

Looks  
Great  
Services®



**Disaster Debris Removal and  
Disposal Services**

Issued by:  
**Franklin County**

Date:  
**8/5/2024**

☀️ **Solicitation No. RFP # RFP-EM2024-002**

☀️ **Offeror's name, address, telephone,  
and facsimile numbers:**

Looks Great Services of MS, Inc.  
1501 Highway 13 North  
Columbia, MS 39429  
Telephone: 601-736-0037  
Fax: 601-736-1924  
[www.looksgreatservices.com](http://www.looksgreatservices.com)

☀️ **Extent of Agreement with Terms:**

By fact of signature contained herein, Looks Great Services of Mississippi, Inc. agrees to the extent of the agreement with all terms, conditions and provisions included in the solicitation and agrees to furnish any or all items upon which prices are offered at the price set opposite each item. The proposal is in all respects fair and in good faith without collusion or fraud.

☀️ **Authorized signatures:**

☀️ **Contractor's DUNS Number:** 05-769-6240

☀️ **WBENC WOSB Number:** WOSB210490

☀️ This proposal includes data that shall not be disclosed outside the County and shall not be duplicated, used, or disclosed—in whole or in part—for any purpose other than to evaluate this proposal. If, however, a contract is awarded to this offeror as a result of or in connection with the submission of this data, the County shall have the right to duplicate, use, or disclose the data to the extent provided in the resulting contract. This restriction does not limit the County's right to use information contained in this data if it is obtained from another source without restriction. The data subject to this restriction are contained on every page of this proposal; and use or disclosure of data contained on this sheet is subject to the restrictions on this, the title page of this proposal.



**Persons authorized to negotiate  
on the offeror's behalf:**

Yolanda Agoglia  
President  
Looks Great Services of MS, inc.

Kristian Agoglia  
Vice President  
Looks Great Services of MS, inc.

**Persons authorized as point of  
contact:**

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Executive Vice President  
Looks Great Services of MS, inc.  
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## Tab A – Statement of Interest and Introduction

## Letter of Transmittal

August 2, 2024

RE: Disaster Debris Removal and Disposal Services

Dear Franklin County:

Enclosed you will find the proposal for Looks Great Services of MS, Inc. (LGS). This response provides a concise, but detailed look at LGS and its debris operation experience and performance.

Due to the potential of severe weather in your County numerous homes, roads, and businesses could be affected. The scope of work will vary and LGS will continue to work with the County to ensure that all items in the scope of work are handled in the most efficient way as to reduce the impact to the County's residents. LGS will make it a top priority to continue to complete the work in a timely manner and in accordance with all local, state, and federal regulations. LGS remains committed to providing all necessary resources needed to perform the scope of work as per the specifications. LGS is also committed to maintaining any applicable licenses or certifications necessary. This proposal is in all respects fair and in good faith without collusion or fraud.

LGS has a solid background and by submission of this proposal confirms that it has not performed substandard work. LGS has 20 years of experience in helping places like Franklin County recover from disasters. Having managed more than 70 contracts across the Eastern United States and Puerto Rico, LGS is adept in assembling successful recovery teams. In addition to LGS' management team, an extensive cadre of local and national subcontractors, who are prequalified with LGS, are available to respond to the needs of the County.

LGS understands the importance of having a knowledgeable team that is familiar with FEMA regulations and is adaptable to all requirements specified by the County. LGS will appoint dedicated team members to work with the County to provide technical assistance, operational methodology, and quality control. In addition, LGS management will oversee the DBE/MBE subcontractor utilization, local landfill coordination, and that environmental concerns and safety compliance remain a top priority.

LGS meets or exceeds licensing and insurance requirements needed for these types of projects. Specifically, LGS has an aggregate of 100 million dollars in liability coverage and a 2-million-dollar environmental pollution policy. For convenience, a certificate of insurance has been included in this proposal.

LGS takes great pride in the services it provides and looks forward to getting the opportunity to continue working with Franklin County and provide the same outstanding services.

Sincerely,



Kristian Agolia  
Vice President  
Looks Great Services of MS, Inc.

## Executive Summary

The occurrence of storm disasters in the United States has increased sharply in recent years. With the prediction of larger and more destructive storms in the near future, Looks Great Services of MS, Inc. has developed quick response teams and a fleet of more than 350 pieces of specialized debris management equipment. Because of our experience in providing equipment and leadership in such emergencies, we are now a part of aiding agencies in the pre-disaster planning process.

In 1999 Looks Great Services, Inc. was founded in New York. The company has recruited, developed, and trained a team of individuals able to respond to client needs in a professional and courteous manner. In spring 2005, Looks Great Services of Charlotte was launched in North Carolina. In addition to the same services offered in New York, Charlotte added the manufacturing of vegetation products, such as mulch and topsoil, and moved into the land clearing/development industry. In spring 2010, Looks Great Services of MS was established opening operations in Columbia, MS and has the designation as a woman-owned small business. The increased demand for companies that provide utility line clearing as well as right-of-way clearing and maintenance in the mid-south region has allowed the company to continue its steady expansion to over 200 full-time employees. With locations in the Northeast, Mid-Atlantic and the Mid-South regions and 25 years of vegetative management experience, we are strategically positioned to provide vegetation services across the East Coast and beyond.

In addition to the LGS equipment, we have pre-approved contractors which will provide immediate additional labor and equipment. We can quickly expand our services to over 1,000 pieces of equipment to meet the requirements necessary to handle any disaster.

From destructive insects to winter ice damage, LGS is prepared to respond to situations anywhere in the United States. Our storm damage relief team is available to townships, cities, counties, and states. In cooperation with other professional organizations, today, LGS is continually asked to provide leadership, equipment, and personnel to aid in vegetation management.

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### Services Provided by Looks Great Services

- Pre-Disaster Management and Planning
- FEMA Public Assistance Program Guidance
- 72 Hour Emergency Road Clearance
- Vegetative Debris Removal (ROW & ROE)
- C&D Debris Removal (ROW & ROE)
- TDMS Management & Operation
- Final Debris Disposal
- Hazardous Tree Removal (Leaners)
- Hazardous Tree Trimming (Hangers)
- Stump Removals
- Demolition
- Sand Screening & Beach Restoration
- Canal & Waterway Debris Removal
- Vehicle & Watercraft Removal
- White Goods Disposal
- Household Hazardous Waste (HHW)
- Aerial Video and Imagery Damage Survey (Drone)

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### Looks Great Services Principals/Authorized Representatives

Yolanda Agoglia, President  
1501 Highway 13 North  
Columbia, MS 39429

Kristian Agoglia, Vice President  
1501 Highway 13 North  
Columbia, MS 39429

## Subcontractors

In addition to the LGS equipment listed above, we have local and national pre-positioned contractors which will provide immediate additional labor and equipment.

### Pre-approved Subcontractors

- |                                                                                                                                                                                                                                                                                                                         |                                                                                                                                                                                                                                            |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <ul style="list-style-type: none"> <li>• Ocala Crane, LLC</li> <li>• Optimal Recovery</li> <li>• GFY Hauling</li> <li>• Willis Recovery, LLC</li> <li>• Contaminant Control Inc.</li> <li>• Medek Enterprises, LLC</li> <li>• Mid-Atlantic Tree Service, LLC</li> <li>• Timberlane Tree and Landscaping, LLC</li> </ul> | <ul style="list-style-type: none"> <li>Ocala, FL</li> <li>Dade City, FL</li> <li>Saint Cloud, FL</li> <li>Chester, SC</li> <li>Hope Mills, NC</li> <li>Mechanicsville, VA</li> <li>Toano, VA</li> <li>Charlotte Court House, VA</li> </ul> |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

# INNOVATIVE

## RESPONSE · RECOVERY · RESULTS

LGS has over 100 other pre-approved subcontractors available from across the United States

LGS has access to over a thousand pieces of equipment and a labor force in the hundreds from subcontractors from around the country. The following list is supplied showing resources available from the specific subcontractors listed above:

- 125 Knuckle Boom Self Loaders 50+ CY capacity
- 8 Vegetation Grinders with 250 CY per hour capabilities
- 35 Pay loader 3 CY capacity or larger
- 100 Aerial Tree Trim Bucket Trucks
- 6 Sand Screening Plants
- 8 off road Dump Trucks
- 20 Skid Steer Loaders
- 20 Walking Floor Mulch Trailers
- 15 Excavators 45,000 lbs. equivalent or larger
- 6 Mechanic Support Trucks
- Street Sweeping Units
- Dust Suppression Water Trucks
- Roll off Container Trucks with multiple Drop Containers
- 35 Brush Chippers 12-inch capacity or greater
- 35 Chipper Dump Trucks



## Tab B – Experience

## Company Overview

### Synopsis

Year Established: 1999

Current number of employees: 225

Bonding Capacity: \$200 Million

Successfully completed disaster projects: 150+

### Experienced Management

LGS has more than 200 full-time employees that are managed by several dozen professionals. These professions include degrees in Business and Finance, Occupational Safety, Biology, Emergency and Disaster Management, Construction Management, Civil Engineering, Construction Engineering, Marketing, and Accounting. Members of management are also FEMA trained, NIMS trained, and OSHA Safety training. LGS has a wide array of experience in different geographical areas ranging from Maryland to Kansas and Texas to Florida, and even Puerto Rico.



TDSRS

One of the core strengths of LGS' management is its ability to adapt. One occasion was when a client in Mississippi did not have the local resources to operate its own landfill. LGS managed to hire a local subcontractor to provide oversight services and LGS self-performed the landfill operations. This accomplished multiple things that the client was ecstatic over: landfill operations were unimpeded, local minority subcontractor participation was utilized, and LGS brought a more positive economic impact to the client than was anticipated.



Final Haul-Out

LGS also has a strong commitment to safety. LGS has one of the lowest EMR ratings in its industry and prides itself on maintaining an exceptional safety record. LGS management instills a "Brother's Keeper" mentality in its approach to safety.

### Rapid Mobilization

With experience comes knowledge, and this has allowed LGS to evolve its deployment process. By streamlining and pre-planning, LGS can mobilize teams and equipment to predetermined staging areas until the storm passes. Post-storm, these teams can quickly begin assessing the damage and working closely with the client to put together a work plan. LGS can provide significant resources, equipment, and staff within 24 hours of a storm passing. For purposes of this RFP, LGS would deploy equipment and resources from its main office in Columbia.



Monitor Tower

### Financial Stability

When it comes to finances, resources are not an obstacle for LGS. With a bonding capacity of 200 million dollars, and the ability to cash-flow multiple projects simultaneously, LGS' financial stability is without question solid. LGS also has the rare distinction of having no debt on any equipment or resources.



## Recently Activated Contracts

Customer Name	Activation Date
City of Bentonville, Arkansas – Tornado	June 12 <sup>th</sup> , 2024
Benton County, Arkansas – Tornado	June 12 <sup>th</sup> , 2024
City of Rogers, Arkansas – Tornado	May 28 <sup>th</sup> , 2024
Caldwell County, Kentucky – Tornado	May 28 <sup>th</sup> , 2024
Florida State University – Tornado	May 10 <sup>th</sup> , 2024
Jasper County, Mississippi – Tornado	September 25 <sup>th</sup> , 2023
City of Hendersonville, Tennessee – Tornado	September 14 <sup>th</sup> , 2023
City of Wynne, Arkansas – Tornado	April 10 <sup>th</sup> , 2023
Panola County, Mississippi – Tornado	April 4 <sup>th</sup> , 2023
City of Winona, Mississippi – Tornado	April 2 <sup>nd</sup> , 2023
Montgomery County, Mississippi – Tornado	April 2 <sup>nd</sup> , 2023
City of Wynne, Arkansas – Tornado	March 31 <sup>st</sup> , 2023
Cross County, Arkansas – Tornado	March 31 <sup>st</sup> , 2023
City of Amory, Mississippi – Tornado	March 24 <sup>th</sup> , 2023
City of Eutaw, Alabama – Tornado	February 1 <sup>st</sup> , 2023
Dallas County, Alabama – Tornado	January 21 <sup>st</sup> , 2023
Elmore County, Alabama – Tornado	January 19 <sup>th</sup> , 2023

## Recent Simultaneous Contract Experience

### ※ 2024 Florida, Arkansas, & Kentucky Tornadoes:

On May 10th, Florida State University in Tallahassee, FL, was struck by three EF-2 tornadoes. Just sixteen days later, on May 26th, Rogers, AR, and Bentonville, AR, were both hit by an EF-2 tornado, while Caldwell County, KY, faced the devastation of an EF-3 tornado. In both instances, within hours of the storms passing, Looks Great Services personnel were on the road, mobilizing quickly to assist in disaster recovery and debris removal efforts. These powerful tornadoes generated over one million cubic yards of debris.



### ※ 2023 Mississippi & Arkansas Tornadoes:

On March 24th, 2023, an EF-4 tornado struck Amory, MS while other tornadoes struck the town of Winona, MS as well as Panola County, MS & Montgomery County, MS. LGS was awarded for all 4 projects. Recovery efforts began immediately following the award. All projects operational within 48 hours of Notice to Proceed.

