



**Request for Quotations  
for  
Commercial Cleaning Services - Kirkland Lake**

Request for Quotations No.: RFQ 2025 107

Issued: **Wednesday, December 10, 2025**

Submission Deadline: **Friday, January 9, 2026 at 2:00:00 PM EST**

---

## TABLE OF CONTENTS

---

<b>PART 1 - INVITATION AND SUBMISSION INSTRUCTIONS .....</b>	<b>4</b>
1.1 Invitation to Respondents .....	4
1.2 RFQ Contact .....	5
1.3 Accommodations for Respondents with Disabilities .....	5
1.4 French Language Services.....	5
1.5 Contract for Deliverables .....	5
1.6 RFQ Timetable .....	6
1.7 Submission Instructions.....	6
<b>PART 2 - EVALUATION AND AWARD.....</b>	<b>8</b>
2.1 Stages of Evaluation.....	8
2.2 Stage I - Mandatory Submission Requirements.....	8
2.3 Stage II - Evaluation .....	8
2.4 Stage III - Pricing.....	8
2.5 Selection of Top-Ranked Respondent .....	9
2.6 Notice to Respondent and Execution of Agreement.....	9
2.7 Failure to Enter into Agreement.....	9
<b>PART 3 - TERMS AND CONDITIONS OF THE RFQ PROCESS .....</b>	<b>10</b>
3.1 General Information and Instructions.....	10
3.2 Communication after Issuance of RFQ .....	11
3.3 Notification and Debriefing.....	11
3.4 Conflict of Interest and Prohibited Conduct.....	12
3.5 Confidential Information.....	14
3.6 Procurement Process Non-Binding.....	15
3.7 Governing Law and Interpretation.....	15
3.8 Power of Legislative Assembly .....	16
<b>APPENDIX A - FORM OF AGREEMENT .....</b>	<b>17</b>
<b>APPENDIX B - RFQ PARTICULARS .....</b>	<b>61</b>
A.THE DELIVERABLES .....	61
B.MATERIAL DISCLOSURES.....	65
C.MANDATORY SUBMISSION REQUIREMENTS .....	66
D.MANDATORY TECHNICAL REQUIREMENTS.....	66
E.PRE-CONDITIONS OF AWARD .....	66
F.EVALUATION CRITERIA .....	68
G.PRICE EVALUATION METHOD .....	69
<b>APPENDIX C - SUBMISSION FORM .....</b>	<b>70</b>
<b>APPENDIX D - SCHEDULE OF PRICES.....</b>	<b>74</b>
<b>APPENDIX E - MANDATORY SITE VISIT.....</b>	<b>35</b>
A. Site Visit Registration Form.....	75

<b>APPENDIX F - HEALTH, SAFETY AND ENVIRONMENTAL.....</b>	<b>76</b>
A.Health and Safety Policy.....	76
B.Contractor Health and Safety Responsibility Agreement.....	77
C.Contractor Safety Pre-Qualification Form.....	78
 <b>APPENDIX G - POLICIES AND PROCEDURES.....</b>	 <b>84</b>

# **PART 1 - INVITATION AND SUBMISSION INSTRUCTIONS**

## **1.1 Invitation to Respondents**

### **1.1.1 Invitation**

This Request for Quotations (the “RFQ”) is an invitation by ONTC Transportation Commission (“ONTC”) to prospective respondents to submit quotations for **RFQ 2025 107 - Commercial Cleaning Services - Kirkland Lake**, as further described in Section A of the RFQ Particulars (Appendix B) (the “Deliverables”).

ONTC is an agency of the Province of Ontario that provides reliable and efficient transportation services to northern and rural communities. For over 120 years, the company has provided integrated and impactful transportation services including rail freight, passenger rail, motor coach transportation, rail repair, and remanufacturing services.

ONTC’s rail services are vital in maintaining a reliable supply chain in Northern Ontario by connecting freight customers to global economies. The forestry industry, mining operations, farming communities, and manufacturers count on ONTC’s services to deliver large volumes across vast distances. The company’s 675 miles of mainline track span throughout northeastern Ontario and northwestern Quebec.

ONTC motor coaches connect rural Ontario to major centres providing access to education, medical appointments, shopping, and seamless connections to other transportation providers. The Polar Bear Express passenger train connects Moosonee and Cochrane, Ontario, providing an all-season land link for Indigenous communities on the James Bay Coast.

Improving and repairing transportation equipment is also a large part of ONTC’s service offering. We remanufacture and repair locomotives, passenger rail cars, freight cars, and more. ONTC’s unique mechanical skillset attracts new business and secures skilled trades jobs in Northern Ontario.

ONTC makes provincial dollars reach further by creating innovative solutions that help drive economic growth sustainably, responsibly, and with future generations top of mind. Throughout the agency, modernization is underway with many exciting projects that will improve how we operate. ONTC employs over 1,000 people including Locomotive Engineers, Motor Coach Operators, skilled tradespeople, and business professionals. Employees work together to improve and deliver services that provide value to the regions served.

### **1.1.2 Respondent Must Be Single Entity**

The respondent must be a single legal entity that, if selected, intends to enter into the contract with ONTC. If the quotation is being submitted jointly by two (2) or more separate entities, the quotation must identify only one (1) of those entities as the “respondent”. The respondent will be responsible for the performance of the Deliverables.

### **1.1.3 Bidding System Registration**

All respondents must have a vendor account or pay a one-time fee with the bidding system at: <https://www.merx.com/>. This will enable the respondent to download the solicitation document, to receive addenda email notifications, download addenda, and submit their quotation electronically through the bidding system.

## **1.2 RFQ Contact**

For the purposes of this procurement process, the “RFQ Contact” will be:

Nicole Laplante  
Procurement Contracts Specialist  
555 Oak Street East  
North Bay, ON P1B 8L3

Telephone: 705-472-4500 x588

Email: [nicole.laplante@ontarionorthland.ca](mailto:nicole.laplante@ontarionorthland.ca)

Respondents and their representatives are not permitted to contact any employees, officers, agents, elected or appointed officials, or other representatives of ONTC, other than the RFQ Contact, concerning matters regarding this RFQ. Failure to adhere to this rule may result in the disqualification of the respondent and the rejection of the respondent’s quotation.

## **1.3 Accommodations for Respondents with Disabilities**

In accordance with the Ontario Human Rights Code, Ontarians with Disabilities Act, 2001 (ODA) and Accessibility for Ontarians with Disabilities Act, 2005 (AODA), ONTC will accommodate for a disability, ensuring full and equitable participation throughout the RFQ process. If a respondent requires this RFQ in a different format to accommodate a disability, the respondent must contact the RFQ Contact as soon as possible and in any event prior to the Submission Deadline. The RFQ in the different format will be issued only to the requesting respondent and all addenda will be issued in such different format only to the requesting respondent.

## **1.4 French Language Services**

In accordance with the French Language Services Act, R.S.O. 1990, c. F.32, and Ontario Regulation 544/22, ONTC is committed to providing equitable access to procurement opportunities in both official languages. While this RFQ and associated documents are posted in English, a French version is available upon request. Interested parties may contact the RFQ Contact to obtain a French copy.

## **1.5 Contract for Deliverables**

### **1.5.1 Type of Contract**

The selected respondent will be requested to enter into a contract for the provision of the Deliverables on the terms and conditions set out in the Form of Agreement (Appendix A) (the “Agreement”).

### **1.5.2 Term of Contract**

The term of the Agreement is to be for a period of three (3) years, with an option in favour of ONTC to extend the Agreement on the same terms and conditions for an additional term of up to two (2), one (1) year terms.

## **1.6 RFQ Timetable**

### **1.6.1 Key Dates**

Issue Date of RFQ	Wednesday, December 10, 2025
Site Visit / Pre-Bid Meeting	Thursday, December 18, 2025 at 11:00 AM EST
Deadline for Questions	Monday, January 5, 2025 at 2:00:00 PM EST
Deadline for Issuing Addenda	Wednesday, January 7, 2025 at 2:00:00 PM EST
Submission Deadline	Friday, January 9, 2026 at 2:00:00 PM EST
Anticipated Execution of Agreement	Monday, February 9, 2025
Irrevocability Period	Ninety (90) calendar days

The RFQ timetable is tentative only and may be changed by ONTC at any time.

### **1.6.2 Site Visit / Pre-Bid Meeting (if applicable)**

A Mandatory Virtual Site Visit will be held via Teams Conference Call on Thursday, December 18, 2025 at 11:00 a.m. Respondents are required to complete the Site Visit Registration Form at Appendix E and return to Nicole Laplante no later than 4:00:00 p.m. on Wednesday, December 17, 2025.

## **1.7 Submission Instructions**

### **1.7.1 Submission of Quotations**

Quotations must be submitted electronically through the bidding system at:

<https://www.merx.com/>

Submissions by other methods will not be accepted.

The Technical Proposal shall be uploaded into the bidding system, in PDF format, as one (1) document, and not have a security password. It is the proponent's sole responsibility to ensure all uploaded documents are not defective, corrupted, or blank and can be opened by ONTC. If the Technical Proposal cannot be downloaded by ONTC, the Proposal shall be rejected.

