

Edwin J. Day, County Executive

TITLE: Access Point Installation for the Department of Social Services**RFP NUMBER:**
RFP-RC-2024-006**Department of General Services Purchasing Division**

Request for Proposal

BID DISTRIBUTION - Important Notice - The County of Rockland officially distributes bidding documents from the Bonfire Portal.

Firms wishing to participate in this solicitation can download all of the RFP documents from the link provided below:

<https://rocklandgov.bonfirehub.com/portal>

Where applicable, see RFP Document for Scheduled Pre-Proposal Meeting and Deadline for Receipt of questions.

Closing date for the Request for Proposal is 3:00 pm, local time, on February 22, 2024.

IMPORTANT NOTICE: A physical copy of the RFP response must be delivered to the County of Rockland Purchasing Department prior to the closing date at the address noted below. RFP responses must also be submitted electronically in Bonfire. Failure to submit one (1) physical copy and one (1) electronic copy of the proposal will result in the firm being deemed non-responsive.

PRE-PROPOSAL MEETING

A pre-proposal meeting will be held at the Rockland County Location listed below. Attendance is mandatory. A transcript of the questions and answers will be distributed, to all attendees and proposers who have returned the Receipt Confirmation Form. Verbal questions will be allowed at the meeting. However, questions of a complex nature, or questions where the proposer requires anonymity, should be forwarded in writing to the County prior to the meeting.

Date: February 13, 2024 Time: 11:00 AM Location: 50 Sanatorium Road, Bldg L, Pomona, NY 10970

QUESTIONS

All inquiries related to this Request for Proposal are to be in writing to the attention via email to purchasing@co.rockland.ny.us. The Solicitation number and title noted above must appear in the subject line of the email communication.

Paul J. Brennan, FNIGP, NIGP-CPP, CPPO
Director of Purchasing
Department of General Services – Purchasing Division
50 Sanatorium Road, Building A, 6th floor
Pomona, NY 10970
Telephone: 845-364-3820

Deadline for submission of questions is February 15, 2024, at 3:00pm EST. Answers will be given via addenda issued in response to the questions received.

Edwin J. Day, County Executive**TITLE: Access Point Installation for the Department of Social Services****RFP NUMBER:**
RFP-RC-2024-006

The County encourages submission of Proposals by certified Minority- and/or Women-Owned Business Enterprises (MWBE) and/or Disadvantaged Business Enterprises (DBE).

The County of Rockland is committed to full compliance with the Americans with Disabilities Act. To that end, the County is committed to creating an accessible environment for all. To request accommodations that you may require, please call (845) 364-3820. Please request these accommodations four (4) business days in advance so that we can seek to meet your needs.

Edwin J. Day, County Executive**TITLE: Access Point Installation for the Department of Social Services****RFP NUMBER:**
RFP-RC-2024-006**Required forms to be completed and uploaded with the proposal**

- **Statement of Required Disclosures, Representations and Certifications (see separate attachment)**
- **Past & Present Performance (see separate attachment)**

Edwin J. Day, County Executive**TITLE: Access Point Installation for the Department of Social Services****RFP NUMBER:**
RFP-RC-2024-006**Receipt Confirmation Form****PLEASE COMPLETE AND RETURN THIS CONFIRMATION FORM WITHIN 5 WORKING DAYS OF RECEIVING SOLICITATION PACKAGE TO:**

EMAIL : purchasing@co.rockland.ny.us

Failure to return this form may result in no further communication or addenda regarding this RFP.

Company Name: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Contact Person: _____

Phone Number: _____ EXT: _____ Fax Number: _____

Email: _____

I have received a copy of the above noted RFP.

_____ We will be submitting a RFP

_____ We will NOT be submitting a RFP – **(please indicate reason)**

Signature: _____

Title: _____

If a bidders meeting has been arranged for this Bid, please indicate if you plan to attend: Yes / No

rectconf.frm

Edwin J. Day, County Executive**TITLE: Access Point Installation for the Department of Social Services****RFP NUMBER:**
RFP-RC-2024-006**PURPOSE OF REQUEST FOR PROPOSAL (RFP)**

The purpose of this request for proposal is to enter into a contract with a qualified firm to provide appropriate hardware and install thirty-six (36) to forty (40) access points, as well as the accompanying network equipment such as routers, switches power supplies, patch panels, network cables, drops and hardware for the Department of Social Services, located at 50 Sanatorium Road, Building L, Pomona, NY 10970. This Request for Proposal will be a NYS Prevailing Wage Contract. It is anticipated that this RFP may result in a contract award to a single contractor.

This RFP is designed to provide interested offerors with sufficient basic information to submit proposals meeting minimum requirements but is not intended to limit a proposal's content or exclude any relevant or essential data. Offerors are at liberty and are encouraged to expand upon the specifications to evidence service capability under any agreement.

BACKGROUND

The Department of Social Services requires a building wide WiFi network implementation to service Social Welfare Examiners and other workers' needs and provide a backup network in case of network connectivity interruptions and outages.

REFERENCES

Unless otherwise stated, proposal must include a minimum of three (3) current projects and two (2) past projects.

ISSUING OFFICE AND RFP REFERENCE NUMBER

The County of Rockland's Department of General Services – Purchasing Division is the issuing office for this document and all subsequent addenda relating to it, on behalf of the Department of Social Services. The reference number for the transaction is Solicitation # RFP-RC-2024-006. This number must be referred to on all proposals, correspondence, and documentation relating to the RFP.

LENGTH OF CONTRACT

The Contract resulting from this RFP will be for a one-time installation of access points and other network equipment provided. Job is not completed until a written handoff between the field technician contractor and the Fortinet Technician (from other RFP) is verified.

The County of Rockland reserves the right to review contract(s) on a regular basis regarding performance and cost analysis and may negotiate price and service elements during the term of the contract.

Edwin J. Day, County Executive**TITLE: Access Point Installation for the Department of Social Services****RFP NUMBER:**
RFP-RC-2024-006**SCOPE OF WORK**

The Rockland County Department of Social Services located at 50 Sanatorium Road, Building L is looking to enter into a contract with a qualified contractor for the installation of:

1. Thirty-six (36) to forty (40) access points at standard height throughout four (4) floors in the building.
 - Basement: Six (6)
 - 1st Floor: Fifteen (15)
 - 2nd Floor: Eleven (11)
 - 3rd Floor: Four (4)
 - Up to 4 optional additional Access Point locations.
2. Mount, install, and label provided network equipment including but not limited to switches, routers, outdoor antenna, cables (uplink) and hardware.
3. Network equipment connectivity must be verified by a Fortinet Technician.
4. Contractor must provide any additional hardware such as RJ-45 inserts, cables, patch panels and accompanying hardware to mount the equipment into existing network closets if required.
5. One outdoor antenna installation will be required. Contractor must be knowledgeable and can decide the best antenna placement with a possibility of installing at lift height.
6. Project meeting kick off must be scheduled within 15 days of confirmed start date and a timeline must be provided.
7. There must be time designated for knowledge transfer from contractor to designated county representative.
8. All documentation must be delivered within 15 days after project completion.

