



**DEPARTMENT OF
INTERGOVERNMENTAL AFFAIRS**

Frank V. Sammartano
Commissioner
Colin Bell
Deputy Commissioner

Town Hall South
977 Hicksville Road
Massapequa, NY 11758
(516) 624-6170 Fax: (516) 797-7862
www.oysterbaytown.com

Divisions
Community Development
Employment & Training
Federal & State Aid

April 7, 2020

**REQUEST FOR QUOTES FOR
PROFESSIONAL AND GENERAL LIABILITY POLICIES**

To Whom It May Concern:

On May 1st, 2020, the Oyster Bay-Glen Cove-North Hempstead Local Workforce Development Board Professional Liability and General Liability Policies are due to expire.

We require limits to these policies with minimum amounts of \$1,000,000.00 per occurrence, with a general aggregate limit of \$2,000,000.00, and will consider a multi-year policy in order to reduce our premiums. We do require that insurance companies providing coverage be rated no lower than "A" with a minimum size rating of 8 out of 15

If you have any interest in providing quotes, 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 22, 2020. If you have any questions please call John Sarcone 516-797-7973 or email jsarcone@oysterbay-ny.gov.

Very truly yours,

Frank V. Sammartano
Commissioner IGA
Town of Oyster Bay