



**PURCHASING DEPARTMENT  
COUNTY OF STEUBEN**

**3 East Pulteney Square  
Bath, New York 14810**

**607-664-2484**

**REQUEST FOR PROFESSIONAL SERVICES**

The Administration Committee of the Steuben County Legislature and the Steuben County Personnel Officer will receive competitive sealed proposals from interested and qualified firms/individuals to provide training to County employees for the prevention of harassment, sexual harassment, discrimination and workplace violence, Document #GC-17-021-P.

Requests for proposal forms, scope of services and general provisions are available at the Steuben County Purchasing Department, 3 E. Pulteney Square, Bath, N.Y. 14810. Telephone number: (607) 664-2484. These documents are also available on the Steuben County website, [www.steubencony.org](http://www.steubencony.org).

Proposers assume all responsibility that their request for mailed proposal documents is executed.

Proposals to be considered will be received at the Purchasing Department until 1:30 P.M. local time on July 26, 2017. Late proposals shall not be considered.

Steuben County retains the right to reject any or all proposals and to withdraw this solicitation at any time.

Dated: June 16, 2017

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Andrew G. Morse  
Director of Purchasing

Request for Professional Services:  
Employee Training  
Document #GC-17-021-P

**OBJECTIVE:**

It is the intent of this request for professional services to provide training for the prevention of harassment, sexual harassment, discrimination and workplace violence for 850 County employees and management.

Training sessions shall be designed to accommodate a one (1) half day slot of approximately three (3) hours long.

Training sessions are to be conducted at the Steuben County Civil Defense Fire Training Center, State Rt. 54 North, Bath, N.Y. 14810. This building can accommodate approximately 50 employees per training.

**PROJECT MANAGER:**

Project manager is Nathan Alderman, Personnel Officer, Steuben County Personnel Department, 3 E. Pulteney Sq., Bath, N.Y. 14810. Telephone number: 607-664-2348.

**QUALIFICATIONS:**

The Steuben County Personnel Department be free to make any inquiry(ies) deemed necessary to ascertain the qualification(s) of the proposer and/or the accuracy of statements made by the proposer as to its qualification(s).

**CONTACT INFORMATION AND REQUIREMENTS:**

Along with its response, the submitter of the RFP shall include the following information: name, address, telephone number and FAX number.

**PROPOSAL COST:**

The price shall be an *in toto* price per the proposed scope of services.

By *in toto* it is meant, the aggregate of all costs billable to Steuben County including but not limited to travel, freight, labor, materials and equipment.

**SELECTION OF A CONTRACTOR:**

Selection shall only be made from proposals submitted by qualified, responsive and responsible entities who sufficiently meet the terms, conditions and specifications stated herein.

However, under all circumstances and all statements to the contrary not with-standing, the Steuben County Personnel Department reserves as its right, the right to determine the contractor in accordance with the best interest of Steuben County.

Determination is not made at the opening. All submitted proposals are subject to final review and acceptance by the appropriate personnel or committee(s) of the Steuben County Legislature before a determination is made.

Receipt of proposals by the County shall not be construed as authority to bind the County.

**REFERENCES:**

Any response to this request for proposal shall contain as a minimum at least three (3) references with contact names and phone numbers where the proposer has completed projects similar in nature.

**AWARD:**

Award will be based upon the respondent's experience demonstrated in similar projects and cost.

**ASSIGNABILITY:**

The contractor shall not assign, transfer, convey, sub-contract, sublet or other-wise dispose of all or portions of the contract; and/or work to be performed as a result of the contract; or its right, title or interest therein, or its power to execute such contract, or its responsibility therein to any other person, company or corporation, without the prior written consent of the Steuben County Personnel Department and the Administration Committee.

**INSURANCE:**

- a) This quote document includes an information sheet entitled: STEUBEN COUNTY STANDARD INSURANCE REQUIREMENTS. These requirements establish the minimum insurance(s) which the awardee(s) shall have in effect prior to entering into a contract to do business with Steuben County. Said insurance(s) are required to remain in effect throughout the term of the contract(s).

In the event that the awardee's insurance lapses during the term of the contract, the County reserves, as its right, the right to cancel the awardee's contract(s) and to purchase the contracted product(s)/service(s) on the open market; with any increase in cost(s) to Steuben County being charged to the awardee. Credit shall not be issued to the awardee where open market cost(s) to the County are less than the cost(s) contracted with the awardee.

