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NOTICE TO PROPOSERS

The Board of Cooperative Educational Services, Rockland County, popularly known as Rockland BOCES, and its component school districts (in accordance with Section 104b of Article 5-A of the General Municipal Law), hereby invites the submission of sealed Proposals for the following:

COMPREHENSIVE ARCHITECTURAL, ENGINEERING & DRAWING SERVICES – RFP #2023-24-02

A site inspection and pre-proposal meeting has been scheduled promptly at 10:00 AM on Monday, January 30, 2023, at the address below. Proposals will be received until Thursday, February 16, 2023 at 11:00 AM by the PURCHASING OFFICE at:

PURCHASING DEPARTMENT - BUILDING #4

Rockland County Board of Cooperative Educational Services (BOCES)
65 Parrott Road
West Nyack, NY 10994-0607

at which time and place all proposals will be opened at 11:00 AM on the above date. In the event that Rockland BOCES Purchasing Office is closed the day of the RFP Opening, the RFP(s) will be opened at the same time, on the next day that Rockland BOCES Purchasing Office is open. Conditions, Specifications, Forms and instructions for submitting proposals may be downloaded from our website at <http://www.rocklandboces.org> or from the Purchasing Office. Vendors are requested to carefully review the instructions contained therein.

ROCKLAND BOCES IS NOT RESPONSIBLE FOR PROPOSALS OPENED PRIOR TO THE PROPOSAL OPENING IF PROPOSAL NUMBER AND OPENING DATE DO NOT APPEAR ON THE OUTSIDE OF THE ENVELOPE. PROPOSALS OPENED PRIOR TO THE DATE AND TIME INDICATED ARE INVALID.

THE PROPOSER ASSUMES THE RISK OF ANY DELAY IN THE MAIL OR IN THE HANDLING OF THE MAIL BY EMPLOYEES OF ROCKLAND BOCES, AS WELL AS IMPROPER HAND DELIVERY. Please refer to the General Information/Conditions for details.

The Rockland County Board of Cooperative Educational Services reserves the right to waive any informalities in the proposals, or to reject all proposals, or to accept any proposal which in the opinion of the Board will be to their best interest.

Board of Cooperative Educational Services
Sole Supervisory District
65 Parrott Road
West Nyack, NY 10994-0607

By: Jackie Cinquemani, Purchasing Agent



**Rockland Board of Cooperative Educational Services
(a/k/a Rockland BOCES)**

REQUEST FOR PROPOSAL

for

**COMPREHENSIVE ARCHITECTURAL, ENGINEERING & DRAWING
SERVICES
RFP #2023-24-02**

**Rockland BOCES
65 Parrott Road
West Nyack, NY 10994**

January 20, 2023

A. Statement of Purpose:

The Rockland Board of Cooperative Educational Services (BOCES) is seeking Request for Proposals (RFP) from qualified firms or individuals for the provision of Comprehensive Architectural Engineering, Drawing Services for a Construction Project for the West Nyack Campus in West Nyack, NY.

B. Time Line:

Release of RFP Specifications	→	January 20, 2023
Recommended Pre-Bid Site		
Pre-proposal meeting	→	January 30, 2023 – 10:00 AM
Questions from proposers due	→	February 3, 2023
Purchasing Dept will post all answers on our website and to all proposers	→	February 8, 2023
RFP Proposal Due	→	February 16, 2023 – 11:00 AM
Interview top candidates	→	Week March 13, 2023
Notification of Award (BOE Approval)	→	April /May 2023
Effective Date of Award	→	April/May 2023

C. Questions Concerning the RFP:

From the issue date until the selection of the successful applicant, all contacts with BOCES personnel concerning the contents of this RFP must be through Jackie Cinquemani, Purchasing Agent. To the extent possible **each question should be submitted in writing**, citing a particular RFP section, prior to any formal conference with interested applicants. Answers to all questions of a substantive nature will be addressed in writing. Copies of questions and answers will be provided to all participants.

D. Oral Presentation:

The BOCES reserves the right to require all applicants, under final consideration, to make oral presentations regarding their RFP.

E. Addendum to RFP:

The BOCES reserves the right to amend the RFP. If it becomes necessary to revise any part of the RFP, an addendum will be provided to all prospective applicants who received the RFP. It is the responsibility of the applicants to ensure that they have responded to all addendums before submission of the RFP.