**In the event of any technical issues, respondents should contact the bidding system's technical support:**

**MERX**      **Customer Support**  
**Phone**    **1-800-964-6379**  
**Email**     [merx@merx.com](mailto:merx@merx.com)

### **1.7.2 Quotations to Be Submitted on Time**

Quotations must be finalized and fully uploaded in the bidding system on or before the Submission Deadline. The time of receipt of quotations shall be determined by the bidding system web clock. Late submissions will not be accepted by the bidding system and will be disqualified as late.

Respondents are cautioned that the timing of submission is based on when the quotation is received by the bidding system, not when a quotation is submitted by a respondent. As transmission can be delayed due to file transfer size, transmission speed, or other technical factors, respondents should plan to submit quotations well in advance of the Submission Deadline to avoid submitting late due to technical issues. Respondents submitting near the Submission Deadline do so at their own risk.

The bidding system will send a confirmation email to the respondent advising when the quotation was submitted successfully. If you do not receive a confirmation email, contact the bidding system's technical support immediately.

### **1.7.3 Quotations to Be Submitted in Prescribed Format**

Quotation materials should be prepared and submitted in accordance with the instructions in the bidding system, including any maximum upload file size.

Documents should not be embedded within uploaded files, as the embedded files may not be accessible or evaluated.

### **1.7.4 Amendment of Quotations**

Respondents may amend their quotations prior to the Submission Deadline. However, the respondent is solely responsible for ensuring that the amended quotation is received by the bidding system by the Submission Deadline.

### **1.7.5 Withdrawal of Quotations**

At any time throughout the RFQ process until the execution of a written agreement for provision of the Deliverables, a respondent may withdraw a submitted quotation. Prior to the Submission Deadline, respondents may withdraw a submitted quotation through the bidding system. To withdraw a quotation after the Submission Deadline, a notice of withdrawal must be sent to the RFQ Contact and must be signed by an authorized representative of the respondent.

[End of Part 1]

## **PART 2 - EVALUATION AND AWARD**

### **2.1 Stages of Evaluation**

ONTC will conduct the evaluation of quotations in the following stages:

### **2.2 Stage I - Mandatory Submission Requirements**

Stage I will consist of a review to determine which quotations comply with all of the mandatory submission requirements. Quotations that fail to satisfy the mandatory submission requirements will be rejected. The mandatory submission requirements are set out in Section C of the RFQ Particulars (Appendix B).

### **2.3 Stage II - Evaluation**

Stage II will consist of the following two (2) sub-stages:

#### **2.3.1 Mandatory Technical Requirements**

ONTC will review the quotations to determine whether the mandatory technical requirements as set out in Section D of the RFQ Particulars (Appendix B) have been met. Questions or queries on the part of ONTC as to whether a quotation has met the mandatory technical requirements will be subject to the verification and clarification process set out in Part 3. Quotations that fail to meet the mandatory technical requirements will be rejected.

#### **2.3.2 Non-Price Rated Criteria**

ONTC will evaluate each qualified quotation on the basis of the non-price rated criteria as set out under Evaluation Criteria in Section F of the RFQ Particulars (Appendix B).

### **2.4 Stage III - Pricing**

Stage III will consist of a scoring of the submitted pricing of each qualified quotation in accordance with the price evaluation method set out in Section G of the RFQ Particulars (Appendix B). The evaluation of price will be undertaken after the evaluation of mandatory requirements and rated criteria has been completed.

In the event that a respondent's pricing appears to be abnormally low in relation to the Deliverables, ONTC may require the respondent to provide a detailed explanation of the pricing information to account for the low level of price and confirm that all requirements in respect of the Deliverables have been taken into account. If the respondent is unable to satisfactorily account for the abnormally low pricing, ONTC may reject the quotation. ONTC may also reject any quotation that contains unbalanced pricing. Pricing may be considered unbalanced where nominal or significantly understated prices are proposed for some elements of the Deliverables and inflated prices are proposed for other elements of the Deliverables. Unbalanced pricing includes, but is not limited to, "front-loaded" pricing which contains inflated pricing for Deliverables to be provided or completed at the beginning of the contract, offset by understated pricing for Deliverables to be provided or completed later in the contract.

### **2.5 Selection of Top-Ranked Respondent**

After the completion of Stage III, all scores from Stage II and Stage III will be added together and respondents will be ranked based on their total scores. Subject to the process rules contained in the Terms and Conditions of the RFQ Process (Part 3), the top-ranked respondent will be invited



to enter into the Agreement in accordance with Part 3. In the event of a tie, the selected respondent will be the respondent with the highest score on the non-price rated criteria.

## **2.6 Notice to Respondent and Execution of Agreement**

The selected respondent will be notified in writing and will be expected to satisfy any applicable conditions of this RFQ, including the pre-conditions of award listed in Section E of the RFQ Particulars (Appendix B), within ten (10) days of notice of selection. This provision is solely for the benefit of ONTC and may be waived by ONTC.

## **2.7 Failure to Enter into Agreement**

If a selected respondent fails to execute the Agreement or satisfy any pre-conditions of award within ten (10) days of notice of selection, ONTC may, without incurring any liability, proceed with the selection of another respondent or the cancellation of the RFQ.

[End of Part 2]

## **PART 3 - TERMS AND CONDITIONS OF THE RFQ PROCESS**

### **3.1 General Information and Instructions**

#### **3.1.1 Respondents to Follow Instructions**

Respondents should structure their quotations in accordance with the instructions in this RFQ. Where information is requested in this RFQ, any response made in a quotation should reference the applicable section numbers of this RFQ.

A respondent who submits conditions, options, variations, or contingent statements, either as part of its quotation or after receiving notice of selection, may be disqualified.

#### **3.1.2 Quotations in English**

All quotations are to be in English only.

#### **3.1.3 No Incorporation by Reference**

The entire content of the respondent's quotation should be submitted in a fixed format, and the content of websites or other external documents referred to in the respondent's quotation, but not attached, will not be considered to form part of its quotation.

#### **3.1.4 Past Performance**

In the evaluation process, ONTC may consider the respondent's past performance or conduct on previous contracts with ONTC or other institutions.

#### **3.1.5 Information in RFQ Only an Estimate**

ONTC and its advisers make no representation, warranty, or guarantee as to the accuracy of the information contained in this RFQ or issued by way of addenda. Any quantities shown or data contained in this RFQ or provided by way of addenda are estimates only and are for the sole purpose of indicating to respondents the general scale and scope of the Deliverables. It is the respondent's responsibility to obtain all the information necessary to prepare a quotation in response to this RFQ.

#### **3.1.6 Respondents to Bear Their Own Costs**

The respondent will bear all costs associated with or incurred in the RFQ process, including, without limitation, preparation and presentation of its quotation and if applicable, costs incurred for meeting attendance, interviews or demonstrations.

#### **3.1.7 Quotation to be Retained by ONTC**

ONTC will not return the quotation or any accompanying documentation submitted by a respondent.

#### **3.1.8 No Guarantee of Volume of Work or Exclusivity of Contract**

ONTC makes no guarantee of the value or volume of work to be assigned to the selected respondent. The contract with the selected respondent will not be an exclusive contract for the provision of the described Deliverables. ONTC may contract with others for goods and services the same as or similar to the Deliverables or may obtain such goods and services internally.

### **3.1.9 Trade Agreements**

Respondents should note that procurements falling within the scope of the Ontario-Quebec Trade and Co-operation Agreement, Canadian Free Trade Agreement, and Comprehensive Economic and Trade Agreement are subject to those trade agreements but that the rights and obligations of the parties will be governed by the specific terms of this RFQ.

## **3.2 Communication after Issuance of RFQ**

### **3.2.1 Respondents to Review RFQ**

Respondents should promptly examine all of the documents comprising this RFQ and may direct questions or seek additional information in writing by email to the RFQ Contact on or before the Deadline for Questions. No such communications are to be sent or initiated through any other means. ONTC is under no obligation to provide additional information, and ONTC is not responsible for any information provided by or obtained from any source other than the RFQ Contact or the bidding system. It is the responsibility of the respondent to seek clarification on any matter it considers to be unclear. ONTC is not responsible for any misunderstanding on the part of the respondent concerning this RFQ or its process.

### **3.2.2 All New Information to Respondents by Way of Addenda**

This RFQ may be amended only by addendum in accordance with this section. If ONTC, for any reason, determines that it is necessary to provide additional information relating to this RFQ, such information will be communicated to all respondents by addendum posted in the bidding system. Each addendum forms an integral part of this RFQ and may contain important information, including significant changes to this RFQ. Respondents are responsible for obtaining all addenda issued by ONTC.

### **3.2.3 Post-Deadline Addenda and Extension of Submission Deadline**

If ONTC determines that it is necessary to issue an addendum after the Deadline for Issuing Addenda, ONTC may extend the Submission Deadline for a reasonable period of time.

### **3.2.4 Verify, Clarify, and Supplement**

When evaluating quotations, ONTC may request further information from the respondent or third parties in order to verify, clarify, or supplement the information provided in the respondent's quotation. ONTC may revisit, re-evaluate, and rescore the respondent's response or ranking on the basis of any such information.

