

ERIE COUNTY SHERIFF'S OFFICE
REQUEST FOR PROPOSALS (RFP)



**Electronic Logging, Inmate Location, Inventory and Asset Management
System for the Erie County Correctional Facility and Erie County Holding
Center**

RFP #2025- 049VF

Due Date: February 06, 2026

Issued by:

Erie County Sheriff's Office
Jail Management Division
40 Delaware Avenue
Buffalo, New York 14202

INTRODUCTION

The Erie County Sheriff's Office (ECSO) is soliciting proposals from qualified vendors to provide equipment, supplies, and software to establish and maintain an electronic system for:

- Real-time logging of day-to-day activities, special watches, emergencies, inspections, out-of-cell time, program participation, etc.
- Tracking inmate location and movement
- Managing and tracking inventory, equipment, supplies, and assets
- Documenting and routing requests, repair orders, grievances, incident reports, and case management

The project will encompass the following ECSO-managed facilities:

- Erie County Holding Center (EHC)
- Erie County Correctional Facility (ECCF)
- Secure detention area at Erie County Medical Center (ECMC)
- ECSO Transportation Unit

This Request for Proposals (RFP) outlines ECSO's requirements for the project. Any item not specifically mentioned but necessary for the delivery and operation of the proposed system must be included in the proposal. Specifications are provided in sufficient detail to secure proposals for comparable services.

PROJECT BACKGROUND AND OBJECTIVES

The Erie County Sheriff's Office (ECSO) currently operates two separate detention facilities:

- **Erie County Holding Center (EHC)**
40 Delaware Avenue, Buffalo, NY 14202
A 7-story high-rise, maximum-security facility built in 1937, with a maximum capacity of 638 inmates.
- **Erie County Correctional Facility (ECCF)**
11581 Walden Avenue, Alden, NY 14004
A 2-story, medium-security facility with a campus layout, built in 1985, with a maximum capacity of 746 inmates.

In addition to these facilities, the Erie County Sheriff's Office also operates:

- A secure detention area within the **Erie County Medical Center (ECMC)** at 462 Grider Street, Buffalo, NY 14215

- A **Transportation Unit** responsible for inmate movement between facilities and external appointments

Project Objective

The primary objective of this project is to transition from a paper-based recordkeeping system to a **Radio Frequency Identification (RFID)-based electronic system**. This system will enhance operational efficiency, improve accountability, and ensure real-time tracking and documentation across all ECSO-managed facilities.

GENERAL INFORMATION AND REQUIREMENTS

Project Schedule

Milestone	Date
RFP Release	December 01, 2025
RFP Questions Due	December 31, 2025
RFP Question Response Date	January 16, 2026
RFP Submission Deadline	February 6, 2026

Vendor Qualifications and Proposal Requirements

- Vendors must submit a company profile that includes:
 - Description of services
 - Length of time in business
 - Professional accomplishments and experience
 - A list of references

- Vendors must demonstrate a **minimum of five (5) years of experience** providing similar services to correctional facilities of equal or greater size and complexity.
- Vendors must provide **current contact information for at least three (3) references** from correctional facilities of similar size and scope that currently use the proposed products and services.
- Vendors must demonstrate a commitment to continuous research and development, including a plan for **technological upgrades and equipment replacement at least every two years** throughout the contract term.

Diversity and Inclusion Goals

- Proposers are encouraged to include **Certified Minority and Women-Owned Business Enterprises (M/WBE)** to meet Erie County's goals of:
 - 15% Minority-Owned Business Enterprise (MBE)
 - 5% Women-Owned Business Enterprise (WBE)


Certified M/WBE proposers should include their Erie County certification letter with the proposal.

- In accordance with **Erie County Local Law 5-1 (2023)**, proposers are also encouraged to include **Service-Disabled Veteran-Owned Businesses (SDVOBs)** to meet the County's goal of **6% SDVOB participation**. Proof of certification under the **New York State Service-Disabled Veteran-Owned Business Act** must be included.

