



ERIE COUNTY

REQUEST FOR PROPOSAL (RFP)
TO PROVIDE SAP SOFTWARE
MAINTENANCE

RFP # 1115BC

9/21/2011

DIVISION OF INFORMATION & SUPPORT SERVICES
EDWARD A. RATH COUNTY OFFICE BUILDING
95 FRANKLIN STREET
BUFFALO, NEW YORK 14202

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I. INTRODUCTION

A. Overview

Proposals are requested by the Erie County Division of Information and Support Services (DISS) for Enterprise Resource Planning support of our current SAP installation.

It is the County's intent to select the Proposer that provides the best solution for the County's needs.

The County reserves the right to amend this RFP. The County reserves the right to reject any or all of the proposals, or any part thereof, submitted in response to this RFP, and reserves the right to waive formalities, if such action is deemed to be in the best interest of the County. The County reserves the right to request additional information from any proposer. The County reserves the right to award negotiated contracts to one or more proposers.

This RFP is not intended and shall not be construed to commit the County to pay any costs incurred in connection with any proposal or to procure or contract with any firm.

The County will only contract with firms that do not discriminate against employees or applicants for employment because of race, creed, color, national origin, sex, age, disability, marital status, sexual orientation, citizenship status or any other status protected by New York State and Federal laws.

B. RFP Background

The County of Erie went live with SAP in May, 2004. The following modules are being used:

- General Ledger
- Accounts Payable
- Accounts Receivable
- Materials Management
- Payroll
- Personnel Management
- Project Systems
- Treasury Management
- Grants Management
- Plant Maintenance
- Funds Management
- Employee Self Service
- Asset Management
- Learning Solution Management
- Business Objects
- Customer Relationship Management

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SAP produces 5,000 paychecks bi-weekly. We have 3,300 people using Employee Self Service. We issue approximately 1,100 vendor checks per week. We have 550 SAP users. Our SAP installation has been supported by SAP since we have gone live.

II. PROPOSAL PROCEDURES

A. Anticipated Schedule of Proposal

The following schedule is for informational purpose only. The County reserves the right to amend this schedule at any time.

Issue RFP:	September 21, 2011
Proposals Due:	October 21, 2011
Selection Made:	10 days following due date
Contract Signed:	Following all necessary County approvals

B. General Requirements

1. Each proposal shall be prepared simply and economically avoiding the use of elaborate promotional materials beyond what is sufficient to provide a complete, accurate and reliable presentation.
2. Submit three (3) original hardcopies and at least one (1) electronic copy; cost responses can be provided in an Excel worksheet. Electronic responses can be in ZIP, PDF, XLS, DOC, or PPT format and in any combination.
3. Submit the proposals to:

Cheryl A. Mekarski
Erie County Division of Information & Support Services
95 Franklin St. Room 1505
Buffalo, NY 14202
Cheryl.Mekarski@erie.gov

All proposals must be delivered to the above office on or before October 21, 2011 at 4:00 p.m. Proposals received after the above date and time will not be considered. The County is under no obligation to return proposals.

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4. Requests for clarification of this RFP must be written and submitted to Cheryl MekarSKI at 95 Franklin Street, Room 1500, Buffalo, New York 14202 no later than 4:00 PM on October 10, 2011. Formal written responses will be distributed by the County on or before October 13, 2011. NO COMMUNICATIONS OF ANY KIND WILL BE BINDING AGAINST THE COUNTY, EXCEPT FOR THE FORMAL WRITTEN RESPONSES TO ANY REQUEST FOR CLARIFICATION.
5. Proposers may be required to give an oral presentation to the County to clarify or elaborate on the written proposal. Those proposers will be notified to arrange specific times.
6. No proposal will be accepted from nor any agreement awarded to any proposer that is in arrears upon any debt or in default of any obligation owed to the County. Additionally, no agreement will be awarded to any proposer that has failed to satisfactorily perform pursuant to any prior agreement with the County.

III. SCOPE OF PROFESSIONAL SERVICES REQUIRED

A. Scope

The County DISS will serve as the primary contact for the agency we choose to support our ERP system. The following is a list of our requirements.