## **3.3 Notification and Debriefing**

### **3.3.1 Notification to Other Respondents**

Once an agreement is executed by ONTC and a respondent, the other respondents may be notified directly in writing and will be notified by public posting of the outcome, on ONTC's website, of the procurement process.

### **3.3.2 Debriefing**

Respondents may request a debriefing after receipt of a notification of the outcome of the procurement process. All requests must be in writing to the RFQ Contact and must be made within sixty (60) days of such notification. The RFQ Contact will contact the respondent's representative to schedule the debriefing. Debriefings may occur by way of conference call or other remote meeting format as prescribed by ONTC.

### **3.3.3 Procurement Protest Procedure**

Any respondent with concerns about the RFQ process is required to attend a debriefing prior to proceeding with a protest.

If, after attending a debriefing, the respondent wishes to challenge the RFQ process, it should provide written notice to the RFQ Contact in accordance with applicable procurement protest procedures. The written notice must contain:

- (a) a clear statement as to which procurement the respondent wishes to challenge;
- (b) a clear explanation of the respondent's concerns with the procurement, including specifics as to why it disagrees with the procurement process or its outcome; and
- (c) the respondent's contact details, including name, telephone number, and email address.

ONTC will send an initial response to acknowledge receipt of the respondent's notice and indicate the date by which ONTC will provide the respondent with a formal response.

### **3.4 Conflict of Interest and Prohibited Conduct**

#### **3.4.1 Conflict of Interest**

For the purposes of this RFQ, the term "Conflict of Interest" includes, but is not limited to, any situation or circumstance where:

- (a) in relation to the RFQ process, the respondent has an unfair advantage or engages in conduct, directly or indirectly, that may give it an unfair advantage, including, but not limited to:
  - (i) having or having access to confidential information of ONTC in the preparation of its quotation that is not available to other respondents;
  - (ii) having been involved in the development of the RFQ, including having provided advice or assistance in the development of the RFQ;
  - (iii) receiving advice or assistance in the preparation of its response from any individual or entity that was involved in the development of the RFQ;
  - (iv) communicating with any person with a view to influencing preferred treatment in the RFQ process (including, but not limited to, the lobbying of decision-makers involved in the RFQ process); or
  - (v) engaging in conduct that compromises, or could be seen to compromise, the integrity of the open and competitive RFQ process or render that process non-competitive or unfair; or
- (b) in relation to the performance of its contractual obligations under a contract for the Deliverables, the respondent's other commitments, relationships, or financial interests:
  - (i) could, or could be seen to, exercise an improper influence over the objective, unbiased, and impartial exercise of its independent judgement; or
  - (ii) could, or could be seen to, compromise, impair, or be incompatible with the effective performance of its contractual obligations.

### **3.4.2 Disqualification for Conflict of Interest**

ONTC may disqualify a respondent for any conduct, situation, or circumstances, determined by ONTC, in its sole and absolute discretion, to constitute a Conflict of Interest as defined above.

An existing supplier of ONTC may be precluded from participating in the RFQ process in instances where ONTC has determined that the supplier has a competitive advantage that cannot be adequately addressed to mitigate against unfair advantage. This may include, without limitation, situations in which an existing supplier is in a position to create unnecessary barriers to competition through the manner in which it performs its existing contracts, or situations where the incumbent fails to provide the information within its control or otherwise engages in conduct obstructive to a fair competitive process.

### **3.4.3 Disqualification for Prohibited Conduct or Breach**

ONTC may disqualify a respondent, rescind a notice of selection, or terminate a contract subsequently entered into if ONTC determines that in its sole and absolute discretion the respondent has engaged in any conduct prohibited by this RFQ or has otherwise breached the terms of the RFQ.

### **3.4.4 Prohibited Respondent Communications**

Respondents must not engage in any communications that could constitute a Conflict of Interest and should take note of the Conflict of Interest declaration set out in the Submission Form (Appendix C).

### **3.4.5 Respondent Not to Communicate with Media**

Respondents must not, at any time directly or indirectly, communicate with the media in relation to this RFQ or any agreement entered into pursuant to this RFQ without first obtaining the written permission of the RFQ Contact. Further, a respondent must not make any media release, social media or Internet post, public announcement or public disclosure (whether for publication in the press, on the radio, television, internet or any other medium) that relates to the RFQ process, the solicitation documents or the Deliverables or any matters related thereto, without the prior written consent of ONTC.

### **3.4.6 No Lobbying**

Respondents must not, in relation to this RFQ or the evaluation and selection process, engage directly or indirectly in any form of political or other lobbying whatsoever to influence the selection of the selected respondent(s).

### **3.4.7 Illegal or Unethical Conduct**

Respondents must not engage in any illegal business practices, including activities such as bid-rigging, price-fixing, bribery, fraud, coercion, or collusion. Respondents must not engage in any unethical conduct, including lobbying, as described above, or other inappropriate communications; offering gifts to any employees, officers, agents, elected or appointed officials, or other representatives of ONTC; deceitfulness; submitting quotations containing misrepresentations or other misleading or inaccurate information; or any other conduct that compromises or may be seen to compromise the competitive process provided for in this RFQ.

### **3.4.8 Supplier Suspension**

ONTC may suspend a supplier from participating in its procurement processes for prescribed time periods based on past performance or based on inappropriate conduct, including, but not limited to the following:

- (a) illegal or unethical conduct as described above;
- (b) the refusal of the supplier to honour its submitted pricing or other commitments;
- (c) engaging in litigious conduct, bringing frivolous or vexatious claims in connection with ONTC's procurement processes or contracts, or engaging in conduct obstructive to a fair competitive process; or
- (d) any conduct, situation, or circumstance determined by ONTC, in its sole and absolute discretion, to have constituted an undisclosed Conflict of Interest.

In advance of a decision to suspend a supplier, ONTC will notify the supplier of the grounds for the suspension and the supplier will have an opportunity to respond within a timeframe stated in the notice. Any response received from the supplier within that timeframe will be considered by ONTC in making its final decision.

## **3.5 Confidential Information**

### **3.5.1 Confidential Information of ONTC**

All information provided by or obtained from ONTC in any form in connection with this RFQ either before or after the issuance of this RFQ:

- (a) is the sole property of ONTC and must be treated as confidential;
- (b) is not to be used for any purpose other than replying to this RFQ and the performance of any subsequent contract for the Deliverables;
- (c) must not be disclosed without prior written authorization from ONTC; and
- (d) must be returned by the respondent to ONTC immediately upon the request of ONTC.

Each respondent shall be responsible for any breach of the provisions of this section by any person to whom it discloses ONTC confidential information.

### **3.5.2 Confidential Information of Respondent**

A respondent should identify any information in its quotation or any accompanying documentation supplied in confidence for which confidentiality is to be maintained by ONTC. The confidentiality of such information will be maintained by ONTC, except as otherwise required by law or by order of a court or tribunal. Respondents are advised that their quotations will, as necessary, be disclosed, on a confidential basis, to advisers retained by ONTC to advise or assist with the RFQ process, including the evaluation of quotations. If a respondent has any questions about the collection and use of personal information pursuant to this RFQ, questions are to be submitted to the RFQ Contact.

### **3.6 Procurement Process Non-Binding**

#### **3.6.1 No Contract A and No Claims**

This procurement process is not intended to create and will not create a formal, legally binding bidding process and will instead be governed by the law applicable to direct commercial negotiations. For greater certainty, and without limitation:

- (a) this RFQ will not give rise to any Contract-A-based tendering law duties or any other legal obligations arising out of any process contract or collateral contract; and
- (b) neither the respondent nor ONTC will have the right to make any claims (in contract, tort, or otherwise) against the other with respect to the award of a contract, failure to award a contract, or failure to honour a quotation submitted in response to this RFQ.

#### **3.6.2 No Contract until Execution of Written Agreement**

This RFQ process is intended to solicit non-binding quotations for consideration by ONTC and may result in an invitation by ONTC to a respondent to enter into the Agreement. No legal relationship or obligation regarding the procurement of any good or service will be created between the respondent and ONTC by this RFQ process until the execution of a written agreement for the acquisition of such goods and/or services

#### **3.6.3 Non-Binding Price Estimates**

While the pricing information provided in quotations will be non-binding prior to the execution of a written agreement, such information will be assessed during the evaluation of the quotations and the ranking of the respondents. Any inaccurate, misleading, or incomplete information, including withdrawn or altered pricing, could adversely impact any such evaluation or ranking or the decision of ONTC to enter into an agreement for the Deliverables.

#### **3.6.4 Cancellation**

ONTC may cancel or amend the RFQ process without liability at any time.

### **3.7 Governing Law and Interpretation**

These Terms and Conditions of the RFQ Process (Part 3):

- (a) are intended to be interpreted broadly and independently (with no particular provision intended to limit the scope of any other provision);
- (b) are non-exhaustive and will not be construed as intending to limit the pre-existing rights of the parties to engage in pre-contractual discussions in accordance with the common law governing direct commercial negotiations; and
- (c) are to be governed by and construed in accordance with the laws of the Province of Ontario and the federal laws of Canada applicable therein and the courts of the Province of Ontario shall have exclusive jurisdiction to entertain any action or proceeding based on, relating to or arising from this RFQ.

