



# PURCHASING DEPARTMENT

## COUNTY OF STEUBEN

3 EAST PULTENEY SQUARE  
BATH, NEW YORK 14810-1510  
(607) 664-2484

### LEGAL NOTICE

Notice is hereby given that the Public Safety and Corrections Committee of the Steuben County Legislature and the Director of the Steuben County 911 Enhanced Department will receive sealed competitive proposals per specifications for Computer Aided Dispatch (CAD)-to-CAD Interface; document #GC-16-031-P.

Request 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. These documents are also available on the Steuben County website, [www.steubencony.org](http://www.steubencony.org).

Interested parties assume all responsibility to acquire information and forms. A site visit/pre-bid conference is scheduled at 10:00 a.m., November 29, 2016. Attendees to meet at the Steuben County 911E Center, 6979 Rumsey Street Extension, Bath, NY 14810. This is the only opportunity for a pre-proposal conference and site visit.

To be considered, proposals must be submitted on Steuben County forms and delivered in a sealed opaque envelope. Proposals will be received at the Purchasing Department until 1:30 P.M. local time on December 15, 2016; at which time proposals will be opened and acknowledged as received.

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

Dated: November 14, 2016

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Andrew G. Morse  
Director of Purchasing

Request for Competitive Sealed Proposals:  
CAD-to-CAD Interface; document #GC-16-031-P

1. **General Provisions:**

It is the intent of this request for proposals to obtain a proven bi-directional Computer Aided Dispatch-to-Computer Aided Dispatch (CAD to CAD) interface utilizing an intelligent hub. The intent is to procure a data interoperability framework that will support the County situational awareness and real time bi-directional information and resource sharing capabilities between interconnected CAD systems. The system procured must be scalable so that other agencies and systems can be easily added without needing to reconfigure existing CAD systems. The desired architecture will utilize an intelligent hub design with centralized administration, configuration, and management. Easy to use administration tools will enable customer control over user, interface, filter, and business rule configuration without the need for programming or engineering level customizations.

2. **Project Manager:**

David Hopkins, Steuben County 911 Enhanced, 6979 Rumsey St Ext, Bath, N.Y. 14810. Telephone number: 607-664-2994.

3. **Qualifications:**

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

4. **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.

5. **Proposal Cost; Budget Narrative and Justification:**

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

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

6. **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 notwithstanding, that Steuben County 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.

7. **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 contractor has completed projects similar in nature in New York State.

8. **Submission of Proposals:**

Those submitting proposals do so entirely at their expense. There is no express or implied obligation by Steuben County to reimburse any firm or individual for any costs incurred in preparing or submitting proposals, preparing or submitting additional information requested by the County, or for participating in any selection interviews.

9. **Contract Award:**

Award of contract will be made following a review of the proposal by the Director of 911 Enhanced and any additional County staff as deemed appropriate, and approval will be made by a designated committee.

10. **Method of Award:**

The award may be made to the most responsible contractor whose proposal is determined to be in the best interest of Steuben County and who is deemed the best fit to serve the County's requirements based upon criteria stated under the Scope of this RFP, the evaluation of references, corporate qualifications and, if deemed necessary, an interview with the contractor and the designated committee.

Price will not necessarily be the determining factor in the award of the contract. All proposals will be evaluated to determine if they meet the required format and are in compliance with all requirements of the Request for Proposals.

Incomplete or non-responsive proposals may be rejected at the discretion of Steuben County.

11. **Contract Term:**

The contract to provide a CAD to CAD interface, if an award is made, will be effective on the date the contract is signed by all required parties.

Steuben County contemplates that the contract term will be from January 1, 2017 through December 31, 2017.

Steuben County shall have the sole option to renew the contract for four (4) additional terms of twelve (12) months each. In no event shall the term of the contract, including renewals, exceed 60 months. Requests for service will not be placed against the contract prior to the contract effective date or the beginning date of the contract term, whichever is later.

12. **Cancellation of Contract:**

Steuben County reserves, as its right, the right to cancel the contract(s) resulting from an award of this solicitation at any time during the contract period, without penalty to Steuben County and without stated reason, by delivering a written ten (10) day notice of intent to the contractor(s) or its representative(s). Said notification mailed to the contractor or its representative via the US Postal Service; First Class Mail shall be considered sufficient and delivered.