1. **This is NOT a request for application support. Erie County has in place a business process and technical support organization. This is NOT a request for technical help. Erie County has in place a Basis team. This RFP is for maintenance of the SAP software code.**
2. Guaranteed Service Level Agreement (see B. Incident Priority Levels). Guaranteed response time below 30 minutes for urgent/priority 1 issues.
3. Full support for Erie County's deployed configurations and customizations.
4. Full support of current release (ECC 6) for 10 years.
5. Comprehensive tax, legal and regulatory requirements, with delivery of these updates at least on the same schedule as SAP.
6. Assignment of a named primary support engineer who will be responsible for managing our support activity. All support engineers should have on average at least ten years of experience with significant real-world experience understanding client implementations and deployments.
7. Assignment of a named account manager who will be responsible for ensuring an effective transition to selected vendor as well as on-going client satisfaction.
8. Prompt attention to immediately addressing issues as they arise versus requiring the application of complicated and laborious service/enhancement packs to address.
9. Interoperability and performance support to ensure all aspects of our SAP environment work harmoniously and efficiently.

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10. This is NOT a request for application support. Erie County has in place a business process and technical support organization. This RFP is for maintenance of the SAP software code.

B. Incident Priority Levels

The response to this RFP should include guaranteed response times for the following levels.

Incident Priority Level	Incident Priority Definition
Priority Level 1 — Emergency/Urgent <i>Critical Business Impact</i>	A production system is not available; the incident disrupts an important component or critical business process in one or more business units and involved parties cannot work around the disruption manually. The problem has caused work to stop immediately and completely, which is affecting a primary business process or a broad group of users, such as an entire department, floor, branch, line of business, or external customer. There is no available way to work around this problem.
Priority Level 2 — High <i>Major Business Impact</i>	Mission-critical application or service resource threshold reached; mission-critical application or service rendered partially unusable. The incident affects a business process to such a great extent that it degrades a business function or affects multiple users or a key customer. There may be a way to work around this problem, but the solution is not easily sustainable.
Priority Level 3 — Medium <i>Moderate</i> <i>Business Impact</i>	The incident affects a business process, making certain functions unavailable to end users or degrading a system and/or service. There may be a way around this problem.
Priority Level 4 — Low <i>Minimal Business Impact</i>	The incident has little impact on normal business processes and the provider can handle it on a scheduled basis. There is a way to work around this problem.

C. Length of Contract

Support is on an annual basis, from January 1 through December 31st.

D. Vendor Profile

Please supply the following information.

Background

- Date Founded
- Organization structure
 - () Sole Proprietorship
 - () Partnership
 - () Corporation
- Ownership status
 - () Independent
 - () Subsidiary (Name of Parent Organization: _____)
- Company history
- Office locations, personnel, and expertise
- Products and services offered
- Experience with SAP products
- What is vendor's years of experience, background and track record in providing this type of support for enterprise software products in the market
- Describe relevant partnerships including company names, nature of relationship, and how the partnership is relevant to providing support services to Client
- Future vision of the vendor's offerings

Professional Conduct

- Describe any situation where a client has terminated a contract with vendor "for cause" claiming breach of contract

Vendor Support Services Delivery

Service Delivery Model

- Any services delivered by off-shore (outside North America) resources? If so, please provide details
- Any deliverables scoped, developed, tested or supported by off-shore (outside North America) resources? If so, please describe details
- How does client report issues, open cases, check case status, and receive break/fix deliverables

Tax & Regulatory Experience

- Do you currently scope, develop, test, package and deliver tax and regulatory updates for SAP products?
- Please describe background and track record for developing and delivering such updates and explain why vendor is qualified to provide this services
- How are tax and regulatory updates packaged and delivered to client

Vendor Contact Information for this RFP:

Company Name:

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Address:
City:
Province:
Postal Code:
Country:
Contact Name:
Title:
Fax:
Email:

IV. STATEMENT OF RIGHTS

A. Understandings

Please take notice, by submission of a proposal in response to this request for proposals, the proposer agrees to and understands:

- that any proposal, attachments, additional information, etc. submitted pursuant to this Request for Proposals constitute merely a suggestion to negotiate with the County of Erie and is not a bid under Section 103 of the New York State General Municipal Law;
- submission of a proposal, attachments, and additional information shall not entitle the proposer to enter into an agreement with the County of Erie for the required services;
- by submitting a proposal, the proposer agrees and understands that the County of Erie is not obligated to respond to the proposal, nor is it legally bound in any manner whatsoever by submission of same;
- that any and all counter-proposals, negotiations or any communications received by a proposing entity, its officers, employees or agents from the County, its elected officials, officers, employees or agents, shall not be binding against the County of Erie, its elected officials, officers, employees or agents unless and until a formal written agreement for the services sought by this RFP is duly executed by both parties and approved by the Erie County Legislature, and the Office of the Erie County Attorney.

