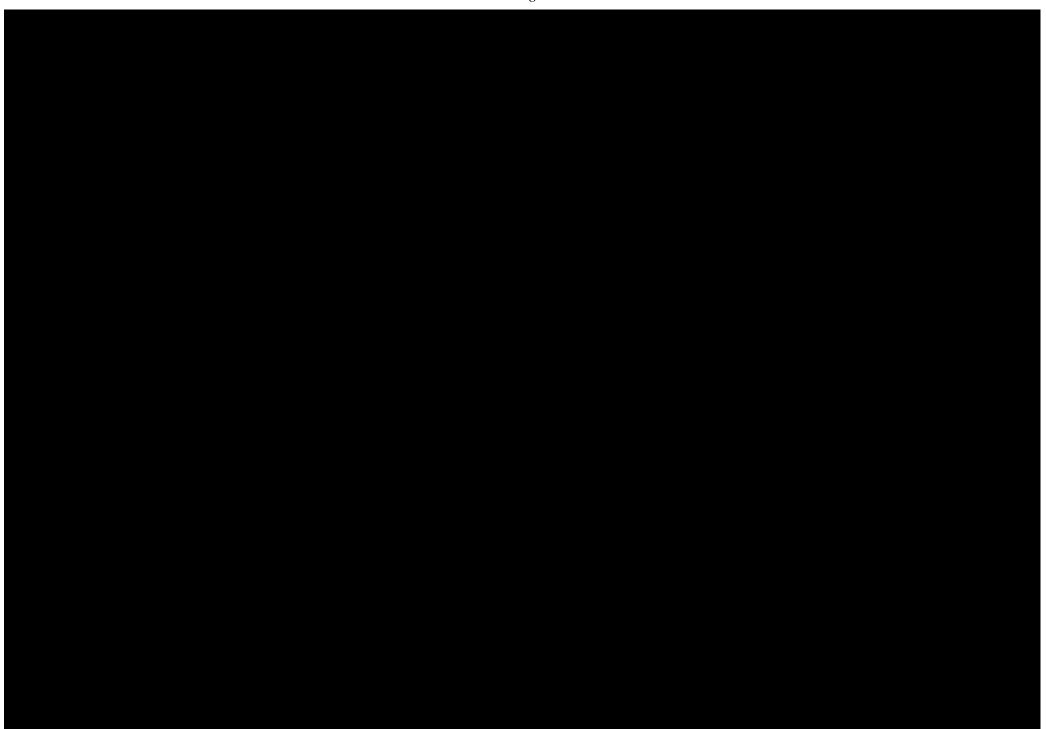
Kara Barrow, Secretary

Consolidated Income Statement For the Period Ending December 2020 Consolidated Income Statement For the Period Ending December 2020



The Greenery, Inc.

Consolidated Income Statement For the Period Ending December 2020



The Greenery, Inc. **Consolidated Income Statement**

For the Period Ending December 2020



CONFIDENTIAL

THE GREENERY, INC. AND SUBSIDIARY CONSOLIDATED FINANCIAL STATEMENTS DECEMBER 31, 2019 AND 2018



THE GREENERY, INC. AND SUBSIDIARY Hilton Head Island, South Carolina

December 31, 2019 and 2018

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

Independent Auditors' Report

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

We have audited the accompanying consolidated financial statements of *The Greenery, Inc. and Subsidiary*, which comprise the consolidated balance sheets as of December 31, 2019 and 2018, and the related consolidated statements of net income, changes in stockholder's equity, and cash flows for the years then ended, and the related notes to the consolidated financial statements.

Management's Responsibility for the Financial Statements

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

Auditors' Responsibility

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

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

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

Opinion

In our opinion, the consolidated financial statements referred to above present fairly, in all material respects, the financial position of The Greenery, Inc. and Subsidiary as of December 31, 2019 and 2018, and the results of its operations and its cash flows for the years then ended in accordance with accounting principles generally accepted in the United States of America.

Bluffton, South Carolina July 30, 2020

Webster Rogero LLP

Members

SC Association of Certified Public Accountants NC Association of Certified Public Accountants Members

