
Poth ISD

Request for Proposal (RFP)

Property, Liability, and Automobile Coverage

Package includes:

- Bid Specifications
- Underwriting Data
- Proposal Response Forms

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SECTION 1

General Information

General Conditions

A. Poth Independent School District (**hereafter referred to as "District"**) is requesting proposals from qualified carriers/underwriting companies, consortiums, and other groups of entities to provide the requested and necessary insurance coverage for Property and Contents, Automobile Liability and Property Damage, and General Commercial Liability as set forth below:

Property

Building & Contents
Equipment Breakdown
Flood
Earthquake
Scheduled Property (Floaters)/Inland Marine
Electronic Data Media/Equipment Protection
Extra Expense
Crime (Includes Employee Dishonesty, Faithful Performance, and Money & Securities)

Liability

General Liability
Personal Injury Liability
Employee Benefits Liability
Professional Legal Liability

**Automobile &
Mobile Equipment
Physical Damage**

Automobile Liability
Vehicles
Mobile Equipment

- B. The duration of the awarded contract shall for a one-year term beginning on September 1, 2023, with rates guaranteed for a term of one (1) year from the date of inception. Nothing in these specifications will prohibit District from negotiating longer policy terms. The District shall have the discretion to establish a maximum allowable price escalation if a second year option is offered. Multi-year proposals may be offered as an additional option.
- C. Proposers may quote several plan options as long as each option is fully explained. All relationships between your company and any company offering coverage must be revealed, as well as any commission payments or fees that will be paid to the Proposer as a result of this bid award.
- D. Proposers are expected to examine the complete RFP document carefully, understand the terms and conditions for providing the services listed herein and respond completely. FAILURE TO COMPLETE AND PROVIDE ANY OF THE ABOVE ITEMS MAY RESULT IN

THE PROPOSER'S PROPOSAL BEING DEEMED NON-RESPONSIVE AND THEREFORE DISQUALIFIED FROM CONSIDERATION.

- E. Written questions about this RFP and requests for additional information shall be provided no later than June 1, 2023 (4:00 p.m.) to the Business Office, Attn: Braden_Lyssy, 510 Titcomb Street, Poth, Texas, 78147 or you may email your request to blyssy@pothisd.us. The District will not respond to verbal inquiries.
- F. Proposers must submit one (1) original and two (2) copies (three (3) complete sets) of the proposal. Proposals submitted prior to the Submission Deadline may be modified provided such modifications are sealed and received at the District Administrative Offices prior to the time and date set for submission of proposals. Any proposal or modification received after this time shall not be considered. Proposals sent by facsimile or email will not be accepted.

PROPOSAL OPENING AND SUBMISSION DEADLINE:

July 12, 2023 at 3:00 P.M.

Mailing Address: P.O. Box 250, Poth, Texas 78147

Physical Address: 510 Titcomb Street, Poth, Texas 78147

PROPOSALS MUST BE SEALED AND CLEARLY MARKED:

**PROPOSAL FOR RFP #2023-001
PROPERTY, LIABILITY, AND AUTOMOBILE COVERAGE**

- G. Proposals must be plainly marked on the outside of the envelope: "SEALED PROPOSAL FOR PROPERTY, LIABILITY AND AUTOMOBILE COVERAGE."
- H. The District reserves the right to accept or reject any or all proposals, waive any formalities and/or technicalities in the proposal and award the contract to best serve the interests of the District. The District may negotiate with Proposers as deemed advisable or necessary.
- H. All Proposals must be submitted on the **Proposal Forms** attached hereto, in accordance with all specified conditions.
- I. Any restrictions, deviations or other modifications which alter or reduce coverage as specified in this RFP must be shown separately and explained in writing. Failure to attach an explanation of deviations to this proposal will indicate your acceptance of the specifications as written.
- J. Proposers are required to submit specimen coverage documents, agreements, and/or contracts the District will be required to sign in order to purchase the coverage quoted.
- K. Please indicate the method for payment and any optional methods that may be available.
- L. It is the intent of the District to award the proposal to one carrier who can provide all lines of coverage as a package. Preference may be given to packaged proposals; however, final purchasing decisions will be made based on the options that are most advantageous to the District. In addition to package pricing, please indicate if monoline pricing is available.

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- M. Due care and diligence have been used in the preparation of these specifications and the information contained herein is believed to be substantially correct. However, the responsibility for determining the full extent of the exposure and the verification of all information presented herein shall rest solely on the Proposer. The District and its representatives will not be responsible for any errors and omissions in the specifications nor for the failure on the part of the Proposer to determine the full extent of the exposures.
- N. Quotations shall be based on the underwriting information furnished by the District. Loss data is believed to be correct but is not warranted by the District. If inspections are required, please coordinate them through the Business Office by contacting Braden Lyssy at 830-484-3330 x2003.
- O. The Proposers, or any agent or representative of Proposers shall not undertake any activities or actions to promote or advertise their proposal to any member of the District Board of Trustees, the District Administration or their respective staff persons, except as specifically requested in writing by District, at any time between the date of submission of the RFP and the date of award of a contract by the District Board of Trustees. The District reserves the right to contact any Proposer for clarification after responses are opened and/or to further negotiate with any Proposer if such is deemed desirable by District.
- P. Proposals shall correctly reveal, disclose, and state the true and correct name of the individual, proprietorship, corporation, and/or partnership (clearly identifying the responsible general partner and all other partners who would be associated with the contract, if any). No nicknames, abbreviations (unless part of the legal title), shortened or short-hand, or local "handles" will be accepted in lieu of the full, true and correct legal name of the entity. Corporate Proposers and Limited Liability Company Proposers shall include the 11-digit Comptroller's Taxpayer Number on the signature page of the proposal. If an entity is found to have incorrectly or incompletely stated its name or failed to fully reveal its identity on the signature page of its proposal, the Superintendent shall have the discretion, at any point in the contracting process, to suspend consideration of the Proposal.
- Q. Note: Confidentiality and Texas Public Information Act. All proposals become the property of the District upon receipt and will not be returned. Any information deemed to be confidential by Proposer should be clearly noted on the page(s) where confidential information is contained; however, the District cannot guarantee that it will not be compelled to disclose all or part of any public record under the Texas Public Information Act, since information deemed to be confidential by Proposer may not be considered confidential under Texas law, or pursuant to a Court order. Proposers who are including information it considers confidential in its Proposal are encouraged to consult their attorney regarding protection of this information in advance of submission of such information in its Proposal.
- R. **Selection Criteria.** District reserves the right to award a contract to the Proposer offering the best value, and not necessarily to the Proposer proposing the lowest price, and reserves the right to accept or reject any or all Proposals, and waive any formalities. It is not the policy of the District to purchase on the basis of low proposals alone. In evaluating proposals submitted, the District will consider the criteria set out in Tex. Education Code, Section 44.031(b) including the following:
- A. purchase price;

-
- B. reputation of the vendor and the vendor's goods or services;
 - C. quality of the vendor's goods or services;
 - D. extent to which the goods or services meet the district's needs;
 - E. vendor's past relationship with the district;
 - F. impact on the ability of the district to comply with laws and rules relating to historically underutilized businesses;
 - G. total long-term cost to the district to acquire the vendor's goods or services;
 - H. whether the Proposer or the Proposer's ultimate parent company or majority owner has its principal place of business in this state, or employs at least 500 persons in this state.
- S. District is not responsible for any costs incurred by the Proposer for the preparation or distribution of the RFP.
- T. Proposers or other authorized representatives are expected to fully inform themselves as to all conditions, requirements, and specifications before submitting offers. Failure to do so will be at the Proposer's own risk.
- U. It is the policy of the District not to discriminate on the basis of sex, disability, race, color, or national origin in its educational programs and/or activities, nor in its employment practices.
- V. This RFP is a "request for proposal" pursuant to Texas Education Code section 44.031(a)(3) and therefore proposals will not be publicly read aloud.
- W. By submitting a Proposal, each Proposer agrees to waive any claim it has or may have against the District, any District consultant, and their respective trustees, agents and employees, and any reference sources, arising out of or in connection with the administration, evaluation, or recommendation of any Proposal; waiver of any requirements under the Proposal Documents; acceptance or rejection of any Proposal; and award of the Contract. The District shall have no contractual obligation to any Proposer, nor will any Proposer have any property interest or other right in the contract or Work being proposed unless and until the contract is unconditionally executed and delivered by all parties, and all conditions to be fulfilled by the Proposer have either been so fulfilled by the Proposer.
- X. The District reserves the right to obtain, from any and all sources, information concerning a Proposer which the District deems pertinent to this RFP and to consider such information in evaluating the Proposer's Proposal.
- Y. Do not include Federal Excise, State or City Sales Tax for which an Independent School District is exempt under State Law. The District shall furnish a tax exemption certificate, if required.
- Z. District shall have no contractual obligation to any Proposer, nor will any Proposer have any property interest or other right in the contract or work or services being proposed unless and until the contract is unconditionally executed and delivered by all parties, and all conditions to be fulfilled by the Proposer have either been so fulfilled by the Proposer.