Equipment

The County of Rockland will have the following equipment available for installation:

Make	Model	Quantity
Fortinet	FortiSwitch 124F-FPOE L2+ managed POE switch with 24GE + 4SFP + 24port POE with max 370W limit and smart fan temperature control Part # FS-124F-FPOE	5
Fortinet	FortiSwitch 124F-FPOE 3 Year FortiCare Premium Support Part # FC-10-S124F-247-02-36	5
Fortinet	FortiExtender 511F Indoor Broadband Wireless WAN Router with 1 x "Dual SIM 5G Sub 6GHz M.2 Module" Part # FEX-511F	2
Fortinet	FortiExtender 511F 3 Yeara FortiCare Premium Support Part # FC-10-X511F-247-02-36	2
Fortinet	AC Power adapter with US plug for North America and Japan for use with FortiExtender FEX-101F Part # SP-FEX12V3A-PA-1US	2
Fortinet	Indoor Wireless Ap Tri radio (802.11 b/g/n/ax 2x2 MU MIMO 802.11 a/n/ac/ax 2x2 MU-MIMO and 1 x 802.11 a/b/g/ Part # FAP-231F-A	27
Fortinet	FortiAP-231F 3 Year FortiCare Premium Support Part # FC-10-PF231-247-02-36 Part # FC-10-PF231-247-02-36	2

Edwin J. Day, County Executive**TITLE: Access Point Installation for the Department of Social Services****RFP NUMBER:**
RFP-RC-2024-006

Fortinet	FortiAP-431F Indoor Wireless FortiAP Tri radio (2x 802.11 /b/g/n/ac/ax, 4x4 MIMO and 1x 802.11 a/b/n/ac Wave 2, 2x2 MU-MIMO) Internal antennas Part # FAP-431F-A	13
Fortinet	FortiAP-431F 3 Year FortiCare Premium Support Part # FC-10-F431F247-02-36	1

Wireless access points will require connectivity verified to Fortinet controller. Proper tags and sites must be set up in the wireless controller for each access point. All existing cabling needs to be terminated, and new cables (including uplink cables) are to be labeled and confirmed for connectivity with the included hardware.

Documentation

Upon completion of the access point installation the contractor must provide documentation detailing at minimum:

1. Inventory of equipment installed and the current status.
2. MAC Address
3. Serial Numbers
4. Acknowledgement of device connectivity

Installation Location

All equipment and wiring will be installed at 50 Sanatorium Road, Building L, Pomona, NY 10970. A County representative will ensure that the contractor has access to building(s) and room(s) required for successful completion of the installation.

Building drawings including the appropriate access point locations are included in attachments A through D. The following locations have been outlined.

- Building L- Basement 11x17- Network closet located in locked room 0-22
- Building L- First Floor- Network Closet locations
 - Outside of room 1-08
 - Outside of room 1-23
- Building L- Second Floor- Network Closet- room 2-24A Alcove
- Building L- Third Floor- Network Closet location- outside room 3-02- router and main switch will go in the 3rd floor closet. Each floor will link to the main switch.

Upon completion of the installation the contractor will provide photos of the completed installation and an excel spreadsheet including MAC, serial number, labels and associated access point names for inventory purposes. Installation must be certified by Fortinet technician before handoff.

The County of Rockland will ensure all equipment will be at the designated site prior to the contractor's arrival. The County will validate the site readiness prior to the dispatch of any personnel to perform the installation.

Resources

The County and the Contractor will work collaboratively for the successful completion of the installation.

The Contractor will provide a Project Manager to oversee the project scope, schedule and budget. The project

Edwin J. Day, County Executive**TITLE: Access Point Installation for the Department of Social Services****RFP NUMBER:**
RFP-RC-2024-006

manager must provide status updates, resource management, risk management, and mitigation strategies throughout the project.

The contractor will provide a field technician that will be responsible for all aspects of the installation of the hardware.

The County will provide access to the workspace, building access, and general IT requests related to the effort of the completion of the installation. Requests must be made during kickoff meeting.

The County will assign project and resource coordination to support the effort as well as authority to make decisions and acceptance at the project completion.

The County ensures that they will perform a full working backup prior to the commencement of the services, and the contractor will not be responsible for any lost data.

PROPOSAL REQUIREMENTS AND COMPANY QUALIFICATIONS

The Contractor must show that they have maintained an organization capable of performing the work specified herein, and that said organization has been in continuous operation for at least the past five (5) years. The Contractor shall submit the following information with proposal :

- Present address of the main operating office of his/her organization.
- a minimum of five (5) years of experience in the installation of access points for sites similar in size and scope to the work specified herein.
- A minimum of three (3) references in which similar installation services have been provided.
- Contractor shall have on staff personnel experienced in the installation as required under these specifications. Personnel shall have a minimum 3 years of experience.

USE OF PREMISES

- On or about the premises and adjacent areas, the Contractor shall ensure that all apparatus, storage of materials, and activities of workmen be confined to the limits indicated by law, ordinances, permits and the direction of the authorized County of Rockland representative, and shall not encumber or permit the premises or adjacent areas to be encumbered with such materials or apparatus.
- The work site shall be kept in an orderly and safe fashion so as not to interfere with the progress of the work or the County facility.
- The Contractor shall be responsible for repairing and replacing anything damaged by his operations, within fifteen (15) days after notification by the authorized County of Rockland representative that damage has occurred.
- It shall be the responsibility of the Contractor to report, to the authorized County of Rockland representative, any damages found prior to any work at this site.

CLEAN UP

- The Contractor shall at all times keep the premises and adjacent areas free from accumulations of waste material or rubbish. At the completion of the work, he/she shall remove, from and about the premises, including adjacent areas, all rubbish, tools and surplus materials used for work and shall have the area "Broom Clean" and ready for use. In case of a dispute, County of Rockland may remove rubbish and clean

Edwin J. Day, County Executive**TITLE: Access Point Installation for the Department of Social Services****RFP NUMBER:**
RFP-RC-2024-006

up, then may charge the Contractor either by deduction of amounts unpaid to the Contractor, or by other means as determined to be fair and equitable by the authorized County of Rockland representative.

SITE DAMAGE

- Any damage to buildings, equipment, utilities, finished surfaces, or the property of the County of Rockland resulting from the performance of this contract shall be repaired by the Contractor at the Contractor's expense at no cost to the County of Rockland. Completed repairs shall be accepted and approved by the authorized representative of the County of Rockland.

