

Support Services Committee  
Self- Insurance Department

AGENDA

November 27, 2017 10:00am

Committee Members:

Chairman, Supervisor Vanselow  
Supervisor Frasier  
Supervisor McDevitt  
Supervisor Brock  
Supervisor Seeber  
Supervisor Montesi  
Supervisor Leggett  
Supervisor MacDonald  
Supervisor Hyde

**I. Action Agenda/New Business**

1. Resolution requested to approve a new contract for Safety Consultant Services for Self-Insured Workers' Compensation Program with Needham Risk Management Resource Group LLC as a result of RFP. The incumbent was the only proposal received. The contract to start 1/1/2018 and end 12/31/2018 with option to renew in one year increments until 12/31/2023. Annual fee: 2018=\$63,700; 2019=\$66,900; 2020=\$70,245; 2021=\$73,760; 2022=\$77,450; 2023=\$81,350. Prior resolution 483 of 2014. To be paid from the Self-Insurance Fund. (Pgs. 3-19)
2. Resolution request to approve a new contract for Chainsaw Safety Training for Self-Insured Workers' Compensation Program with Bill Lindloff of Pro CUTS to provide a total of six (6) days of safety training during 2018. The fee of \$850 per day plus travel (hotel and mileage from the Binghamton area). Prior resolution 179 of 2016. To be paid from the Self-Insurance Fund. (Pgs. 20-21)
3. Approval requested, "Notice of Intent to Fill Vacant Position". The position of Self-Insurance Specialist was created by R202 of 2017 and included in the 2018 budget. To be paid from the Self-Insurance Fund. (Pg. 22)
4. Resolution requested authorizing the Administrator of the Self-Insurance Department to serve as Treasurer of the New York State Association of Self-Insured Counties for the term commencing 1/1/2018 and terminating 12/31/2019. Prior resolution 283 of 2014. (Pgs. 23-24)
5. Property & Casualty Insurance renewal for 2018 presentation by Lee Pollock, Rose & Kiernan. Resolution requested authorizing the payment of 2018 insurance for an amount not to exceed \$820,000. Prior resolution 497 of 2016. To be paid from various departments. (Pgs. 25-31)

## II. Items for Discussion

1. Paid Family Leave will be an option for municipalities beginning in 2018. Municipalities that offer voluntary disability benefits must notify the Workers' Compensation Board and the municipal employees if they are or are not providing this new benefit. Since Warren County has not opted to provide this benefit, I have prepared the attached notice to the Workers' Compensation Board and the employees advising that Warren County is opting OUT of the Paid Family Leave benefit at this time. Notification must be made by 12/1/2017. (Pg. 32)

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### Attachments

1. Resolution request and proposal from Needham Risk Management Resources.
2. Resolution request for Chainsaw Safety Training.
3. Notice of Intent to Fill Vacant Position form.
4. Resolution request and renewal information from Rose & Kiernan.
5. Paid family leave sample notices.

# RESOLUTION REQUEST FORM NO. 3

## Request for New Contract

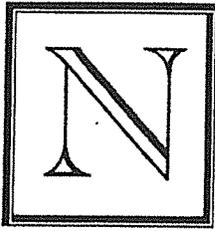
DEPARTMENT NAME: Self-Insurance

DATE: 11/27/17

- (a) Is this a Result of a Bid or Request for Proposal? WC 53-17
- (b) Purpose of Contract: Safety Services Consultant
- (c) Name of Contractor: Needham Risk Management Resource Group, LLC
- (d) Address of Contractor: 45 Colvin Avenue, Albany NY 12206
- (e) Contractor's Contact Person and Telephone Number: Michael Needham  
518-860-1758
- (f) Has or will the Contract be provided, if so, please attach:
- (g) Commencement Date of Contract: 1/1/2018
- (h) Termination Date of Contract: 12/31/2018, with option to renew in one year increments until 12/31/2023
- (i) Payment Provisions:
  - i) lump sum amount 2018= \$63,700, 2019=\$66,900, 2020= \$70,245, 2021= \$73,760, 2022=\$77,450, 2023=\$81,350
  - ii) hourly rate amount
  - iii) total amount not to exceed
  - iv) how will payments be made (i.e. monthly, quarterly, upon completion of the project, etc. payments will be made monthly
- (j) Where are the Funds for this Contract? List Budget Code, Object Code, Full Title\* and Amount: OR Capital Project OR Capital Reserve Project Number, Title, and Amount: S1710 437 Consulting Fees

Sample: A.1010 470 Legislative Board – Contract Sxx.xx  
Capital Project No. H289.9550 480 – Old Jail Renovations Sxx.xx

\*as listed in budget and LOGOS



Needham Risk Management Resource Group, LLC  
Competence • Ethics • Integrity • Results

August 22, 2017



Julie A. Butler, Purchasing Agent  
Warren County Human Services Building  
1340 State Route 9  
Lake George, NY 12845

**RE: WC 53-17 Request for Proposals for Safety Services  
Consultant/Company for Self-Insured Workers'  
Compensation Program**

Dear Ms. Butler:

Needham Risk Management Resource Group, LLC., (Needham Risk Management), is pleased to submit our proposal for provision of Safety Services for the Self-Insured Workers' Compensation Program. The following paragraphs outline the project understanding, project scope of work, and business terms.

**Background**

Needham Risk Management understands that Warren County is seeking proposals from qualified Consultants and/or Companies with regard to the continued development and implementation of a safety program for members of the County's Workers' Compensation Self-Insurance Program.

**Project Scope Of Work**

The Warren County Self-Insurance Plan desires to contract with a Consultant and/or Company to continue to plan, develop, and implement a comprehensive safety and training program as specified in Section II, Part B of the RFP, which shall include departmental standards for the protection of employees, and the public use of municipal-owned properties and facilities.

The services are to be provided for a period of 1 year. At the end of the initial one-year agreement it is understood that the agreement between the parties will be reviewed and may, at the County's option, be extended for five (5) additional one-year terms.