- b) Steuben County shall be named as an additional insured in the contractor's policy for all intents and purposes of contract(s) issued as a result of an award of this quote. The quote document number and quote title shall be referenced in the description/additional comments section of the certificate of insurance form.

Additional insured and certificate holder must only read: Steuben County,  
3 East Pulteney Square, Bath, N.Y. 14810.

- c) Each awardee shall submit an original of its Certificate of Insurance (which indicates the contractor's compliance with the above sections a) and b) to Steuben County Purchasing Department, 3 E Pulteney Square, Bath, New York 14810, (607) 664-2484.
- d) The Certificate of Insurance must be approved by the County Risk Manager prior to the contractor's acting on and/or performing any of the obligations it incurred as a result of the award and/or contract.
- e) Self-employed persons must carry Worker's Compensation coverage as directed by the Steuben County Risk Manager. Awardee shall submit an original Certificate of NYS Worker's Compensation Insurance Coverage form WC 88 31 21 C, which indicates the contractor's compliance, to be approved by the County Risk Manager prior to the contractor's acting on and/or performing any of the obligations it incurred as a result of the award and/or contract.
- f) Worker's Compensation Insurance Exemption: Contractors claiming to be exempt from the requirement to carry/provide Workers' Compensation Insurance shall submit a fully executed CE-200 form; the form to be complete, notarized, and stamped as received by the New York State Workers' Compensation Board.
- g) OSHA Training: Wherein a contractor and Steuben County are both parties to a contract involving a public works project with an aggregate dollar value of two hundred fifty thousand dollars (\$250,000.00) or more; said contract shall be understood, by all parties, to include "the provisions that all of the contractor's and sub-contractor's laborers, workers, and mechanics shall be certified as having successfully completed a ten (10) hour OSHA approved course in construction safety and health." Such requirement having been mandated by the New York State Laws of 2007, chapter 282.

In those instances where a quote submittal is required, said certification(s) shall be included with the proposer's submittal. The contractor shall not allow participation in the contracted work by its non-certified staff; i.e. all of the contractor's non-certified laborers, workers, and mechanics.

**NON-COLLUSIVE BIDDING CLAUSE AND CERTIFICATE:**

- a) Clause –

“By submission of this bid, each contractor and each person signing on behalf of any contractor 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 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 contractor or with any competitor;
  - 2) Unless otherwise required by law, the prices which have been quoted in this bid have not been knowingly disclosed by the contractor and will not knowingly be disclosed by the contractor 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 contractor to induce any other person, partnership or corporation to submit or not to submit a bid for the purpose of restricting competition.”
- b. The contractor shall submit a signed and dated Non-Collusive Bidding Certificate with its bid. Said certificate is mandated by Chapter 956 of the Laws of New York State, pursuant to Section 103-D of the General Municipal Law. Reference the “NON-COLLUSIVE BIDDING CERTIFICATE” form included in this bid document.

**HOLD HARMLESS CLAUSE AND FORM:**

- a) Clause –

“The contractor agrees that it shall at all times save harmless the County of Steuben from all claims, damages or judgements or for the defense or payment thereof, based on any claim, action or cause of action whatsoever, including any action for libel, slander, or personal injury, or any affiliated claims, by reason of any act or failure to properly act on the part of the contractor and in particular as may arise from the performance under this contract. In the event of an injury by the subcontractor or its employees, they shall cause notice to be served upon the County within twenty-four (24) hours of any such injury.”
- b) The contractor shall submit a signed and dated Hold Harmless Clause form with its bid. Reference the “HOLD HARMLESS CLAUSE” form included in this bid document.

**IRANIAN ENERGY SECTOR DIVESTMENT CERTIFICATION:**

Contractor hereby represents that said contractor is in compliance with New York State General Municipal Law Section 103-g entitled "Iranian Energy Sector Divestment".

By submission of this proposal, each contractor and each person signing on behalf of any contractor certifies and in the case of a joint proposal, each party thereto certifies as to its own organization, under penalty of perjury, that to the best of its knowledge and belief, that each contractor is not on the list created pursuant to NYS Finance Law Section 165-a(3)(b).

The contractor shall submit a signed, notarized and dated Iranian Energy Sector Divestment Certification with its proposal.

Said certificate is mandated by Section 103-g of the General Municipal Law. Reference the Iranian Energy Sector Divestment Certificate form included in this document.

**ADDENDUM/ADDENDA:**

- a) If an addendum has been issued prior to the County's receipt of proposals Steuben County shall attempt to notify potential respondents known to have received the proposal documents and whose contact information is on file with the County.

