

## REQUEST FOR PROPOSAL

The Public Safety & Corrections Committee of the Steuben County Legislature and the Director of Steuben County E 911 will receive competitive sealed proposals from qualified firms to provide a first responder notification system, document #GC-10-001-P.

Requests for proposal forms, scope of services and general provisions are available at the Steuben County Purchasing Department, 3 East Pulteney Square, Bath, New York 14810. Telephone number: 607-776-9631, Ext. 2484. These documents are also available on the Steuben County website, [www.steubencony.org](http://www.steubencony.org).

Proposers assume all responsibility that their requests for mailed proposal documents is executed.

Proposals to be considered will be received at the Purchasing Department until 1:30 P.M. local time on Friday, February 19, 2010. Late proposals shall not be considered.

Steuben County retains the right to reject any or all proposals and to withdraw this solicitation at any time.

Dated: February 1, 2010

James L. Gleason  
Director of Purchasing

Request for Proposals:  
First Responder Notification System  
Document #GC-10-001-P

**OBJECTIVE:**

It is the intent of this request for proposal to seek the professional and technical expertise from firms with the ability to provide the Steuben County E 911 with a web based first responder notification solution for all of Steuben County's volunteer fire and ems agencies.

The scope of services section of this RFP shall provide a more detailed description of the task as it is known today.

**PROJECT MANAGER:**

Project manager is David Hopkins, Director, Steuben County E 911, 6979 Rumsey Street Ext., Bath, New York 14810. Telephone number: 607-664-2991.

**QUALIFICATIONS:**

The Steuben County E 911 shall be free to make any inquiry(ies) deemed necessary to ascertain the qualification(s) of the proposer and/or the accuracy of statements made by the proposer as to its qualification(s).

**CONTACT INFORMATION AND REQUIREMENTS:**

Along with its response, the submitter of the RFP shall include the following information: name, address, telephone number and FAX number.

**PROPOSAL COST:**

The price shall be an intoto price per the proposed scope of services.

By intoto it is meant, the aggregate of all costs billable to Steuben County including but not limited to freight, labor, materials and equipment.

**SELECTION OF A CONTRACTOR:**

Selection shall only be made from proposals submitted by qualified, responsive and responsible entities who sufficiently meet the terms, conditions and specifications stated herein.

However, under all circumstances and all statements to the contrary not with-standing, the Steuben County E 911 reserves as its right, the right to determine the contractor in accordance with the best interest of Steuben County.

Determination is not made at the opening. All submitted proposals are subject to final review and acceptance by the appropriate personnel or committee(s) of the Steuben County Legislature before a determination is made.

Receipt of proposals by the County shall not be construed as authority to bind the County.

**REFERENCES:**

Any response to this request for proposal shall contain as a minimum at least three (3) references with contact names and phone numbers where the proposer has completed projects similar in nature in the past three (3) years.

**AWARD:**

Award will be based upon the respondent's experience demonstrated in similar projects and cost.

**ASSIGNABILITY:**

The contractor shall not assign, transfer, convey, sub-contract, sublet or other-wise dispose of all or portions of the contract; and/or work to be performed as a result of the contract; or its right, title or interest therein, or its power to execute such contract, or its responsibility therein to any other person, company or corporation, without the prior written consent of the Steuben County E 911 and the Public Safety & Corrections Committee.

**INSURANCE:**

- a) This bid document includes an information sheet entitled: STEUBEN COUNTY STANDARD INSURANCE REQUIREMENTS. These requirements establish the minimum insurance(s) which the contractor shall have in effect prior to and maintained throughout the term of any contract by all parties contracting to do business with Steuben County.

In the event that the awardee's insurance lapses during the term of the contract, the County reserves, as its right, the right to purchase the contracted product(s)/service(s) on the open market; with any increase in cost(s) to Steuben County being charged to the awardee. Credit shall not be issued to the awardee where open market cost(s) to the County are less than the cost(s) contracted with the awardee.

- b) Steuben County shall be named as an additional insured in the contractor's policy for all intents and purposes of this contract and for any and all actions, which may be taken as a result of this contract.
- c) Each awardee shall submit an original of its Certificate of Insurance (which indicates the contractor's compliance with the above sections a) and b) to the

following: Steuben County Purchasing Department, 3 East Pulteney Square, Bath, New York 14810, 607-776-9631, Ext. 2484.