Needham Risk Management has prepared the following proposal for review by the Warren County Purchasing Agent, which contains the information as requested in Section IV, Part C of the RFP:

573 Columbia Turnpike, Suite 3  
East Greenbush, NY 12061  
Telephone: (518) 860-1758 Fax: (518) 860-1759  
Email: team@theneedhamgroup.com  
www.theneedhamgroup.com

***i. Experience and Qualifications***

Needham Risk Management is an independent environmental, safety and health consultancy. Detailed information regarding Needham Risk Management and the services that we provide to clients is contained within Appendix I of this proposal.

***ii. Overview of Undertaking of Services***

Appendix II outlines a proposed plan regarding the implementation of a safety program for members of the Warren County Self-Insured Workers' Compensation Program.

***iii. Annual Fee***

As requested, Appendix III lists the annual fee for the services on the "Fee Proposal Page" as provided by the Warren County Purchasing Agent.

***iv. Municipal Information***

Appendix IV outlines the contact information and demographics of five municipal entities for which Needham Risk Management has provided Safety Services.

***v. Primary Contact***

Michael Needham, CSP will be responsible for overseeing the development of the safety program including the written safety plans, policies and procedures to ensure compliance with PESH, OSHA, and any other requirements, and will ensure that employees are aware of current regulations. Appendix V contains detailed information regarding Mr. Needham's experience and qualifications.

***vi. Staffing Information***

Appendix VI contains a staffing list and the resumes of key staff that will be assisting with regard to this project.

***vii. Reference Contact Information***

Appendix VII contains reference contact information.

***viii. Certifications***

Appendix VIII contains the completed Non-Collusion Certificate and the notarized Compliance with the Iran Divestment Act Certification as issued by the Purchasing Agent.

### General Terms and Conditions

Needham Risk Management understands that if our company is selected to provide the services required by the RFP, that Needham Risk Management will be required to execute an agreement which will include a scope of services similar to that set forth in the RFP unless modified upon agreement with the County. In addition, Warren County may terminate services at any time upon sixty (60) days written notice. Other terms and conditions of the agreement will be similar in nature to those in Section VI, Parts A-M.

Exclusions from the scope of services will include the following: Industrial hygiene sampling (air sampling, bulk sampling, swipe sampling, laboratory analysis, industrial hygiene equipment rental); actual cost of chemical disposals (Needham Risk Management will coordinate but not pay for such disposals); materials and equipment that are purchased for use in the Participants' programs, e.g. binders, paper, copying; training that is intrinsic to the certifications for Fire Fighters and Emergency Personnel; First Aid and CPR training; medical consultation; personal protective equipment for use by Plan Participants; informational technology; Human Resource services; and other services and goods not specifically addressed within the RFP. Needham Risk Management has the ability to provide the majority of the services listed within these exclusions and would do so with the specific authorization of the Plan Participants' Authorizing Purchasing Agent. Costs would be provided on an individual proposal basis and approved in advance by relevant Plan Participants.

If you have any questions regarding the proposal, please do not hesitate to contact me at (518) 860-1758. Thank you again for your time and for your consideration of Needham Risk Management Resource Group, LLC.

Very truly yours,  
NEEDHAM RISK MANAGEMENT



Michael Needham, CSP, RES, CFPS, CET  
Principal

## Appendix I

### Needham Risk Management Resource Group, LLC

Michael Needham, CSP, RES, CFPS, CET and Tracy Needham, PHR, CELS formed Needham Risk Management for the purpose of providing employers with high quality, cost effective Health, Safety and Risk Management services.

It is our belief that organizations should have access to sound technical advice, coupled with a broad-based environmental/health/safety and human resources experience that can be delivered in the most timely and professional manner possible. While we are advocates for compliance and employer/employee safety, and assist employers in working towards this goal, we also believe that it is our role to vigorously defend the employer's safety records and compliance efforts. Since its inception fourteen years ago, Needham Risk Management has worked effectively with companies and other organizations in meeting compliance and emergency planning needs, and offering services that complement this work, such as human resources, asbestos management, etc.

Needham Risk Management's current clients include villages, towns, public and private school districts, fire service, departments of public works, manufacturing, light industrial, construction companies and banking centers. Our principal consulting services include:

- Development and implementation of written safety policies and programs
- Conducting safety inspections
- Design and delivery of safety training for employees and managers/supervisors
- Emergency planning
- Conducting emergency exercises including tabletop, functional, full-scale, and evacuations
- Accident and injury program development and implementation
- Accident investigations
- Representation of organizations at regulatory inspections and hearings
- Fleet policy development and implementation
- DOT Drug and Alcohol program design and implementation
- Safety Data Sheet program management
- Human Resource policy development and design and delivery of training programs
- Fire code consultation
- Hazardous chemical management
- Indoor Environmental quality studies

Needham Risk Management is unique in that we combine safety engineering and human resource disciplines to reduce accidents, enhance regulatory compliance and assist in the management of workers' compensation costs while avoiding employment liability.

## Appendix II

### Proposed Implementation Plan

Needham Risk Management will continue to work with the County in evaluating facilities and participants losses to provide a targeted approach to enhancing compliance and focusing on efforts where severe injuries cause harm to employees and burden employers financially. To accomplish this Needham Risk Management will work with County official and Self Insurance Program Administrators in the following ways:

- Needham Risk Management will review accident, incident and near miss reports; conduct accident investigations to root cause; and make recommendations that will result in the prevention of future incidents.
- Needham Risk Management will provide training and education opportunities for participants that enhance employee and supervisor knowledge of safety and health issues and change culture within the County.
- Needham Risk Management will perform facilities audits for the purpose of identifying hazards that could impact employees in a variety of work sites including work zones, jails, highway garages.
- Needham Risk Management will generate programs and policies that are required by the Occupational Safety and Health Administration as enforced by the New York State Department of Labor. This provides the structure from which safety programming flows and increases participants' compliance.

Needham Risk Management has demonstrated its ability to enhance compliance; control losses and minimize employee injury within Warren County. We are grateful for the opportunity we have had to work with the County and would welcome the opportunity to continue to do so.