In addition to the foregoing, by submitting a proposal, the proposer also understands and agrees that the County of Erie reserves the right, and may at its sole discretion exercise, the following rights and options with respect to this Request for Proposals:

- To reject any or all proposals;
- To issue amendments to this RFP;

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- To issue additional solicitations for proposals
- To waive any irregularities in proposals received after notification to proposers affected;
- To select any proposal as the basis for negotiations of a contract, and to negotiate with one or more of the proposers for amendments or other modifications to their proposals;
- To conduct investigations with respect to the qualifications of each proposer;
- To exercise its discretion and apply its judgment with respect to any aspect of this RFP, the evaluation of proposals, and the negotiations and award of any contract;
- To enter into an agreement for only portions (or not to enter into an agreement for any) of the services contemplated by the proposals with one or more of the proposers;
- To select the proposal that best satisfies the interests of the County and not necessarily on the basis of price or any other single factor;
- To interview the proposer(s);
- To request or obtain additional information the County deems necessary to determine the ability of the proposer;
- To modify dates;
- All proposals prepared in response to this RFP are at the sole expense of the proposer, and with the express understanding that there will be no claim, whatsoever, for reimbursement from the County for the expenses of preparation. The County assumes no responsibility or liability of any kind for costs incurred in the preparation or submission of any proposal;
- While this is a RFP and not a bid, the County reserves the right to apply the case law under General Municipal Law § 103 regarding bidder responsibility in determining whether a proposer is a responsible vendor for the purpose of this RFP process;
- The County is not responsible for any internal or external delivery delays which may cause any proposal to arrive beyond the stated deadline. To be considered, proposals MUST arrive at the place specified herein and be time stamped prior to the deadline

B. Evaluation

Proposals will be evaluated based on the following criteria.

Expertise/Experience

- Demonstrate that you have the capacity to provide these services. Provide a brief history of your experience, relating to SAP support. Discuss how long you have been delivering SAP support services.
- Demonstrate your ability to provide quick support resolution times.

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- Provide references from your SAP clients. (Contact Name, Address, Company name, Phone number, services provided)
- Discuss your methodology for tax and regulatory support

Cost

- Indicate the annual maintenance charge.

Proposers MUST sign the Proposal Certification attached hereto as Exhibit D. Unsigned proposals will be rejected.

Proposers may be required to give an oral presentation to the County to clarify or elaborate on the written proposal.

No proposal will be accepted from nor any agreement awarded to any proposer that is in arrears upon any debt or in default of any obligation owed to the County. Additionally, no agreement will be awarded to any proposer that has failed to satisfactorily perform pursuant to any prior agreement with the County.

C. Contract

After selection of the successful proposer, a formal written contract will be prepared by the County of Erie and will not be binding until signed by both parties and, if necessary, approved by the Erie County Legislature and the Office of the County Attorney. NO RIGHTS SHALL ACCRUE TO ANY PROPOSER BY THE FACT THAT A PROPOSAL HAS BEEN SELECTED BY THE COUNTY FOR SUBMISSION TO THE ERIE COUNTY LEGISLATURE FOR APPROVAL. THE APPROVAL OF SAID LEGISLATURE MAY BE NECESSARY BEFORE A VALID AND BINDING CONTRACT MAY BE EXECUTED BY THE COUNTY.

The term of the contract shall be for a [____ () year] period commencing _____, 20__ and terminating _____, 20__ [The County, in its sole discretion may extend the agreement beyond its initial term for up to _____ () additional ____-year periods at the same prices and conditions]

D. Indemnification and Insurance

The proposer accepts and agrees that language in substantially the following form will be included in the contract between the proposer and the County:

“In addition to, and not in limitation of the insurance requirements contained herein the Contractor agrees:

- (a) that except for the amount, if any, of damage contributed to, caused by or resulting from the negligence of the County, the Contractor shall indemnify and

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hold harmless the County, its officers, employees and agents from and against any and all liability, damage, claims, demands, costs, judgments, fees, attorneys' fees or loss arising directly or indirectly out of the acts or omissions hereunder by the Contractor or third parties under the direction or control of the Contractor; and

(b) To provide defense for and defend, at its sole expense, any and all claims, demands or causes of action directly or indirectly arising out of this Agreement and to bear all other costs and expenses related thereto.

