

23995

Date: December 23, 2011

To: Board of Acquisition and Contract

From: Robert F. Meehan  
County Attorney

Re: Request for authority to purchase Commercial General Liability Insurance from Scottsdale Insurance Company through the brokerage firm of Spain Agency, Inc. for Polling Sites for Primary and General Elections. The premium cost of this insurance package shall not exceed \$65,891.00 for the policy period February 4, 2012 through February 4, 2013.

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Pursuant to the New York State Election Consolidation and Improvement Act of 2005, section 4-104(1) of the New York Election Law requires the County Board of Elections to designate the polling places in each election district in which any election may be held. Several of the owners of the sites which the County Board of Elections has designated as polling places require the County to provide evidence of insurance naming the site owner as an additional insured.

Authority is now requested for the County of Westchester to purchase Commercial General Liability Insurance from Scottsdale Insurance Company through the brokerage firm of Spain Agency, Inc. for Polling Sites for Primary, General and Village Elections. The premium cost of this insurance package shall not exceed \$65,891.00 for the policy period of February 4, 2012 through February 4, 2013, to cover five (5) Elections as follows: February (Date TBA), 2012 - Special Election; March 20, 2012 - Village Elections in Elmsford, Irvington, Pelham and Sleepy Hollow; April 24, 2012 - Presidential Primary Election, (Date TBA) 2012; - Primary Election, and the November 6, 2012 - General Election. Should any additional or alternative election dates be required (for example, a special election), they will be added by endorsement. The cost of this policy in 2011 was \$55,000.00 which provided liability coverage for four (4) election dates. The increase this year contemplates five (5) election dates instead of 4; in addition there are 2 open liability claims against this policy for slip and fall incidents occurring in the 2011 Election year.

The insurance package provides \$2,000,000.00 in Commercial General Liability coverage, (\$2,000,000 aggregate and \$1,000,000.00 per occurrence) which is subject to a \$1,000.00

deductible. The insurance will cover the dates of the election and the day before and the day after each event to allow for set up and take down.

The public purpose of the procurement of insurance is to ensure that polling places are adequately insured on all 2012 Election dates. The goal of maintaining adequate liability insurance coverage at polling places and any claims related thereto will be tracked and monitored by the Office of Risk Management on an ongoing basis.

This procurement is exempt under the Westchester County Procurement Policy pursuant to Section 3 (a)(v) thereof which exempts procurements of insurance or surety bonds

Accordingly, your favorable action on the annexed Resolution is recommended.

APPROVED BOARD OF ACQUISITION & CONTRACT - 01/19/2012 - JOHANNY VIEIRA, SECRETARY

## RESOLUTION

Upon a communication from the County Attorney, be it hereby

**RESOLVED**, that the County of Westchester is hereby authorized to purchase Commercial General Liability Insurance, from Scottsdale Insurance Company through the brokerage firm of Spain Agency, Inc.; and be it further

**RESOLVED**, that under the terms of the insurance package, the Scottsdale Insurance Company shall provide \$2,000,000.00 in Commercial General Liability coverage, (\$2,000,000 aggregate and \$1,000,000.00 per occurrence) which is subject to a \$1,000.00 deductible; and be it further

**RESOLVED**, that the premium cost of this insurance package shall not exceed \$65,891.00 for the policy period February 4, 2012 through February 4, 2013, which will specifically cover the dates of 1 Special Election, the Village Elections, the Presidential Primary, the Primary and the General Election and additional or alternative election dates as may become required, plus the day before and day after each election to allow for set up and take down.

**RESOLVED**, that the County Executive or his authorized designee is hereby authorized to execute any and all documents necessary and appropriate to effectuate the purposes hereof.

Account to be  
Charged/Credited

	Fund	Dept	Major Program, Program & Phase Or Unit	Object/ Sub- Object	Trust Account	Dollars
2012	101	14	1000	4280		\$65,891.00

Budget Funding Year(s) 2012 Start Date 2/4/12 End Date 2/4/13  
(must match resolution)

Funding Source

**\$65,891.00**

(must match resolution)

Tax Dollars \$65,891.00

State Aid \_\_\_\_\_

Federal Aid \_\_\_\_\_

Other \_\_\_\_\_