

# ROCKLAND BOCES

BOARD OF COOPERATIVE EDUCATIONAL SERVICES



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## NOTICE TO BIDDERS

The Board of Cooperative Educational Services, Rockland County, popularly known as Rockland BOCES, and its component school districts (in accordance with Section 103 of Article 5-A of the General Municipal Law), hereby invites the submission of sealed bids for the following:

### ROOF RECOATING (SILICONE) - BID #2019/20-01

Bidders shall make a survey of the installation site during a scheduled pre-bid meeting in Building #4, Purchasing Department, 65 Parrott Road, West Nyack, NY at 10:00 AM Thursday, March 7, 2019. Bids for recoating with Accella Roofing Solutions silicone materials (no substitutes) will be received until Thursday, March 14, 2019 at 11:00 AM by the PURCHASING OFFICE at:

**PURCHASING DEPARTMENT- BUILDING #4**  
Rockland County Board of Cooperative Educational Services (BOCES)  
65 Parrott Road  
West Nyack, NY 10994-0607

at which time and place all bids will be publicly opened. In the event that Rockland BOCES Purchasing Office is closed the day of the Bid Opening, the bid(s) will be opened at the same time, on the next day that the Rockland BOCES Purchasing Office is open. Specifications and bid forms may be downloaded from our website at <http://www.rocklandboces.org> or by contacting the Purchasing Department. Vendors are requested to carefully review the Instructions to Bidders contained therein.

ROCKLAND BOCES IS NOT RESPONSIBLE FOR BIDS OPENED PRIOR TO THE BID OPENING IF BID NUMBER AND OPENING DATE DO NOT APPEAR ON THE OUTSIDE OF THE ENVELOPE. BIDS OPENED PRIOR TO THE DATE AND TIME INDICATED ARE INVALID.

THE BIDDER ASSUMES THE RISK OF ANY DELAY IN THE MAIL OR IN THE HANDLING OF THE MAIL BY EMPLOYEES OF ROCKLAND BOCES, AS WELL AS IMPROPER HAND DELIVERY. Please refer to Instructions to Bidders Item 5 for details.

The Rockland County Board of Cooperative Educational Services reserves the right to waive any informalities in the bids, or to reject all bids, or to accept any bid which in the opinion of the Board will be to their best interest.

Board of Cooperative Educational Services  
Sole Supervisory District  
65 Parrott Road  
West Nyack, NY 10994-0607

By: Jackie Cinquemani, Purchasing Agent

**INSTRUCTIONS TO BIDDERS**

1. **SEALED PROPOSALS** - Sealed proposals will be received by an authorized member of the Purchasing Office of the Rockland County Board of Cooperative Educational Services, (hereinafter referred to as Rockland BOCES) until:

Thursday, March 14, 2019 at 11:00AM

in the Rockland BOCES Purchasing Department, Business Office, Building #4, 65 Parrott Road, West Nyack, New York 10994-0607, for the work, labor, supplies, materials or equipment set forth herein.

2. **DOCUMENTS** - Each Bidder is requested to read carefully the Notice to Bidders, Instructions to Bidders, Non Collusive Bidding Certification and the Specifications, since in fairness to those who submit properly, Bidders will be held to strict compliance with such Notice to Bidders, Instructions to Bidders Non Collusive Bidding Certifications and Specifications.

3. **SUBMITTAL** - Bids must be submitted on forms attached hereto IN THE ENCLOSED SEALED ENVELOPES, BEARING ON THE OUTSIDE, THE NAME AND ADDRESS OF THE BIDDER AND THE NAME, NUMBER & DUE DATE OF THE BID i.e.

ROOF RECOATING (SILICONE) - BID #2019/20-01

Due Thursday, March 14, 2019 at 11:00AM

Incomplete, conditional or obscure bids may be rejected as not meeting bid specifications. Each Bidder must print, type, or stamp the Bidder's firm name on each bid sheet. BLACK INK or TYPEWRITER should be used.

4. **RECEIPT OF BIDS** - All bids received after the designated time as stated in the Notice to Bidders will not be considered by Rockland BOCES and will be returned to the Bidder unopened.

5. **BIDDER RESPONSIBILITIES** - The Bidder assumes all responsibility for receipt of his/her bid by Rockland BOCES. The Bidder assumes all risk of delay in the mail or in the handling of the mail by employees of Rockland BOCES. The Bidder further assumes the responsibility for having his/her bid deposited with an authorized member of the Purchasing Office on time, whether sent by mail courier or personal delivery.

6. **SCOPE OF SPECIFICATIONS** - All sections of the contract documents attached thereto or indicated to be included in the Specifications are to be an integral part of these and all specifications and contracts. Their provisions shall govern the performance and execution of the work to be done and/or the services to be rendered under a resultant contract.

7. **CERTIFICATION** - Submission of bid by a Bidder will be construed as indication that he/she is fully informed as to the extent and character of the work, labor, supplies, materials or equipment required and can perform the work, furnish the supplies, materials or equipment satisfactorily to the full intent of the Specifications without any extras. His/her bid shall include the furnishing of all labor, materials and equipment as required by the work to be done or the services to be rendered.

8. **OPENING OF BIDS** - The bids will be publicly opened by the Purchasing Agent, or designee, of Rockland BOCES, at 65 Parrott Road, West Nyack, NY. At bid opening, only Bidders' names will be read; unit prices will not be read, but will be available when bid summary sheet is prepared.

9. **REJECTION OF BIDS** - Rockland BOCES reserves the right to reject all bids if such bids are not deemed in the best interest of the Board and readvertise for new bids, or to accept the bid of the lowest responsible Bidder, or that bid which is in the best interest of the Board.

Initial \_\_\_\_\_

**INSTRUCTIONS TO BIDDERS (Continued)**

10. **AWARD** - Rockland BOCES reserves the right to award bids on individual items, by category, by groups of items or on total sum bids whichever will be in the best interest of the Board.

11. **AWARD OF CONTRACT** - Award of the contract shall be made according to law as soon as practicable after the public opening of bids.

12. **FORM OF PROPOSAL** - Each Bidder is required to state in his/her bid the names and places of residence, of any and all persons interested in the bid, that the bid is made without any connection with any person making another bid for the same contract, and that it is in all respects fair and without collusion or fraud; also, that no member of Rockland BOCES, or any person in the employ of this Board is directly or indirectly interested in the bid, or in the materials, supplies, or the work to which it relates or in any other portion of the profits thereof.