Upon execution of any contract between the proposer and the County, the proposer will be required to provide proof of the insurance coverage described in Exhibit E.

Insurance coverage in amount and form shall not be deemed acceptable until approved by the County Attorney.

E. Non-Collusion

The proposer, by signing the proposal, does hereby warrant and represent that any ensuing agreement has not been solicited, secured or prepared directly or indirectly, in a manner contrary to the laws of the State of New York and the County of Erie, and that said laws have not been violated and shall not be violated as they relate to the procurement or the performance of the agreement by any conduct, including the paying or the giving of any fee, commission, compensation, gift, gratuity or consideration of any kind, directly or indirectly, to any County employee, officer or official.

F. Conflict of Interest

All proposers must disclose with their proposals the name of any officer, director or agent who is also an employee of the County of Erie. Further, all proposers must disclose the name of any County employee who owns, directly or indirectly, an interest of ten percent or more in the firm or any of its subsidiaries or affiliates.

There shall be no conflicts in existence during the term of any contract with the County. The existence of a conflict shall be grounds for termination of a contract.

G. Compliance with Laws

By submitting a proposal, the proposer represents and warrants that it is familiar with all federal, state and local laws and regulations and will conform to said laws and regulations. The preparation of proposals, selection of proposers and the award of contracts are subject to provisions of all Federal, State and County laws, rules and regulations.

H. Contents of Proposal

The New York State Freedom of Information Law as set forth in Public Officers Law, Article 6, Sections 84 et seq., mandates public access to government records. However, proposals submitted in response to this RFP may contain technical, financial background or other data, public disclosure of which could cause substantial injury to the proposer's competitive position or constitute a trade secret. Proposers who have a good faith belief that information submitted in their proposals is protected from disclosure under the New York Freedom of Information Law shall:

a) Insert the following notice in the front of its proposal:

"NOTICE

The data on pages ___ of this proposal identified by an asterisk (*) contains technical or financial information constituting trade secrets or information the disclosure of which would result in substantial injury to the proposer's competitive position.

The proposer requests that such information be used only for the evaluation of the proposal, but understands that any disclosure will be limited to the extent that the County considers proper under the law. If the County enters into an agreement with this proposer, the County shall have the right to use or disclose such information as provided in the agreement, unless otherwise obligated by law."

And

b) clearly identify the pages of the proposals containing such information by typing in bold face on the top of each page "*** THE PROPOSER BELIEVES THAT THIS INFORMATION IS PROTECTED FROM DISCLOSURE UNDER THE STATE FREEDOM OF INFORMATION LAW.**"

The County assumes no liability for disclosure of information so identified, provided that the County has made a good faith legal determination that the information is not protected from disclosure under applicable law or where disclosure is required to comply with an order or judgment of a court of competent jurisdiction.

The contents of the proposal which is accepted by the County, except portions "Protected from Disclosure", may become part of any agreement resulting from this RFP.

I. Effective Period of Proposals

All proposals must state the period for which the proposal shall remain in effect (i.e. how much time does the County have to accept or reject the proposal under the terms proposed). Such period shall not be less than 180 days from the proposal date.

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EXHIBIT A – Technical and Operating Environment

Current standards for Erie County include:

A. Server:

Computer Operating System Windows, UNIX Preferred DBMS Oracle 9i for SAP or above MS SQL Server 2000 or above

B. Workstation

Operating System Windows 98SE, 2000, XP Pro Personal Productivity Software MS Office 97/Outlook 98/ Office 03/ Outlook 03

C. Network

Operating System Windows 2000/2003 Topology TCP/IP E-mail System Exchange 2000/2003

Current SAP Modules in Use

Financial	FI, FM, AP, AR, CO, AM
Human Resources	PA, ESS, PY, LSM
Materials Management	MM, PM
Reporting tools	ABAP, ALS, Report Writer, Report Painter, SAP Query, SAP script, BoBJ, & Crystal

Technical Release/Statistics

Item	Release/Statistic
Current SAP R/3 Version	ECC 6.0 EHP4
Current Basis Release	701 / 007
Current Kernel	701 / 106
Current RBDMS Vendor	Oracle
Current RBDMS Version	11.2.0.2.0
Current Hardware Platform	IBM BladeCenter JS Series – VIO/VM Enabled
Current Operating System	AIX 6100-00-01-0748
Number of SAP R/3 System in landscape	7
Size of production SAP R/3 Database	450 GB
Existing growth of the Production Database	5-6GB/mo

