



## REQUEST FOR PROPOSAL

### **Insurance Provider Services**

**Issued on:**  
August 26, 2019

**Requested by:**

The Municipality of North Grenville  
285 County Road 44  
P.O. Box 130  
Kemptonville, Ontario  
K0G 1J0

**Attention:**  
**Mr. Marcus Hewitt, Director of Finance**

**Closing Date and Time:**  
**Two (2) complete copies of proposal must be received by:**  
**2:00 p.m. local time on**  
**Monday, September 23<sup>rd</sup>, 2019**

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## **INTRODUCTION**

The Municipality of North Grenville (the Municipality) is an urban/rural municipality located adjacent to the southern border of the City of Ottawa. As one of the fastest growing municipalities in Eastern Ontario, North Grenville is committed to providing a broad range of amenities and services to its residents and visitors alike.

The Municipality has a mix of rural and urban communities, with a total 2016 population of approximately 16,900. The urban serviced area (formerly the Town of Kemptonville) currently serves a population of approximately 5,000. It is strategically located 30 minutes from downtown Ottawa, the Nation's Capital, along Highway 416, with easy access to Highways 417 and 401. The Municipality has experienced strong growth in recent years and has projected a population of 21,100 by 2031, the majority of new growth to be expected within the urban serviced area.

The Municipality is responsible for the provision of a wide range of services including fire protection, by-law enforcement, emergency management, parks, recreation, cemeteries, local roads and bridges, snow removal, drainage, land-use planning, economic development, libraries, sewer and water services to the urban serviced area, and general municipal governance and administration. The 2019 Budget totals \$26,377,182. This is comprised of \$19,814,308 from operating expenses and \$6,562,874 from capital expenses and transfers to reserves.

A full description of the project and scope of work is set out herein.

## 1.0 INSTRUCTIONS TO PROPONENTS

### 1.1 Invitation

The Municipality is seeking an experienced and qualified insurance provider to provide quality comprehensive general insurance and risk management services for the Municipality. This Request for the Proposal ("RFP") is an invitation by The Municipality of North Grenville to prospective Proponents to submit proposals for the provision of **Insurance and Risk Management Services**. The Municipality, by undertaking a competitive process, intends to maintain or improve our insurance coverage and assistance in the management of risk and claims while reducing cost by ascertaining the best combination of coverage, premium cost and services.

This RFP is open to qualified Proponents, including without limitation, brokers representing traditional insurers and direct writers, who are able to meet the Municipality's insurance requirements on a program basis. The Municipality intends to award to one Proponent to provide quality comprehensive insurance and risk management for the Municipality's operations as described hereinafter. The term of the contract will be December 1, 2019 to December 1, 2024. The Municipality's current brokerage service term expires December 1, 2019, and the current insurance program policy term expires January 1, 2020.

Proponents are to provide two (2) copies of their proposal in a sealed package, clearly identified as to the contents and addressed to:

The Municipality of North Grenville  
285 County Road 44  
Box 130  
Kemptonville, Ontario  
K0G 1J0

**Attention: Marcus Hewitt**  
Director of Finance

Proposals must be received at this location **NO LATER THAN 2:00 p.m. LOCAL TIME on Monday, September 23, 2019**

Proposals received after the above due date and time will not be considered and will be returned unopened to the service provider. Fax or electronic submissions will **not** be accepted.

### 1.2 Charge for Documents

All documents, including background information, will be provided at no cost. Refer to section 3.7 for a list of background documents to be available to the successful Proponent.

### 1.3 Costs Incurred by Proponents

All expenses incurred in the preparation and submission of proposals shall be borne by the service provider. No payment will be made for any proposals received, or for any other effort

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required of or made by the service provider prior to the commencement of the proposal being approved by the Municipality.

#### 1.4 Acceptance of Terms

All those who submit a proposal represent that they have read, completely understand, and accept the terms and conditions of this RFP in full.

The successful Proponent will not assign or transfer any portion of the proposal submitted and subsequently accepted without receiving prior approval to do so by the Municipality.

At any time of this Agreement the Municipality reserves the right to increase coverage for insurance purposes, or to add additional items to the respective policies or to increase or decrease deductibles, all of which may be subject to increases/decreases to premium costs.

Any change notices, appendices and addenda issued for this RFP shall be considered part of this proposal document.

All insurance policies shall require a ninety (90) day written notice of cancellation by the Insurer, unless otherwise noted and agreed to by the Insured.

In the event that the Proponent fails to comply with any provision of the Contract or otherwise fails to perform its obligations hereunder in a competent manner satisfactory to the Municipality, the Municipality may give notice in writing to the Proponent of such failure. In the event that the Proponent has not remedied its failure within ten (10) days of the said notice, the Municipality shall be entitled to exercise any one or more of the following remedies:

1. The Municipality may terminate the Contract without further notice and exercise its rights to the performance security provided by the Proponent;
2. The Municipality may withhold any payment due to the Proponent hereunder until the Proponent has remedied its failure;
3. The Municipality may engage the services of others to remedy the Proponent's failure, and obtain reimbursement therefore from the Proponent. Such reimbursement may be obtained either through deduction from any amount owing to the Proponent or through any other legal means available to the Municipality; or
4. The Municipality may assert any other remedy available to it in law or equity.

The Municipality reserves the right to terminate the contract at any time without cause and without liability upon ninety (90) days written notice.

#### 1.5 Insurance

The successful Proponent will, at all times, indemnify and save harmless the Municipality, their officers, employees and agents from and against all claims, demands, losses, costs, damages, action, suite or other proceedings made, sustained, brought or prosecuted that are based upon,

or caused in any way by anything done or omitted to be done by the Proponent or any of its officers, directors, employees, or agents in connection with the services performed, purportedly performed or required to be performed by the Proponent under this proposal and subsequent contractual agreement.

The successful Proponent will be required to provide **Professional Liability Insurance** in an amount not less than Five Million (\$5,000,000) per claim. Such insurance shall provide coverage for all errors and omissions made by the professional in the rendering of, or failure to render, professional services in connection with the contract.

The Proponent shall also provide a **Certificate of Commercial General Liability Insurance** to the satisfaction of the Municipality evidencing coverage in force at least ten (10) calendar days prior to contract commencement. Commercial General Liability insurance will be subject to limits of not less than Five Million (\$5,000,000) inclusive per occurrence. Coverage shall include but not limited to bodily injury including death, personal injury, damage to property including loss of use thereof, premises and completed operations, contractual liability, contingent employers liability, owner's protective coverage, non-owned automobile and contain a cross liability, severability of insured clause. The Municipality of North Grenville is to be added as an additional insured but only with respect to liability arising out of the operations of the Named Insured.

**Standard automobile and non-owned automobile liability insurance** is required and shall protect them against all liability arising out of the use of owned or leased vehicles, used by the Proponent, its employees or agents. The limits of the liability for both owned and non-owned vehicles shall not be less than two million (\$2,000,000) per occurrence.

The Proponent's insurance shall be primary coverage and not additional to and shall not seek contribution from any other insurance policies available to the Municipality.

All policies shall be endorsed to provide the Municipality with not less than 30 Days' written notice of cancellation.

In addition, the Proponent shall supply a Certificate from the **Workplace Safety and Insurance Board** prior to start of the contract indicating that all of the assessments the Proponent subcontractor is liable to pay under the Worker's Safety Insurance Board Act or successor legislation have been paid and they are in good standing with the Board.

