

City of Carlsbad
Bid 2017-33
Excess Workers Compensation Insurance
Entity Information Sheet

General Information

Name: City of Carlsbad
Physical Address: 101 N. Halagueno, Carlsbad, NM 88220
Mailing Address: PO Box 1569, Carlsbad, NM 88221
Main Phone Number: 575-887-1191
Procurement Contact Number: 575-234-7905
Procurement Contact Email: msfletcher@cityofcarlsbadnm.com

Types of operations to be covered by Department:

<u>Dept.</u>	<u>Type</u>
Executive Personnel	Administrative/Clerical
Municipal Court	Administrative/Clerical
Finance	Administrative/Clerical
Police	Law Enforcement
Fire	Fire and EMT Services
Garage	Auto Mechanical Repairs
Electric	Electrical Repairs
Construction	General Construction
Community Service	Mowing, Weed Eating, Chemical Spraying
Golf	Mowing, Weed Eating, Various Landscaping Work, Maintenance
Parks	Mowing, Weed Eating, Various Landscaping Work, Maintenance
Airport	Airfield Maintenance and Operations
Library	Administrative/Clerical
Museum	Public Museum Operations, Gift Shop, Light Construction
PER	Planning, Engineering and Code Enforcement
Community Development	Administrative/Clerical
San Jose Senior Center	Senior Center Operations
North Mesa Senior Center	Senior Center Operations
Transit	Public Transportation Services
Performing Arts Center	Facility Maintenance for Civic Center
Riverwalk Recreation Ctr.	Public Recreational Facility
Solid Waste	Trash Collection Services

<u>Dept.</u>	<u>Type</u>
Cemetery	Management Services
Sports Complex	Sports Complex Operations and Grounds Maintenance
Water	Water Meter Reading and Water System Repairs
WWTP	Waste Water Treatment Plant Operations and Maintenance
Double Eagle	Water Well Systems Maintenance and Repairs
Lab Environmental	Environmental Services and Water Sampling and Testing
WWC	Waste Water Collection System Maintenance/Repairs (Sewer)
Beautification	Beautification Projects and Community Event Coordination

Entity Questionnaire

1. Is the City of Carlsbad Self-Insured? YES
2. Are there other states or jurisdictions included for self-insurance that would not be covered by the insurance requested by this application? NO
3. Do any employees receive supplemental benefits in addition to workers' comp benefits? YES
4. Provide details of any OSHA or State OSHA violations in the past 5 years. N/A
5. Does City have any employees who may be subject to the Longshoremen and Harbor Workers Act, Jones Act or Federal Employees Liability Act? NO
6. Do the operations of the City include volunteer or donated labor? NO
7. Does City have any foreign operations or employees who travel to foreign countries? NO
8. Is the City engaged in the manufacture, production, refining, storage, distribution, or transportation of gases, gasoline or flammables? NO
9. Are there any occupational disease exposures involved in the City's operations? YES
If Yes, describe steps to control. Personal Protective Equipment and Clothing is provided.
10. Does City perform underground, subaqueous, or tunneling operations? NO
11. Do operations include wrecking or demolition of structures? YES
12. Do operations involve exposure to heights? YES
13. Does the City now (or have future plans to) own, lease or charter watercraft? YES

If yes, describe watercraft use? City uses watercraft to patrol the Pecos River during community events as well as for water rescue and diving activities as needed.

14. Does City own, lease or charter aircraft? NO

15. Complete the following information on owned or leased vehicles:

Number of:

Passenger Cars/SUV - 120

Vans/Trucks - 263

Tractors - 0

Trailers - 0

16. Is City responsible for Workers Comp coverage on owner-operators? YES

17. With respect to commercial vehicles:

States in which vehicles operate: New Mexico

Average number of persons in each unit: 2

Does City Transport chemicals, hazardous materials, explosives, explosive material, flammable material, or petroleum products? NO

18. Does City provide any transportation for employees to or from the workplace? YES

If yes, describe the type of conveyance, frequency of trips and number of employees involved: Police Department Patrol Units, Fire Vehicles, and other Pick up trucks for various departments.

Payroll Distribution by Classification Code -(See Attached)

19. Is there any significant change to the payroll distribution by classification coed in the last five years? NO

Loss Experience and Historical Activity (Past 10 Years)

-This document is also available as an excel spreadsheet available upon request.

LOSS PREVENTION and SAFETY

20. Do you have dedicated safety professionals on staff which are not human resources personnel? YES
21. Do you have safety committees? YES
22. If yes, do they have management participation? YES
23. Do you provide new hire safety training? YES
24. Do you provide job specific safety training thereafter? YES
25. Do you have a cost allocation system in place which links workers' compensation costs to the department or facility? YES
26. Do you have incentive plans in place linking individual and department workplace safety to a rewards system? YES

CLAIMS HANDLING

27. Name of service company: Cannon Cochran Management Services Inc.
Address: PO Box 2205
Indianapolis, IN 46206
28. Contact Name for Account: Tina Martin/Kindra
29. Are claims handled to conclusion? YES
30. What is the normal length of service contract? 4 Years
31. Does the City agree to let the excess carrier know about any changes in the service company or in the kind or amount of services to be performed by the service company? YES
32. Does the City have an alternate duty return to work program in place for all departments?
YES
33. Do you provide in-house medical attention for first aid injuries? YES
34. If so, who provides treatments? American Medical Group
35. Do you have a process in place in which all injuries are internally investigated and reported to your claim servicing company within 24 hours? YES

36. Do you conduct regular or quarterly claim reviews with your claim servicing company? YES

37. What type of managed care programs do you have? Nurse Case Management

EMPLOYEE CONCENTRATION WORKSHEET

Location/Department	Address	City	State	Zip	# of Employees	# of Shifts	Floors Occupied	# of Stories
Public Works	1702 W. Fox	Carlsbad	NM	88220	95	1	1	1
Water Department	1302 W. Stevens	Carlsbad	NM	88220	42	1	1	1
Waste Water Plant	45 Blackfoot Road	Carlsbad	NM	88220	12	1	1	1
Fire Dept. Station #1	409 S. Halagueno	Carlsbad	NM	88220	66	1	1	1
Police Department	602 W. Mermod	Carlsbad	NM	88220	107	1	4	4
City Hall	101 N. Halagueno	Carlsbad	NM	88220	59	1	3	3
Carlsbad Transit	510 N. Main	Carlsbad	NM	88220	26	1	1	1
Municipal Court/Annex	401 S. Halagueno	Carlsbad	NM	88220	8	1	1	1
North Mesa Sr. Center	1112 N. Mesa	Carlsbad	NM	88220	4	1	1	1
Recreation Center	400 Riverwalk Dr.	Carlsbad	NM	88220	12	1	3	3
Airport	1505 Terminal Dr.	Carlsbad	NM	88220	4	1	1	1
Library	101 S. Halagueno	Carlsbad	NM	88220	19	1	1	1
San Jose Senior Center	2814 San Jose Blvd	Carlsbad	NM	88220	5	1	1	1
Cemetery	1306 Boyd Drive	Carlsbad	NM	88220	0	0	1	1
Library/Museum	114 S. Halagueno	Carlsbad	NM	88220	20	1	2	2
Golf Course	1053 Mission	Carlsbad	NM	88220	7	1	1	1
Sports Complex	3001 W. Lea	Carlsbad	NM	88220	10	1	1	1
				Total	496			