13. **Assignability:**

The contractor shall not assign, transfer, convey, sub-contract, sublet or otherwise 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 Commissioner of Finance and the Administration Committee.

14. **Insurance:**

a) This document includes an information sheet entitled: STEUBEN COUNTY STANDARD INSURANCE REQUIREMENTS. These requirements establish the minimum insurance(s) which the contractor(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 contractor's insurance lapses during the term of the contract, the County reserves, as its right, the right to cancel the contractor'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 contractor. Credit shall not be issued to the contractor where open market cost(s) to the County are less than the cost(s) contracted with the contractor.

- 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. The document number and title shall be referenced in the description/additional comments section of the certificate of insurance form.

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

- c) Each contractor 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.
- 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. Contractor 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.

15. **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.

16. **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.

17. **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.

18. **Addendum/Addenda:**

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

Steuben County does not ensure the potential contractor receipt of addendum. It shall be the responsibility of each contractor, 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 E. Pulteney Square, Bath, N.Y. It will also be available on the county web site.
- c) It is a requirement that the contractor sign, date and include the addendum with its submission.

19. **Submission of Proposals:**

- a) The contractor 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) Other 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.
- b) The RFP shall be submitted in a sealed opaque envelope marked on the outside with: the contractor's name and address and the designation: "Sealed Proposal: CAD to CAD Interface".
- c) The envelope shall be addressed to Andrew G. Morse, Director of Purchasing, Steuben County Office Building, 3 E. Pulteney Square, Bath, N.Y. 14810. Proposals shall be received at the Purchasing Department and will be acknowledged as received, at such time.

- d) Facsimile transmitted proposals are not acceptable and shall be rejected.
- e) 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.
- f) You must submit a separate RFP response for each different solution you are proposing.

20. **Late Proposals:**

Contractor 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 contractor's risk. Late proposals shall not be considered and shall be returned unopened.

21. **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 contractors for the purpose of assuring a full understanding of the contractor'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.

22. **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 contractors 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.

23. **Information to be Included in the Proposal:**

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

- c) Contractor profile: State whether the firm is local, regional or national.

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.

- d) Summary of contractor's qualifications in addition to minimum qualifications: identify partners, managers and supervisors who will work on the project.

24. **Modification or Withdrawal of Proposals:**

- a) A proposal may be modified or withdrawn by an appropriate document duly executed in the manner that a bid must be executed and delivered to the place where proposals are to be submitted at any time prior to the scheduled time for opening of proposals.
- b) No proposal may be modified, withdrawn or canceled for a period of one hundred twenty (120) days after the date of the proposal opening and all proposals shall be subject to acceptance by the County during this period.

25. **Responsibilities for Work:**

The contractor assumes full responsibility for the acts and omissions of all his employees and all sub-contractors, their agents and employees and all other persons performing work under the contract.

26. **Consideration of Proposal; Acceptance of Proposal (Award):**

- a) The award of contract will be made by written notice of award signed by a duly authorized representative of the County and no other act of the County shall constitute the acceptance of a bid.
- b) The acceptance of the proposal shall bind the successful contractor to execute a contract.

27. **Execution of Contract/Certificate of Insurance:**

The contractor to whom the award is made shall assist and cooperate with the County as necessary in preparing the standard County agreement for execution.

28. **Commencement of Work:**

Notwithstanding any delay in the preparation and execution of the agreement, the successful contractor shall be prepared, upon receipt of the notice of award, to commence work within a time period mutually acceptable to contractor and the County.

29. **Supportive Specifications:**

The contractor shall be responsible for obtaining all permits required to fulfill this contract and shall comply with all laws, ordinances, rules and regulations of the jurisdictions in which the work is performed.

30. **Sales Tax Exemption:**

The County is exempt from payment of sales and compensating use taxes of the State of New York and of cities and counties within the State of New York.

31. **Protection from Claim Against "Or Equal":**

In the event of any claim by an unsuccessful contractor concerning or relating to the issue of "equal or better" or "or equal" the successful contractor agrees to hold the County of Steuben free and harmless for any and all claims for loss or damage arising out of this transaction for any reason whatsoever. The County is to be free and harmless for any and all legal fees and court costs.