F. Incurred Costs:

The BOCES is not liable for any cost incurred by prospective applicants or applicants submitting proposals.

G. Submission of Proposal:

The following are general requirements to which applicants must adhere in response to the RFP:

1. Proposals are to be sent showing the following information on the outside and shall be mailed or hand delivered to the following address:

Rockland BOCES – Purchasing Department
65 Parrott Road – Bldg #4
West Nyack, NY 10994

RFP #2023-24-02– Comprehensive Architectural, Engineering & Drawing Services

CONFIDENTIAL - DO NOT OPEN

Please be sure your return address is shown on the outside of the envelope.

2. RFP's must be received by BOCES on or before 11:00 A.M. on Thursday, February 16, 2023. **Proposals received after this time will NOT be accepted.**
3. To facilitate the evaluation process, the applicant is required to submit three (3) copies of the proposal.

H. Request for Supplemental Information:

During the evaluation period, applicants may be requested to present supplemental information clarifying their proposal. This information must be submitted in writing and will be included as a formal part of the applicant's proposal.

I. Notification of Award:

Following the notification of the selected individual or firm, a contract will be executed between the parties as soon as possible thereafter.

J. Contract Terms:

These specifications will become part of any "contract" forms that may be required and will take precedence over any other terms or conditions submitted by the proposer. Any agreement resulting from this RFP shall be governed by and construed under the laws of the State of New York.

K. Indemnification:

Each party hereby agrees to indemnify, defend and hold harmless the other party from all suits, claims and the liability for injury or damage to persons or property resulting from or arising out of any activity conducted by either the respective parties or their agents, employees, invitees or designees except for injuries or damage caused or contributed to by the acts, omissions or negligence of the other party.

L. Payment for Services:

Progress payments will be made for hours of work completed during the course of the engagement.

M. Term of Engagement:

The purpose of this RFP is to obtain the services of a qualified Architect Firm to provide the professional service as set forth in this RFP, as defined in the Scope of Work.

N. Technical Requirements:

Architect Firms submitting proposals are to be licensed by New York State

O. Scope of Work to be Performed:

The scope of the engagement is the use of the Facilities Plan developed in 2021, copies of which are available by contacting Rockland BOCES Purchasing, integrated along with the needs of the staff and Career and Technical (CTEC) and the Pathways In Technology High School (PTECH) programs. The architect will turn develop a cohesive plan and design to provide design, bid drawing and documents for the construction of approximated 48-50,000 sq. ft., 2-story building. The new building will be a standalone building but connected by a walkway to the existing Building 3 on the east side of building 3.

The new building will incorporate the following:

- I. A second floor that has the structurally ability to add a third story should the need arise in the future.
- II. The first floor is proposed to consist of:
 - Administrative area
 - One (1) administrative office
 - Two (2) guidance offices
 - One (1) conference room
 - One (1) reception/clerical area
 - One (1) staff lounge
 - Two (2) separate Culinary Program areas:
 - Each Culinary area will include:
 - Classrooms for instruction, approx. 1,500 sq ft
 - Commercial Kitchens, approx. 3,500 square feet each
 - Dry storage area

- Two (2) Walk in refrigerated areas
 - Preparation Area
 - Production Area
 - Cooking area
 - Dishwashing area
 - Males and female changing lockers
 - Culinary Office
- Consisting of the design and placement of an elevator
- A regulation gymnasium of at least 7,500 sq ft
 - Full size basketball area
 - Male and female bathrooms
 - Storage area
 - Gym office
 - Gymnasium area has the ability of having four classrooms in the future.
- A cafeteria of at approximately 4,500 sq ft to have a capacity for 150 students.
- The main entrance/ bus stop drop off is on east side of the building where is there will be a security mantrap vestibule and a security area following.
- III. The second floor is proposed to consist of:
 - PTECH Program
 - The PTECH Program required 15 required classrooms
 - Two (2) administrative offices
 - Five (5) general classrooms
 - One (1) math lab
 - One (1) computer lab
 - Two (2) english classrooms
 - One (1) social studies classroom
 - Two (2) science classrooms
 - One (1) art room
- IV. All classrooms and office areas have natural light.
- V. ADA compliance Components
- VI. Parking
 - The occupancy of the proposed building will be an estimate of 1,400 occupants.
 - The proposed parking spaces will be 230-240. These spaces will be located/incorporated on the northwest corner of the property, by the current student lot.