### **3.8 Power of Legislative Assembly**

No provision of this RFQ is intended to operate, nor shall any such provision have the effect of operating, in any way, that would interfere with or otherwise fetter the discretion of the Legislative Assembly of Ontario in the exercise of its legislative powers.

[End of Part 3]



## **APPENDIX A - FORM OF AGREEMENT**

The Form of Agreement relied upon by ONTC for the Deliverables will be the Draft Agreement, as attached to this Appendix A.

**THIS AGREEMENT** made as of **XX**, 2025

**BETWEEN:**

ONTARIO NORTHLAND TRANSPORTATION COMMISSION  
("ONTC")

**AND:**

**XXX**  
(the "**Contractor**")

**THE PARTIES AGREE AS FOLLOWS:**

**Contract Documents**

1. The following documents are included in this Agreement and form the Contract Documents:
  - (a) this Agreement;
  - (b) Addenda to the RFP, if any;
  - (c) Schedule A – (the "**Scope of Work**"), comprised of:
    - i. the document identified as Appendix B in the RFP (RFP Particulars);
    - ii. the document identified as Appendix G in the RFP (Technical Specifications)
    - iii. the document identified as Appendix H in the RFP (Drawings); and
    - iv. the document identified as Appendix I in the RFP (Reference Documents);
  - (d) Schedule B – (the "**Contractor's Submission**"), comprised of:
    - i. the document identified as Appendix C in the RFP (Submission Form);
    - ii. the document identified as Appendix D (Schedule of Prices); and
    - iii. the document identified as Appendix E in the RFP (Health, Safety and Environmental)
  - (e) Schedule C – Project-Specific Requirements for a Proper Invoice; and
  - (f) Special Provisions, if any,(collectively, the "**Contract Documents**").

**Precedence of Contract Documents**

2. If there is any conflict or inconsistency between the Contract Documents, unless otherwise provided, such documents will prevail in the following order, but only to the extent necessary to resolve the conflict or inconsistency:
  - (a) Special Provisions, if any;
  - (b) this Agreement;
  - (c) Addenda to the RFP, if any;
  - (d) Schedule A – Scope of Work;

- (e) Schedule C – Project-Specific Requirements for a Proper Invoice; and
- (f) Schedule B – Contractor’s Submission.

### The Work

- 3. The Contractor shall perform the Work required by the Contract Documents for the installation of an industrial safety vacuum system (Vac-U-Max) as part of a grit blast upgrade project at its Remanufacturing and Repair Centre facility in North Bay, ON.
- 4. The Contractor shall perform the Work in accordance with the requirements of the Contract Documents and the Standard of Care.
- 5. ONTC shall have the right to amend the Work to have some of the Work completed by its own forces.

### Contract Price

- 6. The “**Contract Price**” is \$XXX plus applicable taxes, more particularly described in Schedule B, subject to adjustment in accordance with the Change Order process in the Contract Documents.

### Contract Time

- 7. Subject to adjustment(s) approved in accordance with the Contract Documents, the Contractor shall commence the Work on the XX day of XX, 20XX and shall achieve Substantial Performance of the Work on or before the 16<sup>th</sup> day of March 2026 (the “**Contract Time**”).

## DEFINITIONS AND INTERPRETATION

- 8. In the Contract Documents,

“**Acceptance**” and “**Accepted**” means ONTC acknowledges that the work for a Submittal has been completed and that the Submittal on its face conforms to the requirements of the Contract Documents. Acceptance does not mean confirmation by ONTC that the Submittal does not contain error or omissions, defects, deficiencies or deviations from the Contract Documents. Wherever the words “acceptance” and “accepted” are used in the Contract Documents, they shall have the meaning set out in this definition even if the words are not capitalized.

“**Adjudication**” means construction dispute interim adjudication as defined under the *Construction Act*.

“**Agreement**” means this agreement and all attached Schedules.

“**As-Built Drawings**” means a set of drawings that are marked-up during construction by the Contractor that show how the structures and other parts of the Work were actually constructed versus how the structures and other parts of the Work were originally designed and “**As-Built Record Drawings**” means the As-Built Drawings prepared by the Contractor following completion of the Work that are Submitted to ONTC with the Close-Out Documentation.

**“Authority Having Jurisdiction”** means the federal, provincial or municipal entity that is responsible for enforcing codes, standards and regulations relating to building construction or has the power to pass regulations to direct, specify and govern elements or activities of construction projects such as codes, safety, health or standards of manufacture or installation.

**“Change Directive”** means a written instruction prepared by the ONTC Representative and signed by ONTC directing the Contractor to proceed with a change in the Work within the general scope of the Contract Documents prior to ONTC and the Contractor agreeing upon adjustments, if any, in the Contract Price and/or the Contract Time.

**“Change Order”** means a written amendment to the Contract Documents prepared by the ONTC Representative and signed by ONTC and the Contractor stating their agreement on:

- (a) a change in the Work;
- (b) the method of adjustment or the amount of the adjustment in the Contract Price, if any; and
- (c) the extent of the adjustment in the Contract Time, if any.

**“Confidential Information”** includes information, whether oral, written, visual, electronic, or in any other form, relating in any way to this Agreement, which is identified as confidential or that would reasonably be considered as being confidential. Confidential Information does not include any portions of the Confidential Information that (a) at the time of disclosure was in the public domain; (b) after disclosure hereunder, is published or otherwise becomes part of the public domain through no fault of the Contractor; or (c) is received from an independent third party who had obtained the Confidential Information lawfully and was under no obligation of secrecy or duty of confidentiality owed to ONTC.

**“Conflict of Interest”** means any actual or potential conflict of interest including, but not limited to:

- (a) situations or circumstances that could compromise the ability of the Contractor to perform its obligations under the Contract Documents; and
- (b) the offer or giving of a benefit of any kind by or on behalf of the Contractor to anyone employed by or otherwise connected with ONTC.

**“Construction Act”** means the *Construction Act*, R.S.O. 1990, c. C.30, as amended, including all regulations passed under it that are enforceable as of the date of execution of this Agreement. For certainty, Parts I.1 (Prompt Payment) and II.1 (Construction Dispute Interim Adjudication) of the *Construction Act* apply to this Agreement.

**“Construction Documents”** means the Drawings, Specifications, and other documents prepared by or on behalf of the Contractor, based on and in compliance with the Contract Documents.

**“Construction Equipment”** means all machinery and equipment, either operated or not operated, that is required for preparing, fabricating, conveying, erecting, or otherwise performing the Work but is not incorporated into the Work.

**“Construction Schedule”** means the schedule for the performance of the Work provided by the Contractor pursuant to section 31, including any amendments to the Construction Schedule made pursuant to the Contract Documents.

**“Contractor Parties”** means the directors, officers, employees, agents, consultants, invitees, Subcontractors and representatives of the Contractor.

**“Defect”** or **“Defective Work”** means failure to perform or deliver any of the Work in conformity with the quantity, quality, specifications and/or other requirements set out in the Contract Documents.

**“Drawings”** means the detailed engineering designs, drawings, diagrams, illustrations, schedules, technical brochures and other data to be used by the Contractor in the performance of the Work and includes Shop Drawings and the waste management plan.

**“Environmental Contaminants”** means any substance, material or waste defined, regulated, listed or prohibited by Environmental Laws.

**“Environmental Laws”** means all applicable federal, provincial, territorial, municipal and local laws, common laws and principles thereof, and orders, directives and decisions rendered or issued by an Authority Having Jurisdiction relating to Environmental Contaminants or the protection of human health, natural resources or the environment;

**“Force Majeure”** means an event or a cause beyond the control of a party, which may include war, interference by civil or military authorities, civil insurrection, local or national emergency, blockade, seizure, riot, sabotage, vandalism, terrorism, adverse weather conditions which are materially more adverse than could reasonably be expected, earthquake, flood, act of God, accident, fire, nuclear or other explosion, disease, epidemic, pandemic, quarantine restriction, strike, lockout or other labour disturbance, governmental embargo, or changes to any acts, orders, legislation, regulations, directives, or government priorities of any Authority Having Jurisdiction; provided such event is not caused by the affected party’s negligence or failure to exercise reasonable diligence. A Force Majeure event or cause does not include an inability to pay or a lack of financial resources unless it is due to a failure of the province to approve the appropriation from the Consolidated Revenue Fund for the Project.

**“Impact Assessment Reports”** means the impact assessment reports, if any, listed in the RFP related to the *Fisheries Act*; *Navigable Waters Act*; *Lakes and Rivers Improvement Act*; heritage reviews; *Endangered Species Act* and *Species at Risk Act*; terrestrial resources (vegetation, wildlife, other features); socio-economic impacts and Indigenous consultations.

**“Intellectual Property Rights”** means any improvement, invention or discovery, whether or not patented or patentable, any technical data, know-how or trade secret, any design, any computer software or any work subject to copyright, whether or not such design or copyright is registered or registrable and all Intellectual Property rights contained, embedded or disclosed in the Work.

**“Materials”** means material, machinery, equipment, and fixtures forming the Work, but does not include Construction Equipment.

**“Notice of Non-Payment”** means a notice of non-payment of holdback (Form 6) or a notice of non- payment (Form 1.1) under the *Construction Act*, as applicable to the circumstances.