32. **Evaluation Process:**

a) After determining that a proposal satisfies the mandatory requirements stated in the request for proposal, (see section-eligibility criteria) the comparative assessment of the relative benefits and deficiencies of the proposal in relationship to the published evaluation criteria shall be made by using subjective judgment. The award of a contract resulting from this RFP shall be based on the lowest and best proposal received in accordance with the evaluation criteria stated below.

- 1) Demonstration of successful similar projects, preferably in public sector environments.
- 2) Qualifications of individuals assigned to the project.
- 3) Demonstration of clear understanding of the requirements of the project.
- 4) Ability to deliver a high quality service at a reasonable cost.
- 5) Proposal review criteria/application review process and scoring.

b) After an initial screening process, a technical question and answer conference or interview may be conducted, if deemed necessary by the County, to clarify or verify the contractor's proposal and to develop a comprehensive assessment of the proposal.

c) Steuben County reserves the right to consider historic information and fact, whether gained from the contractor's proposal, question and answer conference, references or any other source, in the evaluation process.

d) It is the contractor's responsibility to submit information related to the

evaluation categories and Steuben County is under no obligation to solicit such information if it is not included with the contractor's proposal.

33. As a result of this RFP, Steuben County intends to enter into contract with the selected contractor to provide the services described in the scope of services section. However, this intent does not commit the county to award a contract to any responding contractor. Steuben County and the Director of 911 Enhanced reserves the right, with agreement by the applicant, to accept or reject in part or in its entirety any proposal received as a result of this RFP if it is in the best interest of the County to do so.

34. **Confidentiality:**

The Vendor shall agree and understand that all discussions with the County and all information gained by the Vendor as a result of the Vendor's performance under the contract shall be confidential and that no reports, documentation, or material prepared as required by the contract shall be released to the public without the prior written consent of the Agency. Any press release must be approved by the Agency prior to its publication and such approval will not be unreasonably withheld by Agency.

35. **Proposal Subject to Disclosure:**

During the evaluation process, the content of each proposal will be held in confidence and the details of any proposal will not be revealed (except as may be required on the Freedom of Information Law or other State law). The Freedom of Information Law provides for an exemption from disclosure for trade secrets or information the disclosure of which could cause injury to the competitive position of commercial enterprises. This exception would be effective both during and after the evaluation process.

Should you feel your firm's proposal contains any such trade secrets or other confidential or proprietary information, you must submit a request to except such information from disclosure. Such request shall be in writing, shall state the reasons why the information should be excepted from disclosure, shall be provided at the time of submission of the subject information and in the same envelope as the proposal. The proprietary or confidential data must be readily separable from the proposal in order to facilitate eventual public inspection of the non-confidential portion of the proposal.

Requests for exemption of the entire contents of a proposal from disclosure have generally not been found to be meritorious and are discouraged. Kindly limit any requests for exemption of information from disclosure to bona fide trade secrets or specific information, the disclosure of which would cause a substantial injury to the competitive position of your firm.

Steuben County cannot guarantee the confidentiality of any information submitted.

36. **Questions:**

Contractor's questions will be accepted until December 7, 2016 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. Questions submitted by a Vendor will be merged into an overall Questions and Answers document that will be made available via the Steuben County website at [www.steubencony.org](http://www.steubencony.org) for all interested persons to view. Be careful in phrasing questions to not disclose confidential or proprietary information.

## GENERAL TERMS AND CONDITIONS

### SCOPE OF SERVICES

#### CAD to CAD Interface GC-16-031-P

It is the desire of the County and the Partner Agencies to implement a CAD-to-CAD interoperability solution. In general, at a minimum, the CAD-to-CAD system will:

- Subscribe to the current status, time stamps, and location of resources and assets from connected CAD systems
- Publish in real-time the status, time stamps, and location of resources and assets with connected CAD systems as authorized
- Provide a centralized view of current status, location and time stamps of resources and assets from all connected CAD systems
- Enable transfer, sharing, and ongoing updates of incident information between connected CAD systems as authorized
- Publish and subscribe to requests to share resources and assets between connected CAD systems
- Acknowledge the delivery of a request to share resources and assets to a lending connected CAD system
- Publish the approval or denial of a sharing request for resources and assets to the requesting connected CAD system
- Support subscribing and publishing of supplemental information of incident narrative between connected CAD systems as authorized
- Provide centralized filters and business rules to flexibly configure and automate mutual and automatic aid agreements, and other information and resource sharing policies and/or procedures between connected CAD systems
- Provide 24/7 mission critical availability, scalability, and fault tolerance capabilities
- Provide for expansion and upgradeability without taking the system offline
- Provide for separate yet co-resident execution of production, testing, and training environments
- Support publishing of relevant real-time CAD incident data to a records management system (RMS) through a well-defined application programming interface (API)
- Support system logging of all transactions for auditing purposes
- Support transactional diagnostic tools for isolating problems with CAD-to-CAD transactions
- Provide an application programming interface (API) for the simple development of CAD system interfaces to the CAD-to-CAD platform
- Support the ability to integrate additional CAD system interfaces without requiring any rework or updates of existing interfaces
- Provide an integrated dashboard to monitor system health
- Provide a CAD-to-CAD information and resource sharing monitor to view the state of active shared incidents and resources

- Provide regional situational awareness and a common operating picture for EOC and incident command functionality of all connected CAD systems as authorized
- Provide built-in system simulation functionality to validate information sharing configurations in a test environment without the need for CAD system interfaces or connectivity
- Provide the capability to temporarily provide basic incident creation and dispatching functionality for an agency in the event of a complete CAD system failure

## System Functionality

- The System must be designed as a centralized intelligent hub that supports connections to two (2) or more independent CAD systems through standard interfaces. Adding an additional CAD system should not require any modifications to other CAD system interfaces, rather all information and resource sharing logic must be configurable in the central hub.
- The System must be capable, through the Graphical User Interface (GUI) user application to show authorized users the active incident and resource data from all connected CAD systems. Users with limited credentials should only see active data from their own CAD system. The user application must also show what information and resources are shared between CAD systems for any user with credentials on any of those CAD systems. The view of information must be configurable to filter and only display the information desired by each individual user.
- The System must be capable of showing authorized users, through the GUI user application, the pending resource and capability requests associated with a shared incident that have not yet been granted or denied by the requested agency (CAD).
- The bi-directional CAD-to-CAD functionality of the System shall be transparent to the CAD system users. Transferred (pending and active) incidents and requests for resources should appear in the recipient and requestor's CAD system and console in the language and codes of that system. CAD system dispatchers must not need an additional console or software to be able to interact with the System.
- The System shall deliver sub-second response time when sending transaction data between connected CAD systems. The System must subscribe to and consume incident and resource information updates as they occur, in real-time, through the interface to each connected CAD system. The information must be normalized to a common code set through unit mapping and codes translation tables. At a minimum the System must be able to process the following types of incident and resource data:
  - Call identifier
  - Geographical location of incident (e.g., address, city, intersection, mile marker, zone, Lat./Lon. coordinates)
  - Nature of incident
  - Caller information of incident

- Status of incident
  - Location of active resources
  - Status of active resource
  - Resources assigned to an active incident
  - Timestamps of status changes to incident and resources
  - Priority of incident
  - Incident comments and narrative
  - Dispatcher information associated with incident
- The System must publish incident and resource information updates, in real-time, as triggered through business rules, filters, and sharing logic to each connected CAD system. At a minimum, the System must be able to process the following types of incident and resource data:
    - Call identifier
    - Geographical location of incident (e.g., address, city, intersection, mile marker, zone, Lat./Lon. coordinates)
    - Nature of incident
    - Caller information of incident
    - Status of incident
    - Location of active resources
    - Status of active resource
    - Resources assigned to an active incident
    - Timestamps of status changes to incident and resources
    - Priority of incident
    - Incident comments and narrative
    - Dispatcher information associated with incident
- The System must provide the ability to trigger information sharing rules and filters based on incident location or proximity (e.g., share information to another agency if the incident is within a specified distance of their common jurisdictional border or a specific building).
  - The System must provide the ability to trigger sharing of information based on incident nature code, (e.g., share incident information with EMS agency if nature code is of a type that the need for medical help is likely.)
  - The System must provide the ability to trigger sharing of information to agencies based on incident priority (e.g., share incident information with neighboring Law Enforcement agency if the incident priority is high.)
  - The System must provide the ability to trigger sharing of information to agencies based on incident zone or response area (e.g., share incident information with Highway Patrol agency if the incident is on an interstate highway).
  - The System must provide the ability to trigger sharing of information to agencies based on incident GIS location residing within a configurable GEO-fence (e.g., share incident information with a named agency if the incident is located within GEO-fence surrounding specific critical infrastructure).
  - The System must provide the ability to trigger sharing of information to several agencies simultaneously based on a special embedded keyword in an incident

comment (e.g., share incident information with multiple neighboring Law Enforcement agencies if the keyword "\*\*\*MCI" (Mass Casualty Incident) is entered).

