

Management Services

LeRoy Services Center
80 Munson Street
LeRoy, New York 14482
(585) 344-7900
(585) 658-7900

Genesee-Livingston-Steuben
Wyoming Board of Cooperative
Educational Services

WWW.GVBOCES.ORG

- Alexander
- Attica
- Avon
- Batavia
- Byron-Bergen
- Caledonia-Mumford
- Dansville
- Elba
- Geneseo
- Keshequa
- LeRoy
- Letchworth
- Livonia
- Mount Morris
- Oakfield-Alabama
- Pavilion
- Pembroke
- Perry
- Warsaw
- Wayland-Cohocton
- Wyoming
- York

Please print all information below:

Company Name: _____

Address: _____

Phone: _____

E-Mail: _____

Bid Submitted By: _____

Authorized Signature: _____

**Legal Notice to Bidders
Instructions to Bidders
General Specifications
Bid Forms
Non-Bidders Response Form
And
Appendix A
For**

**AUTOMOTIVE PAINT SPRAY PAINT BOOTH BID
BID # 77219
BATAVIA CAMPUS
8250 STATE STREET ROAD, BATAVIA**

MANDATORY WALKTHROUGH: APRIL 24, 2024 AT 11:00 AM

**Bids to be Opened: May 22, 2024
Time: 10:00 am**

**Place: Genesee Valley BOCES
80 Munson Street
LeRoy, NY 14482**

Please note regarding Emergency Closing:

In the event that the LeRoy Services Center located at the address above is closed due to an emergency closing such as inclement weather, the bid opening will be held on the next business day at the same time noted in this bid; bids will be received until this time.

Vendor # _____
(GVBOCES USE ONLY)

**Board of Cooperative Educational Services
Genesee-Livingston-Steuben-Wyoming Counties**

LEGAL NOTICE TO BIDDERS

The Board of Cooperative Educational Services of Genesee -Livingston-Steuben-Wyoming Counties in the Village of Le Roy, (In Accordance with Section 103 of Article 5 - A of General Municipal Law) hereby invites the submission of Sealed Bids for:

AUTOMOTIVE PAINT SPRAY PAINT BOOTH BID, BID # 77219

Copies of bid documents may be obtained through the Business Office located at 80 Munson Street, Le Roy, NY 14482, on BidNet, or our website: www.gvbooces.org. Bid documents obtained from any other source are not considered official copies.

Sealed Bids are to be in the hands of: Christine Ceru, Purchasing Agent, Genesee Valley BOCES, 80 Munson Street, Le Roy, NY 14482, prior to 10:00 am on May 22, 2024 at which time and place all bids will be publicly opened and publicly read.

The Board reserves the right to reject any and all bids.

By: Christine Ceru; Purchasing Agent

Date: April 11, 2024

**Board of Cooperative Educational Services
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INSTRUCTIONS TO BIDDERS

These instructions shall be part of the bid specifications. Failure to read and understand all the instructions and specifications in the bid will not exempt an awarded vendor from compliance with those instructions and specifications.

1. Read all bid documents contained in this package to ensure bid compliance.
2. Copies of bid documents may be obtained through the Business Office located at 80 Munson Street, Le Roy, NY 14482, by faxing 585-344-751, BidNet or our website: www.gvbooces.org. Bid documents obtained from any other source are not considered official copies.
3. All submitted documents shall remain the property of GV BOCES.
4. All submitted documents **must be completed in blue or black ink**.
5. All pages of the Bid Proposal must be returned in the bid packet. **If an item is not being bid, it must be marked either N/A or No Bid**. Failure to comply could result in rejection of bid.
6. **Notice: Any information hand written by the vendor that is not clear or legible, including pricing will not be considered.**
7. Facsimile, printed, or typewritten signatures are not acceptable.
8. Work site will be: **8250 State Street Road, Batavia, NY 14020**
9. Prices given by the vendor in this bid document shall be binding for the following contract period; December 1, 2021 through June 30, 2023.
10. Each bidder must state that no officer of GV BOCES or member of the Board is directly or indirectly interested in the proposal. A BID PROPOSAL CERTIFICATIONS form is attached and becomes part of this bid proposal. Failure to sign this statement may constitute grounds for rejection of bid.
11. Complete the following forms included in the bid packet:
 - a. Company information – Cover page
 - b. Bidder's Company Information – page 10
 - c. Bid Proposal Certification – page 11
 - d. Iran Divestment Act Certification – page 12
 - e. Bidder's Customer References – page 13
 - f. Bid Pricing Sheet and Detailed Specs - pages 16 - 17
 - g. W-9 – Complete with signature and date – last page of bid packet
12. To submit a bid, return all the completed items listed in #11 above in a sealed envelope labeled with the bid title, bid number, bid opening date and time, bidder's name, and bidder's address to:
Genesee Valley BOCES
Attn: Christine Ceru; Purchasing Agent
80 Munson Street
LeRoy, NY 14482
13. **All bids received after the time stated in the Legal Notice to Bidders will not be considered and will be returned unopened to the bidder. The envelope will be marked with the date and time of receipt and returned to the vendor, unopened. The bidder assumes the risk of any delay in the mail or in the handling of the mail by employees of GV BOCES. Whether sent by mail or by means of personal delivery, the bidder assumes responsibility for having the bid deposited on time at the place specified.**

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GENERAL SPECIFICATIONS

By signing and submitting this bid for consideration by Genesee Valley BOCES (hereinafter called 'GV BOCES'), the vendor acknowledges that they have read, understand and agree to all aspects of the specifications as presented, without reservation or alteration.

1. GENERAL BID CONDITIONS

- a. It shall be understood that a bidder may submit only one bid for each line item and only one bid package for award consideration. Submission of more than one bid per item or more than one bid package shall be deemed collusion and that all bids received from the submitting bidder shall be rejected. It shall also be understood that substitute items will be evaluated; however, only one substitute line item will be accepted per line item. Any additional substitute line items submitted will be rejected and not considered for bid award.
- b. No interpretation of the meaning of the specifications or other contract document will be made to any bidder orally. Every request for such interpretation shall be in writing, to the Purchasing Agent, not less than five (5) days prior to the date of the bid opening. Notice of any and all such interpretations and any supplemental instructions will be sent to all bidders of record by GV BOCES in the form of an addenda to the specifications. Any addenda so issued shall become part of the bid document.
- c. Units of Measure and container sizes are important. An awarded vendor will be held to their pricing provided for the unit of measure and container sizes specified unless the vendor modifies the unit of measure or container size when completing their bid document.
- d. All prices quoted must be "per unit" as specified; e.g., do not quote "per case" when "per dozen" is requested; otherwise, bid may be rejected.
- e. Bidder must insert the price per unit and the extensions against each item in the bid. In the event of a discrepancy between the unit price and the extension, the unit price will govern. Prices shall be extended in decimal, not fractions.
- f. GV BOCES does not offer or supply anyone with the list of vendors that have obtained a copy of the bid specifications or any cost estimates for a project prior to the opening of the bid. No exceptions are made to this policy.
- g. GV BOCES reserves the right to allow all municipalities, political sub-divisions of New York State and not-for-profit organizations authorized under the General Municipal Law of the State of New York to purchase any goods and/or services awarded as a result of this bid in accordance with the latest amendments to NYS GML 100-104. However, it is understood that the extension of such contracts are at the discretion of the vendor and the vendor is only bound to any contract between the GV BOCES and the vendor.