The Project's construction should be technically advanced, energy efficient and accessible. The Project must comply with all applicable New York State Building Codes governing school construction and other applicable laws and regulations. The Project must be compliant with the American with Disabilities Act of 1990, as amended (ADA) as specified in the Educational Specifications.

P. Proposal Submissions

Candidates wishing to submit proposals must include responses to the following:

- Provide the names of all current and former School District, BOCES and municipal clients with information on the number of years of service to each, along with the names and telephone numbers of contact persons for each such client.
- Provide a description of any regulatory action and/or disciplinary action taken against the firm, individuals in the firm, as well as any predecessor firm within the last five years by any regulatory agency. If any regulatory or disciplinary action was taken, please provide information concerning same.
- Identify any litigation brought against the firm, individuals in the firm as well as any predecessor firm during the past five years. If any litigation, please provide relevant information concerning same including caption of litigation, venue of litigation and index number of litigations
- A letter containing the proposer’s understanding of services to be provided to Rockland BOCES.
- A detailed statement of the fee the proposer intends to charge Rockland BOCES. Include the amount of field inspections will be including in the scope.
- Proof of General Liability Insurance and Workers Compensation Insurance in accordance with attached information.

Q Intent

Rockland BOCES is soliciting proposals from architectural firms to form a design team that consist of, but not limit to architectural services, Mechanical, Electrical and Plumbing, civil engineering, structural engineering, and landscape architect to undertake the design and engineering of the Project, which may include the Schematic Design, Design Development, Construction Documents, and Bidding and Award portions of the Project. This will a multi-year contract.

R Special Instructions

- A. Respondents are hereby notified that all proposals submitted, and information contained therein and attached thereto shall become public information upon selection.
- B. The work to be performed under this contract is publicly funded and subject to the prevailing wage laws of the State of New York
- C. The construction phases of this Project are contingent on the approved funding by Rockland BOCES being appropriated appropriate fiscal years

S Submittal Requirements

Firms shall submit separate technical and fee proposals. Fees should not be included on the USB flash drive. Seven (7) copies of the technical proposal shall be submitted at the location and time outlined

A. Technical proposals shall include the following:

Cover letter
 Team Experience
 Organizational Chart
 Resumes for Key Design Team Members
 Detailed Narrative of Approach
 Conceptual Design Sketches
 Schedule Addressing Phasing
 ADA/Accessibility Experience
 Cost Estimate & Proposals
 Firm List of Services

1. **Cover Letter-** Present a brief understanding of the Project, the prominent features of the proposal, the Project design team, and its qualifications.
2. **Team Experience-** Provide a brief description of your firm and a description of the firm's capability profile. Provide a description of (5) recent projects your firm has completed, with emphasis on public projects and especially K-12 schools that were of similar scope and/or challenges. For each project listed, include the firms' role, project location, and cost. Also provide owner references (contact names and phone numbers) and identify any members of the proposed Project team who worked on the reference project.
3. **Organizational Chart-** Provide an organization chart including all team members, their title, and how long they have been part of the firm.
4. **Resumes for Key Design Team Members-** Provide resumes for each key design team member. For this purpose, a key design team member is any principal, partner/officer, project executive, project manager, project architect, job captain, discipline manager, or anyone with a responsible role in the successful completion of services required.
5. **Approach** Describe the firm's approach to the Project, identifying and discussing the design and construction issues associated with the Project, and in particular: (a) How the vendor will turn the Education Specifications, the current funding appropriations, and the new proposed capital plan in a single, comprehensive, multiyear design and construction plan. (b) How the firm plans to control the Project's cost. (c) Comments on the proposed design schedule, in particular, as it relates to the approvals process in New York State and Building Permits. (d) Outline your firm's approach to project management, assessment of existing conditions, quality control, sustainable design, budget and schedule control, communication with stakeholders, state and local approvals, post occupancy services.