**Appendix III**

**Fee Proposal Page**

The annual fee listed on the Fee Proposal Page represents 525 hours of annual service time (time actually spent on behalf of the client), and includes consultant's mileage costs. On each scheduled invoice, Needham Risk Management will list activities performed on behalf of the client and number of hours used against the pool of hours. This will allow Participants to measure activity, progress, and assess areas of greatest service need. Should the Participants' service level exceed the allocated number of annual hours, Needham Risk Management would bill for additional authorized time at a rate of \$125 per hour, inclusive of travel costs.

WC 53-17 - REQUEST FOR PROPOSALS FOR SAFETY SERVICES CONSULTANT/COMPANY  
 FOR SELF-INSURED WORKERS' COMPENSATION PROGRAM  
 DATE: SEPTEMBER 14, 2017 TIME: 3:00 PM PLACE: HUMAN SERVICES BUILDING

PROPOSAL OF: Needham Risk Management Resource Group, LLC  
COMPANY NAME

TO: Julie A. Butler, Purchasing Agent  
 Warren County Human Services Building  
 1340 State Route 9  
 Lake George, NY 12845

The undersigned having carefully examined the specifications and having to their satisfaction ascertained all the facts concerning these specifications, herewith submits the following attached proposal.

Annual Fee Year 2018: \$ 63,700. -  
 Potential Extension 1: Annual Fee Year 2019: \$ 66,900. -  
 Potential Extension 2: Annual Fee Year 2020: \$ 70,245. -  
 Potential Extension 3: Annual Fee Year 2021: \$ 73,760. -  
 Potential Extension 4: Annual Fee Year 2022: \$ 77,450. -  
 Potential Extension 5: Annual Fee Year 2023: \$ 81,350. -

Please attach all other information requested in these specifications.

Date: 8/25/17 Federal ID#/SSN 20-2097439

Contractor Signature: ME

Contractor name (Printed): Michael Needham

Name of Firm: Needham Risk Management Resource Group, LLC

Business Address: 573 Columbia Turnpike, Suite 3, East Greenbush, NY 12061

Phone # (518) 860-1758 Fax # (518) 860-1759

NOTE: The Following Certification and Corporate Resolution, if applicable, must accompany this proposal. Financial statement, if desired, will be requested at a later date. D.B.A. and/or Certificate of Incorporation will be required from successful bidder.

**NEW BIDDERS ONLY:** Please list three (3) current references, preferably school or government.

	COMPANY NAME	CONTACT PERSON	PHONE #
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____

**Appendix IV**

**Listing of Municipal Entities for which Needham Risk Management has provided Safety Services**

Town of Glenville  
Municipal Center  
18 Glenridge Road  
Glenville, NY 12302

Hudson City School District  
215 Harry Howard Ave  
Hudson, NY 12534

Schodack Central School District  
1216 Maple Hill Road  
Castleton-on-Hudson, NY 12033

East Greenbush Central School District  
29 Englewood Ave  
East Greenbush, NY 12061

Columbia County EMO  
85 Industrial Tract  
Hudson, NY 12534

**Appendix V**

**Michael Needham, CSP, RES, CFPS, CET  
Principal of Needham Risk Management Resource Group, LLC**

***Michael Needham will oversee the development of the safety program for the Warren County Self-Insured Workers' Compensation Program, including the written safety plans, policies and procedures to ensure compliance with PESH, OSHA, and any other requirements.***

Michael Needham is a Safety and Health Professional, Risk Manager and Trainer. Michael studied fire protection technology and emergency disaster preparedness, occupational safety and health and industrial hygiene at Columbia Southern University, Thomas Edison State College, Cornell University, and the Harvard School of Public Health. In his 20+ years of experience, he has worked as a Safety Inspector for a component of the Department of Defense, a Program Manager for Questar III Risk Management (a 13-person consulting group), a Corporate Health & Safety Manager for EnergyAnswers Corporation, and the Director of Health & Safety for St. Croix Renaissance Group, LLLP. Michael is currently one of the Principals of Needham Risk Management.

Needham Risk Management is a full service health and safety company that provides training, programming, industrial hygiene and fire code services to a broad spectrum of clients in both the public and private sectors.

Michael is a professional member of the American Society of Safety Engineers, a full member of the American Industrial Hygiene Association, and was a founding member of the Association of Educational Safety and Health Professionals.

He is a Board Certified Safety Professional in comprehensive practice; a National Fire Protection Association Certified Fire Protection Specialist; a Certified Environmental Trainer by the National Environmental Training Association; a World Safety Organization Certified Safety Manager; Registered Environmental Scientist; Board Certified Occupational Health and Safety Technologist; a New York State Emergency Exercise Designer, and a New York State Certified Workplace Safety and Loss Prevention Consultant.

Michael is a national presenter, and has presented to groups such as the American Society of Safety Engineers and the American Society of Mechanical Engineers on topics ranging from controlling exposures to ionizing radiation to hazardous chemical exposure. He has conducted thousands of hours of safety and health training for employers and employees, has been published in the field of occupational safety and health, and has proven track record of lowering injury rates and managing worker's compensation costs. Michael is most proud of the fact that he has brought four companies into the Occupational Safety and Health Administration's Safety and Health Achievement Recognition Program (SHARP) status. Michael has been nominated by the Massachusetts Department of Labor for the U.S. Business Administration's Massachusetts Small Business Man of the Year Award.

## Appendix VI

### Needham Risk Management Staff and Resources

In addition to Michael Needham, CSP, RES, CFPS, CET, Principal of Needham Risk Management, the following employees will be assisting with regard to this project.

**Tracy Needham, PHR, CELS**  
**Director, Business Operations**

Tracy Needham is a Professional in Human Resources, and a Certified Employment Law Specialist. In addition to her Human Resource background, Tracy has extensive safety and health experience as a Regional Safety Coordinator in heavy industry providing guidance and support to management and personnel on safety related issues; conducting accident/incident investigations and identification and implementation of corrective measures; and the development and implementation of policies and procedures designed to provide employee and third party protection against risk.

