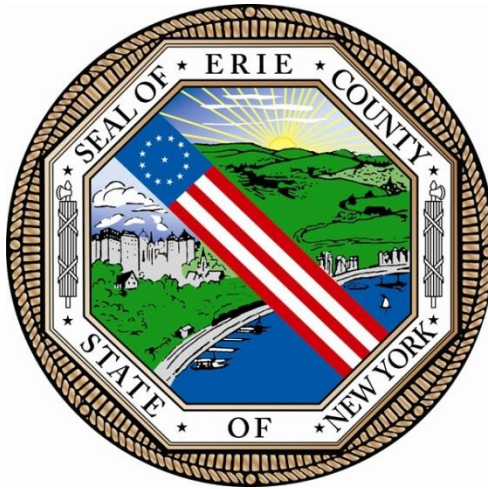




**ERIE COUNTY AUDIT COMMITTEE
REQUEST FOR PROPOSALS (RFP)**

EXTERNAL AUDIT SERVICES

RFP # 2026-040VF

July 14, 2026

**Mary K. Nytz-Hosler, Committee Secretary
Erie County Deputy Comptroller for Audit
EDWARD A RATH COUNTY OFFICE BUILDING
95 FRANKLIN STREET, SUITE 1100
BUFFALO, NEW YORK 14202**

NOTICE OF INVITATION
TO SUBMIT A PROPOSAL FOR
ERIE COUNTY EXTERNAL AUDIT SERVICES

July 14, 2026

Re: Request for Proposals – Erie County External Audit Services
RFP#: 2026-040VF

To Whom It May Concern:

The Audit Committee for Erie County (“the Committee”) is in the process of soliciting proposals from recognized certified public accounting firms for the provision of the annual external financial statement audit of Erie County. The Request for Proposals (“RFP”) is enclosed.

For your information and reference, copies of the County's 2025 Annual Comprehensive Financial Report can be found at www4.erie.gov/comptroller/sites/www4.erie.gov/comptroller/files/2026-06/erie-county-acfr-12.31.25-letterhead-compressed.pdf

Questions concerning the RFP should be directed to Mary Nytz-Hosler, Deputy Comptroller – Audit at mary.nytz-hosler@erie.gov.

Your proposal must address the original RFP and all items contained in this correspondence to be considered complete.

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

Issue RFP:	Monday, July 13, 2026
Proposals Due:	Monday, August 24, 2026, no later than 3:00 p.m. EST.
Recommendation Made:	Approximately 30 days following the proposal due date
Firms Notified:	Following all necessary County approvals

Please forward 10 copies of each proposal to:

Mary Nytz-Hosler, Secretary
Audit Committee for Erie County
Erie County Comptroller's Office
95 Franklin Street, Room 1100
Buffalo, New York 14202

Very truly yours,

AUDIT COMMITTEE FOR ERIE COUNTY

Enclosure

ANNUAL EXTERNAL FINANCIAL STATEMENT AUDIT OF ERIE COUNTY

YEARS OF AUDIT

The audit engagement contract will cover the fiscal years ending December 31, 2026, 2027 and 2028 with options for extensions for the years ending 2029 and 2030. Auditing firms that are interested in bidding on contract extensions for the optional two years should complete a second pricing sheet using the same format as for the three-year engagement.

CONTRACT AUTHORITY

All County contracts awarded through the Request for Proposals process are approved by the Erie County Legislature and signed by the Erie County Executive. In the case of the County audit, the County Comptroller approves the contract as to content prior to the County Executive affixing his signature. The Audit contract is prepared by the County Comptroller and County Attorney, who approves all contracts as to form.

BILLING FOR AUDIT SERVICES

Interim billings are acceptable and are to be submitted to the Erie County Comptroller.

PREPARATION OF FINANCIAL STATEMENTS

The Comptroller's Office, with guidance and assistance from the auditing firm, will compile and prepare the financial statements in the form of the Basic Financial Statements, Management's Discussion and Analysis and the Annual Comprehensive Financial Report. The firm will prepare separate opinion letters, as required, based on the type of report(s) produced.

