FOR DEMO PURPOSES ONLY CERTIFICATE OF LIABILITY INSURANCE

ACORD CER	ΓIF	ÎC	ATE OF LIAE	BILITY IN	SURA	NCE	DATE (MM/DD/YYYY)
THIS CERTIFICATE IS ISSUED AS A CERTIFICATE DOES NOT AFFIRMAT BELOW. THIS CERTIFICATE OF INS REPRESENTATIVE OR PRODUCER, A	IVEL' SURA ND TI	Y OR NCE HE CI	NEGATIVELY AMEND, E DOES NOT CONSTITUTE ERTIFICATE HOLDER.	A CONTRACT	ER THE CO BETWEEN T	VERAGE AFFORDED BY THE ISSUING INSURER(S)	THE POLICIES
IMPORTANT: If the certificate holder the terms and conditions of the policy certificate holder in lieu of such endor	certa	ain p	olicies may require an end	olicy(ies) must be orsement. A stat	endorsed. ement on thi	If SUBROGATION IS WAI is certificate does not cont	VED, subject to fer rights to the
PRODUCER	Jointo	int(o).	C	ONTACT			
Your Agent or Broker			P (/ E	HONE A/C, No, Ext): -MAIL JDDRESS:		FAX (A/C, No):	
				a construction of the second		RDING COVERAGE	NAIC #
NSURED			10	VSURER B : Your Ins	surance Com	pany	
				SURER C : Your Ins			
Your Name			IN	SURER D : Your Ins	surance Com	pany	
				SURER E : Your Ins			
					surance Com		
COVERAGES CER	TIFIC	CATE	NUMBER:			REVISION NUMBER:	
THIS IS TO CERTIFY THAT THE POLICIES INDICATED, NOTWITHSTANDING ANY RE CERTIFICATE MAY BE ISSUED OR MAY EXCLUSIONS AND CONDITIONS OF SUCH	PERT	AIN,	NT, TERM OR CONDITION OF THE INSURANCE AFFORDED	F ANY CONTRACT BY THE POLICIE	OR OTHER D	DOCUMENT WITH RESPECT D HEREIN IS SUBJECT TO /	TO WHICH THIS
TR TYPE OF INSURANCE	ADDL	SUBR	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
GENERAL LIABILITY						EACH OCCURRENCE \$ DAMAGE TO RENTED PREMISES (Ea occurrence) \$	2,000,000 50,000
				1.1		MED EXP (Any one person) \$	F 000
A X Include Independent Contractors	Y		XYZ-123	MM/DD/YY	MM/DD/YY	PERSONAL & ADV INJURY \$	0 000 000
	-				and a set of the set o	GENERAL AGGREGATE \$	2,000,000
GEN'L AGGREGATE LIMIT APPLIES PER:						PRODUCTS - COMP/OP AGG \$	2,000,000
			-			COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$	\$1,000,000
B X ANY AUTO AUTOS X ALL OWNED AUTOS X HIRED AUTOS X AUTOS NON-OWNED AUTOS		-	ABC-345	MM/DD/YY	MM/DD/YY	BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$	
X UMBRELLA LIAB X OCCUR						EACH OCCURRENCE \$	As Needed
C EXCESS LIAB CLAIMS-MADE	Y	11	LLL-555	MM/DD/YY	MM/DD/YY	AGGREGATE \$	
DED RETENTION \$						s	
WORKERS COMPENSATION AND EMPLOYERS' LIABILITY Y/N						WC STATU- TORY LIMITS ER	
OFFICER/MEMBER EXCLUDED?	N/A		WCB-678	MM/DD/YY	MM/DD/YY	E.L. EACH ACCIDENT \$	
(Mandatory in NH)	Cartos		Construction of the	And the second of		E.L. DISEASE - EA EMPLOYEE \$	
If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. DISEASE - POLICY LIMIT \$	1,000,000
E Builders Risk - REQUIRED FOR: OMH, OPWDD, OASAS, NYCHA			MCK-777	MM/DD/YY	MM/DD/YY	Contract Value	
Project Name:- OMH, South Beach PC - Fl Facility: South Beach PSychiatric Center The following are Additional Insureds as re Construction Manager. Proof of 30 Day No	urnish spect	to th	iver and Install Furniture 349	0009999 nority-State of NY;	the State of N	Y; Office of Mental Health, s required for all insurance p	South Beach PC & olicies.
CERTIFICATE HOLDER		-		CANCELLATION			
Dormitory Authority- State of Attn: Risk Management	New	York			N DATE TH	DESCRIBED POLICIES BE CAI EREOF, NOTICE WILL BE CY PROVISIONS.	
515 Broadway Albany, New York 12207				AUTHORIZED REPRESENTATIVE Your Agent/Broker Representative			
				© 19	88-2010 AC	ORD CORPORATION. A	Il rights reserved