- d) The Certificate of Insurance must be approved by the County Risk Manager prior to the contractor's acting on and/or performing any of the obligations it incurred as a result of the award and/or contract.
- e) Self-employed persons must carry such Worker's Compensation coverage as directed by the Steuben County Risk Manager.
- f) Workers' Compensation Insurance Exemption:  
Contractors claiming to be exempt from the requirement to carry/provide Workers' Compensation Insurance shall submit a fully executed WC/DB-100 form; the form to be complete, notarized, and stamped as received by the New York State Workers' Compensation Board.
- g) OSHA Training:  
Wherein a contractor and Steuben County are both parties to a contract involving a public works project; said contract shall be understood, by all parties, to include "the provisions that all of the contractor's laborers, workers, and mechanics shall be certified as having successfully completed a ten (10) hour OSHA approved course in construction safety and health." Such requirement having been mandated by the New York State Laws of 2007, chapter 282.

In those instances where a Bid/RFP submittal is required, said certification(s) shall be included with the bidder's/respondent's submittal. The contractor shall not allow participation in the contracted work by its non-certified staff; i.e. all of the contractor's non-certified laborers, workers, and mechanics.

**ADENDUM/ADDENDA:**

- a) If an addendum has been issued prior to the County's receipt of proposals Steuben County shall attempt to notify potential respondents known to have received the proposal documents and whose contact information is on file with the County.

Steuben County does not ensure the potential respondent receipt of addendum. It shall be the responsibility of each proposer, prior to submitting its proposal to contact the Director of Purchasing, 607-776-9631, Ext. 2482, to determine if an addendum has been issued.

- b) Addendum shall be available for review and/or copy at the Purchasing Department, Room #217, Steuben County Office Building, 3 East Pulteney Square, Bath, N.Y.

- c) It is a requirement that the respondent sign, date and include the addendum with its bid submission.

**SUBMISSION OF PROPOSALS:**

- a) The proposer shall submit five (5) sets of its RFP; including all required documents (e.g. signed clauses, statements, forms, bonds, insurance, manufacturer's specifications, etc.)
  - 1) One (1) set shall be stamped (or otherwise indicated) as being the "ORIGINAL."
  - 2) Four (4) sets shall be stamped (or otherwise indicated) as being the "DUPLICATE" or "COPY."
  - 3) Information presented in the "ORIGINAL" set of the RFP submission shall prevail.
  - 4) The RFP shall be submitted in a sealed opaque envelope marked on the outside with: the respondent's name and address and the designation: "Sealed Proposal: First Responder Notification System for Steuben County E 911".
- b) The envelope shall be addressed to James L. Gleason, Director of Purchasing, Steuben County Office Building, 3 East Pulteney Square, Bath, New York 14810. Proposals shall be received at the Purchasing Department until 1:30 P.M. local time on Friday, February 19, 2010, at which time bids shall be opened and read publicly.
- c) Facsimile transmitted proposals are not acceptable and shall be rejected.
- d) Security procedures are in effect at the Steuben County Office Building. Interested parties, especially respondents who intend to hand deliver bids and/or conduct business with the Steuben County Purchasing Department should allow sufficient time for any delay which may arise as a result of security procedures. To be considered "delivered on time," a submission must be received at the Purchasing Department by the appointed hour.

**LATE PROPOSALS:**

Proposer shall bear sole responsibility for the delivery of their proposal in a timely manner. Reliance upon the U.S. Postal Service or other carriers is at the proposer's risk. Late proposals shall not be considered and shall be returned unopened.

**REQUIRED INFORMATION:**

1. Company overview: Please describe your company ownership and structure. Provide a list of employees that will be providing the delivery service to the County.
2. Proposed implementation plan: Describe your proposed implementation plan and how it will meet the objectives of this request for proposals.
3. Equipment: Provide a list of equipment that your firm will use in providing the delivery service.

Failure to provide the requested information may result in rejection of the proposal.

**RIGHT OF COUNTY TO SEEK CLARIFICATION, ACCEPT OR REJECT PROPOSAL(S), ETC:**

- a) Steuben County reserves as its right, the right to require clarification from for the purpose of assuring a full understanding of the bidder's responsiveness to the solicitation requirements.
- b) Steuben County reserves as its right; the right to accept or reject any and all proposals (or separable portions thereof), the right to waive irregularities and technicalities, and the right to request resubmission.

