

### FOR DEMO PURPOSES ONLY CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

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

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

certificate holder in lieu o	of such endors	sement(s	s).	CONTACT				
PRODUCER				CONTACT NAME:		Trav -		
Your Agent or Broker				PHONE (A/C, No. Ext):		[ FAX (A/C, No)		
				E-MAIL ADDRESS:				
						RDING COVERAGE		NAIC#
				INSURER A: Your Insurance Company				
INSURED				INSURER B: Your Insurance Company				
				INSURER C : YOU	Insurance Com	npany		
Your Name				INSURER O: YOU				
				INSURER E: Your Insurance Company				
				INSURER F: Your Insurance Company				
COVERAGES	CER	TIFICAT	TE NUMBER:			REVISION NUMBER:		
INDICATED. NOTWITHSTA CERTIFICATE MAY BE ISS	nding any re UED or may	QUIREM PERTAIN	JRANCE LISTED BELOW HA ENT, TERM OR CONDITION I, THE INSURANCE AFFORD S. LIMITS SHOWN MAY HAVE	OF ANY CONTRA	CT OR OTHER CIES DESCRIBE	DOCUMENT WITH RESPE D HEREIN IS SUBJECT T	CT TO	WHICH THIS
NSR LTR TYPE OF INSURA	NCE	ADDL SUE		POLICY E		LIMI	TS	
GENERAL LIABILITY		MUSIC DVV	D TOCIOT NOMBER	TIVITODI I I	TT (WWW.DDFT CTT)	EACH OCCURRENCE	s	2,000,000
COMMERCIAL GENERAL	•					DAMAGE TO RENTED PREMISES (Ea occurrence)	\$	50,000
CLAIMS-MADE	_		The state of the s	A Charles	d Jane V	MED EXP (Any one person)	S	5,000
A   X   Include Independer	t Contractors	Y	XYZ-123	MM/DD/	YY MM/DD/YY	PERSONAL & ADV INJURY	s	2,000,000
					100	GENERAL AGGREGATE	S	2,000,000
GEN'L AGGREGATE LIMIT AP	PLIES PER:					PRODUCTS - COMPIOP AGG	s	2,000,000
POLICY PRO- JECT	LOC						S	
AUTOMOBILE LIABILITY						COMBINED SINGLE LIMIT (Ea accident)	s	\$1,000,000
X ANY AUTO				MM/DD/YY		BODILY INJURY (Per person)	S	
B X ALL OWNED X	SCHEDULED AUTOS		ABC-345		YY MM/DD/YY	BODILY INJURY (Per accident)	S	
X HIRED AUTOS X	AUTOS NON-OWNED AUTOS					PROPERTY DAMAGE (Per accident)	S	
X							S	
X UMBRELLA LIAB X	OCCUR					EACH OCCURRENCE	s	As Needed
C EXCESS LIAB	CLAIMS-MADE	Y	LLL-555	MM/DD/	YY MM/DD/YY	AGGREGATE	s	
DED RETENTION	S						s	
WORKERS COMPENSATION						WC STATU- OTH-		
AND EMPLOYERS' LIABILITY  ANY PROPRIETOR/PARTNER/E	XECUTIVE Y/N		WOD 070	AAAA/DDA	ANAIDDAY	E.L. EACH ACCIDENT	s	
OFFICER/MEMBER EXCLUDED (Mandatory in NH)	?	N/A	WCB-678	MM/DD/	YY MM/DD/YY	E.L. DISEASE - EA EMPLOYER	<b>\$</b>	1,000,000
If yes, describe under DESCRIPTION OF OPERATION	S below					E.L. DISEASE - POLICY LIMIT		1,000.000
Builders Risk - REQUIRED FOR:		MCK-777	MM/DD/	YY MM/DD/YY	Contract Value			
DESCRIPTION OF OPERATI ONS/ Li Project Name: 3477009999 - Facility: SUNY Buffalo State The following are Additional I Construction Manager, Proof	Provide Moving Sonsureds as res	ervices (In	& Out) and Off-Site Storage Services is project: the Dormitory Autl	ces for SUNY Buffalo hority-State of NY;	State the State of NY;			ate, &
CERTIFICATE HOLDER				CANCELLATIO	ON			
Dormitory Auth Attn: Risk Man	agement	New Yor	k	THE EXPIRA	TION DATE TH	DESCRIBED POLICIES BE ( IEREOF, NOTICE WILL CY PROVISIONS.		
515 Broadway Albany, New York 12207			AUTHORIZED REPRESENȚATIVE					
			Your Agent/Broker Representative					



ANDREW M. CUOMO Governor

ALFONSO L. CARNEY, JR.