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ANDREW M. CUOMO Governor ALFONSO L. CARNEY, JR. Chair **GERRARD P. BUSHELL, Ph.D.** President & CEO

Memorandum

- TO: DASNY Contractors & Consultants
- FROM: Jamie Pelis- Procurement
- DATE: August 30, 2017
- **RE:** 30 Day Notice of Cancellation

Your contract with the Dormitory Authority of the State of New York (DASNY) requires that your insurance coverage provide the Authority with at least 30 days written notice prior to cancellation, non-renewal, or material change of your insurance policy.

In the event that DASNY's Procurement unit receives your insurance information on an ACORD Certificate of Liability Insurance form (ACORD 25 2016/03), your insurance agent/broker will need to provide information regarding the policy's terms and conditions, as they pertain to Notice of Cancellation, by adding a comment in the Description of Operations/Locations/Vehicles section of the Certificate, or by referencing the applicable policy section or endorsement on the Certificate and attaching that document for our review.

If the policy does not provide at least 30 days notice to the Authority as required by contract, the Authority will ask you to endorse the policy accordingly, and to provide evidence of the change via a copy of that endorsement.

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

ADDITIONAL INSURED – OWNERS, LESSEES OR CONTRACTORS – SCHEDULED PERSON OR ORGANIZATION

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART

SCHEDULE

Name Of Additional Insured Person(s) Or Organization(s)	Location(s) Of Covered Operations
DASNY, State of New York, CLIENT	Project or installation location
Any language like "as per written contract" is not acceptable - DASNY, etc. must be named	

- A. Section II Who Is An Insured is amended to include as an additional insured the person(s) or organization(s) shown in the Schedule, but only with respect to liability for "bodily injury", "property damage" or "personal and advertising injury" caused, in whole or in part, by:
 - 1. Your acts or omissions; or
 - The acts or omissions of those acting on your behalf;

in the performance of your ongoing operations for the additional insured(s) at the location(s) designated above.

However:

- 1. The insurance afforded to such additional insured only applies to the extent permitted by law; and
- 2. If coverage provided to the additional insured is required by a contract or agreement, the insurance afforded to such additional insured will not be broader than that which you are required by the contract or agreement to provide for such additional insured.

B. With respect to the insurance afforded to these additional insureds, the following additional exclusions apply:

This insurance does not apply to "bodily injury" or "property damage" occurring after:

- 1. All work, including materials, parts or equipment furnished in connection with such work, on the project (other than service, maintenance or repairs) to be performed by or on behalf of the additional insured(s) at the location of the covered operations has been completed; or
- 2. That portion of "your work" out of which the injury or damage arises has been put to its intended use by any person or organization other than another contractor or subcontractor engaged in performing operations for a principal as a part of the same project.

C. With respect to the insurance afforded to these additional insureds, the following is added to Section III – Limits Of Insurance:

If coverage provided to the additional insured is required by a contract or agreement, the most we will pay on behalf of the additional insured is the amount of insurance:

1. Required by the contract or agreement; or

2. Available under the applicable Limits of Insurance shown in the Declarations;

whichever is less.

This endorsement shall not increase the applicable Limits of Insurance shown in the Declarations.

HIGHLIGHTS ADDED TO THE FORM

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

ADDITIONAL INSURED – OWNERS, LESSEES OR CONTRACTORS – COMPLETED OPERATIONS

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART PRODUCTS/COMPLETED OPERATIONS LIABILITY COVERAGE PART

SCHEDULE

Name Of Additional Insured Person(s) Or Organization(s)	Location And Description Of Completed Operations
DASNY, State of New York, CLIENT	Project or installation location
Any language like "as per written contract" is not acceptable - DASNY, etc. must be named	
Information required to complete this Schedule, if not sh	own above, will be shown in the Declarations.