PRICING FOR LABOR AND MATERIAL

The Contractor shall be paid for each repair job as authorized by Rockland County upon submission of properly executed invoices. Invoices shall be submitted according to these requirements:

- Labor Charges:** Contractor shall submit an hourly labor price as per attached pricing schedule, for twenty-four hours, seven days a week service calls as may be required at all Rockland County government facilities. The invoice must list specifically the number of man-hours worked. The Contractor's labor charges must correspond to the rates, which he will supply with the bid.

Detailed description of all completed service work must accompany all invoices.

Contractor shall bid a labor rate in dollars per man-hour for a technician to make required repairs, replacements, and troubleshooting.

The bidder agrees and hereby certifies that all labor charges contained in the invoices and vouchers shall be only those that were required and necessary to complete the work.

Invoices for labor must be billed to the next quarter hour of actual time worked (example: 8:00 AM to 9:10 AM would be billed at 1 hour and 15 minutes). Invoices rounded to the next full hour will not be approved for payment.

The County of Rockland shall not pay for Lunch breaks and any additional company approved break times. The County will only pay for the time working on-site.

This is a Prevailing Wage solicitation. Awarded contractor shall provide certified payrolls with each invoice as per the NYS Department of Labor Prevailing Wage Law.

- Material Costs:** The invoice must list specifically all parts, which the Contractor has purchased from other sources and the cost to him/her for each. Receipts for all materials purchased which cost more than \$100.00 must be submitted with each invoice. The bidder agrees and hereby certifies that all parts and materials which he/she purchases shall be at the lowest price available at the time considering the prevailing conditions and circumstances for which it is required that the purchase be made. No invoices will be paid without this documentation.
- Markup:** The Contractor shall add a fixed percentage above described material charges to the invoice for payment. The percent markup must correspond to the figure entered in the proposal page of this bid. Mark-

Edwin J. Day, County Executive**TITLE: Access Point Installation for the Department of Social Services****RFP NUMBER:**
RFP-RC-2024-006

up not to exceed 10%. Bidder shall enter a % mark-up between 0%-10% on the proposal pages. There shall be no mark-up on freight.

- **Additional Items:** If the Contractor expects to incur any additional costs not specified in the above paragraphs, he/she must submit a list of those items and corresponding charges or schedule with his bid. There shall be no additional charge for delivery or mileage. No other costs except those placed in the bid proposal at the time the bid is submitted shall be evaluated, considered or deemed acceptable charges by the County of Rockland.

Contractor shall receive a purchase order number from the Purchasing Department prior to commencing any work.

Edwin J. Day, County Executive**TITLE: Access Point Installation for the Department of Social Services****RFP NUMBER:**
RFP-RC-2024-006**PROPOSAL EVALUATION CRITERIA**

An Evaluation Committee will evaluate proposals against the following weighted criteria. Each area of the evaluation criteria must be addressed in detail in proposal.

<u>WEIGHT</u>	<u>EVALUATION CRITERIA</u>
---------------	----------------------------

150 Points	Demonstrated ability to meet the scope of work as outlined in the RFP.
------------	--

250 Points	Demonstrated technical capability to complete the installation as required in the scope of work.
------------	--

150 Points	Qualification and expertise of staff proposed for this project.
------------	---

150 Points	Performance references for similar projects.
------------	--

300 Points	Cost
------------	------

All proposals in response to this RFP will be evaluated in a manner consistent with the Rockland County Procurement Policy, rules, policies and the evaluation criteria established in the RFP.

Edwin J. Day, County Executive**TITLE: Access Point Installation for the Department of Social Services****RFP NUMBER:**
RFP-RC-2024-006**COST PROPOSAL TEMPLATE**

Program Component	Cost
Access Point Services	\$ _____
Cabling Services and Materials	\$ _____
Hourly Labor Rate for work that may be required outside the scope	\$ _____
Percent Mark up for parts/equipment needed for installation. Percent Markup shall not exceed 10%.	_____ %
Total	\$ _____

All cost billed from the time bidder's employee arrives at through to the time he departs from the Rockland County job site. The County of Rockland will not accept nor authorize payment for travel time or expenses of service personnel to any of the County of Rockland's facility locations. The only billable time will be for work performed.

Cost Proposals are to be uploaded as a separate attachment to your RFP response. Please refer to the separate attachment titled: Proposal Submittal Procedures for instructions on submitting your proposal electronically. Inclusion of any cost or pricing data within the technical proposal may result in your proposal being judged as non-responsive.

Edwin J. Day, County Executive**TITLE: Access Point Installation for the Department of Social Services****RFP NUMBER:**
RFP-RC-2024-006**Proposal Submittal Procedures**

Please follow these instructions to submit via our Public Portal.

1. Prepare your submission materials:**Requested Information**

Name	Type	# Files	Requirement
Redacted Technical Proposal if Applicable	File Type: PDF (.pdf)	1	Optional
Cost Proposal	File Type: PDF (.pdf)	1	Required
Technical Proposal	File Type: PDF (.pdf)	1	Required
Past and Present Performance	File Type: PDF (.pdf)	1	Required
Statement of Required Disclosures, Representations and Certifications	File Type: PDF (.pdf)	1	Required
Valid NYS Wkm's Compensation and NYS Disability Certificates or Attestation of Exemption	File Type: PDF (.pdf)	1	Optional
Valid Certificate Of Liability (see sample certificate for coverage and limits required as well as sample language to name the County of Rockland as additionally insured)	File Type: PDF (.pdf)	1	Optional

Requested Documents:

Please note the type and number of files allowed. The maximum upload file size is 1000 MB.

Please do not embed any documents within your uploaded files, as they will not be accessible or evaluated.

Edwin J. Day, County Executive**TITLE: Access Point Installation for the Department of Social Services****RFP NUMBER:**
RFP-RC-2024-006**2. Upload your submission at:**<https://rocklandgov.bonfirehub.com/opportunities/117645>

Your submission must be uploaded, submitted, and finalized prior to the Closing Time of **Feb 22, 2024 3:00 PM EST**. We strongly recommend that you give yourself sufficient time and **at least ONE (1) day** before Closing Time to begin the uploading process and to finalize your submission.

Important Notes:

Each item of Requested Information will only be visible after the Closing Time.

Uploading large documents may take significant time, depending on the size of the file(s) and your Internet connection speed.

You will receive an email confirmation receipt with a unique confirmation number once you finalize your submission.

Minimum system requirements: Microsoft Edge, Google Chrome, or Mozilla Firefox. Javascript must be enabled. Browser cookies must be enabled.

Need Help?