One week later, on March 31st, 2023, an EF-3 tornado struck Wynne, AR and Cross County, AR in which LGS was also awarded both projects. LGS responded immediately and was more than capable of handling multiple projects in multiple states utilizing internal crews, as well as pre-screened subcontractors led by a team of experienced LGS project managers.

LGS far exceeded client expectations on all five projects delivering exceptional results maximizing FEMA reimbursement for all parties involved. LGS collected, processed, and disposed of over 1 million cubic yards of debris resulting from the devastating damages in all Counties/Cities impacted by the tornadoes.

☼ **2023 Alabama Tornadoes:**

Starting in January of 2023 LGS was awarded Eutaw, AL, Dallas County, AL, and Elmore County, AL when multiple tornadoes touched down throughout the State of Alabama. LGS was once again activated through a cooperative County purchasing agreement through the Association of Alabama County Commissions of Alabama (ACCA). LGS performed all jobs simultaneously and was able to complete all projects successfully on time collecting over 300,000 cubic yards of debris along with the hazardous tree pruning and removals managing numerous disposal sites throughout the state.

☼ **2022 Hurricane Ian:**

Before Hurricane Ian made landfall LGS was initially activated and mobilized over 200 personnel, over 100 pieces of equipment, in place ready to assist for Florida Power & Light. LGS performed so highly that Florida Power & Light kept LGS assisting the restoration efforts throughout the duration of the initial activation. LGS was then activated as the prime contractor for the City of Oviedo, FL and was also staged prior to Hurricane Ian making landfall. LGS then performed the cleanup efforts including debris removal, tree trimming/removal, debris reduction, hauling, and more for the City of Oviedo once again exceeding expectations. Then, after Hurricane Ian made landfall LGS was asked to assist other entities throughout the entire State of Florida including Hardee County, FL, Seminole County, FL, New Smyrna, FL, Holly Hill, FL, Florida Department of Transportation in Hardee County, FL & Lee County, FL as well as Florida New College.

☼ **2022 Tornadoes:**

LGS was awarded Caldwell County, Marshall County, Princeton, KY, Lincoln County, MS, and Hendersonville, TN in early 2022. By utilizing a combination of subcontractors and self-performing management and tree trimming, LGS jointly completed 5 contracts at one time. Collectively this amounted to more than 800,000 yards of debris in 3 separate states. LGS successfully completed all work on time and in accordance with all specifications.

• **2021 Hurricane Zeta:**

LGS holds the District 3 contract for the Association of County Commissions of Alabama, which contains 13 counties in this District. After Hurricane Zeta caused a significant amount of damage in this District, LGS was activated by 3 counties at the same time. With the help of local subcontractors, LGS collectively managed, hauled, reduced, and disposed of more than 400,000 yards of vegetative debris in Dallas, Marengo, and Wilcox Counties within a 4-month period. LGS successfully completed all work in a timely manner and in accordance with all specifications.

• **2020 Tornadoes:**

In 2020, one of the largest tornado outbreaks occurred in Mississippi. LGS was awarded 3 separate contracts by the MS Department of Transportation as well contracts with Jasper County, Jefferson Davis County, Lawrence County, Marion County, and Jones County. LGS simultaneously completed all these contracts within a 4-month period and collectively processed more than 550,000 CY of debris. LGS successfully completed all work in a timely manner and in accordance with all specifications.

## Large-Scale Past Performance

Since 2001 LGS has been involved in FEMA reimbursed projects. LGS works in compliance with the law, the regulations, and FEMA's codified policies regarding the FEMA Public Assistance (PA) Program. Below is a list of the individual FEMA contracts LGS has managed as the prime contractor that involved more than 250,000 CY of debris removed in the past 10 years.

PROJECT	DATE	TOTAL CY	TOTAL DOLLAR AMOUNT INVOICED	FEDERAL REIMBURSEMENT AMOUNT	CONTACT
<b>City of Amory, MS DR-4697-MS</b>	3/29/2023 – 12/13/2023	520,202	\$8,180,915.18	TBD	Corey Glenn, Mayor mayorglenn@cityofamoryms.com 662-256-5721
<b>City of Wynne, AR DR-4698-AR</b>	3/2/2023 – 6/20/2023	260,186	\$3,660,345.87	TBD	Jennifer Hobbs, Mayor jhobbs@cityofwynne.com 870-238-0027
<b>Virginia DOT DR-04630</b>	5/9/2022-8/7/2022	463,695	\$4,100,376.30	TBD	Adam Medek, Project Director adam@medekcorp.com 913-439-9366
<b>Caldwell County, KY DR-4630</b>	12/15/2021-4/16/2022	309,795	\$2,431,930.21	\$2,431,930.21	Jeff Boone, Magistrate Jeffboone@caldwellcourthouse.com 270-365-6660
<b>Marshall County, KY DR-4630</b>	12/22/2021 – 4/21/2022	539,410	\$6,159,788.61	\$6,159,788.61	Kevin Neal, Judge Executive Kevin.neal@marshallcountyky.gov 270-527-4750
<b>Association of County Commissions of AL – Dallas, Marengo, and Wilcox Counties – Hurricane Zeta DR-4573</b>	12/14/2020 – 4/16/2021	406,446	\$6,913,884.04	\$6,913,884.04	Heath Sexton, County Engineer hsexton@dallascounty-al.org 334-874-2503 Ken Atkins, County Engineer marengoengineer@bellsouth.net 334-295-2236 David Butts, County Engineer wceng3@outlook.com 334-682-4725
<b>Marion, Lawrence Jefferson Davis, and Jasper Counties - Mississippi Tornado DR-4536</b>	5/4/2020 – 8/9/2020	536,681	\$6,765,705.01	\$6,765,705.01	Les Dungan, County Engineer les@dunganeng.com 601-441-6411 Jeff Dungan, County Engineer jeff@dunganeng.com 601-731-2600 Daniel Russum, County Engineer drussum@clarkengineers.com 601-649-5900

## Previous Disaster Work and Experience

Since 2001, LGS has been involved in FEMA reimbursed projects. LGS works in compliance with the law, the regulations, and FEMA's codified policies regarding the FEMA Public Assistance (PA) Program. Below is an additional comprehensive list of the FEMA contracts LGS has been a part of. These total over 150,000 leaners and hangers and more than 7.5 million cubic yards of debris removed.

CLIENT NAME	EVENT	DATE	PC = Prime PS = Prime Sub S = Subcontractor	CONTRACT AMOUNT	C# = CONTRACT # PO # = PURCHASE ORDER # TO # = TASK ORDER# NTP = DATE PSA = PROFESSIONAL SERVICE AGREEMENT
Slidell, LA	Tornado	April 2024	S	\$447,284.40	N/A
Jasper County, MS	Tornado	September 2023	PC	\$506,231.25	N/A
Hendersonville, TN	Tornado	September 2023	PC	\$329,990.40	N/A
Panola County, MS	Tornado	April 2023	PC	\$343,625.00	DR-4697
Winona, MS	Tornado	April 2023	PC	\$456,918.51	DR-4697
Montgomery County, MS	Tornado	April 2023	PC	\$361,464.00	DR-4697
Cross County, AR	Tornado	March 2023	PC	\$562,552.05	N/A
Eutaw, AL	Tornado	February 2023	PC	\$232,852.83	FEMA-4684-DR
Dallas County, AL	Tornado	January 2023	PC	\$389,366.93	N/A
Elmore County, AL	Tornado	January 2023	PC	\$446,107.93	FEMA-4684 DR
Virginia DOT	Snowstorm	May 2022	S	EST: \$10,000,000.00	49341-003
St. Louis, MO	Straight-Line Wind	April 2022	PS	\$152,152.00	N/A
Tyndall AFB	Hurricane Michael	April 2022	PC	EST: \$750,000.00	BPA #FA481922Q0005
Hendersonville, TN	Tornado	February 2022	PC	\$146,303.55	DR-4630
Lincoln County, MS	Hurricane Ida	January 2022	PC	\$198,230.26	DR-4626
Caldwell County, KY	Tornado	January 2022	PC	\$852,301.97	DR-4630
Marshall County, KY	Tornado	January 2022	PC	\$4,807,883.24	DR-4630
Caldwell County, KY	Tornado	December 2021	PC	\$1,579,628.24	NTP 12.22.21
Marshall County, KY	Tornado	December 2021	PC	\$1,351,905.37	NTP 12.17.21
South LA Electric Coop.	Hurricane Ida	September 2021	PC	\$20,986,794.83	N/A
Brookhaven, MS	Hurricane Ida	September 2021	PC	\$60,575.00	N/A
Harrison County, MS	Hurricane Ida	August 2021	PC	\$690,025.36	210610
Jefferson County, MS	Ice-Storm	August 2021	PC	\$1,936,061.40	FEMA-TBD
Mississippi DOT	Ice-Storm	June 2021	PC	\$1,227,126.20	CMEP7000012771
Cleveland, MS	Straight-Line Wind	June 2021	PC	\$300,408.00	NTP 6.14.21

CLIENT NAME	EVENT	DATE	PC = Prime PS = Prime Sub S = Subcontractor	CONTRACT AMOUNT	C# = CONTRACT # PO # = PURCHASE ORDER # TO # = TASK ORDER# NTP = DATE PSA = PROFESSIONAL SERVICE AGREEMENT
Jackson, MS	Tornado	June 2021	PS	\$78,460.00	NTP 6.3.21
Natchez, MS	Ice Storm	March 2021	PC	\$627,179.31	FEMA-TBD
ACCA Marengo County, AL	Hurricane Zeta	February 2021	PC	\$1,743,685.42	FEMA-DR-4573
ACCA Wilcox County, AL	Hurricane Zeta	January 2021	PC	\$1,394,919.74	FEMA-DR-4573
ACCA Dallas County, AL	Hurricane Zeta	December 2020	PC	\$3,775,278.88	FEMA-DR-4573
Jefferson Davis County, MS	Tornado	April 2020	PC	\$1,563,514.48	FEMA-DR-4551-MS
ACCA Pike County, AL	Tornado	April 2020	PC	\$400,064.00	Region 3 Contract
Jasper County, MS	Tornado	April 2020	PC	\$1,899,079.90	FEMA-DR-4551-MS
Mississippi DOT	Tornado	April 2020	PC	\$177,064.50	MP-7000-16(231)
Mississippi DOT	Tornado	April 2020	PC	\$50,500.00	MP-7000-39(225)
Jones County, MS	Tornado	April 2020	PC	\$660,797.34	FEMA-DR-4551-MS
Lawrence County, MS	Tornado	April 2020	PC	\$1,320,274.77	FEMA-DR-4551-MS
Marion County, MS	Tornado	April 2020	PC	\$812,029.88	FEMA-DR-45XX-MS
Mississippi DOT	Tornado	April 2020	PC	\$1,411,516.90	MP-7000-16(223)
Lawrence County, MS	Tornado	April 2020	PC	\$582,705.23	FEMA-DR-4536-MS
Jefferson Davis County, MS	Tornado	April 2020	PC	\$3,471,894,.22	FEMA-DR-4536-MS
Mississippi DOT	Tornado	October 2019	PC	\$256,000.00	STP-0028-00(007)
Yazoo County, MS	Tornado	October 2019	PC	\$168,866.00	FEMA-DR-4450-MS
Columbus, MS	Tornado	April 2019	PC	\$271,601.40	FEMA-DR-4429-MS
Puerto Rico DRD	Hurricane Maria	March, 2019	PC	EST: \$9,000,000.00	2018-000-177
Univ. of NC, Wilmington	Hurricane Florence	September, 2018	PS	\$76,695.00	N/A
St. James Plantation, NC	Hurricane Florence	September 2018	PS	\$2,934,958.75	N/A
USACE/Power Secure	Hurricane Maria	April, 2018	PS	\$2,000,000.00	N/A
Puerto Rico DOH	Hurricane Maria	February, 2018	PS	\$1,000,000.00	DOH-RFP-17-18-03



## Company Statement

Looks Great Services of MS fully complies with and agrees to adhere to all program standards and federal regulations as outlined in the various FEMA guides and related documents specified in the RFP for Franklin County's Disaster Debris Removal and Disposal Services.