**“ONTC”** means ONTC and its directors, officers, employees, agents, consultants, contractors and subcontractors.

**“ONTC Representative”** means the person or entity appointed or engaged by ONTC to manage the Work on behalf of ONTC.

**“Project”** means the total construction contemplated by ONTC, as described in section 3 and elsewhere in the Contract Documents, of which the Work may be the whole of the Project or a part.

**“Proper Invoice”** means a “proper invoice” as that term is defined in Section 6.1 of the *Construction Act*, with the minimum requirements set out in Schedule C.

**“Restricted Period (Adjudication)”** means the (inclusive) period of time between November 15 in one calendar year to January 2, in the next calendar year, in any given year throughout the duration of the Agreement.

**“Restricted Period (Proper Invoice)”** means the (inclusive) period of time between December 10 to December 28 in any given year throughout the duration of the Agreement.

**“RFP”** means ONTC Request for Proposals No. 2025 105 for the installation of an industrial safety vacuum system (Vac-U-Max) as part of a grit blast upgrade project at its Remanufacturing and Repair Centre facility in North Bay, ON.

**“Shop Drawings”** are drawings, diagrams, illustrations, schedules, performance charts, brochures, Materials data, and other data which the Contractor provides to illustrate details of portions of the Work.

**“Specifications”** means that portion of the Contract Documents, wherever located and whenever issued, consisting of the written requirements and standards for the Materials, systems, workmanship, quality, and the services necessary for the performance of the Work.

**“Standard of Care”** has the meaning set out in section 10.

**“Subcontractor”** means a person who contracts with the Contractor or another Subcontractor for the performance of any part of the Contractor’s obligations under the Contract Documents and includes suppliers of the Contractor.

**“Submittal(s)”** means all documentation prepared by the Contractor and submitted to the ONTC for review and Acceptance in accordance with the Contract Documents.

**“Substantial Performance of the Work”** or **“Substantial Performance”** means when the requirements of section 2(1) and, if applicable, section 2(2) of the *Construction Act* are certified as achieved or deemed achieved, in accordance with the *Construction Act*.

**“Supplemental Instruction”** means an instruction, not involving an adjustment in the Contract Price or Contract Time, in the form of Specifications, Drawings, schedules, samples, models or written instructions, consistent with the intent of the Contract Documents. It is to be issued by the ONTC Representative to supplement the Contract Documents as required for the performance of the Work.

**“Taxes”** means any and all taxes, levies, import duties, customs duties, stamp duties, fees, withholdings, assessments, deductions or charges whatsoever, imposed, assessed, levied or collected by any governmental authority, together with interest, fines and penalties, including occupational, excise, unemployment, ownership, sales, gross receipts, income taxes, payroll taxes, employer contributions (both statutory and otherwise) and workers’ compensation payments and contributions, but does not include Harmonized Sales Tax (HST).

**“Work”** means everything that the Contractor is required to supply or perform in order to carry out the terms and conditions of the Contract Documents and includes any work or services not expressly in the Contract Documents, but which is, nevertheless, necessary for the proper completion of the Work.

**“Working Day”** means any day except a Saturday, Sunday or statutory holiday, or statutory vacation day that is observed by the construction industry in Ontario, or such other day(s) designated as working days in the Contract Documents.

**“Work Site”** means the designated site(s) or location(s) of the Work identified in the Contract Documents, including without limitation the location specified in section 3.

**“WSIA”** means the *Workplace Safety and Insurance Act, 1997*, S.O. 1997, c. 16, Sched. A.

9. **Trade Terms.** Words and abbreviations that have well known technical or trade meanings are used in the Agreement in accordance with such recognized meanings.

## **CONTRACTOR’S OBLIGATIONS**

### **Standard of Care**

10. The Contractor shall:

- (a) perform the Work in accordance with all applicable laws, the Contract Documents, all applicable professional standards, and in an efficient and workmanlike manner, using only qualified, skillful and careful workers;
- (b) in performing the Work and its obligations under the Agreement, exercise the standard of care, skill and diligence that would normally be provided by an experienced and prudent contractor performing work of a similar nature to the Work;
- (c) ensure any Construction Equipment used by Contractor Parties at the Work Site will be in safe working condition, will comply with all laws applicable to such equipment and will be operated by suitably qualified and competent personnel; and
- (d) while being on ONTC’s property, comply with ONTC’s policies, including its Fit for Duty policy,

(the **“Standard of Care”**).

11. The Contractor acknowledges and agrees that the performance of the Contractor’s obligations, duties and responsibilities under this Agreement shall be judged against the Standard of Care. The Contractor shall exercise the Standard of Care when recommending the use of Materials, personnel or procedures to ONTC.
12. Where the Work does not comply with the specified Standard of Care, the deficiency in the Work shall be corrected as directed by the ONTC Representative. Subsequent testing to ensure that the Standard of Care has been attained (including re-testing by ONTC), shall be carried out at the Contractor’s expense.

### **Vendor Performance Evaluation**

13. ONTC has a Vendor Performance Policy which requires ONTC to complete an evaluation of the Contractor’s performance of its obligations under the Contract Documents. The performance evaluation of the Contractor’s performance of its obligations under the Contract Documents will be used in the assessment of the Contractor’s proposals in response to future procurements. The performance evaluation may also result in the Contractor being disqualified from submitting proposals in response to future procurements in accordance with the terms of the policy. The policy can be found at <http://ontarionorthland.ca/en/requests-tenders>. The Contractor shall participate in the evaluation process under the Vendor Performance Policy.

### **Anti-Corruption, Forced Labour and Sanctions**



14. The Contractor warrants that no bribe, gift or other inducement has been paid, promised or offered to any official or employee of ONTC, the Ministry of Transportation, the Government of Ontario or any other government official relating to ONTC entering into this Agreement with the Contractor.
15. The Contractor warrants that it will take reasonable steps to ensure that its officials and employees do not extort, accept or pay bribes or illicit payments, charge or accept fees that are not legally due or are in excess of those legally due, or unreasonably delay or obstruct the granting of permits, licences, or other such approvals in relation to the project. If the Contractor becomes aware of an actual or attempted bribe, extortion, delay or obstruction relating to this Agreement, the Contractor shall report the incident to ONTC immediately.
16. The Contractor warrants that it is unaware of any forced labour or child labour being used at any step of the production of goods produced, purchased or distributed by it in Canada or elsewhere or for the production of goods imported by the Contractor. The Contractor warrants that it has undertaken the appropriate due diligence to ensure its business and its supply chains do not use forced labour or child labour, including an assessment of its business and supply chains that may carry a risk of forced labour or child labour being used and the management of the risk. If applicable, the Contractor shall comply with the reporting requirements under the *Fighting Against Forced Labour and Child Labour in Supply Chains Act*, S.C. 2023 c.9.
17. In compliance with its international obligations or with United Nations obligations, Canada imposes restrictions on trade, financial transactions or other dealings with a foreign country or its nationals. These sanctions may be implemented by regulation under such acts as the United Nations Act, the Special Economic Measures Act (SEMA), or the Export and Import Permits Act. The text of any such regulations is published in the Canada Gazette, Part II. It is the only text which is authoritative. The Contractor shall comply with any such regulations that are in force on the effective date of the Contract and will require such compliance by its first-tier subcontractors. ONTC relies on such undertaking from the Contractor to enter into this Contract, and any breach of such undertaking shall entitle ONTC to terminate this Contract for default and to recover damages from the Contractor, including excess re-procurement costs.

## **Communications**

18. ONTC or the Government of Ontario will lead and make any announcements relating to this Contract and the Work. The Contractor shall not make any announcement of any kind, including press releases, social media posts, public declarations, or any form of publication or announcement, in relation to this Contract or the Work unless prior written consent is given by ONTC. Should the Contractor be contacted by any media outlet or other person or entity wishing to make any form of publication or announcement, or seeking any information, in relation to this Contract or the Work, the Contractor shall provide no comment and shall immediately notify ONTC. The Contractor shall immediately notify ONTC if it becomes aware of any publication or announcement relating to the Contract or the Work.

## **Time of the Essence**

19. The parties agree that time is of the essence in this agreement and that the Contractor must achieve Substantial Performance within the Contract Time, which deadline may only be amended by a fully executed Change Order, if any.



20. The Contractor acknowledges and agrees that if the Contractor fails to achieve Substantial Performance of the Work within the Contract Time for reasons other than Force Majeure or if the Work contains Defects that delay Substantial Performance, the Contractor shall pay to ONTC the costs incurred by ONTC as a result of the delay, including, without limitation, consequential, special, incidental, and indirect damages, costs and other expenses incurred or suffered by ONTC.

