



## Travis County Commissioners Court Agenda Request

**Meeting Date:** Tuesday, May 8, 2012

**Prepared By/Phone Number:** C.W. Bruner (854-9760), Bonnie Floyd

**Elected/Appointed Official/Dept. Head:** Cyd Grimes

**Commissioners Court Sponsor:** Judge Biscoe

**Approve Modification No. 3 to Contract No. 11T00204OJ, Falcon Insurance Agency, Inc., for Aviation Insurance Coverage.**

- **Purchasing Recommendation and Comments:** Purchasing concurs with department and recommends approval of requested action. This procurement action meets the compliance requirements as outlined by the statutes.

This contract provides aviation insurance coverage for the Travis County Emergency Services helicopters.

This Modification No. 3 is issued to amend the quarterly reporting of claims for Loss Reports by the carrier to annual reporting and upon request. StarFlight has such an extremely low volume of claims that quarterly reporting by the carrier is unnecessary. Annual reporting is more than sufficient for the volume of claims incurred by StarFlight.

Modification No. 2 was previously issued to make an administrative change to correct the model number of one of the scheduled aircraft. It was approved by the Purchasing Agent on December 7, 2011.

Modification No. 1 was previously issued to correct the amount of personal injury liability from Chartis Aerospace Insurance Services, Inc. ("Chartis"). This amount was listed as \$50,000,000 in the original contract. However, due to treaty restrictions, Chartis is not permitted to provide coverage greater than \$25,000,000. This level of coverage is acceptable to the County. It was approved by the Commissioners Court on November 1, 2011

- **Contract Expenditures:** Within the last twelve (12) months \$208,116.00 has been spent against this contract.

AGENDA REQUEST DEADLINE: All agenda requests and supporting materials must be submitted as a pdf to Cheryl Aker in the County Judge's office, [Cheryl.Aker@co.travis.tx.us](mailto:Cheryl.Aker@co.travis.tx.us) by Tuesdays at 5:00 p.m. for the next week's meeting.

➤ **Contract Modification Information:**

Modification Amount: N/A

Modification Type: Bilateral

Modification Period: October 1, 2011 through September 30, 2012

➤ **Funding Information:**

Purchase Requisition in H.T.E.: N/A

Funding Account(s):

Comments:

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## Human Resources Management Department

700 Lavaca St. Suite 420

• P.O. Box 1748

• Austin, Texas 78767

• (512) 854-9165 / FAX(512) 854-3128

# Memorandum

April 24, 2012

To: Cyd Grimes, C.P.M., Purchasing Agent

Through: Dan Mansour, Risk and Benefits Manager

From: Bill Paterson, Sr. Risk/Safety Specialist

Re: TCEMS Aviation Insurance, Modification # 3 of Contract # 11T00204OJ

HRMD – Risk Management has reviewed Modification # 3 of Contract # 11T00204OJ and recommends approval of the modification. StarFlight has such an extremely low volume of claims that quarterly reporting by the carrier is unnecessary. Annual reporting is more than sufficient for the volume of claims incurred by StarFlight. Please contact Bill Paterson if you have any questions.

Attachments: TCEMS Aviation Insurance, Modification # 3 of Contract # 11T00204OJ

Sincerely,

William F Paterson ARM  
Senior Risk/Safety Specialist

RECEIVED  
TRAVIS COUNTY  
PURCHASING  
2012 APR 25 AM 10:27

ISSUED BY:  
PURCHASING OFFICE  
700 LAVACA STREET, 8<sup>TH</sup> FLOOR  
AUSTIN, TX 78701

PURCHASING AGENT ASST:  
CW Bruner  
TEL. NO: (512) 854-9760  
FAX NO: (512) 854-4211

DATE PREPARED:  
  
**April 15, 2012**

ISSUED TO:  
**Falcon Insurance Agency, Inc.**  
**Attn.: Donn Gauger**  
**Vice President and Account Executive**  
5316 Highway 290 W., Suite 440  
Austin, Texas 78735

MODIFICATION NO.:  
  
**3**

EXECUTED DATE OF ORIGINAL CONTRACT:  
  
**September 27, 2011**

ORIGINAL CONTRACT TERM: October 1, 2011 - September 30, 2012

CURRENT CONTRACT TERM: October 1, 2011 - September 30, 2012

**FOR TRAVIS COUNTY INTERNAL USE ONLY:**

Original Contract Amount: \$ 208,116

Current Modified Amount \$ 208,116

**DESCRIPTION OF CHANGES:** Except as provided herein, all terms, conditions, and provisions of the document referenced above as heretofore modified, remain unchanged and in full force and effect.

**Recitals**

Contractor and County entered into a contract for aviation coverage from Chartis Aerospace Insurance Services Inc. ("Chartis") effective October 1, 2011. That contract provided for quarterly loss reporting. County and Contractor have determined that annual reporting is adequate due to the low level of claims.

**Agreement**

County and Contractor agree to delete section 6 in Attachment A-Insurance Requirements and Technical Information, I. General Requirements and insert the following in its place:

**6.0 Loss Reports**

- 6.1 Contractor shall furnish an annual report of all claims indicating property and/or persons involved, date of loss or accident, amount paid and amount reserved. This report must be furnished within thirty (30) calendar days of the end of each reporting period. This requirement survives termination of this contract.
- 6.2 Upon request, Contractor shall furnish a report of all claims indicating property and/or persons involved, date of loss or accident, amount paid and amount reserved within the period requested. This report must be furnished within thirty (30) calendar days after the request.


This modification 3 is made part of this contract and constitutes promised performance by Contractor under of this contract. Contractor and County hereby incorporate this modification into the contract. Contractor and County hereby ratify all of the terms and conditions of the Contract as amended.

**Note to Vendor:**

- Complete and execute (sign) your portion of the signature block section below for all copies and return all signed copies to Travis County.
- DO NOT execute and return to Travis County. Retain for your records.

LEGAL BUSINESS NAME: Falcon Insurance Agency, Inc.

- DBA
- CORPORATION
- OTHER

BY:   
SIGNATURE  
Donn E. Gauger II  
PRINT NAME

DATE:  
  
**4/18/12**

TITLE: Vice President  
ITS DULY AUTHORIZED AGENT

TRAVIS COUNTY, TEXAS

DATE:

BY: \_\_\_\_\_  
CYD V. GRIMES, C.P.M., CPPO, TRAVIS COUNTY PURCHASING AGENT

04/18/12  
10:02 AM

TRAVIS COUNTY, TEXAS

DATE:

BY: \_\_\_\_\_  
SAMUEL T. BISCOE, TRAVIS COUNTY JUDGE

04/18/12  
04:13:50