A. Section II – Who Is An Insured is amended to include as an additional insured the person(s) or organization(s) shown in the Schedule, but only with respect to liability for "bodily injury" or "property damage" caused, in whole or in part, by "your work" at the location designated and described in the Schedule of this endorsement performed for that additional insured and included in the "products-completed operations hazard".

However:

- The insurance afforded to such additional insured only applies to the extent permitted by law; and
- 2. If coverage provided to the additional insured is required by a contract or agreement, the insurance afforded to such additional insured will not be broader than that which you are required by the contract or agreement to provide for such additional insured.

B. With respect to the insurance afforded to these additional insureds, the following is added to Section III – Limits Of Insurance:

If coverage provided to the additional insured is required by a contract or agreement, the most we will pay on behalf of the additional insured is the amount of insurance:

- 1. Required by the contract or agreement; or
- **2.** Available under the applicable Limits of Insurance shown in the Declarations;

whichever is less.

This endorsement shall not increase the applicable Limits of Insurance shown in the Declarations.

HIGHLIGHTS ADDED TO THE FORM



COMMERCIAL GENERAL LIABILITY CG 20 01 04 13

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

PRIMARY AND NONCONTRIBUTORY – OTHER INSURANCE CONDITION

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART PRODUCTS/COMPLETED OPERATIONS LIABILITY COVERAGE PART

The following is added to the **Other Insurance** Condition and supersedes any provision to the contrary:

Primary And Noncontributory Insurance

This insurance is primary to and will not seek contribution from any other insurance available to an additional insured under your policy provided that:

(1) The additional insured is a Named Insured under such other insurance; and

(2) You have agreed in writing in a contract or agreement that this insurance would be primary and would not seek contribution from any other insurance available to the additional insured. AGENCY CUSTOMER ID:

NEW YORK CONSTRUCTION				
ACORD [®] CERTIFICATE OF	LIABILIT	Y INSURANCE ADDENDUM	DATE (MM/DD/YYYY)	
THIS ADDENDUM SUMMARIZES SOME OF THE POLICY PROVISIONS IN THE REFERENCED INSURANCE POLICIES AND IS ISSUED AS A MATTER OF INFORMATION ONLY; IT CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. ALL TERMS, EXCLUSIONS AND CONDITIONS IN THE ACTUAL POLICY SHOULD BE CONSULTED FOR A MORE DETAILED ANALYSIS OF COVERAGE, AS THIS ADDENDUM DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES.				
AGENCY		NAMED INSURED(S)		
POLICY NUMBER	EFFECTIVE DATE	CARRIER	NAIC CODE	
ADDENDUM INFORMATION CERTIFICATE NUMBE	R:	REVISION NUMBER:		
A. Insurer				
Admitted / authorized				
Excess line or free trade zone				
B. General Liability (GL) policy form				
Other				
C. Specific operations excluded or restricted (GL policy	()			
Location:				
Type of construction:				
Building height:				
Classifications [see attached declarations / d	endorsementj			
Designated work [see attached endorsement]				
D. Additional insured endorsement (GL policy)				
CG 20 10 CG 20 26 CG 20 32	NOTACCEPTE	CG 20 37 CG 20 38		
Other: #: Title: Othe	ers are acceptabl	e, but must be reviewed for content		
E. According to the terms of this GL policy, the addition				
Yes No and no other opti	on is available w	ith this insurer		
F. Additional insured will receive advance notice if insu	irer cancels (GL	policy)		
Yes No and no other opti	on is available w	ith this insurer		
G. Blanket contractual liability located in the "insured c restricted	ontract" definit	ion (Section V, Number 9, Item f. in the ISO CGL policy)	is removed or	
Yes and no other option is available with	this insurer	No changes made		
H. "Insured contract" exception to the employers liabili	ty exclusion is	removed or modified (GL policy)		
Yes and no other option is available with	this insurer	No changes made		
I. GL policy (including endorsements) does not cover a subcontractors (not workers' compensation)	the additional ir	sured for claims involving injury to employees of the n	amed insured or	
Yes and no other option is available with	this insurer	No changes made		

ADD	ENDUM INFORMATION (continued)
	Earth movement, excavation or explosion / collapse / underground property damage is excluded or restricted (GL policy)
	Yes and no other option is available with this insurer No changes made
К.	Insured vs. insured suits (cross liability in the ISO CGL policy) are excluded or restricted (other than named insured vs. named insured)
	Yes and no other option is available with this insurer No changes made
L.	Property damage to work performed by subcontractors (exception to the "damage to your work" exclusion in the ISO CGL policy) is excluded or restricted
	Yes and no other option is available with this insurer No changes made
М.	Excess / umbrella policy is primary and non-contributory for additional insureds
	Yes, by specific policy provision Yes, by endorsement No and no other option is available with this insurer
	AUTHORIZED REPRESENTATIVE SIGNATURE DATE (MM/DD/YYYY)

AGENCY CUSTOMER ID:

Insurance Requirements

Certificate of Liability Insurance

Sample Accord Certificate is attached.

