

NON-COLLUSIVE BIDDING CERTIFICATION:

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.

Date December 10, 2015

\*\* MEM Legacy Inc. DBA Senvpro of NW & SE Dutchess County  
A corporation organized under the laws of the state of New York.

By Scott Smith

Title owner / president

Address 506 Salt Point Turnpike Poughkeepsie NY 12601

\*\* Insert Bidder's correct legal name. If a corporation, give the State of incorporation, using the phrase: "                     A corporation organized under the laws of the State of                     ." If a partnership, give name of partners, using also the phrase: "Co-Partners, trading and doing business under the firm name and style of                     ." If an individual using a trade name, give individual name, using also the phrase: "An individual doing business under the firm name and style of                     ."

TOWN OF NEW PALTZ – FORMER TOWN HALL  
CLEANING OF FILES AND EQUIPMENT

NOVEMBER 25, 2015

BASE BID:

Proposal for performing all work necessary to clean the contents as designated with the Town Hall and moving them to the exterior of the building

Seventy four thousand seven hundred <sup>sixty</sup> AND NO CENTS  
(\$74,760.00)

ALTERNATE #1:

To perform mold remediation in the basement of the Town Hall to include interior demolition of the two (2) store rooms and detailed cleaning of these rooms. Removal of gypsum board in the boiler room area.

Thirty thousand one hundred twenty five AND NO CENTS  
(\$30,125.00)

# Scott Smith

## Servpro of NW & SE Dutchess County

- [ssmith@servpronwsedutchess.com](mailto:ssmith@servpronwsedutchess.com) • 506 Salt Point Turnpike Poughkeepsie NY 12601
  - 845-635-4550
- [www.servpronwsedutchesscounty.com](http://www.servpronwsedutchesscounty.com)

### Objectives

To acquire work/jobs for residential, commercial, and government in the field of mold, water, fire, asbestos, lead remediation/abatement.

### Education

IICRC certified, OSHA certified, Asbestos licensed, Lead certified, NYS licensed mold contractor

#### **Applied Microbial Remediation Technician (AMRT) IICRC**

(Prerequisite: IICRC Certification in WRT) The Applied Microbial Remediation Technician course covers mold and sewage remediation techniques to individuals engaged in property management, property restoration, IEQ investigations or other related professions. Emphasis will be placed on teaching mold and sewage remediation techniques to individuals who will perform these procedures in the field. Course graduates will be adequately equipped to perform remediation services, while protecting the health and safety of workers and occupants.

#### **Applied Structural Drying Technician (ASD) IICRC**

(Prerequisite: IICRC Certification in WRT) The IICRC-approved Applied Structural Drying (ASD) course is designed to teach the effective, efficient and timely drying of water-damaged structures and contents, using comprehensive classroom and hands-on training, in order to facilitate appropriate decision making within a restorative drying environment.

#### **Commercial Drying Specialist (CDS) IICRC**

(Prerequisites: IICRC Certification in WRT **Special note to Participants:** Commercial drying projects frequently have many more potential hazards and safety risks that are not generally encountered on residential projects. These hazards may include but not be limited to higher voltages, confined spaces, energized machinery, hazardous chemicals, heavy equipment and forklifts. The CDS course is not intended to be a health and safety course, nor will it cover all of the potential



hazards that may be encountered on commercial projects. It is required of participants to comply with all applicable local, state/provincial and national safety rules and regulations. The participant is strongly advised to research and complete appropriate training programs (e.g. HST, OSHA 10-hour, Canadian HST) prior to participating in the CDS course) The Commercial Drying Specialist course teaches damage inspection and evaluation, work flow management, process administration and technical methods of effective and timely drying of commercial, industrial, institutional and complex residential water-damaged structures, systems, and furniture, fixtures and equipment (FFE). Resources for this course include: the current ANSI/IICRC S500 Standard and Reference Guide for Professional Water Damage Restoration, reference media, scientific, technical and industry resources.