Minimum Qualifications

- A. Proposers responding to this RFP must be licensed and/or authorized to do business in Texas and have at least five (5) years experience writing Property, Liability and Automobile coverage in Texas. Proposer qualifications must be included as an exhibit to your proposal.
- B. Submit a summary of all Property, Liability and Automobile services available to the District. Indicate charges for services that are in addition to the quoted contributions/premiums.
- C. Proposers must have an Errors and Omissions policy with a minimum limit of \$1,000,000 per occurrence. Attach current certificate of coverage.
- D. Self-funded programs or plans organized under the terms of the Interlocal Cooperation Act (Chapter 791, Title 7, Government Code) shall be accepted provided the program offers coverage that are equivalent to a fully insured program.
- E. The Proposer's most recently audited financial statement must be included with the proposal.

SECTION 2

Underwriting Information

General Underwriting Questions / Answers

Has the board implemented specific loss prevention policies?	Y	<input type="checkbox"/>	N	X
Is there a swimming pool at any location?	Y	<input type="checkbox"/>	N	X
- If yes, please attach.		<input type="checkbox"/>		
Do you operate a daycare center?	Y	<input type="checkbox"/>	N	X
- If yes, can the general public utilize the center?	Y	<input type="checkbox"/>	N	
- Is the center operated by District employees?	Y	<input type="checkbox"/>	N	
Does the applicant own or lease any watercraft?	Y	<input type="checkbox"/>	N	X
Does the applicant own or charter any aircraft?	Y	<input type="checkbox"/>	N	X
Does the applicant engage in any activities, other than school activities, including the loaning or leasing of property?	Y	X	N	
- If yes, please list and explain in detail		<input type="checkbox"/>		
The district leases 50 acres of land to single individual on a five-year contract through September 30, 2025				
- Are certificates of insurance required from lessee?	Y	X	N	
Is the applicant engaged in any joint ventures, cooperatives or SSA's?	Y	<input type="checkbox"/>	N	X
- If yes, please list and explain in detail		<input type="checkbox"/>		
Does the applicant employ police or security guards in any capacity?	Y	<input type="checkbox"/>	N	X
- If yes, are they certified by Texas Commission of Law Enforcement Officer Standards & Education (TCLEOSE)?	Y	<input type="checkbox"/>	N	
- If yes, how many?	<input type="text"/>			
Does the applicant have an on-site physician(s), medical/dental clinics, or a pharmacy?	Y	<input type="checkbox"/>	N	X
If yes, is it operated by the District?	Y	<input type="checkbox"/>	N	
If yes, are they employees of the District?	Y	<input type="checkbox"/>	N	

Loss History for Past Five Years

A five-year loss history report for all lines of business requested in this RFP is attached. See Exhibit I.

SECTION 3

Coverage Specifications

Property and Contents

1. **Property covered** See attached Exhibit II.
2. **Policy Limits** \$55,000,000
3. Blanket coverage on buildings, contents and auxiliary structures at all locations including on-site improvements such as fences, light poles, and bleachers.
4. **Basis of Recovery** Full Replacement Cost
5.

Peril	Deductible	Deductible Options
All Other Perils	\$5,000	\$
Wind Hail and Hurricane	\$50,000	\$
Named Windstorm	\$50,000	\$
6. **Scheduled Property Floater** – Included Above
7. **Electronic Data Protection for owned computer equipment** – Included Above
8. **Automatic Coverage on newly acquired Property:** \$1,000,000 limits for up to 90 days

Underwriting Information – Fire Protection

Are fire hydrants located on or across the street from each campus?	Y	X	N	
Are fire alarm systems located in all buildings?	Y		N	X
Is the fire department paid or voluntary?	Y		N	X
Is the applicant located in a town of less than 15,000 population?	Y	X	N	
- If yes, is the applicant within five miles of a town with a population of more than 15,000?	Y		N	X
- If yes, will that city's fire department respond to a fire at all your locations?	Y	X	N	
Does the applicant have a hooded ventilating system in the kitchen?	Y	X	N	
Does the applicant have a contract for hood-cleaning services?	Y	X	N	
- If yes, how often does the contractor clean the hood?	Twice per year			

Underwriting Information – Building Maintenance / Occupancy

List any security measures such as burglar alarms, security lighting, etc.:				
Security lighting located across the district				
Does the applicant have any buildings 30 years or older?	Y	X	N	
- If yes, has the wiring been updated to meet code specifications?	Y		N	X
Are any owned or leased buildings being used for purposes other than their intended use?	Y		N	X
Are any owned or leased buildings controlled by the applicant currently vacant or unoccupied?	Y		N	X

Equipment Breakdown Coverage

Covered equipment unless otherwise indicated, includes electrical, mechanical and pressure equipment. It includes both Real Property, such as heating, cooking and electrical systems, and Personal Property, such as office and process equipment.

1.	Total number of locations occupied by the District:	See attached Exhibit II.
2.	Type of Coverage	Comprehensive
3.	Policy Limits	Equal to property limits, not to exceed \$55,000,000
4.	Deductible	\$5,000 or property deductible per occurrence
5.	Basis of Recovery	Repair or Replacement
6.	Stipulated Time for Repair or Replacement:	24 months
7.	Automatic Coverage for new locations	90 days
8.	Expediting Expense	\$250,000 per occurrence
9.	Hazardous Substance Cleanup	\$250,000 per occurrence
10.	Property Damage	Included in Coverage Limit
11.	Ammonia Contamination	Included in Coverage Limit
12.	Consequential/ Perishable Goods Damage	\$100,000 per occurrence
13.	Extra Expense (24 hours)	Included in Coverage Limit
14.	Excavation Costs	\$25,000 per occurrence

Blanket Crime Coverage (Public Employee Blanket Bond)

- Coverage will include employee dishonesty, loss inside and outside the premises for money and securities and faithful performance on a blanket basis.
- Blanket Limit \$ 100,000
Deductible \$ 5,000

Underwriting Information – Blanket Crime Coverage (Public Employee Blanket Bond)

Total number of locations occupied by the District:	11			
Total number of locations at which money or securities are handled:	4			
How frequently are audits made?	Annually			
Are they made by an independent auditor or CPA?	Y	X	N	
Are countersignatures required?	Y		N	X
Are securities subject to joint control of two or more responsible employees?	Y	X	N	
Number of employees and board members who handle money or securities, sign checks, authorize drafts, or audit accounts on a regular basis:	2			
Number of clerical personnel not listed above:	4			
Number of all other employees:	150			
What is the Average Daily Attendance (ADA) reported to TEA?	897.841			

General Liability, Personal Injury Liability and Employee Benefits Liability Coverage

1. Limits of Liability: \$1,000,000 per occurrence, no annual aggregate
Deductible: \$0.00
2. Pays expenses, including judgments and defense costs.
3. Provides coverage for care, custody, and control.
4. Includes incidental medical malpractice.
5. Provides coverage for libel, slander, and defamation of character.
6. Covers premises liability, advertising liability, and products liability on a per occurrence form.
7. Persons Covered/Insured **must** include named District, any trustees / board members, employees, student teachers, and volunteers.
8. Claims arising out of the negligent act, error, or omission of the District and/or its employees relative to the administration of employee benefit programs must be included.

Professional Legal Liability

1. Provides protection for named District, any trustees / board members, employees, student teachers, and volunteers while acting in the course and scope of their duties.
2. Limits of Liability: \$1,000,000 per occurrence, \$1,000,000 annual aggregate
Deductible: \$2,500
3. Coverage Form: Claims - Made
4. The Proposer will pay all sums to which the District shall become legally obligated to pay on any claim first made against them during the policy period.
5. The Proposer shall defend civil suits against the District alleging a Wrongful Act including but not limited to civil rights - Section 1983, discrimination, sexual abuse, sexual harassment, and sexual molestation claims.
6. A claim shall include demand received by the District for money, services, or nonpecuniary relief. This shall include the service of suit or institution of arbitration proceedings against the Insured.
7. Claims expenses shall include attorney fees and all other fees, costs and expenses arising from defense of any claim.
8. The Proposer will pay all premiums on bonds to release attachments for an amount not in excess of the applicable limit of liability of the policy.
9. Either Professional Legal Liability or General Liability coverage must cover claims arising out of corporal punishment or student discipline.
10. Limits of coverage will not be reduced by the payment of defense costs (defense in addition to limits).
11. Cancellation by either the Proposer or the District will be subject to the terms and conditions of the contractual agreement or ten (10) days in the case of nonpayment.
12. Please provide an explanation of any **Prior Acts** coverage that will be quoted.
13. **Extended Reporting/Discovery Period** must be offered.

