

<b>Dutchess County Manual of Policies and Procedures</b>	<b>Contracted Services Policy</b>
Applies to: Contractual Agreements to which it is attached.	<b>Policy 00.04</b>
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## Appendix I

### Insurance Requirements Summary

This is a summary of the County's insurance requirements designed to help organizations and their insurance agents provide the appropriate insurance documentation to the County. The full insurance requirements are in the agreement with the County.

All organizations, and any sub-contractors, receiving funds from the County must secure and maintain, at their own cost, the following insurance and provide proof to the County prior to commencing work under any Agreement:

1. Workers' Compensation Employer's Liability (statutory limits). In compliance with the Workers' Compensation Law of the State of New York, each organization shall provide:
  - A. A certificate of insurance on an Acord form indicating proof of coverage for Workers' Compensation, Employer's Liability, OR
  - B. A New York State Workers' Compensation Notice of Compliance (Form C-105, Form U-26.3, Form SI-12 or Form SI-105.2P). The Notice of Compliance must indicate that a waiver of subrogation in favor of the County of Dutchess is provided, OR
  - C. In the event that the organization is exempt from providing coverage, it must provide a properly executed copy of the Certificate of Attestation of Exemption from NYS Workers' Compensation Board, Form CE-200, OR
  - D. A Certificate of Participation in a Self-insurance Program. For those municipalities participating in the Dutchess County Self-Insured Plan, we will receive verification from the Dutchess County Office of Risk Management.
2. Commercial General Liability Insurance coverage including:
  - A. Blanket contractual coverage for the operation of the program with limits not less than \$1,000,000 per occurrence and \$2,000,000 in the aggregate.
  - B. Insurance shall be written on an occurrence coverage form.
  - C. Insurance shall include coverage for bodily injury and property damage liability. In addition, if your organization provides services to minors 0 to 18 years of age, your insurance coverage shall include sexual abuse, molestation and medical coverage for the participants in the program.
  - D. County of Dutchess must be listed as additional insured.
  - E. Additional insured endorsement required which shall not contain any exclusion for bodily injury or property damage arising from completed operations.

Depending on the type and scope of work, the County may also require additional insurance coverage for:

1. Automobile Liability Insurance coverage for all owned, scheduled, hired, and non-owned vehicles with:
  - A. A combined single limit of liability of not less than \$1,000,000.
  - B. Insurance shall include coverage for bodily injury and property damage liability.
  - C. County of Dutchess must be listed as additional insured.
2. Professional Liability, if required, with:

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- A. Limits not less than \$1,000,000 per occurrence; \$3,000,000 in the aggregate.
- B. In the event of expiration or termination of the Agreement, the organization shall either maintain this coverage for not less than three (3) years, or shall provide an equivalent extended reporting endorsement (commonly known as a 'tail policy').
- 3. Excess/Umbrella Liability, if required, with:
  - A. Limits not less than \$5,000,000 per occurrence with a \$5,000,000 aggregate.
  - B. County of Dutchess must be included as additional insured.
- 4. The Acord form certificate of insurance must contain the following provisions:
  - A. The County of Dutchess must be listed as certificate holder and additional insured on the commercial general, umbrella/excess, and automobile liability policies.
  - B. The commercial general liability policy must include the additional insured endorsement forms cg 2037 July 2004 edition and the cg 2010 April 2013 edition or their equivalent.
  - C. The commercial general and automobile policies are primary and noncontributory.
  - D. The commercial general liability, auto liability and worker's compensation policies must contain a waiver of subrogation in favor of the County of Dutchess.
  - E. The umbrella/excess policy is primary and noncontributory and must contain a waiver of subrogation in favor of the County of Dutchess.
- 5. Notice of Cancellation: Prior to cancellation or material change in any policy, a thirty (30) day notice shall be given to the County Attorney at the address listed below:  
 Dutchess County Attorney  
 County Office Building  
 22 Market Street  
 Poughkeepsie, New York 12601
- 6. All insurance policies shall be underwritten by companies authorized to do business in the State of New York with an A.M. Best financial strength rating of A- or better. In the alternative, the policies may be underwritten by Non-Admitted companies with an A.M. Best financial strength rating of A+ or higher. The organization and its sub-contractor(s), if any, shall be solely responsible for any deductible losses under each of the required policies.
- 7. Description of Operation: Following is a sample Certificate of Insurance (COI) highlighting the required coverage and language for the Description of Operations. This highlighted information is essential. Please review it carefully and submit accordingly as the Director of Risk Management will accept nothing less OR for the sake of ease and clarity we welcome and encourage you to forward this requirement sheet and the sample COI to your insurance agent/carrier for direct submission to us.

