

EDUCATION SERVICE CENTER REGION 12
REQUEST FOR PROPOSALS

RFP# 2022-Insurance Property and Liability
March 10, 2022

1. SUBJECT OF PROPOSALS: **Property & Liability Insurance**

2. LOCATION FOR SUBMISSION OF PROPOSALS:

Education Service Center Region 12 Attention: Terry M. Marak 2101 W. Loop 340 Waco, TX 76712 (Physical address for UPS, FedEx, etc.) Phone (254) 297-1178, E-mail tmarak@esc12.net	Education Service Center Region 12 Attention: Terry M. Marak P.O. Box 23409 Waco, TX 76702 (Mailing address for U.S. Mail)
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3. DEADLINE FOR SUBMISSION OF PROPOSALS:

Friday, May 20, 2022 at 10:00 AM. Proposals must be received no later than the above date and time. All proposals received after the above closing time, whether delivered in person or mailed, will not be considered. **Proposals must be sealed and clearly marked "2022 Property & Liability Insurance Proposal"**. Faxed proposals will not be accepted.

4. WITHDRAWAL OF PROPOSALS:

No proposal may be withdrawn after the above deadline except by mutual consent of the Owner and Proposer. Proposals may be withdrawn upon written request received from Proposer prior to the above deadline.

5. CONSIDERATION OF PROPOSALS:

The Education Service Center Region 12 (Center) shall have the right to accept or reject any or all proposals, or any part thereof and to waive any technicalities deemed to be in the best interest of the Center.

6. SIGNATURE ON PROPOSALS:

Proposals, to be valid, must be manually signed in ink by an authorized person. By such signature, Proposer agrees to strictly abide by the terms, conditions, and specifications embodied in the proposal.

7. PROPOSAL ERRORS:

All proposals shall be deemed final, conclusive, and irrevocable, and no proposal shall be subject to correction or amended for errors or miscalculation by the Proposer after the above deadline.

8. COST OF PROPOSAL PREPARATION/SUBMISSION:

The Center, by requesting proposals, does not accept any responsibility or obligation for costs incurred by proposers in preparation and/or submission of proposals.

9. SPECIFICATIONS:

The Center is seeking auto liability, auto physical damage, crime, cyber security, general liability, property, sexual misconduct claims endorsement, and school professional legal liability insurance coverage for the year beginning September 1, 2022 and ending September 1, 2025 in accordance with the laws of the State of Texas. Enclosed are schedules of vehicles and property and loss run for the previous years.

10. SELECTION CRITERIA:

In selection of the vendor, the Center may consider:

 1. Premium Rates;
 2. The reputation of the provider and of the provider's products and services;
 3. The quality of the provider's products or services;
 4. The extent to which the products or services meet the Center's needs;
 5. The vendor's past relationship with the Center;
 6. The impact on the ability of the Center to comply with laws relating to historically underutilized businesses;
 7. The total long-term cost to the Center to acquire the goods or services;
 8. Any other relevant factor that a private business entity would consider in selecting a vendor.

11. FELONY CONVICTION NOTICE:

All proposers must complete the following Felony Conviction Notification.

12. CONFLICT OF INTEREST QUESTIONNAIRE

House Bill 914 of the 79th Legislature of the State of Texas added Chapter 176 to the Local Government Code. Chapter 176 requires vendors and other persons to file a Conflict of Interest Questionnaire, [Form CIQ](#), if the person “contracts or seeks to contract for the sale or purchase of property, goods, or services with a local government entity; or is an agent of a person in the person’s business with the local governmental entity.”

Effective January 1, 2006, a person that contracts or seeks to contract for the sale or purchase of property, goods, or services with a local government entity must timely file a conflict of interest questionnaire with the Education Service Center Region 12 no later than the 7th business day after the vendor begins contract discussions or negotiations with the Center or submits to the Center an application, response to a request for proposals or bids, correspondence, or another writing related to a potential agreement with the Center.

Following is the Conflict of Interest Questionnaire, [Form CIQ](#), which is to be completed describing any affiliation or business relationship with any Education Service Center Region 12 Board Member, officer, or employee having involvement in purchasing goods or services. **If there are none, state so in the spaces provided.**

The following are Education Service Center Region 12 Board Members, officers, and employees authorized to recommend expenditure of money:

Bill Killian, Board Chairman
Sarah Lane, Secretary
John Turpin, Member
Gene Solis, Member
Jerry Maze, Executive Director
Charlene Simpson, Deputy Executive Director

Connie Z. White, Board Vice-Chairman
Rex Daniels, Member
Kerry Hansen, Member
Lindy Ermoian, Charter School Member
Terry M. Marak, Chief Financial Officer
Nick Brown, Deputy Executive Director

Felony Conviction Notification

State of Texas Legislative Senate Bill 1, Section 44.034, Notification of Criminal History, Subsection (a), states “a person or business entity that enters into a contract with a school district must give advance notice to the district if the person or an owner or operator of the business entity has been convicted of a felony. The notice must include a general description of the conduct resulting in the conviction of a felony.”

