

COUNTY OF ERIE
OFFICE OF COMPTROLLER

95 FRANKLIN STREET, ROOM 1100
BUFFALO, NY 14202

County of Erie, New York
Short Term Rental Monitoring, Analytics & Compliance Services

The Erie County Comptroller is seeking proposals from qualified vendors to provide Short Term Rental Monitoring, Analytics & Compliance Services. The RFP (#2025-045VF) can be found at: <https://www3.erie.gov/purchasing/requests-proposals-construction-bids>.

All correspondence, communications and/or contact with the County in regard to any aspect of this proposal shall be with Kelly Terranova of the Comptroller's Office at Kelly.Terranova@erie.gov. Prospective proponents, or their representatives, shall not make contact with or communicate with any representatives of the County other than Ms. Terranova in regard to any aspect of this proposal.

Final sealed proposals are due to the Erie County Comptroller by 3:00 pm (EDT) on October 21, 2025.

Erie County reserves the right to reject any and all proposals and waive any informality.

Kevin R. Hardwick, Erie County Comptroller



**COUNTY OF ERIE, NEW YORK
REQUEST FOR PROPOSALS
SHORT TERM RENTAL MONITORING, ANALYTICS AND
COMPLIANCE SERVICES**

**RFP #2025-045VF
September 30, 2025**

**Kevin R. Hardwick, Ph.D.
Erie County Comptroller
95 Franklin Street, Room 1100
Buffalo, New York 14202**

**COUNTY OF ERIE, NEW YORK
REQUEST FOR PROPOSALS (RFP)
SHORT TERM RENTAL MONITORING, ANALYTICS, & COMPLIANCE SERVICES**

I. Introduction

The County of Erie is soliciting proposals from qualified vendors to provide technical, professional, and administrative services to support a range of County functions germane to short term rental properties (STR). Specifically, the County of Erie is seeking vendors with prior experience serving governmental clients with web- and/or cloud-based solutions for taxation and regulatory activities. The Erie County Office of the Comptroller, in conjunction with the Erie County Department of Environment and Planning will review proposals pursuant to applicable law and Erie County policy, and select the proposal deemed best suited to satisfy the County's objectives as described in the "Scope of Services".

Erie County is the largest municipality in Upstate New York, and is home to nearly one million residents, the City of Buffalo, and two prolific sports franchises, among countless other attractions which draw visitors from around the world. Over the past decade, short term rental platforms have emerged as a major alternative and competitor to traditional brick-and-mortar hospitality enterprises, allowing regular residential property owners to advertise and lease space to travelers on a short-term basis. Unlike hotels, STRs have largely operated in an unregulated space, presenting myriad governmental concerns ranging from health and safety matters to tax evasion. Local regulatory bodies struggle to identify the entities they are charged with regulating.

The Erie County Office of the Comptroller is responsible for the administration and enforcement of the Erie County Occupancy Tax Modernization Act (Erie County Local Law 1-2024), which imposes a 3% tax on guests staying at STRs within Erie County. STRs must register with the Comptroller's Office's Division of Accounting, Hotel Tax Unit, but the Division lacks the comprehensive data for each STR necessary to enforce the law. Therefore, the requested service will include, at a minimum, address identification, market performance indicators, registration service, compliance monitoring, audit function, and customizable data analytics.

The Erie County Department of Environment and Planning is charged with the administration of a panoply of grants, maintains robust geographic information and mapping services, and serves as a prominent partner to local governments as it fulfills its mission of responsible development. Therefore, the requested service will also include comprehensive data analytics solutions in user-friendly map- and text-based formats which allow for health and safety compliance monitoring. Erie County intends to engage in appropriate data portability practices with local governments to facilitate more efficient and effective planning and code enforcement.

Qualified vendors interested in providing said services are invited to respond to this RFP.

