



# ERIECOUNTY

## REQUEST FOR PROPOSAL (RFP) TO PROVIDE SOFTWARE CONSULTING SERVICES TO CONSOLIDATE EXISTING POLICE/FIRE/EMS SOFTWARE FUNCTIONALITY

**RFP #1433VF**

**October 21, 2014**

**Department of Central Police Services  
EDWARDA.RATHCOUNTYOFFICEBUILDING  
95 FRANKLIN STREET**

**BUFFALO, NEW YORK14202**

**COUNTY OF ERIE, NEW YORK**

**REQUEST FOR PROPOSALS (“RFP”)**

**RFP# 1433VF**

**TO PROVIDE CONSULTING SERVICES AND PROGRAMMING TO  
CONSOLIDATE EXISTING SOFTWARE POLICE/FIRE/EMS FUNCTIONS**

**Please note: ALL RESPONDING VENDORS MUST BE NEW YORK STATE  
MWBE CERTIFIED AT THE TIME OF THE SUBMITTED PROPOSAL.**

**I. INTRODUCTION**

The County of Erie, New York (the “County”) is seeking Proposal Statements from qualified New York State MWBE Certified software engineers/analysts, who are interested in providing customized computer software programming and analysis that will work toward the goal of consolidating Erie county’s existing in-house applications and databases. The MWBE certification is a mandatory compliance for this grant funded project.

Currently, Erie County’s Department of Central Police Services (CPS) maintains a suite of custom written Law Enforcement software packages for use by a myriad of Public Safety Agencies throughout and near Erie County. These agencies include, but are not limited to, local (City, Town and Village) police and fire departments, County Sheriff Offices, County departments such as Probation, Emergency Services and the District Attorney, along with State and Federal agencies. These software packages are continually being enhanced and modified to meet the needs of the user community by County staff consisting of programmers, analysts and database administrators.

The County would like to have resources such as project Managers, Computer Systems Analysts, Programmers and Database specialists available to perform tasks at set hourly rates, working with the county’s staff.

To that end, this RFP will require the responder to set hourly rates for various software consulting areas of expertise.

The County reserves the right to amend this RFP. The County reserves the right to reject any or all of the proposals, or any part thereof, submitted in response to this RFP, and reserves the right to waive formalities, if such action is deemed to be in the best interest of the County. The County reserves the right to request additional information from any proposer. The County reserves the right to award negotiated contracts to one or more proposers.

This RFP is not intended and shall not be construed to commit the County to pay any costs incurred in connection with any proposal or to procure or contract with any firm.

The County will only contract with firms that do not discriminate against employees or applicants for employment because of race, creed, color, national origin, sex, age, disability, marital status, sexual orientation, citizenship status or any other status protected by New York State and Federal laws.

## **II. PROPOSAL PROCEDURES**

### **A. ANTICIPATED SCHEDULE OF PROPOSAL**

The following schedule is for informational purpose only. The County reserves the right to amend this schedule at any time.

Issue RFP:	October 21, 2014
Proposals Due:	October 31, 2014
Selection Made:	Fourteen (14) days following due date
Contract Signed:	Following all necessary County approvals

### **B. GENERAL REQUIREMENTS**

1. Each proposal shall be prepared simply and economically avoiding the use of elaborate promotional materials beyond what is sufficient to provide a complete, accurate and reliable presentation.
2. One (1) original and two (2) copies shall be submitted. Proposals MUST be signed. Unsigned proposals will be rejected. An electronic copy in Microsoft Word on a CD, DVD, Flash Drive, or any other electronic media is also required.
3. Submission of the proposals shall be directed to:

Marlaine P. Hoffman  
Erie County Central Police Services  
45 Elm Street  
Buffalo, NY 14203

**All proposals must be delivered to the above office on or before October 31, 2014 at [1:00] p.m. Proposals received after the above date and time will not be considered. The County is under no obligation to return proposals.**

4. Requests for clarification of this RFP must be written and submitted to Marlaine Hoffman at Marlaine.Hoffman@erie.gov no later than 12:00 pm on October 24, 2014. Formal written responses to these questions will be distributed via email by the County on or before October 28, 2014. NO COMMUNICATIONS OF ANY KIND WILL BE

BINDING AGAINST THE COUNTY, EXCEPT FOR THE FORMAL WRITTEN RESPONSES TO ANY REQUEST FOR CLARIFICATION.

