

**Request for Proposal – Fixed Base Operator (“FBO”) Solicitation for Chautauqua County/Dunkirk Airport**      **Revised/Reissued on March 29, 2018 (Revisions shown in blue font)**

The purpose of this Request for Proposal is to solicit proposals from prospective FBO lessors/operators for operation of flight line and hangar management services and related aviation services at the Chautauqua County/Dunkirk Airport (DKK). The objective proposal will describe the prospective lessors/operator’s business, operations, management and service delivery model for core FBO services (See Attachment A: Minimum Standards for FBO Services to the General Aviation Patrons at DKK). **The prospective FBO Lessor/Operator should prepare a business proposal based on the minimum standards and services delineated in Attachment A.** Chautauqua County (“County”), will evaluate proposals with the objective of selecting one or more prospective lessors/operators for subsequent negotiation of a best value contract.

*At the proposer’s option*, you may elect to also propose optional business lines and service delivery plans for other aviation related services that would provide a broader portfolio of services at the airport. Any Special Aviation Service Operations (“SASO”) that the offeror proposes to establish at the Chautauqua County/Dunkirk Airport within the constructs of a lease/operate agreement with Chautauqua County should be enumerated as optional or supplemental services in your proposal.

The DKK Airport facilities and flight-side infrastructure represent a substantial investment of County, State and Federal funds: it is the County’s objective to select and enter into a negotiated contract with an FBO lessor/operator best suited to sustain and grow the value of the airport to the aviation community and public at large.

Interested parties are invited to submit business proposals which shall include at a minimum:

- A. Letter of intent;
- B. Organization and resource portfolios;
- C. Letters of reference from airport authorities of equivalent size/complexion;
- D. Relevant business experience and proposed management plan;
- E. Proposed operations portfolio and supporting business plan with pro forma Profit & Loss statement including proposed revenues to the County; and
- F. Marketing plans.

Selection of one or more prospective FBO operators for subsequent negotiations of an FBO lease/operate contract will be based on the following factors/criteria:

- A. Prospective Operator’s management plan and identified wherewithal to implement the plan.

- B. Expertise, depth and experience of key management personnel to undertake the proposed scope of operations.
- C. Prospective Operator's articulated understanding of the general aviation market potential at the Chautauqua County/Dunkirk Airport and its proposed service delivery model to meet identified needs/opportunities.
- D. Prospective Operator's understanding of the legal, regulatory, civic, and business environment, and articulated strategies to address stakeholders' equities in the conduct of the FBO and related flight operations in the Dunkirk environs.
- E. Proposed portfolio of services to be offered and the viability of the business plan to achieve the objective services portfolio, including proposed revenues to the County.
- F. Risk management strategy and contingency plans to deal with unforeseen circumstances or to exploit opportunities that may arise.

A selection committee will evaluate each business proposal and notify technically responsive offerers of conditional qualification. Qualifying candidate firms will be invited to participate in negotiations with the objective of developing a best value contract that offers long term financial viability to both the County and the FBO lessor/operator.

As part of this Phase II negotiation, successful offerors will be asked to provide:

- Demonstration of financial means to implement the objective business plan. Required documentation may include audited financial statements, credit checks, letter(s) of credit or other demonstration of means to the business plan cash flow forecast.
- Credentials supporting prospective lessor/operator's proposed service delivery portfolio. These credentials may include, but are not limited to, licenses, certificates, permits, proof of ownership and registration records.

**A site visit of the Dunkirk Airport and facilities can be arranged by contacting the Airports Manager at: (716) 661-8930 or via email: [FlyJHW@co.chautauqua.ny.us](mailto:FlyJHW@co.chautauqua.ny.us)**

**Business proposals are due to the County No Later Than 5:00 PM on Monday, May 2, 2018. Proposals can be sent to:**

**Chautauqua County Airports & Parks  
Attn: Airports Manager  
3163 Airport Drive  
Jamestown, NY 14701**

The objective award date for the FBO lease/operate contract is July 1, 2018.

**Term of Agreement**

It is anticipated that the FBO Agreement shall be for a base period of not less than two (2) years and not more than forty (40) years.