The firm will compile and prepare the County's annual Single Audit Report (A-133 Report) and Data Collection Form for electronic submission to the Federal Audit Clearinghouse based on the Schedule of Expenditures of Federal Awards ("SEFA") provided by the County. In addition, the firm will provide an electronic copy and will print, bind and supply 3 hardcopies of the A-133 Report for distribution by the County.

PROPOSED PRICE OF AUDIT

Each firm submitting a proposal is requested to complete the pricing sheet included with the proposal. Additional pricing items may be added as needed. Please submit the pricing sheet with your transmittal letter and proposal. It is important to remember that while price is a primary consideration, it will not be the sole factor in determining which firm will be awarded this audit contract. For out-of-scope and other services, provide on the pricing sheets a listing of hourly rates for partners, specialists, supervisors and staff levels.

RELATIONSHIP OF THE AUDIT FIRM TO THE COUNTY COMPTROLLER

The Erie County Comptroller is the County's Chief Accounting, Reporting, Auditing, and Fiscal Officer. The Comptroller will coordinate the County's audit with the audit engagement firm. The Audit Committee expects full cooperation and the required coordination between the team and the Comptroller.

RELATIONSHIP OF THE AUDIT FIRM TO THE AUDIT COMMITTEE FOR ERIE COUNTY

Under Section 2517 of the Erie County Charter, responsibility for engaging an external auditor for the County's annual financial audit resides with the Erie County Audit Committee (see Section 2517 at <https://www3.erie.gov/law/charter/article-25-financial-procedures-charter>).

The Committee expects to be kept informed of all audit issues as they arise during the course of the audit. Any disagreements between the firm and management should be referred to the Committee, if a satisfactory resolution cannot be made. The Committee expects the auditing firm to maintain a relationship with the Committee as outlined by AU 380, *The Auditor's Communication With Those Charged With Governance*. Such communication should be in writing and sufficiently timely to allow for appropriate action. A copy of any written communication will be provided to the County Comptroller.

AUDIT OF ERIE COUNTY

In addition to the Basic Financial Statement Report, a separate report will be completed for 2026, 2027 and 2028 in accordance with the Federal Single Audit Act of 1984, as amended. The audits of these statements are to be conducted in accordance with generally accepted auditing standards applicable to governments, and result in the issuance of an opinion on the financial statements.

The following is a list of all funds to be audited, which is being furnished for your information and use in preparing a proposal to provide the requested auditing and review services.

COUNTY OF ERIE, NEW YORK FUNDS

- General Fund (includes Risk and Workers' Compensation)
- Capital Project Funds
- Special Revenue Funds
 - Grants Fund
 - Road Fund
 - Sewer Fund
 - Community Development Fund
 - Downtown Mall Fund
 - E-911 Fund
 - Emergency Response Funds
- Debt Service Fund
- Library Fund (Component Unit)

- Agency Fund
- Utility Enterprise Fund
- Pharmaceutical Settlement Fund

OTHER FUNDS

The general purpose financial statements currently include the Primary Government, five discretely presented component units including the Erie County Medical Center Corporation (“ECMCC”), the Buffalo and Erie County Public Library (“BECPL”), the Erie County Fiscal Stability Authority (“ECFSA”), the Erie Tobacco Asset Securitization Corporation (“ETASC”), and Erie Community College (“ECC”, or SUNY Erie, (reported as an Enterprise Fund). In the event the County auditor is not under contract for the audit of these other entities, coordination with other accounting firms is required. Erie County accounts for any capital projects it administers on behalf of these entities and maintains records on interfund billings. It is the responsibility of the County's auditor to ensure that these accounts are reconciled.

OTHER SERVICES

In connection with any anticipated note or bond offering in 2027, 2028 and 2029, audited financial statements will be included in the offering documents and prospective underwriters may request your assistance in connection with their "due diligence" functions. The AICPA Statement on AU-634, Letters for Underwriters and Certain Other Requesting Parties, provides both guidance and reporting samples.