Subsection (b) states “a school district may terminate a contract with a person or business entity if the district determines that the person or business entity failed to give notice as required by Subsection (a) or misrepresented the conduct resulting in the conviction. The district must compensate the person or business for services performed before the termination of the contract.

This Notice is not required of a publicly held corporation.

I, the undersigned agent for the firm named below, certify that the information concerning notification of felony convictions has been reviewed by me and the following information is true to the best of my knowledge.

Vendor’s Name (Printed):

Authorized Company Official’s Name (Printed):

1. **Circle the letter preceding the appropriate statement and sign below.**
- A. My firm is a publicly held corporation, therefore, this reporting requirement is not applicable.
- B. My firm is not owned or operated by anyone who has been convicted of a felony.
- C. My firm is owned or operated by the following individual(s) who has/have been convicted of a felony:

Name of Felon(s):

Details of Conviction(s):

Signature of Company Official:

CONFLICT OF INTEREST QUESTIONNAIRE

For vendor doing business with local governmental entity

FORM CIQ

This questionnaire reflects changes made to the law by H.B. 23, 84th Leg., Regular Session.

This questionnaire is being filed in accordance with Chapter 176, Local Government Code, by a vendor who has a business relationship as defined by Section 176.001(1-a) with a local governmental entity and the vendor meets requirements under Section 176.006(a).

By law this questionnaire must be filed with the records administrator of the local governmental entity not later than the 7th business day after the date the vendor becomes aware of facts that require the statement to be filed. See Section 176.006(a-1), Local Government Code.

A vendor commits an offense if the vendor knowingly violates Section 176.006, Local Government Code. An offense under this section is a misdemeanor.

OFFICE USE ONLY

Date Received

1 Name of vendor who has a business relationship with local governmental entity.

2 Check this box if you are filing an update to a previously filed questionnaire. (The law requires that you file an updated completed questionnaire with the appropriate filing authority not later than the 7th business day after the date on which you became aware that the originally filed questionnaire was incomplete or inaccurate.)

3 Name of local government officer about whom the information is being disclosed.

Name of Officer

4 Describe each employment or other business relationship with the local government officer, or a family member of the officer, as described by Section 176.003(a)(2)(A). Also describe any family relationship with the local government officer. Complete subparts A and B for each employment or business relationship described. Attach additional pages to this Form CIQ as necessary.

A. Is the local government officer or a family member of the officer receiving or likely to receive taxable income, other than investment income, from the vendor?

Yes No

B. Is the vendor receiving or likely to receive taxable income, other than investment income, from or at the direction of the local government officer or a family member of the officer AND the taxable income is not received from the local governmental entity?

Yes No

5 Describe each employment or business relationship that the vendor named in Section 1 maintains with a corporation or other business entity with respect to which the local government officer serves as an officer or director, or holds an ownership interest of one percent or more.

6 Check this box if the vendor has given the local government officer or a family member of the officer one or more gifts as described in Section 176.003(a)(2)(B), excluding gifts described in Section 176.003(a-1).

7

Signature of vendor doing business with the governmental entity

Date

CONFLICT OF INTEREST QUESTIONNAIRE

For vendor doing business with local governmental entity

A complete copy of Chapter 176 of the Local Government Code may be found at <http://www.statutes.legis.state.tx.us/Docs/LG/htm/LG.176.htm>. For easy reference, below are some of the sections cited on this form.

Local Government Code § 176.001(1-a): "Business relationship" means a connection between two or more parties based on commercial activity of one of the parties. The term does not include a connection based on:

- (A) a transaction that is subject to rate or fee regulation by a federal, state, or local governmental entity or an agency of a federal, state, or local governmental entity;
- (B) a transaction conducted at a price and subject to terms available to the public; or
- (C) a purchase or lease of goods or services from a person that is chartered by a state or federal agency and that is subject to regular examination by, and reporting to, that agency.

Local Government Code § 176.003(a)(2)(A) and (B):

(a) A local government officer shall file a conflicts disclosure statement with respect to a vendor if:

(2) the vendor:

(A) has an employment or other business relationship with the local government officer or a family member of the officer that results in the officer or family member receiving taxable income, other than investment income, that exceeds \$2,500 during the 12-month period preceding the date that the officer becomes aware that

(i) a contract between the local governmental entity and vendor has been executed;
or

(ii) the local governmental entity is considering entering into a contract with the vendor;

(B) has given to the local government officer or a family member of the officer one or more gifts that have an aggregate value of more than \$100 in the 12-month period preceding the date the officer becomes aware that:

(i) a contract between the local governmental entity and vendor has been executed; or

(ii) the local governmental entity is considering entering into a contract with the vendor.