### **Minimum Services and Responsibilities of Successful Proposer**

The baseline level of services required of the prospective lessor/operator are identified in Attachment A:

#### “Minimum Standards for FBO Services to the General Aviation Patrons at DKK”

**Background:** The Chautauqua County/Dunkirk Airport (“DKK”), a 450-acre general aviation airport in the Town of Sheridan, New York, is owned by Chautauqua County and operated as a Division within the County’s Department of Public Facilities. The County maintains and operates all air-side facilities and infrastructure. Prior to November 2017, the County contracted with Dunkirk Aviation Sales & Service Inc., under a long-term contract to lease/operate a FBO. In addition to the FBO business entity, the airport hosted an avionics sales and service business, a Section 141 flight school, an aircraft sales business and subcontracted aircraft engine repair and inspection work. These discrete business entities were all under common, family ownership. In November 2017, Dunkirk Aviation ceased operations at DKK. In the interest of maintaining continuity of flight line services, the County entered into a 9-month lease/operate FBO services contract with the Chautauqua Regional Economic Development Corporation (“CREDC”) on November 1, 2017.

### **Airport Description**

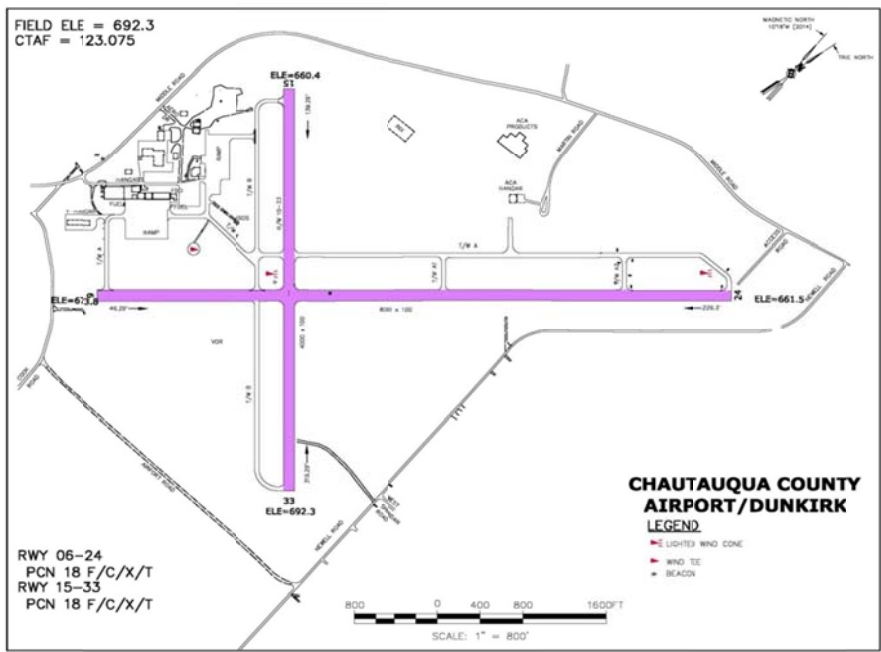
The Chautauqua County/Dunkirk Airport is designated by the FAA as a publicly-owned, public-use facility and is characterized as a general aviation (GA) facility under the 2013-2017 National Plan of Integrated Airport Systems (“NPIAS”). Under the New York State Aviation System Plan (“NYSASP”), DKK is considered a commercial airport having an ARC designation B-II. It is one of three general aviation airports in the NYSASP – Southern Tier West Region which is comprised of Chautauqua, Cattaraugus and Allegany counties.

The Dunkirk airfield was built between 1943-1945 as a costal defense facility to support the war effort. In the 1950’s, Dunkirk Aviation was founded and operated continuously as the Dunkirk FBO until October 2017. For a period in the late ‘90’s until 2004, the airport supported two FBOs.



### Airfield Facilities

DKK is configured with two intersecting runways. Runway 6-24 is the primary runway measuring 6,000 x 100 ft. Runway 15-33 measures 4,000 x 100 ft. Both runways are accessed from parallel taxiways. Presently, DKK has published, non-precision instrument approaches based on global positioning satellite navigation equipment. Straight-in night IFR approaches are currently not available due to obstructions to the 20:1 visual surface on the main and secondary runways.



## Landside Facilities

### Hangars



Facility	Usable Space (ft <sup>2</sup> )	Purpose
Hangar #1	4680	GA based aircraft
Hangar #2	4680	GA based aircraft
Hangar #3	3720	GA based aircraft – currently slated for reconstruction/upgrade in CY 2018
Hangar #4	4,200	Conditioned space – based aircraft
Hangar #5	1280	Aircraft Maintenance
Hangar #6	21,600	GA based and transient aircraft. Includes partitioned /conditioned bay for turbine aircraft
Hangar #7	4800	Conditioned space – GA/Corporate based aircraft
Hangar #8	4,470 + 2340 mixed use space	Conditioned space – corporate based aircraft
T-hangar	9776	8 partitioned bays for single engine GA plus 2 storage bays

### Offices

The FBO office building is a 2,350 ft<sup>2</sup> multi-purpose facility with conference/training rooms, lobby, crew lounge, restrooms and staff offices.



