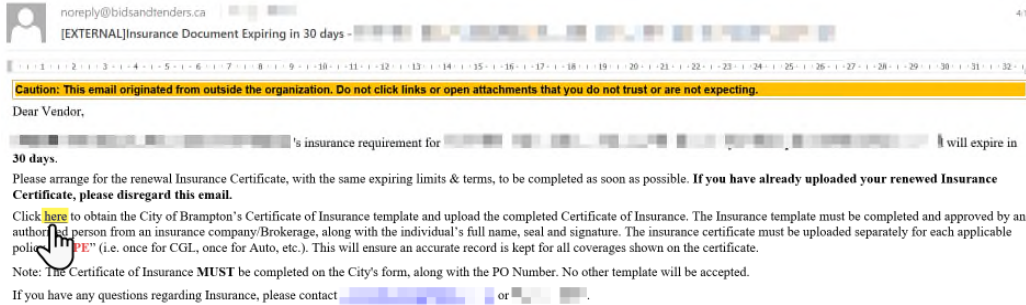
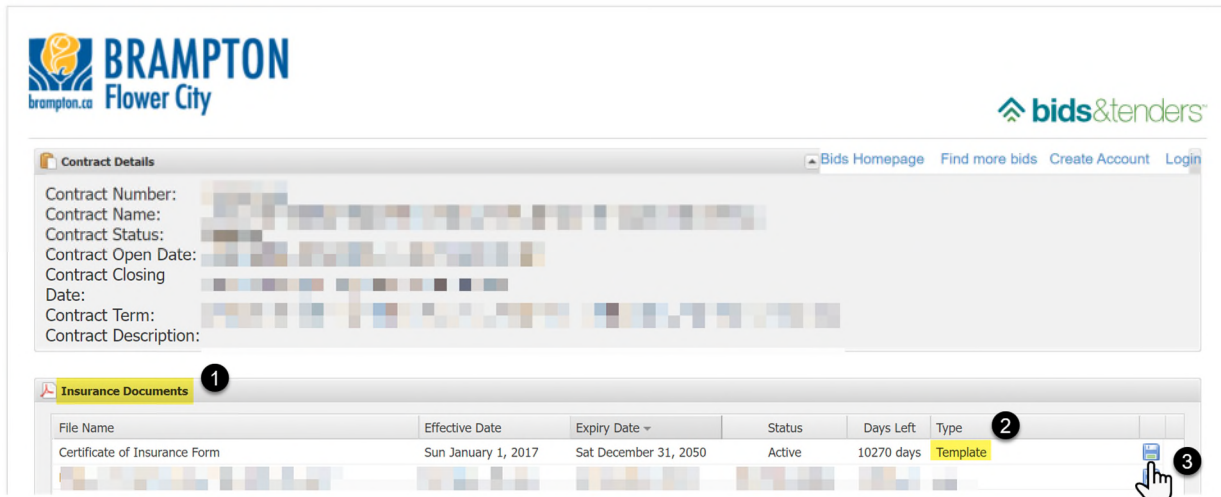


Supplier Upload of Broker Completed Certificate of Insurance

- Using the 'Insurance Document Expiring' e-mail received from bids&tenders, click the 'here' hyperlink to open the eContract.



- In the 'Insurance Documents' section under 'Type' locate the 'Template' and click the 'Download' button.



- Have your Insurance Broker complete the Certificate of Insurance Template.

BRAMPTON Flower City | The Corporation of the City of Brampton
Certificate of Insurance

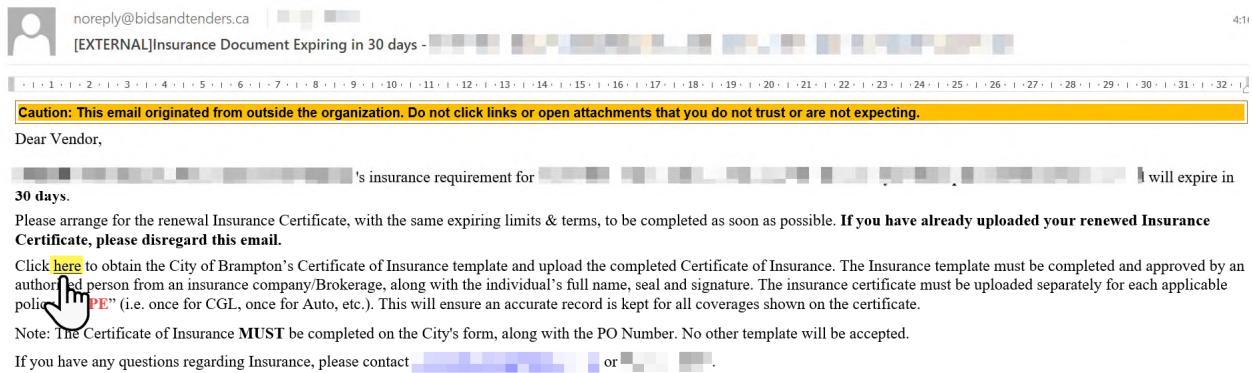
Purchasing | NOTE: Insurance Company MUST have a minimum rating of: 'B+' (A.M.Best); 'Baa' (Moody's); or 'BBB' (Standard and Poor's)

