

**2023**  
Right of Way  
Mowing &  
Landscaping  
Services

**RNA**  
FACILITIES MANAGEMENT

*In Partnership With:*



4130 Varsity Dr, Ste A, Ann Arbor, MI 48108 | 734-260-3395

Copy

March 07, 2023

Procurement Unit

City of Ann Arbor



We at RNA Facilities Management would like to thank you for the opportunity to provide you with a proposal for right-of-way mowing and landscaping services. As a Facilities Company for 30+ years, we have the experience needed to manage the seasonal needs of your local properties, at the exemplary level that you have come to expect.

RNA is a nationally-based company who provides affordable, quality facility services and would relish the opportunity to expand our work for the City of Ann Arbor.

As a medium-sized company, we know we have the capability to maintain your premises, but we have the ability to do so at a much more affordable price than most. This difference sets us further apart from the competition and makes us a great fit for this bid.

During our 30+ years we have covered a wide range of Outdoor Service accounts including City and Government buildings, libraries, health clinics, higher learning institutions, and various other businesses. Since our inception in 1991, we have taken pride in providing superior services specifically tailored to meet the individual needs of our clients. We believe this is the primary reason for both our success and longevity.

At RNA we enter into more than just a contract with our clients, instead we look to integrate your philosophies into our own policies. As we continue to grow, we hope to grow in our partnership by continually providing quality service that exceeds your expectations.

Thank you again for the opportunity to present our response. We look forward to working with you in the near future.

Sincerely,

Mike Farha  
Chief Operating Officer

734-260-3395 | MFarha@rna.fm.com



*\*Please see Pricing on pages 25-29.*

Headquarters Office:

**RNA Facilities Management**  
4130 Varsity Drive, Ste A  
Ann Arbor, MI 48108

## CORPORATE INFO

Years in Business:

**30+ Years**

Number of Employees:

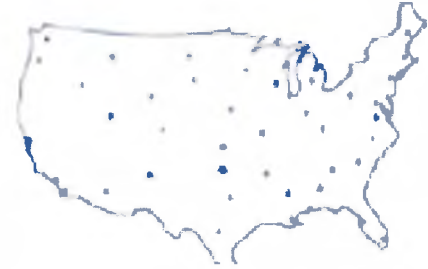
**1050+**

Entity:

**Partnership**

Tax I.D.:

**85-4018640**



NATIONWIDE SERVICE COVERAGE

Bond Firm:



Contact:

**Terry Baner**  
**tbaner@pdins.com**  
**925-819-2422**

- RNA Facilities Management has been in business since 1991.

- We have a 97% retention rate and in the past 5 years have only lost an account due to being underbid.

- RNA has never defaulted in a contract or filed for bankruptcy.

## KEY CONTACTS

**Vice President: Alex Farha | 734-260-3395 | afarha@rnafm.com (24 Hr Emergency Contact)**

*Alex has been with RNA FM for 11 years. Since his addition to our team, Alex has become an integral part of managing all our accounts to ensure both quality and on-time completion. At the start of each project, he works closely with our onsite staff and administrators to ensure tasks are completed and your site is safe.*

*He has also developed our newest quality assurance model where employees hold themselves accountable for their work before being checked for compliance. This new system has helped drastically reduce any potential issues.*

**Director of Grounds: Wayne Bingham | 313-802-5085 | wbingham@rnafm.com**

*Wayne has been with RNA FM for 9 years. As our Director of Grounds, he manages all outdoor service projects, and works to guarantee your continued satisfaction both before and after the bid process. Wayne oversees new customer setup, staffing and helps with quality assurance. His lengthy industry experience and knowledge in anticipating your needs will help set the highest service expectation levels for the City of Ann Arbor.*

# EMPLOYEE RETENTION

*Our 92% employee retention rate is well above industry standards. We understand the reasons behind high turnover rates and have been able to keep our numbers extremely low by following these 4 best practices:*

*1. We hire only experienced managers who work alongside their staff to help get the job done. Interview quality potential employees and hire only the best. As simple as it sounds your service staff from top to bottom must be motivated, responsible and dedicated to their job. These qualities can be uncovered during an interview.*

*2. Clearly defined expectations, demonstrate how to succeed and hold individuals accountable. Instead of expecting the premises to be free of snow, management works alongside the staff at the start of our new contracts to demonstrate exactly how it should be done. After expectations are set, we continue to help our employees succeed with our daily checklist. The checklist serves to remind employees what needs to be done and what we will hold them personally accountable.*

*3. We give out monthly incentives to employees who continuously exceed expectations. Our system rewards employees when no issues arise in their designated location.*

*4. Quality comes directly from the staff representing you on the front lines. From the CEO to your new hire, employees must possess integrity, honesty, dedication and a great work ethic to ensure success. Therefore, it is RNA's policy that each prospective employee shall be thoroughly screened.*



*All employees are subject to a thorough screening process including, but not limited to:*

- a. Finger Printing*
- b. Past employment*
- c. Professional licenses*
- d. Criminal records*
- e. Education*
- f. Workers Compensation*
- g. Driving record*
- h. References*



# REFERENCES

## Reference #1



Entity Name: MICHIGAN DEPT. OF TRANS.	Contact Name and Title: BILL BAIR, PROJECT MANAGER
City: Various	State: Michigan
Phone Number: 248-431-2887	Email Address: BairW@michigan.gov

## Reference #2



Entity Name: CITY OF WARREN	Contact Name and Title: ALLISON HULING, PROPERTY MAINTENANCE
City: Various Locations	State: Michigan
Phone Number: 586-574-4662	Email Address: AHuling@cityofwarren.org

## Reference #3



Entity Name: CITY OF PONTIAC	Contact Name and Title: DAN RINGO, DPW DIRECTOR
City: Various	State: Michigan
Phone Number: 248-762-7216	Email Address: DRingo@pontiac.mi.us

# EQUAL OPPORTUNITIES

*RNA Facilities Management is committed to providing equal employment opportunity and we are nondiscriminatory in regard to race, color, religion, sex, sexual orientation, national origin, age, disability, or any other protected status with respect to recruitment, hiring, upgrades, training, promotion and other terms and conditions of employment.*



*RNA FM does not condone or tolerate the harassment of any employee, including those placed through affirmative action efforts. It is a violation of RNA FM policy for any employee to engage in any activity that could be deemed as sexual harassment or as any other form of harassment. RNA intends that all matters related to recruitment, hiring, training, compensation, benefits, promotions, upgrades, transfers and separations as well as RNA sponsored social programs be free of unlawful discriminatory practices.*

*Alex Farha, Vice President of Operations*

## 7 KEY POINTS

1. In compliance with the specifications for this bid, a full-time account operations manager with several years of leadership experience will be assigned to your account and oversee the on-site supervisor for your outdoor service projects.
2. RNA is local and our HQ office will provide support for your account with respect to management, oversight, problem resolution, contract transition, and human resources for both hiring and training.
3. Our staff is highly trained, and ready to fulfill all of your seasonal site needs to the highest of standards.
4. We offer competitive pay rates and benefits for staff which is likely why we have such a low employee turnover rate. This helps improve our contract performance and ensure 100% satisfaction with our clients.
5. RNA's staff is experienced in utilizing available technology to measure and monitor our contract performance. This also enables us to communicate quickly to resolve any issues in a timely manner.
6. We are a national vendor.
7. We provide excellent references.

### Is your current service contract just words on paper?

- *How do you know your premises are clean & tidy?*
- *Are the services in your contract being delivered?*
- *Are you getting good value for the price your paying?*

You can't know unless you have **proof.**

We don't just promise quality.

We prove it!



#### Proof using RNA:

- *Monitor the quality of our service in real-time as inspections are performed.*
- *Photos and GPS are included for additional verification.*
- *Easily submit complaints and requests online*
- *Everything is documented, easily accessible, with an audit trail.*

#### Benefits to YOU:

- *Receive our outstanding customer service.*
- *Consistently improved safety at your facility.*
- *State-of-the-art reports.*
- *Free access to all our clients.*



## COMMUNICATION

***RNA understands that regular communication is the key to success with our clients.***

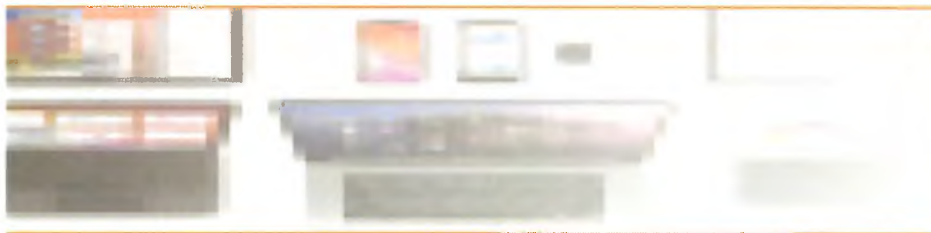
RNA will regularly communicate with our on-site employees, and with your site administrator through email, cell phone and text – we will use the method that best suits your needs.

