



ERIE COUNTY

REQUEST FOR PROPOSALS (RFP)

Engineering Services for Implementation of Safety
Protocols at Consortium Senior Centers
in Response to Covid-19 Pandemic

Erie County Community Development Block
Grant Consortium
(CDBG-CV Funds)

RFP# 2020-0034VF

November 20, 2020

**Paul D'Orlando, Principal Contract Monitor
Department of Environment and Planning
Edward A. Rath County Office Building
95 Franklin Street, 10th Floor
Buffalo, NY 14202**

**COUNTY OF ERIE, NEW YORK
REQUEST FOR PROPOSALS ("RFP")
RFP# 2020-0034VF**

**To Provide Engineering Services for Implementation of
Safety Protocols at Erie County Community Development
Block Grant (CDBG) Consortium Senior Centers in Response
to Covid-19 Pandemic**

I. INTRODUCTION

The Erie County Department of Environment and Planning (herein referred to as “the County”) is currently seeking proposals from qualified firms interested in providing engineering services for nineteen (19) Senior Centers located in the Erie County CDBG Consortium (see SCHEDULE E for listing) relative to addressing the Covid-19 pandemic. Specifically, the successful firm should utilize current best practices and recommendations from the CDC, New York State Forward Reopening Guidance, and any other relevant agencies, to evaluate what measures should be taken relative to improved HVAC filtration systems and social distancing for each of the Senior Centers. The County Department of Environment and Planning is in receipt of federal CDBG-CV CARES Act funding for this project.

Please see **SCHEDULE A** for a detailed **Scope of Services**.

Proposers interested in providing said services are invited to respond to this request.

It is the County's intent to select the Proposer that provides the best solution for the County's needs.

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.

Erie County certified Minority and Women Owned Businesses are strongly encouraged to apply.

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:	November 20, 2020
Optional Pre-Proposal Meeting: (Call-In Number- 10am- 858-2468- Meeting Number 6409 Attendee Access Code 3690)	November 30, 2020
Proposals Due:	December 18, 2020
Selection Made:	Thirty (30) 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 three (3) copies shall be submitted. Proposals MUST be signed. Unsigned proposals will be rejected.
3. Submission of the proposals shall be directed to:
Paul D'Orlando, Principal Contract Monitor
Department of Environment and Planning, Edward A. Rath County Office Building
95 Franklin Street, 10th Floor
Buffalo, New York 14202

All proposals must be delivered to the above office on or before December 18th at 4:00 pm. 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 Paul D'Orlando, Edward A. Rath County Office Building, 95 Franklin Street, Buffalo, NY 14202; Paul.D'Orlando@erie.gov; (716) 858-2194 no later than 4:00 pm on December 4, 2020. Formal written responses will be distributed by the County on or before December 11, 2020. 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. Certified Minority Business Enterprise/Women's Business Enterprise (MBE/WBE) proposers should include the Erie County certification letter with the proposal.
8. If proposer is a Veteran Owned Business, proposer should include letter indicating company is 51% or more Veteran-owned.
9. Proposers are encouraged to attend the optional pre-proposal call-in meeting which will be held at 10:00 am on November 30, 2020. Call-In Number- 10am- 858-2468- Meeting Number 6409 Attendee Access Code 3690.
10. **PROPOSAL FEE:** Each response shall include a fee schedule broken down by task for the various components listed in the Scope of Services, SCHEDULE A.
11. **COMPENSATION FOR SERVICES:** The amount budgeted for this engineering engagement is: **\$75,000.**
12. **TIMELINE: Time is of the essence for this project.** The field condition survey, development of work scope, and project prioritization (all outlined in Scope of Services, SCHEDULE A) must be completed within 90 days of contract execution with Erie County.
13. Proposers must be licensed to practice engineering in the State of New York.

III. SCOPE OF PROFESSIONAL SERVICES REQUIRED

Reference should be made to **SCHEDULE A** of this RFP for the required Scope of Services.

