



**DEPARTMENT OF  
INTERGOVERNMENTAL AFFAIRS**

**Frank V. Sammartano**  
Commissioner  
**Colin Bell**  
Deputy Commissioner

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**Divisions**  
Community Development  
Employment & Training  
Federal & State Aid

**April 12th, 2019**  
**REQUEST FOR PROPOSAL FOR QUOTES FOR**  
**PROFESSIONAL/GENERAL LIABILITY POLICY**

**Deadline of April 26<sup>th</sup> 2019**

To Whom It May Concern:

On May 1st, 2019, the Oyster Bay-Glen Cove-North Hempstead Local Workforce Development Board Professional Liability/General Liability Policy comes up for renewal.

Our current policy has a limit of liability for this policy of \$1,000,000.00 per occurrence, with a general aggregate limit of \$2,000,000.00.

We would prefer to keep the limits as outlined above, and will consider a multi-year policy in order to reduce our premiums. We do require insurance companies providing coverage to be rated no lower than "A" with a minimum size rating of 8 out of 15.

If you have any interest in providing a quote, kindly contact the undersigned upon receipt of this letter, so that we can set up an appointment to review any records necessary, in order for you to submit a quotation on or before **April 26th, 2019**. If you have any questions please call John Sarcone 516-797-7973 or email [jsarcone@oysterbay-ny.gov](mailto:jsarcone@oysterbay-ny.gov).

Very truly yours,

Frank Sammartano  
Commissioner IGA  
Town of Oyster Bay