RNA uses custom built facility management software that can send out email notifications to the on-site Manager and any other employees that need to be informed when certain work needs to be completed.

We have also developed a unique mobile app to create, view and edit work orders, perform inspections at each of your sites and assist management and clients alike with project communication and ordering. This custom app ensures **QUALITY** and is available for use by our staff and contract administrators on all mobile devices. This correspondence routes through a single database, monitored by us 24/7.

RNA will utilize this during future work to be completed from a resulting contract.

### Real-Time Inspections Ensure Transparency and Accountability



*Monthly reports will be submitted directly to your site administrator.*



# MANAGEMENT TEAM

## CEO

### Chief Executive Officer



A proven leader and entrepreneur, Bryson first started in the industry at nineteen years old, cleaning medical offices and banks during the evening while attending college in the daytime. Over the past thirteen years, Bryson spearheaded all facets of organizational growth, focusing on various multi-state collaborative services. His ambitious ideas have come to fruition, now overseeing all facility management and janitorial operations, nationwide.

**Bryson Raver**

## COO

### Chief Operating Officer

As a self-made facilities management mogul, Mike's imaginative resource management while setting high industry standards over the past 18 years designate him as the main point of contact for bidding, contract negotiation, and service at your sites. As our Chief Operating Officer, he works to guarantee your continued satisfaction both during and after the bid process. Mike oversees new customer setup, staffing, and is strategic in implementing the highest levels of quality assurance (QA). His extensive industry experience is key in anticipating needs, and will ensure the exemplary service expectations for your account.



**Mike Farha**

## CIO

### Chief Investment Officer



Josh has spent his entire career advising companies on strategic growth initiatives in a variety of industries. He handles special corporate projects including capital raising, add-on acquisitions, marketing and branding projects, C-level recruiting, ERP implementations, and other value creation initiatives. His entrepreneurial background over the past 19 years is multi-faceted, and his innovative problem solving methods are great assets that are extended to RNA's client base.

**Josh Kuder**

## SVP

### Senior Vice President of Operations

Dave is an experienced professional with more than 20 years in janitorial executive & operational management. He spent five years as a property & facility manager at a high-rise office building, during which time he attained both Real Property Administrator (RPA) and Facilities Management Administrator (FMA) certifications. Dave has held various sales and operational roles across the facility service industry.



**Dave Angel**

# MANAGEMENT TEAM

**VP**

*Vice President of Operations*



Alex has been with RNA for 9 years. Since his addition to our team, Alex has become an integral part of managing all our accounts to ensure both quality of service, and on-time completion. At the start of each project, he works closely with our on-site staff, cleaning alongside them to demonstrate exactly what needs to be done. He has also developed our newest quality assurance model where employees hold themselves accountable for their work before being checked for compliance. This new system has helped drastically reduce any potential issues, and will ensure a smooth transition for your properties.

**Alex Farha**

**PM**

*Project Manager*

Your primary Project Manager, Wayne, is a passionate, creative, and energizing senior leader with over 15 years of progressively increased responsibilities in outdoor service management, and account management roles. Wayne has a proven ability to build and motivate high-performing project teams and deliver quality results in our leading client projects. He will be key to organizing and leading the successful project team that will execute quality results, on time and on budget for your grounds.

**Wayne Bingham**

**TM**

*Transition Manager*



Dwight's responsibilities at RNA include operational due diligence, system synergies, project management, and strategy execution. He has led the RNA Team transition strategy for hundreds of transactions in the facility service industry. He holds a bachelor's in Management from The University of Tampa and is a certified Professional in Human Resources (PHR).

**Dwight Tesoro**

**EM**

*Equipment Manager*

With over 25 years of experience and various certifications in all aspects of facilities management servicing, Paolo Decina will oversee all equipment and products as the designated supply chain manager. Paolo will train staff on how to properly use equipment and will handle equipment and supply ordering.



**Paolo Decina**

# PROJECT MANAGER

Wayne Bingham

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## PROFESSIONAL SUMMARY

Experienced Project Manager with a focus on excellence in client satisfaction and outdoor services projects. Action-oriented leader with strong abilities to execute skillful procedures and get results by motivating, training, supporting and working side-by-side with the onsite team to achieve the highest standards of performance.

## SKILLSET

### **Project Management: Planning, Material Procurement, Overall Site Plan Organization**

- Execution of Takeoffs
- Meeting Facilitation
- Blueprint and landscape aerial view/ plan interpretation
- Client Account Management
- Effective Leadership
- Employee Scheduling
- Logistic Coordination
- Knowledge of water supply/Sprinkler/Irrigation, agriculture and hard scapes
- Recommendations on landscape maintenance
- Consultancy Solutions
- Microsoft Word and Excel
- Quality Control Implementation
- Smooth Vendor Transition
- Strong familiarity with plant materials and growth zones
- Exemplary landscaping intelligence
- General Contractor Coordination
- Strict Adherence to Traffic Control Signage Placement for Maintenance Work Zones per MDOT Guidelines
- Extensive understanding of all aspects of outdoor landscape service needs with 20+ years in the field

## WORK SUMMARY

- Currently oversee all large commercial landscape and outdoor maintenance accounts for RNA.
- Extensive Knowledge of mowing, trimming, landscape maintenance, snow removal/ de-icing / safe premise keeping
- Manage projects from walk-throughs, bidding all through final installation phases to completion
- Responsible for ordering and inventory of all necessary materials, including plants
- Oversees all crew scheduling for outdoor services on client projects

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WBingham@rnafm.com

313-802-5085

# LAWN EQUIPMENT

QUANTITY	EQUIPMENT	MAKE & MODEL	AGE
2	TRUCK	RAM 2500	2022
4	TRUCK	RAM 2500	2020
3	TRUCK	RAM 1500	2019
1	TRUCK	FORD F-250	2017
21	TRUCK	CHEVY 2500	2015
1	CUBE VAN	GMC 2500	2012
2	ENCLOSED TRAILERS	HALLMARK 20'	2019
1	OPEN TRAILER	AMERICAN MAN	2016
6	ZTR MOWER	KUBOTA 60"	2017
5	ZTR MOWER	EXMARK 60"	2017-18
21	WALK BEHIND	EXMARK 36"	2019
3	WALK BEHIND	EXMARK 48"	2015
2	21" MOWER	TORO	2016
10	WEED WHIP	REDMAX / STIHL	2014-2018
10	BACKPACK BLOWER	REDMAX / STIHL	2016-2018
5	STICK EDGER	REDMAX	2015
6	HEDGER	REDMAX / STIHL	2014-2015
5	BED EDGER	ECHO	2017
5	EXT SAW	STIHL	2015

\*Traffic control signage and placement approved by MDOT guidelines. Any additional tools, equipment and vehicles deemed necessary to complete the work will be provided by RNA.



# SNOW EQUIPMENT

Description	Year
GMC K6500 Truck w' salter	2015
Chevy 2500 truck w' plow	2014
Ford F-450 truck w' plow and salter	2019
Ford F-250 w' plow	2020
Qty: (4) Ram HD trucks 2 w' plows and salters	2021
Kubota Side by side w' plow	2016
Toro 2 stage snow blower	2015
Qty: (5) Toro single stage snow blowers	2013
Qty: (2) Ahrens single stage snow blowers	2018
Qty: (2) GMC HD Trucks w/plows and salters	2012
Qty: (2) Kubota tractors w' plows for sidewalks	2012
Caterpillar 272 Skid Loader w' 10' push box	2012
Qty: (6) Troy Bilt single stage snow blowers	2018
Qty: (2) Ram 2500 Plow trucks w' V-plows and boss v-box salters	2020
Western Striker Salter	2020

\*Traffic control signage and placement approved by MDOT guidelines. Any additional tools, equipment and vehicles deemed necessary to complete the work will be provided by RNA, including all equipment.



# PROPOSED METHODS

## Proposed Methods and Staff Continuity Plan for City of Ann Arbor

The City of Ann Arbor admin is charged with providing staff, employees, and visitors with a safe, clean, and appealing environment through effective management of human, financial and physical resources.

RNA clearly understands this vital role. This point is of crucial importance to City of Ann Arbor because the success of City of Ann Arbor is dependent on being able to meet the overall needs of every patron. We have developed a reputation for Quality based on the consistency of the municipal environments of the facilities and premises where we provide Outdoor Services.

The management of City of Ann Arbor and RNA are responsible with being effective stewards of your grounds, buildings, and infrastructures.

Building administrators are operating in a financially challenged environment that is changing rapidly and they are seeking companies like RNA to manage their service departments. We view outdoor services as our core focus with excellent prospects for growth. Therefore, we have committed the financial and managerial resources necessary at a time when some suppliers are moving away from providing sufficient corporate support.

We believe the operational challenges that facilities face require a specialized approach to providing direct operational support. To meet this challenge, we have dedicated a support team including your direct point of contact, Director of Operations, Vice President of Sales, Head Site Manager and Zone Account Managers who have a singular focus on the operational needs of our educational and wellness clients. This singular focus of this support team allows RNA to provide an exemplary level of expertise unmatched in the field.