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:

- Evaluation of the professional qualifications, personal background and resume(s) of individuals involved in providing 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 (if requested) at and the overall results of any interview conducted with the proposer.
- MBE/WBE Participation.
- Past performance when undertaking work for the Erie County Department of Environment and Planning.
- Miscellaneous.
- Proposers MUST sign the Proposal Certification attached hereto as Schedule "B". 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 ERIE COUNTY

LEGISLATURE AND/OR THE ERIE COUNTY FISCALSTABILITY 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.

The term of the contract shall be for a one (1) year period commencing December 31, 2020 and terminating December 31, 2021. The County, in its sole discretion, may extend the agreement beyond the initial term for up to one (1) additional one-year period at the same prices and conditions.

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 Agency agrees:

- a) that except for the amount, if any, of damage contributed to, caused by or resulting from the negligence of the County, the Agency 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 Agency or third parties under the direction or control of the Agency; 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 "D".

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

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 PROTECTED FROM DISCLOSURE

1. 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 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.

PROPOSAL CONTENT

In order for Proposers to be considered for an award, the terms, conditions and instructions contained in this RFP and attachments must be met. Any proposals which do not meet these criteria may be considered non-responsive.

1. **Firm Information/Experience:** Brief description of the Proposer, including its location, years in business, and relevant experience. Please include resume(s) and description of relevant project experience for key personnel to be assigned to this engagement.
2. **Contact Information:** To facilitate communications regarding this RFP, please state clearly the following:

FIRM NAME:
CONTACT PERSON NAME:
ADDRESS:
TELEPHONE NUMBER:
E-MAIL ADDRESS:

3. **Project Statement:** – This is a statement of the firm’s understanding of the project scope of work (See attached **SCHEDULE A, SCOPE OF SERVICES**), project assumptions and exclusions, and acknowledgement of any addenda issued for the RFP.
4. **Qualification Statement:** A brief narrative describing the Proposer’s capabilities and unique qualifications, including all pertinent information that would substantiate the Proposer’s capabilities as they pertain to the specified services of this RFP.
5. **Manpower Commitment:** Provide statement regarding the ability to meet the project schedule based on current workload, etc... Please note – task items #1-4 on the Scope of Services must be completed within 90-days of contract execution.
6. **References:** Provide references based on relevant past experience. Information to include: project name and location, brief description of project, completion date, firm/ organization name, contact person, address, phone number and email address.
7. **M/WBE Utilization:** Certified Minority Business Enterprise/ Women’s Business Enterprise (MBE/WBE) proposers should include the Erie County MBE/WBE Certification letter with their proposal.
8. **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.

9. **PROPOSAL FEE:** Each response shall include a fee schedule broken down by task for the various components listed in the Scope of Services. ***Please note, for task #5 "Prepare Bid Specifications" - since it is unknown how many bid packages may need to be prepared, respondents should provide an hourly rate for provision of bid specifications and inspection services.
10. Include the signed **Schedule B – Proposer Certification**.
11. Include the signed **Schedule C – Erie County Equal Pay Certification**.
12. Include proof of Insurances as required in **Schedule D**.

SCHEDULE A

SCOPE OF SERVICES

1. **FIELD CONDITION STUDY:**
Meet with Senior Center Director and/or Municipal Official to review current physical space and HVAC system to determine needs of individual Center as they relate to addressing the Covid-19 pandemic.

2. **DEVELOP WORK SCOPE:**
Develop a cost-effective scope of work for each Center that includes A) any needed HVAC improvements (to either modify, upgrade, purchase stand-alone units, or replace existing systems) and B) a listing of the materials to be purchased to comply with social distancing relative to Covid-19. (see “Examples” section below for more clarification)

3. **PROVIDE AN OPINION OF PROBABLE CONSTRUCTION COST FOR ITEMS IDENTIFIED IN SCOPE OF WORK.**

4. **PROVIDE A PROFESSIONAL OPINION OF PROJECT PRIORITY.**
In the event that CARES Act grant funding cannot accomplish the needed improvements at all the Senior Centers, Erie County would like a prioritized list of which Centers have the highest urgency and need for Covid-related improvements.

