

"A City for All Ages"

**CONTRACTOR'S QUESTIONNAIRE  
RFP#20200112**

**Solicitation Name: Mowing & Landscape Maintenance Services Throughout Port St. Lucie**

It is understood and agreed that the following information is to be used by the City of Port St. Lucie to determine the qualifications of Contractors to perform the work required. The Contractor waives any claim against the City that might arise with respect to any decision concerning the qualifications of the Consultant.

The undersigned attests to the truth and accuracy of all statements made on this questionnaire. Also, the undersigned hereby authorizes any public official, Consultant, surety, bank material or equipment manufacturer, or distributor, or any person, firm, or corporation to furnish the City of Port St. Lucie any pertinent information requested by the City deemed necessary to vary the information on this questionnaire.

**1. ORGANIZATIONAL PROFILE- COMPANY NAME: Brightview Landscape Services, Inc.**

PHYSICAL ADDRESS: 3340 SE Dixie Hwy, Stuart, FL 34997

MAILING ADDRESS: 3340 SE Dixie Hwy, Stuart, FL 34997

TELEPHONE NUMBER: 772-220-3676

FAX NO.

CONTACT PERSON : Charles Gonzalez

E-MAIL :charles.gonzalez@brightview.com

Is the firm incorporated? Yes--No If yes, in what state? - Florida Provide a list of officers for this entity.

Title Director -Herold, Jeff

Title CEO -Herold, Jeff

Title President -Herold, Jeff

Title Assistant Secretary -Kuehn, Tomas

Title VP -Gonzalez, Charles

Title VP - Anderson, John

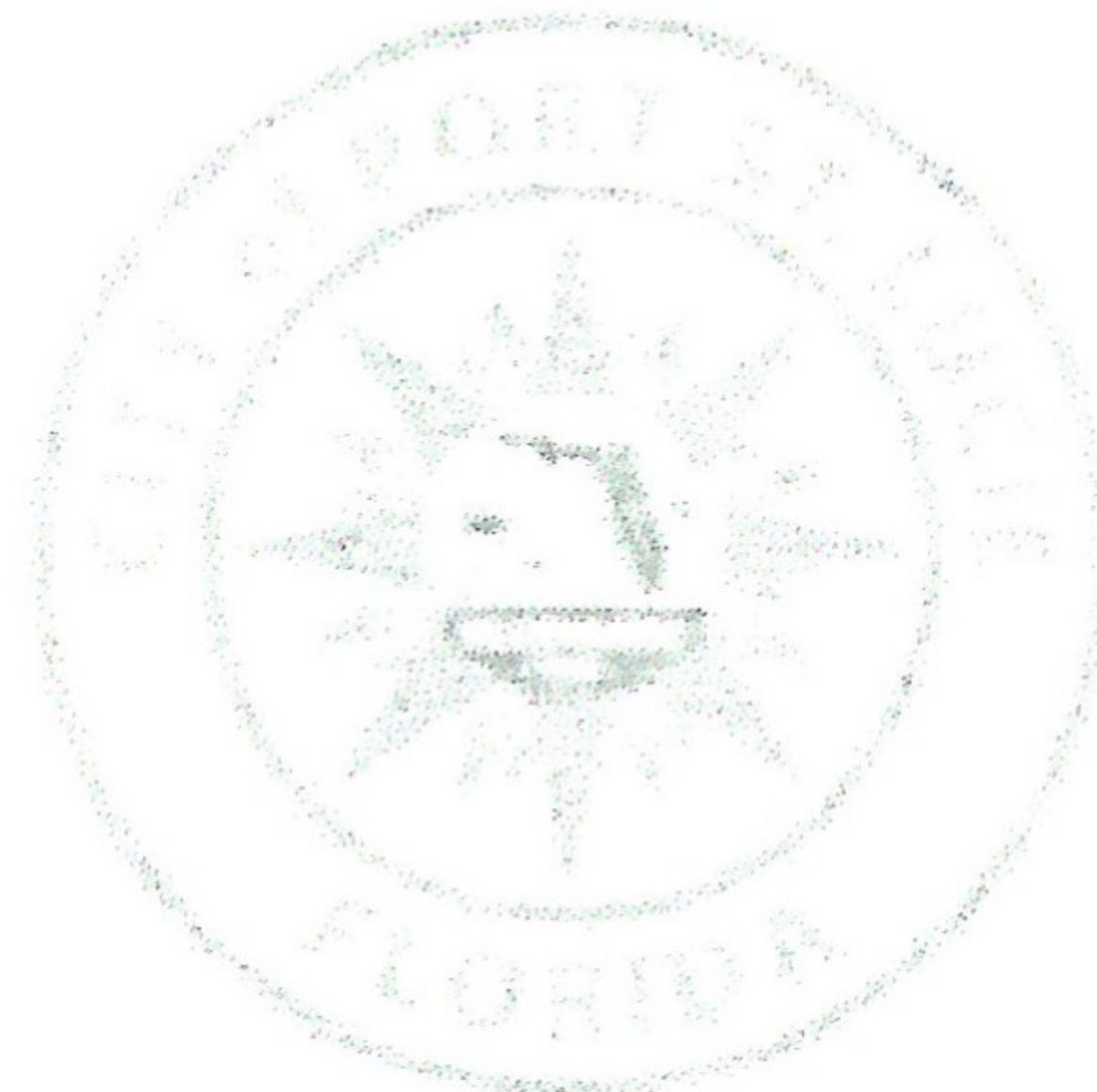
Title Secretary -Gottsegen, Jonathan

Title Treasurer - Tyler, Robert

Title General Manager - Zepeda, Jose

Title VP - Zepeda, Jose





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Title Assistant Treasurer - Wilkinson, Timothy

Title Assistant Secretary - DeSantis, Susan

Title Assistant Treasurer - Knaus, Katriona

Title Director - Masterman, Andrew

2. **COMPLETION OF FORM** - An authorized representative of the firm offering this Proposal must complete this form in its entirety. Terms entered herein shall not be subject to withdrawal or escalation by Contractor. The City reserves the right to hold proposals for a period not to exceed one hundred twenty (120) calendar days after the date of the proposal opening stated in the Invitation to Proposal before awarding the Contract. Contract award constitutes the date that City issues an executed Purchase Order.
3. **CONTRACT** - Contractor agrees to comply with all requirements stated in the specifications for this RFP.
4. **AGREEMENT** - Contractor agrees to comply with all requirements stated in the specifications for this RFP.

**CERTIFICATION:**

This RFP is submitted by: Name (print) Charles Gonzalez \_\_\_\_\_ who is an officer of the above firm duly authorized to sign proposals and enter into contracts. I certify that this solicitation response is made without prior understanding, agreement, or connection with any corporation, firm, or person submitting a proposal for the same materials, supplies, or equipment, and is in all respects fair and without collusion or fraud.

The Contractor understands that information contained in this Solicitation Reply will be relied upon by City in awarding the proposed Contract and such information is warranted by the proposer to be true. The undersigned Contractor agrees to furnish such additional information, prior to acceptance of any solicitation relating to the qualifications of the proposer, as may be required by the City.

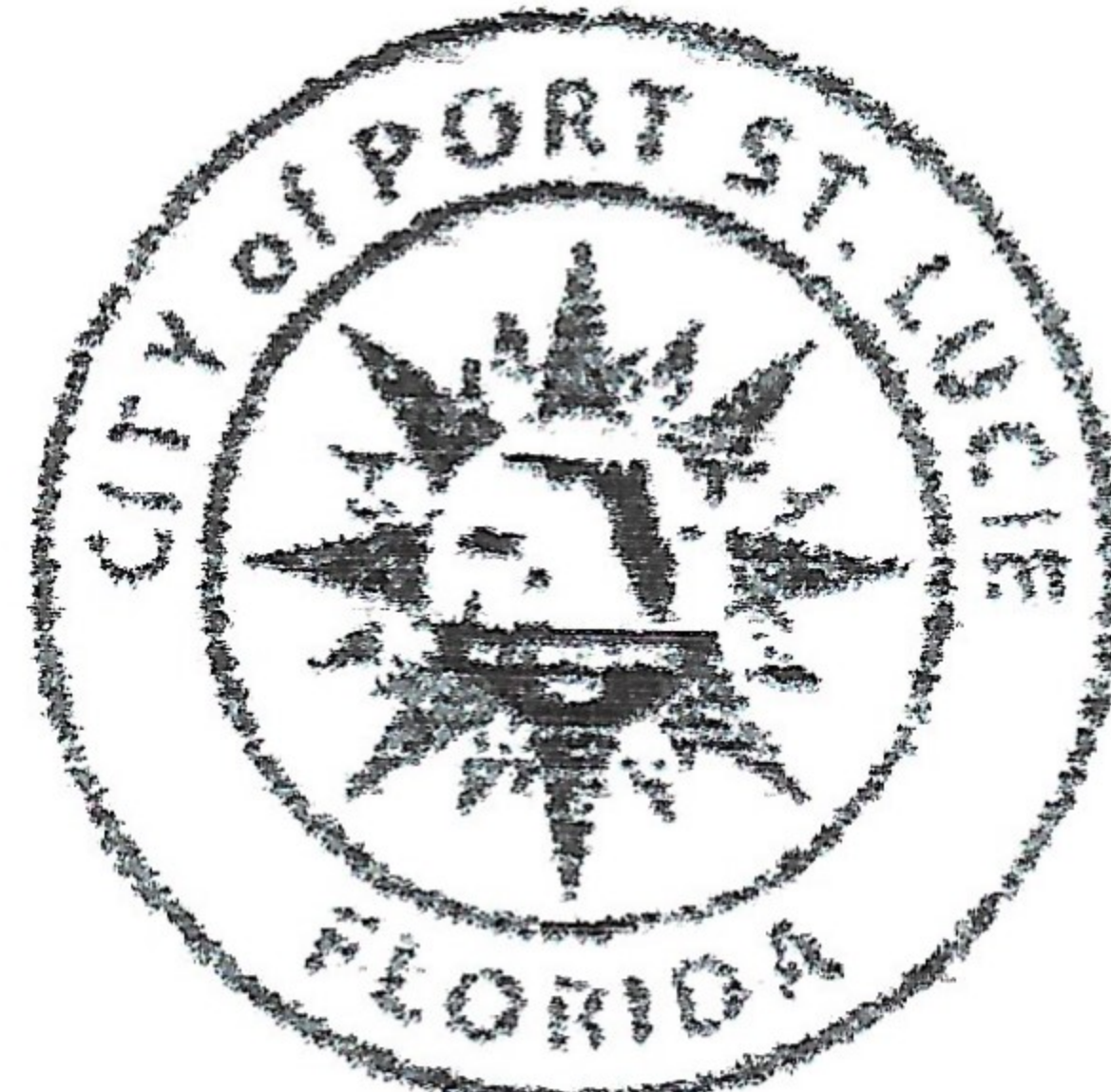
I certify that the information and responses provided on this Solicitation are true, accurate and complete. The City may contact any entity or reference listed in this Proposal. Each entity or reference may make any information concerning the Contractor available to the City.

I agree to abide by all conditions of this RFP:

Charles Gonzalez

SVP





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Signature

Title

If a corporation renders this Proposal, the corporate seal attested by the secretary shall be affixed below. Any agent signing this Proposal shall attach to this form evidence of legal authority.

Witnesses:

Billy Hatfield

Print name

[Signature]

Bruce Holman

Print name

[Signature]

If Individual:

Signature

Print Name

If Partnership:

Print Name of Firm

By:

(General Partner)

If Corporation:

Brightview Landscape Services, Inc.

Print Name of Corporation

By:

[Signature]

Attest:

Susan DeSantis

(President)

(Assistant Secretary)





# BrightView

Landscape Services

I, Charles Gonzalez, Senior Vice President, acknowledge that Brightview Landscape Services, Inc. is submitting a bid for RFP-20200112-0-2021/snd.

Charles Gonzalez      SVP

5/12/21







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## Solicitation Addendum Form

Solicitation Number: 20200112	Solicitation Title: Mowing & Landscape Maintenance Services Throughout Port St. Lucie
Issuing Officer: Shelby Dolan	Solicitation Initially Posted to Internet: See DemandStar
eMail Address: <a href="mailto:sdolan@cityofpsl.com">sdolan@cityofpsl.com</a>	Telephone: 772-873-6338
Addendum Number: 1	Date: May 12, 2021

Please see the below questions and answers. The answers to each question are in red.

1. When reading this bid form, it states to provide a cost for Grasses (only) in the Top section. Could you please provide a breakdown pertaining to all items needed in each Area? Your appendix has some information, but your appendix does not match the bid form. If you are requesting all contractors to include all items per the identified unit measure on your bid form, please provide data/specs necessary to bid Each Area. How many cuts, square foot./area of shrubs, etc.  
**Please refer to the RFP Attachment F-Cost Proposal for the break down by the Service Areas.**
2. Is there a budget the city is looking to meet on a yearly basis?  
**Currently it is approximately 1.3M. We do expect it to increase.**
3. Will there be liquidated damages?  
**Yes.**  
**"Exercise remedy of liquidated damages in an amount equal to 75% of the Quote Price Per Unit Measure, times the amount of quantity that is in contract violation**  
**Termination for Non-Appropriation.** The City is a government agency which relies upon the appropriation of funds by its governing body to satisfy its obligations. If the City reasonably determines that it does not have funds to meet its obligations under the awarded contract, the City will have the right to terminate the contract, without penalty, on the last day of the fiscal period for which funds were legally available."  
**\*Please Note that this language will be included in the Contract document with the awarded company.**
4. What is the sq. ft. that is included in the scope for pruning?  
**We do not have a concise number for the sq. footage, it needs to be looked at by site.**





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5. Is it the same as the area for mulch that is approx. 1M sq. ft.? **I cannot tell for sure but 2M is probably closer.**
6. Of the 40k linear feet behind the berms, for the majority of the areas a mower cannot access, must they be line trimmed? **The majority can be accessed, but there will need to be herbicide in the beds and fence lines and the slopes will need to be weedeated or have a growth retardant that CANNOT cause erosion, weedeating preferred.**
7. What is the area of the fence lines behind the berms required to be sprayed with herbicide? **4 x glyphosate on the bottom of the fence line but all material that grows on and thru it needs to be done manually 4 x annually.**
8. What is the expectation of litter pickup for all of the areas on a daily and weekly basis? **All litter is to be policed prior to the service and picked up with each service.**
9. I-95 Slopes – Are there any slope areas requiring special mowers (articulating)? **The areas need to be looked at to determine the best mean and method. Any damages as a result of the service will need to be repaired within 72 hours. Walk behinds, weed eating will be utilized to provide service if necessary.**
10. How many areas and acres have been added since the last bid award? **Please refer to the Contract Amendments for Contract #20190035.**

**Here is the link for the City's GIS Landscape Maintenance Map:**

**<https://pslgis.maps.arcgis.com/apps/webappviewer/index.html?id=e430e400004464f8acf0bf14148cd0f>**

Note: In the event of a conflict between previously released information and the information contained herein, the latter shall control.

Please let us know of any questions.

Cordially,

Shelby Dolan





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Issuing Officer: Shelby Dolan	Solicitation Initially Posted to Internet: See DemandStar
eMail Address: <a href="mailto:sdolan@cityofpsl.com">sdolan@cityofpsl.com</a>	Telephone: 772-873-6338
Addendum Number: 2	Date: May 17, 2021

### Clarification/Changes:

- Changes to the sample contract **Section XXI: Termination, Delays and Liquidated Damages**; Notice of Default; Section III has been replaced with the following language:

**Notice of Default.** If there is a default event caused by the Contractor, the City shall provide written notice to the Contractor requesting that the breach or noncompliance be remedied within the period of time specified in the City's written notice to the Contractor. If the breach or noncompliance is not remedied within the period of time specified in the written notice, the City may:

- I. Immediately terminate the contract without additional written notice(s); and/or
  - II. Enforce the terms and conditions of the contract and seek any legal or reasonable remedies; and/or
  - III. **If material is not provided or work is not completed within the time stipulated in this Contract, including any extensions of time for excusable delays as herein provided, the Contractor shall provide to the City two hundred (\$200.00) dollars as fixed, agreed and liquidated damages for each calendar day of delay until the work is completed; and/or**
  - IV. Procure substitute services from another source and charge the difference between the contract and the substitute contract to the defaulting Contractor
- Please see the attached for the **Revised Cost Spreadsheet-Attachment F**, which now has the formulas to calculate the totals.

**The Bid opening date has changed to Wednesday, May 26, 2021 at 3:00P.M. EST.**

Note: In the event of a conflict between previously released information and the information contained herein, the latter shall control.

Please let us know of any questions.

A handwritten signature in black ink, appearing to be "SD", is located below the text "Please let us know of any questions."

Cordially,

Shelby Dolan





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## Solicitation Addendum Form

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Issuing Officer: Shelby Dolan	Solicitation Initially Posted to Internet: See DemandStar
E-Mail Address: <a href="mailto:sdolan@cityofpsl.com">sdolan@cityofpsl.com</a>	Telephone: 772-873-6338
Addendum Number: 3	Date: May 19, 2021

### Clarification/Changes:

1. The Bid opening date has changed to Wednesday, June 9, 2021 at 3:00P.M. EST.
2. This RFP is for qualifications only. **Do not** submit any pricing with your proposal.
3. Bid Bonds are no longer required. Security Deposits will still be required as stated in Section 3.2
4. The Cost Proposal "Mandatory" Worksheet is no longer required. All costs will be negotiated after award is made by the City Council. Strike through Section 5.1 & 5.2 and refer to the new attachment for the Proposed Schedule that be negotiated with the highest ranked firm.

#### 5. Cost Proposal

##### 5.1. Cost Proposal

~~Each contractor is required to submit a cost proposal as part of its response. The cost proposal will be evaluated and scored in accordance with Section 6 "Proposal Evaluation, Negotiations and Award" of this eRFP. By submitting a response, the contractor agrees that it has read, understood, and will abide by the following instructions/rules:~~

- ~~1. The submitted cost proposal must include all costs of performing pursuant to the resulting contract; and~~
- ~~2. All quantities and/or estimates are for information or tabulation purposes only and;~~
- ~~3. No warranty or guarantee is expressed or implied on the volume of products and/or services that the City may require through the negotiated contract period and;~~
- ~~4. Cost proposals containing a minimum order/ship quantity or dollar value, unless otherwise called for in the eRFP, will be treated as non-responsive and may not be considered for award; and~~
- ~~5. In the event there is discrepancy between the contractor's unit price and extended price, the unit price shall govern;~~





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- ~~6. In the event there is a discrepancy between (1) the contractor's pricing as quoted on the eRFP's provided cost worksheet and (2) the contractor's pricing as quoted by the contractor in one or more additional documents, the former shall govern; and~~
- ~~7. Unless otherwise specified in any terms and conditions attached to the eRFP, all product deliveries will be F.O.B. destination and all shipping charges must be included in the quoted pricing structure; and~~
- ~~8. Unless expressly permitted by the eRFP, responses containing provisions for late or interest charges cannot be awarded a contract. Contractors must "strikethrough" any such provisions in printed forms and initial such revisions prior to submitting a response to the City; and~~
- ~~9. Contractor responses requiring prepayment and/or progress payment requirements may be determined non-responsive unless otherwise permitted by the eRFP; and~~
- ~~10. The prices quoted and listed in the cost proposal shall be firm throughout the term of the resulting contract, unless otherwise noted in the eRFP or contract; and~~
- ~~11. Unless permitted by the eBid, responses requiring payment from the City in less than thirty (30) days will be considered non-responsive; and~~
- ~~12. The City is exempt from certain taxes and no provision for such taxes should be included in the contractor's response.~~

#### **5.2. Cost Structure and Additional Instructions**

~~The City's intent is to structure the cost format in order to facilitate comparison among all contractors and foster competition to obtain the best market pricing. Consequently, the City requires that each contractor's cost be in the format outlined below. Additional alternative cost structures will not be considered. Each contractor is cautioned that failure to comply with the instructions listed below, submission of an incomplete offer, or submission of an offer in a different format than the one requested may result in the rejection of the contractor's proposal.~~

~~Enter all information directly into the cost sheet(s). Enter numbers on each cost sheet in "number" (two-place decimal), not "currency" or other format unless otherwise stated. That is, omit dollar signs, commas, and any other non-essential symbols. (e.g., \$7.90 should be entered as 7.90) Prices must be in US Dollars. Enter "n/a" to indicate not available or "0" if there is no charge. Cells left blank will be interpreted as "no offer".~~

~~Download, review and complete the Cost Worksheet and then upload the Cost Worksheet per directions in DemandStar.~~

5. Strike any reference to "cost factors" from Section 6.

6. Revised Section 6.3 is as follows:

#### **6.3. Evaluating Cost Proposal and Total Combined Score**

Not applicable to this project.

**6.3.1. Cost Scoring**  
Not applicable.

**6.3.2. Total Score**  
See 6.4.





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7. Revised scoring criteria Section 6.4 is as follows:

Category	Criteria	Points
Technical/Proposal Factors	"Mandatory" Requirements	Pass/Fail
Technical/Proposal Factors	"Mandatory Scored"	1,000 points
Total	N/A	1,000 points

Note: In the event of a conflict between previously released information and the information contained herein, the latter shall control.

Please let us know of any questions.

Cordially,

Shelby Dolan

CS





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E-Mail Address: <a href="mailto:sdolan@cityofpsl.com">sdolan@cityofpsl.com</a>	Telephone: 772-873-6338
Addendum Number: 4	Date: June 8, 2021

### Clarification/Changes:

1. Bid Bonds are no longer required as there is no cost being requested for RFP #20200112, which are typically collected upon the closing date and time.
2. Security Deposits will still be required in lieu of a Payment and Performance Bond. The Security Deposit will need to be in the amount of not less than (5%) of the total negotiated contract amount. This will need to be submitted upon the execution of the contract. It can be submitted as a cash security deposit or an irrevocable letter of credit. Please refer to Section 3.2

Note: In the event of a conflict between previously released information and the information contained herein, the latter shall control.

**The Bid closing date and time has not changed.**

Please let us know of any questions.

Cordially,

Shelby Dolan

CS



# AM Training Progression Model

AM Training Program consists of Onboarding and Peer Mentor program, as well as a series of training sessions for new and developing AMs.





# Account Manager Pattern of Management – Best Practices

Frequency	Customer Service	Business Management	Operations Management	Team Development
<b>Daily</b>	<ul style="list-style-type: none"> <li>Time Management – block out time on calendar to return e-mails, calls, set up tasks, write proposals, client walks / meetings, plan and prep for next day</li> <li>Customer Communication (calls, e-mail, text, CSAT)</li> <li>Job Site Visits / QSAs site walks with clients</li> <li>Writing PEPs and Extra Work proposals</li> </ul>	<ul style="list-style-type: none"> <li>Develop new sales leads</li> </ul>	<ul style="list-style-type: none"> <li>Safety</li> <li>Communication with PM</li> <li>Daily Plan and Daily Progress Update on customer needs. Review Maps, delegate task</li> <li>Inspect what you expect, Visit with crews, reinforce desired behaviors</li> </ul>	<ul style="list-style-type: none"> <li>Coaching PMs as needed to meet customer expectations</li> <li>Developing CST Team members</li> </ul>
<b>Weekly</b>	<ul style="list-style-type: none"> <li>Communication – Monday Morning Blitz</li> <li>Seasonal e-mails on enhancement ideas</li> <li>Client relationship building – lunch, events</li> <li>Client Partnership Plan</li> <li>Marketing / Promotions</li> </ul>	<ul style="list-style-type: none"> <li>Branch Meetings (Sales, renewals, enhancements, on-boarding new business)</li> <li>Revenue Recognition / E1</li> <li>Update CRM, Salesforce, COINS</li> <li>AM Scorecard Review with BM</li> </ul>	<ul style="list-style-type: none"> <li>In person meeting with PM – Planning Meeting. Set goals for the week, review progress from previous week</li> <li>Participate in safety tailgate talks</li> </ul>	<ul style="list-style-type: none"> <li>Work in the field one day per week for coaching and development of team</li> </ul>
<b>Monthly</b>	<ul style="list-style-type: none"> <li>QSAs – execute and follow up with crew for next month</li> <li>Review CSAT reports</li> <li>Visit all properties and proactively communicate with clients on successes and opportunities</li> <li>Plan high priority site walks with clients</li> <li>Client relationship building activities</li> </ul>	<ul style="list-style-type: none"> <li>Review Work Order Report / Sales Goals</li> <li>Review budget from customer budget / worksheet</li> <li>Month End Close – attend minimum of 1 close meeting per quarter</li> <li>Review Renewal Planner (13th month report)</li> </ul>	<ul style="list-style-type: none"> <li>Forecast next months Ops with PM / prioritize</li> <li>Production review</li> <li>Review enhancement reports</li> </ul>	<ul style="list-style-type: none"> <li>Crew training</li> <li>Equipment maintenance</li> </ul>
<b>Quarterly/ Annually</b>	<ul style="list-style-type: none"> <li>Update Client Partnership Plan</li> <li>Quarterly reviews / client communications</li> <li>Send marketing materials – enhancements, seasonal focus</li> </ul>	<ul style="list-style-type: none"> <li>Portfolio evaluation – review stacked estimates, Review reports, update client info</li> <li>Subcontractor Reviews</li> <li>Succession Planning / Winter Personnel Needs</li> </ul>	<ul style="list-style-type: none"> <li>Seasonal prep for seasonal markets</li> <li>Equipment, staff and materials planning</li> <li>Horticulture and agronomic calendar</li> </ul>	<ul style="list-style-type: none"> <li>Talent review</li> <li>Self-evaluation – what worked well, what didn't</li> <li>Incentive plan review</li> </ul>



# INTERNATIONAL SOCIETY OF ARBORICULTURE

## CERTIFIED ARBORIST™

*Robert Vornbrock*

Having successfully completed the requirements set by the International Society of Arboriculture, the above named is hereby recognized as an ISA Certified Arborist®



*Kevin Martlage*  
Kevin Martlage  
Director of Credentialing  
International Society of Arboriculture

FL-6408A  
Certification Number

*Caitlyn Pollihan*  
Caitlyn Pollihan  
Executive Director  
International Society of Arboriculture

7 Apr 2012  
Certified Since

30 Jun 2021  
Expiration Date







#0847  
ISO/IEC 17024  
Personnel Certification Program  
ISA Certified Arborist®



# BrightPath Landscaper Development Skills Matrix

## 4 Levels

Level		Definition
<b>Crew Leader (L4)</b>		Leader; Owns job performance while working, leading and coaching others.
<b>Landscaper III (L3)</b>		Emerging Leader; Performs complex tasks without supervision.
<b>Landscaper II (L2)</b>		Experienced; Performs basic tasks without supervision.
<b>Landscaper I (L1 / New Hires)</b>		Performs basic tasks with supervision.

### An integrated training program that includes:

- Safety Equipment certification process, previous HP&S activities, OpX Quality standards and Technical skill building like pruning and mulching
- Skill building for AMs, PMs & Crew Leaders for coaching and training on-the-job



# BrightPath Process Overview



## Training:

- Orientation
- Onboarding
- Equipment
- Technical
- Common Issues and Injuries

## Equipment:

- Stick Edger
- Walk Behind Mower
- Line Trimmer
- Backpack Blower

## 2 Part Evaluation to Test Out of Level:

### 1) Demonstrated Assessment

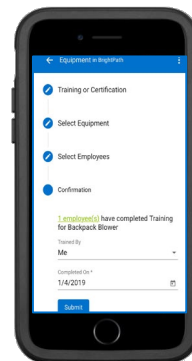
- PM/AM observes Team Member in the field completing the Level 1 requirements
- Must score 80% or better to move to step 2.

### 2) Facilitated Quiz

- Team Member meets with PM/AM to answer and complete the Quiz questions
- Must score 80% or better on the Quiz to complete the Level 1 certification.\*





***Program Progress is Tracked in new BrightPath App!***

**Note:** The Level 1 training process is designed to be flexible according to the individual and branch needs. These activities can be completed within 30-90 days or longer.





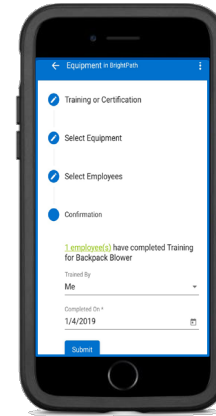
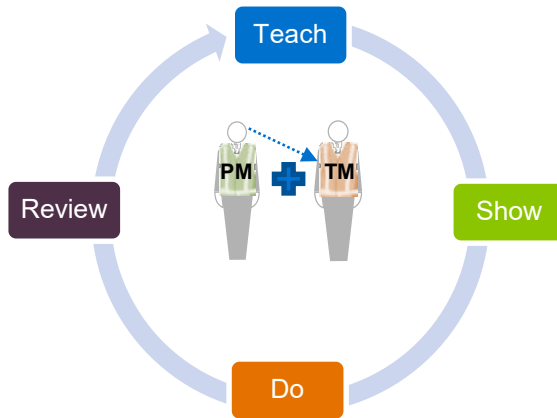
# Landscaper Skills Matrix

	LEVEL 1	LEVEL 2	LEVEL 3	LEVEL 4
	 <b>Landscaper I (L1)</b> All New Hires Performs basic tasks WITH supervision	 <b>Landscaper II (L2)</b> Performs basic tasks WITHOUT supervision	 <b>Landscaper III (L3)</b> Performs complex tasks WITHOUT supervision	 <b>Crew Leader (L4)</b> Owns job performance while working, leading and teaching others
<b>Safety</b>	<ul style="list-style-type: none"> <li>Willingly takes direction from supervisor</li> <li>Does not take shortcuts or compromise BrightView safety standards</li> <li>Reports unsafe situations to Crew Leader or Production Manager</li> <li>Demonstrates safe work behaviors - wears PPE at all times</li> </ul>	<ul style="list-style-type: none"> <li>Actively participates in Take 2</li> <li>Immediately notifies Crew Leader when injuries occur and/or when risk of unsafe conditions are suspected</li> <li>Does not modify equipment</li> </ul>	<ul style="list-style-type: none"> <li>Leads the Take 2 job briefing 2-3 times per week</li> <li>Immediately notifies Crew Leader when injuries occur and/or when risk of unsafe conditions are suspected</li> <li>Coaches and reminds team of the "Safety Topic" tailgate talk throughout the week/month</li> <li>Has demonstrated 6 months of accident free performance</li> </ul>	<ul style="list-style-type: none"> <li>Has full ownership of the safety of their team</li> <li>Leads effective safety communication, including Take 2 job briefing, hazard recognition, post production review, incident/near-miss reporting and support of root cause analysis</li> <li>Holds team members accountable for working safely. Stops work when the safety of a team member is at risk</li> <li>Consistently reinforces and champions the safety culture of the branch</li> </ul>
<b>Customer Care</b>	<ul style="list-style-type: none"> <li>Always shows courtesy and respect to customers/ pedestrians</li> <li>Communicates with Crew Leader if any damage occurs to customer's property</li> </ul>	<ul style="list-style-type: none"> <li>Follows Crew Leader's instructions to fix clients issues/concerns</li> <li>Executes work according to site specific details and client requests</li> </ul>	<ul style="list-style-type: none"> <li>Proactively maintains site detail</li> <li>Works with Crew Leader to problem solve and overcome job and schedule challenges</li> </ul>	<ul style="list-style-type: none"> <li>Ownership of customer priorities and service expectations for each work location</li> <li>Communicates with PM/AM to address customer concerns</li> <li>Leads crew to address customer issues</li> </ul>
<b>Quality</b>	<ul style="list-style-type: none"> <li>Takes direction from Crew Leader/Production Manager for proper weed control methods</li> <li>Understands the difference between excellent, good and fair quality on a job site</li> <li>Consistently executes work to the BrightView 7 Quality Standards and Job Aids</li> </ul>	<ul style="list-style-type: none"> <li>Proactively communicates quality concerns with Crew Leader/ Production Manager</li> <li>Uses the BrightView Quality Standards Job Aids to improve work quality</li> <li>Demonstrates quality practices with minimal supervision</li> <li>Uses proper weed control methods (mechanical and chemical if certified)</li> </ul>	<ul style="list-style-type: none"> <li>Works with Crew Leader to coach other crew members on BrightView Quality Standards</li> <li>Completes punch list items without Crew Leader supervision</li> <li>Offers solutions to deliver quality results</li> <li>Follows BrightView Production Sequencing (BPS) process</li> </ul>	<ul style="list-style-type: none"> <li>Accountable for consistent site quality</li> <li>Participates in QI with PM - Accepts coaching and feedback and reviews results with team</li> <li>Ensures completion of or compliance with the learnings from the QI process</li> <li>Acts as coach to develop team members and achieve quality standards</li> <li>Leads BrightView Production Sequencing (BPS) process</li> </ul>
<b>Equipment Training &amp; Certification</b>	<ul style="list-style-type: none"> <li>Certified on Level 1 equipment (Backpack Blower, Stick Edger, String Trimmer, Walk-Behind Mower)</li> <li>Performs basic preventive maintenance to extend life of equipment</li> <li>Reports equipment that is not working properly and/or has been modified</li> <li>Does not leave tools, equipment and materials unattended or on pathways</li> </ul>	<ul style="list-style-type: none"> <li>Certified on Level 2 equipment (Extended Hedge Trimmer, Power Pole Pruners, Push/Ride-On Blower, Riding Mower, Stand on Mower, Walk Behind Rototiller)</li> <li>Stops work/communicates to Crew Leader if a team member is using equipment incorrectly</li> </ul>	<ul style="list-style-type: none"> <li>Certified on Level 3 equipment (Bed Edger, Chain Saw, Extended Pole Pruner, Leaf Vacuum, Skid Steer)</li> <li>Assists Crew Leader/Production Manager in coaching team members on equipment and tool use and care</li> </ul>	<ul style="list-style-type: none"> <li>Certified on all equipment required by job</li> <li>Provides on-the-job coaching to ensure team members operate equipment safely and efficiently to achieve BrightView Quality Standards</li> </ul>
<b>Truck &amp; Trailer</b>	<ul style="list-style-type: none"> <li>Only operates a vehicle with a valid drivers license and BrightView certification</li> <li>Properly secures equipment in trailer and pulls / secures tarp before truck is in motion, even if empty</li> <li>Acts as a backup spotter to guide the driver</li> </ul>	<ul style="list-style-type: none"> <li>Assists Crew Leader with DVIR inspections</li> <li>Performs preventive maintenance and minor repairs on trucks and trailers (e.g., add fluids, replace light bulbs)</li> <li>Maintains organization of tools and pesticides in the trailer</li> </ul>	<ul style="list-style-type: none"> <li>Trains team members on preventive maintenance on truck and trailer</li> <li>Connects trucks and trailers safely and correctly</li> </ul>	<ul style="list-style-type: none"> <li>Conducts / oversees DVIR</li> <li>Delays dispatch until truck and trailer are in compliance with DOT regulations</li> <li>Has full ownership of the security of the equipment in the trailer</li> </ul>
<b>Horticultural Practices</b>	<ul style="list-style-type: none"> <li>Familiar with basic horticultural maintenance operations/practices</li> <li>Distinguishes weeds from desired plants in turf, beds, and containers</li> <li>Properly removes trash, dead plants, and suckers from landscape</li> <li>Recognizes 10+ local plants, shrubs and trees</li> </ul>	<ul style="list-style-type: none"> <li>Properly prepares soil, installs/maintains seasonal color</li> <li>Informs Crew Leader of suspected disease, insect pests, stress or injury to plants</li> <li>Recognizes areas of drought stressed turf and confirms with Crew Leader that we will not mow the area</li> <li>Recognizes 20+ local plants, shrubs and trees</li> </ul>	<ul style="list-style-type: none"> <li>Identifies common weeds and recommends methods for control to Crew Leader/Production Manager</li> <li>Assists in training other Crew Members on proper horticultural practices</li> <li>Recognizes 30+ local plants, shrubs and trees</li> <li>Certified to apply pesticide</li> </ul>	<ul style="list-style-type: none"> <li>Demonstrates knowledge of turf management practices</li> <li>Teaches landscaping skills and practices to others</li> <li>Recognizes damaged, diseased or dead plant material and makes recommendations to fix the problem</li> <li>Accountable for recording pesticide/chemical usage</li> <li>Ensures compliance with BV Pesticide Procedure (loading, transporting, mixing and application)</li> </ul>
<b>Irrigation</b>	<ul style="list-style-type: none"> <li>Recognizes and reports areas of landscape that are too wet or too dry</li> <li>Properly uses quick couplers (where applicable) and correctly hand-waters seasonal color, shrubs or trees when needed</li> </ul>	<ul style="list-style-type: none"> <li>Communicates with Crew Leader/Production Manager on needed irrigation adjustments</li> <li>Knows irrigation system components and where they are located</li> </ul>	<ul style="list-style-type: none"> <li>Identifies irrigation system problems and works with Crew Leader to correct</li> <li>Properly repairs broken sprinkler heads*</li> <li>Correctly adjusts control box settings as needed*</li> </ul>	<ul style="list-style-type: none"> <li>Understands basic water management</li> <li>Operates/adjusts controllers based on conditions (days and run times)*</li> <li>Identifies sources of problems and completes basic repairs to irrigation systems*</li> <li>Demonstrates how to bleed various valves*</li> </ul>
* If state requires irrigation licensing, only state certified irrigation technicians can perform these functions.				
<b>Leadership Behaviors</b>	<ul style="list-style-type: none"> <li>Reports to work regularly and is ready to be clocked in on time</li> <li>Wears PPE at Stretch and Flex</li> <li>Actively participates in Stretch and Flex</li> <li>Has a positive attitude and good work ethic</li> </ul>	<ul style="list-style-type: none"> <li>Actively participates in Stretch and Flex</li> <li>Assists less-seasoned team members to complete work</li> <li>Creates a positive and motivating work environment</li> </ul>	<ul style="list-style-type: none"> <li>Mentors team members on BrightView safety and quality standards</li> <li>Assists Crew Leader during shutdown and dispatch</li> <li>Leads and performs job duties when Crew Leader is not on site</li> <li>Follows through on commitments and makes sure others do the same</li> </ul>	<ul style="list-style-type: none"> <li>Regularly communicates with Production Manager regarding team, safety, schedule, site quality and customer conversations</li> <li>Leads team at job site</li> <li>Provides coaching and on-the-job training to team members</li> <li>Directs team members at shutdown and dispatch</li> <li>Builds strong team morale, shares wins and recognizes the efforts of the team</li> </ul>



## Training Process

Training is using the Trainer's Guide to **educate** the team member on safety, operation and quality while being supervised.

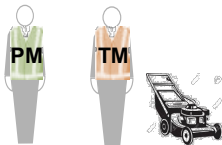


### BrightPath App

1. Choose Equipment & Training
2. Scan Badge(s)
3. Employee Attestation
4. Submit

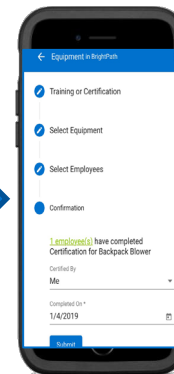
## Certification Process

Certification occurs when the certification criteria has been met and the team member is able to operate the equipment independently.



### Certification Criteria

- Operated equipment under supervision (minimum one hour)
- No safety incidents
- Meets BrightView Quality Standards
- Should be recorded within 30 days of training



### BrightPath App

1. Choose Equipment & Certification
2. Scan Badge(s)
3. Employee Attestation
4. Submit



## Safety Policy and Commitment

### BrightView's Safety Policy

- BrightView is committed to operating our business in a responsible manner. The opportunity to deliver world-class professional services and create inspiring and safe landscapes for our clients and customers is a privilege and responsibility that we work hard to protect and advance every day. In delivering that highest quality service, our dedicated team members across BrightView understand that nothing is more important than the safety of our people, customers, and the communities we serve. As one of our core values, safety helps to define BrightView and how we drive and deliver Confidence from Excellence.

### BrightView's Safety Commitment

- We actively strive for continuous improvement of our safety performance in relentless pursuit of our vision of creating a workplace where No One Gets Hurt. We instill a sense of ownership and responsibility in our team members so that everyone has the right to stop and question any work activity that causes concern about their personal safety and to report hazards or unsafe conditions on our jobs or in our yards that may impact the safety of others, or the safety of our services. We foster a culture where all leaders and team members are empowered to address safety risks and prevent incidents and injuries. We provide a safe work environment that places significant value on the health and welfare of our team members, and integrates safety into our management decisions and operating practices. We regularly train our people on their responsibilities to create and maintain a safe and healthy work environment. We hold ourselves accountable to be a leader in business performance which includes as the top priority, our safety performance. We comply with Occupational Safety and Health Act (OSHA) regulations and company safety policies that are designed to protect our people from known workplace hazards.

### BrightView's Safety Responsibility

- At BrightView, ensuring workplace safety is the responsibility of every leader and team member. We empower and expect everyone at BrightView to Take Pride in their role of providing safe services and to Take Care of ourselves, each other and our clients. Through this shared commitment, we live our safety promise every day to provide the highest quality services in the safest manner. We are committed to a workplace where “No One Gets Hurt.”

## Code of Safe Work Practices and Safety Rules

It is a company objective to provide a safe, healthy and engaging work environment. Your safety, the safety of your fellow workers, customers, and the general public requires that you make safety a priority while performing your work.

### Corrective Action Process and Procedures:

- The Company tries to keep rules to a minimum where possible. However, when groups of people work together, there must be guidelines to ensure safety is a priority, to provide direction, and to protect team members, customers and the public. Therefore, the following guidelines have been established to ensure a common understanding of the expected safe work behaviors.
- When a team member fails to comply with safety policies, procedures, rules guidelines or to follow a supervisor's instructions, it not only places the offending team member at risk of injury but it can also place fellow team members in jeopardy. The company takes safety violations seriously; the company understands the vast majority of team members realizes the value of their jobs and conduct themselves in a safe, professional and responsible manner. In an effort to avoid misunderstandings, the company has developed these Code of Safe Work Practices and Safety Rules. Team members should fully understand these safety rules and the corrective action process utilized to ensure these rules are adhered to.

### Investigation of Injuries, Incidents and Unsafe Actions:

- All reports of injuries, accidents, incidents of unsafe behavior, or violations of safety policies will be investigated as soon as possible, but no later than 24 hours following notification of the incident.
- The Jobsite emergency contact will be the BrightView Foreman/Superintendent and the person designated by the General Contractor.



- Please ensure you have the correct emergency number. Information can be obtained during the Contractor Safety Orientation provided by General Contractor. Lastly, ensure all team members are aware of the contact numbers and post.
- All incidents (accidents, injuries and near-misses) shall be reported to the BrightView Foreman/Superintendent immediately. The BrightView Foreman/Superintendent shall complete a Incident/Near-miss Report through the required process. The BrightView Foreman/Superintendent shall prepare an accident/injury report on the incident reporting form or containing all pertinent information and submit to the BrightView Safety Manager or designee within one working day (24 hours) of the occurrence. The BrightView Foreman/Superintendent shall provide the incident report to the General Contractor as required.
- BrightView strictly prohibits any form of retaliation against a team member who reports an injury, an unsafe condition or in good faith makes a complaint, raises a concern, provides information or otherwise assists in an investigation or proceeding regarding any conduct that he or she reasonably believes to be in violation of the company's Safety Policies, procedures, rules or regulations.
- No team member should be discharged, demoted, suspended, threatened, harassed, intimidated, coerced, or retaliated against in any manner as a result of his or her making a good faith complaint or assisting in the handling or investigation of a good faith complaint.

Reporting Violations:

- If you believe you have been retaliated against or that any other violation of this policy has occurred, or if you have questions concerning this policy, you must immediately notify Human Resources or your immediate supervisor. Any team member who violates this anti-retaliation provision is subject to disciplinary action, up to and including termination of employment.

Accountability of Branch Management and Leadership:

- Branch Management and Leadership has the responsibility to train and direct all team members in safe work practices and to provide sufficient oversight and monitoring to ensure policies, procedures and safety rules are followed. Branch Management and Leadership found to have knowingly failed in this responsibility will receive corrective action.
- The goal of the company is to correct unacceptable behavior by educating, training, disciplining or coaching team members found violating the safety procedures and rules. More serious rule violations will carry more severe corrective action.
- Violations of safety policies, procedures and/or failure to report safety violations will generally result in progressive discipline up to and including termination. Discipline may result regardless of whether an injury occurs. The safety violations and categories of safety violations listed below are not meant to be all inclusive. The company reserves the right, in its sole discretion, to skip one or all disciplinary steps depending on severity of infraction.

Major Violations – Discipline:

- Major infractions involve conduct that is so inherently dangerous that it cannot be tolerated. Generally, these are infractions such that if injury were to occur it could be severe or life threatening. Team members may be terminated for such violations regardless of whether an injury results from the infraction. Some examples include, without limitation:
  - Possession and/or use of alcohol, drugs or drug paraphernalia during the work day or working under the influence of alcohol or drugs (including marijuana)
  - Removing safety devices from equipment
  - Workplace violence
  - Not using approved safety equipment (e.g., seat belts, ROPS, PPE)

General Violations – Progressive Discipline:

- General Violations are infractions which, if injury were to result it would likely be less severe than major violations. Team members may be disciplined regardless of whether an injury results from the infraction. Should a team member fail to correct the issue or behavior, the manager may then decide to escalate to the next level of formal corrective action. Formal corrective actions generally fit into one of the following three categories, depending on the severity of the offense:
  - Level 4 - Verbal Notice (documented);
  - Level 3 - Written Warning;
  - Level 2 - Written Warning w/Suspension; and
  - Level 1 - Termination.



- The primary purpose of a Warning Notice is to impress upon the team member the need for corrective action and/or a behavioral change on his or her part. The accumulation of two Written Warnings for the same or different offenses may result in a disciplinary action up to suspension without pay or termination. Accumulation of three Written Warnings for the same or different offenses will result in discharge. In general, a record of prior disciplinary action may be disregarded after a rolling 12 month period has lapsed without any further infractions by the team member, although the company may consider infractions over a more extended period of time if, in the company's sole discretion, a team member's record year over year represents a pattern of conduct.

**The following Safety Rules are specific to BrightView and part of the company's overall EHS program. Some variances have been granted if they are specific to the work site to meet the general contractor's requirements.**

General Safety Rules:

1. Any team member required to use company equipment will be properly trained, certified, and documented prior to use.
2. Every crew truck and trailer shall be equipped with a water cooler and drinking cups to provide enough water throughout the work day. It is recommended that team members drink at least one quart of clean, cool drinking water per hour. Water cooler must be labeled as "drinking water".
3. Report all accidents/injuries/incidents to a supervisor or a member of management immediately, but in all cases, before the end of the shift, whether or not medical treatment is required.
4. Team members shall, at all times, be aware of their surroundings and avoid distractions to prevent injuring themselves and others or causing damage to property, equipment or vehicles.
5. Visually inspect jobsites before starting or leaving work and correct any unsafe conditions. Any potentially unsafe act or condition must be reported to a supervisor or a member of management immediately, and must be corrected before starting, continuing or leaving a jobsite.
6. When preparing to lift an object, assess the load. If load is over 50 pounds, or awkward in nature such as a full burlap, get help or use a lifting device and/or ramp. Use proper lifting techniques. Lift with the back straight and legs bent.
6. When assisting a person whose injury results in bleeding, team members should protect themselves against bloodborne pathogens by wearing latex or vinyl gloves.
7. Good housekeeping is to be maintained at all facilities, jobsites and in all company vehicles. Store all materials in their proper place and clean as you go to prevent trip hazards.
8. Smoking is prohibited in company vehicles and on company property unless it has been specifically designated as a smoking area.
9. Horseplay is not permitted at any time.
10. Team members shall not enter into certain areas that may be posted "Authorized Personnel Only" unless they are cleared to do so.
11. Unauthorized/non-team members are not permitted into any company work areas.

Personal Protective Equipment Safety Rules:

1. Chainsaws are prohibited in the field unless accompanied by required PPE; chaps, hardhat, safety glasses, face protection, hearing protection, and gloves. Chainsaw chaps and all other required PPE shall be worn when using a chainsaw on the ground.
2. Hedge trimmer chaps and all other required PPE shall be worn when using gas shears.
3. Snake chaps must be used when conducting work in snake prone areas or where snakes have been observed.



4. ANSI Z87-approved eye protection shall be worn at all times while performing job tasks. Face shields with safety glasses or goggles shall be worn when required by jobsite specifications, task specifications, or when an additional hazard is present.
5. In an abundance of caution, the Company provides hearing protection. Such Company-approved hearing protection devices must be used when operating any power equipment. Music/audio earphones/headsets are not allowed while working.
6. All team members shall wear ANSI-approved class 2 safety vests when engaged in outdoor operations. Class 3 safety vests shall be worn in 40+MPH traffic areas or as mandated by State regulations.
7. Team members responsible for mixing, handling or applying chemicals must follow the instructions on the labels/Safety Data Sheets (SDS) and wear the appropriate personal protective equipment (PPE).
8. Footwear for team members engaged in field and shop operations must, at a minimum:
  - Be lace-up over-the-ankle footwear of leather or equally firm material, and laced firmly to the top.
  - Have adequate tread on the soles of the boots to prevent slips and falls.
  - Sneakers or casual shoes are not allowed.
  - ANSI rated safety toe boots are required for maintenance and shop team members and when required by the general contractor's safety requirements.
  - Foot protectors, worn over work boots, is required when using compaction equipment.
9. A hard hat shall be worn when an overhead hazard exists, when required by jobsite specifications, task specifications or when required by a client. This includes, but is not limited to, tree trimming/pruning.
10. Personal protective equipment shall be cleaned and inspected daily or at each use. Missing, worn, or defective PPE shall be replaced prior to continuing work. All personnel in the field must wear proper PPE, even if just observing.
11. Hand protection is to be worn by all team members when engaged in field or shop operations. Specialty hand protection is required when engaged in blade sharpening, chemical application, when exposed to bloodborne pathogens, or while performing janitorial services.

Vehicle Safety Rules:

1. Personnel may never be transported in the bed of the vehicle, trailer or as a passenger on equipment, including off-road jobsites.
2. Automobile drivers shall have a valid driver's license and an approved driving record that meets Company policy in order to drive a Company vehicle. Driver's license must be applicable to the State laws respective to residency and employment. Driver's should report immediately to their supervisors if anything should impact the validity of their licenses and otherwise refrain from driving for the Company until the matter is resolved.
3. Hands-free devices are required for all drivers when operating a company-owned or leased vehicle. All drivers shall comply with local ordinances with respect to phone use.
4. Drivers are prohibited from using, texting or holding a cellular phone or any type of electronic device including GPS while vehicle is in motion.
5. Drivers shall obey all local and state traffic laws.
7. Always use a spotter when backing up vehicles with towed units and when rear view is obstructed. Walk around your vehicle to check for obstacles before moving. If working alone a spotter may not always be available. At a minimum, walk around your vehicle to check for obstacles before moving.

*Note: All work related vehicles on sites with an obstructed view while reversing, will have a spotter. All oversized equipment shall be equipped with a back-up alarm.*

7. Remove all keys from trucks and equipment when exiting or dismounting.
8. All Commercial Motor Vehicles and any towed unit, not attached to a towing unit, shall have the wheels chocked.



9. All production vehicles must be equipped with a complete first aid kit (minimum size – 10 person kit) and annually inspected, type ABC fire extinguisher. A monthly inspection of the first aid kit and fire extinguisher must be documented.
10. All production vehicles must be equipped with proper decals, including the “How’s My Driving” information complete with phone number and vehicle ID number. Daily vehicle inspections for all Department Of Transportation (DOT) regulated vehicles shall be completed and documented.

Equipment Safety Rules:

1. No riding (seat provided) equipment is allowed within 10 feet of any body of water.
2. Any team member using a stand-on mower inside 10 feet of the water’s edge (inside the safety zone) shall wear a life vest and be trained on its use. If no such life vest is available or if you have not been trained on its use, a stand-on mower shall not be used.
3. When mowing within 10 feet from the edge of vertical drop. (i.e., retaining wall, shore line, etc.), you shall use a walk-behind mower, push mower and/or string trimmer.
4. No riding mowing equipment is allowed on slopes greater than 15 degrees. Slope conditions steeper than 15 degrees shall be mowed utilizing equipment such as string line trimmers or walk behind equipment without sulkies or velkies.
5. No team member is permitted to work on, service, make adjustments, or repair any equipment, machine, or electrical system that is running or energized. All power must be isolated and in direct control of the qualified service person.
6. Never reach under or into equipment while it is running. Shut down equipment and wait 15-25 seconds before making adjustments or corrections. The team member making the adjustment must be in sole control of the equipment and be the only person able to turn on the equipment.
7. Equipment is to be operated only by authorized team members who have been instructed and documented in the use and operation of the equipment and the proper safety protection for that equipment.
8. Portable fuel is to be kept in an approved, Type I or Type II, metal safety can, with self-closing lid and spark arrestor. Fuel types will be labeled on the side of each metal safety can. If in doubt, as your supervisor which fuel is contained in which can.
9. All ladders shall be inspected prior to each use. Damaged or defective ladders shall be immediately tagged “out of service” or “damaged, do not use” and removed from service until repaired by manufacturer or ladder Service Company. Metal ladders must be used near electrical hazards.
10. Folding ladders shall only be used, in the fully opened and locked position. Do not stand or sit on the top two steps of any ladder. Follow all manufacturers’ instructions and warnings.
11. Use only ANSI approved ladders that have all required safety devices and warning labels attached.
12. Only rear-handled chainsaws are permitted for ground based operations. Top-handled chainsaws are restricted to certified climbers in approved arbor operations.
13. All construction and maintenance equipment must be started and operated from the driver’s seat and not from the side of the equipment.
14. Allow all power equipment to cool off before fueling, storing or servicing.
15. Whenever equipment must be left unattended, turn off the engine if it is powered and remove keys.
16. Store all sharp hand tools in sheath or scabbard when not in use.
17. All equipment shall be properly secured during transport. All construction equipment, all vehicles/tractors and any mowing equipment with 72” capacity or larger shall be secured to the transporting unit by a 4-point restraining system (independent restraining devices). Any equipment with a boom (i.e., backhoe, etc.) must also have an additional restraining device to secure the boom.