II. Intent

Erie County seeks to enter into an agreement with a qualified vendor to provide the scope of services described herein. Please note that this intent does not commit Erie County to award a contract to, or procure services from, any responding firm. Nor does this intent commit Erie County to pay any costs incurred in the preparation of the proposal in response to this RFP. The County reserves the right, in its sole discretion, to

accept or reject, in full or in part, any proposal received as a result of this RFP if it is in the best interest of the County to do so. Furthermore, the County reserves the right to amend this RFP, waive any formalities permitted by applicable law, request additional information from any responding vendor, and/or award negotiated contracts to one or more vendors. The County will only contract with firms which do not discriminate against employees or applicants for employment on the basis of race, sex, age, disability, marital status, sexual orientation, citizenship status, or any other status protected by the laws of Erie County, New York State, and the United States.

III. Proposal Procedures

Please carefully review the following information regarding timelines and general requirements.

A. Anticipated Schedule

RFP Issue: September 30, 2025
Proposals Due: October 21, 2025
Selection Made: As soon as possible after the proposal deadline
Contract Signed: Following all necessary County approvals

These timelines are for informational purposes only. Please be advised that the County reserves the right to alter or amend this schedule at any time.

B. General Requirements

1. Each proposal shall be prepared using simple and economical means, and shall not include the use of elaborate promotional materials beyond what is sufficient to provide a complete, accurate, and reliable presentation.
2. One original and five copies of the proposal shall be submitted via US Mail or other services. Proposals must be signed. Unsigned proposals will be rejected. In addition, please submit one electronic copy of your proposal via electronic mail to Kelly Terranova of the Erie County Comptroller's Office at Kelly.Terranova@erie.gov.
3. All proposals must state the period for which the proposal shall remain in effect. Such period shall not be less than 180 days from the proposal date.
4. Submission of the proposals shall be directed to:

Kelly Terranova
Principal Accounting Analyst
Erie County Office of the Comptroller
95 Franklin Street, Room 1100
Buffalo, New York 14202
Kelly.Terranova@erie.gov

All proposals must be delivered to Ms. Terranova on or before October 21, 2025 at 3:00 pm EDT. Proposals received after the above date and time will not be considered. The County is under no obligation to return proposals received prior to or following the deadline.

5. Proposers may be required to give an oral presentation to the County to clarify or elaborate on the written proposal. Proposers will be notified to arrange specific dates and times, and may be required to provide any requested presentation within five business days of such notice.
6. No proposal will be accepted from, nor any contract awarded to, any proposer that is in arrears upon any debt or in default of any obligation owed to the County of Erie. Furthermore, no contract will be awarded to any proposer which has failed to satisfactorily perform pursuant to any prior agreement with the County of Erie.
7. Certified Minority Business Enterprise/Women's Business Enterprise (MBE/WBE) proposers should include their Erie County certification letter with any proposal.
8. If the proposer is a Veteran Owned Business, the proposer shall include a notarized letter certifying that the vendor is 51% or more Veteran-owned.
9. All vendors responding to this RFP must include a cost proposal in a separate sealed envelope with the vendor's name, due date of proposal, name of the proposal, and cost proposal clearly indicated on either or both sides of the envelope.
10. Notwithstanding any other provisions of this RFP, the County reserves the right to award this contract to the firm that best meets the requirements of the RFP and not necessarily, to the lowest bidder. Further, the County reserves the right to reject any or all proposals prior to execution of the contract for any or no reason and without penalty to the County.

IV. Scope of Technical and/or Professional Services Required

The following contains an overview of the services sought by Erie County during the contract period. Proposals should describe the services that the vendor is able to perform, the extent to which County efforts for establishment and maintenance are required and, without inappropriately disclosing proprietary information, the methodology by which services would be rendered. The County reserves the right to add additional services or remove any services described herein that the County ultimately deems unnecessary. Please be advised that some, but not all terms and conditions which will be contained in any subsequent contract can be negotiated.

A. Scope of Services

1. Vendors must be able to adequately compile aggregate STR data – including but not limited to the total number of active STR property addresses, total number of active STR listings on each platform, average daily rates for STR properties, average occupancy rates for STR properties, and total number of historically active STR property addresses dating back to January 1, 2024 – at an interval no greater than weekly. Such data must be compiled in a cloud-based system and presented in map- and text-based format within a user-friendly interface.