Please make sure the 30 Days Written Notice Clause Reads as Follows on the Certificate: EXPIRATION DATE THEREOF, THE ISSUING COMPANY MAIL <u>30</u> DAYS WRITTEN NOTICE "TO DASNY".

Disability Benefits

DB-120.1 or DB-820/829 (5/06 or later) - Certificate of Disability Benefits. The insurance carrier will provide a completed form as evidence of in-force coverage.

Workers Comp

1. DB-155- Certificate of Disability Self Insurance. The NYS Workers' Compensation Board's Self Insurance Office will provide a completed form. C-105.2 (9/07 or later) – Certificate of Workers' Compensation Insurance. The insurance carrier will provide a completed form as evidence of in-force coverage.

2. U-26.3- Certificate of Workers' Compensation Insurance from the State Insurance Fund. The State Insurance Fund will provide a completed form as evidence of in-force coverage.

3. GSI-105.2 /SI-12- Certificate of Workers' Compensation Self Insurance. The NYS Workers' Compensation Board's Self Insurance Office or the contractor's Group Self Insurance Administrator will provide a completed form.

Builders Risk

Builders Risk Insurance on all contracts with construction labor, including furniture installation. The Builders Risk Insurance requirement does not apply to Contractors/Vendors providing inside delivery.

Builder's Risk insurance is required to be written on an all risk basis against direct physical loss, including flood or earthquake, or damage to property of the Work and on all materials, equipment, machinery and supplies to be made a part of the Work in the names of the Owner, said amount of insurance to be procured and maintained on a one hundred percent (100%) replacement-value basis on the insurable portion of the Work Loss, if any, is to be made adjustable with and payable to the Owner.

The Contractor shall be responsible for providing Builder's Risk insurance described in Paragraph A of Article XIV, Section 9 of the Purchasing General Conditions. All Builder's Risk policies shall be issued by insurance companies authorized to conduct such business under the laws of the State of New York and shall be written for the benefit of the State of New York and the Dormitory Authority of the State of New York and the Contractor and Subcontractors as their interest may appear and shall run until the date of Project Completion. Policies expiring on a fixed date before Project Completion must be renewed and re-filed not less than (30) thirty days before such expiration date. Such policy shall not be changed by endorsement without the knowledge and consent of the Owner and in particular no notice of cancellation by the insurer shall be effective until (60) sixty day after such notice is actually received by the Owner.



Contractor name

New York State Department of Taxation and Finance

ST-220-

Contractor Certification (Pursuant to Section 5-a of the Tax Law, as amended, effective April 26, 2006)

For information, consult Publication 223, Questions and Answers Concerning Tax Law Section 5-a (see Need help? below).

Contractor's principal place of business		City	State	ZIP code
Contractor's mailing address (if different th	an above)			
Contractor's federal employer identification	on number (EIN)	Contractor's sales tax ID number (if differ	rent from contractor's EIN)	Contractor's telephone number
Covered agency or state agency	Contract numbe	Contract number or description		ed contract value over erm of contract including renewals) \$
Covered agency address			Covered	l agency telephone number

General information

Section 5-a of the Tax Law, as amended, effective April 26, 2006, requires certain contractors awarded certain state contracts valued at more than \$100,000 to certify to the Tax Department that they are registered to collect New York State and local sales and compensating use taxes, if they made sales delivered by any means to locations within New York State of tangible personal property or taxable services having a cumulative value in excess of \$300,000, measured over a specified period. In addition, contractors must certify to the Tax Department that each affiliate and subcontractor exceeding such sales threshold during a specified period is registered to collect New York State and local sales and compensating use taxes. Contractors must also file a Form ST-220-CA, certifying to the procuring state entity that they filed Form ST-220-TD with the Tax Department and that the information contained on Form ST-220-TD is correct and complete as of the date they file Form ST-220-CA.