Proposal Submission Instructions

- Submit one (1) original, three (3) printed copies, and one (1) PDF copy on a USB flash drive by **3:00 PM on February 06, 2026**.
 - Final sealed proposals must be delivered to:
Erie County Sheriff's Office
ATTN: Superintendent
40 Delaware Avenue
Buffalo, NY 14202
 - All future communications from Erie County will be sent electronically.
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Questions and Clarifications

- All questions or requests for interpretation must be submitted **electronically** by **3:00 PM on December 31, 2025** to:
 jeffrey.hartman@erie.gov
 - No oral interpretations via phone or in-person will be accepted.
 - A single written response to all questions will be issued by **January 16, 2026**.
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Additional Terms

- This RFP does not commit the County to pay any costs incurred in the preparation of a proposal or to contract with any firm.
- Proposers may be required to give an oral presentation to clarify or elaborate on their written proposal.
- No proposal will be accepted from, nor any agreement awarded to, a proposer who:
 - Is in arrears on any debt or obligation to the County
 - Has failed to satisfactorily perform under any prior agreement with the County
- The County will only contract with firms that do not discriminate based on race, creed, color, national origin, sex, age, disability, marital status, sexual orientation, citizenship status, or any other status protected by law.
- The County reserves the right to:
 - Amend or cancel this RFP
 - Reject any or all proposals
 - Waive formalities
 - Request additional information
 - Award contracts to one or more proposers

SCOPE OF WORK

4.1 General Requirements

The selected vendor shall:

- Provide all necessary hardware, equipment, supplies, and software to establish an RFID-based system for:
 - Inmate and inventory tracking
 - Paperless logging of activities, incidents, events, and processes
 - Incident, Disciplinary, Grievance, and Use of Force reporting and tracking

- Include in the proposal:
 - All software licensing, recurring fees, system maintenance, repairs, upgrades, and proprietary consumables
 - Costs for upgraded replacement equipment every two years (if hardware is provided)
 - All research, design, and staff training costs
- Ensure the system is:
 - Adaptable and customizable
 - Accessible via computer, tablet, or mobile device
- Work closely with an on-site centralized administrator who will have full administrative access to manage the system.

4.2 Functional Capabilities

The proposed system must include, at a minimum:

- **Integration with Black Creek® Sallyport Jail Management System**, including:
 - Integration approach and history
 - API/interface protocols
 - Data fields exchanged
 - Security measures for data sharing
- **Customizable checklists and forms**, compatible with both proprietary and non-proprietary data sets
- **Professional visit tracking module**
- **Inmate movement tracking**, including:
 - Assigned housing unit
 - Current location
 - Destination and arrival time
 - Alerts to prevent movement conflicts (e.g., keep-separated or restricted areas)
- **Electronic logging** of events and activities with:
 - Drop down menus for common entries
 - Narrative entry via keyboard or voice-to-text
- **Watch Tour Mode** with:
 - Single-tap cell check
 - Real-time monitoring
 - Alerts for missed or late checks
 - Justification input for missed checks
- **Inmate information management**, including:

- Demographics, photo, location, classification, housing, alerts, charges, court dates, bail, PINs, etc.
- **Workflow control**, including:
 - NFC tag requirements for specific workflows
 - Optional or required NFC badge/wristband scans
- **Device compatibility**:
 - Must run on NFC-enabled Android devices (version 15 “Vanilla Ice Cream” or higher)
 - Must support remote access with IP restrictions for lower-privilege roles
- **Task scheduling** (e.g., laundry, library, commissary, exercise, etc. schedules by cell block)
- **NFC-based body-worn camera authentication**
- **Incident reporting system**, including:
 - Header info, involved parties, narratives, medical notes, photos, policy violations
 - Approval workflows
 - Use of force reporting and approvals
- **Disciplinary Hearing Module**, including:
 - Report creation and tracking
 - Evidence uploads
 - Hearing documentation
 - Sanction tracking with alerts
- **Grievance Module**, compliant with NYS Commission of Correction standards:
 - Grievance tracking and appeal monitoring
 - Time-limit alerts
 - Evidence uploads and investigative documentation
 - Disposition and appeal tracking (to CAO and NYSCOC)
- **Deprivation Order Module**, compliant with NYSCOC:
 - Create Deprivation Orders for restriction of essential services
 - Workflow process for approvals
 - Ability to modify and discontinue
 - Time frame alerts
 - Real time alerts RE: restrictions
- **Inventory Management Module**, including:
 - Item tracking
 - Reorder alerts
 - NFC-based location lookups

- **Custom Modules**

- Ability add and modify user defined modules and functions, as needs are identified.

4.3 Hardware Requirements

Should the proposal include vendor supplied hardware, all proposed hardware shall meet the following minimum specifications:

1. **Device Compatibility**

- Handheld devices must be Wi-Fi capable and operate using Android OS version 15 (Vanilla Ice Cream) or higher.