Steuben County does not ensure the potential respondent receipt of addendum. It shall be the responsibility of each proposer, prior to submitting its proposal to contact the Director of Purchasing, (607) 664-2484 to determine if an addendum has been issued.

- b) Addendum shall be available for review and/or copy at the Steuben County Purchasing Department, Room #217, Steuben County Office Building, 3 East Pulteney Square, Bath, N.Y.
- c) It is a requirement that the respondent sign, date and include the addendum with its bid submission.

**SUBMISSION OF PROPOSALS:**

- a) The proposer shall submit three (3) sets of its RFP; including all required documents (e.g. signed clauses, statements, forms, bonds, insurance, manufacturer's specifications, etc.)
  - 1) One (1) set shall be stamped (or otherwise indicated) as being the "ORIGINAL."

- 2) Two (2) sets shall be stamped (or otherwise indicated) as being the "DUPLICATE" or "COPY."
  - 3) Information presented in the "ORIGINAL" set of the RFP submission shall prevail.
  - 4) The RFP shall be submitted in a sealed opaque envelope marked on the outside with: the respondent's name and address and the designation: "Sealed Proposal: Training for the Prevention of Harassment, Sexual Harassment, Discrimination and Workplace Violence".
- b) The envelope shall be addressed to Andrew G. Morse, Director of Purchasing, Steuben County Office Building, 3 East Pulteney Square, Bath, N.Y. 14810. Proposals shall be received at the Purchasing Department until 1:30 P.M. local time on Wednesday, July 26, 2017, at which time bids shall be opened and read publicly.
  - c) Facsimile transmitted proposals are not acceptable and shall be rejected.
  - d) Security procedures are in effect at the Steuben County Office Building. Interested parties, especially respondents who intend to hand deliver bids and/or conduct business with the Steuben County Purchasing Department should allow sufficient time for any delay which may arise as a result of security procedures. To be considered "delivered on time," a submission must be received at the Purchasing Department by the appointed hour.

**LATE PROPOSALS:**

Proposer shall bear sole responsibility for the delivery of their proposal in a timely manner. Reliance upon the U.S. Postal Service or other carriers is at the proposer's risk. Late proposals shall not be considered and shall be returned unopened.

**RIGHT OF COUNTY TO SEEK CLARIFICATION, ACCEPT OR REJECT PROPOSAL(S), ETC:**

- a) Steuben County reserves as its right, the right to require clarification from for the purpose of assuring a full understanding of the bidder's responsiveness to the solicitation requirements.
- b) Steuben County reserves as its right; the right to accept or reject any and all proposals (or separable portions thereof), the right to waive irregularities and technicalities, and the right to request resubmission.

**CIVIL RIGHTS:**

The County of Steuben, in accordance with the provisions of Title VI of the Civil Rights Act of 1964 and New York State Labor Law; Article 8 - Public Work, Section 220e hereby notifies all proposers that it will affirmatively ensure that any contract awarded as a result of this proposal solicitation will be awarded without discrimination on the grounds of race, color, sex or natural origin.

**LABOR RATES:**

In accordance with the provisions of the State Labor Law, the wages and supplements to be paid by the contractor to workers, labors and mechanics for work performed pursuant to the terms of the contract as shall be awarded as a result of this solicitation shall not be less than the prevailing rate of wages including supplements in effect at the time the contract work is performed. A current schedule of wages and supplements to be paid for work performed pursuant to said contract, as provided by the Commissioner of Labor will be part of the contract documents. It is understood and agreed, however, that the said schedule is subject to revisions of the Commissioner of Labor and that the contractor shall be obligated to and shall pay to all laborers, workers and mechanics not less than the wages and supplements outlined in the schedule which shall be in effect at the time the work under this resulting contract is performed. Such revised schedule(s) shall be annexed to and form part of the resulting contract for the work.

In the event that any other occupation not mentioned in the annexed schedule of the classifications shall be required in the execution of the aforesaid work, supplementary wage schedules shall be requested from the Commissioner of Labor, and such supplementary schedules shall, upon notice of the contractor, become and be a part of the wage schedule embodied in the resulting contract.

The most current schedule of wages shall be posted at the job site as required by law.

It is suggested that contractors familiarize themselves with all the other requirements of the New York State Labor Law.

**SCOPE OF SERVICES/DELIVERABLES:**

It is the intent of this request to secure training for all County employees concerning the prevention of harassment, sexual harassment, discrimination and workplace violence in all areas of the County work environment.

Listed below are the expected deliverables from attending prevention/training sessions.