All sections must be completed including all fields on the top of this page, all sections on page 2, Schedule A on page 3, if applicable, and Individual, Corporation, Partnership, or LLC Acknowledgement on page 4. If you do not complete these areas, the form will be returned to you for completion.

For more detailed information regarding this form and section 5-a of the Tax Law, see Publication 223, Questions and Answers Concerning Tax Law Section 5-a. (as amended. effective April 26, 2006), available at www.nystax.gov. Information is also available by calling the Tax Department's Contractor Information Center at 1 800 698-2931.

Note: Form ST-220-TD must be signed by a person authorized to make the certification on behalf of the contractor, and the acknowledgement on page 4 of this form must be completed before a notary public.

Mail completed form to:

NYS TAX DEPARTMENT DATA ENTRY SECTION **W A HARRIMAN CAMPUS ALBANY NY 12227**

Privacy notification

The Commissioner of Taxation and Finance may collect and maintain personal information pursuant to the New York State Tax Law, including but not limited to, sections 5-a, 171, 171-a, 287, 308, 429, 475, 505, 697, 1096, 1142, and 1415 of that Law; and may require disclosure of social security numbers pursuant to 42 USC 405(c)(2)(C)(i).

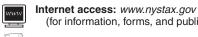
This information will be used to determine and administer tax liabilities and, when authorized by law, for certain tax offset and exchange of tax information programs as well as for any other lawful purpose.

Information concerning guarterly wages paid to employees is provided to certain state agencies for purposes of fraud prevention, support enforcement, evaluation of the effectiveness of certain employment and training programs and other purposes authorized by law.

Failure to provide the required information may subject you to civil or criminal penalties, or both, under the Tax Law.

This information is maintained by the Director of Records Management and Data Entry, NYS Tax Department, W A Harriman Campus, Albany NY 12227.

Need help?



(for information, forms, and publications) Fax-on-demand forms:

1 800 748-3676

Telephone assistance is available from 8:00 A.M. to 5:00 P.M. (eastern time), Monday through Friday.

To order forms and publications:	1 800 462-8100
Sales Tax Information Center:	1 800 698-2909
From areas outside the U.S. and outside Canada:	(518) 485-6800
Hearing and speech impaired (telecommunications	
device for the deaf (TDD) callers only):	1 800 634-2110

Persons with disabilities: In compliance with the Americans with Disabilities Act, we will ensure that our lobbies, offices, meeting rooms, and other facilities are accessible to persons with disabilities. If you have questions about special accommodations for persons with disabilities, please call 1 800 972-1233.

I, ______, hereby affirm, under penalty of perjury, that I am ______

(title)

of the above-named contractor, and that I am authorized to make this certification on behalf of such contractor.

Complete Sections 1, 2, and 3 below. Make only one entry in each section.

Section 1 — Contractor registration status

The contractor has made sales delivered by any means to locations within New York State of tangible personal property or taxable services having a cumulative value in excess of \$300,000 during the four sales tax quarters which immediately precede the sales tax quarter in which this certification is made. The contractor is registered to collect New York State and local sales and compensating use taxes with the Commissioner of Taxation and Finance pursuant to sections 1134 and 1253 of the Tax Law, and is listed on Schedule A of this certification.

The contractor has not made sales delivered by any means to locations within New York State of tangible personal property or taxable services having a cumulative value in excess of \$300,000 during the four sales tax quarters which immediately precede the sales tax quarter in which this certification is made.

Section 2 — Affiliate registration status

The contractor does not have any affiliates.

□ To the best of the contractor's knowledge, the contractor has one or more affiliates having made sales delivered by any means to locations within New York State of tangible personal property or taxable services having a cumulative value in excess of \$300,000 during the four sales tax quarters which immediately precede the sales tax quarter in which this certification is made, and each affiliate exceeding the \$300,000 cumulative sales threshold during such quarters is registered to collect New York State and local sales and compensating use taxes with the Commissioner of Taxation and Finance pursuant to sections 1134 and 1253 of the Tax Law. The contractor has listed each affiliate exceeding the \$300,000 cumulative sales threshold during such quarters on Schedule A of this certification.

To the best of the contractor's knowledge, the contractor has one or more affiliates, and each affiliate has not made sales delivered by any means to locations within New York State of tangible personal property or taxable services having a cumulative value in excess of \$300,000 during the four sales tax quarters which immediately precede the sales tax quarter in which this certification is made.