Jobsite Safety Rules:

Revised: April 2019



1. All work along roadways must be performed in a temporary work zone consisting of traffic cones/markers and advance warning signs.
2. No work is permitted within 10 feet of electrical conductors. Only fiberglass ladders may be used within this 25 foot safety zone.
3. No team member is to store or transfer any material/chemical from or into an unmarked unlabeled container or package.
4. Non-potable water storage shall be labeled as "NON POTABLE WATER – DO NOT DRINK." Water lines on the jobsite may contain unfiltered water and chemicals. Team members shall not access homeowner water sources unless specifically authorized or if needed to extinguish a fire.
5. Team members shall keep a minimum distance of 10 feet from any piece of equipment while in operation and from vehicles or equipment being loaded or unloaded. Operators must power down equipment when persons are within 10' of the machine.
6. In case of an emergency, team members shall know their jobsite emergency procedures.
7. Under no circumstances are team members allowed to handle needles that may be found on a jobsite or on a client's property. Instead, notify a supervisor or client representative to arrange for disposal of these hazards.

#### Arbor Work Safety Rules

1. When working aloft, the climbers shall wear a tree workers saddle and have not less than two means of securement. Prior to making cuts, climbers shall secure the secondary point by using an approved lanyard.
2. Team members shall not perform line clearance work. Always maintain a minimum 10 foot circle of safety around all power lines and electrical conductors. If necessary, use a dedicated spotter to keep you and your equipment at least 10 feet away. No pruning will take place over or around electric lines for distance equal to the length of a pole saw.
3. All chippers must have a minimum of one wooden push paddle for chipper operations.
4. Tear-away safety vests or ANSI approved high visibility shirts are required for Tree Care Services operations. Class 3 vests are required when working in and around traffic areas on the ground.
5. A pre-job hazard assessment briefing shall be conducted and documented prior to beginning arbor care work.
6. Climbers, aerial lift operations and grounds personnel shall wear climbing helmets with chin straps.
7. When body thrusting, a climber shall be tied to or on belay. Instruct personnel in proper use of climbing ropes and knots. Check ropes daily and replace if worn or unsafe.
8. When using a chainsaw in a tree, the chainsaw shall be secured by a separate rope or lanyard that hangs free of the climber's body.
9. Pole pruners and pole saws shall be securely positioned, when hung in a tree during operations, to prevent dislodgement and so sharp edges are away and at or below the climber's waist. Pole pruners and pole saws should be secured with a rope or lanyard whenever possible.
10. Climbers shall always use high visibility climbing ropes.
11. Climbing spurs are not to be used for pruning operations.
12. A prusik loop shall be used whenever foot locking.

**Applicable project-specific rules and policies may supersede those set forth in this document. Further, to the extent governed by an applicable collective bargaining agreement, such agreement may supersede these rules and/or policies.**

### **Planning Safety into the Work**

Revised: April 2019



- Routine EHS training is conducted throughout the calendar year. Training elements are created and/or assisted by the EHS Department. Examples include, but are not limited to:
  - Seasonal equipment training events (spring and winter operations)
  - Task specific training via Job Hazard Analysis (JHA)
  - On-boarding orientation with key safety components
  - First Aid/CPR
  - OSHA 10 Hour (Customer/Client requires that, at a minimum one representative have an OSHA 30 Hour)
  - Client specific on-boarding orientation with annual refresher as needed
  - Regulatory specific training (i.e. fall protection and confined space)
  - Tailgate Talk Awareness with hands-on demonstrations as needed
  - Additional countermeasures currently in place include the following below:
    - a. Identification of job site hazards during job planning phase / site assessment process
    - b. Pre-job hazard assessment; and
    - c. Peer to peer jobsite communication and work flow

#### On-Boarding Process-BrightView Specific

1. New hire offer accepted
2. Orientation checklist begins
3. Completes new hire packet
4. Watches orientation video, which includes safety component
5. Receives personal protective equipment (general)
6. Receives book of leadership
7. Issued ID card
8. Conducts a yard and office tour
9. Responsible Operations Manager performs and certifies Core Foundational Training on the job
10. Operations Manager/Crew introduction
11. Operations Manager assigns 7 calendar day check-in
12. New hire begins working with crew

## **Hazardous Communication**

#### Hazard Determination:

- We will rely on the manufacturer's labels or SDS's as an evaluation for the various hazards of the chemicals used at each location. The Hazard Communication Program Coordinator will accept the information provided on the SDS. If the information is missing or the manufacturer fails to supply an SDS, the Hazard Communication Program Coordinator will request it from the supplier in writing.

#### File for Hazardous Chemicals:

- A Hazardous Chemical File is to be prepared and maintained by the Branch Hazard Communication Program Coordinator that will include.
  - All safety data sheets (SDS) received from manufacturers and suppliers.
  - SDS to be retained in storage for at least ten (10) years after a chemical is no longer used.
  - A list of all hazardous chemicals routinely used, stored or handled in the workplace by trade or chemical name.
  - Documentation of supplier SDS request letter.
  - Samples of forms and posters used in the program available.
- The Hazardous Chemical List from this file will be revised as new chemicals enter the workplace and will be supplied to team members upon request. SDS's will be onsite with the team members using chemicals.

#### Labels and Others Forms of Warning:

- The purpose of labeling hazardous chemicals or products containing them is to warn of the products potential danger of significant risk. The Federal Standard requires that chemical manufacturers, importers and distributors must ensure that each container of hazardous chemical shipped is labeled, tagged or marked with the following information.
  - Identity of the hazardous chemical. Identity means any chemical or common name. Identity must permit cross-references to be made among the required list of hazardous chemicals, the label, and the SDS.



- Appropriate hazard warnings are required on all labels. The purpose of the label is to provide an immediate visual warning about the hazards of the chemical in the container. The hazard warning must convey specific information regarding the most significant hazards of the chemical.
- Name and address of the chemical manufacturer, importer or other person responsible for the labeling.
- These labels are required by the Department of Transportation, Environment Protection Agency and other Federal Agencies and should be on all containers or drums of hazardous chemicals that we receive.
- In addition to the original container label, we will be using a modified version of the National Fire Protection Association System. This will be an in-house labeling system that should be used on all chemical containers to provide quick recognition in an emergency. The modified NFPA hazard label should include the following:
  - Identity of hazardous chemical in container.
  - NFPA hazard diamonds for health, flammability and reactivity.
  - Personal protective equipment required for safe handling and use.
- Attention will be paid to make sure that all labels or other forms of warning are legible, in English and prominently displayed on the container or readily available on the work area, throughout each work shift. Existing labels are not to be removed or defaced on incoming containers of hazardous chemicals, unless containers are to be immediately marked with required information.
- All chemicals on site are to be stored in their original container with labels attached. Any chemical with a label that is missing or illegible should be corrected by the job supervisor immediately. We intend to make sure that each container of hazardous chemical used or stored in our facilities are labeled, tagged, or marked with chemical identity and appropriate hazard warnings.

Safety Data Sheets (SDS):

- Employers in the landscape industry are responsible for developing or receiving an SDS for each hazardous chemical used in their workplace. We will require complete information on each SDS including:
  - Each SDS must be in English.
  - The identity of the chemical shown on the label.
  - If the hazardous chemical is a single substance, its chemical and common name.
  - The chemical and common name of all ingredients that have been determined to be health hazards.
  - The physical hazards including the potential for fire, explosion and reactivity.
  - The health hazards, including signs and symptoms of exposure and any medical conditions that are generally recognized as being aggravated by exposure to the chemical.
  - Precautions for safe handling and use, including hygienic practices, protective measures during repair and maintenance of contaminated equipment and procedures for clean-up of spills and leaks.
  - Control measures including engineering controls, work practices or personal protective equipment.
  - Emergency first aid procedures.
  - The date the SDS was prepared or changed.
  - The name, address and telephone number of the SDS preparer or distributor that can provide additional information if necessary.
- Chemical manufacturers and importers are required under the law to provide an SDS to distributors and customers in the landscape industry with their first shipment of hazardous chemicals. If the SDS is updated, they must provide the updated sheet with the next shipment to their customers.
- If an SDS is not provided with the shipment, the Coordinator must obtain one from the chemical manufacturer, importer or distributor, as soon as possible. It is our responsibility to have an SDS for each hazardous chemical on our properties including satellite sites to which team members routinely report to work. get.
- We will make the SDS readily available to team members when they are working in their areas. SDS's will be made available upon request to team members, their representatives, and members of OSHA or NIOSH.

Team Member Information and Training:

- The Regional Hazard Communication Program Coordinator will establish a training and information program for team members exposed to hazardous chemicals in their work area at the time of their initial assignment and whenever a new



hazard is introduced into their work area. Retraining is to be done when a new hazard is introduced into the work area, not a new chemical.

- The following information will be provided to all team members:
  - The requirements of the Hazard Communication Standard.
  - Any operations in their work area where hazardous chemicals are present.
  - The location and availability of the written Hazard Communication Program, including the required list of hazardous chemicals and the Safety Data Sheets.
  - An explanation of our in-house labeling system and procedures to locate Safety Data Sheet files and Hazard Communication compliance materials.
- In developing a training activity for team members in an unfamiliar task or system, the job supervisor should conduct a Job Safety Analysis of the task and consult with the Regional Hazard Communication Program Coordinator to review Safety Data Sheets of chemicals to be used in order to determine which team members are at risk and the amount of training required.
  - The training intended by this Standard is to be a forum for explaining to team members not only the hazards of the chemicals in their work areas, but, also how to use the information generated in the Hazard Communication Program. Our training activities will be conducted through the use of audio visuals, and classroom or on-the-job instruction. The training will also include an opportunity for team members to ask questions. In order to help develop participation and increase the level of understanding in each training session should:
    - Provide an explanation of goals and objectives of instructions.
    - Relate training to interest, skills and experiences of team members.
    - Outline the main points to be presented during the training session.
  - Point out the benefits of training. (For example, the team member will be: better informed, more skilled and thus, more valuable. Both on the job and in the labor market and if he or she applies the skill and knowledge learned, will be able to work at reduced exposure.) After a training session has been completed, the job supervisor and/or Regional Hazard Communication Program Coordinator will randomly interview course participants to be sure they are aware of the Standard and its requirements, can indicate the location and availability of information required by the Standard, and are generally familiar with the hazardous properties of the chemicals in the workplace and with the protective measures required. If the team members questioned do not exhibit a level of understanding satisfactory to the Hazardous Communication Program Coordinator, these team members are to be retrained, in a revised training program, if necessary.
  - OSHA has established the Hazardous Communication Standard as a performance standard, and will evaluate the results of our training based on interviews they conduct with our team members during an inspection of our workplace..
  - Each of our training programs shall include:
    - Methods and observations that may be used to detect the presence of release of a hazardous chemical in the work area.
    - The physical and health hazards of the chemicals in the work area.
  - The measures team members can take to protect themselves from these hazards, including specific procedures the employer had implemented to protect team members from exposure to hazardous chemicals, such as appropriate work practices, emergency procedures and personal protective equipment to be used.
  - The details of our Hazard Communication Program, an explanation of our labeling system, the use of Safety Data Sheets (SDS) and how team members can obtain and use the appropriate hazard information.

#### Emergency Response:

- Any incident of over-exposure or spill of a hazardous chemical or substance must be reported immediately to the Regional EHS Manager and Director of Technical Services (DOTS). In addition immediate contact shall be made to the general contractor's contact and emergency services onsite.
- Ensure team members have the proper emergency contact number per site per page 2 of this HASP.
- Branch offices and truck/trailer shall be equipped with a spill clean-up kit, fire extinguisher, and first aid kit. Any portable fuel must be stored and transported in proper metal fuel containers with self closing nozzles and also be properly labeled.

#### Documentation:



- To insure compliance with our program, certain documentation will be required. The types of documentation to be retained include:
  - Inventory of toxic substances or hazardous chemicals
  - Current SDS
  - Training materials used for team member groups
  - Audio/Visuals used in training (available in both English and Spanish)

Crystalline Silica:

- BrightView's Silica Exposure Control Plan limits team member exposure to respirable crystalline silica and includes methods used to protect team members, as well as procedures to restrict access to work areas where high exposures may occur. Exposure to respirable crystalline silica can cause silicosis, lung cancer, other respiratory diseases, and kidney disease. Exposure can occur during common construction tasks such as using masonry saws, grinders, drills, jackhammers and handheld powered chipping tools; operating vehicle-mounted drilling rigs; milling; operating crushing machines; and using heavy equipment for demolition or certain other tasks. The procedure does not apply where exposures will remain low under any foreseeable conditions; for example, when only performing tasks such as mixing mortar; pouring concrete footers, slab foundation and foundation walls; and removing concrete formwork.
- BrightView shall use engineering and work practice controls to control the dust, such as a vacuum with high efficiency particulate air filter, or other dust control systems as specified by the BrightView policy.
- Any BrightView team members or subcontractors that perform any of the following work tasks must be protected from exposure to silica dust:
  - Chipping, hammering, or mixing of refractory
  - Abrasive blasting using silica sand as a blasting medium
  - Abrasive blasting of concrete regardless of the type of medium
  - Sawing, hammering, drilling, grinding, or chipping of concrete or masonry products
  - Chipping, hammering, or mixing of concrete grout
  - Demolition of concrete or masonry structures
- Team members performing any of the above tasks who could be exposed to silica dust shall receive training regarding health hazards associated with silica. Acceptable engineering controls, such as those listed below, will be used when exposure to silica is likely.
  - Maintain an effective dust control program
  - Use internal blast-cleaning machines
  - Wet saw
  - Use water through the drill stem
  - Vacumes equipped with high efficiency particulate air filters

**Emergency Procedures: (See Evacuation Site Maps):**

- Primarily BrightView personnel perform work related task outdoors. The evacuation process will be determined by the Branch Manager as notified by the **Customer/Client**. The Branch Manager will make contact via phone to all the Operations Managers. The Operations Manager will then communicate the need for evacuation to all affected personnel. The company owned work truck/trailer will act as the designated shelter in place. Once cleared all team members are to report to the BrightView branch office. If BrightView is working on a project controlled site, BrightView will follow the prime contractor's emergency action plan.
- Each Operations Manager will be held accountable for ensuring that their personnel are accounted for. Prior to each work shift the Operations Manager will organize each crew and can reference that in the event of an emergency evacuation.
- BrightView will conduct a yearly severe weather drill that will be followed per the Emergency Action Plan. BrightView's rally point will be the company owned truck/trailer.

Fire:

- If a fire alarm or alert is sounded or a fire is reported by a team member, regardless of the reason for the alarm or the severity of the fire, the following action must be taken immediately:
  - Immediately notifies the site emergency services using the emergency number-**XXXX**.
  - Gives the Location, name, address, and area where the fire is located.
  - Assigns a team member to wait for the fire department outside and direct them to the fire's location.



- Once at assembly points, takes a head count of team members to insure all were safely evacuated. Double checks that all individuals are out of **Customer/Client** premises.

Tornado:

- Prior to any tornado emergency, management will designate safe shelter areas within the building for team members and individuals. There are some general guidelines that may be used to aid in the selection of such spaces. When selecting a safe shelter, consider:
  - The lowest floor, preferably a basement
  - Interior spaces- rooms with no walls on the exterior
  - Areas supported by secure, rigid structural frame members
  - Short roof spans

Earthquake:

- All team members must be aware of the potential for earthquakes and the resulting damage to buildings and facilities. During an earthquake:
  - If indoors, stay indoors; if outdoors, stay outdoors.
  - In earthquakes, most injuries occur as people are entering or leaving buildings.
  - If indoors:
    - ✓ Take cover beneath a desk, table, and bench or in doorways, halls or against an interior wall. Stay away from glass windows and glass doors, and away from containers having hazardous material stored.
  - If outdoors:
    - ✓ Move away from buildings and all structures, and all overhead electrical wires. If operating a vehicle, stop as soon as possible, but stay inside the vehicle.

After an Earthquake:

- Coordinates first aid efforts.
- Turns on the radio to get emergency information from local authorities

## **Incident Reporting/Investigation**

- It is the responsibility of all team members to report all incidents/injuries immediately, no matter how minor the incident/injury may be perceived. All incidents (accidents, injuries and near-misses) shall be reported to the **Customer/Client** Representative or designee and the site Contractor Safety Coordinator immediately. The **Customer/Client** Representative or **Customer/Client** designee shall complete a **Customer/Client** Preliminary Incident/Near-miss Report through the required process.
- The Branch Manager or Branch Safety Leader is responsible for ensuring that all incidents are properly evaluated utilizing BrightView's Root Cause Analysis Form.
- The Branch Manager or Branch Safety Leader is responsible for conducting the incident investigation within 24 hours of the occurrence.
- The Branch Manager or Branch Safety Leader is responsible for submitting the completed Root Cause Analysis Form to their responsible Regional Safety Manager within 72 hours of the occurrence. Additional time to complete the Root Cause Analysis Form may be approved by the Regional EHS Manager. Report must be provided to **Customer/Client** Management for sharing with **Customer/Client** Contractor Safety.
- A copy of the completed Root Cause Analysis Form shall be filed in the affected team member's personnel file.
- The responsible EHS Regional Manager or Corporate EHS Director may request a meeting to discuss the incident with key leadership team members.
- The completed Root Cause Analysis shall be communicated to all team members for learning opportunities.
- If the incident is noted as serious in nature or a life threatening situation, the EHS Department may lead the root cause analysis process and issue additional safety communications to the organization.

## **Heat Illness and Prevention**



- Heat stress is caused by a number of interacting factors including environmental conditions, clothing, workload and the individual characteristics of the worker. Because heat stress is probably one of the most common (and potential serious) illnesses on work sites where temperatures may be extreme, regular monitoring and other preventive precautions are vital.
- Proper training and preventive measures will help avert serious illness and loss of work productivity. Preventing heat stress is particularly important because once one suffers from heat stroke or heat exhaustion, that person may be predisposed to additional heat injuries. When temperatures reach 85 degrees Fahrenheit or higher, the following preventive measures shall be taken.

Prevention:

- Modify work/rest schedules according to monitoring requirements outlined in this policy under “high heat procedures”.
- Rotate personnel: alternate job functions to minimize overstress or overexertion at one task.
- Perform work during cooler hours of the day if possible or at night if adequate lighting can be provided.
- Maintain workers’ body fluids at normal levels; this is necessary to ensure that cardiovascular systems function adequately.
- Provide sufficient quantities of water for each employee so that each employee shall have access to and urged to drink four cups or one quart of water per hour during their shift.
- Provide shaded areas to protect personnel during rest periods as well as employees suffering from heat illness or believing a preventative recovery period is needed. Employees shall be provided access to shade that is either open to the air or provided with ventilation or cooling for a period of five (5) minutes.

Heat Illness Prevention Policy Elements:

- The preventative elements reflected within this prevention guide consist of the following:
  - Provision and Procedures for Water
  - Access to Shade
  - Breaks
  - Process for Monitoring Weather
  - High Heat Procedures
  - Communication
  - Acclimatization
  - Training
  - Emergency Response Procedures

Provision of Water:

- To ensure access to sufficient quantities and frequent drinking of potable drinking water, the following steps will be taken:
  - Each branch must provide 2 gallons of cool, drinking water per employee per 8-hour shift in sanitized containers marked appropriately as drinking water.
  - It is acceptable to dispatch with less than the maximum amount of water for daily consumption, but an effective replenishment program shall be in place to ensure sufficient cool drinking water is available for a full work shift.
  - Cool water is defined as 50 to 60 degrees. Ice may be required to maintain the water at this temperature in the coolers.
  - At no time can there be less than 4 cups of water per employee per hour.
  - Supervisors will provide frequent reminders to employees to drink frequently, and more water breaks will be provided.
  - Every morning, there will be short tailgate meetings to remind workers about the importance of frequent consumption of water throughout the shift.
  - Place water containers as close as possible to the workers, not away from them.
  - Provide disposable drinking cups and a trash receptacle for every water cooler onsite.

Procedures for Providing Water:

- Drinking containers (five or 10 gallons each) shall be filled by the foremen, crew leader or other designated employee and either brought to the jobsite or positioned on the crew truck/trailer every morning prior to the start of work.



- Container levels shall be periodically checked (at least every two hours or more frequently as temperatures increase) by the foremen, crew leader or designated employee.
- The coolers shall be refilled once the water level has dropped below 50% to ensure enough water is present to allow each employee a minimum of one quart of water per hour.
- Coolers shall be replenished by any one of the following methods:
  - ✓ Spare bottles of water may be carried with the crew or stored onsite where possible
  - ✓ An acceptable source of potable water is located at the place of work i.e. a construction site, cafeteria, community center, etc.
  - ✓ A foremen, crew leader or supervisor purchases additional water off site with company funds • At no time during replenishment shall a crew(s) be left with no water
- When empty containers must be removed from the site for replenishment, they shall immediately be replaced with a second container containing enough drinking water to provide for all affected employees
- Ice will be provided when necessary to keep water temperatures at a reasonably cool temperature; the water shall be pleasant to the taste and shall be cool enough to assist in lowering a person's body temperature during a heat related emergency.
- Water coolers shall be placed as close to the crews as possible as to encourage employees to drink water often; when conditions prevent this, bottled water or personal water containers will be made available.
- Drinking containers shall be repositioned throughout the day to accommodate the crew's movements; the supervisor or other designated employee shall be responsible for doing so.

#### Access to Shade:

- When temperatures reach 85 degrees Fahrenheit or greater, the following steps will be taken:
  - Access to shade shall be provided for employees to take breaks as needed.
  - Shade may come in the form of office buildings, construction trailers, awnings, "easy ups" or "pop-up" tents and/or mature trees.
  - Enough shade shall be available to accommodate at least 25% of the crew onsite at any given time.
  - If at any time an employee requests shade when temperatures are below 85 degrees, it shall be made available to the employee immediately.
  - These structures shall be positioned as close to the workers as possible based on the layout of the jobsite and shall be repositioned throughout the work day to accommodate movement of the workers.
  - The jobsite/crew supervisor or other designated employee(s) shall be responsible for ensuring there is adequate shade at all times.

#### Breaks:

- Employees shall be encouraged to take breaks in the shade often during high temperatures.
- Breaks shall be a minimum of five (5) minutes but may last as long as necessary for a person who is showing signs of heat illness to recover.
- Employees shall be trained in the signs of heat illness and the steps for recovering, including taking frequent breaks.

#### Procedures for Monitoring the Weather:

- Company managers/supervisors shall be trained in various methods for checking the extended weather's forecast. Prior to each workday, the forecast shall be checked in anticipation of high temperatures.
- Forecasts may be checked by any of the following methods:
  - From the internet at <http://www.nws.noaa.gov/>; or



- By calling the National Weather Service's area specific telephone number and requesting the following days forecast; each branch shall provide the NOAA phone number to the supervisors for the locations where their particular work is taking place; or
- By checking the Weather Channel TV Network.
- Supervisors shall periodically check the temperature throughout the day to monitor for sudden increases in temperature.
- When temperatures above 95 degrees are expected, high heat procedures will be implemented which include communication methods, continuous reminders and close monitoring of employees.
- Temperatures shall be monitored by either of the following:
  - From the internet at <http://www.nws.noaa.gov/>; or
  - Through free weather apps for smart phones such as NWS Weather Alert or The Weather Channel; or with a thermometer located on the jobsite.

High Heat Procedures:

- When temperatures reach 95 degrees Fahrenheit or higher, the Company shall implement additional high heat procedures necessary for the prevention of heat illness. These consist of the following:
  - Continuous communication with employees throughout the day
  - Monitoring employees for signs and/or symptoms of heat illness
  - Reminders to drink water throughout the day
  - Acclimatization of new employees

Communication:

- Supervisors shall maintain frequent communication with employees throughout the day and continually monitor their crews for signs of heat illness.
- If an employee feels ill, witnesses another employee who appears ill or is approached by an employee who informs them that feel ill, they shall immediately:
  - Locate the closest company employee, contractor or pedestrian and communicate their condition verbally to that individual; or
  - Contact their immediate supervisor either verbally or via cell phone/radio and inform them of theirs or the other employee's condition.
  - Cell phone service shall be tested daily. On jobsites where cell phone service is not adequate, walkie-talkies or other type radios shall be utilized to contact EMS during a heat-related incident.
  - All employees shall know or have their immediate supervisor's telephone number in case of emergency.
  - In rare occasions when an employee must work alone:
    - ✓ That employee shall have a cell phone or two-way radio with his immediate supervisor's telephone/radio number programmed into the phone; or
    - ✓ That employee shall have access to a land line on the property; and
    - ✓ That employee shall contact their immediate supervisor immediately and inform them of their condition.
  - In all occasions, the ill employee shall immediately be seated in a shaded area, slowly consume small amounts of cool, drinking water and take steps to prevent their condition from worsening.
  - Every effort to prevent employees from working alone shall be taken. The buddy system shall be utilized as often as possible.

Monitoring Employees and New Employee Acclimatization:

- During times of extreme heat, supervisors and/or other designated employees shall pay close attention to employees throughout the work day.



- Employees shall also be encouraged to look out for each other.
- Unless the employee indicates at the time of hire that he or she has been doing similar outdoor work for at least 10 of the past 30 days for 4 or more hours per day, supervisors, or other designated employees, shall closely supervise them for the first 14 days until acclimation has occurred.

Procedures for Acclimatization:

- Employees and supervisors will be trained on the importance of acclimatization, how it is developed and how the company procedures address it.
- All new hire employees shall wear a lime-green safety vest for the first 90 days to identify them as new employees who may not be acclimated to working in high temperatures.
- Within the first two weeks of a new hire's employment, supervisors will closely monitor them for signs and symptoms of heat illness.
- For the first two weeks of employment, new hires that may not be acclimated to the heat shall be given slower paced, less physically demanding tasks.
- At no time shall new hire employees be permitted to work by themselves. The "buddy" system will be implemented, and the employees will be encouraged to watch for signs and symptoms of heat illness among each other.

Daily Reminders:

- During times of extreme heat, employees shall be reminded of the following each morning during the huddle/stretch or as needed throughout the day:
  - The signs and symptoms of heat illness and steps to minimize them;
  - To drink small amounts of water and take a breaks lasting five minutes or more as needed;
  - Of the location of drinking water and shade structures;
  - Changes in the location of drinking water and shade structures.

Training:

- To ensure supervisors and employees are trained properly; the following steps will be taken:
  - All employees will receive heat illness prevention training prior to working outdoors.
  - On hot days and during a heat wave, supervisors will hold daily short tailgate meetings to review the important information with all workers.
  - All newly hired workers will be assigned a buddy or experienced co-worker to ensure that they understood the training and follow company procedures.
  - Supervisors will be trained prior to being assigned to supervise outdoor workers.
  - All employees shall be provided training on the following topics:
    - ✓ The environmental and personal risk factors for heat illness
    - ✓ The procedures for identifying, evaluating, and controlling exposures to the environmental and personal risk factors for heat illness
    - ✓ The importance of frequent consumption of small quantities of water, up to four (4) cups per hour under extreme conditions of work and heat
    - ✓ Proper sanitation and cleaning of water coolers including drinking cups and trash receptacle
    - ✓ The importance of acclimatization through weekly tailgate topics and various training
    - ✓ The different types of heat illness and the common signs and symptoms
    - ✓ The importance of reporting any signs of heat illness to their supervisor
    - ✓ The procedures for responding to the symptoms of possible heat illness
    - ✓ The procedure for contacting emergency services and for transporting, if necessary, to a medical service provider including directions to such provider

Supervisor Training:



- All supervisors shall be provided training on the following topics:
  - The above mentioned topics prior to the supervision of employees working in heat
  - The procedures which shall be implemented within the Heat Illness Prevention Policy
  - The procedures the supervisor is to follow when an employee exhibits symptoms consistent with possible heat illness, including emergency response procedures
  - How to monitor weather reports using various websites and how to respond to hot weather advisories using heat indexes provided and implementing high heat procedures

Emergency Response Procedures:

1. Prior to starting a job, the address, driving directions and a map of the nearest emergency medical center will be placed into each Crew Leader/Supervisors job folder. A list of the nearest medical facilities, with addresses, shall be placed in the accident kit of each BrightView production vehicle. All employees shall be trained on the location of these clinics.
2. Prior to starting a job, BrightView will designate an employee who is trained in first aid and is capable of rendering assistance to employees who show signs of heat illness.
3. Once it is determined that a person is showing signs of a heat-related illness, the designated employee trained in first aid procedures shall immediately begin steps to reduce the severity of the ill employee's condition (i.e. providing cool drinking water, cooling the person's body temperature, contacting emergency services when necessary).
4. Employees shall be trained on the address of the jobsite and/or how to recognize the nearest cross streets. Designated employees will be responsible for contacting the **Customer/Client** Emergency Response Team when necessary. On large jobsites, an employee will be sent to the entrance of the property and will assist emergency response personnel by directing them to the location of the ill employee.
5. All BrightView Crew Leaders/Supervisors will carry cell phones to ensure that emergency medical services can be called. Checks will be made to ensure that these electronic devices are functional prior to each shift.
6. To prevent an ill employee's condition from worsening, steps will be taken immediately to keep the employee cool and comfortable once emergency responders have been contacted.

### **Fall Protection**

- Affected team members will be trained on these procedures before exposing them to a fall from heights four (4) feet or greater to a lower level. The training must include:
  - Identifying potential and existing fall hazards.
  - Identifying tasks that expose team members to falls from heights.
  - Identification, solutions, prevention and controls for fall exposures.
  - Application and use of personal fall arrest systems.
  - Understanding what is expected of the team member.
- All affected team members shall be protected from falls from heights four (4) feet or greater to a lower level.
- All tasks with a fall from heights greater than four (4) feet to a lower level shall have a Job Safety Analysis (JSA) completed.
- No work will be performed until all fall hazards are controlled.
- Affected team members must don personal fall arrest system components before commencing work where a fall hazard has been identified. Such equipment consists of an anchorage point, lanyard, and full body harness.
- Only affected team members trained in elevated work and personal fall arrest systems are permitted to perform it.
- All places of BrightView employment such as worksites, branches, and facilities shall be kept clean and orderly, and in a sanitary condition in an effort to reduce or eliminate fall hazards.



### Worksite Assessment:

- All fall exposure tasks will have a Job Safety Analysis (JSA) completed. No work will be performed until fall risks are controlled and/or prevented. This fall protection plan is intended to anticipate the particular fall hazards in which our team members may be exposed. Training to include:
  - Inspecting the area to determine what fall hazards exist or may arise during the course of work
  - Identifying the hazards and select the appropriate measures and equipment
  - Giving specific and appropriate instructions to team members to prevent exposure to unsafe conditions
  - Ensuring team members follow procedures given and understand training providedExample of potential fall hazard exposures:
  - a) Raised planters
  - b) Roof-top/green roofs
  - c) Aerial lifts/bucket trucks
  - d) River walkway planters
  - e) Holes, including skylights
  - f) Walkways and ramps

## **Excavation Safety**

**Any excavation that is 4' or more in depth will have a competent person at the site at all times while work is in progress and will utilize one or more of the following protective systems:**

- Sloping and Benching - A method of protecting employees from cave-ins by excavating to form sides of an excavation that are inclined away from the excavation so as to prevent cave-ins.  
**Note:** Excavations greater than 20 feet deep shall be designed by a registered engineer.
- Shoring - A structure such as a metal hydraulic, or mechanical system that supports the sides of an excavation and which is designed to prevent cave-ins.
- Shielding - A structure that is able to withstand the forces imposed on it by a cave-in and thereby protecting the employees within the structure

### Access and Egress:

- A stairway, ladder, or ramp or other safe means of egress shall be located in trench excavations that are 4' or more in depth so as to require no more than 25ft. of lateral travel for employees. If a ladder is used it will extend no less than 36" above the top of the trench and be secured.

### Utilities:

- Before any excavation begins, the State's one-call center should be notified to locate any underground utilities.

### Vehicular Traffic:

- Employees exposed to public vehicular traffic shall be provided with, and shall wear, warning vests.

### Exposure to Falling Loads:

- No employee shall be permitted underneath loads handled by lifting or digging equipment. Use tag lines to move or swing loads.

### Mobile Equipment:

- When mobile equipment is operated adjacent to an excavation, a warning system shall be utilized, such as barricades, hand or mechanical signals or stop logs.

### Hazardous Atmospheres:



- Where a hazardous atmosphere exists, or could reasonably be expected to exist, the atmosphere in the excavation shall be tested before employees enter. The company's policy for Confined Space will be followed.
  - Protection of Employees from Loose Rock or Soil
  - Adequate protection shall be provided to protect employees from loose rock or soil that could pose a hazard by falling or rolling from an excavation face. All employees will be required to wear company approved hard hats in all excavations.
  - All excavated spoil piles, materials, an equipment shall be kept at least two feet from the edge of the excavation.

Inspections:

- Daily inspections of excavations, the adjacent areas, and protective systems shall be made by a competent person for evidence of a situation that could result in possible cave-ins, indications of failure of protective systems, hazardous atmospheres, or other hazardous conditions.
- An inspection shall be conducted by the competent person prior to the start of work and as needed throughout the shift. Inspections shall also be made after every rainstorm or other hazard-increasing occurrence.

Fall Protection:

- Where employees or equipment are required or permitted to cross over excavations, walkways or bridges with standard guardrails, shall be provided, per OSHA standards. Adequate barrier physical protection shall be provided at all excavation sites. Examples would be plastic fencing, wood covers, wood railings, etc. All excavations will be covered or barricaded at the end of each day for protection from the public, subcontractors, and employees. Keep excavations back-filled as closely as possible to excavation work. Fall protection will be provided for employees working near the top edge of an excavation. Examples of fall protection to be used shall be either a warning line system or guardrail system per OSHA specifications.

Soil Classifications:

- There are four classifications of soils and the Maximum allowable slopes for each type:
  1. Stable Rock:Vertical (90 degrees)
  2. Type A: ¾:1 (53 degrees)
  3. Type B: 1/1 (45 degrees)
  4. Type C: 1 ½:1 (34 degrees)
- It is the policy of BrightView to treat all soils as Type C soils. All work associated with excavations will be treated as Type C soils.

Stability of Adjacent Structures:

- Where the stability of adjoining buildings, walls, or other structures is endangered by excavation operations, support systems such as shoring, bracing, or underpinning shall be provided to ensure the stability of such structures for the protection of employees.

Hazards of Water:

- Employees shall not work in excavations in which there is accumulated water, or in excavations in which water is accumulating, unless adequate precautions have been taken to protect employees against the hazards posed by water accumulation.

Emergency Action Plan:

- The competent person will review an emergency action plan with all affected employees before an excavation begins. Each emergency action plan will be site specific depending on the conditions the competent person finds.

Competent Person:

- OSHA defines competent person as "one who is capable of identifying existing and predictable hazards in the surroundings or working conditions which are unsanitary, hazardous, or dangerous to employees, and who has authorization to take prompt corrective measures to eliminate them."

Training:

- Training will be provided to all employees who will work in or around any open excavations.



- Additional training is provided to all supervisors/foreman that will be involved in any excavations on our job sites. All supervisors/Foreman that finish the training will be certified competent persons for trenching and shoring. Any competent person will remain on the job where the excavation is taking place at all times. Refresher training will be conducted annually to maintain "Competent Person Status".
- The following training topics will be covered:
  - Soil Classification
  - Inspections
  - Hazardous Conditions
  - Proper Use of Trench Shields and Trench Boxes
  - Proper Benching and Sloping Procedures
  - Emergency Plans for Excavations

Installation and removal of protective systems:

- Members of support systems shall be securely connected together to prevent sliding, falling, kickouts, or other predictable failure. Support systems shall be installed and removed in a manner that protects employees from cave-ins, structural collapses, or from being struck by members of the support system. Individual members of support systems shall not be subjected to loads exceeding which those members were designed to withstand. Before temporary removal of individual members begins, additional precautions shall be taken to ensure the safety of employees, such as installing other structural means to carry the loads imposed on the support system. Removal shall begin at, and progress from, the bottom of the excavation. Members shall be released slowly so as to note any indication of possible failure of the remaining members of the structure or possible cave-in of the sides of the excavation.
- Backfilling shall progress together with the removal of support systems from excavations.

Barrier Protection:

- If at all possible, any excavation will not be left open. If it must be left open, then an adequate barrier and warning signs must be installed to prevent the accidental entry into the excavation.

## **Machine Guarding**

- A wide variety of mechanical motions and actions may present hazards to our workers. These can include the movement of rotating members, reciprocating arms, moving belts, meshing gears, cutting teeth, and any parts that impact or shear. Recognizing these hazards is the first step toward protecting our workers from the danger they present. The basic types of hazardous mechanical motions and actions are:
  - Rotating (including in-running nip points)
  - Reciprocating
  - Transversing
  - Cutting
  - Punching
  - Shearing
  - Bending

Motions

- Rotating motion can be dangerous; even smooth, slowly rotating shafts can grip clothing, and through mere skin contact, force an arm or hand into a dangerous position. Injuries due to contact with rotating parts can be severe. Examples of common rotating mechanisms, which may be hazardous, are collars, couplings, cams, clutch, flywheels, shaft end, spindles, meshing gears, and horizontal or vertical shafting.
- The danger increases when projections such as set screws, bolts, nicks, abrasions, and projection keys are exposed on rotating parts. In-running nip point hazards are caused by the rotating parts on machinery. There are three main types of in-running nip point hazards:
  1. Parts can rotate in opposite directions while their axes are parallel to each other. These parts may be in contact (producing a nip point) or in close proximity. This danger is common on machines with intermeshing gears, rolling mills, and calendars.



2. Nip points are also created between rotating and tangentially moving parts. Some examples would be: the point of contact between a power transmission belt and its pulley, a chain and a sprocket, and a rack and pinion.
3. Nip points can occur between rotating and fixed parts, which create a shearing, crushing, or abrading action. Examples are: spoked hand wheels or flywheels, screwconveyors, or the periphery of an abrasive wheel and an incorrectly adjusted work rest.

Intent of Guarding:

- Any machine part, function, or process, which may cause injury, must be safe guarded. When the operation of a machine or accidental contact with it can injure the operator or others in the vicinity, the hazards must be either controlled or eliminated.
- Examples of guarding methods are barrier guards, two- handed tripping devices, and electronic safety devices. The intent of machine guarding is to:
  - Prevent access to potentially dangerous parts of machines, or
  - To stop movement of any dangerous parts of machinery before any part of a person enters the danger zone of the machinery. The danger zone of machinery is any area of the machinery where any part of a person's body is likely to be injured by exposure to hazardous motion or action of machine parts.

Basic Machine Guarding:

- Dangerous moving parts in three basic areas require guarding:
  - The point of operation: that point where work is performed on the material, such as cutting, shaping, boring, or forming of stock.
  - Power transmission apparatus: all components of the mechanical system which transmit energy to the part of the machine performing the work. These components include flywheels, pulleys, belts, connecting rods, couplings, cams, spindles, chains, cranks, and gears.
  - Other moving parts: all parts of the machine which move while the machine is working. These can include reciprocating, rotating, and transverse moving parts, as well as feed mechanisms and auxiliary part of the machine. Guards must meet these minimum general requirements:
    - a. Prevent contact: The safeguards must prevent hands, arms, and any other part of a worker's body from making contact with dangerous moving parts.
    - b. Secure: Workers should not be able to easily remove or tamper with the guard. Guards and safety devices should be made durable material that will withstand the conditions of normal use. They must be firmly secured to the machine-if possible and secured elsewhere if attachment to the machine is not possible.
    - c. Protect from falling object: A guard should ensure that no objects could fall into moving parts. A small tool which is dropped into a cycling machine could easily become a projectile that could strike and injure someone hazard.
    - d. Create no new hazards: A guard defeats its purpose if it creates a hazard on its own such as a shear point, a jagged edge, or unfinished surface, which can cause a laceration. The edges of guards should shear be rolled or bolted in such a way that they eliminate sharp edges.
    - e. Create no interference: Any guard, which impedes a worker from performing the job quickly and comfortably, might soon be overridden or disregarded. Proper safeguarding can actually enhance efficiency since it can relieve the worker's apprehensions about injury.

## **Safety Meetings**

- Each week we conduct a divisional safety call. Our divisions include Maintenance, Landscape Development, Tree Care, and Golf Course Maintenance.
- Each call is led by the responsible Divisional President with support from their Senior Leadership Team. The agenda outline includes, but are not limited to:
  - Opening statement from President



- Sharing of best practices
  - Review of the following month's Safety Alert / Talks
  - Incident review, with root cause and corrective actions
  - Equipment Focus
  - Monthly Safety Safety Bulletin
  - Upcoming Hazards (seasonal and/or monthly)
  - Safety Stand-Down (if and when released by the EHS Department)
- Every week each branch is required to conduct the Tailgate Talk and to review any EHS related information. In addition they take the opportunity to discuss daily/weekly activities and the prevention of hazards. At least one meeting every month with all team members working on site must be documented.
  - Formally, the responsible Branch Manager conducts a weekly Crew Leader/Supervisor's and Branch Management Meeting. An allotted time has been provided at the beginning of each meeting to discuss Safety KPI's and other safety related activities.

### **Inspection of the Worksite**

- Branch leadership is required to conduct routine safety inspections for both the yard/office and worksite. The yard/office shall be inspected once per month. The responsible Production Manager is to conduct one (1) site audit per week and per crew.
- Completed Facility Inspection Forms shall be kept at each branch location in a folder marked for the year conducted. Management Jobsite Safety Observations are conducted on our BrightView Pronto App and completed documents are stored on the BrightView BI Portal.
- The Regional EHS Manager is also responsible for inspecting the yard/office and worksite on a monthly/quarterly basis. The Regional EHS Manager shall engage the responsible Branch Safety Leader and the team members commencing work activities during the audit process. The crew leader/supervisor shall be prepared to display the Take 2 Pre-Job Assessment, any daily activity checklist and discuss the task being performed. This report is submitted to the responsible Regional EHS Manager. A monthly audit (documented) will be required during a **Customer/Client** audit.
- Any deficiencies noted shall be immediately corrected or noted on a corrective action log. The log shall explain the deficiency, owner of completed, target date, and completion date.

### **Contractor Management Programs**

- BrightView is an active participant within ISNetworld and other contractor management programs. We will maintain acceptable pre-qualification status in ISNetworld; and will upload monthly hours/OSHA recordable incidents into ISN site tracker.
- Although not a hiring contractor within ISNetworld, BrightView will actively search for service vendors who participate within the program.
- BrightView will review subcontractor HSE programs and performance when selecting an appropriate service vendor. It is BrightView's responsibility to ensure that all Customer/Client requirements for which BrightView is obligated are made part of the tier subcontractor requirements. Furthermore, BrightView will explain all requirements to its employees both prior to work commencing and on an ongoing basis.

### **Worker's Compensation (BrightView's Risk Department)**

- Insurance Broker-AON Risk Services
- General Liability - \$2m occ/\$4m agg; Auto Liability - \$2m;



- Workers' Compensation/Employers Liability - Statutory/\$2m
- Excess Liability \$3m; Additional Insured and Waiver of Subrogation if requested

### **Air Intakes**

- Vehicles and other equipment with internal combustion engines shall not be allowed to idle when unattended, nor shall vehicles be allowed to idle in areas of building air intakes or where fumes can migrate to adjacent occupied areas whether attended or unattended.
- If possible tools with a non-combustion engine are recommended to be used when servicing near air intakes.
- A job hazard analysis shall be completed when servicing air intake areas.

### **Customer/Client Exterior Work Rules**

BrightView shall comply with the following exterior work rules as defined in the Customer/Client Contractor Safety and Performance Document. These rules have been established in consideration for our adjacent neighbors. They shall be applied in performing work outside of our buildings and other structures.

Coordination and scheduling of work activities shall be within the framework of these requirements and times.

#### **Jobsite Location A:**

1. ALL work exterior of the building shall be cleared through the Customer/Client Representative or designee.
2. Unless otherwise authorized by Customer/Client:
  - Operating noise levels are regulated at 65dBA from 7:00 a.m. to 10:00 p.m. and 50 dBA from 10:00 p.m. to 7:00 a.m. at the property line of the receiver.
  - Noise is permitted between 7:00 a.m. and 8:00 p.m. weekdays; 8:00 a.m. to 2:00 p.m.
  - Saturdays; none on Sundays.
3. All equipment and supply deliveries shall be received during hours of delivery gate operation as no idling is permitted on the roadways.
  - Lawn mowing and weed whacking shall be performed at the Child Development Center before 9:00 a.m. or after 5:00 p.m.
4. The Customer/Client Environment Health & Safety Department shall approve all materials applied to trees, lawns, etc. prior to application.

#### **Jobsite Location B:**

1. ALL work exterior of the building shall be cleared through the Customer/Client Representative or designee.
2. Unless otherwise authorized by Customer/Client:
  - No loading/unloading of bulk materials in liquid, gaseous, powder or pellet form between the hours of 9:00 p.m. and 8:00 a.m. the following day, Monday through Saturday, when the sound creates a noise disturbance across any residential real property line.
  - No construction or demolition work shall be permitted on the outside of the loop road parking area between the hours of 9:00 p.m. and 8:00 a.m. the following day, Monday through Saturday.
  - No construction or demolition work shall be permitted on the exterior of buildings inside the loop road parking area between the hours of 9:00 p.m. and 8:00 a.m. the following day, Monday through Saturday.



- Construction or demolition work, exterior of any building, shall be permitted on Sundays from 9 a.m. to 9 p.m. provided the noise is not audible one hundred (100) feet from the construction or demolition. If noise is detected within 100 feet, it is evidence of a violation.
  - Lawn mowing and weed whacking shall be performed at the Child Development Center before 9:00 a.m. or after 5:00 p.m.
3. The Customer/Client Environment Health & Safety Department shall approve all materials applied to trees, lawns, etc. prior to application.

**Jobsite Location C:**

1. ALL work exterior of the building shall be cleared through the Customer/Client Representative or designee.
2. Unless otherwise authorized by the Customer/Client:
- No work shall be permitted on weekdays before 7:00 a.m. or after 7:00 p.m.
  - No work shall be performed on Saturdays before 8:00 a.m. or after 6:00 p.m.
  - No work shall be permitted on Sundays.
3. The Customer/Client Environment Health & Safety Department shall approve all materials applied to trees, lawns, etc. prior to application.

**Jobsite Location D:**

1. ALL work exterior of the building shall be cleared through the Customer/Client Representative or designee.
2. Unless otherwise authorized by the Customer/Client:
- No work shall be permitted on weekdays before 7:00 a.m. or after 7:00 p.m.
  - No work shall be performed on Saturdays before 8:00 a.m. or after 6:00 p.m.
  - No work shall be permitted on Sundays.
  - Lawn mowing and weed whacking shall be performed at the Child Development Center before 9:00 a.m. or after 5:00 p.m.
3. The Customer/Client Environment Health & Safety Department shall approve all materials applied to trees, lawns, etc. prior to application.

**Jobsite Location E:**

1. ALL work exterior of the building shall be cleared through the Customer/Client Representative or designee.
2. Unless otherwise authorized by the Customer/Client:
- Property line noise limitations 61 dBA day and 51 dBA night\*
    - \* = night is from 10:00pm - 7:00am and includes all weekend
  - Lawn mowing and weed whacking shall be performed at the Child Development Center before 9:00 a.m. or after 5:00 p.m.
  - Saturday and Sunday construction work to be approved by Planning & Zoning through the Customer/Client Representative or designee.
3. The Customer/Client Environment Health & Safety Department shall approve all materials applied to trees, lawns, etc. prior to application.

**Customer/Client Evacuation Routes**





**QUESTIONS or CONCERNS**

Please contact Holly Woonton, Vice President of EHS, at [Holly.Woonton@brightview.com](mailto:Holly.Woonton@brightview.com) or (619) 559-7078



# BrightView

Landscape Services

I, Charles Gonzalez, Senior Vice President, acknowledge that Brightview Landscape Services, Inc. is submitting a bid for RFP-20200112-0-2021/snd.

Charles SVP

5/12/21





# BrightView

## Landscape Services

### Company Overview

Enhancing the American landscape since 1939, BrightView Landscapes, LLC maintains long-term relationships with its clients by offering the highest quality landscape management services at competitive rates. This formula has enabled BrightView to grow from small family-owned businesses to a recognized national industry leader. Our services include landscape maintenance, landscape architecture and installation, irrigation and arborist services, forest management, sports turf care and snow management. BrightView's experienced, local teams ensure that your assets are more than simply maintained - they are enhanced to achieve maximum appeal and benefit. Whatever landscape challenges or opportunities you might have, BrightView's friendly staff will partner with you to accomplish your goals. With 270 branch offices in 43 states, BrightView's structure ensures quality and service are delivered by a local, well-trained and professional staff.

BrightView takes a unique approach to every project and our clients profit from a proven and systematic method that generates tangible results.

**Number of Employees** - At the busiest time of the year, BrightView has approximately 22,500\* employees. BrightView is an Equal Opportunity Employer. Locally we employ 160+.

### Types of Clients –

- Hospitality
- Commercial
- HOA
- Recreational
- Educational
- Municipality

### Corporate Address

BrightView Landscape Services, Inc.  
980 Jolly Road, Suite 300, Blue Bell, PA 19422

### Local Addresses

BrightView Landscape Services, Inc.  
6350 9<sup>th</sup> Street SW, Vero Beach, FL 32968

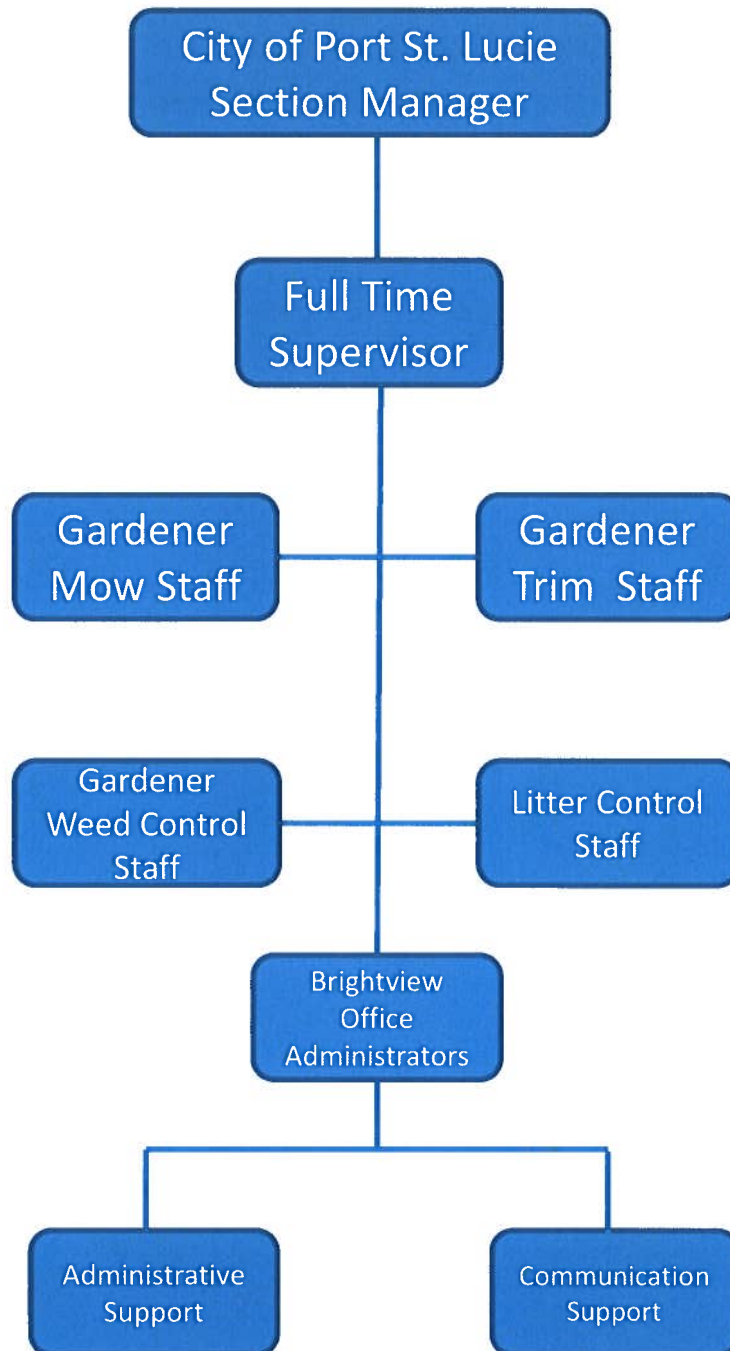
BrightView Landscape Services, Inc.  
3340 SE Dixie Hwy, Stuart, FL 34997



# CUSTOMER SERVICE TEAM



TO ENSURE A SUCCESSFUL PARTNERSHIP, **EFFECTIVE COMMUNICATION** IS ONE OF OUR TOP PRIORITIES. WE HAVE FOUND THAT THE BEST WAY TO KEEP OUR CUSTOMERS HIGHLY SATISFIED, IS TO ALWAYS MAKE SURE WE UNDERSTAND YOUR CURRENT NEEDS AND PRIORITIES. WE BELIEVE IN BEING PROACTIVE IN OUR COMMUNICATION AND HAVE DESIGNED SEVERAL FORMS AND CHECKLISTS OUR CUSTOMERS FIND VALUABLE FOR STAYING APPRISED OF THEIR LANDSCAPE STATUS AND MAINTENANCE ACTIVITY. ADDITIONALLY, WE ARE EQUIPPED TO RESPOND QUICKLY TO NEW AND UNEXPECTED NEEDS AS THEY ARISE.