2. **Durability**

- Devices must be designed for extreme environments, including:
 - Water resistance
 - Tamper resistance
 - Screen protection against breakage

3. **Power and Charging**

- Devices must be wirelessly rechargeable
- Must provide a minimum of 12 hours of battery life between charges

4. **Upgrade & Replacement Schedule**

- Devices shall receive updates and upgrades within 30 days of becoming available.
- Devices shall be replaced every two (2) years throughout the life of the contract.

Background/Expertise of Particular Value

Vendors must demonstrate the following:

- Minimum of five (5) years of experience providing:
 - Electronic logging
 - Inmate tracking
 - Inventory management
 - Jail management systems...to correctional facilities of similar size and security level
- A comprehensive overview of the firm, including:
 - Years of experience in the inmate communications and corrections technology sector
 - Details on system engineering, deployment, and support capabilities
- A description of the client base, including:

- Examples of successful implementations in other correctional facilities
 - Scope and scale of those projects
- A demonstrated commitment to technological upgrades, including:
 - Regular deployment of new features
 - System enhancements over the past five or more years

5.1 Financial Stability

Vendors must:

- Provide financial statements for the last two fiscal years, including:
 - Balance sheets
 - Statements of operations
 - Cash flow statements
- Explain how their financial stability ensures:
 - Ongoing equipment maintenance
 - Continuous service delivery
 - Fulfillment of all contractual obligations throughout the contract term

5.2 References

Vendors must:

- Provide at least three (3) references from accounts of similar size and scope to the Erie County Sheriff's Office
- Include for each reference:
 - Contact information
 - Scope of work
 - Duration of service
- Ensure references can attest to:
 - Successful implementation
 - Customer support
 - Ongoing maintenance of systems for:
 - Electronic logging
 - Watch tours
 - Activity tracking
 - Inmate location tracking
 - Inventory and asset control

5.3 Technical and Operational Competence

Vendors must demonstrate:

- The ability to install, maintain, and upgrade both hardware and software systems in a correctional environment
- 24/7/365 customer service capabilities
- A detailed disaster recovery and redundancy plan, including:
 - Number and location of data centers
 - System failover procedures
- Functionality of handheld devices operated by officers, including:
 - Permissions management
 - Real-time monitoring
 - Application control
- System security measures, including:
 - Encryption protocols
 - Firewall protection
 - Vulnerability testing reports

6. General Proposal Requirements

6.1 Experience of Firm / Project Team

Vendors must provide:

- An organizational chart identifying:
 - The project manager
 - Key team members
 - Their titles and roles
- A summary of each team member's relevant experience and qualifications

6.2 Experience, Depth, and Breadth of Personnel

- The project team must demonstrate technological expertise and experience in applying and adapting technologies within correctional environments.
- Vendors must:
 - Identify primary personnel by name and office location
 - Include resumes for each key team member
 - Provide a summary of relevant experience within the past five (5) years

- Specify the firm's role in each referenced project and the years of involvement

Approach and Methodology

Respondents must include a **narrative** that outlines:

- Their approach to the project
- The tasks and deliverables to be provided in response to the Scope of Work
- A project schedule with key milestones

This section should clearly demonstrate the vendor's understanding of the project's complexity and their ability to deliver a comprehensive, secure, and scalable solution.

Cost and Budget *(To be submitted in a separately sealed envelope)*

All proposals must include a Lump Sum Cost Proposal that accounts for:

- All costs associated with the Scope of Work
- Equipment, supplies, labor, licensing fees, and consumables
- A schedule of anticipated system and hardware upgrades/replacements
- Service and repair agreements and any associated costs

Note: No reimbursable expenses will be allowed.

Installation, Integration, and Activation

Vendors must:

1. Submit a complete and detailed schedule for:
 - Installation
 - Training
 - Activation
 - Testing

The schedule should minimize disruption to facility operations.