New York State requires the County Department of Mental Health to prepare separate fiscal reports which must be certified by an independent certified public accountant. Mental Health prepares two Consolidated Fiscal Reports, one for its administrative component and one for its Forensic Mental Health program component. If you have questions pertaining to this certification or wish to review a copy of the Reports, you may call the Department of Mental Health at 858-8541.

New York State also requires a similar certification on two AHCF-I Reports (Health Center and Maternal and Infant Care). This certification must include an examination of the statistical data and must be completed by April 30. If you have questions pertaining to this certification, you may call Anthony Simonetta of the Erie County Department of Health at 716-858-8649.

In addition, New York State has required other County departments such as the Department of Social Services to provide certified fiscal reports. The proposal should provide for additional certification services.

Note: The Audit Committee reserves the right to reject bids for the Mental Health Department and the Health Department certifications. While it may be more convenient to have the County's auditors make these certifications, it is not an absolute requirement. The Audit Committee also reserves the right to solicit proposals for these certifications under a separate RFP. The award of this may be made at a time different from the award of the County contract.

The County is also required to submit an audit report to the New York State Department of

Transportation (“NYSDOT”), pursuant to the County’s receipt of federal/state transportation funds such as the Consolidated Highway Improvement Program (“CHIPS”) and the auditing firm will be responsible for preparing the report, in conjunction with the Comptroller’s Office.

Your proposal should enumerate the costs of providing the required services (use Page 9 of this Attachment for this purpose), and should be structured giving appropriate consideration to meeting each of the following objectives:

1. Final fieldwork for all funds and account groups for the fiscal years 2026, 2027 and 2028 is to be completed and the audit opinion for the general purpose financial statements delivered to the Erie County Comptroller’s Office no later than June 30th annually. Fieldwork will start after receipt of the year-end trial balances from the Erie County Comptroller’s Office and will be mutually agreed upon each year by the auditor and the Comptroller's Office. Adjusting journal entries should be presented and posted during the fieldwork period.
2. Single Audit reports must be completed within the time guidelines published by the Federal Government.
3. Interim fieldwork for the fiscal years 2026, 2027 and 2028 should assist the County in preparation for its year-end closing and should test existing internal control procedures to such an extent that the independent auditors can place reliance on the client's internal control system in developing their opinion on the final statements.
4. Audit should test for County conformity to GAAP.
5. Advise and assist the County in conforming to requirements necessary to obtain a Certificate of Achievement for Excellence in Financial Reporting and/or a Distinguished Budget Presentation Award from the Government Finance Officers Association and/or the Popular Annual Financial Reporting Award, should the County elect to participate in the awards programs.
6. Perform tasks necessary to allow inclusion of audited financial statements in official statements for County borrowings during the contract period.
7. Preparation of a management letter as a result of regular audit work. The management letter will describe any material weaknesses in internal control and will contain recommendations for financial and program management improvement. The management letter will also contain findings and recommendations in the following four categories: cost reduction actions that should be considered by the County; actions that would result in increased revenue to the County; actions that would result in increased productivity; and actions to insure the safeguarding of County assets.
8. The audit firm's staff will review a draft of the proposed report and management letter with the Erie County Comptroller, the Director of Budget and Management, and the Audit Committee.
9. The audit firm will provide the County Comptroller's Office with sufficient supporting documentation to facilitate line-item level posting of adjusting journal entries to the computerized general ledger system.

10. To the extent practicable, make available to personnel from the Comptroller's Office local training seminars sponsored by your firm, such as for new GASB pronouncements.