1. Expected deliverables for preventing harassment:
  - a) The definition of harassment, sexual harassment, discrimination.
  - b) Identify behaviors that may constitute harassment, sexual harassment, discrimination.



- c) The appropriate action when faced with harassment, sexual harassment, discrimination.
  - d) Identification of appropriate contact personnel.
  - e) Role of the employee's supervisor.
  - f) Recognition and appropriate use of designated form to report harassment, sexual harassment, discrimination.
  - g) How to prevent becoming a victim.
  - h) How to prevent becoming an abuser.
2. Expected deliverables for preventing workplace violence:
- a) The definition of workplace violence.
  - b) Identify the types of violence, including bullying.
  - c) Identify areas for increased risk of violence.
  - d) Identify employee actions/behavior that contributes to a safe working environment.
  - e) Identify potential solutions to lessen risk by employees for employees.
  - f) Appropriate employee action when faced with workplace violence.
  - g) Identification of appropriate contact personnel.
  - h) Identify the role of the employee's supervisor.

Appropriate Steuben County policies shall be provided.

**INFORMATION TO BE INCLUDED IN THE PROPOSAL:**

1. Title page: show the RFP subject, name of proposer's firm, local address, telephone number, name of contact person and the date.
2. Letter of transmittal: limit to one or two pages.
  - a) Briefly state the proposer's understanding of the work to be done.
  - b) Give the names of the persons who will be authorized to make representations for proposer, their titles, addresses and telephone numbers.

- c) Give the firm's federal taxpayer's identification number.
3. Proposer profile:
- a) State whether the firm is local, regional or national.
  - b) Give the location of the office from which the work is to be done and the number of partners, managers, supervisors, seniors and other professional staff employed at that office.
4. Summary of proposer's qualifications in addition to minimum qualifications: Identify partners, managers and supervisors who will work on the project.

### **TERMS OF CONTRACT**

The initial contract term shall be effective upon execution of a signed agreement, and terminate on December 31, 2017. If mutually agreed between the respondent and the county, the contract may be renewed under the same terms and conditions for up to four (4) additional one-year terms.

Notice of intent to renew will be given to the firm in writing by the County, normally ninety (90) days before expiration date of the current contract. This notice will not be deemed to commit the county to renew the contract for the renewal period, until such time as the county takes official action to commit to such a renewal.

### **TERMINATION OF CONTRACT**

This contract may be terminated by either party upon thirty (30) days notice in writing.

### **QUESTIONS**

Proposer's questions will be accepted until July 17, 2017 at Noon and shall be submitted in writing to Andrew G. Morse, Director of Purchasing, Steuben County Purchasing Department, 3 E. Pulteney Square, Bath NY 14810. No questions will be accepted after this date.

The authorized representative for this contract for Steuben County shall be:

**Nathan Alderman  
Steuben County Personnel Officer  
Steuben County Office Building  
3 E. Pulteney Square  
Bath, NY 14810**

Request for Proposals:  
 Training for the Prevention of Harassment, Sexual Harassment, Discrimination and  
 Workplace Violence; Document #GC-17-021-P

FILE DAY, DATE & TIME: Wednesday, July 26, 2017; 1:30 P.M. local time  
 Submission may be mailed or hand delivered.

SUBMIT TO: Andrew G. Morse, Director of Purchasing  
 Steuben County Purchasing Department  
 3 East Pulteney Square  
 Bath, New York 14810

PROPOSAL PAGE: The undersigned, having an integral understanding of the objective, terms and conditions, specifications and contractor's responsibility as stated in the Request for Proposals documents, does hereby submit a proposal for the provision of services as stated below and pursuant to the Request for Proposals.

Proposed number of training sessions necessary to accommodate 850 County employees and management personnel:	
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In toto price proposed for each training session per scope of services:	\$
	Cost written in words:

Total proposal cost to train 850 County employees and management Personnel:	\$
	Cost written in words:

PLEASE PRINT OR TYPE:	
Company Name:	Federal Employer ID:
Company Address:	
Name:	Title:
Signature:	Date:
Telephone Number:	Fax Number:
Email Address:	

NON-COLLUSIVE PROPOSAL CERTIFICATE

By submission of this proposal, 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 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 with any competitor;
2. Unless otherwise required by law, the prices which have been quoted in this proposal 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 proposal for the purpose or restricting competition.