### Fuel Farm

Fuel storage and handling facilities consists of 100LL avgas and Jet A underground storage tanks (“UST”) and associated piping, pumps and dispensers. The 100 LL avgas system is located on the north edge of the GA apron and is comprised of two (2) 6,000-gallon, double-walled USTs with a single fuel dispensing pump/meter. The Jet A system is located to the south of the GA apron and is comprised of two (2) 10,000-gallon single-walled USTs with a

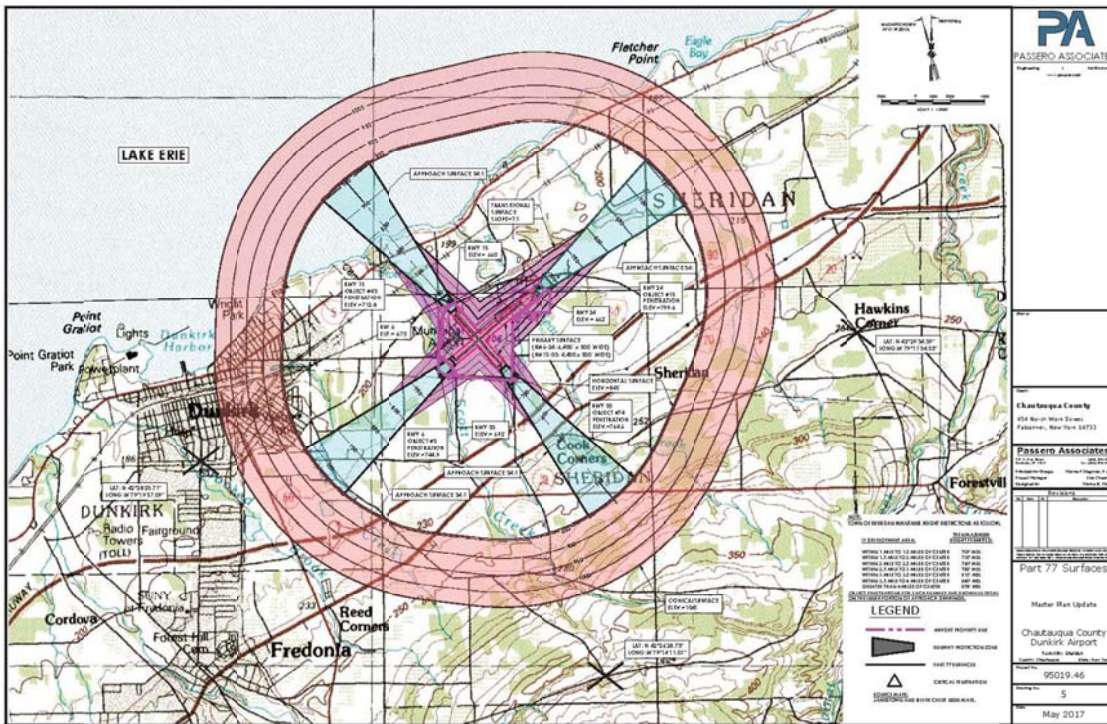
single dispensing pump. Jet A fuel is dispensed directly to a 3,000 gallon refueler truck and all turbine aircraft refueling is performed from the Jet A refueler. Piston aircraft can refuel from the over-the-wing dispenser at the 100 LL pump. Currently all 100 LL refueling is performed by FBO staff. However, the County approved a 2018 capital project to construct new above-ground fuel storage and distribution systems that will include a self-serve pump/metering system for 100 LL fuel sales.

Fuel is currently supplied to the CREDC FBO under a Fixed Base Operator Aviation Fuel Supply agreement with AvFuel Corporation that includes AvFuel’s AVTRIP and Contract Fuel Dealer programs.

