

RFP 2022CommIns005
Commercial Insurance Provider
RFP ADDENDUM NO. 2

To All Potential Bidders:

This addendum is issued to modify the previously issued bid document and/or given for informational purposes, and is hereby made a part of the bid documents. Please attach this addendum to the documents in your possession. The original RFP Documents remain in full force and effect, except as modified by this Addendum, which is hereby made part of the RFP. Respondents shall take this Addendum into consideration when preparing and submitting its Proposal. **Per the RFP, the proposer shall acknowledge receipt of any and all addenda, if any, per instructions Section 8 Addenda Checklist.**

Changes/Additions

1. Vehicle List
 - a. Excel format provided
2. Property List
 - a. Roofing information provided
 - b. Excel format provided

Questions Submitted

Property Questions

- 1) Provide the Roof Construction Type and Age of Roof on each building. **Roof schedule added**
- 2) Are any buildings vacant? **Yes**. If yes, please identify which buildings. **Stark Hall until August 1, 2023. Region 7 is vacant, TSF side is still occupied. One wall separates the 2.**
- 3) Have you had a Property Appraisal performed in the last 3 years? **No**
- 4) Do you maintain a separate Fine Arts Policy for the Oil Museum to cover art of others on display? **Yes, we do, which is why we are asking that it be quoted as its own policy.**
- 5) Did any of the Kilgore College property sustain damage from last night's storm? **No, they did not.**

Business Auto Questions

- 1) Please confirm that the 15 Passenger Vans used by the receiving Department are not used for transportation of students. **Yes, we do transport students in these.**
- 2) Does the college Automotive Department work on vehicles that are owned by others? **Students are allowed to work on their own vehicles but no other outside vehicles.**

Law Enforcement Questions

- 1) Are officers trained and authorized in use of:
Baton / PR 24 / ASP? **Yes, to all 3**

Chemical Irritants? **Yes**

Stun gun / Taser? **Yes**

Carotid Control Hold? **This was outlawed last legislative session and is not even taught anymore. They are allowed to use it when lethal force is allowed. They have not been trained in it.**

Employment Practices Questions

- 1) When were your policies and procedures regarding sexual molestation/abuse last updated? **Employee Nondiscrimination & Grievance - Approved By and Date: Board of Trustees, 8-24-2020, Executive Leadership Team, 8-14-2020 Student Rights, Responsibilities and Code of Conduct: Approved By and Date: Board of Trustees, 2-12-2018 Executive Leadership Team, 1-10-2018**
- 2) Please provide a copy of the policies and procedures regarding sexual molestation/abuse or a web link.
https://www.google.com/search?q=%2F%2Fefaidnbmnnnibpcajpcglclefindmkaj%2Fhttps%3A%2F%2Fwww.kilgore.edu%2Fsites%2Fdefault%2Ffiles%2Fdocuments%2Ffile%2FHumanResources%2Fpp-Employee-Nondiscrimination-Grievance-Policy-2020d.pdf&rlz=1C1GCEA_enUS966US966&oq=%2F%2Fefaidnbmnnnibpcajpcglclefindmkaj%2Fhttps%3A%2F%2Fwww.kilgore.edu%2Fsites%2Fdefault%2Ffiles%2Fdocuments%2Ffile%2FHumanResources%2Fpp-Employee-Nondiscrimination-Grievance-Policy-2020d.pdf&aqs=chrome..69i57j69i58.900j0j7&sourceid=chrome&ie=UTF-8
 - a. <https://policyonline.tasb.org/PolicyOnline/PolicyDetails?key=537&code=DHB#legalTabContent>
3. Please provide a copy of your current student handbook or verify that handbook is provided on line.
<https://www.kilgore.edu/academics/college-catalogs/college-catalog-2019-20>
 - Please provide a copy of your current employment manual or verify that TASB on-Line policies and procedures are used, including policies and procedures pertaining to sexual harassment, discrimination, and employee grievances, and your current EEOC log. **TASB Policies are currently being implemented College-Wide. Not all policies have been adopted at this time, but we do have a policy manual online for legal polices. Once all policies are adopted additional policies will be added to our online manual**
<https://policyonline.tasb.org/PolicyOnline?key=537>
 - Current policies and procedures: <https://www.kilgore.edu/about-kc/institutional-information/human-resources/policy-and-procedures>
 - Provide the website that contains the current policies and procedures. <https://www.kilgore.edu/about-kc/institutional-information/human-resources/policy-and-procedures>
4. You answered "Yes" to the question regarding "any person, former employee, or job applicant made a threat of claim alleging unfair or improper treatment regarding hiring, salary, advancement, demotion, suspensions, or termination". Was this incident(s) reported to the insurance company? If not, please explain. **The claim is still with the EEOC awaiting decision. No civil claims have been filed at this time to submit to insurance company.**