

West Seneca Central School District

Request for Proposals (RFP) for Construction Management

FORM A

**REQUEST FOR PROPOSAL (RFP) DOCUMENTS
Construction Management Services**

NAME OF RFP MUST APPEAR ON OUTSIDE OF RETURN ENVELOPE

**SEALED RFP RESPONSES/BIDS TO BE OPENED:
September 18, 2025 @ 11:00 AM**

In the Business Office of:
West Seneca Central School District
900 Mill Road
West Seneca, NY 14224

PLEASE PRINT OR TYPE ALL INFORMATION:

COMPANY NAME: _____

CONTACT PERSON: _____

OFFICE ADDRESS: _____

TELEPHONE & extension: _____

FAX: _____

E-MAIL _____

ADDITIONAL VENDOR NOTES HERE:

West Seneca Central School District (WSCSD) reserves the right to reject any and all RFP responses/bids, to waive any informalities therein and to hold all RFP responses/bids for a period of sixty days for proper analysis.

CONSTRUCTION MANAGEMENT MINIMUM QUALIFICATIONS

WSCSD anticipates hiring a Construction Management (CM) firm. The total project duration for the delivery of CM services is estimated to be as provided on the schedule included with this RFP. WSCSD requests that firms responding to this RFP base your fee structure on the timelines included. The minimum qualifications that will be considered by WSCSD as a basis for selection of a construction manager are as follows:

1. Prior team experience as a construction manager should include at least four (4) completed projects of similar size, scope, complexity and schedule constraints.
2. Prior New York State Public School District experience will be a major consideration. If possible, demonstrate that multiple staff members have experience with NYSED and the associated paperwork/procedures.
3. Responding firms must have experience providing professional construction management services as described in the RFP.
4. Firms must demonstrate prior experience as a construction manager for public sector clients and familiarity with NYS general municipal bidding laws and other public sector regulations.
5. Demonstrated experience in providing and maintaining staffing levels that accommodate the construction schedule. ***Please Note: If selected for an interview, the proposer will be required to identify the responsible staff persons for these positions and be prepared for them to attend the interview.***
6. Demonstrated experience of managing reconstruction work in occupied K-12 buildings.
7. Demonstrated project experience of managing public construction contracts under New York State General Municipal Law.
8. Demonstrated experience of expertise in cost estimate.
9. Demonstrated in-house process for QA/QC of design team documents.
10. Firms must possess documentation demonstrating insurance requirements as indicated in Attachment "A"

Only firms that meet or exceed the above minimum selection criteria set forth by WSCSD will be considered. The selected CM firm shall not bid or perform any of the trade construction work.

Project Overview

The district intends to work with the stakeholders, Young + Wright Architectural (Y&W) and the selected CM to evaluate and prioritize scope for a 2026 Capital Project Vote. This project is intended to be a \$45,000,000 - \$50,000,000 project. WSCSD intends to use step downs in debt service plus Capital Reserve Funds to minimize or eliminate tax payer impact. WSCSD intends to schedule a series of project votes over 7 years to exceed \$100 million to address the physical plant needs of the District.

The CM will participate in discussions to prioritize and select the scope of work to be considered for the referendum. Y&W has recently completed the required Building Conditions Survey which will be provided to the selected CM.

Schedule Overview

RFP Issued	August 20, 2025
Last Day for RFI's	August 28, 2025
Proposals Due	September 18, 2025, 11 AM
Interviews	Week of October 6
Board Review	October 2025
CM Selection	November 2025

Site visits are not required but can be scheduled by reaching out to Mick Barr, Director of Facilities.

mbarr@wscschools.org.

Proposed Project Schedule (Subject to Change)

Pre-Referendum Services	Through July 2026
Referendum	September 2026
Phase 1	
Design Services	October 2026 – April 2027
SED Submission/Review Time	May 2027 – October 2027
Project Bidding/Award	November/December 2027
Construction	2028/29
Final Cost Report Submission	December 2029
Phase 2 – TBD based on scope	
Design Services	
SED Submission/Review Time	
Project Bidding/Award	
Construction	
Final Cost Report Submission	

The Owner intends to award the contract for the entire 2026 Capital Project, and reserves the right to add additional scope or an additional phase if necessary to complete the project and will negotiate additional compensation.

