



Declaration of an Emergency

File #: 8467

Requisition #: 163850

Date: February 6, 2024

Vendor: Admiral InsuranceCommodity/Service: EMT Liability InsuranceEstimated expenditure for the above commodity or service: \$ \$112,155.00

Initial all entries below that apply to the proposed purchase under the Purchasing Procedures as passed by City Council. (More than one entry may apply.)

1. DS MG Emergency situations, including procurements necessary to protect the public health or safety or in response to a public calamity;
2. _____ A procurement is necessary because of unforeseen damage to public equipment, machinery, or other property;

Brief Description/Justification for an exception:

Chapter 252.024 of the Texas Local Government Code permits the City to utilize the services of the broker of record, Lockton, to assist with competitively procuring Emergency Medical Technician (EMT) Professional Liability Insurance and given the complexities of this insurance product solicitation, the City elected to work with the broker of record to complete this solicitation.

To prevent a lapse in coverage, EMT Professional liability coverage renewals for the 2024/2025 coverage year must be bound by February 09, 2024, by Admiral Insurance, through the City's broker of record, Lockton, in the amount of \$112,155.

Staff recommends the approval of expenditures for the purchase of EMT Professional liability coverage including funding to accommodate a year-over-year price increase of 15% per year.

Respectfully Submitted by,

Reviewed by:

Reviewed By:

DocuSigned by:

Megan Gilmore 2/6/2024

66BE10A57DF34F7...

Dept. Director

Date

DocuSigned by:

Lori Hewell 2/6/2024

43F1022468770F5...

Purchasing Manager

Date

DocuSigned by:

Marcella Luna 2/6/2024

C114B010B61B44A438...

City Attorney

Date

Approved by:

DocuSigned by:

Sara Hensley 2/6/2024

4266D6A5A9A...

City Manager

Date

This form must be attached to a purchase requisition if the expenditure is under \$50,000.

This form must be attached to a completed Agenda Information Sheet if the expenditure exceeds \$50,000.

Certificate Of Completion

Envelope Id: 1F8C1026B8534A99BA461466F8E76D4F

Status: Completed

Subject: Complete with DocuSign: 8467 EMT Professional Liability Insurance-DOE

Source Envelope:

Document Pages: 1

Signatures: 4

Envelope Originator:

Certificate Pages: 2

Initials: 1

Ginny Brummett

AutoNav: Enabled

901B Texas Street

Enveloped Stamping: Enabled

Denton, TX 76209

Time Zone: (UTC-06:00) Central Time (US & Canada)

Ginny.Brummett@cityofdenton.com

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Record Tracking

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2/6/2024 9:44:39 AM

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Signer Events

Lori Hewell

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Purchasing Manager

City of Denton

Security Level: Email, Account Authentication
(None)**Signature**DocuSigned by:

13E1D934887C40F...**Timestamp**

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Marcella Lunn

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Senior Deputy City Attorney

City of Denton

Security Level: Email, Account Authentication
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Megan Gilbreath

Megan.Gilbreath@cityofdenton.com

HR Director

City of Denton - Human Resources

Security Level: Email, Account Authentication
(None)DocuSigned by:

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Sara Hensley

sara.hensley@cityofdenton.com

City Manager

City of Denton

Security Level: Email, Account Authentication
(None)DocuSigned by:

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Signed using mobile**Electronic Record and Signature Disclosure:**
Not Offered via DocuSign**In Person Signer Events****Signature****Timestamp****Editor Delivery Events****Status****Timestamp**

Agent Delivery Events	Status	Timestamp
Intermediary Delivery Events	Status	Timestamp
Certified Delivery Events	Status	Timestamp
Carbon Copy Events	Status	Timestamp
Cheyenne Defee cheyenne.defee@cityofdenton.com Procurement Administration Supervisor City of Denton Security Level: Email, Account Authentication (None) Electronic Record and Signature Disclosure: Not Offered via DocuSign	COPIED	Sent: 2/6/2024 9:52:04 AM
Ginny Brummett ginny.brummett@cityofdenton.com Buyer City of Denton Security Level: Email, Account Authentication (None) Electronic Record and Signature Disclosure: Not Offered via DocuSign	COPIED	Sent: 2/6/2024 9:49:09 AM Resent: 2/6/2024 4:48:33 PM
Tiffany Harris Tiffany.Harris@cityofdenton.com Risk Supervisor Security Level: Email, Account Authentication (None) Electronic Record and Signature Disclosure: Not Offered via DocuSign	COPIED	Sent: 2/6/2024 9:51:23 AM Viewed: 2/6/2024 2:12:58 PM
Witness Events	Signature	Timestamp
Notary Events	Signature	Timestamp
Envelope Summary Events	Status	Timestamps
Envelope Sent	Hashed/Encrypted	2/6/2024 9:49:10 AM
Envelope Updated	Security Checked	2/6/2024 9:51:23 AM
Envelope Updated	Security Checked	2/6/2024 9:52:03 AM
Certified Delivered	Security Checked	2/6/2024 4:48:23 PM
Signing Complete	Security Checked	2/6/2024 4:48:30 PM
Completed	Security Checked	2/6/2024 4:48:30 PM
Payment Events	Status	Timestamps