OTHER REQUIRED INFORMATION

Your proposal should also clearly provide the following information:

1. Qualifications and Experience of the Firm.
 - a. The size of the firm (or local office assigned to perform the work) in full-time equivalents, rounded to the nearest ten persons.
 - b. Experience with governmental auditing, including a list of prior engagements performed by the office expected to be performing the work
 - c. The firm's most current peer review.
 - d. Any governmental client references.
2. Qualifications and Experience of the Firm's Staff.
 - a. Names and resumes, including the partners in charge, of personnel to be assigned to this project. It is fully expected that the personnel indicated will be those assigned to the project. Please detail which of these personnel are "local", that is, which of these persons normally live and work in Erie County.
 - b. Proposed or estimated staffing (in hours).
 - c. Affirmation that all staff have met the CPE requirements for government auditing.
3. Proposed Work Plan
 - a. Present a draft Audit Work Plan, including levels of testing and field work.
 - b. Estimate of hours by type of staff

Proposed Fee Structure

 - c. Average hourly rate charged for the staff assigned to this project.
 - d. Any other expected fees or expenses.
 - e. Any "flat rate" or "not to exceed" price for this project.
4. An affirmation that no conflicts of interest exist between the firm and the Erie County Comptroller's Office, and the Erie County Audit Committee.
5. Evidence of malpractice or errors and omissions insurance with a minimum coverage of \$5 million.
6. A description of your firm's experience in performing due diligence reviews in support of note and bond sales, the validation of municipalities calculations pertaining to advance refunding and any other experience in assisting municipalities in the financing of governmental projects pursuant to New York State Local Finance Law.
7. Demonstrate that the bidder is a "responsible bidder" by attesting that the bidder:
 - a. Complies with all laws prerequisite to doing business in New York.
 - b. Complies with U.S. Equal Opportunity Employer provisions.

- c. The bidder has no Erie County outstanding tax liability.

CONTRACT EXTENSIONS FOR 2029 AND 2030

If you wish to include as part of your proposal a price quote that would relate to the possible extension of the contract for these services to the years 2029 and 2030, please provide the same information for those years using the format provided.

All provisions of the RFP that apply for the years 2026, 2027 and 2028 will apply for the years 2029 and 2030, should extensions be awarded.

RFP REVIEW AND SCORING

All responses will be reviewed by the Audit Committee and staff of the Erie County Comptroller's Office.

The proposals will be evaluated based upon the following criteria and criteria weights:

- Total Fee for Audit Period – 60%
- Local Staffing – 10%
- Governmental Experience & References – 10%
- Peer Review – 10%
- Technical Response and Ability to Meet Timeframes – 10%

The Audit Committee reserves the right to award the contract to the low and responsible bidder it deems best suited and qualified to meet the needs of Erie County and its constituents. The Audit Committee assumes responsibility for determining if a specific bidder is responsible.

The judgment of the Audit Committee is final.

Federal audit service procurement laws, OMB Circular A-133, and Erie County Local Law 1-2022, policies have been issued requiring that, whenever possible, municipalities encourage the participation and involvement of small businesses and MWBE-certified firms to perform professional services. Erie County has long maintained its commitment to create meaningful opportunities for socially and economically disadvantaged persons and businesses to participate in the competitive process and to take active measures which demonstrably ensure equitable consideration.

PROPOSALS UNDER FOIL

Erie County complies with the New York State Freedom of Information Law ("FOIL"). Information the bidder considers exempted under FOIL ("Trade Secrets, Commercial or Financial Information") should be indicated on the pricing sheet.

AUDIT OF THE COUNTY OF ERIE

PRICING SHEET

For the Year Ended <u>December 31</u>	(A) Audit of County <u>Financial Statements</u>	(B) Single <u>Audit</u>	(C) Total Audit Cost <u>A + B</u>
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2026	_____		
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2027	_____		
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2028	_____		
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Total Columns A, B & C		\$ _____	
------------------------	--	----------	--

Average audit cost (total of column C divided by 3)		\$ _____	
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Fees related to Departmental Certifications:

	Years	2026	2027	2028
Mental Health Services (per report)		_____		
Health Department Services (per report)		_____		
NYSDOT Report		_____		
Other Departments as required		_____		

"DUE DILIGENCE" - To be performed as requested by the County Comptroller. Fee will be within a range depending on the scope of services actually requested. Minimum service is a simple letter authorizing the County to include the audited financial statements with the opinion letter of your firm in the official borrowing statement. Price of the due diligence service will be in the range of

\$ _____ to \$ _____.