### **Fire and Smoke Restoration Technician (FSRT) IICRC**

The Fire and Smoke Restoration Technician course concentrates on technical procedure for successfully completing the restoration of a fire and smoke damaged environment. Students will learn how to combine technical procedures with a practical approach to managing the job site and how that relates to pricing the job

### **Health and Safety Technician (HST) IICRC**

The Health and Safety Technician class is a must for anyone performing restoration or mold remediation! This course is provided to increase safety in your workplace and reduce your company's risk of costly fines and penalties. It is also designed to put you ahead in the restoration industry to show insurance companies you and your staff is ahead of the competition regarding health and safety. Topics to be covered are: OSHA standards, Inspections, Citations and Penalties, Record keeping, Personal Protective Equipment (PPE), Hazard Communication, Hazardous Materials, Confined Spaces, and Blood borne Pathogens.

### **Water Damage Restoration Technician (WRT) IICRC**

The Water Damage Restoration Technician course is designed to teach restoration personnel that perform remediation work to give them a better concept of water damage, it's effects and techniques for drying of structures. This course will give residential and commercial maintenance personnel the background to understand the procedures necessary to deal with water losses, sewer backflows, and contamination such as mold.

### **OSHA 10-hour**

General industry training teaches safety awareness and helps each worker recognize and reduce the risks of jobsite hazards. Covers general industry hazards not specific to those working construction-only jobs and is intended as an orientation to OSHA standards, related to general industry work such as Personal Protective Equipment, Flammable and Combustible Liquids, Machine Guarding, Lockout Tag out Procedures and more

OSHA recommends workplace safety training for a safe and healthful work environment.



**Asbestos Contractor/Supervisor**

Individual who performs supervision of persons permitted to enter the restricted and regulated asbestos abatement work area. The supervisor is also responsible for performing the duties of the OSHA competent person for the asbestos project, consistent with current EPA and OSHA regulations. An Asbestos Contractor/Supervisor must have a valid certificate with them at all times while working on qualifying projects.

**Lead Abatement Supervisor**

A certified Supervisor can perform all of the duties that a Lead Worker can, and additionally a Supervisor is responsible for occupant safety during the abatement process and for writing the abatement plan, focuses on essential abatement procedures including site preparation, contract planning, project management, abatement implementation and record-keeping.

**Mold Program**

The Department's new Mold Program, which is responsible for enforcing Article 32 of the New York State Labor Law, establishes licensing requirements and minimum work standards for professionals engaged in mold assessment and remediation. There are three main components to the new law:

1. **Training:** The Mold Program will protect consumers by requiring contractors to obtain appropriate training prior to being licensed to perform mold assessment, remediation or abatement services.
2. **Licensing:** Contractors will not be allowed to advertise or perform covered work without the required license, with limited exceptions such as home or business owners performing work on their own properties.
3. **Minimum Work Standards:** The Mold Program also establishes new minimum work standards for mold assessments and remediation activities by licensed professionals, including:
  - o Protection against fraud by prohibiting the performance of both the assessment and remediation on the same property by the same individual;
  - o Protection against fraud by requiring an independent mold assessment to define the scope of the remediation work;
  - o Identification of disinfectant products, consistent with U.S. Environmental Protection Agency standards;
  - o Provision of personal protection equipment to employees, as necessary;
  - o Posted notice of the project and the contractor's licenses; and
  - o Completion of a post-remediation assessment.

## Experience

Servpro of NW & SE Dutchess County

506 Salt Point Turnpike Poughkeepsie NY 12601 Owner/president *July 2013 – to present*

### **Executive: Business Operations Management**

- a. Create and complete annual business plan and goals.
- b. Monitor and manage Marketing Division to meet (or exceed) revenue, expense, and profit goals and objectives.
- c. Monitor and manage Production Division to meet (or exceed) revenue, expense, and profit goals and objectives.
- d. Monitor and manage Office/Administration Division to meet (or exceed) revenue, expense, and profit goals and objectives.

### **Executive: Communication Management**

- a. Conduct Managers' Meeting.
- b. Ensure clear two-way communication with staff.

### **Executive: Professional and Personal Development**

- a. Continue professional and personal development of management, teambuilding, and leadership skills.

### **Executive: Client Satisfaction**

- a. Network and build relationships with centers of influence (COIs) and ensure client satisfaction.

