

— REQUEST FOR PROPOSAL —

Youth & Young Adult Mentoring, Peacekeeping, &
Library Use Interface Services

For the

Buffalo & Erie County Public Library

RFP #2023-040VF

June 12, 2023

Responses Due: June 30, 2023 3:00 PM

BUFFALO & ERIE COUNTY PUBLIC LIBRARY
1 LAFAYETTE SQUARE
BUFFALO, NY 14203-1887

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SECTION 1 ADMINISTRATIVE AND CONTRACTUAL INFORMATION

1.01 RFP Purpose

The Buffalo & Erie County Public Library (B&ECPL), hereafter referred to as B&ECPL, seeks a qualified contractor to provide mentoring and peacekeeping services emphasizing youth/young adults as they interface with the Library on Library premises. The principal focus will be at the Central Library, 1 Lafayette Square, Buffalo, NY 14203. Use of these services at other outlets may be possible subject to need, funding and mutual agreement.

1.02 Issuing Office

This RFP is issued by the Buffalo & Erie County Public Library, which is responsible for the requirements specified in this RFP and for the evaluation of all proposals.

1.03 Organization

The Buffalo & Erie County Public Library is an independent educational corporation chartered by the University of the State of New York, State Education Department. The Library's governance is established by State Law, stipulating a fifteen member Board of Trustees appointed by the County Executive and approved by the Erie County Legislature. The Board of Trustees appoints a Director and Deputy Directors and is responsible for setting policy, approving the annual budget and ongoing expenditures.

1.04 Proposed Contract Term

The Library intends to enter into a contract with the successful proposer with an initial term beginning the start of the 2023-24 school year (intended to cover the 2023-24 and 2024-25 school years). Up to three renewals, July 1, 2025 – June 30, 2026; July 1, 2026 – June 30, 2027; and July 1, 2027 – June 30, 2028 may be undertaken based upon the services and rates identified herein and by mutual agreement.

1.05 Pre-submittal Conference

There will be a pre-submittal conference held for this Request for Proposal including the ability for prospective vendors to tour the Central Library and ask questions related to the proposal.

WHEN: Tuesday, June 20 at 3:00pm
WHERE: Buffalo & Erie County Public Library
2nd Floor Administrative Offices Reception Area
Central Library
1 Lafayette Square, Buffalo, New York

CONTACT: If planning to attend please contact: Jeannine Doyle, Deputy Director – COO, doylejm@buffalolib.org. Please reference Library RFP in the Subject Line.

All prospective vendors are strongly urged to participate in person. Onsite participation will be considered in the selection process. All expenses incurred for participation including, but not limited to travel, lodging and food are the sole responsibility of the vendor.

All inquiries concerning this RFP should be addressed to:

Jeannine Doyle, Deputy Director – COO
Buffalo and Erie County Public Library
1 Lafayette Square
Buffalo, New York 14203-1887
(716) 858-7191
FAX: (716) 845-9052
Email: doylejm@buffalolib.org

1.06 Pertinent Dates

- A. Release of RFP: 06/12/2023
- C. Pre-Submittal Conference: 06/20/2023; 3:00pm Eastern Time
- D. Closing Date for Inquiries: 06/23/2023; 3:00pm Eastern Time
- E. Submittal of Proposals: 06/30/2023; 3:00pm Eastern Time
- E. Review of Proposals by Appointment (if needed): July 2023

1.07 Proposal Preparation

The proposal should follow the template contained in Section 2 of this RFP. Vendors should feel free to augment their responses with additional information as they deem appropriate. Failure to follow the prescribed format for responses may result in disqualification.

1.08 Submittal of Proposals

Interested vendors should submit three hard copies (one unbound) to the individual listed in Section 1.5 by 3 p.m. Eastern Time on the Submittal of Proposal date specified in Section 1.6. Submittal of an electronic version in its original format with the hard copy is desirable. Vendors have sole responsibility to assure that their proposals are received on time.