Any necessary deviations from the bid specifications in the award of a participant contract, whether such deviations relate to quantities, or delivery points, shall be resolved between the successful bidder and the other municipalities, political sub-divisions of New York State or not-for-profit organizations.

- h. In accordance with New York State General Municipal Law, GV BOCES will not be liable for any purchases or contracts for goods or services for which funding is not available. As a result, the vendor agrees to hold GV BOCES harmless for any contracts let for which funding either does not currently exist, or for which funding has been removed prior to the issuance of a purchase order by GV BOCES or our participating component districts.

Issuance of a purchase order by GV BOCES and/or our participating component districts indicates that they currently have and have set aside adequate funds to procure the goods and services indicated in the purchase order or contract. Receipt of a resolution by their Board is not in and of itself a binding contract with GV BOCES and/or our participating component districts.

Should it become necessary for GV BOCES or our participating component districts to cancel a project or purchase after a purchase order has been issued, GV BOCES and our participating component districts will only be liable for and the vendor agrees to only assess those financial

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damages that it can prove to have incurred as a result of the cancellation.

2. ACCEPTANCE OR REJECTION

- a. Any deviation from the adherence to these specifications may exclude the bidder from consideration.
- b. Awards will be made as soon as practical after bid opening. The Board reserves the right to reject or waive all informalities in any bid received, and to reject all bids and re-advertise if such procedure is in the best interest of GV BOCES. Bids offering terms other than those contained in the specifications may be rejected.

3. AWARD

- a. Various brand names that may be mentioned in these specifications are given to establish a standard of quality. It is not our intent to limit awards to any one brand, but rather to set a standard and establish a basis for equality. However please note, there may be item(s) that clearly are stated no substitutes will be accepted.
- b. If two or more bidders submit identical bids as to price, quality, etc., the decision of the Board to award a contract to one of such identical bidders shall be final.
- c. The successful bidder(s) shall supply all guarantees, service warranties and manuals where applicable.
- d. All regularly manufactured stock electrical items must bear the label of the Underwriters' Laboratories, Inc.
- e. Notice of Award shall be made to the successful bidder within ten (10) days from the date of the Board action.
- f. GV BOCES reserves the right to award by item, by sub-category, or by total, whichever is in their best interest.
- g. The award, if made, can be expected by November 30, 2021.

4. BID SECURITY

- a. If the supplies, materials or equipment are to be delivered over an extended period of time, or if the specifications so state, the successful bidder may be required to execute an agreement in relation to the performance of such contract. If the specifications so state, the successful bidder also may be required to furnish a performance bond equal to ten percent (10%) of the contract to guarantee faithful performance of such contract. Such performance bond shall be maintained in full force and effect until the contract has been fully performed. The surety company furnishing each performance bond shall be authorized to do business in the State of New York and must be satisfactory to GV BOCES or our participating component districts.

5. CATALOG/WEBSITE INSTRUCTIONS

- a. Bidders must supply with their bid packet, one (1) copy of their current catalog(s) containing the specific items bid and/or access to their online catalog (including login/password if required). These will be used in the analysis of the bid submitted. Bidders who do not submit these required items may be considered non-responsive.

6. CONTRACT

- a. A contract may be canceled at the successful bidder's expense upon nonperformance of contract.
- b. Cancellation of contract for any reason may result in removal of the successful bidder's name from mailing lists for future proposals for an indeterminate period.

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- c. It is mutually understood and agreed that the successful bidder shall not assign, transfer, convey, sublet, or otherwise dispose of the contract or right, title, or interest therein, or power to execute such contract, to any other person, company, or corporation, without the previous written consent of GV BOCES.
- d. Provided it is mutually agreeable between the vendor and GV BOCES, the contract prices may be extended beyond the expiration date of the contract period.
- e. Unless otherwise specified, a notice to the successful bidder by the issuance of purchase orders along with the specifications and bid offer to the bidder will constitute and create a contract. The Board reserves the right to hold all bids for forty-five (45) days subsequent to the opening of bids for examination and consideration.
- f. A contract shall bind the successful bidder on their part to furnish and deliver at the prices and in accordance with the conditions of this bid. Contracts shall bind GV BOCES to order from the successful bidder and to pay the contract prices for all items ordered and delivered.
- g. If the successful bidder fails to deliver within the time specified, or within reasonable time as interpreted by GV BOCES or fails to make replacement of rejected articles, GV BOCES may purchase from other sources to take the place of the item rejected or not delivered. GV BOCES reserve the right to authorize immediate purchase from other legally available sources against rejections on any contract when necessary.

7. ESTIMATED QUANTITIES

- a. All items awarded are available to be purchased by all participants, whether or not quantities were estimated by a district for any item.
- b. The GV BOCES reserves the right to purchase items from any other bids allowable under New York State General Municipal law, including but not limited to New York State contracts should doing so result in savings for GV BOCES.
- c. GV BOCES solicits your bid on a "more-or-less" basis: i.e., the prices bid by you shall apply whether or not GV BOCES order more or less of any of the quantities shown. GV BOCES does not guarantee the quantities to be ordered. The award decision will be based on vendor responses and those responses which are in the best interest of GV BOCES.

8. EXCESSIVE DELAY

- a. It is expected that the delivery of items will be received by the ordering district within thirty (30) days from receipt of order by the vendor. If delivery by the vendor is delayed by more than fifteen (15) business days after the thirty (30) day delivery time frame, the ordering district reserves the right to terminate the order of any or all undelivered units.

9. INVOICES

- a. Invoices presented must be specific to the participant that issued the purchase order and must be accurate, noting Purchase Order number, name of item, item number, quantity shipped, bid pricing per unit and extended cost, and all credits due. Credits must reference original invoice. Early payment discount option should be noted on invoices. Inaccurate invoices will not be considered for payment until correct and payment terms will be applicable from the date the accurate invoice is received. Payment of invoices is the responsibility of the participant that issued the purchase order.