**William F. Valenza**  
**EHS Consultant/Instructor**

William Valenza has been an Environmental Health & Safety Consultant and Instructor for Needham Risk Management since 2014. Prior to joining Needham Risk Management, William performed multiple duties over his 20-year career in Law Enforcement, including Patrol Officer, Investigator, Patrol Sergeant, Instructor, Police Captain, and Chief of Police in the City of Glens Falls, NY. William is a Staff Sergeant in the New York Army National Guard, and serves as a Motor Transportation Operations and General Topics Instructor. He has served as the Director of the Warren and Washington Victim Impact Panel, as 1st Vice President of the Capital District Chapter of the Association of the United States Army, and as the Capital District Coordinator for the Law Enforcement Torch Run for Special Olympics, NY.

**Kellie Kaschak, RN, BSN, MA HED**  
**Senior Health Educator**

Kellie Kaschak has 33 years of experience in the health care profession where she has held the positions of School Nurse Teacher, Health and Safety Designee, School Health Coordinator, American Red Cross and National Safety Council CPR / FIRST AID / AED Instructor. She has also served as the Wellness Coordinator for a local school district, Medicaid Compliance Coordinator, and NYSDOH Health Commerce.

**David Bauer**  
**Safety & Health Consultant**

David Bauer is a licensed New York State mold assessor, and has successfully completed the following training courses: 40-hour Hazardous Waste Operations and Emergency Response (HAZWOPER); OSHA 30-hour General Industry training program; NCSH #442 Industrial Ventilation; OSHA 521 Guide to Industrial Hygiene; OSHA Accident and Injury Recordkeeping Training; US Dept. of Transportation Hazmat Packager Course. Dave has assisted on multiple client projects from training development to industrial hygiene sampling.

**Malcolm Toffolo**  
**Safety & Health Support Technician**

Malcolm Toffolo joined the team at Needham Risk Management in May 2016. He is a graduate of Siena College with a Bachelor's Degree in English Literature. Malcolm has held multiple safety positions at Schenectady County Community College and Siena College. Since joining Needham Risk Management, he has helped draft the Community Emergency Response Plan for Columbia County, NY, and has updated the New York State Safe Schools Building-Level Emergency Response Plans and District-Wide Emergency Plans for all of our participating school districts.

**Kara Whitaker**  
**Safety & Health Support Technician**

Kara Whitaker joined the team at Needham Risk Management in May 2017. She is a graduate of Sage College in Albany, NY with a Bachelor's Degree in Business Administration, with concentrations on Human Resources and Organizational Management. Kara assists all members of the Needham team with client projects, as well as acting as the Office Manager.

**Stephanie Nagel**  
**Project Manager**

Stephanie Nagel has 20+ years of accounting and customer service experience, and handles all aspects of client relations, including project management, proposals, scheduling, and billing.

**Appendix VII**

**Reference Contact Information**

**Contact: James MacFarland, Director of Human Services  
(518) 688-1200 ext. 321**

Town of Glenville  
Municipal Center  
18 Glenridge Road  
Glenville, NY 12302

**Contact: George Keeler, Superintendent of Buildings and Grounds  
(518) 828-4360 ext 2131**

Hudson City School District  
215 Harry Howard Ave.  
Hudson, NY 12534

**Contact: Matthew LaClair, Director of Facilities  
(518) 732-4982**

Schodack Central School District  
1216 Maple Hill Road  
Castleton-on-Hudson, NY 12033

**Contact: Lawrence Edson, Assistant Superintendent for Business  
(518) 477-2755**

East Greenbush Central School District  
29 Englewood Ave  
East Greenbush, NY 12061

**Contact: Robert Lopez, Director of 911  
(518) 929-7726**

Columbia County EMO  
85 Industrial Tract  
Hudson, NY 12534

WC 53-17 - REQUEST FOR PROPOSALS FOR SAFETY SERVICES CONSULTANT/COMPANY  
FOR SELF-INSURED WORKERS' COMPENSATION PROGRAM  
DATE: SEPTEMBER 14, 2017 TIME: 3:00 PM PLACE: HUMAN SERVICES BUILDING

CERTIFICATION OF COMPLIANCE WITH THE IRAN DIVESTMENT ACT

As a result of the Iran Divestment Act of 2012 (the "Act"), Chapter 1 of the 2012 Laws of New York, a new provision has been added to State Finance Law (SFL) § 165-a and New York General Municipal Law § 103-g, both effective April 12, 2012. Under the Act, the Commissioner of the Office of General Services (OGS) will be developing a list of "persons" who are engaged in "investment activities in Iran" (both are defined terms in the law) (the "Prohibited Entities List"). Pursuant to SFL § 165-a(3)(b), the initial list is expected to be issued no later than 120 days after the Act's effective date at which time it will be posted on the OGS website.

By submitting a bid in response to this solicitation or by assuming the responsibility of a Contract awarded hereunder, each Bidder/Contractor, any person signing on behalf of any Bidder/Contractor and any assignee or subcontractor and, in the case of a joint bid, each party thereto, certifies, under penalty of perjury, that once the Prohibited Entities List is posted on the OGS website, that to the best of its knowledge and belief, that each Bidder/Contractor and any subcontractor or assignee is not identified on the Prohibited Entities List created pursuant to SFL § 165-a(3)(b).

Additionally, Bidder/Contractor is advised that once the Prohibited Entities List is posted on the OGS Website, any Bidder/Contractor seeking to renew or extend a Contract or assume the responsibility of a Contract awarded in response to this solicitation must certify at the time the Contract is renewed, extended or assigned that it is not included on the Prohibited Entities List.

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

The County reserves the right to reject any bid or request for assignment for a Bidder/Contractor that appears on the Prohibited Entities List prior to the award of a contract and to pursue a responsibility review with respect to any Bidder/Contractor that is awarded a contract and subsequently appears on the Prohibited Entities List.

I, Michael Needham, being duly sworn, deposes and says that he/she is the Principal member of the Needham Risk Management Resource Group LLC Corporation and that neither the Bidder/Contractor nor any proposed subcontractor is identified on the Prohibited Entities List.