Note: When developing your cost estimates, you may assume that there will be involvement in workpaper preparation and /or analysis by Comptroller's Office Accounting Division personnel.

OTHER REQUIRED INFORMATION

Please indicate the page number, appendix or other location of the following information within the bid documentation provided:

The size of the office expected to be performing the work, in full-time equivalents, rounded to the nearest ten persons.

Experience with governmental auditing, including a list of prior engagements performed by the office expected to be performing the work

The firm's most current peer review.

Any governmental client references. _____

Names and resumes, including the partners in charge, of personnel to be assigned to this project. It is fully expected that the personnel indicated will be those assigned to the project. Please detail which of these personnel are "local", that is, which of these persons normally live and work in Erie County. _____

Proposed or estimated staffing (in hours). _____

Affirmation that all staff have met the CPE requirements for government auditing _____

The draft Audit Work Plan, including levels of testing and field work. _____

Estimate of hours by type of staff _____

Average hourly rate charged for the staff assigned to this project. _____

Any other expected fees or expenses. _____

Any "flat rate" or "not to exceed" price for this project. _____

An affirmation that no conflicts of interest exist between the firm and the Erie County Comptroller's Office, and the Erie County Audit Committee. _____

Evidence of malpractice or errors and omissions insurance with a minimum coverage of \$5 million. _____

A description of your firm's experience in performing due diligence reviews in support of note and bond sales, the validation of municipalities calculations pertaining to advance refunding and any other experience in assisting municipalities in the financing of governmental projects pursuant to New York State Local Finance Law. _____

The Bidder attests that:

It complies with all laws prerequisite to doing business in New York. _____

It complies with U.S. Equal Opportunity Employer provisions. _____

The bidder has no Erie County outstanding tax liability. _____

Information the bidder considers covered under the Trade Secrets, Commercial or Financial Information exemption of FOIL. _____

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, 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

ERIE COUNTY EQUAL PAY CERTIFICATION

In order to comply with Erie County 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 , 2026

COUNTY OF ERIE
STANDARD INSURANCE REQUIREMENTS

Vendor Insurance Classification C: Contracts Involving Professional Services

1. The provider of professional services shall obtain, at its own cost and expense, the following insurance coverage with insurance companies licensed in the State of New York and shall provide a certificate of insurance as evidence of such coverage on the County of Erie Standard Insurance Certificate.

- A. Commercial General Liability - with a minimum combined single limit of liability for Bodily Injury and Property Damage of \$1,000,000 per occurrence and \$2,000,000 general aggregate and \$2,000,000 Products – Completed Operation Aggregate. The coverage shall include:
- Premises and Operations
 - Products and Completed Operations
 - Independent Contractors
 - Contractual Liability (sufficient to cover all liability assumed under contracts with the County of Erie)
- B. Automobile Liability - with a minimum combined single limit of liability for Bodily Injury and Property Damage of \$1,000,000 each occurrence. The coverage shall include Owned, Hired, and Non-Owned Autos (Symbol "1" should be designated for Liability coverage on the Business Auto Policy).
- C. Excess "Umbrella" Liability - with a minimum limit of \$1,000,000 each occurrence / \$1,000,000 aggregate.
- D. Worker's Compensation and Employer's Liability - providing statutory coverage in compliance with the Worker's Compensation Law of the State of New York (Forms C-105.2; SI-12; GSI-105.2; or U-26.3).
- E. Disability Benefits - providing statutory coverage in compliance with the New York State Disability Benefits Law (Forms DB-120.1 or DB-155).
- F. Professional Liability (Errors and Omissions or Malpractice) – with a minimum limit of \$5,000,000.

Failure to maintain coverage herein shall constitute a material breach of this contract and the Contractor shall suspend all work immediately upon such lapse in coverage.