Construction Management Scope of Work

The scope of services that the construction manager is to provide during the preconstruction and construction phases of this project shall include, but not limited to, and can best be summarized as follows:

PREREFERENDUM

1. Participate in the District's Facility Committee and assist in prioritizing the needs of the District utilizing the Building Condition survey as a guide. The expectation is for at least monthly meetings to consider items for inclusion in the project.
2. Assist WSCSD in creating a cost estimate during the pre-referendum phase for the total project work under consideration.
3. Assist WSCSD in the marketing of the project to the community for the referendum.

PRECONSTRUCTION OR DESIGN PHASE SERVICES

1. Assist WSCSD in the selection of consultants (e.g. testing labs), where appropriate, for the various projects. Review performance of these groups, making recommendations when necessary.
2. Develop with Y&W and WSCSD appropriate procedures manual, delineating division of responsibilities and duties between the School District, the Construction Manager, the Architect/Engineer, Constructors, Suppliers, and others involved in the project.
3. Develop and review with WSCSD and Y&W a scheduling system of project milestones and documentation to ensure its timely delivery within schedule and with minimal impact to District operations.
4. Provide Constructability Comments on the design documents at each phased deliverable (30%, 60%, 90%, SED)
5. Undertake value engineering exercise to study alternative materials, systems, manufacturers, and vendors to obtain the most economic benefit from a cost standpoint while maintaining WSCSD's functional and program requirements.
6. Perform scheduling exercises to evaluate alternative schemes and approaches to each project; from the standpoints of constructability, materials, labor, phasing, temporary construction, cost, and schedule.
7. Report regularly to WSCSD on progress and schedule during construction.
8. Establish contact and maintain liaison as necessary with authorities during all Approval Processes.
9. Assist WSCSD and Y&W in establishing cost breakdowns and other controls with which evaluate the responsiveness and completeness of construction bids received.
10. Establish a system of controls requiring specific performance of contractors and vendors, and which will anticipate by means of adequate reporting and documentation, the means to resolve disputes, delays, and change orders. Work

with school counsel and Y&W to ensure that contract documents include such provisions. Recommend a number of prime contracts and establish/delineate scope of work (work summary for each).

11. Develop cost models, monitor progress, evaluate proposed changes and their cost impacts, and provide a cost estimate, for each document phase (30%, 60%, 90% and SED) of each project component. Provide an estimate for any alternates deemed necessary.
12. Study local labor market conditions and construction materials as they effect design choices and construction costs; establish a liaison with area contractors and encourage their participation in bidding.
13. Review and make recommendations to expedite and better assure acceptable bids and good contractual relations with contractors.
14. Establish/track all project costs, including a proactive cost reservation system, and balance to WSCSD's records each month.

Please note that Y&W will be developing a multiple prime bid strategy for this project. They will be responsible for printing these documents and issuing them to the prospective bidders. WSCSD expects that the selected CM firm will attend pre-bid conferences and assist the architect with multiple contract summaries, front end specifications, pre-bid conference and soliciting bidder interest for this project.

CONSTRUCTION PHASE SERVICES

1. Review with WSCSD and Y&W the contractor bids and assist in preparing bid and contractor analysis and recommendations for award of Contracts.
2. Provide full-time, on-site staff to perform all duties, but not limited to, supervision of contractors to expedite their work, maintain quality control and conformance to the contract documents; provide full time Project Management and Field Supervision. Include second shift coverage as well for all internal trades during school operations (September through June), if necessary.
3. Act as agent for WSCSD and head up the construction activity including fielding a supervisory team to monitor/control the work in progress, coordinate activities, schedules and work of multiple prime contractors at multiple sites, operate all monthly requisition and payment processes and keep accounts, handle inquiries, keep records, report on schedule progress and estimated completion cost, prepare punch lists, administer completion and handover process, and administer as-built drawings, warranties, guarantees, etc. for acceptance.
4. Provide all necessary personnel and expertise required for the administration of contracts, negotiation of change orders and resolution of disputes and delays.
5. Oversee the testing services and other services retained for the project.
6. Assist in coordination of activities of the utility companies and the regulatory

Agencies.