Rockland County uses a Bonfire portal for accepting and evaluating proposals digitally. Please contact Bonfire at Support@GoBonfire.com for technical questions related to your submission. You can also visit their help forum at <https://vendorsupport.gobonfire.com/hc/en-us>

Edwin J. Day, County Executive**TITLE: Access Point Installation for the Department of Social Services****RFP NUMBER:**
RFP-RC-2024-006**SUBMITTING YOUR PROPOSAL**

NOTICE: By submitting a proposal in response to this RFP, offeror is acknowledging that the requirements, scope of work, and the evaluation process, outlined in the RFP are fair, equitable, not unduly restrictive, understood and agreed to. Any exceptions to the content of the RFP must be protested to the Director of Purchasing prior to the closing date and time for submission of the proposal.

Proposals must be received by the posted due date and time. Proposals received after the deadline will be late and ineligible for consideration.

Proposals must be submitted electronically through the County's Bonfire Request for Proposal Portal. Please refer to the instructions titled: Proposal Submittal Procedures for instructions on submitting your proposal electronically.

When submitting (uploading) a proposal electronically through the County's Bonfire Portal, please allow sufficient time to complete the online forms and upload documents. The solicitation will end at the closing time listed in the RFP. If you are in the middle of uploading your proposal at the closing time, the system will stop the process and your proposal will not be received by the system.

PROPOSAL RESPONSE FORMAT

All proposals must include:

- Section I: Executive Summary
- Section II: Detailed Response
- Section III: Value-Added Considerations
- Section IV: Protected Information (if any)
- Section V: Cost Proposal (Upload as separate attachment)
- Section VI: Exceptions to the RFP or Terms and Conditions
 - The County of Rockland Appendix B – Standard Terms and Conditions for Service Contracts must be downloaded and reviewed prior to submitting your proposal
- Section VII: Redacted Proposal if applicable
- Required Forms: Uploaded Separately on BonFire.
-

1. **Executive Summary.** The one or two-page executive summary is to briefly describe the offeror's proposal. This summary should highlight the major features of the proposal. It must indicate any requirements that cannot be met by the offeror. The reader should be able to determine the essence of the proposal by reading the executive summary.

Edwin J. Day, County Executive**TITLE: Access Point Installation for the Department of Social Services****RFP NUMBER:**
RFP-RC-2024-006

2. **Detailed Response.** This section should constitute the major portion of the proposal and must contain at least the following information:
- A. A complete narrative of the offeror's assessment of the work to be performed, the offeror's ability and approach, and the resources necessary to fulfill the requirements. This should demonstrate the offeror's understanding of the desired overall performance expectations. Clearly indicate any options or alternatives proposed.
 - B. A specific point-by-point response, in the order listed, to each requirement in the RFP.
 - C. Statement of Work (SOW) is provided in the RFP. This Statement of Objectives represents the County's minimum objectives for this project. The Offeror shall use the Statement of Objectives to propose a Statement of Work, which expands upon these minimum objectives to the extent necessary to conduct this acquisition. The proposed Statement of Work shall define the tasks required for the successful completion of the County's goals and objectives ensuring all minimum requirements are met as detailed in the County's SOO.

The proposed SOW shall consist of tasking statements. Each tasking statement shall reference the deliverables, which will be provided by that task. The proposed SOW shall not contain informational notes, as the Technical Response subsection provides ample opportunity for discussion and description of the offeror's approach. The tasking statements in the SOW shall use a common numbering system. The proposed SOW, when accepted by the County, will be included in the final contract.

- 3. **Value-Added Considerations.** Offeror may include any relevant services or products that will be provided to the County which are not specifically priced in their proposal; but which enhance the Offeror's proposal.
- 4. **Protected Information.** All protected information must be included in this section of proposal response. Do not incorporate protected information throughout the proposal. Rather, provide a reference in the proposal response directing reader to the specific area of this Protected Information section. .

If applicable, a redacted version of your proposal eliminating trade secrets/confidential information is to be uploaded with your submission. The redacted response will be the one given for any Freedom of Information requests. If you do not provide a redacted response, the response you provided will be sent for any FOIL requests.

- 5. **Cost Proposal.** Cost will be evaluated independently from the technical proposal. Please enumerate all costs on the attached Cost Proposal Form. Cost Proposals are to be uploaded as a separate attachment to your RFP response. Please refer to the separate attachment titled: Proposal Submittal Procedures for instructions on submitting your proposal electronically. Inclusion of any cost or pricing data within the technical proposal may result in your proposal being judged as non-responsive.
- 6. **Exceptions to Terms and Conditions.** Exceptions to the RFP Terms and Conditions, and/or the Standard Terms and Conditions for Professional Service Contracts (Appendix B) must be submitted with the proposal response. Exceptions, additions, service level agreements, etc. submitted after the date and time for receipt of proposals will not be considered.

Edwin J. Day, County Executive**TITLE: Access Point Installation for the Department of Social Services****RFP NUMBER:**
RFP-RC-2024-006

7. **Required Forms.** The Statement of Required Disclosures, Representations and Certifications shall be completed and uploaded as separate pdf. file on the Bonfire Portal and includes:
- a. Affidavit of Non Collusion
 - b. Affidavit of Disclosure of Political Contributions
 - c. Certification Regarding Affirmative Action Plan
 - d. Business Dealings in Northern Ireland
 - e. Past and Present Performance Information Form for a minimum of three references
 - f. Disclosure of Supplier Responsibility Statement
 - g. Supplier Information Page
 - h. Certification Regarding Boycott, Divest and Sanctions (BDS) activities

Responsible Offeror: Award will be made only to “responsible” offerors possessing the ability, experience, willingness, and integrity to perform successfully under the terms and conditions of the contract. Responsibility is a procurement issue that is determined by the recipient after receiving bids or proposals and before making contract award in ascertaining whether or not a bidder is responsible, information may be requested from bidder to discuss and assist in determining responsibility.

Edwin J. Day, County Executive**TITLE: Access Point Installation for the Department of Social Services****RFP NUMBER:**
RFP-RC-2024-006**AWARD OF CONTRACT**

Award shall be made to the offeror whose proposal is the most advantageous to the County taking into consideration price and the other evaluation factors set forth in this request for proposals.

The County reserves the right to award the contract(s) to a higher technically qualified offeror(s) in the event the total scoring (technical + Cost) offer is determined to not be the best value offered to the County, based on a cost benefit analysis.

The County reserves the right to award a contract in part or in full, or not at all, on the basis of responses received.

If a contract is awarded, it shall be awarded to the responsive and responsible Offeror whose offer conforming to the Request for Proposal will be most advantageous to the County as set forth in the Evaluation Criteria.

When award Occurs: Award of contract occurs when a formal contract has been finalized or other evidence of acceptance by the County is provided to the Offeror. A Recommendation of Award does not constitute award of contract.