AT BRIGHTVIEW, WE HAVE ESTABLISHED A UNIQUE AND HIGHLY EFFECTIVE ORGANIZATIONAL STRUCTURE THAT WILL ENSURE MAXIMUM ATTENTION IS PUT ON DELIVERING EFFECTIVE COMMUNICATION. WE CALL THIS OUR **CUSTOMER SERVICE TEAMS** OR "CST" FOR SHORT.





**Key Personnel Biographies**

Key Personnel	Experience	Responsibilities
<p><b>BRANCH MANAGER</b> <b>Jason Synowski</b></p> 	<ul style="list-style-type: none"> <li>■ 4 Years with BVLS</li> <li>■ 23 Years in commercial landscaping</li> <li>■ 23 Years in commercial agronomics industry</li> <li>■ Licenses &amp; Certifications: <i>Florida &amp; Georgia</i> <ul style="list-style-type: none"> <li>○ CPCO</li> <li>○ L&amp;O</li> <li>○ GHP</li> <li>○ GI-BMP</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>■ Accountable for the efficiency of client work and increasing market share for the branch.</li> <li>■ Conduct regular communication and meetings with team members and clients while building enduring relationships with them.</li> <li>■ Manage multi-million dollar P&amp;L of the branch, expedite contracts and billing, and hire, train, inspire and develop branch staff.</li> </ul>
<p><b>OPERATIONS MANAGER</b> <b>Peter Roppolo</b></p> 	<ul style="list-style-type: none"> <li>■ 21 Years with BVLS</li> <li>■ 26 Years commercial landscaping</li> <li>■ 8 Years landscape design and construction</li> <li>■ BS Degree in Horticulture w/Minor in Business Administration</li> </ul>	<ul style="list-style-type: none"> <li>■ Inspect key client properties to monitor performance and overall job quality.</li> <li>■ Coordinate and manage client service teams.</li> <li>■ Ensure proper use and care of all branch assets.</li> <li>■ Identify staffing needs</li> <li>■ Monitor branch safety record and implement methods to improve safe workplace practices.</li> <li>■ Assist the Branch Manager in oversight of total branch operations.</li> </ul>

<p><b>ENHANCEMENT MANAGER</b> <b>Joe Forgony</b></p> 	<ul style="list-style-type: none"> <li>■ 5 Years with BVLS</li> <li>■ 5 Years in commercial landscaping</li> <li>■ 17 Years owner/operator of sales management company</li> <li>■ 10 Years in freight logistics</li> <li>■ MOT Certified</li> </ul>	<ul style="list-style-type: none"> <li>■ Cultivate long-term relationships with customers.</li> <li>■ Proactively present site enhancement ideas to existing customers.</li> <li>■ Develop accurate estimates and takeoffs for both new and existing clients as needed.</li> <li>■ Supervise the Production Manager to ensure client needs and expectations are consistently met.</li> </ul>
<p><b>SENIOR ACCOUNT MANAGER</b> <b>Joe Dent</b></p> 	<ul style="list-style-type: none"> <li>■ 6 Years with BVLS</li> <li>■ 28 Years in commercial landscaping</li> </ul>	<ul style="list-style-type: none"> <li>■ Cultivate long-term relationships with customers.</li> <li>■ Proactively present site enhancement ideas to existing customers.</li> <li>■ Develop accurate estimates and takeoffs for both new and existing clients as needed.</li> <li>■ Supervise the Production Manager to ensure client needs and expectations are consistently met.</li> </ul>
<p><b>ASSISTANT BRANCH MANAGER</b> <b>Kyle Osborn</b></p> 	<ul style="list-style-type: none"> <li>■ 16 Years with BVLS</li> <li>■ 27 Years in commercial landscaping</li> </ul>	<ul style="list-style-type: none"> <li>■ Accountable for the efficiency of client work and increasing market share for the branch.</li> <li>■ Conduct regular communication and meetings with team members and clients while building enduring relationships with them.</li> <li>■ Assist with multi-million dollar P&amp;L of the branch, expedite contracts and billing, and hire, train, inspire and develop branch staff.</li> </ul>



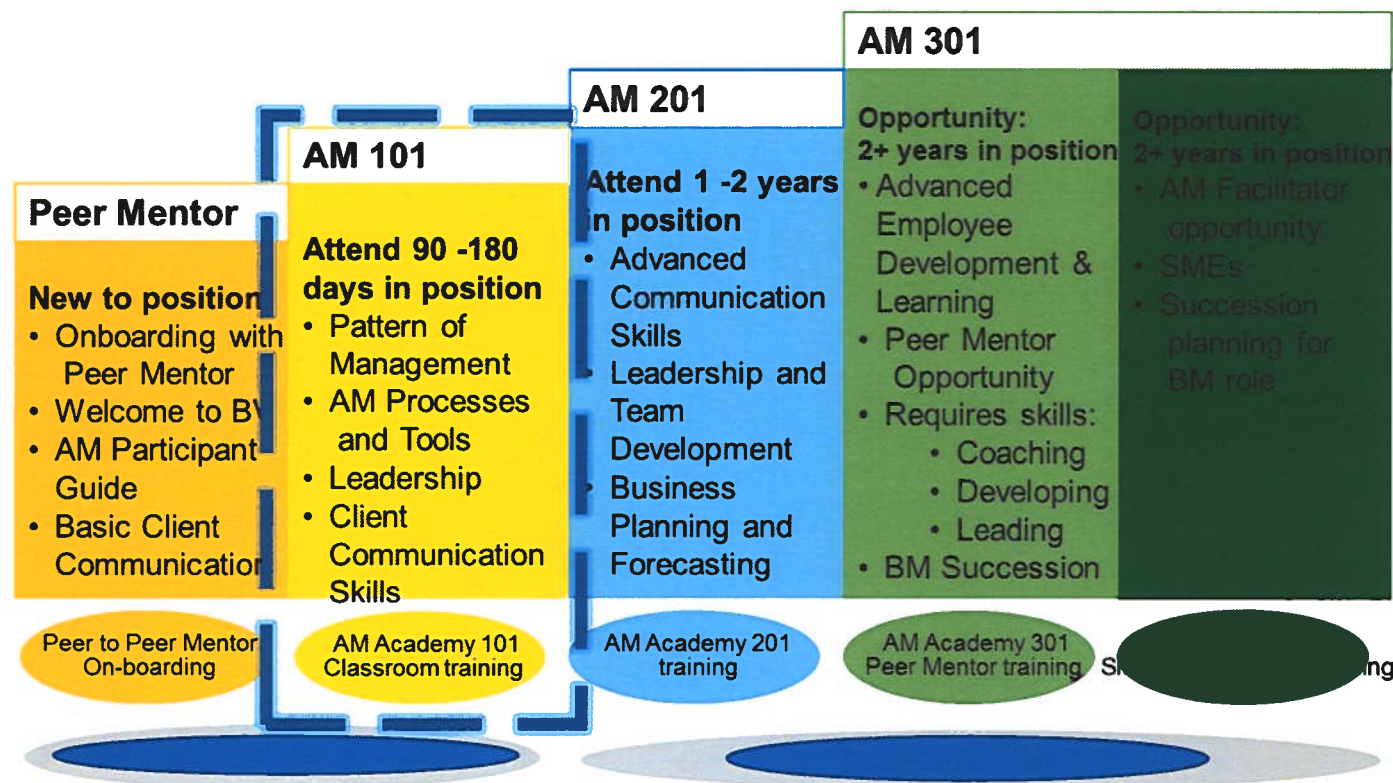
**ACCOUNT MANAGER**  
**Bob Saindon**



- 5 Years with BVLS
  - 15 Years in landscape development
  - 5 Years EMT-B/Firefighter, lifeguard
- Cultivate long-term relationships with customers.
  - Proactively present site enhancement ideas to existing customers.
  - Develop accurate estimates and takeoffs for both new and existing clients as needed.
  - Supervise the Production Manager to ensure client needs and expectations are consistently met.

# AM Training Progression Model

AM Training Program consists of Onboarding and Peer Mentor program, as well as a series of training sessions for new and developing AMs.





# Account Manager Pattern of Management – Best Practices

Frequency	Customer Service	Business Management	Operations Management	Team Development
Daily	<ul style="list-style-type: none"> <li>Time Management – block out time on calendar to return e-mails, calls, set up tasks, write proposals, client walks / meetings, plan and prep for next day</li> <li>Customer Communication (calls, e-mail, text, CSAT)</li> <li>Job Site Visits / QSAs site walks with clients</li> <li>Writing PEPs and Extra Work proposals</li> </ul>	<ul style="list-style-type: none"> <li>Develop new sales leads</li> </ul>	<ul style="list-style-type: none"> <li>Safety</li> <li>Communication with PM</li> <li>Daily Plan and Daily Progress Update on customer needs. Review Maps, delegate task</li> <li>Inspect what you expect, Visit with crews, reinforce desired behaviors</li> </ul>	<ul style="list-style-type: none"> <li>Coaching PMs as needed to meet customer expectations</li> <li>Developing CST Team members</li> </ul>
Weekly	<ul style="list-style-type: none"> <li>Communication – Monday Morning Blitz</li> <li>Seasonal e-mails on enhancement ideas</li> <li>Client relationship building – lunch, events</li> <li>Client Partnership Plan</li> <li>Marketing / Promotions</li> </ul>	<ul style="list-style-type: none"> <li>Branch Meetings (Sales, renewals, enhancements, on-boarding new business)</li> <li>Revenue Recognition / E1</li> <li>Update CRM, Salesforce, COINS</li> <li>AM Scorecard Review with BM</li> </ul>	<ul style="list-style-type: none"> <li>In person meeting with PM – Planning Meeting, Set goals for the week, review progress from previous week</li> <li>Participate in safety tailgate talks</li> </ul>	<ul style="list-style-type: none"> <li>Work in the field one day per week for coaching and development of team</li> </ul>
Monthly	<ul style="list-style-type: none"> <li>QSAs – execute and follow up with crew for next month</li> <li>Review CSAT reports</li> <li>Visit all properties and proactively communicate with clients on successes and opportunities</li> <li>Plan high priority site walks with clients</li> <li>Client relationship building activities</li> </ul>	<ul style="list-style-type: none"> <li>Review Work Order Report / Sales Goals</li> <li>Review budget from customer budget / worksheet</li> <li>Month End Close – attend minimum of 1 close meeting per quarter</li> <li>Review Renewal Planner (13th month report)</li> </ul>	<ul style="list-style-type: none"> <li>Forecast next months Ops with PM / Prioritize</li> <li>Production review</li> <li>Review Enhancement reports</li> </ul>	<ul style="list-style-type: none"> <li>Crew training</li> <li>Equipment maintenance</li> </ul>
Quarterly/ Annually	<ul style="list-style-type: none"> <li>Update Client Partnership Plan</li> <li>Quarterly reviews / client communications</li> <li>Send marketing materials – enhancements, seasonal focus</li> </ul>	<ul style="list-style-type: none"> <li>Portfolio evaluation – review stacked estimates, review reports, update client info</li> <li>Subcontractor Reviews</li> <li>Succession Planning / Winter Personnel Needs</li> </ul>	<ul style="list-style-type: none"> <li>Seasonal prep for seasonal markets</li> <li>Equipment, staff and materials planning</li> <li>Horticulture and agronomic calendar</li> </ul>	<ul style="list-style-type: none"> <li>Talent review</li> <li>Self-evaluation – what worked well, what didn't</li> <li>Incentive plan review</li> </ul>

## Equipment List

- 115 Mowers – Includes 21”, 36”, 48”, 52”, 60”, 72”, 96”
  - Walk Behinds, Rear Discharge, Riding and Push
- 65 Edgers
- 75 String Trimmers
- 93 Blowers
- 48 Hedge Trimmers

**Brands Include:** ExMark, Scag, Toro and Echo

90% of mowers are leased due to the fact that we replace them every 2 years. Back-up mowers are part of the leasing program. Branch mechanics on staff to ensure proper maintenance. Blades are changed by operators weekly.

## Equipment needed to fulfill this RFP





- 5 Debris Trucks
- 5 Enclosed Trailers
- 40 Pieces of 2-Cycle Equipment
- Sprayers
- Kubota Side by Sides
- Gas and Oil Containers





# BrightPath Landscaper Development Skills Matrix

## 4 Levels

Level		Definition
<b>Crew Leader (L4)</b>		Leader; Owns job performance while working, leading and coaching others.
<b>Landscaper III (L3)</b>		Emerging Leader; Performs complex tasks without supervision.
<b>Landscaper II (L2)</b>		Experienced; Performs basic tasks without supervision.
<b>Landscaper I (L1 / New Hires)</b>		Performs basic tasks with supervision.

### An integrated training program that includes:

- Safety Equipment certification process, previous HP&S activities, OpX Quality standards and Technical skill building like pruning and mulching
- Skill building for AMs, PMs & Crew Leaders for coaching and training on-the-job

# BrightPath Process Overview



## Training:

- Orientation
- Onboarding
- Equipment
- Technical
- Common Issues and Injuries

## Equipment:

- Stick Edger
- Walk Behind Mower
- Line Trimmer
- Backpack Blower

## 2 Part Evaluation to Test Out of Level:

### 1) Demonstrated Assessment

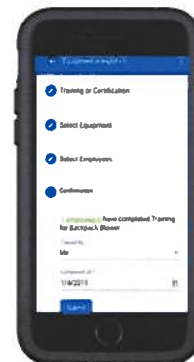
- PM/AM observes Team Member in the field completing the Level 1 requirements
- Must score 80% or better to move to step 2.

### 2) Facilitated Quiz

- Team Member meets with PM/AM to answer and complete the Quiz questions
- Must score 80% or better on the Quiz to complete the Level 1 certification.\*

***Program Progress is Tracked in new BrightPath App!***

**Note:** The Level 1 training process is designed to be flexible according to the individual and branch needs. These activities can be completed within 30-90 days or longer.





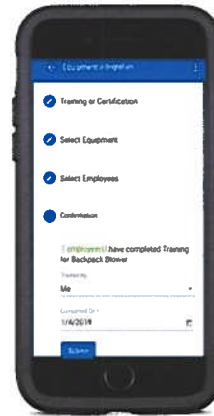
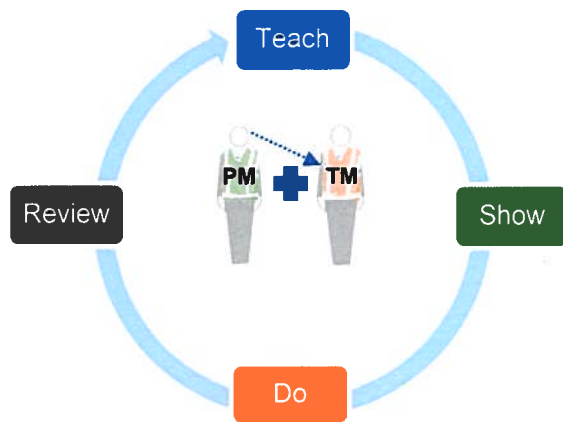
# Landscaper Skills Matrix



	LEVEL 1	LEVEL 2	LEVEL 3	LEVEL 4
	<p><b>Landscaper I (L1)</b> All New Hires Performs basic tasks WITH supervision</p>	<p><b>Landscaper II (L2)</b> Performs basic tasks WITHOUT supervision</p>	<p><b>Landscaper III (L3)</b> Performs complex tasks WITHOUT supervision</p>	<p><b>Crew Leader (L4)</b> Owns job performance while working, leading and teaching others</p>
Safety	<ul style="list-style-type: none"> <li>Willingly takes direction from supervisor</li> <li>Does not take shortcuts or compromise BrightView safety standards</li> <li>Reports unsafe situations to Crew Leader or Production Manager</li> <li>Demonstrates safe work behaviors - wears PPE at all times</li> </ul>	<ul style="list-style-type: none"> <li>Actively participates in Take 2</li> <li>Immediately notifies Crew Leader when injuries occur and/or when risk of unsafe conditions are suspected</li> <li>Does not modify equipment</li> </ul>	<ul style="list-style-type: none"> <li>Leads the Take 2 job briefing 2-3 times per week</li> <li>Immediately notifies Crew Leader when injuries occur and/or when risk of unsafe conditions are suspected</li> <li>Coaches and reminds team of the "Safety Topic" bulletin edit throughout the week/month</li> <li>Has demonstrated 6 months of accident free performance</li> </ul>	<ul style="list-style-type: none"> <li>Has full ownership of the safety of their team</li> <li>Leads effective safety communication, including Take 2 job briefing, hazard recognition, post production review, incident/near-miss reporting and support of root cause analysis</li> <li>Holds team members accountable for working safely. Stops work when the safety of a team member is at risk</li> <li>Consistently reinforces and champions the safety culture of the branch</li> </ul>
Customer Care	<ul style="list-style-type: none"> <li>Always shows courtesy and respect to customers/ pedestrians</li> <li>Communicates with Crew Leader if any damage occurs to customer's property</li> </ul>	<ul style="list-style-type: none"> <li>Follows Crew Leader's instructions to fit clients issues/concerns</li> <li>Executes work according to site specific details and client requests</li> </ul>	<ul style="list-style-type: none"> <li>Proactively maintains site detail</li> <li>Works with Crew Leader to problem solve and overcome job and schedule challenges</li> </ul>	<ul style="list-style-type: none"> <li>Ownership of customer priorities and service expectations for each work location</li> <li>Communicates with PM/AM to address customer concerns</li> <li>Leads crew to address customer issues</li> </ul>
Quality	<ul style="list-style-type: none"> <li>Takes direction from Crew Leader/Production Manager for proper weed control methods</li> <li>Understands the difference between excellent, good and fair quality on a job site</li> <li>Consistently executes work to the BrightView 7 Quality Standards and Job Aids</li> </ul>	<ul style="list-style-type: none"> <li>Proactively communicates quality concerns with Crew Leader/ Production Manager</li> <li>Uses the BrightView Quality Standards Job Aids to improve work quality</li> <li>Demonstrates quality practices with minimal supervision</li> <li>Uses proper weed control methods (mechanical and chemical if needed)</li> </ul>	<ul style="list-style-type: none"> <li>Works with Crew Leader to coach other crew members on BrightView Quality Standards</li> <li>Completes punch list items without Crew Leader supervision</li> <li>Offers solutions to deliver quality results</li> <li>Follows BrightView Production Sequencing (BPS) process</li> </ul>	<ul style="list-style-type: none"> <li>Accountable for consistent site quality</li> <li>Participates in GI with PM - Accepts coaching and feedback and reviews results with team</li> <li>Ensures completion of or compliance with the learnings from the GI process</li> <li>Acts as coach to develop team members and achieve quality standards</li> <li>Leads BrightView Production Sequencing (BPS) process</li> </ul>
Equipment Training & Certification	<ul style="list-style-type: none"> <li>Certified on Level 1 equipment (Backpack Blower, Stick Edger, String Trimmer, Walk-Behind Mower)</li> <li>Performs basic preventive maintenance to extend life of equipment</li> <li>Reports equipment that is not working properly and/or has been modified</li> <li>Does not leave tools, equipment and materials unattended or on pathways</li> </ul>	<ul style="list-style-type: none"> <li>Certified on Level 2 equipment (Extended Hedge Trimmer, Power Pole Pruner, Push/Wide-On Blower, Riding Mower, Stand on Mower, Walk Behind Roller)</li> <li>Stops work/communicates to Crew Leader if a team member is using equipment incorrectly</li> </ul>	<ul style="list-style-type: none"> <li>Certified on Level 3 equipment (Bled Edger, Chain Saw, Extended Pole Pruner, Leaf Vacuum, Skid Steer)</li> <li>Assists Crew Leader/Production Manager in coaching team members on equipment and tool use and care</li> </ul>	<ul style="list-style-type: none"> <li>Certified on all equipment required by job</li> <li>Provides on-the-job coaching to ensure team members operate equipment safely and efficiently to achieve BrightView Quality Standards</li> </ul>
Truck & Trailer	<ul style="list-style-type: none"> <li>Only operates a vehicle with a valid drivers license and BrightView certification</li> <li>Properly secures equipment in trailer and pulls / secures tarp before truck is in motion, even if empty</li> <li>Acts as a backup spotter to guide the driver</li> </ul>	<ul style="list-style-type: none"> <li>Assists Crew Leader with DVIR inspections</li> <li>Performs preventive maintenance and minor repairs on trucks and trailers (e.g., add fluids, replace light bulbs)</li> <li>Maintains organization of tools and pesticides in the trailer</li> </ul>	<ul style="list-style-type: none"> <li>Trains team members on preventive maintenance on truck and trailer</li> <li>Connects trucks and trailers safely and correctly</li> </ul>	<ul style="list-style-type: none"> <li>Conducts / oversees DVIR</li> <li>Delays dispatch until truck and trailer are in compliance with DOT regulations</li> <li>Has full ownership of the security of the equipment in the trailer</li> </ul>
Horticultural Practices	<ul style="list-style-type: none"> <li>Familiar with basic horticultural maintenance operations/practices</li> <li>Distinguishes weeds from desired plants in turf, beds, and containers</li> <li>Properly removes trash, dead plants, and suckers from landscape</li> <li>Recognizes 10+ local plants, shrubs and trees</li> </ul>	<ul style="list-style-type: none"> <li>Properly prepares soil, installs/maintains seasonal color</li> <li>informs Crew Leader of suspected disease, insect pests, stress or injury to plants</li> <li>Recognizes areas of drought stressed turf and confirms with Crew Leader that we will not mow the area</li> <li>Recognizes 20+ local plants, shrubs and trees</li> </ul>	<ul style="list-style-type: none"> <li>Identifies common weeds and recommends methods for control to Crew Leader/Production Manager</li> <li>Assists in training other Crew Members on proper horticultural practices</li> <li>Recognizes 30+ local plants, shrubs and trees</li> <li>Certified to apply pesticide</li> </ul>	<ul style="list-style-type: none"> <li>Demonstrates knowledge of turf management practices</li> <li>Teaches landscaping skills and practices to others</li> <li>Recognizes damaged, diseased or dead plant material and makes recommendations to fix the problem</li> <li>Accountable for recording pesticide/chemical usage</li> <li>Ensures compliance with BV Pesticide Procedure (loading, transporting, mixing and application)</li> </ul>
Irrigation	<ul style="list-style-type: none"> <li>Recognizes and reports areas of landscape that are too wet or too dry</li> <li>Properly uses quick couplers (where applicable) and correctly hand-waters seasonal color, shrubs or trees when needed</li> </ul>	<ul style="list-style-type: none"> <li>Communicates with Crew Leader/Production Manager on needed irrigation adjustments</li> <li>Knows irrigation system components and where they are located</li> </ul>	<ul style="list-style-type: none"> <li>Identifies irrigation system problems and works with Crew Leader to correct</li> <li>Properly repairs broken sprinkler heads*</li> <li>Correctly adjusts control box settings as needed*</li> </ul>	<ul style="list-style-type: none"> <li>Understands basic water management</li> <li>Operates/adjusts controllers based on conditions (days and run times)*</li> <li>Identifies sources of problems and completes basic repairs to irrigation systems*</li> <li>Demonstrates how to bleed various valves*</li> </ul>
* If state requires irrigation licensing, only state certified irrigation technicians can perform these functions.				
Leadership Behaviors	<ul style="list-style-type: none"> <li>Reports to work regularly and is ready to be clocked in on time</li> <li>Wears PPE at Stretch and Flex</li> <li>Actively participates in Stretch and Flex</li> <li>Has a positive attitude and good work ethic</li> </ul>	<ul style="list-style-type: none"> <li>Actively participates in Stretch and Flex</li> <li>Assists less-seasoned team members to complete work</li> <li>Creates a positive and motivating work environment</li> </ul>	<ul style="list-style-type: none"> <li>Mentors team members on BrightView safety and quality standards</li> <li>Assists Crew Leader during shutdown and dispatch</li> <li>Leads and performs job duties when Crew Leader is not on site</li> <li>Follows through on commitments and makes sure others do the same</li> </ul>	<ul style="list-style-type: none"> <li>Regularly communicates with Production Manager regarding team, safety, schedule, site quality and customer conversations</li> <li>Leads team at job site</li> <li>Provides coaching and on-the-job training to team members</li> <li>Directs team members at shutdown and dispatch</li> <li>Builds strong team morale, shares wins and recognizes the efforts of the team</li> </ul>

## Training Process

Training is using the Trainer's Guide to **educate** the team member on safety, operation and quality while being supervised.



### BrightPath App

1. Choose Equipment & Training
2. Scan Badge(s)
3. Employee Attestation
4. Submit

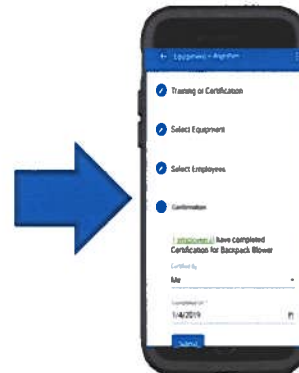
## Certification Process

Certification occurs when the certification criteria has been met and the team member is able to operate the equipment independently.



### Certification Criteria

- Operated equipment under supervision (minimum one hour)
- No safety incidents
- Meets BrightView Quality Standards
- Should be recorded within 30 days of training



### BrightPath App

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3. Employee Attestation
4. Submit



## Safety Policy and Commitment

### BrightView's Safety Policy

- BrightView is committed to operating our business in a responsible manner. The opportunity to deliver world-class professional services and create inspiring and safe landscapes for our clients and customers is a privilege and responsibility that we work hard to protect and advance every day. In delivering that highest quality service, our dedicated team members across BrightView understand that nothing is more important than the safety of our people, customers, and the communities we serve. As one of our core values, safety helps to define BrightView and how we drive and deliver Confidence from Excellence.

### BrightView's Safety Commitment

- We actively strive for continuous improvement of our safety performance in relentless pursuit of our vision of creating a workplace where No One Gets Hurt. We instill a sense of ownership and responsibility in our team members so that everyone has the right to stop and question any work activity that causes concern about their personal safety and to report hazards or unsafe conditions on our jobs or in our yards that may impact the safety of others, or the safety of our services. We foster a culture where all leaders and team members are empowered to address safety risks and prevent incidents and injuries. We provide a safe work environment that places significant value on the health and welfare of our team members, and integrates safety into our management decisions and operating practices. We regularly train our people on their responsibilities to create and maintain a safe and healthy work environment. We hold ourselves accountable to be a leader in business performance which includes as the top priority, our safety performance. We comply with Occupational Safety and Health Act (OSHA) regulations and company safety policies that are designed to protect our people from known workplace hazards.

### BrightView's Safety Responsibility

- At BrightView, ensuring workplace safety is the responsibility of every leader and team member. We empower and expect everyone at BrightView to Take Pride in their role of providing safe services and to Take Care of ourselves, each other and our clients. Through this shared commitment, we live our safety promise every day to provide the highest quality services in the safest manner. We are committed to a workplace where "No One Gets Hurt."

## Code of Safe Work Practices and Safety Rules

It is a company objective to provide a safe, healthy and engaging work environment. Your safety, the safety of your fellow workers, customers, and the general public requires that you make safety a priority while performing your work.

### Corrective Action Process and Procedures:

- The Company tries to keep rules to a minimum where possible. However, when groups of people work together, there must be guidelines to ensure safety is a priority, to provide direction, and to protect team members, customers and the public. Therefore, the following guidelines have been established to ensure a common understanding of the expected safe work behaviors.
- When a team member fails to comply with safety policies, procedures, rules guidelines or to follow a supervisor's instructions, it not only places the offending team member at risk of injury but it can also place fellow team members in jeopardy. The company takes safety violations seriously; the company understands the vast majority of team members realizes the value of their jobs and conduct themselves in a safe, professional and responsible manner. In an effort to avoid misunderstandings, the company has developed these Code of Safe Work Practices and Safety Rules. Team members should fully understand these safety rules and the corrective action process utilized to ensure these rules are adhered to.

### Investigation of Injuries, Incidents and Unsafe Actions:

- All reports of injuries, accidents, incidents of unsafe behavior, or violations of safety policies will be investigated as soon as possible, but no later than 24 hours following notification of the incident.
- The Jobsite emergency contact will be the BrightView Foreman/Superintendent and the person designated by the General Contractor.

- Please ensure you have the correct emergency number. Information can be obtained during the Contractor Safety Orientation provided by General Contractor. Lastly, ensure all team members are aware of the contact numbers and post.
- All incidents (accidents, injuries and near-misses) shall be reported to the BrightView Foreman/Superintendent immediately. The BrightView Foreman/Superintendent shall complete a Incident/Near-miss Report through the required process. The BrightView Foreman/Superintendent shall prepare an accident/injury report on the incident reporting form or containing all pertinent information and submit to the BrightView Safety Manager or designee within one working day (24 hours) of the occurrence. The BrightView Foreman/Superintendent shall provide the incident report to the General Contractor as required.
- BrightView strictly prohibits any form of retaliation against a team member who reports an injury, an unsafe condition or in good faith makes a complaint, raises a concern, provides information or otherwise assists in an investigation or proceeding regarding any conduct that he or she reasonably believes to be in violation of the company's Safety Policies, procedures, rules or regulations.
- No team member should be discharged, demoted, suspended, threatened, harassed, intimidated, coerced, or retaliated against in any manner as a result of his or her making a good faith complaint or assisting in the handling or investigation of a good faith complaint.

Reporting Violations:

- If you believe you have been retaliated against or that any other violation of this policy has occurred, or if you have questions concerning this policy, you must immediately notify Human Resources or your immediate supervisor. Any team member who violates this anti-retaliation provision is subject to disciplinary action, up to and including termination of employment.

Accountability of Branch Management and Leadership:

- Branch Management and Leadership has the responsibility to train and direct all team members in safe work practices and to provide sufficient oversight and monitoring to ensure policies, procedures and safety rules are followed. Branch Management and Leadership found to have knowingly failed in this responsibility will receive corrective action.
- The goal of the company is to correct unacceptable behavior by educating, training, disciplining or coaching team members found violating the safety procedures and rules. More serious rule violations will carry more severe corrective action.
- Violations of safety policies, procedures and/or failure to report safety violations will generally result in progressive discipline up to and including termination. Discipline may result regardless of whether an injury occurs. The safety violations and categories of safety violations listed below are not meant to be all inclusive. The company reserves the right, in its sole discretion, to skip one or all disciplinary steps depending on severity of infraction.

Major Violations – Discipline:

- Major infractions involve conduct that is so inherently dangerous that it cannot be tolerated. Generally, these are infractions such that if injury were to occur it could be severe or life threatening. Team members may be terminated for such violations regardless of whether an injury results from the infraction. Some examples include, without limitation:
  - Possession and/or use of alcohol, drugs or drug paraphernalia during the work day or working under the influence of alcohol or drugs (including marijuana)
  - Removing safety devices from equipment
  - Workplace violence
  - Not using approved safety equipment (e.g., seat belts, ROPS, PPE)

General Violations – Progressive Discipline:

- General Violations are infractions which, if injury were to result it would likely be less severe than major violations. Team members may be disciplined regardless of whether an injury results from the infraction. Should a team member fail to correct the issue or behavior, the manager may then decide to escalate to the next level of formal corrective action. Formal corrective actions generally fit into one of the following three categories, depending on the severity of the offense:
  - Level 4 - Verbal Notice (documented);
  - Level 3 - Written Warning;
  - Level 2 - Written Warning w/Suspension; and
  - Level 1 - Termination.



- The primary purpose of a Warning Notice is to impress upon the team member the need for corrective action and/or a behavioral change on his or her part. The accumulation of two Written Warnings for the same or different offenses may result in a disciplinary action up to suspension without pay or termination. Accumulation of three Written Warnings for the same or different offenses will result in discharge. In general, a record of prior disciplinary action may be disregarded after a rolling 12 month period has lapsed without any further infractions by the team member, although the company may consider infractions over a more extended period of time if, in the company's sole discretion, a team member's record year over year represents a pattern of conduct.

**The following Safety Rules are specific to BrightView and part of the company's overall EHS program. Some variances have been granted if they are specific to the work site to meet the general contractor's requirements.**

General Safety Rules:

1. Any team member required to use company equipment will be properly trained, certified, and documented prior to use.
2. Every crew truck and trailer shall be equipped with a water cooler and drinking cups to provide enough water throughout the work day. It is recommended that team members drink at least one quart of clean, cool drinking water per hour. Water cooler must be labeled as "drinking water".
3. Report all accidents/injuries/incidents to a supervisor or a member of management immediately, but in all cases, before the end of the shift, whether or not medical treatment is required.
4. Team members shall, at all times, be aware of their surroundings and avoid distractions to prevent injuring themselves and others or causing damage to property, equipment or vehicles.
5. Visually inspect jobsites before starting or leaving work and correct any unsafe conditions. Any potentially unsafe act or condition must be reported to a supervisor or a member of management immediately, and must be corrected before starting, continuing or leaving a jobsite.
6. When preparing to lift an object, assess the load. If load is over 50 pounds, or awkward in nature such as a full burlap, get help or use a lifting device and/or ramp. Use proper lifting techniques. Lift with the back straight and legs bent.
6. When assisting a person whose injury results in bleeding, team members should protect themselves against bloodborne pathogens by wearing latex or vinyl gloves.
7. Good housekeeping is to be maintained at all facilities, jobsites and in all company vehicles. Store all materials in their proper place and clean as you go to prevent trip hazards.
8. Smoking is prohibited in company vehicles and on company property unless it has been specifically designated as a smoking area.
9. Horseplay is not permitted at any time.
10. Team members shall not enter into certain areas that may be posted "Authorized Personnel Only" unless they are cleared to do so.
11. Unauthorized/non-team members are not permitted into any company work areas.

Personal Protective Equipment Safety Rules:

1. Chainsaws are prohibited in the field unless accompanied by required PPE; chaps, hardhat, safety glasses, face protection, hearing protection, and gloves. Chainsaw chaps and all other required PPE shall be worn when using a chainsaw on the ground.
2. Hedge trimmer chaps and all other required PPE shall be worn when using gas shears.
3. Snake chaps must be used when conducting work in snake prone areas or where snakes have been observed.

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4. ANSI Z87-approved eye protection shall be worn at all times while performing job tasks. Face shields with safety glasses or goggles shall be worn when required by jobsite specifications, task specifications, or when an additional hazard is present.
5. In an abundance of caution, the Company provides hearing protection. Such Company-approved hearing protection devices must be used when operating any power equipment. Music/audio earphones/headsets are not allowed while working.
6. All team members shall wear ANSI-approved class 2 safety vests when engaged in outdoor operations. Class 3 safety vests shall be worn in 40+MPH traffic areas or as mandated by State regulations.
7. Team members responsible for mixing, handling or applying chemicals must follow the instructions on the labels/Safety Data Sheets (SDS) and wear the appropriate personal protective equipment (PPE).
8. Footwear for team members engaged in field and shop operations must, at a minimum:
  - Be lace-up over-the-ankle footwear of leather or equally firm material, and laced firmly to the top.
  - Have adequate tread on the soles of the boots to prevent slips and falls.
  - Sneakers or casual shoes are not allowed.
  - ANSI rated safety toe boots are required for maintenance and shop team members and when required by the general contractor's safety requirements.
  - Foot protectors, worn over work boots, is required when using compaction equipment.
9. A hard hat shall be worn when an overhead hazard exists, when required by jobsite specifications, task specifications or when required by a client. This includes, but is not limited to, tree trimming/pruning.
10. Personal protective equipment shall be cleaned and inspected daily or at each use. Missing, worn, or defective PPE shall be replaced prior to continuing work. All personnel in the field must wear proper PPE, even if just observing.
11. Hand protection is to be worn by all team members when engaged in field or shop operations. Specialty hand protection is required when engaged in blade sharpening, chemical application, when exposed to bloodborne pathogens, or while performing janitorial services.

Vehicle Safety Rules:

1. Personnel may never be transported in the bed of the vehicle, trailer or as a passenger on equipment, including off-road jobsites.
2. Automobile drivers shall have a valid driver's license and an approved driving record that meets Company policy in order to drive a Company vehicle. Driver's license must be applicable to the State laws respective to residency and employment. Driver's should report immediately to their supervisors if anything should impact the validity of their licenses and otherwise refrain from driving for the Company until the matter is resolved.
3. Hands-free devices are required for all drivers when operating a company-owned or leased vehicle. All drivers shall comply with local ordinances with respect to phone use.
4. Drivers are prohibited from using, texting or holding a cellular phone or any type of electronic device including GPS while vehicle is in motion.
5. Drivers shall obey all local and state traffic laws.
7. Always use a spotter when backing up vehicles with towed units and when rear view is obstructed. Walk around your vehicle to check for obstacles before moving. If working alone a spotter may not always be available. At a minimum, walk around your vehicle to check for obstacles before moving.

*Note: All work related vehicles on sites with an obstructed view while reversing, will have a spotter. All oversized equipment shall be equipped with a back-up alarm.*

7. Remove all keys from trucks and equipment when exiting or dismounting.
8. All Commercial Motor Vehicles and any towed unit, not attached to a towing unit, shall have the wheels chocked.



9. All production vehicles must be equipped with a complete first aid kit (minimum size – 10 person kit) and annually inspected, type ABC fire extinguisher. A monthly inspection of the first aid kit and fire extinguisher must be documented.
10. All production vehicles must be equipped with proper decals, including the “How’s My Driving” information complete with phone number and vehicle ID number. Daily vehicle inspections for all Department Of Transportation (DOT) regulated vehicles shall be completed and documented.

Equipment Safety Rules:

1. No riding (seat provided) equipment is allowed within 10 feet of any body of water.
2. Any team member using a stand-on mower inside 10 feet of the water’s edge (inside the safety zone) shall wear a life vest and be trained on its use. If no such life vest is available or if you have not been trained on its use, a stand-on mower shall not be used.
3. When mowing within 10 feet from the edge of vertical drop. (i.e., retaining wall, shore line, etc.), you shall use a walk-behind mower, push mower and/or string trimmer.
4. No riding mowing equipment is allowed on slopes greater than 15 degrees. Slope conditions steeper than 15 degrees shall be mowed utilizing equipment such as string line trimmers or walk behind equipment without sulkies or velkies.
5. No team member is permitted to work on, service, make adjustments, or repair any equipment, machine, or electrical system that is running or energized. All power must be isolated and in direct control of the qualified service person.
6. Never reach under or into equipment while it is running. Shut down equipment and wait 15-25 seconds before making adjustments or corrections. The team member making the adjustment must be in sole control of the equipment and be the only person able to turn on the equipment.
7. Equipment is to be operated only by authorized team members who have been instructed and documented in the use and operation of the equipment and the proper safety protection for that equipment.
8. Portable fuel is to be kept in an approved, Type I or Type II, metal safety can, with self-closing lid and spark arrestor. Fuel types will be labeled on the side of each metal safety can. If in doubt, as your supervisor which fuel is contained in which can.
9. All ladders shall be inspected prior to each use. Damaged or defective ladders shall be immediately tagged “out of service” or “damaged, do not use” and removed from service until repaired by manufacturer or ladder Service Company. Metal ladders must be used near electrical hazards.
10. Folding ladders shall only be used, in the fully opened and locked position. Do not stand or sit on the top two steps of any ladder. Follow all manufacturers’ instructions and warnings.
11. Use only ANSI approved ladders that have all required safety devices and warning labels attached.
12. Only rear-handled chainsaws are permitted for ground based operations. Top-handled chainsaws are restricted to certified climbers in approved arbor operations.
13. All construction and maintenance equipment must be started and operated from the driver’s seat and not from the side of the equipment.
14. Allow all power equipment to cool off before fueling, storing or servicing.
15. Whenever equipment must be left unattended, turn off the engine if it is powered and remove keys.
16. Store all sharp hand tools in sheath or scabbard when not in use.
17. All equipment shall be properly secured during transport. All construction equipment, all vehicles/tractors and any mowing equipment with 72” capacity or larger shall be secured to the transporting unit by a 4-point restraining system (independent restraining devices). Any equipment with a boom (i.e., backhoe, etc.) must also have an additional restraining device to secure the boom.

Jobsite Safety Rules:

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1. All work along roadways must be performed in a temporary work zone consisting of traffic cones/markers and advance warning signs.
2. No work is permitted within 10 feet of electrical conductors. Only fiberglass ladders may be used within this 25 foot safety zone.
3. No team member is to store or transfer any material/chemical from or into an unmarked unlabeled container or package.
4. Non-potable water storage shall be labeled as "NON POTABLE WATER – DO NOT DRINK." Water lines on the jobsite may contain unfiltered water and chemicals. Team members shall not access homeowner water sources unless specifically authorized or if needed to extinguish a fire.
5. Team members shall keep a minimum distance of 10 feet from any piece of equipment while in operation and from vehicles or equipment being loaded or unloaded. Operators must power down equipment when persons are within 10' of the machine.
6. In case of an emergency, team members shall know their jobsite emergency procedures.
7. Under no circumstances are team members allowed to handle needles that may be found on a jobsite or on a client's property. Instead, notify a supervisor or client representative to arrange for disposal of these hazards.

#### Arbor Work Safety Rules

1. When working aloft, the climbers shall wear a tree workers saddle and have not less than two means of securement. Prior to making cuts, climbers shall secure the secondary point by using an approved lanyard.
2. Team members shall not perform line clearance work. Always maintain a minimum 10 foot circle of safety around all power lines and electrical conductors. If necessary, use a dedicated spotter to keep you and your equipment at least 10 feet away. No pruning will take place over or around electric lines for distance equal to the length of a pole saw.
3. All chippers must have a minimum of one wooden push paddle for chipper operations.
4. Tear-away safety vests or ANSI approved high visibility shirts are required for Tree Care Services operations. Class 3 vests are required when working in and around traffic areas on the ground.
5. A pre-job hazard assessment briefing shall be conducted and documented prior to beginning arbor care work.
6. Climbers, aerial lift operations and grounds personnel shall wear climbing helmets with chin straps.
7. When body thrusting, a climber shall be tied to or on belay. Instruct personnel in proper use of climbing ropes and knots. Check ropes daily and replace if worn or unsafe.
8. When using a chainsaw in a tree, the chainsaw shall be secured by a separate rope or lanyard that hangs free of the climber's body.
9. Pole pruners and pole saws shall be securely positioned, when hung in a tree during operations, to prevent dislodgement and so sharp edges are away and at or below the climber's waist. Pole pruners and pole saws should be secured with a rope or lanyard whenever possible.
10. Climbers shall always use high visibility climbing ropes.
11. Climbing spurs are not to be used for pruning operations.
12. A prusik loop shall be used whenever foot locking.

**Applicable project-specific rules and policies may supersede those set forth in this document. Further, to the extent governed by an applicable collective bargaining agreement, such agreement may supersede these rules and/or policies.**

### **Planning Safety into the Work**

Revised: April 2019



- Routine EHS training is conducted throughout the calendar year. Training elements are created and/or assisted by the EHS Department. Examples include, but are not limited to:
  - Seasonal equipment training events (spring and winter operations)
  - Task specific training via Job Hazard Analysis (JHA)
  - On-boarding orientation with key safety components
  - First Aid/CPR
  - OSHA 10 Hour (Customer/Client requires that, at a minimum one representative have an OSHA 30 Hour)
  - Client specific on-boarding orientation with annual refresher as needed
  - Regulatory specific training (i.e. fall protection and confined space)
  - Tailgate Talk Awareness with hands-on demonstrations as needed
  - Additional countermeasures currently in place include the following below:
    - a. Identification of job site hazards during job planning phase / site assessment process
    - b. Pre-job hazard assessment; and
    - c. Peer to peer jobsite communication and work flow

On-Boarding Process-BrightView Specific

1. New hire offer accepted
2. Orientation checklist begins
3. Completes new hire packet
4. Watches orientation video, which includes safety component
5. Receives personal protective equipment (general)
6. Receives book of leadership
7. Issued ID card
8. Conducts a yard and office tour
9. Responsible Operations Manager performs and certifies Core Foundational Training on the job
10. Operations Manager/Crew introduction
11. Operations Manager assigns 7 calendar day check-in
12. New hire begins working with crew

## **Hazardous Communication**

Hazard Determination:

- We will rely on the manufacturer's labels or SDS's as an evaluation for the various hazards of the chemicals used at each location. The Hazard Communication Program Coordinator will accept the information provided on the SDS. If the information is missing or the manufacturer fails to supply an SDS, the Hazard Communication Program Coordinator will request it from the supplier in writing.

File for Hazardous Chemicals:

- A Hazardous Chemical File is to be prepared and maintained by the Branch Hazard Communication Program Coordinator that will include.
  - All safety data sheets (SDS) received from manufacturers and suppliers.
  - SDS to be retained in storage for at least ten (10) years after a chemical is no longer used.
  - A list of all hazardous chemicals routinely used, stored or handled in the workplace by trade or chemical name.
  - Documentation of supplier SDS request letter.
  - Samples of forms and posters used in the program available.
- The Hazardous Chemical List from this file will be revised as new chemicals enter the workplace and will be supplied to team members upon request. SDS's will be onsite with the team members using chemicals.

Labels and Others Forms of Warning:

- The purpose of labeling hazardous chemicals or products containing them is to warn of the products potential danger of significant risk. The Federal Standard requires that chemical manufacturers, importers and distributors must ensure that each container of hazardous chemical shipped is labeled, tagged or marked with the following information.
  - Identity of the hazardous chemical. Identity means any chemical or common name. Identity must permit cross-references to be made among the required list of hazardous chemicals, the label, and the SDS.

- Appropriate hazard warnings are required on all labels. The purpose of the label is to provide an immediate visual warning about the hazards of the chemical in the container. The hazard warning must convey specific information regarding the most significant hazards of the chemical.
- Name and address of the chemical manufacturer, importer or other person responsible for the labeling.
- These labels are required by the Department of Transportation, Environment Protection Agency and other Federal Agencies and should be on all containers or drums of hazardous chemicals that we receive.
- In addition to the original container label, we will be using a modified version of the National Fire Protection Association System. This will be an in-house labeling system that should be used on all chemical containers to provide quick recognition in an emergency. The modified NFPA hazard label should include the following:
  - Identity of hazardous chemical in container.
  - NFPA hazard diamonds for health, flammability and reactivity.
  - Personal protective equipment required for safe handling and use.
- Attention will be paid to make sure that all labels or other forms of warning are legible, in English and prominently displayed on the container or readily available on the work area, throughout each work shift. Existing labels are not to be removed or defaced on incoming containers of hazardous chemicals, unless containers are to be immediately marked with required information.
- All chemicals on site are to be stored in their original container with labels attached. Any chemical with a label that is missing or illegible should be corrected by the job supervisor immediately. We intend to make sure that each container of hazardous chemical used or stored in our facilities are labeled, tagged, or marked with chemical identity and appropriate hazard warnings.

**Safety Data Sheets (SDS):**

- Employers in the landscape industry are responsible for developing or receiving an SDS for each hazardous chemical used in their workplace. We will require complete information on each SDS including:
  - Each SDS must be in English.
  - The identity of the chemical shown on the label.
  - If the hazardous chemical is a single substance, its chemical and common name.
  - The chemical and common name of all ingredients that have been determined to be health hazards.
  - The physical hazards including the potential for fire, explosion and reactivity.
  - The health hazards, including signs and symptoms of exposure and any medical conditions that are generally recognized as being aggravated by exposure to the chemical.
  - Precautions for safe handling and use, including hygienic practices, protective measures during repair and maintenance of contaminated equipment and procedures for clean-up of spills and leaks.
  - Control measures including engineering controls, work practices or personal protective equipment.
  - Emergency first aid procedures.
  - The date the SDS was prepared or changed.
  - The name, address and telephone number of the SDS preparer or distributor that can provide additional information if necessary.
- Chemical manufacturers and importers are required under the law to provide an SDS to distributors and customers in the landscape industry with their first shipment of hazardous chemicals. If the SDS is updated, they must provide the updated sheet with the next shipment to their customers.
- If an SDS is not provided with the shipment, the Coordinator must obtain one from the chemical manufacturer, importer or distributor, as soon as possible. It is our responsibility to have an SDS for each hazardous chemical on our properties including satellite sites to which team members routinely report to work. get.
- We will make the SDS readily available to team members when they are working in their areas. SDS's will be made available upon request to team members, their representatives, and members of OSHA or NIOSH.

**Team Member Information and Training:**

- The Regional Hazard Communication Program Coordinator will establish a training and information program for team members exposed to hazardous chemicals in their work area at the time of their initial assignment and whenever a new



hazard is introduced into their work area. Retraining is to be done when a new hazard is introduced into the work area, not a new chemical.

- The following information will be provided to all team members:
  - The requirements of the Hazard Communication Standard.
  - Any operations in their work area where hazardous chemicals are present.
  - The location and availability of the written Hazard Communication Program, including the required list of hazardous chemicals and the Safety Data Sheets.
  - An explanation of our in-house labeling system and procedures to locate Safety Data Sheet files and Hazard Communication compliance materials.
- In developing a training activity for team members in an unfamiliar task or system, the job supervisor should conduct a Job Safety Analysis of the task and consult with the Regional Hazard Communication Program Coordinator to review Safety Data Sheets of chemicals to be used in order to determine which team members are at risk and the amount of training required.
  - The training intended by this Standard is to be a forum for explaining to team members not only the hazards of the chemicals in their work areas, but, also how to use the information generated in the Hazard Communication Program. Our training activities will be conducted through the use of audio visuals, and classroom or on-the-job instruction. The training will also include an opportunity for team members to ask questions. In order to help develop participation and increase the level of understanding in each training session should:
    - Provide an explanation of goals and objectives of instructions.
    - Relate training to interest, skills and experiences of team members.
    - Outline the main points to be presented during the training session.
  - Point out the benefits of training. (For example, the team member will be: better informed, more skilled and thus, more valuable. Both on the job and in the labor market and if he or she applies the skill and knowledge learned, will be able to work at reduced exposure.) After a training session has been completed, the job supervisor and/or Regional Hazard Communication Program Coordinator will randomly interview course participants to be sure they are aware of the Standard and its requirements, can indicate the location and availability of information required by the Standard, and are generally familiar with the hazardous properties of the chemicals in the workplace and with the protective measures required. If the team members questioned do not exhibit a level of understanding satisfactory to the Hazardous Communication Program Coordinator, these team members are to be retrained, in a revised training program, if necessary.
  - OSHA has established the Hazardous Communication Standard as a performance standard, and will evaluate the results of our training based on interviews they conduct with our team members during an inspection of our workplace..
  - Each of our training programs shall include:
    - Methods and observations that may be used to detect the presence of release of a hazardous chemical in the work area.
    - The physical and health hazards of the chemicals in the work area.
  - The measures team members can take to protect themselves from these hazards, including specific procedures the employer had implemented to protect team members from exposure to hazardous chemicals, such as appropriate work practices, emergency procedures and personal protective equipment to be used.
  - The details of our Hazard Communication Program, an explanation of our labeling system, the use of Safety Data Sheets (SDS) and how team members can obtain and use the appropriate hazard information.

#### Emergency Response:

- Any incident of over-exposure or spill of a hazardous chemical or substance must be reported immediately to the Regional EHS Manager and Director of Technical Services (DOTS). In addition immediate contact shall be made to the general contractor's contact and emergency services onsite.
- Ensure team members have the proper emergency contact number per site per page 2 of this HASP.
- Branch offices and truck/trailer shall be equipped with a spill clean-up kit, fire extinguisher, and first aid kit. Any portable fuel must be stored and transported in proper metal fuel containers with self closing nozzles and also be properly labeled.

#### Documentation:

Revised: April 2019

- To insure compliance with our program, certain documentation will be required. The types of documentation to be retained include:
  - Inventory of toxic substances or hazardous chemicals
  - Current SDS
  - Training materials used for team member groups
  - Audio/Visuals used in training (available in both English and Spanish)

Crystalline Silica:

- BrightView's Silica Exposure Control Plan limits team member exposure to respirable crystalline silica and includes methods used to protect team members, as well as procedures to restrict access to work areas where high exposures may occur. Exposure to respirable crystalline silica can cause silicosis, lung cancer, other respiratory diseases, and kidney disease. Exposure can occur during common construction tasks such as using masonry saws, grinders, drills, jackhammers and handheld powered chipping tools; operating vehicle-mounted drilling rigs; milling; operating crushing machines; and using heavy equipment for demolition or certain other tasks. The procedure does not apply where exposures will remain low under any foreseeable conditions; for example, when only performing tasks such as mixing mortar; pouring concrete footers, slab foundation and foundation walls; and removing concrete formwork.
- BrightView shall use engineering and work practice controls to control the dust, such as a vacuum with high efficiency particulate air filter, or other dust control systems as specified by the BrightView policy.
- Any BrightView team members or subcontractors that perform any of the following work tasks must be protected from exposure to silica dust:
  - Chipping, hammering, or mixing of refractory
  - Abrasive blasting using silica sand as a blasting medium
  - Abrasive blasting of concrete regardless of the type of medium
  - Sawing, hammering, drilling, grinding, or chipping of concrete or masonry products
  - Chipping, hammering, or mixing of concrete grout
  - Demolition of concrete or masonry structures
- Team members performing any of the above tasks who could be exposed to silica dust shall receive training regarding health hazards associated with silica. Acceptable engineering controls, such as those listed below, will be used when exposure to silica is likely.
  - Maintain an effective dust control program
  - Use internal blast-cleaning machines
  - Wet saw
  - Use water through the drill stem
  - Vacumes equipped with high efficiency particulate air filters

**Emergency Procedures: (See Evacuation Site Maps):**

- Primarily BrightView personnel perform work related task outdoors. The evacuation process will be determined by the Branch Manager as notified by the **Customer/Client**. The Branch Manager will make contact via phone to all the Operations Managers. The Operations Manager will then communicate the need for evacuation to all affected personnel. The company owned work truck/trailer will act as the designated shelter in place. Once cleared all team members are to report to the BrightView branch office. If BrightView is working on a project controlled site, BrightView will follow the prime contractor's emergency action plan.
- Each Operations Manager will be held accountable for ensuring that their personnel are accounted for. Prior to each work shift the Operations Manager will organize each crew and can reference that in the event of an emergency evacuation.
- BrightView will conduct a yearly severe weather drill that will be followed per the Emergency Action Plan. BrightView's rally point will be the company owned truck/trailer.