### **Contractor's Responsibilities**

21. The Contractor shall be solely responsible for the construction means, methods, techniques, sequences, and procedures with respect to the Work and shall direct and supervise the Work so as to ensure conformity with the Contract Documents.
22. The Contractor is solely responsible for the quality of the Work and shall undertake any quality control activities specified in the Contract Documents or, if none are specified, as may be reasonably required to ensure such quality.
23. The Contractor shall provide access to the Work that ONTC may reasonably require to verify the progress of the Work and their conformity to the requirements of the Contract Documents.
24. The Contractor shall furnish promptly to ONTC, on request, a copy of certificates, test reports and inspection reports relating to the Work.
25. The Contractor shall submit the proposed Construction Documents to ONTC to review in orderly sequence and sufficiently in advance so as to cause no delay. ONTC and the Contractor shall jointly prepare a schedule of the dates for submission and return of proposed Construction Documents. At a minimum, ONTC shall have not less than 10 days after each submission to review the Construction Documents and either approve or reject the Construction Documents. Any deficiencies in the Construction Documents shall be remedied by the Contractor promptly after notification by ONTC of the deficiency.
26. At the time of submission the Contractor shall advise ONTC in writing of any significant deviations in the proposed Construction Documents from the requirements of the Contract Documents. ONTC may or may not accept such deviations. Accepted deviations will be recorded in a Change Order.
27. The Contractor shall:
  - (a) promptly after signing the Agreement, prepare and submit to ONTC a Work schedule that indicates the timing of the major activities of the Work and provides sufficient detail of the critical events and their inter-relationship to demonstrate that the Work will be performed in conformity with the schedule; and
  - (b) monitor the progress of the Work relative to the schedule and update the schedule on a monthly basis or as stipulated by the Contract Documents.
28. The Contractor shall provide all necessary supervision and appoint a competent representative who shall be in attendance at the place of the Work while work is being performed. The appointed representative shall not be changed except for valid reason.

### **EXECUTION OF THE WORK**

29. The Contractor is solely responsible for the execution of the Work and shall perform the Work in accordance with the requirements of the Contract Documents. In particular, the Work to be performed by the Contractor includes:
- (a) scheduling the Work in accordance with the Contract Time and monitoring and reporting on the progress of the Work relative to the Contract Time and ensuring that each critical path activity or milestone is completed by the applicable dates in the Construction Schedule and in accordance with the Contract Time;
  - (b) coordinating and taking responsibility for the scheduling and supervising of Subcontractors;
  - (c) before the Work is commenced, ensuring that the Drawings and methods of working proposed or specified by the Contractor are provided to the ONTC Representative; and
  - (d) consulting with the ONTC Representative throughout the performance of the Work.
30. For greater certainty, the Contractor shall be the “importer of record” of and shall be responsible for all Taxes including import duties on all Materials, equipment, parts or any other items forming part of the Work.

### **Construction Schedule**

31. The Contractor shall prepare, and update as required or requested, a construction schedule, including identification of the critical path of the Work and the schedule of operations, indicating the proposed methods of construction and sequence of work and the times the Contractor proposes to complete the various items of work (i.e. milestones) within the Contract Time (the “Construction Schedule”). The Construction Schedule, if not submitted with the Contractor’s Submission, shall be submitted to the ONTC Representative within 10 Working Days from the date of the contract award.
32. The Contractor shall, during performance of the Work and in accordance with the controls and reporting requirements in the Contract Documents, provide for the ONTC Representative’s review and Acceptance progress reports updating the Construction Schedule, reporting on the progress achieved, percentage of completion, schedule status and financial status with areas of immediate concern highlighted. These updated Construction Schedules shall be provided at least every 30 days. If the Construction Schedule is affected by approved Changes, the Contractor shall submit an updated Construction Schedule, if requested by the ONTC Representative, within 7 Working Days of the request. This updated Construction Schedule shall show how the Contractor proposes to perform the balance of the Work and complete the Work within the Contract Time. ONTC may, at its sole discretion, not issue an order to commence work until the Construction Schedule has been received and Accepted.

### **Schedule Slippage**

33. If at any time it should reasonably appear to ONTC that the actual progress of the Work is behind schedule or is likely to become behind schedule and notice of such opinion is given to the Contractor or the Contractor has noticed slippage in the schedule, then the Contractor shall take appropriate steps to cause the actual progress of the Work to conform to the Construction Schedule and shall provide ONTC with an updated Construction Schedule showing how the Contractor proposes to perform the balance of the Work and complete the Work within the Contract Time.

### **Permits, Licenses, Approvals**

34. ONTC has Crown immunity from the *Building Code Act* and the *Planning Act* and will not be obtaining building permits or development approvals for the Work. The Contractor shall, at the Contractor's expense, obtain prior to commencement of the Work and maintain all permits, licenses, approvals, consents and other forms of authorizations necessary for the performance the Work and required in accordance with applicable laws.

### **Labour and Materials**

35. The Contractor shall provide and pay for labour, Materials, tools and Construction Equipment, transportation and other services necessary for the performance of the Work in accordance with the Contract Documents. The Contractor shall not be entitled to a change in the Contract Price due to any increase in the cost of labour, Materials, tools, Construction Equipment, utilities, transportation, or other facilities or services, whether or not the Contract Time is extended.
36. Unless otherwise specified in the Contract Documents, Materials provided shall be new. Substitutions for Materials which are specified by their proprietary names, part numbers, or catalogue numbers shall be of the same quality as the specified Materials and substituted Materials shall be Accepted by the ONTC Representative prior to their use. The Contractor shall use all Materials in strict accordance with the manufacturer's directions except when specified otherwise.
37. Unless otherwise specified, all materials existing at the Work Site at the time of commencement of the Work shall remain the property of the ONTC. All work and Materials delivered to the Work Site by the Contractor shall be the property of the ONTC. The Contractor shall remove all surplus or rejected Materials as its property when notified to do so by ONTC.

### **Documents at the Work Site**

38. The Contractor shall keep one copy of the current Contract Documents and Submittals, including Supplemental Instructions, contemplated Change Orders, Change Orders, Change Directives, reviewed Shop Drawings, As-Built Drawings and reports and records of meetings at the Work Site in good order and available to ONTC and the ONTC Representative.

### **Shop Drawings**

39. The Contractor shall provide Shop Drawings in the form directed by the ONTC Representative, as required in the Contract Documents and sufficiently in advance to ensure no delay in the Work.
40. The Contractor shall review all Shop Drawings before providing them to the ONTC Representative and shall confirm that review by stamp, date and signature of the person responsible for the review.
41. The review of the Shop Drawings by ONTC shall not relieve the Contractor of responsibility for errors or omissions in the Shop Drawings or for meeting all requirements of the Contract Documents.

42. Certain specifications require the Shop Drawings to bear the seal and signature of a professional engineer. Such professional engineer must be registered in the jurisdiction of the Work Site and shall have expertise in the area of practice reflected in the Shop Drawings.
43. Where ONTC has advised the Contractor, by notice in writing, that designs or Specifications fail to comply with ONTC's requirements, the Contractor shall ensure that the design documents or proposed Construction Documents are promptly corrected or altered, and shall promptly correct defective work that has been rejected by notice in writing by ONTC as failing to conform to the Contract Documents whether or not the defective work has been incorporated in the Work and whether or not the defect is the result of poor workmanship, design, use of defective products, or damage through carelessness or other act or omission of the Contractor.

### **Effect of Review and Approval**

44. Notwithstanding any other provision of the Agreement, no direction, request, Acceptance or approval by ONTC, or anyone on its behalf, nor any failure of ONTC to do so, will lessen or relieve the Contractor from performing and fulfilling its obligations or satisfying any liability under the Agreement or be construed as an acceptance of all or part of the Work or as a Change Order.

### **Cutting and Remedial Work**

45. The Contractor shall perform the cutting and remedial work required to make the affected parts of the Work come together properly. The Contractor shall co-ordinate the Work to ensure that the cutting and remedial work is kept to a minimum. Cutting and remedial work shall be performed by specialists familiar with the Materials affected and shall be performed in a manner to neither damage nor endanger the Work.

## **PAYMENT AND COMPLETION OF THE WORK**

### **Contract Price**

46. ONTC shall, subject to any right of set-off or withholding by ONTC, pay the Contractor the Contract Price in accordance with the terms of the Contract Documents for the performance of the Work, subject to any Change Orders authorized by ONTC and the Contractor in writing. The Contract Price shall constitute the Contractor's sole and exclusive consideration for performance of the Work, and the Contractor shall not be entitled to receive any other monies or other consideration for the performance of the Work.

### **Applications for Payment**

47. The Contractor shall submit an application for payment on account of the Contract Price plus HST by email to [pay.inv@ontarionorthland.ca](mailto:pay.inv@ontarionorthland.ca) and to the ONTC Representative monthly with all necessary backup and support requirements set out in the Contract Documents or reasonably identified by ONTC. All applications for payment must be sent to the ONTC Representative within 30 days after the end of each month unless otherwise agreed by the parties. If the Contractor fails to deliver its application for payment, at the interval prescribed in this section or agreed to by the parties, subject to written approval by the ONTC Representative, the Contractor shall not be entitled to submit an application for payment until the next prescribed interval.

48. The Contractor shall submit to the ONTC Representative, at least 30 calendar days before delivering its first application for payment, a schedule of values for the parts of the Work, aggregating the total amount of the Contract Price, in a form acceptable to ONTC, to facilitate evaluation of each application for payment. When accepted by the ONTC Representative, the schedule of values shall be used as the basis for evaluating the Contractor's applications for payment.
49. Each application for payment delivered by the Contractor in accordance with sections 47 and 48 shall include all of the requirements for a Proper Invoice as set out in Schedule C.
50. ONTC may, prior to the time it is required to issue payment in respect of an application for payment, request any additional information or backup from the Contractor in respect of the application for payment.
51. The Contractor shall not claim for or be entitled to payment for the correction or re-performance of any Defective Work, including labour and time of any Contractor Parties for such correction or re-performance.
52. Notwithstanding any other provision of this Agreement, the Contractor shall not deliver an application for payment, for consideration as a Proper Invoice by ONTC, during the Restricted Period (Proper Invoice).