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10. ORDERING

- a. No minimum order shall be required. Purchase orders will be issued by individual participants for actual quantities needed.
- b. GV BOCES will purchase by item, by groups, or by total, whichever is in their best interest.

11. SAFETY DATA SHEETS (SDS)

- a. An SDS must accompany each shipment of all required items as established by the New York State Right to Know Law, enacted in 1970, and the Federal Communication Standard enacted in 1983. Vendors that fail to comply will not be considered for future bids.

12. MINORITY AND/OR WOMEN-OWNED BUSINESS ENTERPRISE (MWBE) REQUIREMENTS

- a. GV BOCES, in an attempt to encourage and promote participation from all vendor sources, and in accordance with General Municipal Law 103, advertises our legal bid notices in the official newspaper(s) of GV BOCES. Furthermore, when dictated by a source of funding, GV BOCES will make every effort to meet any additional MWBE requirements of said funding sources. GV BOCES will take all necessary affirmative steps as outlined by the funding source to assure that minority businesses, women's business enterprises, and labor surplus area firms are solicited and used when possible.

13. NON-FEDERAL ENTITY CONTRACTS UNDER FEDERAL AWARDS

- a. Please see Appendix A for Contract Provisions as outlined in the Code of Federal Regulations Title II Grants & Agreements, Chapter II, part 200, Subpart D, 200.326 Contract Provisions.

14. PACKAGING AND DELIVERY

- a. Unless otherwise stated in the specifications, all items must be delivered into and placed at a point within the building as directed by the shipping instructions or the. The successful bidder will be required to furnish proof of delivery in every instance.
- b. All deliveries shall be accompanied by delivery tickets or packing slips. Ticket shall contain the following information for each item delivered:
 - i. Contract number and/or Purchase Order Number
 - ii. Description of item
 - iii. Item number (if applicable)
 - iv. Quantity
- c. Failure to comply with this condition shall be considered sufficient reason for refusal to accept the goods.
- d. The successful bidder shall be responsible for the delivery of items in good condition. If a delivery is not received in good condition, the receiving employee will notify the successful bidder of the situation. The successful bidder agrees to remove and replace any visibly damaged cartons and all products found damaged upon opening or products that do not meet specifications. The successful bidder agrees to make good any discrepancies or errors found in receiving such as incorrect amounts, etc. Failure by the successful bidder to remove damaged or incorrect products within thirty (30) days of delivery will be regarded as abandonment and GV BOCES will have the right to dispose of said items as it sees fit.
- e. Delivery must be made in accordance with the proposal and specifications. The total order is to be delivered to the following location: **8250 State Street Road, Batavia, NY 14020.**
- f. Unloading and placing of the supplies is the responsibility of the successful bidder, and GV BOCES will accept no responsibility for unloading and placing of supplies. Any costs incurred due to the failure of the successful bidder to comply with this requirement will be charged to them. No help for unloading will be provided by GV BOCES and supplier should notify their truckers accordingly. All supplies will be unloaded adjacent to the drop-off point and inside the building.

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- g. If the supplies, materials, or equipment cannot be received during the period of time specified, alternate delivery dates may be provided by specific itemization as noted on purchase orders and will be honored by the successful bidder.

15. PAYMENTS

- a. Orders will be processed for payment when all items on a purchase order have been received in good order. Per GV BOCES policy, no partial payments will be made.

16. PURCHASING

- a. Purchases made by GV BOCES are not subject to New York State sales tax or federal taxes. A letter from the New York State Department of Taxation and Finance detailing the tax status will be provided to awarded vendors upon request.

17. RETURNS

- a. If the item or items called for in these specifications are delivered and fail to meet specifications in any respect, the bidder will be notified and will arrange for their removal at no expense to GV BOCES. If items are not removed, arrangements will be made to have these items removed at the expense of the awarded vendor.

18. ROYALTIES AND PATENT RIGHTS

- a. The successful bidder shall defend GV BOCES against all suits or claims for infringement of patent rights concerning materials delivered and shall save GV BOCES harmless from loss thereof.

19. SAMPLES

- a. GV BOCES reserves the right to request a sample of any item bid prior to the award. Samples are required when indicated in the specifications. If the sample is not in accordance with the requirements of the specification, GV BOCES may reject the bid.
- b. Samples must be furnished free of charge and must be accompanied with item description matching to the bid document.
- c. GV BOCES will not be responsible for any samples destroyed or mutilated by examination or testing.
- d. Samples not awarded can be returned at the bidder's expense, if bidder desires their return and provides a prepaid mailing label with samples. If bidder does not indicate the return of samples, GV BOCES shall consider samples as abandoned and shall have the right to dispose of them as its own property.
- e. Awarded samples will be held for comparison with deliveries.

20. SAVINGS CLAUSE

- a. The successful bidder shall not be held responsible for any delays caused by wars, acts of public enemies, strikes, fires, floods, acts of God, or for any other acts not within the control of the successful bidder and which, by the exercise of reasonable diligence, they are unable to prevent.

21. SUBSTITUTES

- a. GV BOCES reserves the right to accept reasonable substitutes for specified items as long as such substitutions in no way affect the performance of the item for which the bid has been requested. **It is the responsibility of the bidder to notify GV BOCES when offering such substitutions in the bid.**

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22. SUPPORT CLAUSE

- a. An important component of any successful contract and bid is readily available support to deal with issues, concerns or problems. The inability of a potential bidder to comply with this requirement may result in disqualification of the potential bidder.

23. UNRESOLVED COMPLAINTS

- a. An awarded vendor and participant shall use best efforts to resolve any dispute between them. Both GV BOCES and the awarded vendor will submit unresolved complaints in writing to the Genesee Valley BOCES bid coordinator within four (4) days of occurrence. The Coordinator will maintain a file of all complaints that are submitted from districts and vendor, including those resolved or unresolved. Genesee Valley BOCES reserves the right to consider these as part of a vendor performance evaluation.

24. GUARANTEES BY THE SUCCESSFUL BIDDER

- a. The successful bidder guarantees:
 - i. Products are guaranteed against defective material or workmanship and to repair or replace any damages or marring occasioned in transit.
 - ii. To furnish adequate protection from damage for all work and to repair damages of any kind for which successful bidder or successful bidder's employees are responsible.
 - iii. That the equipment/product delivered is standard, new, latest model of regular stock product or as required by specifications; also that no attachment or part has been substituted or applied contrary to manufacturer's recommendations and standard practice.
 - iv. Every unit delivered must be guaranteed against faulty material and workmanship for a period of at least one-year from date of delivery. If during this period such faults develop, the successful bidder agrees to replace the unit or the part affected without cost to GV BOCES.