- The System must provide the ability to trigger sharing of information or alerts to specified users through SMS or email notification.
- The System must provide a method for mapping and translating data elements to and from each connected CAD system. At a minimum, this functionality must include:
  - Incident type (i.e. police, fire, ambulance)
  - Nature of Incident
  - Disposition of Incident
  - Priority of Incident
  - Lat./Lon. Location of a Resource (North American Datum NAD83, or NAD27)
  - Resource Identifier
  - Resource Status
  - Resource Capabilities
  - City
  - Response Areas
  - Transport Destinations
- The System should be able to support a common standard reference code set, such as the Association of Public Safety Communications Officials (APCO) standards for Resource Status codes.
- The System should be able to support a common standard reference code set, such as the APCO standard for Incident Nature Codes.
- The System should be able to support a common standard reference code set, such as the APCO standard for Incident Type Codes.
- The System must provide the ability to redact confidential or sensitive data when sharing information between authorized and non-authorized user disciplines. For example a Law Enforcement agency may share incident information with a Fire/EMS agency, but the Fire/EMS agency is not authorized to see National Crime Information Center (NCIC) or criminal history information that may be included in the incident narrative. A discipline-specific filter must be available to redact this information when sharing sensitive or restricted incident data between agencies.
- Each CAD system interface must be able to connect to the System without knowledge of or customization for any other CAD system with which it may share information or resources. All codes translation and unit mappings must be handled by the CAD-to-CAD interoperability platform and be totally transparent to each connected CAD system.
- The System's GUI user application must include a map view which displays map data configured by the System. It should include at a minimum the following capabilities:
  - System will plot incidents on the map view with abbreviated description of the incident.

- System will plot resources on the map view with abbreviated description of the resource.
- The System must support execution of multiple versions of the software running different environments simultaneously. For example, a “test” or “training” environment must be able to run the latest version, while “production” environment is running a prior version simultaneously, preferably on the same server environment.

## **System Hosting**

- The System must be installable on either a physical server cluster or a comparable virtual machine configuration.
- The System must be capable of being hosted on local Agency premises as well as in the Cloud.

## **Database Requirements**

- The System shall be designed to run on a database that is replicated for performance, redundancy, and failover. The System and supporting database must be able to accommodate a high frequency of real-time updates to large amounts of unstructured data.
- The System and supporting database must be configurable as a capped collection that auto purges the oldest datasets while on-line, and runs on either Windows or Linux server operating system.
- The system and supporting database must be configurable to purge data according to a flexible Data Retention policy, including, if necessary, immediately after an incident is closed.

## **User Application Interface**

- The System shall utilize state of the art Graphical User Interface (GUI) (preferably web-based or client/server architecture) design concepts and programming techniques in any user or administrator applications.
- A real-time system health GUI dashboard must be provided that monitors all essential system components - servers, CPU, memory, database, and message backlog. The System must be configurable to notify system administrators when configurable thresholds are exceeded.

## **System Interfaces**

- A detailed and robust Software Development Kit (SDK) must be available to enable CAD providers to develop their interface to the System. The SDK shall be

provided for inspection upon request. Developer assistance, including a separate developer test environment, should also be available.

- The System must support bi-directional message exchange through the CAD system interface, allowing both sides of the interface to publish and subscribe to the messages being exchanged.
- The System must support communication through publish-only or subscribe-only interfaces that can be used for connectivity to other types of systems. (e.g., incident related information should be publishable to agency Records Management Systems for report generation).
- The SDK must also include a National Information Exchange Model (NIEM) conformant Application Program Interface (API) so that the CAD providers can exchange data using this industry standard exchange package.
- The SDK interface API must support the implementation of both heartbeat as well as message acknowledgement mechanisms to continuously monitor the connections with all end-point systems.
- The SDK for CAD system interfaces should provide a method to unit test and regression test an interface for conformance to system interoperability requirements. The method should test each functional area of the interface.
- The SDK interface API must support the ability for the interface to refresh the System with all active incident and resource information in the event of an extended network outage or system restart has occurred.