2. Vendors must be able to adequately compile individual STR data – including but not limited to property address, property type, property amenities, owner name (if the owner is a corporate person, such data must include the names of members or officers of such entity), owner address, operator name, operator contact information, platform(s) upon which the property is listed, listing URLs, rental history, guest reviews, housing and code enforcement records, and appropriate tax information – at an interval no greater than weekly. Such data must be compiled in a cloud-based system and presented in map- and text-based format within a user-friendly interface. Preference will be given to vendors that can integrate existing laws, rules, codes, and regulations directly into the database.
3. Vendors must be able to maintain separate databases for information collected for taxation and code enforcement purposes, ideally within distinct components of the same system. Data contained in the County's existing registry should be easily uploaded into such database. Databases must be secure and designed to permit access on a per employee basis.
4. Vendors must be able to perform all aspects of the STR registration process in compliance with ECLL 1-2024, including but not limited to: identifying STRs, mailing form letters to STR owners and operators at appropriate addresses, establishing a portal for online registration, and clearly communicating the rights and obligations of STR hosts and operators as they pertain to registration.
5. Vendors must be able to design a user-friendly audit tool to assist with collection and remittance of occupancy tax revenues. Such a function should contain sufficient detail to allow designated County employees to identify and address patterns of noncompliance, determine tax delinquencies at the host and platform level, and assist with other enforcement activities on an as-needed basis.
6. At minimum, vendors must be able to design a data portability tool which would allow for the secure transfer of code enforcement information from the County to local governments. The County should be able to set clear parameters on the information disclosed, as opposed to an all-or-nothing data transfer.
7. Vendors must be able to design a customized, public-facing database which can be reached by members of the public via a weblink that can be posted on the County's website. Designated employees must be able to precisely circumscribe the data included in such a database.
8. Vendors must have substantial relevant experience in providing the services described herein, have adequate support staff to meet the needs for all services required, and maintain adequate insurance coverage in accordance with the attached 'Schedule B'.

B. Contract Period

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 all necessary parties and approved by the Erie County Legislature, Erie County Attorney, Erie County Executive and if necessary, the Erie County Fiscal Stability Authority.

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, Erie County Attorney, Erie County Executive and/or Erie County Fiscal Stability Authority for approval. The aforementioned approvals may be necessary before a valid and binding contract may be executed by the County.

If a proposer has a contract with the State of New York or a different county government in New York for short term rental monitoring services, please provide a copy of the contract; Erie County may utilize that contract template as a basis for an Erie County contract.

The term of the contract with Erie County shall be for a period of two years, commencing on the date that the agreement is formally executed by all necessary parties. Upon agreement between the parties, the contract may be extended for three, one-year periods.

C. Pricing

The engagement shall be on an annual basis. Vendors must describe the cost of services provided – on a package basis and, a la carte – detailed terms of preferred payment, payment arrangements, and comparable pricing for similarly situated clients. To give the County the option to select various options, please ensure you provide all pricing options for a la carte services. Your proposal must provide details on potential future increases in costs for the services in subsequent contract years. Please note that the County retains the right to insist on payment in monthly, quarterly, or annual pay installments at the discretion of the Office of Comptroller.

Please be advised that transparency in pricing is of paramount importance to the County.

D. Similar Engagements

Vendors shall submit a description of projects related in nature to this RFP which have been successfully completed within the past five years by the vendor and/or any affiliated consulting firm, professional staff, or key personnel. Related projects include any contracts with New York State counties of any size as well as counties in other states similar in size to Erie County (population between 750,000 and 1,250,000).

E. Personnel

Vendors must provide a list including the names of the project manager/primary contact and their contact details.

F. References

Vendors must submit a minimum of two professional references, including names, phone numbers, and email addresses of persons to be contacted regarding past performance of the vendor, project manager, and/or key personnel on similar STR projects for New York State or local governments.