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INSURANCE FORM INSTRUCTIONS

1. Your response should include all required proof of insurance forms. Failure to do so may deem the vendor non-responsive.
2. Certificates of Insurance:
 - a. All insurance accords shall name the Genesee Valley BOCES as “additional insured”
 - b. “Certificate Holder” shall be made out to the “Genesee Valley BOCES, 80 Munson Street, Le Roy, NY 14482”
 - c. Coverage must comply with all specifications of the contract
 - d. Executed by an insurance company and/or agency or broker, which is licensed by the Insurance Department of the State of New York**
 - e. The Certificate must indicate that prior to non-renewal or cancellation of these policies, at least thirty (30) days advance written notice shall be given to the GV BOCES requesting this Certificate, before such change shall be effective
3. Vendor shall supply proof of required Workers’ Compensation and Disability coverage according to Sections 57 and 220 subd. 8 of the Workers’ Compensation Law. (The Acord Certificate, Workers’ Compensation and Disability forms must all be on file with the GV BOCES before any payments can be made).
4. The vendor shall supply an Acord Certificate of Insurance.

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DETAILED SPECIFICATIONS

THE AWARDED VENDOR WILL:

1. Provide an on-sight supervisor,
2. Follow all OSHA Regulations (regarding PPE, Fall Protection, Eye Protection, etc.);
3. Immediately report all injuries/accidents to the Director of Operations;
4. Maintain a clean/safe work area and remove all debris from the job site;
5. Instruct their employees that there will be no smoking on school property.

SPECIFICATIONS

I. AUTOMOTIVE PAINT SPRAY PAINT BOOTH

- a. Contractor shall furnish and install a downdraft automotive spray paint booth complete with all components. Booth shall conform to NFPA-33 guidelines. Installation of the booth with all components shall be performed by factory authorized personnel. Start-up shall be performed by factory authorized personnel. Continuing maintenance package shall be annually by an authorized dealer. Emergency maintenance shall be available within 24-48 hours of a service call inquiry.
- b. Overall booth cabin dimensions shall be 27'5"L x 14'5"W x 14'2"H.
Interior dimensions shall be 27' L x 14' W x 12' H.
- c. Downdraft shall incorporate a concrete Pit Type Exhaust through floor of the booth. Note, the existing concrete floor will need to be cut and the opening excavated as the existing booth does not have pit exhaust. The booth supplier shall provide a minimum of 5' width and 24' of length of grating including two rows of grating. There shall be a series of diffusion plates to restrict airflow in the tunnel entrance area and open airflow at the ends to create a balanced airflow within 50 fpm of all areas of grating. The filter medial must be suspended above the diffusion holes by 2 ½: minimum to allow complete utilization of the filter media. Two rows of 30" wide standard roll filter media width shall be used. Exhaust rolls shall be 9 layers of media, (3) ¾" expanded, (3) 3/8" expanded holes, (2) ¼" expanded holes and one ¼" thick #3 denier polyester backing media. Filter shall be >98% efficient when tested by ASHRAE method 52.1. Fiberglass roll exhaust filters are not acceptable.
- d. Full ceiling downdraft plenum shall be minimum 24" high from roof of booth to ceiling inside booth to allow for proper air distribution in ceiling plenum. The roof of the booth shall be insulated. The ceiling of the booth shall be (3) strips of filter media and (2) strips of lighting running lengthwise in the booth. The filter strips along the length shall be minimum 21" wide for airflow down the sidewalls. The two strips of lighting shall incorporate (4) 6 tube 48" LED light fixtures each and have space for fire suppression heads to be installed by a fire suppression contractor with his piping run above the filter ceiling. The center filter strip between the lighting rows shall be minimum 73" wide. Filter racks shall have rigid framing and formed metal supports

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- for the diffusion type filter media. Expanded metal trays are not acceptable. Filters must be 95% on 10 microns and have a woven downstream scrim layer not glued.
- e. 2.5" thick wall panels shall run full height of booth interior with vertical seams in an H channel construction for screwless assembly. Wall Panels shall be constructed of (2) layers of 18 gauge galvanized steel and coated white, with insulation in between. (3) wall panels shall incorporate 6-tube 48" LED light fixtures.
 - f. Booth shall be furnished with a 4 door frontal hinged type doors at one end of the booth. Door measurements shall be 10'W x 11'9"H. Doors are 2" tubular framed steel construction with 18 gage metal skin. Heavy duty hinges shall be used. Gasket shall be a durable P-Seal rubber gasket sandwiched between front and back skin so it will not fall off. Peel and stick gasket is not acceptable. Each door shall have a viewing window approximately 2' wide x 4' high. Brixon latches are not acceptable. Doors must be latched with upper and lower pull rods.
 - g. One egress man door shall be provided on the left side of the booth as you look at the frontal hinged door. Door shall be 3'W x 7'H construction similar to the unit panels and shall be fitted with tempered glass, hinges and self latching hardware. Door shall open outward.
 - h. Lighting system shall be Class I, Division 2 accessible from inside the booth. (14) light Fixtures shall be 2'W x 4'L, each fitted with (6) - 48"Long LED replaceable color corrective tubes and electronic solid state energy efficient ballast dual voltage 120/277. All switching shall be integral to the control system and shall be located outside of the spray area. Light fixtures shall be equipped with an interlock switch to disable painting operations when light access door is opened.

i. CONTROLS

The main control panel shall be completely prewired with all appropriate burner safety devices and controls as required by the current editions of the NFPA and N.E.C. Control panel shall also house all fan motor starters and switches and timers. The main control panel will incorporate PLC control which will control functions of operation within the panel. The remote operator interface terminal shall be color touchscreen for monitoring

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booth performance and viewing or editing settings and pushbuttons for routine painting operations including spray, flash, cure, and stop. The touch pad will incorporate tear off pad protection from paint or other contaminates.

Operating Modes:

1. Spray: spray gun is active allowing you to paint
2. Flash: Booth temperature is increased so that the paint releases its solvents more rapidly, This mode is used between paint applications or before cure.
3. Cure: Booth temperature is raised to cure the paint
4. Economy: Booth operates at a reduced airflow to conserve energy when the spray gun is not used for settable amount of time (minimum 3 minutes). The booth transitions back to Spray Mode automatically when you use the spray gun.
5. Purge: Contaminated air is removed from the booth using 100% outside when initiating cure modes.
6. Cool Down: Temperature decreases to the cool-down setpoint temperature. This mode starts automatically at the end of a Cure mode.
7. Standby: The controls are powered but not operational.