Michael Needham

SIGNED

SWORN to before me this

18<sup>th</sup> day of August

2017

Notary Public: Dana L. Salazar

DANA L. SALAZAR  
Notary Public, State of New York  
Qualified in Rensselaer Co., No. 02SA6183627  
Commission Expires: 03-17-20

WC 53-17 - REQUEST FOR PROPOSALS FOR SAFETY SERVICES CONSULTANT/COMPANY  
 FOR SELF-INSURED WORKERS' COMPENSATION PROGRAM  
 DATE: SEPTEMBER 14, 2017 TIME: 3:00 PM PLACE: HUMAN SERVICES BUILDING

CERTIFICATION

Non-Collusive Certification required of all bidders under Section 103-d of the General Municipal Law as amended by Chapter 675 of the Laws of 1966, and further amended by Chapter 56 of the Laws of 2010, effective June 22, 2010.

- (a) By submission of this bid, each bidder and each person signing on behalf of any bidder certifies, and in the case of a joint bid, each party thereto certifies, as to its own organization, under penalty of perjury, that to the best of knowledge and belief:
  - (1) The prices in this bid have been arrived at independently without collusion, consultation, communication, or agreement, for the purpose of restricting competition, as to any matter relating to such prices with any other bidder or with any competitor;
  - (2) Unless otherwise required by law, the prices which have been quoted in this bid have not been knowingly disclosed by the bidder and will not knowingly be disclosed by the bidder prior to opening, directly or indirectly, to any other bidder or to any competitor; and
  - (3) No attempt has been made or will be made by the bidder to induce any other person, partnership or corporation to submit or not to submit a bid for the purpose of restricting competition.
- (a-1) Notwithstanding the foregoing, the statement of non-collusion may be submitted electronically in accordance with the provisions of subdivision one of section one hundred three of the General Municipal Law.
- (b) A bid shall not be considered for award nor shall any award be made where (a) (1) (2) and (3) above have not been complied with; provided however, that if in any case the bidder cannot make the foregoing certification, the bidder shall so state and shall furnish with the bid a signed statement which sets forth, in detail, the reasons there for. Where (a) (1) (2) and (3) above have not been complied with, the bid shall not be considered for award nor shall any award be made unless the head of the purchasing unit of the political subdivision, public department, agency or official thereof to which the bid is made, or his designee, determines that such disclosure was not made for the purpose of restricting competition.
- (c) The person signing this bid or proposal certifies that he has fully informed himself regarding the accuracy of the statements contained in this certification, and under the penalties of perjury, affirms the truth thereof, such penalties being applicable to the bidder as well as to the person signing on its behalf;
- (d) That attached hereto (if a corporate bidder) is a certified copy of resolution authorizing the execution of this certificate by the signatory of this bid, or proposal, on behalf of the corporate bidder.

\_\_\_\_\_  
 Individual Bidder

\_\_\_\_\_  
 Co-Partnership

By \_\_\_\_\_  
 Partner

\_\_\_\_\_  
 Corporation

By Mia A  
 \_\_\_\_\_  
 President  
 Member

**CORPORATE RESOLUTION**

RESOLVED that \_\_\_\_\_  
(Name of Corporation)

be authorized to sign and submit the Bid, or Proposal, of this Corporation for the following project:

\_\_\_\_\_  
(Title of Project)

and to include in such Bid Proposal the Certificate as to non-collusion required by Section 103-d of the General Municipal Law as the act and deed of such corporation, and for any inaccuracies of misstatements in such certifies this Corporate Bidder shall be liable under the penalties of perjury.

The foregoing is a true and correct copy of the Resolution adopted by \_\_\_\_\_  
\_\_\_\_\_ Corporation at a meeting of its Board of Directors held on  
the \_\_\_\_\_ Day of \_\_\_\_\_, 20\_\_\_\_, and  
is still in force and effective on this \_\_\_\_\_ Day of \_\_\_\_\_,  
20\_\_\_\_\_.

(SEAL OF CORPORATION)

\_\_\_\_\_  
SECRETARY  
(Signature)

# Warren County Board of Supervisors

## RESOLUTION NO. 483 OF 2014

Resolution introduced by Supervisors Taylor, McDevitt, Frasier, Vanselow, Wood, Brock and Seeber

### AUTHORIZING AN AGREEMENT WITH NEEDHAM RISK MANAGEMENT RESOURCE GROUP, LLC FOR SAFETY SERVICES CONSULTANT/COMPANY FOR SELF-INSURED WORKERS' COMPENSATION PROGRAM (WC 55-14)

RESOLVED, that the Chairman of the Board of Supervisors be, and hereby is, authorized to enter into an agreement with Needham Risk Management Resource Group, LLC, 45 Colvin Ave., Albany, New York 12206, for Safety Services Consultant/Company for Self-Insured Workers' Compensation Program, pursuant to the terms and conditions of the specifications and proposal (WC 55-14), for a three (3) year term (January 1, 2015 through December 31, 2017), in a form approved by the County Attorney for the following per year amounts:

<u>Year</u>	<u>Amount</u>
Year One (2015)	\$55,000
Year Two (2016)	\$57,750
Year Three (2017)	\$60,650,

and be it further

RESOLVED, that the funds for these agreements shall be expended from Budget Code S.1710 437 Workers' Compensation, Self-Insurance Administration, Consulting Fees.

# RESOLUTION REQUEST FORM NO. 3

## Request for New Contract

DEPARTMENT NAME: **Self-Insurance**

DATE: **11/27/17**

- (a) Is this a Result of a Bid or Request for Proposal? **Written Quotes**
- (b) Purpose of Contract: **Chainsaw Safety Training**
- (c) Name of Contractor: **Bill Lindloff of Pro CUTS**
- (d) Address of Contractor: **1387 Tibury Hill, Endicott, NY 13760**
- (e) Contractor's Contact Person and Telephone Number: **Bill Lindloff**
- (f) Has or will the Contract be provided, if so, please attach:
- (g) Commencement Date of Contract: **1/1/2018**
- (h) Termination Date of Contract: **12/31/2018**
- (i) Payment Provisions:
  - i) lump sum amount **\$850 per day for up to 6 days of training plus travel from Binghamton and hotel.**
  - ii) hourly rate amount
  - iii) total amount not to exceed
  - iv) how will payments be made (i.e. monthly, quarterly, upon completion of the project, etc. **payments will be made after training is completed.**
- (j) Where are the Funds for this Contract? List Budget Code, Object Code, Full Title\* and Amount: **OR Capital Project OR Capital Reserve Project Number, Title, and Amount: S1710 437 Consultanting Fees**