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SAP Hardware Platforms in Use

R/3 Production	32	JS23
R/3 Crash & Burn	10	
R/3 Training	9	JS12
R/3 Sandbox	10	
Enterprise Portal Production	16	JS12
R/3 Production Application	15	JS23
CRM Development	14	
BOBJ Development	10	
BOBJ Quality Assurance	9	JS23
BOBJ Production	10	
BOBJ Development Application	10	
BOBJ Quality Assurance Application	9	JS23
BOBJ Production Application	10	
CRM Quality Assurance	16	
CRM Production	16	PS701
R/3 Sandbox II	12	
Enterprise Portal Quality Assurance	8	JS12
Solution Manager Development	5	
R/3 Production Application II	13	JS12
R/3 Development	9	
R/3 Quality Assurance	10	JS12
Enterprise Portal Development	10	
Enterprise Portal Production Application	13	JS12
PI Development	15	
Enterprise Portal Production Application II	15	JS23
PI Quality Assurance	14	JS22
PI Production	14	

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EXHIBIT B – Proposer Certification

The undersigned agrees and understands that this proposal and all attachments, additional information, etc. submitted herewith constitute merely an offer to negotiate with the County of Erie and is NOT A BID. Submission of this proposal, attachments, and additional information shall not obligate or entitle the proposing entity to enter into a service agreement with the County of Erie for the required services. The undersigned agrees and understands that the County of Erie is not obligated to respond to this proposal nor is it legally bound in any manner whatsoever by the submission of same. Further, the undersigned agrees and understands that any and all proposals and negotiations shall not be binding or valid against the County of Erie, its directors, officers, employees or agents unless an agreement is signed by a duly authorized officer of the County of Erie and, if necessary, approved by the Erie County Legislature and the Office of the County Attorney.

It is understood and agreed that the County of Erie reserves the right to reject consideration of any and all proposals including, but not limited to, proposals which are conditional or incomplete. It is further understood and agreed that the County of Erie reserves all rights specified in the Request for Proposals.

It is represented and warranted by those submitting this proposal that except as disclosed in the proposal, no officer or employee of the County of Erie is directly or indirectly a party to or in any other manner interested in this proposal or any subsequent service agreement that may be entered into.

Proposer Name


By:

Name and Title

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EXHIBIT C – Standard Insurance Provisions (double click to edit form using PDF)

County of Erie Standard Insurance Certificate



LAW-1 INS (Rev. 3/06)

This certificate does not amend, extend or alter the coverage afforded by the standard form policies listed below.

I Insured Name Address Zip Phone No.	III Companies Affording Coverages A B C D
II Issuing Agency Name Address Zip Phone No.	

IV This is to certify that the policies listed below have been issued to the Insured named above and are in force at this time.

Company Letter - from III above	Indicate Type of Insurance By Checking the Box	Policy Number	Effective Date & Expiration	Limits of Liability In Thousands		
				Check the Box	Occurrence	Aggregate
	1. General Liability <input type="checkbox"/> Comprehensive Form <input type="checkbox"/> Premises and Operations <input type="checkbox"/> Products/Completed Operations <input type="checkbox"/> Independent Contractors <input type="checkbox"/> Contractual <input type="checkbox"/> Personal Injury <input type="checkbox"/> Broad Form Property Damage <input type="checkbox"/> Explosion, Collapse <input type="checkbox"/> Underground Hazard			<input type="checkbox"/> Bodily Injury <input type="checkbox"/> Property Damage <p style="text-align: center;">OR</p> <input type="checkbox"/> Combined Single Limit		
	2. Automobile Liability <input type="checkbox"/> Comprehensive Form <p style="text-align: center;">OR</p> <input type="checkbox"/> Schedule Form <input type="checkbox"/> owned <input type="checkbox"/> hired <input type="checkbox"/> non-owned			<input type="checkbox"/> Bodily Injury <input type="checkbox"/> Property Damage <p style="text-align: center;">OR</p> <input type="checkbox"/> Combined Single Limit		
	3. Excess Liability <input type="checkbox"/> Umbrella Form <p style="text-align: center;">OR</p> <input type="checkbox"/> other than umbrella <input type="checkbox"/> auto <input type="checkbox"/> general <input type="checkbox"/> both			Bodily Injury & Property Damage Combined \$ _____ Self Insured Retention \$ _____		
	4. Worker's Compensation & Employer's Liability Disability Benefits			Statutory Statutory		
	5. Other <input type="checkbox"/>					

V. County of Erie is included as an additional Insured under the following Policy numbers:

VI. Description of Operations: it is understood that this coverage on behalf of the Insured is for all locations in the County of Erie, NY.