13. **COMPANY IN DEFAULT** - No bid will be considered from any person who is in arrears to Rockland BOCES or who is in default, as surety or otherwise upon any obligation to said Board, nor shall a bid be considered from any contractor whose performance or any previous contract with Rockland BOCES has been unsatisfactory in the opinion of this Board.

14. **UNIT PRICE** - The Bidder must insert in his/her bid, the price per unit specified, and the price extension of each item, if required. In the event of discrepancy between the unit price and the extension the unit price will govern. Prices must be extended in decimals, not fractions.

15. **INVOICING** - Upon the complete satisfaction of Rockland BOCES, payment will be made after presentation of the vendor's invoice.

16. **TAX** - Purchases by Rockland BOCES are not subject to any sales or Federal Excise Tax. BOCES' Federal Identification number appears on all of its purchase orders. Exemption Certificates will be furnished upon request.

17. **SAMPLES** - The Board reserves the right to require any Bidder to submit a sample either before or after the awarding of the bid to ascertain whether or not the product will be suitable for the purpose for which it is to be used.

18. **QUANTITY** - In awarding any bid Rockland BOCES may select a number of units within a range of 25% above or below the number of units for which a bid was required for such item. The purchase of additional units during the contract period shall be at the same price per unit as quoted in this bid.

19. **DELIVERY** - The successful Bidder shall include in his/her bid and pay all freight and inside delivery charges (**FOB Destination**). A distribution by teacher, if applicable, will be included with purchase orders to successful Bidders. It will be the responsibility of the Bidder to package each item with the appropriate teacher's name on the outside of each package. The successful Bidder shall be responsible for delivery of the merchandise in good condition to the place set forth in the Specifications or the purchase order, in compliance with the Specifications. Any damaged merchandise or merchandise which does not comply with the Specifications will not be accepted by Rockland BOCES. The successful Bidder must replace such damaged merchandise or merchandise which does not comply with the Specifications before payment will be made.

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**INSTRUCTIONS TO BIDDERS (Continued)**

Delivery of all supplies and equipment must be made as indicated in the Specifications. Failure to deliver as specified may result in rejection. Replacement will then be made through open market sources. Any increase in price will be chargeable against the original vendor and/or deducted from future payments by the Board.

**20. WARRANTY** - Whenever, within one year of final acceptance of the apparatus, equipment supplies or materials by Rockland BOCES, the Bidder is notified in writing by the Board that any item of apparatus, equipment, supply, material and/or workmanship has proved defective or is not meeting the Specification requirements, he/she shall immediately replace, repair or otherwise correct as the Board may determine, the defect or deficiency without cost to the Board.

**21. PREVAILING WAGE RATES** - The successful bidder is required to pay the Prevailing Wage Rates and the Prevailing Hourly Supplements pursuant to Section 220-A of the NYS Labor Law.

A Verified Statement of payment of Prevailing Rates by the Contractor **MUST** be attached to ALL vouchers in order for payment to be made. No payments will be made for work completed if invoiced without this form.

**22. TERMINATION OF CONTRACT/DEFAULT OF CONTRACT** - In the event that the Bidder fails to perform and/or is in violation of any of the provisions as set forth in these contract documents, Rockland BOCES may serve written notice to the Bidder and their Surety. Written notice shall list all violations and/or failure of the Bidder to perform the work as described herein. Rockland BOCES will consider the Bidder in default when they have failed to correct any violations within ten (10) working days. Rockland BOCES will then request the Surety to assume the performance of the contract. The evaluation of the Bidder's performance in meeting the standards of the work as described herein shall be the function and the responsibility of Rockland BOCES' Designee.

**23. BID BOND** - Unless otherwise mentioned in the Specifications, no bid bond is required.

**24. PERFORMANCE BOND** - Upon award of Contract, the successful Bidder may be required to furnish a Performance Bond in the amount of the Contract.

**25. CHANGES** - Any changes made in specifications after the Contract is awarded must be made in writing. No oral agreement made between any party of the first part and Rockland BOCES and/or its representative(s) will be valid.

**26. FINAL AUTHORITY** - In all cases the decision of Rockland BOCES will be final.

**27. TERMS OF CONTRACT** - After award the successful Bidder will be given written notice to proceed and shall provide supplies/services for the period of the Contract.

**28. MATERIAL SAFETY DATA SHEETS (MSDS)** - After award, and prior to first shipment or installation, the successful Bidder will be required to provide Rockland BOCES with a master set of Material Safety Data Sheets for any items containing toxic materials per Federal OSHA Standard 29 CFR 1910.1200 and New York State Labor Law 551. **The master set shall be mailed, Health & Safety Coordinator, Building #12, Rockland BOCES, 65 Parrott Road, West Nyack, NY 10994-0607.** MSDS' must also accompany any shipment to the individual participating school districts (if applicable) for each item containing toxic materials. Failure to comply with this clause shall result in shipment(s) being refused. Questions regarding this clause should be addressed to Health & Safety Coordinator at (845) 627-4761.

Initial \_\_\_\_\_

**BID PROPOSAL CERTIFICATIONS**

Firm Name \_\_\_\_\_ Phone \_\_\_\_\_  
 Business Address \_\_\_\_\_ Email \_\_\_\_\_  
 \_\_\_\_\_ Date \_\_\_\_\_  
 \_\_\_\_\_ Fax \_\_\_\_\_

**I. General Bid Certification**

The bidder certifies that he will furnish for the prices hereby 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 of the State of New York as follows:

**§ 103-d. Statement of non-collusion in bids and proposals to political subdivision of the state**

1. 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 therefor. 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 of 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.