Automobile Liability and Physical Damage Coverage

1. Schedule of Vehicles, including Mobile Equipment, Bus Seating Capacities, & Values: See attached Exhibit III.
2. **Minimum Liability Limits & Coverage desired:**
 \$100,000 per person Bodily Injury limits,
 \$300,000 per occurrence Bodily Injury limits,
 \$100,000 per occurrence Property Damage limits

 Optional Liability Limits - \$1,000,000 Combined Single Limits
3. Hired and Non-Owned Vehicle coverage shall be excess over any other valid and collectible insurance.
4. Physical Damage coverage for Vehicles (list deductible options desired):

a) Collision	Actual Cash Value	and	\$1,000	deductible
b) Other Than Collision				
1) Comprehensive	Actual Cash Value	and	\$1,000	deductible
2) Catastrophic	Actual Cash Value	and	\$1,000	deductible

Physical Damage coverage for Mobile Equipment (list deductible options desired):

a) Collision	Actual Cash Value	and	\$1,000	deductible
b) Other Than Collision				
1) Comprehensive	Actual Cash Value	and	\$1,000	deductible
2) Catastrophic	Actual Cash Value	and	\$1,000	deductible

5. Fleet Automatic Coverage: Subject to audit (must be requested by member), it is agreed that automatic coverage is provided for substitute and newly acquired automobiles (cars, trucks, trailers, and buses) for the same coverage provided for all similar type automobiles.

Underwriting Information – Automobile Liability & Physical Damage

Are any transportation operations contracted to another? If yes, include name of contractor:	Y		N	X
Are owned vehicles used by security personnel?	Y		N	X
How often do you run Motor Vehicle Reports on District drivers?	Annually			
Where are the vehicles housed and what is the total value of vehicles at each location?	<ul style="list-style-type: none"> - All vehicles are housed at the district Transportation Yard/Bus Barn. - Total Value \$693,000 			

SECTION 4

Loss Prevention

1. Attach a description of Loss Prevention services provided. Include a recent example of a loss prevention service completed by the Proposer's firm.
2. Provide the Proposer's experience and professional qualifications.
3. Describe any charges and the unit pricing of these services.
4. Describe the Proposer's philosophy on loss prevention.
5. List the name of the loss prevention representative(s) who will make scheduled appointments to the District. Indicate the frequency or schedule for these appointments.
6. Where is this loss prevention representative located?
7. Include a biography of the loss prevention representative(s) who would be assigned to our account.
8. Describe the specific risk management materials/resources that are available to the District. Indicate the additional charges, if any.
9. Describe the specific education and training provided to District personnel. Indicate additional charges, if any.

SECTION 5

Proposal Response Forms

Company Information

Name of your company: _____

Phone number: _____

Facsimile number: _____

Address: _____

Primary business: _____

Type of company:
(corp., partnership, etc.): _____

Year started in business: _____

Number of years administering
Property, Liability, Automobile in
Texas: _____

Number of years administering
Property, Liability, Automobile for
public educational entities: _____

Proposers must include in the proposal a notice as to whether the person submitting the bid or an owner or operator of the business entity has been convicted of a felony and the description of the conduct resulting in the conviction. The contract may be terminated if it is determined that the person or business entity failed to give notice or misrepresented the conduct resulting in the conviction.

The Proposer, in compliance with the invitation for proposal on Property, Liability, Automobile funding, having examined the specifications and being familiar with all conditions in the specifications, hereby proposes to provide the services in accordance with the proposal documents on the attached response sheets.

"The undersigned affirms that they are duly authorized to execute this contract, that this company, corporation, firm, partnership or individual has not prepared this proposal in collusion with any other Proposer, and that the contents of this proposal as to prices, terms or conditions of said proposal have not been communicated by the undersigned nor by any employee or agent to any other person engaged in this type of business prior to the official opening of this proposal."

Having reviewed the specifications, we have complied with all requirements and conditions except as noted on the attachment labeled "Deviations."

Signature and Title of Authorized Representative

Proposing Company _____ Date _____

Property and Contents Coverage

Limit	\$ _____	Limit	\$ _____
Deductible	\$ _____	Deductible	\$ _____
Total Cost	\$ _____	Total Cost	\$ _____

Name of Company offering coverage: _____

DEVIATIONS from proposal specifications:

Equipment Breakdown Coverage

Limit	\$ _____
Deductible	\$ _____
Total Cost	\$ _____

Name of Company offering coverage: _____

DEVIATIONS from proposal specifications:

Crime

Limit \$ _____
Deductible \$ _____
Total Cost \$ _____

Name of Company offering coverage: _____

DEVIATIONS from proposal specifications:

General Liability, Personal Injury Liability and Employee Benefits Liability

Limit \$ _____
Deductible \$ _____
Total Cost \$ _____

Name of Company offering coverage: _____

DEVIATIONS from proposal specifications:

Professional Legal Liability

Limit \$ _____
Deductible \$ _____
Total Cost \$ _____

Name of Company offering coverage: _____

DEVIATIONS from proposal specifications:

Please respond to the following questions as they relate to the Professional Legal Liability coverage proposed. Please specify if there are any SUBLIMITS, otherwise it will be assumed full policy limits are available:

1. Who are the "covered persons" or "named insureds?"
2. Is Prior Acts coverage provided as part of the basic coverage? If so, what is the retroactive date?
3. In corporal punishment/student discipline covered?
4. Describe the terms available for "Extended Reporting/Discovery Period" coverage available when either the insured or insurer cancels or nonrenews? How long is the reporting period and what is the cost?
5. Does the policy cover non-pecuniary relief? If so, are there any sublimits for either defense costs or damages? If sublimits apply, please stipulate.
6. Are board members/employees covered as they serve on other boards within the course and scope of their employment (i.e., would coverage extend to a superintendent as he/she served on a Special Education Cooperative)?
7. Are claims alleging discrimination covered (e.g., 1983 Civil Rights violation)? If so, what is the Limit of Liability?
8. Is sexual misconduct (i.e., harassment), sexual abuse and molestation covered? If so, are there sublimits?
9. Does the coverage pay on behalf of or indemnify?
10. Are defense costs within limits or in addition to?
11. Please explain the notice of claim provision and what constitutes a "demand."
12. What provisions are there if the insured refuses to consent to settle?
13. Must the insured have the Proposer's consent to incur expenses?

Automobile Liability and Physical Damage Including Hired and Non-Owned Vehicles

Automobile Liability Coverage

1. Minimum Limits	\$100,000 / \$300,000 / \$100,000		
Deductible	\$250	\$500	\$1,000
Cost	\$	\$	\$

2. Optional Limits	\$1,000,000 Combined Single Limits		
Deductible	\$250	\$500	\$1,000
Cost	\$	\$	\$

Physical Damage Coverage

Deductible	\$250	\$500	\$1,000
Collision	\$	\$	\$
Comprehensive	\$	\$	\$
Catastrophic	\$	\$	\$

Name of Company offering coverage: _____

DEVIATIONS from proposal specifications:

Felony Conviction Notice

State of Texas Legislative Senate Bill No. 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 entity 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 furnished is true to the best of my knowledge.

VENDOR'S NAME: _____

AUTHORIZED COMPANY OFFICIAL'S NAME (PRINTED): _____

- A. My firm is a publicly held corporation; therefore, this reporting requirement is not applicable.

Signature of Company Official: _____

- B. My firm is neither owned nor operated by anyone who has been convicted of a felony:

Signature of Company Official: _____

- C. My firm is owned or operated by the following individual(s) who has/have been convicted of a felony:

Name of Felon(s): _____

Detail of Conviction(s): _____

Signature of Company Official: _____

Conflict Of Interest Questionnaire

FORM CIQ

For vendor or other person doing business with local governmental entity

This questionnaire reflects changes made to the law by H.B. 1491, 80th Leg., Regular Session.

OFFICE USE ONLY

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

Date Received

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 person becomes aware of facts that require the statement to be filed. See Section 176.006, Local Governmental Code.

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

1. **Name of person 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 the originally filed questionnaire becomes incomplete or inaccurate.)

3. **Name of local government officer with whom filer has employment or business relationship.**

Name of Officer

This section (item 3 including subparts A, B, C & D) must be completed for each officer with whom the filer has an employment or other business relationship as defined by Section 176.001(1-a), Local Government Code. Attach additional pages to this Form CIQ as necessary.

A. Is the local government officer named in this section receiving or likely to receive taxable income, other than investment income, from the filer of the questionnaire?

Yes No NA

B. Is the filer of the questionnaire receiving or likely to receive taxable income, other than investment income, from or at the direction of the local government officer named in this section AND the taxable income is not received from the local governmental entity?

Yes No NA

C. Is the filer of this questionnaire employed by a corporation or other business entity with respect to which the local government officer serves as an officer or director, or holds an ownership of 10 percent or more?

Yes No NA

D. Describe each employment or business relationship with the local government officer named in this section.

4. _____
Signature of person doing business with the governmental entity

Date

PROPOSER QUESTIONNAIRE

(Restate each question as written & provide response)

1. **Company Information:** Provide the following information regarding your company.

Name/Name of Firm/Company: _____

Address _____

State: _____ Zip Code: _____

Telephone No. _____ Fax No: _____

2. **Contact Information:** List the person who the District may contact concerning your proposal or setting dates for meetings.