6. **Conceptual design sketches-** Sketches, drawings, or photos of design elements to be incorporated into the vision of the architect must be included in this proposal.
7. **Schedule Addressing Phasing-** Provide a schedule detailing how the firm proposes to phase various stages of the Project. Please consider how your firm might approach noise abatement during construction assuming the school will continue to operate at full capacity students during new construction.
8. **ADA Accessibility:** Provide initial thoughts on how the firm may approach creating an accessible and inclusive facility, based on the funding appropriations and proposals.
9. **Cost estimate(s)** for the construction project (soft and hard) which will be used as the basis for the next capital budget funding request. The itemized cost estimate should include comprehensive landscaping, site improvements and playground equipment and construction. Explain your firm's approach, in detail, to the process of estimating soft and hard dollar costs for the project
10. **Firm List of Services-** Include your firm's list of services during construction.

S Evaluation of Proposals

Respondent shall be regularly engaged in the type of work specified herein. Award will be made only to a vendor who furnishes satisfactory evidence that it has the ability, experience, and personnel to enable it to successfully and promptly fulfill the requirements and conditions of this RFP.

The BOCES reserves the right to:

- Reject any and all proposals/received in response to this RFP
- Select a proposal other than the proposal offering the lowest fee
- Waive or modify irregularities in proposals received, after prior notification to the applicant
- Negotiate with any applicant whose proposal is within the competitive range.

T **Selection Criteria**

The factors which will be evaluated include evidence of the following:

- The specialized experience of the firm and its assigned personnel on similar projects.
- The firm's understanding of and technical approach to the Project.
- The firm's knowledge of State funding. Including level of support to the Board of Education with the application process for School Construction Grants.
- The content of the firm and its consultants, support staff, etc. and their ability to work effectively together with the NYSED, Rockland BOCES and the Rockland BOCES construction team.

- The firm's schedule, including milestones in the process.
- The firm's ability to perform the work in a timely manner.
- The firm's quality assurance/quality control ("QA/QC") procedures as set forth in the written narrative requested as Submittal Requirement #11.
- The firm's commitment to sustainable design integration and experience with accessible and inclusive designs
- Clarity, organization, and effective presentation of the submitted proposal.
- Review of references.
- The firm's ability to create a well-designed product as expressed by the quality of the firm's previously completed projects.
- Proposed fee schedule or fee schedule methodology. Please note that evaluation and subsequent award of resultant contract is primarily based on qualifications and not based on fee schedule; however, the cost of your firm's services is one of the criteria.
- The firm's approach, in detail, to the process of estimating soft and hard dollar costs for the project
- Conceptual design sketches or drawings or photos of design elements to be incorporated into the vision of the architect

Rockland BOCES plans to invite a short list of responding firms for an interview based on its review of the written submissions. Rockland BOCES may request for a response to supplemental questions, if warranted (in its sole judgment). The initial evaluation will be based on a review of qualifications based on documentation submitted and follow-up interviews with selected firms.

U General Terms and Conditions

- Sealed proposals for an Architectural Firm for the Project, as specified on the attached proposal specification sheets, will be received at the time and date above.
- Rockland BOCES reserves the right to waive any informality in the proposal or reject any or all proposals or to accept any proposal, which appears to be in the best interest of the Project. Any proposal may be withdrawn prior to the opening time and date. Any proposal received after the time and date as specified will not be considered.
- The Rockland BOCES may consider proximity of vendor's service as a factor in determining the lowest responsible proposal.
- If the Rockland BOCES deems it necessary, it may postpone the date for the opening of these proposals by notifying each proposer by telephone, email or by the issuance of an addendum.

- The Rockland BOCES shall have the right to take such steps as it deems necessary to determine the ability of the proposer to perform the work and the proposer shall furnish the Rockland BOCES with information and data for this purpose as the Rockland BOCES may request. The right is reserved to reject any proposal where, on investigation, the evidence or information submitted by such proposers does not satisfy the Rockland BOCES that the proposer is qualified to properly carry out the terms of the contract.
- Rockland BOCES reserves the right to reject any and all responses not deemed to be in the best interest of the Rockland BOCES. Each also reserves the right to waive any informalities in or reject any or all proposals or any part of any proposal.
- Consumption or use of alcohol and/or drugs is prohibited on school property. Any individual with alcohol or drugs will be removed from said property. Smoking is prohibited in all school buildings and on school grounds.
- No amount shall be added for the New York Sales Tax or Federal Tax. The Rockland BOCES/Board of Education is exempt from the payment of taxes imposed by the Federal Government and/or State of New York. Taxes must not be included in the proposal price.