\_\_\_\_\_ Dollars  
 (Total Price Bid (Not Including Option Pricing))

\$ \_\_\_\_\_

\_\_\_\_\_  
 Authorized Signature

\_\_\_\_\_  
 Printed Name

\_\_\_\_\_  
 Title

**ROOF RECOATING (SILICONE) - BID #2019/20-01  
SPECIFICATIONS, INSTRUCTIONS AND PRICING**

**GENERAL** - The Bidder shall provide a **complete installation**, including all materials and labor, for recoating of the existing urethane/silicone-based membrane (or metal) roofing system, in accordance with the **MATERIAL SPECIFICATIONS** for the following three (3) buildings at the Rockland BOCES campus at 65 Parrott Road, West Nyack, NY 10994:

<u>Building</u>	<u>Approximate Square Footage</u>	<u>BID PRICE</u>
#3	40,000	\$ _____
#5	19,000	\$ _____
#9	24,000	\$ _____
<b>Total Recoat Price</b>		<b>\$ _____</b>

**WET FOAM REPLACEMENT** - Since the Infra Red Roof surveyor has been delayed due to cold climate, the quantity of roof 'wet foam' is unknown at this point. Pending the results of the actual amount discovered by the IR survey we are asking for unit pricing for wet foam replacement, per square foot.

WET FOAM REPLACEMENT            \$ \_\_\_\_\_ Per Square Foot

**FIELD MEASUREMENTS** - The square footage figures above are approximate. The Bidder shall be responsible for all field measurements to support their bid pricing.

**MATERIAL SPECIFICATIONS** (No substitutes):

**SITE INSPECTION** - Bidders who have not previously done so shall make a site survey of the installation site during a pre-bid meeting that must be scheduled with BOCES. Any Bidder submitting a bid without a site survey shall be deemed non-compliant with this specification. If unable to attend pre-bid meeting please contact Tim Adams, Facilities Manager (845) 627-4752 for an appointment.

**INSTALLATION SCHEDULE** - The work shall be performed in a manner that will not disrupt the students or administrative staff working within the buildings. It is expected that fifty percent of the work may need to be completed on weekends or after school hours in order to minimize disruption to staff.

**CONFIGURATION** - See the following seven (7) pages of this Specification for the required Accella Roofing Solutions Roofing System Guide Specifications, Data Sheet and Technical Bulletin. There shall be no substitutes. The materials and processes to be provided by the Bidder shall be compatible with the existing silicone roofing system.

**PREVALING WAGE** – A unique Prevailing Wage Case Number (PRC#) has been assigned to the schedule(s) for this project. PRC# 2019001417. You can find wage schedule at the following link.

<https://applications.labor.ny.gov/wpp/viewOriginalWageSchedule.do>

\_\_\_\_\_  
Authorized Signature

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

\_\_\_\_\_  
Bid Date



# **COATED SPRAYED FOAM ROOFING**

## **GUIDELINE SPECIFICATIONS**

### **SILICONE ROOF COATING**

**Rockland BOCES**

**ROOF RECOATING BID (SILICONE)**

**BID #2018/19-01**

WARRANTY SPECIFICATION



**Poly-Sil 2200 / SPF Repair & Recoat Silicone**

**MASTER GUIDE SPECIFICATIONS**

**10 Year System Warranty**

*This MASTER GUIDE-SPEC is a brief outline of Accella Roofing Solutions ("Accella") roofing requirements and is intended for use as a submittal with a bid package. Specifiers and the Authorized Roofing Applicator must comply with the "Application" section of Technical Data Bulletins prior to design or bid. The "Products" and "Safety" sections included in the Technical Data Bulletins and SDS contain information pertaining to the proper usage of products as well as applicable safety precautions. These sections must be thoroughly reviewed prior to the installation of this roofing system.*

**PART I - GENERAL** .....2

    1.01 SCOPE OF WORK .....2

    1.02 RELATED SECTIONS .....2

    1.03 DESCRIPTION OF WORK .....2

    1.04 QUALITY ASSURANCE .....2

    1.05 SUBMITTALS .....2

    1.06 DELIVERY AND STORAGE .....2

    1.07 SITE CONDITIONS .....2

    1.08 ENVIRONMENTAL REQUIREMENTS .....2

**PART 2 - PRODUCTS**.....2

    2.01 ROOFING INSULATION SYSTEM .....2

    2.02 ROOFING MEMBRANE SYSTEM .....3

    2.03 ACCESSORY MATERIALS AVAILABLE .....3

    2.04 PROTECTION BOARD, CANTS, & GRANULES .....3

**PART 3 - EXECUTION**.....3

    3.01 SUBSTRATE PREPARATION .....3

    3.02 INSTALLATION OF SPRAY POLYURETHANE FOAM .....4

    3.03 COATING SYSTEM .....4

    3.04 INSTALLATION OF WALKWAYS AND GRANULES .....5

    3.05 INSTALLATION OF ROOF ENTRANCE / EXIT PAD .....5

    3.06 FIELD QUALITY CONTROL .....5

    3.07 JOB COMPLETION .....5

    END OF SECTION .....5



## PART I - GENERAL

### 1.01 SCOPE OF WORK

- A. Furnish all labor, materials, tools and equipment necessary for the installation of this Accella Roofing System including accessory items, subject to the general provisions of the contract.

### 1.02 RELATED SECTIONS

- A. See: Application for Warranty, Warranty Synopsis, Technical Data Sheets, & SDS

### 1.03 DESCRIPTION OF WORK

- A. Entire roof system to be restored.
- B. Gutters to be rust-proofed and/or waterproofed (optional).
- C. Mechanical equipment, vents and ductwork to be rust-proofed and/or waterproofed (optional).
- D. Skylights may be sealed and/or waterproofed (optional).
- E. Adjoining walls and copings to be waterproofed (optional).

### 1.04 QUALITY ASSURANCE

- A. An Accella Polyurethane Systems, LLC Ten (10) Year Warranty covering material and workmanship shall be issued within thirty (30) days of final payment and successful 3<sup>rd</sup> party independent roof inspection.
- B. This roofing system must be installed by an Authorized Roofing Applicator in compliance with shop drawings as approved by Accella Technical Services. There must be no deviations without the **PRIOR WRITTEN APPROVAL** of Accella Technical Services. Upon completion of the installation, an inspection will be conducted by an independent inspector to ascertain that the roofing system has been installed according to Accella published Master Guide Specifications and details applicable at the time of bid.
- C. Provide written proof of required licenses and permits, submitted prior to job start-up.
- D. Provide copy of **APPROVED** Accella Request for Warranty Application, submitted by the Contractor.

### 1.05 SUBMITTALS

- A. Samples (optional): Provide two 1"x 2" samples with of system to be installed.
- B. Installation Procedures: Submit additional and specific procedures unique to the project by addendum.
- C. Product Data: Submit all product data with physical properties, requirements for preparation, limitations etc.