#### 1.6 Municipal Freedom of Information and Protection of Privacy Act (MFIPPA)

In accordance with MFIPPA, this is to advise that any personal information Proponents provide is being collected under the authority of the *Municipal Act* and will be used exclusively in the selection process. All proposals submitted become the property of the Municipality. Proponents are reminded to identify in their proposal any specific scientific, technical, commercial proprietary, or similar confidential information, the disclosure of which could cause them injury. Complete proposals are not to be identified as confidential. The information contained in this RFP document may be utilized by the Proponent solely for the purpose of preparing a proposal for submission to the Municipality. Any other use of the information for any other purpose is not authorized by the Municipality.

## 1.7 Clarification

All inquiries regarding this RFP are to be directed to the individual identified below. Inquiries must be received in writing or email no later than Friday September 13, 2019. All inquiries received and the responses provided will be sent by the Municipality to all service providers by way of written addendum(s), no later than Tuesday September 17, 2019 without naming the source of the inquiry.

The Municipality of North Grenville  
285 County Road 44  
Box 130  
Kemptonville, Ontario  
K0G 1J0

**Attention: Judy Carroll**

Treasurer

[jcarroll@northgrenville.on.ca](mailto:jcarroll@northgrenville.on.ca)

## 2.0 TERMS OF PAYMENT

The successful service provider shall be reimbursed for the annual services provided as per the agreed upon contract terms and costs.

Invoices submitted by the service provider shall include a billing summary.

### 2.1 Proposal Validity

Proposals shall remain valid and open for acceptance by the Municipality for a period of sixty days (60) calendar days following the deadline for receipt of proposals.

### 2.2 Follow-On Contracts

The Municipality reserves the right to award subsequent phases of the project to the successful Proponent, and fees for any follow-on contracts shall be based on the same unit or per diem rates proposed under this RFP, unless negotiated and approved otherwise.

The Municipality also reserves the right to request competitive proposals for subsequent phases of the project if deemed to be in the best interests of the Municipality of North Grenville.

## 3.0 TERMS OF REFERENCE

### 3.1 Background

The Municipality of North Grenville wishes to re-establish Insurance Provider services for a five year period.

### 3.2 Plan Objectives



The Municipality's goal through this RFP process is to select an Insurance Provider to provide insurance and risk management services in the areas contained within this RFP.

Through this RFP, the Municipality seeks to:

- Specify the terms and conditions that would govern any resulting policy.
- Select the successful Proponent, if any.

This RFP states the instructions for submitting proposals, and the procedures and criteria by which the successful Proponent will be selected.

### 3.3 Scope of Work

This RFP is to contract with an Insurance Provider, which will support the Municipality's Insurance and Risk Management Program.

These services at a minimum must include insurance policy placement, administrative support, claim support service and review, fleet safety, exposure and analysis.

#### 1. Insurance Administration

- Negotiation and placement of insurance contracts, specific to meet the Municipality's requirements, with the broadest available terms and conditions at premiums commensurate with the state of the insurance market.
- Production of timely and accurate insurance documentation (policies, binders, certificates, etc.).
- Provision of timely and relevant information on the status of the insurance market including available coverages, terms, conditions and pricing.
- Production and maintenance of accurate and up to date insurance summaries for each insurance policy.
- Production of premium breakdowns for departmental allocations.
- Preparation and review of various contracts and agreements.
- Additions and deletions of assets (property, equipment, automobiles, etc.) must be possible throughout the term of the contract without voiding coverage.
- Certificates of insurance to be issued on its behalf (approximately 35 annually).
- Preparation and delivery of, at least 90 days prior to renewal, any insurance policies insuring the Municipality and a written report detailing changes in coverage and an explanation of any changes in premium from the previous year.
- Annual review of the general insurance program with municipal staff and submit recommendations when revisions or coverage changes should be considered.

#### 2. Risk Management

- Placement of coverage with financially stable insurers, licensed to transact business in the Province of Ontario.
- Attendance by Account Executive and/or other personnel as required at various insurance and risk management meetings.

- Assistance as and when required in the establishment and review of internal risk management procedures, guidelines manuals and systems.
- Assistance in conducting risk identification, evaluation and retention exercises.
- Physical inspections and insurable value appraisal of all properties is required for the purposes of establishing values to be used for the Blanket Property amount. In addition, this inspection must identify property and liability hazards on Municipal owned properties along with recommendations to reduce or eliminate the reported deficiencies.

### 3. Claims Management

- Incident Reports:  
Receiving initial incident report; assessment of initial report to determine appropriate response in a timely manner; and forward required documentation to insurer.
- Monitor the claims process and reporting to Municipal staff.
- Production of loss claims data reports.
- Provision of safety and loss control services including:  
Inspection of all facilities by qualified personnel as required by the Municipality;  
Conducting loss control and risk management seminars;  
Preparing loss prevention guidelines and circulars;  
Establishing and reviewing other safety procedures as and when required.

### 3.4 Assumptions

It is important that the Proponent acknowledges certain assumptions which the Municipality holds to be true:

1. Financial risk to the Municipality be minimized;
2. The Municipality shall become more effective and efficient in the provision of services to the community;
3. The Municipality will continue to be one of the fastest growing communities in Eastern Ontario.

### 3.5 Reporting

The service provider shall report to the Chief Administration Officer and the Director of Finance. The Director of Finance shall be the day-to-day Municipal contact.

### 3.6 Deliverables

The service provider shall ensure timely and accurate ongoing insurance services to the Municipality of North Grenville that comply with all relevant legislation.

### 3.7 Background Documents Provided

The following documents will be made available:

- Current Insurance Coverage
- Fleet List

- Buildings and Structures
- Other Property (excluding buildings)
- Submission Form
- Reference Form

### 3.8 Summary of Key Dates for Proposal

Distribution of RFP	Monday August 26, 2019
Proponent Clarification Question Submission	Friday September 13, 2019
NG Clarification Answer Distribution	Tuesday September 17, 2019
Submission of proposal	Monday September 23, 2019
Anticipated award of assignment (at the latest)	Tuesday October 22, 2019

## 4.0 EVALUATION CRITERIA

The successful firm will possess the requisite technical skills to deal with the complex matters to be addressed in the scope of work and will be required to work directly with Municipal staff, the public, agencies and stakeholders in a professional manner.

To achieve this, the Municipality is interested in a firm, which in addition to sound technical qualifications, exhibits such skills as timeliness, diplomacy, tact, strong communication ability (both written and verbal) and an understanding of the municipal culture.

The service provider must demonstrate:

- Skills necessary to carry out the contract terms
- Significant experience in the related field

### 4.1 Basis of Selection

The Municipality intends to recommend the appointment of the Proponent on the basis of best overall value, based upon a review of the technical and fee proposal, and the Proponent interview. The Proponent appointment is subject to approval by the Municipality in accordance with the provisions of the Procurement By-Law.

### 4.2 Selection Criteria

A total of 100 points will be allocated to each proposal, as follows:

Category	Available Points
<i>Technical:</i>	
Qualifications and Experience of Company	20
Qualifications and Relevant Experience of Project Team	20
Understanding of Objectives	20
Quality of Approach, Methodology, and Ease of Transition	20

<b>Sub-total</b>	<b>80</b>
<i>Financial:</i>	
Fees and Disbursements (including sub-Proponents)	20
<b>Total</b>	<b>100</b>

Financial points will only be awarded to submissions that have achieved a minimum score of 60 out of 80 points on the technical evaluation criteria. Proposals that do not meet this minimum score will be deemed non-compliant and will be given no further consideration.

Technical proposals scoring 60 points or higher will be evaluated financially, on the following basis:

The lowest cost submitted will be awarded 20 points, and the other cost proposals will be awarded points based upon the ratio of the cost submitted to the highest cost submitted, e.g.:

$$\text{Points} = 20 \times \left( 1 - \left[ \frac{\text{Proposal cost} - \text{Lowest}}{\text{Highest} - \text{Lowest}} \right] \right)$$

Up to three (3) of the highest rated proposals may be invited by the Municipality to attend an interview to present and discuss their proposal. Interview details and evaluation criteria will be provided at the time of notification of request to attend an interview.