Name: _____

Address: _____

State: _____ Zip Code: _____

Telephone No. _____ Fax No: _____

Email: _____

3. Does your Firm/Company anticipate any mergers, transfer of organization ownership, management reorganization, or departure of key personnel within the next twelve (12) months that may affect the organization's ability to carry out its proposal?

Yes No

4. All insurance companies proposing coverage must be licensed by the State of Texas and subject of the Texas Insurance Guaranty Fund unless coverage is not available through a licensed company. All insurance companies must have a current A.M. Best Rating of ["A"] to be considered.

A. Is your Firm/Company authorized/licensed to conduct insurance business in Texas?

Yes No

B. Current A.M. Best Rating _____.

5. Provide any other names under which your business has operated within the last 10 years.

6. Has the Company or any of its principals been debarred or suspended from contracting with any public entity?

Yes No

If yes, identify the public entity and the name and current phone number of a representative of the public entity familiar with the debarment or suspension, and state the reason for or circumstances surrounding the debarment or suspension, including but not limited to the period of time for such debarment or suspension.

7. Bankruptcy Information. Has the Company or any of its principals ever been declared bankrupt or filed for protection from creditors under state or federal proceedings?

Yes No

If yes, state the date, court, jurisdiction, cause number, amount of liabilities and amount of assets.

-
8. Provide information regarding **three (3) school district clients**, other than this District, to whom you have provided similar insurance products or services to the ones requested in this Request for Proposals or with whom you have worked in the past, including the District. For each, provide names, addresses and telephone numbers of contact persons that may be of references that may be contacted regarding the quality of your service and your qualifications.
 9. Agent Qualifications (If Applicable). All proposals will be submitted net of commission so that accurate comparisons can be made. Agents submitting a proposal on behalf of an insurance company or proposed as representative agent by a proposing carrier, must be licensed in Texas and have an organization of permanence with adequate personnel and experience. Qualifications should be shown on the **Agent Information Questionnaire**. Please include a completed Agent Qualifications/Benefits to District Questionnaire with proposal, as applicable. Proposed agents must have errors and omissions coverage with a minimum limit of \$1,000,000 per occurrence.
 10. Please provide a complete copy of each policy or specimen policy (including endorsements, exclusions or other forms) proposed with proposal.
 11. Please list and explain any restrictions, deviations or other modifications which alter or reduce coverage as specified in this RFP. Failure to attach an explanation of deviations to this proposal will indicate your acceptance of the specifications as written.
 12. Please provide information regarding loss control services that are available from the insurance carrier specifically addressing each coverage. Additionally, list all other services available to the District at no cost such as property appraisals, seminars, or other risk management tools and enhancements.

PROPOSED AGENT QUALIFICATIONS

Personal Data

Agent's Name _____

Agency Affiliation _____

Business Address _____

Telephone # _____ Fax # _____ E-mail # _____

Type of insurance licenses currently held and year obtained:

Other insurance designations held (circle applicable) CPCU CIC LRM CRM ARM

Other designations not shown above _____

Total number of years of property & casualty experience

Agency Information

Number of years agency in operation _____

Total agency staff _____ Number of agency principals _____ Number of service staff _____

Other _____

References (List 3 Texas School District references.)

District Name	Location (City)	Contact Name and Telephone No.

CERTIFICATE OF INTERESTED PARTIES – FORM 1295

Under certain circumstances, the District is required to comply with Texas Government Code, Section 2252.908, Disclosure of Interested Parties. If the District is entering into a contract with a “business entity” (defined below) which requires action by the Board of Trustees or which has a value of the contract is at least \$1 million, Section 2252.908, requires the District obtain a Disclosure of Interested Parties Form 1295 from the contracting business entity that, at the time the contract is signed binding the parties. The form requires disclosure of each “interested party” to the contract of which the contracting business entity is aware, and must be signed by an authorized agent of the contracting business entity acknowledging that disclosure is made under oath and under penalty of perjury.

Since the Proposer qualifies as a “business entity” and the contract to be entered for this solicitation is for a value greater than \$1 Million or requires action or a vote by the Board of Trustees the selected Proposer will be required complete and submit Form 1295. THE FORM MAY ONLY BE FILED ELECTRONICALLY.

Form 1295 must be submitted on the form promulgated by the Texas Ethics Commission and in compliance with the Commission’s rules, at the time the business entity submits the signed contract to the District. The form must be completed electronically and the process for doing so can be found at the Texas Ethics Commission website at: https://www.ethics.state.tx.us/whatsnew/elf_info_form1295.htm. The filing process will include:

1. Completing Form 1295 electronically with the Texas Ethics Commission using the online filing application. The portal for completion of Form 1295, instructions for completion and answers to Frequently Asked Questions can be found at the Texas Ethics Commission website: https://www.ethics.state.tx.us/whatsnew/elf_info_form1295.htm
2. Printing a copy of the completed form (make sure that it has a computer-generated certification number in the “Office Use Only” box)
3. Having an authorized agent of the business entity sign the form before a notary public.
4. Submitting the completed, signed and notarized Form 1295, showing the certification of filing with your signed contract.

The District will then acknowledge the receipt of the filed Form 1295 by notifying the Texas Ethics Commission of the receipt of the filed Form 1295 no later than the 30th day after the date the contract is executed by the District, binding all parties to the Contract. Within seven (7) business days after receiving acknowledgement from the District the Texas Ethics Commission will post the completed Form 1295 to its website.

A copy of the current Form 1295 is attached hereto for your reference. You are encouraged to contact your own legal counsel with any questions you may have about the process.

The following definitions apply:

1. “Business Entity” means an entity recognized by law through which business is conducted, including a sole proprietorship, partnership, or corporation. TEX. GOV’T CODE §2252.908(1).
2. “Interested Party” means a person:

-
- a) who has a controlling interest in a Business Entity with whom the District contracts; or
 - b) who actively participates in facilitating the contract or negotiating the terms of the contract, including a broker, intermediary, adviser, or attorney for the Business Entity. TEX. GOV'T CODE § 2252.908(3).
3. "Controlling interest" means:
- a) an ownership interest or participating interest in a business entity by virtue of units, percentage, shares, stock, or otherwise that exceeds 10 percent;
 - b) membership on the board of directors or other governing body of a business entity of which the board or other governing body is composed of not more than 10 members; or
 - c) service as an officer of a business entity that has four or fewer officers, or service as one of the four officers most highly compensated by a business entity that has more than four officers.
4. "Intermediary" means a person who actively participates in the facilitation of the contract or negotiating the contract, including a broker, adviser, attorney, or representative of or agent for the business entity who:
- a) receives compensation from the business entity for the person's participation;
 - b) communicates directly with the governmental entity or state agency on behalf of the business entity regarding the contract; and
 - c) is not an employee of the business entity. TEX. ETHICS COMM. RULE 46.3(e).

CERTIFICATE OF INTERESTED PARTIES

FORM 1295

Complete Nos. 1 - 4 and 6 if there are interested parties.
 Complete Nos. 1, 2, 3, 5, and 6 if there are no interested parties.

OFFICE USE ONLY

1 Name of business entity filing form, and the city, state and country of the business entity's place of business.

2 Name of governmental entity or state agency that is a party to the contract for which the form is being filed.

3 Provide the identification number used by the governmental entity or state agency to track or identify the contract, and provide a description of the services, goods, or other property to be provided under the contract.

4 Name of Interested Party	City, State, Country (place of business)	Nature of Interest (check applicable)	
		Controlling	Intermediary

5 Check only if there is no Interested Party.

6 UNSWORN DECLARATION

My name is _____, and my date of birth is _____.