5. Proposers may be required to give an oral presentation to the County to clarify or elaborate on the written proposal. Those proposers will be notified to arrange specific times.
6. No proposal will be accepted from nor any agreement awarded to any proposer that is in arrears upon any debt or in default of any obligation owed to the County. Additionally, no agreement will be awarded to any proposer that has failed to satisfactorily perform pursuant to any prior agreement with the County.
7. **The proposer must be a Certified New York State Minority Business Enterprise/Women's Business Enterprise (MBE/WBE). Proposers must include the New York State certification documentation with the proposal.**
8. If proposer is a Veteran Owned Business, proposer should include letter indicating company is 51% or more Veteran-owned.

### **III. SCOPE OF PROFESSIONAL SERVICES REQUIRED**

#### **A. Technical Skills By Job/Task Title:**

1. **Project Manager:** The awarded vendor must designate a Project Manager who will take direction from the Erie County PM. The vendor PM should demonstrate knowledge of the current software packages running in Erie County including CHARMS, ENTCAD and MOBILES and will coordinate each project start upon acceptance of the requirements document. The PM will be responsible for directing any other vendor supplied resources and for written, bi-weekly progress reports covering the entire vendor supplied resources efforts and updates.
2. **Database Programmer:** The DB Programmer must have experience with Oracle 11g and demonstrate proficiency in working in SQL Developer. Extensive knowledge of Oracle stored procedures, PL/SQL, SQL, Oracle sequences, indexes, database links, etc. is required. Please note: database *administration* tasks are not needed at this time.
3. **System Analyst:** The SA will conduct site visits to Erie County dispatch centers to gather data regarding Police, Fire and EMS dispatch tasks. The SA will work with the Erie and vendor Project Managers to develop a plan to consolidate the current functionality. The SA should have extensive experience with public safety police, fire, and medical dispatch. The SA will work with the PMs to define opportunities for functional consolidation among the various Erie County 911 software applications. The SA will be responsible for creating a Functional Requirements document containing a high level description and further

breakdown of each proposed project to then be distributed to the Project Managers and Software Engineers prior to software development.

4. **Software Engineer(s):** The SE will modify existing Erie County programs to achieve consolidation goals and meet any specifications of SA produced requirements documents. He/she must have significant programming experience using Borland C++ Builder 6 and/or Embarcadero XE5. The SE will produce a technical specification document. The SE produced source code will include inline documentation as needed. Each programming project will be concluded with a technical specification detailing the design and program flow. This documentation will be subject to review and approval by the Program Managers.
5. **Quality Assurance Specialist(s):** The QAS will test the resulting programs and document any problems and suggest modifications. The QAS should have Public Safety dispatch experience or previous experience in testing/training Public Safety software.

## **B. RFP DELIVERABLES**

### **1. Contact and Vendor Information**

**1.1 Contact Information:** Include the contact information for the person who is responsible for the preparation of your response. Include mailing address, email address and telephone contact information. This is the person we will contact with any questions.

#### **1.2 Vendor Qualifications:**

**1.2.1** Provide a brief history of your company's involvement in the Public Safety Industry.

**1.2.2** Explain your experience with Erie County's custom software.

**1.3 Fingerprinting:** Indicate whether you will submit fingerprints for each resource assigned to this contract as outlined in the CJIS Security Policy for **each** staff member and subcontractor working on the project. All costs are the responsibility of the vendor.

### **2. Hourly Rates:** Provide the hourly rate for each of the following:

**2.1. Project Manager**

**2.2. Database Programmer**

**2.3. Systems Analyst**

**2.4. Software Engineer**

**2.5. Quality Assurance Specialist**

### **3. Narrative:** Provide an overview of the potential resources available from your company that may be assigned to this project, referencing which tasks/titles each would perform.

### **4. Source Code:** As previously stated, it is Central Police Services' goal to be able to enhance and maintain their own software systems in the future. State your intention to deliver all source code as detailed in Section IV, Intellectual Property Rights. State your intention to follow Erie County protocol regarding source code control. Erie currently employs the Subversion (SVN) product.

