

****SAMPLE APPLICATION****

2018 BUSINESS EXCELLENCE AWARDS

**An award given at the Business Excellence Awards on May 1, 2018
Request for Information**

Congratulations on being nominated for the 2018 Business Excellence Award.

This application will offer the Business Excellence Award Committee insight for selecting the award winners and will convey why your company is deserving of the Business Excellence Awards. With that, please do your very best to provide complete information within this application.

Should you need additional assistance with your application please contact Melissa Elsfelder at melissae@cantonchamber.org or (330) 458-2073.

I. Company Overview:

- A. Please give an overview of your business. (i.e. what product, service or solution do you provide?)
- B. Please describe how and when your company was founded.
- C. Please provide information about your management team/structure.

II. Location:

If you do not have a physical presence in Stark County (e.g., office space, manufacturing facility, etc.), please define/explain the benefits and contributions your company makes to Stark County.

III. Specific Accomplishments:

Please describe the essence of your business, capturing some the following elements: **(250 words max. each)**

- A. Growth in business and/or employment (i.e. growth in sales or employees, etc.)

Sample response:

_____ is a professional service company providing civil engineering and surveying services. We provide professional service in the areas of civil, environmental, structural, and transportation engineering as well as various boundary and construction surveying services. Founded in 1966, we are celebrating our ___ anniversary this year.

Over the past ___ years, we have grown from a company of ___ employees to a firm of over ___ full-time employees at the end of _____. During _____ we increased our full-time staff by _____% company-wide from _____ to _____ full-time employees. We have since added _____ additional full-time employees to our staff. We also have _____ part-time staff which we utilize on a regular basis. We are committed to supporting cooperative education by hiring engineering students from universities to provide on-the-job training. We also regularly hire ___ to ___ part-time employees annually to supplement our staff during the construction season. This brings our current staff to a total of ___ employees.

Equally important has been the stability of our staff. More than _____ of our current staff has over _____ years of service with our company. Of those _____ have over 20 years and we have _____ employees with over 30 years of service. This continuity of staff is a key component in maintaining repeat clients, giving them a level of comfort of being able to deal with the same individuals.

The addition of staff members was a result of an increase in business over the same period. Our business (based upon sales) increased to over \$ _____ in _____ (year). This is an increase in annual business of more than 17% over _____ (fiscal year) and _____% over _____ (XXXX fiscal year). The national average target growth in our industry during that same period was _____%.

B. Stability and longevity in your industry (i.e. adaption to changing industry, viability to your industry, etc.)

Sample response:

_____ was founded in ____ (year) in _____, Ohio. Our original office was located on _____ (address). We moved to our present location at _____ in ____ (year) and have expanded since that time to _____.

In the early 1980's, we acquired the firm of _____ located in Pittsburgh, Pennsylvania.

We maintained this office in downtown Pittsburgh until 2003 when we relocated to _____, a suburb northeast of downtown. In ____ we established an office in _____. This office is ideally located between our main office in _____ and our _____ location. We also opened an office in _____ in 2000. These offices have allowed us to better serve our clients in Southern Ohio, Western Pennsylvania, and Northern West Virginia.

Efficiencies in our industries are measured as a comparison of direct billable labor to indirect labor including sick, vacation, and holidays. Our labor efficiency increased from ____ for ____ (year) to ____ in ____ (year). This significant increase in light of the fact that our staff size increased by over ____% during the same period. Labor efficiencies of ____% to ____% are considered exceptional in the professional _____ and _____ industry.

C. Capital investment or facility expansions/improvements

Sample response:

_____ made an effort to stay abreast of the advancements and tools of our trade. These tools range from _____ equipment to computers and software to aid in our _____ and _____. We annually invest in maintaining our network of personal computers and keeping our _____ related software up to date. Over the past two years, we have upgraded our main computer aided drafting program and engineering software for various storm water/draining feature designs, water distribution modeling, and sewer design. We also upgraded our plotting and scanning capabilities for the generation and reproduction of engineering drawings by purchasing a new high speed engineering plotter/scanner.

We also made an investment in updating our surveying equipment. In ____ we replaced our Global Positioning System (GPS) with newer, faster, and more accurate equipment. To improve the efficiencies of our field survey personnel, we are in the process of implementing new equipment that will allow our field crews to communicate with the office through wireless technology. Utilizing a system of laptop computers and new cell phone technology, our crews will soon be able to communicate remotely with office personnel to receive job instructions, transmit collected data, and log time to projects for billing purposes. This will help to improve crew efficiencies by minimizing trips to the office. We also purchased several new field vehicles for our survey department.

In all, we have invested over _____ (\$) in vehicles, equipment, hardware, and software over the past _____ months.

D. Innovative (expansion of products/product lines)

Sample response:

In 2005 we improved our website design to better highlight our services and projects to regional and national clients. We also improved methods for potential clients to inquire about our services through the internet. Over the past year we have completed projects for national and regional firms developing projects in Ohio. Many of these were a result of inquiries through our web page and have included _____, _____, _____ and _____ (companies).

Our firm must keep abreast of the latest government and environmental requirements in order to best serve our clients and projects. We are involved with completing the necessary plans and permits for recent changes in storm water regulations. These include preparing Storm Water and Pollution Prevention Plans to filter and control storm run off for construction projects. We are also involved in working on the new National Pollutant Discharge Elimination requirements aimed at cleaner storm water. We have also been responsible for developing Spill Prevention Control and Countermeasure plans for some of our industrial clients.

In order to remain diversified and better serve our clients, _____ (company) is continually investigating new areas of service and technology that are available for our industry. We recently began offering house plan drafting services to local builders and developers. This service seemed a natural addition to the surveying, land development and structural engineering services that we were already providing to our home building clients. We are able to offer 3-D modeling and virtual tours of proposed homes. This service has not been widely used in our local home building industry to date. In addition, we recently enhanced our Mortgage Loan Survey services by hiring a full-time manager. This allows us to better serve our mortgage title clients and allows us to be on the front line in offering subdivision, lot split, and larger ALTA survey services when needed.

E. Consistent Involvement in the community

Sample response:

_____ has always strongly encouraged our employees and managers to become involved in the community. The following is a list of the many boards and events in which our employees have involved: [LIST]

We are also actively participating in numerous professional societies and trade associations which include:

- F. Feel free to strengthen your application by including additional information, such as, your company's responsiveness to business/industry challenges. You also may choose to include support documents that you feel are important for the selection committee to consider (e.g. newsletters, news articles, reviews, recommendations, awards, special recognition, product/service information, etc.)

Why toss your hat in the ring?
Let one of our recent honorees tell you!

"For 83 years, Biery Cheese has been honored to call Louisville and Stark County it's home. Receiving the 2012 Business Excellence Award symbolized the hard work, dedication, and leadership of our entire Biery Team. This honor continues to motivate us to constantly improve and reinvent ourselves so that we can achieve future successes in years to come"

Ben Biery, CEO, Biery Cheese Co.