



Request for Proposal for General Insurance Program

2017-25-P-COR

Sealed Proposals for the above will be received **ONLY** in the Finance Department at The Blue Mountains Town Hall, 32 Mill Street, 1st Floor, Thornbury, ON, Canada, N0H 2P0, **before 2:00 (two) p.m., local time October 19, 2017.**

GENERAL DESCRIPTION OF WORK

Town of The Blue Mountains (the "Town") is seeking an experienced and qualified insurance provider to provide quality comprehensive general insurance services for the Town. It is important for the Town to receive exceptional service as well as the most comprehensive municipal insurance program available.

Documents may be obtained by e-mailing your request to purchasing@thebluemountains.ca

NOTE: Subject Line MUST indicate "Bid #2017-25-P-COR"

Your e-mail must provide full Company name, Address, Postal Code, Phone Number and Fax Number. If the above information is not provided, then the documents will not be forwarded. Upon receipt of the e-mail you must respond back indicating you have received the documentation. Failure to follow these procedures may result in your bid document not being considered and may be sent back to you unopened.

All addenda and other related documents will be posted to the Town's website (www.thebluemountains.ca). It is the bidder's sole responsibility to obtain this information from the Town's website. Addenda will not be faxed or emailed. Failure to acknowledge addenda on the form of tender will result in your bid being disqualified.

TENDER SUBMISSIONS WILL NOT BE RECEIVED AT ANY OTHER LOCATION.

The Town will not be responsible for any lost documents.

The lowest or any other tender not necessarily accepted.

This procurement is subject to Chapter 5 – Government Procurement, Canadian Free Trade Agreement.

Serena Wilgress, Manager of Purchasing & Risk Management
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purchasing@thebluemountains.ca