### Fuel Sales

Fuel Type	CY 2015	CY 2016	CY2017
100 LL	22937	23662	23786
Jet A	33868	36000	47767

### Airspace

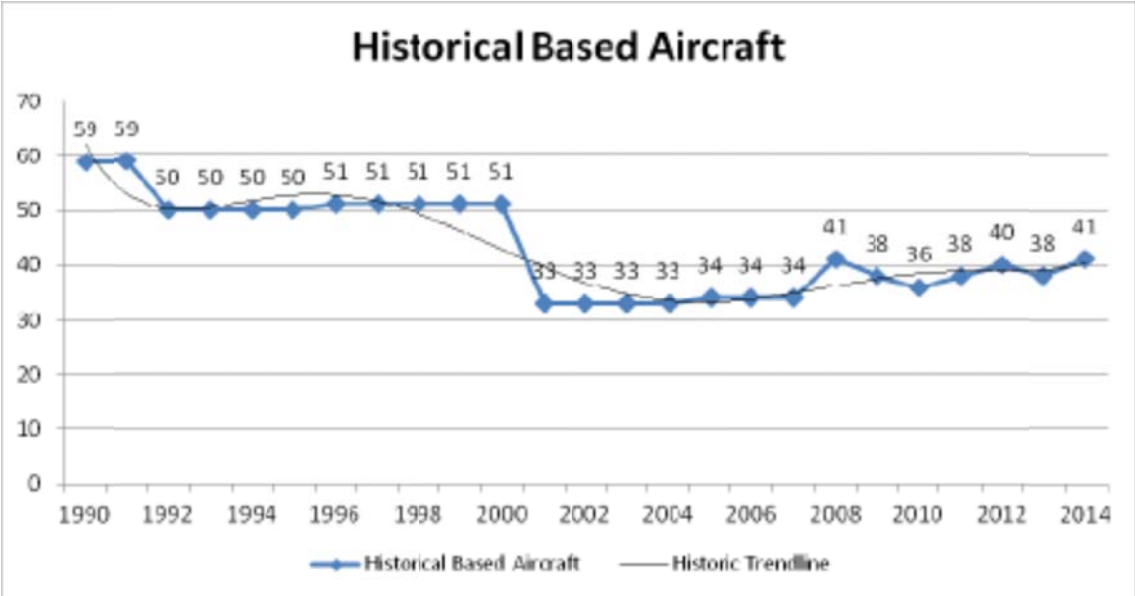


### Current Based Aircraft

Aircraft Type	On Hand as of 11/7/2017
Single Engine	33
Multi Engine	5
Jet	2
Helicopter	1

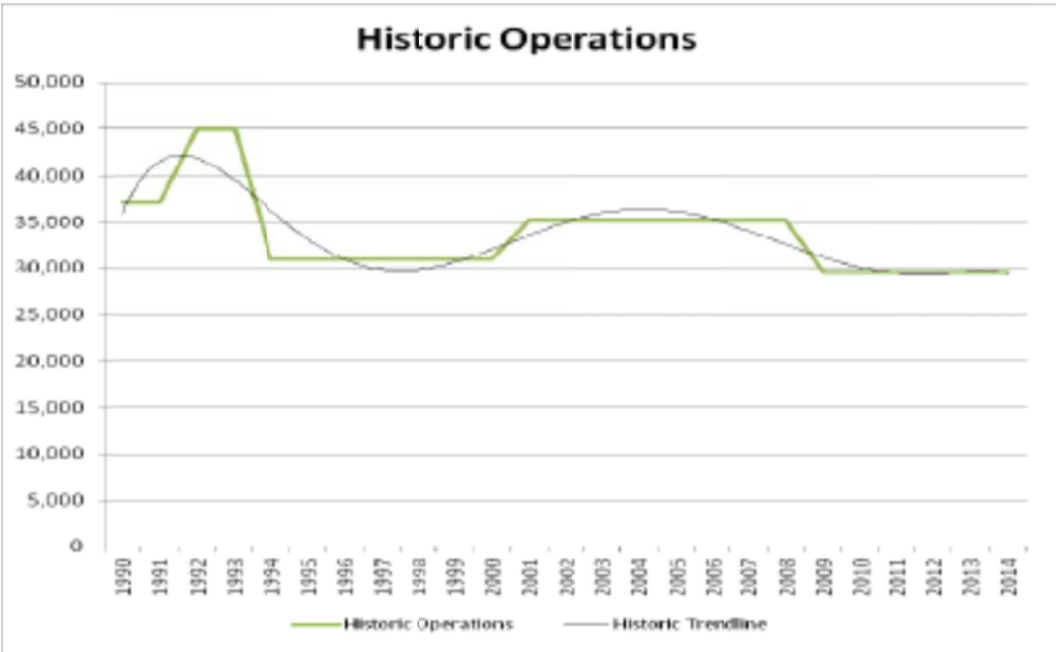
<b>Total</b>	<b>41</b>
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Based Aircraft



Historical Aeronautical Activity

Since 2009, the annual reported operations were 29,520 general aviation operations, with an activity mix of 71.2% local and 28% itinerant. <sup>i</sup>



Source: Airport Records, FAA TAF

Hangar Leases: Currently the FBO holds 23 leases for based aircraft with a nominal monthly revenue stream of \$8,000/month.