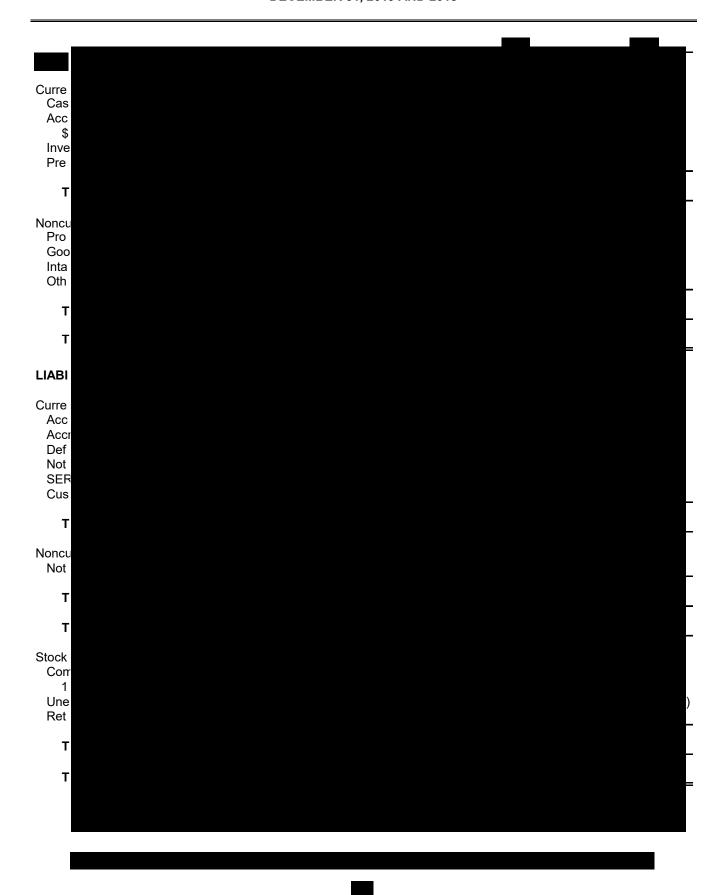
Division for CPA Firms, AICPA



- 1 -

1 Westbury Park Way, Suite 200 PO Box 1999 Bluffton, SC 29910 843-706-8440 Fax 843-706-8441 www.websterrogers.com

CONSOLIDATED BALANCE SHEETS DECEMBER 31, 2019 AND 2018





CONSOLIDATED STATEMENTS OF NET INCOME YEARS ENDED DECEMBER 31, 2019 AND 2018

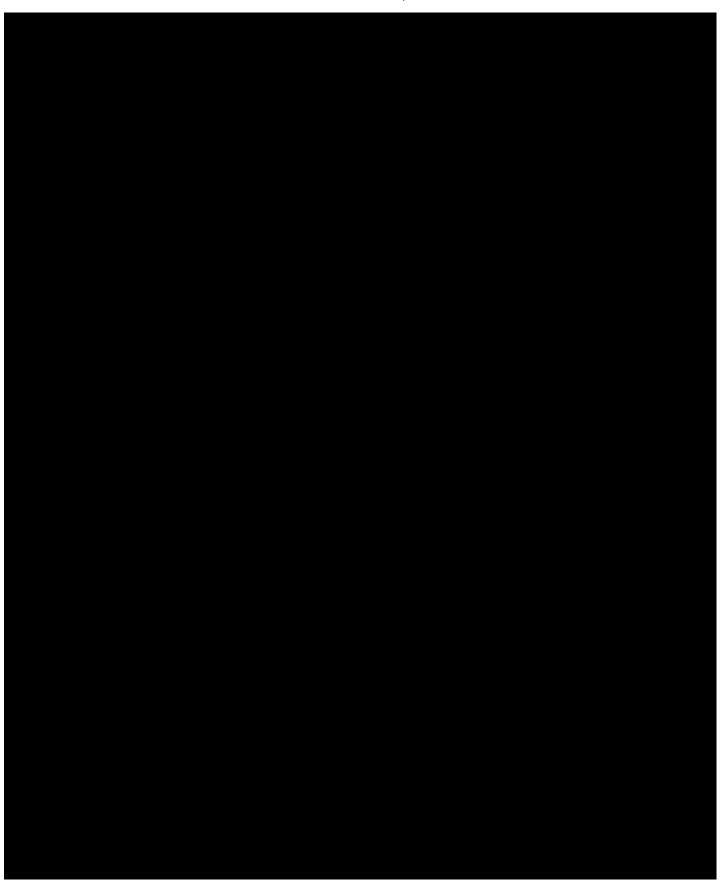




CONSOLIDATED STATEMENTS OF CHANGES IN STOCKHOLDER'S EQUITY YEARS ENDED DECEMBER 31, 2019 AND 2018



CONSOLIDATED STATEMENTS OF CASH FLOWS YEARS ENDED DECEMBER 31, 2019 AND 2018



THE GREENERY, INC.

FINANCIAL STATEMENTS

DECEMBER 31, 2018 AND 2017

THE GREENERY, INC. Hilton Head Island, South Carolina

December 31, 2018 and 2017

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Independent Auditors' Report

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

We have audited the accompanying financial statements of *The Greenery, Inc.* (a South Carolina corporation), which comprise the balance sheets as of December 31, 2018 and 2017, and the related statements of net income, changes in stockholder's equity and cash flows for the years then ended, and the related notes to the financial statements.

Management's Responsibility for the Financial Statements

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

Auditors' Responsibility

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

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

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

Opinion

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of The Greenery, Inc. as of December 31, 2018 and 2017, and the results of its operations and its cash flows for the years then ended in accordance with accounting principles generally accepted in the United States of America.

Bluffton, South Carolina May 15, 2019

Webster Kogus LLP

Members

SC Association of Certified Public Accountants NC Association of Certified Public Accountants **Members**

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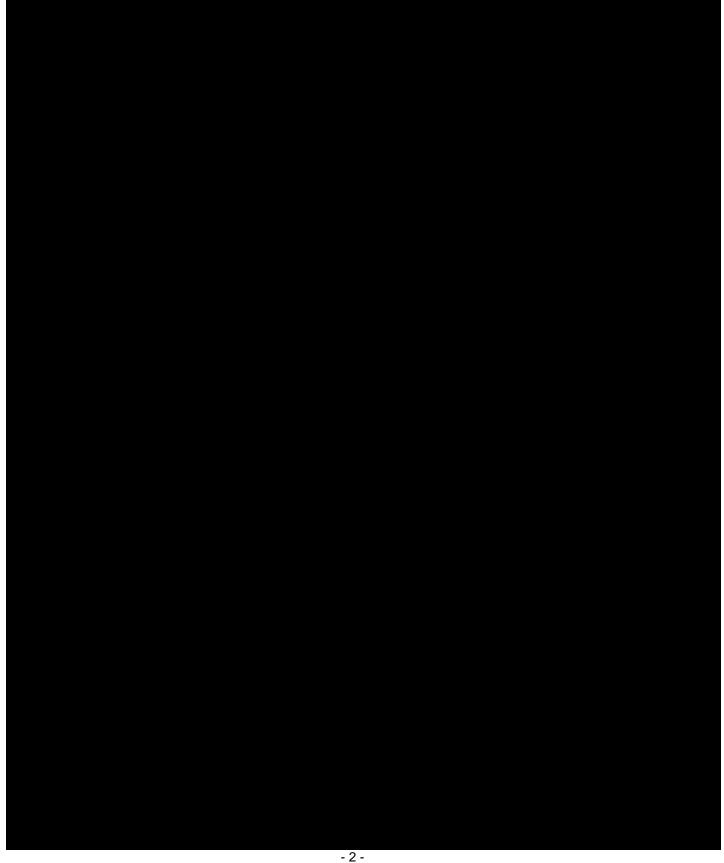


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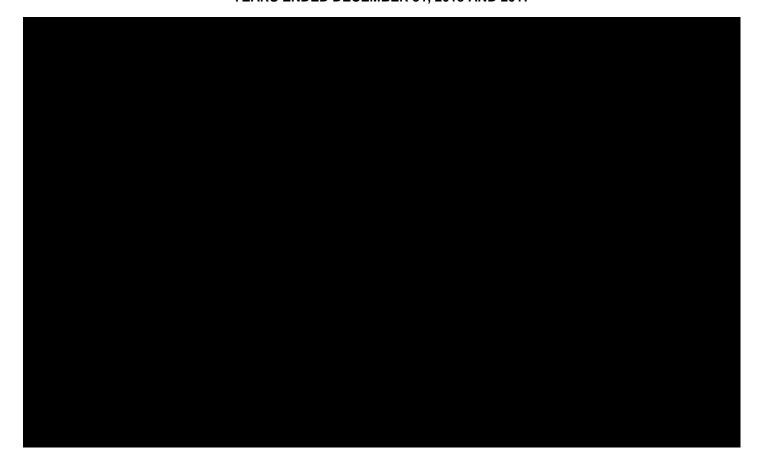
BALANCE SHEETS DECEMBER 31, 2018 AND 2017