2. Account for delays caused by the County by submitting a revised schedule with the additional time required.
3. Assume all risks associated with loss or damage during:

- Shipping
 - Unloading
 - Installation
4. Describe their experience implementing similar services in correctional environments.
-

Maintenance and Data Recovery

Vendors must:

- Provide **24/7/365 access** to a live technical support specialist
 - Detail their service interruption and call prioritization process, including:
 - Response time of **30 minutes** for critical issues (e.g., system failure, security breach, connectivity failure, etc.)
 - Response time of **4 hours** for all other issues
 - Include:
 - Any equipment installation charges
 - A dedicated vendor representative for ongoing account management and support
 - Ensure the system includes:
 - Remote diagnostic capabilities to reduce on-site visits
 - A robust disaster recovery system
 - Redundant data centers for uninterrupted operations
 - Assurance that all data remains the property of the Erie County Sheriff's Office
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Submission of Proposals

- There is no restriction on proposal length, but respondents are encouraged to be concise.
- Proposals must include:
 - One (1) original signed copy
 - Three (3) printed copies
 - One (1) PDF copy on a USB flash drive
- Unsigned proposals will be rejected.
- Cost and budget proposals must be submitted in a separate sealed envelope.
- Proposals must be received **no later than 3:00 PM on February 06, 2026**, at:

Erie County Sheriff's Office
ATTN: Superintendent
40 Delaware Avenue
Buffalo, New York 14202

- The RFP number must be clearly written on the lower right corner of the envelope.
- The County is not responsible for any costs incurred in preparing or submitting proposals, or for any delays in delivery.

Scoring, Ranking, and Selection Process

- Erie County may shortlist proposals and conduct interviews as part of the evaluation process. Proposals will be scored based on the following criteria:
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Evaluation Criteria	Points
Experience and performance of Vendor	10
M/WBE participation	5
SDVOB participation	5
Approach to Project	
Understanding of project	10
Ability to meet all project requirements	15
Ability to interface with Black Creek JMS	10
Functionality and user interface	10
Flexibility and customization	10
Support, technical assistance, and training	10

Evaluation Criteria	Points
Costs (all costs associated with initiating and sustaining the project)	15
Total	100

Statement of Rights

By submitting a proposal, the proposer acknowledges and agrees that:

- This RFP is not a bid under New York State General Municipal Law §103 and does not oblige the County to award a contract.
- Submission of a proposal does not entitle the proposer to enter into an agreement with the County.
- The County reserves the right to:
 - Reject any or all proposals
 - Amend or cancel the RFP
 - Waive irregularities
 - Negotiate with one or more proposers
 - Award partial contracts
 - Request additional information
 - Modify deadlines
 - Conduct interviews
 - Select the proposal that best serves the County's interests, not necessarily the lowest cost

All costs associated with the preparation and submission of proposals are the sole responsibility of the proposer.

Training

The selected vendor shall:

1. Provide initial training for County staff on:
 - System administration
 - Operation
 - Reporting
2. Offer ongoing training throughout the contract term at no additional cost, including:

- Live sessions
 - Web-based training
 - Recorded modules
 - Integrated online help system
3. Include a description of the training program, including:
- Course outlines
 - Training materials or documentation
-

Contract Terms

- A formal written contract will be prepared by the County and will not be binding until:
 - Signed by both parties
 - Approved by the Erie County Legislature, Fiscal Stability Authority, and County Attorney (if required)
- **Contract Term:** Five (5) years
 - With the option to extend for up to two (2) additional one-year periods at the same terms and pricing

Indemnification and Insurance

The following language will be included in the final contract:

- The Vendor shall **indemnify and hold harmless** the County of Erie, its officers, employees, and agents from all liability, damage, claims, demands, costs, judgments, fees, attorney's fees, or losses arising directly or indirectly from the acts or omissions of the Vendor or its subcontractors.
 - The Vendor shall **defend and bear all costs** associated with any claims or actions arising from the agreement.
 - Upon contract execution, the Vendor must provide **proof of insurance** as outlined in **Schedule "B"**. Insurance coverage must be approved by the Erie County Attorney.
-

Intellectual Property Rights

The following provisions will be included in the contract:

- All deliverables created under the agreement shall be considered "works made for hire."

- If any deliverables do not qualify as such, the Vendor shall assign all rights, titles, and interest (including copyright) to the County.
 - The Vendor agrees to:
 - Assist the County in securing copyrights or registrations
 - Provide at least one copy of each deliverable.
 - Indemnify the County against any claims of intellectual property infringement
 - All records created during the project (e.g., reports, source code, drawings, specifications) shall become the property of the County. The Vendor may retain copies for its own use.
-

Compliance with Laws

By submitting a proposal, the Vendor certifies that:

- It is familiar with and will comply with all federal, state, and local laws and regulations applicable to the project.
- The preparation, submission, and evaluation of proposals, as well as the award and execution of contracts, are subject to all relevant legal provisions.