We acknowledge our commitment to meeting the standards set forth in the following documents, including any subsequent and related versions as amended:

FEMA "Public Assistance Debris Management Guide" FEMA-325 / July 2007  
<http://www.fema.gov/pdf/government/grant/pa/demagde.pdf>

FEMA "Public Assistance Debris Monitoring Guide" March 2021  
[https://www.google.com/url?sa=t&source=web&rct=j&opi=89978449&url=https://www.fema.gov/sites/default/files/documents/fema\\_debris-monitoring-guide\\_sop\\_3-01-2021.pdf&ved=2ahUKEwjdebPgYSHAxVhSTABHeFjB68QFnoECAkQAQ&usg=AOvVaw1azgzawz6mbnG4TzWxtiue](https://www.google.com/url?sa=t&source=web&rct=j&opi=89978449&url=https://www.fema.gov/sites/default/files/documents/fema_debris-monitoring-guide_sop_3-01-2021.pdf&ved=2ahUKEwjdebPgYSHAxVhSTABHeFjB68QFnoECAkQAQ&usg=AOvVaw1azgzawz6mbnG4TzWxtiue)

FEMA "Public Assistance Program and Policy Guide" (PAPPG) v.4, Effective June 1, 2010 FP 104-009-2  
[https://www.google.com/url?sa=t&source=web&rct=j&opi=89978449&url=https://www.fema.gov/sites/default/files/documents/fema\\_pappg-v4-updated-links\\_policy\\_6-1-2020.pdf&ved=2ahUKEwi327ulgoSHAxX\\_SjABHZWTBCYQFnoECAgQAQ&usg=AOvVaw3js52CABzEwvf8z0PI-t0](https://www.google.com/url?sa=t&source=web&rct=j&opi=89978449&url=https://www.fema.gov/sites/default/files/documents/fema_pappg-v4-updated-links_policy_6-1-2020.pdf&ved=2ahUKEwi327ulgoSHAxX_SjABHZWTBCYQFnoECAgQAQ&usg=AOvVaw3js52CABzEwvf8z0PI-t0)

Stafford Act, as amended  
<https://www.govinfo.gov/content/pkg/COMPS-2977/pdf/COMPS-2977.pdf>

Code of Federal Regulations, 44 CFR, as amended  
<https://www.ecfr.gov/>

Code of Federal Regulations, 2 CFR CHAPTER II, PART 200 et.al., as amended  
<https://www.govinfo.gov/app/details/CFR-2023-title2-vol1/CFR-2023-title2-vol1-part200>

## Tab C – Financial Information

## Tab D – References



## References

Customer Name: Caldwell County, Kentucky	Email: jeffboone@caldwellcourthouse.com
Contact: Jeff Boone, Magistrate	Phone No.: 270-963-0200
Address: 100 East Market Street Princeton, KY 42445	Fax: N/A
	Contract Value: \$2,431,930.21
Scope of Work: Tornado Debris Reduction and Removal, Hazardous Tree and Limb Removal, Reporting and Documentation of Debris Cleanup, Subcontractor Management	Date: 12/2021
	Length of Service: 4 Months

Customer Name: City of Amory, Mississippi	Email: mayorglenn@cityofamoryms.com
Contact: Corey Glenn - Mayor	Phone No.: 662-256-5721
Address: 109 South Front Street Amory, MS 38821	Fax: N/A
	Contract Value: \$8,180,915.18
Scope of Work: EF-4 Tornado Debris Reduction and Removal, Hazardous Tree and Limb Removal, Reporting and Documentation of Debris Cleanup, Subcontractor Management	Date: March 2023 – July 2023
	Length of Service: 4 Months

Customer Name: City of Wynne, Arkansas	Email: jhobbs@cityofwynne.com
Contact: Jennifer Hobbs - Mayor	Phone No.: 870-238-0027
Address: 206 S Falls Blvd Wynne, AR 72396	Fax: N/A
	Contract Value: \$3,879,062.85
Scope of Work: EF-3 Tornado Debris Reduction and Removal, Hazardous Tree and Limb Removal, Reporting and Documentation of Debris Cleanup, Subcontractor Management	Date: April 2023 – June 2023
	Length of Service: 2 Months

Customer Name: City of Winona, Mississippi	Email: mayor@winonams.org
Contact: Aaron Dees – Mayor	Phone No.: 662-283-1232
Address: 409 Summit Street Winona, MS 38967	Fax: N/A
	Contract Value: \$456,918
Scope of Work: EF-4 Tornado Debris Reduction and Removal, Hazardous Tree and Limb Removal, Reporting and Documentation of Debris Cleanup, Subcontractor Management	Date: March 2023 – May 2023
	Length of Service: 2 Months

Customer Name: Jefferson County Board of Supervisors	Email: brendatbuck@jeffersoncountymms.org
Contact: Brenda Buck – County Administrator	Phone No.: 601-786-3142
Address: 1483 Main Street Fayette, MS 39069	Fax: 601-786-0213
	Contract Value: \$1,936,062
Scope of Work: Ice Storm Debris Reduction and Removal, Hazardous Tree and Limb Removal, Reporting and Documentation of Debris Cleanup, Subcontractor Management	Date: August 2021 – January 2022
	Length of Service: 5 Months

## Tab E – Proposal Matrix

## Project Understanding & Scenarios

As part of this solicitation, management plans for Event Types are provided to describe what actions will be taken. LGS has put in place a Technical Approach and a Debris Management Plan that are applicable to any type of event, no matter the severity. Please refer to the Technical Approach, Debris Management Process Plans and Procedures, Geographic Area Management, Contractor Site Specific Safety and Health Plans, Quality System Management, and Disaster Waste Reduction and Recycling Sections in the following pages for an in-depth explanation of this management plan. The plans mentioned above are included in the Technical Approach and Debris Plan of this proposal and are designed to be adaptable and scalable based on any type of event.

### Alerts

LGS will select specific managers to oversee alerts, weather advisories, and other sources of information. When the determination is made that this could potentially impact the County, LGS will commence the following alert activities based on the projected forecast.

#### *Alert 1: Small*

Based on a 24-hour to 72-hour forecast for the “Cone of Influence,” the LGS Project Manager assigned to the contract will commence the following:

- Call the previously identified representative for the County and verifying the contact information
- Begin notifying and/or activating subcontractors.
- Preparing a project team to deploy to the County to meet the contractor representation requirement
- Coordinating logistics: including lodging, meals, fuel, medical services, fleet repair services, sanitation services, laundry services, and any other life support services
- Pre-positioning emergency road clearing crews to a secure area near the County as conditions and requirements dictate.

#### *Alert 2: Significant/Catastrophic*

This includes all the same items as described in Alert 1 but is based on a 96-hour to 120-hour forecast.

### Spot Jobs – Localized

In this scenario, the Project Manager will begin performing damage assessments with the County’s representatives and monitoring company. The PM will then begin coordinating logistics with the County and landfills. Further, the PM will be determining the number of crews needed to provide removal, hauling, and/or reduction of localized debris. This includes activating local subcontractors for immediate resources as needed. LGS will be assisting government resources as well. For an in-depth breakdown of the debris operations, please see the Debris Management Plan of this proposal.

### Small Event

This will entail the same steps as in the Localized event above but will have the addition of a debris management site. LGS will coordinate with the County a debris site(s) for stockpiling debris that will allow for ideal haul routes, meet federal, state, and local regulations, and provide a layout to unload debris in the most efficient manner. A site management supervisor will be provided to oversee and maintain the site operations. In this scenario, LGS will utilize “zones” for debris removal as mentioned in the Debris Plan. This will allow for organized operations and presence throughout the County simultaneously. Reduction will be completed by way of grinding or burning. In the event there is C&D debris, it will be separated and compacted at the debris site. For an in-depth breakdown of the debris operations, please see the Debris Plan of this proposal.

### Significant Event

This includes all the scope from the previous event types but will utilize larger scale reduction operations at a designated TDSRS. The PM will help coordinate the location of the debris site. Monitor towers will be placed at the entrance and debris site access roads will be maintained to allow for efficient unloading operations. The grinders or incinerators, if used, will be placed in a location to allow for trucks to unload uninterrupted, but allow for debris to be near maximize production. Chips will then be stockpiled in a separate area so as not to impede traffic but be accessible for loading into walking floor trucks to be disposed of accordingly. Ash will be handled in a manner to not be mixed with soils or become airborne. Disposal will be handled in accordance with DEQ regulations. All FEMA, federal, state, and local regulations will be adhered to throughout the process.

### **Significant/Catastrophic Events**

These events include everything from the previous event types but expand the operations further. Multiple debris sites are possible and will be jointly coordinated. Hauling will be coordinated from Zones and Sectors to each debris site. Hazardous waste will be separated and contained as per regulations. LGS will provide planning and management of all debris removal operations, including traffic control, recycling, and permitting. LGS will utilize a Project Manager (Sean Hunt) with multiple Assistant Managers to oversee the project.

### **Technical Approach and Methodology**

Prior to commencing debris removal operations and within 48 hours, or as required in the Task Order, Looks Great Services of MS, Inc. (LGS) will submit to Franklin County the Contractor Quality Control and Operations Plans which describe the organizational structure and additional key personnel involved in the cleanup, the technical approach and methodology to be used, site specific operational components, the specific geographical area management, the LGS Site Specific Health and Safety Plan (SSHSP), Accident Prevention Plan (APP), Activity Hazard Analysis (AHAs), a copy of the LGS Quality Control Plan (CQC), and approaches to waste reduction and recycling through Beneficial Re-Use, all specific to the Task Order and Area of Operations (AO). The Plan will indicate where operations will begin and which streets/roads will be cleared during the initial period though submission of a 2, 7- and 14-day plan. Operation locations will be decided upon and in conjunction with the County.

The Contractor Quality Control and Operations Plans will be updated by the LGS Operations Manager and CQC System Manager as necessary and as required by Franklin County. LGS' final Contractor Quality Control and Operations Plans will include organizational structure and key personnel involved in the cleanup, updated technical approach and methodology to be used, updated site-specific operational components, updated specific geographical area management, updated SSHSP, updated APP, updated AHAs, updated CQC, and updated approaches to waste reduction and recycling through Beneficial Re-Use. The plan will also include continually updated submissions of 2, 7- and 14-day plans, all specific to the Task Order and AO as well as work to be performed by subcontractors, a comprehensive list of subcontractors at each tier, and measures to be taken by LGS and its subcontractors to control hazards associated with services performed, and materials or equipment utilized.

During implementation of services, LGS will attend all meetings convened by Franklin County with respect to the response effort, when directed by the County to do so or otherwise necessary to carry out the work. The KO may/will issue subsequent TOs to mobilize and begin Emergency Road Clearance, Debris Removal from Public Roads, Streets and ROWs and Hauling to Debris Management or Final Disposal Sites, Vegetative Debris Reduction at Debris Management Sites (TDSRS) including site management, Final Disposal of Reduced Chips, Testing of Ash and Disposal at Landfill, Removal of Freon Containing White Goods, Removal of Non-Freon Containing White Goods, construction of an Inspection Tower(s), construction of a Hazardous Waste Containment Area(s), deployment of Household Hazardous Waste Separation and Removal Crew(s), activation of Debris Separation Crew(s), and activation of Search and Rescue Support Crew(s) and /or HTRW Separation Crew(s).

### **Resource Management and Logistics**

LGS utilizes the National Incident Management System (NIMS) wherein we have established systems for describing, inventorying, requesting, and tracking resources. Debris Management and Event Response activities require carefully managed resources (personnel, teams, facilities, equipment and/or supplies) to meet event needs. Utilization of the

Radial Form Technology (RaFT) iPad-based database system allows for resource typing, inventorying, organizing, and tracking the dispatch, deployment and recovery of resources before, during and after an event.

Resource management should be dynamic in nature to support any event and be adaptable to changes. Efficient and effective deployment of resources requires that resource management concepts and principles be used in all phases of Debris Management and Event Response.

The resource management process can be separated into two parts: resource management as an element of preparedness and resource management during an event. The preparedness activities (resource typing, credentialing, and inventorying) are conducted on a continual basis to help ensure that resources are ready to be mobilized when called to an event. Resource management during an event is a finite process, as shown in the below figure, with a distinct beginning and ending specific to the needs of the event.

## **Mobilization of Personnel and Equipment**

The number of crews to be deployed and mobilized will be as described below.

If required by Franklin County as an additional element of the Task Order, during mobilization, LGS will supply and transport all necessary supplies, equipment, materials, and personnel for animal carcass collection and management sites, management of putrefied wastes, vehicle and/or vessel aggregation sites, and build out the improvements to the sites required for operations. LGS will obtain clearance from underground or overhead utilities and from property owners and government entities for each location, including Vegetative and C&D TDSRS. LGS and/or its subcontractors will have equipment and vehicles prepared to mobilize upon the first notification to manage animal carcasses, putrefied wastes or recover vehicles/vessels, should the County task LGS to do so.

LGS responds to events, or threats of an event, by utilizing a phased response approach. Changes in the response and/or activation are triggered by official government watches/warnings and new updates regarding a potential event, or in anticipation of TOs from the County. Descriptions of each phase of response as they would relate to our mobilization for Franklin County are as follows:

### *Phase One Response*

Although not part of the current RFP, it is important to understand how our entire response system works and is put into practice.

Phase One Response is related to an anticipated or foreseeable event, such as an approaching hurricane that is approximately 72 to 96 hours from potential landfall, notification from NOAA's NWS of a Particularly Dangerous Situation (PDS) forecasting dangerously large tornadoes, or an Extremely Dangerous and Life-Threatening Situation (EDLTS) predicting catastrophic flooding.