### **Executive: Customer Satisfaction**

- a. Oversee SERVPRO<sup>®</sup> processes relating to customers, take care of customer needs, and ensure customer satisfaction.

### **Executive: Customer Conflict Resolution**

- a. Handle and resolve customer conflicts.



**Production: Professional and Personal Development**

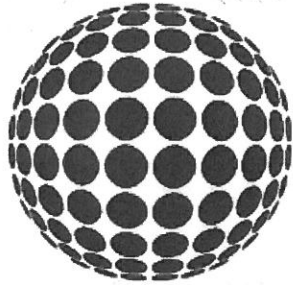
- a. Continue professional development of SERVPRO<sup>®</sup> specific skills and expertise: production services and processes, cleaning products and equipment, technology.

**Office/Administration: Professional and Personal Development**

- a. Continue professional development of SERVPRO<sup>®</sup> specific skills and expertise: office procedures and processes.

**Executive: Safety and Risk Management**

- a. Understand and follow safety and risk management guidelines on the jobsite, in the office, and while travelling.
- b. Run safety training, as appropriate.
- c. Make sure all employees follow safety and risk management guidelines on the jobsite, in the office, and while traveling.
- d. Comply and manage OSHA, local, state, and federally required industry programs.



# IICRC

Institute of Inspection Cleaning  
and Restoration Certification

*be it known that:*

**SCOTT SMITH**

Is a registrant in good standing with IICRC, and has qualified by service and examination for  
Certification in the following areas:

**WATER DAMAGE RESTORATION  
APPLIED STRUCTURAL DRYING  
FIRE & SMOKE RESTORATION  
APPLIED MICROBIAL REMEDIATION  
HEALTH & SAFETY  
COMMERCIAL DRYING SPECIALIST**

and has pledged to perform services in these areas with skill, honesty,  
and integrity in order to provide the consumer with the highest degree  
of professionalism possible.

194836

**REGISTER NUMBER**

7/2016

**EXPIRATION DATE**



**ENVIRONMENTAL  
EDUCATION ASSOCIATES**  
*environmentaleducation.com*

Corporate Office | 346 Austin Street, Buffalo, NY 14207 | 888.436.8338  
TRAINING PROVIDER ID MTP-002

# *Certificate of Completion*

*This certifies that on December 4, 2015*

**Scott Smith**

**DMV License Number : 864205062**

*Successfully completed the 24 hour New York State Department of Labor – approved*

**Mold Remediation Contractor Initial Course**

*Pursuant to Article 32 of the New York State Labor Law*

**Attendee Identification Number: 3 – 15 – 12 – 04 – 002 – 008**

**Training Course Location: Poughkeepsie, NY**

This certificate is not a license to perform assessment, remediation or abatement of mold projects.

Andrew J. McClellan, Training Director



*Claims Training Services*  
*A Service of William Stewart Associates, Inc.*

Presents this certificate to

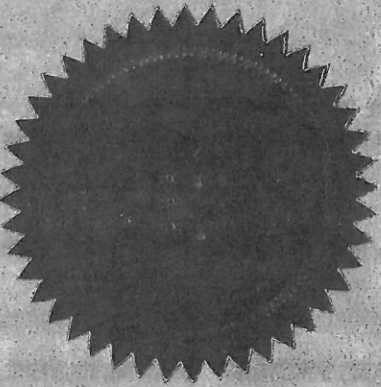
**Scott Smith**

In recognition of satisfactory completion of

**Successful Subrogation I:**

*A Correspondence Course for Restoration Contractors*

*Awarded on August 11, 2013  
in Jackson, New Jersey.*



*President, Claims Training Services*

# QUEST & T

Quality Environmental Solutions & Technologies, Inc  
1376 Route 9, Wappingers Falls, NY 12590  
Phone 845-298-6031 Fax 845-298-6251

HEREBY CERTIFIES THAT

**SCOTT SMITH**

32 Pine Brook Loop  
Hopewell Junction, NY 12533

HAS SUCCESSFULLY COMPLETED A TRAINING SEMINAR IN:

***EPA Lead Renovator-Initial-English***

MEETING THE REQUIREMENTS OF TITLE 40 PART 745 AND IS AWARDED THIS  
CERTIFICATE BY:



Lawrence Holzapfel  
Lead Program Manager

ON THIS DATE: 06/02/2010  
EXPIRATION DATE: 06/02/2015  
CERTIFICATE NUMBER: R-I-306040-10-000019





# QUES & T

Quality Environmental Solutions & Technologies, Inc  
1376 Route 9, Wappingers Falls, NY 12590  
Phone 845-298-6031 Fax 845-298-6251

HEREBY CERTIFIES THAT

**SCOTT SMITH**

HAS SUCCESSFULLY COMPLETED A TRAINING SEMINAR IN:

**NYS CONTRACTOR/SUPERVISOR INITIAL**

MEETING THE REQUIREMENTS OF NYSDOH 10 NYCRR, PART 73 AND  
TSCA TITLE 11 AND IS AWARDED THIS CERTIFICATE BY:



**KENNETH C. ECK**  
DIRECTOR OF EDUCATIONAL SERVICES

NOTE: Official record of successful completion is DOH 2832 Certificate of Completion of  
Asbestos Safety Training

Note: DOH 2832 - A \$20 fee shall be charged for replacement of Certificate of Completion DOH 2832

ON THIS DATE: 11/18/13-11/22/13

CERTIFICATE NUMBER-683546

EXPIRATION DATE-11/22/14





21-701613259

**GREAT LAKES OSHA EDUCATION CENTER, 1-800-207-9399**

This card acknowledges that the recipient has successfully completed a  
10-hour Occupational Safety and Health Training Course in  
**General Industry Safety and Health**

**SCOTT SMITH**

**Ronald Valega**

(Trainer name - print or type)

**09/26/2014**

(Course end date)



**IICRC**  
International Institute of  
Cleaning and Restoration

Be it known that  
**SCOTT SMITH**  
is certified in these areas:

- WATER DAMAGE RESTORATION
- APPLIED STRUCTURAL DRYING
- FIRE & SMOKE RESTORATION
- APPLIED MICROBIAL REMEDIATION
- HEALTH & SAFETY
- COMMERCIAL DRYING SPECIALIST

194836

Register Number



256417

7/2015

Expiration Date

**SCOTT C SMITH**  
CLASS (EXPIRES)  
6 SUPR107/16j

CERT# 11-21884  
DMV# 854205062

MUST BE CARRIED ON ASBESTOS PROJECTS





*Affinity Insurance Services, Inc.*

December 9, 2015

MCM Legacy, Inc.  
506 Salt Point Turnpike  
Poughkeepsie, NY 12603

Subject: Restoration Risk Retention Group, Inc. Claims History

Dear Kym:

Please note that the accompanying loss run report reflects no claim activity with respect to the following policies:

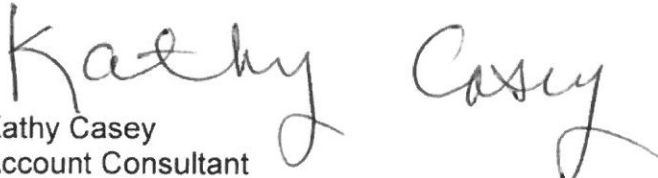
RGL131777 – Commercial General Liability

RPU131327 – Pollution Liability

RMPL131016 – Miscellaneous Professional Liability

RLS131595 – Limited Service and Repair Liability

Sincerely,

  
Kathy Casey  
Account Consultant



CCMSI

# Restoration Risk Retention Group, Inc.

Printed: 12/8/2015 12:09:08 PM

## Loss Run Summary Report

All Claims Where Claim Status is Closed or Open As Of 12/8/2015, Date Of Loss is between 6/17/2013 and 12/7/2015 11:59 PM, Location is one of MCM LEGACY, INC. - F050631 As of 12/8/2015 11:59 PM

Claim Number	Claimant	Covg	Claim Type	Date of Loss	Status	Date Closed	Total Paid	Outstanding Reserves	Third Party Recovery	Total Incurred	Carrier Reimbursement	Net Incurred
<b>Report Totals:</b>												
# Claims: 0							\$0.00			\$0.00		\$0.00

delivering what matters most.

