

## Addendum #1 2/23/2024

- 1) Any locations on the National Historical Registry? **No.**
- 2) Can you provide a current drivers list with name, date of birth, state of license and driver's license number? **No. We cannot put that information online and we have to provide all answers to everyone for fair competition.**
- 3) Do you have a transitional return to work program? **No**
- 4) Can we schedule a 20-30 minute virtual call for one of our workers compensation insurers with your workers compensation coordinator? They require a loss control call before quoting. **No.**
- 5) Will there be any extension granted? Some insurers have indicated they cannot quote before April 1<sup>st</sup> so an extension of the proposal due date by 30 days would be advantageous for The District. **No extensions.**
  
- 6) Is there supposed to be an attachment with the Additional Services/Coverage questions under item #4? **There is not attachment**
- 7) Please confirm # of bus seats as 717 is much higher than last year's 264 **You are correct it is 264. 717 is the total number we can transport at one time.**
- 8) Most companies in the cyber marketplace aren't willing to release a quote until 60 days prior to expiration due to constantly changing marketplace. We can release a non-bindable indication that we feel confident we can be within 5-10% of that figure for the bindable quote once all underwriting information is received. Is the school district ok with this? **Yes.**
- 9) Does the School System have a formal safety committee? How often do they meet? What is the purpose of the committee? **Yes, we have a District Safety Team. The Safety Team does safety checks twice a year and runs drills quarterly at schools. The Purpose of the team is to make sure our schools are prepared during emergencies along with spotting any weaknesses we have and correcting them.**
- 10) The statement of values doesn't match the limits requested. Please see correct SOV attached. **The updated State of Values will be attached in the Addendum #1.**
- 11) The roofs of some of the buildings show prevalent staining and moderate rust, what programs or preventative maintenance does the School System utilize? Do you have a written procedure for roof maintenance? **We do not have any written procedures for roof maintenance. Our maintenance department makes sure to clean out gutters and drains on roofs on a regular basis if needed.**
- 12) Does the School System utilize any injury management programs on the Workers Compensation like formal Return to Work; Specified Provider; or On-Call Nurse? What policies and procedures do they have in place to help alleviate slip/trip/fall claims? **We do have a "company doctor" who sees all employees who alleged an injury that requires medical attention. Each location has a school nurse who assesses injuries for those that should seek medical attention. We have a required employee training for slips/trips/falls each year with visuals to identify and prevent areas of concern.**

- 13) Noticed on the website that the District have a Director of Safety in place, which is great. How long has she been with the District? **October 7, 2019**
- a. Any specific safety programs/trainings/initiatives she is working to implement **She coordinates our District Safety team. She heads up the drills and active shooter training. She has helped us recruit SROs for each site.**
  - b. Roles and/or schools of focus? **She is the District- Wide Safety Director so she runs drills and programs at all sites to ensure safety.**
- 14) How is safety handled on a 'global' basis for the District? We have a safety coordinator for the District and she has a district safety team. **We do district wide active shooter drills, quarterly safety checks and semester lock down drills. We conduct fire drills at each school and have protocol on their logs of all drills**
- a. Do they have safety champions at each school? **The administration at each school conducts drills and log them. We have a SRO at each school.**
  - b. District wide safety committee in place? If so, membership includes? Roles/responsibilities? **Yes. please see above**
  - c. Slips/trips/falls are clearly their leading cause of loss from a frequency & severity standpoint- what are they doing to address? Currently have a walking surfaces audit checklist being utilized to identify areas that need to be addressed? If not, open to development? **This is an area where all employees are encouraged in a yearly training to report any unsafe conditions, especially those that would cause a STF injury. Any reports are sent to maintenance for repairs, etc.**
- 15) Given claims that have occurred, appears you handle cafeteria/food service, janitorial and maintenance in-house? Any of those duties or related sub'd out? **No.**
- a. How about security? **SROs are at each school and are employed by the Sheriff's department.**
  - b. Scope of the duties for the maintenance team? What level of work due they sub out to vendors? **Larger projects and work that requires heavy machinery.** Safe to assume, they are insured and obtain needed COI? **Yes.**
- 16) Any unique exposures, sports or clubs that they have in place? We didn't see any of these on the website but could have missed it. **All clubs and sports should be listed on the website of each school.**
- 17) Claims Management:
- a. See you have a return-to-work program, is that formally in writing? Utilized for all roles w/in the District or apply to specific ones? Any areas they have struggled in bringing injured workers (w/ restrictions) back on light duty? **There is nothing in writing as all RTW are handled on a case by case basis. I.e. the more physical the job performed, the more limited we are on restrictions that can be accommodated. A very physical job (custodial, cafeteria, maintenance) are more restrictive when returning with restrictions than classroom or office positions.**
- 18) Can you describe your internal process of when a claim occurs and how is it reported up the chain w/in the District? **Claims are reported to the school nurse, or if she is unavailable, to the school secretary. A first report of injury is completed at that time (unless Emergency) and then sent to Benefits Coordinator who determines whether to file the claim with carrier or just log as incident. Benefits Coordinator is responsible for scheduling all initial doctor's appointments with Company Doctor.**
- 19) Who is responsible for the claims reporting to carrier? How about day-to-day management of the claims? **Our Benefit Coordinator handles workers comp and our Business office Administrative Assistant covers all other insurance claims. Day to day management should be handled by carrier for worker's comp, but Benefits Coordinator does monitor.**

20) Do any locations have rooftop HVAC systems? If so, which have some type of hail guards? **Most of them have the hail guard, but there are some that do not.**

**21) Attached Updated SOV and sign in from Walk through.**