#### 4.3 Qualifications and Experience of Company

Provide an outline of your company background including the number of employees and years in business.

Provide an outline of your company's experience with similar services with other municipal clients. Provide a list of all Municipal accounts for which your company currently acts.

Financial Stability – Provide an audited financial statement and the corresponding current A.M. Best rating.

Provide a copy of Specimen Policy.

Include in your response an overview of the Risk management Services (including seminars and training) that you have provided to your municipal clients within the Province of Ontario, of similar size and scope of operations as the Corporation of the Municipality of North Grenville within the last three (3) years.

Provide three (3) client references including contact information.

#### 4.4 Qualifications and Relevant Experience of Personnel

Provide an outline of the key personnel that will be assigned to the Municipality's account including but not limited to, years worked for the company and years of experience in field.

Provide resumes for key personnel.

Identify the individual in your organization who will be responsible for the Municipality's account.

Identify the locations of the proposed servicing office.

#### 4.5 Understanding of Objectives

Provide an outline of the insurance program and proposed coverage you deem most appropriate and that which would best address the exposures and concerns of the Municipality.

Proponents are encouraged to include any innovative enhancements/recommendations which in their opinion would improve the Municipality's Insurance and Risk Management Programs. Please provide such recommendations on a separate, clearly titled document.

#### 4.6 Quality of Approach, Methodology, and Ease of Transition

Please describe in detail how claims for the Municipality will be handled. Provide an overview of the Claims Management Program that your organization would use. Outline the claim/incident reporting procedure(s) that would be implemented to standardize this process in a multi-site operation. Discuss the use of adjusters, legal representatives, investigation and settlements.

Describe the steps and time required to assess, secure and implement the required insurance coverage and proposed services.

Increasing costs related to insurance are of importance to the Municipality. Discuss initiatives your company takes to ensure costs will not escalate dramatically over the term of the contract.

Describe and comment on the transition plan your company would take to migrate from our existing service provider and processes.

#### 4.7 Fees and Disbursements (including sub-Proponents)

The service provider is to provide a total upset limit price, including all fees, sub-service providers and disbursements, but exclusive of HST, in accordance with the services detailed herein in the proposal. The Municipality works closely with its insurance broker and communication may need to occur on a regular basis. **All costs associated with this arrangement are the responsibility of the Proponent and therefore are assumed to be included in the proposal pricing submission.**

The successful Proponent may be requested yearly to provide a detailed breakdown of the annual premium by department and /or function for the various cases of insurance (budget and final billing). Applicable PST, GST/HST and other taxes must be separately indicated and included in the proposal premium.

## 5.0 SPECIAL TERMS AND CONDITIONS

Submission of a proposal constitutes acknowledgement the Proponent has read and agrees to be bound by all the terms and conditions of the RFP.

The Municipality will not make any payments for the preparation of the response to the RFP. All costs incurred by a Proponent will be borne by the Proponent.

This is not an offer. The Municipality does not bind itself to accept the lowest price proposal or any proposal submitted.

The Municipality has the right to cancel the RFP at any time and to reissue it for any reason whatsoever, without incurring any liability and no Proponent will have any claim against the Municipality as a result of the cancellation or re-issuing of the RFP.

The service provider acknowledges that the Municipality shall have the right to reject any, or all, Proposals for any reason, or to accept any Proposal which the Municipality in its *sole unfettered discretion* deems most advantageous to itself. The lowest, or any, Proposal will not necessarily be accepted and the Municipality shall have the *unfettered* right to:

- (i) Accept a non-compliant Proposal;
- (ii) Accept a Proposal which is not the lowest Proposal; and
- (iii) Reject a Proposal that is the lowest Proposal even if it is the only Proposal received.

The Municipality reserves the right to consider, during the evaluation of Proposals:

- (i) Information provided in the Proposal document itself;
- (ii) Information provided in response to enquiries of industry references set out in the Proposal;
- (iii) Information received in response to enquiries made by the Municipality of third parties apart from those disclosed in the Proposal in relation to the reputation, reliability, experience and capabilities of the service provider;
- (iv) The manner in which the service provider provides services to others;
- (v) The experience and qualification of the service provider's senior management, and project management;
- (vi) The compliance of the service provider with the Municipality's requirements and specifications; and
- (vii) Innovative approaches proposed by the service provider in the Proposal.

The service provider acknowledges that the Municipality may rely upon the criteria which the Municipality deems relevant, even though such criteria may not have been disclosed to the service provider. By submitting a Proposal, the service provider acknowledges the Municipality's rights under this Section and absolutely waives any right, or cause of action against the Municipality, by reason of the Municipality's failure to accept the Proposal submitted by the service provider, whether such right or cause of action arises in contract, negligence, or otherwise.

If a contract is to be awarded as a result of the RFP, it will be awarded to the Proponent whose proposal, in the Municipality's opinion, provided the best potential value to the Municipality and

is capable in all respects to fully perform the contract requirements and the integrity to assure performance of the contract obligations based on the objective assessment outlined above.

If the Municipality decides to award a contract based on a submission received in response to this RFP, the successful Proponent will be notified of the intent to award in writing, and the subsequent execution of a written agreement shall constitute the making of a contract. Proponents will not acquire any legal or equitable rights or privileges whatsoever until the contract is signed by both parties.

In the event of any inconsistency between the RFP and the contract, the contract shall govern.

The Municipality reserves the exclusive right to determine the qualitative aspects of all proposals relative to the evaluation criteria. Unsuccessful Proponents will be provided with a verbal debriefing on the evaluation of their submission after the selection process has been completed, if so requested.

Proponents may not amend or withdraw their proposals after the closing date and time.

Proposals will be evaluated as soon as practicable after the closing time.

The proposals and accompanying documentation submitted by the Proponent are the property of the Municipality and will not be returned.

Proponents are advised that all communications with the Municipality related to this RFP during the bidding process must be directly and only with the individual nominated in section 1.7.

# Current Insurance Coverage

## Schedule of Coverage

### Casualty

Coverage Description	(\$) Deductibles	(\$) Limit of Insurance
General Liability (Occurrence Form) <i>Broad Definition of Insured</i>	20,000	15,000,000 Per Claim No Aggregate
Voluntary Medical Payments	Nil	50,000 Per Person 50,000 Per Accident
Voluntary Property Damage	Nil	50,000 Per Occurrence 50,000 Annual Aggregate
Voluntary Compensation - Employees	Nil	50,000 Each Person 250,000 Annual Aggregate
Sewer Backup	20,000 Per Claimant	
Wrongful Dismissal (Legal Expense)	5,000	250,000 Per Claim 250,000 Aggregate
Forest Fire Expense	Nil	1,000,000 1,000,000 Aggregate
Errors & Omissions Liability (Claims Made Form)	25,000	15,000,000 Per Claim No Aggregate
Corporate Indemnification Coverage - <i>With Regards to North Grenville Community Centre ONLY</i>		2,500,000
Non-Owned Automobile Liability		15,000,000
Legal Liability for Damage to Hired Automobiles	500	250,000
Environmental Liability (Claims Made Form)	10,000	2,000,000 Per Claim 4,000,000 Aggregate

### Follow Form – Excess Liability

Coverage Description		(\$) Limit of Insurance
Excess Limit		10,000,000
Underlying Policy	(\$) Underlying Limit	
General Liability	15,000,000	
Errors & Omissions Liability	15,000,000	
Non-Owned Automobile	15,000,000	
Owned Automobile	15,000,000	