V Collusion Among Proposers

- a. More than one offer from an individual, firm partnership, corporation or association under the same or different name will be rejected. Reasonable grounds for believing that a proposer is interested in more than one proposal for the work contemplated will cause rejection of all proposers in which the proposer has an interest. Any or all proposers will be rejected if there is any reason for believing that collusion exists among the proposers.
- b. Participants in such collusion may not be considered in future offers for the same 13 work. Each proposer, by submitting a proposal, certifies that it is not a part of any collusive action.

W Employment Discrimination By Contractor Prohibited

- a. The successful proposer will not discriminate against any employee or applicant for employment because of race, religion, color, sex, or national origin, except where religion, sex or national origin is a bona fide occupational qualification reasonably necessary to the normal operation of the contractor. The successful proposer agrees to post in a conspicuous place, available to employees and applicants for employment, notices setting forth the provision of this nondiscrimination clause. The successful proposer in all solicitation or advertisements for employees, placed by or on behalf of the contractor, will state that such successful proposer is an Equal Opportunity Employer.
- b. Notices, advertisements, and solicitations placed in accordance with Federal Law, rules or regulation shall be deemed sufficient for the purpose of meeting the requirements of this section

R. Scoring Criteria

1. Qualifications – Experience of individual or organization, educational background, specialized skills.
2. References – Individual or firm should make available a list of references of successful work with clients on the issues listed in the Scope of Work.
3. Results of interview by Board of Education for Steering Committee.
4. Fees – Estimated costs as compared to other.

State your proposed fee for providing your service required in this RFP.

EMPLOYMENT CATEGORY	HOURLY RATE
Principal	
Senior Architect	
Architect	
Clerical Technician / Secretary	
Other (identify)	
Other (identify)	

Fees shall include all other expenses.

Printed Name: _____

Date: _____

Signature: _____

Firm: _____



HOLD HARMLESS

(PROPOSER)

_____ does hereby covenant and agree to
(Individual/Firm)
defend, indemnify, and hold harmless the Rockland BOCES from and against
any and all liability, loss, damages, claims, or actions (including costs and
attorney's fees) for bodily injury and/or
property damage, to the extent permissible by law, arising out of or in
connection with the _____
(Name of project)
by the _____, it's agents, servants and
(Individual/Firm)
employees.

Signature: _____

Date: _____

BID PROPOSAL CERTIFICATIONS

Firm Name _____ Telephone No. _____

Business Address _____ Fax No. _____

I. General Bid Certification

The bidder certifies that he will furnish, at the prices herein quoted, the materials, equipment and/or services as proposed on this bid.

II. Non-Collusive Bidding Certification

By submission of this bid proposal, the bidder certifies that he is complying with Section 103-d of the General Municipal Law as follows:

Statement of non-collusion in bids and proposals to political subdivision of the state or any public department, agency or official thereof where competitive bidding is required by statute, rule, regulation, or local law, for work or services performed or to be performed or goods sold or to be sold, shall contain the following statement subscribed by the bidder and affirmed by such bidder as true under the penalties of perjury: Non-collusive bidding certification.

"(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 knowledge and belief:

(1) The prices in this bid have been arrived at independently without collusion, consultation, communication or agreement, for the purpose of restricting competition as to any matter relating to such prices with any other bidder or with any competitor.

(2) Unless otherwise required by law, the prices which have been quoted in this bid have not been knowingly disclosed by the bidder and will not knowingly be disclosed by the bidder prior to opening, directly or indirectly, to any other bidder or to any competitor; and

(3) No attempt has been made or will be made by the bidder to induce any other person, partnership or corporation to submit or not to submit a bid for the purpose of restricting competition."

(b) A bid shall not be considered for award nor shall any award be made where (b) (1) (2) and (3) above have not been complied with; provided, however, that if in any case the bidder cannot make the foregoing certification the bidder shall so state and shall furnish with the bid a signed statement which sets forth in detail the reasons therefor. Where (a) (1) (2) and (3) above have not been complied with, the bid shall not be considered for award. Nor shall any award be made unless the head of the purchasing unit of the political subdivision, public department, agency or official thereof to which the bid is made, or his designee, determines that such disclosure was not made for the purpose of restricting competition.