Fire:

- If a fire alarm or alert is sounded or a fire is reported by a team member, regardless of the reason for the alarm or the severity of the fire, the following action must be taken immediately:
  - Immediately notifies the site emergency services using the emergency number-XXXX.
  - Gives the Location, name, address, and area where the fire is located.
  - Assigns a team member to wait for the fire department outside and direct them to the fire's location.



- Once at assembly points, takes a head count of team members to insure all were safely evacuated. Double checks that all individuals are out of **Customer/Client** premises.

#### Tornado:

- Prior to any tornado emergency, management will designate safe shelter areas within the building for team members and individuals. There are some general guidelines that may be used to aid in the selection of such spaces. When selecting a safe shelter, consider:
  - The lowest floor, preferably a basement
  - Interior spaces- rooms with no walls on the exterior
  - Areas supported by secure, rigid structural frame members
  - Short roof spans

#### Earthquake:

- All team members must be aware of the potential for earthquakes and the resulting damage to buildings and facilities. During an earthquake:
  - If indoors, stay indoors; if outdoors, stay outdoors.
  - In earthquakes, most injuries occur as people are entering or leaving buildings.
  - If indoors:
    - ✓ Take cover beneath a desk, table, and bench or in doorways, halls or against an interior wall. Stay away from glass windows and glass doors, and away from containers having hazardous material stored.
  - If outdoors:
    - ✓ Move away from buildings and all structures, and all overhead electrical wires. If operating a vehicle, stop as soon as possible, but stay inside the vehicle.

#### After an Earthquake:

- Coordinates first aid efforts.
- Turns on the radio to get emergency information from local authorities

### **Incident Reporting/Investigation**

- It is the responsibility of all team members to report all incidents/injuries immediately, no matter how minor the incident/injury may be perceived. All incidents (accidents, injuries and near-misses) shall be reported to the **Customer/Client** Representative or designee and the site Contractor Safety Coordinator immediately. The **Customer/Client** Representative or **Customer/Client** designee shall complete a **Customer/Client** Preliminary Incident/Near-miss Report through the required process.
- The Branch Manager or Branch Safety Leader is responsible for ensuring that all incidents are properly evaluated utilizing BrightView's Root Cause Analysis Form.
- The Branch Manager or Branch Safety Leader is responsible for conducting the incident investigation within 24 hours of the occurrence.
- The Branch Manager or Branch Safety Leader is responsible for submitting the completed Root Cause Analysis Form to their responsible Regional Safety Manager within 72 hours of the occurrence. Additional time to complete the Root Cause Analysis Form may be approved by the Regional EHS Manager. Report must be provided to **Customer/Client** Management for sharing with **Customer/Client** Contractor Safety.
- A copy of the completed Root Cause Analysis Form shall be filed in the affected team member's personnel file.
- The responsible EHS Regional Manager or Corporate EHS Director may request a meeting to discuss the incident with key leadership team members.
- The completed Root Cause Analysis shall be communicated to all team members for learning opportunities.
- If the incident is noted as serious in nature or a life threatening situation, the EHS Department may lead the root cause analysis process and issue additional safety communications to the organization.

### **Heat Illness and Prevention**

- Heat stress is caused by a number of interacting factors including environmental conditions, clothing, workload and the individual characteristics of the worker. Because heat stress is probably one of the most common (and potential serious) illnesses on work sites where temperatures may be extreme, regular monitoring and other preventive precautions are vital.
- Proper training and preventive measures will help avert serious illness and loss of work productivity. Preventing heat stress is particularly important because once one suffers from heat stroke or heat exhaustion, that person may be predisposed to additional heat injuries. When temperatures reach 85 degrees Fahrenheit or higher, the following preventive measures shall be taken.

Prevention:

- Modify work/rest schedules according to monitoring requirements outlined in this policy under "high heat procedures".
- Rotate personnel: alternate job functions to minimize overstress or overexertion at one task.
- Perform work during cooler hours of the day if possible or at night if adequate lighting can be provided.
- Maintain workers' body fluids at normal levels; this is necessary to ensure that cardiovascular systems function adequately.
- Provide sufficient quantities of water for each employee so that each employee shall have access to and urged to drink four cups or one quart of water per hour during their shift.
- Provide shaded areas to protect personnel during rest periods as well as employees suffering from heat illness or believing a preventative recovery period is needed. Employees shall be provided access to shade that is either open to the air or provided with ventilation or cooling for a period of five (5) minutes.

Heat Illness Prevention Policy Elements:

- The preventative elements reflected within this prevention guide consist of the following:
  - Provision and Procedures for Water
  - Access to Shade
  - Breaks
  - Process for Monitoring Weather
  - High Heat Procedures
  - Communication
  - Acclimatization
  - Training
  - Emergency Response Procedures

Provision of Water:

- To ensure access to sufficient quantities and frequent drinking of potable drinking water, the following steps will be taken:
  - Each branch must provide 2 gallons of cool, drinking water per employee per 8-hour shift in sanitized containers marked appropriately as drinking water.
  - It is acceptable to dispatch with less than the maximum amount of water for daily consumption, but an effective replenishment program shall be in place to ensure sufficient cool drinking water is available for a full work shift.
  - Cool water is defined as 50 to 60 degrees. Ice may be required to maintain the water at this temperature in the coolers.
  - At no time can there be less than 4 cups of water per employee per hour.
  - Supervisors will provide frequent reminders to employees to drink frequently, and more water breaks will be provided.
  - Every morning, there will be short tailgate meetings to remind workers about the importance of frequent consumption of water throughout the shift.
  - Place water containers as close as possible to the workers, not away from them.
  - Provide disposable drinking cups and a trash receptacle for every water cooler onsite.

Procedures for Providing Water:

- Drinking containers (five or 10 gallons each) shall be filled by the foremen, crew leader or other designated employee and either brought to the jobsite or positioned on the crew truck/trailer every morning prior to the start of work.



- Container levels shall be periodically checked (at least every two hours or more frequently as temperatures increase) by the foremen, crew leader or designated employee.
- The coolers shall be refilled once the water level has dropped below 50% to ensure enough water is present to allow each employee a minimum of one quart of water per hour.
- Coolers shall be replenished by any one of the following methods:
  - ✓ Spare bottles of water may be carried with the crew or stored onsite where possible
  - ✓ An acceptable source of potable water is located at the place of work i.e. a construction site, cafeteria, community center, etc.
  - ✓ A foremen, crew leader or supervisor purchases additional water off site with company funds • At no time during replenishment shall a crew(s) be left with no water
- When empty containers must be removed from the site for replenishment, they shall immediately be replaced with a second container containing enough drinking water to provide for all affected employees
- Ice will be provided when necessary to keep water temperatures at a reasonably cool temperature; the water shall be pleasant to the taste and shall be cool enough to assist in lowering a person's body temperature during a heat related emergency.
- Water coolers shall be placed as close to the crews as possible as to encourage employees to drink water often; when conditions prevent this, bottled water or personal water containers will be made available.
- Drinking containers shall be repositioned throughout the day to accommodate the crew's movements; the supervisor or other designated employee shall be responsible for doing so.

Access to Shade:

- When temperatures reach 85 degrees Fahrenheit or greater, the following steps will be taken:
  - Access to shade shall be provided for employees to take breaks as needed.
  - Shade may come in the form of office buildings, construction trailers, awnings, "easy ups" or "pop-up" tents and/or mature trees.
  - Enough shade shall be available to accommodate at least 25% of the crew onsite at any given time.
  - If at any time an employee requests shade when temperatures are below 85 degrees, it shall be made available to the employee immediately.
  - These structures shall be positioned as close to the workers as possible based on the layout of the jobsite and shall be repositioned throughout the work day to accommodate movement of the workers.
  - The jobsite/crew supervisor or other designated employee(s) shall be responsible for ensuring there is adequate shade at all times.

Breaks:

- Employees shall be encouraged to take breaks in the shade often during high temperatures.
- Breaks shall be a minimum of five (5) minutes but may last as long as necessary for a person who is showing signs of heat illness to recover.
- Employees shall be trained in the signs of heat illness and the steps for recovering, including taking frequent breaks.

Procedures for Monitoring the Weather:

- Company managers/supervisors shall be trained in various methods for checking the extended weather's forecast. Prior to each workday, the forecast shall be checked in anticipation of high temperatures.
- Forecasts may be checked by any of the following methods:
  - From the internet at <http://www.nws.noaa.gov/>; or

- By calling the National Weather Service's area specific telephone number and requesting the following days forecast; each branch shall provide the NOAA phone number to the supervisors for the locations where their particular work is taking place; or
- By checking the Weather Channel TV Network.
- Supervisors shall periodically check the temperature throughout the day to monitor for sudden increases in temperature.
- When temperatures above 95 degrees are expected, high heat procedures will be implemented which include communication methods, continuous reminders and close monitoring of employees.
- Temperatures shall be monitored by either of the following:
  - From the internet at <http://www.nws.noaa.gov/>; or
  - Through free weather apps for smart phones such as NWS Weather Alert or The Weather Channel; or with a thermometer located on the jobsite.

High Heat Procedures:

- When temperatures reach 95 degrees Fahrenheit or higher, the Company shall implement additional high heat procedures necessary for the prevention of heat illness. These consist of the following:
  - Continuous communication with employees throughout the day
  - Monitoring employees for signs and/or symptoms of heat illness
  - Reminders to drink water throughout the day
  - Acclimatization of new employees

Communication:

- Supervisors shall maintain frequent communication with employees throughout the day and continually monitor their crews for signs of heat illness.
- If an employee feels ill, witnesses another employee who appears ill or is approached by an employee who informs them that feel ill, they shall immediately:
  - Locate the closest company employee, contractor or pedestrian and communicate their condition verbally to that individual; or
  - Contact their immediate supervisor either verbally or via cell phone/radio and inform them of theirs or the other employee's condition.
  - Cell phone service shall be tested daily. On jobsites where cell phone service is not adequate, walkie-talkies or other type radios shall be utilized to contact EMS during a heat-related incident.
  - All employees shall know or have their immediate supervisor's telephone number in case of emergency.
  - In rare occasions when an employee must work alone:
    - ✓ That employee shall have a cell phone or two-way radio with his immediate supervisor's telephone/radio number programmed into the phone; or
    - ✓ That employee shall have access to a land line on the property; and
    - ✓ That employee shall contact their immediate supervisor immediately and inform them of their condition.
  - In all occasions, the ill employee shall immediately be seated in a shaded area, slowly consume small amounts of cool, drinking water and take steps to prevent their condition from worsening.
  - Every effort to prevent employees from working alone shall be taken. The buddy system shall be utilized as often as possible.

Monitoring Employees and New Employee Acclimatization:

- During times of extreme heat, supervisors and/or other designated employees shall pay close attention to employees throughout the work day.



- Employees shall also be encouraged to look out for each other.
- Unless the employee indicates at the time of hire that he or she has been doing similar outdoor work for at least 10 of the past 30 days for 4 or more hours per day, supervisors, or other designated employees, shall closely supervise them for the first 14 days until acclimation has occurred.

Procedures for Acclimatization:

- Employees and supervisors will be trained on the importance of acclimatization, how it is developed and how the company procedures address it.
- All new hire employees shall wear a lime-green safety vest for the first 90 days to identify them as new employees who may not be acclimated to working in high temperatures.
- Within the first two weeks of a new hire's employment, supervisors will closely monitor them for signs and symptoms of heat illness.
- For the first two weeks of employment, new hires that may not be acclimated to the heat shall be given slower paced, less physically demanding tasks.
- At no time shall new hire employees be permitted to work by themselves. The "buddy" system will be implemented, and the employees will be encouraged to watch for signs and symptoms of heat illness among each other.

Daily Reminders:

- During times of extreme heat, employees shall be reminded of the following each morning during the huddle/stretch or as needed throughout the day:
  - The signs and symptoms of heat illness and steps to minimize them;
  - To drink small amounts of water and take a breaks lasting five minutes or more as needed;
  - Of the location of drinking water and shade structures;
  - Changes in the location of drinking water and shade structures.

Training:

- To ensure supervisors and employees are trained properly; the following steps will be taken:
  - All employees will receive heat illness prevention training prior to working outdoors.
  - On hot days and during a heat wave, supervisors will hold daily short tailgate meetings to review the important information with all workers.
  - All newly hired workers will be assigned a buddy or experienced co-worker to ensure that they understood the training and follow company procedures.
  - Supervisors will be trained prior to being assigned to supervise outdoor workers.
  - All employees shall be provided training on the following topics:
    - ✓ The environmental and personal risk factors for heat illness
    - ✓ The procedures for identifying, evaluating, and controlling exposures to the environmental and personal risk factors for heat illness
    - ✓ The importance of frequent consumption of small quantities of water, up to four (4) cups per hour under extreme conditions of work and heat
    - ✓ Proper sanitation and cleaning of water coolers including drinking cups and trash receptacle
    - ✓ The importance of acclimatization through weekly tailgate topics and various training
    - ✓ The different types of heat illness and the common signs and symptoms
    - ✓ The importance of reporting any signs of heat illness to their supervisor
    - ✓ The procedures for responding to the symptoms of possible heat illness
    - ✓ The procedure for contacting emergency services and for transporting, if necessary, to a medical service provider including directions to such provider

Supervisor Training:

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- All supervisors shall be provided training on the following topics:
  - The above mentioned topics prior to the supervision of employees working in heat
  - The procedures which shall be implemented within the Heat Illness Prevention Policy
  - The procedures the supervisor is to follow when an employee exhibits symptoms consistent with possible heat illness, including emergency response procedures
  - How to monitor weather reports using various websites and how to respond to hot weather advisories using heat indexes provided and implementing high heat procedures

Emergency Response Procedures:

1. Prior to starting a job, the address, driving directions and a map of the nearest emergency medical center will be placed into each Crew Leader/Supervisors job folder. A list of the nearest medical facilities, with addresses, shall be placed in the accident kit of each BrightView production vehicle. All employees shall be trained on the location of these clinics.
2. Prior to starting a job, BrightView will designate an employee who is trained in first aid and is capable of rendering assistance to employees who show signs of heat illness.
3. Once it is determined that a person is showing signs of a heat-related illness, the designated employee trained in first aid procedures shall immediately begin steps to reduce the severity of the ill employee's condition (i.e. providing cool drinking water, cooling the person's body temperature, contacting emergency services when necessary).
4. Employees shall be trained on the address of the jobsite and/or how to recognize the nearest cross streets. Designated employees will be responsible for contacting the **Customer/Client** Emergency Response Team when necessary. On large jobsites, an employee will be sent to the entrance of the property and will assist emergency response personnel by directing them to the location of the ill employee.
5. All BrightView Crew Leaders/Supervisors will carry cell phones to ensure that emergency medical services can be called. Checks will be made to ensure that these electronic devices are functional prior to each shift.
6. To prevent an ill employee's condition from worsening, steps will be taken immediately to keep the employee cool and comfortable once emergency responders have been contacted.

### **Fall Protection**

- Affected team members will be trained on these procedures before exposing them to a fall from heights four (4) feet or greater to a lower level. The training must include:
  - Identifying potential and existing fall hazards.
  - Identifying tasks that expose team members to falls from heights.
  - Identification, solutions, prevention and controls for fall exposures.
  - Application and use of personal fall arrest systems.
  - Understanding what is expected of the team member.
- All affected team members shall be protected from falls from heights four (4) feet or greater to a lower level.
- All tasks with a fall from heights greater than four (4) feet to a lower level shall have a Job Safety Analysis (JSA) completed.
- No work will be performed until all fall hazards are controlled.
- Affected team members must don personal fall arrest system components before commencing work where a fall hazard has been identified. Such equipment consists of an anchorage point, lanyard, and full body harness.
- Only affected team members trained in elevated work and personal fall arrest systems are permitted to perform it.
- All places of BrightView employment such as worksites, branches, and facilities shall be kept clean and orderly, and in a sanitary condition in an effort to reduce or eliminate fall hazards.

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### Worksite Assessment:

- All fall exposure tasks will have a Job Safety Analysis (JSA) completed. No work will be performed until fall risks are controlled and/or prevented. This fall protection plan is intended to anticipate the particular fall hazards in which our team members may be exposed. Training to include:
  - Inspecting the area to determine what fall hazards exist or may arise during the course of work
  - Identifying the hazards and select the appropriate measures and equipment
  - Giving specific and appropriate instructions to team members to prevent exposure to unsafe conditions
  - Ensuring team members follow procedures given and understand training providedExample of potential fall hazard exposures:
  - a) Raised planters
  - b) Roof-top/green roofs
  - c) Aerial lifts/bucket trucks
  - d) River walkway planters
  - e) Holes, including skylights
  - f) Walkways and ramps

## **Excavation Safety**

**Any excavation that is 4' or more in depth will have a competent person at the site at all times while work is in progress and will utilize one or more of the following protective systems:**

- Sloping and Benching - A method of protecting employees from cave-ins by excavating to form sides of an excavation that are inclined away from the excavation so as to prevent cave-ins.  
**Note:** Excavations greater than 20 feet deep shall be designed by a registered engineer.
- Shoring - A structure such as a metal hydraulic, or mechanical system that supports the sides of an excavation and which is designed to prevent cave-ins.
- Shielding - A structure that is able to withstand the forces imposed on it by a cave-in and thereby protecting the employees within the structure

### Access and Egress:

- A stairway, ladder, or ramp or other safe means of egress shall be located in trench excavations that are 4' or more in depth so as to require no more than 25ft. of lateral travel for employees. If a ladder is used it will extend no less than 36" above the top of the trench and be secured.

### Utilities:

- Before any excavation begins, the State's one-call center should be notified to locate any underground utilities.

### Vehicular Traffic:

- Employees exposed to public vehicular traffic shall be provided with, and shall wear, warning vests.

### Exposure to Falling Loads:

- No employee shall be permitted underneath loads handled by lifting or digging equipment. Use tag lines to move or swing loads.

### Mobile Equipment:

- When mobile equipment is operated adjacent to an excavation, a warning system shall be utilized, such as barricades, hand or mechanical signals or stop logs.

### Hazardous Atmospheres:

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- Where a hazardous atmosphere exists, or could reasonably be expected to exist, the atmosphere in the excavation shall be tested before employees enter. The company's policy for Confined Space will be followed.
  - Protection of Employees from Loose Rock or Soil
  - Adequate protection shall be provided to protect employees from loose rock or soil that could pose a hazard by falling or rolling from an excavation face. All employees will be required to wear company approved hard hats in all excavations.
  - All excavated spoil piles, materials, an equipment shall be kept at least two feet from the edge of the excavation.

Inspections:

- Daily inspections of excavations, the adjacent areas, and protective systems shall be made by a competent person for evidence of a situation that could result in possible cave-ins, indications of failure of protective systems, hazardous atmospheres, or other hazardous conditions.
- An inspection shall be conducted by the competent person prior to the start of work and as needed throughout the shift. Inspections shall also be made after every rainstorm or other hazard-increasing occurrence.

Fall Protection:

- Where employees or equipment are required or permitted to cross over excavations, walkways or bridges with standard guardrails, shall be provided, per OSHA standards. Adequate barrier physical protection shall be provided at all excavation sites. Examples would be plastic fencing, wood covers, wood railings, etc. All excavations will be covered or barricaded at the end of each day for protection from the public, subcontractors, and employees. Keep excavations back-filled as closely as possible to excavation work. Fall protection will be provided for employees working near the top edge of an excavation. Examples of fall protection to be used shall be either a warning line system or guardrail system per OSHA specifications.

Soil Classifications:

- There are four classifications of soils and the Maximum allowable slopes for each type:
  1. Stable Rock: Vertical (90 degrees)
  2. Type A: ¾:1 (53 degrees)
  3. Type B: 1/1 (45 degrees)
  4. Type C: 1 ½:1 (34 degrees)
- It is the policy of BrightView to treat all soils as Type C soils. All work associated with excavations will be treated as Type C soils.

Stability of Adjacent Structures:

- Where the stability of adjoining buildings, walls, or other structures is endangered by excavation operations, support systems such as shoring, bracing, or underpinning shall be provided to ensure the stability of such structures for the protection of employees.

Hazards of Water:

- Employees shall not work in excavations in which there is accumulated water, or in excavations in which water is accumulating, unless adequate precautions have been taken to protect employees against the hazards posed by water accumulation.

Emergency Action Plan:

- The competent person will review an emergency action plan with all affected employees before an excavation begins. Each emergency action plan will be site specific depending on the conditions the competent person finds.

Competent Person:

- OSHA defines competent person as "one who is capable of identifying existing and predictable hazards in the surroundings or working conditions which are unsanitary, hazardous, or dangerous to employees, and who has authorization to take prompt corrective measures to eliminate them."

Training:

- Training will be provided to all employees who will work in or around any open excavations.



- Additional training is provided to all supervisors/foreman that will be involved in any excavations on our job sites. All supervisors/Foreman that finish the training will be certified competent persons for trenching and shoring. Any competent person will remain on the job where the excavation is taking place at all times. Refresher training will be conducted annually to maintain "Competent Person Status".
- The following training topics will be covered:
  - Soil Classification
  - Inspections
  - Hazardous Conditions
  - Proper Use of Trench Shields and Trench Boxes
  - Proper Benching and Sloping Procedures
  - Emergency Plans for Excavations

Installation and removal of protective systems:

- Members of support systems shall be securely connected together to prevent sliding, falling, kickouts, or other predictable failure. Support systems shall be installed and removed in a manner that protects employees from cave-ins, structural collapses, or from being struck by members of the support system. Individual members of support systems shall not be subjected to loads exceeding which those members were designed to withstand. Before temporary removal of individual members begins, additional precautions shall be taken to ensure the safety of employees, such as installing other structural means to carry the loads imposed on the support system. Removal shall begin at, and progress from, the bottom of the excavation. Members shall be released slowly so as to note any indication of possible failure of the remaining members of the structure or possible cave-in of the sides of the excavation.
- Backfilling shall progress together with the removal of support systems from excavations.

Barrier Protection:

- If at all possible, any excavation will not be left open. If it must be left open, then an adequate barrier and warning signs must be installed to prevent the accidental entry into the excavation.

## **Machine Guarding**

- A wide variety of mechanical motions and actions may present hazards to our workers. These can include the movement of rotating members, reciprocating arms, moving belts, meshing gears, cutting teeth, and any parts that impact or shear. Recognizing these hazards is the first step toward protecting our workers from the danger they present. The basic types of hazardous mechanical motions and actions are:
  - Rotating (including in-running nip points)
  - Reciprocating
  - Transversing
  - Cutting
  - Punching
  - Shearing
  - Bending

Motions

- Rotating motion can be dangerous; even smooth, slowly rotating shafts can grip clothing, and through mere skin contact, force an arm or hand into a dangerous position. Injuries due to contact with rotating parts can be severe. Examples of common rotating mechanisms, which may be hazardous, are collars, couplings, cams, clutch, flywheels, shaft end, spindles, meshing gears, and horizontal or vertical shafting.
- The danger increases when projections such as set screws, bolts, nicks, abrasions, and projection keys are exposed on rotating parts. In-running nip point hazards are caused by the rotating parts on machinery. There are three main types of in-running nip point hazards:
  1. Parts can rotate in opposite directions while their axes are parallel to each other. These parts may be in contact (producing a nip point) or in close proximity. This danger is common on machines with intermeshing gears, rolling mills, and calendars.

2. Nip points are also created between rotating and tangentially moving parts. Some examples would be: the point of contact between a power transmission belt and its pulley, a chain and a sprocket, and a rack and pinion.
3. Nip points can occur between rotating and fixed parts, which create a shearing, crushing, or abrading action. Examples are: spoked hand wheels or flywheels, screwconveyors, or the periphery of an abrasive wheel and an incorrectly adjusted work rest.

Intent of Guarding:

- Any machine part, function, or process, which may cause injury, must be safe guarded. When the operation of a machine or accidental contact with it can injure the operator or others in the vicinity, the hazards must be either controlled or eliminated.
- Examples of guarding methods are barrier guards, two- handed tripping devices, and electronic safety devices. The intent of machine guarding is to:
  - Prevent access to potentially dangerous parts of machines, or
  - To stop movement of any dangerous parts of machinery before any part of a person enters the danger zone of the machinery. The danger zone of machinery is any area of the machinery where any part of a person's body is likely to be injured by exposure to hazardous motion or action of machine parts.

Basic Machine Guarding:

- Dangerous moving parts in three basic areas require guarding:
  - The point of operation: that point where work is performed on the material, such as cutting, shaping, boring, or forming of stock.
  - Power transmission apparatus: all components of the mechanical system which transmit energy to the part of the machine performing the work. These components include flywheels, pulleys, belts, connecting rods, couplings, cams, spindles, chains, cranks, and gears.
  - Other moving parts: all parts of the machine which move while the machine is working. These can include reciprocating, rotating, and transverse moving parts, as well as feed mechanisms and auxiliary part of the machine. Guards must meet these minimum general requirements:
    - a. Prevent contact: The safeguards must prevent hands, arms, and any other part of a worker's body from making contact with dangerous moving parts.
    - b. Secure: Workers should not be able to easily remove or tamper with the guard. Guards and safety devices should be made durable material that will stand the conditions of normal use. They must be firmly secured to the machine-if possible and secured elsewhere if attachment to the machine is not possible.
    - c. Protect from falling object: A guard should ensure that no objects could fall into moving parts. A small tool which is dropped into a cycling machine could easily become a projectile that could strike and injure someone hazard.
    - d. Create no new hazards: A guard defeats its purpose if it creates a hazard on its own such as a shear point, a jagged edge, or unfinished surface, which can cause a laceration. The edges of guards should shear be rolled or bolted in such a way that they eliminate sharp edges.
    - e. Create no interference: Any guard, which impedes a worker from performing the job quickly and comfortably, might soon be overridden or disregarded. Proper safeguarding can actually enhance efficiency since it can relieve the worker's apprehensions about injury.

## **Safety Meetings**

- Each week we conduct a divisional safety call. Our divisions include Maintenance, Landscape Development, Tree Care, and Golf Course Maintenance.
- Each call is led by the responsible Divisional President with support from their Senior Leadership Team. The agenda outline includes, but are not limited to:
  - Opening statement from President



- Sharing of best practices
  - Review of the following month's Safety Alert / Talks
  - Incident review, with root cause and corrective actions
  - Equipment Focus
  - Monthly Safety Safety Bulletin
  - Upcoming Hazards (seasonal and/or monthly)
  - Safety Stand-Down (if and when released by the EHS Department)
- Every week each branch is required to conduct the Tailgate Talk and to review any EHS related information. In addition they take the opportunity to discuss daily/weekly activities and the prevention of hazards. At least one meeting every month with all team members working on site must be documented.
  - Formally, the responsible Branch Manager conducts a weekly Crew Leader/Supervisor's and Branch Management Meeting. An allotted time has been provided at the beginning of each meeting to discuss Safety KPI's and other safety related activities.

### **Inspection of the Worksite**

- Branch leadership is required to conduct routine safety inspections for both the yard/office and worksite. The yard/office shall be inspected once per month. The responsible Production Manager is to conduct one (1) site audit per week and per crew.
- Completed Facility Inspection Forms shall be kept at each branch location in a folder marked for the year conducted. Management Jobsite Safety Observations are conducted on our BrightView Pronto App and completed documents are stored on the BrightView BI Portal.
- The Regional EHS Manager is also responsible for inspecting the yard/office and worksite on a monthly/quarterly basis. The Regional EHS Manager shall engage the responsible Branch Safety Leader and the team members commencing work activities during the audit process. The crew leader/supervisor shall be prepared to display the Take 2 Pre-Job Assessment, any daily activity checklist and discuss the task being performed. This report is submitted to the responsible Regional EHS Manager. A monthly audit (documented) will be required during a **Customer/Client** audit.
- Any deficiencies noted shall be immediately corrected or noted on a corrective action log. The log shall explain the deficiency, owner of completed, target date, and completion date.

### **Contractor Management Programs**

- BrightView is an active participant within ISNetwork and other contractor management programs. We will maintain acceptable pre-qualification status in ISNetwork; and will upload monthly hours/OSHA recordable incidents into ISN site tracker.
- Although not a hiring contractor within ISNetwork, BrightView will actively search for service vendors who participate within the program.
- BrightView will review subcontractor HSE programs and performance when selecting an appropriate service vendor. It is BrightView's responsibility to ensure that all Customer/Client requirements for which BrightView is obligated are made part of the tier subcontractor requirements. Furthermore, BrightView will explain all requirements to its employees both prior to work commencing and on an ongoing basis.

### **Worker's Compensation (BrightView's Risk Department)**

- Insurance Broker-AON Risk Services
- General Liability - \$2m occ/\$4m agg; Auto Liability - \$2m;

Revised: April 2019

- Workers' Compensation/Employers Liability - Statutory/\$2m
- Excess Liability \$3m; Additional Insured and Waiver of Subrogation if requested

### **Air Intakes**

- Vehicles and other equipment with internal combustion engines shall not be allowed to idle when unattended, nor shall vehicles be allowed to idle in areas of building air intakes or where fumes can migrate to adjacent occupied areas whether attended or unattended.
- If possible tools with a non-combustion engine are recommended to be used when servicing near air intakes.
- A job hazard analysis shall be completed when servicing air intake areas.

### **Customer/Client Exterior Work Rules**

BrightView shall comply with the following exterior work rules as defined in the Customer/Client Contractor Safety and Performance Document. These rules have been established in consideration for our adjacent neighbors. They shall be applied in performing work outside of our buildings and other structures.

Coordination and scheduling of work activities shall be within the framework of these requirements and times.

#### **Jobsite Location A:**

1. ALL work exterior of the building shall be cleared through the Customer/Client Representative or designee.
2. Unless otherwise authorized by Customer/Client:
  - Operating noise levels are regulated at 65dBA from 7:00 a.m. to 10:00 p.m. and 50 dBA from 10:00 p.m. to 7:00 a.m. at the property line of the receiver.
  - Noise is permitted between 7:00 a.m. and 8:00 p.m. weekdays; 8:00 a.m. to 2:00 p.m.
  - Saturdays; none on Sundays.
3. All equipment and supply deliveries shall be received during hours of delivery gate operation as no idling is permitted on the roadways.
  - Lawn mowing and weed whacking shall be performed at the Child Development Center before 9:00 a.m. or after 5:00 p.m.
4. The Customer/Client Environment Health & Safety Department shall approve all materials applied to trees, lawns, etc. prior to application.

#### **Jobsite Location B:**

1. ALL work exterior of the building shall be cleared through the Customer/Client Representative or designee.
2. Unless otherwise authorized by Customer/Client:
  - No loading/unloading of bulk materials in liquid, gaseous, powder or pellet form between the hours of 9:00 p.m. and 8:00 a.m. the following day, Monday through Saturday, when the sound creates a noise disturbance across any residential real property line.
  - No construction or demolition work shall be permitted on the outside of the loop road parking area between the hours of 9:00 p.m. and 8:00 a.m. the following day, Monday through Saturday.
  - No construction or demolition work shall be permitted on the exterior of buildings inside the loop road parking area between the hours of 9:00 p.m. and 8:00 a.m. the following day, Monday through Saturday.



- Construction or demolition work, exterior of any building, shall be permitted on Sundays from 9 a.m. to 9 p.m. provided the noise is not audible one hundred (100) feet from the construction or demolition. If noise is detected within 100 feet, it is evidence of a violation.
  - Lawn mowing and weed whacking shall be performed at the Child Development Center before 9:00 a.m. or after 5:00 p.m.
3. The Customer/Client Environment Health & Safety Department shall approve all materials applied to trees, lawns, etc. prior to application.

**Jobsite Location C:**

1. ALL work exterior of the building shall be cleared through the Customer/Client Representative or designee.
2. Unless otherwise authorized by the Customer/Client:
- No work shall be permitted on weekdays before 7:00 a.m. or after 7:00 p.m.
  - No work shall be performed on Saturdays before 8:00 a.m. or after 6:00 p.m.
  - No work shall be permitted on Sundays.
3. The Customer/Client Environment Health & Safety Department shall approve all materials applied to trees, lawns, etc. prior to application.

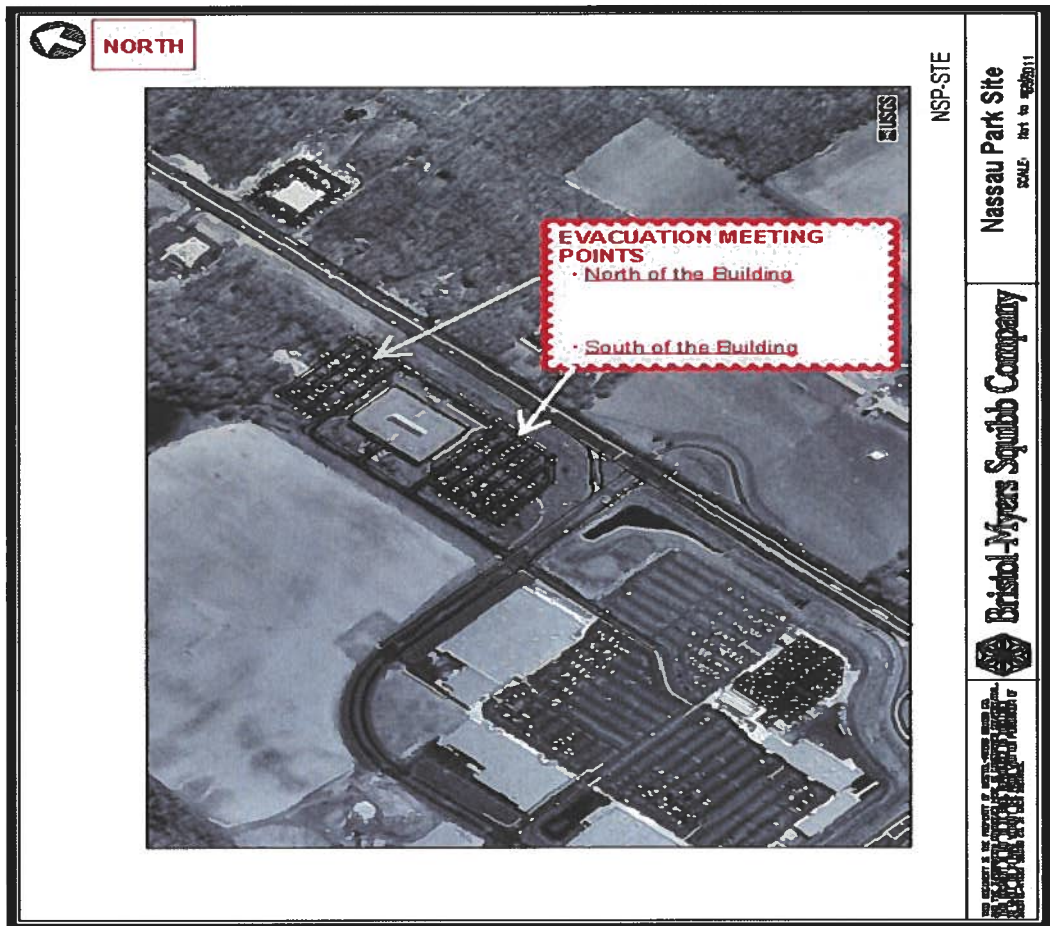
**Jobsite Location D:**

1. ALL work exterior of the building shall be cleared through the Customer/Client Representative or designee.
2. Unless otherwise authorized by the Customer/Client:
- No work shall be permitted on weekdays before 7:00 a.m. or after 7:00 p.m.
  - No work shall be performed on Saturdays before 8:00 a.m. or after 6:00 p.m.
  - No work shall be permitted on Sundays.
  - Lawn mowing and weed whacking shall be performed at the Child Development Center before 9:00 a.m. or after 5:00 p.m.
3. The Customer/Client Environment Health & Safety Department shall approve all materials applied to trees, lawns, etc. prior to application.

**Jobsite Location E:**

1. ALL work exterior of the building shall be cleared through the Customer/Client Representative or designee.
2. Unless otherwise authorized by the Customer/Client:
- Property line noise limitations 61 dBA day and 51 dBA night\*
    - \* = night is from 10:00pm - 7:00am and includes all weekend
  - Lawn mowing and weed whacking shall be performed at the Child Development Center before 9:00 a.m. or after 5:00 p.m.
  - Saturday and Sunday construction work to be approved by Planning & Zoning through the Customer/Client Representative or designee.
3. The Customer/Client Environment Health & Safety Department shall approve all materials applied to trees, lawns, etc. prior to application.

**Customer/Client Evacuation Routes**



**QUESTIONS or CONCERNS**

Please contact Holly Woonton, Vice President of EHS, at [Holly.Woonton@brightview.com](mailto:Holly.Woonton@brightview.com) or (619) 559-7078



**Topic:** Slope Safety

**THIS WEEKLY TRAINING MUST BE CONDUCTED WITH ALL CREW MEMBERS**

In many markets, production work exposes team members to sloped terrain hazards. Slopes generally consist of ornamental shrubs, groundcover, native scrub or turf grass. Slopes are notated in one of three ways; ratios, such as **4:1**, meaning horizontal distance versus vertical distance; or as percentage of grade, such as **25% grade**; or as degree/angle of incline, such as **15 degrees of incline**. Free incline meters are available as Apps for smartphones. Whichever method you use for determining slopes, follow these best practices to avoid a serious injury or equipment mishap on sloped areas.

**PPE Related to Slope Maintenance**

- Safety Toe Work Boots (with grooved soles, not smooth soles)
- Safety Glasses
- Hearing Protection (when utilizing power equipment)
- Safety Vest
- Gloves
- Snake Chaps (seasonal)

**Planning for all slope work**

- **ASSESS** – The probability of an incident on a slope increases dramatically with wet grass and/or mud. Extra precautions must be taken when working on wet slopes.
- **SCHEDULING** – Pre-determine scope of work and time in which work will be performed. Program irrigation controllers accordingly to ensure slope conditions are dry and safe to access on the day work is to be performed. Also, working on slopes later in the day when they have dried can help prevent slipping.
- **DISPATCH** – At least two team members should work on slope jobs. Avoid single individuals working on slopes; in the event an injury does occur, help is available. If a team member is working alone in any area, make sure they have a phone, current contacts and they know their work location.
- **ACCESS** – Walk slopes at 45-degree angle, perpendicular to slope. Be cautious of unforeseen conditions such as erosion scars/ruts, cobblestones, rodent holes, plant material branching or surface roots, which may cause unsafe footing. Use at least two people to haul large equipment, waste/debris, etc. up or down the slope.



**NEVER walk straight down a slope, always walk in a 45 degree angle**

**Turf, Groundcover and Ornamental Slopes**

- **STAGING** – Brow ditches or concrete terrace drains on large slopes can be used as staging areas to support equipment storage, temporary debris stockpiling, even lunch breaks. At the end of the workday these areas require policing to ensure nothing is left behind that may block water flow in the event an overnight rain occurs.
- **PERFORMING THE WORK** – Depending on the scope of work being performed, the most important safety issue while working on a slope is the leg stance/footing of the individual performing the work. Maintain a wide stance parallel with the slope standing below the work area, keeping your feet on a level/even plane. Key your eyes on your path of travel with every step. Applying fertilizer to slopes using “belly grinder” type spreaders also requires close attention. Efforts to apply materials from top or toe of slope rather than walking mid slope should always be considered. Backpack blower applicators also work well for slope applications of fertilizers and granular pre-emergence herbicides.



**Use two-man method to haul debris down a slope**

**Native Scrub Slopes**

- **PERFORMING THE WORK** – In spring and summer months, critical awareness of snake conditions must be emphasized. Leg chaps and leather gloves are required PPE items that coincide with your daily gear. Extra precautions should be taken near shrub and vegetation bases, valve boxes and adjacent obstacles where these predators tend to lie.

# Quality Site Assessment

## General Information

**Property Name:** Misc-BVLS Stuart

**Date:** Tuesday, June 08, 2021

**Next Inspection Date:** Wednesday, June 30, 2021

**Client Attendees:**

**Brightview Attendees:** Robert Saindon II, Kyle Osborn

## CUSTOMER FOCUS AREA:

Port St Lucie roadways

## MAINTENANCE ITEMS:

- 1) Monthly Schedule for July
- 2) \*
- 3) —Mow crew will service Sections 1 thru 4 during the week of the 6th (due to holiday on Monday), 12th, 19th, 26th Monday thru Wednesday
- 4) —Trim/ Detail crew onsite during the same weeks as mow crew Monday thru Wednesday
- 5) — Weed control on site treating open bed areas and hard surfaces during the week of the 12th.
- 6) —Irrigation by others
- 7) —Agronomics by and others

## RECOMMENDATIONS FOR PROPERTY ENHANCEMENTS:

- 1) Fix tree stakes that have fallen.
- 2) Remove straps that are causing tree to be strangled
- 3) Remove exotics from inside shrubs
- 4) Straight up leaning or fallen trees
- 5) Add soil and sod to fix trip hazard
- 6) Remove flush cut stump and other trip hazards. Replace with sod
- 7) New landscaping infested with weeds. Recommend complete replacement.

## NOTES TO OWNER/CLIENT:


- 1) Possible rodent. Created large trip hazard. Recommend removing rodent and burrowing hole
- 2) Broken sidewalk creating trip hazard
- 3) Trim vegetation off sidewalks
- 4) Create straight clean bed lines
- 5) Hard edge turf off of sidewalk
- 6) Remove suckers from trees
- 7) Trim hedge away from doorway and top hedge at top of fence line
- 8) Gate valve box infested with bees. Located at Broadview and Crosstown Parkway
- 9) Good tree heights over roadway



# Quality Site Assessment

Recommendations for Property Enhancements


**Fix tree stakes that have fallen.**



[1/7]

Recommendations for Property Enhancements


**Remove straps that are causing tree to be strangled**



[2/7]

Recommendations for Property Enhancements


**Remove exotics from inside shrubs**



[3/7]

Recommendations for Property Enhancements

**Straight up leaning or fallen trees**



[4/7]



# Quality Site Assessment

## Recommendations for Property Enhancements

**Add soil and sod to fix trip hazard**



[ 6 / 7 ]

## Recommendations for Property Enhancements

**Remove flush cut stump and other trip hazards. Replace with sod**



[ 6 / 7 ]

## Recommendations for Property Enhancements

**New landscaping infested with weeds. Recommend complete replacement.**



[ 7 / 7 ]



# Quality Site Assessment

Notes to Owner / Client

Possible rodent. Created large trip hazard. Recommend removing rodent and burring hole



[ 1 / 9 ]

Notes to Owner / Client

Broken sidewalk creating trip hazard



[ 2 / 9 ]

Notes to Owner / Client

Trim vegetation off sidewalks



[ 3 / 9 ]

Notes to Owner / Client

Create straight clean bed lines



[ 4 / 9 ]



# Quality Site Assessment

Notes to Owner / Client

Hard edge turf off of sidewalk



[ 5 / 9 ]

Notes to Owner / Client

Remove suckers from trees



[ 6 / 9 ]

Notes to Owner / Client

Trim hedge away from doorway and top hedge at top of fence line



[ 7 / 9 ]

Notes to Owner / Client

Gate valve box infested with bees. Located at Broadview and Crosstown Parkway



[ 8 / 9 ]



# Quality Site Assessment

Notes to Owner / Client

Good tree heights over roadway



[ 9 / 9 ]

## WHAT PEOPLE KNOW

- General Business Industry knowledge (basic financial knowledge)
- Basic Computer and Systems knowledge
- Organizational knowledge
- Horticulture knowledge
- Safety knowledge
- Production knowledge
- Equipment knowledge

## WHAT PEOPLE CAN DO

- Building Strategic Work Relationships
- Building Talent
- Business Acumen
- Communication
- Customer Focus
- Decision Making
- Guiding Team Success
- Planning and Organizing
- Safety Leadership

## WHAT PEOPLE HAVE DONE

- Leadership experience
- Customer Service experience
- Leading in a Team Environment
- Landscape Industry experience

## WHO PEOPLE ARE

### Motivational Fit Facets:

- Coaching Others
- Detail Oriented
- Practical Results
- Relationship Building

### Leadership Dispositions:

- Active Learning
- Adaptability
- Work Standards





# PM Pattern of Management



Frequency	Customer Service	Team Development	Business Management	Operations Management
<p><b>Daily</b></p>	<ul style="list-style-type: none"> <li>Conduct job site visits and crew check-ins</li> <li>Update AM on exceptions/changes to the schedule</li> <li>Submit customer service requests where applicable to Client/AM (PSR and Site Service Logs)</li> <li>Notify AM of special issues to relay to the management company</li> </ul>	<ul style="list-style-type: none"> <li>Confirm no team members are absent</li> <li>Inspect team member uniforms for compliance and condition; provide replacements or order as needed</li> <li>Review Punch List and share expectations with team</li> <li>Recruit and ask for referrals for new team members</li> <li>Perform QI on job site with CLs</li> </ul>	<ul style="list-style-type: none"> <li>Compare prior day actual hrs. to service contract using Power BI. Review data and course correct as needed</li> <li>Confirm services completed - Review/Close Service tickets in BVE1</li> <li>Review Power BI to ensure proper clock-in and clock-out times</li> <li>Briefly discuss immediate needs for special trips for supplies (eliminate multiple trips)</li> <li>Turn in invoices and receipts to ...</li> </ul>	<ul style="list-style-type: none"> <li>Conduct morning huddle with Crew Leader to discuss Take 2 or changes for the day</li> <li>Participate in Stretch and Flex, ensure proper ETC clock-in and confirm all crew members have PPE for the day</li> <li>Conduct morning Gate Check per SOP</li> <li>Complete scheduled irrigation checks per market guidelines on status of previous and current day's work</li> <li>Complete End of Day Shutdown Process</li> <li>Respond to open emails, texts, or phone calls from the last 24 hours</li> <li>Review personal schedule to ensure weekly tasks, SOPs and role requirements are covered</li> </ul>
<p><b>Weekly</b></p>	<ul style="list-style-type: none"> <li>CSAT - Generate team awareness to Red Flag Alerts and complete recovery items</li> <li>Attend QSAs as required per Market QMS</li> <li>Schedule in Outlook and complete QSA maintenance items in preparation for scheduled QSA</li> <li>Review at Risk Customers with CST/BM</li> </ul>	<ul style="list-style-type: none"> <li>Complete weekly Safety Talk and technical training</li> <li>Meet with Team on the job site to eat lunch, deliver drinks, and check on well-being</li> <li>Complete 7 and 30 Day check ins</li> <li>Hold CL Meetings to discuss progress, team building and to address quality issues</li> <li>Complete scheduled QIs based on Quality Management Plan</li> </ul>	<ul style="list-style-type: none"> <li>Compare weekly actual hrs. to plan using Power BI. Review data and course correct as needed</li> <li>Confirm Services Completed - Review/Close Service tickets in BVE1</li> <li>Complete weekly Safety Talk and technical training</li> <li>BM Meeting</li> <li>Team Meeting</li> <li>PM meeting to discuss weekly plan and course correction based on hours spent vs. budget</li> <li>Review crew hours to ensure payroll is correct</li> </ul>	<ul style="list-style-type: none"> <li>Complete and verify Safety Talk is signed and submitted</li> <li>Meet with AM to review staffing, quality management plan, operational plan for the week</li> <li>Inspect off-road equipment for preventative maintenance, cleanliness and safety</li> <li>On Road Equipment</li> <li>Conduct QI and review with AM</li> </ul>
<p><b>Monthly</b></p>	<ul style="list-style-type: none"> <li>Site meetings w/Client Representative based on expectation set by customer</li> <li>Go over QSAs to ensure they have been completed</li> <li>Complete Maintenance items</li> </ul>	<ul style="list-style-type: none"> <li>Participate in the Crew of the Month selection</li> <li>Share photos of CST's high quality work per Quality Management Plan</li> <li>Conduct CL meeting focused on training, identifying issues and a team building exercise</li> <li>Schedule QIs for upcoming month</li> </ul>	<ul style="list-style-type: none"> <li>Validate services rendered and use BVE1 to recognize revenue</li> <li>Review Sales Order Billing</li> <li>Submit ARI (Fleet Management program) mileage</li> <li>Complete validate and submit Expense reports</li> <li>Incorporate Turf &amp; Ornamental Plan into schedule</li> <li>Order small tools and chemicals for the month</li> </ul>	<ul style="list-style-type: none"> <li>Post schedules in branch for upcoming month of landscape services; to be completed 3rd week of previous month</li> <li>Provide to BM updated headcount adjustments for next month; to be completed 3rd week of previous month</li> <li>Complete operations planning for seasonal operations, landscape and snow 45-90 days in advance</li> <li>Submit mower hours and review for proper utilization and maintenance</li> </ul>
<p><b>Quarterly</b></p>	<ul style="list-style-type: none"> <li>Attend Customer Review Meeting w/AM for CST Top 10 Accounts</li> </ul>	<ul style="list-style-type: none"> <li>Participate in the planning and conducting branch wide Employee Recognition events</li> <li>Deliver Seasonal Safety message to CST and verify sign-offs completed</li> </ul>	<ul style="list-style-type: none"> <li>Manage service partners updates</li> <li>Conduct Job Performance Review and Production Review</li> </ul>	<ul style="list-style-type: none"> <li>Complete operations planning for seasonal/coler rotations</li> <li>Provide BM headcount forecast for upcoming quarter; to be completed 3rd week of month</li> <li>Complete training and recertification for seasonal operatives as needed</li> <li>Complete 5%, define where it fits and educate</li> <li>Trailer inventory and small tool audit. Verify fixed assets per CST Org Chart</li> </ul>
<p><b>Yearly</b></p>	<ul style="list-style-type: none"> <li>Attend Customer Review Meeting w/AM for CST Top 10 Accounts</li> </ul>	<ul style="list-style-type: none"> <li>Conduct Annual Performance Review for team</li> <li>Attend a minimum of one professional development or networking event</li> <li>Complete necessary recertification testing and classwork</li> <li>Seasonal Market - assess team to be on leave of absence or leave BrightView</li> </ul>	<ul style="list-style-type: none"> <li>Review mower lease (stay or go), capital planning with AM and/or BM</li> </ul>	<ul style="list-style-type: none"> <li>Inventory all hand tools, small engine equip. Compile list for purchase by designee</li> <li>Participate in branch Emergency Preparedness meetings</li> <li>Have snow discussion with Service Partners and team</li> </ul>



EHS Department

Procedure

Take 2 Pre-Job Safety Briefing

**Purpose**

The purpose of the Take 2 Pre-Job Safety Briefing is to raise awareness around workplace hazards and reduce employee exposure to hazardous conditions according to the requirements of Title 29 Code of Federal Regulations (CFR) Section 5(a)(1) of the OSH Act

Implementation of BrightView's (BV) Take 2 Pre Job Standard Briefing process is intended to:

- Identify hazardous conditions and effective hazard controls.
- Provide positive feedback and interaction with team members regarding jobsite hazard concerns
- Demonstrate the BV Safety Commitment by making the workplace a safer environment for our team members.
- Build team member's trust in BrightView's commitment to safety.
- Collect meaningful data for analysis that identifies institutional weaknesses in work management systems

**Pre-Jobsite Inspection and Briefing Details**

- Upon arrival at the jobsite the Crew Leader/Supervisor and Team Members shall identify any potential risk/hazard associated with the job task being performed by visually scanning as much of the property as possible. Look for any physical hazards or changes which may have occurred for example; washouts due to heavy rain, wet turf due to irrigation or tree limbs or light poles down due to high winds.
- Crew Leader/Supervisor, with the Take 2 booklet in hand, gathers all team members in a huddle in a safe location away from possible traffic.
- Crew Leaders/Supervisors shall communicate the task being performed. Secondly, ensure all Team Members understand their roles and responsibilities.
- It is the responsibility of the Crew Leader/Supervisor to ensure that all required items are available, such as drinking water and disposable cups.
- In addition, ensure required PPE is readily available.
- The Take 2 Pre-Job Briefing Safety questionnaire should be read aloud by and filled in during this briefing. This must be an interactive discussion with encouragement for participation by all team members.
- This questionnaire has identified key operational components based on severity to better protect our Team Members from known hazards associated with our scope of work. They are as follows:
  - Work near water
  - Work from heights
  - Raised planter beds
  - Vehicle traffic
  - Slopes > 15°
  - Wet turf
  - Obstacles
  - Obstructions
- Equipment readiness shall also be discussed, which include the following:





EHS Department

Procedure

Take 2 Pre-Job Safety Briefing

- Operators trained and certified on the equipment
- Seatbelts fastened, if equipped
- ROPS are in the upright position
- Chutes are down
- All safety guards are in place
- Crew Leader/Supervisor shall ask and ensure that all Team Members understand the rules and risk.
- Crew Leader/Supervisor shall ask and ensure that there aren't any Good Faith Challenges. If a Good Faith Challenge is identified, then the Crew Leader/Supervisor shall document it in the Notes Section provided on the form and immediately make all efforts to eliminate or address the challenge to include notifying the PM or designated leadership team member as needed.

