

# 2019 BUSINESS EXCELLENCE AWARDS

## REQUEST FOR INFORMATION FROM NOMINATED COMPANY

### ***Congratulations on being nominated for the 2019 Business Excellence Award!***

*This application gives you the opportunity to convey why your company is deserving of an award, and will offer insight to the selection committee to help them determine the winners. With that in mind, please do your very best to provide complete, detailed information under each category.*

*Should you need additional information or assistance in order to complete your application, please contact Melissa Elsfelder at [melissae@cantonchamber.org](mailto:melissae@cantonchamber.org) or (330) 458-2073.*

**\*\*\*BELOW IS A SAMPLE APPLICATION FOR YOUR REFERENCE\*\*\***

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### **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 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.**