**CIVIL RIGHTS:**

The County of Steuben, in accordance with the provisions of Title VI of the Civil Rights Act of 1964 and New York State Labor Law; Article 8 - Public Work, Section 220e hereby notifies all proposers that it will affirmatively ensure that any contract awarded as a result of this proposal solicitation will be awarded without discrimination on the grounds of race, color, sex or natural origin.

**Labor Rates:**

In accordance with the provisions of the State Labor Law, the wages and supplements to be paid by the contractor to workers, labors and mechanics for work performed pursuant to the terms of the contract as shall be awarded as a result of this solicitation shall not be less than the prevailing rate of wages including supplements in effect at the time the contract work is performed. A current schedule of wages and supplements to be paid for work performed pursuant to said contract, as provided by the Commissioner of Labor will be part of the contract documents. It is understood and agreed, however, that the said schedule is subject to revisions of the Commissioner of Labor and that the contractor shall be obligated to and shall pay to all laborers, workers and mechanics not less than the wages and supplements outlined in the schedule which shall be in effect at the time the work under this resulting contract is performed. Such revised schedule(s) shall be annexed to and form part of the resulting contract for the work.

In the event that any other occupation not mentioned in the annexed schedule of the classifications shall be required in the execution of the aforesaid work, supplementary wage schedules shall be requested from the Commissioner of Labor, and such supplementary schedules shall, upon notice of the contractor, become and be a part of the wage schedule embodied in the resulting contract.

The most current schedule of wages shall be posted at the job site as required by law.

It is suggested that contractors familiarize themselves with all the other requirements of the New York State Labor Law.

**Demonstrations by Vendors:**

To be announced after proposals are received and reviewed. Vendors selected will be notified in writing of the date and time of their demonstration.

Upon completion and review of all presentations, the Steuben County E 911 Department will make a recommendation to the Public Safety and Corrections Committee. The Public Safety and Corrections Committee will evaluate this recommendation and, in turn, make a recommendation to Steuben County Legislators at their next meeting. All vendors making presentations will be advised in writing of the final outcome of this process.

# Request for Proposal of a First Responder Notification System; General Specifications

## **OVERVIEW AND SCOPE OF SERVICES:**

### Application and Network Requirements:

1. An Internet-based software-as-a-service application requiring no software or unique hardware to utilize or access the application other than any computer or other Internet-connected device with an Internet browser.
2. All aspects of the application (software, scripts, code and data) must be hosted by the provider of the services.
3. The application must be accessible from any location with internet access;
4. The application must require the input of at least three (3) user identifiers in order to log into the application.
5. The application must include a dedicated mobile web application specifically formatted for viewing the output of the core functionality of the application (Items 6(a), (b), and (d) below) via mobile devices such as blackberries, iPhones and other internet-connected smart phones.
6. The application must include at least the following functionality:
  - a) Functionality which enables each member of subscribing entities (members of departments, agencies, specialty teams, etc.) to immediately notify their station(s), chief(s), officers, dispatcher(s) and other members of the response entity with which they are affiliated, via the Internet: whether they are responding to an emergency event; the time frame within which they expect to arrive at a designated destination; the location to which they are responding; and their position/credentials within their entity, all with the simple press of a single button on any telephone;
  - b) An Internet-based scheduling system which enables members of subscribing entities to schedule duty shifts, and to designate their in-town availability, or out-of-town unavailability, from any location with internet access, and which also displays their entered data both on their individual entity's system, and on a separate screen available to their dispatcher(s), for the duration of the shift scheduled by the member;
  - c) A scrolling message bar on each subscribing entity's separate system, viewable on the home page of each subscribing entity's system by all

members of that entity, into which members of the subscriber can insert announcements to be continuously displayed to members of their entity;