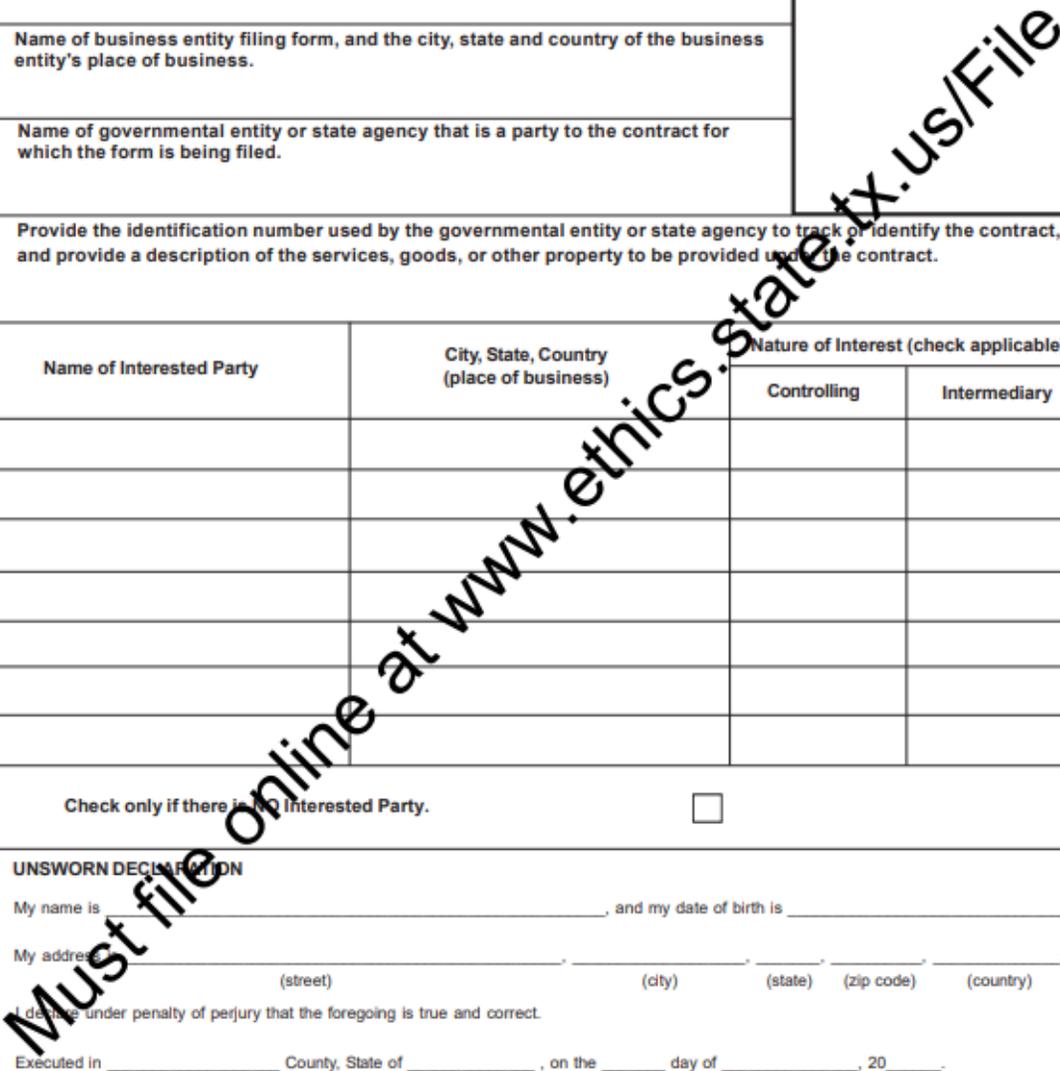
My address: _____
 (street) (city) (state) (zip code) (country)

I declare under penalty of perjury that the foregoing is true and correct.

Executed in _____ County, State of _____, on the _____ day of _____, 20____.
 (month) (year)

 Signature of authorized agent of contracting business entity
 (Declarant)

ADD ADDITIONAL PAGES AS NECESSARY



SECTION 6

Exhibits

Exhibit I – Five Year Loss History for All Lines of Business Quoted

Five Year Loss History Report for:

- **Property**
- **Equipment Breakdown**
- **Crime**
- **General Liability**
- **Professional Legal Liability**
- **Automobile**
- **Any other lines of business requested in this RFP**



Auto, Liability, and Property
Detailed Claims Report as of April 27, 2023

* Estimate of damage reserves pending

Poth ISD

Coverage Period from September 01, 2017 thru August 31, 2023

Event Number	Claim Ref. #	Claimant Name	Date of Loss	Status	Total Incurred	Fund Paid	Recoveries	Member Paid	Total Outstanding	Accident Description
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Auto Liability

Contract Number P247904-2017-1 Coverage Period: 09/01/2017 to 09/01/2018

No claims reported for this coverage term.

Auto Liability

Contract Number P247904-2018-1 Coverage Period: 09/01/2018 to 09/01/2019

No claims reported for this coverage term.

Auto Liability

Contract Number P247904-2019-1 Coverage Period: 09/01/2019 to 09/01/2020

No claims reported for this coverage term.

Auto Liability

Contract Number P247904-2020-1 Coverage Period: 09/01/2020 to 08/31/2021

No claims reported for this coverage term.

Auto Liability

Contract Number P247904-2021-002 Coverage Period: 09/01/2021 to 08/31/2022

2021018500	166	Kasprzyk, Lajuana	10/1/21	Close	3,627	2,627	0	1,000	0	MV backing up and hit parked CV.
2021026272	505	Stuman, Tinley	12/9/21	Close	0	0	0	0	0	The bus driver was driving his normal afternoon school day route and while turning from one road onto another, the student fell in the center isle on

Totals : 09/01/2021 to 08/31/2022					3,627	2,627	0	1,000	0	COUNT OF CLAIMS	2
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Auto Liability

Contract Number P247904-2022-002 Coverage Period: 09/01/2022 to 08/31/2023

No claims reported for this coverage term.



Auto, Liability, and Property Detailed Claims Report as of April 27, 2023

* Estimate of damage reserves pending

Poth ISD

Coverage Period from September 01, 2017 thru August 31, 2023

Event Number	Claim Ref. #	Claimant Name	Date of Loss	Status	Total Incurred	Fund Paid	Recoveries	Member Paid	Total Outstanding	Accident Description	
Totals for Auto Liability :					3,627	2,627	0	1,000	0	COUNT OF CLAIMS	2



Auto, Liability, and Property
Detailed Claims Report as of April 27, 2023

* Estimate of damage reserves pending

Poth ISD

Coverage Period from September 01, 2017 thru August 31, 2023

Event Number	Claim Ref. #	Claimant Name	Date of Loss	Status	Total Incurred	Fund Paid	Recoveries	Member Paid	Total Outstanding	Accident Description
Auto Physical Damage							Contract Number P247904-2017-1		Coverage Period: 09/01/2017 to 09/01/2018	
No claims reported for this coverage term.										
Auto Physical Damage							Contract Number P247904-2018-1		Coverage Period: 09/01/2018 to 09/01/2019	
No claims reported for this coverage term.										
Auto Physical Damage							Contract Number P247904-2019-1		Coverage Period: 09/01/2019 to 09/01/2020	
No claims reported for this coverage term.										
Auto Physical Damage							Contract Number P247904-2020-1		Coverage Period: 09/01/2020 to 08/31/2021	
No claims reported for this coverage term.										
Auto Physical Damage							Contract Number P247904-2021-002		Coverage Period: 09/01/2021 to 08/31/2022	
No claims reported for this coverage term.										
Auto Physical Damage							Contract Number P247904-2022-002		Coverage Period: 09/01/2022 to 08/31/2023	
No claims reported for this coverage term.										



Auto, Liability, and Property
Detailed Claims Report as of April 27, 2023

* Estimate of damage reserves pending

Poth ISD

Coverage Period from September 01, 2017 thru August 31, 2023

Event Number	Claim Ref. #	Claimant Name	Date of Loss	Status	Total Incurred	Fund Paid	Recoveries	Member Paid	Total Outstanding	Accident Description
Crime										
No claims reported for this coverage term.							Contract Number P247904-2017-1		Coverage Period: 09/01/2017 to 09/01/2018	
.....										
Crime										
No claims reported for this coverage term.							Contract Number P247904-2018-1		Coverage Period: 09/01/2018 to 09/01/2019	
.....										
Crime										
No claims reported for this coverage term.							Contract Number P247904-2019-1		Coverage Period: 09/01/2019 to 09/01/2020	
.....										
Crime										
No claims reported for this coverage term.							Contract Number P247904-2020-1		Coverage Period: 09/01/2020 to 08/31/2021	
.....										
Crime										
No claims reported for this coverage term.							Contract Number P247904-2021-002		Coverage Period: 09/01/2021 to 08/31/2022	
.....										
Crime										
No claims reported for this coverage term.							Contract Number P247904-2022-002		Coverage Period: 09/01/2022 to 08/31/2023	
.....										



Auto, Liability, and Property
Detailed Claims Report as of April 27, 2023

* Estimate of damage reserves pending

Poth ISD

Coverage Period from September 01, 2017 thru August 31, 2023

Event Number	Claim Ref. #	Claimant Name	Date of Loss	Status	Total Incurred	Fund Paid	Recoveries	Member Paid	Total Outstanding	Accident Description
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Equipment Breakdown

No claims reported for this coverage term.

Contract Number P247904-2017-1 Coverage Period: 09/01/2017 to 09/01/2018

Equipment Breakdown

No claims reported for this coverage term.

Contract Number P247904-2018-1 Coverage Period: 09/01/2018 to 09/01/2019

Equipment Breakdown

No claims reported for this coverage term.

Contract Number P247904-2019-1 Coverage Period: 09/01/2019 to 09/01/2020

Equipment Breakdown

No claims reported for this coverage term.

Contract Number P247904-2020-1 Coverage Period: 09/01/2020 to 08/31/2021

Equipment Breakdown

No claims reported for this coverage term.

Contract Number P247904-2021-002 Coverage Period: 09/01/2021 to 08/31/2022

Equipment Breakdown

No claims reported for this coverage term.