2. Commercial General Liability, Automobile Liability and Excess "Umbrella" Liability shall name the County of Erie and any Board, Bureau, Commission or Agency thereof as additional insureds on ISO Form CG 2010 1185 Edition. Coverage should be provided on a primary and non-contributory basis. Waiver of Subrogation is required on all lines in favor of Erie County.

3. All policies in which the County of Erie is named as an additional insured shall provide that:
 - A. The insurance company or companies issuing the policies shall have no recourse against the County of Erie for payment of any premiums or for assessments under any form of policy.
 - B. The insurance shall apply separately to each insured (except with respect to the limit of the liability).
4. Prior to cancellation, non-renewal or material change of the above policies, at least forty-five (45) days advance written notice shall be given to the County of Erie, Department of Law, 95 Franklin Street, Room 1634, Buffalo, N.Y. 14202, and the Agency requesting the certificate.
5. All certificates of insurance shall be approved by the Erie County Department of Law prior to the inception of any work.
6. The “ACCORD” form certificate may be used in place of the Erie County Standard Insurance Certificate, provided that all of the requirements set forth in the instructions for the Erie County Standard Insurance Certificate are incorporated into the “ACCORD” form certificate.

County of Erie Standard Insurance Certificate



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. 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).															
PRODUCER	CONTRACT PHONE (A/C No. Ext) _____ FAX (A/C No.) _____ EMAIL ADDRESS _____ PRODUCER CUSTOMER ID #: _____														
	<table border="1"> <thead> <tr> <th>INSURER(S) AFFORDING COVERAGE</th> <th>NAIC #</th> </tr> </thead> <tbody> <tr> <td>INSURER A:</td> <td></td> </tr> <tr> <td>INSURER B:</td> <td></td> </tr> <tr> <td>INSURER C:</td> <td></td> </tr> <tr> <td>INSURER D:</td> <td></td> </tr> <tr> <td>INSURER E:</td> <td></td> </tr> <tr> <td>INSURER F:</td> <td></td> </tr> </tbody> </table>		INSURER(S) AFFORDING COVERAGE	NAIC #	INSURER A:		INSURER B:		INSURER C:		INSURER D:		INSURER E:		INSURER F:
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INSURER E:															
INSURER F:															
INSURED															

COVERAGES		CERTIFICATE NUMBER:		REVISION NUMBER:		
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.						
INSR LTR	TYPE OF INSURANCE	ADOL SUBR INSR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
	GENERAL LIABILITY ☐ COMMERCIAL GENERAL LIABILITY ☐ CLAIMS-MADE ☐ OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: ☐ POLICY ☐ PRO-JECT ☐ LOC					EACH OCCURRENCE \$ _____ DAMAGE TO RENTED PREMISES (Ea occurrence) \$ _____ MED EXP (Any one person) \$ _____ PERSONAL & ADV INJURY \$ _____ GENERAL AGGREGATE \$ _____ PRODUCTS COMP/OP AGG \$ _____ \$ _____
	AUTOMOBILE LIABILITY ☐ ANY AUTO ☐ ALL OWNED AUTOS ☐ SCHEDULED AUTOS ☐ HIRED AUTOS ☐ NON-OWNED AUTOS					COMBINED SINGLE LIMIT (Ea accident) \$ _____ BODILY INJURY (Per person) \$ _____ BODILY INJURY (Per accident) \$ _____ PROPERTY DAMAGE (Per accident) \$ _____ \$ _____ \$ _____
	UMBRELLA LIAB ☐ OCCUR EXCESS LIAB ☐ CLAIMS-MADE DEDUCTIBLE RETENTION \$ _____					EACH OCCURRENCE \$ _____ AGGREGATE \$ _____ \$ _____ \$ _____
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICE/MEMBER EXCLUDED? (Mandatory in NH) ☐ Y/N If yes describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A			WC STATUS ☐ 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 County of Erie 95 Franklin St Buffalo NY, 14202	CANCELLATION 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 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.