***Post-Jobsite Briefing Details***

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- Crew Leader/Supervisor is responsible to ensure that the jobsite has been left in a safe condition.
- Crew Leader/Supervisor is to ensure no injuries and/or incidents occurred while at the jobsite. If so, the Crew Leader and Team Member shall follow the Incident Reporting Procedure.
- Crew Leader/Supervisor is to ask and/or identify any near misses, if any.
- All Team Members, including the Crew Leader shall print and sign their name post job completion. If a Team Member has identified a Good Faith Challenge, then he/she shall identify this next to their printed and signed name.

***Training***

---

BrightView BM will ensure each Team Member is thoroughly trained on the Take 2 Pre-Job Inspection and Briefing process. At a minimum, the training will cover:

- Hazard Awareness
- Hazard Recognition
- Hazard Mitigation
- Understanding of What A Good Faith Challenge Is
- How to complete the Take 2 Pre-Job Briefing Form
- Document Retention



EHS Department

Procedure

Take 2 Pre-Job  
Safety Briefing



# Take 2

**Job Briefing Notebook**

***Cuaderno de notas  
informativas del trabajo***

Name (*Nombre*) \_\_\_\_\_

Date From (*Fecha desde*) \_\_\_\_\_ Date To (*Fecha hasta*) \_\_\_\_\_





EHS Department

Procedure

Take 2 Pre-Job  
Safety Briefing



**INSTRUCTIONS:** Please document and conduct a job briefing daily before performing work. Report any hazards immediately to your supervisor.

**INSTRUCCIONES:** Por favor, debe documentar y llevar a cabo una conferencia de trabajo todos los días antes de realizar el trabajo. Reporte cualquier peligros inmediatamente a su supervisor.



EHS Department

Procedure

Take 2 Pre-Job Safety Briefing

**Jobsite Safety Briefing (Informe de Seguridad del Trabajo)**

Today's Date (Fecha): \_\_\_\_\_ Branch # (No de Sucursal) \_\_\_\_\_

Crew Leader/Supervisor (Jefe / Supervisor de Cuadrilla): \_\_\_\_\_

Job Name (Nombre del Trabajo): \_\_\_\_\_

Job Location (Lugar del Trabajo): \_\_\_\_\_

**Items Discussed At Briefing (Puntos Tratados en el Informe):**

- Tasks Performed (Tareas Realizadas)
- Roles & Responsibilities (Roles y Responsabilidades)

**Items Available (Artículos Disponibles):**

- Water Cooler(s) with Water (Contenedor de agua fría)
- Disposable Cups (Vasos desechables)
- Fire Extinguisher (Extintor de incendios)
- First Aid Kit (Botiquín de primeros auxilios)

**Hazards Present (Peligros Presentes):**

- Work Near Water (Trabajo Cerca de Agua)
- Work From Heights >6ft (Trabajo en Alturas)
- Raised Planter Beds (Macizos en Jardineras Elevadas)
- Vehicle Traffic (Tráfico Vehicular)
- Slopes >15° (Pendientes >15°)
- Turf Wet (Césped Mojado)
- Obstacles (Obstáculos)
- Obstructions (Obstrucciones)
- Overhead (Sobrecarga)

**REQUIRED PPE (PPE Requerido):**

- Safety Vest (Class 2 or 3) (Chaleco de Seguridad [Clase 2 o 3])
- Safety Glasses (Lentes de Seguridad)
- Hearing Protection (Protección Auditiva)
- Safety Boots (Botas de Seguridad)
- Gloves (Guantes)
- Chainsaw Chaps (Chaparreras para Motosierra)
- Hedge Trimmer Chaps (Chaparreras para Desbrozadora)
- Automatic Inflatable Life Vest (Chaleco Salvavidas Inflable Automático)
- Hard Hat (Casco)

**Were Hazards Mitigated (Reducción de Riesgos)**

Yes/Sí  No/No

**Emergency Response Information Covered (Información de Atención de Emergencias)**

Yes/Sí  No/No

**Equipment Readiness (Preparación del Equipo):**

- Operators certified on equipment (Certificación del equipo por los operadores)
- Seatbelts fastened (if equipped) (Cinturones de seguridad abrochados [si están equipados])
- ROPS in the upright position (ROPS en la posición derecha)
- Chutes down (Conductos abajo)
- All safety guards in place (Todas las guardas de seguridad en su lugar)

Contact your Production Manager or Branch Safety Leader for all injuries/incidents and questions immediately  
Contacte a su jefe de producción o líder de seguridad del sucursal para todos incidentes o lesiones y preguntas inmediatamente





EHS Department

Procedure

Take 2 Pre-Job Safety Briefing

- Do all team members understand the rules and risks?  
(¿Todos los miembros del equipo entienden las reglas y riesgos?)  Yes/Sí  No/No
- Are there any Good Faith Challenges?  
(¿Hay algún Reto de Buena Fé?)  Yes/Sí  No/No

NOTES (NOTAS):

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Questions (Preguntas):

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- Has the jobsite been left in a safe condition?  
(¿Se dejó el sitio de trabajo en condiciones seguras?)  Yes/Sí  No/No
- Did any injuries or incidents occur while here?  
(¿Ocurrió alguna lesión o incidente mientras estaban aquí?)  Yes/Sí  No/No
- Did any near misses occur at this jobsite?  
(¿Ocurrió algún cuasiaccidente en este sitio de trabajo?)  Yes/Sí  No/No
- If yes, please explain (Si así fue, por favor explique)

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Print Name (Anote su Nombre)	Signature (Firma)	Challenge Initiated (Se Inicio Reto)	
		Yes/Sí	No/No
<hr/>	<hr/>	<input type="checkbox"/>	<input type="checkbox"/>
<hr/>	<hr/>	<input type="checkbox"/>	<input type="checkbox"/>
<hr/>	<hr/>	<input type="checkbox"/>	<input type="checkbox"/>
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<hr/>	<hr/>	<input type="checkbox"/>	<input type="checkbox"/>
<hr/>	<hr/>	<input type="checkbox"/>	<input type="checkbox"/>

Document Reviewed By (Documento revisado por):

Name (Nombre) \_\_\_\_\_

Date (Fecha) \_\_\_\_\_ Time (Hora del día) \_\_\_\_\_



EHS Department

Procedure

Take 2 Pre-Job  
Safety Briefing

## Daily Safety Game Plan



**Safety Is Your Responsibility**  
**Ask Questions – Get Answers**  
*La Seguridad Es Su Responsabilidad*  
*Haga Preguntas - Obtenga Respuestas*





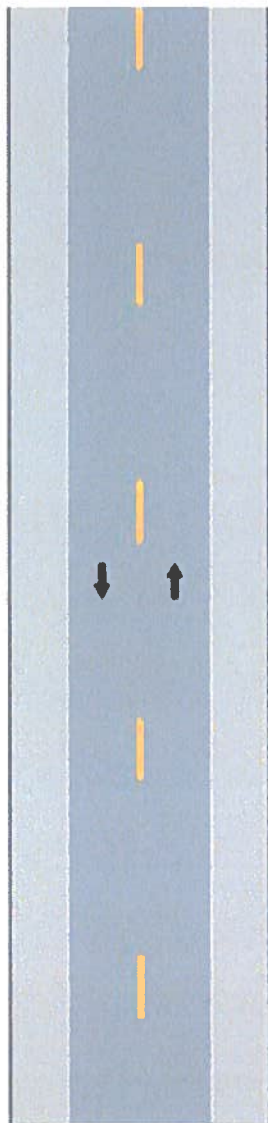
EHS Department

Procedure

Roadway Work

### APPENDIX A – COMMON SCENARIOS FOR WORKING ALONG OR IMPEDING TRAFFIC

#### WORK BEYOND SHOULDER



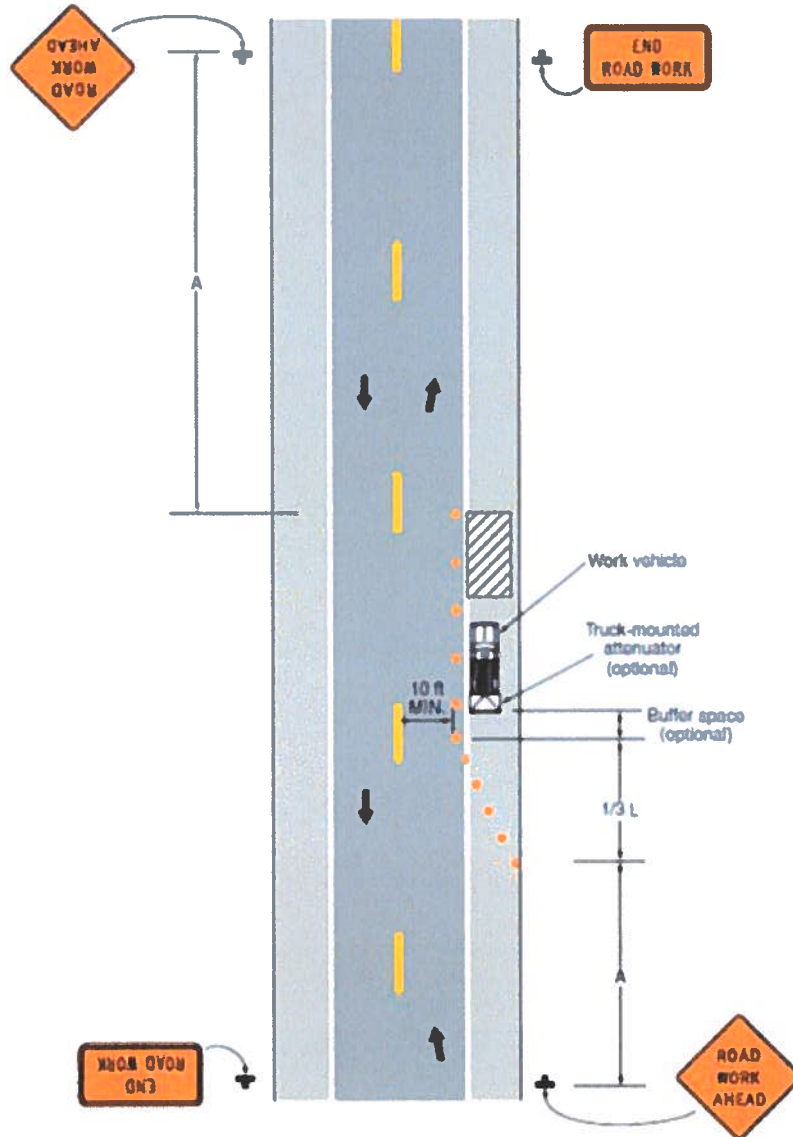
Road Type	Distance Between Signs
Urban (< 40 mph)	100 feet
Urban (> 40 mph)	350 feet
Rural	500 feet
Freeway	1000 feet

\* Place initial warning sign in advance of work zone and repeat as indicated in table.

**WORK ON SHOULDER/  
MINOR LANE ENCROACHMENT**

Road Type	Distance Between Signs
Urban (< 40 mph)	100 feet
Urban (> 40 mph)	350 feet
Rural	500 feet
Freeway	1000 feet

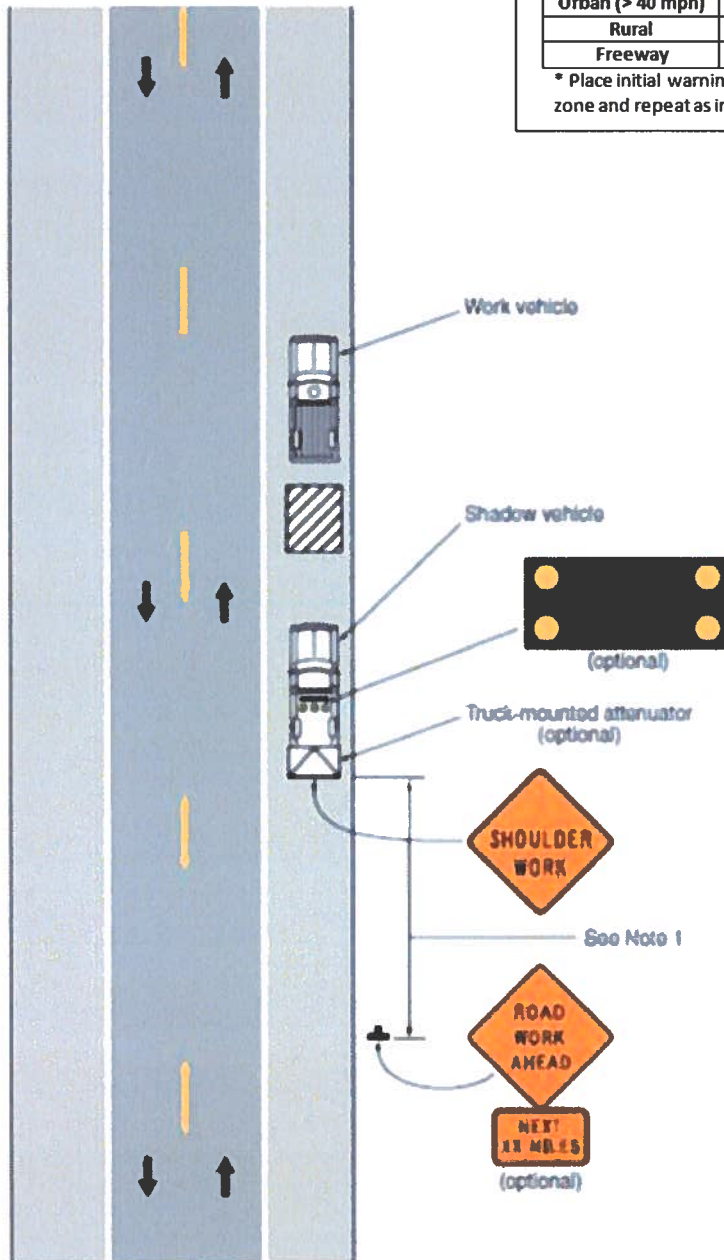
\* Place initial warning sign in advance of work zone and repeat as indicated in table.



**SHORT DURATION OR MOBILE WORK**

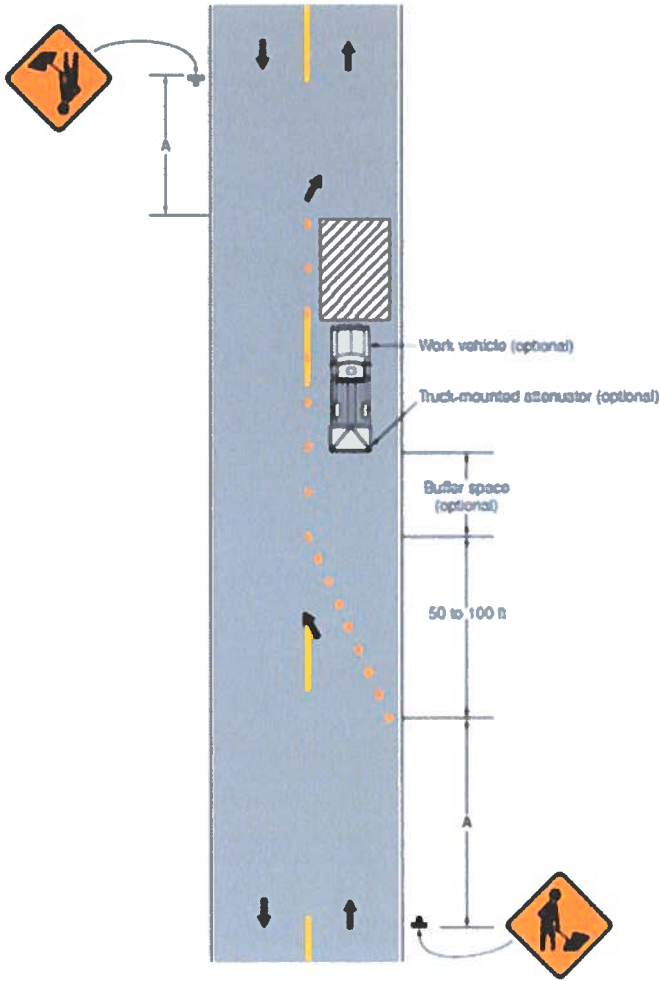
Road Type	Distance Between Signs
Urban (< 40 mph)	100 feet
Urban (> 40 mph)	350 feet
Rural	500 feet
Freeway	1000 feet

\* Place initial warning sign in advance of work zone and repeat as indicated in table.



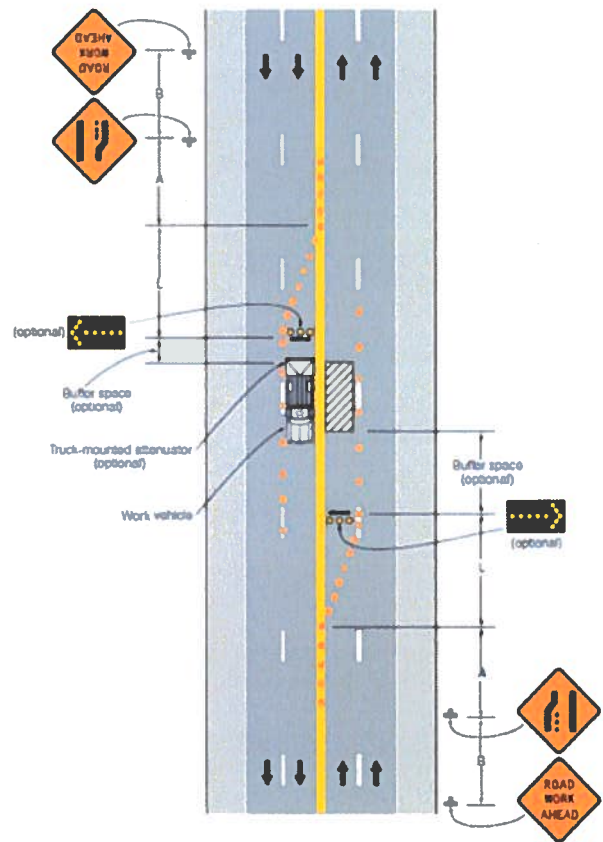


## LANE CLOSURES



Road Type	Distance Between Signs
Urban (< 40 mph)	100 feet
Urban (> 40 mph)	350 feet
Rural	500 feet
Freeway	1000 feet

\* Place initial warning sign in advance of work zone and repeat as indicated in table.

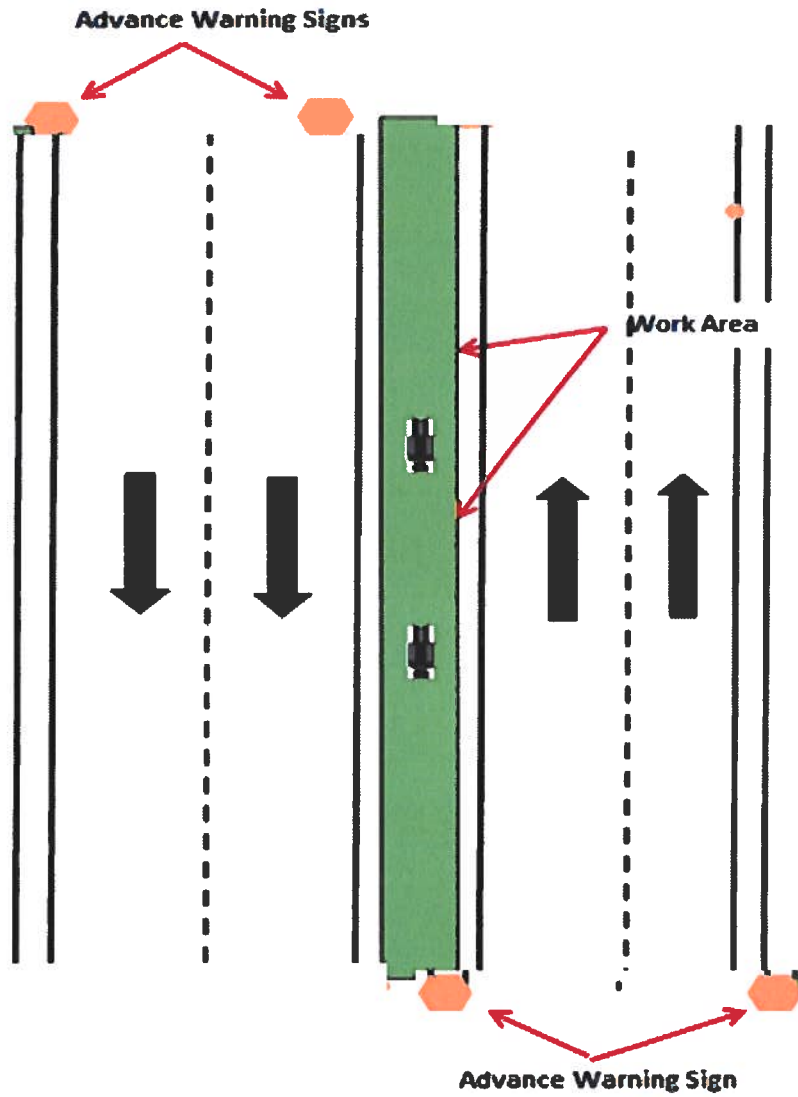





**WORK IN MEDIAN**

Road Type	Distance Between Signs
Urban (< 40 mph)	100 feet
Urban (> 40 mph)	350 feet
Rural	500 feet
Freeway	1000 feet

\* Place initial warning sign in advance of work zone and repeat as indicated in table.







EHS Department

Procedure

Roadway Work

**APPENDIX B –  
COMMON ADVANCE WARNING SIGNS AND TRAFFIC CONTROL DEVICES**

<i>BrightView Safety Product List</i>					
Manufacturer Name	Grainger Item Number	Manufacturer Number	Product Description	Quantity	
Grainger	8DAX8	Q625-A	Amber Vehicle Warning Light - 4FlashStrobe - Permanent Mount	Each	
Grainger	3YWT7	ST-SL	Paddle Sign, 18 In. W. Stop/Slow	Each	
Grainger	6FHC4	6FHC4	Traffic Cone, 36In. Fluorescent Red/Orange w/ Reflective Strips	Each	
Grainger	33L955	33L955	Barrier Fence 1-3/4 x 1-3/4" Mesh Size, 4 ft. Height, 50 ft. Length	Each	
Dicke	1UBP2	DL1000	Traffic Sign Stand - Collapsible Aluminum	Each	
Gulf Coast	8CD69	MS48 Mowers w/ Ribs	Road Sign - Mowers Ahead - 48" x 48"	Each	
Grainger	3UTR3	4C-14027	Delineator Post 42" Height	Each	
Cortina	13P901	03-730	Delineator Base - Black - 14 x 14 x 3	Each	
Tapco	3UUA9	274-00016	Reflective Traffic Cone Collar - White	Each	
Grainger	2GTG4	1790G	Parking Curb - 72" - Gray - Polyethylene	Each	
Brady	14Z555	56798	Roll-Up Sign - Men Working - Mesh - 36"	Each	
Cortina	6FGL5	03-550-WAH	Traffic Cone Sign - Orange/Black - Workers Ahead	Each	
Grainger	3YWY4	1703	Handheld Warning Flag - Fluorescent Orange	Each	
Brady	5RB81	57894	Slow Moving Vehicle Sign 14" x 16" - Orange	Each	
USA-Sign	23Y969	669-C/48-EMO-TA	48" Tree Work Ahead Mesh Sign	Each	
Grainger	8X845	ST550M-A	Amber Vehicle Warning Light - 1 Flash Strobe - Magnetic Mount	Each	

**EXAMPLES**



36" Traffic Cone



Traffic Delineator

Traffic Delineator Base





EHS Department

Procedure

Roadway Work

**APPENDIX C –**

**ROADWAY WORK PLAN**

**Job Name:**

**Job Location:**

**Date:**

**Competent Person or Trained Roadway Safety Team Member:**

**Number of Team Members on Site:**

**Type of Work Planned:**

**Posted Speed Limit:**

**Traffic Conditions:**

**PPE and Vest Needed:**

**Traffic Warning/Control Devices Needed:**

**Drawing or Work Area Showing Warning/Control Device Placement:**

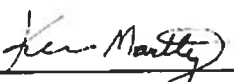
# INTERNATIONAL SOCIETY OF ARBORICULTURE

## CERTIFIED ARBORIST™

*Robert Vornbrock*

Having successfully completed the requirements set by the International Society of Arboriculture, the above named is hereby recognized as an ISA Certified Arborist®



  
Kevin Martlage  
Director of Credentialing  
International Society of Arboriculture

  
Caitlyn Pollihan  
Executive Director  
International Society of Arboriculture

FL-6408A  
Certification Number

7 Apr 2012  
Certified Since

30 Jun 2021  
Expiration Date



#0847  
ISO/IEC 17024  
Personnel Certification Program  
ISA Certified Arborist®



# Certificate of Completion

Steve A. Zamore

Has Completed a Florida Department of  
Transportation Approved Temporary Traffic  
Control (TTC) Advanced Course.

04/05/2023

143

Master R. Gächter

09044

Date Expires

FDOT Provider #

Instructor

Certificate #



Metro Florida Safety Council  
10-County  
Dade, Broward, Palm Beach,  
Pineapple and Safety Councils  
info@metrofloridasafetycouncil.com



For more information about Temporary Traffic  
Control (TTC) or to verify this certificate  
[www.metrofla.com](http://www.metrofla.com)

## Request for Taxpayer Identification Number and Certification

**Give Form to the  
requester. Do not  
send to the IRS.**

▶ Go to [www.irs.gov/FormW9](http://www.irs.gov/FormW9) for instructions and the latest information.

1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.  
**Brightview Landscape Services, Inc.**

2 Business name/disregarded entity name, if different from above

3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only **one** of the following seven boxes.

Individual/sole proprietor or single-member LLC

C Corporation

S Corporation

Partnership

Trust/estate

Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶ \_\_\_\_\_

**Note:** Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.

Other (see instructions) ▶ \_\_\_\_\_

4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):

Exempt payee code (if any) \_\_\_\_\_

Exemption from FATCA reporting code (if any) \_\_\_\_\_

(Applies to accounts maintained outside the U.S.)

5 Address (number, street, and apt. or suite no.) See instructions.  
**P.O. Box 740655**

6 City, state, and ZIP code  
**Atlanta, GA 30374-0655**

7 List account number(s) here (optional)

Requester's name and address (optional)

Print or type.  
See Specific Instructions on page 3.

### Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

**Note:** If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

**Social security number**

--	--	--	--	--	--	--	--	--	--	--	--

or

**Employer identification number**

9	5	-	4	1	9	4	2	2	3
---	---	---	---	---	---	---	---	---	---

### Part II Certification

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
- I am a U.S. citizen or other U.S. person (defined below); and
- The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

**Certification instructions.** You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

**Sign Here**

Signature of U.S. person ▶ Date ▶ 10/8/2021

### General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

**Future developments.** For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to [www.irs.gov/FormW9](http://www.irs.gov/FormW9).

### Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
  - Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
  - Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
  - Form 1099-S (proceeds from real estate transactions)
  - Form 1099-K (merchant card and third party network transactions)
  - Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
  - Form 1099-C (canceled debt)
  - Form 1099-A (acquisition or abandonment of secured property)
- Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.
- If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.*



# CERTIFICATE OF PROPERTY INSURANCE

DATE (MM/DD/YYYY)  
05/18/2021

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.

<b>PRODUCER</b> Aon Risk Services Northeast, Inc. New York NY Office One Liberty Plaza 165 Broadway, Suite 3201 New York NY 10006 USA	<b>CONTACT NAME:</b> PHONE (A/C. No. Ext): (866) 283-7122      FAX (A/C. No.): (800) 363-0105	
	<b>E-MAIL ADDRESS:</b> PRODUCER CUSTOMER ID #: 570000061998	
<b>INSURED</b> Brightview Landscape Services, Inc. Location #35340 3340 SE Dixie Hwy. Stuart FL 34997 USA	<b>INSURER(S) AFFORDING COVERAGE</b> <b>NAIC #</b>	
	INSURER A: AGCS Marine Insurance Company      22837	
	INSURER B:	
	INSURER C:	
	INSURER D:	
	INSURER E:	

Holder Identifier :

**COVERAGES**      **CERTIFICATE NUMBER:** 570087361457      **REVISION NUMBER:**


LOCATION OF PREMISES/ DESCRIPTION OF PROPERTY (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

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

INSR LTR	TYPE OF INSURANCE		POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YYYY)	POLICY EXPIRATION DATE (MM/DD/YYYY)	COVERED PROPERTY	LIMITS	
A	<input checked="" type="checkbox"/>	PROPERTY	MXI93066325	10/01/2020	10/01/2021	BUILDING		
		CAUSES OF LOSS				DEDUCTIBLES	PERSONAL PROPERTY	
		BASIC				BUILDING	BUSINESS INCOME	
		BROAD				CONTENTS	EXTRA EXPENSE	
		SPECIAL					RENTAL VALUE	
		EARTHQUAKE					BLANKET BUILDING	
		WIND					BLANKET PERS PROP	
		FLOOD					<input checked="" type="checkbox"/> BLANKET BLDG & PP	\$1,000,000
		<input checked="" type="checkbox"/> ALL RISK-Subject to Exclusions						
		<input type="checkbox"/> Bkt B&PP Ded						
	<input type="checkbox"/> INLAND MARINE	TYPE OF POLICY						
	CAUSES OF LOSS	POLICY NUMBER						
	<input type="checkbox"/> NAMED PERILS							
	<input type="checkbox"/> CRIME							
	TYPE OF POLICY							
	<input type="checkbox"/> BOILER & MACHINERY / EQUIPMENT BREAKDOWN							

CERTIFICATE NUMBER: 570087361457

SPECIAL CONDITIONS / OTHER COVERAGES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

<b>CERTIFICATE HOLDER</b>  City of Port St. Lucie 121 SW Port St. Lucie Blvd. Port St. Lucie FL 34983 USA	<b>CANCELLATION</b>  SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.  AUTHORIZED REPRESENTATIVE 
---	--







# ADDITIONAL REMARKS SCHEDULE

<b>AGENCY</b> Aon Risk Services Northeast, Inc.		<b>NAMED INSURED</b> Brightview Landscape Services, Inc.	
<b>POLICY NUMBER</b> See Certificate Number: 570087361460			
<b>CARRIER</b> See Certificate Number: 570087361460	<b>NAIC CODE</b>	<b>EFFECTIVE DATE:</b>	

**ADDITIONAL REMARKS**

**THIS ADDITIONAL REMARKS FORM IS A SCHEDULE TO ACORD FORM,**

**FORM NUMBER: ACORD 25 FORM TITLE: Certificate of Liability Insurance**

**Additional Description of Operations / Locations / Vehicles:**  
 to Certificate Holders in accordance with the policy provisions of each policy.

**ADDITIONAL INSURED – OWNERS, LESSEES OR  
CONTRACTORS – COMPLETED OPERATIONS**

Named Insured BrightView Landscapes, LLC			Endorsement Number
Policy Symbol XSL	Policy Number G71080961 001	Policy Period 10/01/20 to 10/01/21	Effective Date of Endorsement 10/01/20
Issued By (Name of Insurance Company) ACE American Insurance Company			

Insert the policy number. The remainder of the information is to be completed only when this endorsement is issued subsequent to the preparation of the policy.

**THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.**

**This Endorsement modifies insurance provided under the following:**

**EXCESS COMMERCIAL GENERAL LIABILITY POLICY**

**SCHEDULE**

Name Of Additional Insured Person(s) Or Organization(s):	Location And Description Of Completed Operations
Any person or organization whom you have agreed to include as an additional insured under a written contract, provided such contract was executed prior to the date of loss.	All locations where you perform work for such additional insured pursuant to any such written contract.
Information required to complete this Schedule, if not shown above, will be shown in the Declarations.	

**A. Section II – Who Is An Insured** is amended to include as an additional insured the person(s) or organization(s) shown in the Schedule, but only with respect to liability for "bodily injury" or "property damage" caused, in whole or in part, by "your work" at the location designated and described in the Schedule of this endorsement performed for that additional insured and included in the "products-completed operations hazard".

However:

1. The insurance afforded to such additional insured only applies to the extent permitted by law; and
2. If coverage provided to the additional insured is required by a contract or agreement, the insurance afforded to such additional insured will not be broader than that which you are required by the contract or agreement to provide for such additional insured.

**B. With respect to the insurance afforded to these additional insureds, the following is added to Section III – Limits Of Insurance And Retained Limit:**

If coverage provided to the additional insured is required by a contract or agreement, the most we will pay on behalf of the additional insured is the amount of insurance:

1. Required by the contract or agreement; or
2. Available under the applicable Limits of Insurance shown in the Declarations;  
whichever is less.

This endorsement shall not increase the applicable Limits of Insurance shown in the Declarations.



\_\_\_\_\_  
Authorized Representative



## ADDITIONAL INSURED - DESIGNATED PERSON OR ORGANIZATION

Named Insured BrightView Landscapes, LLC			Endorsement Number
Policy Symbol XSL	Policy Number G71080961 001	Policy Period 10/01/20 to 10/01/21	Effective Date of Endorsement 10/01/20
Issued By (Name of Insurance Company) ACE American Insurance Company			

Insert the policy number. The remainder of the information is to be completed only when this endorsement is issued subsequent to the preparation of the policy.

### THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

This endorsement modifies insurance provided under the following:

#### EXCESS COMMERCIAL GENERAL LIABILITY POLICY

##### SCHEDULE

**Name of Person or Organization:** Any person or organization whom you have agreed to include as an additional insured under a written contract, provided such contract was executed prior to the date of loss.

**A. Section II – Who Is An Insured** is amended to include as an additional insured the person(s) or organization(s) shown in the Schedule, but only with respect to liability for "bodily injury", "property damage" or "personal and advertising injury" caused, in whole or in part, by your acts or omissions or the acts or omissions of those acting on your behalf:

1. In the performance of your ongoing operations; or
2. In connection with your premises owned by or rented to you.

However:

1. The insurance afforded to such additional insured only applies to the extent permitted by law; and
2. If coverage provided to the additional insured is required by a contract or agreement, the insurance afforded to such additional insured will not be broader than that which you are required by the contract or agreement to provide for such additional insured.

**B. With respect to the insurance afforded to these additional insureds, the following is added to Section III – Limits Of Insurance And Retained Limit:**

If coverage provided to the additional insured is required by a contract or agreement, the most we will pay on behalf of the additional insured is the amount of insurance:

1. Required by the contract or agreement; or
2. Available under the applicable Limits of Insurance shown in the Declarations;

whichever is less.

This endorsement shall not increase the applicable Limits of Insurance shown in the Declarations.



Authorized Representative

**ADDITIONAL INSURED –  
DESIGNATED PERSONS OR ORGANIZATIONS**

Named Insured BrightView Landscapes, LLC			Endorsement Number
Policy Symbol ISA	Policy Number H25260119	Policy Period 10/01/20to 10/01/21	Effective Date of Endorsement 10/01/20
Issued By (Name of Insurance Company) ACE American Insurance Company			

Insert the policy number. The remainder of the information is to be completed only when this endorsement is issued subsequent to the preparation of the policy.

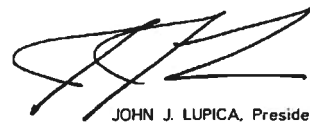
**THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.**

**This endorsement modifies insurance provided under the following:**

**BUSINESS AUTO COVERAGE FORM  
AUTO DEALERS COVERAGE FORM  
MOTOR CARRIER COVERAGE FORM  
EXCESS BUSINESS AUTO COVERAGE FORM**

Additional Insured(s): Any person or organization whom you have agreed to include as an additional insured under a written contract, provided such contract was executed prior to the date of loss.

- A. For a covered "auto," Who Is Insured is amended to include as an "insured," the persons or organizations named in this endorsement. However, these persons or organizations are an "insured" only for "bodily injury" or "property damage" resulting from acts or omissions of:
1. You.
  2. Any of your "employees" or agents.
  3. Any person operating a covered "auto" with permission from you, any of your "employees" or agents.
- B. The persons or organizations named in this endorsement are not liable for payment of your premium.



JOHN J. LUPICA, President

Authorized Representative

**NON-CONTRIBUTORY ENDORSEMENT FOR ADDITIONAL INSUREDS**

Named Insured <b>BrightView Landscapes, LLC</b>			Endorsement Number
Policy Symbol <b>XSL</b>	Policy Number <b>G71080961 001</b>	Policy Period <b>10/01/20<del>20</del> 10/01/21</b>	Effective Date of Endorsement <b>10/01/20</b>
Issued By (Name of Insurance Company) <b>ACE American Insurance Company</b>			

Insert the policy number. The remainder of the information is to be completed only when this endorsement is issued subsequent to the preparation of the policy.

**THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.**

**This endorsement modifies insurance provided under the following:**

**EXCESS COMMERCIAL GENERAL LIABILITY POLICY**

**Schedule**

**Organization**

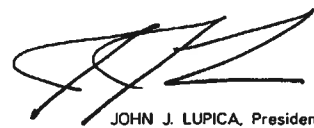
**Additional Insured Endorsement**

Any additional insured with whom you have agreed to provide such non-contributory insurance, pursuant to and as required under a written contract executed prior to the date of loss.

*(If no information is filled in, the schedule shall read: "All persons or entities added as additional insureds through an endorsement with the term "Additional Insured" in the title)*

For organizations that are listed in the Schedule above that are also an Additional Insured under an endorsement attached to this policy, the following is added to Section IV.4:

If other insurance is available to an insured we cover under any of the endorsements listed or described above (the "Additional Insured") for a loss we cover under this policy, this insurance will apply to such loss and is primary (subject to satisfaction of the "retained limit"), meaning that we will not seek contribution from the other insurance available to the Additional Insured. Your "retained limit" still applies to such loss, and we will only pay the Additional Insured for the "ultimate net loss" in excess of the "retained limit" shown in the Declarations of this policy.



JOHN J. LUPICA, President

\_\_\_\_\_  
Authorized Representative



# WAIVER OF TRANSFER OF RIGHTS OF RECOVERY AGAINST OTHERS TO US

Named Insured BrightView Landscapes, LLC			Endorsement Number
Policy Symbol XSL	Policy Number G71080961 001	Policy Period 10/01/2020 to 10/01/2021	Effective Date of Endorsement 10/01/2020
Issued By (Name of Insurance Company) ACE American Insurance Company			

Insert the policy number. The remainder of the information is to be completed only when this endorsement is issued subsequent to the preparation of the policy.

## THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

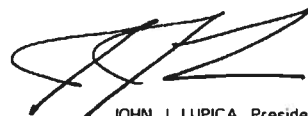
This endorsement modifies insurance provided under the following:

### EXCESS COMMERCIAL GENERAL LIABILITY POLICY

#### SCHEDULE

**Name of Person or Organization:** Any person or organization against whom you have agreed to waive your right of recovery in a written contract, provided such contract was executed prior to the date of loss.

We waive any right of recovery we may have against the person or organization shown in the Schedule above because of payments we make for injury or damage arising out of your ongoing operations or "your work" done under a contract with that person or organization and included in the "products-completed operations hazard". This waiver applies only to the person or organization shown in the Schedule above.



JOHN J. LUPICA, President  
Authorized Agent

**NOTICE TO OTHERS ENDORSEMENT – SCHEDULE  
NOTICE BY INSURED’S REPRESENTATIVE**

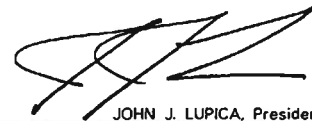
Named Insured Brightview Landscapes, LLC			Endorsement Number
Policy Symbol ISA	Policy Number H25260119	Policy Period 10/01/20 to 10/01/21	Effective Date of Endorsement 10/01/20
Issued By (Name of Insurance Company) ACE American Insurance Company			

Insert the policy number. The remainder of the information is to be completed only when this endorsement is issued subsequent to the preparation of the policy.

**THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.**

- A. If we cancel the Policy prior to its expiration date by notice to you or the first Named Insured for any reason other than nonpayment of premium, we will endeavor, as set out in this endorsement, to send written notice of cancellation, to the persons or organizations listed in the schedule that you or your representative create or maintain (the "Schedule") by allowing your representative to send such notice to such persons or organizations. This notice will be *in addition to* our notice to you or the first Named Insured, and any other party whom we are required to notify by statute and in accordance with the cancellation provisions of the Policy.
- B. The notice referenced in this endorsement as provided by your representative is intended only to be a courtesy notification to the person(s) or organization(s) named in the Schedule in the event of a pending cancellation of coverage. We have no legal obligation of any kind to any such person(s) or organization(s). The failure to provide advance notification of cancellation to the person(s) or organization(s) shown in the Schedule will impose no obligation or liability of any kind upon us, our agents or representatives, will not extend any Policy cancellation date and will not negate any cancellation of the Policy.
- C. We are not responsible for verifying any information in any Schedule, nor are we responsible for any incorrect information that you or your representative may use.
- D. We will only be responsible for sending such notice to your representative, and your representative will in turn send the notice to the persons or organizations listed in the Schedule at least 30 days prior to the cancellation date applicable to the Policy. You will cooperate with us in providing the Schedule, or in causing your representative to provide the Schedule.
- E. This endorsement does not apply in the event that you cancel the Policy.

All other terms and conditions of the Policy remain unchanged.



JOHN J. LUPICA, President

Authorized Representative

**NOTICE TO OTHERS ENDORSEMENT – SCHEDULE  
NOTICE BY INSURED’S REPRESENTATIVE**

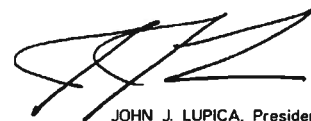
Named Insured Brightview Landscapes, LLC			Endorsement Number
Policy Symbol XSL	Policy Number G71080961 001	Policy Period 10/01/20 to 10/01/21	Effective Date of Endorsement 10/01/20
Issued By (Name of Insurance Company) ACE American Insurance Company			

Insert the policy number. The remainder of the information is to be completed only when this endorsement is issued subsequent to the preparation of the policy.

**THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.**

- A. If we cancel the Policy prior to its expiration date by notice to you or the first Named Insured for any reason other than nonpayment of premium, we will endeavor, as set out in this endorsement, to send written notice of cancellation, to the persons or organizations listed in the schedule that you or your representative create or maintain (the "Schedule") by allowing your representative to send such notice to such persons or organizations. This notice will be **in addition to** our notice to you or the first Named Insured, and any other party whom we are required to notify by statute and in accordance with the cancellation provisions of the Policy.
- B. The notice referenced in this endorsement as provided by your representative is intended only to be a courtesy notification to the person(s) or organization(s) named in the Schedule in the event of a pending cancellation of coverage. We have no legal obligation of any kind to any such person(s) or organization(s). The failure to provide advance notification of cancellation to the person(s) or organization(s) shown in the Schedule will impose no obligation or liability of any kind upon us, our agents or representatives, will not extend any Policy cancellation date and will not negate any cancellation of the Policy.
- C. We are not responsible for verifying any information in any Schedule, nor are we responsible for any incorrect information that you or your representative may use.
- D. We will only be responsible for sending such notice to your representative, and your representative will in turn send the notice to the persons or organizations listed in the Schedule at least 30 days prior to the cancellation date applicable to the Policy. You will cooperate with us in providing the Schedule, or in causing your representative to provide the Schedule.
- E. This endorsement does not apply in the event that you cancel the Policy.

All other terms and conditions of the Policy remain unchanged.



JOHN J. LUPICA, President

Authorized Representative



**Workers' Compensation and Employers' Liability Policy**

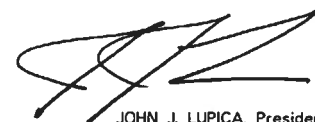
Named Insured BrightView Landscapes, LLC	Endorsement Number
	Policy Number Symbol: WLR          Number: C50803867
Policy Period 10/01/20 <b>TO</b> 10/01/21	Effective Date of Endorsement 10/01/20
Issued By (Name of Insurance Company) <b>ACE American Insurance Company</b>	
Insert the policy number. The remainder of the information is to be completed only when this endorsement is issued subsequent to the preparation of the policy.	

**NOTICE TO OTHERS ENDORSEMENT – SCHEDULE  
NOTICE BY INSURED'S REPRESENTATIVE**

- A. If we cancel this Policy prior to its expiration date by notice to you or the first Named insured for any reason other than nonpayment of premium, we will endeavor, as set out in this endorsement, to send written notice of cancellation, to the persons or organizations listed in the schedule that you or your representative create or maintain (the "Schedule") by allowing your representative to send such notice to such persons or organizations. This notice will be **in addition** to our notice to you or the first Named Insured, and any other party whom we are required to notify by statute and in accordance with the cancellation provisions of the Policy.
- B. The notice referenced in this endorsement as provided by your representative is intended only to be a courtesy notification to the person(s) or organization(s) named in the Schedule in the event of a pending cancellation of coverage. We have no legal obligation of any kind to any such person(s) or organization(s). The failure to provide advance notification of cancellation to the person(s) or organization(s) shown in the Schedule will impose no obligation or liability of any kind upon us, our agents or representatives, will not extend any Policy cancellation date and will not negate any cancellation of the Policy.
- C. We are not responsible for verifying any information in any Schedule, nor are we responsible for any incorrect information that you or your representative may use.
- D. We will only be responsible for sending such notice to your representative, and your representative will in turn send the notice to the persons or organizations listed in the Schedule at least 30 days prior to the cancellation date applicable to the Policy. You will cooperate with us in providing the Schedule, or in causing your representative to provide the Schedule.
- E. This endorsement does not apply in the event that you cancel the Policy.

All other terms and conditions of this Policy remain unchanged.

This endorsement is not applicable in the states of AZ, FL, ID, ME, NC, NJ, NM, TX and WI.



JOHN J. LUPICA, President  
Authorized Representative



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**CONTRACTOR'S QUESTIONNAIRE  
RFP#20200112**

**Solicitation Name: Mowing & Landscape Maintenance Services Throughout Port St. Lucie**

It is understood and agreed that the following information is to be used by the City of Port St. Lucie to determine the qualifications of Contractors to perform the work required. The Contractor waives any claim against the City that might arise with respect to any decision concerning the qualifications of the Consultant.

The undersigned attests to the truth and accuracy of all statements made on this questionnaire. Also, the undersigned hereby authorizes any public official, Consultant, surety, bank material or equipment manufacturer, or distributor, or any person, firm, or corporation to furnish the City of Port St. Lucie any pertinent information requested by the City deemed necessary to vary the information on this questionnaire.

**1. ORGANIZATIONAL PROFILE-** COMPANY NAME: Brightview Landscape Services, Inc.

PHYSICAL ADDRESS: 3340 SE Dixie Hwy, Stuart, FL 34997

MAILING ADDRESS: 3340 SE Dixie Hwy, Stuart, FL 34997

TELEPHONE NUMBER: 772-220-3676

FAX NO.

CONTACT PERSON : Charles Gonzalez

E-MAIL :charles.gonzalez@brightview.com

Is the firm incorporated? Yes--No If yes, in what state? - Florida Provide a list of officers for this entity.

Title Director -Herold, Jeff

Title CEO -Herold, Jeff

Title President -Herold, Jeff

Title Assistant Secretary -Kuehn, Tomas

Title VP -Gonzalez, Charles

Title VP - Anderson, John

Title Secretary -Gottsegen, Jonathan

Title Treasurer - Tyler, Robert

Title General Manager - Zepeda, Jose

Title VP - Zepeda, Jose







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Signature

Title

If a corporation renders this Proposal, the corporate seal attested by the secretary shall be affixed below. Any agent signing this Proposal shall attach to this form evidence of legal authority.

Witnesses:

Billy Hatfield

Print name

[Signature]

Bruce Hillman

Print name

[Signature]

If Individual:

Signature

Print Name

If Partnership:

Print Name of Firm

By: \_\_\_\_\_ (General Partner)

If Corporation:

Brightview Landscape Services, Inc. \_\_\_\_\_  
Print Name of Corporation

By: [Signature] \_\_\_\_\_

Attest: Susan DeSantis (President)

[Signature] \_\_\_\_\_ (Assistant Secretary)





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TRUTH-IN-NEGOTIATION CERTIFICATE

Solicitation# 20200112

Pursuant to Section 287.055(5)(a), Florida Statutes, for any lump-sum or cost-plus-a-fixed fee professional services contract over the threshold amount provided in Section 287.017, Florida Statutes for CATEGORY FOUR, the City of Port St. Lucie, Florida requires the Consultant to execute this certificate and include it with the submittal of the Technical Proposal, or as prescribed in the contract advertisement.

The Consultant hereby certifies, covenants, and warrants that wage rates and other factual unit costs supporting the compensation for this project's agreement are accurate, complete, and current at the time of contracting.

The Consultant further agrees that the original agreement price and any additions thereto shall be adjusted to exclude any significant sums by which the City determines the agreement price was increased due to inaccurate, incomplete, or non-current wage rates and other factual unit costs. All such agreement adjustments shall be made within (1) year following the end of the contract. For purposes of this certificate, the end of the agreement shall be deemed to be the date of final billing or acceptance of the work by the City, whichever is later.

Brightview Landscape Services, Inc.

Name of Firm

Charles Gonzalez

President or Designee (Printed)

President or Designee (Signed)

The foregoing instrument was acknowledged before me by Charles Gonzalez who is personally known to me. WITNESS my hand and official seal in the State of Florida last aforesaid this 12 day of May, 2021 in the Miami Dade County.

(SEAL) Signature [Handwritten Signature]  
Notary Name (typed or printed) Patricia Soto  
Notary Name (signed)



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### E-Verify Form

#### Supplier/Consultant acknowledges and agrees to the following:

1. Shall utilize the U.S. Department of Homeland Security's E-Verify system to verify the employment eligibility of all new employees hired by the Supplier/Consultant during the term of the contract, and
2. Shall expressly require any subcontractors performing work or providing services pursuant to the state contract to likewise utilize the U.S. Department of Homeland Security's E-Verify system to verify the employment eligibility of all new employees hired by the subcontractor during the contract term.
3. The Contractor hereby represents that it is in compliance with the requirements of Sections 448.09 and 448.095, Florida Statutes. The Contractor further represents that it will remain in compliance with the requirements of Sections 448.09 and 448.095 Florida Statutes, during the term of this contract and all attributed renewals.
4. The Contractor hereby warrants that it has not had a contract terminated by a public employer for violating Section 448.095, Florida Statutes, within the year preceding the effective date of this contract. If the Contractor has a contract terminated by a public employer for any such violation during the term of this contract, it must provide immediate notice thereof to the City.

E-Verify Company Identification Number 19959

Date of Authorization 10/23/2009

Name of Contractor Brightview Landscape Services, Inc.

Name of Project Mowing & Landscape Maintenance Services Throughout Port St. Lucie

Solicitation Number (If Applicable) 20200112

I hereby declare under penalty of perjury that the foregoing is true and correct.

Executed on May, 12, 2021 in Stuart (city), FL (state).

  
 \_\_\_\_\_  
 Signature of Authorized Officer

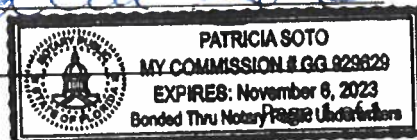
**Charles Gonzalez - Senior VP**  
 \_\_\_\_\_  
 Printed Name and Title of Authorized Officer or Agent

SUBSCRIBED AND SWORN BEFORE ME

ON THIS THE 12<sup>th</sup> DAY OF May, 2021.

NOTARY PUBLIC 

My Commission Expires: \_\_\_\_\_







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**NON-COLLUSION AFFIDAVIT RFP  
20200112  
Mowing & Landscape Maintenance  
Services**

State of Florida }

County of \_\_\_\_\_ }

**Charles Gonzalez**, being first duly sworn, disposes and says that:  
(Name/s)

1. They are **Senior VP** of **Brightview Landscape Services, Inc.** the Proposer that  
(Title) (Name of Company)

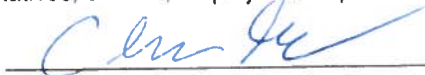
has submitted the attached PROPOSAL;

2. He is fully informed respecting the preparation and contents of the attached proposal and of all pertinent circumstances respecting such PROPOSAL;

3. Such Proposal is genuine and is not a collusive or sham Proposal;

4. Neither the said Proposer nor any of its officers, partners, owners, agents, representatives, employees or parties in interest, including this affiant, has in any way colluded, conspired, connived or agreed, directly or indirectly with any other Proposer, firm or person to submit a collusive or sham Proposal in connection with the contract for which the attached proposal has been submitted or to refrain from proposing in connection with such Contract or has in any manner, directly or indirectly, sought by agreement or collusion or communication or conference with any other Proposer, firm or person to fix the price or prices in the attached Proposal or of any other Proposer, or to secure through any collusion, conspiracy, connivance or unlawful agreement any advantage against the City of Port St. Lucie or any person interested in the proposed Contract; and

5. The price or prices quoted in the attached Proposal are fair and proper and are not tainted by any collusion, conspiracy, connivance or unlawful agreement on the part of the Proposer or any of its agents, representatives, owners, employees, or parties in interest, including this affiant.

(Signed) 

(Title) Senior VP





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## **RFP #20200112 – ATTACHMENT N CONTRACTOR'S CODE OF ETHICS**

The City of Port St Lucie ("City"), through its Procurement Management Department ("Procurement Management Department") is committed to a procurement process that fosters fair and open competition, is conducted under the highest ethical standards and enjoys the complete confidence of the public. To achieve these purposes, Procurement Management Department requires each vendor who seeks to do business with the City to subscribe to this Contractor's Code of Ethics.