Contract Number P247904-2022-002 Coverage Period: 09/01/2022 to 08/31/2023



Auto, Liability, and Property
Detailed Claims Report as of April 27, 2023

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Poth ISD

Coverage Period from September 01, 2017 thru August 31, 2023

Event Number	Claim Ref. #	Claimant Name	Date of Loss	Status	Total Incurred	Fund Paid	Recoveries	Member Paid	Total Outstanding	Accident Description
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General Liability

Contract Number P247904-2017-1 Coverage Period: 09/01/2017 to 09/01/2018

2017069744	805	Herrera*Elizabeth	10/18/17	Close	0	0	0	0	0	Rock flew from lawn mower hitting clmt veh
Totals : 09/01/2017 to 09/01/2018					0	0	0	0	0	COUNT OF CLAIMS
										1

General Liability

Contract Number P247904-2018-1 Coverage Period: 09/01/2018 to 09/01/2019

No claims reported for this coverage term.

General Liability

Contract Number P247904-2019-1 Coverage Period: 09/01/2019 to 09/01/2020

No claims reported for this coverage term.

General Liability

Contract Number P247904-2020-1 Coverage Period: 09/01/2020 to 08/31/2021

No claims reported for this coverage term.

General Liability

Contract Number P247904-2021-002 Coverage Period: 09/01/2021 to 08/31/2022

No claims reported for this coverage term.

General Liability

Contract Number P247904-2022-002 Coverage Period: 09/01/2022 to 08/31/2023

No claims reported for this coverage term.

Totals for General Liability :					0	0	0	0	0	COUNT OF CLAIMS
										1



Auto, Liability, and Property
Detailed Claims Report as of April 27, 2023

* Estimate of damage reserves pending

Poth ISD

Coverage Period from September 01, 2017 thru August 31, 2023

Event Number	Claim Ref. #	Claimant Name	Date of Loss	Status	Total Incurred	Fund Paid	Recoveries	Member Paid	Total Outstanding	Accident Description
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Privacy & Information Security

No claims reported for this coverage term.

Contract Number P247904-2017-1 Coverage Period: 09/01/2017 to 09/01/2018

Privacy & Information Security

No claims reported for this coverage term.

Contract Number P247904-2018-1 Coverage Period: 09/01/2018 to 09/01/2019

Privacy & Information Security

No claims reported for this coverage term.

Contract Number P247904-2019-1 Coverage Period: 09/01/2019 to 09/01/2020

Privacy & Information Security

No claims reported for this coverage term.

Contract Number P247904-2020-1 Coverage Period: 09/01/2020 to 08/31/2021

Privacy & Information Security

No claims reported for this coverage term.

Contract Number P247904-2021-002 Coverage Period: 09/01/2021 to 08/31/2022

Privacy & Information Security

No claims reported for this coverage term.

Contract Number P247904-2022-002 Coverage Period: 09/01/2022 to 08/31/2023



Auto, Liability, and Property
Detailed Claims Report as of April 27, 2023

* Estimate of damage reserves pending

Poth ISD

Coverage Period from September 01, 2017 thru August 31, 2023

Event Number	Claim Ref. #	Claimant Name	Date of Loss	Status	Total Incurred	Fund Paid	Recoveries	Member Paid	Total Outstanding	Accident Description
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Property **Contract Number P247904-2017-1 Coverage Period: 09/01/2017 to 09/01/2018**

2017069860	9	Poth ISD	9/13/17	Close	8,462	3,462	0	5,000	0	A truck delivering the safety shoes for our employees hit one of the internet lines hanging over the inner campus road. The driver did not realize th
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Totals : 09/01/2017 to 09/01/2018					8,462	3,462	0	5,000	0	COUNT OF CLAIMS	1
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Property **Contract Number P247904-2018-1 Coverage Period: 09/01/2018 to 09/01/2019**

No claims reported for this coverage term.

Property **Contract Number P247904-2019-1 Coverage Period: 09/01/2019 to 09/01/2020**

No claims reported for this coverage term.

Property **Contract Number P247904-2020-1 Coverage Period: 09/01/2020 to 08/31/2021**

2021002453	719	Poth ISD	2/17/21	Close	148,457	143,457	0	5,000	0	Broken pipe caused water damage to locker room ceiling at junior high
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Totals : 09/01/2020 to 08/31/2021					148,457	143,457	0	5,000	0	COUNT OF CLAIMS	1
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Property **Contract Number P247904-2021-002 Coverage Period: 09/01/2021 to 08/31/2022**

No claims reported for this coverage term.



Auto, Liability, and Property

Detailed Claims Report as of April 27, 2023

* Estimate of damage reserves pending

Poth ISD

Coverage Period from September 01, 2017 thru August 31, 2023

Event Number	Claim Ref. #	Claimant Name	Date of Loss	Status	Total Incurred	Fund Paid	Recoveries	Member Paid	Total Outstanding	Accident Description
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Property

Contract Number P247904-2022-002 Coverage Period: 09/01/2022 to 08/31/2023

No claims reported for this coverage term.

Totals for Property :	156,919	146,919	0	10,000	0	COUNT OF CLAIMS	2
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Auto, Liability, and Property

Detailed Claims Report as of April 27, 2023

* Estimate of damage reserves pending

Poth ISD

Coverage Period from September 01, 2017 thru August 31, 2023

Event Number	Claim Ref. #	Claimant Name	Date of Loss	Status	Total Incurred	Fund Paid	Recoveries	Member Paid	Total Outstanding	Accident Description
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Property WHH Deductible Buy Down

Contract Number P247904-2022-002 Coverage Period: 09/01/2022 to 08/31/2023

No claims reported for this coverage term.



Auto, Liability, and Property

Detailed Claims Report as of April 27, 2023

* Estimate of damage reserves pending

Poth ISD

Coverage Period from September 01, 2017 thru August 31, 2023

Event Number	Claim Ref. #	Claimant Name	Date of Loss	Status	Total Incurred	Fund Paid	Recoveries	Member Paid	Total Outstanding	Accident Description
SP Legal Liability							Contract Number P247904-2017-1		Coverage Period: 09/01/2017 to 09/01/2018	
No claims reported for this coverage term.										
SP Legal Liability							Contract Number P247904-2018-1		Coverage Period: 09/01/2018 to 09/01/2019	
No claims reported for this coverage term.										
SP Legal Liability							Contract Number P247904-2019-1		Coverage Period: 09/01/2019 to 09/01/2020	
No claims reported for this coverage term.										
SP Legal Liability							Contract Number P247904-2020-1		Coverage Period: 09/01/2020 to 08/31/2021	
No claims reported for this coverage term.										
SP Legal Liability							Contract Number P247904-2021-002		Coverage Period: 09/01/2021 to 08/31/2022	
No claims reported for this coverage term.										
SP Legal Liability							Contract Number P247904-2022-002		Coverage Period: 09/01/2022 to 08/31/2023	
No claims reported for this coverage term.										



Auto, Liability, and Property
Detailed Claims Report as of April 27, 2023

* Estimate of damage reserves pending

Poth ISD

Coverage Period from September 01, 2017 thru August 31, 2023

Event Number	Claim Ref. #	Claimant Name	Date of Loss	Status	Total Incurred	Fund Paid	Recoveries	Member Paid	Total Outstanding	Accident Description
--------------	--------------	---------------	--------------	--------	----------------	-----------	------------	-------------	-------------------	----------------------

Violent Acts Contract Number P247904-2019-1 Coverage Period: 09/01/2019 to 09/01/2020
 No claims reported for this coverage term.

Violent Acts Contract Number P247904-2020-1 Coverage Period: 09/01/2020 to 08/31/2021
 No claims reported for this coverage term.

Violent Acts Contract Number P247904-2021-002 Coverage Period: 09/01/2021 to 08/31/2022
 No claims reported for this coverage term.

Violent Acts Contract Number P247904-2022-002 Coverage Period: 09/01/2022 to 08/31/2023
 No claims reported for this coverage term.

