

GEORGE LATIMER
County Executive

DEPARTMENT OF PUBLIC WORKS AND TRANSPORTATION

HUGH J. GREECHAN, JR., P.E.
Commissioner

March 2, 2018

Participant Name
Participant Organization
Participant Address
City, State, Zip Code

Re: Westchester County Adopt-A-Road Program

Dear Participant:

Enclosed for execution please find three (3) Adopt-A-Road Agreements. Kindly have all three documents signed as originals by the appropriate members of your organization. If your organization is a corporation, the same individual who signs the Agreements must also have the Acknowledgment forms notarized for his/her signature in triplicate. In addition, please have an officer other than the individual signing the Agreements complete and sign the top half of the Certificate of Authority forms in triplicate. The bottom half of the Certificate of Authority forms must be notarized for the other officer's signature. All forms shall be notarized where applicable.

Applicants must also indicate on page 2 what segment of County Road will be designated, and on page 5 the term of the Agreement. The Daily Work Party sign-off form (Schedule "B") and the General Release form (Schedule "C") are not completed at this time. As stipulated in the Agreement, Schedule "B" is to be signed each day work is performed by each individual participating. Also, Schedule "C" is to be signed by each individual participating, but should be submitted to this Department prior to the commencement of any activity.

Upon execution of the Agreements, please return the above-mentioned information along with a Certificate of Insurance evidencing coverage for Workers' Compensation** and General Liability, with the County of Westchester named as an "Additional Insured" with respect to General Liability. **Please note that your organization is required to submit proof of insurance coverage, only if your organization has an existing policy in place;** the only item required would be to name the County as additional insured as previously mentioned.

**If your organization has an existing insurance policy in place, please be advised that effective December 1, 2008 the State of New York Workers' Compensation Board requires all government entities to ensure that businesses applying for permits, licenses or contracts have appropriate workers' compensation and disability benefits insurance coverage. The State of New York Workers' Compensation Board has advised us that we can no longer accept the ACORD form as acceptable proof of New York State workers' compensation or disability benefits insurance coverage. Acceptable forms are noted as follows:

- Certificate Form C-105.2 or State Fund Insurance Company Form U-26.3 is required for proof of compliance with the New York State Workers' Compensation Law.
- If your company is self-insured for Workers' Compensation, Certificate Form SI-12, Certificate of Workers' Compensation Self-Insurance or Form GSI-105.2, Certificate of Participation in Workers' Compensation Group Self-Insurance, is required for proof of compliance.
- The State of New York Workers' Compensation Board requires Form CE-200 (Certificate of Attestation of Exemption) to be used for applicants seeking exemption from worker's compensation and/or disability benefits insurance (**applies only** to entities with no employees and/or out-of-state entities obtaining a contract or license in which all of the work is being performed outside of New York State). Form CE-200 is available to download at www.wcb.state.ny.us (click on Employers/Businesses, then Business Permits/Licenses/Contracts to see the complete instruction manual).

Please return the above information to my attention, Westchester County Department of Public Works, 148 Martine Avenue, Room 522, White Plains, New York 10601.

Upon receipt of the above, the Agreement will be processed and a fully executed copy will be forwarded to you for your files. Should you have any questions, please call me at (914) 995-2594.

Very truly yours,

Michael R. Dispenza

Michael R. Dispenza
Contract Administrator

MRD/ku

Encl.

cc: H. Greechan
J. Nicoletti
J. Statini
W. Makar
J. Nicholson
G. Ireland
K. Roseman
B. Peters-DeMeo
File