- d) A mass-notification system which enables each subscribing entity to create up to fifty (50) messaging groups, and through which members of each such entity can immediately send messages to any individuals and/or messaging groups within their entity via text message, email and/or alpha-pager, and which further: (i) enables each individual member to be able to input, update and maintain their own contact information; (ii) provides complete reporting of all messages sent, including information about the sender, the recipients, the time sent, the date sent, the manner of delivery, and the text of the message; and (iii) enables such messages to be sent via any internet-connected smart phone;
  - e) An automated manner of tracking the in-service and out-of-service status of apparatus associated with each subscribing entity which: (i) displays icons on each subscribing entity's home page for each of their apparatus, that indicate which are in-service and which are out-of-service; (ii) immediately sends text, email and/or pager notifications to any designated members of each subscribing entity each time that the in or out-of-service status of a vehicle is changed; and (iii) maintains a vehicle history report of each vehicle, displaying each time that the status of a vehicle was changed, who changed it, the date and time of the change of status, and the reason for the change of status; and
  - f) An expiration tracker which automatically tracks any upcoming expiration dates for any items associated with either personnel or equipment, and which automatically sends weekly expiration reports by email to any designated members of subscribing entities, advising of any expiration dates that are within the next 30, 60, 90 or 120 days.
7. The functionality described in Item 6(a) above must be able to be accomplished by dialing or speed-dialing a single, pre-assigned, toll-free telephone number, which is assigned to all members of a single, subscribing entity (e.g. all members of a single fire department are assigned the same, single telephone number to call into).
  8. The functionality described in Item 6(a) above must be able to be accomplished in a manner which enables members of subscribing entities to be automatically identified by the application when calling from any of up to six (6) different telephones per member, without having to enter any PIN numbers or other identifying information after speed-dialing the pre-assigned toll-free telephone number.
  9. Each subscribing entity must be able to individually customize at least nine (9) unique "responding to" locations within the application, and their

members must be able to designate which location they are responding to by pressing no more than a single additional button on their phone after speed-dialing their assigned toll-free telephone number.

10. Each member of each subscribing entity must be able to individually customize within the application a default location to which they ordinarily respond, so that if they are responding to that default location, the functionality described in Section 6(a) above will result in the application displaying the member's default destination as the location to which the member is responding, without the member needing to press any additional buttons or take any further action, other than speed-dialing the single, pre-assigned toll-free telephone number.
11. If a member of a subscribing entity is responding to an incident, but to a location other than his or her default destination (described in Section 10 above), then the application must enable that member to be able to designate the location to which he or she is responding by pressing no more than a single additional button on their phone, after speed-dialing the single, pre-assigned toll-free telephone number.
12. Each subscriber's component of the application must be viewable on at least 2,000 simultaneously connected monitor screens.
13. For each individual, subscribing entity, the application must simultaneously display, on any single Internet connected monitor screen that is logged into the application, without the need to click on any buttons or switch to any other pages of the application:
  - (a) the name of every individual currently on duty, together with their position within their entity, what they are on duty for, where they are on duty, and the date and time until which they are on duty;
  - (b) the name of every member responding to each emergency incident (Item 6(a) above), together with their position within their entity, the location to which they are responding, the time that they called into the application, and the time frame within which they will arrive at their stated destination;
  - (c) the in-service and out-of service status of all of the apparatus of the subscribing entity; and
  - (d) scrolling messages inserted into the application by the subscribing entity; all with no other actions required by the viewer of such information to view all such information immediately.

14. The application must include functionality specifically formatted and designed for use by regional dispatchers which:
  - a) provides for the simultaneous, instantaneous, Internet-based notification of the same information described in Items 6(a)-(b) and 13(a)-(b) above to an unlimited number of dispatchers, at an unlimited number of dispatch centers and emergency operations centers, by all members of all subscribing entities within the dispatch region, on a single, consolidated monitor screen (but on an unlimited number of such screens at an unlimited number of locations) on which dispatchers can instantly view such information for every entity that they dispatch for which also subscribe to [IamResponding.com](http://IamResponding.com), without the dispatch center requiring any software or unique hardware to access such information;
  - b) provides dispatch centers and regional emergency coordinators with an instant, outbound messaging system through which they can instantly communicate via text message, email and alpha-pager with every member of every entity in their region which subscribes to [IamResponding.com](http://IamResponding.com), and also with the Officers/Leadership messaging group of every entity in their region which subscribes to [IamResponding.com](http://IamResponding.com), without having to input, update or maintain any contact information for any such members or messaging groups;
  - c) provides complete reporting of all calls made into the application by all members of all subscribing entities within the dispatch region, and of all messages sent through the dispatch center portion of the system; and
  - d) which supplements any current dispatch system by providing redundant dispatch capability in the event of any failure of a primary system.
15. The Internet based scheduling system described in Item 6(b) above must further: a) be accessible by all members of any subscribing entity from any location with Internet access; b) provide automated text-message reminders to members an hour before a scheduled shift starts; and c) provide complete reporting of all duty hours and shifts worked by the agency and by each member.
16. The application must provide dispatchers, dispatch centers, county fire coordinators, county EMS coordinators, county EMA heads and any other designated and approved individuals the ability to simultaneously monitor, on a single internet connected screen (and on an unlimited number of such screens, at an unlimited number of locations), and for every subscribing entity within their dispatch territory: (a) the names, qualifications, duty locations and duties of all members currently on duty at all agencies within their dispatch territory; and (b) the names, qualifications, destination and maximum ETA of all members currently responding to a dispatched event.