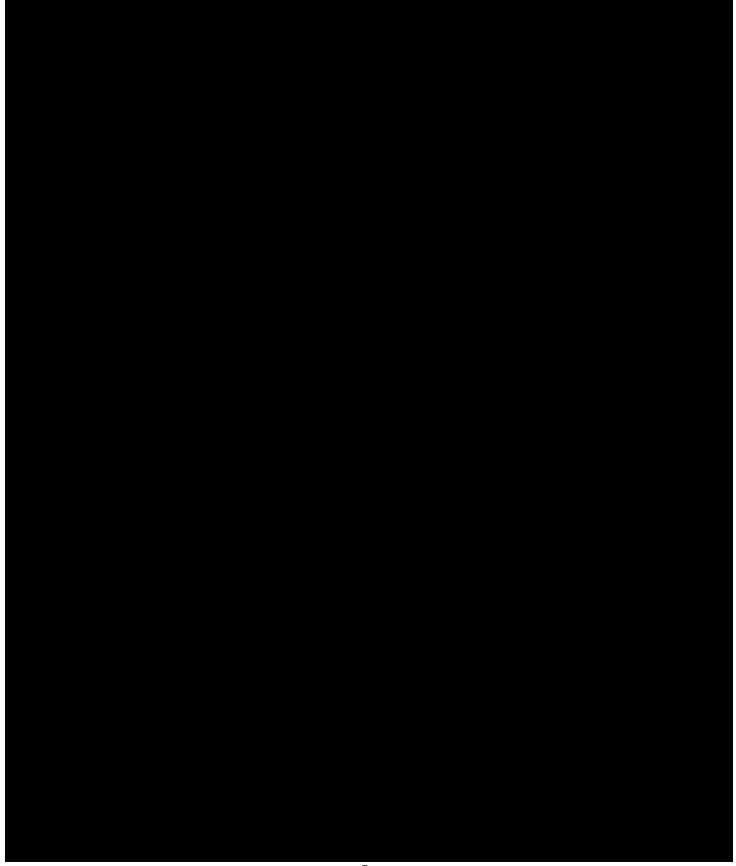
STATEMENTS OF NET INCOME YEARS ENDED DECEMBER 31, 2018 AND 2017



STATEMENTS OF CHANGES IN STOCKHOLDER'S EQUITY YEARS ENDED DECEMBER 31, 2018 AND 2017



STATEMENTS OF CASH FLOWS YEARS ENDED DECEMBER 31, 2018 AND 2017



CONFIDENTIAL

THE GREENERY, INC.

FINANCIAL STATEMENTS

DECEMBER 31, 2017 AND 2016

THE GREENERY, INC. Hilton Head Island, South Carolina

December 31, 2017 and 2016

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Independent Auditors' Report

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Hilton Head Island, South Carolina

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Wishelm Rogus LLP
Bluffton, South Carolina
April 30, 2018

Members

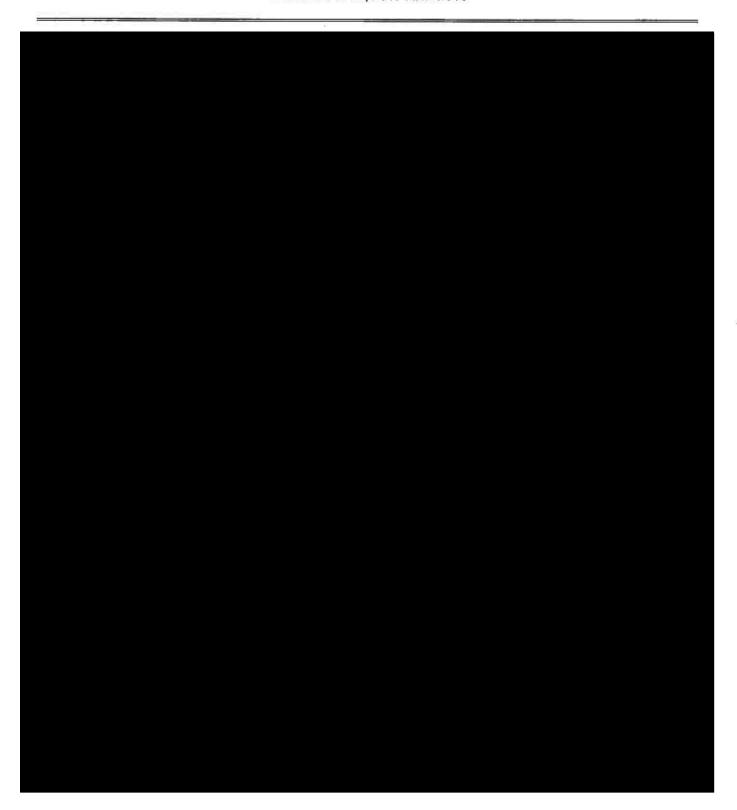
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BALANCE SHEETS DECEMBER 31, 2017 AND 2016

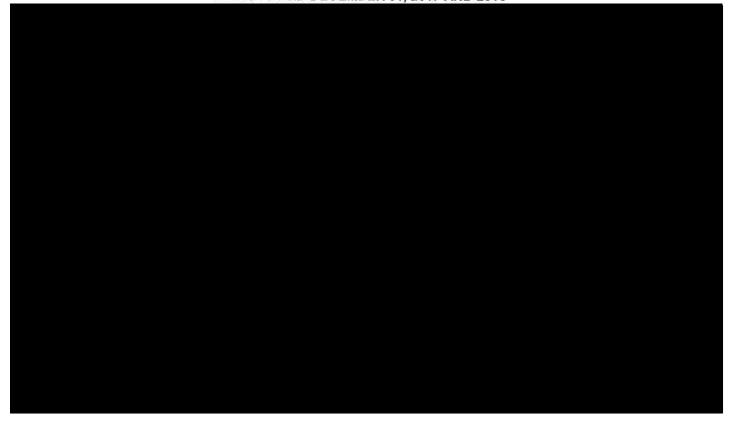


The accompanying Notes to Financial Statements are an integral part of these statements.