5. **Documentation:** As previously stated, it is Central Police Services' goal to be able to enhance and maintain this system in the future. State your intention to document key points within the program. State your intention to document any Database changes. State your intention to document any changes to system flow. Briefly state how you will provide this documentation.
6. **Compatibility:** Central Police Services will provide a list of its current licensed software tools. If you anticipate any additional tools or components will be needed by your resources, please state what they are and why they are needed.
7. **Time Period:** This project is being funded by a grant which has an end date. In order to meet the grant requirements, it is estimated that the vendor must commit the resources for a minimum of 100 hours each month from the start of the project until the end date of April 15, 2015. The County in no way guarantees that it will use 100 hours of resources each month, but needs a commitment from the vendor to make available the resources. Please note: the grant may be extended. Please state your commitment to a minimum of 100 per month for the time period.
8. **M/WBE:** This project is being funded by grant monies. The vendor must submit a copy of the New York State certification for M/WBE.

### C. PROJECT DELIVERABLES

1. **Project Manager.** The Project Manager will be interviewed by Erie County. If the County does find the PM acceptable, the vendor will provide another candidate.
2. **Hourly Rates.** Vendor invoices will detail each the Dates, Hours worked, Title/Task (ex: Software Engineer) and Hourly Rate for the time period invoiced.
3. **Tasks.** The Project Managers will agree on which resources are needed at appropriate times. The vendor will provide the correct resources (Database Programmer, Software Engineer, QA Specialist, etc.) within an agreed upon time period.
4. **Source Code.** All source code should be checked into the source code repository currently being used in Erie County at timely intervals during development and for the final approved completion.
5. **Documentation.**
  - a. Internal program documentation, including date, programmer's name or initials and the pertinent information.
  - b. Database change including added columns, indexes, links, etc.
  - c. Flow chart of system flow changes, if any.
6. **Compatibility.** Any software tools or components that are not currently owned by Erie County, but needed to complete a task, must be discussed between the Project Managers. No software will be used without permission from Erie County.
7. **Time Period.** If for any reason, a resource is not available during the grant timeline, another resource will be supplied by the vendor at the same procurement rate.



## **IV. STATEMENT OF RIGHTS**

### **UNDERSTANDINGS**

**Please take notice**, by submission of a proposal in response to this request for proposals, the proposer agrees to and understands:

- that any proposal, attachments, additional information, etc. submitted pursuant to this Request for Proposals constitute merely a suggestion to negotiate with the County of Erie and is not a bid under Section 103 of the New York State General Municipal Law;
- submission of a proposal, attachments, and additional information shall not entitle the proposer to enter into an agreement with the County of Erie for the required services;
- by submitting a proposal, the proposer agrees and understands that the County of Erie is not obligated to respond to the proposal, nor is it legally bound in any manner whatsoever by submission of same;
- that any and all counter-proposals, negotiations or any communications received by a proposing entity, its officers, employees or agents from the County, its elected officials, officers, employees or agents, shall not be binding against the County of Erie, its elected officials, officers, employees or agents unless and until a formal written agreement for the services sought by this RFP is duly executed by both parties and approved by the Erie County Legislature, the Erie County Fiscal Stability Authority, and the Office of the Erie County Attorney.

In addition to the foregoing, by submitting a proposal, the proposer also understands and agrees that the County of Erie reserves the right, and may at its sole discretion exercise, the following rights and options with respect to this Request for Proposals:

- To reject any or all proposals;
- To issue amendments to this RFP;
- To issue additional solicitations for proposals
- To waive any irregularities in proposals received after notification to proposers affected;
- To select any proposal as the basis for negotiations of a contract, and to negotiate with one or more of the proposers for amendments or other modifications to their proposals;
- To conduct investigations with respect to the qualifications of each proposer;
- To exercise its discretion and apply its judgment with respect to any aspect of this RFP, the evaluation of proposals, and the negotiations and award of any contract;
- To enter into an agreement for only portions (or not to enter into an agreement for any) of the services contemplated by the proposals with one or more of the proposers;
- To select the proposal that best satisfies the interests of the County and not necessarily on the basis of price or any other single factor;
- To interview the proposer(s);