CONTRACT TERM – RENEWAL

In addition to any stated renewal periods in the Contract, any contract or unit portion thereof let by the Director of Purchasing may be extended by the Director of Purchasing for an additional period(s) of up to one year (cumulatively) with the written concurrence of the Contractor.

PRICE GUARANTEE PERIOD

The proposed price and/or hourly rates must remain firm through the first contract period with no adjustments allowed. If the County exercises any of the option years of the contract, the Offeror may submit a request for adjustment on the yearly anniversary date of the contract. Any request for price adjustment(s) must be submitted thirty (30) days in advance of the anniversary date; in writing to the Director of Purchasing. Any and all price adjustments will be limited to the percentage increase in applicable CPI Index for the preceding 12 months. The County reserves the right to reject any request for price increase deemed excessive.

STANDARD TERMS AND CONDITIONS OF THIS RFP

Any contract resulting from this RFP will include the County's Standard Terms and Conditions for Professional Service Contracts included in the RFP and Appendix B. Exceptions and or additions to the County's Standard Terms and Conditions are strongly discouraged.

Exceptions to the RFP Standard Terms and Conditions, of this RFP and/or the Standard Terms and Conditions for Professional Service Contracts as provided Appendix B must be submitted with the proposal response. Exceptions, additions, service level agreements, etc. submitted after the date and time for receipt of proposals will not be considered.

The County retains the right to refuse to negotiate on exceptions should the exceptions be excessive and not in the best interest of the County. Offeror must provide all documents in Microsoft WORD format for redline editing. Offeror must provide the name, contact information, and access of the person(s) that will be directly involved in legal negotiations.

Edwin J. Day, County Executive**TITLE: Access Point Installation for the Department of Social Services****RFP NUMBER:**
RFP-RC-2024-006**PROTEST PROCEDURES**

Protests Prior to RFP Opening: Protests regarding any aspect of the RFP document, attached materials and COUNTY award procedures must be submitted in writing prior to the RFP opening date and time (via e-mail, mail, or FAX) to:

Hon. Edwin J. Day
County Executive
11 New Hempstead Road
New City, NY 10956

The County Executive or his designee will respond to these protests within ten (10) business days.

Protests After Bid Opening/Notice of Intent to Award: Protests regarding the County's proposed selection of a Offeror after RFP opening and notice of intent to award announcement must be submitted in writing (via mail, FAX) to the Hon. Edwin J. Day, County Executive, 11 New Hempstead Road, New City, NY, 10956 (FAX: 845-638-5856). The protest must be submitted within three calendar days after such aggrieved person knows or should have known of the facts giving rise thereto. The County Executive or his designee will respond to these protests within ten (10) business days.

DISCUSSIONS WITH OFFERORS (ORAL PRESENTATION)

An oral presentation by an offeror to clarify a proposal may be required at the sole discretion of the County. However, the County may award a contract based on the initial proposals received without discussion with the Offeror. If oral presentations are required, they will be scheduled after the submission of proposals. Oral presentations will be made at the offerors expense. The County is not required to provide the opportunity for oral presentations to all offerors that submitted a proposal.

CONFIDENTIAL / TRADE SECRET INFORMATION

Offerors should be aware that pertinent facts relating to their proposals, excluding trade secrets or proprietary information, could potentially be released as soon as sixty (60) days after the selection of the successful supplier.

The County of Rockland is subject to New York State's Freedom of Information law (FOIL). Should your submission, to this RFP, contain "trade secrets", or other information that the disclosure of which could reasonably be expected to be harmful to business interests, you must insure that such information is clearly identified and marked as such. Identification must be specific by item or paragraph.

Marked information will be treated as Confidential Third Party Information. Should marked information be the subject of a request under FOIL, you may be requested either to consent to the request, or make representation explaining why the information should not be disclosed.

Unpublished information pertaining to the County or its customers obtained by the proposer as a result of participation in this project is confidential and must not be disclosed without written authorization from the County.

Edwin J. Day, County Executive**TITLE: Access Point Installation for the Department of Social Services****RFP NUMBER:**
RFP-RC-2024-006**STANDARD TERMS AND CONDITIONS OF THIS RFP**

The term "County" shall mean the County of Rockland.

The term "Offeror" shall mean a person or entity who makes a specific proposal to another (the County) to enter into a contract.

ACCEPTANCE OF PROPOSALS

This RFP is not and should not be construed as a contract to purchase goods or services. The County is not bound to accept the lowest price or any proposal of those submitted.

ACCEPTANCE OF TERMS

All the terms and conditions of this RFP are deemed to be accepted by the Offeror and incorporated in its proposal except those conditions and provisions that are expressly excluded by the Offeror's proposal.

AMENDMENTS TO REQUEST FOR PROPOSAL

Any verbal information obtained from or statements made by the Director of Purchasing or his designee at the time of pre-proposal meetings or site visits shall not be construed as, in any way, amending the RFP documents. Only such corrections or addenda as are issued by the Director of Purchasing in writing shall become a part of the Contract. Any addendum issued during the RFP process shall be included in proposals and become a part of the Contract Agreement.

BUSINESS CORPORATION LAW

The Offeror shall be licensed to do business in the State of New York and is fully qualified under the Business Corporation Law, Article 13 - Section 1304.

CHANGES TO PROPOSAL WORDING

No changes to wording of the proposal will be accepted after submission unless requested by the County.

CONTRACT ADMINISTRATOR

A County contract administrator will be assigned to oversee the contract awarded to the successful Offeror. In addition, the successful Offeror will be expected to name a counterpart contract administrator. The Offeror's contract administrator will be responsible for providing scheduled status reports to the County's contract administrator or his designee.

Edwin J. Day, County Executive**TITLE: Access Point Installation for the Department of Social Services****RFP NUMBER:**
RFP-RC-2024-006**COMPLIANCE WITH LAWS**

The Offeror shall comply with all the provisions of laws in the County of Rockland, the State of New York and of the United States of America which affect municipalities and municipal contracts, and provide at his expense, any and all permits, licenses and registrations required for the fulfillment of this agreement, and more particularly the Labor Law, the Immigration and Naturalization Laws and Regulation, the General Municipal Law, the Workers' Compensation Law, the Lien Law, Personal Property Law, State Unemployment Insurance Law, Federal Social Security Law, State, Local and Municipal Health Laws, Rules and Regulation, and any and all regulations promulgated by the State of New York and of amendments and additions thereto, insofar as the same shall be applicable to any contract awarded hereunder with the same force and effect as if set forth at length herein.

FINANCIAL STABILITY

The successful Offeror shall demonstrate financial stability and the County reserves the right to conduct independent background checks to determine the financial strength of any and all organizations or individuals submitting proposals.

FIRM PRICING

Prices quoted in the proposals shall be firm for a period of at least 120 days after the submission deadline.