Proactive Risk Management and Claims Administration Solutions



**Restoration Risk Retention Group, Inc.**

**Loss Run Summary Report**

All Claims Where Claim Status is Closed or Open As Of 12/8/2015, Date Of Loss is between 6/17/2013 and 12/7/2015 11:59 PM, Location is one of MCM LEGACY, INC. - F050631 As Of 12/8/2015 11:59 PM



1

---

delivering what matters most.

Proactive Risk Management and Claims Administration Solutions

(800) 252-5059



of NW & SE Dutchess County

12/9/2015

This is to certify that to the best of our knowledge no liens have been filed against MCM Legacy Inc., DBA: Servpro NW SE Dutchess County by any subcontractors, nor have any claims been made against any bond bid, surety bond or general liability insurance policy.

Sincerely,

Scott Smith  
Owner

Lisa Ann Smith  
Owner

506 Salt Point Turnpike, Poughkeepsie, NY 12601

Phone: 845-635-4550 Fax: 845-204-9779

**24 Hour Emergency Service... Like it never even happened.®**



## **Liability Insurance**

Aon Affinity  
Commercial Solutions  
159 East County Line Rd  
Hatboro PA 19040  
Kathy Casey – Senior Account Specialist  
1-866-231-2006

## **Auto & Workers Compensation**

BB & T Insurance Services Inc.  
3605 Glenwood Ave  
Raleigh NC 27612  
Gloria Burdette, CISR – Client Service Rep.  
919-716-9711

## **New York State Disability**

Standard Security Life Insurance Company  
485 Madison Ave  
New York NY 10022-5872  
MJL Insurance Agency – Matt Lennon  
845-592-0332





of NW & SE Dutchess County

12/9/2015

**Principal Company Officers and Owners**

Scott Smith – Owner and President

Lisa Ann Smith – Owner and Vice President

**Parent companies, subsidiaries and holding companies**

MCM Legacy Inc.

**Corporate or business names under which the company has done business in the past five years**

MCM Legacy Inc.

Servpro NW SE Dutchess County

506 Salt Point Turnpike, Poughkeepsie, NY 12601

Phone: 845-635-4550 Fax: 845-204-9779

**24 Hour Emergency Service... Like it never even happened.®**



## **Anticipated project schedule for content cleaning**

- **Day 1:** Establish air scrubbing in cleaning areas, set up all critical barriers and lay plywood over floor in drill shed area pathway where needed. Start removing AC units and computers.
- **Day 2:** Set up work area in drill shed to begin file cleaning and start file cleaning. Clean used boxes in garage to reuse for packing. Continue AC's and computers. Clean and move the Micro-fiche to garage area. Set up work area in basement and start content cleaning in basement areas.
- **Day 3:** Continue file cleaning in drill shed area and basement area. Clean and/ or dispose of furniture throughout rest of building (not in drill shed area). Start cleaning, dismantling shelving units and move to garage.
- **Day 4:** Continue file cleaning in drill shed, police storage rooms and basement area. Move contents to necessary locations.
- **Day 5:** Continue content cleaning in drill shed, police storage rooms and basement area. Move contents to necessary locations.
- **Day 6:** Continue content cleaning in drill shed, police storage rooms and basement area. Move contents to necessary locations.
- **Day 7:** Continue file cleaning in drill shed, police storage rooms and basement area. Move contents to necessary locations.
- **Day 8:** Start finalizing work areas and final cleaning, stage for final inspection from W&A.