- To request or obtain additional information the County deems necessary to determine the ability of the proposer;
- To modify dates;
- All proposals prepared in response to this RFP are at the sole expense of the proposer, and with the express understanding that there will be no claim, whatsoever, for reimbursement from the County for the expenses of preparation. The County assumes no responsibility or liability of any kind for costs incurred in the preparation or submission of any proposal;
- While this is a RFP and not a bid, the County reserves the right to apply the case law under General Municipal Law § 103 regarding bidder responsibility in determining whether a proposer is a responsible vendor for the purpose of this RFP process;
- The County is not responsible for any internal or external delivery delays which may cause any proposal to arrive beyond the stated deadline. To be considered, proposals MUST arrive at the place specified herein and be time stamped prior to the deadline

## **EVALUATION**

The following criteria, not necessarily listed in order of importance, will be used to review the proposals. The County reserves the right to weigh its evaluation criteria in any manner it deems appropriate:

- Proposer's demonstrated capability to provide the services.
- Evaluation of the professional qualifications, personal background and resume(s) of individuals involved in providing services.
- Proposer's experience to perform the proposed services.
- Proposer's financial ability to provide the services.
- Evaluation of the proposer's fee submission. It should be noted that while price is not the only consideration, it is an important one.
- A determination that the proposer has submitted a complete and responsive proposal as required by this RFP.
- An evaluation of the proposer's projected approach and plans to meet the requirements of this RFP.
- The proposer's presentation at and the overall results of any interview conducted with the proposer.

- Proposers MUST sign the Proposal Certification attached hereto as Schedule “A”. Unsigned proposals will be rejected.
- Proposers may be required to give an oral presentation to the County to clarify or elaborate on the written proposal.
- No proposal will be accepted from nor any agreement awarded to any proposer that is in arrears upon any debt or in default of any obligation owed to the County. Additionally, no agreement will be awarded to any proposer that has failed to satisfactorily perform pursuant to any prior agreement with the County.

## **CONTRACT**

After selection of the successful proposer, a formal written contract will be prepared by the County of Erie and will not be binding until signed by both parties and, if necessary, approved by the Erie County Legislature, the Erie County Fiscal Stability Authority and the Office of the County Attorney. **NO RIGHTS SHALL ACCRUE TO ANY PROPOSER BY THE FACT THAT A PROPOSAL HAS BEEN SELECTED BY THE COUNTY FOR SUBMISSION TO THE ERIECOUNTYLEGISLATURE AND/OR THE ERIECOUNTY FISCAL STABILITY AUTHORITY FOR APPROVAL. THE APPROVAL OF SAID LEGISLATURE AND/OR AUTHORITY MAY BE NECESSARY BEFORE A VALID AND BINDING CONTRACT MAY BE EXECUTED BY THE COUNTY.**

## **INDEMNIFICATION AND INSURANCE**

The proposer accepts and agrees that language in substantially the following form will be included in the contract between the proposer and the County:

“In addition to, and not in limitation of the insurance requirements contained herein the Consultant agrees:

(a) that except for the amount, if any, of damage contributed to, caused by or resulting from the negligence of the County, the Consultant shall indemnify and hold harmless the County, its officers, employees and agents from and against any and all liability, damage, claims, demands, costs, judgments, fees, attorneys' fees or loss arising directly or indirectly out of the acts or omissions hereunder by the Consultant or third parties under the direction or control of the Consultant; and

(b) to provide defense for and defend, at its sole expense, any and all claims, demands or causes of action directly or indirectly arising out of this Agreement and to bear all other costs and expenses related thereto.

Upon execution of any contract between the proposer and the County, the proposer will be required to provide proof of the insurance coverage described in Schedule “B”.

Insurance coverage in amount and form shall not be deemed acceptable until approved by the County Attorney.