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

SIGNED BY: \_\_\_\_\_ TITLE: \_\_\_\_\_

NAME PRINTED/TYPED: \_\_\_\_\_

TELEPHONE NUMBER: \_\_\_\_\_ DATE: \_\_\_\_\_

PROPOSAL TITLE: \_\_\_\_\_

DOCUMENT NUMBER: \_\_\_\_\_

Hold Harmless Clause

As a successful consultant, I shall hold harmless the County of Steuben and representatives thereof from all suits, actions or claims of any kind brought on account of any injuries or damages sustained by any person or property in consequence of any neglect in safe-guarding contract work or on account of any act or omission by the contractor or his employees, or from any claims or amounts arising or recovered under any law, ordinance, regulation or decree.

NAME OF COMPANY: \_\_\_\_\_

SIGNED: \_\_\_\_\_

NAME: \_\_\_\_\_

TITLE: \_\_\_\_\_ DATE: \_\_\_\_\_

PROPOSAL TITLE: \_\_\_\_\_

DOCUMENT NUMBER: \_\_\_\_\_

IRANIAN ENERGY SECTOR DIVESTMENT

1. Contractor/proposer hereby represents that said contractor/ proposer is in compliance with New York State General Municipal Law Section 103-g entitled "Iranian Energy Sector Divestment", in that said contractor/proposer has not:
  - a) Provided goods or services of \$20 million or more in the energy sector of Iran including but not limited to the provision of oil or liquefied natural gas tankers or products used to construct or maintain pipelines used to transport oil or liquefied natural gas for the energy sector of Iran; or
  - b) Acted as a financial institution and extended \$20 million or more in credit to another person for forty-five (45) days or more, if that person's intent was to use the credit to provide goods or services in the energy sector in Iran.
2. Any contractor/proposer who has undertaken any of the above and is identified on a list created pursuant to Section 165-a (3) (b) of the New York State Finance Law as a person engaging in investment activities in Iran, shall not be deemed a responsible bidder pursuant to Section 103 of the New York State General Municipal Law.
3. Except as otherwise specifically provided herein, every contractor/ proposer submitting a bid/proposal in response to this request for bids/request for proposals must certify and affirm the following under penalties of perjury:
  - a) "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 its knowledge and belief, that each bidder is not on the list created pursuant to NYS Finance Law Section 165-a (3) (b)."

Steuben County will accept this statement electronically in accordance with the provisions of Section 103 of the General Municipal Law.
4. Except as otherwise specifically provided herein, any bid/proposal that is submitted without having complied with subdivision (a) above, shall not be considered for award. In any case where the bidder/proposer cannot make the certification as set forth in subdivision (a) above, the bidder/proposer shall so state and shall furnish with the bid a signed statement setting forth in detail the reasons therefore. The County reserves its rights, in accordance with General Municipal Law Section 103-g to award the bid/proposal to any bidder/proposer who cannot make the certification, on a case-by-case basis under the following circumstances:
  - a) The investment activities in Iran were made before April 12, 2012, the investment activities in Iran have not been expanded or renewed after April 12, 2012 and the bidder/proposer has adopted, publicized and is implementing a formal plan to cease the investment activities in Iran and to refrain from engaging in any new investments in Iran; or

- b) The County of Steuben has made a determination that the goods or services are necessary for the County to perform its functions and that, absent such an exemption, the County of Steuben would be unable to obtain the goods or services for which the bid/proposal is offered. Such determination shall be made by the County in writing and shall be a public document.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Date

STATE OF NEW YORK)  
COUNTY OF STEUBEN) ss:

On the \_\_\_\_\_ day of \_\_\_\_\_ in the year \_\_\_\_\_ before me, the undersigned, personally appeared \_\_\_\_\_, personally known to me or proved to me on the basis of satisfactory evidence to be the individual(s) whose name(s) is (are) subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their capacity(ies) and that by his/her/their signature(s) on the instrument, the individual(s) or the person upon behalf of which the individual(s) acted, executed the instrument.

\_\_\_\_\_  
Notary Public

# Appendix A

## STEUBEN COUNTY STANDARD INSURANCE REQUIREMENTS

**Prior to commencement of work, delivery of services, acquisition of merchandise or equipment** a Certificate of Insurance and a policy endorsement covering items A, B & C must be delivered to the County Department responsible for the agreement, and to the County Risk Manager. A Certificate of insurance may be used to show coverage only.

