

**To: Mayor Caul and Council**

**FROM: Aaron Bisson, Deputy Treasurer**

**DATE: September 11, 2019**

**SUBJECT: Request for Proposal for Municipal Insurance (19-AF-10)**

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## **BACKGROUND**

The above noted RFP closed at 2:00 p.m. on Tuesday, September 3, 2019. The following proposals were received and opened at that time:

Gillons' Insurance for Frank Cowan Company ('Frank Cowan') \$222,085.68 (Including Tax)  
Gillons' Insurance for JLT Canada ('JLT') \$356,066.76 (Including Tax)

All proposals were received on time and met the requirements of the RFP bidding instructions. Attached is an RFP Requirement worksheet detailing the coverage requested in the RFP, and coverage proposed by the bidders. Both Frank Cowan Company and JLT have met or exceeded the requested amounts Frank Cowan and JLT and the programs they represent have extensive municipal insurance experience.

The Town of Fort Frances has a long history with Gillons' and they have been quick to supply insurance certificates and answers to inquiries made. Most recently we have brokered with Frank Cowan Company and Gillions Insurance with a positive experience.

The price criterion was in favour of Frank Cowan, who has the lower bid by \$133,981.08, thus JLT's bid was 62.37% higher.

The proposals have been reviewed and discussed in detail by members of the Town's management team and both Frank Cowan and JLT have met the primary goals of the RFP for Municipal Insurance as indicated in the Evaluation Criteria, with a large difference in results. The information is now being brought forward to the Administration and Finance Executive Committee for their recommendation.

## **RECOMMENDATION**

That the Administration and Finance Executive Committee recommend to award the Request for Proposal for Municipal Insurance (19-AF-10) to Frank Cowan Company as represented by Gillon's Insurance Brokers Ltd.

Council Approval of This Report Will Agree to the recommendation of the Administration & Finance Executive Committee to award the Request for Proposal for Municipal Insurance (19-AF-10) to Frank Cowan Company as represented by Gillon's Insurance Brokers Ltd.
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