## INTELLECTUAL PROPERTY RIGHTS

**The proposer accepts and agrees that language in substantially the following form will be included in the contract between the proposer and the County:**

**All deliverables created under this Agreement by the Consultant are to be considered “works made for hire”. If any of the deliverables do not qualify as “works made for hire”, the Consultant hereby assigns to the County all right, title and interest (including ownership of copyright) in such deliverables and such assignment allows the County to obtain in its name copyrights, registrations and similar protections which may be available. The Consultant agrees to assist the County, if required, in perfecting these rights. The Consultant shall provide the County with at least one copy of each deliverable.**

**The Consultant agrees to indemnify and hold harmless the County for all damages, liabilities, losses and expenses arising out of any claim that a deliverable infringes upon an intellectual property right of a third party. If such a claim is made, or appears likely to be made, the Consultant agrees to enable the County’s continued use of the deliverable, or to modify or replace it. If the County determines that none of these alternatives is reasonably available, the deliverable will be returned.**

**All records compiled by the Consultant in completing the work described in this Agreement, including but not limited to written reports, source codes, studies, drawings, blueprints, negatives of photographs, computer printouts, graphs, charts, plans, specifications and all other similar recorded data, shall become and remain the property of the County. The Consultant may retain copies of such records for its own use.**

## NON-COLLUSION

The proposer, by signing the proposal, does hereby warrant and represent that any ensuing agreement has not been solicited, secured or prepared directly or indirectly, in a manner contrary to the laws of the State of New York and the County of Erie, and that said laws have not been violated and shall not be violated as they relate to the procurement or the performance of the agreement by any conduct, including the paying or the giving of any fee, commission, compensation, gift, gratuity or consideration of any kind, directly or indirectly, to any County employee, officer or official.

## CONFLICT OF INTEREST

All proposers must disclose with their proposals the name of any officer, director or agent who is also an employee of the County of Erie. Further, all proposers must disclose the name of any County employee who owns, directly or indirectly, an interest of ten percent or more in the firm or any of its subsidiaries or affiliates.

There shall be no conflicts in existence during the term of any contract with the County. The existence of a conflict shall be grounds for termination of a contract.

## **COMPLIANCE WITH LAWS**

By submitting a proposal, the proposer represents and warrants that it is familiar with all federal, state and local laws and regulations and will conform to said laws and regulations. The preparation of proposals, selection of proposers and the award of contracts are subject to provisions of all Federal, State and County laws, rules and regulations.

## **CONTENTS OF PROPOSAL**

The New York State Freedom of Information Law as set forth in Public Officers Law, Article 6, Sections 84 et seq., mandates public access to government records. However, proposals submitted in response to this RFP may contain technical, financial background or other data, public disclosure of which could cause substantial injury to the proposer's competitive position or constitute a trade secret. Proposers who have a good faith belief that information submitted in their proposals is protected from disclosure under the New York Freedom of Information Law shall:

- a) insert the following notice in the front of its proposal:

### **“NOTICE**

**The data on pages \_\_\_\_ of this proposal identified by an asterisk (\*) contains technical or financial information constituting trade secrets or information the disclosure of which would result in substantial injury to the proposer’s competitive position.**

**The proposer requests that such information be used only for the evaluation of the proposal, but understands that any disclosure will be limited to the extent that the County considers proper under the law. If the County enters into an agreement with this proposer, the County shall have the right to use or disclose such information as provided in the agreement, unless otherwise obligated by law.”**

and

- b) clearly identify the pages of the proposals containing such information by typing in bold face on the top of each page "**\* THE PROPOSER BELIEVES THAT THIS INFORMATION IS PROTECTED FROM DISCLOSURE UNDER THE STATE FREEDOM OF INFORMATION LAW.**"

The County assumes no liability for disclosure of information so identified, provided that the County has made a good faith legal determination that the information is not protected from disclosure under applicable law or where disclosure is required to comply with an order or judgment of a court of competent jurisdiction.

The contents of the proposal which is accepted by the County, except portions "Protected from Disclosure", may become part of any agreement resulting from this RFP.

## **EFFECTIVE PERIOD OF PROPOSALS**

All proposals must state the period for which the proposal shall remain in effect (i.e. how much time does the County have to accept or reject the proposal under the terms proposed). Such period shall not be less than 180 days from the proposal date.

**SCHEDULE "A"**

**PROPOSER CERTIFICATION**

The undersigned agrees and understands that this proposal and all attachments, additional information, etc. submitted herewith constitute merely an offer to negotiate with the County of Erie and is NOT A BID. Submission of this proposal, attachments, and additional information shall not obligate or entitle the proposing entity to enter into a service agreement with the County of Erie for the required services. The undersigned agrees and understands that the County of Erie is not obligated to respond to this proposal nor is it legally bound in any manner whatsoever by the submission of same. Further, the undersigned agrees and understands that any and all proposals and negotiations shall not be binding or valid against the County of Erie, its directors, officers, employees or agents unless an agreement is signed by a duly authorized officer of the County of Erie and, if necessary, approved by the Erie County Legislature and Erie County Fiscal Stability Authority and the Office of the County Attorney.