Local Government Code § 176.006(a) and (a-1)

(a) A vendor shall file a completed conflict of interest questionnaire if the vendor has a business relationship with a local governmental entity and:

(1) has an employment or other business relationship with a local government officer of that local governmental entity, or a family member of the officer, described by Section 176.003(a)(2)(A);

(2) has given a local government officer of that local governmental entity, or a family member of the officer, one or more gifts with the aggregate value specified by Section 176.003(a)(2)(B), excluding any gift described by Section 176.003(a-1); or

(3) has a family relationship with a local government officer of that local governmental entity.

(a-1) The completed conflict of interest questionnaire must be filed with the appropriate records administrator not later than the seventh business day after the later of:

(1) the date that the vendor:

(A) begins discussions or negotiations to enter into a contract with the local governmental entity; or

(B) submits to the local governmental entity an application, response to a request for proposals or bids, correspondence, or another writing related to a potential contract with the local governmental entity; or

(2) the date the vendor becomes aware:

(A) of an employment or other business relationship with a local government officer, or a family member of the officer, described by Subsection (a);

(B) that the vendor has given one or more gifts described by Subsection (a); or

(C) of a family relationship with a local government officer.

**EDUCATION SERVICE CENTER REGION 12
REQUEST FOR PROPOSALS
Property and Liability Insurance**

Additional Information

The current policy coverages and deductibles are:

<u>Coverage/Company</u>	<u>Limit</u>	<u>Deductible</u>
RMC of Texas		
Property (Replacement Cost)		
--Includes Buildings, Personal Property, Auxiliary Structures		
Windstorm & Hail	\$100,000,000	1%
Deductible is Per building, Per Occurrence, Subject to minimum of		\$50,000
All other Perils – Per Occurrence	\$100,000,000	\$10,000
Flood – Per Occurrence	\$25,000,000	\$100,000
Earth Movement	\$25,000,000	\$100,000
Boiler and Machinery	\$100,000,000	\$5,000
Auto Liability		
Each Occurrence Limit Per Person	\$1,000,000	\$1,000
Uninsured/Underinsured Motorist	\$1,000,000	\$1,000
Auto Physical Damage		
Each Occurrence Limit Per Person	\$1,000,000	
Auto Medical Payments	\$5,000	
Comprehensive / Collision Coverage -- Auto		\$1,000
Comprehensive / Collision Coverage – Bus		\$2,500
Wind/Hail – 5 or more vehicles per occurrence – Auto		\$2,500
Wind/Hail – 5 or more vehicles per occurrence – Bus		\$5,000
General Liability		
Per Occurrence	\$1,000,000	
Annual Aggregate	\$2,000,000	
Employee Benefit Liability – per claim	\$1,000,000	\$2,500
Law Enforcement Liability – per occurrence	\$1,000,000	\$10,000
Sexual Abuse & Molestation – per claim	\$1,000,000	\$10,000
Educators' (School Board) Legal Liability		
Per Claim	\$1,000,000	\$5,000
Annual Aggregate	\$2,000,000	
Crime		
Employee Theft	\$1,000,000	\$2,500
Forgery	\$1,000,000	\$2,500
Inside and Outside Loss	\$1,000,000	\$2,500
Tech Fraud	\$1,000,000	\$2,500
Cyber Deception Sublimit	\$100,000	\$2,500
Cyber	\$1,000,000	\$10,000

Other Information

Employees

Total number of employees: 230

Building and Contents Schedule



Region 12 Property & Equipmnet Breakdown Schedule

Name	Physical Address	City	State	Zip	County	Year Built	# Stories	Building Floor Area	Property Value	Content Value
RECEPTION OFFICE LAB CLASSROOM	100 RESEARCH PKWY	Waco	TX	76712	McLennan		1.00	6,096	\$0.00	\$15,044.00
STORAGE	2101 WEST LOOP 340	Waco	TX	76712	McLennan	1994	1.00	2,500	\$157,394.00	\$78,697.00
Building 3	5749 BAGBY AVENUE	Waco	TX	76712	McLennan	1996	1.00	16,616	\$1,836,000.00	\$287,000.00
MAIN OFFICE	2101 WEST LOOP 340	Waco	TX	76712	McLennan	1994	1.00	73,560	\$11,941,160.00	\$2,957,000.00
								Total	\$13,934,554.00	\$3,337,741.00

**EDUCATION SERVICE CENTER REGION 12
REQUEST FOR PROPOSALS
Property and Liability Insurance**

Rented Vehicles

Total cost of hire for vehicles (not listed on policy) last year: < \$1,000.