At Phase One, the following occurs:

- The LGS AO (Area of Operations) Operations Manager (OM) will contact the client for the potentially affected area to discuss current emergency planning, potential evacuations, special needs, and to confirm emergency phone contacts.
- The Phase One telephone calling tree is activated informing the following of activation or potential activation based on the event scenario: LGS Emergency Management Team (EMT), LGS Logistics Management Team (LMT), LGS Contract Administration and Regulatory Team (CART) and pre-identified tier one subcontractors.
- Any Phase One mobilization will be dependent upon anticipated event requirements, projected event impact, projected geographical area involved, and projected magnitude.
- Stock levels of necessary corporate management and response supplies are verified and/or supplemented.

- Work permits, immunizations, and mobility agreements by key employees and subcontractors are verified and/or accomplished.
- Equipment inventory and mechanical readiness for deployment is verified.

### *Phase Two Response*

Phase Two Response is activated upon notification by the client, either verbally or in writing, to mobilize and deploy a Pre-Execution Planning Team (PPT).

The team will deploy to a location designated by the client, arriving within 24 hours of notification and contacting the government point of contact (POC) for the team.

At Phase Two, the following occurs:

- LGS AO OM will report to the client within 8 hours of notice to proceed, to discuss current emergency planning, plans for conducting initial damage assessment, special needs, and the location of the client/LGS PPT meeting (PPT team elements include but are not limited to AO Operations Manager, Operations Planner, Environmental Health and Safety Manager. Additional members of the Pre- Execution Team may include but are not limited to: CQC System Manager and Administrative Assistants).
- Corporate Aircraft, as required, both owned or leased by LGS, fixed wing and rotary wing, will be made flight ready and assigned to the PPT for dispatch and mobilization to the AO.
- The Phase Two telephone calling tree is activated informing the following of activation or potential activation based on the event scenario: LGS EMT, LGS LMT, LGS CART, and pre- identified tier one subcontractors.
- Work permits, immunizations, and mobility agreements by key employees and subcontractors are verified and copies of cogent records are placed in the EMT deployment packet and securely kept for privacy purposes.
- Local logistics in the AO are identified and contracted, such as lodging, fuel and other supplies.
- Local subcontractors in the AO are officially activated.
- Equipment transportation permits ordered.
- Equipment staging areas in safe zones with proximity to the event area are confirmed.
- Upon arrival in the AO, the LGS PPT will function as part of an interagency debris planning team and will provide technical assistance for the following activities:
  - Estimation of debris volumes,
  - Sectoring disaster area for most efficient debris management,
  - Locating temporary debris storage and reduction sites and disposal sites,
  - Determining personnel and equipment resources (crews) required,
  - Performing environmental health and safety evaluations, and
  - Evaluating requirements to implement an automated debris management system.

### *Phase Three Response*

Phase Three Response is activated upon receipt of an actual Task Order and notice to proceed (NTP) from the client, ordering mobilization, making LGS' response fully operational. This is the phase under which LGS will respond to Franklin County should we be awarded the contract for which we propose to perform.

At Phase Three the following actions are taken:

- LGS EMT, LGS Management Level Mobile Command and Communications Center (MCC), LGS Support Level MCCs, LGS LMT, LGS CART, LGS CQC, LGS Safety Team (SafeT), LGS Automated Debris Management System (ADMS), LGS Radial Form Technology System (RaFT), all pre-identified tier one subcontractors and all other pre-identified assets (such as bulk fuel suppliers, bulk potable water suppliers, temporary field housing, field kitchens, field showers and latrines, field personnel finance systems (cash advance system/portable ATM, etc.) and other logistics assets, as required, are immediately mobilized and deployed to the AO's designated muster areas for check-in with the PPT for integration into the Geographic Area Management Plan, as well as certification by ADMS.
- LGS Management and Planning Support Team will mobilize and deploy to meet with the LGS PPT, already in situ, to manage overall mobilization, deployment of forces and integration of the Geographical Area Management Plan into LGS CQC/Safety software and hardware, the RaFT system.
- LGS Field Operations Teams (Division [Area], Sector, Zone, and Site Managers) deploy to the muster areas.
- LGS will prepare, present, and recommend the Operations Plan (OPS) based on actual on- scene conditions and requirements.
- Immediately upon receipt of a Task Order and NTP for Emergency Road Clearance (ERC), LGS will mobilize 5 (five) ERC Crews within 24 hours of issuance of Task Order notice to proceed, beginning with LGS company resources and local subcontractors, both large and small businesses. Debris is to be cut to a manageable size and stacked (cut and toss) on the rights-of- way for subsequent collection. Debris removal operations will begin after emergency road clearance as areas become accessible and TDSRS become operational to the point they can receive debris and any required permits are obtained.
- Immediately upon receipt of a Task Order and NTP for Debris Removal (DR) from Public Roads, Streets and ROWs and Hauling to Debris Management or Final Disposal Sites, LGS will mobilize DR crews in accordance with the Task Order in all designated work areas established therein.
- LGS will provide a minimum of 5 crews to commence debris removal operations within 24 hours of issuance of Task Order notice to proceed. CQC and OPS Plans will be submitted and approved within 3 calendar days of the NTP.
- LGS will commence mobilization immediately upon issuance of a Task Order and NTP for dumpsite management and/or debris reduction (TDSRS operations). LGS will perform in accordance with the Task Order in all designated work areas established therein. LGS will provide a minimum of one (1) TDSRS crew to commence debris reduction/disposal operations at each site within 24 hours of issuance of Task Order NTP.
- Additionally, LGS will mobilize Final Disposal of Reduced Chips Crews to each TDSRS as required by the Task Order NTP to commence removal and disposal of reduced chips.
- Immediately upon receipt of a Task Order NTP, LGS will mobilize specialty debris management crews for each disaster event and each phase of work necessary to meet the production rates and completion dates specified in the Task Order for the following types of operations: Search and Rescue Support Crews, Debris Separation Crews, Crew Packages for Testing of Ash and Disposal at Landfill, Crew Packages for Removal of Freon Containing White Goods, Crew Packages for Removal of Non-Freon Containing White Goods, Crews for the construction and or erections of Inspection Towers, Crews for the construction of Hazardous Waste Containment Areas, Household Hazardous Waste Separation and Removal Crews, HTRW Separation Crews and all ancillary support staff to accomplish the mission.

- The Phase Three telephone calling tree is activated to activate the Recall of Personnel: All senior management personnel and reservists will be contacted for assignment in accordance with the company Disaster Action Plan and Mobilization Plan. Recall of all other required personnel will be accomplished through the company headquarters office in Huntington, New York using the disaster recall roster. The LGS personnel department will maintain the disaster recall roster of current personnel.
- LGS equipment transport operators will be instructed what equipment to load, its current location and directions as to its final delivery point. Equipment operators and other key personnel will be instructed to report to their pre-assigned deployment location for briefings, assignment and embarkation to the work area.
- Equipment Transportation: LGS and fleet equipment Company Accounts over-the-road equipment transports and operators will initially conduct equipment transportation. Additional equipment transportation will be provided, as needed, by over-the-road sub-contracted equipment transporters and operators through standing pre-established agreements.
- The LGS Safety Officer will conduct a safety briefing and safety equipment compliance check prior to any equipment transport(s) departure to ensure compliance with the Corporate Safety Plan.
- LGS EMT: LGS' EMT will report to a designated location for tasking and instructions as directed by Task Order NTP. The LGS EMT will determine the most favorable and functional site location(s) in the AO for the LGS Management Level MCC, LGS Support Level MCCs, and other support systems.
- Personnel Transportation: LGS EMT, LMT, CART, CQC, Safety Team, and ADMS Team, will be air lifted to the AO by company-owned/leased aircraft. Busses, vans, motor homes, carpools and alternate transportation sources as described above will provide transportation for other company personnel. All corporate aircraft, as required, both owned or leased by LGS, fixed wing and rotary wing, will be made flight ready and assigned to the teams for dispatch and mobilization to the AO.

LGS will utilize both Phase Two and Three above, wherein we will have the required number of crews and personnel onsite within 24 hours and operating within 48 hours of notice to proceed. Beyond the guaranteed minimum 5 crews, additional crews will be mobilized and assigned as needed and in consultation with the County.

## **FEMA Public Assistance Program (Reimbursement Process)**

### **FEMA Programs and other Funding Streams**

LGS works within and in compliance with the law, the regulations, and FEMA's codified policies regarding the FEMA Public Assistance (PA) Program. This includes, but is not limited to, the Sandy Recovery Improvement Act's amendments to the Stafford Act (42 U.S.C. 5121 et seq.), Section 428, Public Assistance Alternative Procedures (PAAP) and the PAAP Pilot Program for Debris Removal (<https://www.fema.gov/alternative-procedures>) performed under Section 407 (42 U.S.C. 5173), Debris Removal, of the Stafford Act. The debris pilot program allows for increases in the federal share of grant monies for PA program applicants for eligible debris removal costs incurred during certain initial time periods following a disaster, with certain restrictions and programmatic requirements. LGS has as one of its core principles to provide professional services that benefit the client in every way possible. That principle leads LGS to work diligently to increase our response level and the amounts of work that can safely be accomplished during those initial time periods to maximize the reimbursement potential for our clients under the PAAP Pilot Program for Debris Removal. LGS ensures that our clients are aware of how the critical documentation trail must provide the proper substantiation for our clients to successfully acquire that funding. Further, LGS has a long standing relationship with FEMA programmatic management consulting experts that LGS makes available to our clients to ensure that our clients maximize eligible programmatic funding, and that our clients are able to both identify the eligible work that can be performed, and the numerous funding streams available to our clients to help them fund the monumental task that is the recovery process following a disaster – that assistance covers all disaster recovery programs and is not limited to only debris removal – please see the resume section for more details on the FEMA programmatic management consulting experts.



## Documentation and Reimbursement

LGS has a proven history in supporting our clients with accurate and complete documentation. This documentation is made readily available to any reimbursement agency or client. Records are tracked daily from the beginning of the project to final closeout.

Financial accountability is maintained via a system based on the field data that's gathered and reconciled. All documentation systems comply with FEMA 325 guidelines.

### *Debris Hauling Documentation*

#### *Phase 1 – Truck Certification*

Debris trucks are all certified prior to beginning a project. This includes:

- Measuring the truck beds to determine an accurate cubic yard capacity.
- Driver, safety, and insurance checks.
- Truck Certification Form is completed, and a copy is retained by the driver, monitor, and client.
- Placards displaying capacity, project truck number, and contractor's name are affixed to the truck.
- Monitors are given truck logs to verify placards as an added measure of accuracy.

#### *Phase 2 – Tickets*

Tickets are electronic or multi-part and are required for reimbursement purposes. Client representatives or monitors will fill out and sign off on completed tickets. These will then be used in the reconciliation and QC process. The tickets used are as follows:

Debris Load Tickets are a 5-part ticket that records the transport of debris from the collection point to the DMS or final disposal site. Monitors document the operations at each location to ensure proper protocols.

Leaner/Hanger Tickets are a 5-part ticket that records the trimming or removal or leaning trees or hanging limbs. Monitors document the size, location, and other various aspects of the process.

Daily Log Tickets are a 2-part ticket that records the hours worked by the contractor's labor and equipment when hourly rate items are activated. Monitors log and verify each unit's hours worked throughout the day.

### *Data Management*

LGS uses a database system that is easily adaptable to any requirements. Regardless of whether the electronic or physical documentation is utilized, LGS' database can track and extract data for use in the reconciliation process. LGS has trained employees who carefully prepare reconciled reports on a weekly or semi-weekly basis to submit with invoicing. Working with the monitors, LGS compares these reports with the monitors as an added checks and balances system, which helps to expedite the reimbursement process.

Once the data is reconciled and completed, LGS will maintain and store all records for a minimum of 7 years. Both electronic and physical copies are catalogued and stored for quick access as needed.

### *Reimbursement*

LGS works closely with all agencies to ensure issues are minimized or eliminated in disaster reimbursement projects. As an example, LGS was recently asked to produce ticket records for an audit that the debris monitor was engaged in. The monitor could not find records on more than two dozen tickets. Within less than 2 hours LGS found the copies of the missing tickets in its database and submitted them to the respective parties. This helped the monitor and the client greatly in their reimbursement process. LGS will give the same "over-the-top" service to all its clients.

As an added measure, LGS has personnel that are well-versed in CFR, PAPPG, and other FEMA guidelines and are available to assist the client in completing any required documentation for reimbursement.

## Environmental Requirements

LGS is committed to the protection of the environment at all work sites and surrounding areas. This is accomplished by having trained personnel, quality controls, and operational guidelines in place. To further this commitment, LGS will assess the work of all duties that affect the environment (i.e. incinerator operations). This will be performed by a senior supervisor daily. Other factors monitored daily that may impact the environment are smoke, dust, drainage, sediment, noise, and hazardous materials.

In the event a spill or other environmental impact, such as asbestos, should occur during the contract, LGS will use its resources to maintain compliance with all applicable regulations during the cleanup process.