**Total Limit of Liability (\$)**      25,000,000



## Schedule of Coverage

### Crime

Coverage Description	(\$) Deductibles	(\$) Limit of Insurance
Employee Dishonesty – Form A (Commercial Blanket Bond)		1,000,000
Loss Inside the Premises (Broad Form Money & Securities)		300,000
Loss Outside the Premises (Broad Form Money & Securities)		300,000
Audit Expense		200,000
Money Orders and Counterfeit Paper Currency		200,000
Forgery or Alteration (Depositors Forgery)		1,000,000
Computer and Transfer Fraud (Including Voice Computer Toll Fraud)		200,000

### Accident

Coverage Description	(\$) Deductibles	(\$) Limit of Insurance
Board Members : Persons Insured Mayor, Deputy Mayor and Three Councillors		
Board Members Accidental Death & Dismemberment		250,000
Paralysis		500,000
Weekly Income – Total Disability		500
Weekly Income – Partial Disability		300
Accidental Death of a Spouse while Travelling on Business		Included
Volunteers Accidental Death & Dismemberment		50,000
Paralysis		100,000
Weekly Income – Total Disability		500
Weekly Income – Partial Disability		250

### Conflict of Interest

Coverage Description	(\$) Deductibles	(\$) Limit of Insurance
Legal Fees Expenses		100,000 Per Claim No Aggregate

### Legal Expense

Coverage Description	(\$) Deductibles	(\$) Limit of Insurance
Legal Defence Cost		100,000 500,000 Aggregate

## Schedule of Coverage

### Property

**Coverage is on an All Risk Basis unless otherwise specified.  
Basis of Settlement is Replacement Cost unless otherwise specified  
The Deductible is on a Per Occurrence Basis**

Coverage Description	(\$) Deductibles	Basis	(\$) Limit of Insurance
Property of Every Description - Blanket	25,000	RC	137,326,361
Scheduled Items Coverage, Deductible and Basis of Settlement as per Schedule	Refer to Schedule		Refer to Schedule

<b>Property Supplemental Coverage</b> (Included in the Total Sum Insured unless otherwise specified in the wording)		
Building By-laws	25,000	Included
Building Damage by theft	25,000	Included
Debris Removal	25,000	Included
Electronic Computer Systems		
Electronic Computer Hardware and Media	25,000	Included
Electronic Computer Systems Breakdown		Not Insured
Electronic Computer Systems – Extra Expense		Not Insured
Extra Expense Period of Restoration	25,000	90 Days
Expediting Expense	25,000	Included
Fire or Police Department Service Charges	25,000	Included
First Party Pollution Clean-up	25,000	Included
Fungi and Spores	25,000	10,000
Furs, Jewellery and Ceremonial Regalia		
Ceremonial Regalia	25,000	Included
Furs and Jewellery	25,000	25,000
Inflation Adjustment	25,000	Included
Live Animals Birds or Fish	25,000	25,000
Newly Acquired Property	25,000	Included
Professional Fees	25,000	Included
Property and Unnamed Locations	25,000	Included

Property Temporarily Removed Including while on Exhibition and during Transit	25,000	Included
Recharge of Fire Protection Equipment Expense	25,000	Included
Sewer Backup and Overflow	25,000	Included

<b>Public Entity Extension Endorsement</b> (In Addition to the Total Sum Insured unless specifically scheduled in the wording)		
Accounts Receivable	25,000	500,000
Bridges and Culverts	25,000	50,000
Buildings Owned due to Non Payment of Municipal Taxes	25,000	100,000
Buildings in the Course of Construction Reporting Extension	25,000	1,000,000
By Laws – Governing Acts	25,000	25,000
Consequential Loss Caused by Interruption of Services		
On Premises	25,000	Included
Off Premises	25,000	1,000,000
Cost to Attract Volunteers Following a Loss	25,000	10,000
Docks, Wharves and Piers	25,000	100,000
Errors and Omissions	25,000	Included
Exterior Paved Surfaces	25,000	50,000
Extra Expense	25,000	500,000
Fine Arts		
At Insured's Own Premises	25,000	50,000
On Exhibition	25,000	100,000
Fundraising Expenses	25,000	10,000
Green Extension	25,000	50,000
Growing Plants		
Any One Item	25,000	1,000
Per Occurrence	25,000	100,000
Ingress and Egress	25,000	Included
Leasehold Interest	25,000	25,000
Master Key	25,000	25,000
Peak Season Increase	25,000	25,000

Personal Effects	25,000	25,000
Property of Others	25,000	25,000
Rewards: Arson, Burglary Robbery and Vandalism	25,000	25,000
Signs	25,000	Included
Vacant Property	25,000	1,000,000
Valuable Papers	25,000	500,000
<b>Business Interruption</b>		
Rent or Rental Value	25,000	500,000
Gross Revenue	25,000	1,912,000
<b>Additional Endorsements</b>		
Earthquake – POED	3% Minimum \$100,000	Included
Flood – POED	\$ 25,000	Included
<b>(\$) Total Amount of Insurance</b>		141,933,361
<b>RC = Replacement Cost ACV = Actual Cash Value VAL = Valued</b>		

## Schedule of Coverage

### Equipment Breakdown (TechAdvantage)

Coverage Description	(\$) Deductibles / Waiting Period	(\$) Limit of Insurance
Direct Damage	25,000	50,000,000 Per Accident
Business Interruption – Gross Revenue – Applicable to Grenville Community Centre, Mun. Office/Theatre/Arena, 285 County Road, Kemptville	24 Hours	1,000,000
Business Interruption –Rent and Rental Value – applicable to Grenville Community Centre, Mun. Office/Theatre/Arena, 285 County Road, Kemptville	24 Hours	912,000
Loss of Arena Revenues – Applicable to Curling Rink	24 Hours	1,000 Daily Indemnity 90,000 Total limit of loss
Extra Expense		500,000
Spoilage		50,000
Expediting Expense		Included
Hazardous Substances		500,000
Ammonia Contamination		500,000
Water Damage		500,000
Professional Fees		500,000
Civil Authority or Denial of Access		30 days
Errors and Omissions		250,000
Data Restoration		50,000
By-Law Cover		Included
Off Premises Transportable Object		10,000
Brands and Labels		100,000
Green Coverage		50,000
Environmental Efficiency <b>*Will not show on Declarations Page</b>		Up to 150% of Loss
Anchor Locations		Included
Service Interruption <b>*Will not show on Declarations Page</b>		Included Within 1000 metres
Contingent Business Interruption		25,000
Public Relations Coverage		5,000

## Schedule of Coverage

### Owned Automobile

Coverage Description	(\$) Deductibles	(\$) Limit of Insurance
Liability		
Bodily Injury	25,000	15,000,000
Property Damage		Included
Accident Benefits		As stated in Section 4 of the Policy
Uninsured Automobile		As stated in Section 5 of the Policy
Direct Compensation – Property Damage		
*This policy contains a partial payment of recovery clause for property damage if a deductible is specified for direct compensation-property damage.	VRS	
Loss or Damage**		
Specified Perils (excluding Collision or Upset)		
Comprehensive (excluding Collision or Upset)		
Collision or Upset		
All Perils applicable to: - 2011 Aerial Eone Fire Truck - 2017 Spartan Pumper	10,000	Included
All Perils applicable to: - All Other Vehicles	5,000	Included
Endorsements		
GCNA #3 - Equipment Endorsement		Included
GCNA #4 - Fire Department Vehicles		Included
GCNA #7 - Loss or Damage Coverage or Deductible	All Perils Deductible VRS 1,000/25,000	Included
GCNA #7 - Loss or Damage Coverage or Deductible	Direct Comp Deductible VRS 1,000/25,000	Included
GCNA #8 - Replacement Cost		Included
GCNA #15 - Multiple Named Insured/Lessor		Included
#5 - Permission to Rent or Lease Automobiles and Extending Coverage to Specified Lessee(s)		Included
#19A - Agreed Value of Automobiles		Applies to Item # 4 & 5
#21B - Blanket Fleet Coverage		50 / 50
#23A - Mortgage Endorsement		Applies to Item #38
#32 - Use of Recreational Vehicle by Unlicensed Operators		Applies to Item # 11
<b>** This policy contains a partial payment of loss clause. A deductible applies for each claim except as stated in your policy.</b>		