STATEMENTS OF NET INCOME YEARS ENDED DECEMBER 31, 2017 AND 2016

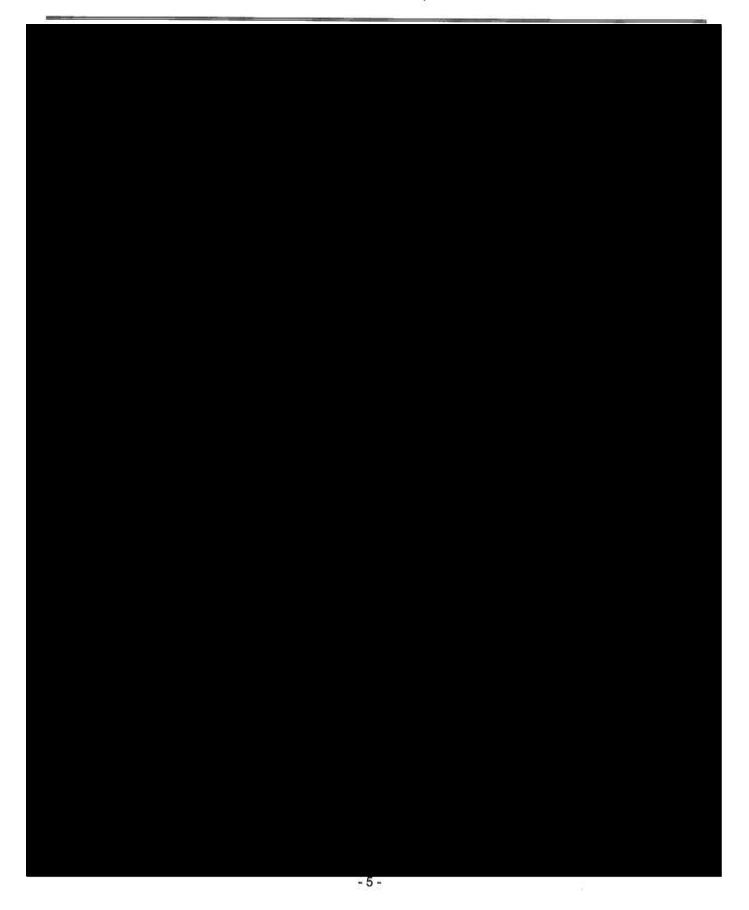


STATEMENTS OF CHANGES IN STOCKHOLDER'S EQUITY YEARS ENDED DECEMBER 31, 2017 AND 2016



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STATEMENTS OF CASH FLOWS YEARS ENDED DECEMBER 31, 2017 AND 2016





TECHNICAL PROPOSAL

4.0.1.4 Safety and Training



SAFETY AND TRAINING

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

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

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

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

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

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

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

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

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

Section II - Safety Committee

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

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

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

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

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

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

Section III - Fleetmatics

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



DRUG FREE WORKPLACE

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

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

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

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

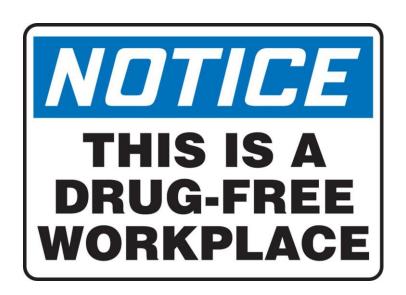




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SECTION I The Greenery, Inc. Commitment and Involvement POLICY STATEMENT



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

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

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

The Safety Committee will meet quarterly at the Hardeeville Branch location. The meeting will be documented and the minutes will be made available to any employee upon request. All Safety Committee records will be maintained for not less than three calendar years.

SECTION III GENERAL SAFETY CODES

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

SECTION IV TOP 10 SAFETY RULES

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

SECTION V SAFETY AND HEALTH TRAINING

Safety and Health Orientation

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

Job-Specific Training

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

Periodic Retraining of Employees

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

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

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

SECTION VI FIRST AID PROCEDURES

FIRST AID INSTRUCTIONS

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

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

Wounds:

Minor: Cuts, lacerations, abrasions, or punctures

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

Major: Large, deep and bleeding

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

Broken Bones:

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

Snake Bites: Immediate care at fire station, hospital.

Burns:

Thermal (Heat)

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

Chemical

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

Eye Injury:

Small Particles

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

Large or Stuck Particles

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

Chemical:

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

Neck and Spine Injury:

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

Heat Exhaustion:

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

Heat Stroke:

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

SECTION VII INCIDENT REPORTING

Incident Reporting Procedures

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

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

Accident investigation reports must be submitted to the Safety Coordinator within 24 hours of the accident.

SECTION VIII RECORDKEEPING PROCEDURES

Recordkeeping procedures

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

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



SECTION IX WEEKLY SAFETY TOPICS

Weekly Review and Sign-off page

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

A sign-off page will be signed by everyone in attendance. A master file of sign-off sheets will be held in a binder at each branch location for 3 years.



TOPIC:	
DEPARTMENT	
SAFETY PRESENTER:	
DATE:	

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

I his infor	mation was presented in a manner that I understood	
Name/Nombre	Signature/Firma	PPE/Equipo de proteccion

SECTION X SAFETY RULES, POLICIES, AND PROCEDURES

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

BRANCH PERSONNEL

General Rules Lifting Procedures Ladders and Step Ladders

Compact Loaders

Gasoline Powered Lawn Maintenance Tools

Mowing Edging

Line Trimming/Weed Eaters/Brushcutters

Backpack Blowers Chain Saws

Hedge and Tree Trimming

Hand Saws

Vehicle/Trailer Safety

Lawn Mower Blade Removal and Sharpening Pesticide and Fertilizer Spraying

Safety Violations

1st Offense- Written warning.

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

3rd Offense- Termination.

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

General Rules

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

Lifting Procedures

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

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

Ladders and Step Ladders

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

Compact Loaders

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

Gasoline Powered Lawn Maintenance Tools

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

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

Mowing

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

Edging

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

Weed Eater/Brushcutter

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

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

Backpack Blowers

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

Chain Saws

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

Hedge and Tree Trimming

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

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

Hand Saws

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

Vehicle/Trailer Safety

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

Lawn Mower Blade Removal and Sharpening

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

Pesticide and Fertilizer Spraying

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

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

Overhead Pruning

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

User Safety Recommendations

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

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

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

Storage, Maintenance and Care for Pesticide Application Equipment.

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

Spill Emergency Procedure

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



UTILITY CART SAFETY POLICY

- OM/BM/Safety Rep will administer Driving / Training & Testing in order for EE to operate utility cart.
- Operators should conduct daily inspections, with focus on seatbelts, lights, tire condition and proper inflation, horns, brakes, engine compartment, and Oil.
- Blow/Clean units to prevent debris build up at engine compartment on a daily basis.
- Seatbelts should be worn by all occupants at all times while in transport mode or on public road.
- All riders should be seated in a seat, with feet/hands kept inside the unit at all times (1 seat, 1 person).
- Always secure loads.
- Be Aware of Surroundings. Make Safe operations a priority. Drive Defensively.
- Proper hand signals are to be used and all traffic signs obeyed. (Left, Right, Slow Down)
- Drivers should never use cellphones, wear headphones or text while operating the Utility Cart.
- To prevent being struck from behind on roadways, all units should be equipped either with a slow moving vehicle triangle sign or flashing lights.
- When possible, carts should be parked on level surfaces with parking brake engaged. When in operation, keep carts driven on level surface.
- Safety Cones are to be used when the cart is parked while in use.
- Remove keys when the Utility Cart is not in use.



UTILITY CART OPERATOR'S TEST

(UPON SATISFACTORY COMPLETION, PLEASE ADD TO EMPLOYEE FILE)

1. I	dentify	the	follow	/ing	signs:
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Demonstrate the following hand signals: (Enter	er Letter)	
Right Turn: Left Turn: Slow Down:	(a) (b	(c)
3. Demonstrate Proper Driving. Drive a 25 yard Notes:	distance, turn around and drive back. D	remonstrate a proper 3-point turn.
Demonstrate proper cart Inspection: Notes:		
5. Review utility cart safety policy: Notes:		
BM/OM/Safety Rep		Employee
Print		Print
Sign		Sign
Date		Date

Hurricane Action Plan and Procedure

Instructions for:

Regions 1, 2, 3 & CONS

Administration











Hurricane and Tropical Storm Evacuation Plan

Types of Warning Definitions:

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

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

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

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

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

Storm Category:

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



Description of activities per storm category:

Category 1-2

Hilton Head Administrative & Hilton Head Retail

Transport to Hardeeville Office

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

Load Office Administrator Computer and printer

Retail plant stock to be stationed together and tarped

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

Hilton Head Maintenance

Load truck and trailers with production tools

Fuel tanks, equipment, cans (regular/mixed)