## Permits and Compliance

LGS will ensure proper permits are in place before work begins. These include, but are not limited to:

- Storm Water Permits
- Burn Site Permits
- Debris Site Permits
- Forestry Permits

The following is a brief, but not exclusive list of the laws and regulations that LGS adheres to:

- National Environmental Protection Act
- Clean Air Act
- Clean Water Act
- Resource Conservation and Recovery Act
- Endangered Species Act
- Fish and Wildlife Coordination Act
- State and Local Laws as Applicable

## Solid and Hazardous Waste

LGS performs removal and disposal of FEMA eligible disaster related debris from public rights-of-way, streets, roads, waterways, and other areas within the Parish's jurisdiction. Private entry and removal will only be conducted if approved by the regulating authorities. LGS has removed and disposed of more than 6.8 million CY of vegetative and C&D debris since 2002.

LGS also has vast experience in loading and processing HHW, White Goods, and E-wastes. All regulations on the proper disposal will be followed. LGS has processed more than 100 tons of HHW, E-wastes, and white goods.

## Tab F – Licenses

# State of Florida



## Department of State

I certify the attached is a true and correct copy of the application by LOOKS GREAT SERVICES OF MS, INC, a Mississippi corporation, authorized to transact business within the State of Florida on October 22, 2015 as shown by the records of this office.

The document number of this corporation is F15000004702.

Given under my hand and the Great Seal of the State of Florida at Tallahassee, the Capital, this the Twenty-third day of October, 2015



CR2EO22 (1-11)

*Ken Detzner*

Ken Detzner  
Secretary of State



**Florida Department of Transportation**

RON DESANTIS  
GOVERNOR

605 Suwannee Street  
Tallahassee, FL 32399-0450

JARED W. PERDUE, P.E.  
SECRETARY

July 08, 2024

LOOKS GREAT SERVICES OF MS, INC.  
1501 HWY 13 N  
COLUMBIA, MISSISSIPPI 39429

**RE: CERTIFICATE OF QUALIFICATION**

The Department of Transportation has qualified your company for the type of work indicated below.

**FDOT APPROVED WORK CLASSES:**  
DEBRIS REMOVAL (EMERGENCY)

Unless notified otherwise, this Certificate of Qualification will expire **6/30/2025**.

In accordance with Section 337.14(1), Florida Statutes, an application for qualification must be filed within (4) months of the ending date of the applicant's audited annual financial statements.

If the company's maximum capacity has been revised, it may be accessed by logging into the Contractor Prequalification Application System via the following link:  
**[HTTPS://fdotwp1.dot.state.fl.us/ContractorPreQualification](https://fdotwp1.dot.state.fl.us/ContractorPreQualification)**

Once logged in, select "View" for the most recently approved application, and then click the "Manage" and "Application Summary" tabs.

The company may apply for a Revised Certificate of Qualification at any time prior to the expiration date of this certificate according to Section 14-22.0041(3), Florida Administrative Code (F.A.C.), by accessing the most recently approved application as shown above and choosing "Update" instead of "View." If certification in additional classes of work is desired, documentation is needed to show that the company has performed such work.

All prequalified contractors are required by Section 14-22.006(3), F.A.C., to certify their work underway monthly in order to adjust maximum bidding capacity to available bidding capacity. You can find the link to this report at the website shown above.

Sincerely,

James E. Taylor II, Prequalification Supervisor  
Contracts Administration Office

JTII

*Improve Safety, Enhance Mobility, Inspire Innovation*  
[www.fdot.gov](http://www.fdot.gov)



# State of Florida Department of State

I certify from the records of this office that LOOKS GREAT SERVICES OF MS, INC is a Mississippi corporation authorized to transact business in the State of Florida, qualified on October 22, 2015.


The document number of this corporation is F15000004702.

I further certify that said corporation has paid all fees due this office through December 31, 2024, that its most recent annual report/uniform business report was filed on April 24, 2024, and that its status is active.

I further certify that said corporation has not filed a Certificate of Withdrawal.

*Given under my hand and the  
Great Seal of the State of Florida  
at Tallahassee, the Capital, this  
the First day of July, 2024*



  
Secretary of State

Tracking Number: 9189896583CU

To authenticate this certificate, visit the following site, enter this number, and then follow the instructions displayed.

<https://services.sunbiz.org/Filings/CertificateOfStatus/CertificateAuthentication>

**WBENC WOSB Certification**



**HEREBY GRANTS  
WOMAN OWNED SMALL BUSINESS (WOSB) CERTIFICATION TO**

**LOOKS GREAT SERVICES OF MS, INC.**

The identified small business is an eligible WOSB for the WOSB Program, as set forth in 13 C.F.R. part 127 and has been certified as such by an SBA approved Third Party Certifier pursuant to the Third Party Agreement, dated June 30, 2011, and available at [www.sba.gov/wosb](http://www.sba.gov/wosb).

The WOSB Certification expires on the date herein unless there is a change to the SBA's regulation that makes the WOSB ineligible or there is a change in the WOSB that makes the WOSB ineligible. If either occurs, this WOSB Certification is immediately invalid. The WOSB must not misrepresent its certification status to any other party, including any local or State government or contracting official or the Federal government or any of its contracting officials.

Majority Female Owner: Yolanda Agogilia
NAICS: 624230, 561730 UNSPSC: 70111500, 70111501, 70111502, 70111503, 70111504, 70111505, 70111506, 70111507, 70111508
Certification Number: WOSB210490
Renewal Date: November 30, 2022
SBA WOSB Expiration Date: 11/30/2024

Phala Mire, Women's Business Enterprise Council - South President

Pamela Prince-Easton, WBENC President & CEO

Lakisha White, Vice President, Certification

## Tab G – Insurance





# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
8/2/2024

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

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

<b>PRODUCER</b> Cadence Insurance, A Gallagher Company 16 Thompson Park Hattiesburg MS 39401		<b>CONTACT NAME:</b> Daphne Coleman <b>PHONE (A/C, No, Ext):</b> 601-554-7321 <b>E-MAIL ADDRESS:</b> daphne.coleman@cadenceinsurance.com <b>FAX (A/C, No):</b> 877-288-0152															
<b>INSURED</b> LOOKGRE-01 Looks Great Services of MS, Inc. 1501 Highway 13 North Columbia MS 39429		<table border="1"> <tr> <th>INSURER(S) AFFORDING COVERAGE</th> <th>NAIC #</th> </tr> <tr> <td>INSURER A : American Guarantee and Liability Ins Co</td> <td>26247</td> </tr> <tr> <td>INSURER B : Markel American Ins. Co.</td> <td>28932</td> </tr> <tr> <td>INSURER C : Old Republic Insurance Co.</td> <td>24147</td> </tr> <tr> <td>INSURER D : Illinois Union Insurance Company</td> <td>27960</td> </tr> <tr> <td>INSURER E :</td> <td></td> </tr> <tr> <td>INSURER F :</td> <td></td> </tr> </table>		INSURER(S) AFFORDING COVERAGE	NAIC #	INSURER A : American Guarantee and Liability Ins Co	26247	INSURER B : Markel American Ins. Co.	28932	INSURER C : Old Republic Insurance Co.	24147	INSURER D : Illinois Union Insurance Company	27960	INSURER E :		INSURER F :	
INSURER(S) AFFORDING COVERAGE	NAIC #																
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INSURER B : Markel American Ins. Co.	28932																
INSURER C : Old Republic Insurance Co.	24147																
INSURER D : Illinois Union Insurance Company	27960																
INSURER E :																	
INSURER F :																	

**COVERAGES**                                  **CERTIFICATE NUMBER:** 694950422                                  **REVISION NUMBER:**

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

INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSD WVP	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
C	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PROJECT <input checked="" type="checkbox"/> LOC OTHER:	Y Y	MWZY31369224	2/1/2024	2/1/2025	EACH OCCURRENCE \$ 2,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 500,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 2,000,000 GENERAL AGGREGATE \$ 4,000,000 PRODUCTS - COM/OP AGG \$ 4,000,000 Per Project Agg Cap \$ 10,000,000
C	<b>AUTOMOBILE LIABILITY</b> <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input checked="" type="checkbox"/> HIRE AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY	Y Y	MWTB31369124	2/1/2024	2/1/2025	COMBINED SINGLE LIMIT (Ea accident) \$ 2,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input checked="" type="checkbox"/> RETENTION \$ 0	Y Y	AUC019344808	2/1/2024	2/1/2025	EACH OCCURRENCE \$ 8,000,000 AGGREGATE \$ 8,000,000 \$
C	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N Y N/A	MWC31369024	2/1/2024	2/1/2025	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000
B D	Rented/Leased Equipment Pollution		MKLM4IM0054280 CPYG28206690004	4/14/2024 1/12/2023	4/14/2025 1/12/2025	Per Item/Occurrence \$300,000 Occur/Agg \$2,000,000

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

THE FOLLOWING COVERAGES/PROVISIONS/ENDORSEMENTS ARE PROVIDED TO CERTIFICATE HOLDER(S) AND ANY OTHER PERSON(S) OR ORGANIZATION(S) ONLY WHEN THE NAMED INSURED HAS AGREED TO DO SO IN A WRITTEN CONTRACT/AGREEMENT -

General Liability:  
 Blanket Additional Insured coverage provided applying on a primary and non-contributory basis.  
 Blanket Waiver of Subrogation.  
 See Attached...

<b>CERTIFICATE HOLDER</b>  Franklin County Clerk of Courts 33 Market Street Suite 203 Apalachicola FL 32320 United States	<b>CANCELLATION</b>  SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.  AUTHORIZED REPRESENTATIVE 
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ACORD 25 (2016/03)

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AGENCY CUSTOMER ID: LOOKGRE-01

LOC #: \_\_\_\_\_



**ADDITIONAL REMARKS SCHEDULE**

Page 1 of 1

AGENCY Cadence Insurance, A Gallagher Company		NAMED INSURED Looks Great Services of MS, Inc. 1501 Highway 13 North Columbia MS 39429	
POLICY NUMBER		EFFECTIVE DATE:	
CARRIER	NAIC CODE		

**ADDITIONAL REMARKS**

**THIS ADDITIONAL REMARKS FORM IS A SCHEDULE TO ACORD FORM,  
FORM NUMBER: 25 FORM TITLE: CERTIFICATE OF LIABILITY INSURANCE**

Liability assumed in an "Insured Contract" as defined by policy.  
Blanket Additional Insured – Lessors of Leased Equipment.  
Blanket 30 Day Notice of Cancellation

Automobile Liability :  
Blanket Additional Insured.  
Blanket Primary & Non-Contributory  
Blanket Waiver of Subrogation.  
Blanket 30 Day Notice of Cancellation

Workers Compensation:  
Blanket Waiver of Subrogation.  
Blanket Alternate Employer  
Blanket 30 Day Notice of Cancellation  
Officers Excluded: Kristian Agoglia and Yolanda Agoglia

Rented/Leased Equipment:  
Blanket Loss Payee in favor of lessor of leased equipment.  
Project Name/Number: Disaster Debris Management and Removal Services



## Tab H – Required Documents



REQUEST FOR PROPOSAL FOR EMERGENCY PLANNING, DISASTER RECOVERY & HAZARD MITIGATION GRANT PROGRAM SERVICES RFP #:

Information Sheet
For Transactions and Conveyances
Corporate Identification

The Following information will be provided to the Franklin County Legal Services for incorporation in legal documents. It is; therefore, vital all information is accurate and complete. Please be certain all spelling, capitalization, etc. is exactly as registered with the State and Federal Government.

Is this a Florida Corporation: YES (Circle One) or NO

If not a Florida Corporation, In what State was it created? Name as spelled in that State. Mississippi Looks Great Services of MS, Inc.

What kind of Corporation is it? For Profit or Not for Profit

Is it in good Standing? YES or NO

Authorized to transact business in Florida? YES or NO

State of Florida, Department of State, Certificate of Authority Document No: F15000004702

Does it use a registered fictitious name? YES or NO

Name of Officers: President: Yolanda Agoglia Secretary: Jerry Day Vice President: Kristian Agoglia Treasurer: Kristian Agoglia Director: Sean Hunt Director: Max Elkins Other: Other:

Name of Corporation (As used in Florida): Looks Great Services of MS, Inc. (Spelled exactly as it is registered with the State or Federal Government)

Corporate Address: Post Office Box: City, State, Zip: Street Address: 1501 Highway 13 North City, State, Zip: Columbia, MS 39429 (Please provide Post Office Box and Street Address for mail and/or express delivery; also, for recorded instruments involving land)

Federal Identification Number: 27-4125328 (For all instruments to be recorded, taxpayer's identification is needed)

Name of Individual who will sign the instrument on behalf of the Company: Kristian Agoglia (Upon Certification of Award, the President or Vice-President shall sign Contract. Any other officer shall have permission to sign via a resolution approved by the Board of Directors on behalf of the company. The awarded contractor shall submit a copy of the resolution together with the executed contract to the Contact listed in Section 3.1.)