17. The Application must include complete reporting functions, including excel exportable member rosters, scheduling data and call data.
18. The application must include a session management function which automatically restores users to the application, with the most current data available, in the event of any user-end loss of Internet connection, without the user having to take any steps to launch or log back into the application.
19. A fully redundant, geographically co-located telephone network infrastructure which handles in excess of 3000 simultaneous telephone calls.
20. A fully redundant, fault tolerant network infrastructure designed to provide 100% system up-time, with no service or patch windows, with no shared servers, with 24x7x265 on and off-site internal and external monitoring, with 24x7x365 technical and network support, with complete redundancy of every piece of hardware incorporated within the network infrastructure, and with no single point of failure.
21. The application and network must have the proven capacity and capability to provide simultaneous service to more than 25,000 users.

**Instructions to Vendors:**

Steuben County will not be responsible for any costs incurred by the vendor in preparing or submitting a proposal. All materials and documents submitted in the proposal and/or presentation shall become the property of the Steuben County and will not be returned.

This RFP is to be considered as a minimum set of specifications and standards.

The Steuben County E 911 Department requires the vendor to explain in detail, using pictures, illustrations or other aids, as to how his network will meet our needs.

Failure to provide adequate information to enable the Steuben County E 911 Department to evaluate the vendor, proposed subcontractors, proposed systems and system features, will be considered failure to meet the RFP requirements and may result in the elimination of the vendor's proposal.

The Steuben County E 911 Department will not incur any incidental costs associated with the successful installation of the specified system, unless specifically agreed to in writing.

The vendor, if selected, will be solely responsible for the security of all data, including source data from Verizon.

Proposals received after the due date will not be considered. The proposal must include the name, title, address, telephone number, and email address of vendor's primary agent for the proposal. This person must be fully knowledgeable of the system, be

authorized to speak with full authority for the vendor, and be present if selected to make a demonstration.

**Protection from Claim Against "Or Equal":**

In the event of any claim concerning or relating to the issue of "equal or better" or "equal", the awardee agrees to hold the County of Steuben free and harmless from any and all claims for loss or damage arising out of this transaction for any reason whatsoever. The County is to be free and harmless for any and all legal fees and court costs.

**Warranty:**

For the duration of any awarded contract, the vendor warrants that work performed under the contract conforms to the contract requirements and is free of any defects of hardware, software, material or workmanship performed by the vendor or any of its subcontractors or suppliers. Under this warranty, the vendor shall remedy at its own expense any such defect to the satisfaction of the Steuben County E 911 Department. All equipment or hardware supplied by the vendor or its subcontractors shall be included in this warranty.

Vendor will further warrant that the work performed involving the installation and maintenance of this system, shall be done in a professional manner and will conform to all applicable current professional standards.

All sales and delivery of the system are F.O.B. Bath, NY. Title to the equipment and risk of loss and damage shall be borne by the vendor until full installation and acceptance of the system by the Steuben County E 911 Department.

**System Maintenance and Service:**

The first year of maintenance and support must be included in the original contract amount. Maintenance and support must be available 24 hours a day, 7 days a week, 365 days a year.

Please submit a proposal, as a separate item, for the above maintenance and support contract on a per year basis for a minimum of 2 years after the first year warranty.

**Demonstration of Systems:**

Selected vendors will be required to travel to the Steuben County E 911 Department in Bath, NY and provide a demonstration of the proposed system. Selected vendors are responsible for any and all costs associated with the travel and demonstration. The demonstration shall include interactive demonstration of the reverse notification system and any associated software. A PowerPoint, slides, pictures and any other material that will help the Steuben County E 911 Department make a decision on a system may be included.

The Steuben County E 911 Department Director will decide which vendors to invite for a demonstration after a complete review of all proposals.

