



# THE TOWN OF STRATFORD

## RESOLUTION

### FT007-2025 Awarding of Insurance Tender

**Motion Carried** X  
**Motion Lost** \_\_\_\_\_  
**Motion Withdrawn** \_\_\_\_\_

**Council Chambers**  
**Town Hall**  
**August 13, 2025**

**Committee**  
**Moved by Councillor**  
**Seconded by Councillor**

**Finance and Technology**  
**Jody Jackson**  
**Jill Chandler**

**WHEREAS** the Finance and Technology Department has determined that a request for proposals (RFP) should be developed and issued for insurance services, as the last insurance tender was issued in 2021; and

**WHEREAS** proposals were solicited to maintain the current level of coverage and to provide recommendations for potential changes to that coverage, along with an assessment of any additional costs or savings; and

**WHEREAS** proposals were received from Westland Insurance and Cooke Insurance, which were evaluated as shown in the following table:

Evaluation Criteria	Westland Insurance			Cooke Insurance	
	Max	Staff 1	Staff 2	Staff 1	Staff 2
1. Coverage and Completeness of Submission 30%	30	28	29	26	27
2. Experience, Financial Stability and References 20%	20	20	20	18	19
3. Services Offered 20%	20	20	20	20	19
4. Price 30% - lowest will receive 30 points	30	30	30	23	23
	100	98	99	87	88

**AND WHEREAS** proposals were received from Westland Insurance (\$166,608) and Cooke Insurance (\$216,717);

**THEREFORE, BE IT RESOLVED** that the insurance contract be awarded to Westland Insurance. This decision is based on their proposal submitted in response to the request for proposals, with a first-year cost of \$166,608. Additionally, there is an option to renew the contract for up to four (4) additional years. Westland Insurance is also required to provide the Town of Stratford with renewal options for the municipal insurance policy at least 90 days prior to each annual renewal date during the four (4) year renewal period.