Proof of Liability Insurance will be accepted on this form only.
****IF A FACSIMILE HAS BEEN TRANSMITTED, THE ORIGINAL CERTIFICATE MUST FOLLOW****

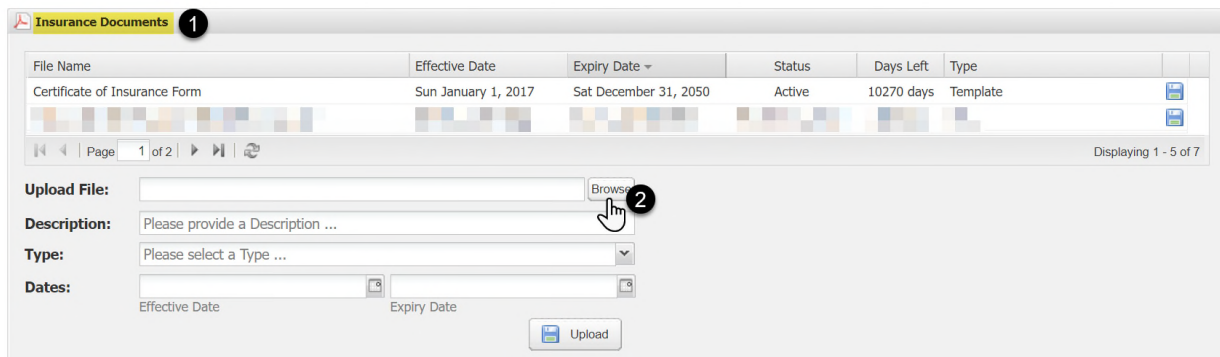
This is to certify that the policies of insurance as described below have been issued by the undersigned to the insured named below and are in force at this time.

| NAME OF INSURED | | TELEPHONE NUMBER | | AREA CODE | |
|--|-------------------|------------------|-------------------------|---------------------------|---|
| ADDRESS OF INSURED | | CITY | | POSTAL CODE | |
| TYPE OF INSURANCE | INSURANCE COMPANY | POLICY NUMBER | EFFECTIVE (YR./MO./DAY) | EXPIRY DATE (YR./MO./DAY) | LIMITS OF LIABILITY (BODILY INJURY & PROPERTY DAMAGE - INCLUSIVE) |
| <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY | | | | | \$5,000,000.00 PER OCCURRENCE |
| <input type="checkbox"/> UMBRELLA | | | | | |
| <input type="checkbox"/> EXCESS | | | | | |
| <input type="checkbox"/> OTHER | | | | | |

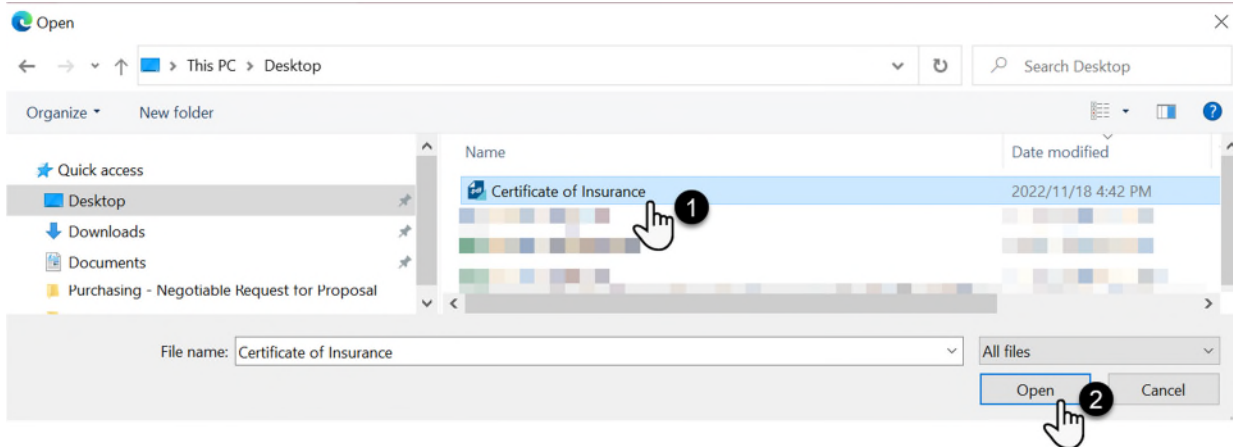
- To upload the broker completed Certificate of Insurance, open your eContract by clicking on the 'here' hyperlink on the 'Insurance Document Expiring' e-mail received from bids&tenders.