## Schedule of Coverage

### Indemnity Agreement

Coverage Description	(\$) Deductibles
Third Party Liability (Bodily Injury & Property Damage)	25,000

CORPORATION OF THE MUNICIPALITY OF NORTH GRENVILLE  
FLEET

ITEM NO.	DESCRIPTION	DEPARTMENT	VIN#
1	2008 FORD F150 PICKUP - 1/2 TON	BUILDING	1FTRF12248KD01154
2	2013 GMC SIERRA SLE 1500	BUILDING	1GTN2VEA4DZ342745
3	2018 CHEV COLORADO PICKUP	BUILDING	1GCGTCEN1J1300959
4	1941 INT.ANTIQUE PUMP/LADDER TRUCK 15000	FIRE	D5068B
5	1914 INT. ANTIQUE FIRE TRUCK	FIRE	2290
6	2013 INT. PUMPER TANKER TRUCK (Pump 1)	FIRE	1HTGSSJT8DJ246634
7	1991 INT. RESCUE TRUCK - 5 TON (Rescue 1)	FIRE	1HTSDNUR3MH391951
8	1999 INT. E MERGY ( Pump 2)	FIRE	1HTSDADR1XH667122
9	2000 INT. FIRE TRUCK (Tanker 1)	FIRE	1HTSHADT9YH300731
10	2008 GMC SIERRA Pick up (Squad 1)	FIRE	2GTEK19C981273974
11	2012 ROYAL CARGO TRAILER (Brush Trailer)	FIRE	5LABE1820CM113925
12	2012 POLARIS ATV	FIRE	4XAWH76AXC2696040
13	2012 GMC LT 1500 Pickup ( Car 1)	FIRE	1GTR29EA6CZ311670
14	2011 AERIAL EONE FIRE TRUCK (Ladder 1)	FIRE	4EN6AAA8XB1006449
15	2015 CHEV TAHOE (Car 2)	FIRE	1GNSKAKC5FR682112
16	2015 INT. TANKER TRUCK 7600 (Tanker 2)	FIRE	1HTGSSNTXFH659238
17	2017 CHEV TAHOE	FIRE	1GNSKFEC9HR293T10
18	2017 CHEV TAHOE	FIRE	1GNSKFEC4HR294526
19	2006 CHEV SILVERADO 1500 (Bylaw Services)	REC	1GCEC14X66Z285088
20	2011 CHEV SILVERADO 1500	REC	1GCNKSEA6BZ328180
21	2011 CHEV SILVERADO 3500	REC	1GB3K0CG8BF198749
22	2012 CHEV SILVERADO 2500	REC	1GC1KVCG8CF211663
23	2019 CHEV SILVERADO 1500	REC	1GCUYAEF1KZ376220
24	2012 GMC LT 1500 PICKUP	WATER/SEWER	1GTN2VEA6CA320017
25	2009 CHEV COLORADO PICKUP	WATER/SEWER	1GCDT13EX98118691
26	2011 CHEV SILVERADO 2500	WATER/SEWER	1GC0KXCG3BZ322299
27	2014 CHEV EXPRESS 1500 VAN	WATER/SEWER	1GCSHAF42E1197823
28	2018 GMC SIERRA 1500 SLE	WATER/SEWER	1GTV2MEC2JZ189550
29	2006 CHEV SILVERADO	PUBLIC WORKS	1GCEC14X06Z210824
30	2007 INT. 7400	PUBLIC WORKS	1HTWCAAR87J487878
31	2008 FORD ESCAPE	PUBLIC WORKS	1FMCU93108KD28363
32	2006 INT. DUMP – 6 TON	PUBLIC WORKS	1HTWYAHT16J295879
33	1999 STERLING L9513 TANDEM DUM – 6 TON	PUBLIC WORKS	2FZXKWYB3XAA65107
34	2009 INT. PLOW	PUBLIC WORKS	1HTWYAHT79J104552
35	2012 CHEV SILVERADO 2500	PUBLIC WORKS	1GC0KXCG9CF221061
36	1996 FORD TRUCK	PUBLIC WORKS	1FDLF47F0TEA83588
37	2011 INT. DUMP/PLOW TRUCK	PUBLIC WORKS	1HTWYSJT9BJ338682
38	2011 CHEV SILVERADO 3500 DUMP/PLOW	PUBLIC WORKS	1GB3KOCL5BF164099



CORPORATION OF THE MUNICIPALITY OF NORTH GRENVILLE  
FLEET

39	2016 INT. PLOW TRUCK (LEASED)	PUBLIC WORKS	3HTGSSNT7GN207657
40	2017 CHEV SILVERADO 1500 4WD	PUBLIC WORKS	1GCVKREC9HZ348572
41	2017 CHEV SIERRA 3500	PUBLIC WORKS	1GD32VCY5HF248478
42	2018 CHEV SILVERADO 1500 4WD	PUBLIC WORKS	3GCUKRECXJG441991
43	2019 INT. PLOW	PUBLIC WORKS	1HTEKTAT6KH554709
44	1961 TRAILER		59325
45	2003 UTILITY TRAILER		2W9US21133K082017
46	2004 STA TRAILER		2CPUSG2F74A002301
47	2002 HOM TRAILER		HOM09T02021130123
48	1990 TRAILER		FILE-141998647
49	2017 NEW HOLLAND UTILITY TRACTOR		ZFJE08426
50	WATER TANK TRAILER		2R9A4WBXY1077480

CORPORATION OF THE MUNICIPALITY OF NORTH GRENVILLE  
BUILDINGS AND STRUCTURES

ITEM NO.	DESCRIPTION	LOCATION	ESTIMATE OF VALUES
1	KEMPTVILLE CEMETERY STORAGE	697 GRENVILLE STREET, KEMPTVILLE, K0G 1J0	8,400
2	CURLING RINK	200 REUBEN STREET, KEMPTVILLE, K0G 1J0	5,152,700
3	STORAGE SHED	200 REUBEN STREET, KEMPTVILLE, K0G 1J0	5,000
4	FIRE HALL INCLUDES 100KW DIESEL GENERATOR	259 COUNTY ROAD 44, KEMPTVILLE, K0G 1J0	2,526,100
5	COMMUNICATION TOWER - 60'	259 COUNTY ROAD 44, KEMPTVILLE, K0G 1J0	25,000
6	ARMOURY (FORMER FIRE HALL)	29 REUBEN CRESCENT, KEMPTVILLE, K0G 1J0	1,111,200
7	STORAGE	29 REUBEN CRESCENT, KEMPTVILLE, K0G 1J0	2,000
8	STORAGE (FORMER LIBRARY)	100 MAPLEWOOD DRIVE, OXFORD MILLS, K0G 1S0	991,100
9	GAZEBO	100 MAPLEWOOD DRIVE, OXFORD MILLS, K0G 1S0	6,500
10	RENTAL INCOME	ALL OTHER PROPERTIES	500,000 LIM REP
11	MUNICIPAL OFFICE & COMMUNITY CENTRE/ARENA	285 COUNTY ROAD 44, KEMPTVILLE, K0G 1J0	26,943,300
12	STORAGE SHED	285 COUNTY ROAD 44, KEMPTVILLE, K0G 1J0	2,400
13	STORAGE - PARKS & RECREATION	285 COUNTY ROAD 44, KEMPTVILLE, K0G 1J0	52,000
14	GROSS REVENUE- MUNICIPAL OFFICE, THEATRE AND ARENA	285 COUNTY ROAD 44, KEMPTVILLE, K0G 1J0	1,912,000 LIM
15	FRASER HALL	830 PRESCOTT STREET, KEMPTVILLE, K0G 1J0	2,691,100
16	BEEF RESEARCH BUILDING	830 PRESCOTT STREET, KEMPTVILLE, K0G 1J0	226,600
17	NEW MNR STORAGE BUILDING	830 PRESCOTT STREET, KEMPTVILLE, K0G 1J0	242,700
18	GREENHOUSE #4 (POLYHOUSE)	830 PRESCOTT STREET, KEMPTVILLE, K0G 1J0	148,000
19	AJ LOGSDAIL HEADER HOUSE & GREENHOUSE #1-3	830 PRESCOTT STREET, KEMPTVILLE, K0G 1J0	686,100
20	HORTICULTURE MACHINE SHOP	830 PRESCOTT STREET, KEMPTVILLE, K0G 1J0	206,600
21	FRENCH SCHOOL - FORMER POWER & EQUIPMENT CENTRE	830 PRESCOTT STREET, KEMPTVILLE, K0G 1J0	2,699,500