Our objective is to improve the cleanliness of the various sites and the relationship between the Outdoor services team, and City of Ann Arbor We will achieve this objective by developing an understanding of the needs of the individual City of Ann Arbor properties and by working with the Outdoor Services employees to implement the RNA Facilities Management operating system.

We appreciate your time in reviewing our recommendations and welcome any suggestions you may have to improve the effectiveness of our proposed operational plan for your sites. We will focus on the following tasks:

1. Providing the answer team and City of Ann Arbor administrators with effective support from our specialized support team. To provide effective Outdoor Services, we require both staff and management extensive, continuous on-site training (20 hours) including a broad range of methods and skills for each member of our staff.
2. We have partnered with long term suppliers to ensure exemplary products are used on-site. Ongoing training and our proven snow removal techniques. Our Zone Account Managers will support the on-site team consistent with the implementation plan and as the needs of each one of your premises require. Each member has our promise of personal respect and concern.
3. An account manager will be assigned to each zone to implement our program. These individuals are Experienced managers who can provide effective leadership by working side by side with employees all the while thoroughly understanding the steps to maintain the premises of the facilities. We, as the service providers, will remain consistent with those specific needs.
4. The facilities will be divided into Zones, each with an account manager assigned who is responsible for providing leadership to the Outdoor Services staff assigned to each zone. In addition, the account manager will break these into smaller zones and delegate tasks to on-site managers and Outdoor Services workers who will also be appointed.

5. Our RNA Outdoor Services Leadership Team will work tirelessly to exceed our expectations for the Outdoor services in this proposal. RNA always employs a Swarm Team which is a pool of highly trained, versatile, temporary replacement personnel to provide you continued service during any planned or unplanned leave of absence. This always evolving list of employees will be utilized to supplement any necessary staff of The City of Ann Arbor.
6. Quality Assurance is a high priority of RNAs, and we do everything we can so that you can rest assured that everything is taken care of. We developed our own user-friendly Quality Assurance App compatible with any mobile device. Each of your sites will be assigned a unique username and password allowing you to make instant requests via the app. Every report goes into a single database with a touch of the screen saving valuable corresponding time and allowing for quick responses.
7. RNA Facilities Management will implement all the specifications listed in your rfp. This efficient program will Ensure patrons health, improve customer satisfaction, employee turnover and will help maintain the overall consistency of the program.
8. We realize what a challenge it can be to provide adequate funding for maintaining all your facilities and the competition for funding between academic programs and facilities. In response to this, RNA has worked to develop the following processes:
  - o Selection and hiring process
  - o RNA's complete training process
  - o Reductions in travel time and waste of steps
  - o Safety program that performs beyond compliance
  - o Consistent quality of service
  - o Cost reduction on all outdoor service supplies
  - o Improved employee morale, productivity, and overall safety
9. Keeping lines of communication open with all staff members to facilitate an understanding of the needs of each building and the resources necessary to meet those needs.
10. Organizing each zones team so that the needs of our clients are addressed and satisfied in a timely, professional, and effective manner while ensuring balanced workloads for all employees.
11. RNA will use excellent condition or brand-new equipment throughout each property.
12. RNA's operating system will be implemented during the initial 90 days. Will work closely with officials to purchase all Outdoor service supplies and create an efficient system of procurement and inventory during the contract period.

RNA is committed to quality performance. We welcome the opportunity to implement our programs into your facilities.

The operational plan that we are proposing for implementation is based on our assessment of City of Ann Arbor, the specific RFP specifications and observations during our tours along with our more Than 30 years of providing Outdoor service solutions for our clients. This experience we have gained through our partnerships with a plethora of government and City buildings, office complexes, hospital and school campuses which has provided us with significant insight into the operational and cultural needs of your environments.

Our operational plan is specifically designed for each of your buildings with the goal of providing a clean, safe, and healthy environment for all patrons and staff. We believe in providing a clean and healthy environment as our number one priority. We work side-by-side with your maintenance department for the effective management of human, financial and physical resources to provide the solutions that put the interests of your properties first.

We have conducted a thorough review of all requirements documented in the request for proposal to determine the appropriate approach to providing service solutions for your buildings. After touring your buildings and reviewing the plans, we have assessed the specific staffing, equipment and cleaning requirements of each building along with observations of the current cleaning levels witnessed at the time of the property tours.

We have developed solutions by considering your site locations, the proximity of each building to each other, and how it relates to the ability of staff to move through the premises quickly and efficiently while allowing the technicians to move equipment between properties which will maximize our mutual investment in new technology and time.

Our managers will always be available during the transition period to provide leadership for our team while we are at any of the locations of the buildings. These managers are experienced professionals who will provide effective leadership, ensuring RNA understands the specifications of the RFP and the needs of your City of Ann Arbor site grounds. During the implementation and transition phase of the contract, RNA's Outdoor staff will be regularly evaluated and adjusted as necessary to assure that we are exceeding expectations, and all needs of your buildings are met. Any adjustment of staffing requirements will not result in an increase of the proposed contract price. Our plan will enable us to provide a transparent transition and allow for implementation of our programs and systems. Once a contract is awarded, RNA will work with the contract administrator and current Outdoor employees to finalize a mutual plan. With permission, we will begin the transition and implementation process with a pre-startup team to ensure a smooth start date.

Our start-up team will implement our staff development plan that includes the following:

- o Scheduling individual interviews including existing staff
- o Selection and confirmation of uniforms
- o Finalizing of job description specific to each area of each building
- o Review of employee policies and standards along with procedures
- o Planning of staff training sessions
- o Implementation of task list with one-on-one employee training time
- o Verification of all RNA safety and technical training programs
- o Implementation of an employee handbook and employee recognition programs

We believe that selection and recruitment is key to enhancing and maintaining the quality of Outdoor service expected at high-traffic facilities such as yours. Proper training and retention of quality staff is priority. Each applicant will be interviewed with a series of questions designed to elicit behavioral responses revealing both their work ethic and previous experience.

All current Outdoor employees will be provided an equal opportunity to interview with RNA Facilities Management for this contract. We have found that this type of interview process reduces turnover of staff and leads to increased consistency of services provided to you.

Quality control procedures will also be implemented by our managerial staff. RNA Facilities Management has implemented a quality assurance app available for use by our staff along with the contract administrators on all mobile devices that routes through a single database monitored by us which will be utilized during any work done at your City of Ann Arbor properties.







# Request for Taxpayer Identification Number and Certification

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

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

1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.  
**RNA Michigan Holdings, LLC**

2 Business name/disregarded entity name, if different from above  
**RNA Facilities Management**

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) ▶ **P**

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.  
**4130 Varsity Drive**

6 City, state, and ZIP code  
**Ann Arbor, MI 48108**

7 List account number(s) here (optional)

Requester's name and address (optional)

**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.

**Social security number**

				-			-				
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or

**Employer identification number**

8	5	-	4	0	1	8	6	4	0
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**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.

**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 ▶ *Dwight Tesoro* Date ▶ **01-01-2023**

**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-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.



By signing the filled-out form, you:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
2. Certify that you are not subject to backup withholding, or
3. Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income, and
4. Certify that FATCA code(s) entered on this form (if any) indicating that you are exempt from the FATCA reporting, is correct. See *What is FATCA reporting*, later, for further information.

**Note:** If you are a U.S. person and a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

**Definition of a U.S. person.** For federal tax purposes, you are considered a U.S. person if you are:

- An individual who is a U.S. citizen or U.S. resident alien;
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States;
- An estate (other than a foreign estate); or
- A domestic trust (as defined in Regulations section 301.7701-7).

**Special rules for partnerships.** Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax under section 1446 on any foreign partners' share of effectively connected taxable income from such business. Further, in certain cases where a Form W-9 has not been received, the rules under section 1446 require a partnership to presume that a partner is a foreign person, and pay the section 1446 withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid section 1446 withholding on your share of partnership income.

In the cases below, the following person must give Form W-9 to the partnership for purposes of establishing its U.S. status and avoiding withholding on its allocable share of net income from the partnership conducting a trade or business in the United States.

- In the case of a disregarded entity with a U.S. owner, the U.S. owner of the disregarded entity and not the entity;
- In the case of a grantor trust with a U.S. grantor or other U.S. owner, generally, the U.S. grantor or other U.S. owner of the grantor trust and not the trust; and
- In the case of a U.S. trust (other than a grantor trust), the U.S. trust (other than a grantor trust) and not the beneficiaries of the trust.

**Foreign person.** If you are a foreign person or the U.S. branch of a foreign bank that has elected to be treated as a U.S. person, do not use Form W-9. Instead, use the appropriate Form W-8 or Form 8233 (see Pub. 515, *Withholding of Tax on Nonresident Aliens and Foreign Entities*).

**Nonresident alien who becomes a resident alien.** Generally, only a nonresident alien individual may use the terms of a tax treaty to reduce or eliminate U.S. tax on certain types of income. However, most tax treaties contain a provision known as a "saving clause." Exceptions specified in the saving clause may permit an exemption from tax to continue for certain types of income even after the payee has otherwise become a U.S. resident alien for tax purposes.

