



**COUNTY OF ERIE
DIVISION OF PURCHASE
INVITATION TO BID**

Bids, as stated below, will be received and publicly opened by the Division of Purchase in accordance with the attached specifications. **FAX bids are unacceptable.** Bids must be submitted in a sealed envelope to:

County of Erie
Division of Purchase
Attention: Tricia Pierce, Buyer (716) 858-6337
95 Franklin Street, Room 1254
Buffalo, New York 14202-3967

NOTE: Lower left hand corner of envelope MUST indicate the following:

BID NUMBER: 240165-004

OPENING DATE July 9, , 2024 TIME: 2:00 PM

FOR: Road Salt Materials

NAME OF BIDDER: _____

If you are submitting other Invitations to Bid, each bid must be enclosed in a separate envelope.

Following EXHIBITS are attached to and made a part of the bid specifications, and part of any agreement entered into pursuant to this Invitation to Bid:

- X EXHIBIT "A" - Assignment of Public Contracts
- X EXHIBIT "B" - Purchases by Other Local Governments or Special Districts
- EXHIBIT "C" - Construction/Reconstruction Contracts
- EXHIBIT "D" - Bid Bond (Formal Bid)
- N/A EXHIBIT "E" - Bid Bond (Informal Bid)
- X EXHIBIT "EP" - Erie County Equal Pay Certification
- EXHIBIT "F" - Standard Agreement
- X EXHIBIT "G" - Non-Collusive Bidding Certification
- X EXHIBIT "H" - MBE/ WBE Commitment
- X EXHIBIT "IC" - Insurance
- EXHIBIT "J" - Apprentice Training Program Certification
- EXHIBIT "P" & EXHIBIT "PBI" - Performance Bond
- EXHIBIT "PW" - NYS Prevailing Wage
- EXHIBIT "Q" - Confined Space Program Certification
- X EXHIBIT "V" - Vendor Federal Compliance Certification

County of Erie
DIVISION OF PURCHASE
NON-COLLUSIVE BIDDING CERTIFICATION

By submission of this bid, each bidder and each person signing on behalf of any bidder certifies, and in the case of a joint bid each party thereto certifies as to its own organization, under penalty of perjury, that to the best of his knowledge and belief:

(1) the prices in this bid have been arrived at independently without collusion, consultation, communication, or agreement, for the purpose of restricting competition, as to any matter relating to such prices with any other bidder or any competitor;

(2) unless otherwise required by law, the prices which have been quoted in this bid have not been knowingly disclosed by the bidder and will not knowingly be disclosed by the bidder prior to opening, directly or indirectly, to any other bidder or to any competitor; and

(3) no attempt has been made or will be made by the bidder to induce any other person, partnership or corporation to submit or not to submit a bid for the purpose of restricting competition.

NOTICE

(Penal Law, Section 210.45)

IT IS A CRIME, PUNISHABLE AS A CLASS A MISDEMEANOR UNDER THE LAWS OF THE STATE OF NEW YORK, FOR A PERSON, IN AND BY A WRITTEN INSTRUMENT, TO KNOWINGLY MAKE A FALSE STATEMENT, OR TO MAKE A FALSE STATEMENT, OR TO MAKE A STATEMENT WHICH SUCH PERSON DOES NOT BELIEVE TO BE TRUE.

BID NOT ACCEPTABLE WITHOUT FOLLOWING CERTIFICATION:

Affirmed under penalty of perjury this _____ day of _____, 20 _____

TERMS _____ DELIVERY DATE AT DESTINATION _____

FIRM NAME _____

ADDRESS _____

_____ ZIP _____

AUTHORIZED SIGNATURE _____

TYPED NAME OF AUTHORIZED SIGNATURE _____

TITLE _____ TELEPHONE NO. _____

(Rev.1/2000)

County of Erie
DIVISION OF PURCHASE
BID SPECIFICATIONS

BID NO: 240165-004

Ship to: County of Erie
 Attention: DPW Highways and
 Address: Various County Locations

Ship Via: Most Economical
 Date Required at Destination: As Requested

ITEM NO.	QUAN-TITY	UM	CATALOG NO./DESCRIPTION	UNIT PRICE	TOTAL PRICE
			Please furnish pricing for Road Salt Materials and Sand as per the		
			following specifications.		
			IMPORTANT PLEASE FOLLOW!		
			*Please submit (4) four copies of your company's		
			Bid pricing sheets.		
			Any Questions please contact Bridgit Rodriguez at 716-858-4736		
			MBE/WBE Commitment-Bidder MUST complete and return with		
			Bid EITHER the MBE Utilization Report Form Part A OR the		
			Waiver Recommendation Form. These forms are found in		
			Enclosed Exhibit "H".		

NOTE: Bid results cannot be given over the phone. All requests for bid results should be submitted in writing or faxed to:

ERIE COUNTY DIVISION OF PURCHASE
 Freedom of Information Officer
 95 Franklin Street, Rm. 1254
 Buffalo, NY 14202
 FAX #: **716/858-6465**

TOTAL NET BID DELIVERED INSIDE _____

NAME OF BIDDER _____

Notice to Bidders

**Specifications and Proposal Form Covering
Road Salt, Sand and Sand-Salt Mix
Required by the
Erie County Department of Public Works
For the period
Beginning September 1, 2024
And Ending August 31, 2025**

1. The purpose of the attached specifications is to describe the above-mentioned materials by physical and chemical requirements
2. **Bids** are solicited on various materials as shown by attached specifications and proposal form.
3. **Purchase Orders** will be issued to the lowest responsible bidder after due consideration has been given to the point of delivery, the location of the site to which material will be hauled.
4. The **Purchaser** reserves the right to reject any or all bids, or to accept, either in whole or in part, any one bid or combination of bids.
5. No quantities are given. **Quotations** on all items shall be requirements to August 31, 2025.
6. All references to **New York State** refer to the latest **Public Works** specifications and any revisions.
7. The bid shall be signed by the bidder in the proper place on the last page of this Proposal.
8. In submitting this bid, the bidder declares that he is, or they are, the only person or persons interested in the said bid, that it is made without any connection with any person making another bid for the same materials, that the bid is in all respects fair and without collusion, fraud or mental reservation and that no officer or employee of the **County** is directly or indirectly interested in said bid or in the supplies, or in any portion of the profits thereof.
9. No bid for materials, or supplies may be accepted from the contracts, therefore, awarded to any person who is in arrears to Erie County, upon debt or contract or who has defaulted as surety or otherwise upon a contract or obligation to the county.

“The Bidder hereby agrees to the provisions of Section *103-a, 103-b, and 103d*, being part of **Chapter 605 of the laws of 1959** of the **General Municipal Law** which requires that upon the refusal of a person, when called before a grand jury to testify concerning any transaction or contract with the state, any political subdivision thereof, a public authority or with any public department, agency or official of the state or of any political subdivision thereof or of a public authority, to sign a waiver of immunity against subsequent criminal prosecution or to answer any relevant question concerning such transaction or contract.

10. (a) Such person, and any firm, partnership or corporation of which he is a member, partner, director or officer shall be disqualified from thereafter selling to or submitting bids to or receiving awards from or entering into any contracts with any municipal corporation or any public department, agency or official thereof, for goods, work or services, for a period of five years after such refusal and
- (b) Any and all contracts made with any municipal corporation or any public department, agency or official thereof, since the effective date of this law, by such person, and by any firm, partnership, or corporation of which he is a member, partner, director or officer may be canceled or terminated by the municipal corporation without incurring any penalty or damages on account such cancellation or termination, but any monies owing by the municipal corporation for goods delivered or work done prior to the cancellation or termination shall be paid, and
- (c) Every contract hereafter made or awarded by a municipal corporation or any public department, agency or official thereof or by a fire district or any agency or official thereof, pursuant to bid for work services performed or to be performed or goods sold or to be performed or goods sold or to be sold, shall contain the following statement by the bidder, under penalty that:
 - (a) The bid has been arrived at by the bidder independently and has been submitted without collusion with any other vendor of materials, supplies, or equipment of the type described in the invitation for bids, and
 - (b) The content of the bid have not been communicated by the bidder, nor, to its best knowledge and belief, by any of its employees or agents, to any person not an employee or agent of the bidder or its surety on any bond furnished herewith prior to the official opening bid”

Specified Quantity Salt Bid

Erie County hereby requests bids on the furnishing and delivery of Sodium Chloride Salt for ice control. The County and participating municipalities listed below agree to purchase the specified amounts listed below in bulk form.