CORPORATION OF THE MUNICIPALITY OF NORTH GRENVILLE  
BUILDINGS AND STRUCTURES

22	HYDRAULIC LAB CLASSROOM	830 PRESCOTT STREET, KEMPTVILLE, KOG 1J0	33,700
23	MACHINE STORAGE BUILDING	830 PRESCOTT STREET, KEMPTVILLE, KOG 1J0	229,500
24	ANIMAL SCIENCE LAB	830 PRESCOTT STREET, KEMPTVILLE, KOG 1J0	889,000
25	ENGINE LAB (POWER HOUSE)	830 PRESCOTT STREET, KEMPTVILLE, KOG 1J0	1,372,200
26	APPLE STORAGE BUILDING	830 PRESCOTT STREET, KEMPTVILLE, KOG 1J0	91,800
27	LEAHURST HERITAGE HOUSE	830 PRESCOTT STREET, KEMPTVILLE, KOG 1J0	566,900
28	PURVIS HALL	830 PRESCOTT STREET, KEMPTVILLE, KOG 1J0	2,098,400
29	GIBSON HALL	830 PRESCOTT STREET, KEMPTVILLE, KOG 1J0	2,509,100
30	ELECTRICAL VAULT	830 PRESCOTT STREET, KEMPTVILLE, KOG 1J0	204,000
31	F. J. PARISH BUILDING	830 PRESCOTT STREET, KEMPTVILLE, KOG 1J0	6,523,100
32	W.B. GEORGE CENTRE	830 PRESCOTT STREET, KEMPTVILLE, KOG 1J0	5,209,200
33	ANIMAL HEALTH LAB	830 PRESCOTT STREET, KEMPTVILLE, KOG 1J0	3,625,300
34	BELL HALL RESIDENCE	830 PRESCOTT STREET, KEMPTVILLE, KOG 1J0	8,634,100
35	CAFETERIA - ALUMNI HALL	830 PRESCOTT STREET, KEMPTVILLE, KOG 1J0	1,993,900
36	MINISTRY OF NATURAL RESOURCES BUILDING	830 PRESCOTT STREET, KEMPTVILLE, KOG 1J0	3,347,800
37	OMAFRA BUILDING	830 PRESCOTT STREET, KEMPTVILLE, KOG 1J0	1,948,300
38	REGIONAL STORAGE BUILDING	830 PRESCOTT STREET, KEMPTVILLE, KOG 1J0	47,700
39	MANURE STORAGE BUILDING - EG THOMPSON HALL	830 PRESCOTT STREET, KEMPTVILLE, KOG 1J0	346,800
40	AGRO FORESTRY CENTRE	830 PRESCOTT STREET, KEMPTVILLE, KOG 1J0	252,300
41	LIBRARY (BURRITTS RAPIDS BRIDGEMASTER'S HOUSE)	1 GRENVILLE STREET, BURRITTS RAPIDS, KOG 1B0	339,800
42	PUBLIC LIBRARY	1 WATER STREET, KEMPTVILLE, KOG 1J0	3,367,800
43	MAPLEWOOD COMMUNITY HALL	92 MAPLEWOOD DRIVE, OXFORD MILLS, KOG 1S0	543,400

CORPORATION OF THE MUNICIPALITY OF NORTH GRENVILLE  
BUILDINGS AND STRUCTURES

44	PLAYGROUND EQUIPMENT - OXFORD MILLS PARK	100 MAPLEWOOD DRIVE, OXFORD MILLS, K0G 1S0	1,000
45	POOL CHANGE HOUSE	199 REUBEN CRESCENT, KEMPTVILLE, K0G 1J0	600,100
46	RECREATIONAL FENCING - RIVERSIDE PARK	199 REUBEN CRESCENT, KEMPTVILLE, K0G 1J0	286,900
47	BASEBALL DUGOUTS	199 REUBEN CRESCENT, KEMPTVILLE, K0G 1J0	23,400
48	BALL DIAMOND & TENNIS COURT LIGHTING	199 REUBEN CRESCENT, KEMPTVILLE, K0G 1J0	222,100
49	PLAYGROUND EQUIPMENT - RIVERSIDE PARK	199 REUBEN CRESCENT, KEMPTVILLE, K0G 1J0	162,400
50	SKATE PARK - RIVERSIDE PARK	199 REUBEN CRESCENT, KEMPTVILLE, K0G 1J0	216,500
51	PICNIC SHELTER - CROZIER PARK	1 WELLINGTON STREET, OXFORD MILLS, K0G 1S0	25,000
52	PLAYGROUND EQUIPMENT	1 WELLINGTON STREET, OXFORD MILLS, K0G 1S0	86,600
53	BALL DIAMOND FENCING - CROZIER PARK	1 WELLINGTON STREET, OXFORD MILLS, K0G 1S0	12,900
54	RECREATIONAL FLOODLIGHTING - ROTARY PARK	24 CLOTHIER ST EAST, KEMPTVILLE, K0G 1J0	55,200
55	BLEACHERS	VARIOUS LOCATIONS	17,500
56	PLAYGROUND EQUIPMENT - BISHOP MILLS PARK	2 BROADWAY STREET, BISHOP MILLS, K0G 1T0	2,900
57	STORAGE SHED - BISHOP MILLS PARK	2 BROADWAY STREET, BISHOP MILLS, K0G 1T0	7,000
58	PLAYGROUND EQUIPMENT - EQUINELLE PARK	100 ROYAL LANDING GATE, KEMPTVILLE, K0G 1J0	58,300
59	PICNIC SHELTER - EQUINELLE PARK	100 ROYAL LANDING GATE, KEMPTVILLE, K0G 1J0	20,000
60	SPLASH PAD - EQUINELLE PARK	100 ROYAL LANDING GATE, KEMPTVILLE, K0G 1J0	100,000

