ADDENDUM #1

DATE: April 30, 2020

TO: Prospective Proposers

RE: Addendum #1 to the Proposal Documents for a Workers’ Compensation Insurance Program
Tyler Junior College
RFP No: J2120-20-08

NOTICE TO PROPOSERS:

This Addendum forms a part of the Request for Proposal. Acknowledge receipt of this Addendum in the space provided on the Proposal Form. Failure to do so may subject Proposer to disqualification.


ANSWER:

2019-2020 payroll

- Clerical - $4,424,137.30
- Professional - $36,097,872.29
- All other - $1,459,679.37

2020-2021 estimated payroll

- Clerical - $4,512,620.05
- Professional - $36,819,829.74
- All other - $1,488,872.95

QUESTION #2: Premiums for the following terms:

ANSWER:

- Estimated 19-20: $35,746
- 18-19 audited fixed cost: $36,976
- 17-18 audited fixed cost: $35,746
- 16-17 audited fixed cost: $31,597
- 15-16 audited fixed cost: $30,213
QUESTION #3: What is Tyler Junior College’s Federal Identification Number?

ANSWER: 75-6002676.

QUESTION #4: Does the applicant have any employees who may be subject to the U.S. Longshore and Harbor Workers’ Compensation Act, Jones Act, or Federal Employers’ Liability Act?

ANSWER: No.

QUESTION #5: Please provide a list of locations.

ANSWER: (1) Main campus, 1400 East Fifth, Tyler; (2) Regional Training & Development Center (RTDC/West Campus), 1530 SSW Loop 323, Tyler; (3) Skills Training Center and Energy Center, 1540 SSW Loop 323, Tyler; (4) Jacksonville location, 501 S. Ragsdale, 4th floor, Jacksonville; (5) Rusk location, 805 N. Dickinson, #627, Rusk; and (6) Lindale location, 75 Miranda Lambert Way, #16, Lindale.

QUESTION #6: Please provide the name of the current Workers’ Compensation carrier.

ANSWER: Claims Administrative Services.

QUESTION #7: The summary of page 49 of 59 shows 4 open claims; however, the breakdown of each year listed totals 3 open claims. Can I get detail of the additional open claim? Please clarify the difference in the two totals.

ANSWER: The totals on page 49 are totals for all years that CAS has written the insurance. There are only 3 open claims from the past 5 years. The total incurred for 5 years is $118,997.89.

QUESTION #8: (1) The total incurred amount on the summary lists $1,146,403.03; however, the total of years listed adds up to $130,885.96. Can you please give any information on that. (2) Please explain the difference between the losses listed by policy and the total summary. If you add up the incurreds for the individual policy years it totals roughly $130K while the total in the summary is $1,146,403

ANSWER: See the answer to Question #7.

QUESTION #9: Do the operations of the applicant include volunteer or donated labor?
ANSWER: No. No coverage is being requested if we did.

QUESTION #10: Does the applicant have any foreign operations or employees who travel to foreign countries?

ANSWER: No.

QUESTION #11: Does the applicant outsource or utilize contract staffing for any job function(s)?

ANSWER: No. We outsource our custodial services, clinic and bookstore services. They are not TJC employees.

QUESTION #12: Is the applicant engaged in the manufacture, production, refining, storage, distribution, or transportation of gases, gasoline or flammables?

ANSWER: Facilities & Construction grounds crew stores small quantities of gasoline for use in the lawn care equipment. We do not have underground tanks.

QUESTION #13: Are there any occupational disease exposures involved in the applicant’s operations (asbestos; silica; dusts; toxic, injurious or hazardous chemicals; caustics, fumes, radiation, communicable diseases and any other O.D. exposures). If yes, describe steps taken to control.

ANSWER: TJC operations do not involve activities that would provide for occupational disease exposures. Some buildings throughout the campus do have ACM. When any work is involved that requires a disturbance of the ACM, a Texas licensed ACM contractor is retained to remove the ACM according to local, state and federal guidelines before work is initiated.

QUESTION #14: Do the operations of the applicant involve exposure to heights?

ANSWER: The Facilities’ crew does use ladders during their scope of activities and working on roofs.

QUESTION #15: Does the applicant now (or have future plans to) own, lease, or charter watercraft?

ANSWER: No.

QUESTION #16: Does the applicant own, lease, or charter aircraft? Any flight instruction or pilots on staff?
ANSWER: No.

QUESTION #17: How many vehicles does the applicant own? What types (buses, trucks, etc.)? Please provide a total count of each.

ANSWER:
- 1 small 15-passenger activity bus
- 5 cars
- 8 small SUV’s
- 2 large SUV’s
- 17 trucks
- 7 15-passenger vans without any rear seats (driver/passenger only)
- 2 2-passenger box vans
- 8 police vehicles

QUESTION #18: Do you have dedicated safety professionals on staff which are not human resources personnel?

ANSWER: Yes.

QUESTION #19: Do you have safety committees?

ANSWER: Yes, we have a safety/risk management committee.

QUESTION #20: Do you provide new hire safety training?

ANSWER: Each area supervisor provides specific safety training after initial hire as it pertains to the specific employee’s job functions.

QUESTION #21: Do you provide job specific safety training thereafter?

ANSWER: Each area supervisor provides specific safety training after initial hire as it pertains to the specific employee’s job functions.

QUESTION #22: Please list any additional safety and loss control programs you have.

ANSWER: Theatrical and theatre programs have a comprehensive training protocol manual.

QUESTION #23: Pertaining to the Campus Police: (1) Are they armed or unarmed? (2) Direct employees or contracted? (3) And what is the training and background for these individuals?
• Licensed armed police officers – 17  Non-licensed unarmed public safety officers – 5
• Licensed telecommunication officer – 5  Civilian employees - 4
• Employees except for 1 contract employee

The police officers and telecommunications officers are licensed through the Texas Commission on Law Enforcement, TCOLE. Officers attend a basic peace officer academy before taking the licensing exam; and then a field training program. For our department the training program is 9-16 weeks depending on their level of experience. Police officers have to maintain a minimum of 40 hours of training every two years to keep their license. Telecommunications officers must complete a basic telecommunication officer course, along with other training requirements before receiving their license; and then a field training program. For our department, the program is 6-12 weeks depending on the level of certification. Public safety officers go through Level Two private security training, report writing, and effective communication when they are hired. Upon completion, they go through a 6-week field training program. Civilian employees typically work in the office and receive training on internal systems. All are required to be CJIS trained based on their position with the department.

QUESTION #24: Is CAS, Claims Administrative Services, Inc., a carrier for their workers’ comp or just a claims service handling their claims?

ANSWER: CAS operates as the Third-Party Administrator for the program.

QUESTION #25: Who is their current carrier?

ANSWER: CAS is the administrator for a School Pool in which Tyler Junior College participates. Reinsurance is purchased for the entire Pool.

QUESTION #26: Do you have a NCCI experience modifier?

ANSWER: No experience modifier.

QUESTION #27: What is your current deductible?

ANSWER: There is no deductible.

End