If you are a U.S. resident alien who is relying on an exception contained in the saving clause of a tax treaty to claim an exemption from U.S. tax on certain types of income, you must attach a statement to Form W-9 that specifies the following five items.

1. The treaty country. Generally, this must be the same treaty under which you claimed exemption from tax as a nonresident alien.
2. The treaty article addressing the income.
3. The article number (or location) in the tax treaty that contains the saving clause and its exceptions.
4. The type and amount of income that qualifies for the exemption from tax.
5. Sufficient facts to justify the exemption from tax under the terms of the treaty article.

**Example.** Article 20 of the U.S.-China income tax treaty allows an exemption from tax for scholarship income received by a Chinese student temporarily present in the United States. Under U.S. law, this student will become a resident alien for tax purposes if his or her stay in the United States exceeds 5 calendar years. However, paragraph 2 of the first Protocol to the U.S.-China treaty (dated April 30, 1984) allows the provisions of Article 20 to continue to apply even after the Chinese student becomes a resident alien of the United States. A Chinese student who qualifies for this exception (under paragraph 2 of the first protocol) and is relying on this exception to claim an exemption from tax on his or her scholarship or fellowship income would attach to Form W-9 a statement that includes the information described above to support that exemption.

If you are a nonresident alien or a foreign entity, give the requester the appropriate completed Form W-8 or Form 8233.

## Backup Withholding

**What is backup withholding?** Persons making certain payments to you must under certain conditions withhold and pay to the IRS 24% of such payments. This is called "backup withholding." Payments that may be subject to backup withholding include interest, tax-exempt interest, dividends, broker and barter exchange transactions, rents, royalties, nonemployee pay, payments made in settlement of payment card and third party network transactions, and certain payments from fishing boat operators. Real estate transactions are not subject to backup withholding.

You will not be subject to backup withholding on payments you receive if you give the requester your correct TIN, make the proper certifications, and report all your taxable interest and dividends on your tax return.

**Payments you receive will be subject to backup withholding if:**

1. You do not furnish your TIN to the requester,
2. You do not certify your TIN when required (see the instructions for Part II for details),
3. The IRS tells the requester that you furnished an incorrect TIN,
4. The IRS tells you that you are subject to backup withholding because you did not report all your interest and dividends on your tax return (for reportable interest and dividends only), or
5. You do not certify to the requester that you are not subject to backup withholding under 4 above (for reportable interest and dividend accounts opened after 1983 only).

Certain payees and payments are exempt from backup withholding. See *Exempt payee code*, later, and the separate Instructions for the Requester of Form W-9 for more information.

Also see *Special rules for partnerships*, earlier.

## What is FATCA Reporting?

The Foreign Account Tax Compliance Act (FATCA) requires a participating foreign financial institution to report all United States account holders that are specified United States persons. Certain payees are exempt from FATCA reporting. See *Exemption from FATCA reporting code*, later, and the Instructions for the Requester of Form W-9 for more information.

## Updating Your Information

You must provide updated information to any person to whom you claimed to be an exempt payee if you are no longer an exempt payee and anticipate receiving reportable payments in the future from this person. For example, you may need to provide updated information if you are a C corporation that elects to be an S corporation, or if you no longer are tax exempt. In addition, you must furnish a new Form W-9 if the name or TIN changes for the account; for example, if the grantor of a grantor trust dies.

## Penalties

**Failure to furnish TIN.** If you fail to furnish your correct TIN to a requester, you are subject to a penalty of \$50 for each such failure unless your failure is due to reasonable cause and not to willful neglect.

**Civil penalty for false information with respect to withholding.** If you make a false statement with no reasonable basis that results in no backup withholding, you are subject to a \$500 penalty.

**Criminal penalty for falsifying information.** Willfully falsifying certifications or affirmations may subject you to criminal penalties including fines and/or imprisonment.

**Misuse of TINs.** If the requester discloses or uses TINs in violation of federal law, the requester may be subject to civil and criminal penalties.

## Specific Instructions

### Line 1

You must enter one of the following on this line; **do not** leave this line blank. The name should match the name on your tax return.

If this Form W-9 is for a joint account (other than an account maintained by a foreign financial institution (FFI)), list first, and then circle, the name of the person or entity whose number you entered in Part I of Form W-9. If you are providing Form W-9 to an FFI to document a joint account, each holder of the account that is a U.S. person must provide a Form W-9.

a. **Individual.** Generally, enter the name shown on your tax return. If you have changed your last name without informing the Social Security Administration (SSA) of the name change, enter your first name, the last name as shown on your social security card, and your new last name.

**Note: ITIN applicant:** Enter your individual name as it was entered on your Form W-7 application, line 1a. This should also be the same as the name you entered on the Form 1040/1040A/1040EZ you filed with your application.

b. **Sole proprietor or single-member LLC.** Enter your individual name as shown on your 1040/1040A/1040EZ on line 1. You may enter your business, trade, or "doing business as" (DBA) name on line 2.

c. **Partnership, LLC that is not a single-member LLC, C corporation, or S corporation.** Enter the entity's name as shown on the entity's tax return on line 1 and any business, trade, or DBA name on line 2.

d. **Other entities.** Enter your name as shown on required U.S. federal tax documents on line 1. This name should match the name shown on the charter or other legal document creating the entity. You may enter any business, trade, or DBA name on line 2.

e. **Disregarded entity.** For U.S. federal tax purposes, an entity that is disregarded as an entity separate from its owner is treated as a "disregarded entity." See Regulations section 301.7701-2(c)(2)(iii). Enter the owner's name on line 1. The name of the entity entered on line 1 should never be a disregarded entity. The name on line 1 should be the name shown on the income tax return on which the income should be reported. For example, if a foreign LLC that is treated as a disregarded entity for U.S. federal tax purposes has a single owner that is a U.S. person, the U.S. owner's name is required to be provided on line 1. If the direct owner of the entity is also a disregarded entity, enter the first owner that is not disregarded for federal tax purposes. Enter the disregarded entity's name on line 2, "Business name/disregarded entity name." If the owner of the disregarded entity is a foreign person, the owner must complete an appropriate Form W-8 instead of a Form W-9. This is the case even if the foreign person has a U.S. TIN.

### Line 2

If you have a business name, trade name, DBA name, or disregarded entity name, you may enter it on line 2.

### Line 3

Check the appropriate box on line 3 for the U.S. federal tax classification of the person whose name is entered on line 1. Check only one box on line 3.

IF the entity/person on line 1 is a(n) . . .	THEN check the box for . . .
• Corporation	Corporation
• Individual • Sole proprietorship, or • Single-member limited liability company (LLC) owned by an individual and disregarded for U.S. federal tax purposes.	Individual/sole proprietor or single-member LLC
• LLC treated as a partnership for U.S. federal tax purposes, • LLC that has filed Form 8832 or 2553 to be taxed as a corporation, or • LLC that is disregarded as an entity separate from its owner but the owner is another LLC that is not disregarded for U.S. federal tax purposes.	Limited liability company and enter the appropriate tax classification. (P= Partnership; C= C corporation; or S= S corporation)
• Partnership	Partnership
• Trust/estate	Trust/estate

### Line 4, Exemptions

If you are exempt from backup withholding and/or FATCA reporting, enter in the appropriate space on line 4 any code(s) that may apply to you.

#### Exempt payee code.

- Generally, individuals (including sole proprietors) are not exempt from backup withholding.
- Except as provided below, corporations are exempt from backup withholding for certain payments, including interest and dividends.
- Corporations are not exempt from backup withholding for payments made in settlement of payment card or third party network transactions.
- Corporations are not exempt from backup withholding with respect to attorneys' fees or gross proceeds paid to attorneys, and corporations that provide medical or health care services are not exempt with respect to payments reportable on Form 1099-MISC.

The following codes identify payees that are exempt from backup withholding. Enter the appropriate code in the space in line 4.

- 1—An organization exempt from tax under section 501(a), any IRA, or a custodial account under section 403(b)(7) if the account satisfies the requirements of section 401(f)(2)
- 2—The United States or any of its agencies or instrumentalities
- 3—A state, the District of Columbia, a U.S. commonwealth or possession, or any of their political subdivisions or instrumentalities
- 4—A foreign government or any of its political subdivisions, agencies, or instrumentalities
- 5—A corporation
- 6—A dealer in securities or commodities required to register in the United States, the District of Columbia, or a U.S. commonwealth or possession
- 7—A futures commission merchant registered with the Commodity Futures Trading Commission
- 8—A real estate investment trust
- 9—An entity registered at all times during the tax year under the Investment Company Act of 1940
- 10—A common trust fund operated by a bank under section 584(a)
- 11—A financial institution
- 12—A middleman known in the investment community as a nominee or custodian
- 13—A trust exempt from tax under section 664 or described in section 4947

The following chart shows types of payments that may be exempt from backup withholding. The chart applies to the exempt payees listed above, 1 through 13.