Specification:

Salt shall be not less than 95% sodium chloride as determined by ASTM-D-632. The salt when tested, using sieves as described in ASTM-C-136 (*1), shall conform to the following requirements for particle size distribution:

Sieve Size	Per Cent Passing (*2)
½"	100
3/8"	95-100
No.4	20-90
No.8	10-60
No.30	0-15

(*1) A drying temperature of 110 degrees C +/- 5 degrees C should be used.

(*2) Tolerance of +/- 5% on each sieve except ½" and 3/8" sizes on which no tolerance will be allowed.

Moisture content upon delivery shall not exceed 1.5% when determined as follows

$$\% \text{ Moisture} = (W1 - W2) / W1 \times 100$$

W1 = Initial weight of sample

W2 = weight of sample after drying to a constant weight at 100 degrees C +/- 5 degrees C

Every opportunity and assistance shall be provided to Erie County and the participating municipalities to sample for testing the material at the plant or storage area. Erie County and the participating municipalities shall also have the right to have tests performed on any sample delivered to the municipal storage area.

Sodium Chloride Salt shall be rejected if it fails to conform to any of the requirements of these specifications or if it is caked or sticky in the trucks upon delivery and inspection. All rejected product shall be removed from the location within 24 hours of notification and no charge made for the amount delivered that was rejected. At the discretion of Erie County and the participating municipalities, a negotiated price may be implemented in lieu of replacement of failed material. The successful bidder will also be responsible for payment of all testing fees if the sample is found not to meet the requirements of the specification. No fee to the successful bidder will be incurred if the sample passes the requirements of the specification.

Salt shall be treated with an anti-caking agent at the rate of 0.1 to 0.2 lbs. / ton. Potential vendors shall submit information with their bid on the proposed anti-caking agent. The planned quantity, test for the presence, solubility, photodecomposition and potential damage to the environment shall be included. Prior to acceptance of the bid proposal, a visual inspection of the company's facility to examine the process of treating with anti-caking agent will be made. Should the apparent low bidder not be able to provide the anti-caking agent requirement described herein, this will be a cause for rejection of

the bid. Further, at any time as deemed necessary by Erie County or a participating municipality, a visual inspection of the facility to ensure the anti-caking agent is being added will be made.

Quantities:

The quantity specified by each municipality represents 100% of their requirement for the season. The season is September 1, 2024 through August 31, 2025. The municipal participants in this purchase agreement are obligated and guarantee to purchase only 70% of their specified quantity. The successful vendor is obligated and guarantees to furnish and deliver up to 130% of the named quantity.

If the total quantity ordered exceeds the participating municipality’s estimated annual tonnage by 130% during the initial term of the contract, the successful bidder shall still continue to stock and sell Sodium Chloride Salt to the participating municipality. The successful bidder, however, may request in writing a price adjustment for future deliveries based on incremental out-of-pocket expenses incurred by the successful bidder. If a price adjustment is to be requested, the successful bidder shall issue written notice to the participating municipality within 24 hours after the municipality reaches 120% of its estimated tonnage. Any increase in price will apply only to that portion of an order that exceeds the 130% percent of the estimated tonnage. The successful bidder shall provide complete documentation to justify the increase. Only one such price increase shall be allowed and it shall be uniform for all members of this bid.

<u>Municipality</u>	<u>Quantity (Tons)</u>
Erie County (all delivery points throughout the county)	25,000
City of Buffalo	18,000
Buffalo Sewer Authority	200
Akron Central Schools	70
Village of Akron	400
Town of Alden	2,500
Village of Alden	450
Town of Amherst	15,000
Village of Angola	450
Town of Aurora	2,300
Village of Blasdel	225
Town of Boston	2,000
Town of Brant	700
Town of Cheektowaga	7,000
Cheektowaga-Maryvale U.F.School District	120
Town of Clarence	4,000
Town of Colden	1,000
Town of Collins	1,900
Town of Concord	1,500
Village of Depew	2,000
Depew U.F. School	120
Village of East Aurora	800
Town of Eden	1,100
Town of Elma	3,000

Erie Community College	500
Erie County Medical Center Corp.	600
Erie County Water Authority	70
Town of Evans	1100
Village of Gowanda	350
Town of Grand Island	5,500
Town of Hamburg	6,000
Village of Hamburg	1,000
Town of Holland	1,800
Kenmore-Town of Tonawanda U.F. School District	700
Village of Kenmore	2,300
City of Lackawanna	1,200
Town of Lancaster	3,500
Town of Marilla	2,200
Town of Newstead	3,000
NFTA 485 Cayuga	100
NFTA BNIA Maintenance	2,500
NFTA Cold Springs Garage	240
NFTA Frontier Garage	150
NFTA Babcock Garage	230
NFTA Metro Rail & Shop	300
Town of North Collins	600
Town of Orchard Park	5,500
Village of Orchard Park	800
Town of Sardinia	1,250
Village of Sloan	500
City of Tonawanda	2,000
Town of Tonawanda	7,500
Town of Wales	700
Town of West Seneca	4,000
Village of Williamsville	750
Total	146,775 Tons

Deliveries:

Municipal participants herein referred to as purchasers agree to order salt at least forty-eight (48) hours before it is required. The successful vendor agrees to begin delivery of salt within two (2) business days of ordering and complete the order within three (3) business days. In cases where the ordered quantity exceeds 1,000 tons, delivery must be completed within four (4) business days. In the event that a purchaser orders night or weekend deliveries contingent unit prices contained in the proposal shall apply. Salt and delivery prices shall remain firm throughout the life of agreement and until such time that contractual quantity of salt is delivered. Orders placed after 2:00 PM will be considered as placed the next business day.

Liquidated damages of \$1.00 per ton per day will be assessed by a participating municipality on the outstanding tonnage not delivered within the timeframe required by these specifications. Liquidated damages will be imposed on the first day following the required delivery day and may be applied each calendar day that a balance is

outstanding thereafter. Any calculated liquidated damages may be deducted from invoices outstanding at the time but such deductions must be accompanied by a written explanation detailing the calculations of the liquidated damages deducted.

Note: Vendor must stipulate that trucker calls purchaser 24 hours in advance of delivery.

Storage:

In the event the purchaser cannot accept deliveries the vendor shall store salt until released. This event automatically extends the life of this contract until deliveries are completed.

Payment:

The purchaser shall make payment within thirty (30) days of receipt of a correct invoice. In the event the purchaser cannot accept deliveries payment shall be made for the pro-rata share of the specified quantity of salt, subject to the 80% guarantee. The pro-rata share shall be based on a five-month delivery schedule from November through March. Payment of transportation costs, named in the proposal shall be made within thirty (30) days of the acceptance of delivery.

Fuel Price Adjustment:

A fuel price adjustment may be made to contract pricing in accordance with the procedure outlined in the New York State Office of General Services contract award for Group 01800 Road Salt.

Bid Form
Specified Quantity Salt Bid

Vendor Name _____

Address _____

Office Phone _____

Office Fax _____

Salt Price per Ton 146,775 tons @ \$ _____ per ton = \$ _____
 (Does not include Delivery Charge – See Delivery Charges Below)

Delivery Charge:

Erie County (all facilities)	25,000 tons @ \$ _____ per ton = \$ _____
City of Buffalo	18,000 tons @ \$ _____ per ton = \$ _____
Buffalo Sewer Authority	200 tons @ \$ _____ per ton = \$ _____
Akron Central School District	70 tons @ \$ _____ per ton = \$ _____
Village of Akron	400 tons @ \$ _____ per ton = \$ _____
Town of Alden	2,500 tons @ \$ _____ per ton = \$ _____
Village of Alden	450 tons @ \$ _____ per ton = \$ _____
Town of Amherst	15,000 tons @ \$ _____ per ton = \$ _____
Village of Angola	450 tons @ \$ _____ per ton = \$ _____
Town of Aurora	2,300 tons @ \$ _____ per ton = \$ _____
Village of Blasdell	225 tons @ \$ _____ per ton = \$ _____
Town of Boston	2,000 tons @ \$ _____ per ton = \$ _____
Town of Brant	700 tons @ \$ _____ per ton = \$ _____
Town of Cheektowaga	7,000 tons @ \$ _____ per ton = \$ _____
Cheektowaga-Maryvale U.F.S.D.	120 tons @ \$ _____ per ton = \$ _____
Town of Clarence	4,000 tons @ \$ _____ per ton = \$ _____
Town of Colden	1,000 tons @ \$ _____ per ton = \$ _____
Town of Collins	1,900 tons @ \$ _____ per ton = \$ _____
Town of Concord	1,500 tons @ \$ _____ per ton = \$ _____
Village of Depew	2,000 tons @ \$ _____ per ton = \$ _____
Depew U.F. Schools	120 tons @ \$ _____ per ton = \$ _____
Village of East Aurora	800 tons @ \$ _____ per ton = \$ _____
Town of Eden	1,100 tons @ \$ _____ per ton = \$ _____
Town of Elma	3,000 tons @ \$ _____ per ton = \$ _____
Erie Community College	500 tons @ \$ _____ per ton = \$ _____
Erie County Medical Center Corp.	600 tons @ \$ _____ per ton = \$ _____
Erie County Water Authority	70 tons @ \$ _____ per ton = \$ _____
Town of Evans	1,100 tons @ \$ _____ per ton = \$ _____
Village of Gowanda	350 tons @ \$ _____ per ton = \$ _____
Town of Grand Island	5,500 tons @ \$ _____ per ton = \$ _____

Town of Hamburg	6,000 tons @ \$ _____	per ton = \$ _____
Village of Hamburg	1,000 tons @ \$ _____	per ton = \$ _____
Town of Holland	1,800 tons @ \$ _____	per ton = \$ _____
Kenmore-Town of Tonawanda UFSD	700 tons @ \$ _____	per ton = \$ _____
Village of Kenmore	2,300 tons @ \$ _____	per ton = \$ _____
City of Lackawanna	1,200 tons @ \$ _____	per ton = \$ _____
Town of Lancaster	3,500 tons @ \$ _____	per ton = \$ _____
Town of Marilla	2,200 tons @ \$ _____	per ton = \$ _____
Town of Newstead	3,000 tons @ \$ _____	per ton = \$ _____
NFTA 485 Cayuga	100 tons @ \$ _____	per ton = \$ _____
NFTA BNIA Maintenance	2,500 tons @ \$ _____	per ton = \$ _____
NFTA Cold Spring Garage	240 tons @ \$ _____	per ton = \$ _____
NFTA Frontier Garage	150 tons @ \$ _____	per ton = \$ _____
NFTA Babcock Garage	230 tons @ \$ _____	per ton = \$ _____
NFTA Metro Rail & Shop	300 tons @ \$ _____	per ton = \$ _____
Town of North Collins	600 tons @ \$ _____	per ton = \$ _____
Town of Orchard Park	5,500 tons @ \$ _____	per ton = \$ _____
Village of Orchard Park	800 tons @ \$ _____	per ton = \$ _____
Town of Sardinia	1,250 tons @ \$ _____	per ton = \$ _____
Village of Sloan	500 tons @ \$ _____	per ton = \$ _____
City of Tonawanda	2,000 tons @ \$ _____	per ton = \$ _____
Town of Tonawanda	7,500 tons @ \$ _____	per ton = \$ _____
Town of Wales	700 tons @ \$ _____	per ton = \$ _____
Town of West Seneca	4,000 tons @ \$ _____	per ton = \$ _____
Village of Williamsville	750 tons @ \$ _____	per ton = \$ _____

Add for **Night** and **Saturday** delivery contingency
10,000 tons @ \$ _____ per ton = \$ _____

Add for **Sunday** and **Holiday** delivery contingency
5,000 tons @ \$ _____ per ton = \$ _____

Total Bid \$ _____

Specification for Sand/Salt Pre Mix Abrasives (Delivered)

Scope

This specification covers the material requirements for premixed abrasives used to control snow and ice on pavements.

Material Requirements:

1. **Abrasives:** The material for abrasives shall be either natural sand, manufactured sand or stone screenings, meeting New York State Department of Transportation specifications. Section 703-01 Fine Aggregate.
2. **Salt:** Salt to be added to the mix shall be Sodium Chloride type "A" crushed rock salt that is used for removal of snow and ice. It shall not be less than 97% Sodium Chloride.

Sampling:

Sampling shall be performed by Erie County Division of Highway Personnel at the point where the material is blended to the required mix ratio. The mixing process to consist of a system whereby each ingredient to be mixed is weighted by the use of certified sealed scales. Sampling shall be a minimum of two samples per approved stockpile.

Gradation:

<u>Abrasives</u>		<u>Salt</u>	
<u>Sieve</u>	<u>% Passing</u>	<u>Sieve</u>	<u>% Passing</u>
3/8	100%	3/8	100%
# 4	80 – 100	¼	95 – 100
# 50	0 – 25	# 4	20 – 90
# 200	0 – 5	# 8	10 – 60
		# 30	0 – 10

Note: The percent passing shall be based on weight determined by dry sieving a sample of dry abrasive material that had the 200 materials removed by wet washing

Acceptance:

The acceptance of the abrasive material shall be based on the condition that the material meets the specification requirements.

Specification for Sand/Salt Pre Mix Abrasives (Delivered)

Continued

All requirements shall meet the approval of the Deputy Commissioner of Highways or his Designee.

Ratio Sand to Salt

Price per ton bulk	1 to 1	\$ _____
Price per ton bulk	2 to 1	\$ _____
Price per ton bulk	3 to 1	\$ _____
Price per ton bulk	4 to 1	\$ _____
Price per ton bulk	5 to 1	\$ _____

Price per ton FOB delivered to:

<u>DPW Highway Locations</u>	<u>1 to 1</u>	<u>1 to 2</u>	<u>1 to 3</u>	<u>1 to 4</u>	<u>1 to 5</u>
Clarence	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
Tonawanda	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
Lancaster	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
Harlem	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
Hamburg	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
Angola	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
Aurora	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
Protection	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
East Concord	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
Collins	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____

Ratio Sand to Salt
Continued

Price per ton FOB delivered to:

<u>City, Village & Town Locations:</u>	<u>1 to 1</u>	<u>1 to 2</u>	<u>1 to 3</u>	<u>1 to 4</u>	<u>1 to 5</u>
Akron Central Schools	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
Village of Akron	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
Town of Alden	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
Village of Alden	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
Town of Amherst	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
Town of Aurora	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
Village of Blasdell	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
City of Buffalo	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
BOCES Cheektowaga	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
BOCES Orchard Park	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
Town of Boston	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
Town of Brant	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
City of Buffalo	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
Town of Cheektowaga	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
Town of Clarence	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
Cheektowaga- Maryvale U.F.S.D.	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
Town of Colden	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
Town of Collins	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
Town of Concord	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____

Ratio Sand to Salt
Continued

Price per ton FOB delivered to:

<u>City, Village & Town Locations:</u>	<u>1 to 1</u>	<u>1 to 2</u>	<u>1 to 3</u>	<u>1 to 4</u>	<u>1 to 5</u>
Village of Depew	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
Village of East Aurora	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
Town of Eden	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
Town of Elma	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
Erie Community College	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
Erie County Medical Center Corp.	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
Erie County Water Authority	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
Town of Evans	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
Village of Gowanda	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
Town of Grand Island	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
Town of Hamburg	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
Village of Hamburg	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
Town of Holland	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
Kenmore School District	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
Village of Kenmore	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
City of Lackawanna	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
Town of Lancaster	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
Town of Marilla	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____

**Ratio Sand to Salt
Continued**

Price per ton FOB delivered to:

<u>City, Village & Town Locations:</u>	<u>1 to 1</u>	<u>1 to 2</u>	<u>1 to 3</u>	<u>1 to 4</u>	<u>1 to 5</u>
Town of Newstead	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
Town of North Collins	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
Town of Orchard Park	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
Village of Orchard Park	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
Town of Sardinia	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
Village of Sloan	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
Village of Springville	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
City of Tonawanda	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
Town of Tonawanda	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
Town of Wales	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
Town of West Seneca	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
Village of Williamsville	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____

Location of Plant or Storage Point _____

Delivery must be made within **Twenty Four (24) hours** or when needed from date of purchase order.