The fact that a bidder (a) has published price lists, rates, or tariffs covering items being procured (b) has informed prospective customers of proposed or pending publication of new or revised price lists for such items, or (c) has sold the same items to other customers at the same prices being bid, does not constitute, without more, a disclosure within the meaning subparagraph one (a).

2. Any bid hereafter made to any political subdivision of the state or any public department, agency or official thereof by a corporate bidder for work or services performed or to be performed or goods sold or to be sold, where competitive bidding is required by statute, rule, regulation, or local law, and where such bid contains the certification referred to in subdivision one of the section, shall be deemed to have been authorized by the board of directors of the bidder, and such authorization shall be deemed to include the signing and submission of the bid and the inclusion therein of the certificate as to non-collusion as the act and deed of the corporation.

Signature (Authorized)

Title

Date

**BOARD OF COOPERATIVE EDUCATIONAL SERVICES
65 PARROTT ROAD
WEST NYACK, NY 10994-0607**

FORM-A

VENDOR IDENTIFICATION

Name of Organization: _____

Address of Organization: _____

Contact Person and Title: _____
Phone: () _____
Fax: () _____
E-Mail: _____
Website: _____
Federal ID #: _____

Are you incorporated: () Yes () No
a) If yes, in what State are you incorporated? _____
b) If you are not incorporated in New York State, are you authorized to do business in New York? _____

If you are not incorporated, you are a (n):
_____ Partnership
_____ Sole Proprietorship
_____ Unincorporated association
_____ Other (please specify)

This form must be returned with your bid.

**BOARD OF COOPERATIVE EDUCATIONAL SERVICES
65 PARROTT ROAD, WEST NYACK, NY 10994-0607**

FORM-A

VENDOR IDENTIFICATION (continued)

List all Principals of the proposing firm:

List all individuals who will be available throughout the term of the agreement for continuing advice and counsel:

List all Business Names, Corporate or otherwise, used by the above listed Principals over the past ten (10) years:

Have any of the projects represented by the above resulted in litigation? _____

If yes, please explain:

I, _____ as Principal of the proposing firm,
(Print name) (Print title)

hereby certify that the above listed information is complete, true and accurate.

(Signature)

This form must be returned with your bid.

Rockland BOCES
65 Parrott Road, West Nyack, NY 10994-0607

IRAN DIVESTMENT ACT CERTIFICATION

As a result of the Iran Divestment Act of 2012 (Act), Chapter 1 of the 2012 Laws of New York, a new provision has been added to the State Finance Law (SFL), § 165-a, effective April 12, 2012. Under the Act, the Commissioner of the Office of General Services (OGS) will be developing a list (prohibited entities list) of “persons” who are engaged in “investment activities in Iran” (both are defined terms in the law). Pursuant to SFL § 165-a(3)(b), the initial list is expected to be issued no later than 120 days after the Act’s effective date, at which time it will be posted on the OGS website.

By submitting a Request for Proposal (RFP) in response to this solicitation or by assuming the responsibility of a Contract awarded hereunder, Proposer/Contractor (or any assignee) certifies that once the prohibited entities list is posted on the OGS website, it will not utilize on such Contract any subcontractor that is identified on the prohibited entities list.

Additionally, Proposer/Contractor is advised that once the list is posted on the OGS website, any Contractor seeking to renew or extend a Contract or assume the responsibility of a Contract awarded in response to the solicitation, must certify at the time the Contract is renewed, extended or assigned that it is not included on the prohibited entities list.

During the term of the Contract, should the Rockland BOCES receive information that a person is in violation of the above-referenced certification, Rockland BOCES will offer the person an opportunity to respond. If the person fails to demonstrate that it has ceased its engagement in the investment which is in violation of the Act within 90 days after the determination of such violation, then Rockland BOCES shall take such action as may be appropriate including, but not limited to, imposing sanctions, seeking compliance, recovering damages, or declaring the Contractor in default.

Rockland BOCES reserves the right to reject any proposal or request for assignment for an entity that appears on the prohibited entities list prior to the award of a contract, and to pursue a responsibility review with respect to any entity that is awarded a contract and appears on the prohibited entities list after contract award.