IF the payment is for . . .	THEN the payment is exempt for . . .
Interest and dividend payments	All exempt payees except for 7
Broker transactions	Exempt payees 1 through 4 and 6 through 11 and all C corporations. S corporations must not enter an exempt payee code because they are exempt only for sales of noncovered securities acquired prior to 2012.
Barter exchange transactions and patronage dividends	Exempt payees 1 through 4
Payments over \$600 required to be reported and direct sales over \$5,000 <sup>1</sup>	Generally, exempt payees 1 through 5 <sup>2</sup>
Payments made in settlement of payment card or third party network transactions	Exempt payees 1 through 4

<sup>1</sup> See Form 1099-MISC, Miscellaneous Income, and its instructions.

<sup>2</sup> However, the following payments made to a corporation and reportable on Form 1099-MISC are not exempt from backup withholding: medical and health care payments, attorneys' fees, gross proceeds paid to an attorney reportable under section 6045(f), and payments for services paid by a federal executive agency.

**Exemption from FATCA reporting code.** The following codes identify payees that are exempt from reporting under FATCA. These codes apply to persons submitting this form for accounts maintained outside of the United States by certain foreign financial institutions. Therefore, if you are only submitting this form for an account you hold in the United States, you may leave this field blank. Consult with the person requesting this form if you are uncertain if the financial institution is subject to these requirements. A requester may indicate that a code is not required by providing you with a Form W-9 with "Not Applicable" (or any similar indication) written or printed on the line for a FATCA exemption code.

A—An organization exempt from tax under section 501(a) or any individual retirement plan as defined in section 7701(a)(37)

B—The United States or any of its agencies or instrumentalities

C—A state, the District of Columbia, a U.S. commonwealth or possession, or any of their political subdivisions or instrumentalities

D—A corporation the stock of which is regularly traded on one or more established securities markets, as described in Regulations section 1.1472-1(c)(1)(i)

E—A corporation that is a member of the same expanded affiliated group as a corporation described in Regulations section 1.1472-1(c)(1)(i)

F—A dealer in securities, commodities, or derivative financial instruments (including notional principal contracts, futures, forwards, and options) that is registered as such under the laws of the United States or any state

G—A real estate investment trust

H—A regulated investment company as defined in section 851 or an entity registered at all times during the tax year under the Investment Company Act of 1940

I—A common trust fund as defined in section 584(a) J—

A bank as defined in section 581

K—A broker

L—A trust exempt from tax under section 664 or described in section 4947(a)(1)

M—A tax exempt trust under a section 403(b) plan or section 457(g) plan

**Note:** You may wish to consult with the financial institution requesting this form to determine whether the FATCA code and/or exempt payee code should be completed.

**Line 5**

Enter your address (number, street, and apartment or suite number). This is where the requester of this Form W-9 will mail your information returns. If this address differs from the one the requester already has on file, write NEW at the top. If a new address is provided, there is still a chance the old address will be used until the payor changes your address in their records.

**Line 6**

Enter your city, state, and ZIP code.

**Part I. Taxpayer Identification Number (TIN)**

**Enter your TIN in the appropriate box.** If you are a resident alien and you do not have and are not eligible to get an SSN, your TIN is your IRS individual taxpayer identification number (ITIN). Enter it in the social security number box. If you do not have an ITIN, see *How to get a TIN* below.

If you are a sole proprietor and you have an EIN, you may enter either your SSN or EIN.

If you are a single-member LLC that is disregarded as an entity separate from its owner, enter the owner's SSN (or EIN, if the owner has one). Do not enter the disregarded entity's EIN. If the LLC is classified as a corporation or partnership, enter the entity's EIN.

**Note:** See *What Name and Number To Give the Requester*, later, for further clarification of name and TIN combinations.

**How to get a TIN.** If you do not have a TIN, apply for one immediately. To apply for an SSN, get Form SS-5, Application for a Social Security Card, from your local SSA office or get this form online at [www.SSA.gov](http://www.SSA.gov). You may also get this form by calling 1-800-772-1213. Use Form W-7, Application for IRS Individual Taxpayer Identification Number, to apply for an ITIN, or Form SS-4, Application for Employer Identification Number, to apply for an EIN. You can apply for an EIN online by accessing the IRS website at [www.irs.gov/Businesses](http://www.irs.gov/Businesses) and clicking on Employer Identification Number (EIN) under Starting a Business. Go to [www.irs.gov/Forms](http://www.irs.gov/Forms) to view, download, or print Form W-7 and/or Form SS-4. Or, you can go to [www.irs.gov/OrderForms](http://www.irs.gov/OrderForms) to place an order and have Form W-7 and/or SS-4 mailed to you within 10 business days.

If you are asked to complete Form W-9 but do not have a TIN, apply for a TIN and write "Applied For" in the space for the TIN, sign and date the form, and give it to the requester. For interest and dividend payments, and certain payments made with respect to readily tradable instruments, generally you will have 60 days to get a TIN and give it to the requester before you are subject to backup withholding on payments. The 60-day rule does not apply to other types of payments. You will be subject to backup withholding on all such payments until you provide your TIN to the requester.

**Note:** Entering "Applied For" means that you have already applied for a TIN or that you intend to apply for one soon.

**Caution:** A disregarded U.S. entity that has a foreign owner must use the appropriate Form W-8.

**Part II. Certification**

To establish to the withholding agent that you are a U.S. person, or resident alien, sign Form W-9. You may be requested to sign by the withholding agent even if item 1, 4, or 5 below indicates otherwise.

For a joint account, only the person whose TIN is shown in Part I should sign (when required). In the case of a disregarded entity, the person identified on line 1 must sign. Exempt payees, see *Exempt payee code*, earlier.

**Signature requirements.** Complete the certification as indicated in items 1 through 5 below.

**1. Interest, dividend, and barter exchange accounts opened before 1984 and broker accounts considered active during 1983.** You must give your correct TIN, but you do not have to sign the certification.

**2. Interest, dividend, broker, and barter exchange accounts opened after 1983 and broker accounts considered inactive during 1983.** You must sign the certification or backup withholding will apply. If you are subject to backup withholding and you are merely providing your correct TIN to the requester, you must cross out item 2 in the certification before signing the form.

**3. Real estate transactions.** You must sign the certification. You may cross out item 2 of the certification.

**4. Other payments.** You must give your correct TIN, but you do not have to sign the certification unless you have been notified that you have previously given an incorrect TIN. "Other payments" include payments made in the course of the requester's trade or business for rents, royalties, goods (other than bills for merchandise), medical and health care services (including payments to corporations), payments to a nonemployee for services, payments made in settlement of payment card and third party network transactions, payments to certain fishing boat crew members and fishermen, and gross proceeds paid to attorneys (including payments to corporations).

**5. Mortgage interest paid by you, acquisition or abandonment of secured property, cancellation of debt, qualified tuition program payments (under section 529), ABL accounts (under section 529A), IRA, Coverdell ESA, Archer MSA or HSA contributions or distributions, and pension distributions.** You must give your correct TIN, but you do not have to sign the certification.

**What Name and Number To Give the Requester**

For this type of account:	Give name and SSN of:
1. Individual	The individual
2. Two or more individuals (joint account) other than an account maintained by an FFI	The actual owner of the account or, if combined funds, the first individual on the account <sup>1</sup>
3. Two or more U.S. persons (joint account maintained by an FFI)	Each holder of the account
4. Custodial account of a minor (Uniform Gift to Minors Act)	The minor <sup>2</sup>
5. a. The usual revocable savings trust (grantor is also trustee) b. So-called trust account that is not a legal or valid trust under state law	The grantor-trustee <sup>1</sup> The actual owner <sup>1</sup>
6. Sole proprietorship or disregarded entity owned by an individual	The owner <sup>3</sup>
7. Grantor trust filing under Optional Form 1099 Filing Method 1 (see Regulations section 1.671-4(b)(2)(i)(A))	The grantor <sup>4</sup>
For this type of account:	Give name and EIN of:
8. Disregarded entity not owned by an individual	The owner
9. A valid trust, estate, or pension trust	Legal entity <sup>4</sup>
10. Corporation or LLC electing corporate status on Form 8832 or Form 2553	The corporation
11. Association, club, religious, charitable, educational, or other tax-exempt organization	The organization
12. Partnership or multi-member LLC	The partnership
13. A broker or registered nominee	The broker or nominee

For this type of account:	Give name and EIN of:
14. Account with the Department of Agriculture in the name of a public entity (such as a state or local government, school district, or prison) that receives agricultural program payments	The public entity
15. Grantor trust filing under the Form 1041 Filing Method or the Optional Form 1099 Filing Method 2 (see Regulations section 1.671-4(b)(2)(i)(B))	The trust

<sup>1</sup> List first and circle the name of the person whose number you furnish. If only one person on a joint account has an SSN, that person's number must be furnished.

<sup>2</sup> Circle the minor's name and furnish the minor's SSN.

<sup>3</sup> You must show your individual name and you may also enter your business or DBA name on the "Business name/disregarded entity" name line. You may use either your SSN or EIN (if you have one), but the IRS encourages you to use your SSN.