It is understood and agreed that the County of Erie reserves the right to reject consideration of any and all proposals including, but not limited to, proposals which are conditional or incomplete. It is further understood and agreed that the County of Erie reserves all rights specified in the Request for Proposals.

It is represented and warranted by those submitting this proposal that except as disclosed in the proposal, no officer or employee of the County of Erie is directly or indirectly a party to or in any other manner interested in this proposal or any subsequent service agreement that may be entered into.

\_\_\_\_\_  
*Proposer Name*

By: \_\_\_\_\_  
*Name and Title*

**SCHEDULE "B"**

**STANDARD INSURANCE PROVISIONS**

**INSTRUCTIONS FOR COUNTY OF ERIE STANDARD INSURANCE CERTIFICATE**

- I. Insurance shall be procured and certificates delivered before commencement of work or delivery of merchandise or equipment.
- II. CERTIFICATES OF INSURANCE
  - A. Shall be made to the "County of Erie, Dept. of Law, Suite 300, 69 Delaware Ave., Buffalo, N.Y. 14202."
  - B. Coverage must comply with all specifications of the contract.
  - C. Executed by an insurance company, agency or broker, which is licensed by the Insurance Department of the State of New York. If executed by a broker, notarized copy of authorization to bind or certify coverage must be attached.
- III. Forward the completed certificate to : County of Erie, (Department or Division) responsible for entering into the agreement for construction, purchase, lease or service.
- IV. Minimum coverage with limits are as follows:

Vendor Classification	A Construction and Maintenance	B Purchase or Lease of Merchandise or Equipment	C Professional Services	D Property Leased To Others Or Use Of Facilities Or Grounds	E Concession-Aires Services	F Livery Services	G All Purposes Public Entity Contracts
Comp. Gen. Liab.	\$1,000,000	\$500,000 CSL	\$500,000 CSL	\$1,000,000	\$500,000 CSL	\$1,000,000	\$500,000 CSL
- Prem. & OPS	INCLUDE		INCLUDE	INCLUDE	INCLUDE	INCLUDE	INCLUDE
- Prods. & Comp. OPS	INCLUDE	INCLUDE	INCLUDE	INCLUDE	INCLUDE	INCLUDE	INCLUDE
- Independ. Contract.	INCLUDE	INCLUDE	INCLUDE	INCLUDE	INCLUDE	INCLUDE	INCLUDE
- Contractual	INCLUDE		INCLUDE	INCLUDE	INCLUDE	INCLUDE	INCLUDE
- Broad Form P.D.	INCLUDE	Note: Comprehensive Form Not Required					See note below
- X.C.U.							
- Personal Injury			INCLUDE	INCLUDE	INCLUDE	INCLUDE	INCLUDE
- Liquor Law				INCLUDE	see note below		
- Host Liquor							INCLUDE
Auto Liab.	\$1,000,000 CSL		\$1,000,000 CSL	\$1,000,000 CSL	\$1,000,000 CSL	\$1,000,000 CSL	\$1,000,000 CSL
- Owned	INCLUDE		INCLUDE	INCLUDE	INCLUDE	INCLUDE	INCLUDE
- Hired	INCLUDE		INCLUDE	INCLUDE	INCLUDE	INCLUDE	INCLUDE
- Non-Owned	INCLUDE		INCLUDE	INCLUDE	INCLUDE	INCLUDE	INCLUDE
Excess Umbrella Liab.	\$1,000,000 see note below	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000 see note below
Worker's Compensation & Employers Liability	STATUTORY	STATUTORY	STATUTORY	STATUTORY	STATUTORY	STATUTORY	
Disability Benefits	STATUTORY	STATUTORY	STATUTORY	STATUTORY	STATUTORY	STATUTORY	
Professional Liab.			\$1,000,000				
Erie County To Be Named Add'l Insd. On	Gen. Liab., Auto Liab., & Excess	Broad Form Vendors May Be Required	Gen. Liab., Auto Liab., & Excess	Gen. Liab., Auto Liab., & Excess	Gen. Liab., Auto Liab., & Excess	Gen. Liab., Auto Liab., & Excess	Gen. Liab., Auto Liab., & Excess

\* Construction contracts require excess Umbrella Liability limits of \$3,000,000.