Transport to HV parking lot

Hardeeville

Load truck and trailers with production tools Fuel tanks, equipment, cans (regular/mixed) Relocate truck trailers to open parking lot

Palmetto Bluff

Load truck and trailers with production tools

Fuel tanks, equipment, cans (regular/mixed)

Relocate truck trailers to open parking lot at Palmetto Bluff

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

Savannah/DAB/GSP

Load truck and trailers with production tools

Fuel tanks, equipment, cans (regular/mixed)

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

Relocate truck trailers as instructed by Hurricane Coordinator

Sun City

Load truck and trailers with production tools

Fuel tanks, equipment, cans (regular/mixed)

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

Relocate truck trailers to HV

Beaufort

Load truck and trailer with production tools

Fuel tanks, equipment, cans (regular/mixed)

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

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

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

Category 3-5

Hilton Head Administrative, Hilton Head Retail

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

Load Office Administrator Computer and printer

Turn off Utilities

Stage and tarpe plant material as directed by Hurricane Coordinator

Tarpe A&C merchandise and leave inside

Hilton Head Maintenance/Hardeeville/Savannah/Sun City/Palmetto Bluff/Mechanic Items/DAB/GSP Load truck and trailers with production tools

Fuel tanks, equipment, cans (regular/mixed)

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

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

Beaufort

Load truck and trailer with production tools

Fuel tanks, equipment, cans (regular/mixed)

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

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

Important Links:

http://www.storminfo.net/storminfostormsurge.htm http://carocoops.org/carocoops_website/surge_index.php?case_id=beaufort http://slr.s3.amazonaws.com/factsheets/South_Carolina.pdf

Return to Work

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

Reentry Informational phone number

Traffic Information 1-888-877-9151

Full or Partial Return

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

Evaluation of return conditions

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



4.0.1.5 Quality Control







Quality Inspection and Control Program

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

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

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

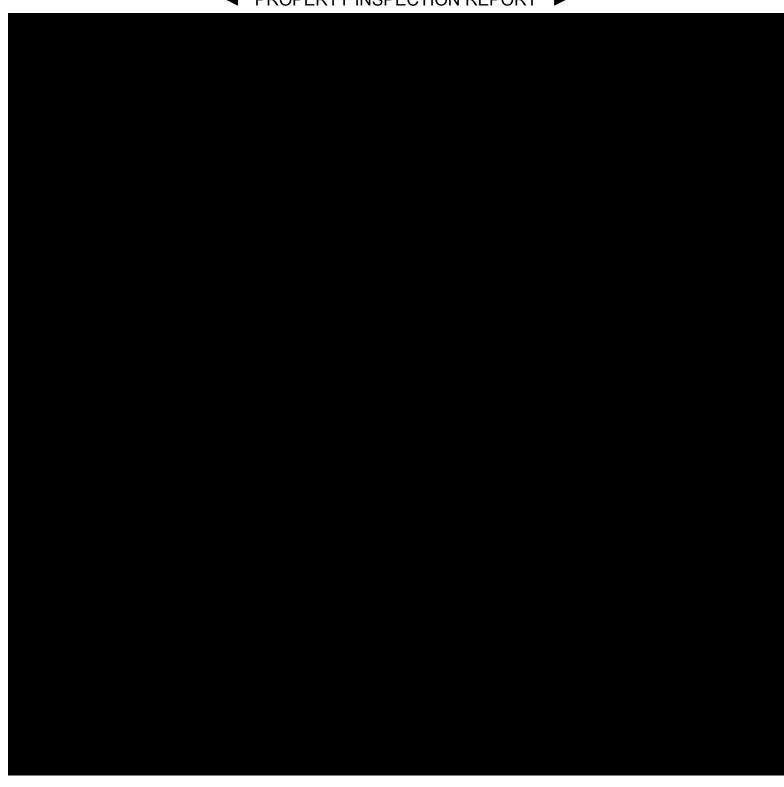
Methodology and Best Practices

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

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◆ PROPERTY INSPECTION REPORT ▶



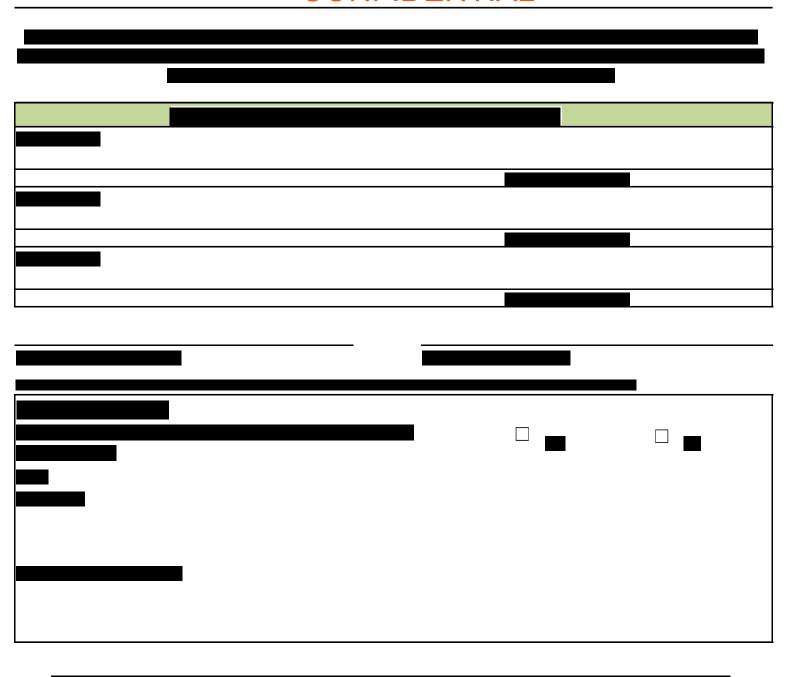


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ACCOUNT MANAGER'S PROPERTY IMPROVEMENT PLAN (PIP)

Action Needed:	CONFIDENTIAL	
		_
		•
Action		
Action		

CONFIDENTIAL











Methodology and Best Practices

Best in Class Practices:

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

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

Strategic Best Practices:

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

Set targets that required a shift from business as usual.

A "continuous improvement" philosophy guides the company.

Communication of the strategic plan is a foremost and significant.

Emphasize action plans and strategic thinking.

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

Strategic planning as a key element in the management system.

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

Operational Best Practices:

Pollution Prevention

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

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

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

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









Methodology and Best Practices

Mowing, Trimming, and Weeding

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

Use hand weeding where practical.

Performing mowing at optimal times.

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

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

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

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

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

Consider using low water use groundcovers when planting or replanting.

Waste Management

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

Compost leaves, sticks, or other collected vegetation or dispose of at a permitted landfill. Reduce the use of high nitrogen fertilizers that produce excess growth requiring more frequent mowing or trimming.

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

Irrigation

Where practical, use automatic timers to minimize runoff.