5. **PREPARE BID SPECIFICATIONS (Only for projects that require full bidding process (i.e.: HVAC replacement), not for equipment purchase or minor installations.**
For those Centers that will require HVAC replacement, as opposed to the purchase of upgraded filters, stand-alone air purifiers, plexiglass, etc..., prepare bid specifications that can be delivered to the municipality to allow them to bid out the work. In addition to local/technical contract language, Erie County will provide Engineer with federal wage and bidding requirements to be inserted into the specifications. Please note that each municipality will handle bidding project out on their own. ***Engineer, however, will also provide inspection services, as needed, and will sign-off on work completion.***

Examples of items that Erie County DEP anticipates being addressed at the various Senior Centers include: for newer senior centers, upgrading HVAC system filtration to the highest rated filter compatible with current system (at a minimum MERV-11, but ideally MERV-13, if possible) or other equivalent filter such as HEPA. For older senior centers, develop options to provide additional ventilation and air filtration mitigation protocols as per the most recent CDC guidance found on their website. This may include HVAC replacement or purchase of a stand-alone air purifying system for those Centers where it is cost-prohibitive to do anything else. For all senior centers, come up with recommendations for measures to implement social distancing (i.e.: plexiglas barriers, touchless hand sanitizing machines and faucets, rearranging layout to accomplish 6ft or greater spacing, looking at foot-traffic patterns and ingress/egress within the facility, etc...)

SCHEDULE B

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 C

ERIE COUNTY EQUAL PAY CERTIFICATION

In order to comply with Executive Order 13 dated November 6, 2014, we hereby certify that we are in compliance with federal law, including the Equal Pay Act of 1963, Title VII of the Civil Rights Act of 1964, Federal Executive Order 11246 of September 24, 1965 and New York State Labor Law Section 194 (together "Equal Pay Law"). We understand that this certification is a material component of this contract. Violation of the provisions of Executive Order 13, which is attached hereto and made a part hereof, can constitute grounds for the immediate termination of this contract and may constitute grounds for determining that a bidder is not qualified to participate in future county contracts.

We have evaluated wages and benefits to ensure compliance with the Equal Pay Law. We certify that we have not been the subject of an adverse finding under the Equal Pay Law within the previous five years and, in the alternative, if we were the subject of an adverse finding under the Equal Pay Law within the previous five years, we have annexed a detailed description of the finding(s). In addition, we have annexed a detailed description of any currently pending claims under the Equal Pay Law in which we are involved.

Signature

Verification

A) OWNER/PARTNERSHIP

STATE OF _____)

COUNTY OF _____) SS:

_____, being duly sworn, states he or she is the owner of (or a partner in) _____, and is making the foregoing Certification and that the statements and representations made in the Certification are true to his or her own knowledge.

Sworn to before me this _____ Day of _____, 20__

Notary

B) CORPORATE

STATE OF _____)

COUNTY OF _____) SS:

_____, being duly sworn, states that he or she is the

Name of Corporate Officer

_____, of _____,

Title of Corporate Officer

Name of Corporation

the enterprise making the foregoing Certification, that he or she has read the Certification and knows its contents, that the statements and representations made in the Certification are true to his or her own knowledge, and that the Certification is made at the direction of the Board of Directors of the Corporation.

Sworn to before me this _____ Day of _____, 20__

Notary

SCHEDULE "D"