Schedule of Vehicles

Vehicle Make Model	VIN	Year	Status	Purchase Date	Beginning Mileage
Ford Fusion (5)	3FA6P0H73HR235193	2017	Purchased	10/1/2019	50,364
Ford Fusion (6)	3FA6P0H75HR235194	2017	Purchased	10/1/2019	49,218
Ford Fusion (9)	3FA6P0H77HR235195	2017	Purchased	10/1/2019	48,973
Chevy Suburban (10)	1GNSCHKC1GR437394	2016	Purchased	7/16/2018	39,717
Nissan Altima (15)	1N4BL4BV7KC129490	2019	Enterprise	11/20/2018	6
Nissan Altima (16)	1N4BL4BV0KC130450	2019	Enterprise	11/20/2018	6
Nissan Altima (17)	1N4BL4BV8LC134845	2020	Enterprise	8/30/2019	6
Nissan Altima (18)	1N4BL4BV6LC135234	2020	Enterprise	8/30/2019	7
Nissan Altima (21)	1N4BL4BV1LC135240	2020	Enterprise	8/30/2019	7
Nissan Altima (22)	1N4BL4BV0LC135259	2020	Enterprise	8/30/2019	7
Nissan Altima (23)	1N4BL4BV5LC135483	2020	Enterprise	8/30/2019	7
Ford Ranger (26)white	1FTYR10U55PA29459	2005	Purchased	8/8/2005	300
Chevy Silverado (27)	1GCPWAEF4MZ247068	2021	Enterprise	9/22/2021	19
Nissan Altima (40)	1N4BL4BV9LC118394	2020	Enterprise	7/15/2019	4
Chevrolet Traverse (41)	1GNERGKW7LJ162400	2020	Enterprise	12/10/2019	6
Nissan Altima (42)	1N4BL4BVXLC135267	2020	Enterprise	8/30/2019	7
Chevrolet Traverse (43)	1GNERGKW1LJ159010	2020	Enterprise	12/10/2019	6
Chevrolet Traverse (44)	1GNERGKWXLJ160060	2021	Enterprise	12/10/2019	6
Nissan Altima (45)	1N4BL4BV8LC135526	2020	Enterprise	8/30/2019	7
Nissan Altima (46)	1N4BL4BV9LC135471	2020	Enterprise	8/30/2019	7
Nissan Altima (47)	1N4BL4BV6LC134939	2020	Enterprise	8/30/2019	7
Nissan Altima (48)	1N4BL4BV7LC248044	2020	Enterprise	4/1/2020	7
Ford Taurus (51)	1FAHP2D87GG150429	2016	Purchased	12/5/2019	4
Nissan Altima (52)	1N4BL4BV7NN323610	2022	Enterprise	1/26/2022	202
Ford Taurus (53)	1FAHP2D83GG150430	2016	Purchased	12/5/2019	4
Ford Explorer (54)	1FM5K8F80JGA91142	2018	Purchased	5/1/2019	40,128
Club Car Golf Cart		2012	Purchased	9/19/2019	NA
Forest River Trailer	5NHLV217AU011248	2010	Purchased	2/3/2010	NA
EZ-GO Golf Cart	SN 1219302	1999	Purchased	4/27/2010	NA
Club Car Golf Cart	SN NQ0399245928	2000	Purchased	9/24/2010	NA
Spartan Zero Turn Lawn mower	SSH54810VGH0517006283	2018	Purchased	7/16/2020	NA
Clark C 25 Forklift	SN P232L-0274-9900MP	2014	Purchased	10/1/2020	NA

EDUCATION SERVICE CENTER REGION 12 REQUEST FOR PROPOSALS Property and Liability Insurance



Region 12 ESC
Coverage Period 09/01/2018 - 08/31/2021
Evaluation Date: 02/16/2022

DOL	Claim #	Type of Clm	Member	Paid	Open	Total Incurred	Cause of Loss
Coverage Period 18 - 19							
No Losses This Coverage Period							
Totals				\$0	\$0	\$0	
Coverage Period 19 - 20							
	12/11/19 509.28	Auto Liability	Region 12 ESC	\$674	\$0	\$674	Vehicle Damage
Totals				\$674	\$0	\$674	
Coverage Period 20 - 21							
	04/15/21 2000239158	Auto PD	Region 12 ESC	\$4,980	\$0	\$4,980	Vehicle Damage
Totals				\$4,980	\$0	\$4,980	