Sand Bid Page

Sand _____ ton FOB Trucks at Source
Source: _____

Sand _____ ton delivered to Clarence

Sand _____ ton delivered to Tonawanda

Sand _____ ton delivered to Lancaster

Sand _____ ton delivered to Cheektowaga (Harlem and Clinton)

Sand _____ ton delivered to Hamburg

Sand _____ ton delivered to Angola

Sand _____ ton delivered to Aurora

Sand _____ ton delivered to Protection

Sand _____ ton delivered to East Concord

Sand _____ ton delivered to Collins

Sand _____ ton delivered to Akron Central Schools

Sand _____ ton delivered to Village of Akron

Sand _____ ton delivered to Town of Alden

Sand _____ ton delivered to Village of Alden

Sand _____ ton delivered to Town of Amherst

Sand _____ ton delivered to Town of Aurora

Sand _____ ton delivered to Village of Blasdell

Sand _____ ton delivered to BOCES-Cheektowaga

Sand _____ ton delivered to BOCES-Orchard Park

Sand _____ ton delivered to Town of Boston

Sand Bid Page Continued

- Sand _____ ton delivered to Town of Brant
- Sand _____ ton delivered to City of Buffalo
- Sand _____ ton delivered to Town of Cheektowaga
- Sand _____ ton delivered to Cheektowaga-Maryvale U.F.S.D.
- Sand _____ ton delivered to Town of Clarence
- Sand _____ ton delivered to Town of Colden
- Sand _____ ton delivered to Town of Collins
- Sand _____ ton delivered to Town of Concord
- Sand _____ ton delivered to Village of Depew
- Sand _____ ton delivered to Village of East Aurora
- Sand _____ ton delivered to Town of Eden
- Sand _____ ton delivered to Town of Elma
- Sand _____ ton delivered to Erie Community College
- Sand _____ ton delivered to Erie County Medical Center Corp.
- Sand _____ ton delivered to Erie County Water Authority
- Sand _____ ton delivered to Town of Evans
- Sand _____ ton delivered to Village of Gowanda
- Sand _____ ton delivered to Town of Grand Island
- Sand _____ ton delivered to Town of Hamburg
- Sand _____ ton delivered to Village of Hamburg
- Sand _____ ton delivered to Town of Holland
- Sand _____ ton delivered to Kenmore School District
- Sand _____ ton delivered to Village of Kenmore

Sand Bid Page Continued

- Sand _____ ton delivered to City of Lackawanna
- Sand _____ ton delivered to Town of Lancaster
- Sand _____ ton delivered to Town of Marilla
- Sand _____ ton delivered to Town of Newstead
- Sand _____ ton delivered to Town of North Collins
- Sand _____ ton delivered to Town of Orchard Park
- Sand _____ ton delivered to Village of Orchard Park
- Sand _____ ton delivered to Town of Sardinia
- Sand _____ ton delivered to Village of Sloan
- Sand _____ ton delivered to Village of Springville
- Sand _____ ton delivered to City of Tonawanda
- Sand _____ ton delivered to Town of Tonawanda
- Sand _____ ton delivered to Town of Wales
- Sand _____ ton delivered to Town of West Seneca
- Sand _____ ton delivered to Village of Williamsville

Note:

Delivery must be made within twenty-four (24) hours or when needed from date of **Purchase Order**.

Division of Purchase
95 Franklin Street
Buffalo, New York 14202

The undersigned proposed to furnish to the Erie County Department of Public Works, Division of Highways, various materials until August 31, 2024 at the prices shown, in the quantities desired and in accordance with the Specifications now on file in the office of the Division of Purchase and Central Services.

The vendor hereby agrees to the provisions of Section 103-a,b, and d of the General Municipal Law.

Respectfully submitted this _____ day of _____ 2024

Sign Here _____
Legal Name of Firm

Address: _____

By: _____

By: _____

County of Erie
DIVISION OF PURCHASE
INSTRUCTIONS TO BIDDERS (FORMAL)

1. BID SHALL BE SUBMITTED ON THESE COUNTY OF ERIE BID FORMS or bid will not be considered. Bid must be typed or printed in ink. Original autograph signatures in ink are required. Facsimile or rubber stamp signatures will not be accepted. ALL PAGES OF THIS BID DOCUMENT MUST BE RETURNED INTACT.
2. LATE PROPOSALS. Any bids received in the Erie County Division of Purchase after the date and time prescribed will not be considered for contract award.
3. EMERGENCY CLOSINGS. In the event the closing of certain County facilities and/or operations and/or services due to any flood, fire, fire drill, power failure, uncontrolled weather conditions or other cause beyond the Division of Purchase control, only bids received in the Division of Purchase prior to the date and time or postmarked as of the date prescribed will be considered for contract award.
4. ANY CHANGE IN WORDING OR INTERLINEATION BY A BIDDER OF THE INQUIRY AS PUBLISHED BY THE COUNTY OF ERIE shall be reason to reject the proposal of such bidder, or in the event that such change in the Invitation to Bid is not discovered prior to entering into a contract, to void any contract entered into pursuant to such bid.
5. THE COUNTY RESERVES THE RIGHT TO REJECT any and all bids, to accept either in whole or in part any one bid or combination of bids, as may be provided in the bid specifications, or to waive any informalities in bids. The County does not obligate itself to accept the lowest or any other proposal.
6. AWARD TO THE LOWEST RESPONSIBLE BIDDER. For the purpose of determining which bidder is the lowest qualified responsible bidder, it shall be the lowest three bidders' responsibility, within FIVE DAYS of being so notified by the Division of Purchase, to present information and documentation to the Division of Purchase, to satisfy the County that the bidder possesses sufficient capital resources, skill, judgment and experience to perform the work or deliver the material, as per bid specifications.
7. CONTRACT(S) OR PURCHASE ORDER(S) WILL BE AWARDED after due consideration of the suitability of goods and/or services bid to satisfy these specifications, the total cost of such goods and/or services including all cost elements, and the timeliness of the agreed upon delivery date.
8. This EXECUTORY CLAUSE shall be a part of any agreement entered into pursuant to this bid:

IT IS UNDERSTOOD BY THE PARTIES THAT THIS AGREEMENT SHALL BE EXECUTORY ONLY TO THE EXTENT OF THE MONIES AVAILABLE TO THE COUNTY OF ERIE AND APPROPRIATED THEREFOR, AND NO LIABILITY ON ACCOUNT THEREOF SHALL BE INCURRED BY THE COUNTY BEYOND THE MONIES AVAILABLE AND APPROPRIATED FOR THE PURPOSE THEREOF.
9. FAILURE TO MEET DELIVERY SCHEDULE as per accepted bid may result in legal action by the County of Erie to recover damages.
10. PRICES SHALL BE QUOTED F.O.B. DESTINATION AND DELIVERED INSIDE. "Tailgate delivery" will not be accepted unless specified by the County.
11. COLLECT TRANSPORTATION CHARGES WILL NOT BE PAID BY THE COUNTY. All freight, cartage, rigging, postage or other transportation charges shall be prepaid and included in the bid. There will be no additional charges for delivery.
12. NO TAXES ARE TO BE BILLED TO THE COUNTY. Bids shall not include any Federal, State, or local excise, sales, transportation, or other tax, unless Federal or State law specifically levies such tax on purchases made by a political subdivision. The County of Erie Purchase Order is an exemption certificate. Any applicable taxes from which the County is not exempt shall be listed separately as cost elements, and added into the total net bid.
13. THE SUCCESSFUL BIDDER shall comply with all laws, rules, regulations and ordinances of the Federal Government, the State of New York and any other political subdivision of regulatory body which may apply to its performance under this contract.

County of Erie

DIVISION OF PURCHASE

14. GRATUITIES, ILLEGAL OR IMPROPER SCHEMES. The County may terminate this agreement if it is determined that gratuities in the form of entertainment, gifts or otherwise were offered or given by a vendor, his agent or representative to any County official or employee with a view towards securing favorable treatment with respect to the awarding of this bid or the performance of this agreement. The County may also terminate this agreement if it is determined that the successful bidder engaged in any other illegal or improper scheme promotive of favoritism or unfairness incidental to the bidding process or the performance of this agreement. In the event that it is determined that said improper or illegal acts occurred, the County shall be entitled to terminate this agreement and/or exercise any other remedy available to it under existing law.

15. INSURANCE shall be procured by the Successful Bidder before commencing work, no later than 14 days after notice of award and maintained without interruption for the duration of the Contract, in the kinds and amounts specified in Exhibit IC, unless otherwise stipulated in these Bid Specifications. IF THE INSURANCE IS NOT PROVIDED IN ACCEPTABLE FORM WITHIN THIS PERIOD OF TIME, THEN THE DIRECTOR OF PURCHASE MAY DECLARE THE VENDOR NONRESPONSIVE AND AWARD THE CONTRACT TO THE NEXT LOW RESPONSIBLE BIDDER.