HIPAA

Offeror agrees and acknowledges that the nature of the services pursuant to this RFP may require the Offeror comply with the provisions of the Health Insurance Portability and Accountability Act of 1996 ("HIPAA"), as amended, and any regulations adopted there under. A Business Associate Agreement may be made a part the resulting Agreement. Offeror warrants and represents that its practices, policies and procedures for patient/medical record confidentiality are in full compliance with the "Standards for Privacy of Individually Identifiable Health Information" set forth in 45 CFR 160 et seq. as amended, if applicable.

INDEPENDENT CONSULTANT

Offeror, as an independent contractor, covenants and agrees that it, its agents, servants and/or employees will neither hold itself/themselves out as, nor claim to be an agent, servant or employee of County, and that it, its agents, servants and/or employees will not make a claim, demand or application to or for any right or privilege applicable to an officer or employee of County including, but not limited to, Workers' Compensation coverage, unemployment insurance benefits, Social Security coverage or retirement membership or credit.

LABOR DISRUPTIONS

Any contract resulting from this Request for Proposal process is subject to the right of the County to postpone acceptance of delivery and payment by the County in the event of any form of labor disruption.

LIABILITY OF ERRORS

While the County has used considerable efforts to ensure an accurate representation of information in this RFP, all prospective offerors are urged to conduct their own investigations into the material facts and the County shall not be held liable or accountable for any error or omission in any part of this RFP.

LOCAL LAWS AND RESOLUTIONS

Offeror shall comply with all local laws and resolutions of the Legislature of Rockland County, including, but not limited to, the filing of Disclosure Statements and Affirmative Action Plans, if required by law or resolution.

Edwin J. Day, County Executive**TITLE: Access Point Installation for the Department of Social Services****RFP NUMBER:**
RFP-RC-2024-006**NEGOTIATION DELAY**

If any contract cannot be negotiated within thirty (30) days of notification to the designated offeror, the County may terminate negotiations with that offeror and negotiate a contract agreement with another offeror of its choice.

QUOTES FROM THE MARKETPLACE

The County reserves the right to consider quotes from the marketplace from suppliers other than those invited to respond to this solicitation.

REQUEST FOR PROPOSAL DATES

All dates referenced in the specifications relative to the solicitation timeline are tentative and can be changed in the best interest of the County. The County reserves the right to modify the timeline of the RFP at any time in its sole discretion.

SHORTLIST

Unless there is a successful offeror based on the responses, the evaluation procedure will be to develop a shortlist based on the stated criteria. The shortlist of offerors may be asked to prepare a presentation and/or provide additional information prior to the final selection.

SOCIAL SECURITY TAXES

The Offeror for the agreed consideration promises and agrees to pay the taxes measured by the wages of their employees required by the Federal Social Security Act and all amendments thereto, and to accept the exclusive liability for said taxes. The Offeror further promises and agrees to indemnify and hold the owner harmless on account of any tax measured by the wages aforesaid of employees of the contractor assessed against the owner under authority of said law.

Edwin J. Day, County Executive**TITLE: Access Point Installation for the Department of Social Services****RFP NUMBER:**
RFP-RC-2024-006**INSURANCE REQUIREMENTS: THE RFP NUMBER IS TO APPEAR ON ALL INSURANCE CERTIFICATES****COUNTY INSURANCE REQUIREMENTS:**

GENERAL LIABILITY: Prior to commencing work, the CONTRACTOR or CONSULTANT must, at its/his/her own cost and expense, procure and maintain insurance to cover his/her/its work, services, employees, agents and servants under the terms of the contract or purchase order which must include, but not be limited to the coverage that is selected on the attached matrix. Insurance must be obtained from insurance companies licensed in the State of New York, carrying a Best's financial rating of A or better. Upon failure to furnish, deliver and maintain such insurance, the agreement, contract award or purchase order may be declared suspended, discontinued or terminated or canceled. If at any time any of the policies required herein must be or become unsatisfactory to the County, as to form or substance, or if a company issuing any such policy must be or become unsatisfactory to the County, the CONTRACTOR OR CONSULTANT must upon notice to that effect from the County, promptly obtain a new policy and submit same with a certificate for approval by the County.

Forced Placed Insurance. If CONTRACTOR OR CONSULTANT does NOT provide the County of Rockland with evidence of the insurance coverage required by this Agreement, the County may purchase insurance (at Contractor's or Consultant's sole expense) to protect the County's interests. This insurance may, but need not, protect Contractor's or Consultant's interest. If the County purchases insurance under this Section, Contractor or Consultant will be responsible for the cost of that insurance, including interest and any other charges the County may impose in connection with the placement of the insurance, until the effective date of the cancellation or expiration of the insurance. The cost of insurance under this Section may be more than the cost of insurance that Contractor or Consultant may be able to obtain on its own.

In relation to purchases that are not a result of a County Bid, RFP or Contract; Vendors who cannot provide the coverage limits on the attached matrix may provide the County with an ACORD Certificate detailing the coverage limits they currently have in place and the County will review such certificates on a case-by-case basis to determine if sufficient coverage is in place in relation to the perceived risks associated with the proposed purchase.

COVERAGES – (SEE ATTACHED MATRIX)

An ACORD Certificate of Insurance will confirm that the required policies have been issued to the named insured; for the policy period indicated. The ACORD Certificate is to be provided to the County of Rockland within five (5) business days of notice of contract award or of notice of intent to issue a Purchase Order. Please NOTE: the Certificate of Insurance must be updated to give the County of Rockland immediate notice of the following:

1. Dilution of the limits of insurance shown on the Certificate of Insurance by more than 20% as a result of the payment of claims or expenses;
2. The downgrading of any insurer listed on the Certificate of Insurance by AM Best to less than an "A" rating;
3. The receipt, from any listed insurer, of a notice of cancellation before the expiration date thereof or non-renewal will be delivered in accordance with the policy provisions;
4. The receipt, from any listed insurer, of any failure of the named insured to comply with an insurance policy term or condition.

All Certificates of Insurance must be updated at least annually to remain valid.

The ACORD Certificate of Insurance must contain a Description of Operations and include any exclusions or special provisions added by endorsement that in any way restrict coverage. The Contract Number and/or Purchase Order Number and the name of the department requiring the insurance should be stated under the description. The

Edwin J. Day, County Executive**TITLE: Access Point Installation for the Department of Social Services****RFP NUMBER:**
RFP-RC-2024-006

description must also contain a statement to the effect that “The following are named as Additional Insured’s under General Liability and (if required) Automobile Liability, Excess Umbrella Liability, and Professional Liability (if applicable) on a primary basis, and on the broadest form available through the listed insurers with respect to this Contract or Purchase Order: ***The County of Rockland, its employees, elected officials and affiliated municipal entities.*** The signing authorized representative warrants that the insurance carrier(s) have been informed of and accepted the County of Rockland as an additional insured.