Section 3 — Subcontractor registration status

The contractor does not have any subcontractors.

□ To the best of the contractor's knowledge, the contractor has one or more subcontractors having made sales delivered by any means to locations within New York State of tangible personal property or taxable services having a cumulative value in excess of \$300,000 during the four sales tax quarters which immediately precede the sales tax quarter in which this certification is made, and each subcontractor exceeding the \$300,000 cumulative sales threshold during such quarters is registered to collect New York State and local sales and compensating use taxes with the Commissioner of Taxation and Finance pursuant to sections 1134 and 1253 of the Tax Law. The contractor has listed each subcontractor exceeding the \$300,000 cumulative sales threshold during such quarters on Schedule A of this certification.

To the best of the contractor's knowledge, the contractor has one or more subcontractors, and each subcontractor has not made sales delivered by any means to locations within New York State of tangible personal property or taxable services having a cumulative value in excess of \$300,000 during the four sales tax quarters which immediately precede the sales tax quarter in which this certification is made.

Sworn to this ____ day of ______ , 20 _____

Schedule A — Listing of each entity (contractor, affiliate, or subcontractor) exceeding \$300,000 cumulative sales threshold

List the contractor, or affiliate, or subcontractor in Schedule A only if such entity exceeded the \$300,000 cumulative sales threshold during the specified sales tax quarters. See directions below. For more information, see Publication 223.

A Relationship to Contractor	B Name	C Address	D Federal ID Number	E Sales Tax ID Number	F Registration in progress

Column A – Enter C in column A if the contractor; A if an affiliate of the contractor; or S if a subcontractor.

- Column B Name If the entity is a corporation or limited liability company, enter the exact legal name as registered with the NY Department of State, if applicable. If the entity is a partnership or sole proprietor, enter the name of the partnership and each partner's given name, or the given name(s) of the owner(s), as applicable. If the entity has a different DBA (doing business as) name, enter that name as well.
- Column C Address Enter the street address of the entity's principal place of business. Do not enter a PO box.
- Column D ID number Enter the federal employer identification number (EIN) assigned to the entity. If the entity is an individual, enter the social security number of that person.
- Column E Sales tax ID number Enter only if different from federal EIN in column D.
- Column F If applicable, enter an X if the entity has submitted Form DTF-17 to the Tax Department but has not received its certificate of authority as of the date of this certification.

Individual, Corporation, Partnership, or LLC Acknowledgment
STATE OF } : SS.:
COUNTY OF }
On the day of in the year 20, before me personally appeared,
known to me to be the person who executed the foregoing instrument, who, being duly sworn by me did depose and say that
County of,
State of; and further that:
[Mark an $m{X}$ in the appropriate box and complete the accompanying statement.]
\Box (If an individual): _he executed the foregoing instrument in his/her name and on his/her own behalf.
If a corporation): _he is the
of, the corporation described in said instrument; that, by authority of the Board of Directors of said corporation, _he is authorized to execute the foregoing instrument on behalf of the corporation for purposes set forth therein; and that, pursuant to that authority, _he executed the foregoing instrument in the name of and on behalf of said corporation as the act and deed of said corporation.
□ (If a partnership): _he is a
of, the partnership described in said instrument; that, by the terms of said partnership, _he is authorized to execute the foregoing instrument on behalf of the partnership for purposes set forth therein; and that, pursuant to that authority, _he executed the foregoing instrument in the name of and on behalf of said partnership as the act and deed of said partnership.
(If a limited liability company): _he is a duly authorized member of
Notary Public

Registration No. _____

VENDOR RESPONSIBILITY QUESTIONNAIRE

All bidders must complete the Vendor Responsibility Questionnaire in the New York State VendRep System. Information concerning the system is contained in the paragraph that follows.

To enroll in and use the New York State VendRep System, see the Instructions available at <u>http://www.osc.state.ny.us/vendrep/index.htm</u> or go directly to the VendRep System online at <u>http://onlineservices.osc.state.ny.us/</u>. Vendors must provide their New York State Vendor Identification Number when enrolling. To request assignment of a Vendor ID Number, or for help with the online questionnaire, contact the Office of the State Comptroller's Help Desk at 866-370-4672 or 518-408-4672 or by email at <u>ITSServiceDESK@osc.state.ny.us</u>.