CERTIFICATES OF INSURANCE shall be furnished by the successful bidder on Erie County Standard Insurance Certificate, Exhibit IC.

16. ANY CASH DISCOUNT which is part of bid will be considered as a reduction in the bid prices in determining the award of the bid. Date of invoice must not precede date of delivery. The County policy is to pay all claims in a timely manner within the specified time. However, if for some reason payment is delayed, the County will take the discount when payment is made. The County will not pay any interest charges, nor refund discount amounts taken after the discount period. If this is unsatisfactory, please quote net.

17. CHANGES IN THE WORK. The County may, as the need arises, through the Director of Purchase, order changes in the work through additions, deletions, or modifications without invalidating the contract. Compensation, as it may be affected by any change, shall be adjusted by agreement between the contractor and County through the Director of Purchase.

18. BID OFFERING MATERIAL OTHER THAN THAT OF SPECIFIED MANUFACTURER OR TRADE NAME will be considered unless stated otherwise. The use of the name of a particular manufacturer, trade name, or brand in describing an item does not restrict a bidder to that manufacturer or specific article. However, the substituted article on which a proposal is submitted must be of such character or quality that it would serve the purpose for which it is to be used equally well as the manufacturer or brand specified. Proposals will be accepted in accordance with specifications on file or approved equal.

19. IF MATERIAL OR SERVICES OTHER THAN THOSE SPECIFIED IN THIS BID DOCUMENT ARE OFFERED, the bidder must so state and furnish at the time of bid opening, if so requested, and as part of his bid the following information in duplicate:

- (a) Complete description of the item offered, and detailed explanation of the differences between the item specified and the item offered. If, in the opinion of the Division of Purchase, sufficient detail is not presented as a part of the sealed bid to permit definitive evaluation of any substitute item, the bid will not be considered.
- (b) Descriptive literature of item offered, for evaluation.
- (c) List of installations in Erie County of the item offered.
- (d) List of other installations.

20. ANY ADDITIONAL INFORMATION for which bidder desires to add to the bid shall be written on a separate sheet of paper, attached to and submitted with the formal sealed bid, to be read at the formal opening.

21. WORKMANSHIP MUST MEET WITH THE APPROVAL OF THE DEPARTMENT HEAD(S) INVOLVED, AND SHALL BE FIRST CLASS in every respect without exception and shall be equal to the best modern practices. Materials furnished are to be new and unused. All materials furnished or work performed are to be guaranteed free from defects. Anything found defective or not meeting specifications, no matter in what stage of completion, may be rejected and shall be made good by the contractor at his own expense.

22. CONTRACTOR SHALL CLEAN UP and remove all debris and rubbish resulting from the work and leave the premises broom clean to the approval of the department head.

County of Erie

DIVISION OF PURCHASE

23. THIS BID IS FIRM AND IRREVOCABLE for a period of 45 days from the date and time of the bid opening. If a contract is not awarded within the 45 day period, a bidder to whom the bid has not been awarded, may withdraw his bid by serving written notice of his intention to do so upon the Division of Purchase. Upon withdrawal of the bid pursuant to this paragraph, the Division of Purchase will forthwith return the bidder's security deposit.

24. PRICES CHARGED TO THE COUNTY OF ERIE are to be no higher than those offered to any other governmental or commercial consumer. If a bidder has a New York State or a Federal GSA contract for any of the items covered in this bid or any similar items, he shall so indicate that he has said contract on these bid papers and automatically supply a copy of this contract within five days after notification of award.

25. PRICE IS FIRM. The unit prices bid shall remain firm, and any other charges bid shall also remain firm, for delivery of the equipment, material, work, or services described in this bid. No cost increase shall be charged for any reason whatsoever.

26. EXTENSION OF PRICE PROTECTION. Any contract entered into pursuant to this bid to supply the County's requirements of goods and/or services for a definite period of time as stated in the attached specifications may be extended for not more than two successive periods of equal length at the same bid price upon the mutual agreement of the successful bidder and the County. All extensions shall be submitted in writing and shall have prior approval by the County of Erie, Director of Purchase.

27. IN EXECUTING THIS BID, THE BIDDER AFFIRMS that all of the requirements of the specifications are understood and accepted by the bidder, and that the prices quoted include all required materials and services. The undersigned has checked all of the bid figures, and understands that the County will not be responsible for any errors or omissions on the part of the undersigned in preparing this bid. Mistakes or errors in the estimates, calculations or preparation of the bid shall not be grounds for the withdrawal or correction of the bid or bid security. In case of error in extension of prices in the bid, the unit price will govern.

28. ACCOUNTABILITY. The undersigned shall be fully accountable for his or its performance under this bid, or any contract entered into pursuant to this bid, and agrees that he, or its officers, will answer under oath all questions relevant to the performance thereof and to any transaction, act or omission had, done or omitted in connection therewith if called before any Judicial, County or State officer or agency empowered to investigate the contract or his performance.

29. TERMINATION OF CONTRACT:

a. At its option, the County may at any time for any reason terminate this agreement and the Contractor shall immediately cease all work under the agreement upon receipt of written notice of such termination from the County.

b. In the event of termination for any reason other than the fault of the Contractor, or the nonavailability of funds as provided in the above Executory Clause, the Contractor shall be paid the amount due to date of termination, and all reasonable expenses caused by such termination.

30. THE SUCCESSFUL BIDDER TO WHOM THE BID IS AWARDED SHALL INDEMNIFY AND HOLD HARMLESS the County of Erie and its agents and employees from and against all claims, damages, losses or causes of action arising out of or resulting from such vendor's performance pursuant to this bid.

31. STATUS AS AN INDEPENDENT CONTRACTOR: The successful Bidder to whom the bid is awarded and the County agree that the Bidder and its officers, employees, agents, contractors, subcontractors and/or consultants are independent contractors and not employees of the County or any department, agency or unit thereof. In accordance with their status as independent contractors, the Bidder covenants and agrees that neither the Bidder nor any of its officers, employees, agents, contractors, subcontractors and/or consultants will hold themselves out as, or claim to be, officers or employees of the County or any department, agency or unit thereof.

32. GOVERNED BY NEW YORK LAW: This Agreement shall be construed and enforced in accordance with the laws of the State of New York. In addition, the parties hereby agree that for any cause of action arising out of this Agreement shall be brought in the County of Erie.

(Rev. 04/09)

County of Erie

DIVISION OF PURCHASE

To facilitate correct drawing and execution of contract, bidder shall supply full information concerning legal status:

FIRM NAME _____

ADDRESS OF PRINCIPAL OFFICE STREET _____

CITY _____

AREA CODE _____ PHONE _____ STATE _____ ZIP _____

Check one: CORPORATION _____ PARTNERSHIP _____ INDIVIDUAL _____

INCORPORATED UNDER THE LAWS OF THE STATE OF _____

If foreign corporation, state if authorized to do business in the State of New York:

YES _____ NO _____

TRADE NAMES: _____

ADDRESS OF LOCAL OFFICE STREET _____

CITY _____

AREA CODE _____ PHONE _____ STATE _____ ZIP _____

NAMES AND ADDRESSES OF PARTNERS:

_____	_____
_____	_____
_____	_____
_____	_____



County of Erie

DIVISION OF PURCHASE

ASSIGNMENT OF PUBLIC CONTRACTS

GENERAL MUNICIPAL LAW - Section 109:

1. A clause shall be inserted in all specifications of contracts hereafter made or awarded by an officer, board or agency of a political subdivision, or any district therein, prohibiting any contractor, to whom any contract shall be let, granted or awarded, as required by law, from assigning, transferring, conveying, subletting or otherwise disposing of the same, or of his right, title or interest therein, or his power to execute such contract, to any other person or corporation without the previous consent in writing of the officer, board or agency awarding the contract.
2. If any contractor, to whom any contract is let, granted, or awarded, as required by law, by any officer, board or agency of a political subdivision, or of any district therein, without the previous written consent specified in subdivision one (1) of this section, assign, transfer, convey, sublet or otherwise dispose of such contract, or his right, title or interest therein, or his power to execute such contract to any other person or corporation, the officer, board or agency which let, made, granted or awarded such contract shall revoke and annul such contract, and the political subdivision or district therein, as the case may be, and such officer, board or agency shall be relieved and discharged from all liability and obligations growing out of such contract to such contractor, and to the person or corporation to which such contract shall have been assigned, transferred, conveyed, sublet or otherwise disposed of, and such contractor, and his assignee, transferee or sublessee shall forfeit and lose all monies, theretofore earned under such contract, except so much as may be required to pay his employees. The provisions of this section shall not hinder, prevent or affect any assignment by any such contractor for the benefit of his creditors made pursuant to the laws of the State.