Sample: A.1010 470 Legislative Board – Contract \$xx.xx  
Capital Project No. H289.9550 480 – Old Jail Renovations \$xx.xx

\*as listed in budget and LOGOS

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# Warren County Board of Supervisors

## RESOLUTION NO. 179 OF 2016

Resolution introduced by Supervisors Vanselow, Frasier, McDevitt, Wood, Brock, Seeber, Montesi, Leggett and Vacant

### AUTHORIZING AN AGREEMENT WITH BILL LINDLOFF OF PRO CUTS TO PROVIDE CHAINSAW SAFETY TRAINING COURSE

RESOLVED, that the Warren County Board of Supervisors hereby authorize an agreement with Bill Lindloff of Pro CUTS, 1387 Tibury Hill, Endicott, New York 13760 to provide two (2) days of safety training in the fall of 2016 and four (4) days of safety training in 2017, in an amount of Eight Hundred Fifty Dollars (\$850) per day plus travel (hotel and mileage from the Binghamton area) to commence on June 1, 2016 and terminate on December 3, 2017, in a form approved by the County Attorney with funding to be provided from Budget Code S.1710 437, Workers' Compensation, Self Insurance Administration, Consulting Fees.

# RESOLUTION REQUEST FORM NO. 12

Schedule "A"

## NOTICE OF INTENT TO FILL VACANT POSITION

This notice of intent is filed whenever a department head plans to fill an *existing* funded position in their budget that is vacated due to a retirement, resignation, termination or promotion. This notice may not be used for requests to create a *new* position. For complete instructions on the procedure to be followed, see the reverse of this form.

### DEPARTMENT HEAD COMPLETES THIS SECTION

Department: Self-Insurance Payroll Dept. No: 91.00  
Title of Position: Self-Insurance Specialist Base Salary of Position: 37,835 Grade: 12  
Filling at Step # (If Known): \_\_\_\_\_  
Budget code and title: S1710.110 Union  Non-Union   
This position is vacated due to:  Retirement  Resignation  Termination  Promotion  Other \_\_\_\_\_  
Employee No./Last Name: 11016/Bentley Date of Vacancy: 10/27/17 (Intend to fill 1/1/18)  
Is this position mandated?  Yes  No Is the position reimbursable?  Yes  No  
Source of reimbursement:  Federal \_\_\_\_\_ %  State \_\_\_\_\_ %  Other \_\_\_\_\_ % paid from Self-Insurance Fund

### CIVIL SERVICE STATUS AND HUMAN RESOURCES DIRECTOR APPROVAL

Competitive-active eligible list  Competitive-no list (*hiring would be provisional*)  Non-Competitive  Other \_\_\_\_\_

Actual Impact to Budget Report will be provided monthly by Human Resources Director

Candidate's qualifications must be approved by Personnel Officer prior to hiring. Don 10/27/17

Human Resources Director has approved this form when initialed. 10/22/17

### COUNTY ADMINISTRATOR COMPLETES THIS SECTION

- The Administrator has no objection to the filling of the vacancy.  
 The Administrator objects to the filling of the vacancy.

Administrator Signature [Signature] Date 10/31/17

### BUDGET OFFICER COMPLETES THIS SECTION

- The Budget Officer has no objection to the filling of the vacancy.  
 The Budget Officer objects to the filling of the vacancy.

Budget Officer Signature [Signature] Date 10/30/17

### SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee \_\_\_\_\_

- The committee has no objection to the filling of the vacancy.  
 The committee objects to the filling of the vacancy.  
 In the case of an emergency, Committee Chair has no objection to the filling of the vacancy.  
 In the case of an emergency, Committee Chair objects to the filling of the vacancy.

Ranking Committee Member Signature \_\_\_\_\_ Date \_\_\_\_\_

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# **RESOLUTION REQUEST FORM NO. 20**

## **MISCELLANEOUS**

*\*Please List All Other Requests Not Covered by Previous Resolution Request Forms Here.  
Please attach any backup information available and be as detailed as possible.*

**DEPARTMENT NAME: Self-Insurance**

**DATE: 11/27/17**

- (a) Purpose of Request: **Authorizing Administrator of Self-Insurance Department to Serve as Treasurer of the New York State Association of Self-Insured Counties.**
- (b) Details: **Term 1/1/18-12/13/19**
- (c) Previous Resolution Number: **R283 of 2014**
- (d) Where are the Funds (if required)? List Budget Code, Object Code, Full Title\* and Amount: **N/A**

**Sample: A.8021 470 Planning & Community Development – Contract**

\* as listed in budget and LOGOS

# Warren County Board of Supervisors

## RESOLUTION NO. 283 OF 2014

Resolution introduced by Supervisors Taylor, McDevitt, Frasier, Vanselow, Wood, Brock and Seeber

### AUTHORIZING ADMINISTRATOR OF SELF-INSURANCE DEPARTMENT TO SERVE AS TREASURER OF THE NEW YORK STATE ASSOCIATION OF SELF INSURED COUNTIES

WHEREAS, County Department Heads who participate in various non-County organizations, associations, boards, committees or other similar activities should obtain authorization for said participation if such participation is considered part of the Department Head's job function, now, therefore, be it

RESOLVED, that the Warren County Board of Supervisors hereby authorizes the Administrator of the Self-Insurance Department, Amy Clute, to serve as the Treasurer of the New York State Association of Self Insured Counties for a term commencing January 1, 2015 and terminating December 31, 2017, and be it further

RESOLVED, that the Warren County Board of Supervisors further authorizes the Administrator of the Self-Insurance Department, Amy Clute, to take out-of-State and in-State trips on behalf of the New York State Association of Self-Insured Counties as long as said trips do not conflict and/or interfere with her duties as Administrator of the Self-Insurance Department, during her tenure as Treasurer of the Association, which shall terminate December 31, 2017.