Non-Collusion

By signing the proposal, the proposer certifies that:

- The proposal has not been solicited, secured, or prepared in a manner contrary to the laws of the State of New York or the County of Erie.
 - No fee, commission, compensation, gift, gratuity, or consideration of any kind has been offered or given, directly or indirectly, to any County employee, officer, or official in connection with this proposal.
-

Conflict of Interest

All proposers must disclose:

- The name of any officer, director, or agent who is also an employee of the County of Erie.
- The name of any County employee who owns, directly or indirectly, an interest of 10% or more in the firm or any of its subsidiaries or affiliates.

Note: The existence of a conflict of interest during the term of any contract may be grounds for termination.

Freedom of Information Law (FOIL) Notice

Proposals submitted in response to this RFP may contain technical, financial, or other data that the proposer believes should be exempt from public disclosure under New York State's Freedom of Information Law (FOIL).

To request such protection:

1. Insert the following notice at the front of the 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.

2. Clearly mark each page containing such information with:

*** THE PROPOSER BELIEVES THAT THIS INFORMATION IS PROTECTED FROM DISCLOSURE UNDER THE STATE FREEDOM OF INFORMATION LAW.**

The County assumes no liability for disclosure unless it determines, in good faith, that the information is protected under applicable law.

Proposal Certification (Schedule "A")

All proposals must include a signed **Proposal Certification**, which affirms:

- The proposal is an offer to negotiate, not a bid.
- Submission does not entitle the proposer to a contract.
- No County employee has a direct or indirect interest in the proposal unless disclosed.
- The County reserves the right to reject any or all proposals.

Unsigned proposals will be rejected.

SCHEDULE "A"

PROPOSER CERTIFICATION

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

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

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

Proposer Name

By:

Name and Title

SCHEDULE "B"

INSURANCE CERTIFICATE



County of Erie Standard Insurance Certificate

<p>THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.</p> <p>IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).</p>							
PRODUCER				CONTACT NAME _____ PHONE (A/C No, Ext) _____ FAX (A/C No) _____ EMAIL _____ ADDRESS _____ PRODUCER CUSTOMER ID #: _____			
INSURED				INSURER(S) AFFORDING COVERAGE		NAIC #	
INSURER A: _____ INSURER B: _____ INSURER C: _____ INSURER D: _____ INSURER E: _____ INSURER F: _____				_____ _____ _____ _____ _____		_____ _____ _____ _____ _____	

COVERAGES		CERTIFICATE NUMBER:	REVISION NUMBER:
<p>THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.</p>			
INSURER	TYPE OF INSURANCE	POLICY NUMBER	LIMITS
1	GENERAL LIABILITY <input type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC		EACH OCCURRENCE \$ _____ DAMAGE TO RENTED PREMISES (Ea occurrence) \$ _____ MED EXP (Any one person) \$ _____ PERSONAL & ADV INJURY \$ _____ GENERAL AGGREGATE \$ _____ PRODUCTS COMPROP AGG \$ _____
2	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS		COMBINED SINGLE LIMIT (Ea accident) \$ _____ BODILY INJURY (Per person) \$ _____ BODILY INJURY (Per accident) \$ _____ PROPERTY DAMAGE (Per accident) \$ _____ \$ _____ \$ _____
3	UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DEDUCTIBLE \$ _____ RETENTION \$ _____		EACH OCCURRENCE \$ _____ AGGREGATE \$ _____ \$ _____ \$ _____
4	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICE/ MEMBER EXCLUDED? (Mandatory in NH) <input type="checkbox"/> Y/N If yes describe under DESCRIPTION OF OPERATIONS below	N/A	WC STATUTORY LIMITS: <input type="checkbox"/> OTH ER- \$ _____ E.L. EACH ACCIDENT \$ _____ E.L. DISEASE - EA EMPLOYEE \$ _____ E.L. DISEASE - POLICY LIMIT \$ _____
DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required) 			

CERTIFICATE HOLDER	CANCELLATION
County of Erie 95 Franklin St Buffalo NY, 14202	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE _____

X. FOR COUNTY USE ONLY:

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

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 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 Project Endorsement CG 25 03 is required.
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.
- VIII. 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:

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

DBL (Disability Benefits Law) Forms

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.