VII. Cancellation/Non-Renewal: Should any of the policies noted above be cancelled before expiration thereof or not renewed by the Insured, the Issuing Company will endeavor to mail _____ days advance written notice to the Certificate Holder, but failure to mail such notice shall impose no obligation or liability of any kind upon the company, its agents or representatives.

VIII. Name and Address of Certificate Holder & Recipient of Notice: County of Erie c/o Department of Law 69 Delaware Avenue Suite # 300 Buffalo, NY 14202 716-858-2200	Date Issued _____ Auth. Representative _____ Firm name & address _____ _____ _____
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FOR COUNTY USE ONLY:

Name of County Dept. Requesting Certificate	_____
Purchase Order or Contact Number	_____
Vendor Insurance Classification	_____

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INSTRUCTIONS FOR COUNTY OF ERIE STANDARD INSURANCE CERTIFICATE

- I. Insurance shall be procured and certificates delivered before commencement of work or delivery of merchandise or equipment.
- II. CERTIFICATES OF INSURANCE
- A. Shall be made to the "County of Erie, Dept. of Law, Suite 300, 69 Delaware Ave., Buffalo, N.Y. 14202."
- B. Coverage must comply with all specifications of the contract.
- C. Executed by an insurance company, agency or broker, which is licensed by the Insurance Department of the State of New York. If executed by a broker, notarized copy of authorization to bind or certify coverage must be attached.
- III. Forward the completed certificate to : County of Erie, (Department or Division) responsible for entering into the agreement for construction, purchase, lease or service.
- IV. Minimum coverage with limits are as follows:

Vendor Classification	A Construction and Maintenance	B Purchase or Lease of Merchandise or Equipment	C Professional Services	D Property Leased To Others Or Use Of Facilities Or Grounds	E Concession-Aires Services	F Livery Services	G All Purposes Public Entity Contracts
Comp. Gen. Liab.	\$1,000,000	\$500,000 CSL	\$500,000 CSL	\$1,000,000	\$500,000 CSL	\$1,000,000	\$500,000 CSL
- Prem. & OPS	INCLUDE		INCLUDE	INCLUDE	INCLUDE	INCLUDE	INCLUDE
- Prods. & Comp. OPS	INCLUDE	INCLUDE	INCLUDE	INCLUDE	INCLUDE	INCLUDE	INCLUDE
- Independ. Contract.	INCLUDE	INCLUDE	INCLUDE	INCLUDE	INCLUDE	INCLUDE	INCLUDE
- Contractual	INCLUDE		INCLUDE	INCLUDE	INCLUDE	INCLUDE	INCLUDE
- Broad Form P.D.	INCLUDE	Note: Comprehensive Form Not Required					See note below
- X.C.U.							
- Personal Injury			INCLUDE	INCLUDE	INCLUDE	INCLUDE	INCLUDE
- Liquor Law				INCLUDE	see note below		
- Host Liquor							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.	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000
	see note below						see note below
Worker's Compensation & Employers Liability	STATUTORY	STATUTORY	STATUTORY	STATUTORY	STATUTORY	STATUTORY	
Disability Benefits	STATUTORY	STATUTORY	STATUTORY	STATUTORY	STATUTORY	STATUTORY	
Professional Liab.			\$1,000,000				
Erie County To Be Named Add'l Insd. On	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

* Construction contracts require excess Umbrella Liability limits of \$3,000,000.

** Snow removal contracts require evidence of broad form property damage.

*** 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.

**** Transportation of people in buses, vans or station wagons requires \$3,000,000 excess liability.

NOTE: Workers Compensation & Employers Liability plus NYS Disability Benefits does not apply to self employed individuals.

V. In some circumstances it will be necessary to require alternate coverage and limits which will be defined in the bid specifications, contract, lease or agreement. The alternative specifications should be evidenced on the certificate in lieu of the standards printed above.

VI. The "ACORD" form certificate may be used in place of the County of Erie Standard Insurance Certificate, provided that all of the above referenced requirements are incorporated into the "ACORD" form certificate.