<sup>4</sup> List first and circle the name of the trust, estate, or pension trust. (Do not furnish the TIN of the personal representative or trustee unless the legal entity itself is not designated in the account title.) Also see *Special rules for partnerships*, earlier.

**\*Note:** The grantor also must provide a Form W-9 to trustee of trust.

**Note:** If no name is circled when more than one name is listed, the number will be considered to be that of the first name listed.

**Secure Your Tax Records From Identity Theft**

Identity theft occurs when someone uses your personal information such as your name, SSN, or other identifying information, without your permission, to commit fraud or other crimes. An identity thief may use your SSN to get a job or may file a tax return using your SSN to receive a refund.

To reduce your risk:

- Protect your SSN,
- Ensure your employer is protecting your SSN, and
- Be careful when choosing a tax preparer.

If your tax records are affected by identity theft and you receive a notice from the IRS, respond right away to the name and phone number printed on the IRS notice or letter.

If your tax records are not currently affected by identity theft but you think you are at risk due to a lost or stolen purse or wallet, questionable credit card activity or credit report, contact the IRS Identity Theft Hotline at 1-800-908-4490 or submit Form 14039.

For more information, see Pub. 5027, Identity Theft Information for Taxpayers.

Victims of identity theft who are experiencing economic harm or a systemic problem, or are seeking help in resolving tax problems that have not been resolved through normal channels, may be eligible for Taxpayer Advocate Service (TAS) assistance. You can reach TAS by calling the TAS toll-free case intake line at 1-877-777-4778 or TTY/TDD 1-800-829-4059.

**Protect yourself from suspicious emails or phishing schemes.** Phishing is the creation and use of email and websites designed to mimic legitimate business emails and websites. The most common act is sending an email to a user falsely claiming to be an established legitimate enterprise in an attempt to scam the user into surrendering private information that will be used for identity theft.

The IRS does not initiate contacts with taxpayers via emails. Also, the IRS does not request personal detailed information through email or ask taxpayers for the PIN numbers, passwords, or similar secret access information for their credit card, bank, or other financial accounts.

If you receive an unsolicited email claiming to be from the IRS, forward this message to [phishing@irs.gov](mailto:phishing@irs.gov). You may also report misuse of the IRS name, logo, or other IRS property to the Treasury Inspector General for Tax Administration (TIGTA) at 1-800-366-4484. You can forward suspicious emails to the Federal Trade Commission at [spam@uce.gov](mailto:spam@uce.gov) or report them at [www.ftc.gov/complaint](http://www.ftc.gov/complaint). You can contact the FTC at [www.ftc.gov/idtheft](http://www.ftc.gov/idtheft) or 877-IDTHEFT (877-438-4338). If you have been the victim of identity theft, see [www.IdentityTheft.gov](http://www.IdentityTheft.gov) and Pub. 5027.

Visit [www.irs.gov/IdentityTheft](http://www.irs.gov/IdentityTheft) to learn more about identity theft and how to reduce your risk.

## Privacy Act Notice

Section 6109 of the Internal Revenue Code requires you to provide your correct TIN to persons (including federal agencies) who are required to file information returns with the IRS to report interest, dividends, or certain other income paid to you; mortgage interest you paid; the acquisition or abandonment of secured property; the cancellation of debt; or contributions you made to an IRA, Archer MSA, or HSA. The person collecting this form uses the information on the form to file information returns with the IRS, reporting the above information. Routine uses of this information include giving it to the Department of Justice for civil and criminal litigation and to cities, states, the District of Columbia, and U.S. commonwealths and possessions for use in administering their laws. The information also may be disclosed to other countries under a treaty, to federal and state agencies to enforce civil and criminal laws, or to federal law enforcement and intelligence agencies to combat terrorism. You must provide your TIN whether or not you are required to file a tax return. Under section 3406, payers must generally withhold a percentage of taxable interest, dividend, and certain other payments to a payee who does not give a TIN to the payer. Certain penalties may also apply for providing false or fraudulent information.

*\*Please see required pricing & attachments on the following pages.*

RNA



## BID FORM - PRICING

**VENDOR NAME:** RNA FACILITIES MANAGEMENT

The bidder further agrees and understands that the City of Ann Arbor reserves the right to accept any Bid, to reject any or all Bids, to waive irregularities and/or informalities in any Bid, to make the award in any manner the City believes to be in its best interest, and to reduce or eliminate this purchase agreement without prior notice. Unit Prices must be firm for the entire term of the Contract which is anticipated to be two years or upon completion.

### **A. TRAFFIC ISLAND MOWING**

#### **i. City Traffic Islands**

We hereby offer to furnish supervision, labor, and equipment for Traffic Island Mowing as per City of Ann Arbor specifications.

Must mow, trim, and remove litter for twenty nine cycles during each growing season at \$ 2,885. per cycle x 29 = \$ 83,665.

For accounting purposes only: \$ Varies per square foot of mowing (cycle).

#### **ii. Trunkline City Traffic Islands**

We hereby offer to furnish supervision, labor, and equipment for Traffic Island Mowing as per City of Ann Arbor specifications.

Must mow, trim, and remove litter for twenty nine cycles during each growing season at \$ 410. per cycle x 29 = \$ 11,890.

For accounting purposes only: \$ Varies per square foot of mowing (cycle).

### **B. WASTEWATER TREATMENT PLANT (WWTP) MOWING**

Mow, trim, and remove cuttings, debris and litter at the WWTP approximately 29 times during each growing season:

\$ 500. per mowing (approximately 5 acres)

Trim/cut brush (up to 2" diameter), grass, and weeds along the entrance drive three (3) times per growing season:

\$ 610. per trim and/or cut on both sides of WWTP entrance drive.

### **C. OTHER CITY PROPERTIES**

1510 Stadium (Fire Station #2)

Must mow, trim, and remove litter for up fourteen (14) cycles during each growing season at \$ 50. per cycle x 14 = \$ 700.

For accounting purposes only: \$ Varies per square foot of mowing (cycle).

721 N. Main Street (Old Fleet Garage) and CNG Station on Summit

406 N. Ashley/Dental Clinic

926 Mary Street/Poll Place

3442 Platt Road/Vacant Lot (extension and 30' back on road frontage)

Must mow, trim, and remove litter for fourteen (14) cycles during each growing season at \$ 340. per cycle x 14 = \$ 4,760.

For accounting purposes only: \$ Varies per square foot of mowing (cycle).

Total for fourteen (14) cycles for all of the properties included in section C. Other City Properties \$ 5,460.

#### D. PUBLIC WORKS OTHER CITY PROPERTIES

406 Maple Ridge St./Vacant Lot NW 1029

Must mow, trim, and remove litter for fourteen (14) cycles during each growing season at \$ 54. per cycle x 14 = \$ 756.

300 Crest

Must mow, trim, and remove litter for fourteen (14) cycles during each growing season at \$ 82. per cycle x 14 = \$ 1,148.

2982 Shady Lane

Must mow, trim, and remove litter for fourteen (14) cycles during each growing season at \$ 42. per cycle x 14 = \$ 588.

875 S. Maple/Vacant Lot south of Discovery Center (extension and 30' back on both road frontages)

Must mow, trim, and remove litter for fourteen (14) cycles during each growing season at \$ 82. per cycle x 14 = \$ 1,148.

Washtenaw Bike Path – Located on the north side of Washtenaw Ave. between Tuomy and Glenwood. Contractor shall cut strip of grass on both sides of the path.

Must mow, trim, and remove litter for fourteen (14) cycles during each growing season at \$ 135. per cycle x 14 = \$ 1,890.

Plymouth Rd – North side of Plymouth from Broadway to 1621 Plymouth and South side of Plymouth from 1552 Plymouth to 1800 Plymouth, Cut grass, string trim all of the cracks in the sidewalk and edges of retaining walls, and blow off sidewalks.

Must mow, trim, and remove litter for fourteen (14) cycles during each growing season at \$ 220. per cycle x 14 = \$ 3,080.

For accounting purposes only: \$ Varies per square foot of mowing (cycle).

Total for fourteen (14) cycles for all of the properties included in section D. Public Works Other Properties \$ 9,170.

## E. LANDSCAPING SERVICES

### Washtenaw Stadium Split

Maintain 14 beds and concrete islands throughout the growing season. Monthly services required are weeding/suppression, dead heading and trash/debris removal at \$ 240. per monthly visit May-October.

### Wheeler Service Center

Maintain landscaping beds in front of the Wheeler Service Center, 4251 Stone School Rd throughout the growing season. Monthly services required are weeding/suppression, bed edging, dead heading and trash/debris removal at \$ 360. per monthly visit May-October.

### Additional Locations

Weed and edge various landscaping and flower beds as requested throughout the growing season at \$ 110. per hour (factor in 2 techs and one truck).

Total for Six (6) cycles for all of the properties included in section E. Landscaping

Services \$ 3,600.

