

TENDER 2018-10: RFP MUNICIPAL INSURANCE

ADDENDUM #2

Issued June 20, 2018

1. The following questions were emailed to the Lead Contact, and the answers represent the Municipality's best and most accurate response at the time of preparation of the Addendum.

All information in the Schedules shall be kept confidential. Schedules may be obtained only by contacting the Lead Contact, as they contain confidential information.

Q1: Can you please provide an updated loss run or confirm there have been no known or reported losses since the run was generated in February 2018?

A1: An updated loss run has been provided as Schedule 'A', attached to and forming part of this Addendum.

Q2: Are you able to provide the full details of any open or closed landfills?

A2: The Municipality's 2014 casualty questionnaire has been provided as Schedule 'B', attached to and forming part of this Addendum, and including this information.

Q3: Are you able to provide the full details of any above or underground service tanks?

A3: Details of the Municipality's fuel storage tanks have been provided as Schedule 'C', attached to and forming part of this Addendum.

Q4: Are you able to provide the most recently completed casualty application?

A4: The Municipality's 2014 casualty questionnaire has been provided as Schedule 'B', attached to and forming part of this Addendum.

Q5: Are you able to provide any additional information regarding the following endorsement: “Endmt #01. Legal defense coverage for harassment & defamation claims are excluded for any new claims by “NAME REMOVED- FOR PRIVACY REASONS” This endorsement does not apply to two existing claims dated June 10, 2009 & July 16, 2009”

A5: No additional details can be released due to privacy concerns.

Q6: Building Inspections: have there been any changes made to your procedures to prevent further inspection services claims?

A6: Magnetawan now partners with the Town of Kearney to deliver a full-service building department to residents. Together we have hired two full-time, well-trained staff (CBO and Deputy CBO) to manage the building department and our permitting. These two employees are completing rigorous inspections as per the Building Code and keeping up to date with training requirements.

Q7: Are you able to provide any COPE (Construction, occupancy, protection, exposure) details for the properties listed

A7: COPE details for five primary Municipal buildings have been provided as Schedule ‘D’, attached to and forming part of this addendum.

Q8: Are you able to provide the most recently completed crime application?

A8: Magnetawan’s 2012 crime application has been provided as Schedule ‘E’, attached to and forming part of this addendum.

Q9: Can you please provide the total number of volunteers annually?

A9: Magnetawan has historically relied on 20-30 volunteers annually. This number is likely to be somewhat lower going forward as we have instituted a mandatory vulnerable sectors check policy for volunteers helping at municipal events/activities.

Please also find a summary of low risk events run by others attached as Schedule ‘F’ attached to and forming part of this addendum.

Q10: Does the applicant own or operate [one] of the following: (1) Medical Centre (2) Senior Friendship Centre.

A10: Magnetawan does not operate a Medical Centre. Magnetawan does operate a Senior Friendship Centre, 73 Albert St., Magnetawan.

Q11: Please provide the number of: volunteer fire fighters; municipal volunteers.

A11: The Magnetawan Fire Department currently has a full time Fire Chief and a volunteer complement of approximately 25. Please refer to A9 for details of the volunteer program.

Q12: Does the Applicant operate (including in conjunction with any other company) any of the exposures below? Ambulance; Police; Recycling; Roads; Sewer; Water; Waste management. If “yes” please provide details.

A12: Of the exposures listed above, the Municipality operates road maintenance and waste management at two landfill sites (see Schedule ‘B’ for additional information.) Ambulance is contracted through the West Parry Sound Health Centre. Police is contracted through the Burk’s Falls detachment of the O.P.P. Recycling and solid waste pickup are contracted in the Village of Magnetawan to Waste Connections of Canada. All other residents bring residential waste and recycling to one of the two landfill sites, from which recycling pickup is again contracted through Waste Connections of Canada. The Municipality contracts road construction and some maintenance activities (i.e., ditching, brushing, some grading) to external contractors through annual procurement processes.

Q13: The replacement cost value for the 3 Ambulance appears low. Are these vehicles used as actual Ambulances and are they stocked with equipment? Please provide the use of the 3 Ambulance.

A13: The Magnetawan Fire Department has historically used the ambulances for first response and rescue activities. Equipment is moved between the vehicles, so unused vehicles are essentially empty until needed for service. It is the Clerk-Administrator’s understanding that two of the ambulances are now out of service and will be sent to the wrecker’s in the coming months.

Q14: Commercial Building (Vacant as of September 1, 2017), 4855 Highway 520, Magnetawan: please advise the status of this vacant building and future usage plans.

A14: In 2017, the Municipality acquired the building at 4855 Hwy 520 (6,000 sq. ft. former commercial heavy automotive repair shop) and property totalling 25 acres (hay field). Council has indicated a desire to convert a portion of the building for a new fire hall and leave the other portion for commercial lease. The remainder of the property may be divided into lots for a commercial/industrial business park. The Municipality is currently

waiting on recommendation from our external planning consultants, MHBC Barrie, on how to proceed with the development of the property. In the meantime, the building is vacant (completely empty and unused) and is checked Monday to Friday by the Parks and Maintenance Manager.

Q15: Please provide a description of a “Thompson Steam Jenny”

A15: The Thompson Steam Jenny is a propane heater and water pump that is built on to a small trailer, allowing hot water/steam to be injected into frozen culverts, thereby thawing them.

Q16: What was the direct cause of the 2011 fire damage loss and what preventative measures have been taken as a result.

A16: The 2011 fire occurred in a new public works department building at 28 Miller Rd., Magnetawan overnight. There were a number of municipal vehicles and equipment inside the building at the time. The fire department was not on scene at the time of the fire and the fire eventually ran out of oxygen and was not discovered until the morning by an employee. Though no specific cause was identified, the fire is believed to have originated as an electrical fire on one of the vehicles. There was no subrogation in the fire claim.

The newly constructed building includes a Peerless Security System that is wired to the electrical panel and the smoke detectors. If any outages or alarms are detected, the Fire Chief and Parks and Maintenance Manager are immediately notified. Additionally, there is a 30,000 gallon underground water tank that is within 60 metres of the building to aid in fire suppression if necessary.

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2. The Municipality of Magnetawan is requesting that Proposals include optional coverage for Cyber Liability and Security. The Municipality currently carries no cyber liability insurance. Bidders shall provide a recommended level of Cyber Liability insurance, including details of coverage to be provided and annual premium costs. The premium costs shall not be included in the total cost of the Municipal Insurance Program, and instead should be marked as optional coverage.

To aid in the preparation of this component, please refer to Schedule ‘G’, attached to and forming part of this Addendum.