Grand Total:	160,546	149,546	0	11,000	0	COUNT OF CLAIMS	5
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Exhibit II – Property Schedule

Covered Property

(Insert a property schedule with values, age, and construction for each building and/or property appraisal)

Building Name	Address Line1	City	State	Zip Code	Inspection Date	Year Built	Building Floor Area	Basement Floor Area	Total Floor Area	ISO Class	Roof Age	Exterior Wall Finish	Roof Material	Roof Pitch	Heating System	Cooling System	Building CRN	Content CRN	Land Improvements CRN	Total Insurable Value
ADMINISTRATION OFFICE BUILDING	510 TITCOMB STREET	POTH TX	78147	419/2023	1979	4640	0	4640	FRAME (100%)	2000	SIDING, METAL OR OTHER ON FRAME (70%); BRICK ON FRAME (30%)	STEEL (100%)	LOW (2:12 TO 6:12 PITCH) (100%)	FORCED WARM AIR (100%)	FORCED COOL AIR (100%)	649,000	95,000	0	744,000	
LAND IMPROVEMENT	510 TITCOMB STREET	POTH TX	78147	419/2023			0	0	NOT APPLICABLE (100%)								0	0	24,000	24,000
MAIN HIGH SCHOOL BUILDING	508 DICKSON ROAD	POTH TX	78147	419/2023	1988	27277	0	27277	MASONRY NON-COMBUSTIBLE (100%)	1988	BRICK ON MASONRY (75%); SIDING, METAL OR OTHER ON MASONRY (25%)	STEEL (100%)	LOW (2:12 TO 6:12 PITCH) (100%)	FORCED WARM AIR (100%)	FORCED COOL AIR (100%)	5,803,000	990,000	0	6,802,000	
TECHNOLOGY BUILDING	508 DICKSON ROAD	POTH TX	78147	419/2023	2015	12896	0	12896	MASONRY NON-COMBUSTIBLE (100%)	2015	SIDING, METAL OR OTHER ON MASONRY (75%); BRICK ON MASONRY (25%)	STEEL (100%)	LOW (2:12 TO 6:12 PITCH) (100%)	FORCED WARM AIR (100%)	FORCED COOL AIR (100%)	3,628,000	661,000	0	4,289,000	
GYMNASIUM BUILDING	508 DICKSON ROAD	POTH TX	78147	419/2023	1993	18656	0	18656	MASONRY NON-COMBUSTIBLE (100%)	1993	BRICK ON MASONRY (80%); SIDING, METAL OR OTHER ON MASONRY (20%)	STEEL (100%)	LOW (2:12 TO 6:12 PITCH) (100%)	FORCED WARM AIR (100%)	FORCED COOL AIR (100%)	4,081,000	162,000	0	4,243,000	
WEIGHTROOM	508 DICKSON ROAD	POTH TX	78147	419/2023	2022	3750	0	3750	NON-COMBUSTIBLE (100%)	2022	SIDING, METAL OR OTHER ON GIRTS (100%)	STEEL (100%)	LOW (2:12 TO 6:12 PITCH) (100%)	FORCED WARM AIR (100%)	FORCED COOL AIR (100%)	280,000	31,000	0	311,000	
LAND IMPROVEMENT	508 DICKSON ROAD	POTH TX	78147	419/2023			0	0	NOT APPLICABLE (100%)								0	0	302,000	302,000
CTE BUILDING	512 DICKSON STREET	POTH TX	78147	419/2023	2019	15200	0	15200	NON-COMBUSTIBLE (100%)	2019	SIDING, METAL OR OTHER ON GIRTS (60%); CONCRETE BLOCK, SPLIT FACE (40%)	STEEL (100%)	MEDIUM (8:12 TO 12:12 PITCH) (100%)	FORCED WARM AIR (80%); GAS, OIL, OR ELECTRIC SUSPENDED UNIT HEATER (40%)	FORCED COOL AIR (80%); NONE (40%)	3,673,000	613,000	0	4,286,000	
STORAGE BUILDING	512 DICKSON STREET	POTH TX	78147	419/2023	2000	90	0	90	FRAME (100%)	2000	SIDING, METAL OR OTHER ON FRAME (100%)	ALUMINUM (100%)	LOW (2:12 TO 6:12 PITCH) (100%)	NONE (100%)	NONE (100%)	3,000	1,000	0	4,000	
LAND IMPROVEMENT	512 DICKSON STREET	POTH TX	78147	419/2023			0	0	NOT APPLICABLE (100%)								0	0	42,000	42,000
BUILDING TRADES FACILITY	401 NORTH DICKSON ROAD	POTH TX	78147	419/2023	1979	2640	0	2640	NON-COMBUSTIBLE (100%)	2000	SIDING, METAL OR OTHER ON GIRTS (100%)	STEEL (100%)	LOW (2:12 TO 6:12 PITCH) (100%)	GAS, OIL, OR ELECTRIC SUSPENDED UNIT HEATER (100%)	NONE (100%)	237,000	108,000	0	345,000	
LAND IMPROVEMENT	401 NORTH DICKSON ROAD	POTH TX	78147	419/2023			0	0	NOT APPLICABLE (100%)								0	0	2,000	2,000
VOCATIONAL SHOP	405 NORTH DICKSON ROAD	POTH TX	78147	419/2023	1978	6960	0	6960	NON-COMBUSTIBLE (100%)	1978	SIDING, METAL OR OTHER ON GIRTS (80%); BRICK ON FRAME (20%)	STEEL (100%)	LOW (2:12 TO 6:12 PITCH) (100%)	FORCED WARM AIR (50%); NONE (50%)	FORCED COOL AIR (50%); NONE (50%)	1,216,000	365,000	0	1,581,000	
LAND IMPROVEMENT	405 NORTH DICKSON ROAD	POTH TX	78147	419/2023			0	0	NOT APPLICABLE (100%)								0	0	21,000	21,000
VISITOR'S PRESS BOX	EAST FARM MARKET 541	POTH TX	78147	419/2023	2020	80	0	80	NON-COMBUSTIBLE (100%)	2020	SIDING, METAL OR OTHER ON GIRTS (100%)	STEEL (100%)	FLAT (100%)	NONE (100%)	NONE (100%)	164,000	1,000	0	165,000	
FIELD HOUSE	EAST FARM MARKET 541	POTH TX	78147	419/2023	1984	5500	0	5500	NON-COMBUSTIBLE (100%)	2000	SIDING, METAL OR OTHER ON GIRTS (100%)	STEEL (100%)	LOW (2:12 TO 6:12 PITCH) (100%)	FORCED WARM AIR (100%)	FORCED COOL AIR (100%)	913,000	112,000	0	1,025,000	
HOME PRESS BOX	EAST FARM MARKET 541	POTH TX	78147	419/2023	1993	196	0	196	NON-COMBUSTIBLE (100%)	1993	SIDING, METAL OR OTHER ON GIRTS (100%)	STEEL (100%)	LOW (2:12 TO 6:12 PITCH) (100%)	NONE (100%)	NONE (100%)	378,000	1,000	0	379,000	
STADIUM STORAGE BUILDING	EAST FARM MARKET 541	POTH TX	78147	419/2023	2000	1800	0	1800	NON-COMBUSTIBLE (100%)	2000	SIDING, METAL OR OTHER ON GIRTS (100%)	STEEL (100%)	LOW (2:12 TO 6:12 PITCH) (100%)	NONE (100%)	NONE (100%)	155,000	35,000	0	190,000	
STORAGE BUILDING	EAST FARM MARKET 541	POTH TX	78147	419/2023	2010	240	0	240	FRAME (100%)	2010	SIDING, WOOD ON FRAME (100%)	SHINGLES, ASPHALT (100%)	LOW (2:12 TO 6:12 PITCH) (100%)	NONE (100%)	NONE (100%)	10,000	4,000	0	14,000	
CONCESSION RESTROOM BUILDING	EAST FARM MARKET 541	POTH TX	78147	419/2023	2022	2450	0	2450	NON-COMBUSTIBLE (100%)	2022	SIDING, METAL OR OTHER ON GIRTS (100%)	STEEL (100%)	LOW (2:12 TO 6:12 PITCH) (100%)	GAS, OIL, OR ELECTRIC SUSPENDED UNIT HEATER (100%)	NONE (100%)	327,000	29,000	0	356,000	
LAND IMPROVEMENT	EAST FARM MARKET 541	POTH TX	78147	419/2023			0	0	NOT APPLICABLE (100%)								0	0	4,390,000	4,390,000
MAIN ELEMENTARY BUILDING	301 BRINKOETER STREET	POTH TX	78147	419/2023	2002	22021	0	22021	MASONRY NON-COMBUSTIBLE (100%)	2002	BRICK ON MASONRY (75%); SIDING, METAL OR OTHER ON MASONRY (20%); CONCRETE BLOCK (5%)	STEEL (100%)	LOW (2:12 TO 6:12 PITCH) (100%)	FORCED WARM AIR (100%)	FORCED COOL AIR (100%)	4,317,000	650,000	0	4,967,000	
RESTROOM BUILDING	301 BRINKOETER STREET	POTH TX	78147	419/2023	1994	432	0	432	MASONRY NON-COMBUSTIBLE (100%)	2000	BRICK ON MASONRY (80%); SIDING, METAL OR OTHER ON MASONRY (20%)	STEEL (100%)	LOW (2:12 TO 6:12 PITCH) (100%)	NONE (100%)	NONE (100%)	225,000	1,000	0	226,000	
PRE-K BUILDING	301 BRINKOETER STREET	POTH TX	78147	419/2023	1984	5246	0	5246	MASONRY NON-COMBUSTIBLE (100%)	2000	BRICK ON MASONRY (90%); SIDING, METAL OR OTHER ON MASONRY (10%)	STEEL (100%)	LOW (2:12 TO 6:12 PITCH) (100%)	FORCED WARM AIR (100%)	FORCED COOL AIR (100%)	1,046,000	117,000	0	1,163,000	
LAND IMPROVEMENT	301 BRINKOETER STREET	POTH TX	78147	419/2023			0	0	NOT APPLICABLE (100%)								0	0	221,000	221,000
GYMNASIUM BUILDING	308 BRINKOETER STREET	POTH TX	78147	419/2023	1955	11157	0	11157	MASONRY NON-COMBUSTIBLE (100%)	2017	CONCRETE BLOCK (97%); BRICK ON MASONRY (3%)	SINGLE-PLY MEMBRANE (100%)	LOW (2:12 TO 6:12 PITCH) (100%)	FORCED WARM AIR (100%)	FORCED COOL AIR (100%)	2,456,000	98,000	0	2,554,000	
MAN JUNIOR HIGH BUILDING	308 BRINKOETER STREET	POTH TX	78147	419/2023	1994	28372	0	28372	MASONRY NON-COMBUSTIBLE (100%)	2017	BRICK ON MASONRY (84%); SIDING, METAL OR OTHER ON MASONRY (8%)	STEEL (100%)	LOW (2:12 TO 6:12 PITCH) (100%)	FORCED WARM AIR (100%)	FORCED COOL AIR (100%)	5,750,000	722,000	0	6,472,000	
LAND IMPROVEMENT	308 BRINKOETER STREET	POTH TX	78147	419/2023			0	0	NOT APPLICABLE (100%)								0	0	81,000	81,000
MAIN ELEMENTARY BUILDING	310 BRINKOETER STREET	POTH TX	78147	419/2023	1960	22333	5781	28114	MASONRY NON-COMBUSTIBLE (100%)	2000	BRICK ON MASONRY (80%); SIDING, METAL OR OTHER ON MASONRY (10%); STUCCO ON MASONRY (10%)	STEEL (70%); SINGLE-PLY MEMBRANE (30%)	LOW (2:12 TO 6:12 PITCH) (70%); FLAT (30%)	FORCED WARM AIR (100%)	FORCED COOL AIR (100%)	5,465,000	830,000	0	6,295,000	
LAND IMPROVEMENT	310 BRINKOETER STREET	POTH TX	78147	419/2023			0	0	NOT APPLICABLE (100%)								0	0	43,000	43,000
BUS TRANSPORTATION BUILDING	401 WEST MENCHACA LANE	POTH TX	78147	419/2023	2008	2850	0	2850	NON-COMBUSTIBLE (100%)	2008	SIDING, METAL OR OTHER ON GIRTS (100%)	STEEL (100%)	LOW (2:12 TO 6:12 PITCH) (100%)	NONE (100%)	NONE (100%)	374,000	112,000	0	486,000	
AGRICULTURAL BARN	401 WEST MENCHACA LANE	POTH TX	78147	419/2023	1979	8800	0	8800	NON-COMBUSTIBLE (100%)	2000	SIDING, METAL OR OTHER ON GIRTS (70%); NONE (30%)	STEEL (100%)	LOW (2:12 TO 6:12 PITCH) (100%)	NONE (100%)	NONE (100%)	531,000	124,000	0	655,000	
RECYCLE PAVILION	401 WEST MENCHACA LANE	POTH TX	78147	419/2023	2010	640	0	640	NON-COMBUSTIBLE (100%)	2010	NONE (100%)	STEEL (100%)	LOW (2:12 TO 6:12 PITCH) (100%)	NONE (100%)	NONE (100%)	25,000	11,000	0	36,000	
STORAGE BUILDING #1	401 WEST MENCHACA LANE	POTH TX	78147	419/2023	2000	360	0	360	NON-COMBUSTIBLE (100%)	2000	SIDING, METAL OR OTHER ON GIRTS (100%)	STEEL (100%)	LOW (2:12 TO 6:12 PITCH) (100%)	NONE (100%)	NONE (100%)	23,000	7,000	0	30,000	
STORAGE BUILDING #2	401 WEST MENCHACA LANE	POTH TX	78147	419/2023	2000	80	0	80	FRAME (100%)	2000	SIDING, METAL OR OTHER ON FRAME (100%)	STEEL (100%)	LOW (2:12 TO 6:12 PITCH) (100%)	NONE (100%)	NONE (100%)	3,000	1,000	0	4,000	
PIG SHELTER #1	401 WEST MENCHACA LANE	POTH TX	78147	419/2023	2000	200	0	200	NON-COMBUSTIBLE (100%)	2000	SIDING, METAL OR OTHER ON FRAME (60%); NONE (40%)	STEEL (100%)	LOW (2:12 TO 6:12 PITCH) (100%)	NONE (100%)	NONE (100%)	6,000	0	0	6,000	
PIG SHELTER #2	401 WEST MENCHACA LANE	POTH TX	78147	419/2023	2000	600	0	600	NON-COMBUSTIBLE (100%)	2000	SIDING, METAL OR OTHER ON GIRTS (60%); NONE (40%)	STEEL (100%)	LOW (2:12 TO 6:12 PITCH) (100%)	NONE (100%)	NONE (100%)	31,000	0	0	31,000	
LAND IMPROVEMENT	401 WEST MENCHACA LANE	POTH TX	78147	419/2023			0	0	NOT APPLICABLE (100%)								0	0	120,000	120,000