V. Selection Process and Evaluation

A committee from the Erie County Comptroller's Office and the Erie County Department of Environment and Planning will review the proposals. The evaluation is based on the written proposals. All complete proposals received prior to the deadline will be set against criteria including, but not limited to the following measures:

1. Experience of the vendor in performing similar STR services;

2. Reasonableness of pricing;
3. Quality of proposal relative to style, comprehensiveness, and content;
4. Completeness of proposal and compliance with applicable terms in this RFP;
5. Reference checks;
6. Performance at interview, if required.

The above selection criteria are provided to assist proposers and shall not limit the County's ability to consider other criteria which may become apparent prior to and/or during the selection process. When the evaluation process has been completed, the proposals will be ranked. The proposal receiving the highest overall evaluation will be selected to proceed to contract negotiations.

VI. Statement of Rights

Please note that submission of a proposal in response to this RFP, the proposer understands and agrees to the following:

1. Any proposal, attachments, or additional information submitted pursuant to this RFP merely constitute baseline suggestions for subsequent negotiations with Erie County and is not a bid pursuant to § 103 of the New York State General Municipal Law;
2. 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;
3. By submitting a proposal, the proposer understands and agrees that the County of Erie is not obligated to respond to the proposal, nor is it legally bound in any manner whatsoever by the submission of the same;
4. 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;
5. 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 or cause of action 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; and
6. 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 location specified herein – either by personal delivery or timestamped mail/courier delivery – prior to the deadline stated.

In addition to the foregoing, by submitting a proposal, the proposer 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 RFP:

1. To reject any and all proposals;
2. To issue amendments to this RFP;
3. To issue additional solicitations for proposals;
4. To waive any irregularities in proposals received after notification to proposers affected to the extent permitted by law;
5. To select any proposal as the basis for negotiations of a contract, and to negotiate with one or more proposer(s) for amendments or other modifications to their proposals;
6. To conduct investigations with respect to the qualifications of each proposer;
7. To exercise its discretion and apply its own judgment with respect to any aspect of this RFP the evaluation of proposals, any subsequent negotiations, and the award of any contract;
8. To enter into an agreement for only portions of the services contemplated by the proposals with one or more proposer;
9. To select the proposal which best satisfies the interests of the County and not necessarily on the basis of price or any other single factor;
10. To interview all, some, or no proposers;
11. To request and obtain additional information which the County deems necessary to determine the ability of the proposer to meet necessary requirements;
12. To modify dates contained herein as necessary; and
13. To apply the case law under New York State General Municipal Law § 103 regarding bidder responsibility in determining whether a proposer is a responsible vendor for the purpose of this RFP process, notwithstanding the fact that this RFP is not governed by that statute.

VII. Indemnification and Insurance

The proposer understands and agrees that language substantially drafted in 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 Vendor agrees:

- (a) That except for the amount, if any, of damage contributed to, caused by, or resulting from the intentional, reckless, or negligent acts of the County, the Vendor 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 Vendor or third parties under the direction or control of the Vendor; 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 the attached County of Erie Standard Insurance Certificate.

VIII. Intellectual Property Rights

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

All deliverables created under this Agreement by the Vendor are to be considered "works made for hire". If any of the deliverables do not qualify as "works made for hire", the Vendor 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 Vendor agrees to assist the County, if required, in perfecting these rights. The Vendor shall provide the County with at least one copy of each deliverable.

The Vendor 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 Vendor 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 Vendor 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 Vendor may retain copies of such records for its own use.

IX. 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 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.

X. Conflict of Interest and Compliance with Laws

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 vendor, its subsidiaries, or any 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.

Furthermore, by submitting a proposal, the proposer represents and warrants that it is familiar with all applicable 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. Furthermore, to the extent that the Vendor is paid using Federal funds, the Vendor agrees to comply with all federal laws and regulations under which Federal funds were authorized, as well as any applicable conditions to such Federal funds.

XI. Contents of Proposal

The New York State Freedom of Information Law, as set forth in New York State Public Officers Law, Article XI, 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 page [X] 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 purposes of evaluating the proposal, but understands that any disclosure will be limited to the extent that the County considers proper under applicable 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.