**ITEMS:**

- A. Steuben County, 3 East Pulteney Square, Bath, N.Y., 14810 shall be named as an additional insured (for the purposes of coverage but not the payment of premium).
- B. **ACKNOWLEDGEMENT:** The insurance companies providing coverage acknowledge that the named insured is entering into a contract with Steuben County in which the named insured agrees to defend, hold harmless, and indemnify the County, its officials, employees and agents against all claims resulting from work performed, material handled and services rendered. The contractual liability coverage evidenced will cover the liability assumed under the County-Contractor agreement.
- C. Prior to non-renewal, cancellation or a change of coverage on this policy, at least thirty (30) days advance written notice shall be given to Steuben County Risk Manager at Steuben County Offices, 3 Pulteney Square East, Bath, N.Y. 14810

**Workers' Compensation Coverage will be required for anyone doing any kind of work for Steuben County. This includes self-employed individuals. The Steuben County Risk Manager may waive this requirement. Proof of Workers' Compensation Coverage must be submitted on NYS Workers' Compensation Board Approved Forms.**

### MINIMUM COVERAGES AND LIMITS ARE

TYPE OF CONTRACT	COVERAGES REQUIRED	LIMITS REQUIRED
PROFESSIONAL SERVICES	<b>PROFESSIONAL LIABILITY</b>	MINIMUM \$1,000,000
	<b>AUTO LIABILITY TO INCLUDE: OWNED, HIRED &amp; NON OWNED</b>	MINIMUM \$1,000,000
	<b>WORKERS' COMPENSATION</b>	STATUTORY
	<b>EMPLOYERS LIABILITY</b>	STATUTORY
	<b>DISABILITY BENEFITS</b>	STATUTORY
CONSTRUCTION & MAINTENANCE	<b>COMPREHENSIVE GENERAL LIABILITY TO INCLUDE: PREMISES &amp; OPERATIONS, PRODUCTS &amp; COMPLETED OPERATIONS, INDEPENDENT CONTRACTOR, CONTRACTUAL, BROAD FORM PROPERTY DAMAGE, (XCU HAZARDS)</b>	MINIMUM \$1,000,000
	<b>AUTO LIABILITY TO INCLUDE: OWNED, HIRED, &amp; NON OWNED</b>	MINIMUM \$1,000,000
	<b>WORKERS' COMPENSATION</b>	STATUTORY
	<b>EMPLOYERS LIABILITY</b>	STATUTORY
	<b>DISABILITY BENEFITS</b>	STATUTORY
ACQUISITION OF SUPPLIES OR EQUIPMENT	<b>COMPREHENSIVE GENERAL LIABILITY TO INCLUDE: PRODUCTS &amp; COMPLETED OPERATIONS, CONTRACTUAL, BROAD FORM PROPERTY</b>	MINIMUM \$1,000,000
	<b>WORKERS' COMPENSATION</b>	STATUTORY
	<b>EMPLOYERS LIABILITY</b>	STATUTORY
	<b>DISABILITY BENEFITS</b>	STATUTORY
COUNTY PROPERTY USED BY OTHERS	<b>COMPREHENSIVE GENERAL LIABILITY TO INCLUDE: PREMISES &amp; OPERATIONS, PRODUCTS &amp; COMPLETED OPERATIONS, INDEPENDENT CONTRACTOR, CONTRACTUAL, PERSONAL INJURY, LIQUOR LEGAL LIABILITY</b>	MINIMUM \$1,000,000
	<b>AUTO LIABILITY TO INCLUDE: OWNED, HIRED, &amp; NON OWNED</b>	MINIMUM \$1,000,000
	<b>WORKERS' COMPENSATION</b>	STATUTORY
	<b>EMPLOYERS LIABILITY</b>	STATUTORY
	<b>DISABILITY BENEFITS</b>	STATUTORY
CONCESSIONAIRE SERVICES LIVERY SERVICES MUNICIPAL AGREEMENTS	<b>COMPREHENSIVE GENERAL LIABILITY TO INCLUDE: PREMISES &amp; OPERATIONS, PRODUCTS &amp; COMPLETED OPERATIONS, INDEPENDENT CONTRACTOR, CONTRACTUAL, PERSONAL INJURY, LIQUOR</b>	MINIMUM \$1,000,000
	<b>AUTO LIABILITY TO INCLUDE: OWNED, HIRED, &amp; NON OWNED</b>	MINIMUM \$1,000,000
	<b>WORKERS' COMPENSATION</b>	STATUTORY
	<b>EMPLOYERS LIABILITY</b>	STATUTORY
	<b>DISABILITY BENEFITS</b>	STATUTORY

Bid specifications, particular contracts, leases or agreements may require increased limits and/or additional coverage. If there are questions please contact the Steuben County Risk Manager 607-664-2104.