The Certification page must be submitted to DASNY with bid submittals upon notification of intent to award.



DORMITORY AUTHORITY - STATE OF NEW YORK Office of Opportunity Programs

UPSTATE: 515 Broadway * Albany, NY 12207-2964 * Phone: (518) 257-3706 Fax: (518) 257-3100 **DOWNSTATE**: One Penn Plaza, 52nd Floor * New York, NY * 10119-0098 * Phone: (212) 273-5000 Fax: (212) 273-5121

UTILIZATION PLAN

	ORI	GINAL Submission	REVISED Submis	sion 🗌
A. P	RIME INFORMATION:	CONTRACTOR	CONSULTANT	VENDOR
	Name: Address: Contact Person: Telephone Number:]	City: State: E-Mail Address: Fax Number:	Zip:
B. PF	ROJECT INFORMATION	J:		
	Project Number: Wo	ork Authorization# (if	applicable)	
	Contract / Bid Number:	Contract Amount	: \$	
	MBE Goal %	_ \$ WBE Go	oal % \$	
	Facility Name: Building(s): Address: City: County: Work Description:	-		
1.	Schedule of proposed s	ubcontract work:		
	Trade/Service 	Amount \$ \$ \$ \$ \$ \$ \$ \$ \$	Trade/Service	Amount \$ \$ \$ \$ \$ \$ \$ \$ \$ \$
2.	Description of Equipme	ent, Materials or Sur	oplies	Estimated Amount \$ \$ \$

\$ _____ \$ _____ \$ _____ \$ _____

\$

3. List <u>ALL</u> subcontractors and suppliers you plan to utilize during the performance of this contract:

•	Firm Name: Address: City: State: Contact Person: Work Description:	Zip:	Value of Proposed Award: \$ Fed ID No. Estimated Start Date: Telephone: Type of Firm: MBE WBE OTHER
•	Firm Name: Address: City: State: Contact Person: Work Description:	Zip:	Value of Proposed Award: \$ Fed ID No. Estimated Start Date: Telephone: Type of Firm: MBE WBE OTHER
•	Firm Name: Address: City: State: Contact Person: Work Description:	Zip:	Value of Proposed Award: \$ Fed ID No. Estimated Start Date: Telephone: Type of Firm: MBE WBE OTHER
•	Firm Name: Address: City: State: Contact Person: Work Description:	Zip:	Value of Proposed Award: \$ Fed ID No. Estimated Start Date: Telephone: Type of Firm: MBE WBE OTHER
•	Firm Name: Address: City: State: Contact Person: Work Description:	Zip:	Value of Proposed Award: \$ Fed ID No. Estimated Start Date: Telephone: Type of Firm: MBE WBE OTHER
•	Firm Name: Address: City: State: Contact Person: Work Description:	Zip:	Value of Proposed Award: \$ Fed ID No. Estimated Start Date: Telephone: Type of Firm: MBE WBE OTHER
•	Firm Name: Address: City: State: Contact Person: Work Description:	Zip:	Value of Proposed Award: \$ Fed ID No. Estimated Start Date: Telephone: Type of Firm: MBE WBE OTHER

(subcontractor/supplier continuation page)

•	Firm Name: Address: City: State: Contact Person: Work Description:	Zip:	Value of Proposed Award: \$ Fed ID No. Estimated Start Date: Telephone: Type of Firm: MBE WBE OTHER
•	Firm Name: Address: City: State: Contact Person: Work Description:	Zip:	Value of Proposed Award: \$ Fed ID No. Estimated Start Date: Telephone: Type of Firm: MBE WBE OTHER
•	Firm Name: Address: City: State: Contact Person: Work Description:	Zip:	Value of Proposed Award: \$ Fed ID No. Estimated Start Date: Telephone: Type of Firm: MBE WBE OTHER
•	Firm Name: Address: City: State: Contact Person: Work Description:	Zip:	Value of Proposed Award: \$ Fed ID No. Estimated Start Date: Telephone: Type of Firm: MBE WBE OTHER
•	Firm Name: Address: City: State: Contact Person: Work Description:	Zip:	Value of Proposed Award: \$ Fed ID No. Estimated Start Date: Telephone: Type of Firm: MBE WBE OTHER
•	Firm Name: Address: City: State: Contact Person: Work Description:	Zip:	Value of Proposed Award: \$ Fed ID No. Estimated Start Date: Telephone: Type of Firm: MBE WBE OTHER
•	Firm Name: Address: City: State: Contact Person: Work Description:	Zip:	Value of Proposed Award: \$ Fed ID No. Estimated Start Date: Telephone: Type of Firm: MBE WBE OTHER