- **Day 9:** Demobilization of job site, removal of air scrubbers and critical barriers. After clearance from W&A

**Number of personnel anticipated on project**

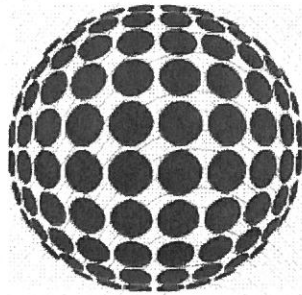
- 8-14 workers per day depending on scope for that day
- 1-2 supervisors per day depending on scope for that day

## **Anticipated project schedule for Alternate 1**

- **Day 1:** Establish negative air in basement storage areas, set up all critical barriers, and establish a 3 room containment including a tool room, a clean room and a separate decontamination room. Set up dehumidification to maintain environment during mitigation. Start removal of contaminated materials. Following the procedures listed by W&A.
- **Day 2:** Continue demo of mold contaminated material. Removing bags of debris to appropriate dumpster.
- **Day 3:** Continue demo of mold contaminated material. Removing bags of debris to appropriate dumpster.
- **Day 4:** Structure cleaning of remaining surfaces including; HEPA vacuuming, wet wiping with antimicrobial and sanding necessary surfaces.
- **Day 5:** Structure cleaning of remaining surfaces including; HEPA vacuuming, wet wiping with antimicrobial and sanding necessary surfaces.
- **Day 6:** Final cleaning and stage job for inspection and testing by W&A.
- **Day 7:** After clearance break down of critical barriers and removal of negative air machines.

## **Number of personnel anticipated on project**

- 8-14 workers per day depending on scope for that day
- 1-2 supervisors per day depending on scope for that day



# IICRC

Institute of Inspection Cleaning  
and Restoration Certification

## CERTIFIED FIRM

### 2015

*be it known that:*

**SERVPRO OF NW & SE DUTCHESS COUNTY**

Is registered with IICRC, and has pledged to implement an advanced training program and a course of study leading to the certification of all On-Location Operators actively engaged in providing services to the consumer in cleaning and restoration and has pledged its support in establishing and maintaining a professional attitude in the conduct of its daily business at all times and providing the consumer with the highest degree of professionalism possible.

*Patrick Winters, IICRC President*

*Tony Wheelwright, Chairman of the Board*

*Company Number 146791*

*Valid Through 12-31-2015*

# United States Environmental Protection Agency

This is to certify that



has fulfilled the requirements of the Toxic Substances Control Act (TSCA) Section 402 and has received certification to conduct lead-based paint renovation, repair, and painting activities pursuant to 40 CFR Part 745.89

Serypro of NW & SE Dutchess County



In the Jurisdiction of:

All EPA Administered States, Tribes, and Territories

This certification is valid from the date of issuance and expires July 16, 2018

NAT-F114159-1  
Certification #  
July 02, 2013  
Issued On

*Michelle Price*  
Michelle Price, Chief  
Lead, Heavy Metals, and Inorganics Branch





# Certificate of Authority

Identification number

**46-2743478**

*(Use this number on all returns and correspondence)*



**VALIDATED**

**4/6/2015**

**Dept of Tax  
and Finance**

MCM LEGACY INC.  
SERVPRO OF NW & SE DUTCHESS COUNTY  
506 SALT POINT TPKE  
POUGHKEEPSIE NY 12601-6527

is authorized to collect sales and use taxes under Articles 28 and 29 of the New York State Tax Law.

**Nontransferable**

This certificate must be prominently displayed at your place of business.  
Fraudulent or other improper use of this certificate will cause it to be revoked.  
The certificate may not be photocopied or reproduced.

4020109100098

1DB8 - 0970635 P0001203 - 01

DTF-17-A (11/14)

STATE OF NEW YORK  
WORKERS' COMPENSATION BOARD  
CERTIFICATE OF INSURANCE COVERAGE UNDER THE NYS DISABILITY BENEFITS LAW

**PART 1. To be completed by Disability Benefits Carrier or Licensed Insurance Agent of that Carrier**

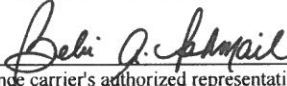
<p>1a. Legal Name and Address of Insured (Use street address only)</p> <p><b>MCM LEGACY INC. DBA: SERVPRO OF NW &amp; SE DUTCHESS COUNTY 506 SALT POINT TURNPIKE POUGHKEEPSIE, NY 12601</b></p>	<p>1b. Business Telephone Number of Insured 8456354550</p> <p>1c. NYS Unemployment Insurance Employer Registration Number of Insured 5110716</p> <p>1d. Federal Employer Identification Number of Insured or Social Security Number 46-2743478</p>
<p>2. Name and Address of the Entity Requesting Proof of Coverage (Entity Being Listed as the Certificate Holder)</p> <p><b>Town of New Paltz 1 Veterans Drive New Paltz, NY 12561</b></p>	<p>3a. Name of Insurance Carrier Standard Security Life Insurance Company of New York</p> <p>3b. Policy Number of entity listed in box "1a": 69547-00</p> <p>3c. Policy effective period: 12/9/2013 to 12/7/2016</p>