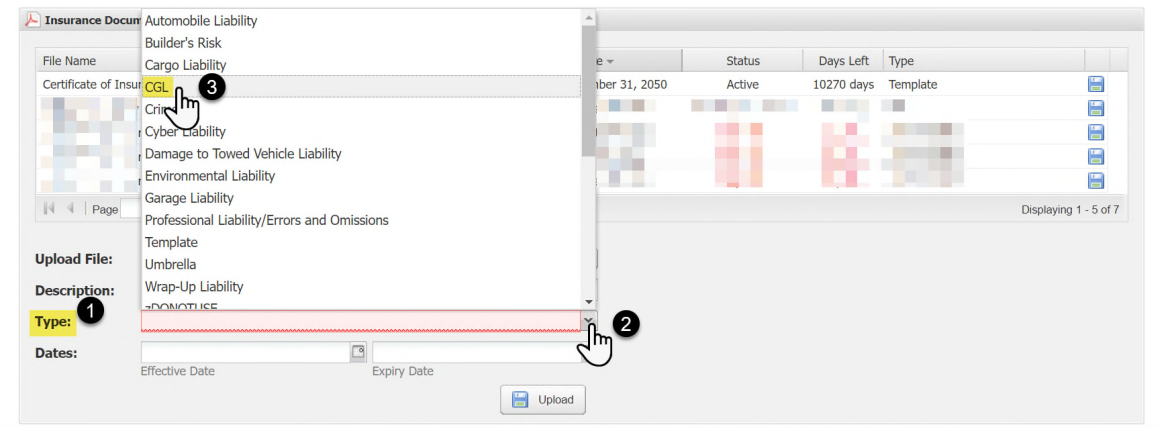
- In the 'Insurance Documents' section click 'Browse'.



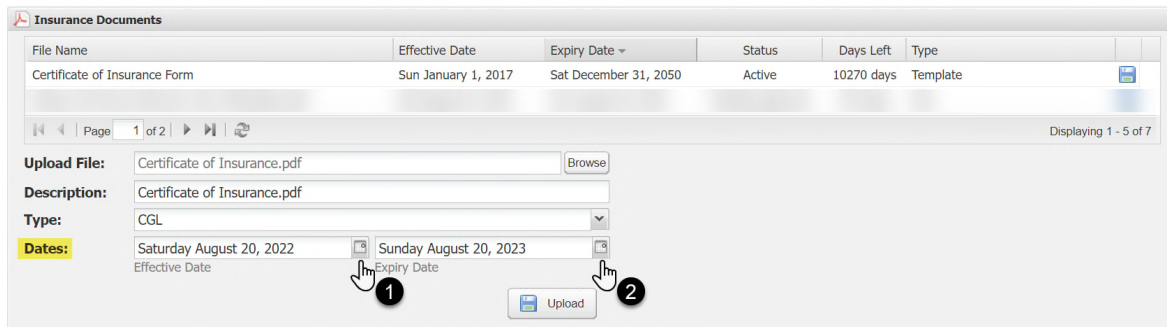
- Locate the Certificate of Insurance and click 'Open'.



- Next, you are required to indicate the insurance 'Type'. Using the 'Type' dropdown select the insurance policy from the broker completed Certificate of Insurance. There can only be one policy type per upload. If the broker completed Certificate of Insurance has multiple insurance policies the insurance certificate is to be uploaded separately for each applicable policy 'Type'. E.g., one upload for CGL, one for Automobile Liability, etc.



- Using the calendar tool, indicate the 'Effective Date' and 'Expiry Date' of the insurance policy as found on the broker completed Certificate of Insurance.



(A.M.D.C); Daa (MOOS); or DDD (Standard and Roof S)

**** PROOF OF LIABILITY INSURANCE WILL BE ACCEPTED ONLY ON THIS FORM ****

This is to certify that the policy of insurance as described below have been issued by the undersigned to the insured named below and are in force at this time.

| | | | |
|--------------------|--|-----------|-------------|
| NAME OF INSURED | | TELEPHONE | |
| ADDRESS OF INSURED | | CITY | POSTAL CODE |

| TYPE OF INSURANCE | INSURANCE COMPANY | POLICY NUMBER | EFFECTIVE (YR./MO./DAY) | EXPIRY DATE (YR./MO./DAY) | LIMITS OF LIABILITY |
|--|-------------------|---------------|-------------------------|---------------------------|----------------------------|
| <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY | | | 2022 AUG 20 | 2023 AUG 20 | \$1,000,000 PER OCCURRENCE |
| <input checked="" type="checkbox"/> UMBRELLA | | | 2022 AUG 20 | 2023 AUG 20 | \$9,000,000 |
| <input type="checkbox"/> EXCESS | | | 2022 AUG 20 | 2023 AUG 20 | \$1,000,000 |
| <input type="checkbox"/> PROFESSIONAL | | | 2022 AUG 20 | 2023 AUG 20 | \$1,000,000 |

9. Click 'Upload'.

10. When prompted that the upload was successful, click 'OK'. If necessary, repeat steps for each insurance policy that appears on the broker completed Certificate of Insurance.