**Company Information:**

The vendor must include information that gives the Steuben County E 911 Department an overview of the company organization. This information should include, but not be limited to, location, size, number of employees and a description of the company's operation and financial status. The vendor must also include a list of current customers using the vendor's system including name and contact information for each customer. The vendor must indicate the current customer that is the closest to Bath, N.Y.

**Training:**

The vendor must provide detailed training for the use and maintenance of the system. The training must cover all features and aspects of the system that will allow the user to not only be able to create and launch a callout, but to also understand the entire system and how it works. All costs related to such training must be included in the proposal.

The vendor must provide at least two training sessions on two different days to allow for all personnel to be trained. The vendor should plan on training for up to twenty-five persons. Training dates will be scheduled by the Steuben County E 911 Department. The vendor must also provide as an option, pricing for future training of new employees including "train-the-trainer" classes.

**Term:**

The agreement for this service shall have an initial term of one year. The Steuben County E 911 Department and the County of Steuben shall have the option to renew this Agreement for three additional terms of one year each.

Request for Proposals:  
 Steuben County E 911 First Responder Notification System  
 Document #GC-10-001-P

FILE DAY, DATE & TIME: Friday, February 19, 2010; 1:30 P.M. local time  
 Submission may be mailed or hand delivered.

SUBMIT TO: James L. Gleason, Director of Purchasing  
 Steuben County Purchasing Department  
 3 East Pulteney Square  
 Bath, New York 14810

PROPOSAL PAGE: The undersigned, having an integral understanding of the objective, terms and conditions, specifications and contractor's responsibility as stated in the Request for Proposals documents, does hereby submit a proposal for the provision of services as stated below and pursuant to the Request for Proposals.

|   |                        |
|---|------------------------|
| Proposal cost into<br>price per the<br>proposed scope of<br>services: | \$                     |
|   | Cost written in words: |

|                       |                      |
|-----------------------|----------------------|
| PLEASE PRINT OR TYPE: |                      |
| Company Name:         | Federal Employee ID: |
| Company Address:      |                      |
| Name:                 | Title:               |
| Signature:            | Date:                |
| Telephone Number:     | Fax Number:          |

NON-COLLUSIVE PROPOSAL CERTIFICATE

By submission of this proposal, 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 proposal 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 proposal for the purpose or restricting competition.

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

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

SIGNED BY: \_\_\_\_\_ TITLE: \_\_\_\_\_

NAME PRINTED/TYPED: \_\_\_\_\_

TELEPHONE NUMBER: \_\_\_\_\_ DATE: \_\_\_\_\_

PROPOSAL TITLE: \_\_\_\_\_

DOCUMENT NUMBER: \_\_\_\_\_

Hold Harmless Clause

As a successful vendor, I shall hold harmless the County of Steuben and representatives thereof from all suits, actions or claims of any kind brought on account of any injuries or damages sustained by any person or property in consequence of any neglect in safeguarding contract work or on account of any act or omission by the contractor or his employees, or from any claims or amounts arising or recovered under any law, ordinance, regulation or decree.

NAME OF COMPANY: \_\_\_\_\_

SIGNED: \_\_\_\_\_

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

TITLE: \_\_\_\_\_ DATE: \_\_\_\_\_

PROPOSAL TITLE: \_\_\_\_\_

DOCUMENT NUMBER: \_\_\_\_\_

# STEUBEN COUNTY STANDARD INSURANCE REQUIREMENTS

Prior to commencement of work, delivery of services, acquisition of merchandise or equipment a Certificate of Insurance and a policy endorsement covering items A, B & C must be delivered to the County Department responsible for the agreement, and to the County Risk Manager. A Certificate of insurance may be used to show coverage only.

**ITEMS:**

- A. Steuben County, 3 Pulteney Square. East, Bath, N.Y., 14810 shall be named as an additional insured (for the purposes of coverage but not the payment of premium).
  
- B. **ACKNOWLEDGEMENT:** The insurance companies providing coverage acknowledge that the named insured is entering into a contract with Steuben County in which the named insured agrees to defend, hold harmless, and indemnify the County, its officials, employees and agents against all claims resulting from work performed, material handled and services rendered. The contractual liability coverage evidenced will cover the liability assumed under the County-Contractor agreement.
  