### 1.06 DELIVERY AND STORAGE

- A. Deliver roofing materials and accessories in manufacturer's original protective containers with labels intact and legible. Comply with manufacturer's published instructions for storage and handling.
- B. Store materials in dry protected areas and on clean raised platforms with securely anchored weather protective covering.
- C. Store flammable products away from spark or open flame.
- D. Store roofing materials at a minimum of 50°F prior to use or as otherwise recommended by the manufacturer. Protect materials from freezing. Protect materials from prolonged exposure to temperatures exceeding 95°F.
- E. Contaminated and Damaged Materials: Remove damaged or contaminated materials from site.

### 1.07 SITE CONDITIONS

- A. **EXAMINATION OF EXISTING CONDITIONS:** Contractor shall examine substrate for conditions that might detrimentally affect the application and shall report all unsatisfactory conditions to Accella and will not proceed until these conditions have been corrected.
- B. **ALL RE-COAT warranties require a moisture scan prior to start-up to identify wet sections of the roof.**
- C. **ALL WARRANTIES REQUIRE WET ROOFING MATERIALS TO BE REPLACED.**
- D. Commencing work implies acceptance of existing conditions as satisfactory to the outcome of this work.
- E. Air intake vents, blowers, air conditioning units and evaporative coolers shall be disconnected or otherwise modified to prevent fumes from entering into the building or from contaminating the roof surface with condensate water.

### 1.08 ENVIRONMENTAL REQUIREMENTS

- A. Proceed with roofing work only when weather conditions comply with Accella recommendations and other current published data and SDS information. Do not exceed temperature limitations recommended by Roof-Tek®.
- B. Owner may occupy the premises during the entire period of the roof retrofit. Cooperate with Owner's Representative during construction operations to minimize conflict, and to facilitate continued use of the facility.
- C. Coordinate scheduling with the Owner in order to relocate or protect vehicles, building occupants and building contents from damage during construction operations.

## PART 2 - PRODUCTS

### 2.01 ROOFING INSULATION SYSTEM

- A. Approved Manufacturer:
  - 1. Accella Roofing Solutions Systems by Accella Polyurethane Systems, LLC.
- B. Approved Spray Polyurethane Foam (SPF) Premium Spray Products **PREMISEAL 280 Series**
  - 1. **PREMISEAL 2.8 Series** is a two component, ZERO-ODP (Ozone Depleting Potential), polyurethane spray foam system, formulated utilizing EPA approved blowing agent technology.
  - 2. Performance Values: **PREMISEAL 280 Series** average values:

PROPERTY	TYPICAL VALUE
Nominal Density	2.8 pcf
Compressive Strength (psi)	50 - 60 +/- 5%
K-Factor	0.158
R-Value per inch	6.3
Tensile Strength	65 -75 psi
Closed Cell Content	>90%
Viscosity A/B @ 77°F	250/ 1000-1200
Permeability	0.9 perm/inch

**2.02 ROOFING MEMBRANE SYSTEM**

- A. Approved Manufacturer:
  1. Accella Roofing Solutions Systems by Accella Polyurethane Systems, LLC.
- B. Approved Intermediate & Base Coat: Same as Topcoat Below.
- C. Approved Topcoat: Silicone: (Poly-Sil 2200)
  1. Poly-Sil 2200 is a high performance moisture cured silicone membrane with superior weathering and water resistance characteristics.
  2. Performance Values: Poly-Sil 2200 average values:

PROPERTY	TYPICAL VALUE
Tensile Strength (Initial)	486 psi min @ 73°F
Elongation Initial (break)	267 % @ 73°F
Shore A Hardness (inst-5 sec.)	50 ± 5 Shore A
Tack-Free Time	1 to 2 hrs. depends upon relative humidity
Service Temperature	-40°F to 180°F
Application Temperature	+40°F to 150°F

- 3. Flashing Systems:
- 4. SPF Systems are self-flashing in most situations.

**2.03 ACCESSORY MATERIALS AVAILABLE**

- A. CWS-10.3 / CWS-20: A one part, non-corrosive silicone sealant capable of taking joint movement up to 50%. CWS-10.3 / CWS-20 is a high strength silicone that cures in the presence of atmospheric moisture. This product exhibits excellent unprimed adhesion to most construction materials. Once cured, the sealant forms a durable, flexible, watertight bond with most building materials in any combination.  
Use with Poly-Sil 2200 or 2200 only!
- B. Commercial Cleaner: Highly concentrated, low-sudsing biodegradable cleaner to remove grease and grime.
- C. MF20/20: Micro-fiber additive for coatings used to create easy-to-apply mastics with increased tensile strengths.
- D. Poly-Sil 2200 Mastic: Made with Poly-Sil 2200 and MF 20/20 Micro-fibers
- E. Prime-Tek 11: Two-component multi-purpose easy spreading water-based epoxy primer.
- F. Prime-Tek 7500: Single component, water based, fast drying, mildew and chemical resistant acrylic primer.
- G. SF200: Pre-cut, stitch-bonded polyester fabric that comes in varying widths for use in reinforcing horizontal laps with previous patching materials and certain other lap and flashing configurations.

**2.04 PROTECTION BOARD, CANTS & GRANULES**

- A. Cants to be sprayed in place using approved polyurethane foam.
- B. 3M Granules or as approved by Accella.
- C. Fiber board or gypsum board underlayment will be ½ inch minimum thickness and will meet ASTM C-208-72 and will be of the "Sheathing, Regular Density" type, often termed ("high density roof insulation).

**PART 3 - EXECUTION**

**3.01 SUBSTRATE PREPARATION**

- A. ALL RE-COAT warranties require a moisture scan prior to start-up to identify wet sections of the roof.
- B. Sweep or blow dirt and dust from roof surface. Power wash roof with liquid detergent and rinse thoroughly with clean water.