4. Policy covers:

a.  All of the employer's employees eligible under the New York Disability Benefits Law

b.  Only the following class or classes of the employer's employees:

Under penalty of perjury, I certify that I am an authorized representative or licensed agent of the insurance carrier referenced above and that the named insured has NYS Disability Benefits insurance coverage as described above.

Date Signed 12/9/2015 By   
Signature of insurance carrier's authorized representative or NYS Licensed Insurance Agent of that insurance carrier)

Telephone Number (212) 355-4141 Title SUPERVISOR-DBL/POLICY SERVICES

**IMPORTANT:** If box "4a" is checked, and this form is signed by the insurance carrier's authorized representative or NYS Licensed Insurance Agent of that carrier, this certificate is COMPLETE. Mail it directly to the certificate holder.  
If box "4b" is checked, this certificate is NOT COMPLETE for purposes of Section 220, Subd. 8 of the Disability Benefits Law. It must be mailed for completion to the Workers' Compensation Board, DB Plans Acceptance Unit, 20 Park Street, Albany, New York 12207.

**PART 2. To be completed by NYS Workers' Compensation Board (Only if box "4b" of Part 1 has been checked)**

**State Of New York  
Workers' Compensation Board**

According to information maintained by the NYS Workers' Compensation Board, the above-named employer has complied with the NYS Disability Benefits Law with respect to all of his/her employees.

Date Signed \_\_\_\_\_ By \_\_\_\_\_  
(Signature of NYS Workers' Compensation Board Employee)

Telephone Number \_\_\_\_\_ Title \_\_\_\_\_

**Please Note:** Only insurance carriers licensed to write NYS disability benefits insurance policies and NYS licensed insurance agents of those insurance carriers are authorized to issue Form DB-120.1. **Insurance brokers are NOT authorized to issue this form.**



## Additional Instructions for Form DB-120.1

By signing this form, the insurance carrier identified in box "3" on this form is certifying that it is insuring the business referenced in box "1a" for disability benefits under the New York State Disability Benefits Law. The Insurance Carrier or its licensed agent will send this Certificate of Insurance to the entity listed as the certificate holder in box "2". *This Certificate is valid for the earlier of one year after this form is approved by the insurance carrier or its licensed agent, or the policy expiration date listed in box "3c".*

Please Note: Upon the cancellation of the disability benefits policy indicated on this form, if the business continues to be named on a permit, license or contract issued by a certificate holder, the business must provide that certificate holder with a new Certificate of NYS Disability Benefits Coverage or other authorized proof that the business is complying with the mandatory coverage requirements of the New York State Disability Benefits Law.

### DISABILITY BENEFITS LAW

#### §220. Subd. 8

(a) The head of a state or municipal department, board, commission or office authorized or required by law to issue any permit for or in connection with any work involving the employment of employees in employment as defined in this article, and notwithstanding any general or special statute requiring or authorizing the issue of such permits, shall not issue such permit unless proof duly subscribed by an insurance carrier is produced in a form satisfactory to the chair, that the payment of disability benefits for all employees has been secured as provided by this article. Nothing herein, however, shall be construed as creating any liability on the part of such state or municipal department, board, commission or office to pay any disability benefits to any such employee if so employed.

(b) The head of a state or municipal department, board, commission or office authorized or required by law to enter into any contract for or in connection with any work involving the employment of employees in employment as defined in this article, and notwithstanding any general or special statute requiring or authorizing any such contract, shall not enter into any such contract unless proof duly subscribed by an insurance carrier is produced in a form satisfactory to the chair, that the payment of disability benefits for all employees has been secured as provided by this article.