Questions or concerns by you or your carrier should be addressed to:  
 George L. Salem, Jr., Director of Risk Management  
 Dutchess County Department of Human Resources  
 (845) 486-2030 or [gsalem@dutchessny.gov](mailto:gsalem@dutchessny.gov)

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## 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).

PRODUCER	CONTACT NAME	
	PHONE NO. EXT. FAX NO.	
INSURED	ADDRESS	
	CITY, STATE, ZIP	
INSURER(S) AFFORDING COVERAGE		NAIC #
INSURER A: Admitted in NYS (AM Best rated A- or better)		
INSURER B: Non-Admitted in NYS (AM Best rated A+ or better)		
INSURER C:		
INSURER D:		
INSURER E:		

COVERAGES CERTIFICATE NUMBER: REVISION NUMBER:

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

TYPE	TYPE OF INSURANCE	ADDITIONAL	POLICY NUMBER	POLICY EFF. DATE (MM/DD/YYYY)	POLICY EXP. DATE (MM/DD/YYYY)	LIMITS
<input checked="" type="checkbox"/>	COMMERCIAL GENERAL LIABILITY	<input checked="" type="checkbox"/>				EACH OCCURRENCE \$ 1,000,000
	CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR					ADULTS TO INURED PERSONS CLASSIFICATION \$ 100,000
	GENERAL AGGREGATE LIMIT APPLIES PTR. POLICY <input checked="" type="checkbox"/> PROTECT <input type="checkbox"/> LOG					INTD COV (Any one person) \$ 5,000
	OTHER:					PERSONAL & ADJUTANT \$ 1,000,000
	AUTOMOBILE LIABILITY					GENERAL AGGREGATE \$ 2,000,000
<input checked="" type="checkbox"/>	ANY AUTO					PROTECTS - CONSUMER AGG \$ 2,000,000
<input type="checkbox"/>	ALL OWNED AUTOS	<input type="checkbox"/>				UNLIM. SINGLE LIMIT (Aggregate) \$ 1,000,000
<input type="checkbox"/>	HIRED AUTOS	<input type="checkbox"/>				BODILY LIABILITY (Per person) \$
						BODILY LIABILITY (Per accident) \$
						PROPERTY DAMAGE (Per person) \$
						PROPERTY DAMAGE (Per accident) \$
<input checked="" type="checkbox"/>	UMBRELLA LIABILITY	<input checked="" type="checkbox"/>				EACH OCCURRENCE \$ 5,000,000
<input checked="" type="checkbox"/>	EXCESS LIABILITY	<input checked="" type="checkbox"/>				AGGREGATE \$
	DED. RETENTION:					\$
	WORKERS COMPENSATION AND EMPLOYERS LIABILITY					<input checked="" type="checkbox"/> EMPLOYEE <input type="checkbox"/> OTHER
	ANY PROPRIETOR OR PARTNER EXECUTIVE OFFICER/OWNER EXCLUDED (availability in NY) (used should worker description of operations only)	<input checked="" type="checkbox"/>				EL - EACH ACCIDENT \$ 100,000
	Professional Liability (if required)					EL - DISEASE - EMPLOYEE \$ 100,000
						EL - DISEASE - POLICY LIMIT \$ 500,000
						\$1,000,000 Occurrence \$3,000,000 Aggregate

DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)  
 County of Dutchess included as additional insured on a primary and non-contributory basis for General Liability, Auto Liability and Excess/Umbrella Liability. General Liability additional insured forms CG2010 7104 and CG2037 7104 editions or their equivalent are included. Waiver of Subrogation in favor of County of Dutchess included on General Liability, Auto Liability, Excess/Umbrella Liability and Workers Compensation. 30 Day Notice of Cancellation or Material Change to certificate holder included.

CERTIFICATE HOLDER	CANCELLATION
County of Dutchess Attn: County Attorney 22 Market Street Poughkeepsie NY 12661	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.  AUTHORIZED REPRESENTATIVE