Title of the individual named above who will sign on behalf of the Company: Vice President

**"NO RESPONSE"**

If your firm is unable to provide a submittal, please complete and return this form prior to date shown for receipt and return to:

Franklin County Emergency Management  
28 Airport Road  
Apalachicola, FL 32320  
OR  
jenniferd@franklincountyflorida.com

We have declined to propose for the following reason(s):

- \_\_\_\_\_ We do not offer this service/product
- \_\_\_\_\_ Our schedule would not permit us to perform
- \_\_\_\_\_ Unable to meet specifications
- \_\_\_\_\_ Unable to meet bond/insurance requirements
- \_\_\_\_\_ Specifications unclear (please explain below)
- \_\_\_\_\_ Other (please specify below)

REMARKS \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Print Name and Title

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Address

\_\_\_\_\_  
Business Phone

\_\_\_\_\_  
E-mail



REQUEST FOR PROPOSAL FOR EMERGENCY PLANNING, DISASTER RECOVERY & HAZARD MITIGATION GRANT PROGRAM SERVICES RFP #:

## CONTACT FOR CONTRACT ADMINISTRATION

**Designate one person authorized to conduct contract Administration.**

**NAME:** \_\_\_\_\_

**TITLE:** \_\_\_\_\_

**COMPANY NAME:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

**CITY:** \_\_\_\_\_

**STATE:** \_\_\_\_\_ **ZIP:** \_\_\_\_\_

**TELEPHONE NUMBER:** \_\_\_\_\_

**FAX NUMBER:** \_\_\_\_\_

**EMAIL:** \_\_\_\_\_

**SIGNATURE:**  \_\_\_\_\_

**Attachment 'F'**

**PROPOSER'S CERTIFICATION**

I have carefully examined the Request for Proposals, Instructions to Proposers, General and/or Special Conditions, Specifications, RFP Proposal, and any other documents accompanying or made a part of this invitation.

I hereby propose to furnish the goods or services specified in the Request for Proposal at the prices or rates as finally negotiated. I agree that my proposal will remain firm for a period of up to ninety (90) days to allow the Entities adequate time to evaluate the proposal. Furthermore, I agree to abide by all conditions of the proposal.

I certify that all information contained in this RFP is truthful to the best of my knowledge and belief. I further certify that I am a duly authorized to submit this RFP on behalf of the Proposer / Contractor as its act and deed and that the Proposer / Contractor is ready, willing, and able to perform if awarded the contract.

I further certify that this RFP is made without prior understanding, Contract, connection, discussion, or collusion with any person, firm or corporation submitting a RFP for the same product or service; no officer, employee or agent of the Entities Board of Entities Commissioners or of any other proposer interested in said RFP; and that the undersigned executed this Proposer's Certification with full knowledge and understanding of the matters therein contained and was duly authorized to do so.

I further certify that having read and examined the specifications and documents for the designated services and understanding the general conditions for contract under which services will be performed, does hereby propose to furnish all labor, equipment, and material to provide the services set forth in the RFP.

I hereby declare that the following listing states any clarifications, all variations from and exceptions to the requirements of the specifications and documents. The undersigned further declares that the "work" will be performed in strict accordance with such requirements and understands that any exceptions to the requirements of the specifications and documents shall render the proposal non-responsive.

**NO EXCEPTIONS ALLOWED AFTER THE RFP IS SUBMITTED:**

**Please check one:  I take NO exceptions.  Exceptions:**

<u>Looks Great Services of MS, Inc.</u>	<u>1501 Highway 13 North</u>
NAME OF BUSINESS	MAILING ADDRESS
	<u>Columbia, MS 39429</u>
AUTHORIZED SIGNATURE	CITY, STATE & ZIP CODE
<u>Kristian Agoglia, Vice President</u>	<u>601-736-0037 / 601-736-1924</u>
NAME, TITLE, TYPED	TELEPHONE NUMBER / FAX NUMBER
<u>27-4125328</u>	<u>bids@looksgreatservices.com</u>
FEDERAL IDENTIFICATION #	E-MAIL ADDRESS

STATE OF FLORIDA  
COUNTY OF Marion

The foregoing instrument was acknowledged before me this 1 day of August, 2024 by Kristian Agoglia, who is personally known to me or who has produced as identification and who did take an oath.

My Commission Expires:





**Notary Public**

Name typed, printed or stamped

My Commission Expires: Aug. 14, 2024

**Attachment 'F'**

**ADDENDUM ACKNOWLEDGEMENT**

I have carefully examined this Request for Proposal (RFP) which includes scope, requirements for submission, general information and the evaluation and award process.

I acknowledge receipt and incorporation of the following addenda, and the cost, if any, of such revisions has been included in the price of the proposal.

Addendum #	<u>1</u>	Date:	<u>8/1/24</u>	Addendum #	_____	Date:	_____
Addendum #	_____	Date:	_____	Addendum #	_____	Date:	_____

  
\_\_\_\_\_  
(Authorized Signature)

8/1/24  
\_\_\_\_\_  
(Date)

Kristian Agoglia  
\_\_\_\_\_  
(Print Name)

STATE OF FLORIDA  
COUNTY OF Marion

The foregoing instrument was acknowledged before me this 1 day of August, 2024 by Kristian Agoglia, who is personally known to me or who has produced as identification and who did take an oath.

My Commission Expires: AUG. 14, 2024

  
\_\_\_\_\_  
Notary Public





Attachment 'F'

BUSINESS ENTITY AFFIDAVIT (VENDOR/BIDDER DISCLOSURE)

I, Kristian Agoglia, being first duly sworn state:

The full legal name and business address of the person(s) or entity contracting or transacting business with Franklin County, FL ("County") are (Post Office addresses are not acceptable), as follows:

27-4125328 Federal Employer Identification Number (If none, Social Security Number)

Looks Great Services of MS, Inc. Name of Entity, Individual, Partners or Corporation

1501 Hoghway 13 North Columbia MS 39429 Street Address Suite City State Zip Code

OWNERSHIP DISCLOSURE AFFIDAVIT

- 1. If the contact or business transaction is with a corporation, the full legal name and business address shall be provided for each officer and director and each stockholder who holds directly or indirectly five percent (5%) or more of the corporation's stock. If the contract or business transaction is with a trust, the full legal name and address shall be provided for each trustee and each beneficiary. All such names and addresses are (Post Office addresses are not acceptable), as follows:

Table with 3 columns: Full Legal Name, Address, Ownership. Rows include Yolanda Agoglia (51%) and Kristian Agoglia (49%).

- 2. The full legal names and business address of any other individual (other than subcontractors, materialmen, suppliers, laborers, or lenders) who have, or will have, any interest (legal equitable, beneficial or otherwise) of in the contract or business transaction with the County are (Post Office addresses are not acceptable), as follows:

Blank lines for additional ownership disclosures.

Signature of Affiant (handwritten) Date: 8/1/24

STATE OF Mississippi COUNTY OF Marion

The foregoing instrument was acknowledged before me by means of [X] physical presence or [ ] online notarization, this 8/1/24 (date) by Kristian Agoglia (name of officer or agent, title of officer or agent) of Looks Great Services of MS, Inc. (name of corporation acknowledging), a Mississippi (state or place of incorporation) corporation, on behalf of the corporation. He/she is personally known to me or has produced personally known to me (type of identification) as identification.



Signature of Notary Public: Anita I. Wilson Name typed, printed or stamped: ANITA I. WILSON My Commission Expires: Aug. 14, 2024

FRANKLIN COUNTY
DRUG-FREE WORKPLACE COMPLIANCE FORM

Preference shall be given to businesses with drug-free workplace programs. Whenever two or more bids, which are equal with respect to price, quality, and service, are received by the State or by any political subdivision for the procurement of commodities or contractual services, a bid received from a business that certifies that it has implemented a drug-free workplace program shall be given preference in the award process.

(The undersigned vendor in accordance with Florida Statute 287.087 hereby certifies that Looks Great Services of MS, Inc. does):
(Name of Business)

- 1. Publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace...
2. Inform employees about the dangers of drug abuse in the workplace...
3. Give each employee engaged in providing the commodities or contractual services that are under bid a copy of the statement specified in Subsection 1.
4. In the statement specified in Subsection 1, notify the employees that, as a condition of working on the commodities or contractual services that are under bid, the employee will abide by the terms of the statement...
5. Impose a sanction on, or require the satisfactory participation in a drug abuse assistance or rehabilitation program if such is available in the employee's community...
6. Make a good faith effort to continue to maintain a drug-free workplace through implementation of this section.

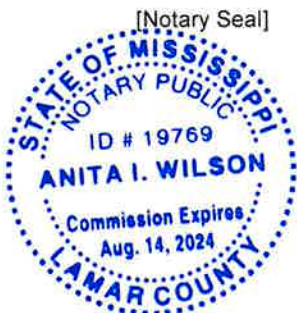
As the person authorized to sign the statement, I certify that this form complies fully with the above requirements.

Vendor's Signature: [Handwritten Signature] Date 8/1/24

Print or Type Name/Title Kristian Agoglia, Vice President

STATE OF Mississippi
COUNTY OF Marion

The foregoing instrument was acknowledged before me by means of [X] physical presence or [ ] online notarization, this 8/1/24 (date) by Kristian Agoglia (name of officer or agent, title of officer or agent) of Looks Great Services of MS, Inc. (name of corporation acknowledging), a Mississippi (state or place of incorporation) corporation, on behalf of the corporation. He/she is personally known to me or has produced personally known to me (type of identification) as identification.



[Handwritten Signature: Anita I. Wilson]
Notary Public
ANITA I. WILSON
Name typed, printed or stamped
My Commission Expires: Aug. 14, 2024

**Attachment 'F'**

**SWORN STATEMENT PURSUANT TO SECTION 287.133 (3) (a),  
FLORIDA STATUTES, ON PUBLIC ENTITY CRIMES**

THIS FORM MUST BE SIGNED AND SWORN TO IN THE  
PRESENCE OF A NOTARY PUBLIC OR OTHER OFFICIAL  
AUTHORIZED TO ADMINISTER OATHS

1. This sworn statement is submitted to FRANKLIN COUNTY, FLORIDA by:

\_\_\_\_\_ *(print individual's name and title)*  
for: \_\_\_\_\_ *(print name of entity submitting sworn statement)*

whose business address is: \_\_\_\_\_

and (if applicable) its Federal Employer Identification Number (FEIN) is: \_\_\_\_\_  
*(If the entity has no FEIN, include the Social Security Number of the individual signing this sworn statement:  
\_\_\_\_ - \_\_\_\_ - \_\_\_\_).*

2. I understand that a "public entity crime" as defined in Paragraph 287.133 (1)(g), Florida Statutes, means a violation of any state or federal law by a person with respect to and directly related to the transaction of business with any public entity or with an agency or political subdivision of any other state or of the United States, including but not limited to, any bid or contract for goods or services to be provided to any public entity or an agency or political subdivision of any other state or of the United States and involving antitrust, fraud, theft, bribery, collusion, racketeering, conspiracy, or material misrepresentations.
3. I understand that "convicted" or "conviction" as defined in Paragraph 287.133 (1)(b), Florida Statutes, means a finding of guilt or a conviction of a public entity crime, with or without an adjudication of guilt, in any federal or state trial court of record relating to charges brought by indictment or information after July 1, 1989, as a result of a jury verdict, non-jury trial, or entry of a plea of guilty or non contendere.
4. I understand that an "affiliate" as defined in Paragraph 287.133(1)(a), Florida Statutes, means:
- a.) A predecessor or successor of a person convicted of a public entity crime; or
  - b.) An entity under the control of any natural person who is active in the management of the entity and who has been convicted of a public entity crime. The term "affiliate" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in the management of an affiliate. The ownership by one person of shares constituting a controlling interest in another person, or a pooling of equipment or income among persons when not for fair market value under an arm's length agreement, shall be a prima facie case that one person controls another person. A person who knowingly enters into a joint venture with a person who has been convicted of a public entity crime in Florida during the preceding 36 months shall be considered an affiliate.
5. I understand that a "person" as defined in Paragraph 287.133(1)(e), Florida Statutes, means any natural person or entity organized under the laws of any state or of the United States with legal power to enter into a binding contract and which bids or applies to bid on contracts for the provision of goods or services let by a public entity, or which otherwise transacts or applies to transact business with a public entity. The term "person" includes those officers, directors, executives, and partners. Shareholders, employees, members, and agents who are active in management of an entity.
6. Based on information and belief, the statement, which I have marked below, is true in relations to the entity submitting this sworn statement. (Indicate which statement applies).
- Neither the entity submitting this sworn statement, nor any of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the management of the entity, nor any

affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989.

- The entity submitting this sworn statement, or one or more of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the management of the entity, or an affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989.
- The entity submitting this sworn statement, or one or more of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the management of the entity, or an affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989. However, there has been a subsequent proceeding before a Hearing Officer of the State of Florida, Division of Administrative Hearings and the final Order entered by the Hearing Officer determined that it was not in the public interest to place the entity submitting this sworn statement on the convicted vendor list (attach a copy of the final order).