CORPORATION OF THE MUNICIPALITY OF NORTH GRENVILLE  
BUILDINGS AND STRUCTURES

61	BASKETBALL COURT, POSTS & NETS - EQUINELLE PARK	100 ROYAL LANDING GATE, KEMPTVILLE, KOG 1J0	35,000
62	PLAYGROUND EQUIPMENT - HENRY STREET PARK	HENRY STREET, BURRITTS RAPIDS, KOG 1B0	1,000
63	PLAYGROUND EQUIPMENT - OXFORD STATION PARK	2 CONNELL DRIVE, OXFORD MILLS, KOG 1T0	22,000
64	PLAYGROUND EQUIPMENT - SOUTH BRANCH COVE PARK	BOWEN CRES, KEMPTVILLE, KOG 1J0	55,200
65	PLAYGROUND EQUIPMENT - SOUTH GOWER DRIVE PARK	673 SOUTH GOWER DRIVE, KEMPTVILLE, KOG 1J0	77,300
66	PAVILION - SOUTH GOWER PARK	673 SOUTH GOWER DRIVE, KEMPTVILLE, KOG 1J0	271,300
67	IRRIGATION SHED - SOUTH GOWER PARK	673 SOUTH GOWER DRIVE, KEMPTVILLE, KOG 1J0	3,900
68	LIGHTING CONTROL SHED - SOUTH GOWER PARK	673 SOUTH GOWER DRIVE, KEMPTVILLE, KOG 1J0	3,900
69	RECREATION FENCING - SOUTH GOWER PARK	673 SOUTH GOWER DRIVE, KEMPTVILLE, KOG 1J0	132,400
70	RECREATION LIGHTING - SOUTH GOWER PARK	673 SOUTH GOWER DRIVE, KEMPTVILLE, KOG 1J0	163,200
71	CLOTHIER STREET DOCK (\$5,100)	CLOTHIER STREET, KEMPTVILLE, KOG 1J0	0
72	COUNTY EMS SERVICES OFFICE	508 KERNAHAN STREET, KEMPTVILLE, KOG 1J0	780,200
73	COURTHOUSE AND CHAMBER OF COMMERCE	15 WATER STREET, KEMPTVILLE, KOG 1J0	1,154,400
74	EQUIPMENT DEPOT INCLUDING 45 KW GENERATOR	94 MAPLEWOOD DRIVE, OXFORD MILLS, KOG 1S0	1,531,400
75	COMMUNICATIONS TOWER - 64'	94 MAPLEWOOD DRIVE, OXFORD MILLS, KOG 1S0	25,000
76	STORAGE	94 MAPLEWOOD DRIVE, OXFORD MILLS, KOG 1S0	42,000

CORPORATION OF THE MUNICIPALITY OF NORTH GRENVILLE  
BUILDINGS AND STRUCTURES

77	FUEL CENTRE (3 TANKS)	94 MAPLEWOOD DRIVE, OXFORD MILLS, K0G 1S0	40,200
78	DEAD STORAGE	94 MAPLEWOOD DRIVE, OXFORD MILLS, K0G 1S0	4,000
79	SAND AND SALT DOME	1 WELLINGTON STREET, OXFORD MILLS, K0G 1S0	226,300
80	STORAGE - FABRIC COVERED	1 WELLINGTON STREET, OXFORD MILLS, K0G 1S0	240,000
81	SALT SHED - FABRIC COVERED	2814 CONCESSION ROAD, KEMPTVILLE, K0G 1J0	77,300
82	WORKS GARAGE	2814 CONCESSION ROAD, KEMPTVILLE, K0G 1J0	654,500
83	STORAGE TRAILER	2814 CONCESSION ROAD, KEMPTVILLE, K0G 1J0	11,100
84	WASTEWATER TREATMENT PLANT INCLUDING 300KW BACKUP GENERATOR	2899 COUNTY ROAD 43, KEMPTVILLE, K0G 1J0	19,367,400
85	STORAGE GARAGE	2899 COUNTY ROAD 43, KEMPTVILLE, K0G 1J0	322,400
86	STORAGE	2899 COUNTY ROAD 43, KEMPTVILLE, K0G 1J0	1,000
87	STORAGE TRAILER # 1	2899 COUNTY ROAD 43, KEMPTVILLE, K0G 1J0	20,000
88	STORAGE TRAILER # 2	2899 COUNTY ROAD 43, KEMPTVILLE, K0G 1J0	20,000
89	CONCRETE STORAGE BUNKER	2899 COUNTY ROAD 43, KEMPTVILLE, K0G 1J0	7,200
90	SEWAGE PUMP HOUSE	5 BRIDGE STREET, KEMPTVILLE, K0G 1J0	1,726,500
91	COLONADE LIFT STATION INCLUDING 150 KW GENERATOR	302 RYAN'S WELL WAY, KEMPTVILLE, K0G 1J0	653,200
92	EQUINELLE SEWAGE PUMP STATION INCLUDING 125KW GENERATOR	259 COUNTY ROAD 44, KEMPTVILLE, K0G 1J0	1,045,300

CORPORATION OF THE MUNICIPALITY OF NORTH GRENVILLE  
BUILDINGS AND STRUCTURES

93	LANDFILL SHELTER - TIRES	699 CROZIER ROAD, OXFORD MILLS, K0G 1T0	24,900
94	LANDFILL SHELTER - GARBAGE	699 CROZIER ROAD, OXFORD MILLS, K0G 1T0	116,800
95	CUSTODIAN SHED & SCALE	699 CROZIER ROAD, OXFORD MILLS, K0G 1T0	99,100
96	LANDFILL SHELTER - RECYCLING	699 CROZIER ROAD, OXFORD MILLS, K0G 1T0	55,200
97	LANDFILL SHED	699 CROZIER ROAD, OXFORD MILLS, K0G 1T0	5,600
98	LANDFILL STORAGE TRAILER	699 CROZIER ROAD, OXFORD MILLS, K0G 1T0	17,600

CORPORATION OF THE MUNICIPALITY OF NORTH GRENVILLE  
OTHER PROPERTY (EXCLUDING BUILDINGS)

ITEM NO.	DESCRIPTION	LOCATION	ESTIMATE OF VALUES
1	KEMPTVILLE CEMETERY MISCELLANEOUS EQUIPMENT	697 GRENVILLE STREET, KEMPTVILLE, KOG 1J0	11,100
2	CONTENTS - FIRE HALL	259 COUNTY ROAD 44, KEMPTVILLE, KOG 1J0	300,000
3	FIRE COMMUNICATION EQUIPMENT	259 COUNTY ROAD 44, KEMPTVILLE, KOG 1J0	150,000
4	FIRE-FIGHTING EQUIPMENT	259 COUNTY ROAD 44, KEMPTVILLE, KOG 1J0	960,000
5	CONTENTS - STORAGE (FORMER LIBRARY)	100 MAPLEWOOD DRIVE, OXFORD MILLS, KOG 1S0	25,800
6	MEDIA		500,000
7	CONTENTS - MUNICIPAL OFFICE	285 COUNTY ROAD 44, KEMPTVILLE, KOG 1J0	295,900
8	LEASED HP PRINTER LEASE NO. 572D23D5	285 COUNTY ROAD 44, KEMPTVILLE, KOG 1J0	16,000
9	LEASED PITNEY BOWES COPIER, LEASE NO. 00112557	285 COUNTY ROAD 44, KEMPTVILLE, KOG 1J0	5,600
10	COMPUTER HARDWARE	285 COUNTY ROAD 44, KEMPTVILLE, KOG 1J0	18,500
11	CONTENTS - ARENA	285 COUNTY ROAD 44, KEMPTVILLE, KOG 1J0	200,000
12	OLYMPIA MILLENNIUM, SERIAL NO. RM080290207B	285 COUNTY ROAD 44, KEMPTVILLE, KOG 1J0	82,600
13	CONTENTS - STORAGE PARKS & RECREATION	285 COUNTY ROAD 44, KEMPTVILLE, KOG 1J0	10,000
14	KEMPTVILLE CAMPUS CONTENTS AND EQUIPMENT	830 PRESCOTT STREET, KEMPTVILLE, KOG 1J0	2,630,051
15	CONTENTS - LIBRARY	1 GRENVILLE STREET, BURRITTS RAPIDS, KOG 1B0	283,000
16	CONTENTS - PUBLIC LIBRARY	1 WATER STREET, KEMPTVILLE, KOG 1J0	250,000
17	EQUIPMENT INCLUDING COMPUTERS	1 WATER STREET, KEMPTVILLE, KOG 1J0	70,000
18	COLLECTIONS (BOOKS)	1 WATER STREET, KEMPTVILLE, KOG 1J0	495,000
19	BRONZE SCULPTURE, DR GEORGE & NORMA FISHER (\$10,000),	1 WATER STREET, KEMPTVILLE, KOG 1J0	0 SPE VAL
20	CONTENTS - MAPLEWOOD COMMUNITY HALL	92 MAPLEWOOD DRIVE, OXFORD MILLS, KOG 1S0	10,000