- ◆ A Contractor's bid or proposal will be competitive, consistent and appropriate to the bid documents.
- ◆ A Contractor will not discuss or consult with other Vendors intending to bid on the same contract or similar City contract for the purpose of limiting competition. A Vendor will not make any attempt to induce any individual or entity to submit or not submit a bid or proposal.
- ◆ Contractor will not disclose the terms of its bids or proposal, directly or indirectly, to any other competing Vendor prior to the bid or proposal closing date.
- ◆ Contractor will completely perform any contract awarded to it at the contracted price pursuant to the terms set forth in the contract.
- ◆ Contractor will submit timely, accurate and appropriate invoices for goods and/or services actually performed under the contract.
- ◆ Contractor will not offer or give any gift, item or service of value, directly or indirectly, to a City employee, City official, employee family member or other vendor contracted by the City.
- ◆ Contractor will not cause, influence or attempt to cause or influence, any City employee or City Official, which might tend to impair his/her objectivity or independence of judgment; or to use, or attempt to use, his/her official position to secure any unwarranted privileges or advantages for that Vendor or for any other person.
- ◆ Contractor will disclose to the City any direct or indirect personal interests a City employee or City official holds as it relates to a Vendor contracted by the City.
- ◆ Contractor must comply with all applicable laws, codes or regulations of the countries, states and localities in which they operate. This includes, but is not limited to, laws and regulations relating to environmental, occupational health and safety, and labor practices. In addition, Contractor must require their suppliers



(including temporary labor agencies) to do the same. Contractor must conform their practices to any published standards for their industry. Compliance with laws, regulations and practices include, but are not limited to the following:

- Obtaining and maintaining all required environmental permits. Further, Contractor will endeavor to minimize natural resource consumption through conservation, recycling and substitution methods.
- Providing workers with a safe working environment, which includes identifying and evaluating workplace risks and establishing processes for which employee can report health and safety incidents, as well as providing adequate safety training.
- Providing workers with an environment free of discrimination, harassment and abuse, which includes establishing a written antidiscrimination and anti-bullying/harassment policy, as well as clearly noticed policies pertaining to forced labor, child labor, wage and hours, and freedom of association.

Name of Organization/Proposer Brightview Landscape Services, Inc. \_\_\_\_\_

Signature  \_\_\_\_\_

Printed Name and Title Charles Gonzalez – Senior VP \_\_\_\_\_

Date 5/12/2021 \_\_\_\_\_

DISCLAIMER: This Code of Ethics is intended as a reference and procedural guide to contractors. The information it contains should not be interpreted to supersede any law or regulation, nor does it supersede the applicable contractor contract. In the case of any discrepancies between it and the law, regulation(s) and/or contractor contract, the law, regulatory provision(s) and/or vendor contract shall prevail.

**DRUG-FREE WORKPLACE FORM**  
**eBid # 20200112 - Attachment G**  
**Mowing & Landscape Maintenance Services**  
**Throughout Port St. Lucie**

The undersigned Contractor in accordance with Florida Statute 287.087 hereby certifies that  
Brightview Landscape Services, Inc does:  
(Name of Business)

1. Publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace and specifying the actions that will be taken against employees for violations of such prohibition.
2. Inform employees about the dangers of drug abuse in the workplace, the business's policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation, and employee assistance programs, and the penalties that may be imposed upon employees for drug abuse violations.
3. Give each employee engaged in providing the commodities or contractual services that are under proposal a copy of the statement specified in subsection (1).
4. In the statement specified in subsection (1), notify the employees that, as a condition of working on the commodities or contractual services that are under proposal, the employee will abide by the terms of the statement and will notify the employer of any conviction of, or plea of guilty or nolo contendere to, any violation of Chapter 893 Florida Statutes or of any controlled substance law of the United States or any state, for a violation occurring in the workplace no later than five (5) days after such conviction.
5. Impose a sanction on, or require the satisfactory participation in a drug abuse assistance or rehabilitation program if such is available in the employee's community, by any employee who is so convicted.
6. Make a good faith effort to continue to maintain a drug-free workplace through implementation of this section.

As the person authorized to sign the statement, I certify that this firm complies fully with the above requirements.



Bidder's Signature

5/12/2021

Date:

**NOTICE TO ALL PROPOSERS - ATTACHMENT #**

**To ensure fair consideration is given for all Proposers, it must be clearly understood that upon release of the proposal and during the proposal process, firms and their employees of related companies as well as paid or unpaid personnel acting on their behalf shall not contact or participate in any type of contact with City employees, department heads or elected officials, up to and including the Mayor and City Council. The "Cone of Silence" is in effect for this solicitation from the date the solicitation is advertised on DemandStar, until the time an award decision has been approved by City Council and fully executed by all parties. Information about the Cone of Silence can be found under the City of Port St. Lucie Ordinance 20-15, Section 35.13. Contact with anyone other than the Issuing Officer may result in the vendor being disqualified. All contact must be coordinated through Ms. Shelby Dolan Issuing Officer, for the procurement of these services.**

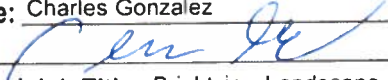
All questions regarding this Solicitation are to be submitted in writing to Shelby Dolan, Procurement Agent with the Procurement Management Department via e-mail sdolan@cityofpsl.com, or by phone 772-873-6338. Please reference the Solicitation number on all correspondence to the City.

All questions, comments and requests for clarification must reference the Solicitation number on all correspondence to the City. Any oral communications shall be considered unofficial and non-binding.

Only written responses to written communication shall be considered official and binding upon the City. The City reserves the right, at its sole discretion, to determine appropriate and adequate responses to the written comments, questions, and requests for clarification.

\*NOTE: All addendums and/or any other correspondence before bid close date (general information, question and responses) to this solicitation will be made available exclusively through the DemandStar's Website for retrieval. All notice of intent to award documentation will be published on the City Clerk's Website. Proposers are solely responsible for frequently checking these websites for updates to this solicitation.

**I understand and shall fully comply with all requirements of City of Port. St. Lucie Ordinance 20-15, Section 35.13.**

Typed Name: Charles Gonzalez  
Signed:   
Company and Job Title: Brightview Landscape Services, Inc. - Senior VP  
Date: 5/12/2021



**Mandatory Questions**

**These questions are Pass/Fail. To be considered responsive, responsible and eligible for award, you must answer all questions in this section.**

**DO NOT INCLUDE ANY COST INFORMATION IN YOUR RESPONSE TO THIS WORKSHEET.**

Question #	Questions per Proposal Factors/Categories	Response by Contractor. Some Answers may be Answered by a Yes or No. However, Some Questions May Require a Detailed Response	Upload Attachments with Additional Information?	Attachment: File Name (Must Reference Page Number of Answer to Corresponding Question)
<b>Proposal Factors</b>				
1	Monthly Meeting(s) Requirement: Contractor shall meet with the City Project Manager or their designee to review contractual performance. The frequency of the aforementioned shall be determined by the City Project Manager.	Yes we are willing to meet with the City Project Manager when requested	No	
2	As determined by the City Project Manager, Contractor shall meet with the City Project Manager or their designee to determine a monthly work schedule. The Contractor's work schedule must be pre-approved in writing by the City Project Manager or their designee before Contractor shall be permitted to perform any work as requested by the Contractor's provided work schedule.	Yes the City Project Manager or designee will determine Brightview's Monthly Schedule	No	
3	Contractor shall submit a daily work schedule by email to the City Project Manager or their designee by 8:00 a.m. each work day.	Yes Brightview will provide a daily work schedule to City Project Manager or designee	No	
4	Contractor shall submit a dated and signed checklist for all work completed the prior day by email to the City Project Manager or their designee by 8:00 a.m. the next working day.	Yes Brightview will provide a dated and signed checklist to City Project Manager or designee	No	
5	All work shall be performed by the contractor from 7 a.m. till dusk as reflected in Appendix A	Yes	No	
6	Grass shall be mowed to a uniform minimum height of two inches (2") for St. Augustine grass. The City may change this requirement at any time for no additional charges.	Yes the City Project Manager or designee will determine Brightview's Mow Height	No	
7	Grass shall be mowed to a uniform minimum height of three inches (3") for Bahia grass. The City may change this requirement at any time for no additional charges.	Yes the City Project Manager or designee will determine Brightview's Mow Height	No	
8	Equipment utilized by the Contractor shall have all manufacturer installed safety devices, guards, chutes, etc....	Yes, safety is Brightviews top priority	No	
9	How many full-time employees will you providing for each of the following locations to fulfill the technical specifications in their entirety? Crosstown 3 days, East 4 days, West 4 days, City Center 2, MidFlorida Event Center 2 days and Cul-de-sac/easements 4 days.	Total number of employees to fulfill this RFP is 38.	If Desired	St. Lucie Calendars.pdf
10	Who will be providing detailed daily summaries of work that has been performed and proposed for the next day?	Full Time Supervisor. Bio	If Desired	St. Lucie Org Chart.pdf City of PSL Bios.pdf
11	Must have a minimum of one team member per crew that is bi-lingual. They must be efficient in verbal and written communication in the languages of English and Spanish.	Yes. All crew leaders are bi-lingual	No	
12	We strongly suggest the use of specialized selective pre, and post herbicides. Can you provide us the names of some and how do you or will you apply?		If Desired	St. Lucie Roadways Question 3.pdf
13	Contractor has and will have sufficient personnel and equipment to perform all requires as referenced throughout this solicitation	Yes we utilize a leasing program, ultimately keeping our inventory new.	No	
14	It is mandatory for the use of trace dye on certain applications. Please tell us when and where this practice should and should not apply?	Per RFP should apply to all plant beds and not on hardscapes due to staining potential	If Desired	
15	Will your company be able to provide the daily count (quantity) of daily employees assigned to the five (5) sub-service areas or the crew assignments (duties and equipment utilized)?	Yes we will report employee numbers and equipment to City Project Manager or designee.		

Mandatory Scored Questions- RFP #20200112

**Failure to answer these questions will result in disqualification of the proposal.**

**Contractors must indicate whether their proposal meets the individual requirement and provide a supporting narrative in the space provided. The narrative description, along with any required supporting materials, will be evaluated in accordance with Section 6, Proposal Evaluation and Award. ONLY upload documents if there is a Yes in the "Upload Attachments with Additional Information?" column, to provide additional information about specific questions.**

**DO NOT INCLUDE ANY COST INFORMATION IN YOUR RESPONSE TO THIS WORKSHEET.**

Question #	Questions per Proposal Factors/Categories	Response by Contractor	Upload Attachments with Additional Information?	Attachment File Name (Must Reference Page Number of Answer to Corresponding Question)
1	<p>What quantity of qualified skilled employees and what types of equipment will be assigned daily to each sub-service areas? Where do you see specialized equipment such as walk behinds and rear discharged utilized, specialized equipment to work on slopes?</p> <p>City Center: Crosstown: Eastern City: Western City:</p>		Yes	<p>St. Lucie Roadways Question 1.pdf Slope Safety PSL.pdf St. Lucie Calendars.pdf</p>
2	<p>Describe the expertise of your work force. Supervisors, specialists, laborers. Are they full time employees, temporary workers? How many assigned employees hold for certifications for: Weed Control Spraying? Maintenance of Traffic? Tree Trimming?</p>		Yes	<p>St. Lucie Roadways Question 2.pdf MOT License.jpg arborist certification.pdf</p>
3	<p>What are the advantages and benefits of applying selective and non-selective herbicides? What are your procedures and plans for effective and thorough weed control measures, including hand pulling within the interior of a plant bed? What products and chemicals does your company intend to utilize? What is your solution for possible over-spray and/or damage to plant material and/or landscaping?</p>		Yes	<p>St. Lucie Roadways Question 3.pdf</p>
4	<p>This contract may have multiple Supplemental Weed and Litter Control services that must be preformed during non-regular Lawn Maintenance Weeks. What are your plans to complete these services?</p>		Yes	<p>St. Lucie Roadways Question 4.pdf</p>
5	<p>Safety for all parties is paramount. What are your company's safety policies and procedures? Does your company have certified MOT representative? How will you apply FDOT Policy &amp; Procedures?</p>		Yes	<p>Roadway Work Diagrams.pdf MOT License.pdf BrightView HASP .pdf</p>
6	<p>Accountability and documentation of records are critical for assessing completed work and level of quality. Will your company be capable of providing to the City your daily work schedule and daily check list for completed work daily? Will your company be able to adhere to the assigned weekly work schedule as indicated on the Work Calendar Schedule and adhere to the daily work schedule as assigned? Will be able to provide daily count of assigned staff per location?</p>		Yes	<p>St. Lucie Roadways Question 6.pdf Checklist Examples- Attachment O.pdf City of PSL QSA.pdf</p>
7	<p>Please define in detail, your step-by-step procedural work process for the following types of services: Mowing, Edging, Pruning, Trimming, Litter Control, &amp; Weed Control.</p>		Yes	<p>St. Lucie Roadways Question 7.pdf Take 2.pdf</p>

8	Explain your training process for each assigned position. Explain how all assigned staff is instructed to resolve possible complaints and/ or issues that may be brought directly to their attention during the course of their duties.		Yes	St. Lucie Roadways Question 8.pdf PM Training.pdf Brightpath Crew Training.pdf AM Training.pdf
9	Will there be a crew leader per each crew and will there be a full time supervisor overseeing all assigned duties and providing daily summaries of completed and proposed work for the following day? If so, will they be on a machine or a truck supervising?		Yes	St. Lucie Roadways Question 9.pdf
10	The service contract is built around 4 service days in the event of weather and holidays. All work not completed in total will be considered incomplete and you will be required to cure before the beginning of the next week. How will you intend to rectify this type of issue?		Yes	St. Lucie Roadways Question 10.pdf
11	Describe how your company verifies that staff adequately performs work for delivery of the service(s) described under this RFP. Also, include who within your company inspects, approves and verifies delivery of service(s) and how corrective actions with staff are implemented		Yes	St. Lucie Roadways Question 11.pdf
12	Describe your inventoried equipment. Describe how many mowers, hedgers, weed eaters, etc.... that is either owned or leased by your company?		Yes	St. Lucie Roadways Question 12.pdf
13	Describe how the organizational structure will ensure orderly communications, distribution of information, effective coordination of activities, and accountability with management and labors.	We specialize in one line of communication (Full Time Supervisor) to ensure all needs are met. They get with the crew leaders to ensure activities and protocols where followed.	Yes	St. Lucie Org Chart.pdf City of PSL Bios.pdf
14	Per documentation of this solicitation you must keep a sufficient work force to perform the requirements of this contract. Describe how you will continue to maintain this work force. What is your companies succession planning when an employee quits or calls out?		Yes	St. Lucie Roadways Question 14.pdf
15	How many full time employees will be assigned to provide the 12 required pruning's citywide and how will this be accomplished, the timeline and necessary safety protocols?		Yes	St. Lucie Roadways Question 15.pdf



## Sections 4&5 City Center: 5 Employees

Equipment – 48", 52", 60" and 96" mowers will be used in coordination with steel edgers, blowers, string trimmers, back pack sprayers. Walk behinds, string trimmers and push mowers will be utilized on slopes greater than 15 degrees. Kubota vehicle for litter control. PPE will be utilized in accordance with our safety protocols including: safety vests, eye protection, ear plugs, and life vests around ponds.

## Section 1 Crosstown: 8 Employees

Equipment – 48", 52", 60" and 96" mowers will be used in coordination with steel edgers, blowers, string trimmers, back pack sprayers. Walk behinds, string trimmers and push mowers will be utilized on slopes greater than 15 degrees. Kubota vehicle for litter control. PPE will be utilized in accordance with our safety protocols including: safety vests, eye protection, ear plugs, and life vests around ponds.

## Section 2 Eastern City: 7 Employees

Equipment – 48", 52", 60" and 96" mowers will be used in coordination with steel edgers, blowers, string trimmers, back pack sprayers. Walk behinds, string trimmers and push mowers will be utilized on slopes greater than 15 degrees. Kubota vehicle for litter control. PPE will be utilized in accordance with our safety protocols including: safety vests, eye protection, ear plugs, and life vests around ponds.

## Section 3 Western City: 6 Employees

Equipment – 48", 52", 60" and 96" mowers will be used in coordination with steel edgers, blowers, string trimmers, back pack sprayers. Walk behinds, string trimmers and push mowers will be utilized on slopes greater than 15 degrees. Kubota vehicle for litter control. PPE will be utilized in accordance with our safety protocols including: safety vests, eye protection, ear plugs, and life vests around ponds.



# BrightView

Landscape Services

Branch Manager – 1  
Associate Branch Manager – 1  
Account Managers - 7  
Production Managers – 5  
Enhancement Managers – 1  
Crew Leaders – 32  
Gardeners – 114

All Employees are full time.

All employees Crew Leader and up are BMP certified

Licensed Arborist on Staff

Licensed MOT Specialist on Staff



## Chemical List –

- Weed control-
  - Finale – Post Emergent
  - Snapshot – Pre Emergent
  - SureGuard – Pre and Post Emergent
  - No Glyphosate will be used within the City of Port St. Lucie

Weed Control – Weeds will be taken care of utilizing glyphosate free chemicals and hand pulling where necessary. We will use Finale and other possible agents where needed in combination with sure guard to ensure the complete eradication of the weeds and longer lasting results. Finale does not contain glyphosate. When utilizing the weed control agents, dye will be added for all surfaces that it won't stain, such as roadways and other hardscapes. We will take into consideration the weather conditions. If it is too windy, we will not spray to avoid over spraying. If over spraying occurs, we will take corrective action and replace the plants within 48 hours.

### **Selective**

A selective herbicide controls certain plant species without seriously affecting the growth of other plant species. The majority of herbicides used are selective herbicides.

### **Non-selective**

Non-selective herbicides control green plants regardless of species. These are generally used to kill all plants, such as in the renovation or establishment of a new turf area or as spot treatment or as a trimming material along sidewalks.





# BrightView

Landscape Services

We will provide a care taker style service with crews dedicated to weed control and litter control. They will utilize Kubota style vehicles to take care of each service area in an efficient manner.

This will take place every other week November through April, 2nd and 4th week of the month.



# BrightView

Landscape Services

We will utilize provided checklist and calendars of work schedules.

We are willing and capable of working within the provided calendars as well as providing our daily count of staff.

We will provide Quality Site Assessments (QSA's) as a way to provide accountability and showcase quality of work, while also pointing out areas that need to be addressed.

We will leave Friday and Saturday as make up day for all locations.



# BrightView

## Landscape Services

All aspects of work will be done with safety first utilizing proper MOT protocols. Before work each day we will do our stretch and flex. Inspect all equipment to make sure they are working properly with no safety issues. Full Time Supervisor will discuss the plan of action and provide the Take 2 Action plan for the day.

**Mowing** – St. Augustine will be mowed no lower than 3 inches and Bahia no lower than 2 inches. Blades will be sharpened weekly to ensure even cuts. We will take into consideration flow of traffic and pedestrians. We utilize self-mulching and rear discharge mowers to make sure the clippings are not blown in the Flower beds, sidewalks and roads. All areas where clippings are present will be blown off. All employees will utilize PPE to ensure safety.

**Edging** - This will be done in a manner not to increase the side of the flower beds and chip away at the hardscapes while maintaining the definition. All employees will utilize PPE to ensure safety.

**Pruning** - Separate Crew. Pruning will be done with hedge trimmers and hand held clippers where necessary. We will make sure no branches impede on the sidewalks or roads. All plantings within 300 feet of an intersection will be maintained to a height of 18 inches. All employees will utilize PPE to ensure safety.

**Trimming**- String Trimming is be done on all areas that are not safely done by a mower utilizing hand held machinery. Including but not limited to ponds, signs, roadway obstacles, walls, fences, tree, landscaped beds. This will be done after the mower has been in the area to make sure there is no difference in the height of the grasses.

**Litter Control** – Separate Crew. Litter will be picked up prior to the beginning of the mowing. We will utilize Kubota style vehicles in front of the mowers to ensure we pick up the debris and do not mow over it.

**Weed Control** – Separate Crew. Weeds will be taken care of utilizing chemical and hand pulling where necessary. We will use Finale and Sureguard and other pre and post emergent herbicides where to needed in combination with sure guard to ensure the complete eradication of the weeds and longer lasting results. When utilizing the weed control agents, dye will be added for all surfaces that it won't stain, such as roadways and other hardscapes. We will take into consideration the weather conditions. If it is too windy, we will not spray to avoid over spraying. If over spraying occurs, we will take corrective action and replace the plants within 48 hours.





## Assigned Crew Leader -

All crews have a crew leader, who is on a machine, with assigned duties of keeping crews safe and completing work at a productive high quality rate.

## Full Time Supervisor –

Overseeing assigned duties not on a machine, but truck supervising. Work will be reported daily on a checklist provided.

## Daily Agenda –

7:00 – 8:30 – Full Time Supervisor will meet/call/email with City of Port St. Lucie Section Manager to discuss daily plan and head count, while getting crew leaders the plan for the day.

8:30 – 3:00 - Will drive around the section checking on quality and responding to any issues that may arise or need additional information.

3:00 – 5:00 - Respond to emails/calls and final check with crew leaders to determine the game plan for the next day. Will complete checklist to get over to City of Port. St. Lucie Section manager.



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3:00 – 5:00 - Respond to emails/calls and final check with crew leaders to determine the game plan for the next day. Will complete checklist to get over to City of Port. St. Lucie Section manager.



# BrightView

Landscape Services

We will finish the work in allotted time provided by utilizing additional workforce if need be.

All sections will be completed by end of day Friday/Saturday to ensure completion of cycle before beginning of following week.





## Full Time Supervisor –

Full Time Supervisor will provide quality and safety control during each service. They report back to the City of Port St. Lucie Section Managers to ensure schedules and deadlines are being met with any corrective action plans needed. This will be communicated on a daily basis.

## Daily Agenda –

7:00 – 8:30 – Full Time Supervisor will meet/call/email with City of Port St. Lucie Section Manager to discuss daily plan and head count, while getting crew leaders the plan for the day.

8:30 – 3:00 - Will drive around the section checking on quality and responding to any issues that may arise or need additional information.

3:00 – 5:00 - Respond to emails/calls and final check with crew leaders to determine the game plan for the next day. Will complete checklist to get over to City of Port. St. Lucie Section manager.



## Equipment List

- 115 Mowers – Includes 21”, 36”, 48”, 52”, 60”, 72”, 96”
  - Walk Behinds, Rear Discharge, Riding and Push
- 65 Edgers
- 75 String Trimmers
- 93 Blowers
- 48 Hedge Trimmers

**Brands Include:** ExMark, Scag, Toro and Echo

90% of mowers are leased due to the fact that we replace them every 2 years. Back-up mowers are part of the leasing program. Branch mechanics on staff to ensure proper maintenance. Blades are changed by operators weekly.

## Equipment needed to fulfill this RFP

- 5 Debris Trucks
- 5 Enclosed Trailers
- 40 Pieces of 2-Cycle Equipment
- Sprayers
- Kubota Side by Sides
- Gas and Oil Containers



## HIRING PRACTICES

We understand that well trained and tenured team members provide outstanding quality and customer service. Every gardener on your team is required to complete our certification program, which prepares your crew with the skills to perform quality work, safely and to your complete satisfaction. We overstaff by 10% to safe guard for call-outs. All sections will be completed by end of day Friday/Saturday to ensure completion of cycle before beginning of following week.

### **A Safe Community and Workplace is Our Priority**

The safety and well-being of the City of Port St. Lucie, your property visitors, the general public, and our employees is of paramount importance to our operation. Below are measures we employ to maintain a safe working environment on and off your property.

### **In-House Recruiters**

Brightview takes hiring serious. We have In-House recruiters that are always looking for top talent to make Ensure our workforce is top-notch and fully staffed

### **Preserving a Safe Environment:**

- **Criminal background checks**
- **E-Verification**
- **Initial and random driving record checks**
- **Initial and random drug/alcohol screenings**
- **Fully uniformed crews with safety vests**
- **BrightView logo clearly displayed on vehicles**
- **"How's my driving?" stickers on vehicles**
- **MOT Policies and Procedures Strictly enforced**

### **Crew Safety:**

- **Monthly Rodeo Trainings on all equipment**
- **Extensive driver safety certification program**
- **New hire safety orientation**
- **Certification required to use all power equipment**
- **Reward system for safety compliance**
- **Mandatory weekly field crew safety meetings**
- **Weekly management safety calls**





# BrightView

Landscape Services

Each section will have its own labor hours based on scope of work. We will utilize an average of 12 gardeners per section in order to complete the combined work content for the month. Winter months may require less labor based specific plant material.

Timeline will be completed based on outline of the RFP.

All employees will be trimming wearing chaps and PPE to ensure all safety protocols are followed.



**Daily Checklist: Crosstown Pkwy**  
**Month/Rotation #: \_\_\_\_\_**  
**Contractor: \_\_\_\_\_**

Roadways/Service Areas	Types of Services	Dates Services Completed	Service Status:	Bags of Litter	Comments/ Work Needed
Village Pkwy to I-95					
Easement: Juliet Ave					
Pond: I-95 (SE Corner)					
I-95 Ramps (NE, NW, SE, SW)					
I-95 to California Blvd					
Ponds: Janette E & W @ Congo					
California Blvd (Medians/ROWs)					
California Blvd to Cashmere					
Cashmere Blvd (Medians/ROWs)					
Ponds: Janette N & S @ Avila					
Cashmere Blvd to Cameo SA					
Cameo Blvd (Medians/ROWs)					
Cameo Pit Lots: N & S					
Easement: Janette @ Althea					
Janette Parcel @ Cameo					
Dog Park Parcel @ Cameo					
Pond: Cameo @ Juliet					
Cameo Blvd to Bayshore. SA					
Turnpike Welcome Signs (2)					
Biltmore Compound/Parcel 5					
Biltmore Parcel (Outside Fence)					
Dwyer Traffic Compound					
Bayshore Blvd to Airoso					
Ponds: Bayshore N & S					
Pond: Hibiscus					
Pond: Fairway					
Airoso to Sandia					
Sandia Drive to Floresta Drive					
Sandia Drive (Medians/ROWs)					
Floresta Drive to US 1					
Pond: Floresta Vet Park					
Coral Reef Park (Under Bridge)					
Pond: Huffman @ US 1					
<b>*Total Litter Bags for Week:</b>					

Type of Service Codes: M (Mowing), E (Edging), T (Trimming), S (Spraying), W (Weeding)  
Service Status Codes: C (Completed), Pending (P), On-going (O), Incomplete (I)  
Service Day Color Codes: Green (Monday), Purple (Tuesday), Red (Wednesday), Blue (Thursday)

Signed By (Print) \_\_\_\_\_ Date: \_\_\_\_\_

**Daily Checklist: Eastern City**  
**Month/Rotation # \_\_\_\_\_**  
**Contractor: \_\_\_\_\_**

Roadways/Service Areas	Types of Services	Dates Services Completed	Service Status:	Bags of Litter	Comments/ Work Needed
Green River Pkwy					
Blackwell Pump Station					
Earl Blvd (ROWS)					
Melaleuca Blvd (ROWS)					
Lennard Road					
Pond: Longhorn @ Lucca					
Jennings Road (Medians Only)					
Hillmoor Drive/Interlachen					
Tiffany Pump Station					
Rainer Lakes (7 Signs)					
Village Green Pkwy					
Walton Road					
US 1					
Westmoreland Blvd SA					
Bakersfield (Entry Sign)					
Pine Valley Street SA					
Pond: Monte Vista					
Morningside Blvd SA					
Pond: Holiday					
Pond: Westmoreland					
Veterans Memorial Pkwy SA					
Lyngate Drive					
Highpoint Drive					
PSL Blvd					
Pond: Delano N & S					
Pond: Seafury					
PSL Blvd @ Floresta (3 Lots)					
PSL Blvd @ Stargrass					
Floresta Drive (Island & Signs)					
Pond: Degan					
Pond: Norcross					
Floresta Drive (Median/ROW)					
Southbend Roundabout					
Southbend (Newspaper Stand)					
Pond: Essex					
PSL Blvd @ Yale (3 Medians Only)					



Roadways/Service Areas	Types of Service	Dates Services Completed	Service Status:	Bags of Litter	Comments/ Work/Needed
Airoso Blvd					
Pond: Aires					
Pond: Whitmore					
Pond: Ray					
Pond: Fatima					
Pond: Sagamore					
Lakehurst Drive (Medians Only)					
Sandia Drive (Medians Only)					
St. James Drive (Sign @ Sceptor)					
Selvitz Road					
Selvitz/Bayshore Roundabout					
Selvitz Parcels (NW, SW, SE)					
Prima Vista Blvd					
Pond: Dorchester					
Bayshore Blvd					
Pond: Bayshore					
Pond: Dwyer					
Pond: Voltair					
Pond: Burman					
Park-N-Ride @ Thornhill					
Public Work Compound					
<b>*Total Litter Bags for Week:</b>					

Type of Service Codes: M (Mowing), E (Edging), T (Trimming), S (Spraying), W (Weeding)

Service Status Codes: Completed (C), Pending (P), On-going (O), Incomplete (I)

Service Day Color Codes: Green (Monday), Purple (Tuesday), Red (Monday), Blue (Thursday)

Signed By (Print) \_\_\_\_\_ Date: \_\_\_\_\_

**Daily Checklist: Western City**  
**Month/Rotation # \_\_\_\_\_**  
**Contractor: \_\_\_\_\_**

Roadways/Service Areas	Types of Services	Dates Services Completed	Service Status:	Bags of Litter	Comments/ Work Needed
Becker Road @ Gilson (Sign)					
Becker Road @ Tesoro SA					
Becker Road @ Southbend					
Becker Road					
Pond: Bradshaw					
Pond: Kestor					
Pond: Felix					
Pond: N Bradbury					
Pond: S Quick					
Becker Road @ PSL (Medians)					
Pond: PSL					
Pond: Rolfe					
Pond: Savona					
Pond: Lackawanna					
Ponds: Hallmark N & S					
Pond: Eagle					
Pond: Babylon N & S					
Parcels: Babylon/Cacao					
Becker Road @ I-95 SA					
S Village Pkwy SA					
S Village Pkwy (ROWS Only)					
Discovery Way					
Mackie/Trade Center					
Gatlin/Tradition @ I-95 SA					
Gatlin Blvd SA					
Pond: Import					
Pond: Dallas					
Rosser Blvd					
Rosser Blvd @ Paar					
Savona Blvd Roundabout					
Parks Edge:					
Belmont (East)					
Belmont (West)					
Bridgeport					
Pond: Bridgeport					
Darwin					
Landale					
Pond: Landale					
Tulip					
Pond: Tulip					

Roadways/Service Areas	Types of Services	Dates Services Completed	Service Status:	Bags of Litter	Comments/ Work Needed
SLW Blvd SA					
Bethany Drive (NE Corner Only)					
Peacock Blvd SA					
Business Center (Median Only)					
California Blvd SA					
Heatherwood Blvd (Medians) SA					
Cashmere Blvd SA					
SLW Roundabouts:					
Cashmere/Peacock SA					
Cashmere/Torino					
California/Torino					
California/Peacock SA					
California/University SA					
California/Country Club					
Commerce Centre (Medians)					
LTC Pkwy					
Delcris Drive					
<b>*Total Litter Bags for Week:</b>					

Type of Service Codes: M (Mowing), E (Edging), T (Trimming), S (Spraying), WC (Weeding)

Service Status Codes: Completed (C ), Pending (P), On-going (O), Incomplete (I)

Service Day Color Codes: Green (Monday); Purple (Tuesday), Red (Wednesday), Blue (Thursday)

Signed By (Print) \_\_\_\_\_ Date: \_\_\_\_\_



### Key Personnel Biographies

Key Personnel	Experience	Responsibilities
<p><b>BRANCH MANAGER</b> <b>Jason Synowski</b></p> 	<ul style="list-style-type: none"> <li>■ 4 Years with BVLS</li> <li>■ 23 Years in commercial landscaping</li> <li>■ 23 Years in commercial agronomics industry</li> <li>■ Licenses &amp; Certifications: <i>Florida &amp; Georgia</i> <ul style="list-style-type: none"> <li>○ CPCO</li> <li>○ L&amp;O</li> <li>○ GHP</li> <li>○ GI-BMP</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>■ Accountable for the efficiency of client work and increasing market share for the branch.</li> <li>■ Conduct regular communication and meetings with team members and clients while building enduring relationships with them.</li> <li>■ Manage multi-million dollar P&amp;L of the branch, expedite contracts and billing, and hire, train, inspire and develop branch staff.</li> </ul>
<p><b>OPERATIONS MANAGER</b> <b>Peter Roppolo</b></p> 	<ul style="list-style-type: none"> <li>■ 21 Years with BVLS</li> <li>■ 26 Years commercial landscaping</li> <li>■ 8 Years landscape design and construction</li> <li>■ BS Degree in Horticulture w/Minor in Business Administration</li> </ul>	<ul style="list-style-type: none"> <li>■ Inspect key client properties to monitor performance and overall job quality.</li> <li>■ Coordinate and manage client service teams.</li> <li>■ Ensure proper use and care of all branch assets.</li> <li>■ Identify staffing needs</li> <li>■ Monitor branch safety record and implement methods to improve safe workplace practices.</li> <li>■ Assist the Branch Manager in oversight of total branch operations.</li> </ul>

<p><b>ENHANCEMENT MANAGER</b> Joe Forgony</p> 	<ul style="list-style-type: none"> <li>■ 5 Years with BVLS</li> <li>■ 5 Years in commercial landscaping</li> <li>■ 17 Years owner/operator of sales management company</li> <li>■ 10 Years in freight logistics</li> <li>■ MOT Certified</li> </ul>	<ul style="list-style-type: none"> <li>■ Cultivate long-term relationships with customers.</li> <li>■ Proactively present site enhancement ideas to existing customers.</li> <li>■ Develop accurate estimates and takeoffs for both new and existing clients as needed.</li> <li>■ Supervise the Production Manager to ensure client needs and expectations are consistently met.</li> </ul>
<p><b>SENIOR ACCOUNT MANAGER</b> Joe Dent</p> 	<ul style="list-style-type: none"> <li>■ 6 Years with BVLS</li> <li>■ 28 Years in commercial landscaping</li> </ul>	<ul style="list-style-type: none"> <li>■ Cultivate long-term relationships with customers.</li> <li>■ Proactively present site enhancement ideas to existing customers.</li> <li>■ Develop accurate estimates and takeoffs for both new and existing clients as needed.</li> <li>■ Supervise the Production Manager to ensure client needs and expectations are consistently met.</li> </ul>
<p><b>ASSISTANT BRANCH MANAGER</b> Kyle Osborn</p> 	<ul style="list-style-type: none"> <li>■ 16 Years with BVLS</li> <li>■ 27 Years in commercial landscaping</li> </ul>	<ul style="list-style-type: none"> <li>■ Accountable for the efficiency of client work and increasing market share for the branch.</li> <li>■ Conduct regular communication and meetings with team members and clients while building enduring relationships with them.</li> <li>■ Assist with multi-million dollar P&amp;L of the branch, expedite contracts and billing, and hire, train, inspire and develop branch staff.</li> </ul>

**ACCOUNT MANAGER**  
**Bob Saindon**



- 5 Years with BVLS
- 15 Years in landscape development
- 5 Years EMT-B/Firefighter, lifeguard
- Cultivate long-term relationships with customers.
- Proactively present site enhancement ideas to existing customers.
- Develop accurate estimates and takeoffs for both new and existing clients as needed.
- Supervise the Production Manager to ensure client needs and expectations are consistently met.



# Quality Site Assessment

## General Information

**Property Name:** Misc-BVLS Stuart

**Date:** Tuesday, June 08, 2021

**Next Inspection Date:** Wednesday, June 30, 2021

**Client Attendees:**

**Brightview Attendees:** Robert Saindon li, Kyle Osborn

## CUSTOMER FOCUS AREA:

Port St Lucie roadways

## MAINTENANCE ITEMS:

- 1) Monthly Schedule for July
- 2) \*
- 3) —Mow crew will service Sections 1 thru 4 during the week of the 6th (due to holiday on Monday), 12th, 19th, 26th Monday thru Wednesday
- 4) —Trim/ Detail crew onsite during the same weeks as mow crew Monday thru Wednesday
- 5) — Weed control on site treating open bed areas and hard surfaces during the week of the 12th.
- 6) —Irrigation by others
- 7) —Agronomics by and others

## RECOMMENDATIONS FOR PROPERTY ENHANCEMENTS:

- 1) Fix tree stakes that have fallen.
- 2) Remove straps that are causing tree to be strangled
- 3) Remove exotics from inside shrubs
- 4) Straight up leaning or fallen trees
- 5) Add soil and sod to fix trip hazard
- 6) Remove flush cut stump and other trip hazards. Replace with sod
- 7) New landscaping infested with weeds. Recommend complete replacement.

## NOTES TO OWNER/CLIENT:

- 1) Possible rodent. Created large trip hazard. Recommend removing rodent and burring hole
- 2) Broken sidewalk creating trip hazard
- 3) Trim vegetation off sidewalks
- 4) Create straight clean bed lines
- 5) Hard edge turf off of sidewalk
- 6) Remove suckers from trees
- 7) Trim hedge away from doorway and top hedge at top of fence line
- 8) Gate valve box infested with bees. Located at Broadview and Crosstown Parkway
- 9) Good tree heights over roadway

# Quality Site Assessment

## Recommendations for Property Enhancements

Fix tree stakes that have fallen.



[1/7]

## Recommendations for Property Enhancements

Remove straps that are causing tree to be strangled



[2/7]

## Recommendations for Property Enhancements

Remove exotics from inside shrubs



[3/7]

## Recommendations for Property Enhancements

Straight up leaning or fallen trees



[4/7]



# Quality Site Assessment

## Recommendations for Property Enhancements

Add soil and sod to fix trip hazard



[ 5 / 7 ]

## Recommendations for Property Enhancements

Remove flush cut stump and other trip hazards. Replace with sod



[ 6 / 7 ]

## Recommendations for Property Enhancements

New landscaping infested with weeds. Recommend complete replacement.



[ 7 / 7 ]



# Quality Site Assessment

Notes to Owner / Client

Possible rodent. Created large trip hazard. Recommend removing rodent and burrowing hole



2021-06-08

[ 1 / 9 ]

Notes to Owner / Client

Broken sidewalk creating trip hazard



2021-06-08

[ 2 / 9 ]

Notes to Owner / Client

Trim vegetation off sidewalks



2021-06-08

[ 3 / 9 ]

Notes to Owner / Client

Create straight clean bed lines



2021-06-08

[ 4 / 9 ]



# Quality Site Assessment

Notes to Owner / Client

Hard edge turf off of sidewalk



[ 5 / 9 ]

Notes to Owner / Client

Remove suckers from trees



[ 6 / 9 ]

Notes to Owner / Client

Trim hedge away from doorway and top hedge at top of fence line



[ 7 / 9 ]

Notes to Owner / Client

Gate valve box infested with bees. Located at Broadview and Crosstown Parkway



[ 8 / 9 ]

# Quality Site Assessment

Notes to Owner / Client

Good tree heights over roadway



[ 9 / 9 ]



# BrightView

Landscape Services

## Company Overview

Enhancing the American landscape since 1939, BrightView Landscapes, LLC maintains long-term relationships with its clients by offering the highest quality landscape management services at competitive rates. This formula has enabled BrightView to grow from small family-owned businesses to a recognized national industry leader. Our services include landscape maintenance, landscape architecture and installation, irrigation and arborist services, forest management, sports turf care and snow management. BrightView's experienced, local teams ensure that your assets are more than simply maintained - they are enhanced to achieve maximum appeal and benefit. Whatever landscape challenges or opportunities you might have, BrightView's friendly staff will partner with you to accomplish your goals. With 270 branch offices in 43 states, BrightView's structure ensures quality and service are delivered by a local, well-trained and professional staff.

BrightView takes a unique approach to every project and our clients profit from a proven and systematic method that generates tangible results.

**Number of Employees** - At the busiest time of the year, BrightView has approximately 22,500\* employees. BrightView is an Equal Opportunity Employer. Locally we employ 160+.

## Types of Clients –

- Hospitality
- Commercial
- HOA
- Recreational
- Educational
- Municipality

## Corporate Address

BrightView Landscape Services, Inc.  
980 Jolly Road, Suite 300, Blue Bell, PA 19422

## Local Addresses

BrightView Landscape Services, Inc.  
6350 9<sup>th</sup> Street SW, Vero Beach, FL 32968

BrightView Landscape Services, Inc.  
3340 SE Dixie Hwy, Stuart, FL 34997



**NOTICE TO ALL PROPOSERS - ATTACHMENT #**

To ensure fair consideration is given for all Proposers, it must be clearly understood that upon release of the proposal and during the proposal process, firms and their employees of related companies as well as paid or unpaid personnel acting on their behalf shall not contact or participate in any type of contact with City employees, department heads or elected officials, up to and including the Mayor and City Council. The "Cone of Silence" is in effect for this solicitation from the date the solicitation is advertised on DemandStar, until the time an award decision has been approved by City Council and fully executed by all parties. Information about the Cone of Silence can be found under the City of Port St. Lucie Ordinance 20-15, Section 35.13. Contact with anyone other than the Issuing Officer may result in the vendor being disqualified. All contact must be coordinated through Ms. Shelby Dolan Issuing Officer, for the procurement of these services.

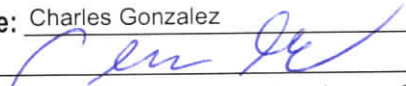
All questions regarding this Solicitation are to be submitted in writing to Shelby Dolan, Procurement Agent with the Procurement Management Department via e-mail sdolan@cityofpsl.com, or by phone 772-873-6338. Please reference the Solicitation number on all correspondence to the City.

All questions, comments and requests for clarification must reference the Solicitation number on all correspondence to the City. Any oral communications shall be considered unofficial and non-binding.

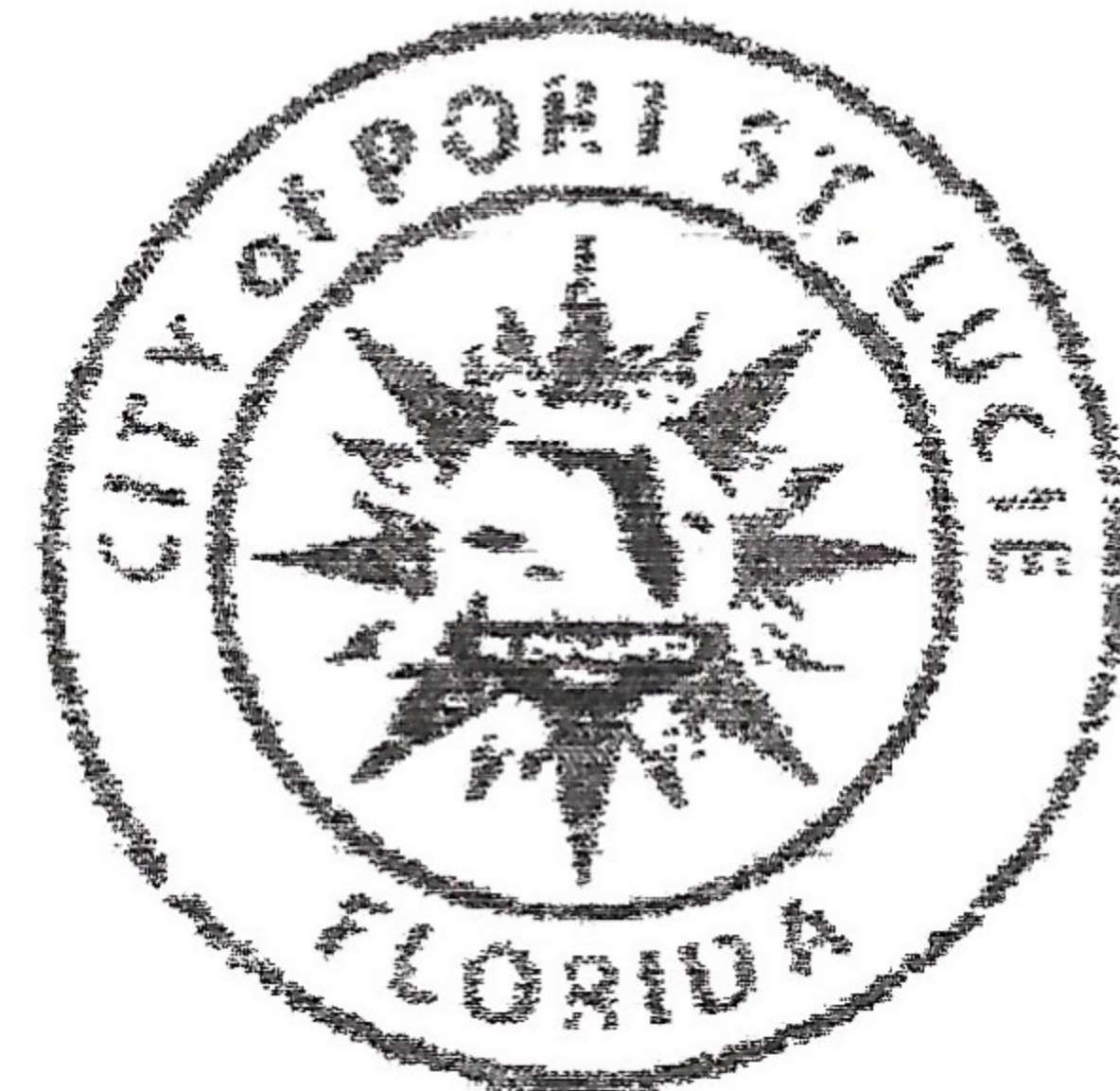
Only written responses to written communication shall be considered official and binding upon the City. The City reserves the right, at its sole discretion, to determine appropriate and adequate responses to the written comments, questions, and requests for clarification.

\*NOTE: All addendums and/or any other correspondence before bid close date (general information, question and responses) to this solicitation will be made available exclusively through the DemandStar's Website for retrieval. All notice of intent to award documentation will be published on the City Clerk's Website. Proposers are solely responsible for frequently checking these websites for updates to this solicitation.

**I understand and shall fully comply with all requirements of City of Port. St. Lucie Ordinance 20-15, Section 35.13.**

Typed Name: Charles Gonzalez  
Signed:   
Company and Job Title: Brightview Landscape Services, Inc. - Senior VP  
Date: 5/12/2021





"A City for All Ages"

**CONTRACTOR'S QUESTIONNAIRE  
RFP#20200112**

**Solicitation Name: Mowing & Landscape Maintenance Services Throughout Port St. Lucie**

It is understood and agreed that the following information is to be used by the City of Port St. Lucie to determine the qualifications of Contractors to perform the work required. The Contractor waives any claim against the City that might arise with respect to any decision concerning the qualifications of the Consultant.

The undersigned attests to the truth and accuracy of all statements made on this questionnaire. Also, the undersigned hereby authorizes any public official, Consultant, surety, bank material or equipment manufacturer, or distributor, or any person, firm, or corporation to furnish the City of Port St. Lucie any pertinent information requested by the City deemed necessary to vary the information on this questionnaire.

**1. ORGANIZATIONAL PROFILE- COMPANY NAME: Brightview Landscape Services, Inc.**

PHYSICAL ADDRESS: 3340 SE Dixie Hwy, Stuart, FL 34997

MAILING ADDRESS: 3340 SE Dixie Hwy, Stuart, FL 34997

TELEPHONE NUMBER: 772-220-3676

FAX NO.

CONTACT PERSON : Charles Gonzalez

E-MAIL :charles.gonzalez@brightview.com

Is the firm incorporated? Yes--No If yes, in what state? - Florida Provide a list of officers for this entity.

Title Director -Herold, Jeff

Title CEO -Herold, Jeff

Title President -Herold, Jeff

Title Assistant Secretary -Kuehn, Tomas

Title VP -Gonzalez, Charles

Title VP - Anderson, John

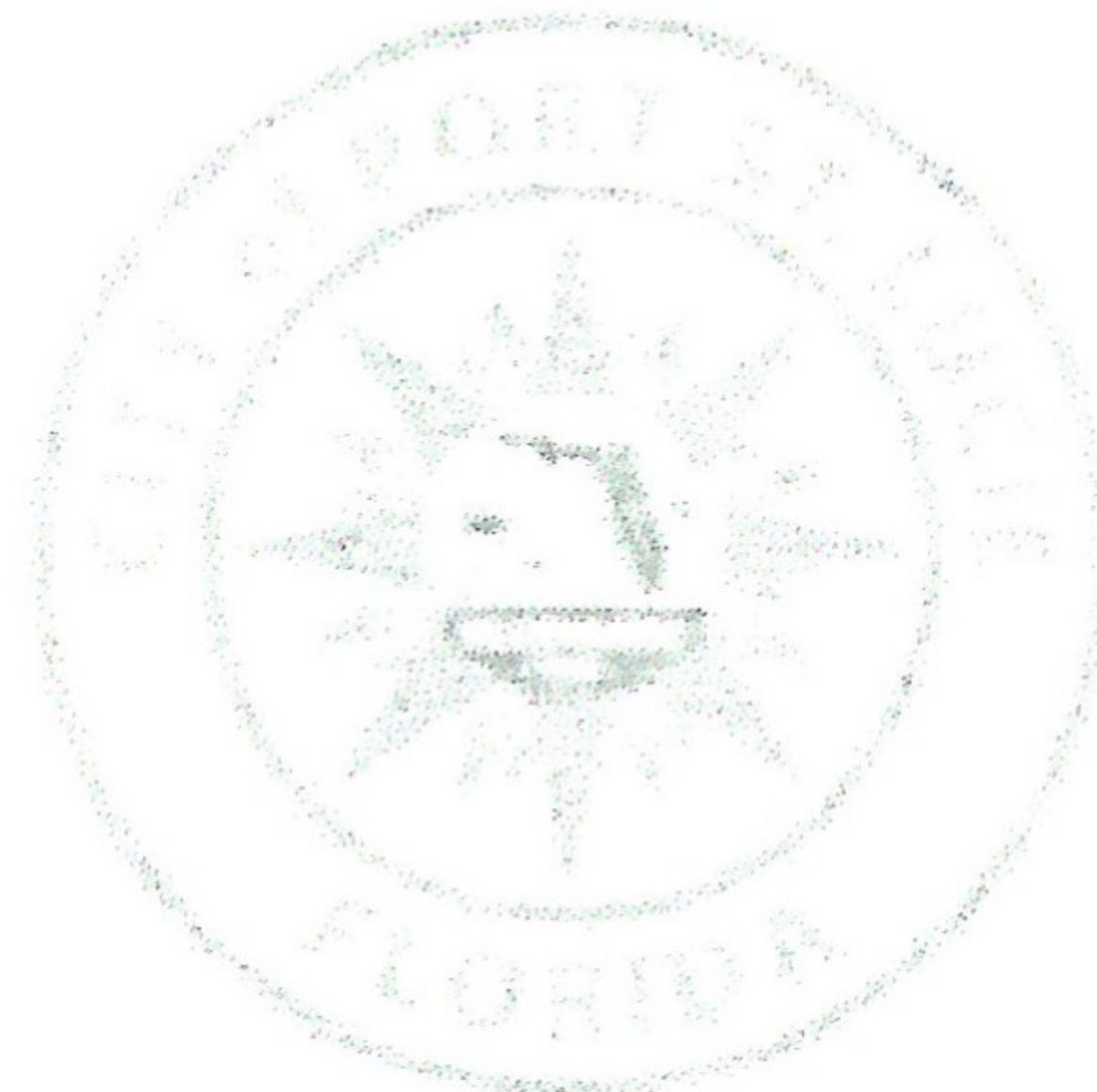
Title Secretary -Gottsegen, Jonathan

Title Treasurer - Tyler, Robert

Title General Manager - Zepeda, Jose

Title VP - Zepeda, Jose





"A City for All Ages"

Title Assistant Treasurer - Wilkinson, Timothy

Title Assistant Secretary - DeSantis, Susan

Title Assistant Treasurer - Knaus, Katriona

Title Director - Masterman, Andrew

2. **COMPLETION OF FORM** - An authorized representative of the firm offering this Proposal must complete this form in its entirety. Terms entered herein shall not be subject to withdrawal or escalation by Contractor. The City reserves the right to hold proposals for a period not to exceed one hundred twenty (120) calendar days after the date of the proposal opening stated in the Invitation to Proposal before awarding the Contract. Contract award constitutes the date that City issues an executed Purchase Order.
3. **CONTRACT** - Contractor agrees to comply with all requirements stated in the specifications for this RFP.
4. **AGREEMENT** - Contractor agrees to comply with all requirements stated in the specifications for this RFP.

**CERTIFICATION:**

This RFP is submitted by: Name (print) Charles Gonzalez \_\_\_\_\_ who is an officer of the above firm duly authorized to sign proposals and enter into contracts. I certify that this solicitation response is made without prior understanding, agreement, or connection with any corporation, firm, or person submitting a proposal for the same materials, supplies, or equipment, and is in all respects fair and without collusion or fraud.

The Contractor understands that information contained in this Solicitation Reply will be relied upon by City in awarding the proposed Contract and such information is warranted by the proposer to be true. The undersigned Contractor agrees to furnish such additional information, prior to acceptance of any solicitation relating to the qualifications of the proposer, as may be required by the City.