Signature: _____

Print Name: _____

Title: _____

Company Name: _____

Date: _____

**BOARD OF COOPERATIVE EDUCATIONAL SERVICES (BOCES)
65 PARROTT ROAD, WEST NYACK, NY 10994-0607**

INSURANCE REQUIREMENTS

1. Notwithstanding any terms, conditions or provisions, in any other writing between the parties, the professional consultant hereby agrees to effectuate the naming of the District/BOCES as an Additional Insured on the professional consultant's insurance policies, except for workers' compensation and N.Y. State Disability insurance.
2. The policy naming the District as an Additional Insured shall:
 - a. Be an insurance policy from an A.M. Best A- rated or better insurer, licensed to Conduct business in New York State. A New York licensed and admitted insurer is recommended [strongly preferred]. The decision to accept non-licensed and non-admitted carriers lies exclusively with the District/BOCES and may create additional vulnerability and costs for the District/BOCES.
 - b. State that the organization's coverage shall be primary and non-contributory coverage for the District/BOCES, its Board, employees and volunteers.
 - c. Additional insured status shall be provided by standard or other endorsements that extend coverage to the District/BOCES (CG 20 26) or equivalent. The decision to accept an endorsement rest solely with the District/BOCES. A completed copy of the endorsements must be attached to the Certificate of Insurance.
3.
 - a. The certificate of insurance must describe the services provided by the professional consultant that are covered by the liability policies.
 - b. At the District's/BOCES' request, the professional consultant shall provide a copy of the declaration page of the liability and umbrella/excess policies with a list of endorsements and forms. If requested, the professional consultant will provide a copy of the policy endorsements and forms.
4. The professional consultant agrees to indemnify the District/BOCES for applicable deductibles and self-insured retentions.

5. Minimum Required Insurance:

a. **Commercial General Liability Insurance**

\$1,000,000 per occurrence/ \$2,000,000 aggregate.

The general aggregate shall apply on a per-project basis (where applicable).

b. **Automobile Liability**

\$1,000,000 combined single limit for owned, hired, borrowed and non-owned motor vehicles.

c. **Workers' Compensation and NYS Disability Insurance**

Statutory Workers' Compensation (C-105.2 or U-26.3); and NYS Disability Insurance (DB-120.1) for all employees. Proof of coverage must be on the approved specific form, as required by the New York State Workers' Compensation Board. ACORD certificates are not acceptable. A person seeking an exemption must file a CE-200 Form with the state. The form can be completed and submitted directly to the WC Board online.

d. **Professional Errors and Omissions Insurance**

\$2,000,000 per occurrence/ \$2,000,000 aggregate for the professional acts of the consultant performed under the contract for the district. If written on a "claims-made" basis, the retroactive date must pre-date the inception of the contract or agreement. Coverage shall remain in effect for two years following the completion of work.

e. **Umbrella/Excess Insurance**

\$3 million each Occurrence and Aggregate. Umbrella/Excess coverage shall be on a follow-form basis over the required General Liability and Professional Liability coverage.

6. The Professional Consultant acknowledges that failure to obtain such insurance on behalf of the district/BOCES constitutes a material breach of contract. The professional consultant is to provide the district/BOCES with a certificate of insurance, evidencing the above requirements have been met, prior to the commencement of work.

**Request for Taxpayer
 Identification Number and Certification**

Give Form to the requester. Do not send to the IRS.

▶ Go to www.irs.gov/FormW9 for instructions and the latest information.

Print or type. See Specific Instructions on page 3.

1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.	
2 Business name/disregarded entity name, if different from above	
3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes.	
<input type="checkbox"/> Individual/sole proprietor or single-member LLC <input type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate	
<input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶ _____ Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.	
<input type="checkbox"/> Other (see instructions) ▶ _____	
4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):	Exempt payee code (if any) _____
Exemption from FATCA reporting code (if any) _____	(Applies to accounts maintained outside the U.S.)
5 Address (number, street, and apt. or suite no.) See instructions.	Requester's name and address (optional)
6 City, state, and ZIP code	ROCKLAND BOCES 65 PARROTT ROAD WEST NYACK, NY 10994
7 List account number(s) here (optional)	

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number								
			-		-			
or								
Employer identification number								
		-						

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here	Signature of U.S. person ▶ _____	Date ▶ _____
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General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

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 - Form 1099-C (canceled debt)
 - Form 1099-A (acquisition or abandonment of secured property)
- Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.
- If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.