CORPORATION OF THE MUNICIPALITY OF NORTH GRENVILLE  
OTHER PROPERTY (EXCLUDING BUILDINGS)

21	CONTENTS - POOL CHANGE HOUSE	199 REUBEN CRESCENT, KEMPTVILLE, KOG 1J0	5,800
22	MASSEY FERGUSON DIESEL TRACTOR AND MOWER, SERIAL NO. JRC80		12,800
23	MISCELLANEOUS SPORTS EQUIPMENT		6,900
24	MISCELLANEOUS TOOLS, EQUIPMENT, MATERIALS AND SUPPLIES		15,100
25	2017 KUBOTA Z1211-20 MOWER 12161 INCLUDING ATTACHMENTS		18,000
26	COMPUTER	508 KERNAHAN STREET, KEMPTVILLE, KOG 1J0	4,900
27	PLOTTER/ PRINTER	508 KERNAHAN STREET, KEMPTVILLE, KOG 1J0	2,300
28	CONTENTS & EQUIPMENT- POLICE	15 WATER STREET, KEMPTVILLE, KOG 1J0	17,900
29	CONTENTS - EQUIPMENT DEPOT OFFICE	94 MAPLEWOOD DRIVE, OXFORD MILLS, KOG 1S0	10,000
30	1981 THOMPSON PORTABLE STEAMER	94 MAPLEWOOD DRIVE, OXFORD MILLS, KOG 1S0	7,400
31	2012 JOHN DEERE 872GP 6WD GRADER SERIAL NO. 1DW872GPPCD642072	94 MAPLEWOOD DRIVE, OXFORD MILLS, KOG 1S0	348,800
32	1998 VERMEER CHIPPER	94 MAPLEWOOD DRIVE, OXFORD MILLS, KOG 1S0	130,000
33	2002 CHAMPION GRADER G740, SERIAL NO. 33821	94 MAPLEWOOD DRIVE, OXFORD MILLS, KOG 1S0	309,400
34	125 KW GENSET GENERATOR	94 MAPLEWOOD DRIVE, OXFORD MILLS, KOG 1S0	122,000
35	SNOW PLOWING EQUIPMENT	94 MAPLEWOOD DRIVE, OXFORD MILLS, KOG 1S0	45,100
36	MISCELLANEOUS TOOLS, EQUIPMENT, MATERIALS AND SUPPLIES	94 MAPLEWOOD DRIVE, OXFORD MILLS, KOG 1S0	78,500
37	1990 COLPRON TRACTOR/BLADE/SANDER/LOADER	1 WELLINGTON STREET, OXFORD MILLS, KOG 1S0	48,700

CORPORATION OF THE MUNICIPALITY OF NORTH GRENVILLE  
OTHER PROPERTY (EXCLUDING BUILDINGS)

38	2006 VOLVO GRADER 67040B, SERIAL NO. 38152	1 WELLINGTON STREET, OXFORD MILLS, KOG 1S0	276,700
39	2009 JOHN DEERE 810SJ BACKHOE/LOADER, SERIAL NO. 171780	1 WELLINGTON STREET, OXFORD MILLS, KOG 1S0	141,300
40	2017 NEW HOLLAND T4 95V TRACTOR SERIAL NO. ZFJE08426	1 WELLINGTON STREET, OXFORD MILLS, KOG 1S0	93,210
41	OLYMPIAN 125 KW GENERATOR D125P1	1 WELLINGTON STREET, OXFORD MILLS, KOG 1S0	61,800
42	2012 JOHN DEERE FRONT END LOADER SERIAL NO.1DW544KZJCD64428	1 WELLINGTON STREET, OXFORD MILLS, KOG 1S0	146,000
43	DEMO TRACKLESS MT6 5-WAY PLOW, SERIAL NO. MT6-1623	1 WELLINGTON STREET, OXFORD MILLS, KOG 1S0	96,700
44	CONTENTS - ROADS OFFICE (LEASED PROPERTY)	2814 CONCESSION ROAD, KEMPTVILLE, KOG 1J0	10,000
45	1997 THOMPSON STEAMER	2814 CONCESSION ROAD, KEMPTVILLE, KOG 1J0	100,000
46	JOHN DEERE F725 MOWER	2814 CONCESSION ROAD, KEMPTVILLE, KOG 1J0	9,700
47	40KW PORTABLE GENERATOR, SERIAL NO. 7205180-25794	2814 CONCESSION ROAD, KEMPTVILLE, KOG 1J0	28,300
48	EQUIFAB 8' STAINLESS STEEL SPREADER DUAL MOTOR, SERAIL NO. S20011023	2814 CONCESSION ROAD, KEMPTVILLE, KOG 1J0	7,000
49	2016 CASE SKID STEER MODEL NO. SR175 SERIAL NO. JAFSR175HGM423080 W/ATTACHMENTS	2814 CONCESSION ROAD, KEMPTVILLE, KOG 1J0	71,900
50	2014 KUBOTA ZD331P-60 31 HP MOWER, SERIAL NO. 33765	2814 CONCESSION ROAD, KEMPTVILLE, KOG 1J0	16,500
51	SOMMERS GENERATOR, MODEL NO. SMG-SDTWA400E	2899 COUNTY ROAD 43, KEMPTVILLE, KOG 1J0	110,000
52	EQUINELLE WATER BOOSTER STATION	166 COUNTY ROAD 44, KEMPTVILLE, KOG 1J0	350,000

# **SUBMISSION FORM**

**THE CORPORATION OF THE MUNICIPALITY OF  
NORTH GRENVILLE**

**285 County Rd. 44, Kemptville, ON K0G 1J0**

**RFP#:**

**INSURANCE & RISK MANAGEMENT SERVICES**

**DOCUMENTS TO BE ENCLOSED WITH THIS FORM  
INCLUDING BUT NOT LIMITED TO:**

- Submission Form
- Company Background & Relevant Experience
- Company Personnel
- Proposed Insurance Program
- Risk Management & Advisory Services
- Claims Management Services
- Value Added Services
- Ease of Transition
- Proposed Fee
- Reference Form

## REFERENCE FORM

The proponent shall provide below three (3) separate Customers having purchased similar services as specified herein for a previous five year period from the issuance of this document. Current or past suppliers of the Municipality must list the Municipality as a reference.

<b>REFERENCE #1</b>	
Customer	
Contact Name & Ph.#	
Contact Email	
Date of Contract	
Description of Services Provided	

<b>REFERENCE #2</b>	
Customer	
Contact Name & Ph.#	
Contact Email	
Date of Contract	
Description of Services Provided	

<b>REFERENCE #3</b>	
Customer	
Contact Name & Ph.#	
Contact Email	
Date of Contract	
Description of Services Provided	

### REFERENCE RELEASE FORM

I \_\_\_\_\_ (authorized signatory for the submitting Firm) authorize the Municipality to contact the person and/or organization listed on the REFERENCE FORM, for the purpose of obtaining information relating to the proponent. The Municipality reserves the right to call references if in its sole discretion finds a need to do so. The Municipality reserves the right to check other references other than listed herein.