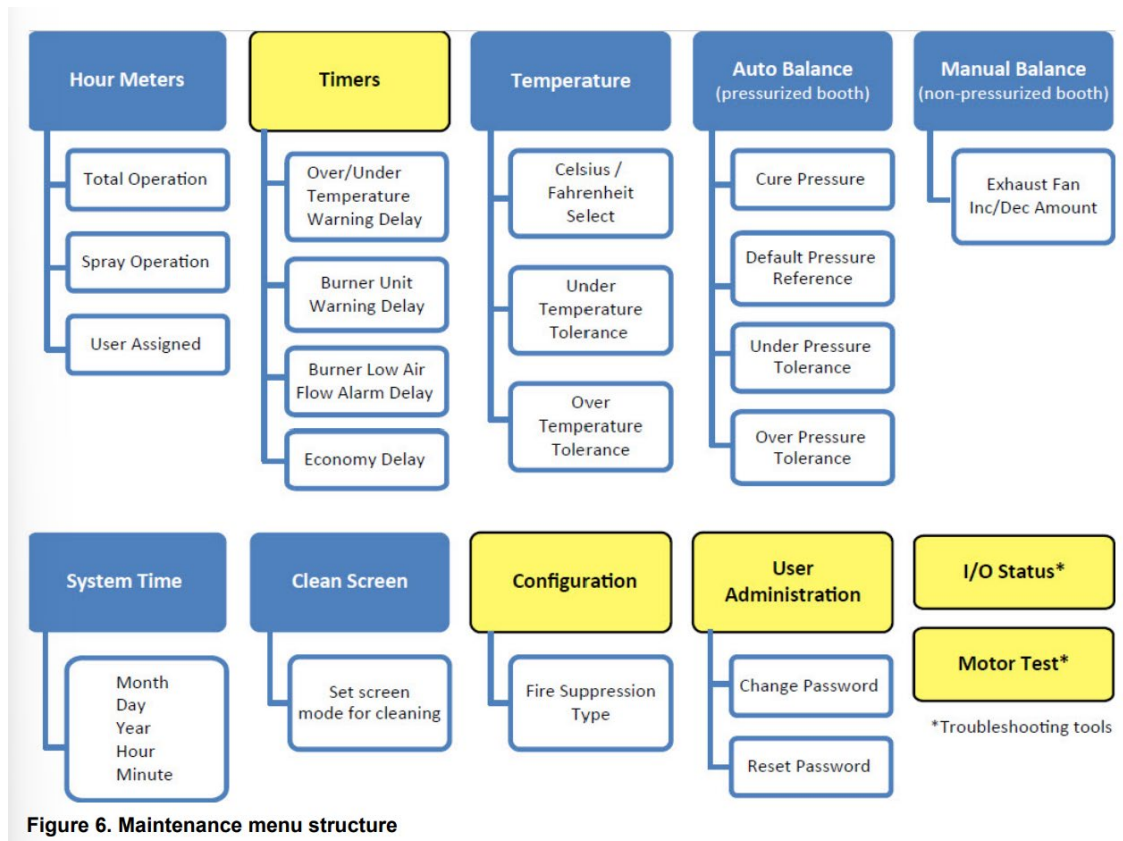
The following screens shall be directly available to the operator and any time. Screens can be navigated using tabbed buttons found at the bottom of each screen. The primary navigation buttons will be on each screen so user can easily navigate between the primary function menus. The four buttons shall be Main Menu, Time/Temp Status, Pressure status, and Alarms.

OPERATOR SCREENS

1. Main Menu This menu will have the following options:
This will have a Setup Menu, System Info, Login Logout, and Maintenance Menu included.

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2. Setup Menu Setup Menu which is a subsection of the Main menu. From the Setup menu you can access parameter related to the booths operating modes and the burner including times and temperature settings for the various modes. This screen displays booth pressure status information including high and low set points and a real time graph showing current booth pressure in inches of water.
3. System Info: Displays basic configuration data for reference including Hour meters for Total operation, spray operation, and a user assigned hour meter. Also display Cure type recirculation or forced cure, pressure balance auto or manual, man door switches yes or no, product door switches yes or no, Economy mode yes or no, Exhaust Air Flow Switch yes or no, Burner air flow Alarm warning, Pre-ignition Purge in PLC yes or no, PLC and HMI software version numbers.
4. Login/Logout: Allows you to log in as the maintenance user in order to edit maintenance parameters.
5. Maintenance Menu: provides access to various configuration and troubleshooting parameters with the following structure.



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TIME/TEMP this screen allows operator to modify process variables during booth operation. The time temp Status screen serves as the home screen. This screen will reference:

1. Time
2. Temperature setpoint
3. Temperature status
4. Burner Status
5. Solenoid valve status
6. Pending mode change
7. Current speed of fans
8. Screen selection buttons (button for current screen is grayed out)

PRESSURE STATUS SCREEN: Indicates current booth pressure for easy reference.

Lighting shall be turned off in bake modes. Burner can be placed on cure only mode where it will not operate in spray (summer mode), or automatic mode where it will be on for spray (winter mode)

6. MENU this screen is password protected and allows operator access to a maintenance menu. Operator tabs are still accessible from this screen. Maintenance screens will include the following: Various timer setting, Pressure system settings, Maintenance password change, Motor test, Temperature settings, GFS parameters, Start screen access.
- j. Air heating equipment is to be of direct fire type with type and shall be sized to provide minimum 100 degree rise above ambient temperature on the spray cycle. Airflow to be 15,000 CFM. Spray pressure to be maintained by variable speed fan automated with pressure transducer to maintain between -1 and -.01” WC or less. Booth temperatures shall be maintained within a 5° temperature.
- k. The equipment should incorporate a cure cycle with the ability to slow the airflow to 15,000 CFM using the dual VFD control, maintaining between .01 and .1” WC or less positive cabin pressure in cure cycle.

SPECIFICATIONS

WATERBORNE DRYING SYSTEM SPECIFICATIONS

1. Spray booth shall have a waterborne drying system integrated into the spray booth.
2. System must have 4 individual blowers to separate each quadrant of the spray booth. Blowers shall be powered by the spray booth and integrate into the spray booth ceiling structure.
3. Each quadrant shall be controllable on remote control panel so the flash or bake mode can engage one, two, three or all 4 of the quadrants individually for flash or bake cycles
4. A horizontal linear blade of air shall be forced out each quadrant housing at a velocity of 4,000fpm. Round nozzles requiring maintenance and adjustment will not be accepted
5. Blade of air shall be directed outward and down 15 degrees from horizontal toward the center of the spray booth
6. There shall be a minimum of 10' blade length for each quadrant
7. Ceiling fans inside the booth will not be accepted.