1.09 Conflict of Interest

- A. [1] No officer or employee of B&ECPL shall have an interest in any contract with the vendor, when such officer or employee, has the power or duty to
- (a) negotiate, prepare, authorize or approve the contract or authorize or approve payment there under,
 - (b) audit bills or claims under the contract, or
 - (c) appoint an officer or employee who has any of the powers or duties set forth above, and
- [2] "Interest" as used herein means a direct or indirect pecuniary or material benefit accruing to an officer or employee of B&ECPL as the result of a contract with B&ECPL. An officer or employee of B&ECPL shall be deemed to have an interest in the contract of
- (a) his or her spouse, minor children and dependents, except a contract of employment with B&ECPL,
 - (b) a firm/organization, partnership or association of which such officer or employee is a member or employee,
 - (c) a corporation of which such officer or employee is an officer, director or employee and
 - (d) a corporation any stock of which is owned or controlled directly or indirectly by such officer or employee. New York State General Municipal Law §§ 800 - 801.

B. [1] The provisions of section 1.9 A. shall not apply to:

- (a) A contract with a person, firm/organization, corporation or association in which an officer or employee of B&ECPL has an interest which is prohibited solely by reason of employment as an officer or employee thereof, if the remuneration of such employment will not be directly affected as a result of such contract and the duties of such employment do not directly involve the procurement, preparation or performance of any part of such contract;
- (c) A contract with a membership corporation or other voluntary non-profit corporation or association;
- (g) A contract in which an officer or employee of B&ECPL has an interest if such contract was entered into prior to the time he or she was elected or appointed as such officer or employee, but this paragraph shall in no event authorize a renewal of any such contract;

- [2] (a) A contract with a corporation in which an officer or employee of B&ECPL has an interest by reason of stockholdings when less than five per centum of the outstanding stock of the corporation is owned or controlled directly or indirectly by such officer or employee;
- (b) A contract in which a municipal officer or employee has an interest if the total consideration payable thereunder, when added to the aggregate amount of all consideration payable under the contracts in which such person had an interest during the fiscal year, does not exceed the sum of one hundred dollars;
- (f) A contract with a member of a private industry council established in accordance with the federal job training partnership act (29 U.S.C.A. § 1501 et seq.) or any firm/organization, corporation or association in which such member holds an interest, provided the member discloses such interest to the council and the member does not vote on the contract. General Municipal Law § 802.

C. [1] Any officer or employee of B&ECPL who has, will have, or later acquires an interest in any actual or proposed contract with B&ECPL of which he or she is an officer or employee, shall publicly disclose the nature and extent of such interest in writing to the governing body thereof as soon as

he or she has knowledge of such actual or prospective interest. Such written disclosure shall be made part of and set forth in the official record of the proceedings of B&ECPL. Once disclosure has been made by an officer or employee with respect to an interest in a contract with a particular person, firm/organization, corporation or association, no further disclosures need be made by such officer or employee with respect to additional contracts with the same party during the remainder of the fiscal year.

- [2] Notwithstanding the provisions of section 1.9 C.[1], disclosure shall not be required in the case of an interest in the contract described in section 1.9 B.[2], above.

1.10 Non-Collusion

- A. Each proposal shall also contain the following statement subscribed by the proposer and affirmed by such proposer as true under the penalties of perjury.

- [1] By submission of this proposal, each person signing on behalf of any proposer certifies, and in the case of a joint proposal each party thereto certifies as to its own organization, under the penalty of perjury, that to the best of knowledge and belief:
- (a) 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 proposer or with any competitor;
 - (b) Unless otherwise required by law, the prices which have been quoted in this proposal have not been knowingly disclosed and will not knowingly be disclosed by the proposer prior to opening, directly or indirectly, to any other proposer or to any competitor; and
 - (c) No attempt has been made or will be made by the proposer to induce any other person, partnership, or corporation to submit or not to submit a proposal for the purpose of restricting competition.

1.11 Liability and Insurance Requirements

The Proposer must certify that the Proposer is an independent contractor and the Proposer's firm/organization, its officers, employees, agents or subcontractors shall not be considered to be employees or agents of B&ECPL. The Proposer shall indemnify and hold B&ECPL harmless from any loss, liability, damage,

death or injury to any person or property, from any negligent or wrongful act or omission of the proposer, its agents, or employees, arising directly or indirectly as a consequence of any contract resulting should the proposal be accepted. The Proposer shall further indemnify, defend, and hold harmless the County of Erie, its officers, employees and agents from and against any and all liability, damage, claims, demands, costs, judgments, fees, attorney's fees or loss arising directly or indirectly out of the performance or failure to perform hereunder by the Proposer or third parties under the direction or control of the Proposer.