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RESOLUTION REQUEST FORM NO. 20

MISCELLANEOUS

*\*Please List All Other Requests Not Covered by Previous Resolution Request Forms Here.  
Please attach any backup information available and be as detailed as possible.*

DEPARTMENT NAME: Self-Insurance

DATE: 11/27/17

- (a) Purpose of Request: Renewing Property & Casualty Insurance For 2018
- (b) Details: Support Services Committee has reviewed the County's insurance coverage for 2018 with Rose & Kiernan and the Committee has recommended renewing the insurance policies as follows: (1) with New York Municipal Insurance Reciprocal - Property, General Liability, Owners and Contractors Protective Liability, Public Officials Liability, Law Enforcement Liability, Automobile Liability, Healthcare General and Professional Liability, Inland Marine and Umbrella Liability; (2) with Travelers Insurance Company - Boiler & Machinery and Crime; (3) with Old Republic Insurance Company - Airport Liability; (4) with Great American Insurance Company - difference in conditions coverage; (5) with Harleysville Worcester Insurance Company - NFIP flood insurance; (6) with Ironshore - Pollution Liability; (7) with Capitol indemnity Corporation - Specific Excess Employers Liability; (8) with Midwest Employers Casualty - Excess Workers' Compensation; and (9) with AIG - Privacy and Security at a total premium and service fee issued to Rose & Kiernan for the above in an amount not to exceed \$820,000.
- (c) Previous Resolution Number: R497 of 2016
- (d) Where are the Funds (if required)? List Budget Code, Object Code, Full Title\* and Amount: various departmental budget codes

Sample: A.8021470 Planning & Community Development - Contract

\* as listed in budget and LOGOS

Warren County 2018-19 Renewal Survey

Type of Coverage	Company	Limits	Deductible	Total Premium 2017	Total Premium 2018	Commission %	Commission Included in premium
Property	NYMIR	\$ Blanket Bldg & Contents \$ 105,845,136 \$ 1,000,000 Earthquake \$ 1,000,000 Flood	\$10,000  \$25,000 \$25,000	\$67,424	\$60,952.48	0%	\$0
General Liability	NYMIR	\$ 1,000,000 Occurrence \$ 3,000,000 Aggregate \$ 1,000,000 Products/Comp Ops Aggregate \$ 1,000,000 Personal & Advertising Injury \$ 2,000,000 Damage to Rented Property \$ 5,000 Medical Payments one person/\$10,000 each occurrence \$ 1,000,000 Employee Benefits	\$10,000      \$ 1,000	\$111,514	\$91,362	0%	\$0
Law Enforcement Professional Liability	NYMIR	\$ 1,000,000 Occurrence \$ 2,000,000 Aggregate	\$50,000	\$182,911	\$159,534	0%	\$0
Business Auto	NYMIR	\$ 1,000,000 Combined Single Limit \$ 150,000 Personal Injury Protection \$ 1,000,000 Uninsured Motorists \$ 10,000 Medical Payments ACV Comprehensive and Collision-Scheduled Vehicles Vehicle Count 2017-332, 2018-348	None    Per Schedule	\$105,438	\$86,250	0%	\$0
Public Officials Liability	NYMIR	\$ 1,000,000 Occurrence \$ 2,000,000 Aggregate	\$50,000	\$58,337	\$51,260	0%	\$0

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ROSE & KIERNAN, INC.

Warren County 2018-19 Renewal Survey

Type of Coverage	Company	Limits	Deductible	Total Premium 2017	Total Premium 2018	Commission %	Commission Included in premium
Umbrella Liability	NYMIR	\$ 10,000,000 Occurrence \$ 20,000,000 Aggregate	N/A	\$50,533	\$40,495	0%	\$0
Health Care General Liability	NYMIR	\$ 1,000,000 Occurrence \$ 3,000,000 Aggregate \$ 1,000,000 Bodily Injury & Prop Damage Liability \$ 1,000,000 Personal & Advertising Injury \$ 50,000 Damage to Rented Property \$ 5,000 Medical Payments per person/\$10,000 per occurrence	None	\$1,099	\$1,099	0%	\$0
Health Care Professional Liability	NYMIR	\$ 1,000,000 Occurrence \$ 3,000,000 Aggregate	None	\$18,343	\$17,417	0%	\$0
OCP-Highway Work Permit	NYMIR	\$ 1,000,000 Occurrence \$ 2,000,000 Aggregate	None	\$250	\$250	0%	\$0
OCP-NYS Dept of State	NYMIR	\$ 1,000,000 Occurrence \$ 2,000,000 Aggregate	None	\$250	\$250	0%	\$0

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ROSE & KIERNAN, INC.

Warren County 2018-19 Renewal Survey

Type of Coverage	Company	Limits	Deductible	Total Premium 2017	Total Premium 2018	Commission %	Commission Included in premium
Inland Marine	NYMIR	\$5,410,962 Auto Physical Damage \$2,123,204 EDP Equipment \$3,763,090 Contractors Equipment \$ 300,000 Employee Tools \$ 865,500 BOE Voting Machines \$ 500,000 Unsched/Leased Equip \$ 68,550 Watercraft \$ 440,682 Radio Equipment \$ 185,000 Modular Containers \$ 101,651 Wood Park Meters & Lamp Posts	\$2,500 \$1,000 \$ 500 \$ 500 \$ 500 \$ 500 \$ 500 \$ 500 \$ 500 \$ 500	\$40,961	\$21,578	0%	\$0
Airport Liability	Old Republic	\$ 20,000,000 Occurrence BI & PD \$ 5,000,000 Hangarkeepers	\$1,000	\$10,989	\$11,824	7.5%	\$824.18
Boiler & Machinery	Travelers Property Casualty Co	\$117,600,307 Building & Contents	\$1,000	\$11,364	\$10,848	15%	\$1,704.60
Crime	Travelers Casualty and Surety of America	\$ 2,000,000 Employee Dishonesty \$ 100,000 Money and Securities \$ 500,000 Forgery & Alteration \$ 1,000,000 Computer Fraud \$ 1,000,000 Funds Transfer Fraud	\$20,000 \$10,000 \$5,000 \$10,000 \$10,000	\$7,929	\$7,929	15%	\$1,189.35
Crime (Local Development Corp)	Travelers Casualty and Surety of America	\$ 75,000 Computer Fraud \$ 75,000 Employee Dishonesty	\$1,000 \$1,000	\$262 per yr. = \$786 total 3 yr. policy	\$262 per yr. =\$786 total 3 yr. policy	15%	\$39.30
Difference in Conditions (Flood and Quake)	Great American Insurance Company	\$ 5,000,000 Earthquake \$ 5,000,000 Flood \$ 25,000 DIC other perils	\$1,000,000 \$1,000,000	\$22,820	\$23,505	10%	\$2,282