- C. Prior to non-renewal, cancellation or a change of converge on this policy, at least thirty (30) days advance written notice shall be given to Steuben County Risk Manager at Steuben County Offices, 3 Pulteney Square East, Bath, N.Y. 14810

**MINIMUM COVERAGES AND LIMITS ARE**

**Workers' Compensation Coverage will be required for anyone doing any kind of work for Steuben County. This includes self-employed individuals. The Steuben County Risk Manager may waive this requirement.**

| TYPE OF CONTRACT   | COVERAGES REQUIRED  | LIMITS REQUIRED     |
|--|---|---------------------|
| PROFESSIONAL SERVICES  | <b>PROFESSIONAL LIABILITY</b>   | MINIMUM \$1,000,000 |
|  | <b>AUTO LIABILITY TO INCLUDE: OWNED, HIRED &amp; NON OWNED</b>  | MINIMUM \$1,000,000 |
|  | <b>WORKERS COMPENSATION</b>   | STATUTORY           |
|  | <b>EMPLOYERS LIABILITY</b>  | STATUTORY           |
|  | <b>DISABILITY BENEFITS</b>  | STATUTORY           |
| CONSTRUCTION & MAINTENANCE   | <b>COMPREHENSIVE GENERAL LIABILITY TO INCLUDE: PREMISES &amp; OPERATIONS, PRODUCTS &amp; COMPLETED OPERATIONS, INDEPENDENT CONTRACTOR, CONTRACTUAL, BROAD FORM PROPERTY DAMAGE, (XCU HAZARDS)</b> | MINIMUM \$1,000,000 |
|  | <b>AUTO LIABILITY TO INCLUDE: OWNED, HIRED, &amp; NON OWNED</b>   | MINIMUM \$1,000,000 |
|  | <b>WORKERS' COMPENSATION</b>  | STATUTORY           |
|  | <b>EMPLOYERS LIABILITY</b>  | STATUTORY           |
|  | <b>DISABILITY BENEFITS</b>  | STATUTORY           |
| ACQUISITION OF SUPPLIES OR EQUIPMENT                               | <b>COMPREHENSIVE GENERAL LIABILITY TO INCLUDE: PRODUCTS &amp; COMPLETED OPERATIONS, CONTRACTUAL, BROAD FORM PROPERTY</b>  | MINIMUM \$1,000,000 |
|  | <b>WORKERS' COMPENSATION</b>  | STATUTORY           |
|  | <b>EMPLOYERS LIABILITY</b>  | STATUTORY           |
|  | <b>DISABILITY BENEFITS</b>  | STATUTORY           |
| COUNTY PROPERTY USED BY OTHERS                                     | <b>COMPREHENSIVE GENERAL LIABILITY TO INCLUDE: PREMISES &amp; OPERATIONS, PRODUCTS &amp; COMPLETED OPERATIONS, INDEPENDENT CONTRACTOR, CONTRACTUAL, PERSONAL INJURY, LIQUOR LEGAL LIABILITY</b>   | MINIMUM \$1,000,000 |
|  | <b>AUTO LIABILITY TO INCLUDE: OWNED, HIRED, &amp; NON OWNED</b>   | MINIMUM \$1,000,000 |
|  | <b>WORKERS' COMPENSATION</b>  | STATUTORY           |
|  | <b>EMPLOYERS LIABILITY</b>  | STATUTORY           |
| CONCESSIONAIRE SERVICES<br>LIVERY SERVICES<br>MUNICIPAL AGREEMENTS | <b>COMPREHENSIVE GENERAL LIABILITY TO INCLUDE: PREMISES &amp; OPERATIONS, PRODUCTS &amp; COMPLETED OPERATIONS, INDEPENDENT CONTRACTOR, CONTRACTUAL, PERSONAL INJURY, LIQUOR</b>                   | MINIMUM \$1,000,000 |
|  | <b>AUTO LIABILITY TO INCLUDE: OWNED, HIRED, &amp; NON OWNED</b>   | MINIMUM \$1,000,000 |
|  | <b>WORKERS' COMPENSATION</b>  | STATUTORY           |
|  | <b>EMPLOYERS LIABILITY</b>  | STATUTORY           |
|  | <b>DISABILITY BENEFITS</b>  | STATUTORY           |

Bid specifications, particular contracts, leases or agreements may require increased limits and or additional coverages. If there are questions please contact the Steuben County Risk Manager 607-776-9631