## **System Configurability**

- All setup, configuration, and management of the System should be controlled through a single GUI administrator application with a single secure login, providing a single point of administration.
- The System must be configurable through the GUI administrator application to create business rules, filters and decision logic that triggers information and resource sharing events. This configurability must enable the automation of Automatic Aid and Mutual Aid agreements as well as other applicable standard operating procedures regarding cross-jurisdictional information sharing events by non-programmers.
- The System must provide, as part of the GUI administrator application, the ability to logically combine (AND or OR) two or more filter/business rules mechanisms to create a complex trigger to sharing information (e.g., share incident information with a specific agency if the incident zone is in a specific location or area and nature code is X).
- The System must support changes to information and resource sharing filters, and business rules through the GUI administrator application while the System is operational. The ability to disable or enable filters and business rules by date and time should be supported.
- The System must be capable, through the GUI administrator application, to define capabilities for resources from connected CAD systems to facilitate a resource sharing request by capability (e.g., send a unit with "Jaws of Life").

- The System should have the ability to bulk load local codes tables from each connected CAD system. Subsequently, the local codes can be mapped to the common codes for both inbound and outbound translation. Code sets shall at a minimum include:
  - Incident type (i.e. police, fire, ambulance)
  - Nature of Incident
  - Disposition of Incident
  - Priority of Incident
  - Lat./Lon. Location of a Resource (North American Datum NAD83, or NAD27)
  - Resource Identifier
  - Resource Status
  - Resource Capabilities
  - City
  - Response Areas
  - Transport Destinations
- The System GUI administrator application must include the ability to load map files (layers) of different formats (State Plane, etc.) into the System and configure the map data for use by the users of the System.
- The System should retain all messages for a configurable length of time for diagnostic and analytical purposes. It must also provide the ability to purge expired messages automatically according to a retention policy set by system administrator.

## **System Testing**

- The System must provide as part of the GUI administrator application the ability to model each CAD system configuration, including codes mapping, unit mapping, business rules, filters, and simulated incident and resource sharing events, in a self-contained environment prior to installing the CAD system interfaces.
- The System must be able to simulate CAD-to-CAD incident sharing transactions for the purpose of testing. The GUI user application shall be able to:
  - Create test incidents by agency (CAD) with basic data elements (nature, address, caller, priority, etc.)
  - Transfer an incident to another agency (CAD)
  - Share comments between connected agencies (CADs)
  - Request and grant/deny shared resources between agencies (CADs)
  - Update connected agencies on the status and location changes of shared resources
  - Update connected agencies on shared incident changes
  - Dispatch units and change unit status and location
  - Add comments to incidents
  - Change status, address, nature, and other basic incident information
  - Close incidents with disposition

- The System must be capable of testing each connected CAD system through its interface in isolation from other CAD systems, using the simulation tools of the GUI administrator application so that each CAD system interface can be thoroughly tested before performing end-to-end testing between all connected CAD systems.
- The test environment must be capable of supporting separate interfaces with other test CAD systems without disrupting operations of the production environment that may be running on the same system.
- The System must provide the capability of replicating a complete production environment, including databases, into a separate operational test environment.
- The System must provide, as part of the GUI administrator application, a diagnostic tool to analyze system log files and message transactions to trace and rapidly isolate unexpected or erroneous behavior.

## **Error Handling**

- In the event any connected CAD system becomes unavailable as detected by the failure of regular heartbeat messages, the System must record a detailed error message in the System log file, and notify all other connected CAD systems of its unavailability.
- When sending informational or connectivity-related error messages, the System shall include data elements and error numbers needed to ensure that the meaning is clear and unambiguous so that they may be properly displayed in each receiving CAD system.
- The System must generate and record an error message in the System log, and send an error message to the originating CAD system if it fails to recognize or translate any field in an incoming message. Simply discarding an unrecognized message is unacceptable.
- The System GUI administrator application and the GUI user application must include both configurable flashing icons and audible alerts to notify users when any single system is not responding or is unreachable.