Should the proposal be accepted, Proposer agrees that no later than 14 days after notice of award:

Insurance shall be procured by the proposer before commencing work and maintained without interruption for the duration of the contract resulting from successful award, in the kinds and amounts specified in the attached "B&ECPL, Standard Insurance Requirements " and the attached "Erie County, Standard Insurance Requirements" unless modified by mutual agreement. If the insurance is not provided in acceptable form within this period of time or lapses during the contract period, then the Buffalo & Erie County Public Library may immediately terminate the contract.

1.12 Selection Process; General Criteria

- A. B&ECPL reserves the right to reject all proposals, waive minor irregularities, and/or call for new proposals.
- B. When evaluating the proposals submitted in response to this RFP, B&ECPL considerations include, but are not limited to, the following:
 - [1] The ability, capacity, and skill of the proposer to perform the contract or provide the service required.
 - [2] The approach/method of providing proposed services.
 - [3] The cost of proposed services.
 - [4] Level of minority/women participation in proposed workforce.
 - [5] The quality of performance of previous contracts or services.
 - [6] The ability of B&ECPL to negotiate a "not to exceed" contract with the most qualified proposer. It is understood should unforeseen work arise the cost of the work must be approved by the B&ECPL.

1.13 References and Interviews

The proposer is required to provide a minimum of three references including names, titles, addresses, and telephone, email and fax number of individuals who can be contacted for comment on the organization's capabilities and performance in areas related to those services requested in this RFP. In the event B&ECPL determines a personal interview is necessary prior to selection of a finalist, B&ECPL may elect to require references and/or interview finalists at the Central Library. All proposer expenses for travel to Buffalo associated with proposer interviews are to be borne exclusively by participating vendors and not by B&ECPL.

1.14 Notifications

Upon approval, the successful proposer will be notified in writing and a purchase/work order issued, or a contract shall be prepared by B&ECPL.

SECTION 2 REQUIREMENTS AND SUBMITTAL TEMPLATE

2.01 Detailed Requirements

The proposal must offer services that meet or exceed the following requirements:

- a. The Contractor shall provide peacekeeping services through a team of at least three (3) team members trained in conflict resolution and trauma informed care and one (1) onsite supervisor at the Library's downtown Buffalo location between the hours of 2:00 pm and 7:00 pm Monday through Thursday and 2:00 pm to 5:00 pm Fridays during the academic school year of Buffalo Public Schools and charter schools in the City of Buffalo.
- b. Additional days or team members should be available if needed.
- c. The goal of the peacekeeping services will be to keep order and maintain crowd control through the education of young adults on Library rules and expected behavior while using Library services.
- d. Team members will be present both in & outside the Central Library building.
- e. The Contractor will also provide mentoring services on an "as needed" basis for individual or small groups of youth within the outdoor and indoor spaces that the Contractor assigns them to, after consultation with Library staff.
- f. The Contractor will provide coordinated constructive activities aimed at helping the youth develop greater personal awareness, accountability, self-control, and acceptance of the needs of others in public spaces.
- g. The onsite supervisor will serve as principal contact/coordinator responsible for administering and ensuring services are provided to the Library consistent with the terms of this proposal.
- h. The Contractor shall also provide quarterly trainings for to up to forty (40) library personnel in the curriculum it trains its team members, including but not limited to conflict resolution, trauma informed care, and de-escalation. Dates and times of these trainings shall be mutually determined by the parties.

** Proposer's peacekeeping services will assist library security & staff where and when needed with the goal being to maintain a calm environment at the Central Library.*

The following template of proposer requirements and required information may be supplemented by additional information the proposer determines will be helpful to B&ECPL in determining the proposer's ability to perform the work outlined in this RFP.

2.02 Submittal Template

- A. Provide information about the firm/organization, the number of years in operation, number of employees, general financial information (non-profit organizations may provide a complete copy of their most recent IRS 990 filings), number of clients, and other pertinent information. Describe experience in providing the type of services requested in this RFP.

Response:

- B. Provide details summarizing the background and experience of key personnel proposed for this activity. For all other proposed staffing, describe the skills and training of personnel to be assigned. *[If the proposer intends to use subcontractor(s) for any portion of the proposed work, identify the work to be subcontracted and identify the firm/organization(s) along with a statement of their contact information and qualifications.]*

Response:

- C. Describe the approach/method to be used in providing the requested services. Confirm that they will meet or exceed the minimum requirements listed in Section 2.01.