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

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

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

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









Methodology and Best Practices

Fertilizer and Pesticide Management

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

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

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

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

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

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

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

Calibrate fertilizer and pesticide application equipment to avoid excessive application.

Periodically test soils for determining proper fertilizer use.

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

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

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

Inspection

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

Minimize excess watering, and repair leaks in the irrigation system as soon as they are observed. Inspect pesticide/fertilizer equipment and transportation vehicles daily.

Training

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

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

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

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



4.0.1.6 Criminal Background Checks

The Greenery, Inc. hereby certifies that all on-site supervisory and resource management employees that provide services for this contract will have successfully passed at a minimum, a South Carolina and nationwide criminal background check and will meet federal and state requirements for employment in K-12 facilities at the time of being hired.



4.0.1.7 Litigation

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

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

The Greenery filed multiple small claims suits against clients for nonpayment of services rendered. All suits have been resolved.



4.0.1.8 M/WBE

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

The Greenery is committed to current and future good faith outreach efforts on all projects.

9.0 ATTACHMENTS TO SOLICITATION

MINORITY AND WOMAN BUSINESS ENTERPRISE POLICY AND REQUIREMENTS:

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

Statement of Policy

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

MWBE Compliance

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

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

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

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

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

Subcontractor Participation

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

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

Business Utilization Report

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

Business Enterprise Utilization Report

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

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

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

Sub- Contractor	Gender Group	Address	Phone #	Other	<u>E-Mail</u>
<u>Name</u>					
No Sub	contractors fo	or this bid. All wor	k to be se	lf perfor	med.

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.

McBrock	
Signature	
May 3, 2021	
Date	
Melissa Brock Name:	
	_
Title: Director of Business Development	_
Project: Solicitation # 21-034 Grounds Maintenance	e (non-athletic) Services



4.0.1.9 Objections and Exceptions

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



Tab 2 – Additional Qualifications

- **5.0.3.a** History and Experience
- 5.0.3.b Financial Responsibility
- 5.0.3.c Insurance Certificate
- 5.0.3.d Licenses
- 5.0.3.e Failed Projects



5.0.3.a History and Experience

The Greenery Inc. is a 100% employee-owned, local, full service landscape construction and maintenance company that has been successfully operating in the local market for almost 50 years. In fact, the Greenery is the leading local landscape provider in the markets we serve with over 650 employees, and is recognized as an industry leader, currently ranked # 30 in the nation. We are also an EEO - Equal Employment Opportunity employer.

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

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

The Greenery has a very broad base of clients all located within our region and all with different specifications and levels of service. We currently perform the landscape maintenance at the following BCSD properties: Beaufort Group 1 & 2, Whale Branch and Bluffton Group 1 & 2. We manage the common areas for very large properties such as Waterfront Park in Beaufort, Palmetto Dunes, Long Cove Club, Shipyard and Sea Pines Resort on Hilton Head, Sun City Hilton Head and Palmetto Bluff in Bluffton, and Savannah Quarters in Pooler. We perform work for high level resorts such as all the Marriott Vacation Clubs and Disney Resort on Hilton Head and many commercial and multi-family properties. We have performed a substantial amount of work for government municipalities.

The Greenery recognizes that this contract involves working in areas that require extra care for the safety of the children, faculty and staff as special demands to work around special events. We will work closely with the facilities manager to understand the schedules and ensure the safety of all on the property.



Tab 2 – Additional Qualifications

5.0.3.b Financial Responsibility





Tab 2 – Additional Qualifications

5.0.3.c Insurance Certificate



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY) 4/16/2021

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.

lf	IPORTANT: If the certificate holder i SUBROGATION IS WAIVED, subject is certificate does not confer rights to	to th	ne te	rms and conditions of th	e polic	y, certain p	olicies may	•		
	DUCER				CONTA					
Scott Insurance - Charlotte 521 E. Morehead Street				PHONE (A/C, No	. Extl: 704-55		FAX (A/C, No): 7	04-556	3-7681	
Sui	te 300					ss: aconner(n		
Ch	arlotte NC 28202					INS	URER(8) AFFOR	RDING COVERAGE		NAIC#
					INSURE	p Δ ⋅ Zurich A	merican Insu	rance Company (A+)		16535
INSU				THEGREE-02				asualty Company of Americ	a (A+	25674
	e Greenery, Inc.). Box 6569				INSURE	RC:				
	on Head Island SC 29938				INSURE	RD:				
					INSURE	RF:				
					INSURE				\neg	
co	VERAGES CER	TIFIC	·ΔTF	NUMBER: 553821374	INSONE	RF.		REVISION NUMBER:		
IN CI	IIS IS TO CERTIFY THAT THE POLICIES DICATED. NOTWITHSTANDING ANY RE ERTIFICATE MAY BE ISSUED OR MAY I (CLUSIONS AND CONDITIONS OF SUCH	OF I	NSUF REME AIN, CIES.	RANCE LISTED BELOW HAI NT, TERM OR CONDITION THE INSURANCE AFFORDI LIMITS SHOWN MAY HAVE	OF AN ED BY	Y CONTRACT THE POLICIE REDUCED BY	THE INSURE OR OTHER I S DESCRIBE	ED NAMED ABOVE FOR TH DOCUMENT WITH RESPEC D HEREIN IS SUBJECT TO	T TO V	WHICH THIS
INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER		POLICY EFF (MM/DD/YYYY)	(MM/DD/YYYY)	LIMITS		
A	X COMMERCIAL GENERAL LIABILITY	INGU	WVD	3433379		3/1/2021	10/1/2021	EACH OCCURRENCE	\$ 1,000,	000
	CLAIMS-MADE X OCCUR							DAMAGE TO RENTED	\$ 300,00	
	COMMONNOE 11 OCCUR									
									\$ 10,000	
	GEN'L AGGREGATE LIMIT APPLIES PER:								\$ 1,000, \$ 2,000,	
	V PRO- V								\$ 2,000.	
	POCCOT IN JECT IN COO	N JECT N LOC							<u>a 2,000,</u> S	000
Α.	OTHER: AUTOMOBILE LIABILITY			3433380		3/1/2021	10/1/2021		\$ 1,000,	000
^	X ANY AUTO			3433300		3/1/2021	10/1/2021			000
	OWNED SCHEDULED								\$	
	AUTOS ONLY AUTOS NON-OWNED								\$	
	AUTOS ONLY AUTOS ONLY							(Per accident)	\$	
									Ş	
В	X UMBRELLA LIAB X OCCUR			ZUP-51N40429		3/1/2021	10/1/2021	EACH OCCURRENCE	\$ 5,000,	000
	EXCESS LIAB CLAIMS-MADE							AGGREGATE	\$ 5,000,	000
	DED X RETENTION \$ 10,000								Ş	
٨	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY			3433378		3/1/2021	10/1/2021	X PER OTH- STATUTE ER		
	ANYPROPRIETOR/PARTNER/EXECUTIVE	N/A						E.L. EACH ACCIDENT	\$ 1,000,	000
	OFFICER/MEMBER EXCLUDED? (Mandatory In NH)	NIA						E.L. DISEASE - EA EMPLOYEE	s 1,000,	000
	If yes, describe under DESCRIPTION OF OPERATIONS below								\$ 1,000,	
	DESCRIPTION OF OPERATIONS BEIOW								* .,,	
DE86	CRIPTION OF OPERATIONS / LOCATIONS / VEHICL	.E8 (A	CORD	101, Additional Remarks Schedul	le, may b	e attached if mor	e space is requir	ed)		
Pro	perty: BCSD #21-034 Grounds	Mai	inter	nance (Non-athletic)						
CE:	TIFICATE HOLDER				CAN	TIL ATION				
CE	RTIFICATE HOLDER			1	CAN	ELLATION				
					THE	EXPIRATION	N DATE THE	ESCRIBED POLICIES BE CA EREOF, NOTICE WILL BE LY PROVISIONS.		