## **Security and Auditing**

- The System must comply with the Criminal Justice Information System (CJIS) security policies and procedures. Currently, this requires CJIS version 5.2. The System shall be in compliance with whatever version is in effect on the date a proposal is submitted. The user login process must meet all CJIS requirements.
- With regards to the CAD system interface, the System must provide secure encryption capabilities (a minimum of 128 bit) for all data transferred between the System and any connected CAD system.
- The System must provide a flexible security policy to establish group profiles for specific user roles. These roles, at a minimum, shall include:
  - System Administrator
  - CAD System Administrator

- Dispatcher
- User
- The System administrator role must be able to create or modify group security profiles and add or remove user accounts.
- The System must detect differences in system clocks between connected CAD systems and block and report messages that are more than a few seconds out of synchronization as possible security threats. The System clock must be based on UTC and adjusted to the local offset time.
- The System must log all messages and actions taken into a secure system log that can be used for diagnostic as well as auditing purposes. The System log must not be modifiable by the System administrator or any users.
- The System shall provide Audit Trail functionality to include:
  - Any system-wide configuration change
  - Any change that affects data exchange between connected CAD systems
  - Any changes to code mappings between system and a CAD system
  - Any changes to user accounts, passwords or password policies
  - Any changes to business rules, filters, and customizable scripts
- The Audit trail shall include the following detail, at a minimum:
  - The user making the change
  - The changes that were made
  - Time and date of the change
  - The IP Address of the System making the change

## **Update and Upgrade**

- The System must be able to support system upgrades (hardware or operating system software) with zero down time by providing redundant system components (application servers, database servers, etc.) so that an upgrade on the primary or replicated systems can be done independently and subsequently synchronized.
- System updates must be packaged into a single distribution file that can be installed or uninstalled with a "single click" operation that can be done while the System is operational. System updates must also include any corresponding client modifications.
- When a user logs into separate test, training, or production environments, the revision level of the GUI administrator/user application must automatically adjust to the software version level of the logged-into system environment.

## **System Expandability and Scalability**

- The System must be expandable without taking the system down by providing the ability to add additional redundant components (application servers, database servers, etc.) that can be installed, added, and synchronized for improved scalability.

- The System must support an expandable architecture to allow for adding additional software modules that can leverage aggregated CAD and resource information to interoperate with other systems. Expansion shall include, but is not limited to, additional data sets (e.g., special map layers, premises information, HAZMAT information, telematics data (OnStar), imaging feeds, sensor feeds, etc.), integration with call and video recording systems, analytics services, and hospital/trauma systems.
- The System must have the ability to transfer transactional information at regular intervals to an external data warehouse, regional Intelligence (fusion) center, EOC, or DOT.
- The System should have the ability to send and receive data with a third-party Move-Up system so that regional move-ups across connected CAD systems can be supported.

### **System Reliability and Failover**

- The System should be capable of providing 99.999% ("five nines") up-time availability to all connected CAD systems provided similar availability is delivered by the network infrastructure and connected CAD systems.
- The System must be fault tolerant so that if there is CAD system connection failure, it will continue to operate with the remaining connected systems. The System must also be capable of automatically recovering when connectivity is restored.
- The System must be fault tolerant so that if any server node of the distributed database cluster goes off line, the System will failover to a replicated database and continue to operate without system disruption or any data loss.
- The System must be fault tolerant so that if any single application server fails, the System will continue to operate in a reduced capacity mode without system disruption or any loss of data.
- The System must provide a Disaster Recovery plan for maintaining a "Hot Standby" replica of the entire system that can be brought online immediately in the event of a catastrophe that disables the primary operational environment.
- System pricing must provide options for site licensing for inclusion of Disaster Recovery sites without requiring a separate System license.
- The System must have, as part of the GUI administrator application, the capability to temporarily provide basic incident creation and dispatching functionality for an agency in the event of a complete CAD system failure. This includes, at a minimum, the ability to create incidents, dispatch resources to incidents, add comments to an incident, share incidents and resources with other agencies (CADs) and update status and basic information on incidents and resources.

### **Support of Industry Standards**

- The System must be capable of supporting the NIEM and APCO incident and resource sharing standards.

## **System Analytics**

- The System should have the ability to provide essential analytical reporting that includes, at a minimum, time-range reporting for all connected CAD system of total incidents, shared incidents, response times, number and type of shared resources.