## **Business Opportunity**

The successful Proposer will be expected to provide services and amenities as described in Minimum Standards for FBO Services to the General Aviation Patrons at DKK (Attachment A).

In addition to the minimum standards outlined in Attachment A, the prospective FBO lessor/operator may propose to provide additional flight line services, amenities and capabilities to airport patrons. Prospective FBO Operators are also invited and encouraged to provide additional Special Aviation Service Operations (“SASO”) as part of their business plan and service delivery model. Proposed SASOs will be evaluated on the basis of expected value to the aviation community and extrinsic value to the County. SASO services or business lines may be provided by the FBO lessor/operator directly (self-performed) under a lease/operate contract with the County, or through a subcontract, partnership, joint venture or other business relationship acceptable to the County. SASO services/business lines may include but shall not be limited to:

- a) Aircraft Sales;
- b) Aircraft Maintenance and Repair;
- c) Avionics Sales, Installation and Repairs;
- d) Instrument and Propeller Repair Services;
- e) Flight Instruction, including UAV pilot instruction; and
- f) Specialized Commercial flight Operation.

The County will consider the portfolio of SASO services offered by the prospective FBO lessor/operator in evaluating the merit of each technical/business proposal.

### **Minimum SASO Facility Requirements.**

Where the SASO has a direct lease with the County, the ground lease and facility requirements will be determined by negotiated agreement between the lessor/operator and Chautauqua County based on the specific operation to be conducted and will be provided for in the lease.

### **Non-aviation service operations**



The FBO lessor/operator may self-perform non-aviation services, or through a subcontract, partnership, joint venture or other business relationship acceptable to the County, provide other non-aviation services at the airport to include but not be limited to:

- a) Car Rental;
- b) Livery services; and
- c) Special Event hosting/sponsorship.

All SASOs and non-aviation service operations are subject to prior approval of County and may be subject to approval by other authorities having jurisdiction. Any and all SASO and non-aviation service operations shall be expressly authorized in the lease/operate agreement or amendment thereof.

## **Responsibilities of the FBO Lessor/Operator**

### **Facilities Operations & Maintenance**

The County will perform all preventative and routine corrective maintenance of the hangars, fuel farm, and supporting facilities.

The County intends to construct a new, above ground fuel storage and aircraft refueling station for both JetA and 100 LL fuels near the existing UST's. The new fuel systems will not be completed until CY 2019. In the meantime, the FBO lessor/operator shall operate and maintain the legacy UST's and associated pumps and fuel distribution systems. FBO staff must possess UST operator class A & B credentials with New York State Department of Environmental Conservation ("NYSDEC") to meet NYSDEC requirements for UST tank operation. As the UST operator, the FBO lessor/operator will be responsible for scheduling, coordinating, and reporting environmental, fire, and safety inspections and remedial actions arising from such inspections.

The FBO lessor/operator must obtain and maintain an Aviation Fuel Retailer Supplier permit with the New York State Department of Taxation and Finance.

The FBO lessor/operator shall furnish, operate and maintain at least one refueler truck each for Jet A and 100 LL avgas refueling of aircraft. Fuel trucks currently owned and operated by CREDC are available for sale to the prospective FBO lessor/operator in "as-is" condition at the time of contract execution. The County will not require the FBO lessor/operator to have hazmat endorsed CDL licensed operators or require New York State inspection or registration of refueler vehicles provided said vehicles are operated only on County Airport property.

The FBO lessor/operator is responsible for all fees and charges associated with delivery of utility services and the establishment/repair of existing services. Responsibility for the following utilities is assigned to the FBO lessor/operator:

- a) Electric and Natural Gas (for hangars, appendages and FBO building);
- b) Water and wastewater;
- c) Telephone, internet and other communication services; and
- d) Trash collection and recycling.