- C. **USE CAUTION:** - High Pressure - Do not damage or introduce moisture into the existing roof membrane.
  1. Inspect entire roof surface and flashings for any open seams, tears, cuts, etc. Repair these flaws so water is not blown in under the membrane during the cleaning process.
- D. Use concentrated chlorine solution to treat areas of mildew, fungus or algae.
- E. Remove all loose coating back to well adhered area.
- F. Remove all wet roofing as indicated by the required Moisture Survey.
  - a) Scrape and clean structural concrete deck, and prepare for application of new SPF. Must be clean and dry.
- G. Remove all inadequately adhered foam insulation, including all blisters, to substrate, prime, and neatly replace with approved spray foam to the elevation of the existing roof.
- H. Repair all deficiencies in the existing roof surface with compatible roofing materials prior to recoating.
  1. Examine roof surface for excessive ponding. Small incidental areas of ponded water will not impact the performance of this coating system; however in accordance with industry standards, the roofing assembly should be designed to prevent ponding of water on the roof for prolonged periods (longer than 48 hours). If necessary, tapered edge strips, crickets, or saddles are to be installed where periodic ponding may occur.
- J. SEVERE PHYSICAL DAMAGE may require more extensive preparation work up to and including scarifying the roof surface.
- K. If needed and where specified: Mechanically remove all existing coating and foam surface skin from roof field (normally to ½" depth) using planner, sander or scarfer.
- L. Remove foam chips and dust, dirt and debris from roof surface.
- M. Prime the exposed scarfed foam using Prime-Tek 7500 at a rate of ½ gallon per 100 sq. ft.
- N. Allow roof to dry completely before proceeding with additional foam or coating.
- O. Re-foam per paragraph 3.02.
- P. Inspect all drains, flashings, scuppers and terminations and repair to requirements for warranty issuance.
- Q. Repair all surface damage.
- R. Roof-Top Units:
  1. All roof-top units shall be raised sufficiently to allow re-roofing underneath.
    - a) This may be accomplished by removing the unit, application of roof SPF and coatings to required thickness, allow to cure then installation of new slip sheet, new curb / sleepers and reinstallation of unit.
  2. Option: Prepare new slip sheets ahead of time with approved SPF and coating applied that can be inserted under the raised unit before lowering back down.
    - a) Roof surface must be cleaned and primed prior to insertion of slip sheet.
    - b) All outside edges shall then be counter flashed with SPF and coating as the field of the roof is finished.

- T. The contractor is responsible for assuring that the substrate is acceptable for the application of all foam and coatings.
- U. Priming the existing silicone membrane surface is not required for recoating in most situations.
- V. Allow roof to dry completely before proceeding with priming or coating.

### 3.02 INSTALLATION OF SPRAY POLYURETHANE FOAM

- A. **REPAIR AREAS:** Install approved polyurethane foam to the thickness originally specified (1" minimum required) terminated neatly at designated places. Turn up at all vertical surfaces a minimum of 3" or 2½ times the minimum foam thickness.
- B. Foam applications of less than ½" thickness are not acceptable.
- C. Mask areas where coating is to be terminated to prevent surface contamination with foam over spray.
- D. Foam spray application shall be limited to that which can be completed to full foam thickness in one day. All exposed foam tie-in end laps and side laps must be primed at the end of each workday.
- E. The completed foam surface shall be smooth to orange peel texture; popcorn texture is not acceptable.
- F. The completed foam surface shall be free of pinholes and/or "glass windows" caused by improper equipment calibration or climatic conditions. The roof shall not have any soft or spongy areas or areas with hard or brittle strings of improperly proportioned material
- G. The installation of the spray polyurethane foam shall meet or exceed the requirements of the Spray Polyurethane Foam Alliance Technical Bulletin AY-104.
- H. Eliminate areas of ponding using approved polyurethane foam to create positive drainage.
- I. Remove protective masking at terminations.
- J. Apply protective coating to foam surface on the same day as polyurethane foam is installed.
- K. If coating application is delayed beyond that time, consult Accella for primer recommendations.
- L. **CAUTION:** Care must be taken in applying silicone coatings near tie-in lines. Silicone will inhibit foam or primer adhesion and lead to delamination.

### 3.03 COATING SYSTEM

- A. General
  - 1. Do not apply coating when moisture is present on the substrate or if rain is expected before coating will properly cure.
  - 2. Wind barriers shall be used if wind conditions could affect the quality of the material being applied.
  - 3. Coating must cover all surfaces completely. An extra pass of coating material is required at all edges and penetrations.
  - 4. Base coat(s) and primer(s) shall be allowed to cure before proceeding with subsequent applications.
  - 5. All coating and primers shall be coated within recommended time period. If application is delayed beyond that time, consult Accella for primer recommendations.
  - 6. No traffic shall be permitted on the coated roof surface for a minimum of 3 days. Damage to the surface by other trades shall not be the responsibility of the roofing Contractor.

- B. **Minimum Application Thickness:**
  - 1. Coating minimum thickness shall be 20 Minimum TDM (Total Dry MILS) with granules.
  - 2. **This is a two (2) coat system w/ contrasting base-top colors.**
  - 3. Application rates must be checked periodically to assure proper coating thickness. This may be done with a wet film gauge or by checking coverage of a known quantity.
  - 4. Each contractor should estimate coating requirements based on actual experience and needs to figure losses due to applicator experience, surface texture, wind, waste, and other factors increasing estimated gallons required.
  - 5. **NOTE: The recommended gallons for minimum mil thickness is a guide line and should be verified by the contractor to ensure that the minimum mil thickness is applied to the roof surface.**
  - 6. The total dry mil thickness of all coatings, as well as the total dry mil thickness of the topcoat(s) shall meet the minimums required by Accella.
  - 7. Apply base coat(s) to achieve the nominal film thickness required. Double coat all flashing and edge termination.
  - 8. Refer to "Application" section of Technical Data Bulletins for application instructions.
- C. **Installation of Protective Base Coat on New Foam ONLY**
  - 1. Apply base coat of contrasting color at an application rate designed to achieve the required minimum thickness of 10 TDM (Total Dry MILS) for New Foam. The base coat shall completely cover the substrate including expansion joint covers, parapets and flashing. Refer to "Application" section of Technical Data Bulletins for application instructions.
  - 2. **Caution:** Care must be taken in applying silicone coatings near tie-in lines. Silicone can inhibit foam or primer adhesion and lead to delamination.
- D. **Inspection.**
  - 1. A visual inspection of the polyurethane foam insulation base coat should take place before application of the Topcoat to confirm an acceptable surface / substrate to accept the topcoat. Any deficiencies must be repaired prior to application of the topcoat.
  - 2. **V-Groove the SPF/Coating perimeter gravel stop and caulk with CWS-Silicone Caulk.**
- E. **Installation of Protective Base & Top Coat(s)**
  - 1. Apply base & top coat(s) at an application rate designed to achieve the required minimum thickness of 20 TDM (Total Dry MILS) overall system minimum for recoat and NEW FOAM sections. The final color shall be from the Accella standard color chart. The top coat(s) shall completely cover the base or intermediate coat(s) including expansion joint covers, parapets and flashing.
- F. **Roofing Granules**
  - 1. Broadcast granules into wet topcoat to fully cover at an average rate of 35-40 lbs. per 100 sq. ft.