NO ASSIGNMENT OF ANY AGREEMENT pursuant to this bid shall be made without specific prior approval, in writing, by the Erie County Director of Purchase.

(Rev. 12/01/93)



COUNTY OF ERIE DIVISION OF PURCHASE

PURCHASES BY OTHER LOCAL GOVERNMENTS OR SPECIAL DISTRICTS

The Erie County Legislature has adopted the following resolution for the purpose of allowing the following-named local governmental or school districts to make purchases through the County bidding procedures.

Under the following conditions, the Director of Purchase may make purchasing services available to the following 88 participants:

1. When in the opinion of the Director of Purchase it will not create any burden or hardship upon the County and the anticipated prices will not be adversely affected thereby, the Director is authorized when he deems appropriate and as may be requested by the participants to provide in any particular County bid specification that the participants in Erie County shall have the right to make purchases based upon the bids received by the County.
2. The County Purchase Director, within the limits of his time and manpower, shall disseminate relevant contract information to the participants.
3. The participants in County contracts will issue purchase orders directly to vendors within the specified contract period referencing the County contract involved and be liable for any payments due on such purchase orders.

Bidders shall take notice that as a condition of the award of a County contract pursuant to these specifications, the successful bidder agrees to accept the award of a similar contract with any of the participants in Erie County if called upon to do so. The County, however, will not be responsible for any debts incurred by participants pursuant to this or any other agreement.

Necessary deviations from the County's specifications in the award of a participant's contract, particularly as such deviations may relate to quantities or delivery point, shall be a matter to be resolved between the successful bidder and participants. All inquiries regarding prospective contracts shall be directed to the attention of:

AKRON CENTRAL SCHOOL DISTRICT, District Clerk, 47 Bloomingdale Ave., Akron, NY 14001
AKRON VILLAGE OF, Clerk-Treasurer, 21 Main St., Akron, NY 14001
ALDEN CENTRAL SCHOOL DISTRICT, District Clerk, 13190 Park St., Alden, NY 14004
ALDEN TOWN OF, Town Clerk, Town Hall, 11901 Broadway, Alden, NY 14004
ALDEN VILLAGE OF, Village Clerk, 13336 Broadway, Alden, NY 14004
AMHERST CENTRAL SCHOOL DISTRICT, Business Manager, 4301 Main St., Amherst, NY 14226
AMHERST TOWN OF, Highway Superintendent, Town Hall, 5583 Main St., Williamsville, NY 14221
AMHERST TOWN OF, Town Supervisor, Town Hall, 5583 Main St., Williamsville, NY 14221
ANGOLA VILLAGE OF, Clerk-Treasurer, 41 Commercial St., Angola, NY 14006
AURORA TOWN OF, Town Clerk, Town Hall, 5 S. Grove St., E. Aurora, NY 14052
BLASDELL VILLAGE OF, Clerk-Treasurer, 121 Miriam St., Blasdell, NY 14219
BOCES, ERIE #1, Clifford N Crooks Svc. Ctr., 355 Harlem Rd. West Seneca NY 14224-1892
BOCES, ERIE CATTARAUGUS #2, Assistant Superintendent, 3340 Baker Rd., Orchard Park, NY 14127
BOSTON TOWN OF, Town Clerk, Town Hall, 8500 Boston State Rd., Boston, NY 14025
BRANT TOWN OF, Town Clerk, Town Hall, Brant North Collins Rd., Brant, NY 14027
BUFFALO BOARD OF EDUCATION, Purchasing Agent, 408 City Hall, Buffalo, NY 14202
BUFFALO CITY OF, Division of Purchasing, 1901 City Hall, Buffalo, NY 14202
BUFFALO MUNICIPAL HOUSING AUTHORITY, 300 Perry St., Buffalo, NY 14204-2299
BUFFALO SEWER AUTHORITY, General Manager, 1038 City Hall, Buffalo, NY 14202-3378
CHEEKTOWAGA CENTRAL SCHOOL DISTRICT, 3600 Union Rd., Cheektowaga, NY 14225
CHEEKTOWAGA-MARYVALE UNION FREE SCHOOL DISTRICT, District Clerk, 1050 Maryvale Dr., Cheektowaga, NY 14225-2386
CHEEKTOWAGA-SLOAN UNION FREE SCHOOL DISTRICT, District Clerk, 166 Halstead Ave., Sloan, NY 14212-2295
CHEEKTOWAGA TOWN OF, Town Hall, Broadway & Union Rds., Cheektowaga, NY 14227
CLARENCE CENTRAL SCHOOL DISTRICT, Business Administrator, 9625 Main St., Clarence, NY 14031-2083
CLARENCE TOWN OF, Town Clerk, 1 Town Place, Clarence, NY 14031
CLEVELAND HILL FIRE DISTRICT NO. 6, Secretary, 440 Cleveland Dr., Cheektowaga, NY 14225
CLEVELAND HILL U.F.S.D. @ CHEEKTOWAGA, Business Manager, 105 Mapleview Dr., Cheektowaga, NY 14225