### **Equipment/Services Provided by the County (Chautauqua County Department of Public Facilities/Airports & Parks Division)**

The County will maintain and operate all air-side movement services, airfield lighting and aids to air navigation.

The County will service and maintain all pedestrian and vehicle access gates and all parking area improvements.

The County will be responsible for refurbishing, renovating and replacing facilities and infrastructure as such facilities reach the end of their useful life through normal wear and tear. In the event the FBO lessor/operator determines that existing facilities are inadequate or unsuitable for intended use, the FBO lessor/operator may choose, with prior coordination and approval by the County, to renovate or replace existing facilities and infrastructure with improvements that meet bonafide business needs.

All existing tools, furnishings, office equipment, technical manuals and aircraft handling equipment will transfer to the FBO lessor/operator's custody upon execution of a lease/operate contract. Ownership of said equipment will revert to the County upon termination of said contract.

The County will maintain an FCC AF license for the Unicom base station located in the FBO office building. FBO lessor/operator is responsible for maintenance of the radio equipment.

The County will file and maintain UST permits with the NYSDEC with the FBO lessor/operator listed as operator of the tanks. The County is responsible for all costs directly attributable to permanent closure of the USTs.

### **Capital Improvements**

The County recognizes that existing flight line facilities and infrastructure present certain constraints on the scope and quality of services that can currently be provided by the FBO lessor/operator. It is in the County's interest to collaborate with the FBO lessor/operator

to modernize and renovate existing facilities and/or invest in new facilities to position the airport for future growth and provide improved value to the GA community. Therefore, the County will consider proposed business plans that include capital improvements funded in part or fully with private equity funds. The County is also intent upon pursuing airport capital improvement grant funds made available on an annual basis through the New York State Department of Transportation (“NYSDOT”) Aviation Capital Grant Program. A NYSDOT grant was recently awarded for reconstruction of DKK Hangar 3 to provide for a new, conditioned-space hangar and office area on the footprint of the existing 3420 ft<sup>2</sup> structure. The County is interested in pursuing additional capital improvements through this NYSDOT program and would favorably consider business proposals from prospective FBO lessors/operators prepared to take an equity stake in a new or refurbished facility project. According to past NYSDOT grant program guidelines, proposals that include a significant local share or private investor equity stake receive preferential consideration. Prospective FBO lessors/operators are invited to propose cost share strategies for candidate projects under the NYSDOT Aviation Facilities grant program.

### **Insurance**

The successful Proposer will be required to carry insurance appropriate to the scope and level or risks ascribed to operations and services defined in the Minimum Standards for FBO Services (Attachment A) as well as any additional SASO or non-aviation services authorized under the contract. The minimum insurance requirements for services contracted by the County are summarized in Attachment C.

Resources: The following background and reference documents can be found on the Chautauqua County/Dunkirk Airport website:

<http://www.co.chautauqua.ny.us/834/Business-Opportunities>

- Chautauqua County Airports Economic Impact Analysis; W.A. Wiedermann & Associates, Inc., June 2016
- Chautauqua County/ Dunkirk Airport Masterplan, May 2017; Passero Associates
- Registered Underground Fuel Storage Tanks
- Sample hangar lease agreement

For more information concerning the airport and current operations, please contact the Chautauqua County Airports Manager by phone at (716) 661-8930 or by email at:

[FlyJHW@co.chautauqua.ny.us](mailto:FlyJHW@co.chautauqua.ny.us). Questions specific to this request for proposal should be submitted in writing via email to: [FlyJHW@co.chautauqua.ny.us](mailto:FlyJHW@co.chautauqua.ny.us)

## **Attachment A to Dunkirk Airport Fixed Base Operation (FBO) Lease Operate Solicitation**

### **Minimum Standards for FBO Services to the General Aviation Patrons at DKK**

FBOs at DKK shall be subject to minimum service standards, minimum staffing standards, and minimum facility requirements. Specifically, the FBO will be required to provide either directly or by sublease/subcontract all of the following services:



#### **(1) Aircraft Maintenance and Repair**

- a. Sufficient equipment, supplies, and spare parts to perform maintenance and repairs with personnel who are currently certified by the FAA with ratings appropriate to the work being performed and who hold an airframe, power plant, or aircraft inspector rating; or maintain a current FAR Part 145 Certificate.
- b. At least one (1) A & P mechanic shall be available during normal business hours and shall be on call at all other times.