WORKERS COMPENSATION REQUIREMENTS UNDER WORKERS’ COMPENSATION LAW §57: The Vendor must procure, pay for, and maintain during the entire term of the contract such insurance as will protect both the owner and the vendor from claims under worker’s compensation acts and amendments thereto and from any other claims for property damage and for personal injury including death, which may arise from operations under this contract, whether such operations by the Vendor or by any other party directly or indirectly employed by the Vendor. Vendors must provide copies of the required certificate to the County of Rockland within five (5) business days of notice of contract award or of notice of intent to issue a Purchase Order.

To comply with coverage provisions of the Workers’ Compensation Law (“WCL”), businesses must:

- A. Be legally exempt from obtaining workers’ compensation insurance coverage; or
- B. Obtain such coverage from insurance carriers; or
- C. Be a Board-approved self-insured employer or participate in an authorized group self-insurance plan.

The Contractor must prove that they are in compliance with §57 of the Workers Compensation Law (WCL) by providing ONE of the following forms indicating that they are:

- **Insured Form C-105.2 or U-26.3** – *(All private insurance carriers and their licensed insurance agents are authorized to use the Form C-105.2 as their Certificate of NYS Worker’s Comp Insurance. The State Insurance Fund uses the U-26.3 form as its Certificate of Workers Compensation Insurance).* Upon obtaining a permit, license or contract from a government agency Employers must obtain this form from their private insurance carrier. Carriers and their licensed agents may contact the Board’s [Bureau of Compliance](#) to obtain this form.
- **Self-Insured Form SI-12** – Certificate of Worker’s Compensation Self-Insurance or Form GSI-105.2 Certificate of Participation in Worker’s Compensation Group Self-Insurance). Upon obtaining a permit, license or contract from a government agency. Board-approved self-insurers must obtain this form from Board’s Self-Insurance Office.
- **Exempt Form CE-200** – Certificate of Attestation of Exemption From NYS Worker’s Compensation Insurance) (Effective 12/1/08) Applicants for permits, licenses or contracts from State, county or municipal agencies in New York State that are not required to carry NYS workers’ compensation and/or disability benefits insurance coverage. These exemption forms can ONLY be used to attest to a government entity that an applicant requesting a permit, license or contract from that government entity is not required to carry NYS workers’ compensation and/or disability benefits insurance.

The Vendor will send the appropriate forms to the Purchasing Division within five (5) business days of notification of contract award. All correspondence must contain the Solicitation Number and Title.

DISABILITY BENEFITS REQUIREMENTS UNDER WORKERS’ COMPENSATION LAW §220(8):

Edwin J. Day, County Executive**TITLE: Access Point Installation for the Department of Social Services****RFP NUMBER:**
RFP-RC-2024-006

To comply with coverage provisions of the WCL regarding disability benefits, businesses may:

- A. Be legally exempt from obtaining disability benefits insurance coverage; or
- B. Obtain such coverage from insurance carriers; or
- C. Be a Board-approved self-insured employer.

The Vendor must prove that they are in compliance with Section 220(8) of the Workers Compensation Law (WCL) by providing ONE of the following forms indicating that they are:

- **Insured Form DB-120.1** – Certificate of Disability Benefits Insurance (the businesses insurance carrier will send this form to the County upon request.
- **Self-Insured Form DB-155** – Certificate of Disability Benefits Self-Insurance (the business calls the Board's Self-Insurance Office at 518-402-0247).
- **Exempt Form CE-200** – Certificate of Attestation of Exemption from NYS Worker's Compensation and/or Disability Benefits Coverage.

The Vendor will send the appropriate forms to the Purchasing Division within five (5) business days of notification of contract award. All correspondence must contain the Solicitation Number and Title.

Please note that ACORD forms are NOT acceptable proof of New York State Workers Compensation or Disability benefits insurance coverage.

NY State Department of Labor requirements for Workmen's Compensation and Disability forms. Online address: <http://www.wcb.ny.gov/content/main/forms/AllForms.jsp>

EMPLOYERS LIABILITY with minimum statutory requirements

COMMERCIAL GENERAL LIABILITY INSURANCE with a minimum limit of liability per occurrence of \$1,000,000/\$2,000,000 aggregate for bodily injury and \$100,000 for property damage or a combined single limit of \$1,000,000 (c.s.1), naming the County of Rockland as an additional insured. This insurance must include the following coverages:

- (i) Premises - Operations.
- (ii) Broad Form Contractual.
- (iii) Independent Contractor and Sub-Contractor.
- (iv) Products and Completed Operations.

AUTOMOBILE LIABILITY INSURANCE with a minimum limit of liability per occurrence of \$1,000,000 for bodily injury and a minimum limit of \$100,000 per occurrence for property damage or a combined single limit of \$1,000,000 unless otherwise indicated in the contract specifications. This insurance must include for bodily injury and property damage the following coverages:

- (i) Owned automobiles.
- (ii) Hired automobiles.
- (iii) Non-owned automobiles.

Edwin J. Day, County Executive**TITLE: Access Point Installation for the Department of Social Services****RFP NUMBER:**
RFP-RC-2024-006

PROFESSIONAL LIABILITY The Consultant must provide proof of such insurance. (Limits of \$1,000,000 per occurrence/\$3,000,000 aggregate).

All policies of the Contractor or Consultant must be endorsed to contain the following clauses:

(a) Insurers must have no right to recovery or subrogation against the County of Rockland (including its employees and other agents and agencies), it being the intention of the parties that the insurance policies so affected must protect both parties and be primary coverage for any and all losses covered by the above-described insurance.

(b) The clause "other insurance provisions" in a policy in which the County of Rockland is named as an insured, must not apply to the County of Rockland.

All contractual insurance requirements in any contract between the Contractor or Consultant and the County must contain the following clauses:

(a) The insurance companies issuing the policy or policies must have no recourse against the County of Rockland (including its agents and agencies as aforesaid) for payment of any premiums or for assessments under any form of policy.

(b) Any and all deductibles in the above described insurance policies must be assumed by and be for the account of, and at the sole risk of, the Contractor or Consultant.

(1) The per occurrence and Aggregate limits for specified coverage should apply on a per location or per project basis.

(2) Automobile Liability Coverage is required IF an automobile is used in the execution of their contract. A vendor using a third party for shipment or transport does not require Automobile Liability Insurance.

(3) An ACORD form is NOT acceptable proof of NYS Workers Compensation (WC) or Disability Benefits (DBL) Insurance coverage. For WC, secure form C-105.2 or U-26.3. For DBL, secure form DB.120.