COLDEN TOWN OF, Deputy Town Clerk, Town Hall, S-8812 State Rd., Colden, NY 14033
COLLINS TOWN OF, Supervisor, Town Hall, P.O. Box 420, Collins, NY 14035
CONCORD TOWN OF, Town Clerk, Town Hall, Springville, NY 14141-0187
DEPEW UNION FREE SCHOOL DISTRICT, District Clerk, 591 Terrace Blvd., Depew, NY 14043
DEPEW VILLAGE OF, Village Clerk, Municipal Building, 85 Manitou St., Depew, NY 14043
EAST AURORA VILLAGE OF, Village Clerk, Village Hall, 571 Main St., East Aurora, NY 14052
EDEN TOWN OF, Town Clerk, 2795 East Church St., Eden, NY 14057
EGGERTSVILLE FIRE DISTRICT, Secretary/Treasurer, 1880 Eggert Rd., Eggertsville, NY 14226-2233
ELLWOOD FIRE DISTRICT #1, Secretary, Town of Tonawanda, 1000 Englewood Ave., Kenmore, NY 14223
ELMA TOWN OF, Town Clerk, Town Hall, 1600 Bowen Rd., Elma, NY 14059
ERIE COUNTY MEDICAL CENTER, 462 GRIDER STREET, BUFFALO, NY 14215
ERIE COMMUNITY COLLEGE, South Campus Business Office, 4041 Southwestern Blvd., Orchard Park, NY 14127-2199
ERIE COUNTY WATER AUTHORITY, Central Processing, 3030 Union Rd., Buffalo, NY 14227
EVANS TOWN OF, Town Clerk, 42 N. Main St., Angola, NY 14006
FARNHAM VILLAGE OF, Village Clerk-Treasurer, 526 Commercial St., Farnham, NY 14061
FORKS FIRE DISTRICT #3, Commissioner, Town Cheektowaga, 3330 Broadway, Cheektowaga, NY 14227
GOWANDA VILLAGE OF, Clerk/Treasurer, 27 East Main St., Gowanda, NY 14070
GRAND ISLAND CENTRAL SCHOOL DISTRICT, District Clerk, 1100 Ransom Rd., Grand Island, NY 14072
GRAND ISLAND TOWN OF, Town Clerk, 2255 Baseline Rd., Grand Island, NY 14072
HAMBURG TOWN OF, Town Clerk, S-6100 S. Park Ave., Hamburg, NY 14075
HAMBURG VILLAGE OF, Village Clerk/Treasurer, 100 Main St., Hamburg, NY 14075
HOLLAND FIRE DISTRICT #1, Town of Holland, Holland, NY 14080
HOLLAND TOWN OF, Town Clerk, 47 Pearl St., Holland, NY 14080
HOPEVALE UNION FREE SCHOOL DISTRICT, District Clerk, 3780 Howard Rd., Hamburg, NY 14075
IROQUOIS CENTRAL SCHOOL DISTRICT, Girdle Rd., Elma, NY 14059
KENILWORTH FIRE DISTRICT #2, Commissioner, Tn. Tonawanda, 84 Hawthorne Ave., Buffalo, NY 14223
KENMORE-TN OF TONAWANDA UNION FREE SCHOOL DISTRICT, District Clerk, 1500 Colvin Blvd., Buffalo NY 14223
KENMORE VILLAGE OF, Village Clerk-Treasurer, Municipal Building, Kenmore, NY 14217
LACKAWANNA CITY OF, City Clerk, Lackawanna City Hall, 714 Ridge Rd., Lackawanna, NY 14218
LAKE VIEW FIRE DISTRICT, Fire Commissioner, Lakeview & Burke Roads, Lake View, NY 14085
LANCASTER TOWN OF, Town Clerk, 21 Central Avenue, Lancaster, NY 14086
LANCASTER VILLAGE OF, Clerk-Treasurer, Municipal Building, 5423 Broadway, Lancaster, NY 14086
MARILLA TOWN OF, Marilla Town Hall, 1740 Two Rod Rd., Marilla, NY 14102
MONROE ONE BOCES, Educational Services, 41 O'Connor Rd., Fairport, NY 14450
NEWSTEAD TOWN OF, Town Clerk, Town Hall, P.O. Box 227, Akron, NY 14001
NIAGARA FRONTIER TRANSPORTATION AUTHORITY, 181 Ellicott St., Buffalo, NY 14205
NORTH COLLINS TOWN OF, Town Clerk 2015 Spruce St., North Collins, NY 14111
NORTH COLLINS VILLAGE OF, Village Clerk, 10543 Main St., North Collins, NY 14111
ORCHARD PARK CENTRAL SCHOOL DISTRICT, Asst. Supt. Bus. & Support Svcs. 3330 Baker Rd., Orchard Park, NY 14127
ORCHARD PARK TOWN OF, Town Clerk, Municipal Bldg., 4295 S. Buffalo St., Orchard Park, NY 14127
ORCHARD PARK VILLAGE OF, Clerk, Municipal Bldg., 4295 S. Buffalo St., Orchard Park, NY 14127
SARDINIA TOWN OF, Town Clerk, Town Hall, Savage Rd., Sardinia, NY 14134
SHERIDAN PARK FIRE DISTRICT NO. 4, Secretary, 738 Sheridan Dr., Tonawanda, NY 14150
SLOAN VILLAGE OF, Clerk Treasurer, 425 Reiman St., Sloan, NY 14212
SNYDER VOL. FIRE DEPT., Fire Commissioner, 4531 Main Street, Snyder, NY 14226
SOUTH LINE FIRE DISTRICT #10, Fire Commissioner, 1049 S. French Rd., S. Cheektowaga, NY 14227
SOUTH WALES FIRE DISTRICT #1, Secretary/Treasurer, P.O.Box 94, South Wales, NY 14139
SPRING BROOK FIRE DISTRICT #1, Secretary, P.O. Box 97, Spring Brook, NY 14140
SPRINGVILLE VILLAGE OF, Clerk Treasurer, Village Office, 5 W. Main St., Springville, NY 14141
SUNY ERIE COMMUNITY COLLEGE, 6205 Main St., Williamsville, NY 14221
SWEET HOME CENTRAL SCHOOL DISTRICT, Director Finance & Plant Svcs., 1901 Sweet Home Rd., Amherst, NY 14228
TONAWANDA CITY OF, Mayor, 200 Niagara St., Tonawanda, NY 14150
TONAWANDA CITY OF, Superintendent, 150 Fillmore Avenue, Tonawanda, NY 14150
TONAWANDA CITY SCHOOL DISTRICT, District Clerk, 100 Hinds St., Tonawanda, NY 14150-1815
TONAWANDA TOWN OF, Town Clerk, Municipal Building, Kenmore, NY 14217
U-CREST FIRE DISTRICT #4, Fire Commissioner, 255 Clover Place, Cheektowaga, NY 14225
UNION FREE SCHOOL DISTRICT, Dist. Clerk, Tn. Tonawanda, 1500 Colvin Blvd., Kenmore, NY 14223
WALDEN FIRE DISTRICT #2, Fire Commissioner, 20 Pine Ridge Road, Cheektowaga, NY 14211
WALES TOWN OF, Town Clerk, Big Tree Rd., Wales Center, NY 14169
WEST SENECA CENTRAL SCHOOL DISTRICT, District Treasurer, 1397 Orchard Park Rd., West Seneca, NY 14224-4098
WEST SENECA FIRE DISTRICT #4, Fire Commissioner, 100 Lein Rd., West Seneca, NY 14224
WEST SENECA FIRE DISTRICT #5, Fire Commissioner, 2801 Seneca St., West Seneca, NY 14224
WEST SENECA TOWN OF, Town Clerk, 1250 Union Road, West Seneca, NY 14224
WILLIAMSVILLE CENTRAL SCHOOL DISTRICT, District Clerk, 105 Casey Rd, PO Box 5000, East Amherst NY 14051
WILLIAMSVILLE VILLAGE OF, 5565 Main St., Williamsville, NY 14231-1557
WYOMING, COUNTY OF, Office of the Board of Supervisors, 143 N Main St., Warsaw, NY 14569
REV. 11/2021



County of Erie

DIVISION OF PURCHASE

MBE/WBE COMMITMENT

The Erie County Legislature enacted Local Law No. 5 requiring a minority and women-owned business utilization commitment by persons or firms contracting with the County of Erie for supplies, materials, equipment, and insurance.

SECTION 1.

A. The supplier of all purchase contracts involving an expenditure of more than \$15,000.00 shall take affirmative action to utilize bona fide minority business enterprises (MBE) and women business enterprises (WBE) on all contracts with the County. Affirmative action shall include, but not limited to:

1. Utilizing a source list of MBEs and WBEs; and
2. Solicitation of bids from MBEs and WBEs; and
3. Providing MBEs and WBEs sufficient time to submit proposals in response to solicitations; and
4. Maintaining records showing utilization of MBEs and/or WBEs specific efforts to identify and utilize these companies; and
5. A goal of awarding at least ten percent (10%) of the total dollar value of the contract to MBEs and at least two percent (2%) of the total dollar value of the contract to WBEs or, for those contracts governed by federal or state regulations with respect to MBE and/or WBE hiring the prevailing percentage set forth therein, whichever is higher, subject to waiver as provided below.

B. All bidders must submit, with a bid, a list of all MBEs and WBEs from whom the supplier has solicited bids, or with whom the supplier has signed a binding contractual agreement, or with whom the contractor is presently negotiating an agreement, for the purpose of meeting the MBE and WBE utilization goals provided in subdivision (A) (5) above. A supplier's bid shall not be considered where the supplier fails to submit a list as provided for herein. A supplier's bid shall not be considered where examination of said list of MBEs and WBEs evidences failure by the supplier to comply with the affirmative action requirements provided herein, except that the County may, upon written request by the supplier, grant a complete or partial waiver of the provisions of subdivision (A) (5) where the availability of MBEs and/or WBEs in the market area of the contract is less than the ten percent (10%) MBE goal and two percent (2%) WBE goal.

C. As evidence of compliance with the goals set forth in subdivision (A) (5) above, the supplier shall submit to the Director or Purchasing, at the bid opening, a schedule for MBE and WBE participation listing the MBEs and WBEs with whom the supplier intends to utilize; specifying the agreed upon price to be paid for such goods and identifying in detail the contract item or items to be supplied by each MBE and WBE. A copy of the participating schedule will be forwarded to the Division of E.E.O. from the Division of Purchasing. Contingent upon a contract award, a letter of intent to enter into a purchase agreement, signed by both the supplier and the MBE and WBE (unless a waiver is requested in one of those categories), indicating the agreed upon price and scope of work, shall be provided.

D. As evidence of compliance with the goals set forth in subdivision (A) (5) above, the supplier shall provide to the County Division of E.E.O., copies of all the subcontracts and/or purchase agreements with the MBEs and WBEs within fifteen (15) days of contract award.

E. For the purpose of this section, the term "minority business enterprise" shall mean a business which performs a commercially useful function, at least fifty-one percent (51%) of which is owned by minority group members or, in the case of a publicly-owned business, at least fifty-one percent (51%) of all stock is owned by minority group members. Such ownership shall be certified by the County Division of E.E.O.