7. Host web-based program for RFI's, Submittals, ASI's, Punchlists etc.
8. Review submittals for completeness and distribute to design team.
9. Expedite the submission of all submittals and shop drawings to be reviewed by Y&W for conformance with the contract documents; maintain accurate records of accepted shop drawings and submittals.
10. Continue progress evaluation, determine effects on project schedule and take appropriate action to adjust the work as required to maintain the accepted schedule.
11. Conduct weekly and specially scheduled job meetings involving the project team; keep and distribute accurate minutes of meetings.
12. Establish, maintain, and utilize a cost control system for all construction on a project by project, building by building basis, keep records in a form readily usable by the project team, make recommendations to WSCSD and Y&W.
13. Maintain a daily log of all significant events, visitors, and occurrences at the job site; maintain record drawings, photographs, etc.
14. Establish and maintain a jobsite safety and security program, comply with applicable safety requirements, and require contractors and others to conform.
15. The CM shall establish a safety program that meets all SED and OSHA requirements, minimizes falls from heights, and promotes the health and safety of all workers, students, and general public.
16. Review requests for payment showing percentage of work completed from contractors and suppliers against previously established milestones and schedules. Review all pay-app pencil and final copies – collect signatures and deliver final copies to district.
17. Receive and review requests for changes by the Contractor and submit them together with recommendations to the Architect and Owner. NOTE: The Construction Manager shall organize Contractors' change proposal submittals, draft a description of work, review costs with District, and submit to Architect to process formal change order paperwork.
18. Assist in establishing and maintaining good relations with the surrounding community and implement reasonable methods to control dust, noise, lighting, odor, etc. as required by the contract specifications.
19. Assist contractors to avoid and resolve jurisdictional disputes when and if they occur.
20. Coordinate with District's internal classroom and other space relocations including development and communication of any and all movement plans, packing/labeling instructions, and seamless furniture moves to facilitate required renovations and/or additions.
21. Prepare and maintain a current master record copy of drawings showing all changes to the contract drawings.

22. Collect and organize for delivery to WSCSD all operating manuals, equipment lists, and maintenance manuals required by the contract documents.
23. Assist the Architect in conducting inspections, development/distribution of punch lists and determining the date or dates of Substantial Completion and the date of final completion.
24. Assist the Architect in receipt and transmittal to the Owner of documentation required of the Contractor at the completion of Work.
25. Consistent focus on the deliverables plus periodic review of all exposure areas; discuss with Owner and Architect, and employ controls to correct.
26. Develop customized Cost Control Reporting designed to meet Owner's requirements with full visibility including:
 - a. Complete Accounting of all Costs (Construction, A&E, Construction Manager, Legal, Other Professional Resources, Owner Furnished, etc.) by Contract & SED #
 - b. Detailed Cost reports
 - c. Other Cost Reports required
27. Preparation of Building Update Reports/B.O.E. Presentations, as directed by the Owner.
28. Recommend to WSCSD when final inspection(s) and punch lists should be made, conduct final inspection(s) with the project team and others, as required, and ensure that all punch list items are completed.
29. Assist WSCSD personnel in assuming operation of all systems, including scheduling of instructional sessions by the contractor as required in contract documents.
30. Assist WSCSD in exercising guarantees and warranties.
31. Deliver all records, documents, and other items pertinent to the project to WSCSD.

PUNCH LIST/CLOSE-OUT PHASE SERVICES

1. Develop Punch List with Owner and Architect to ensure timely completion of all
 - a. items by appropriate Contractor. Employ controls so Punch List does not "drag out".
2. Ensure all components and systems are functional at Substantial Completion.
3. Assist Architect with Certificate of Substantial Completion.
4. Training of Owner's Employees on building systems, maintenance, and operation.
5. Digital Video of all training for later use by Owner (new employee orientation).
6. All construction photos in digital format.
7. Emergency call list.
8. Close-out of all documentation in conjunction with the Architect:
 - a. O&M Manuals
 - b. Verification of system demonstrations

- c. Release of liens Affidavit of payment of debts and claims
 - d. Consent of surety company to final payment
 - e. Final payment certificates
 - f. As-built drawings - updated
 - g. Warranties and extended guarantees
 - h. Permits, inspections, certificates, and surveys
- 9. Transfer all construction records.
 - 10. Transfer all Maintenance and Operation manuals and procedures.
 - 11. Key Cabinet - organized and labeled.
 - 12. Assist with Securing service contracts on building equipment if required.