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, 95 Franklin St, Buffalo NY, 14202"
 - B. Coverage must comply with all specifications of the contract.
 - C. Must be 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 Concessionaires Services	F Livery Services	G All Purposes Public Entity Contracts
Commercial Gen. Liab.	\$1,000,000 per occ.	\$1,000,000 CSL	\$1,000,000 CSL	\$1,000,000	\$1,000,000 CSL	\$1,000,000	\$1,000,000 CSL
General Aggregate	\$2,000,000	\$2,000,000	\$2,000,000	\$2,000,000	\$2,000,000	\$2,000,000	\$2,000,000
Products Completed Operations Liability	\$2,000,000	\$2,000,000	\$2,000,000	\$2,000,000	\$2,000,000	\$2,000,000	\$2,000,000
Blanket Broad Form Contractual Liability	INCLUDE						
Contractual Liability		INCLUDE	INCLUDE	INCLUDE	INCLUDE	INCLUDE	INCLUDE
Broad Form P.D.	INCLUDE						
X.C.U. (explosion, collapse, Underground)	INCLUDE						
Liquor Law				INCLUDE	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.	\$5,000,000	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000	\$5,000,000	\$1,000,000
Worker's Compensation & Employer's Liability	STATUTORY	STATUTORY	STATUTORY	STATUTORY	STATUTORY	STATUTORY	STATUTORY
Disability Benefits	STATUTORY	STATUTORY	STATUTORY	STATUTORY	STATUTORY	STATUTORY	STATUTORY
Professional Liability			\$5,000,000				
Erie County, To Be Named Additional Insured	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

- V. Construction contracts require excess Umbrella Liability limits of \$5,000,000.
- VI Coverage must be provided on a primary-noncontributory bases.
- VII. Designated Construction Project General Aggregate Limit Per Project Endorsement CG 25 03 is required.
- VIII. 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.
- IX. Waiver of Subrogation: Required on all lines unless noted
- X. Transportation of people in buses, vans or station wagons requires \$5,000,000 excess liability.
- XI. Workers Compensation: State Workers' Compensation/Disability Benefits Law.

Use Applicable Certificates Below:

DBL (Disability Benefits Law) Forms

Workers Compensation Forms

CE-200	Exemption
C105.2	Commercial Insurer
SI-12	Self Insurer
GSI-105.2	Group Self Insured
U-26.3	New York State Insurance Fund

CE-200	Exemption
DB-120.1	Insurers
DB-155	Self Insured

- XII. 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.

SCHEDULE E

Erie County CDBG Consortium Senior Centers

AKRON-NEWSTEAD SENIOR CITIZENS	5691 Cummings Rd. Akron 14001	542-6645
ALDEN COMMUNITY CENTER	13116 W. Main St. Alden 14004	937-7393
AURORA (TOWN) SENIOR CENTER	101 King St., Suite A, East Aurora 14052	652-7934
BOSTON SENIOR CITIZENS	For information contact Boston Town Hall at	941-6113
BRANT-FARNHAM SENIOR CENTER	1002 Brant-Farnham Road, Brant 14081	549-0282
CLARENCE SENIOR CENTER	4600 Thompson Rd., Clarence 14031	633-5138
COLDEN SENIOR CENTER	For information contact Colden Town Hall	941-5012
TOWN OF COLLINS SENIOR CENTER	2355 Main St., PO Box 420, Collins 14034	532-2006
CONCORD SENIOR CENTER	40 Commerce Drive, Springville 14141	592-2764
DEPEW (VILLAGE) SENIOR CENTER	85 Manitou (Municipal Bldg.), Depew 14043	683-9534
ELMA SENIOR CITIZEN CENTER	3007 Bowen Rd., Elma 14059	652-3374
EVANS (TOWN) SENIOR CENTER	999 Sturgeon Point Rd., Derby 14047	947-0974
GRAND ISLAND SENIOR CENTER	3278 Whitehaven Rd., Grand Island 14072	773-9682
LACKAWANNA SENIOR CENTER	230 Martin Rd., Lackawanna 14218	827-6669
LANCASTER SENIOR CITIZENS	100 Oxford, Lancaster 14086	685-3498
NORTH COLLINS SENIOR CENTER	11065 Gowanda State Rd, North Collins 14111	337-3970
ORCHARD PARK SENIOR CENTER	4520 California Road, Orchard Park 14127	662-6452
CITY TONAWANDA SENIOR CENTER	35 Main Street, Tonawanda 14150	692-7029
WEST SENECA SENIOR CENTER	4620 Seneca St., West Seneca 14224	675-9288