**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	
Information required to complete this Schedule, if not sho	L

- 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:

- 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:

- 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 shown 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:

- 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 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
- 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.

## 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.

AGENCT COSTOMER ID.	AGENCY CUSTOMER ID:	
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AGENCY

### NEW YORK CONSTRUCTION CERTIFICATE OF LIABILITY 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.

NAMED INSURED(S)

POLICY	NUMBER	EFFECTIVE DATE	CARRIER	NAIC CODE
ADDE	ENDUM INFORMATION CERTIFICATE NUMB	ER:	REV	ISION NUMBER:
A.	Insurer  Admitted / authorized  Excess line or free trade zone			
В.	General Liability (GL) policy form  ISO / ISO modified			
	Other			
C.	Specific operations excluded or restricted (GL police Location: Type of construction: Building height: Classifications [see attached declarations of the construction	endorsement]		
D.	Additional insured endorsement (GL policy)  CG 20 10 CG 20 26 CG 20 32  Other: #: Title: Oth		CG 20 37 CG 20 38	
E.	According to the terms of this GL policy, the addition		primary and noncontributory covera	ge
F.	Additional insured will receive advance notice if insured Yes No and no other op	surer cancels (GL		
G.	Blanket contractual liability located in the "insured restricted	contract" definiti	on (Section V, Number 9, Item f. in t	ne ISO CGL policy) is removed or
	Yes and no other option is available with	h this insurer	No changes made	
Н.	"Insured contract" exception to the employers liabi  Yes and no other option is available with	-	emoved or modified (GL policy)  No changes made	
I.	GL policy (including endorsements) does not cover subcontractors (not workers' compensation)  Yes and no other option is available with	the additional in		employees of the named insured or

ADD	ENDUM INFORMATION (continued)	AGEN	CY CUSTOMER ID	):	
		-:			- U A
J.	Earth movement, excavation or explo	is available with this insurer	No change		olicy)
	Tes and Indoduel option	is available with this insurer	No change	es made	
K.	Insured vs. insured suits (cross liabil				vs. named insured)
	Yes and no other option	is available with this insurer	No change	es made	
L.	Property damage to work performed or restricted	by subcontractors (exception to	o the "damage to	your work" exclusion in the IS	O CGL policy) is excluded
	Yes and no other option	is available with this insurer	No change	es made	
M.	Excess / umbrella policy is primary a	nd non-contributory for additio	nal insureds		
	Yes, by specific policy provision	Yes, by endorsement	No and	no other option is availa	ble with this insurer
	A	UTHORIZED REPRESENTATIVE SIGNATU	RE		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.



New York State Department of Taxation and Finance

### **Contractor Certification**

ST-220-

(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 name				
Contractor's principal place of business		City	State	ZIP code
Contractor's mailing address (if different that	n above)			
Contractor's federal employer identification	n number (EIN)	Contractor's sales tax ID numb	OCT (if different from contractor's EIN	Contractor's telephone number
				( )
Covered agency or state agency	Contract number	er or description	Ęstiŗ	nated contract value over
				ull term of contract not including renewals) \$
			,	, ,
Covered agency address			Cove	ered 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 quarterly 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?



Internet access: www.nystax.gov (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.

(title)

(sign before a notary public)

### 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 guarters. 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  $\boldsymbol{C}$  in column A if the contractor;  $\boldsymbol{A}$  if an affiliate of the contractor; or  $\boldsymbol{S}$  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.

Registration No. \_\_\_\_\_

### Individual, Corporation, Partnership, or LLC Acknowledgment

marviada, corporation, rathership, or LLO Additionledgment
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
_ he resides at ,
Town of
County of ,
State of; and further that:
[Mark an $\boldsymbol{X}$ in the appropriate box and complete the accompanying statement.]
☐ (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

### **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 <a href="http://www.osc.state.ny.us/vendrep/index.htm">http://www.osc.state.ny.us/vendrep/index.htm</a> or go directly to the VendRep System online at <a href="http://onlineservices.osc.state.ny.us/">http://onlineservices.osc.state.ny.us/</a>. 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 <a href="https://onlineservicenten.ny.us">ITSServiceDESK@osc.state.ny.us</a>.

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