#### **(2) Tie down, Line Service or Ground Handling.**

- a. Adequately trained personnel and equipment, with never less than one (1) person on duty on the premises at all times during scheduled hours of operation.
- b. Aircraft parking and tie-down facilities and equipment, including ropes, chains, wheel chocks, and any other types of restraining devices suitable to accommodate at least ten (10) aircraft.
- c. Ground support equipment for the turnaround of aircraft, including energizers, and starters, ground power units, fire extinguishers, and an auxiliary power unit.
- d. Transportation for transient passengers and pilots (i.e. access to a car for hire, shuttle or crew car).
- e. Equipment, parts and personnel for performing minor maintenance such as inflating.

#### **(3) Disabled Aircraft Recovery**

Aircraft towing and other equipment as necessary for removal of disabled aircraft from the runway, taxiway or other operational areas on the airport, aircraft tires, window and interior cleaning, and aircraft washing.

#### **(4) Retail Oil and Fuel Sales**

- a. Fully trained and qualified service personnel to dispense aviation fuels and lubricants on the premises during scheduled hours of operation

b. FBOs shall dispense aviation fuels and lubricants to aircraft in the customs area in accordance with the policies and procedures set forth by AC 150/5230-4A, NFPA 407 and NFPA 385 (current editions), and 6 NYCRR Part 613.

c. Operate and maintain at least two (2) metered, filter-equipped fueling trucks adequate for dispensing aviation fuels. One refueler shall be equipped/configured for over-wing delivery of 100 LL avgas and one refueler shall be equipped/configured for over-wing and in-wing delivery of JetA. Trucks shall meet all applicable safety and other regulatory requirements.

d. Operate and maintain permanent, aviation fuel storage facilities for a minimum of ten thousand (10,000) gallons of both Jet A and 100 LL aviation fuel. Maintenance shall be in accordance with all applicable airport, County, State, and Federal laws, rules and regulations. FBO shall be identified as registered operator of USTs with NYS DEC and shall employ on site at least one individual holding New York State UST Class A/B Operator certification.

e. FBOs shall maintain a current Spill Prevention Control and Counter measure ("SPCC") plan. The SPCC plan shall be maintained and updated in accordance with 40 CFR 112. A copy shall be provided to the County Airport Director.

#### (5) Hangar Rental and Aircraft Storage

a. The FBO shall operate and maintain aircraft storage hangar listed in "Landside Facilities" for the permanent and itinerant storage of aircraft.

b. FBO managers shall provide a periodic review of their vacant hangar space and make recommendations to build additional hangars as required to meet reasonable market demands.

c. The FBO shall ensure compliance with County standards/guidelines for use of hangars through periodic inspection of facilities and enforcement of hangar sublease agreements. The following items shall not be stored in FBO aircraft hangars: containers of flammable liquids, paint thinners, fuels, volatile materials, uncovered waste containers, compressed gasses, and other items which may cause a fire hazard.

#### (6) Flight Planning and Flight Service Facilities

A flight planning facility equipped with adequate communication and other necessary flight planning materials.

#### (7) Snow Removal

The FBO shall maintain aprons and ramps clear of snow within 10 feet of all hangar doors, fueling stations, and pedestrian walkways.

**Minimum Staffing Standards.** An FBO offering any of the services listed herein shall have at least one (1) employee (with ratings commensurate to the work being performed) on-site during scheduled business hours. At all other times, the FBO shall have one (1) person available, on call, to respond to customer inquiries and airport emergencies. In addition,

minimum service, management and staffing standards for the activities listed above shall be provided. Multiple responsibilities may be assigned to personnel to meet staffing requirements for required activities.

**CHAUTAUQUA COUNTY MINIMUM INSURANCE REQUIREMENTS**

**INSURANCE SHALL BE PROCURED AND CERTIFICATES DELIVERED BEFORE COMMENCEMENT OF WORK OR DELIVERY OF MERCHANDISE OR EQUIPMENT.**

This document shall be attached to and become part of the contract/agreement/service order. The contractor shall immediately forward to County, via facsimile to the County Department of Insurance (716) 753-4888 any notice of actual or pending termination, suspension or non-renewal of any of its policies. In the event the contractor's insurance expires or is terminated or suspended, County shall have all rights available for breach of contract and the contract/agreement/service order shall automatically and immediately terminate effective as of the moment of expiration, termination or suspension. The contractor agrees that County shall have unlimited access to its insurance company and policies.