Response:

- D. If the proposer and/or subcontractor(s) is a Certified Minority Business Enterprise/Women's Business Enterprise (MBE/WBE), Proposers should include the Erie County certification letter with the proposal. If not, include a statement of the anticipated utilization of minorities as a percentage of the staffing to be utilized on this activity and the anticipated utilization of women as a percentage of the staffing to be utilized on this activity (note: the selected proposer must provide a statement of the actual utilization provided annually).

Response:

- E. The proposer is required to provide a minimum of three references including names, titles, addresses, telephone and email addresses of individuals who can be contacted for comment on the organization's capabilities and performance in areas related to those services requested in this RFP.

Response:

- F. Fee Proposal the response below lists the fees that will constitute full compensation for services to be provided:

Fees for initial contract period Year 1 (covering the 2023-24 school year):

Fee per day services are provided: \$_____

Number of Team Members _____
(including on-site supervisor)

Team Members time on site _____ PM to _____ PM
On-site supervisor time in site _____ PM to _____ PM

Quarterly Training fee(s) \$_____

Administrative fee(s):

General Admin and Insurances: \$_____

Frequency Fee Applied _____
(e.g. quarterly, twice per year, once per year)

Fees for initial contract period Year 2 (covering the 2024-25 school year):

Fee per day services are provided: \$_____

Number of Team Members _____
(including on-site supervisor)

Team Members time on site _____ PM to _____ PM
On-site supervisor time in site _____ PM to _____ PM

Quarterly Training fee(s) \$_____

Administrative fee(s):

General Admin and Insurances: \$_____

Frequency Fee Applied _____
(e.g. quarterly, twice per year, once per year)

Fees for optional 1st contract renewal period (2025-26 school year):

Fee per day services are provided: \$_____

Number of Team Members _____
(including on-site supervisor)

Team Members time on site _____PM to _____PM

On-site supervisor time in site _____PM to _____PM

Quarterly Training fee(s) \$_____

Administrative fee(s):

General Admin and Insurances: \$_____

Frequency Fee Applied _____
(e.g. quarterly, twice per year, once per year)

Fees for optional 2nd contract renewal period (2026-27 school year):

Fee per day services are provided: \$_____

Number of Team Members _____
(including on-site supervisor)

Team Members time on site _____ PM to _____ PM
On-site supervisor time in site _____ PM to _____ PM

Quarterly Training fee(s) \$_____

Administrative fee(s):

General Admin and Insurances: \$_____

Frequency Fee Applied _____
(e.g. quarterly, twice per year, once per year)

Fees for optional 3rd contract renewal period (2027-2028 school year):

Fee per day services are provided: \$_____

Number of Team Members _____
(including on-site supervisor)

Team Members time on site _____ PM to _____ PM
On-site supervisor time in site _____ PM to _____ PM

Quarterly Training fee(s) \$_____

Administrative fee(s):

General Admin and Insurances: \$_____

Frequency Fee Applied _____
(e.g. quarterly, twice per year, once per year)

2.03 **Certifications**

BY SIGNING THIS PAGE, PROPOSER CERTIFIES THAT:

THE PRICING IN SECTION 2.02 F CONSTITUTES THE ENTIRETY OF CHARGES TO THE LIBRARY;

PROPOSER FULLY COMPLIES WITH AND WILL CONTINUE TO COMPLY WITH SECTION 1.09 CONFLICT OF INTEREST REQUIREMENTS;

PROPOSER FULLY COMPLIES WITH AND WILL CONTINUE TO COMPLY WITH SECTION 1.10 NON-COLLUSION REQUIREMENTS; AND

PROPOSER, IF SELECTED, WILL COMPLY WITH SECTION 1.11 LIABILITY AND INSURANCE REQUIREMENTS

ATTACH ADDITIONAL PAGES FOR FURTHER EXPLANATIONS AS NEEDED.

PROPOSER FURTHER CERTIFIES THAT THE PERSON SIGNING THIS PAGE IS AUTHORIZED TO COMMIT THE PROPOSER TO THESE TERMS AND CONDITIONS AND BY SIGNING, DOES SO COMMIT THE PROPOSER TO THE PRICING SUBMITTED HEREIN AND TO ALL RESPONSES SUBMITTED TO ALL SECTIONS OF THIS RFP.