**I UNDERSTAND THAT THE SUBMISSION OF THIS FORM TO THE CONTRACTING OFFICER FOR THE PUBLIC ENTITY IDENTIFIED IN PARAGRAPH 1 ABOVE IS FOR THAT PUBLIC ENTITY ONLY AND THAT THIS FORM IS VALID THROUGH DECEMBER 31 OF THE CALENDAR YEAR IN WHICH IT IS FILED. I ALSO UNDERSTAND THAT I AM REQUIRED TO INFORM THE PUBLIC ENTITY PRIOR TO ENTERING INTO A CONTRACT IN EXCESS OF THE THRESHOLD AMOUNT PROVIDED IN SECTION 287.017, FLORIDA STATUTES FOR CATEGORY TWO OF ANY CHANGE IN THE INFORMATION CONTAINED IN THIS FORM.**

  
\_\_\_\_\_  
Signature

STATE OF Mississippi  
COUNTY OF Marion

The foregoing instrument was acknowledged before me by means of  physical presence or  online notarization, this 8/1/24 (date) by Kristian Agoglia (name of officer or agent, title of officer or agent) of Looks Great Services of MS, Inc. (name of corporation acknowledging), a Mississippi (state or place of incorporation) corporation, on behalf of the corporation. He/she is personally known to me or has produced personally known to me (type of identification) as identification.



  
\_\_\_\_\_  
Notary Public  
ANITA I. WILSON  
Name typed, printed or stamped  
My Commission Expires: AUG. 14, 2024

Attachment 'F'

AFFIDAVIT OF NON-COLLUSION AND OF NON-INTEREST OF ENTITY'S EMPLOYEES

Kristian Agoglia \_\_\_\_\_, \* being first duly sworn, deposes and says that he/she is the Offeror in the above proposal, that the only person or persons interested in said proposal are named therein; that no officer, employee or agent of the Entities Board of Entities Commissioners or of any other Offeror is interested in said proposal; and that affiant makes the above proposal with no past or present collusion with any other person, firm or corporation.

 \_\_\_\_\_

Authorized Signature

8/1/24 \_\_\_\_\_

Date

Kristian Agoglia \_\_\_\_\_

(Print Name)

STATE OF FLORIDA

COUNTY OF Marion

The foregoing instrument was acknowledged before me this 1 day of August, 2024 by Kristian Agoglia, who is personally known to me or who has produced as identification and who did take an oath.





Notary Public

\*NOTICE: State name of Offeror followed by name of authorized individual (and title) that is signing as Affiant. If Offeror is an individual, state name of Offeror only.

**AMERICANS WITH DISABILITIES ACT (ADA)  
DISABILITY NONDISCRIMINATION STATEMENT**

**THIS FORM MUST BE SIGNED AND SWORN TO IN THE  
PRESENCE OF A NOTARY PUBLIC OR OTHER OFFICIAL  
AUTHORIZED TO ADMINISTER OATHS**

This sworn statement is submitted to FRANKLIN COUNTY, FLORIDA by:

Kristian Agoglia, Vice President

*(print individual's name and title)*

for: Looks Great Services of MS, Inc.

*(print name of entity submitting sworn statement)*

whose business address is: 1501 Highway 13 North, Columbia, MS 39429

and (if applicable) its Federal Employer Identification Number (FEIN) is: 27-4125328

*(If the entity has no FEIN, include Social Security Number of the individual signing this sworn statement:*

*\_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_.)*

I, being duly first sworn state:

That the above named firm, corporation or organization is in compliance with and agreed to continue to comply with, and assure that any subcontractor, or third party contractor under this project complies with all applicable requirements of the laws listed below including, but not limited to, those provision pertaining to employment, provision of programs and services, transportation, communications, access to facilities, renovations, and new construction.

The Americans with Disabilities Act of 1990 (ADA), Pub. L. 101-336, 104 Stat327,42USC1210112213 and 47 USC Sections 225 and 661 including Title I, Employment; Title II, Public Services; Title III, Public Accommodations and Services Operated by Private entities; Title IV, Telecommunications; and Title V, Miscellaneous Provisions.

The Florida Americans with Disabilities Accessibility Implementation Act of 1993, Section 553.501-553.513, Florida Statutes:

The Rehabilitation Act of 1973, 229 USC Section 794;

The Federal Transit Act, as amended 49 USC Section 1612;


The Fair Housing Act as amended 42USC Section 3601-3631.

  
\_\_\_\_\_  
Signature

STATE OF Mississippi  
COUNTY OF Marion

The foregoing instrument was acknowledged before me by means of  physical presence or  online notarization, this 8/1/24 (date) by Kristian Agoglia (name of officer or agent, title of officer or agent) of Looks Great Services of MS, Inc. (name of corporation acknowledging), a MISSISSIPPI (state or place of incorporation) corporation, on behalf of the corporation. He/she is personally known to me or has produced Personally Known (type of identification) as identification.



  
\_\_\_\_\_  
Notary Public  
ANITA I. WILSON  
Name typed, printed or stamped  
My Commission Expires: Aug. 14, 2024

Attachment 'F'

NO LOBBYING AFFIDAVIT

STATE OF FLORIDA  
COUNTY OF Marion

This 1 day of August, 2024,  
Kristian Agoglia

being first duly sworn, deposes and says that he/she is the authorized representative of \_\_\_\_\_

Looks Great Services of MS, Inc. (Name of contractor, firm or individual), maker of the attached submittal made in response to a request for bid, proposals, qualifications and/or any other solicitation released by Franklin County, FL, and swears that the bidder and any of its agents agrees to abide by the County's no lobbying restrictions in regard to this solicitation.

*Kristian Agoglia*  
Affiant

Kristian Agoglia, Vice President  
Print / Type Name & Title

The foregoing instrument was acknowledged before me by means of  physical presence or  online notarization, this 8/1/24 (date) by Kristian Agoglia, Vice President (name of officer or agent, title of officer or agent) of Looks Great Services of MS, Inc. (name of corporation acknowledging), a Mississippi (state or place of incorporation) corporation, on behalf of the corporation. He/she is personally known to me or has produced personally known to me \_\_\_\_\_ (type of identification) as identification.

My commission expires:



*Anita I. Wilson*  
Notary Signature  
ANITA I. WILSON

VENDOR CERTIFICATION  
REGARDING SCRUTINIZED  
COMPANIES LISTS

Respondent Vendor Name: Looks Great Services of MS, Inc.

Vendor FEIN: 27-4125328

Vendor's Authorized Representative Name and Title: Kristian Agoglia, Vice President

Address: 1501 Highway 13 North

City: Columbia State: MS Zip: 39429

Phone Number: 601-736-0037

Email Address: bids@looksgreatservices.com

Section 287.135, Florida Statutes, prohibits agencies from contracting with companies for goods or services of \$1,000,000 or more, that are on either the Scrutinized Companies with Activities in Sudan List, the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector Lists which are created pursuant to s. 215.473, F.S., or the Scrutinized Companies that Boycott Israel List, created pursuant to s. 215.4725, F.S., or companies that are engaged in a boycott of Israel.

As the person authorized to sign on behalf of Respondent, I hereby certify that the company identified above in the section entitled "Respondent Vendor Name" is not listed on either the Scrutinized Companies with Activities in Sudan List or the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List, or the Scrutinized Companies that Boycott Israel List. I further certify that the company is not engaged in a boycott of Israel. I understand that pursuant to section 287.135, Florida Statutes, the submission of a false certification may subject company to civil penalties, attorney's fees, and/or costs.

Certified By: Kristian Agoglia

who is authorized to sign on behalf of the above referenced company.

Authorized Signature Print Name and Title: *Kristian Agoglia*

Date: 8/1/24

STATE OF Mississippi  
COUNTY OF Marion

The foregoing instrument was acknowledged before me by means of  physical presence or  online notarization, this 8/1/24 (date) by Kristian Agoglia (name of officer or agent, title of officer or agent) of Looks Great Services of MS, Inc. (name of corporation acknowledging), a Mississippi (state or place of incorporation) corporation, on behalf of the corporation. He/she is personally known to me or has produced personally known to me (type of identification) as identification.



Anita I. Wilson  
Notary Public  
Name typed, printed or stamped ANITA I. WILSON  
My Commission Expires: Aug. 14, 2024



**CERTIFICATION FOR CONTRACTS, GRANTS, LOANS, AND COOPERATIVE AGREEMENTS  
(for agreements exceeding \$100,000)**

The undersigned certifies, to the best of his or her knowledge, that:

1. No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form- LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
3. The undersigned shall require that the language of this certification be included in the award documents for all sub awards at all tiers (including subcontracts, sub grants, and contracts under grants, loans, and cooperative agreements) and that all sub recipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by 31, U.S.C. § 1352 (as amended by the Lobbying Disclosure Act of 1995). Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

The undersigned Contractor hereby certifies and attests to the accuracy of each statement of its certification and disclosure, if any. In addition, the Contractor understands and agrees that the provisions of 31 U.S.C. § 3801 *et seq.*, apply to this certification and disclosure, if any.

Kristian Agoglia  
AFFIANT

Kristian Agoglia, Vice President  
Typed Name of AFFIANT / AFFIANT Title

8/1/24  
Date

STATE OF Mississippi  
COUNTY OF Marion

The foregoing instrument was acknowledged before me by means of  physical presence or  online notarization, this 8/1/24 (date) by Kristian Agoglia (name of officer or agent, title of officer or agent) of Looks Great Services of MS, Inc. (name of corporation acknowledging), a Mississippi (state or place of incorporation) corporation, on behalf of the corporation. He/she is personally known to me or has produced personally known to me (type of identification) as identification.



Anita I. Wilson  
Notary Public

ANITA I. WILSON  
Name typed, printed or stamped

My Commission Expires: Aug. 14, 2024

E-VERIFY COMPLIANCE FORM

Definitions:

“Contractor” means a person or entity that has entered or is attempting to enter into a contract with a public employer to provide labor, supplies, or services to such employer in exchange for salary, wages, or other remuneration.

“Subcontractor” means a person or entity that provides labor, supplies, or services to or for a contractor or another subcontractor in exchange for salary, wages, or other remuneration.

Effective January 1, 2021, public and private employers, contractors and subcontractors will begin required registration with, and use of the E-verify system in order to verify the work authorization status of all newly hired employees. Vendor/Consultant/Contractor acknowledges and agrees to utilize the U.S. Department of Homeland Security’s E-Verify System to verify the employment eligibility of:

- a) All persons employed by Vendor/Consultant/Contractor to perform employment duties within Florida during the term of the contract; and
- b) All persons (including subvendors/subconsultants/subcontractors) assigned by Vendor/Consultant/Contractor to perform work pursuant to the contract with the Department. The Vendor/Consultant/Contractor acknowledges and agrees that use of the U.S. Department of Homeland Security’s E-Verify System during the term of the contract is a condition of the contract with the Franklin County, Florida; and
- c) Should vendor become successful Contractor awarded for the above-named project, by entering into this Contract, the Contractor becomes obligated to comply with the provisions of Section 448.095, Fla. Stat., "Employment Eligibility," as amended from time to time. This includes but is not limited to utilization of the E-Verify System to verify the work authorization status of all newly hired employees, and requiring all subcontractors to provide an affidavit attesting that the subcontractor does not employ, contract with, or subcontract with, an unauthorized alien. The contractor shall maintain a copy of such affidavit for the duration of the contract. Failure to comply will lead to termination of this Contract, or if a subcontractor knowingly violates the statute, the subcontract must be terminated immediately. Any challenge to termination under this provision must be filed in the Circuit Court no later than 20 calendar days after the date of termination. If this contract is terminated for a violation of the statute by the Contractor, the Contractor may not be awarded a public contract for a period of 1 year after the date of termination.

Company Name: Looks Great Services of MS, Inc.	
Authorized Signature:	Print Name: Kristian Agoglia
Title: Vice President	Date: 8/1/24
Phone: 601-736-0037	Email: bids@looksgreatservices.com

STATE OF Mississippi  
 COUNTY OF Marion

The foregoing instrument was acknowledged before me by means of  physical presence or  online notarization, this 8/1/24 (date) by Looks Great Services of MS, Inc. (name of officer or agent, title of officer or agent) of Looks Great Services of MS, Inc. (name of corporation acknowledging), a Mississippi (state or place of incorporation) corporation, on behalf of the corporation. He/she is personally known to me or has produced personally known to me (type of identification) as identification.



Anita I. Wilson  
 Notary Public  
ANITA I. WILSON  
 Name typed, printed or stamped  
 My Commission Expires: AUG. 14, 2024

**PROFESSIONAL REFERENCES**

Please provide three (3) current and correct references from clients for similar services.

1	Company Name:	
	Contact Person:	
	City, State:	
	Telephone Number:	
	Email Address:	
	Description of goods or services provided:	
	Contract Amount:	
	Contract Dates:	

2	Company Name:	
	Contact Person:	
	City, State:	
	Telephone Number:	
	Email Address:	
	Description of goods or services provided:	
	Contract Amount:	
	Contract Dates:	

3	Company Name:	
	Contact Person:	
	City, State:	
	Telephone Number:	
	Email Address:	
	Description of goods or services provided:	
	Contract Amount:	
	Contract Dates:	

**Attachment 'F'**

**MWBE PARTICIPATION STATEMENT**

Note: The Contractor is required to complete the following information and submit this form with the proposal. Project

Description: \_\_\_\_\_

Contractor Name: \_\_\_\_\_

This Contractor (is \_\_\_\_\_) (is not \_\_) a certified small or Minority or Woman Owned Business Enterprise (MWBE) per 44 C.F.R. § 13.36 (e).