### **Progress Payments**

53. After receipt by the ONTC Representative of an application for payment submitted by the Contractor in accordance with sections 47 to 49:
  - (a) the ONTC Representative will assess whether all the criteria for a Proper Invoice are satisfied and, if not, the ONTC Representative will return the application for payment to the Contractor with the reasons why the application for payment is not a Proper Invoice,
  - (b) ONTC reserves the right, in its sole, absolute, and unfettered discretion to permit the Contractor to correct an error or minor irregularity in an application for payment submitted by the Contractor in accordance with sections 47 through 49, and to permit the Contractor to re-submit the application for payment before the next interval prescribed by section 47; however, ONTC shall be under no obligation to exercise this right and the date of resubmission of the application for payment shall be deemed to be the date of receipt by ONTC of the Proper Invoice, provided that the requirements of the Proper Invoice are then satisfied;
  - (c) within 14 calendar days of receipt of a Proper Invoice (or on the next Working Day if the 14th day is not a Working Day), in the event that ONTC disputes the amount claimed as payable in the Proper Invoice, ONTC shall deliver to the Contractor an executed Notice of Non-Payment (Form 1.1); and
  - (d) ONTC shall make payment to the Contractor, on account as provided in section 46, on the 28th calendar day after receipt of a Proper Invoice, unless such 28th calendar day lands on a day that is other than a Working Day, in which case payment shall be made on the next Working Day after such 28th day.
54. Where ONTC has delivered a Notice of Non-Payment, as specified under section 53(c), ONTC and the Contractor shall first engage in good faith negotiations to resolve the dispute. If within 10 calendar days following the issuance of a Notice of Non-Payment, ONTC and the

Contractor cannot resolve the dispute, either party may issue a notice of Adjudication pursuant to the *Construction Act*, in which case ONTC and the Contractor will agree to submit the dispute to Adjudication in accordance with the Dispute Resolutions provisions of this Agreement.

55. The amounts disputed and described under the Notice of Non-Payment shall be held by ONTC until all disputed amounts of the relevant Proper Invoice have been resolved pursuant to the Dispute Resolution provisions of this Agreement. Any portion of the Proper Invoice which is not the subject of the Notice of Non-Payment shall be payable within the period set out in section 53(d).
56. Without limitation, ONTC shall be entitled to deduct from or, set off against, any payment of the Contract Price and any other amounts payable by ONTC to the Contractor under the Contract Documents:
  - (a) any amount expended by ONTC in exercising ONTC's rights under the Contract Documents to perform any of the Contractor's obligations that the Contractor has failed to perform;
  - (b) any damages, costs or expenses (including, without limitation, reasonable legal fees and expenses) incurred by ONTC as a result of the failure of the Contractor to perform any of its obligations under the Contract Documents; and
  - (c) any other amount owing from the Contractor to ONTC under the Contract Documents.
57. The Contractor represents, warrants, and covenants to ONTC that it is familiar with its prompt payment and trust obligations under the *Construction Act* and will take all required steps and measures to ensure that it complies with the applicable prompt payment and trust provisions under the *Construction Act* including, without limitation, section 8.1 of the *Construction Act*. Evidence of the Contractor's compliance under this section will be made available to ONTC within 5 Working Days following receipt by the Contractor of a written notice making such request.

## Final Completion

58. ONTC will consider the Work is complete when, except for any obligations of the Contractor relating to the warranty, the Work has been fully completed in accordance with the Agreement, including all Defects remedied to meet the Standard of Care and the requirements of the Contract Documents and all obligations of the Contractor to Subcontractors and anyone else related to the Work are fully satisfied.
59. When the Work has, in the opinion of the Contractor reached final completion, the Contractor shall submit an application for final payment, including the following:
  - (a) the documents described in Schedule C;
  - (b) a complete statement of accounts, including any Change Orders applicable to the Work;
  - (c) a complete statement of all money that the Contractor considers to be due from ONTC arising out of or in connection with the Work, the Contract Documents or any alleged breach of the Contract Documents, including details of how the amount claimed in the application for final payment is calculated; and
  - (d) confirmation that all Submittals and approvals of all Authorities Having Jurisdiction as required by the Contract Documents have been delivered to ONTC.



60. After receipt by the ONTC Representative of an application for final payment submitted by the Contractor in accordance with section 59:
- (a) the ONTC Representative will assess whether all of the criteria for a Proper Invoice are satisfied and, if not, within 2 Working Days of receipt, the ONTC Representative will return the application for payment to the Contractor with reasons setting out why the application for final payment is not a Proper Invoice;
  - (b) within 14 calendar days of receipt of the Proper Invoice (or on the next Working Day if the 14th day is not a Working Day), if ONTC disputes the amount claimed as payable in the Proper Invoice, ONTC shall deliver to the Contractor an executed Notice of Non-Payment (Form 1.1); and
  - (c) ONTC shall make payment to the Contractor as provided in section 46, on the 28th calendar day after receipt of a Proper Invoice, unless such 28th calendar day lands on a day that is other than a Working Day, in which case payment shall be made on the next Working Day after such 28th day.
61. Where ONTC has delivered a Notice of Non-Payment, as specified under section 60(b), ONTC and the Contractor shall first engage in good faith negotiations to resolve the dispute. If within 10 calendar days following the issuance of a Notice of Non-Payment, ONTC and Contractor cannot resolve the dispute, either party may issue a notice of Adjudication in a form prescribed under the *Construction Act*. ONTC and Contractor will then submit the dispute to Adjudication in accordance with the Dispute Resolution provisions of this Agreement.
62. The amounts disputed and described under the Notice of Non-Payment shall be held by ONTC until all disputed portions of the Proper Invoice for final payment have been resolved in accordance with the Dispute Resolution provisions of this Agreement. Any portion of the Proper Invoice which is not the subject of the Notice of Non-Payment shall be payable within the time period set out in section 60(c).

### **Taxes**

63. The Contractor shall be liable for the payment of any Taxes connected with the Work, except for taxes relating to ONTC's capital, operations or income. ONTC may deduct from or set-off against the whole or part of payments due to the Contractor any Taxes that ONTC is required to withhold or deduct by any governmental authority. Prior to payment being made to the Contractor, ONTC shall notify the Contractor of any required withholding or deduction.

### **Payment on Account**

64. A payment made pursuant to the Agreement does not prejudice the right of either party to dispute whether the paid amount is the amount properly due and payable nor does it conclusively constitute evidence of the value of the Work or whether the Work has been executed satisfactorily.

### **Liens**

65. The Contractor shall not permit a Subcontractor to assert any right to a construction, builder's, mechanic's or unpaid vendor's lien for unpaid work or supply of Materials (a "lien") or to issue a written notice of lien pursuant to the Construction Act.

66. The Contractor shall, at its cost, promptly discharge, release or vacate or obtain a withdrawal of any lien that is the subject of a claim for lien or a written notice of lien relating to the Work Site or any of ONTC's property or buildings by a Subcontractor. If such lien is not discharged or withdrawn within 7 calendar days of the service of the written notice of lien or of the registration of the claim for lien, then without prejudice to any other rights or remedies it may have, ONTC may take whatever steps it deems necessary and appropriate to discharge or obtain a withdrawal of the lien, including payment of any amount owing or claimed thereunder, and seek immediate recovery from the Contractor for the amount of any such payment and any associated costs, including legal costs, all of which shall be payable on demand.
67. Without limiting any of the foregoing, the Contractor shall satisfy all judgments and pay all costs resulting from any construction liens or any actions brought in connection with any liens, or in connection with any other claim or lawsuit brought against ONTC by any person that provided services or Materials to the Project which constituted part of the Work, and the Contractor shall indemnify ONTC for any and all costs (including, without limitation, legal fees on a solicitor and client basis) ONTC may incur in connection with such claims or actions.
68. In the event that a Subcontractor registers a claim for lien with respect to all or part of the Work Site or delivers a claim for lien or a written notice of lien to ONTC, ONTC shall have the right to withhold, in addition to the statutory holdback, the full amount of the claim for lien plus either: (a) \$250,000 if the claim for lien is in excess of \$1,000,000 or (b) 25% of the value of the claim for lien and to bring a motion to vacate the claim for lien and any associated certificate of action in respect of that claim for lien, in accordance with Section 44 of the *Construction Act*, by paying into court as security the amount withheld.
69. Section 20(1) of the *Construction Act* does not apply to this Agreement and no general lien arises under or in respect of the Work and liens shall arise and expire on a per property basis.