## F. RIGHT OF WAY MOWING AND BRUSH CLEARING

Huron River Drive – North and South sides Between N. Main and the City limits east of Foster Rd

Must mow a 6' strip and clear brush back 6' and up to a height of 8' for two (2) cycles during each growing season at \$ 3,150. per cycle x 2 = \$ 6,300.

Pontiac Trail – West side of Pontiac Trail between Longshore and Swift St

Must mow a 6' strip and clear brush back 6' and up to a height of 8' for two (2) cycles during each growing season at \$ 385. per cycle x 2 = \$ 770.

Plymouth Rd- West side of Plymouth Rd between Barton and Moore

Must mow a 6' strip and clear brush back 6' and up to a height of 8' for two (2) cycles during each growing season at \$ 645. per cycle x 2 = \$ 1,290.

Fuller – Both sides of Fuller Rd between Fuller Ct and the entrance to Furstenberg Nature Area

Must mow a 6' strip and clear brush back 6' and up to a height of 8' for two (2) cycles during each growing season at \$ 1,485. per cycle x 2 = \$ 2,970.

Fuller – South side of Fuller between N. State and Glen Ct

Must mow a 6' strip and clear brush back 6' and up to a height of 8' for two (2) cycles during each growing season at \$ 440. per cycle x 2 = \$ 880.

Glazier Way – North side of Glazier Way between Wolverhampton Lane and Green Rd

Must mow a 6' strip and clear brush back 6' and up to a height of 8' for two (2) cycles during each growing season at \$ 2,450. per cycle x 2 = \$ 4,900.

Glazier Way – South side of Glazier Way between Huron Parkway and Fuller Rd

Must mow a 6' strip and clear brush back 6' and up to a height of 8' for two (2) cycles during each growing season at \$ 1,925. per cycle x 2 = \$ 3,850.

Glazier Way – South side of Glazier Way between Green Rd. and Bardstown Trail.

Must mow a 3' strip and clear brush back 3' and up to a height of 8' from the sidewalk for two (2) cycles during each growing season at \$ 750. per cycle x 2 = \$ 1,500.

Bemidji Dr. – North side of Bemidji Dr, east of Montgomery Ave to Crest

Must mow a 3' strip and clear brush back 3' and up to a height of 8' from the sidewalk for two (2) cycles during each growing season at \$ 500. per cycle x 2 = \$ 1,000.

For accounting purposes only: \$ Varies per linear foot of mowing (cycle).

Total for two (2) cycles for all of the properties included in section F. Right of Way Mowing and Brush Clearing \$ 23,460.

#### **G. GUARDRAIL TRIMMING**

Stone School Rd – Both sides of Stone School Rd. north and south of I-94

Must mow a 3' strip around and string trim and clear brush back 3' and up to a height of 8' for six (6) cycles during each growing season at \$ 315. per cycle x 6 = \$ 1,890.

Geddes – Guardrails East of Gallup park entrance heading east to Windy Crest Drive

Must mow a 3' strip around and string trim and clear brush back 3' and up to a height of 8' for six (6) cycles during each growing season at \$ 425. per cycle x 6 = \$ 2,550.

Geddes Ave – Guardrail under Huron Pkwy between Geddes Ridge and Riverview Dr.

Must mow a 3' strip around and string trim and clear brush back 3' and up to a height of 8' for six (6) cycles during each growing season at \$ 400. per cycle x 6 = \$ 2,400.

Depot and Fuller – Guardrail that runs from bridge on Fuller around the corner and west on Fuller to Depot toward train station

Must mow a 3' strip around and string trim and clear brush back 3' and up to a height of 8' for six (6) cycles during each growing season at \$ 650. per cycle x 6 = \$ 3,900.

N. Main – Guardrail along the pedestrian bridge north of Northbrook.

Must mow a 3' strip around and string trim and clear brush back 3' and up to a height of 8' for six (6) cycles during each growing season at \$ 150. per cycle x 6 = \$ 900.

For accounting purposes only: \$ Varies per linear foot of trimming (cycle).

Total for two (6) cycles for all of the properties included in section G. Guardrail Trimming

\$ 11,640.

Signature of Authorized Representative of Bidder Mike Fula

## **BID FORM – REFERENCES**

Please list at least three references with whom you have had similar contracts during the past three years.

1.     Company or City     MICHIGAN DEPT. OF TRANS.  
       Contact Name     BILL BAIR, PROJECT MANAGER  
       Telephone Number 248-431-2887  
       E-mail             BairW@michigan.gov
  
2.     Company or City     CITY OF WARREN  
       Contact Name     ALLISON HULING, PROPERTY MAINTENANCE  
       Telephone Number 586-574-4662  
       E-mail             AHuling@cityofwarren.org
  
3.     Company or City     CITY OF PONTIAC  
       Contact Name     DAN RINGO, DPW DIRECTOR  
       Telephone Number 248-762-7216  
       E-mail             DRingo@pontiac.mi.us



## Vendor Conflict of Interest Disclosure Form

All vendors interested in conducting business with the City of Ann Arbor must complete and return the Vendor Conflict of Interest Disclosure Form in order to be eligible to be awarded a contract. Please note that all vendors are subject to comply with the City of Ann Arbor's conflict of interest policies as stated within the certification section below.

If a vendor has a relationship with a City of Ann Arbor official or employee, an immediate family member of a City of Ann Arbor official or employee, the vendor shall disclose the information required below.

1. No City official or employee or City employee's immediate family member has an ownership interest in vendor's company or is deriving personal financial gain from this contract.
2. No retired or separated City official or employee who has been retired or separated from the City for less than one (1) year has an ownership interest in vendor's Company.
3. No City employee is contemporaneously employed or prospectively to be employed with the vendor.
4. Vendor hereby declares it has not and will not provide gifts or hospitality of any dollar value or any other gratuities to any City employee or elected official to obtain or maintain a contract.
5. Please note any exceptions below:

Conflict of Interest Disclosure*	
Name of City of Ann Arbor employees, elected officials or immediate family members with whom there may be a potential conflict of interest.	<input type="checkbox"/> Relationship to employee <hr/> <input type="checkbox"/> Interest in vendor's company <input checked="" type="checkbox"/> Other (please describe in box below)
N/A - None Exist	

\*Disclosing a potential conflict of interest does not disqualify vendors. In the event vendors do not disclose potential conflicts of interest and they are detected by the City, vendor will be exempt from doing business with the City.

I certify that this Conflict of Interest Disclosure has been examined by me and that its contents are true and correct to my knowledge and belief and I have the authority to so certify on behalf of the Vendor by my signature below:		
RNA FACILITIES MANAGEMENT	734-260-3395	
Vendor Name	Vendor Phone Number	
	03/01/2023	Mike Farha, CEO
Signature of Vendor Authorized Representative	Date	Printed Name of Vendor Authorized Representative

Questions about this form? Contact Procurement Office City of Ann Arbor Phone: 734/794-6500, [procurement@a2gov.org](mailto:procurement@a2gov.org)

**CITY OF ANN ARBOR  
DECLARATION OF COMPLIANCE**

Non-Discrimination Ordinance

The "non discrimination by city contractors" provision of the City of Ann Arbor Non-Discrimination Ordinance (Ann Arbor City Code Chapter 112, Section 9:158) requires all contractors proposing to do business with the City to treat employees in a manner which provides equal employment opportunity and does not discriminate against any of their employees, any City employee working with them, or any applicant for employment on the basis of actual or perceived age, arrest record, color, disability, educational association, familial status, family responsibilities, gender expression, gender identity, genetic information, height, HIV status, marital status, national origin, political beliefs, race, religion, sex, sexual orientation, source of income, veteran status, victim of domestic violence or stalking, or weight. It also requires that the contractors include a similar provision in all subcontracts that they execute for City work or programs.

In addition the City Non-Discrimination Ordinance requires that all contractors proposing to do business with the City of Ann Arbor must satisfy the contract compliance administrative policy adopted by the City Administrator. A copy of that policy may be obtained from the Purchasing Manager

The Contractor agrees:

- (a) To comply with the terms of the City of Ann Arbor's Non-Discrimination Ordinance and contract compliance administrative policy, including but not limited to an acceptable affirmative action program if applicable.
- (b) To post the City of Ann Arbor's Non-Discrimination Ordinance Notice in every work place or other location in which employees or other persons are contracted to provide services under a contract with the City.
- (c) To provide documentation within the specified time frame in connection with any workforce verification, compliance review or complaint investigation.
- (d) To permit access to employees and work sites to City representatives for the purposes of monitoring compliance, or investigating complaints of non-compliance.

The undersigned states that he/she has the requisite authority to act on behalf of his/her employer in these matters and has offered to provide the services in accordance with the terms of the Ann Arbor Non-Discrimination Ordinance. The undersigned certifies that he/she has read and is familiar with the terms of the Non-Discrimination Ordinance, obligates the Contractor to those terms and acknowledges that if his/her employer is found to be in violation of Ordinance it may be subject to civil penalties and termination of the awarded contract.