Workers Compensation/Employers Liability, and NYS Disability are not required of: a) a business that is owned by one individual, is not a corporation, and does not have any other employees, b) a self-employed individual, c) an out of state employer with no NYS employees. IN EACH CASE, the employer must file Form CE-200, Certificate of Attestation of Exemption, with the NYS Workers Compensation Board certifying that they are not required to obtain NYS specific Workers Compensation Insurance or NYS statutory Disability Benefits.

(4) A consultant is someone who gives expert or professional advice. Consultants are ordinarily hired on an independent contractor basis. Therefore, the County is not liable to others for the acts or omissions of the consultant. A consultant is an individual who possesses special knowledge or skills and provides that expertise the County for a fee. Consultants help find and implement solutions to a wide variety of problems, including those related to business, marketing, manufacturing, strategy, organization structure, environmental compliance, health and safety, technology, and communications. Some consultants are self-employed, independent contractors who offer specialized skills in a certain field; other consultants work for large consulting firms, that offer expertise in a wide range of business areas; and still other consultants hail from academia. Specialists in various professional fields that work with the general public and have greater than average expertise in particular areas, for example lawyers, doctors, pharmacists and insurance agents, require additional coverage for someone who is injured as a result of their negligent acts or omissions. Therefore, Professional Liability Insurance is required if commercially available for your profession.

Edwin J. Day, County Executive**TITLE: Access Point Installation for the Department of Social Services****RFP NUMBER:**
RFP-RC-2024-006

SAMPLE ACORD CERTIFICATES: Sample ACORD Certificates detailing the required insurance coverage are included in each Invitation to Bid or Request for Proposal. These are provided as for informational purposes only to County Vendors and their Insurance Brokers to assist you in obtaining the correct insurance required for County contracts. Please note that the attached certificates reflect the standard types and limits of insurance the County requires most often. The requirements of each proposal may differ in which case the proposal's specific requirements must prevail. Please review the insurance requirements of your proposal carefully with your broker.

Exceptions: The limits shown in the matrix and samples will generally be required for service providers involved in low-risk activities. Higher limits may be required for service providers performing potentially high-risk activities.

Edwin J. Day, County Executive

TITLE: Access Point Installation for the Department of Social Services
RFP NUMBER:
 RFP-RC-2024-006

	VENDOR CLASSIFICATION CHECK APPROPRIATE BOX	Janitorial Services <input type="checkbox"/>	Contracted Services <input checked="" type="checkbox"/>	Consultant Services <input type="checkbox"/>	Licensed Professional Consultant Services - Legal, Accounting, Architect & Engineers, Medical, Forensics, Environmental, Etc. <input type="checkbox"/>	Public and School Transport <input type="checkbox"/>	Capital Construction Projects –Buildings, Roads, Water Treatment <input type="checkbox"/>
	Type of Insurance						
A	Commercial General Liability (CGL) Each Occurrence						
	General Liability	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000
	Personal & Adv Injury	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000
	Med. Expense Any One Person	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000
	Damage to Rented Premises	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000
	General Aggregate	\$2,000,000	\$2,000,000	\$2,000,000	\$2,000,000	\$2,000,000	\$2,000,000
	Products-Comp / Op Aggregate	\$2,000,000	\$2,000,000	\$2,000,000	\$2,000,000	\$2,000,000	\$2,000,000
B	Auto Liability – Incl BI and PD (AL)	(2)	(2)	(2)	(2)	(2)	(2)
	Combined Single Limit per accident						
	Any Auto	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000
	Or						
	All Owned	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000
	All Hired	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000
	All Non-Owned	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000
C	Excess / Umbrella Liability						
	Each Occurrence	\$5,000,000	XXXXX	XXXXX	\$1,000,000	\$10,000,000	\$10,000,000
	Aggregate	\$5,000,000	XXXXX	XXXXX	\$1,000,000	\$10,000,000	\$10,000,000
D	Workers Compensation and Employers Liability	(3)	(3)	(3)	(3)	(3)	(3)
	E.L. Each Accident	Statutory	Statutory	Statutory	Statutory	Statutory	Statutory
	E.L. Each Disease-EA Employee	Statutory	Statutory	Statutory	Statutory	Statutory	Statutory
	E.L. Disease-Policy Limit						
E	Disability Benefits	(3)	(3)	(3)	(3)	(3)	(3)
	Each Employee	Statutory	Statutory	Statutory	Statutory	Statutory	Statutory
F	Other-Professional Liability or errors and Omissions or Malpractice			(4)	(4)	(4)	
	Per Claim			\$1,000,000	\$1,000,000	\$1,000,000 (Sexual Abuse) School Transportation only	
Opt	Owners and Contractors Protection						
	Each Occurrence						\$1,000,000
	Aggregate						\$2,000,000
*	All Other Insurance as Required by Law						
	Rockland County to be named as Additional Insured on these coverage's	GL-AL-EXCESS	GL-AL-EXCESS	GL-AL	GL-AL-PROFESSIONAL	GL-AL-EXCESS-PROFESSIONAL	GL-AL-EXCESS-OPT



The Certificate Date of issuance must be within 6 months of Request

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

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 have ADDITIONAL INSURED provisions or 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 The Ducey Agency, Inc 43 South Liberty Drive Stony Point, NY 10980	CONTACT NAME: Required PHONE (A/C, No, Ext): Required E-MAIL ADDRESS: Required INSURER(S) AFFORDING COVERAGE INSURER A: Rating as Required by Contract or Solicitation INSURER B: INSURER C: INSURER D: INSURER E: INSURER F:	FAX (A/C, No): NAIC #
INSURED CONTRACTED SERVICES 123 MAIN STREET NEW CITY, NY 10956	Submit a Valid Certificate of Liability Insurance with the coverage and limits provided on this sample-Name of Insured must be that of contract Holder	

COVERAGES **CERTIFICATE NUMBER:** Required **REVISION NUMBER:** Required if applicable

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	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PROJECT <input type="checkbox"/> LOC OTHER:	X	X	Required	Required	Required	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 50,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000
B	<input checked="" type="checkbox"/> AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input checked="" type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY	X	X				COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
	<input type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) Y/N If yes, describe under DESCRIPTION OF OPERATIONS below						PER STATUTE OTH-ER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

Submit a Valid Certificate of Liability Insurance with the coverage and limits provided on this sample Name of Insured must be that of contract Holder

Description of Operations/Locations/Vehicles (ACORD 101, Additional Remarks Schedule, may be attached if needed)

Language Required naming County of Rockland as additionally insured.

The County of Rockland including its employees, its officials, volunteers and Rockland County Sewer District #1 are named as additionally Insured.

CERTIFICATE HOLDER

CANCELLATION

County of Rockland 50 Sanatorium Road, Bldg. A Pomona, NY 10970	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 Signature is Required
--	---