### 3.04 INSTALLATION OF WALKWAYS AND GRANULES.

- A. In high-traffic areas and around mechanical equipment, walkways must be installed to protect the coating system from damage.
- B. When required, broadcast granules into wet topcoat to fully cover at a minimum rate of 35-40 lbs. per 100 sq. ft.

### 3.05 INSTALLATION OF ROOF ENTRANCE / EXIT PAD

- A. At the roof entrance/exit, a pad should be installed to protect the Poly-Sil 2200 system from damage.
  - 1. Apply an additional layer of the Poly-Sil 2200 at 1 gal/100 sq.ft. Immediately embed SF200 fabric smooth flat and wet out with another 1 gps.
  - 2. Then broadcast 3M Granules or approved aggregate into the wet material to establish a strong pad.

### 3.06 FIELD QUALITY CONTROL

- A. Maintain Job Progress Report / Daily Log of work completed as required to assure installation is in accordance with manufacturer requirements.
- B. Provide on-the-job inspections, technical assistance and material application guidance as may be necessary to complete the roofing material application in accordance with Accella warranty requirements.

### 3.07 JOB COMPLETION

- A. Inspect completed roofing system and correct all defects to meet the specification and/or warranty requirements.
  - 1. **Transparent or Thin Area:** If areas appear to be undercoated, recoating may be needed to ensure final thickness to meet the Accella specifications.

- 2. **Delamination:** Verify that all coated areas appear to be fully adhered to the substrate. A visual inspection looking for typical signs of poor adhesion such as flaking, blistering etc. should be made. Re-priming and/or recoating will be required if such areas are apparent.
- 3. **Pin Holing:** Certain job or site conditions may result in pin holing or out gassing during curing or pin holes in the substrate. Again, a visual inspection looking for typical signs of out gassing such as excessive pockmarks, pinholes etc. should be done.
- 4. **Lifting:** This wrinkled appearance is caused when freezing of water-based coatings, off ratio or poorly mixed plural component coating, or solvent entrapment in solvent based coatings. The coating surface may exhibit extreme wrinkles, small blisters and may have loss of adhesion. These areas will not "self-heal" and must be removed, power washed and new coating must be applied.
- 5. **Texture Finish-** Heavy patterns, blistering, "skinning," etc. may appear in the final finish. These may be indicators that too thick a coat or a build-up has occurred or other application problems. Check with Accella for remedial advice.
- B. An independent 3<sup>rd</sup> party inspector will inspect the completed roofing system and notify Accella and the Contractor of any defects in the application.
- C. Clean up all debris, excess materials, and equipment and remove from site.
- D. Restrict construction traffic and equipment movement on the completed roofing system to only essential personnel. Provide appropriate protection against traffic and construction activities on completed roofs. Damage to the roof by other trades shall not be the responsibility of the Accella Roofing Applicator.

End of Section  
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**WARRANTY SPECIFICATION / NOTICE OF AWARD INFORMATION**

**Type of Warranty:**

- A. An Accella Polyurethane Systems, LLC. Ten (10) Year Warranty covering material and workmanship shall be issued within thirty (30) days of final payment and successful 3<sup>rd</sup> party independent roof inspection.

**Building:**

**Substrate selected:** Existing SPF / Silicone  
**Spray foam selected:** 2.7# Density Foam.  
**NEW FOAM**  
**Basecoat selected:** Poly-Sil 2200                      10 Mils TDM (Total Dry Mil) Minimum.  
**FIELD OF ROOF Silicone RE-COAT**  
**Topcoat selected:** Poly-Sil 2200                      10 Mils TDM Minimum.  
**Granules:** 35-40 lbs. per 100 sq. ft. average

**NOTE:**

- THIS RECOAT SYSTEM MUST HAVE A MINIMUM OF:**
- **20 MILS OF NEW COATING ON NEW FOAM** and the
  - **TOTAL NEW SILICONE THICKNESS MUST BE 20 MILS MINIMUM anywhere on the roof.**

Specification Written on: April 10, 2018

Accella Roofing Solutions	Applicator
By: _____	By: _____
Printed Name: Douglas A. Orcutt	Printed Name: _____
Title: Technical Director / Warranty Manager	Title: _____
Date Approved: _____	Date Signed: _____
Accella Polyurethane Systems, LLC Accella Roofing Solutions 2500 Adie Road Maryland Heights, MO 63043 (888) 284-7488	Company: _____
	Address: _____
	City, State: _____
	Telephone: _____
Warranty Project # _____	

**SPECIFICATIONS & INSTRUCTIONS (Continued)**

**REFERENCES** - All bidders shall include with their bids a list of previously completed jobs of a similar scope, including the full customer name, address, name of the principal point of contact and their telephone number. The list will preferably contain customers such as municipalities and/or school districts. Any Bidder submitting a bid without such reference list shall be deemed non-compliant with this specification.

**CODES & LAWS** - Bidder shall be responsible to ensure that all equipment, materials and installation furnished hereunder contain no asbestos and are in full compliance with all applicable Federal, New York State and local codes and laws if such codes and laws exceed or supersede any part of this document. Such codes include, but may not be limited to:

- o AIA, UL
- o NYS Department of Education Manual of Facilities Planning & Standards
- o OSHA 1910.94, 1910.107 & Subpart S
- o Rockland County Sanitary Code, Article XVII, Section 17.4.2.1.

**OVERSPRAY** - Bidder shall assure that during the course of installation no overspray of roofing material is permitted to blow onto vehicles in adjacent parking lots. Should overspray damage to vehicles occur, it shall be the responsibility of Bidder to restore vehicles to their pre-overspray condition.

**DEBRIS AND CLEANUP** - Bidder shall place all construction, installation and packaging debris in Bidder-provided disposal containers, debris from which Bidder shall have removed from Rockland BOCES property. Locations of Bidder-provided disposal containers shall be determined at the direction of Rockland BOCES' Director of Facilities.