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 NEW YORK 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 designated "Protected from Disclosure", may become part of any agreement resulting from this RFP.

XII. Equal Pay Certification

During the term of this Contract, the Consultant shall comply with Executive Order 13 (2014) (<https://www2.erie.gov/exec/index.php?q=executive-order-013>), and the Consultant shall make such records available, upon request, to Erie County's Division of Equal Employment Opportunity for review. Erie County shall have the right, upon reasonable notice and at reasonable times, to inspect the books and records of the Consultant, its offices and facilities, for the purpose of verifying information supplied in the Erie County Equal Pay Certification (below) which must be completed and submitted as part of your RFP response and for any other purpose reasonably related to confirming the Consultant's compliance with Erie County Executive Order No. 13 (2014). Violation of the provisions of Executive Order 13 (2014), 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.

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 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

STATE OF _____)

COUNTY OF _____) SS:

A)

_____, 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.

B)

(Name of Corporate Officer) _____, being duly sworn, states that he or she is the (Title of Corporate Officer) _____, of (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__

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 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 for the required services. The undersigned agrees and understands that the County 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, its directors, officers, employees or agents unless an agreement is signed by a duly authorized County officer and, if necessary, approved by the Erie County Legislature, the Office of the County Attorney and/or the Erie County Fiscal Stability Authority.

It is understood and agreed that the County 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 reserves all rights specified in the Request for Proposals (RFP).

It is understood and agreed that the undersigned, prior to entering into an agreement with Erie County, will properly execute the County of Erie Standard Insurance Certificate (attached), and that it will be complete and acceptable to Erie County.

It is represented and warranted by those submitting this proposal that except as disclosed in the proposal, no officer or employee of the County 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 Corporation Name

By:

Name and Title of Officer Signing

County of Erie Standard Insurance Certificate
(attached)

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.

I Insured: Name Address Zip Phone No.	III Companies Affording Coverages
	A
	B
	C
II Issuing Agency: Name Address Zip Phone No.	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.

Indicate Type of Insurance by Checking the Box	Policy Number	Expiration Date	Limits of Liability in Thousands		
			Check the Box	Occurrence	Aggregate
COMPANY LETTER from III above 1. General Liability <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 <input type="checkbox"/> Property Damage OR <input type="checkbox"/> Combined Single Limit		
2. Automotive Liability <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 <input type="checkbox"/> Property Damage OR <input type="checkbox"/> Combined Single Limit		
3. Excess Liability <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 \$ _____		
4. Worker's Compensation & Employer's Liability Disability Benefits			Statutory Statutory		
5. Other					

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, State of New York

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 95 Franklin St., Room 1634 Buffalo, New York 14202 (716) 858-2200	Date Issued _____
	Auth. Representative _____
	Firm Name & Address _____

FOR COUNTY USE ONLY: Name of County Dept. Requesting Certificate _____
 Purchase Order or Contract Number _____
 Vendor Insurance Classification _____

EXHIBIT IC

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 Concession-Aires 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						
Products Comp. Ops.	\$2,000,000						
Blanket Broad Form Contractual Liability	Not Excluded or Limited		INCLUDE	INCLUDE	INCLUDE	INCLUDE	INCLUDE
Broad Form P.D.							
X.C.U.							
Liquor Law				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 Add'l Insd.	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-non contributory bases.
- VII. Designated Construction Project General Aggregate Limit Per Location 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. Transportation of people in buses, vans or station wagons requires \$5,000,000 excess liability.
- X. Workers Compensation: State Workers' Compensation Board form DB-155 is required for proof of compliance with the New York State Disability Benefits Law.
Locations of operation shall be "All locations in Erie County, New York."

For those entities who request permits, licenses, or contracts are required to provide either an Affidavit of Exemption (BP-1) or Certificate of Insurance 105.2, Certificate of Self Insurance SI-12, DB-155, or a Certificate of Attestation CE-200 to evidence exemption of coverage by statute. 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.
- XI. 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.