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ACORD 25 (2016/03)

Beaufort County School District 2900 Mink Point Blvd

Beaufort SC 29902

The ACORD name and logo are registered marks of ACORD

AUTHORIZED REPRESENTATIVE

non Alvantis



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



TECHNICAL PROPOSAL Tab 2 – Additional Qualifications 5.0.3.d Business Licenses

POST IN A CONSPICUOUS PLACE

City of Beaufort Business License

License Number 38096 2021

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

This License Expires:

12/31/2021

Account Number: 1003

Business Name: THE GREENERY, INC.

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

Business Location: 16 BURTON HILL RD BEAUFORT, SC 29906

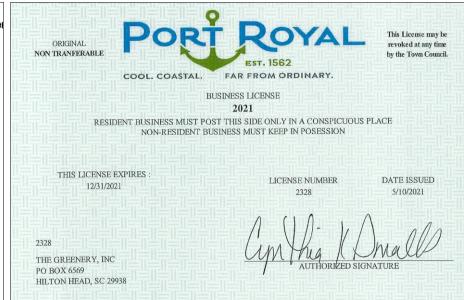
Date Issued: 05/10/2021

Classification:

ADMIN RATE CLASS 3

Authorizing Official

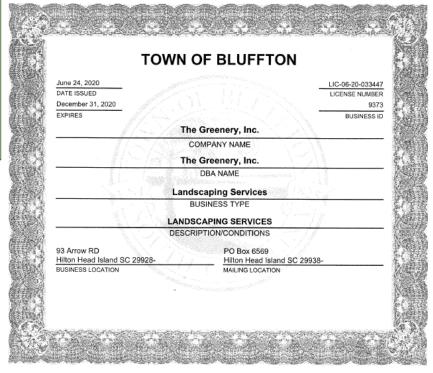
This License is NOT Transferable





TECHNICAL PROPOSAL Tab 2 – Additional Qualifications 5.0.3.d Business Licenses

2021 BUSINESS AND PROFESSIONAL LICENSE TOWN OF HILTON HEAD ISLAND ONE TOWN CENTER COURT, HILTON HEAD ISLAND, SC 29928 Business License No. 2784 (NOTIFICATION IN WRITING TO THE REVENUE SERVICES OFFICE IS REQUIRED PRIOR TO ANY CHANGE IN LOCATION, NAME OR OWNERSHIP) BUSINESS NAME AND ADDRESS THE GREENERY INC 960 WILLIAM HILTON PKWY HILTON HEAD ISLAND, SC 29928-3302 LICENSE INFORMATION Classification: 561730 IT 12/31/2021 Issue Date: 05/10/2021 **Expiration Date:** CONTACT NAME THE GREENERY INC PO BOX 6569 HILTON HEAD ISLAND, SC 29938-6569 TO BE POSTED IN A CONSPICUOUS PLACE NON TRANSFERABLE This license may be revoked any time by Town Council.



Payment Receipt Confirmation

Your payment was successfully processed.

Receipt Contact Information

Contact Name Contact Email Contact Phone Town of Bluffton

businesslicense@townofbluffton.com

(843)706-4501

Contact Address

20 Bridge Streeet Bluffton, SC 29910

Transaction Summary

	Rece	ipt Confirmation
Description		Amount
	Town of Bluffton - Business License Renewal	\$15,261.27
	Service Fee*SC.GOV	\$610.45
	Total	\$15,871.72

Transaction Detail

The total Cost of Sale will be sent to the Town of Bluffton. The total Service Fee* SC.GOV will be sent to SC.GOV.

SKU	Description	Unit Price	Quantity	Amount
Bluff_Bus_Lic	Renewal Fee	\$15,161.27	1.	\$15,161.27
Base Fee	Base Fee	\$100.00	1	\$100.00
	Service Fee*SC.GOV	\$610.45		\$610.45
			Total	\$15,871.72

The online price of items or services purchased through SC.GOV, the state's official Web portal, includes funds used to develop, maintain, enhance and expand the service offerings of the state's portal.

Customer Information

Customer Name Company Name Local Reference ID 0721203214

Lee Edwards The Greenery, Inc.

Receipt Date Receipt Time 5/7/2021

05:22:42 PM EDT

Payment Information

Payment Type **Credit Card Type**

Credit Card **MAST**

Credit Card Num... Order ID

*****7336 117677658

Account Holder Information

Billing Address Billing City, State ZIP/Postal Code Country

PO Box 6569

Hilton Head Island, SC

29938 US

Phone Number

8437853848

This receipt has been emailed to the address below.