PROPOSAL REQUIREMENTS

The following material is required to be received by **11:00 AM on September 18, 2025**, for the proposing firm to be considered.

1. Submission of Proposals

Three (3) copies of the proposal shall be delivered in person.

2. Inquiries

Inquiries concerning the request for proposals and the subject of the request for proposal should be submitted to:

William Thiel
900 Mill Road
West Seneca, NY
14224
wthiel@wscschools.
org

3. Proposals should clearly be labeled **WSCSD - CM Proposal** and be

submitted to William Thiel at the address above. Proposals received after the specified date will not be considered.

4. The owner anticipates using the AIA Document C132 – 2009 contract for construction management services. This document is to be used as a guide for defining services to be provided by the Construction Manager.

PROPOSAL REQUIREMENTS

The respondent's proposal shall include the following:

- a. Title page showing the proposal is for construction management services; the firm's name, address and telephone number of a contact person, and the date of the proposal.
- b. Table of Contents
- c. Information described in the Proposal Format Section as outlined below.

PROPOSAL FORMAT

1. Company Profile

This section should state the size of the firm, the type of firm, firm background, the location of the office from which the work on this project is to be performed.

2. Experience

The proposal should include details of experience with projects of similar size and complexity to the project described in this RFP. Please list only those projects where your firm was the construction manager of record, in which your firm's role was that of a pure Construction Manager and not a prime contractor, general contractor, architect/engineer, sub consultant, or subcontractor.

- List your firm's experience with K-12 renovation projects. Include Owner's name; contact's name, title and phone number; a brief description; contract amount; and completion date.
- List your firm's current CM projects including District names, contract amounts and completion dates.

3. References

A list of references who may be contacted should be included in the proposal. This list should include at least 3 past and 3 current clients where your firm was the Construction Manager of record. References for similar size districts, similar size projects or similar project scopes preferred. Include Client name, address, contact information and contact telephone number.

4. Current Work Load

List your firm's current projects including names, contract amounts and completion dates.

5. Specific Project Approach

Please provide details regarding your construction phase services (include pre-construction services for Phase III) and the approach your firm would use to achieve the owner's objectives.

6. Proposed Staff

Indicate the proposed team organization and identify key personnel including the project manager and field superintendent. Please include resumes for all key staff, outlining their roles on similar projects.

Explain your management plan and how you will start, run and finish the project.

7. Compensation.

Please propose a lump sum fee for performing the scope of services as identified in this RFP, which will utilize the AIA Document C132 –Agreement between Owner and Construction Manager.

- Include breakdown of fee for total project by phase (Pre-Referendum, Pre-Construction, Construction, Close Out)
- Include Staffing Plan to indicate the following:
 - Quantity of staff involved in each phase, (Pre-Referendum, Pre-Con, Construction, Close Out) Role of each staff member, full-time vs. part-time status, and if they are on site or in office.
 - Expected Durations for each phase (Pre-Referendum, Pre-Con, Construction, Close Out)
- Indicate quantity of estimates included
- Include hourly rates for additional services
- Include monthly rate to extend schedule beyond proposed schedule (Provide rate for pre-ref, pre-con, construction and close out)
- Be clear to indicate what items you consider to be your base fee and what items, if any, you consider as a reimbursable cost.

SCHEDULE A

BIDDER'S CERTIFICATION

To: West Seneca Central School District
900 Mill Road
West Seneca, NY 14224

To Whom it May Concern:

We certify to have read all of the Bidding Documents and offer to sell the Services specified therein to the WSCSD in exact accordance with the Terms and Conditions therein and at the prices stated in our Bid. Our offer may be accepted by WSCSD by the giving of a Notice of Award after receiving Board of Education approval.

We further certify that _____ (Bidder or the agent acting on the Bidder's behalf) is of lawful age and possesses the general capacity to enter into a Contract.