For the purposes of this paragraph, "minority group members" are citizens of the United States who are African-American, Hispanic, Asian-American and American-Indian.

F. For the purposes of this section, the term "women-owned business enterprise" shall mean a business which performs a commercially useful function, at least fifty-one percent (51%) of which is owned by a woman or women or, in the case of publicly-owned business, at least fifty-one percent (51%) of all stock is owned by a woman or women. Such ownership shall be certified by the County Division of E.E.O.

NOTE:

It is the prime vendor's responsibility to obtain MBE/WBE vendors and NOT the County of Erie. However, some vendors may be obtained from:

Director
Erie County Division of E.E.O.
95 Franklin Street
6TH Floor
Buffalo, NY 14202
(716) 858-7542

BID WILL NOT BE CONSIDERED IF THIS FORM IS NOT SUBMITTED WITH BID AS REQUIRED, REGARDLESS OF THE BID AMOUNT.

BID NO.: _____
BID DATE: _____

ERIE COUNTY MINORITY/ WOMEN BUSINESS ENTERPRISE UTILIZATION REPORT - PART A

COMPANY:
AUTHORIZED REPRESENTATIVE:
ADDRESS: _____
TELEPHONE NUMBER: (____)____
BID NAME:

I. List actions taken to identify, solicit, and contact Minority Business Enterprises (MBE)/Women Business Enterprises (WBE) to bid on subcontracts for this project.

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.

II. List all bona fide Minority/Women Business Enterprise subcontractors and suppliers solicited, contracted, or presently negotiating a contract in accordance with the minority business utilization goal set forth by the County of Erie. (Attach additional sheets if necessary.)

MBE/WBE OWNED FIRMS	SUPPLY/SERVICE	AMOUNT OF PROPOSAL	PRIOR CERTIFICATION	CONTRACT EXECUTED	REASON IF CONTRACT NOT AWARDED
Name: _____				YES _____	
Address: _____				NO _____	

Telephone No. _____					
IRS # _____					
Name: _____				YES _____	
Address: _____				NO _____	

Telephone No. _____					
IRS # _____					

MBE/WBE OWNED FIRMS	SUPPLY/SERVICE	AMOUNT OF	PRIOR	CONTRACT	REASON IF
		PROPOSAL	CERTIFICATION	EXECUTED	CONTRACT NOT AWARDED

Name: _____

YES _____

Address: _____

NO _____

Telephone No. _____

IRS # _____

Name: _____

YES _____

Address: _____

NO _____

Telephone No. _____

IRS # _____

Name: _____

YES _____

Address: _____

NO _____

Telephone No. _____

IRS # _____

- III. Total Dollar Amount to be subcontracted to
Minority Business Enterprise(s). \$
- Women Business Enterprise(s). \$
- IV. Total Amount of Bid \$
- V. MBE Percent (%) of project bid %
- WBE Percent (%) of project bid %
- VI. YOU MUST ATTACH COPIES OF RELEVANT CORRESPONDENCE
AND DOCUMENTS, INCLUDING RETURN RECEIPTS.

SIGNATURE OF AUTHORIZED REPRESENTATIVE DATE

WAIVER RECOMMENDATION

COMPANY: X _____

ADDRESS: X _____

TELEPHONE NUMBER: (X _____) _____ BID NO.: 240165-004

1. Vendor has made a good faith effort to subcontract on this bid for which minority/women's business enterprises bids could be solicited; and
2. The total percentage of the bid which could be subcontracted for which minority business enterprises bids could be solicited is less than 10% for MBEs and/or 2% WBEs.

A waiver as provided for by Erie County Local Law, is hereby requested on the grounds that there are no/insufficient (circle the appropriate term) minority/women's business enterprises in the market area of this bid.

- | | |
|----------|-----------|
| 1. _____ | 6. _____ |
| 2. _____ | 7. _____ |
| 3. _____ | 8. _____ |
| 4. _____ | 9. _____ |
| 5. _____ | 10. _____ |

(Use additional sheets if necessary.)

If a partial waiver is granted, the Vendor will make a good faith effort to meet the reduced goal.

X _____
DATE

X _____
SIGNATURE OF AUTHORIZED
COMPANY REPRESENTATIVE

Granted in Whole: _____

Granted in Part: _____

Comments:

DIRECTOR OF E.E.O.

DATE

Erie County Equal Pay Certification

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

We have evaluated wages and benefits to ensure compliance with the Federal Equal Pay Law.

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)

_____, being duly sworn, states that he or she is the Name of Corporate Officer _____, of _____, Title of Corporate Officer Name of Corporation the enterprise making the foregoing Certification, that he or she has read the Certification and knows its contents, that the statements and representations made in the Certification are true to his or her own knowledge, and that the Certification is made at the direction of the Board of Directors of the Corporation.

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

Certification Regarding Debarment And Suspension

1) As required by Federal Executive Order 12549, and prescribed by federal regulations, including 48 C.F.R. Subpart 9.4, the Contractor certifies that it, and its principals:

(a) Are not presently disbarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded by any Federal department or agency;

(b) Have not within a 3-year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or local) transaction or contract under a public transaction, including any violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;

(c) Are not presently indicted for or otherwise criminally or civilly charged by a Government entity (Federal, State or local) with commission of any of the offenses enumerated in paragraph (b) above; and

(d) Have not within a 3-year period preceding this application/proposal had one or more public transactions (Federal, State or local) terminated for cause or default.

2) Where the Contractor is unable to certify to any of the statements in this paragraph, the Contractor shall attach an explanation to this certification.

Date: _____

Signature

Title

Business Name

Certification Regarding Drug-Free Workplace Requirements Grantees Other Than Individuals

This certification is required by regulations implementing Sections 5151-5160 of the Drug-Free Workplace Act of 1988, 41 U.S.C. § 701 et seq. See 48 C.F.R. Subpart 23.5.

The Contractor certifies that it will provide a drug-free workplace by:

(a) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;

(b) Establishing a drug-free awareness program to inform employees about:

- (1) The dangers of drug abuse in the workplace;
- (2) The grantee's policy of maintaining a drug-free workplace;
- (3) Any available drug counseling, rehabilitation, and employee assistance programs; and,

(4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;

(c) Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (a);

(d) Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will:

(1) Abide by the terms of the statement; and,

(2) Notify the employer of any criminal drug statute conviction for a violation occurring in the workplace no later than five days after such conviction;

(e) Notifying the agency within ten days after receiving notice under subparagraph (d)(2) from an employee or otherwise receiving actual notice of such conviction;

(f) Taking one of the following actions, within 30 days of receiving notice under subparagraph (d)(2), with respect to any employee who is so convicted:

(1) Taking appropriate personnel action against such an employee, up to and including termination; or

(2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State or local health, law enforcement, or other appropriate agency;

(g) Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraph (a), (b), (c), (d), (e) and (f).

Date: _____

Signature

Title

Business Name

Certification Regarding Lobbying Certification for Contracts, Grants, Loans, and Cooperative Agreements

The undersigned certifies, to the best of his or her knowledge and belief, that:

- (1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member or Congress in connection with the awarding of any Federal contract, the making of a Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
- (2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, A Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
- (3) The undersigned shall require that the language of this certification be included in the award documents for all subawards : all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by 31 U.S.C. § 1352. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

Date: _____

Signature

Title

Business Name

NOTE: If Disclosure Forms are required, please contact: Mr. Will Sexton, Deputy Director, Grants and Contracts Management Division, Room 341F, HHH Building, 200 Independence Avenue, SW, Washington, D.C. 20201-0001

**COUNTY OF ERIE
STANDARD INSURANCE REQUIREMENTS**

Vendor Insurance Classification A: Contracts Involving Construction or Maintenance

1. The contractor shall obtain, at its own cost and expense, the following insurance coverages with insurance companies licensed in the State of New York and shall provide a certificate of insurance as evidence of such coverages 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
 - Blanket Broad Form Contractual Liability (sufficient to cover all liability assumed under contracts with the County of Erie)
 - Broad Form Property Damage
 - Explosion, Collapse and Underground Hazards (x, c, u) must NOT be excluded.
 - 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 \$5,000,000 each occurrence / \$5,000,000 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).

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 bases. Designated Construction Project General Aggregate Limit Per Person Endorsement CG 2503 is required. 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.

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.