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**September 12, 2025**

**Addendum No. 03**

**File Reference Number: RFP 2025 074**

**Title: Contract Agency Services - Sault Ste. Marie**

**RE: Clarifications/Questions**

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Please refer to the following information / clarifications:

**Item 1:** In order to better understand the management of monetary revenues related to the contract, would it be possible to obtain an approximate idea of the annual sales volume?

**Answer:** ONTC advises that while we understand the interest in total revenue figures for Sault Ste. Marie, it is important to clarify that this metric is not directly relevant to the agency's performance. ONTC conducts online sales that are independent of agency operations, and the total revenue generated reflects a combination of multiple sales channels - not solely agency contributions.

With that being said, please see below a detailed breakdown of transactions and parcel volumes, specific to the agency, which offers a more accurate representation of activity and performance:

#### **Sales**

Total Ticket Sales between 2024-2025: 119 tickets/month  
Cash Sales Average: 44 Transactions/month  
Debit/Credit Average: 71 Transactions/month  
Inbound Parcels: 87/month  
Outbound Parcels: 120/month

#### **Ridership for 2024 (Sault College/Sault Hospital/Sault Agency)**

Travel from SSM: 6,896 passengers  
Travel to SSM: 6,934 passengers

The RFP Documents have been revised and sections affected are noted below. The revised RFP sections, attached at the end of this Addendum, supersede all previous RFP Document versions for the said documents.

**Part 4 - Form of Proposal**

Delete Document:	Replace with Revised Document:
Proposal Form 1	Proposal Form 1 (Addendum No. 03)

This Addendum hereby forms part of the RFP.

Regards,

Nicole Laplante  
Procurement Contracts Specialist  
[nicole.laplante@ontarionorthland.ca](mailto:nicole.laplante@ontarionorthland.ca)

**PART 4 - PROPOSAL FORMS**  
**PROPOSAL FORM 1**  
**PROPOSAL SUBMISSION FORM**

RFP Number: RFP 2025 074

Description: Contract Agency Services - Sault Ste. Marie

Submitted To: ONTARIO NORTHLAND TRANSPORTATION COMMISSION

I/We, \_\_\_\_\_  
 (Name of Service Provider)

having carefully examined, understood, and completed the Request for Proposal Documents as described in Part 1, Section 2 - The RFP Documents, and Addendum No. \_\_\_\_\_ to No. \_\_\_\_\_ inclusive, and having and familiarized ourselves thoroughly with local conditions, hereby agree to supply the services associated with the **Contract Agency Services - Sault Ste. Marie** as outlined in the RFP Documents, in the manner prescribed therein, and in accordance with the specifications. Include a breakdown of costs in the chart below:

Year One	Rates	Year Four (Optional)	Rates
Standard Hourly Rate (Regular Operating Hours)	\$_____/hr	Standard Hourly Rate (Regular Operating Hours)	\$_____/hr
Hourly Rate (Beyond Regular Operating Hours)	\$_____/hr	Hourly Rate (Beyond Regular Operating Hours)	\$_____/hr
Monthly Operating Fees	\$	Monthly Operating Fees	\$
<b>Total Year One (Excluding HST)</b>	\$	<b>Total Year Four (Optional) (Excluding HST)</b>	\$
Year Two	Rates	Year Five (Optional)	Rates
Standard Hourly Rate (Regular Operating Hours)	\$_____/hr		
Hourly Rate (Beyond Regular Operating Hours)	\$_____/hr		
Monthly Operating Fees	\$		
<b>Total Year Two (Excluding HST)</b>	\$	<b>Total Year Five (Optional) (Excluding HST)</b>	\$
Year Three	Rates		
Standard Hourly Rate (Regular Operating Hours)	\$_____/hr		
Hourly Rate (Beyond Regular Operating Hours)	\$_____/hr		
Monthly Operating Fees	\$		
<b>Total Year Three (Excluding HST)</b>	\$		

Purchase is subject to budgetary approval of expenditures.

Pricing must be in Canadian Dollars.

ONTC reserves the right, in its sole discretion, to disqualify any Respondent that is a U.S. Business as defined in Proposal Form 2.

**PART 4 - PROPOSAL FORMS**  
**PROPOSAL FORM 1 *cont'd***  
**PROPOSAL SUBMISSION FORM**

**Proposal Forms**

The information contained in the Proposal Forms, as listed in the Invitation to Quote and attached hereto, forms an integral part of this Proposal.

**Declarations**

We hereby declare that:

- (a) We will execute the Agreement within ten (10) Working Days of receipt of the Final Agreement;
- (b) We agree to perform and fully complete the Work on or before the agreed upon schedule;
- (c) The Work is to start no later than the agreed upon start date in the schedule;
- (d) We will provide the required evidence of insurance, as specified in the ONTC - Draft Agreement, included in Part 5 of the RFP Documents;
- (e) No person, corporation or other legal entity other than the undersigned has any interest in this Proposal or in the proposed Contract for which this Proposal is made.
- (f) We will provide the required evidence of insurance, as specified in the Draft Agreement, included in Part 5 of the RFP Documents, with our execution of the Agreement;
- (g) For the General Liability Insurance, Ontario Northland Transportation Commission is to be included as an additional insured;
- (h) Coverages and limits of insurances will be provided and maintained by all Subcontractors in accordance with subsection (f) above;
- (i) No person, corporation or other legal entity other than the undersigned has any interest in this Proposal or in the proposed Contract for which this Proposal is made;
- (j) This Proposal is irrevocable for a period of ninety (90) days from the Submission Deadline;
- (k) It is understood and agreed that if this Proposal is accepted, we will not commence the Work until we have received the Agreement from ONTC, and/or we are advised in writing by ONTC to proceed with the Work;
- (l) All copies of plans and specifications and other said RFP Documents furnished to us for the purpose of this Proposal are the property of ONTC and shall be kept confidential and not divulged in any manner by us. They will not be used on other work by us and will be returned to the issuing office when requested or promptly when not bidding.

**PART 4 - PROPOSAL FORMS**  
**PROPOSAL FORM 1 *cont'd***  
**PROPOSAL SUBMISSION FORM**

Signed and submitted for and on behalf of:

Name/Company: \_\_\_\_\_

\_\_\_\_\_  
(Street Address or Postal Box Number)

\_\_\_\_\_  
(City, Province and Postal Code)

Signature: \_\_\_\_\_  
I have authority to bind the corporation.

Name and Title: \_\_\_\_\_  
  
\_\_\_\_\_

Dated at \_\_\_\_\_ this \_\_\_\_\_ day of \_\_\_\_\_, 2025.