Make up air shall incorporate the following:

Rooftop Horizontal Unit Arrangement with bottom Discharge

100% Replacement Air

15,000 SCFM / 2.24 TSP / HP: 15

Electric Current: 208/60/3 3-wire

ETL Label

Indoor Safety Switch (Disconnect) and Motor Starters

Unit Location: Outdoor rooftop Installation

15 HP Motor - ODP - High Efficiency EPACT

1.65 MBTUH (in 1000's) / 100 Temperature Rise (deg F)

Gas Pressure: 7" to 14" Natural Gas

Gas Manifold: ANSI

Inlet damper with 2 position motor and interlock

* V-Bank Two inch Cleanable Filter

G-90 Galvanized Casing - Unpainted Casing

* Intake Screen

Burner On/Off Intake Air Ductstat

0-35 " wc Supply Inlet and -5 to +15" wc Burner Outlet Pressure Gauges

* Enclosed Vertical Mounting Stand (unit weight is 2,910 lbs)

Adjustable Drives

1. Exhaust fan shall be a 34" diameter inline Tube-Axial rated for 15000 CFM. The propellers are non-sparking cast aluminum for consistent air velocity at higher static

SPECIFICATIONS

- pressures. The universal motor plates will allow adjustable belt tensioning. The bearings are of premium air handling quality, self-aligning, and have an life of 40,000 hours. The belt guard provides protection from the rotating pulley (OSHA Requirement). Fan design shall be AMCA Tested per 210 Standards.
- m. Ductwork shall include all intake and exhaust ducting including exterior ducting and caps for spray booth. Flat roof flashings shall be provided by spray booth supplier. Exhaust duct must vent vertically at a minimum of 60" above the roofline and incorporate a butterfly damper to prevent air infiltration when booth is off. Intake duct shall incorporate and intake damper between roofline and MUA to shut air off when booth is off.
- n. ¾" 3-way spray gun solenoid valve to prevent spraying in booth when fans are off or light tube access door is opened (NFPA-33 requirement)
- o. Limit Switch (Proximity switch) to shut down painting using spray gun solenoid when booth doors are opened (Time delay is standard on man access doors)
- p. Installation shall include all of the following:
- 1) Delivery
 - 2) Unloading and uncrating
 - 3) Concrete Pit Work
 - 4) Erection of cabin
 - 5) Wiring of all controls, lights and motors.
 - 6) Installation of Make-Up Air unit and all ductwork installed through roof. Roof holes and sealing of flashings shall be provided by roofer.
 - 7) Start-Up and testing of equipment
 - 8) Installer shall provide customer orientation training, 2 hours reviewing all the operator information of the spray booth with customer personnel.
 - 9) Extended warranty and service option to be described in quote
- q. Installation requirements provided by GVBOCES
- 1) Install electrical power run 208 volt 3 phase to main control panel (need to know break size) Install one 30 amp -120 volt circuit for booth lighting. And run one 20 amp circuit for mixing room
 - 2) Install sufficient gas service and piping to make-up air unit
 - 3) Compressed air line for booth
 - 4) Fire suppression system
 - 5) Roof openings and closings
 - 6) Disposal of crating and garbage, dumpster
- r. Extended warranty and service option:
- 1) Vendor shall include service capabilities and have at minimum of (3) direct contact phone numbers of service technicians shall problems arise with equipment. Technicians shall be available within 24 hours of phone call on site at BOCES within 24 hours of that call if service is needed.
 - 2) Vendor shall include an annual maintenance service option. With this service the vendor shall thereby be extending the booth warranty to 3 years form date of start-

SPECIFICATIONS

up. Cost of this maintenance needs to be disclosed and guaranteed for the first two services starting one year after booth is installed and commissioned.

II. AUTOMOTIVE PAINT MIX ROOM

- a. Contractor shall furnish and install a ventilated paint mixing room complete with all components. Room shall conform to NFPA-33 guidelines. Installation of the room with all components shall be performed by factory authorized personnel. Start-up shall be performed by factory authorized personnel. Continuing maintenance package shall be annually from GFS authorized dealer. Emergency maintenance shall be available within 24-48 hours of a service call inquiry.
- b. For Batavia:
Overall room dimensions shall be 15'5" L x 9'5"W x 9'2"H with (3) lights
Interior dimensions shall be 15' L x 9' W x 9' H.
- c. 2.5" thick wall panels shall run full height of booth interior with vertical seams in an H channel construction for screwless assembly. Wall Panels shall be constructed of (2) layers of 18 gauge galvanized steel and coated white, with insulation in between.
- d. Intake air shall be drawn in from a minimum 20"x48" ceiling filter area. Filter shall be R1 migration tested to capture and hold dust.
- e. Air shall exhaust near floor where heavy fume settles. Exterior ½ HP fan shall pull the air from the room and exhaust it through the roof in a 10" diameter duct. Blower motor shall be direct drive and external to the airstream. Aerovent model DFC-SW model 75 or equivalent.
- f. Room shall have a minimum 4" spill containment ridge around the base including at man door.
- g. Lighting system shall be Class I, Division 2 accessible from inside the booth. (3) light Fixtures shall be 2'W x 4'L, each fitted with (6) - 48"Long LED replaceable color corrective tubes and electronic solid state energy efficient ballast dual voltage 120/277. All switching shall be integral to the control system and shall be located

SPECIFICATIONS

outside of the spray area. Light fixtures shall be equipped with an interlock switch to disable painting operations when light access door is opened.

- h. One egress man doors shall be provided on the side of the booth as shown on the drawings. Doors shall be 3'W x 7'H construction similar to the unit panels and shall be fitted with tempered glass, hinges and self latching hardware. Door shall open outward.

CONTROLS

The main control panel shall be completely prewired with all appropriate safety devices and controls as required by the current editions of the NFPA and N.E.C. Control panel shall also house all fan motor starters and switches. The panel shall operate the exhaust fan continuously and have a switch for lighting. The panel shall also integrate with the fire suppression for fan shutdown upon suppression activation.