Respectfully submitted,

(Company)

(Signature and title)

(Address)

Dated:

SCHEDULE B
MUST BE COMPLETE AT TIME OF BID OPENING
WSCSD
RFP – Construction Management Services
NON-COLLUSIVE BIDDING CERTIFICATION

By submission of this Bid, each bidder and each person signing on behalf of any Bidder certifies, and in case of a joint Bid, each party thereto certifies as to its own organization, under penalty of perjury, that to the best of his or its knowledge and belief:

- (1) The prices of 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 operating, 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 to not to submit a Bid for the purpose of restricting competition.

A Bid shall not be considered for award nor shall any award be made where (1), (2), and/or (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 reason therefore. Where (1), (2), and/or (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 was made or his designee, determines that such disclosure was not made for the purpose of restricting competition.

The fact that a Bidder has published price lists, rates or tariffs covering items being procured, has informed prospective customers of proposed or pending publication of new or revised price lists for such items, or, has sold the same items to other customers, does not constitute, without more, a disclosure within the meaning of this provision.

Any Bid hereafter made to any political subdivision of the state of any public department, agency or official thereof by a corporate Bidder for work or services performed or to be performed or for goods sold or to be sold, where competitive bidding is required by statute, rule, regulation, or local law, and where such Bid contains the certification referred to in Subdivision 1 of this section, shall be deemed to have been authorized by the board of directors of the Bidder, and such authorization shall be deemed to include the signing and submission of the Bid and the inclusion therein of the certificate as to non-collusion as the act and deed of the corporation.

IN WITNESS WHEREOF, the undersigned have subscribed this Certification and affirmed it as true under the penalties of perjury.

(Bidder)

(Title)

(Person signing on behalf of bidder)

(Dated)

NOTICE
(PENAL LAW SECTION 210.45)

IT IS A CRIME, PUNISHABLE AS A CLASS A MISDEMEANOR UNDER THE LAWS OF THE STATE OF NEW YORK, FOR A PERSON. IN AND BY A WRITTEN INSTRUMENT, TO KNOWINGLY MAKE A FALSE STATEMENT, OR TO MAKE A FALSE STATEMENT, OR TO MAKE A STATEMENT WHICH SUCH PERSON DOES NOT BELIEVE TO BE TRUE.

SCHEDULE C – CORPORATE RESOLUTION
MUST BE COMPLETE AT TIME OF BID OPENING
CORPORATE RESOLUTION OF

(Name of Corporation)

RESOLVED, that it is desirable and in the best interest of this Corporation that it determine and submit a Bid to Contract with West Seneca Central School District; that

(Name and title of individual)

hereby is authorized to perform on behalf of this Corporation any and all such acts as he or she may deem necessary or advisable in order to obtain said Contract, and in connection therewith to execute and me all requisite papers and documents, including; but not limited to, applications, reports, surety bonds, irrevocable consents and appointments of attorneys; and the execution by such officers of any such paper or document or the doing by them of any act in connection with the foregoing matters shall conclusively establish their authority therefore from this Corporation and the approval and ratification by this Corporation of the papers and documents so executed and the action so taken.

CERTIFICATE

The undersigned hereby certifies that he/she is the Secretary of

A corporation organized and existing under the laws of the State of;

that the foregoing is a true and correct copy of a Resolution duly adopted at a meeting of the

Board of Directors of said corporation held on the _____ day of _____, 20____, at which meeting a quorum was at all times present and acting; and that the passage of said Resolution, is in full force and effect.

Dated this _____ day of _____, 20____,

Secretary Printed Name

(CORPORATE SEAL)

Secretary Signature

SCHEDULE D

SUGGESTED FORM FOR RFP RESPONSE ENVELOPES

Return Address of Bidder:

William Thiel
West Seneca Central School District
900 Mill Road
West Seneca, NY 14224

**NAME OF RFP ENCLOSED MUST APPEAR ON THE
OUTSIDE ENVELOPE**

RFP: Construction Management Services

RFP Opening: _____

**Place: West Seneca Central School District
900 Mill Road
West Seneca, NY 14224**

ATTACHMENT A – INSURANCE REQUIREMENTS

**West Seneca Central School District
(Insurance Specifications as of August 14, 2025)**

A summary of WSCSD insurance requirements follows. Please note that insurance is to be provided by the Company and/or Project owner after Board approval and shall be maintained during the term of any applicable Agent Agreement between the WSCSD and the Company.