(subcontractor/supplier continuation page)

•	Firm Name: Address: City: State: Contact Person: Work Description:	Zip:	Value of Proposed Award: \$ Fed ID No. Estimated Start Date: Telephone: Type of Firm: MBE WBE OTHER
•	Firm Name: Address: City: State: Contact Person: Work Description:	Zip:	Value of Proposed Award: \$ Fed ID No. Estimated Start Date: Telephone: Type of Firm: MBE WBE OTHER
•	Firm Name: Address: City: State: Contact Person: Work Description:	Zip:	Value of Proposed Award: \$ Fed ID No. Estimated Start Date: Telephone: Type of Firm: MBE WBE OTHER
•	Firm Name: Address: City: State: Contact Person: Work Description:	Zip:	Value of Proposed Award: \$ Fed ID No. Estimated Start Date: Telephone: Type of Firm: MBE WBE OTHER
•	Firm Name: Address: City: State: Contact Person: Work Description:	Zip:	Value of Proposed Award: \$ Fed ID No. Estimated Start Date: Telephone: Type of Firm: MBE WBE OTHER
•	Firm Name: Address: City: State: Contact Person: Work Description:	Zip:	Value of Proposed Award: \$ Fed ID No. Estimated Start Date: Telephone: Type of Firm: MBE WBE OTHER

Type Name of Principal or Officer

Type Title of Principal or Officer

Signature of Principal or Officer

D. PERMANENT EMPLOYEE DISTRIBUTION					
PRIME INFORMAT	TION: CONTRACTOR 🗌 CONSULTANT	VENDOR			
Name: Address:	Federal ID#				
City: 9	State: Zip: on: Telephone:				
DISTRIBUTION O ENTER POSITION	DF PERMANENT EMPLOYEES FEMALE EMPLOYEES NATIVE	MALE EMPLOYEES NATIVE			
OR JOB TITLE	WHITE BLACK AMERICAN HISPANIC ASIAN				
EXECUTIVE AND OW	'NER: For position titles such as President, Partner, Ow	ner, Treasurcr, Secretary, etc.			
PROFESSIONAL:	For position titles of individuals possessing a License	to practice their profession			
TECHNICAL AND MA	NAGEMENT: For position titles except Executive and				
CLERICAL AND SUPP	PORT:				

Type Name of Principal or Officer

Type Title of Principal or Officer

Signature of Principal or Officer

Date

E. STANDARD EQUAL EMPLOYMENT OPPORTUNITY POLICY STATEMENT

PRIME INFORMATION: CONTRACTOR CONSULTANT VENDOR			
Name:			
Address:			
Address:			
City: State: Zip:			
Contact Person: Telephone:			
PROJECT INFORMATION:			
Facility Name:			
Building (s):			
Address:			
City: County: Zip:			
Work Description:			
Project Number: Contract Amount: \$			

The following is statement of _____'s commitment to provide participation by minority persons and women in the workforce at the above referenced project.

_____ will ensure and maintain a working environment free of harassment, intimidation and coercion and shall specifically ensure that all foremen, superintendents and other supervisory personnel are aware of and carry out our commitment to maintain such a working environment.

_____ will establish and maintain a current list of minority and women recruitment sources and notify such sources and minority and community organizations when employment opportunities are available and maintain a record of the sources and organizations' responses.

_____ will maintain a file of the names and address of each minority person and woman referred to it by any individual, recruitment source or community organization and of what action was taken with respect to each such referred individual. If the individual was not employed, the file will contain the reasons.

_____ will promptly notify the Dormitory Authority when the union or unions with which we have a collective bargaining agreement has not referred to us a minority person or woman sent by us to such a union for employment in the work or when it has other information that the union referral process has impeded efforts to meet is obligations.

_____ will disseminate this equal employment opportunity policy statement within the organization and will provide all subcontractors with a copy, discussing it with them prior to commencing work at the job site. A copy of our equal employment policy shall be posted at the job site at all times.

Type Name of Principal or Officer

Type Title of Principal or Officer

Signature of Principal or Officer

Date