Email Address

tomclark@thegreeneryinc.com



Tab 2 – Additional Qualifications 5.0.3.d Pesticide License









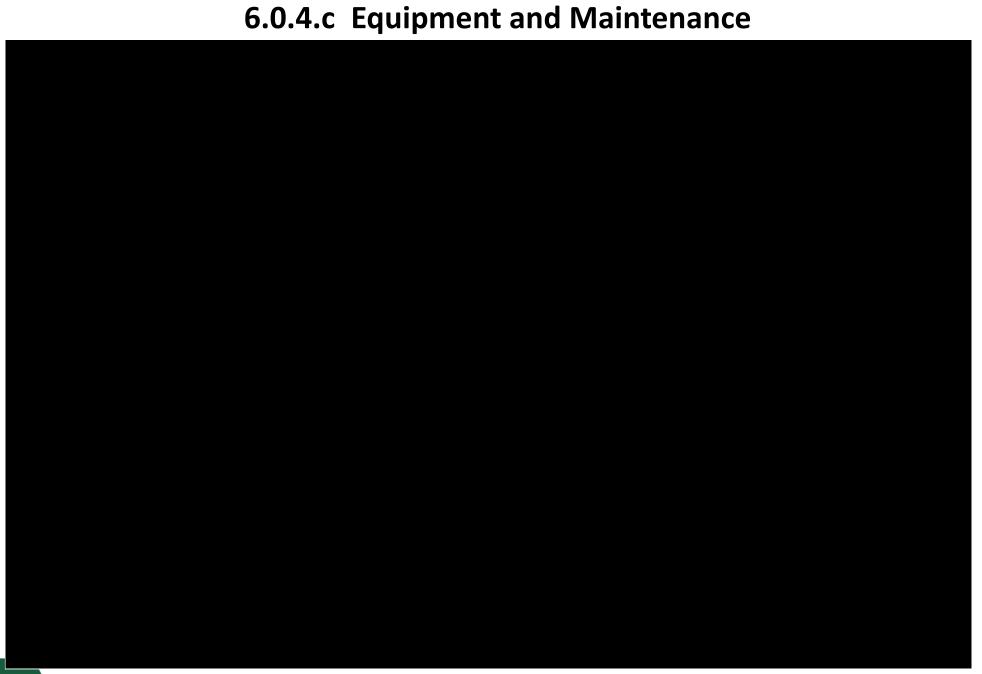
MANAGEMENT PROPOSAL

Tab 2 – Additional Qualifications

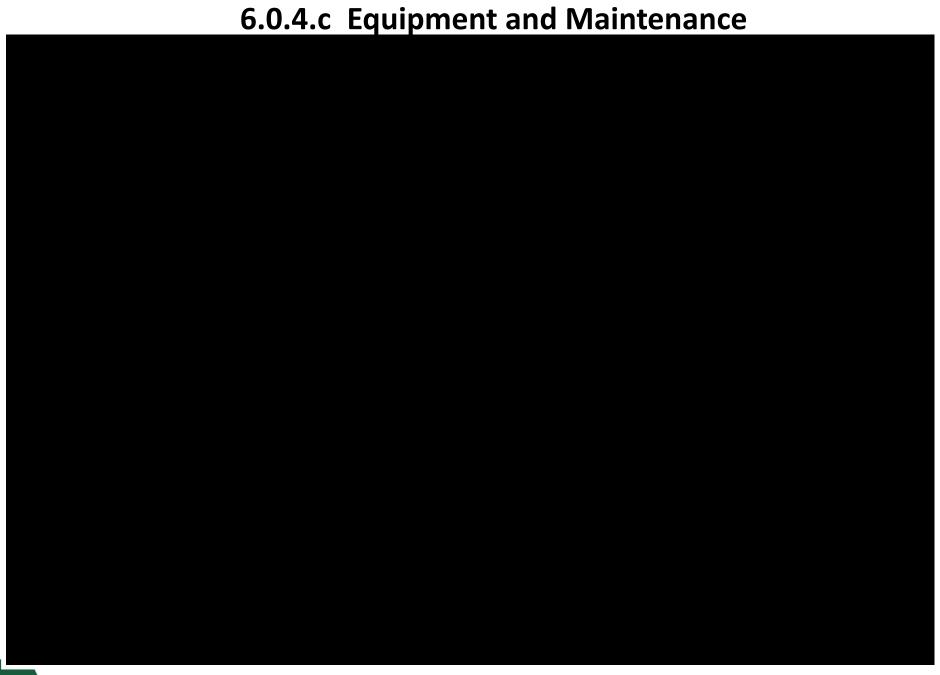
5.0.3.e List of Failed Projects

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





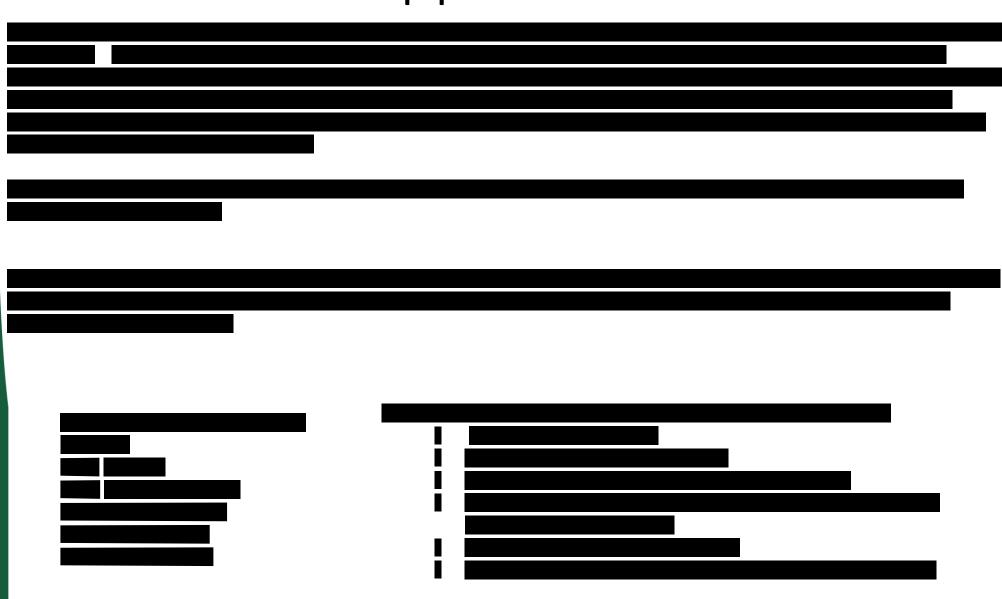








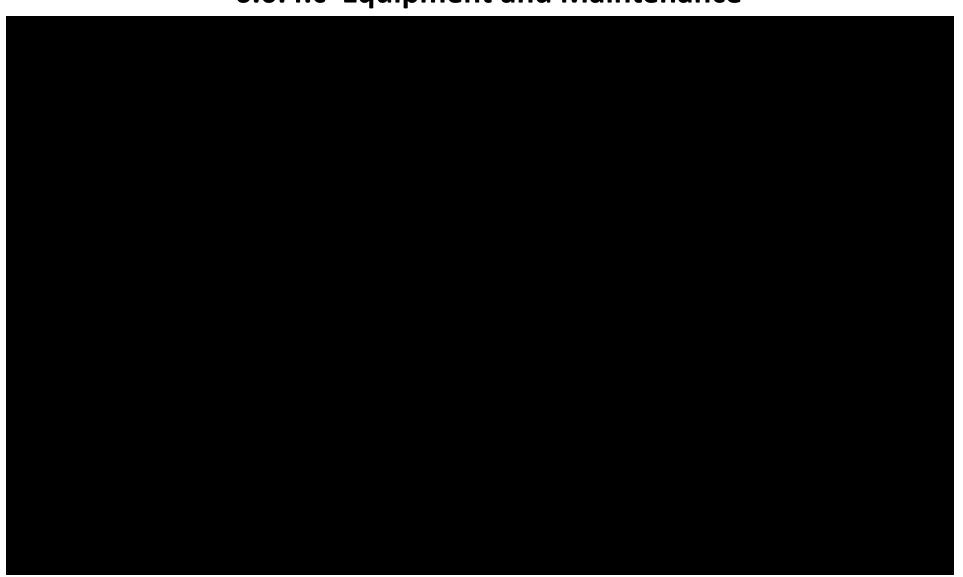






6.0.4.c Equipment and Maintenance













Company Mission Statement "What We Do"

To be the best landscape company in the markets we serve.

Company Purpose Statement "Why We Do It"

Enhancing peoples lives through beautiful landscaping.