Prevailing Wage

[Home](#) > Prevailing Wage

[Wage Schedule](#) · [Submit Notice Of Award](#) · [Submit Notice Of Project Completion](#)

PRC#: 2024003711

Acceptance Status: Accepted Article 8

Type of Contracting Agency: Other NY State Unit

Contracting Agency

Send Reply To

Genesee Valley BOCES
Christine Ceru
Purchasing Agent
80 Munson Street, LeRoy, NY. 1
LeRoy NY 14482

(585) 344-7516
CCeru@GVBOCES.org

Project Information

Project Title	Paint Booth Bid
Description of Work	Paint Booth Bid and Install
Contract Id No.	GVBOCES # 77219
Project Location(s)	Batavia, NY
Route No / Street Address	8250 State Street Rd
Village / City	Batavia
Town	
State / Zip	NY 14020
Nature of Project	Other Reconstruction, Maintenance, Repair or Alteration
Approximate Bid Date	04/11/2024
Checked Occupation(s)	Construction (Building, Heavy & Highway, Sewer, Water, Tunnel)

Applicable Counties

Genesee

Department of Labor

[Accessibility](#)

[Contact](#)

[Language Access](#)

[Privacy Policy](#)



BID PROPOSAL

PURSUANT TO AND IN COMPLIANCE WITH YOUR ADVERTISEMENT FOR BID FOR A: **AUTOMOTIVE PAINT SPRAY PAINT BOOTH**, THE NOTICE TO BIDDERS, GENERAL SPECIFICATIONS, INSTRUCTIONS TO BIDDERS, AND THE DETAILED SPECIFICATIONS, THE UNDERSIGNED OFFERS TO FURNISH, INSTALL AND DELIVER THE FOLLOWING AS SPECIFIED FOR THE PRICE SET FORTH BELOW:

Quantity	Description	Price
	<p>CAMPUS LOCATION: 8250 STATE STREET ROAD BATAVIA, NY 14020</p> <p>AS PER BID SPECS ON PAGES 12 - 20:</p>	
	<p>TOTAL PRICE</p>	<p>\$ _____</p>

BID SUBMITTED BY: _____

COMPANY NAME: _____

ADDRESS: _____

(PLEASE PRINT)

**Board of Cooperative Educational Services
Genesee-Livingston-Steuben-Wyoming Counties**

BID NAME: AUTOMOTIVE PAINT SPRAY PAINT BOOTH BID, BID # 77219

Contact Information Sheet

Please Print

Person who can answer questions regarding the bid:

Name: _____

E-mail: _____

Phone: _____

Fax: _____

Address where our purchase orders should be mailed?

Company Name: _____

Attention: _____

Address: _____

City/State/Zip: _____

E-Mail address for purchase orders: _____

Is there someone who can assist us with issues surrounding an existing order, if different from the person submitting the bid?

Name: _____

E-mail: _____

Phone: _____

Fax: _____

**Board of Cooperative Educational Services
Genesee-Livingston-Steuben-Wyoming Counties**

Bidder's Company Information

AUTOMOTIVE PAINT SPRAY PAINT BOOTH BID, BID # 77219

Please Print

Company Name: _____

Contact information for questions regarding the bid:

Name: _____

E-mail: _____ Phone: _____

Address where purchase orders should be mailed:

Attention: _____

Address: _____

City/State/Zip: _____

Can we e-mail purchase orders to you? Yes / No

If yes, please provide Email Address: _____

Contact information for questions surrounding an existing order:

Name: _____

E-mail: _____ Phone: _____

Name of Sales Representative: _____

E-mail: _____ Phone: _____

Standard Payment Terms: _____ Early Payment Terms: _____
(standard = Net 30 days) (list days and % discount)

If a unique reference number is required on the purchase orders as a result of this bid, please list it here: _____.

**Board of Cooperative Educational Services
Genesee-Livingston-Steuben-Wyoming Counties**

BID PROPOSAL CERTIFICATIONS

Firm Name _____

Business Address _____

Telephone Number _____ Date _____

- I. General Bid Certification - The bidder certifies that he will furnish, at the prices herein quoted, the materials, equipment and/or services as proposed on this bid.

 - II. Non-Collusive Bidding Certification - By submission of this bid proposal, the bidder certifies that he is complying with Section 103-d of the General Municipal Law as follows:
 - 1. Statement of non-collusion in bids and proposals to political subdivision of the state: Every bid or proposal hereafter made to a political subdivision of the state or any public department, agency or official thereof where competitive bidding is required by statute, rule, regulation, or local law, for work or services performed or to be performed or goods sold or to be sold, shall contain the following statement subscribed by the bidder and affirmed by such bidder as true under the penalties of perjury: Non-collusive bidding certification:
 - (a) By submission of this bid, each bidder and each person signing on behalf of any bidder certifies, and in the case of a joint bid each party thereto certifies as to its own organization under penalty of perjury, that to the best of knowledge and belief:
 - (1) The prices in this bid have been arrived at independently without collusion, consultation, communication or agreement, for the purpose of restricting competition, as to any matter relating to such prices with any other bidder or with any competitor;
 - (2) Unless otherwise required by law, the prices which have been quoted in this bid have not been knowingly disclosed by the bidder and will not knowingly be disclosed by the bidder prior to opening, directly or indirectly, to any other bidder or to any competitor; and
 - (3) No attempt has been made or will be made by the bidder to induce any other person, Partnership or corporation to submit or not to submit a bid for the purpose of restricting competition."
 - (b) A bid shall not be considered for award nor shall any award be made where (a) (1) (2) and (3) above have not been complied with; provided, however, that if in any case the bidder cannot make the foregoing certification, the bidder shall so state and shall furnish with the bid a signed statement which sets forth in detail the reasons therefore. Where (a) (1) (2) and (3) above have not been complied with, the bid shall not be considered for award nor shall any award be made unless the head of the purchasing unit of the political subdivision, public department, agency or official thereof to which the bid is made, or his designee, determines that such disclosure was not made for the purpose of restricting competition.

The fact that a bidder (a) has published price lists, rates, or tariffs, covering items being procured, (b) has informed prospective customers of proposed or pending publication of new or revised price lists for such items, or (c) has sold the same items to other customers at the same prices being bid, does not constitute, without more, a disclosure within the meaning subparagraph one (a).

 - 2. Any bid hereafter made to any political subdivision of the state or any public department agency or official thereof by a corporate bidder for work or services performed or to be performed or goods sold or to be sold, where competitive bidding is required by statute, rule, regulation or local law, and where such bid contains the certification referred to in subdivision one of the section, shall be deemed to have been authorized by the board of directors of the bidder, and such authorization shall be deemed to include the signing and submission of the bid and the inclusion therein of the certificate as to non-collusion as the act and deed of the corporation.
- III. The bidder certifies that he is aware of, and will comply with, the provisions of the State Labor law applicable to independent contractors regarding conditions of employment, including payment of minimum wages, if this bid results in a labor and material type construction contract.