RNA FACILITIES MANAGEMENT

Company Name  
Mike Farha March 01, 2023  
Signature of Authorized Representative Date

Mike Farha, CEO  
Print Name and Title

4130 Varsity Dr, Ste A, Ann Arbor, MI 48108  
Address, City, State, Zip

734-260-3395  
Phone/Email Address

**Questions about the Notice or the City Administrative Policy, Please contact:**  
Procurement Office of the City of Ann Arbor  
(734) 794-6500



## CITY OF ANN ARBOR NON-DISCRIMINATION ORDINANCE

Relevant provisions of Chapter 112, Nondiscrimination, of the Ann Arbor City Code are included below.  
You can review the entire ordinance at [www.a2gov.org/humanrights](http://www.a2gov.org/humanrights).

**Intent:** It is the intent of the city that no individual be denied equal protection of the laws; nor shall any individual be denied the enjoyment of his or her civil or political rights or be discriminated against because of actual or perceived age, arrest record, color, disability, educational association, familial status, family responsibilities, gender expression, gender identity, genetic information, height, HIV status, marital status, national origin, political beliefs, race, religion, sex, sexual orientation, source of income, veteran status, victim of domestic violence or stalking, or weight.

**Discriminatory Employment Practices:** No person shall discriminate in the hire, employment, compensation, work classifications, conditions or terms, promotion or demotion, or termination of employment of any individual. No person shall discriminate in limiting membership, conditions of membership or termination of membership in any labor union or apprenticeship program.

**Discriminatory Effects:** No person shall adopt, enforce or employ any policy or requirement which has the effect of creating unequal opportunities according to actual or perceived age, arrest record, color, disability, educational association, familial status, family responsibilities, gender expression, gender identity, genetic information, height, HIV status, marital status, national origin, political beliefs, race, religion, sex, sexual orientation, source of income, veteran status, victim of domestic violence or stalking, or weight for an individual to obtain housing, employment or public accommodation, except for a bona fide business necessity. Such a necessity does not arise due to a mere inconvenience or because of suspected objection to such a person by neighbors, customers or other persons.

**Nondiscrimination by City Contractors:** All contractors proposing to do business with the City of Ann Arbor shall satisfy the contract compliance administrative policy adopted by the City Administrator in accordance with the guidelines of this section. All city contractors shall ensure that applicants are employed and that employees are treated during employment in a manner which provides equal employment opportunity and tends to eliminate inequality based upon any classification protected by this chapter. All contractors shall agree not to discriminate against an employee or applicant for employment with respect to hire, tenure, terms, conditions, or privileges of employment, or a matter directly or indirectly related to employment, because of any applicable protected classification. All contractors shall be required to post a copy of Ann Arbor's Non-Discrimination Ordinance at all work locations where its employees provide services under a contract with the city.

**Complaint Procedure:** If any individual believes there has been a violation of this chapter, he/she may file a complaint with the City's Human Rights Commission. The complaint must be filed within 180 calendar days from the date of the individual's knowledge of the allegedly discriminatory action or 180 calendar days from the date when the individual should have known of the allegedly discriminatory action. A complaint that is not filed within this timeframe cannot be considered by the Human Rights Commission. To file a complaint, first complete the complaint form, which is available at [www.a2gov.org/humanrights](http://www.a2gov.org/humanrights). Then submit it to the Human Rights Commission by e-mail ([hrc@a2gov.org](mailto:hrc@a2gov.org)), by mail (Ann Arbor Human Rights Commission, PO Box 8647, Ann Arbor, MI 48107), or in person (City Clerk's Office). For further information, please call the commission at 734-794-6141 or e-mail the commission at [hrc@a2gov.org](mailto:hrc@a2gov.org).

**Private Actions For Damages or Injunctive Relief:** To the extent allowed by law, an individual who is the victim of discriminatory action in violation of this chapter may bring a civil action for appropriate injunctive relief or damages or both against the person(s) who acted in violation of this chapter

THIS IS AN OFFICIAL GOVERNMENT NOTICE AND  
MUST BE DISPLAYED WHERE EMPLOYEES CAN READILY SEE IT.

2017 Rev. 0

**CITY OF ANN ARBOR  
LIVING WAGE ORDINANCE DECLARATION OF COMPLIANCE**

The Ann Arbor Living Wage Ordinance (Section 1:811-1:821 of Chapter 23 of Title I of the Code) requires that an employer who is (a) a contractor providing services to or for the City for a value greater than \$10,000 for any twelve-month contract term, or (b) a recipient of federal, state, or local grant funding administered by the City for a value greater than \$10,000, or (c) a recipient of financial assistance awarded by the City for a value greater than \$10,000, shall pay its employees a prescribed minimum level of compensation (i.e., Living Wage) for the time those employees perform work on the contract or in connection with the grant or financial assistance. The Living Wage must be paid to these employees for the length of the contract/program.

*Companies employing fewer than 5 persons and non-profits employing fewer than 10 persons are exempt from compliance with the Living Wage Ordinance. If this exemption applies to your company/non-profit agency please check here  No. of employees*

The Contractor or Grantee agrees:

- (a) To pay each of its employees whose wage level is not required to comply with federal, state or local prevailing wage law, for work covered or funded by a contract with or grant from the City, no less than the Living Wage. The current Living Wage is defined as \$14.82/hour for those employers that provide employee health care (as defined in the Ordinance at Section 1:815 Sec. 1 (a)), or no less than \$16.52/hour for those employers that do not provide health care. The Contractor or Grantor understands that the Living Wage is adjusted and established annually on April 30 in accordance with the Ordinance and covered employers shall be required to pay the adjusted amount thereafter to be in compliance with Section 1:815(3).

<b>Check the applicable box below which applies to your workforce</b>	
<input checked="" type="checkbox"/>	Employees who are assigned to any covered City contract/grant will be paid at or above the applicable living wage without health benefits
<input type="checkbox"/>	Employees who are assigned to any covered City contract/grant will be paid at or above the applicable living wage with health benefits

- (b) To post a notice approved by the City regarding the applicability of the Living Wage Ordinance in every work place or other location in which employees or other persons contracting for employment are working.
- (c) To provide to the City payroll records or other documentation within ten (10) business days from the receipt of a request by the City.
- (d) To permit access to work sites to City representatives for the purposes of monitoring compliance, and investigating complaints or non-compliance.
- (e) To take no action that would reduce the compensation, wages, fringe benefits, or leave available to any employee covered by the Living Wage Ordinance or any person contracted for employment and covered by the Living Wage Ordinance in order to pay the living wage required by the Living Wage Ordinance.

The undersigned states that he/she has the requisite authority to act on behalf of his/her employer in these matters and has offered to provide the services or agrees to accept financial assistance in accordance with the terms of the Living Wage Ordinance. The undersigned certifies that he/she has read and is familiar with the terms of the Living Wage Ordinance, obligates the Employer/Grantee to those terms and acknowledges that if his/her employer is found to be in violation of Ordinance it may be subject to civil penalties and termination of the awarded contract or grant of financial assistance.

RNA FACILITIES MANAGEMENT	4130 Varsity Dr, Ste A
Company Name	Street Address
	Ann Arbor, MI 48108
Signature of Authorized Representative	City, State, Zip
03-01-2023	734-260-3395 mfarha@rnafm.com
Date	Phone/Email address

Mike Farha, CEO  
 Print Name and Title  
 City of Ann Arbor Procurement Office, 734/794-6500, procurement@a2gov.org

Rev. 3/10/22

**CITY OF ANN ARBOR  
LIVING WAGE ORDINANCE**

**RATE EFFECTIVE APRIL 30, 2022 - ENDING APRIL 29, 2023**

**\$14.82 per hour**

If the employer provides health care benefits\*

**\$16.52 per hour**

If the employer does **NOT** provide health care benefits\*

Employers providing services to or for the City of Ann Arbor or recipients of grants or financial assistance from the City of Ann Arbor for a value of more than \$10,000 in a twelve-month period of time must pay those employees performing work on a City of Ann Arbor contract or grant, the above living wage.

**ENFORCEMENT**

The City of Ann Arbor may recover back wages either administratively or through court action for the employees that have been underpaid in violation of the law. Persons denied payment of the living wage have the right to bring a civil action for damages in addition to any action taken by the City.

Violation of this Ordinance is punishable by fines of not more than \$500/violation plus costs, with each day being considered a separate violation. Additionally, the City of Ann Arbor has the right to modify, terminate, cancel or suspend a contract in the event of a violation of the Ordinance.

\* Health Care benefits include those paid for by the employer or making an employer contribution toward the purchase of health care. The employee contribution must not exceed \$.50 an hour for an average work week; and the employer cost or contribution must equal no less than \$1/hr for the average work week.

**The Law Requires Employers to Display This Poster Where Employees Can Readily See It.**

**For Additional Information or to File a Complaint contact  
Colin Spencer at 734/794-6500 or [cspencer@a2gov.org](mailto:cspencer@a2gov.org)**

Revised 2/1/2022



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**RNA**  
FACILITIES MANAGEMENT

Accountability - Our Key To Success