**WARRANTY AND ACCEPTANCE** - Bidder shall warranty all material and labor for a period of one year after acceptance of the project by Rockland BOCES. If Bidder is not the manufacturer of the material, the Manufacturer's Full System Warranty shall apply for a minimum of ten (10) years after installation/application. Acceptance shall occur when Bidder has successfully demonstrated to Rockland BOCES complete functionality of the finished project.

**INSURANCE** - One week prior to commencement of on-site work, Bidder shall furnish to Rockland BOCES, as an additional named insured party, proof of insurance in an amount not less than \$1,000,000. Such insurance shall indemnify and protect Rockland BOCES in case of liability for accident, fire, theft, etc. Bidder shall also furnish Rockland BOCES with proof of Workers Compensation Insurance. See INSURANCE REQUIREMENTS page for further details.

**NOTE** - Please read carefully the DELIVERY, WARRANTY, EQUIVALENT and TERMINATION OF CONTRACT/ DEFAULT OF CONTRACT clauses of the INSTRUCTIONS TO BIDDERS.

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Authorized Signature

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Bidder Company Name

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Bid Date

**BOARD OF COOPERATIVE EDUCATIONAL SERVICES  
65 PARROTT ROAD, WEST NYACK, NY 10994-0607**

**COMPANY INFORMATION  
(Bidder)**

The undersigned declares that he/she has carefully examined the Notice to Bidders, General & Special Information, Detailed Specifications and Bid Forms, and will furnish the supplies, materials and/or equipment in compliance with such specifications for the price set forth in this Bid Offer.

The full names and residences of all persons interested in this bid as principals are as follows:

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CompanyName \_\_\_\_\_

Address \_\_\_\_\_

Telephone \_\_\_\_\_

List all Business Names, Corporate or otherwise, used by the above listed Principals over the past ten (10) years

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Have any of the projects represented by the above resulted in litigation? \_\_\_\_\_

If yes, please explain: \_\_\_\_\_

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Name of Person bidding  
(Please print legibly) \_\_\_\_\_

Signature \_\_\_\_\_

Title \_\_\_\_\_

Date \_\_\_\_\_

**This form, together with the Bid Proposal Certification, must be returned with your bid.**

**BOARD OF COOPERATIVE EDUCATIONAL SERVICES  
65 PARROTT ROAD, WEST NYACK, NY 10994-0607**

**FORM-A**

**VENDOR IDENTIFICATION**

Name of Organization: \_\_\_\_\_  
Address of Organization: \_\_\_\_\_

Contact Person and Title: \_\_\_\_\_  
Phone: ( ) \_\_\_\_\_  
Fax: ( ) \_\_\_\_\_  
Mobile: ( ) \_\_\_\_\_  
E-Mail: \_\_\_\_\_  
Website: \_\_\_\_\_  
Federal ID #: \_\_\_\_\_

Are you incorporated: ( ) Yes ( ) No  
a) If yes, in what State are you incorporated? \_\_\_\_\_  
b) If you are not incorporated in New York State, are you authorized to do business in New York? \_\_\_\_\_

If you are not incorporated, you are a (n):  
\_\_\_\_\_ Partnership  
\_\_\_\_\_ Sole Proprietorship  
\_\_\_\_\_ Unincorporated association  
\_\_\_\_\_ Other (please specify)

	<u>Firmwide Totals</u>	<u>Responsible Office</u>
No. of Shareholders	_____	_____
No. of Principals	_____	_____
No. of Managers	_____	_____
No. of Staff	_____	_____
No. of Support Staff	_____	_____

**This form, together with the Bid Proposal Certification, must be returned with your bid.**



**BOARD OF COOPERATIVE EDUCATIONAL SERVICES  
65 PARROTT ROAD, WEST NYACK, NY 10994-0607**

**FORM-A**

**VENDOR IDENTIFICATION (continued)**

List all Principals of the bidding firm:

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List all individuals who will be available throughout the term of the agreement for continuing advice and counsel.

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List all Business Names, Corporate or otherwise, used by the above listed Principals over the past ten (10) years:

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Have any of the projects represented by the above resulted in litigation? \_\_\_\_\_  
If yes, please explain:

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I, \_\_\_\_\_, \_\_\_\_\_ as Principal of the bidding firm,  
(Print name) (Print title)

hereby certify that the above listed information is complete, true and accurate.

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

**This form, together with the Bid Proposal Certification, must be returned with your bid.**

**BOARD OF COOPERATIVE EDUCATIONAL SERVICES  
65 PARROTT ROAD, WEST NYACK, NY 10994-0607**

**FORM B**

**CUSTOMER REFERENCE LIST**

<b>BOCES/School District</b>	<b>No. of Years as client</b>	<b>Contact Person</b>	<b>Phone</b>

**This form, together with the Bid Proposal Certification, must be returned with your bid.**

**BOARD OF COOPERATIVE EDUCATIONAL SERVICES  
65 PARROTT ROAD  
WEST NYACK, NY 10994-0607**

**INSURANCE REQUIREMENTS**

One week prior to commencement of on-site work, applicants shall submit to Rockland BOCES Certificates of Insurance properly executed by an authorized representative of the insurance carrier for the following:

- Workers Compensation as required by New York State Law for all employees and required subcontractors.
- Professional Liability (Professional Errors-Omission)  
Limits: \$1M each occurrence/\$2M aggregate  
If coverage is written on a claims-made basis, the retroactive date must be before the starting date of this contract.
- Commercial General Liability (coverage to be provided by applicant):
  - \$1,000,000 each occurrence
  - \$2,000,000 general and products & complete operations aggregates
  - \$1,000,000 personal & advertising injury liability
  - \$50,000 fire damage legal liability
  - \$5,000 medical payments
- Disability Insurance as required by New York State Law for all employees and required subcontractors.
- Automobile Liability:
  - \$1,000,000 combined single limit.

The required insurance shall name the Board of Cooperative Educational Services of Rockland County as a named insured and shall be issued by a company authorized to write insurance in New York State with the exception of Workers Compensation and Professional Errors & Omissions Insurance.

Insurance policies shall state thirty (30) days notice prior to any material change, cancellation or non-renewal of the responsible insurance.

Certificates must be delivered to Rockland BOCES prior to the commencement of work.