**Certificate Requirements** The certificate must:

- A. be addressed to CHAUTAUQUA COUNTY, Department of Insurance, 3 N. Erie Street, Mayville, NY 14757-1007;
- B. specify all coverage required below and elsewhere in the contract. Bid specifications or particular contracts, leases or agreements may require alternate coverages and limits, which must be evidenced on the Certificate in lieu of the coverages and limits specified below;
- C. be issued by an insurer which has at a minimum, BEST'S RATING of A- and be size category VII or higher;
- D. state "CHAUTAUQUA COUNTY shall be an additional insured, as well as a certificate holder, on a direct, primary and non-contributory basis including products and completed operations"  
 Note: Professional Liability, Worker's Compensation, and Disability Benefits Liability Insurance policies are not required to have the County as an additional insured, however County shall be named as certificate holder;
- E. include a waiver of subrogation;
- F. state "Should any of the above described policies be cancelled before the expiration date thereof, notice will be delivered in accordance with the policy provisions"; and
- G. be delivered to the Chautauqua County, Department of Insurance, 3 North Erie Street, Mayville, New York 14757, Fax No. (716) 753-4888

**MINIMUM COVERAGE LIMITS ARE AS FOLLOWS:**

Policy	Construction and Maintenance	Professional Services	Property Leased to Others or Use of Facilities or Grounds	Concessionaires Services	Livery Services	All Purposes Public Entity Contracts
Commercial General Liability *	\$1,000,000 per occurrence, \$2,000,000 aggregate	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000
- Premises & Operations	INCLUDE	INCLUDE	INCLUDE	INCLUDE	INCLUDE	INCLUDE
- Prods. & Completed OPS	INCLUDE	INCLUDE	INCLUDE	INCLUDE	INCLUDE	INCLUDE
- Independent Contractors	INCLUDE	INCLUDE	INCLUDE	INCLUDE	INCLUDE	INCLUDE
- Contractual	INCLUDE	INCLUDE	INCLUDE	INCLUDE	INCLUDE	INCLUDE
- Broad Form PD	INCLUDE		INCLUDE	INCLUDE	INCLUDE	INCLUDE
- X, C, U	INCLUDE		INCLUDE			
- Personal Injury			INCLUDE	INCLUDE		
- Liquor Law			INCLUDE			
- Host Liquor						INCLUDE
Auto Liability	\$1,000,000 CSL	\$1,000,000 CSL	\$1,000,000 CSL	\$1,000,000 CSL	\$1,000,000 CSL	\$1,000,000 CSL
- Owned	INCLUDE	INCLUDE	INCLUDE	INCLUDE	INCLUDE	INCLUDE
- Hired	INCLUDE	INCLUDE	INCLUDE	INCLUDE	INCLUDE	INCLUDE
- Non-Owned	INCLUDE	INCLUDE	INCLUDE	INCLUDE	INCLUDE	INCLUDE
Excess Umbrella Liability*	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000	\$ 5,000,000	\$1,000,000
NYS Disability Benefit **	STATUTORY	STATUTORY	STATUTORY	STATUTORY	STATUTORY	STATUTORY
Worker's Compensation **	STATUTORY	STATUTORY	STATUTORY	STATUTORY	STATUTORY	STATUTORY
& Employer's Excess Liability	UNLIMITED	UNLIMITED	UNLIMITED	UNLIMITED	UNLIMITED	UNLIMITED
Owners Contractors Protective	\$1,000,000					
Professional Liability		\$1,000,000				

\*The comprehensive/commercial general liability limits can be met by one or more policies or in combination with an excess and/or umbrella liability policy. The COI must indicate if the coverage trigger is an "occurrence" form or a "claims-made" form.

\*\* NYS Work Comp Board requires special certificates of insurance for these coverages. WC needs to be on C-105.2 (9-07) or U-26.3. Any business with a location in NYS must show DB on a DB-120.1(5-06) showing beginning and ending dates or DB-155. Self Employed vendors must use CE-200 to waive WC and DB. Form can be completed on NYS WCB website electronically.

Construction and Maintenance contractors shall carry insurance for a minimum of two years after completion of the work. The expiration date for any claims-made policy must be at least ninety (90) days after the expiration of the contract for services or final delivery of any products. All claims made policies shall continue to provide evidence of coverage three (3) years after completion of work or product delivery.

NOTE: Childcare providers minimum liability coverage is \$1,000,000 and must include sexual abuse coverage, with fifteen (15) day cancellation notice required. The naming of Chautauqua County as an additional insured on Day Care insurance is required.

August 18, 2013

**APPENDIX C**