During the term of an Agent Agreement entered into with the WSCSD an **ACORD 25-Certificate of Liability Insurance** and **ACORD 855 NY-New York Construction Certificate of Liability Addendum** shall be provided evidencing the following insurance is currently maintained and in force with an insurance carrier approved to do business in the State of New York and maintaining an A.M. Best Rating of A- or better showing WSCSD as Certificate Holder. It is our suggestion that you share these requirements with your current insurance agent, broker or insurance company.

Acceptable Certificates of Insurance shall indicate the following minimal coverage, limits of insurance, policy numbers and policy effective and expiration dates.

Commercial General Liability: Agent and subcontractors shall provide such coverage on an occurrence basis for the named insured's premises & operations and products-completed operations. Blanket Contractual Liability provided within the "insured contract" definition may not be excluded or restricted in any way. Property damage to work performed by subcontractors may not be excluded or restricted nor shall the Additional Insured's coverage for claims involving injury to employees of the Named Insured or their subcontractors be excluded or restricted. The "insured contract" exception to the Employers Liability exclusion also may not be removed or restricted in any way.

These coverages are to be properly evidenced by checking the appropriate box(es) on the **ACORD 855-NY Construction Certificate of Liability Addendum's** Information Section, Items G, H, I and L. Policy shall have attached **Designated Location(s) General Aggregate Limit CG 25 04** endorsement.

Limits expressed shall be no less than:

General Aggregate	\$2,000,000
Products-Completed Operations Aggregate	\$2,000,000
Per Occurrence	\$1,000,000
Personal & Advertising Injury	\$1,000,000
Fire Damage Liability	\$ 100,000
Medical Payments (per person)	\$ 5,000

WSCSD shall be named as Additional Insured per **ISO Form CG 20 26-Additional Insured Designated Person or Organization** to provide coverage for the Additional Insured. Coverage shall apply on a Primary & Non-Contributory basis. All insurance required of the Company shall waive any right of subrogation of the insurer against any person insured under such policy, and waive any right of the insurer to any off-set or counterclaim or any other deduction, whether by attachment or otherwise, in respect of any liability of any person insured under such policy.

Blanket Additional Insured endorsement to include – Owner, Lessees or Contractors - Automatic Status For Other Parties When Required in Written Construction Agreement – Wording should include any other person or organization you are required to add as an additional insured under the contract or agreement (Paragraph 2 of CG 20 38 04 13 or equivalent)

Any scheduled person or organization section of the additional insured endorsement containing wording other than designated names shall not be accepted.

ACORD 855 NY-New York Construction Certificate of Liability Insurance: It is not uncommon for insurers to modify the standard ISO policy language with endorsements that result in modifications to language preferred by the insurer. This addendum is required to supplement the **ACORD 25-Certificate of Liability Insurance** with additional information that provides a more detailed expression of the types of coverage required. Specifically required coverages may be excluded or limited by the attachment of exclusionary or limitation endorsements. This addendum provides the insurer the ability to certify coverage provided by the absence of such exclusionary or limiting modifications.

Umbrella/Excess Liability: Commercial Umbrella or excess liability for a limit of at least \$5,000,000 per occurrence with a \$5,000,000 Aggregate. Coverage should respond on a follow-form basis and excess over the aforementioned underlying policy limits. WSCSD shall be named as Additional Insured. Coverage shall apply on a Primary & Non-Contributory basis.

Workers Compensation/Disability Insurance:

i) The Company and/or Project Owner shall provide evidence of insurance and maintain Workers Compensation/Disability insurance as required by statute.

ii) **Accepted Forms:**

Workers Compensation Forms

DBL (Disability Benefits Law) Forms

CE-200	Exemption		CE-200	Exemption
C-105.2	Commercial Insurer		DB-120.1	Insurers
SI-12	Self-Insurer		DB-155	Self-Insured
GSI-105.2	Group Self-Insured			
U-26.3	New York State Insurance Fund			

If the Company and/or Project owner have no employees, the Company and/or Project owner shall provide a completed and signed Form CE-200 or later revision, which is found on the New York State Workers Compensation Board website: www.wcb.ny.gov/ This form is to be completed on-line, printed, and signed.

WSCSD Address: All evidence of insurance shall be sent to:
West Seneca Central School District
900 Mill Road
West Seneca, NY 14224