## **Incident Command**

- The System must provide, through the GUI user application, basic Incident Command functionality for authorized users. At the minimum it shall provide the ability to:
  - View all relevant incident and resource information for shared incidents under commander's jurisdiction
  - View pending resource and capability requests associated with a shared incident, but not yet granted or denied by the requested agency (CAD).
  - View the location of resources in the map view
  - Directly request and respond to requests for shared resources
  - Share comments in real-time with dispatchers from other agencies (CADs)
  - Create GEO-fenced areas and monitor movement in and out by resources
  - Place markers and information on the shared map view for other users to see

Request for Proposal  
CAD to CAD Interface  
Document #GC-16-031-P

FILE DAY, DATE & TIME: December 15, 2016; 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

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

PLEASE PRINT OR TYPE:	
Company Name:	Federal Employee ID:
Company Address:	
Name:	Title:
Signature:	Date:
Telephone Number:	Fax Number:
E-mail Address:	

Attachment "D"  
Certification Pursuant to Section 103-g  
Of the New York State  
General Municipal Law

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)."

Stauben 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

Attachment "D"  
Certification Pursuant to Section 103-g  
Of the New York State  
General Municipal Law

IRANIAN ENERGY SECTOR DIVESTMENT  
Page 2

- 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

## NON-COLLUSIVE CERTIFICATE

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 knowledge and belief:

1. The prices in this proposal 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 proposed in this proposal have not been knowingly disclosed by the contractor and will not knowingly be disclosed by the contractor prior to opening, directly or in-directly, to any other contractor 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 proposal for the purpose or restricting competition.

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

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

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

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

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

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

**HOLD HARMLESS CLAUSE**

As a successful contractor, 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: \_\_\_\_\_

# CERTIFICATE OF NYS WORKER'S COMPENSATION INSURANCE COVERAGE

<p>1a. Legal Name and Address of Insured (Use street address only)</p>   <p>Work Location of Insured (Only required if coverage is specifically limited to certain locations in New York State, i.e. a Wrap-Up Policy)</p>	<p>1b. Business Telephone Number of Insured</p> <p>1c. NYS Unemployment Insurance Employer Registration Number of Insured</p> <p>1d. Federal Employer Identification Number of Insured or Social Security Number</p>
<p>2. Name and Address of the Entity Requesting Proof of Coverage (Entity Being Listed as the Certificate Holder)</p>	<p>3a. Name of Insurance Carrier</p> <p>3b. Policy Number of entity listed in box "1a":</p> <p>3c. Policy effective period: to</p> <p>3d. The Proprietor, Partners or Executive Officers are:  <input type="checkbox"/> included. (Only check box if all partners/officers included)  <input type="checkbox"/> all excluded or certain partners/officers excluded.</p>

This certifies that the insurance carrier indicated above in box "3" insures the business referenced above in box "1a" for workers' compensation under the New York State Workers' Compensation Law. (To use this form, New York (NY) must be listed under Item 3A on the INFORMATION PAGE of the workers' compensation insurance policy.) The Insurance Carrier or its licensed agent will send this Certificate of Insurance to the entity listed above as the certificate holder in box "2".

*The Insurance Carrier will also notify the above certificate holder within 10 days IF a policy is canceled due to nonpayment of premiums or within 30 days IF there are reasons other than nonpayment of premiums that cancel the policy or eliminate the insured from the coverage indicated on this Certificate. (These notices may be sent by regular mail.) **Otherwise, this Certificate is valid for one year after this form is approved by the insurance carrier or its licensed agent or until the policy expiration date listed in box "3c", whichever is earlier.***

Please Note: Upon the cancellation of the workers' compensation policy indicated on this form, if the business continues to be named on a permit, license or contract issued by a certificate holder, the business must provide that certificate holder with a new Certificate of Workers' Compensation Coverage or other authorized proof that the business is complying with the mandatory coverage requirements of the New York State Workers' Compensation Law.

Under penalty of perjury, I certify that I am an authorized representative or licensed agent of the insurance carrier referenced above and that the named insured has the coverage as depicted on this form.

Approved by: \_\_\_\_\_  
(Print name of authorized representative or licensed agent of insurance carrier)

Approved by: \_\_\_\_\_  
(Signature) (Date)

Title: \_\_\_\_\_

Telephone Number of authorized representative or licensed agent of insurance carrier: \_\_\_\_\_

Please note: Only insurance carriers and their licensed agents are authorized to issue the C-105.2 form. Insurance brokers are NOT authorized to issue it.

# 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