Exhibit III – Vehicle and Mobile Equipment Schedule

Schedule of Vehicles & Bus Seating Capacities

Include Mobile Equipment Schedule

Poth ISD Fleet List

	YEAR	DESCRIPTION	VIN #	VEHICLE #	LICENSE #	INVENTORY TAG #
BUSES (FULL SIZE)						
1	2005	INTERNATIONAL BUS	4DRBUAFN15B989276	#5	108-8479	3270
2	2009	INTERNATIONAL BUS	4DRBUSKN29B668770	#8	116-2621	3882
3	2010	INTERNATIONAL BUS	4DRBUSKN5AB244357	#9	106-3541	3957
4	2011	INTERNATIONAL BUS	2DRBUSKN9BB375972	#10	116-2620	4565
5	2013	BLUE BIRD BUS	1BAKGCPA6DF295767	#12	108-8478	4842
7	2015	BLUE BIRD BUS	1BAKGCPA2FF311532	#14	118-3989	5736
8	2019	BLUE BIRD BUS	1BAKGCSA2LF359633	#15	140-5724	6079
9	2019	BLUE BIRD BUS	1BAKGCSA0LF359632	#16	140-5723	6081
10	2019	BLUE BIRD BUS	1BAKGCSAXLF359637	#17	141-6775	6080
11	2019	BLUE BIRD BUS	1BAKGCSA9LF359631	#18	140-5722	6082
12	2017	BLUE BIRD BUS	1BAKGCPA3HF332019	#19	146-7717	7015
13	2017	BLUE BIRD BUS	1BAKGCPA1HF332021	#20	146-7715	7016
BUSES (MINI)						
6	2014	CHEVROLET EXPRESS BUS	1GB3G3BG3E1161596	#S13	116-2617	5421
14	2016	WHITE FORD EXPRESS BUS	1FDFE4FS7GDC53567	#052	146-7716	7017
WHITE FLEET						
1	1996	FORD F350	1FTJX35F3TEA38196	#027	126-0776	2392
2	2004	FORD F350	1FTWW32P24EB58787	#041	108-8486	2973
3	2005	FORD EXCURSION	1FMNU40LX5EA65388	#042	108-8485	2983
4	2008	F250 UTILITY BED	1FTNF20558EC88379	#044	108-8466	4568
5	2003	FORD F250	3FTNX20L13MB43807	#045	108-8467	4567
6	2012	CHEVROLET EXPRESS VAN	1G1PA55H0D7209255	#048	108-8530	5419
7	2013	CHEVROLET CRUISE	1GAWGRFG5C1180680	#049	108-8536	5420
8	2017	FORD F250 4X4 CREW CAB	1FT7W2BT0HEF46375	#050	138-3260	5738
9	2015	FORD TRANSIT VAN	1FBZX2ZM2FKA96784	#051	140-5718	6083
10	2019	FORD F250 FLATBED	1FT7X2B67KED41683	#01	138-6974	6084
11	2021	FORD F150 CREW CAB	1FTEW1C55MKE06416	#053	145-3554	6765
12	2023	FORD F250	1FT7X2AA9PEC43980		STX8409	
MISCELLANEOUS						
1	2019	POLARIS	3NSRMA504KE382505	ATHLETICS		5869
2	2007	KAWASAKI MULE 610				
3	2021	KAWASAKI MULE 4010				
4	2013	SKAG ZERO TURN MOWER				
5	2014	SKAG ZERO TURN MOWER				
6	2016	SKAG ZERO TURN MOWER				
7	2017	BAD BOY ZERO TURN MOWER				
8	1994	BEAM TRAILER	1C9B41623R1288769	AG	901-5348	2386
9	1994	TRAILER	1WC200G22R2024606	OLD BAND	901-5347	2387
10	2001	SHOP TRAILER	TR195665	16' TRAILER	901-5380	3684
11	2012	UTILITY TRAILER	5NHUTWZ2XCY016080	NEW BAND	901-5338	4564
12	2005	LAND PRIDE GATOR	NO TITLE	ATHLETICS		5415
13	2018	SUNDANCE TRAILER	13SKJ3224J1KB5130	AG	901-5427	5737
14		WELDING TRAILER	HOMEMADE	WELDING		5410
15		MAINTENANCE TRAILER		MAINT	901-5417	5736