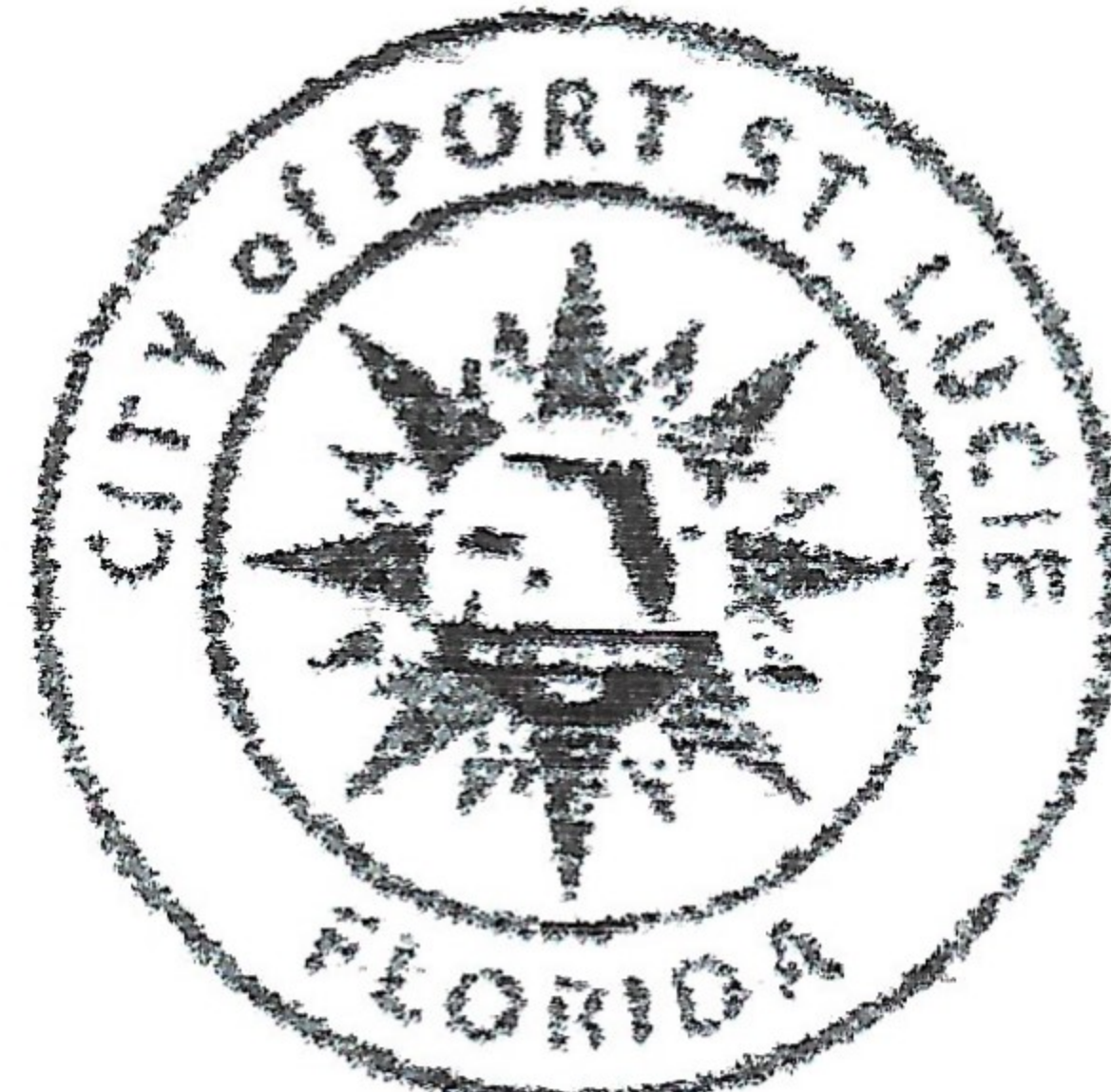
I certify that the information and responses provided on this Solicitation are true, accurate and complete. The City may contact any entity or reference listed in this Proposal. Each entity or reference may make any information concerning the Contractor available to the City.

I agree to abide by all conditions of this RFP:

Charles Gonzalez

SVP





"A City for All Ages"

Signature

Title

If a corporation renders this Proposal, the corporate seal attested by the secretary shall be affixed below. Any agent signing this Proposal shall attach to this form evidence of legal authority.

**Witnesses:**

Billy Hatfield

Print name

[Signature]

Bruce Holman

Print name

[Signature]

**If Individual:**

Signature

Print Name

**If Partnership:**

Print Name of Firm

By: \_\_\_\_\_  
(General Partner)

**If Corporation:**

Brightview Landscape Services, Inc. \_\_\_\_\_  
Print Name of Corporation



By: [Signature]

Attest: Susan DeSantis (President)

(Assistant Secretary)





# CERTIFICATE OF PROPERTY INSURANCE

DATE (MM/DD/YYYY)  
05/18/2021

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.

<b>PRODUCER</b> Aon Risk Services Northeast, Inc. New York NY Office One Liberty Plaza 165 Broadway, Suite 3201 New York NY 10006 USA	<b>CONTACT NAME:</b> PHONE (A/C. No. Ext): (866) 283-7122      FAX (A/C. No.): (800) 363-0105	
	<b>E-MAIL ADDRESS:</b> PRODUCER CUSTOMER ID #: 570000061998	
<b>INSURED</b> BrightView Landscape Services, Inc. Location #35340 3340 SE Dixie Hwy. Stuart FL 34997 USA	<b>INSURER(S) AFFORDING COVERAGE</b> <b>NAIC #</b>	
	INSURER A: AGCS Marine Insurance Company      22837	
	INSURER B:	
	INSURER C:	
	INSURER D:	
	INSURER E:	

Holder Identifier :

**COVERAGES**      **CERTIFICATE NUMBER:** 570087361457      **REVISION NUMBER:**

LOCATION OF PREMISES/ DESCRIPTION OF PROPERTY (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

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

INSR LTR	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YYYY)	POLICY EXPIRATION DATE (MM/DD/YYYY)	COVERED PROPERTY	LIMITS
A	<input checked="" type="checkbox"/> PROPERTY	MXI93066325	10/01/2020	10/01/2021	BUILDING	
	<input type="checkbox"/> CAUSES OF LOSS				PERSONAL PROPERTY	
	<input type="checkbox"/> DEDUCTIBLES				BUSINESS INCOME	
	<input type="checkbox"/> BASIC				BUILDING	
	<input type="checkbox"/> BROAD				CONTENTS	
	<input type="checkbox"/> SPECIAL					
	<input type="checkbox"/> EARTHQUAKE					
	<input type="checkbox"/> WIND					
	<input type="checkbox"/> FLOOD					
	<input checked="" type="checkbox"/> ALL RISK-Subject to Exclusions					
<input type="checkbox"/> Blkt B&PP Ded						
<input type="checkbox"/> INLAND MARINE	TYPE OF POLICY					
<input type="checkbox"/> CAUSES OF LOSS	POLICY NUMBER					
<input type="checkbox"/> NAMED PERILS						
<input type="checkbox"/> CRIME						
<input type="checkbox"/> TYPE OF POLICY						
<input type="checkbox"/> BOILER & MACHINERY / EQUIPMENT BREAKDOWN						

CERTIFICATE NUMBER: 570087361457

SPECIAL CONDITIONS / OTHER COVERAGES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

<b>CERTIFICATE HOLDER</b>  City of Port St. Lucie 121 SW Port St. Lucie Blvd. Port St. Lucie FL 34983 USA	<b>CANCELLATION</b>  SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE  







# CERTIFICATE OF LIABILITY INSURANCE

DATE(MM/DD/YYYY)  
05/18/2021

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.

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

<b>PRODUCER</b> Aon Risk Services Northeast, Inc. New York NY Office One Liberty Plaza 165 Broadway, Suite 3201 New York NY 10006 USA	<b>CONTACT NAME:</b> PHONE (A/C. No. Ext): (866) 283-7122      FAX (A/C. No.): (800) 363-0105	
	<b>E-MAIL ADDRESS:</b>	
<b>INSURER(S) AFFORDING COVERAGE</b>		<b>NAIC #</b>
<b>INSURED</b> BrightView Landscape Services, Inc. Location #35340 3340 SE Dixie Hwy. Stuart FL 34997 USA	<b>INSURER A:</b> ACE American Insurance Company      22667	
	<b>INSURER B:</b> American Guarantee & Liability Ins Co      26247	
	<b>INSURER C:</b> Great American Insurance Co.      16691	
	<b>INSURER D:</b>	
	<b>INSURER E:</b>	
	<b>INSURER F:</b>	

**COVERAGES**      **CERTIFICATE NUMBER:** 570087361460      **REVISION NUMBER:**

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

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	<input checked="" type="checkbox"/> <b>COMMERCIAL GENERAL LIABILITY</b> <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR  GENL AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PRO-JECT <input checked="" type="checkbox"/> LOC OTHER:	Y	Y	XSLG71080961 SIR applies per policy terms & conditions	10/01/2020	10/01/2021	EACH OCCURRENCE	\$2,000,000
							DAMAGE TO RENTED PREMISES (Ea occurrence)	\$2,000,000
							MED EXP (Any one person)	\$10,000
							PERSONAL & ADV INJURY	\$2,000,000
							GENERAL AGGREGATE	\$5,000,000
							PRODUCTS - COMP/OP AGG	\$5,000,000
A	<input checked="" type="checkbox"/> <b>AUTOMOBILE LIABILITY</b> <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY	Y		ISA H25260119	10/01/2020	10/01/2021	COMBINED SINGLE LIMIT (Ea accident)	\$5,000,000
							BODILY INJURY ( Per person)	
							BODILY INJURY (Per accident)	
							PROPERTY DAMAGE (Per accident)	
B	<input checked="" type="checkbox"/> <b>UMBRELLA LIAB</b> <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> DED <input type="checkbox"/> RETENTION	Y		AUC508596816	10/01/2020	10/01/2021	EACH OCCURRENCE	\$3,000,000
							AGGREGATE	\$3,000,000
A	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR / PARTNER / EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below		Y/N	WLC50803867 WC - AOS SCFC50803880 WC - WI	10/01/2020	10/01/2021	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER	
A			N/A		10/01/2020	10/01/2021	E.L. EACH ACCIDENT	\$2,000,000
							E.L. DISEASE-EA EMPLOYEE	\$2,000,000
							E.L. DISEASE-POLICY LIMIT	\$2,000,000
C	Env Contr Poll			CSEE60320400 SIR applies per policy terms & conditions	10/01/2020	10/01/2023	Per Occurrence	\$2,000,000
							Aggregate	\$2,000,000

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

City of Port St. Lucie, a municipality of the State of Florida, its officers, employees and agents and Contract No. 20200112 Mowing & Landscape Maintenance Services Throughout Port St. Lucie are included as Additional Insured in accordance with the policy provisions of the General Liability, Automobile Liability and Umbrella Liability policies. General Liability policy evidenced herein is Primary and Non-Contributory to other insurance available to an Additional Insured, but only in accordance with the policy's provisions. A waiver of Subrogation is granted in favor of Certificate Holder in accordance with the policy provisions of the General Liability policy. Should General Liability, Automobile Liability and workers' Compensation policies be cancelled before the expiration date thereof, the policy provisions will govern how notice of cancellation may be delivered

### CERTIFICATE HOLDER

### CANCELLATION

City of Port St. Lucie 121 SW Port St. Lucie Blvd. Port St. Lucie FL 34983 USA	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.  <b>AUTHORIZED REPRESENTATIVE</b>  
--	--





# ADDITIONAL REMARKS SCHEDULE

AGENCY Aon Risk Services Northeast, Inc.		NAMED INSURED BrightView Landscape Services, Inc.	
POLICY NUMBER See Certificate Number: 570087361460			
CARRIER See Certificate Number: 570087361460	NAIC CODE	EFFECTIVE DATE:	

**ADDITIONAL REMARKS**

**THIS ADDITIONAL REMARKS FORM IS A SCHEDULE TO ACORD FORM,**  
**FORM NUMBER: ACORD 25 FORM TITLE: Certificate of Liability Insurance**

Additional Description of Operations / Locations / Vehicles:  
 to Certificate Holders in accordance with the policy provisions of each policy.



**ADDITIONAL INSURED – OWNERS, LESSEES OR  
CONTRACTORS – COMPLETED OPERATIONS**

Named Insured BrightView Landscapes, LLC			Endorsement Number
Policy Symbol XSL	Policy Number G71080961 001	Policy Period 10/01/20 to 10/01/21	Effective Date of Endorsement 10/01/20
Issued By (Name of Insurance Company) ACE American Insurance Company			

Insert the policy number. The remainder of the information is to be completed only when this endorsement is issued subsequent to the preparation of the policy.

**THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.**

**This Endorsement modifies insurance provided under the following:**

**EXCESS COMMERCIAL GENERAL LIABILITY POLICY**

**SCHEDULE**

<b>Name Of Additional Insured Person(s) Or Organization(s):</b>	<b>Location And Description Of Completed Operations</b>
Any person or organization whom you have agreed to include as an additional insured under a written contract, provided such contract was executed prior to the date of loss.	All locations where you perform work for such additional insured pursuant to any such written contract.
Information required to complete this Schedule, if not shown above, will be shown in the Declarations.	

**A. Section II – Who Is An Insured** is amended to include as an additional insured the person(s) or organization(s) shown in the Schedule, but only with respect to liability for "bodily injury" or "property damage" caused, in whole or in part, by "your work" at the location designated and described in the Schedule of this endorsement performed for that additional insured and included in the "products-completed operations hazard".

However:

1. The insurance afforded to such additional insured only applies to the extent permitted by law; and
2. If coverage provided to the additional insured is required by a contract or agreement, the insurance afforded to such additional insured will not be broader than that which you are required by the contract or agreement to provide for such additional insured.

**B. With respect to the insurance afforded to these additional insureds, the following is added to Section III – Limits Of Insurance And Retained Limit:**

If coverage provided to the additional insured is required by a contract or agreement, the most we will pay on behalf of the additional insured is the amount of insurance:

1. Required by the contract or agreement; or
  2. Available under the applicable Limits of Insurance shown in the Declarations;
- whichever is less.

This endorsement shall not increase the applicable Limits of Insurance shown in the Declarations.



Authorized Representative

## ADDITIONAL INSURED - DESIGNATED PERSON OR ORGANIZATION

Named Insured BrightView Landscapes, LLC			Endorsement Number
Policy Symbol XSL	Policy Number G71080961 001	Policy Period 10/01/20 to 10/01/21	Effective Date of Endorsement 10/01/20
Issued By (Name of Insurance Company) ACE American Insurance Company			

Insert the policy number. The remainder of the information is to be completed only when this endorsement is issued subsequent to the preparation of the policy.

### THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

This endorsement modifies insurance provided under the following:

#### EXCESS COMMERCIAL GENERAL LIABILITY POLICY

##### SCHEDULE

**Name of Person or Organization:** Any person or organization whom you have agreed to include as an additional insured under a written contract, provided such contract was executed prior to the date of loss.

**A. Section II – Who Is An Insured** is amended to include as an additional insured the person(s) or organization(s) shown in the Schedule, but only with respect to liability for "bodily injury", "property damage" or "personal and advertising injury" caused, in whole or in part, by your acts or omissions or the acts or omissions of those acting on your behalf:

1. In the performance of your ongoing operations; or
2. In connection with your premises owned by or rented to you.

However:

1. The insurance afforded to such additional insured only applies to the extent permitted by law; and
2. If coverage provided to the additional insured is required by a contract or agreement, the insurance afforded to such additional insured will not be broader than that which you are required by the contract or agreement to provide for such additional insured.

**B.** With respect to the insurance afforded to these additional insureds, the following is added to **Section III – Limits Of Insurance And Retained Limit:**

If coverage provided to the additional insured is required by a contract or agreement, the most we will pay on behalf of the additional insured is the amount of insurance:

1. Required by the contract or agreement; or
2. Available under the applicable Limits of Insurance shown in the Declarations;

whichever is less.

This endorsement shall not increase the applicable Limits of Insurance shown in the Declarations.



JOHN J. LUPICA, President

Authorized Representative



**ADDITIONAL INSURED –  
DESIGNATED PERSONS OR ORGANIZATIONS**

Named Insured BrightView Landscapes, LLC			Endorsement Number
Policy Symbol ISA	Policy Number H25260119	Policy Period 10/01/20 to 10/01/21	Effective Date of Endorsement 10/01/20
Issued By (Name of Insurance Company) ACE American Insurance Company			

Insert the policy number. The remainder of the information is to be completed only when this endorsement is issued subsequent to the preparation of the policy.

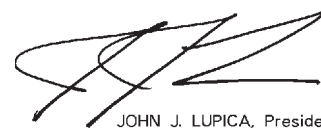
**THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.**

**This endorsement modifies insurance provided under the following:**

**BUSINESS AUTO COVERAGE FORM  
AUTO DEALERS COVERAGE FORM  
MOTOR CARRIER COVERAGE FORM  
EXCESS BUSINESS AUTO COVERAGE FORM**

Additional Insured(s): Any person or organization whom you have agreed to include as an additional insured  
under a written contract, provided such contract was executed prior to the date of loss.

- A. For a covered "auto," Who Is Insured is amended to include as an "insured," the persons or organizations named in this endorsement. However, these persons or organizations are an "insured" only for "bodily injury" or "property damage" resulting from acts or omissions of:
1. You.
  2. Any of your "employees" or agents.
  3. Any person operating a covered "auto" with permission from you, any of your "employees" or agents.
- B. The persons or organizations named in this endorsement are not liable for payment of your premium.



JOHN J. LUPICA, President

Authorized Representative

## NON-CONTRIBUTORY ENDORSEMENT FOR ADDITIONAL INSURED

Named Insured BrightView Landscapes, LLC			Endorsement Number
Policy Symbol XSL	Policy Number G71080961 001	Policy Period 10/01/20 <del>20</del> to 10/01/21	Effective Date of Endorsement 10/01/20
Issued By (Name of Insurance Company) ACE American Insurance Company			

Insert the policy number. The remainder of the information is to be completed only when this endorsement is issued subsequent to the preparation of the policy.

### THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

**This endorsement modifies insurance provided under the following:**

### EXCESS COMMERCIAL GENERAL LIABILITY POLICY

#### Schedule

Organization

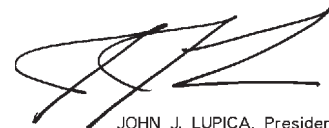
Additional Insured Endorsement

Any additional insured with whom you have agreed to provide such non-contributory insurance, pursuant to and as required under a written contract executed prior to the date of loss.

*(If no information is filled in, the schedule shall read: "All persons or entities added as additional insureds through an endorsement with the term "Additional Insured" in the title)*

For organizations that are listed in the Schedule above that are also an Additional Insured under an endorsement attached to this policy, the following is added to Section IV.4:

If other insurance is available to an insured we cover under any of the endorsements listed or described above (the "Additional Insured") for a loss we cover under this policy, this insurance will apply to such loss and is primary (subject to satisfaction of the "retained limit"), meaning that we will not seek contribution from the other insurance available to the Additional Insured. Your "retained limit" still applies to such loss, and we will only pay the Additional Insured for the "ultimate net loss" in excess of the "retained limit" shown in the Declarations of this policy.



JOHN J. LUPICA, President

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Authorized Representative



# WAIVER OF TRANSFER OF RIGHTS OF RECOVERY AGAINST OTHERS TO US

Named Insured BrightView Landscapes, LLC			Endorsement Number
Policy Symbol XSL	Policy Number G71080961 001	Policy Period 10/01/2020 to 10/01/2021	Effective Date of Endorsement 10/01/2020
Issued By (Name of Insurance Company) ACE American Insurance Company			

Insert the policy number. The remainder of the information is to be completed only when this endorsement is issued subsequent to the preparation of the policy.

## **THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.**

**This endorsement modifies insurance provided under the following:**

### **EXCESS COMMERCIAL GENERAL LIABILITY POLICY**

#### **SCHEDULE**

**Name of Person or Organization:** Any person or organization against whom you have agreed to waive your right of recovery in a written contract, provided such contract was executed prior to the date of loss.

We waive any right of recovery we may have against the person or organization shown in the Schedule above because of payments we make for injury or damage arising out of your ongoing operations or "your work" done under a contract with that person or organization and included in the "products-completed operations hazard". This waiver applies only to the person or organization shown in the Schedule above.



JOHN J. LUPICA, President  
Authorized Agent

**NOTICE TO OTHERS ENDORSEMENT – SCHEDULE  
NOTICE BY INSURED’S REPRESENTATIVE**


Named Insured Brightview Landscapes, LLC			Endorsement Number
Policy Symbol ISA	Policy Number H25260119	Policy Period 10/01/20 to 10/01/21	Effective Date of Endorsement 10/01/20
Issued By (Name of Insurance Company) ACE American Insurance Company			

Insert the policy number. The remainder of the information is to be completed only when this endorsement is issued subsequent to the preparation of the policy.

**THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.**

- A. If we cancel the Policy prior to its expiration date by notice to you or the first Named Insured for any reason other than nonpayment of premium, we will endeavor, as set out in this endorsement, to send written notice of cancellation, to the persons or organizations listed in the schedule that you or your representative create or maintain (the “Schedule”) by allowing your representative to send such notice to such persons or organizations. This notice will be *in addition to* our notice to you or the first Named Insured, and any other party whom we are required to notify by statute and in accordance with the cancellation provisions of the Policy.
- B. The notice referenced in this endorsement as provided by your representative is intended only to be a courtesy notification to the person(s) or organization(s) named in the Schedule in the event of a pending cancellation of coverage. We have no legal obligation of any kind to any such person(s) or organization(s). The failure to provide advance notification of cancellation to the person(s) or organization(s) shown in the Schedule will impose no obligation or liability of any kind upon us, our agents or representatives, will not extend any Policy cancellation date and will not negate any cancellation of the Policy.
- C. We are not responsible for verifying any information in any Schedule, nor are we responsible for any incorrect information that you or your representative may use.
- D. We will only be responsible for sending such notice to your representative, and your representative will in turn send the notice to the persons or organizations listed in the Schedule at least 30 days prior to the cancellation date applicable to the Policy. You will cooperate with us in providing the Schedule, or in causing your representative to provide the Schedule.
- E. This endorsement does not apply in the event that you cancel the Policy.

All other terms and conditions of the Policy remain unchanged.



JOHN J. LUPICA, President

Authorized Representative



**NOTICE TO OTHERS ENDORSEMENT – SCHEDULE  
NOTICE BY INSURED’S REPRESENTATIVE**

Named Insured Brightview Landscapes, LLC			Endorsement Number
Policy Symbol XSL	Policy Number G71080961 001	Policy Period 10/01/20 to 10/01/21	Effective Date of Endorsement 10/01/20
Issued By (Name of Insurance Company) ACE American Insurance Company			

Insert the policy number. The remainder of the information is to be completed only when this endorsement is issued subsequent to the preparation of the policy.

**THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.**

- A. If we cancel the Policy prior to its expiration date by notice to you or the first Named Insured for any reason other than nonpayment of premium, we will endeavor, as set out in this endorsement, to send written notice of cancellation, to the persons or organizations listed in the schedule that you or your representative create or maintain (the “Schedule”) by allowing your representative to send such notice to such persons or organizations. This notice will be *in addition to* our notice to you or the first Named Insured, and any other party whom we are required to notify by statute and in accordance with the cancellation provisions of the Policy.
- B. The notice referenced in this endorsement as provided by your representative is intended only to be a courtesy notification to the person(s) or organization(s) named in the Schedule in the event of a pending cancellation of coverage. We have no legal obligation of any kind to any such person(s) or organization(s). The failure to provide advance notification of cancellation to the person(s) or organization(s) shown in the Schedule will impose no obligation or liability of any kind upon us, our agents or representatives, will not extend any Policy cancellation date and will not negate any cancellation of the Policy.
- C. We are not responsible for verifying any information in any Schedule, nor are we responsible for any incorrect information that you or your representative may use.
- D. We will only be responsible for sending such notice to your representative, and your representative will in turn send the notice to the persons or organizations listed in the Schedule at least 30 days prior to the cancellation date applicable to the Policy. You will cooperate with us in providing the Schedule, or in causing your representative to provide the Schedule.
- E. This endorsement does not apply in the event that you cancel the Policy.

All other terms and conditions of the Policy remain unchanged.



JOHN J. LUPICA, President

Authorized Representative

**Workers' Compensation and Employers' Liability Policy**

Named Insured BrightView Landscapes, LLC	Endorsement Number
	Policy Number Symbol: WLR          Number: C50803867
Policy Period 10/01/20 <b>TO</b> 10/01/21	Effective Date of Endorsement 10/01/20
Issued By (Name of Insurance Company)    ACE American Insurance Company	
Insert the policy number. The remainder of the information is to be completed only when this endorsement is issued subsequent to the preparation of the policy.	

**NOTICE TO OTHERS ENDORSEMENT – SCHEDULE  
NOTICE BY INSURED’S REPRESENTATIVE**

- A.** If we cancel this Policy prior to its expiration date by notice to you or the first Named insured for any reason other than nonpayment of premium, we will endeavor, as set out in this endorsement, to send written notice of cancellation, to the persons or organizations listed in the schedule that you or your representative create or maintain (the “Schedule”) by allowing your representative to send such notice to such persons or organizations. This notice will be **in addition to** our notice to you or the first Named Insured, and any other party whom we are required to notify by statute and in accordance with the cancellation provisions of the Policy.
- B.** The notice referenced in this endorsement as provided by your representative is intended only to be a courtesy notification to the person(s) or organization(s) named in the Schedule in the event of a pending cancellation of coverage. We have no legal obligation of any kind to any such person(s) or organization(s). The failure to provide advance notification of cancellation to the person(s) or organization(s) shown in the Schedule will impose no obligation or liability of any kind upon us, our agents or representatives, will not extend any Policy cancellation date and will not negate any cancellation of the Policy.
- C.** We are not responsible for verifying any information in any Schedule, nor are we responsible for any incorrect information that you or your representative may use.
- D.** We will only be responsible for sending such notice to your representative, and your representative will in turn send the notice to the persons or organizations listed in the Schedule at least 30 days prior to the cancellation date applicable to the Policy. You will cooperate with us in providing the Schedule, or in causing your representative to provide the Schedule.
- E.** This endorsement does not apply in the event that you cancel the Policy.

All other terms and conditions of this Policy remain unchanged.

This endorsement is not applicable in the states of AZ, FL, ID, ME, NC, NJ, NM, TX and WI.



JOHN J. LUPICA, President  
Authorized Representative



**DRUG-FREE WORKPLACE FORM**  
**eBid # 20200112 - Attachment G**  
**Mowing & Landscape Maintenance Services**  
**Throughout Port St. Lucie**

The undersigned Contractor in accordance with Florida Statute 287.087 hereby certifies that  
Brightview Landscape Services, Inc. does:  
(Name of Business)

1. Publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace and specifying the actions that will be taken against employees for violations of such prohibition.
2. Inform employees about the dangers of drug abuse in the workplace, the business's policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation, and employee assistance programs, and the penalties that may be imposed upon employees for drug abuse violations.
3. Give each employee engaged in providing the commodities or contractual services that are under proposal a copy of the statement specified in subsection (1).
4. In the statement specified in subsection (1), notify the employees that, as a condition of working on the commodities or contractual services that are under proposal, the employee will abide by the terms of the statement and will notify the employer of any conviction of, or plea of guilty or nolo contendere to, any violation of Chapter 893 Florida Statutes or of any controlled substance law of the United States or any state, for a violation occurring in the workplace no later than five (5) days after such conviction.
5. Impose a sanction on, or require the satisfactory participation in a drug abuse assistance or rehabilitation program if such is available in the employee's community, by any employee who is so convicted.
6. Make a good faith effort to continue to maintain a drug-free workplace through implementation of this section.

As the person authorized to sign the statement, I certify that this firm complies fully with the above requirements.

  
\_\_\_\_\_  
Bidder's Signature

5/12/2021

Date:

## Equipment List

- 115 Mowers – Includes 21”, 36”, 48”, 52”, 60”, 72”, 96”
  - Walk Behinds, Rear Discharge, Riding and Push
- 65 Edgers
- 75 String Trimmers
- 93 Blowers
- 48 Hedge Trimmers

**Brands Include:** ExMark, Scag, Toro and Echo

90% of mowers are leased due to the fact that we replace them every 2 years. Back-up mowers are part of the leasing program. Branch mechanics on staff to ensure proper maintenance. Blades are changed by operators weekly.

## Equipment needed to fulfill this RFP

- 5 Debris Trucks
- 5 Enclosed Trailers
- 40 Pieces of 2-Cycle Equipment
- Sprayers
- Kubota Side by Sides
- Gas and Oil Containers







"A City for All Ages"

### E-Verify Form

**Supplier/Consultant acknowledges and agrees to the following:**

1. Shall utilize the U.S. Department of Homeland Security's E-Verify system to verify the employment eligibility of all new employees hired by the Supplier/Consultant during the term of the contract; and
2. Shall expressly require any subcontractors performing work or providing services pursuant to the state contract to likewise utilize the U.S. Department of Homeland Security's E-Verify system to verify the employment eligibility of all new employees hired by the subcontractor during the contract term.
3. The Contractor hereby represents that it is in compliance with the requirements of Sections 448.09 and 448.095, Florida Statutes. The Contractor further represents that it will remain in compliance with the requirements of Sections 448.09 and 448.095 Florida Statutes, during the term of this contract and all attributed renewals.
4. The Contractor hereby warrants that it has not had a contract terminated by a public employer for violating Section 448.095, Florida Statutes, within the year preceding the effective date of this contract. If the Contractor has a contract terminated by a public employer for any such violation during the term of this contract, it must provide immediate notice thereof to the City.

**E-Verify Company Identification Number** 19959

**Date of Authorization** 10/23/2009

**Name of Contractor** Brightview Landscape Services, Inc.

**Name of Project** Mowing & Landscape Maintenance Services Throughout Port St. Lucie

**Solicitation Number (If Applicable)** 20200112

I hereby declare under penalty of perjury that the foregoing is true and correct.

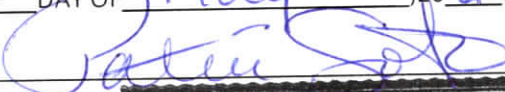
Executed on May, 12, 2021 in Stuart (city), FL (state).

  
Signature of Authorized Officer

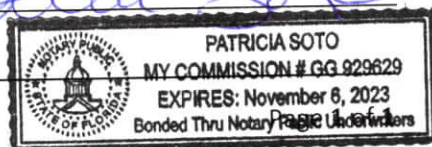
Charles Gonzalez - Senior VP  
Printed Name and Title of Authorized Officer or Agent

SUBSCRIBED AND SWORN BEFORE ME

ON THIS THE 12<sup>th</sup> DAY OF May, 2021.

NOTARY PUBLIC 

My Commission Expires: \_\_\_\_\_



**Mandatory Questions**

**These questions are Pass/Fail. To be considered responsive, responsible and eligible for award, you must answer all questions in this section.**

**DO NOT INCLUDE ANY COST INFORMATION IN YOUR RESPONSE TO THIS WORKSHEET.**

Question #	Questions per Proposal Factors/Categories	Response by Contractor. Some Answers may be Answered by a Yes or No; However, Some Questions May Require a Detailed Response	Upload Attachments with Additional Information?	Attachment File Name (Must Reference Page Number of Answer to Corresponding Question)
<b>Proposal Factors</b>				
1	Monthly Meeting(s) Requirement: Contractor shall meet with the City Project Manager or their designee to review contractual performance. The frequency of the aforementioned shall be determined by the City Project Manager.	Yes we are willing to meet with the City Project Manager when requested	No	
2	As determined by the City Project Manager, Contractor shall meet with the City Project Manager or their designee to determine a monthly work schedule. The Contractor's work schedule must be pre-approved in writing by the City Project Manager or their designee before Contractor shall be permitted to perform any work as requested by the Contractor's provided work schedule.	Yes the City Project Manager or designee will determine Brightview's Monthly Schedule	No	
3	Contractor shall submit a daily work schedule by email to the City Project Manager or their designee by 8:00 a.m. each work day.	Yes Brightview will provide a daily work schedule to City Project Manager or designee	No	
4	Contractor shall submit a dated and signed checklist for all work completed the prior day by email to the City Project Manager or their designee by 8:00 a.m. the next working day.	Yes Brightview will provide a dated and signed checklist to City Project Manager or designee	No	
5	All work shall be performed by the contractor from 7 a.m. till dusk as reflected in Appendix A	Yes	No	
6	Grass shall be mowed to a uniform minimum height of two inches (2") for St. Augustine grass. The City may change this requirement at any time for no additional charges.	Yes the City Project Manager or designee will determine Brightview's Mow Height	No	
7	Grass shall be mowed to a uniform minimum height of three inches (3") for Bahia grass. The City may change this requirement at any time for no additional charges.	Yes the City Project Manager or designee will determine Brightview's Mow Height	No	
8	Equipment utilized by the Contractor shall have all manufacturer installed safety devices, guards, chutes, etc....	Yes, safety is Brightviews top priority	No	
9	How many full-time employees will you providing for each of the following locations to fulfill the technical specifications in their entirety? Crosstown 3 days, East 4 days, West 4 days, City Center 2, MidFlorida Event Center 2 days and Cul-de-sac/easements 4 days.	Total number of employees to fulfill this RFP is 38.	If Desired	St. Lucie Calendars.pdf St. Lucie Org Chart.pdf City of PSL Bios.pdf
10	Who will be providing detailed daily summaries of work that has been performed and proposed for the next day?	Full Time Supervisor. Bio	If Desired	St. Lucie Org Chart.pdf City of PSL Bios.pdf
11	Must have a minimum of one team member per crew that is bi-lingual. They must be efficient in verbal and written communication in the languages of English and Spanish.	Yes. All crew leaders are bi-lingual	No	
12	We strongly suggest the use of specialized selective pre, and post herbicides. Can you provide us the names of some and how do you or will you apply?		If Desired	St. Lucie Roadways Question 3.pdf
13	Contractor has and will have sufficient personnel and equipment to perform all requires as referenced throughout this solicitation	Yes we utlizie a leasing program, ultimately keeping our inventory new.	No	
14	It is mandatory for the use of trace dye on certain applications. Please tell us when and where this practice should and should not apply?	Per RFP should apply to all plant beds and not on hardscapes due to staining potential	If Desired	
15	Will your company be able to provide the daily count (quantity) of daily employees assigned to the five (5) sub-service areas or the crew assignments (duties and equipment utilized)?	Yes we will report employee numbers and equipment to City Project Manager or designee.		



**Mandatory Scored Questions- RFP #20200112**

**Failure to answer these questions will result in disqualification of the proposal.**

**Contractors must indicate whether their proposal meets the individual requirement and provide a supporting narrative in the space provided. The narrative description, along with any required supporting materials, will be evaluated in accordance with Section 6, Proposal Evaluation and Award. ONLY upload documents if there is a Yes in the "Upload Attachments with Additional Information?" column, to provide additional information about specific questions.**

**DO NOT INCLUDE ANY COST INFORMATION IN YOUR RESPONSE TO THIS WORKSHEET.**

Question #	Questions per Proposal Factors/Categories	Response by Contractor	Upload Attachments with Additional Information?	Attachment File Name (Must Reference Page Number of Answer to Corresponding Question)
1	What quantity of qualified skilled employees and what types of equipment will be assigned daily to each sub-service areas? Where do you see specialized equipment such as walk behinds and rear discharged utilized, specialized equipment to work on slopes? City Center: Crosstown: Eastern City: Western City:		Yes	St. Lucie Roadways Question 1.pdf Slope Safety PSL.pdf St. Lucie Calendars.pdf
2	Describe the expertise of your work force. Supervisors, specialists, laborers. Are they full time employees, temporary workers? How many assigned employees hold for certifications for: Weed Control Spraying? Maintenance of Traffic? Tree Trimming?		Yes	St. Lucie Roadways Question 2.pdf MOT License.jpg arborist certification.pdf
3	What are the advantages and benefits of applying selective and non-selective herbicides? What are your procedures and plans for effective and thorough weed control measures, including hand pulling within the interior of a plant bed? What products and chemicals does your company intend to utilize? What is your solution for possible over-spray and/or damage to plant material and/or landscaping?		Yes	St. Lucie Roadways Question 3.pdf
4	This contract may have multiple Supplemental Weed and Litter Control services that must be preformed during non-regular Lawn Maintenance Weeks. What are your plans to complete these services?		Yes	St. Lucie Roadways Question 4.pdf
5	Safety for all parties is paramount. What are your company's safety policies and procedures? Does your company have certified MOT representative? How will you apply FDOT Policy & Procedures?		Yes	Roadway Work Diagrams.pdf MOT License.pdf BrightView HASP .pdf
6	Accountability and documentation of records are critical for assessing completed work and level of quality. Will your company be capable of providing to the City your daily work schedule and daily check list for completed work daily? Will your company be able to adhere to the assigned weekly work schedule as indicated on the Work Calendar Schedule and adhere to the daily work schedule as assigned? Will be able to provide daily count of assigned staff per location?		Yes	St. Lucie Roadways Question 6.pdf Checklist Examples- Attachment O.pdf City of PSL OSA.pdf
7	Please define in detail, your step-by-step procedural work process for the following types of services: Mowing, Edging, Pruning, Trimming, Litter Control, & Weed Control.		Yes	St. Lucie Roadways Question 7.pdf Take 2.pdf

8	Explain your training process for each assigned position. Explain how all assigned staff is instructed to resolve possible complaints and/ or issues that may be brought directly to their attention during the course of their duties.		Yes	St. Lucie Roadways Question 8.pdf PM Training.pdf Brightpath Crew Training.pdf AM Training.pdf
9	Will there be a crew leader per each crew and will there be a full time supervisor overseeing all assigned duties and providing daily summaries of completed and proposed work for the following day? If so, will they be on a machine or a truck supervising?		Yes	St. Lucie Roadways Question 9.pdf
10	The service contract is built around 4 service days in the event of weather and holidays. All work not completed in total will be considered incomplete and you will be required to cure before the beginning of the next week. How will you intend to rectify this type of issue?		Yes	St. Lucie Roadways Question 10.pdf
11	Describe how your company verifies that staff adequately performs work for delivery of the service(s) described under this RFP. Also, include who within your company inspects, approves and verifies delivery of service(s) and how corrective actions with staff are implemented		Yes	St. Lucie Roadways Question 11.pdf
12	Describe your inventoried equipment. Describe how many mowers, hedgers, weed eaters, etc.... that is either owned or leased by your company?		Yes	St. Lucie Roadways Question 12.pdf
13	Describe how the organizational structure will ensure orderly communications, distribution of information, effective coordination of activities, and accountability with management and labors.	We specialize in one line of communication (Full Time Supervisor) to ensure all needs are met. They get with the crew leaders to ensure activities and protocols where followed.	Yes	St. Lucie Org Chart.pdf City of PSL Bios.pdf
14	Per documentation of this solicitation you must keep a sufficient work force to perform the requirements of this contract. Describe how you will continue to maintain this work force. What is your companies succession planning when an employee quits or calls out?		Yes	St. Lucie Roadways Question 14.pdf
15	How many full time employees will be assigned to provide the 12 required pruning's citywide and how will this be accomplished, the timeline and necessary safety protocols?		Yes	St. Lucie Roadways Question 15.pdf



# Certificate of Completion

Steve A. Zamore

Has Completed a Florida Department of  
Transportation Approved Temporary Traffic  
Control (TTC) Advanced Course.

04/05/2023

Date Expires

149

FDOT Provider #

Massier R. Gilchrist

Instructor

49944

Certificate #



Metro Florida Safety Council  
Tri-County  
Dade, Broward, Palm Beach,  
[metrofloridasafetycouncil.com](http://metrofloridasafetycouncil.com)  
[miyons@metrofloridasafetycouncil.com](mailto:miyons@metrofloridasafetycouncil.com)



For more information about Temporary Traffic  
Control (TTC) or to verify this certificate

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



"A City for All Ages"

**NON-COLLUSION AFFIDAVIT RFP  
20200112  
Mowing & Landscape Maintenance  
Services**

State of Florida }

County of \_\_\_\_\_ }

**Charles Gonzalez**, being first duly sworn, disposes and says that:  
(Name/s)

1. They are **Senior VP** of Brightview Landscape Services, Inc. the Proposer that  
(Title) (Name of Company)

has submitted the attached PROPOSAL;

2. He is fully informed respecting the preparation and contents of the attached proposal and of all pertinent circumstances respecting such PROPOSAL;

3. Such Proposal is genuine and is not a collusive or sham Proposal;

4. Neither the said Proposer nor any of its officers, partners, owners, agents, representatives, employees or parties in interest, including this affiant, has in any way colluded, conspired, connived or agreed, directly or indirectly with any other Proposer, firm or person to submit a collusive or sham Proposal in connection with the contract for which the attached proposal has been submitted or to refrain from proposing in connection with such Contract or has in any manner, directly or indirectly, sought by agreement or collusion or communication or conference with any other Proposer, firm or person to fix the price or prices in the attached Proposal or of any other Proposer, or to secure through any collusion, conspiracy, connivance or unlawful agreement any advantage against the City of Port St. Lucie or any person interested in the proposed Contract; and

5. The price or prices quoted in the attached Proposal are fair and proper and are not tainted by any collusion, conspiracy, connivance or unlawful agreement on the part of the Proposer or any of its agents, representatives, owners, employees, or parties in interest, including this affiant.

(Signed) *Charles Gonzalez*

(Title) **Senior VP**





"A City for All Ages"

STATE OF FLORIDA }  
COUNTY OF ST. LUCIE } SS:

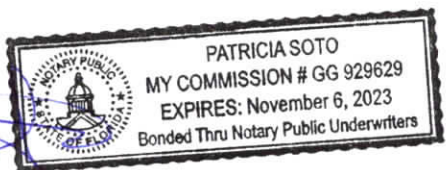
The foregoing instrument was acknowledged before me this (Date) 5/12/21

by: Charles Gonzalez who is personally known to me or who has produced  
\_\_\_\_\_ as identification and who did (did not) take an oath.

Commission No. GG 929629

Notary Print: Patricia Soto

Notary Signature: [Handwritten Signature]



## WHAT PEOPLE KNOW

- General Business Industry knowledge (basic financial knowledge)
- Basic Computer and Systems knowledge
- Organizational knowledge
- Horticulture knowledge
- Safety knowledge
- Production knowledge
- Equipment knowledge

## WHAT PEOPLE CAN DO

- Building Strategic Work Relationships
- Building Talent
- Business Acumen
- Communication
- Customer Focus
- Decision Making
- Guiding Team Success
- Planning and Organizing
- Safety Leadership



## WHAT PEOPLE HAVE DONE

- Leadership experience
- Customer Service experience
- Leading in a Team Environment
- Landscape Industry experience

## WHO PEOPLE ARE

### Motivational Fit Facets:

- Coaching Others
- Detail Oriented
- Practical Results
- Relationship Building

### Leadership Dispositions:

- Active Learning
- Adaptability
- Work Standards



# PM Pattern of Management

Frequency	Customer Service	Team Development	Business Management	Operations Management
<b>Daily</b>	<ul style="list-style-type: none"> <li>Conduct job site visits and crew check-ins</li> <li>Update AM on exceptions/changes to the schedule</li> <li>Submit customer service requests where applicable to Client/AM (PSR and Site Service Logs)</li> <li>Notify AM of special issues to relay to the management company</li> </ul>	<ul style="list-style-type: none"> <li>Confirm no team members are absent</li> <li>Inspect team member uniforms for compliance and condition; provide replacements or order as needed</li> <li>Review Punch List and share expectations with team</li> <li>Recruit and ask for referrals for new team members</li> <li>Perform QI on job site with CLs</li> </ul>	<ul style="list-style-type: none"> <li>Compare prior day actual hrs. to service contract using Power BI. Review data and course correct as needed</li> <li>Confirm services completed - Review/Close Service tickets in BVE1</li> <li>Review Power BI to ensure proper clock-in and clock-out times</li> <li>Briefly discuss immediate needs for special trips for supplies (eliminate multiple trips)</li> <li>Turn in invoices and receipts to ...</li> </ul>	<ul style="list-style-type: none"> <li>Conduct morning huddle with Crew Leader to discuss Take 2 or changes for the day</li> <li>Participate in Stretch and Flex, ensure proper ETC clock-in and confirm all crew members have PPE for the day</li> <li>Conduct morning Gate Check per SOP</li> <li>Complete scheduled irrigation checks per market guidelines on status of previous and current day's work</li> <li>Complete End of Day Shutdown Process</li> <li>Respond to open emails, texts, or phone calls from the last 24 hours</li> <li>Review personal schedule to ensure weekly tasks, SOPs and role requirements are covered</li> </ul>
<b>Weekly</b>	<ul style="list-style-type: none"> <li>CSAT – Generate team awareness to Red Flag Alerts and complete recovery items</li> <li>Attend QSAs as required per Market QMS</li> <li>Schedule in Outlook and complete QSA maintenance items in preparation for scheduled QSA</li> <li>Review at Risk Customers with CST/BM</li> </ul>	<ul style="list-style-type: none"> <li>Complete weekly Safety Talk and technical training</li> <li>Meet with Team on the job site to eat lunch, deliver drinks, and check on well-being</li> <li>Complete 7 and 30 Day check ins</li> <li>Hold CL Meetings to discuss progress, team building and to address quality issues</li> <li>Complete scheduled QIs based on Quality Management Plan</li> </ul>	<ul style="list-style-type: none"> <li>Compare weekly actual hrs. to plan using Power BI. Review data and course correct as needed</li> <li>Confirm Services Completed - Review/Close Service tickets in BVE1</li> <li>Complete weekly Safety Talk and technical training</li> <li>BM Meeting</li> <li>Team Meeting</li> <li>PM meeting to discuss weekly plan and course correction based on hours spent vs. budget</li> <li>Review crew hours to ensure payroll is correct</li> </ul>	<ul style="list-style-type: none"> <li>Complete and verify Safety Talk is signed and submitted</li> <li>Meet with AM to review staffing, quality management plan, operational plan for the week</li> <li>Inspect off-road equipment for preventative maintenance, cleanliness and safety</li> <li>On Road Equipment</li> <li>Conduct QI and review with AM</li> </ul>
<b>Monthly</b>	<ul style="list-style-type: none"> <li>Site meetings w/Client Representative based on expectation set by customer</li> <li>Go over QSAs to ensure they have been completed</li> <li>Complete Maintenance items</li> </ul>	<ul style="list-style-type: none"> <li>Participate in the Crew of the Month selection</li> <li>Share photos of CST's high quality work per Quality Management Plan</li> <li>Conduct CL meeting focused on training, identifying issues and a team building exercise</li> <li>Schedule QIs for upcoming month</li> </ul>	<ul style="list-style-type: none"> <li>Validate services rendered and use BVE1 to recognize revenue</li> <li>Review Sales Order Billing</li> <li>Submit ARI (Fleet Management program) mileage</li> <li>Complete validate and submit Expense reports</li> <li>Incorporate Turf &amp; Ornamental Plan into schedule</li> <li>Order small tools and chemicals for the month</li> </ul>	<ul style="list-style-type: none"> <li>Post schedules in branch for upcoming month of landscape services; to be completed 3rd week of previous month</li> <li>Provide to BM updated headcount adjustments for next month; to be completed 3rd week of previous month</li> <li>Complete operations planning for seasonal operations, landscape and snow 45-90 days in advance</li> <li>Submit mower hours and review for proper utilization and maintenance</li> </ul>
<b>Quarterly</b>		<ul style="list-style-type: none"> <li>Participate in the planning and conducting branch wide Employee Recognition events</li> <li>Deliver Seasonal Safety message to CST and verify sign-offs completed</li> </ul>	<ul style="list-style-type: none"> <li>Manage service partners updates</li> <li>Conduct Job Performance Review and Production Review</li> </ul>	<ul style="list-style-type: none"> <li>Complete operations planning for seasonal/color rotations</li> <li>Provide BM headcount forecast for upcoming quarter; to be completed 3rd week of month</li> <li>Complete training and recertification for seasonal operatives as needed</li> <li>Complete 5's, define where it fits and educate</li> <li>Trailer inventory and small tool audit. Verify fixed assets per CST Org Chart</li> </ul>
<b>Yearly</b>	<ul style="list-style-type: none"> <li>Attend Customer Review Meeting w/AM for CST Top 10 Accounts</li> </ul>	<ul style="list-style-type: none"> <li>Conduct Annual Performance Review for team</li> <li>Attend a minimum of one professional development or networking event</li> <li>Complete necessary recertification testing and classwork</li> <li>Seasonal Market - assess team to be on leave of absence or leave BrightView</li> </ul>	<ul style="list-style-type: none"> <li>Review mower lease (stay or go), capital planning with AM and/or BM</li> </ul>	<ul style="list-style-type: none"> <li>Inventory all hand tools, small engine equip. Compile list for purchase by designee</li> <li>Participate in branch Emergency Preparedness meetings</li> <li>Have snow discussion with Service Partners and team</li> </ul>



EHS Department

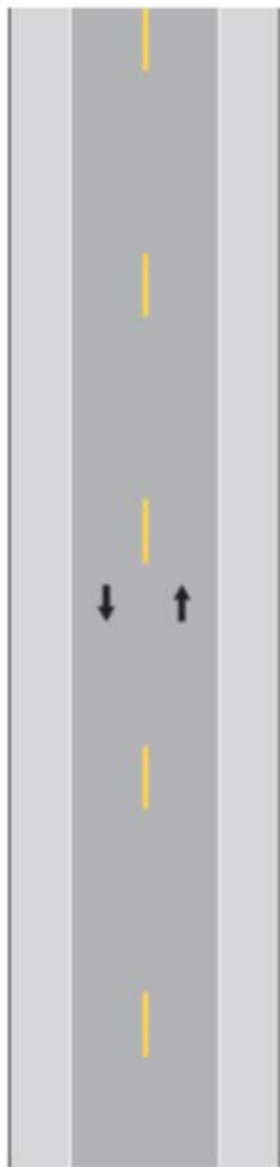
Procedure

Roadway Work

### APPENDIX A –

## COMMON SCENARIOS FOR WORKING ALONG OR IMPEDING TRAFFIC

### WORK BEYOND SHOULDER



Road Type	Distance Between Signs
Urban (< 40 mph)	100 feet
Urban (> 40 mph)	350 feet
Rural	500 feet
Freeway	1000 feet

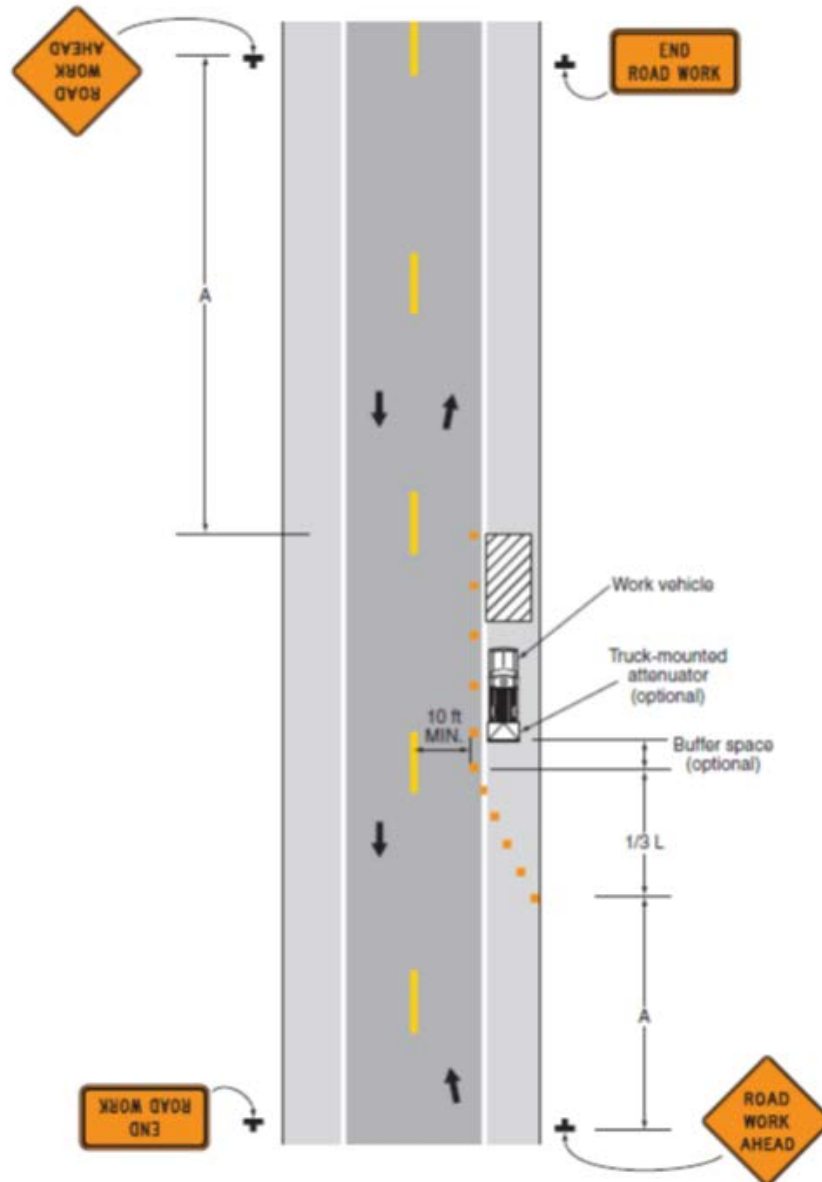
\* Place initial warning sign in advance of work zone and repeat as indicated in table.