Expected percentage of contract fees to be subcontracted to MWBE(s): \_\_\_\_\_%

If the intention is to subcontract a portion of the contract fees to MWBE(s), the proposed MWBE sub-Contractors are as follows:

DBE Sub-Contractor

Type of Work/Commodity

\_\_\_\_\_

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\_\_\_\_\_



(Authorized Signature)

(Date)

(Print Name)

# Request for Taxpayer Identification Number and Certification

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

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

<b>Print or type.</b> <b>See Specific Instructions on page 3.</b>	<p><b>1</b> Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.</p> <hr/> <p><b>2</b> Business name/disregarded entity name, if different from above</p> <hr/> <p><b>3</b> Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only <b>one</b> of the following seven boxes.</p> <p><input type="checkbox"/> Individual/sole proprietor or single-member LLC      <input type="checkbox"/> C Corporation      <input type="checkbox"/> S Corporation      <input type="checkbox"/> Partnership      <input type="checkbox"/> Trust/estate</p> <p><input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶ _____</p> <p><b>Note:</b> Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is <b>not</b> disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.</p> <p><input type="checkbox"/> Other (see instructions) ▶ _____</p>	<p><b>4</b> Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):</p> <p>Exempt payee code (if any) _____</p> <p>Exemption from FATCA reporting code (if any) _____</p> <p><small>(Applies to accounts maintained outside the U.S.)</small></p>
	<p><b>5</b> Address (number, street, and apt. or suite no.) See instructions.</p> <hr/> <p><b>6</b> City, state, and ZIP code</p> <hr/> <p><b>7</b> List account number(s) here (optional)</p>	<p>Requester's name and address (optional)</p> <hr/>

## Part I Taxpayer Identification Number (TIN)

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

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

<b>Social security number</b>										
				-			-			
<b>or</b>										
<b>Employer identification number</b>										
				-						

## Part II Certification

Under penalties of perjury, I certify that:

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

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

<b>Sign Here</b>	<p>Signature of U.S. person ▶ </p>	<p>Date ▶ _____</p>
------------------	------------------------------------	---------------------

## General Instructions

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

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

### Purpose of Form

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

- Form 1099-INT (interest earned or paid)

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

*If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.*

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), ABLE 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)	The grantor-trustee <sup>1</sup>
b. So-called trust account that is not a legal or valid trust under state law	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*
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.

Cost Line	Description of Service	Units	Proposed Unit Cost
	<b>DEBRIS REMOVAL SERVICES</b>		
1	Vegetative Storm Debris Removal rom ROW to DDMS	CY	\$ -
2	Vegetative Storm Debris Processing at DDMS	CY	\$ -
3	Vegetative Storm Debris Haul-Out to FDS	CY	\$ -
4	Vegetative Tipping Fees - Franklin County Landfill	CY	\$
5	Vegetative Tipping Fees Fee includes negotiated contract price or pass-through amount for vegetative CY	CY	\$ -
6	Construction and Demolition Storm Debris Removal to FDS, or to DDMS as approved by County	CY	\$ -
7	Construction & Demolition Storm Debris Processing at DDMS, if approved by County	CY	\$ -
8	Construction & Demolition Storm Debris Haul-Out from DDMS to FDS, if approved by County	CY	\$ -
9	Construction & Demolition Tipping Fees - Franklin County Landfill	CY	\$
10	Construction & Demolition Tipping Fees Fee includes negotiated contract price or pass-through amount for C&D	CY	\$ -
11	Waterway and Marine Debris Removal, Processing, and Haul-out to FDS <i>Debris removal from canals, rivers, creeks, streams &amp; ditches</i>	CY	\$ -
12	Sand Collection, Screening and Replacement or Disposal <i>Pick up, screen and return debris laden sand/mud/dirt/rock</i>	CY	\$ -
13	White Goods Storm Debris Removal, Processing and Haul-Out to FDS*	EA	\$ -
14	Hazardous Waste Pick-Up, Processing, and Disposal at approved site*	LB	\$ -
15	E-Waste Storm Debris Removal, Processing, and Haul-Out to FDS*	LB	\$ -
16	Freon Management, Recycling, and Disposal*	EA	\$ -

Cost Line	Description of Service	Units	Proposed Unit Cost
17	Biowaste - Removal of waste capable of causing infection to humans (Animal waste, human blood, pathological waste)	LB	\$ -
18	Carcass Collection Pick-Up & Disposal at FDS*	LB	\$ -
19	Removal and Disposition - Marine Vessels, Open Boats and Skiffs up to and including 18 feet in length	LF	\$ -
20	Removal and Disposition - Marine Vessels, Open Boats and Skiffs Greater than 18 feet but less than and including 35 feet in length	LF	\$ -
21	Removal and Disposition - Marine Vessels, Open Boats and Skiffs greater than 35 feet in length	LF	\$ -
22	Abandoned Motor Vehicle Removal and Disposition Inclusive of all Towing, Processing and Disposal Costs (Per Vehicle)	EA	\$ -
23	Demolition of Public and/or Private Structures	SF	\$ -
24	Emergency Road Clearance, per person/per hour	Hour (s)	\$ -

### TREE OPERATIONS, INCLUDING HAULING

25	Hazardous Limbs Removal >2", per Tree	EA	\$ -
26	Hazardous Trees Removal 6" diameter to 12" diameter, per Tree	EA	\$ -
27	Hazardous Trees Removal >12" diameter to 24" diameter, per Tree	EA	\$ -
28	Hazardous Trees Removal >24" diameter to 36" diameter, per Tree	EA	\$ -
29	Hazardous Trees Removal >36" to 48", per Tree	EA	\$ -
30	Hazardous Trees Removal >48", per Tree	EA	\$ -
31	Hazardous Stumps Removal >24" – 36"	EA	\$ -
32	Hazardous Stumps Removal >36" – 48"	EA	\$ -

Cost Line	Description of Service	Units	Proposed Unit Cost
33	Hazardous Stumps >48"	EA	\$ -
34	Stump Fill Dirt <i>Fill dirt for stump holes after removal</i>	CY	\$ -
<b>MANAGEMENT AND REDUCTION</b>			
35	Grinding <i>Grinding/chipping vegetative debris</i>	CY	\$ -
36	Air Curtain Burning <i>Air Curtain Burning vegetative debris</i>	CY	\$ -
37	Open Burning <i>Opening burning vegetative debris</i>	CY	\$ -
38	Compacting <i>Compacting vegetative debris</i>	CY	\$ -
39	Debris Management - Site Management <i>Preparation, management, and segregating at debris CY management site</i>	CY	\$ -
<b>EMERGENCY ROAD CLEARING OF DEBRIS FROM EMERGENCY ACCESS</b>			
40	Backhoe - Rubber Tire Type, J.D. 310 or equal w/bucket & hoe	Hour	\$ -
41	Bucket Truck - 50 Ft.	Hour	\$ -
42	Bucket Truck - 50' to 75'	Hour	\$ -
43	Chipper w/2-man Crew	Hour	\$ -
44	Crane - 100 Ton (8 Hr. Minimum)	Hour	\$ -
45	Crane - 50 Ton	Hour	\$ -
46	Crane 30 Ton or larger	Hour	\$ -
47	Dozer -D-6 or equivalent	Hour	\$ -

Cost Line	Description of Service	Units	Proposed Unit Cost
48	Dozer-CAT D4 or equivalent	Hour	\$ -
49	Dozer-Cat D8 or equivalent	Hour	\$ -
50	Dump Truck - 5 CY	Hour	\$ -
51	Dump Truck - Trailer, 50-80 cubic yard	Hour	\$ -
52	Dump Truck-Tandem, 14-18 cubic yard	Hour	\$ -
53	Dump Truck-Trailer, 24-40 CY	Hour	\$ -
54	Dump Truck-Trailer, 41-60 CY	Hour	\$ -
55	Dump Trailer w/Tractor, 30 to 40 CY	Hour	\$ -
56	Dump Trailer w/Tractor, 41 to 50 CY	Hour	\$ -
57	Dump Trailer w/Tractor, 51 to 60 CY	Hour	\$ -
58	Dump Truck - 10 to 15 CY	Hour	\$ -
59	Walking Floor Trailer w/Tractor, 100CY	Hour	\$ -
60	Equipment Transports	Hour	\$ -
61	Excavator - Cat 320 or equivalent	Hour	\$ -
62	Excavator - Cat 325 or equivalent	Hour	\$ -
63	Excavator - Cat 330 or equivalent	Hour	\$ -
64	Excavator - Rubber Tired with debris grapple	Hour	\$ -

Cost Line	Description of Service	Units	Proposed Unit Cost
65	Farm Tractor w/Box blade	Hour	\$ -
66	Feller Bunchers 611 Hydro-Ax or equivalent	Hour	\$ -
67	Forklift - Extends Boom with debris grapple	Hour	\$ -
68	Jetter Vac Truck	Hour	\$ -
69	Loader - Bobcat, 753 or John Deere 648-E with debris grapple or equivalent	Hour	\$ -
70	Loader - Front End, 544 or equal with debris grapple or equivalent	Hour	\$ -
71	Loader - Knuckle boom -216 Prentice or equivalent	Hour	\$ -
72	Loader - Self, Knuckle Boom Truck, 25-35 CY Body	Hour	\$ -
73	Loader - Self, Knuckle Boom Truck, 35-45 CY Body	Hour	\$ -
74	Loader - Skid Steer-753 Bobcat w/Bucket or equivalent	Hour	\$ -
75	Loader - Steer-753 Bobcat Skid with Street Sweeper or equivalent	Hour	\$ -
76	Loader - Towed w/Tractor, Prentice 210 or equivalent	Hour	\$ -
77	Loader - Wheel JD 644, or equivalent, with debris grapple or equivalent	Hour	\$ -
78	Loader - Wheel, Cat 955 or equivalent	Hour	\$ -
79	Loader - Wheel, Cat 966 or equivalent	Hour	\$ -
80	Loader - Wheel, JD 644, 2-3 CY Articulated w/Bucket or equivalent	Hour	\$ -
81	Log skidder-JD 648E, or equivalent	Hour	\$ -

<b>Cost Line</b>	<b>Description of Service</b>	<b>Units</b>	<b>Proposed Unit Cost</b>
82	Motor Grader-CAT 125 - 140HP or equivalent	Hour	\$ -
83	Pickup Truck - Unmanned	Hour	\$ -
84	Portable Light Plant	Hour	\$ -
85	Power Screen	Hour	\$ -
86	Loader-Self, Scraper CAT 623 or equivalent	Hour	\$ -
87	Stacking Conveyor	Hour	\$ -
88	Stump Grinder/ Vermeer 252 or equivalent	Hour	\$ -
89	Street Sweeper	Hour	\$ -
90	Sweeper – open air broom	Hour	\$ -
91	Track hoe 690 J.D. or equivalent	Hour	\$ -
92	Truck - 1 ton Pickup	Day	\$ -
93	Truck - 1/2-ton Pickup	Day	\$ -
94	Truck - 3/4-ton Pickup	Day	\$ -
95	Truck - 6 Wheel Drive Heavy Off Roads	Hour	\$ -
96	Truck - Box	Day	\$ -
97	Truck - Service	Hour	\$ -
98	Truck - Supplies	Hour	\$ -



Cost Line	Description of Service	Units	Proposed Unit Cost
99	Truck - Water	Hour	\$ -
100	Utility Van	Day	\$ -
101	Other (List)		\$ -
102	Other (List)		\$ -
<b>PERSONNEL RATES</b>			
103	Traffic Control Personnel	Hour	\$ -
104	Laborer	Hour	\$ -
105	Survey Person w/Truck	Hour	\$ -
106	Inspector w/Vehicle	Hour	\$ -
107	Chainsaw w/Operator	Hour	\$ -
108	Foreman w/Truck	Hour	\$ -
109	Superintendent w/Truck	Hour	\$ -
110	Climber w/Gear	Hour	\$ -
111	Mechanic w/Truck and Tools	Hour	\$ -
112	Ticket Writers / Individual	Hour	\$ -
113	Clerical / Individual	Hour	\$ -
114	Program Management Services – Professional	Hour	\$ -

Cost Line	Description of Service	Units	Proposed Unit Cost
115	Program Management Services – Administrative	Hour	\$ -
116	Other (List)	Hour	\$ -
117	Other (List)	Hour	\$ -
118	Other (List)	Hour	\$ -

*\*NOTE: Contractor will pay tipping fee or other disposal fee at final disposal site(s) and charge the Entity as pass-thru cost. All final disposal sites must be approved by Entity.*

***This document in its entirety must be completed and returned with your Submittal***