\*\* Snow removal contracts require evidence of broad form property damage.

\*\*\* In the event the concessionaire is required to have a N.Y.S. license to dispense alcoholic beverages an endorsement for liquor liability is required.

\*\*\*\* Transportation of people in buses, vans or station wagons requires \$3,000,000 excess liability.

NOTE: Workers Compensation & Employers Liability plus NYS Disability Benefits does not apply to self employed individuals.

V. In some circumstances it will be necessary to require alternate coverage and limits which will be defined in the bid specifications, contract, lease or agreement. The alternative specifications should be evidenced on the certificate in lieu of the standards printed above.

VI. The "ACORD" form certificate may be used in place of the County of Erie Standard Insurance Certificate, provided that all of the above referenced requirements are incorporated into the "ACORD" form certificate.

**County of Erie Standard Insurance Certificate**

LAW-1 INS (Rev. 3/06)



This certificate does not amend, extend or alter the coverage afforded by the standard form policies listed below.

<b>I Insured</b> Name _____ Address _____ Zip _____ Phone No. _____	<b>III Companies Affording Coverages</b> A _____	
	B _____	
	<b>II Issuing Agency</b> Name _____ Address _____ Zip _____ Phone No. _____	C _____
	D _____	

IV This is to certify that the policies listed below have been issued to the insured named above and are in force at this time.

Company Letter - from III above	Indicate Type of Insurance By Checking the Box	Policy Number	Effective Date & Expiration	Limits of Liability in Thousands		
				Check the Box	Occurrence	Aggregate
	<b>1. General Liability</b> <input type="checkbox"/> Comprehensive Form <input type="checkbox"/> Premises and Operations <input type="checkbox"/> Products/Completed Operations <input type="checkbox"/> Independent Contractors <input type="checkbox"/> Contractual <input type="checkbox"/> Personal Injury <input type="checkbox"/> Broad Form Property Damage <input type="checkbox"/> Explosion, Collapse <input type="checkbox"/> Underground Hazard			<input type="checkbox"/> Bodily Injury Property Damage  OR <input type="checkbox"/> Combined Single Limit		
	<b>2. Automobile Liability</b> <input type="checkbox"/> Comprehensive Form OR <input type="checkbox"/> Schedule Form <input type="checkbox"/> owned <input type="checkbox"/> hired <input type="checkbox"/> non-owned			<input type="checkbox"/> Bodily Injury Property Damage OR <input type="checkbox"/> Combined Single Limit		
	<b>3. Excess Liability</b> <input type="checkbox"/> Umbrella Form OR <input type="checkbox"/> other than umbrella <input type="checkbox"/> auto <input type="checkbox"/> general <input type="checkbox"/> both			Bodily Injury & Property  Damage Combined \$ _____  Self Insured Retention \$ _____		
	<b>4. Worker's Compensation &amp; Employer's Liability Disability Benefits</b>			Statutory  Statutory		
	<b>5. Other</b> <input type="checkbox"/>					

V. County of Erie is included as an additional insured under the following Policy numbers:

VI. Description of Operations: It is understood that this coverage on behalf of the insured is for all locations in the County of Erie, NY.

VII. Cancellation/Non-Renewal: Should any of the policies noted above be cancelled before expiration thereof or not renewed by the insured, the issuing company will endeavor to mail \_\_\_\_\_ days advance written notice to the Certificate Holder, but failure to mail such notice shall impose no obligation or liability of any kind upon the company, its agents or representatives.

VIII. Name and Address of Certificate Holder & Recipient of Notice: County of Erie c/o Department of Law 89 Delaware Avenue Suite # 300 Buffalo, NY 14202 716-858-2200	Date Issued _____
	Auth. Representative _____
	Firm name & address _____

FOR COUNTY USE ONLY:

Name of County Dept. Requesting Certificate	_____
Purchase Order or Contact Number	_____
Vendor Insurance Classification	_____