**WORK ON SHOULDER/  
MINOR LANE ENCROACHMENT**

Road Type	Distance Between Signs
Urban (< 40 mph)	100 feet
Urban (> 40 mph)	350 feet
Rural	500 feet
Freeway	1000 feet

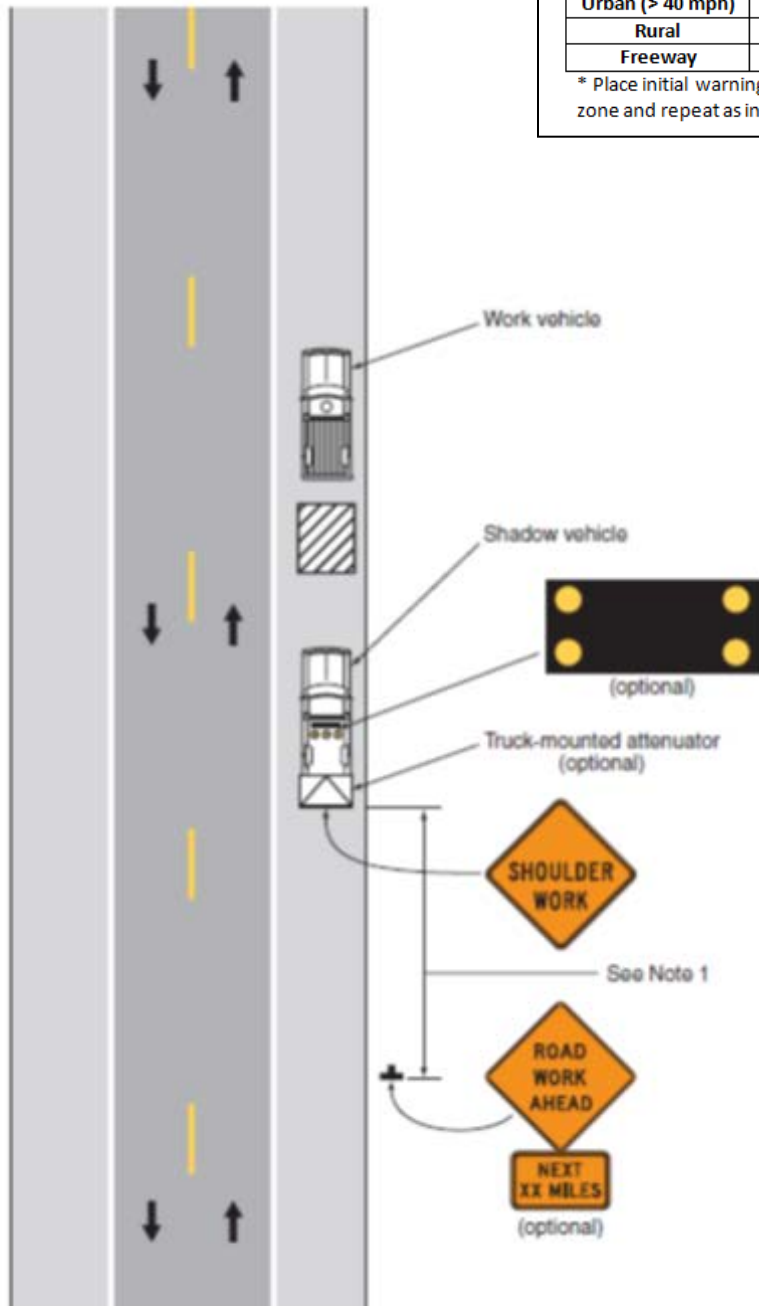
\* Place initial warning sign in advance of work zone and repeat as indicated in table.




**SHORT DURATION OR MOBILE WORK**

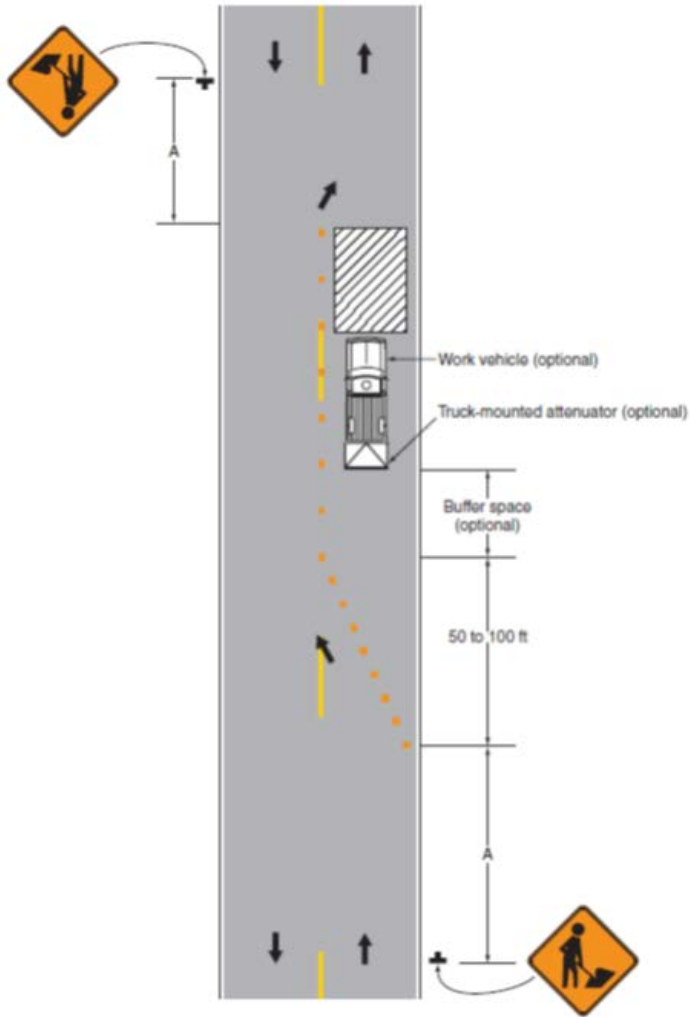
Road Type	Distance Between Signs
Urban (< 40 mph)	100 feet
Urban (> 40 mph)	350 feet
Rural	500 feet
Freeway	1000 feet

\* Place initial warning sign in advance of work zone and repeat as indicated in table.



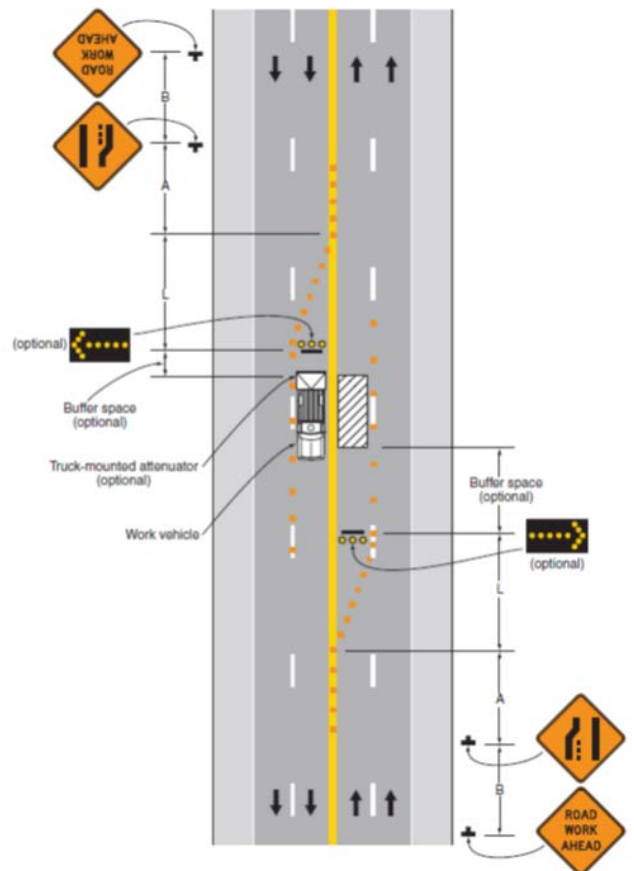



**LANE CLOSURES**

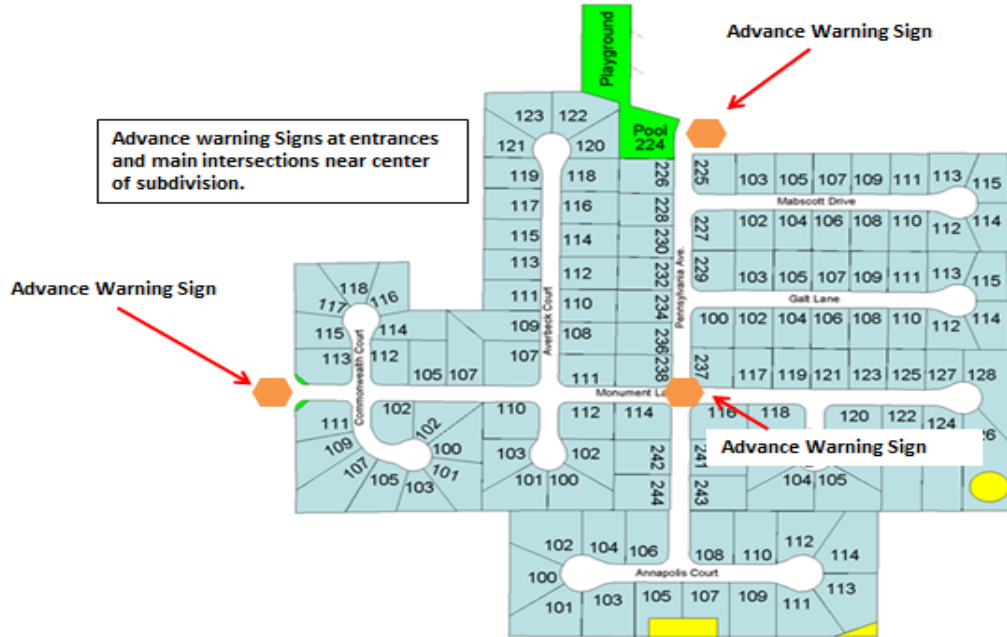


Road Type	Distance Between Signs
Urban (< 40 mph)	100 feet
Urban (> 40 mph)	350 feet
Rural	500 feet
Freeway	1000 feet

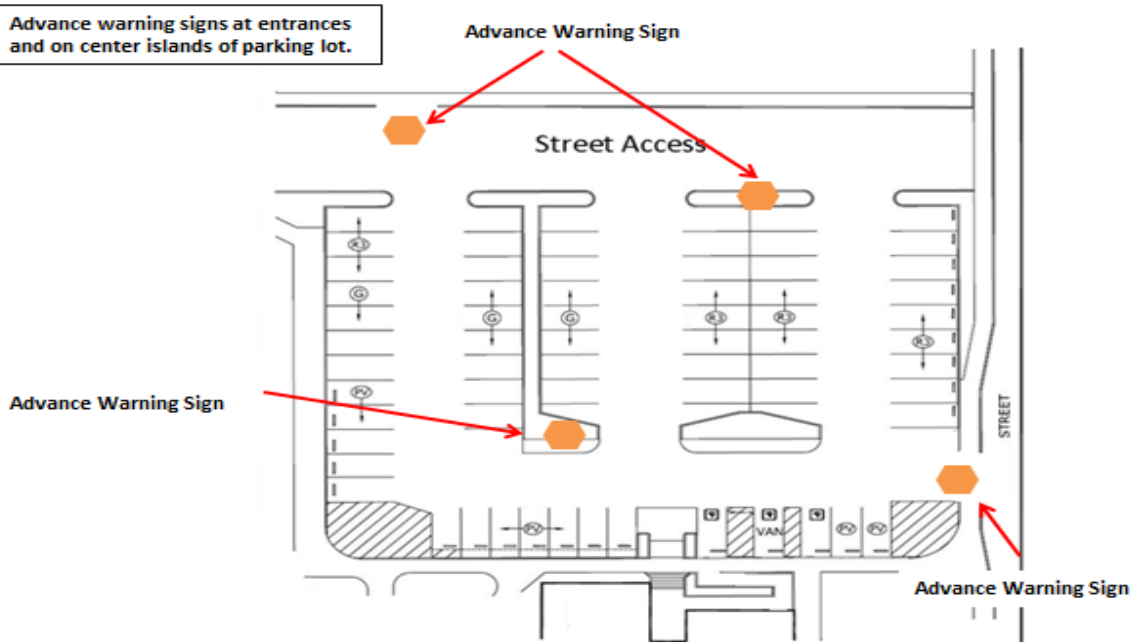
\* Place initial warning sign in advance of work zone and repeat as indicated in table.



**WORK IN SUBDIVISION**



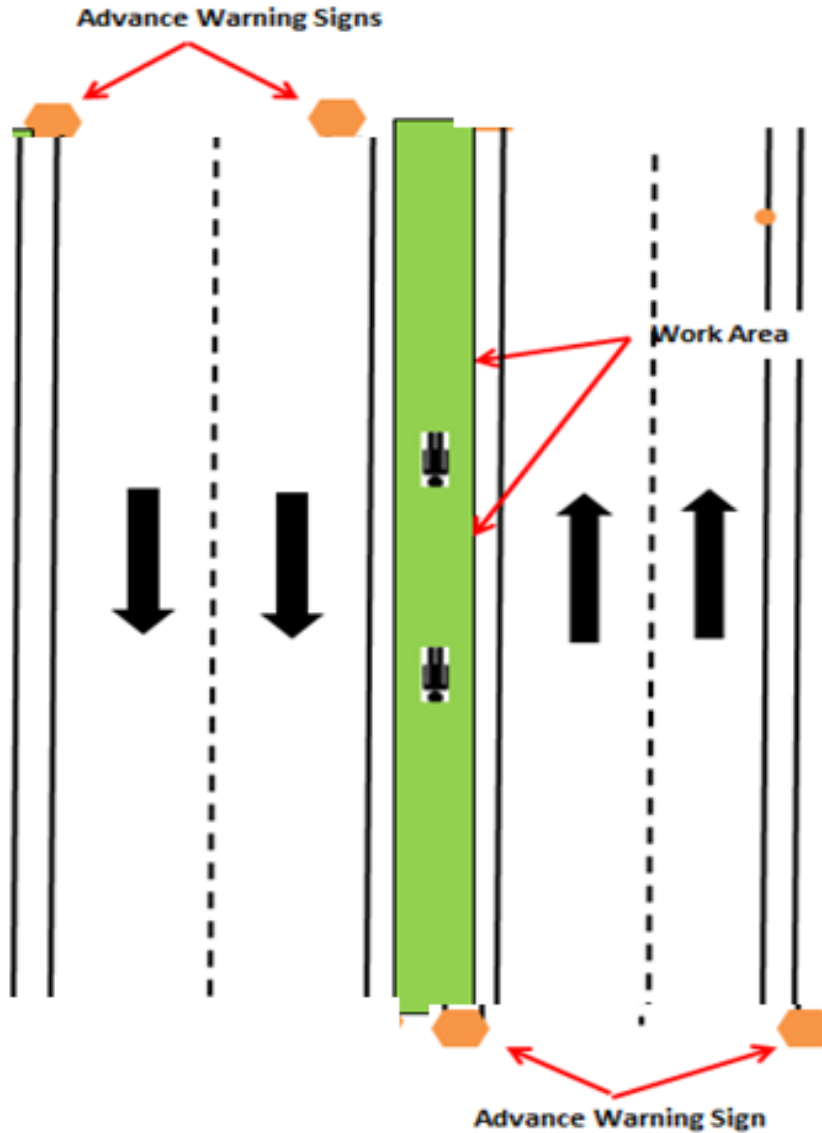
**WORK IN PARKING LOT**



**WORK IN MEDIAN**

Road Type	Distance Between Signs
Urban (< 40 mph)	100 feet
Urban (> 40 mph)	350 feet
Rural	500 feet
Freeway	1000 feet

\* Place initial warning sign in advance of work zone and repeat as indicated in table.







EHS Department

Procedure

Roadway Work

**APPENDIX B –  
COMMON ADVANCE WARNING SIGNS AND TRAFFIC CONTROL DEVICES**

***BrightView Safety Product List***

Manufacturer Name	Grainger Item Number	Manufacturer Number	Product Description	Quantity
Grainger	8DAX8	Q625-A	Amber Vehicle Warning Light - 4FlashStrobe - Permanent Mount	Each
Grainger	3YW/T7	ST-SL	Paddle Sign, 18 in. W, Stop/Slow	Each
Grainger	6FHC4	6FHC4	Traffic Cone, 36In, Fluorescent Red/Orange w/ Reflective Strips	Each
Grainger	33L955	33L955	Barrier Fence 1-3/4 x 1-3/4" Mesh Size, 4 ft. Height, 50 ft. Length	Each
Dicke	1UBP2	DL1000	Traffic Sign Stand - Collapsible Aluminum	Each
Gulf Coast	8CD69	MS48 Mowers w/ Ribs	Road Sign - Mowers Ahead - 48" x 48"	Each
Grainger	3UTR3	4C-14027	Delineator Post 42" Height	Each
Cortina	13P901	03-730	Delineator Base - Black - 14 x 14 x 3	Each
Tapco	3UUA9	274-00016	Reflective Traffic Cone Collar - White	Each
Grainger	2GTG4	1790G	Parking Curb - 72" - Gray - Polyethylene	Each
Brady	14Z555	56798	Roll-Up Sign - Men Working - Mesh - 36"	Each
Cortina	6FGL5	03-550-WAH	Traffic Cone Sign - Orange/Black - Workers Ahead	Each
Grainger	3YWY4	1703	Handheld Warning Flag - Fluorescent Orange	Each
Brady	5RB81	57894	Slow Moving Vehicle Sign 14" x 16" - Orange	Each
USA-Sign	23Y969	669-C/48-EMO-TA	48" Tree Work Ahead Mesh Sign	Each
Grainger	8X845	ST550M-A	Amber Vehicle Warning Light - 1 Flash Strobe - Magnetic Mount	Each

**EXAMPLES**



36" Traffic Cone



Traffic Delineator

Traffic Delineator Base





EHS Department

Procedure

Roadway Work

### APPENDIX C –

### ROADWAY WORK PLAN

**Job Name:**

**Job Location:**

**Date:**

**Competent Person or Trained Roadway Safety Team Member:**

**Number of Team Members on Site:**

**Type of Work Planned:**

**Posted Speed Limit:**

**Traffic Conditions:**

**PPE and Vest Needed:**

**Traffic Warning/Control Devices Needed:**

**Drawing or Work Area Showing Warning/Control Device Placement:**

**Topic:** Slope Safety

**THIS WEEKLY TRAINING MUST BE CONDUCTED WITH ALL CREW MEMBERS**

In many markets, production work exposes team members to sloped terrain hazards. Slopes generally consist of ornamental shrubs, groundcover, native scrub or turf grass. Slopes are notated in one of three ways; ratios, such as **4:1**, meaning horizontal distance versus vertical distance; or as percentage of grade, such as **25% grade**; or as degree/angle of incline, such as **15 degrees of incline**. Free incline meters are available as Apps for smartphones. Whichever method you use for determining slopes, follow these best practices to avoid a serious injury or equipment mishap on sloped areas.

**PPE Related to Slope Maintenance**

- Safety Toe Work Boots (with grooved soles, not smooth soles)
- Safety Glasses
- Hearing Protection (when utilizing power equipment)
- Safety Vest
- Gloves
- Snake Chaps (seasonal)

**Planning for all slope work**

- **ASSESS** – The probability of an incident on a slope increases dramatically with wet grass and/or mud. Extra precautions must be taken when working on wet slopes.
- **SCHEDULING** – Pre-determine scope of work and time in which work will be performed. Program irrigation controllers accordingly to ensure slope conditions are dry and safe to access on the day work is to be performed. Also, working on slopes later in the day when they have dried can help prevent slipping.
- **DISPATCH** – At least two team members should work on slope jobs. Avoid single individuals working on slopes; in the event an injury does occur, help is available. If a team member is working alone in any area, make sure they have a phone, current contacts and they know their work location.
- **ACCESS** – Walk slopes at 45-degree angle, perpendicular to slope. Be cautious of unforeseen conditions such as erosion scars/ruts, cobblestones, rodent holes, plant material branching or surface roots, which may cause unsafe footing. Use at least two people to haul large equipment, waste/debris, etc. up or down the slope.



**NEVER walk straight down a slope, always walk in a 45 degree angle**

**Turf, Groundcover and Ornamental Slopes**

- **STAGING** – Brow ditches or concrete terrace drains on large slopes can be used as staging areas to support equipment storage, temporary debris stockpiling, even lunch breaks. At the end of the workday these areas require policing to ensure nothing is left behind that may block water flow in the event an overnight rain occurs.
- **PERFORMING THE WORK** – Depending on the scope of work being performed, the most important safety issue while working on a slope is the leg stance/footing of the individual performing the work. Maintain a wide stance parallel with the slope standing below the work area, keeping your feet on a level/even plane. Key your eyes on your path of travel with every step. Applying fertilizer to slopes using “belly grinder” type spreaders also requires close attention. Efforts to apply materials from top or toe of slope rather than walking mid slope should always be considered. Backpack blower applicators also work well for slope applications of fertilizers and granular pre-emergence herbicides.



**Use two-man method to haul debris down a slope**

**Native Scrub Slopes**

- **PERFORMING THE WORK** – In spring and summer months, critical awareness of snake conditions must be emphasized. Leg chaps and leather gloves are required PPE items that coincide with your daily gear. Extra precautions should be taken near shrub and vegetation bases, valve boxes and adjacent obstacles where these predators tend to lie.



Section 1 - Crosstown - Mow, Weed, Litter

	<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>	<b>Saturday</b>
Week 1	80 Hours	80 Hours	80 Hours	80 Hours		
Week 2	80 Hours	80 Hours	80 Hours	80 Hours		
Week 3	80 Hours	80 Hours	80 Hours	80 Hours		
Week 4	80 Hours	80 Hours	80 Hours	80 Hours		

Section 1 - Crosstown- Trim

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Week 1						
Week 2						
Week 3	100 Hours	100 Hours	100 Hours	100 Hours		
Week 4						

Section 2 - Eastern - Mow, Weed, Litter

	<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>	<b>Saturday</b>
Week 1	75 Hours	75 Hours	75 Hours	75 Hours		
Week 2	75 Hours	75 Hours	75 Hours	75 Hours		
Week 3	75 Hours	75 Hours	75 Hours	75 Hours		
Week 4	75 Hours	75 Hours	75 Hours	75 Hours		



Section 2 - Eastern- Trim

	<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>	<b>Saturday</b>
Week 1	150 Hours	150 Hours	150 Hours	150 Hours		
Week 2						
Week 3						
Week 4						

Section 3 - Western - Mow, Weed, Litter

	<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>	<b>Saturday</b>
Week 1	60 Hours	60 Hours	60 Hours	60 Hours		
Week 2	60 Hours	60 Hours	60 Hours	60 Hours		
Week 3	60 Hours	60 Hours	60 Hours	60 Hours		
Week 4	60 Hours	60 Hours	60 Hours	60 Hours		

Section 3 - Western - Trim

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Week 1						
Week 2	160 Hours	160 Hours	160 Hours	160 Hours		
Week 3						
Week 4						



Sections 4&5 - City Center- Mow, Weed,Litter

	<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>	<b>Saturday</b>
Week 1		80 Hours	80 Hours			
Week 2		80 Hours	80 Hours			
Week 3		80 Hours	80 Hours			
Week 4		80 Hours	80 Hours			

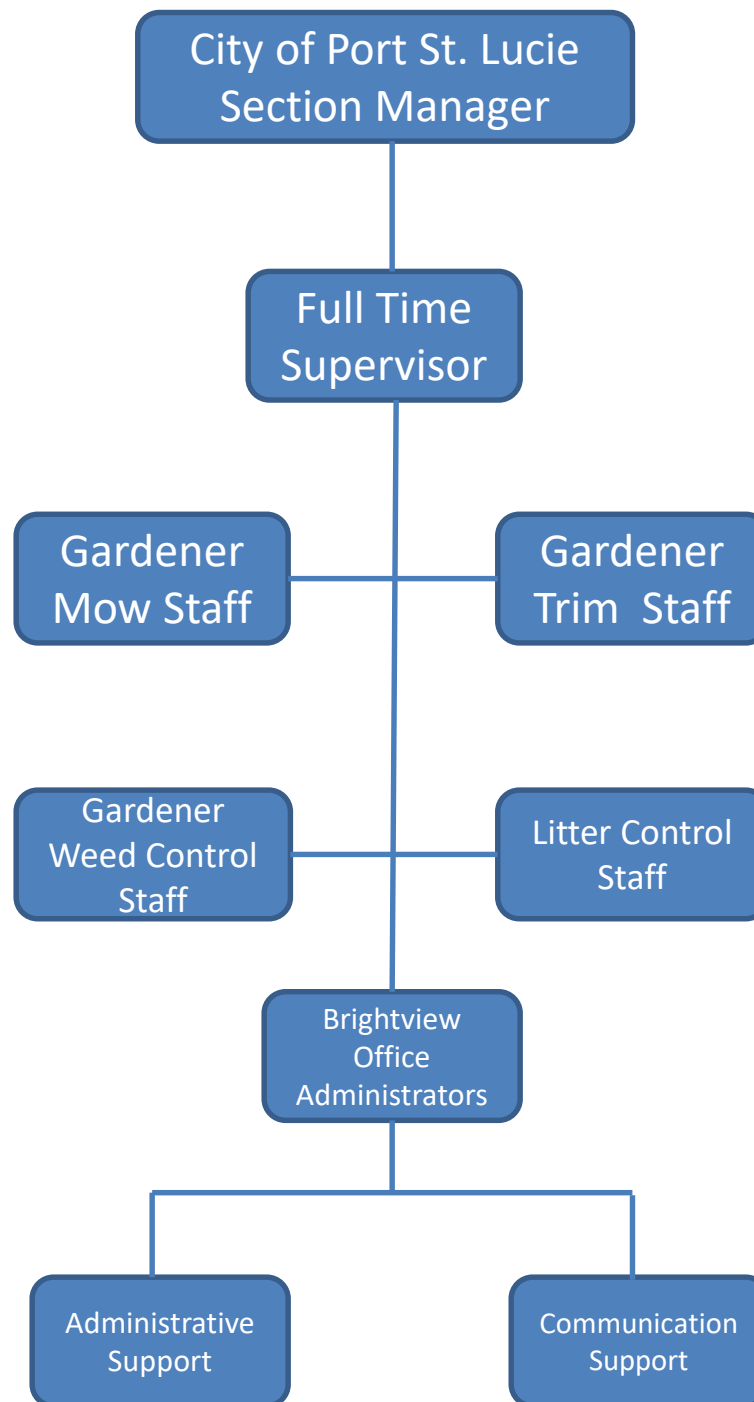
Sections 4&5 - City Center- Trim

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Week 1		30 Hours	30 Hours			
Week 2						
Week 3						
Week 4						

# CUSTOMER SERVICE TEAM

TO ENSURE A SUCCESSFUL PARTNERSHIP, **EFFECTIVE COMMUNICATION** IS ONE OF OUR TOP PRIORITIES. WE HAVE FOUND THAT THE BEST WAY TO KEEP OUR CUSTOMERS HIGHLY SATISFIED, IS TO ALWAYS MAKE SURE WE UNDERSTAND YOUR CURRENT NEEDS AND PRIORITIES. WE BELIEVE IN BEING PROACTIVE IN OUR COMMUNICATION AND HAVE DESIGNED SEVERAL FORMS AND CHECKLISTS OUR CUSTOMERS FIND VALUABLE FOR STAYING APPRISED OF THEIR LANDSCAPE STATUS AND MAINTENANCE ACTIVITY. ADDITIONALLY, WE ARE EQUIPPED TO RESPOND QUICKLY TO NEW AND UNEXPECTED NEEDS AS THEY ARISE.

AT BRIGHTVIEW, WE HAVE ESTABLISHED A UNIQUE AND HIGHLY EFFECTIVE ORGANIZATIONAL STRUCTURE THAT WILL ENSURE MAXIMUM ATTENTION IS PUT ON DELIVERING EFFECTIVE COMMUNICATION. WE CALL THIS OUR **CUSTOMER SERVICE TEAMS** OR "CST" FOR SHORT.





## Sections 4&5 City Center: 5 Employees

Equipment – 48", 52", 60" and 96" mowers will be used in coordination with steel edgers, blowers, string trimmers, back pack sprayers. Walk behinds, string trimmers and push mowers will be utilized on slopes greater than 15 degrees. Kubota vehicle for litter control. PPE will be utilized in accordance with our safety protocols including: safety vests, eye protection, ear plugs, and life vests around ponds.

## Section 1 Crosstown: 8 Employees

Equipment – 48", 52", 60" and 96" mowers will be used in coordination with steel edgers, blowers, string trimmers, back pack sprayers. Walk behinds, string trimmers and push mowers will be utilized on slopes greater than 15 degrees. Kubota vehicle for litter control. PPE will be utilized in accordance with our safety protocols including: safety vests, eye protection, ear plugs, and life vests around ponds.

## Section 2 Eastern City: 7 Employees

Equipment – 48", 52", 60" and 96" mowers will be used in coordination with steel edgers, blowers, string trimmers, back pack sprayers. Walk behinds, string trimmers and push mowers will be utilized on slopes greater than 15 degrees. Kubota vehicle for litter control. PPE will be utilized in accordance with our safety protocols including: safety vests, eye protection, ear plugs, and life vests around ponds.

## Section 3 Western City: 6 Employees

Equipment – 48", 52", 60" and 96" mowers will be used in coordination with steel edgers, blowers, string trimmers, back pack sprayers. Walk behinds, string trimmers and push mowers will be utilized on slopes greater than 15 degrees. Kubota vehicle for litter control. PPE will be utilized in accordance with our safety protocols including: safety vests, eye protection, ear plugs, and life vests around ponds.



# BrightView

Landscape Services

Branch Manager – 1  
Associate Branch Manager – 1  
Account Managers - 7  
Production Managers – 5  
Enhancement Managers – 1  
Crew Leaders – 32  
Gardeners – 114

All Employees are full time.

All employees Crew Leader and up are BMP certified

Licensed Arborist on Staff

Licensed MOT Specialist on Staff



## Chemical List –

- Weed control-
  - Finale – Post Emergent
  - Snapshot – Pre Emergent
  - SureGuard – Pre and Post Emergent
  - No Glyphosate will be used within the City of Port St. Lucie

Weed Control – Weeds will be taken care of utilizing glyphosate free chemicals and hand pulling where necessary. We will use Finale and other possible agents where needed in combination with sure guard to ensure the complete eradication of the weeds and longer lasting results. Finale does not contain glyphosate. When utilizing the weed control agents, dye will be added for all surfaces that it won't stain, such as roadways and other hardscapes. We will take into consideration the weather conditions. If it is too windy, we will not spray to avoid over spraying. If over spraying occurs, we will take corrective action and replace the plants within 48 hours.

### **Selective**

A selective herbicide controls certain plant species without seriously affecting the growth of other plant species. The majority of herbicides used are selective herbicides.

### **Non-selective**

Non-selective herbicides control green plants regardless of species. These are generally used to kill all plants, such as in the renovation or establishment of a new turf area or as spot treatment or as a trimming material along sidewalks.





# BrightView

Landscape Services

We will provide a care taker style service with crews dedicated to weed control and litter control. They will utilize Kubota style vehicles to take care of each service area in an efficient manner.

This will take place every other week November through April, 2nd and 4th week of the month.



# BrightView

Landscape Services

We will utilize provided checklist and calendars of work schedules.

We are willing and capable of working within the provided calendars as well as providing our daily count of staff.

We will provide Quality Site Assessments (QSA's) as a way to provide accountability and showcase quality of work, while also pointing out areas that need to be addressed.

We will leave Friday and Saturday as make up day for all locations.



All aspects of work will be done with safety first utilizing proper MOT protocols. Before work each day we will do our stretch and flex. Inspect all equipment to make sure they are working properly with no safety issues. Full Time Supervisor will discuss the plan of action and provide the Take 2 Action plan for the day.

**Mowing** – St. Augustine will be mowed no lower than 3 inches and Bahia no lower than 2 inches. Blades will be sharpened weekly to ensure even cuts. We will take into consideration flow of traffic and pedestrians. We utilize self-mulching and rear discharge mowers to make sure the clippings are not blown in the Flower beds, sidewalks and roads. All areas where clippings are present will be blown off. All employees will utilize PPE to ensure safety.

**Edging** - This will be done in a manner not to increase the side of the flower beds and chip away at the hardscapes while maintaining the definition. All employees with utilize PPE to ensure safety.

**Pruning** - Separate Crew. Pruning will be done with hedge trimmers and hand held clippers where necessary. We will make sure no branches impede on the sidewalks or roads. All plantings within 300 feet of an intersection will be maintained to a height of 18 inches. All employees with utilize PPE to ensure safety.

**Trimming**- String Trimming is be done on all areas that are not safely done by a mower utilizing hand held machinery. Including but not limited to ponds, signs, roadway obstacles, walls, fences, tree, landscaped beds. This will be done after the mower has been in the area to make sure there is no difference in the height of the grasses.

**Litter Control** – Separate Crew. Litter will be picked up prior to the beginning of the mowing. We will utilize Kubota style vehicles in front of the mowers to ensure we pick up the debris and do not mow over it.

**Weed Control** – Separate Crew. Weeds will be taken care of utilizing chemical and hand pulling where necessary. We will use Finale and Sureguard and other pre and post emergent herbicides where to needed in combination with sure guard to ensure the complete eradication of the weeds and longer lasting results. When utilizing the weed control agents, dye will be added for all surfaces that it won't stain, such as roadways and other hardscapes. We will take into consideration the weather conditions. If it is too windy, we will not spray to avoid over spraying. If over spraying occurs, we will take corrective action and replace the plants within 48 hours.





## Assigned Crew Leader -

All crews have a crew leader, who is on a machine, with assigned duties of keeping crews safe and completing work at a productive high quality rate.

## Full Time Supervisor –

Overseeing assigned duties not on a machine, but truck supervising. Work will be reported daily on a checklist provided.

## Daily Agenda –

7:00 – 8:30 – Full Time Supervisor will meet/call/email with City of Port St. Lucie Section Manager to discuss daily plan and head count, while getting crew leaders the plan for the day.

8:30 – 3:00 - Will drive around the section checking on quality and responding to any issues that may arise or need additional information.

3:00 – 5:00 - Respond to emails/calls and final check with crew leaders to determine the game plan for the next day. Will complete checklist to get over to City of Port. St. Lucie Section manager.



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# BrightView

Landscape Services

We will finish the work in allotted time provided by utilizing additional workforce if need be.

All sections will be completed by end of day Friday/Saturday to ensure completion of cycle before beginning of following week.





## Full Time Supervisor –

Full Time Supervisor will provide quality and safety control during each service. They report back to the City of Port St. Lucie Section Managers to ensure schedules and deadlines are being met with any corrective action plans needed. This will be communicated on a daily basis.

## Daily Agenda –

7:00 – 8:30 – Full Time Supervisor will meet/call/email with City of Port St. Lucie Section Manager to discuss daily plan and head count, while getting crew leaders the plan for the day.

8:30 – 3:00 - Will drive around the section checking on quality and responding to any issues that may arise or need additional information.

3:00 – 5:00 - Respond to emails/calls and final check with crew leaders to determine the game plan for the next day. Will complete checklist to get over to City of Port. St. Lucie Section manager.



## Equipment List

- 115 Mowers – Includes 21”, 36”, 48”, 52”, 60”, 72”, 96”
  - Walk Behinds, Rear Discharge, Riding and Push
- 65 Edgers
- 75 String Trimmers
- 93 Blowers
- 48 Hedge Trimmers

**Brands Include:** ExMark, Scag, Toro and Echo

90% of mowers are leased due to the fact that we replace them every 2 years. Back-up mowers are part of the leasing program. Branch mechanics on staff to ensure proper maintenance. Blades are changed by operators weekly.

## Equipment needed to fulfill this RFP

- 5 Debris Trucks
- 5 Enclosed Trailers
- 40 Pieces of 2-Cycle Equipment
- Sprayers
- Kubota Side by Sides
- Gas and Oil Containers



## HIRING PRACTICES

We understand that well trained and tenured team members provide outstanding quality and customer service. Every gardener on your team is required to complete our certification program, which prepares your crew with the skills to perform quality work, safely and to your complete satisfaction. We overstaff by 10% to safe guard for call-outs. All sections will be completed by end of day Friday/Saturday to ensure completion of cycle before beginning of following week.

### **A Safe Community and Workplace is Our Priority**

The safety and well-being of the City of Port St. Lucie, your property visitors, the general public, and our employees is of paramount importance to our operation. Below are measures we employ to maintain a safe working environment on and off your property.

### **In-House Recruiters**

Brightview takes hiring serious. We have In-House recruiters that are always looking for top talent to make Ensure our workforce is top-notch and fully staffed

### **Preserving a Safe Environment:**

- **Criminal background checks**
- **E-Verification**
- **Initial and random driving record checks**
- **Initial and random drug/alcohol screenings**
- **Fully uniformed crews with safety vests**
- **BrightView logo clearly displayed on vehicles**
- **“How’s my driving?” stickers on vehicles**
- **MOT Policies and Procedures Strictly enforced**

### **Crew Safety:**

- **Monthly Rodeo Trainings on all equipment**
- **Extensive driver safety certification program**
- **New hire safety orientation**
- **Certification required to use all power equipment**
- **Reward system for safety compliance**
- **Mandatory weekly field crew safety meetings**
- **Weekly management safety calls**





# BrightView


Landscape Services

Each section will have its own labor hours based on scope of work. We will utilize an average of 12 gardeners per section in order to complete the combined work content for the month. Winter months may require less labor based specific plant material.

Timeline will be completed based on outline of the RFP.

All employees will be trimming wearing chaps and PPE to ensure all safety protocols are followed.



	<b>EHS Department</b>	<b>Procedure</b>	<b>Take 2 Pre-Job Safety Briefing</b>

***Purpose***

The purpose of the Take 2 Pre-Job Safety Briefing is to raise awareness around workplace hazards and reduce employee exposure to hazardous conditions according to the requirements of Title 29 Code of Federal Regulations (CFR) Section 5(a)(1) of the OSH Act

Implementation of BrightView’s (BV) Take 2 Pre Job Standard Briefing process is intended to:

- Identify hazardous conditions and effective hazard controls.
- Provide positive feedback and interaction with team members regarding jobsite hazard concerns
- Demonstrate the BV Safety Commitment by making the workplace a safer environment for our team members.
- Build team member’s trust in BrightView’s commitment to safety.
- Collect meaningful data for analysis that identifies institutional weaknesses in work management systems

***Pre-Jobsite Inspection and Briefing Details***

- Upon arrival at the jobsite the Crew Leader/Supervisor and Team Members shall identify any potential risk/hazard associated with the job task being performed by visually scanning as much of the property as possible. Look for any physical hazards or changes which may have occurred for example; washouts due to heavy rain, wet turf due to irrigation or tree limbs or light poles down due to high winds.
- Crew Leader/Supervisor, with the Take 2 booklet in hand, gathers all team members in a huddle in a safe location away from possible traffic.
- Crew Leaders/Supervisors shall communicate the task being performed. Secondly, ensure all Team Members understand their roles and responsibilities.
- It is the responsibility of the Crew Leader/Supervisor to ensure that all required items are available, such as drinking water and disposable cups.
- In addition, ensure required PPE is readily available.
- The Take 2 Pre-Job Briefing Safety questionnaire should be read aloud by and filled in during this briefing. This must be an interactive discussion with encouragement for participation by all team members.
- This questionnaire has identified key operational components based on severity to better protect our Team Members from known hazards associated with our scope of work. They are as follows:
  - Work near water
  - Work from heights
  - Raised planter beds
  - Vehicle traffic
  - Slopes > 15°
  - Wet turf
  - Obstacles
  - Obstructions
- Equipment readiness shall also be discussed, which include the following:



EHS Department

Procedure

Take 2 Pre-Job  
Safety Briefing

- Operators trained and certified on the equipment
- Seatbelts fastened, if equipped
- ROPS are in the upright position
- Chutes are down
- All safety guards are in place
- Crew Leader/Supervisor shall ask and ensure that all Team Members understand the rules and risk.
- Crew Leader/Supervisor shall ask and ensure that there aren't any Good Faith Challenges. If a Good Faith Challenge is identified, then the Crew Leader/Supervisor shall document it in the Notes Section provided on the form and immediately make all efforts to eliminate or address the challenge to include notifying the PM or designated leadership team member as needed.

### ***Post-Jobsite Briefing Details***

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- Crew Leader/Supervisor is responsible to ensure that the jobsite has been left in a safe condition.
- Crew Leader/Supervisor is to ensure no injuries and/or incidents occurred while at the jobsite. If so, the Crew Leader and Team Member shall follow the Incident Reporting Procedure.
- Crew Leader/Supervisor is to ask and/or identify any near misses, if any.
- All Team Members, including the Crew Leader shall print and sign their name post job completion. If a Team Member has identified a Good Faith Challenge, then he/she shall identify this next to their printed and signed name.

### ***Training***

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BrightView BM will ensure each Team Member is thoroughly trained on the Take 2 Pre-Job Inspection and Briefing process. At a minimum, the training will cover:

- Hazard Awareness
- Hazard Recognition
- Hazard Mitigation
- Understanding of What A Good Faith Challenge Is
- How to complete the Take 2 Pre-Job Briefing Form
- Document Retention





EHS Department

Procedure

Take 2 Pre-Job  
Safety Briefing



# Take 2

## Job Briefing Notebook

*Cuaderno de notas  
informativas del trabajo*

Name (*Nombre*): \_\_\_\_\_

Date From (*Fecha desde*): \_\_\_\_\_ Date To (*Fecha hasta*): \_\_\_\_\_



EHS Department

Procedure

Take 2 Pre-Job  
Safety Briefing



**INSTRUCTIONS:** Please document and conduct a job briefing daily before performing work. Report any hazards immediately to your supervisor.

**INSTRUCCIONES:** *Por favor, debe documentar y llevar a cabo una conferencia de trabajo todos los días antes de realizar el trabajo. Reporte cualquier peligros inmediatamente a su supervisor.*



EHS Department

Procedure

Take 2 Pre-Job Safety Briefing

Jobsite Safety Briefing (Informe de Seguridad del Trabajo)

Today's Date (Fecha): \_\_\_\_\_ Branch # (No de Sucursal) \_\_\_\_\_

Crew Leader/Supervisor (Jefe / Supervisor de Cuadrilla): \_\_\_\_\_

Job Name (Nombre del Trabajo): \_\_\_\_\_

Job Location (Lugar del Trabajo): \_\_\_\_\_

Items Discussed At Briefing (Puntos Tratados en el Informe):

- Tasks Performed (Tareas Realizadas) Roles & Responsibilities (Roles y Responsabilidades)

Items Available (Artículos Disponibles):

- Water Cooler(s) with Water (Contenedor de agua fría) Disposable Cups (Vasos desechables) Fire Extinguisher (Extintor de incendios) First Aid Kit (Botiquín de primeros auxilios)

Hazards Present (Peligros Presentes):

- Work Near Water (Trabajo Cerca de Agua) Work From Heights >6ft (Trabajo en Alturas) Raised Planter Beds (Macizos en Jardineras Elevadas) Vehicle Traffic (Tráfico Vehicular) Slopes >15° (Pendientes >15°) Turf Wet (Césped Mojado) Obstacles (Obstáculos) Obstructions (Obstrucciones) Overhead (Sobrecarga)

REQUIRED PPE (PPE Requerido):

- Safety Vest (Class 2 or 3) (Chaleco de Seguridad [Clase 2 o 3]) Safety Glasses (Lentes de Seguridad) Hearing Protection (Protección Auditiva) Safety Boots (Botas de Seguridad) Gloves (Guantes) Chainsaw Chaps (Chaparreras para Motosierra) Hedge Trimmer Chaps (Chaparreras para Desbrozadora) Automatic Inflatable Life Vest (Chaleco Salvavidas Inflable Automático) Hard Hat (Casco)

Were Hazards Mitigated (Reducción de Riesgos)

Yes/Sí No/No

Emergency Response Information Covered (Información de Atención de Emergencias)

Yes/Sí No/No

Equipment Readiness (Preparación del Equipo):

- Operators certified on equipment (Certificación del equipo por los operadores) Seatbelts fastened (if equipped) (Cinturones de seguridad abrochado [si están equipados]) ROPS in the upright position (ROPS en la posición derecha) Chutes down (Conductos abajo) All safety guards in place (Todas las guardas de seguridad en su lugar)

Contact your Production Manager or Branch Safety Leader for all injuries/incidents and questions immediately. Contacte a su jefe de producción o líder de seguridad del sucursal para todos incidentes o lesiones y preguntas inmediatamente





EHS Department

Procedure

Take 2 Pre-Job Safety Briefing

- Do all team members understand the rules and risks?  
(¿Todos los miembros del equipo entienden las reglas y riesgos?)  Yes/Sí  No/No
- Are there any Good Faith Challenges?  
(¿Hay algún Reto de Buena Fé?)  Yes/Sí  No/No

NOTES (NOTAS):

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Questions (Preguntas):

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- Has the jobsite been left in a safe condition?  
(¿Se dejó el sitio de trabajo en condiciones seguras?)  Yes/Sí  No/No
- Did any injuries or incidents occur while here?  
(¿Ocurrió alguna lesión o incidente mientras estaban aquí?)  Yes/Sí  No/No
- Did any near misses occur at this jobsite?  
(¿Ocurrió algún cuasiaccidente en este sitio de trabajo?)  Yes/Sí  No/No
- If yes, please explain (Si así fue, por favor explique)

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Print Name (Anote su Nombre)	Signature (Firma)	Challenge Initiated (Se Inicio Reto)	
		Yes/Sí	No/No
<hr/>	<hr/>	<input type="checkbox"/>	<input type="checkbox"/>
<hr/>	<hr/>	<input type="checkbox"/>	<input type="checkbox"/>
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Document Reviewed By (Documento revisado por):

Name (Nombre): \_\_\_\_\_

Date (Fecha): \_\_\_\_\_ Time (Hora del día): \_\_\_\_\_



EHS Department

Procedure

Take 2 Pre-Job Safety Briefing

## Daily Safety Game Plan



**Safety Is Your Responsibility**  
**Ask Questions – Get Answers**  
*La Seguridad Es Su Responsabilidad*  
*Haga Preguntas - Obtenga Respuestas*



"A City for All Ages"

TRUTH-IN-NEGOTIATION CERTIFICATE

Solicitation# 20200112

Pursuant to Section 287.055(5)(a), Florida Statutes, for any lump-sum or cost-plus-a-fixed fee professional services contract over the threshold amount provided in Section 287.017, Florida Statutes for CATEGORY FOUR, the City of Port St. Lucie, Florida requires the Consultant to execute this certificate and include it with the submittal of the Technical Proposal, or as prescribed in the contract advertisement.

The Consultant hereby certifies, covenants, and warrants that wage rates and other factual unit costs supporting the compensation for this project's agreement are accurate, complete, and current at the time of contracting.

The Consultant further agrees that the original agreement price and any additions thereto shall be adjusted to exclude any significant sums by which the City determines the agreement price was increased due to inaccurate, incomplete, or non-current wage rates and other factual unit costs. All such agreement adjustments shall be made within (1) year following the end of the contract. For purposes of this certificate, the end of the agreement shall be deemed to be the date of final billing or acceptance of the work by the City, whichever is later.

Brightview Landscape Services, Inc.

Name of Firm

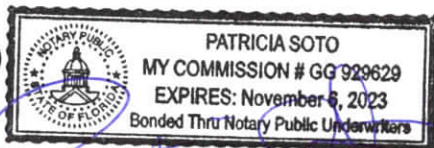
Charles Gonzalez

President or Designee (Printed)

President or Designee (Signed)

The foregoing instrument was acknowledged before me by Charles Gonzalez who is personally known to me. WITNESS my hand and official seal in the Florida (State) last aforesaid this 12 day of May, 2021. (Name of County) Miami Dade

(SEAL)

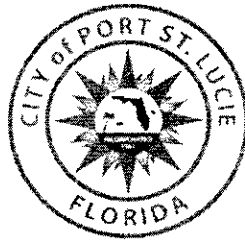


Signature

Patricia Soto  
Notary Name (typed or printed)

Patricia Soto  
Notary Name (signed)





"A City for All Ages"

## **RFP #20200112 – ATTACHMENT N CONTRACTOR'S CODE OF ETHICS**

The City of Port St Lucie ("City), through its Procurement Management Department ("Procurement Management Department") is committed to a procurement process that fosters fair and open competition, is conducted under the highest ethical standards and enjoys the complete confidence of the public. To achieve these purposes, Procurement Management Department requires each vendor who seeks to do business with the City to subscribe to this Contractor's Code of Ethics.

- ◆ A Contractor's bid or proposal will be competitive, consistent and appropriate to the bid documents.
- ◆ A Contractor will not discuss or consult with other Vendors intending to bid on the same contract or similar City contract for the purpose of limiting competition. A Vendor will not make any attempt to induce any individual or entity to submit or not submit a bid or proposal.
- ◆ Contractor will not disclose the terms of its bids or proposal, directly or indirectly, to any other competing Vendor prior to the bid or proposal closing date.
- ◆ Contractor will completely perform any contract awarded to it at the contracted price pursuant to the terms set forth in the contract.
- ◆ Contractor will submit timely, accurate and appropriate invoices for goods and/or services actually performed under the contract.
- ◆ Contractor will not offer or give any gift, item or service of value, directly or indirectly, to a City employee, City official, employee family member or other vendor contracted by the City.
- ◆ Contractor will not cause, influence or attempt to cause or influence, any City employee or City Official, which might tend to impair his/her objectivity or independence of judgment; or to use, or attempt to use, his/her official position to secure any unwarranted privileges or advantages for that Vendor or for any other person.
- ◆ Contractor will disclose to the City any direct or indirect personal interests a City employee or City official holds as it relates to a Vendor contracted by the City.
- ◆ Contractor must comply with all applicable laws, codes or regulations of the countries, states and localities in which they operate. This includes, but is not limited to, laws and regulations relating to environmental, occupational health and safety, and labor practices. In addition, Contractor must require their suppliers

(including temporary labor agencies) to do the same. Contractor must conform their practices to any published standards for their industry. Compliance with laws, regulations and practices include, but are not limited to the following:

- Obtaining and maintaining all required environmental permits. Further, Contractor will endeavor to minimize natural resource consumption through conservation, recycling and substitution methods.
- Providing workers with a safe working environment, which includes identifying and evaluating workplace risks and establishing processes for which employee can report health and safety incidents, as well as providing adequate safety training.
- Providing workers with an environment free of discrimination, harassment and abuse, which includes establishing a written antidiscrimination and anti-bullying/harassment policy, as well as clearly noticed policies pertaining to forced labor, child labor, wage and hours, and freedom of association.

Name of Organization/Proposer Brightview Landscape Services, Inc. \_\_\_\_\_

Signature Charles Gonzalez \_\_\_\_\_

Printed Name and Title Charles Gonzalez – Senior VP \_\_\_\_\_

Date 5/12/2021 \_\_\_\_\_

DISCLAIMER: This Code of Ethics is intended as a reference and procedural guide to contractors. The information it contains should not be interpreted to supersede any law or regulation, nor does it supersede the applicable contractor contract. In the case of any discrepancies between it and the law, regulation(s) and/or contractor contract, the law, regulatory provision(s) and/or vendor contract shall prevail.

## Request for Taxpayer Identification Number and Certification

**Give Form to the  
requester. Do not  
send to the IRS.**

▶ Go to [www.irs.gov/FormW9](http://www.irs.gov/FormW9) for instructions and the latest information.

Print or type. See Specific Instructions on page 3.	<p><b>1</b> Name (as shown on your income tax return). Name is required on this line; do not leave this line blank. <b>Brightview Landscape Services, Inc.</b></p> <p><b>2</b> Business name/disregarded entity name, if different from above</p> <p><b>3</b> Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only <b>one</b> of the following seven boxes.</p> <p> <input type="checkbox"/> Individual/sole proprietor or single-member LLC                 <input checked="" type="checkbox"/> C Corporation                 <input type="checkbox"/> S Corporation                 <input type="checkbox"/> Partnership                 <input type="checkbox"/> Trust/estate         </p> <p> <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶ _____  <b>Note:</b> Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is <b>not</b> disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.         </p> <p> <input type="checkbox"/> Other (see instructions) ▶ _____         </p>	<p><b>4</b> Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):</p> <p>Exempt payee code (if any) _____</p> <p>Exemption from FATCA reporting code (if any) _____</p> <p style="font-size: small;">(Applies to accounts maintained outside the U.S.)</p>
	<p><b>5</b> Address (number, street, and apt. or suite no.) See instructions. <b>P.O. Box 740655</b></p> <p><b>6</b> City, state, and ZIP code <b>Atlanta, GA 30374-0655</b></p> <p><b>7</b> List account number(s) here (optional)</p>	<p>Requester's name and address (optional)</p>

### Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

**Note:** If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

<b>Social security number</b>									
<b>OR</b>									
<b>Employer identification number</b>									
9	5	-	4	1	9	4	2	2	3

### Part II Certification

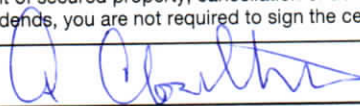
Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

**Certification instructions.** You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

**Sign Here**

Signature of U.S. person ▶



Date ▶

4/8/2021

### General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

**Future developments.** For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to [www.irs.gov/FormW9](http://www.irs.gov/FormW9).

### Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
  - Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
  - Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
  - Form 1099-S (proceeds from real estate transactions)
  - Form 1099-K (merchant card and third party network transactions)
  - Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
  - Form 1099-C (canceled debt)
  - Form 1099-A (acquisition or abandonment of secured property)
- Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

*If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.*