DATE

**AUTHORIZED REPRESENTATIVE
SIGNATURE**

NAME AND TITLE

ORGANIZATION NAME

ORGANIZATION ADDRESS

PHONE NUMBER

FAX NUMBER

E-MAIL ADDRESS

B&ECPL Standard Insurance Certificate



THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an **ADDITIONAL INSURED**, the policy(ies) must be endorsed. If **SUBROGATION IS WAIVED**, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER	CONTACT NAME	
	PHONE (A/C No. Ext)	FAX A/C No.
	EMAIL ADDRESS	
	PRODUCER CUSTOMER ID #:	
	INSURER(S) AFFORDING COVERAGE	
	NAIC #	
INSURED	INSURER A:	
	INSURER B:	
	INSURER C:	
	INSURER D:	
	INSURER E:	
	INSURER F:	

COVERAGES

CERTIFICATE NUMBER:

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
	GENERAL LIABILITY						EACH OCCURRENCE \$
	<input type="checkbox"/> COMMERCIAL GENERAL LIABILITY						DAMAGE TO RENTED PREMISES (Ea occurrence) \$
	<input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR						MED EXP (Any one person) \$
							PERSONAL & ADV INJURY \$
							GENERAL AGGREGATE \$
	GEN'L AGGREGATE LIMIT APPLIES PER:						PRODUCTS COMP/OP AGG \$
	<input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC						\$
	AUTOMOBILE LIABILITY						COMBINED SINGLE LIMIT (Ea accident) \$
	<input type="checkbox"/> ANY AUTO						BODILY INJURY (Per person) \$
	<input type="checkbox"/> ALL OWNED AUTOS						BODILY INJURY (Per accident) \$
	<input type="checkbox"/> SCHEDULED AUTOS						PROPERTY DAMAGE (Per accident) \$
	<input type="checkbox"/> HIRED AUTOS						\$
	<input type="checkbox"/> NON-OWNED AUTOS						\$
	UMBRELLA LIAB						EACH OCCURRENCE \$
	<input type="checkbox"/> EXCESS LIAB						AGGREGATE \$
	<input type="checkbox"/> OCCUR						\$
	<input type="checkbox"/> CLAIMS-MADE						\$
	DEDUCTIBLE						\$
	RETENTION \$						\$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY						<input type="checkbox"/> WC STATUTORY LIMITS: <input type="checkbox"/> OTHER \$
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICE/MEMBER EXCLUDED? (Mandatory in NH)						E.L. EACH ACCIDENT \$
	If yes describe under DESCRIPTION OF OPERATIONS below						E.L. DISEASE - EA EMPLOYEE \$
							E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

CERTIFICATE HOLDER

CANCELLATION

Buffalo & Erie County Public Library
c/o Business Office
1 Lafayette Square
Buffalo, NY 14203
716-858-7170 Fax: 7168586544

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE



County of Erie Standard Insurance Certificate

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER	CONTACT NAME	
	PHONE (A/C No., Ext)	FAX (A/C No.)
	EMAIL ADDRESS	
	PRODUCER CUSTOMER ID #:	
	INSURER(S) AFFORDING COVERAGE	
INSURED	INSURER A:	
	INSURER B:	
	INSURER C:	
	INSURER D:	
	INSURER E:	
	INSURER F:	

COVERAGES

CERTIFICATE NUMBER:

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
	GENERAL LIABILITY						EACH OCCURRENCE	\$
	<input type="checkbox"/> COMMERCIAL GENERAL LIABILITY						DAMAGE TO RENTED PREMISES (Ea occurrence)	\$
	<input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR						MED EXP (Any one person)	\$
							PERSONAL & ADV INJURY	\$
							GENERAL AGGREGATE	\$
	GEN'L AGGREGATE LIMIT APPLIES PER:						PRODUCTS COMP/OP AGG	\$
	<input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC							\$
	AUTOMOBILE LIABILITY						COMBINED SINGLE LIMIT (Ea accident)	\$
	<input type="checkbox"/> ANY AUTO						BODILY INJURY (Per person)	\$
	<input type="checkbox"/> ALL OWNED AUTOS						BODILY INJURY (Per accident)	\$
	<input type="checkbox"/> SCHEDULED AUTOS						PROPERTY DAMAGE (Per accident)	\$
	<input type="checkbox"/> HIRED AUTOS							\$
	<input type="checkbox"/> NON-OWNED AUTOS							\$
	<input type="checkbox"/> UMBRELLA LIAB						EACH OCCURRENCE	\$
	<input type="checkbox"/> EXCESS LIAB	<input type="checkbox"/> OCCUR					AGGREGATE	\$
		<input type="checkbox"/> CLAIMS-MADE						\$
	<input type="checkbox"/> DEDUCTIBLE							\$
	<input type="checkbox"/> RETENTION \$							\$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY						<input type="checkbox"/> WC STATUTORY LIMITS: <input type="checkbox"/> OTH ER-	\$
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICE/MEMBER EXCLUDED? (Mandatory in NH)	<input type="checkbox"/> Y/N	N/A				E.L. EACH ACCIDENT	\$
	If yes describe under DESCRIPTION OF OPERATIONS below						E.L. DISEASE - EA EMPLOYEE	\$
							E.L. DISEASE - POLICY LIMIT	\$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

CERTIFICATE HOLDER

CANCELLATION

County of Erie 95 Franklin St Buffalo NY, 14202	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE

X. FOR COUNTY USE ONLY:

Name of County Dept. Requesting Certificate

Purchase Order or Contact Number

Vendor Insurance Classification

INSTRUCTIONS FOR B&ECPL STANDARD INSURANCE CERTIFICATE

I. Insurance shall be procured and certificates delivered before commencement of work or delivery of merchandise or equipment.

II. CERTIFICATES OF INSURANCE

A. Shall be made to the "Buffalo & Erie County Public Library, Business Office, 1 Lafayette Square, Buffalo, NY 14203"

B. Coverage must comply with all specifications of the contract.

C. Must be executed by an insurance company, agency or broker, which is licensed by the Insurance Department of the State of New York. If executed by a broker, notarized copy of authorization to bind or certify coverage must be attached.

III. Forward the completed certificate to: Buffalo & Erie County Public Library (B&ECPL)
for construction, purchase, lease or service.

IV. Minimum coverage with limits are as follows:

Vendor Classification	A Construction and Maintenance	B Purchase or Lease of Merchandise or Equipment	C Professional Services	D Property Leased To Others Or Use Of Facilities Or Grounds	E Concessionaires Services	F Livery Services	G All Purposes Public Entity Contracts
Commercial Gen. Liab.	\$1,000,000 per occ.	\$1,000,000 CSL	\$1,000,000 CSL	\$1,000,000	\$1,000,000 CSL	\$1,000,000	\$1,000,000 CSL
General Aggregate	\$2,000,000	\$2,000,000	\$2,000,000	\$2,000,000	\$2,000,000	\$2,000,000	\$2,000,000
Products Completed Operations Liability	\$2,000,000	\$2,000,000	\$2,000,000	\$2,000,000	\$2,000,000	\$2,000,000	\$2,000,000
Blanket Broad Form Contractual Liability	INCLUDE						
Contractual Liability		INCLUDE	INCLUDE	INCLUDE	INCLUDE	INCLUDE	INCLUDE
Broad Form P.D.	INCLUDE						
X.C.U. (explosion, collapse, Underground)	INCLUDE						
Liquor Law				INCLUDE	INCLUDE		
Auto Liab.	\$1,000,000 CSL		\$1,000,000 CSL	\$1,000,000 CSL	\$1,000,000 CSL	\$1,000,000 CSL	\$1,000,000 CSL
Owned	INCLUDE		INCLUDE	INCLUDE	INCLUDE	INCLUDE	INCLUDE
Hired	INCLUDE		INCLUDE	INCLUDE	INCLUDE	INCLUDE	INCLUDE
Non-Owned	INCLUDE		INCLUDE	INCLUDE	INCLUDE	INCLUDE	INCLUDE
Excess/Umbrella Liab.	\$5,000,000	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000	\$5,000,000	\$1,000,000
Worker's Compensation & Employer's Liability	STATUTORY	STATUTORY	STATUTORY	STATUTORY	STATUTORY	STATUTORY	STATUTORY
Disability Benefits	STATUTORY	STATUTORY	STATUTORY	STATUTORY	STATUTORY	STATUTORY	STATUTORY
Professional Liability			\$5,000,000				
Buffalo & Erie County Public Library, To Be Named Add'l Insd.	Gen. Liab., Auto Liab., & Excess	Broad Form Vendors May Be Required	Gen. Liab., Auto Liab., & Excess	Gen. Liab., Auto Liab., & Excess	Gen. Liab., Auto Liab., & Excess	Gen. Liab., Auto Liab., & Excess	Gen. Liab., Auto Liab., & Excess