Authorized Signature _____ Title _____

Printed Name _____ Date _____

**Board of Cooperative Educational Services
Genesee-Livingston-Steuben-Wyoming Counties**

IRAN DIVESTMENT ACT

**Certification
Pursuant to Section 103-g
of New York State General Municipal Law**

- A. By submission of this bid/proposal or by assuming the responsibility of a Contract awarded hereunder, the Bidder/Contractor (or any assignee) certifies that it is not on the “Entities Determined to Be Non-Responsive Bidders/Offerers Pursuant to the New York State Iran Divestment Act of 2012” list (Prohibited Entities List) posted on the OGS website at <http://www.ogs.ny.gov/about/regs/docs/ListofEntities.pdf> and further certifies that it will not utilize on such Contract, any subcontractor that is identified on the Prohibited Entities List. Additionally, Bidder/Contractor is advised that should it seek to renew or extend a contract awarded in response to the solicitation, it must provide the same certification at the time the Contract is renewed or extended.

- B. During the term of the Contract, should the Genesee Valley BOCES receive information that a person (as defined in State Finance Law §165-a) is in violation of the above referenced certifications, the Genesee Valley BOCES will review such information and offer the person an opportunity to respond. If the person fails to demonstrate that it has ceased its engagement in the investment activity which is in violation of the Act within 90 days after the determination of such violation, then the Genesee Valley BOCES shall take such action as may be appropriate and provided for by law, rule, or contract, including, but not limited to, seeking compliance, recovering damages, or declaring the Contractor in default.

- C. The Genesee Valley BOCES reserves the right to reject any bid, request for assignment, renewal or extension for an entity that appears on the Prohibited Entities List prior to the award, assignment, renewal or extension of a contract, and to pursue a responsibility review with respect to any entity that is awarded a contract and appears on the Prohibited Entities list after contract award.

Signature

Printed Name

Title

Company Name (printed)

Date

**Board of Cooperative Educational Services
Genesee-Livingston-Steuben-Wyoming Counties**

Bidder's Customer References For

AUTOMOTIVE PAINT SPRAY PAINT BOOTH BID, BID # 77219

Bidders are required to provide 3 customer references from New York State school districts, BOCES, or public bodies for whom bidder has supplied similar products and/or services to those requested in this bid.

Please Print

Company Name: _____

Customer Name: _____

Address: _____

Contact Person: _____

E-mail: _____ Phone: _____

Customer Name: _____

Address: _____

Contact Person: _____

E-mail: _____ Phone: _____

Customer Name: _____

Address: _____

Contact Person: _____

E-mail: _____ Phone: _____

**Board of Cooperative Educational Services
Genesee-Livingston-Steuben-Wyoming Counties**

**NON-BIDDERS RESPONSE FORM
AUTOMOTIVE PAINT SPRAY PAINT BOOTH BID, BID # 77219**

The Genesee Valley BOCES is interested in the reasons why prospective bidders chose not to submit a bid. If you are NOT submitting a bid for this request, please indicate the reason(s) by circling one or more of the applicable items below and return this form to us. You may fax, email, or mail as listed below. Thank you for your consideration.

1. Unable to bid at this time, but would like to receive future bid proposals.
2. Items or materials are not manufactured by us or not available to our company. Please remove our name from your list as identified in number 10 below.
3. Materials or items we have to offer do not fully meet all the requirements or standards specified.
4. Multiplicity of delivery or service points.
5. Delivery quantities are too small.
6. We cannot meet the time of delivery of items or materials specified.
7. Insufficient time allowed for preparation and submission of bid.
8. Specifications not clearly understood or applicable (too vague, too rigid, etc.)
9. Other reasons: _____
10. You may remove our name from the bid list for: (circle choice below if applicable)
 - a. This commodity group
 - b. This item or material
 - c. All bids

Company Name: _____

Address: _____

Phone Number: _____ Email Address: _____

Authorized Signature: _____

Date: _____

Send this form to Christine Ceru either by email, fax or mail.

Email: jkruchten@gvboces.org

Fax: 585-344-7510

Mailing Address: Genesee Valley BOCES
Attn: Christine Ceru
80 Munson St.
LeRoy, NY 14482

Request for Taxpayer Identification Number and Certification

Go to www.irs.gov/FormW9 for instructions and the latest information.

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

Before you begin. For guidance related to the purpose of Form W-9, see *Purpose of Form*, below.

Print or type. See Specific Instructions on page 3.	1	Name of entity/individual. An entry is required. (For a sole proprietor or disregarded entity, enter the owner's name on line 1, and enter the business/disregarded entity's name on line 2.)		
	2	Business name/disregarded entity name, if different from above.		
	3a	Check the appropriate box for federal tax classification of the entity/individual whose name is entered on line 1. Check only one of the following seven boxes. <input type="checkbox"/> Individual/sole proprietor <input type="checkbox"/> C corporation <input type="checkbox"/> S corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate <input type="checkbox"/> LLC. Enter the tax classification (C = C corporation, S = S corporation, P = Partnership) _____ Note: Check the "LLC" box above and, in the entry space, enter the appropriate code (C, S, or P) for the tax classification of the LLC, unless it is a disregarded entity. A disregarded entity should instead check the appropriate box for the tax classification of its owner. <input type="checkbox"/> Other (see instructions) _____	4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any) _____ Exemption from Foreign Account Tax Compliance Act (FATCA) reporting code (if any) _____ <i>(Applies to accounts maintained outside the United States.)</i>	
	3b	If on line 3a you checked "Partnership" or "Trust/estate," or checked "LLC" and entered "P" as its tax classification, and you are providing this form to a partnership, trust, or estate in which you have an ownership interest, check this box if you have any foreign partners, owners, or beneficiaries. See instructions <input type="checkbox"/>		
	5	Address (number, street, and apt. or suite no.). See instructions.	Requester's name and address (optional)	
	6	City, state, and ZIP code		
	7	List account number(s) here (optional)		

Part I Taxpayer Identification Number (TIN)

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

Social security number									
				-					
or									
Employer identification number									

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

Part II Certification

Under penalties of perjury, I certify that:

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

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

Sign Here	Signature of U.S. person	Date
------------------	--------------------------	------

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.

What's New

Line 3a has been modified to clarify how a disregarded entity completes this line. An LLC that is a disregarded entity should check the appropriate box for the tax classification of its owner. Otherwise, it should check the "LLC" box and enter its appropriate tax classification.

New line 3b has been added to this form. A flow-through entity is required to complete this line to indicate that it has direct or indirect foreign partners, owners, or beneficiaries when it provides the Form W-9 to another flow-through entity in which it has an ownership interest. This change is intended to provide a flow-through entity with information regarding the status of its indirect foreign partners, owners, or beneficiaries, so that it can satisfy any applicable reporting requirements. For example, a partnership that has any indirect foreign partners may be required to complete Schedules K-2 and K-3. See the Partnership Instructions for Schedules K-2 and K-3 (Form 1065).

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS is giving you this form because they