Warren County 2018-19 Renewal Survey

Type of Coverage	Company	Limits	Deductible	Total Premium 2017	Total Premium 2018	Commission %	Commission Included in premium
Privacy & Security Liability	AIG	\$ 1,000,000 Privacy & Security \$ 1,000,000 Regulatory Action Sublimit \$ 1,000,000 Event Management \$ 1,000,000 Cyber Extortion \$ 50,000 Crisis Fund	\$25,000 \$25,000 \$25,000 \$25,000 -0-	\$14,845	\$14,845	10%	\$1,484.50
NFIP (394 Schroon River Rd, Soil and Water location)	American Bankers Insurance Company	\$ 400,000 NFIP- Expires in February	\$10,000 bldg \$10,000 contents	\$2,357	\$3,000 Estimated	0%	0
ANNUAL BROKER SERVICE FEE				\$25,000	\$25,000		Commissions in addition to service fee.
Total:				\$732,626	\$627,660.48		
Pollution Liability	Ironshore	\$ 1,000,000 Each Incident \$ 2,000,000 Aggregate 100% Earned Premium	\$50,000	\$86,132.88 3 year policy 1/1/16- 1/1/19	\$0 3 Year Prepaid 1/1/16- 1/1/19	10%	0
Specific Excess Employers Liability	Capitol Indemnity Corporation	\$ 950,000 Each Occurrence	\$50,000	\$20,528	\$21,260	0%	0
Excess Workers Compensation	Midwest Employers Casualty	Part One Statutory Limit Part Two \$2,000,000 Each Occ.	\$1,000,000	\$177,099	\$169,030	0%	0

\$ 817,950.48

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ROSE & KIERNAN, INC.

*Warren County 2018-19 Renewal Survey*

**Optional Increased Limits Quotes:**

- Excess Professional Health Care - \$1,000,000 Limit – Additional Premium is \$12,192
- Privacy & Security Liability (Cyber Liability) – \$3,000,000 Limit – Additional Premium is \$16,482

**Marketing Survey:**

CARRIER	RESPONSE	COMMENTS/NOTES
NYMIR	Quoted	Incumbent carrier – As shown in Renewal Survey \$530,447.48
Corieri & Associates	Quoted	US Specialty (HCC/Darwin) - \$539,221
Corieri & Associates	Quoted	Allied World – Package including Property, General Liability, Auto, Inland Marine, Public Officials, Law, Umbrella, OCP-“Indication” - \$584,297.

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# Warren County Board of Supervisors

## RESOLUTION NO. 497 OF 2016

Resolution introduced by Supervisors Vanselow, Frasier, McDevitt, Wood, Brock, Seeber, Montesi, Leggett and Vacant

### AUTHORIZING RENEWAL OF WARREN COUNTY'S PROPERTY AND CASUALTY INSURANCE FOR 2017 AND AUTHORIZING PAYMENT TO ROSE & KIERNAN, INC.

WHEREAS, the Support Services Committee has reviewed the County's insurance coverage for 2017 with Rose & Kiernan, Inc., and the Committee has recommended renewing the insurance policies as follows: (1) with New York Municipal Insurance Reciprocal - Property, General Liability, Owners and Contractors Protective Liability, Public Officials Liability, Law Enforcement Liability, Automobile Liability, Healthcare General and Professional Liability, and Umbrella Liability; (2) with Travelers Insurance Company - Boiler & Machinery and Crime; (3) with Old Republic Insurance Company - Airport Liability; (4) with Great American Insurance Company - difference in conditions coverage; (5) with Harleysville Worcester Insurance Company - NFIP flood insurance; (6) with Ironshore - Pollution Liability; (7) with Capitol Indemnity Corporation - Specific Excess Employers Liability; (8) with Midwest Employers Casualty - Excess Workers' Compensation; (9) with Hartford - Inland Marine and (10) with AIG - Privacy and Security at a total premium and service fee issued to Rose & Kiernan in an amount not to exceed Nine Hundred Twenty-Two Thousand Dollars (\$922,000), now, therefore, be it

RESOLVED, that the Warren County Board of Supervisors hereby authorizes the renewal of the County's insurance for 2017, as outlined in the preambles of this resolution, and be it further

RESOLVED, that Warren County issue payment to Rose & Kiernan, Inc. for the above coverages in an amount not to exceed Nine Hundred Twenty-Two Thousand Dollars (\$922,000), to be paid from various departmental budget codes.

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**Suggested email notice to Workers' Compensation Board:**

Email to [PAU@wcb.ny.gov](mailto:PAU@wcb.ny.gov)

*To the Chair, Workers Compensation Board:*

*Please be advised that Warren County is choosing NOT to offer the NYS Paid family Leave insurance benefit to our employees at this time. We will however, continue to offer statutory NYS Disability under our self-insurance program.*

*If in the future we decide to offer this benefit to our employees, we will provide the Workers' Compensation Board with the appropriate notification as per the NYS Paid Family Leave regulations.*

*If you have any questions, please do not hesitate to contact me. Amy Clute, Warren County Insurance Administrator*

**Suggested notice to employees via email and posting by time clocks:**

Dear Employee:

Starting on January 1, 2018, New York's new Paid Family Leave program will provide paid leave to **private sector employees** who need time away from their jobs to help them bond with a child, care for a close relative with a serious health condition, or help relieve family pressures when a family member is called to active military service. **Public employers have the option to provide or not provide this benefit.** Warren County is NOT offering Paid Family Leave benefits at this time.

Warren County will continue to provide statutory NYS Disability Benefits for the employees own injury or illness. Additionally, employees will still have the benefit of the Federal Family Medical Leave Act (FMLA) that is already in place.

If you have any questions regarding Warren County employee benefits, please feel free to contact the Human Resources Department at 518-761-6349.