V. Construction contracts require excess Umbrella Liability limits of \$5,000,000.

VI. Coverage must be provided on a primary-non contributory bases.

VII. Designated Construction Project - General Aggregate Limit, Per Project Endorsement CG 25 03 is required.

VIII. In the event the concessionaire is required to have a N.Y.S. license to dispense alcoholic beverages an endorsement for liquor liability is required.

IX. Waiver of Subrogation: Required on all lines unless noted

X. Transportation of people in buses, vans or station wagons requires \$5,000,000 excess liability.

XI. Workers Compensation: State Workers' Compensation / Disability Benefits Law
Use Applicable Certificates Below:

Workers Compensation Forms

CE-200	Exemption
C105.2	Commercial Insurer
SI-12	Self Insurer
GSI-105.2	Group Self Insured
U-26.3	New York State Insurance Fund

DBL (Disability Benefits Law) Forms

CE-200	Exemption
DB-120.1	Insurers
DB-155	Self Insured

XII. The "ACORD" form certificate may be used in place of the B&ECPL Standard Insurance Certificate, provided that all of the above referenced requirements are incorporated into the "ACORD" form certificate.

Professional Services (C)



B&ECPL Standard Insurance Certificate

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER	CONTACT NAME	
	PHONE (A/C No. Ext)	FAX (A/C No.)
	EMAIL ADDRESS	
	PRODUCER CUSTOMER ID #:	
	INSURER(S) AFFORDING COVERAGE	
	NAIC #	
INSURED	INSURER A:	
	INSURER B:	
	INSURER C:	
	INSURER D:	
	INSURER E:	
	INSURER F:	

COVERAGES

CERTIFICATE NUMBER:

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
	GENERAL LIABILITY						EACH OCCURRENCE \$ 1,000,000
	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY						DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000
	<input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR						MED EXP (Any one person) \$ 5,000
		X	X				PERSONAL & ADV INJURY \$ 1,000,000
	GEN'L AGGREGATE LIMIT APPLIES PER:						GENERAL AGGREGATE \$ 2,000,000
	<input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PROJECT <input type="checkbox"/> LOC						PRODUCTS COMP/OP AGG \$ 2,000,000
	AUTOMOBILE LIABILITY						COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000
	<input checked="" type="checkbox"/> ANY AUTO						BODILY INJURY (Per person) \$
	<input type="checkbox"/> ALL OWNED AUTOS						BODILY INJURY (Per accident) \$
	<input type="checkbox"/> SCHEDULED AUTOS						PROPERTY DAMAGE (Per accident) \$
	<input type="checkbox"/> HIRED AUTOS	X	X				\$
	<input type="checkbox"/> NON-OWNED AUTOS						\$
	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR						EACH OCCURRENCE \$ 1,000,000
	<input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE						AGGREGATE \$ 1,000,000
	<input type="checkbox"/> DEDUCTIBLE	X	X				\$
	<input checked="" type="checkbox"/> RETENTION \$ 10,000						\$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY						WC STATUTORY LIMITS: \$
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICE/MEMBER EXCLUDED? (Mandatory in NH)	Y/N	N/A				E.L. EACH ACCIDENT \$
	If yes describe under DESCRIPTION OF OPERATIONS below						E.L. DISEASE - EA EMPLOYEE \$
	Professional Liability						E.L. DISEASE - POLICY LIMIT \$
							Each Occurrence 5,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

Buffalo & Erie County Public Library is included as an additional insured per form CG 20 26 or its equivalent. Insurance is provided on a primary and non-contributory basis.

CERTIFICATE HOLDER

CANCELLATION

Buffalo & Erie County Public Library
c/o Business Office
1 Lafayette Square
Buffalo, NY 14203
716-858-7170 Fax: 7168586544

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

For Library use only: Name of Library/Dept. Requesting Certificate

Purchase Order or Contact Number

Vendor Insurance Classification