**This form, together with the Bid Proposal Certification, must be returned with your bid.**

**BOARD OF COOPERATIVE EDUCATIONAL SERVICES  
65 PARROTT ROAD, WEST NYACK, NY 10994-0607**

**INSTRUCTIONS FOR COMPLETING AND SUBMITTING BID**

This page must be completed, signed and returned with the bid forms

In the appropriately marked columns, enter the complete unit price and extended price for the quantity and unit of measure specified. Do not enter price per thousand or bid on any configuration other than what is specifically requested. Bids improperly filled out are subject to rejection.

Do not use ditto marks or squiggly lines to indicate that the price is the same as above. Each item you bid on must have an actual price entered in the appropriate box. Items that do not have a price entered will be considered as No-Bid's

**BID FORMS MUST BE SUBMITTED IN SEALED ENVELOPES. BIDS SENT BY COURIER OR BY OVERNIGHT MAIL MUST BE IN A SEALED ENVELOPE, WITHIN THE COURIER PACKAGING, BEARING ON THE OUTSIDE THE NAME AND ADDRESS OF THE BIDDER AND THE NAME, NUMBER & DUE DATE OF THE BID. BIDS SUBMITTED INCORRECTLY ARE SUBJECT TO REJECTION.**

The following items must be submitted with your bid:

THIS FORM, completed and signed, signed BID CERTIFICATION form, signed COMPANY INFORMATION form, any PAGES OF THE BID form you have filled out. It is necessary to return all pages, even if you have not bid on any items on the page.

**Questions regarding this bid should be directed to: Jackie Cinquemani at: (845) 627-4746**

Please check ( x ) the following:

\_\_\_\_\_ I have read the specifications and instructions and am bidding to specification.

\_\_\_\_\_ I have included all necessary forms with the bid.

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

Signature \_\_\_\_\_

Printed Name \_\_\_\_\_

Title \_\_\_\_\_

Date \_\_\_\_\_

**This form, together with the Bid Proposal Certification, must be returned with your bid.**

Rockland BOCES  
65 Parrott Road, West Nyack, NY 10994-0607

**IRAN DIVESTMENT ACT CERTIFICATION**

As a result of the Iran Divestment Act of 2012 (Act), Chapter 1 of the 2012 Laws of New York, a new provision has been added to the State Finance Law (SFL), § 165-a, effective April 12, 2012. Under the Act, the Commissioner of the Office of General Services (OGS) will be developing a list (prohibited entities list) of “persons” who are engaged in “investment activities in Iran” (both are defined terms in the law). Pursuant to SFL § 165-a(3)(b), the initial list is expected to be issued no later than 120 days after the Act’s effective date, at which time it will be posted on the OGS website.

By submitting a Request for Proposal (RFP) in response to this solicitation or by assuming the responsibility of a Contract awarded hereunder, Proposer/Contractor (or any assignee) certifies that once the prohibited entities list is posted on the OGS website, it will not utilize on such Contract any subcontractor that is identified on the prohibited entities list.

Additionally, Proposer/Contractor is advised that once the list is posted on the OGS website, any Contractor seeking to renew or extend a Contract or assume the responsibility of a Contract awarded in response to the solicitation, must certify at the time the Contract is renewed, extended or assigned that it is not included on the prohibited entities list.

During the term of the Contract, should the Rockland BOCES receive information that a person is in violation of the above-referenced certification, Rockland BOCES will offer the person an opportunity to respond. If the person fails to demonstrate that it has ceased its engagement in the investment which is in violation of the Act within 90 days after the determination of such violation, then Rockland BOCES shall take such action as may be appropriate including, but not limited to, imposing sanctions, seeking compliance, recovering damages, or declaring the Contractor in default.

Rockland BOCES reserves the right to reject any proposal or request for assignment for an entity that appears on the prohibited entities list prior to the award 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: \_\_\_\_\_

Print Name: \_\_\_\_\_

Title: \_\_\_\_\_

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

Date: \_\_\_\_\_

**This form, together with the Bid Proposal Certification, must be returned with your bid.**

## 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.

Print or type. See Specific Instructions on page 3.	<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>	
	<p><b>2</b> Business name/disregarded entity name, if different from above</p>	
	<p><b>3</b> Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes.</p> <p><input type="checkbox"/> Individual/sole proprietor or single-member LLC</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 not 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>	<p>Requester's name and address (optional)</p>
	<p><b>6</b> City, state, and ZIP code</p>	<p><b>Rockland BOCES</b> <b>65 Parrott Road, Bldg. #4</b> <b>West Nyack, NY 10994-0607</b></p>
	<p><b>7</b> List account number(s) here (optional)</p>	

### 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>					
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%; border: 1px solid black; height: 20px;"></td> <td style="width: 5%; text-align: center;">-</td> <td style="width: 25%; border: 1px solid black; height: 20px;"></td> <td style="width: 5%; text-align: center;">-</td> <td style="width: 40%; border: 1px solid black; height: 20px;"></td> </tr> </table>		-		-	
	-		-		
<b>or</b>					
<b>Employer identification number</b>					
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 10%; border: 1px solid black; height: 20px;"></td> <td style="width: 5%; text-align: center;">-</td> <td style="width: 90%; border: 1px solid black; height: 20px;"></td> </tr> </table>		-			
	-				

### 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>
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## 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.*

**BOARD OF COOPERATIVE EDUCATIONAL SERVICES  
65 PARROTT ROAD  
WEST NYACK, NY 10994-0607**

**NON-BIDDER'S RESPONSE**

The Rockland County Board of Cooperative Educational Services is interested in the reasons why prospective Bidders fail to submit bids. Failure to submit a bid without explanation may result in removal of your firm from our Bidders' list. If you are NOT submitting a bid in this proposal, please indicate the reason(s) by checking off one or more of the items below and return this form to us.

1.  Unable to bid at this time, but would like to receive future bid proposals.
2.  Items or material not  manufactured,  distributed,  stocked,  furnished.
3.  Materials or items we have to offer do not fully meet all the requirements of standards specified.
4.  Multiplicity of delivery 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.  Other reasons \_\_\_\_\_  
\_\_\_\_\_

You may remove our name from the Bid List for:

This Commodity Group

This Commodity Class

This Item or Material

All Bids

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

Authorized Signature \_\_\_\_\_

Printed Name \_\_\_\_\_

Date \_\_\_\_\_