### **Withholding from Payment**

70. All or part of any payment under an application for payment may be withheld by ONTC or set-off against the payments owing to the Contractor for:
  - (a) all amounts due from the Contractor to ONTC (including under any indemnity in this Agreement);
  - (b) any amount that ONTC is required to withhold or deduct by the *Construction Act* or applicable laws;
  - (c) the amount of any liens for which ONTC has received a written notice of lien or a copy of a claim for lien relating to the Work; or
  - (d) Defective Work including non-compliance with health and safety rules and policies (until it has been re-performed or otherwise remedied to ONTC's satisfaction at the Contractor's sole expense).
71. If because of climatic or other conditions reasonably beyond the control of the Contractor, there are items of work that cannot be performed, payment in full for that portion of the Work which has been performed as certified by ONTC Representative shall not be withheld or delayed by ONTC on account thereof, but ONTC may withhold, until the remaining portion of the Work is finished, only such an amount that the ONTC Representative determines is sufficient and reasonable to cover the cost of performing such remaining work.



72. In the event of deficiencies or delays in the Work that the Contractor fails or refuses to address upon receiving notice of same in accordance with the requirements of the Contract Documents, then ONTC may, without limiting the remedies available to it under this Agreement and subject to ONTC's requirement to issue a Notice of Non-Payment under the *Construction Act*, retain and set off as against any payments that would otherwise be owing to the Contractor, the reasonable costs of rectifying such deficiencies or delays as determined by ONTC Representative.
73. In addition to any rights ONTC has pursuant to the *Construction Act* and subject to ONTC's requirement to issue a Notice of Non-Payment under the *Construction Act*, if a lien is registered or an action commenced against ONTC, ONTC shall have the right to withhold from any money otherwise due to the Contractor, the full amount claimed in the lien action plus an additional amount sufficient to satisfy all of ONTC's expenses relating to such lien action, including legal and consulting costs. These funds, less expenses incurred, shall be released to the Contractor upon the full discharge of all liens and dismissal of all actions against ONTC.

## **CONTRACT ADMINISTRATION**

### **The ONTC Representative**

74. ONTC shall appoint, and may replace, the ONTC Representative for the Project by written notice to the Contractor. The ONTC Representative will have the authority to act on behalf of ONTC for all matters arising under the Contract.
75. The ONTC Representative will visit the Work Site at intervals appropriate to the progress of the Work to become familiar with the progress and quality of the work and to determine if the Work is proceeding in general conformity with the Contract Documents.
76. Based on the ONTC Representative's observations and evaluation of the Contractor's applications for payment, within 7 calendar days of receipt of the Contractor's Proper Invoice, the ONTC Representative will determine the amounts owing to the Contractor under the Contract Documents and will recommend the applications for payment. If ONTC determines that the amount payable to the Contractor differs from the amount stated in a Proper Invoice, ONTC shall prepare the applicable Notice of Non-Payment for the amount in dispute.
77. If there is a dispute between ONTC and the Contractor regarding the performance of the Work or the interpretation of the Contract Documents, the parties shall resolve the Dispute in accordance with the Dispute Resolution provisions in this Agreement.
78. The ONTC Representative will have the authority to reject any portion of the Work (including any Materials) which in the ONTC Representative's opinion does not conform to the requirements of the Contract Documents. Whenever the ONTC Representative considers it necessary or advisable, the ONTC Representative will have authority to require inspection or testing of Work, whether or not such work is fabricated, installed or completed.

### **Review and Inspection of the Work**

79. ONTC shall have access to the Work at all times. The Contractor shall provide sufficient, safe and proper facilities at all times for the review of the Work by ONTC and the inspection of the Work by authorized agencies. If parts of the Work are in preparation at locations other than

the Work Site, ONTC shall be given access to such Work whenever it is in progress upon reasonable notice and at its cost.

80. If any part of the Work is designated for tests, inspections or approvals in the Contract Documents or by the applicable laws, the Contractor shall give ONTC reasonable notification of when the part of the Work will be ready for review and inspection. The Contractor shall arrange for and shall give ONTC reasonable notification of the date and time of inspections by other authorities.
81. The Contractor shall furnish promptly to ONTC copies of any certificates and inspection reports relating to the Work.
82. If the Contractor covers, or permits to be covered, any part of the Work that has been designated for special tests, inspections or approvals before such special tests, inspections or approvals are made, given or completed, the Contractor shall, if so directed, uncover such Work, have the inspections or tests satisfactorily completed, and make good and cover such Work at the Contractor's sole expense.
83. ONTC may order any portion or portions of the Work to be examined to confirm that such Work is in accordance with the requirements of the Contract Documents. If the portion or portions of the Work are not in accordance with the requirements of the Contract Documents, the Contractor shall correct the Work and pay the cost of examination and correction. If such Work is in accordance with the requirements of the Contract Documents, ONTC shall pay the cost of examination.
84. The Contractor shall pay the cost of making any test or inspection, including the cost of samples required for such test or inspection, if such test or inspection is required in the Contract Documents or by applicable laws to be performed by the Contractor.

### **Defective Work**

85. The Contractor shall promptly correct Defective Work that has been rejected by ONTC as failing to conform to the Contract Documents whether or not the Defective Work has been incorporated in the Work and whether or not the Defect is the result of poor design, poor workmanship, use of defective Materials or damage through carelessness or other act or omission of the Contractor.
86. If in the opinion of ONTC it is not expedient to correct Defective Work or Work not performed as provided in the Contract Documents, ONTC may deduct from the amount otherwise due to the Contractor the difference in value between the work as performed and that called for by the Contract Documents. If ONTC and the Contractor do not agree on the difference in value, the matter shall be handled as a dispute in accordance with the Dispute Resolution provisions of this Agreement.

## **EMPLOYEES AND SUBCONTRACTORS**

### **Contractor Parties**

87. The Contractor shall assign to the Work only competent, appropriately qualified, experienced and skilled Contractor Parties to perform the Work and ensure that the Work is performed under the supervision of appropriately qualified and experienced personnel.

88. All parts of the Work required by applicable laws to be performed by licensed or registered professional engineers or architects shall be performed by licensed or registered professional engineers and architects. All Submittals must, to the extent required by the applicable laws, be reviewed by professional engineers registered to practice professional engineering in the jurisdiction in which the Work Site is located and bear such engineer's signature and stamp.
89. The Contractor shall be solely liable to pay all salaries, wages, overtime, bonuses, allowances, profit sharing, pensions, and other remuneration of the Contractor Parties, including payment of costs related to employee benefits, and for the deduction and remittance of all applicable employment-related taxes, premiums, dues and other burdens to the appropriate governmental authorities. The Contractor shall not be entitled to claim, nor shall ONTC be obliged to pay or reimburse the Contractor, for any monies whatsoever in respect of or in connection with any such payments, save and except where expressly included in the Contract Price.
90. The Contractor shall ensure the Contractor Parties, while working on ONTC's property, are aware of and comply with applicable laws, ONTC's policies, including its Drug and Alcohol Policy, and the Ontario Northland Operating Manual, including the Current Summary Bulletin, the current Ontario Northland Timetable, C.R.O.R. 2015, Infrastructure Special Instructions, Dangerous Goods and Ontario Northland General Operating Instructions, as applicable.

### **Subcontracting**

91. The Contractor shall not enter into a subcontract for any part of the Work except as disclosed in any quote or response of the Contractor to an ONTC procurement document or, in any other case, without the prior written approval of ONTC. The Contractor shall provide to ONTC as part of the Contractor's request for approval, a description of that part of the Work to be subcontracted and the name and address of the proposed Subcontractor, and such other information as ONTC may request.
92. The Contractor shall not change Subcontractors without the prior written approval of ONTC, which approval will not be unreasonably withheld.
93. The Contractor shall ensure that any subcontract with the Subcontractor:
  - (a) enables the Contractor to terminate the subcontract for convenience and without cause and without creating any liability to ONTC except as provided in section 166;
  - (b) contains a term that ensures that ONTC obtains the benefit of any warranties to be provided by the Subcontractor to the Contractor;
  - (c) incorporates the relevant terms and conditions of the Contract Documents into the subcontract, including the requirement for insurance, with the Contractor and ONTC as a named insured; and
  - (d) requires the Subcontractor to perform their Work in accordance with the Contract Documents.
94. The Contractor shall be responsible to ONTC for the performance of all Subcontractors' Work. The Contractor is responsible for the acts, omissions and defaults of the Subcontractor and the employees, consultants, representatives and agents of the Subcontractor as if they were acts, omissions or defaults of the Contractor.

95. Nothing in the Contract Documents creates any contractual relationship between ONTC and any Subcontractor, except to the extent that Subcontractor warranties shall be directly enforceable by ONTC.

### **CHANGES IN THE WORK**

96. ONTC may at any time make any change in, addition to, or deletion from the Work or the Contract Time by issuing a Change Order or Change Directive.
97. The Contractor shall not perform a change in the Work without a Change Order authorized by both parties or a Change Directive. This requirement is of the essence and it is the express intention of the parties that any claims by the Contractor for a change in the Contract Price and/or Contract Time shall not be approved unless there has been compliance with the provisions of this Part. No course of conduct or dealing between the parties, no express or implied acceptance of alterations or additions to the Work and no claims that ONTC has been unjustly enriched by an alteration or addition to the Work, whether in fact there is any such unjust enrichment or not, should be the basis for a claim for additional payment under this Agreement or a claim for any extension of the Contract Time.
98. When a change in the work is proposed or requested, the Contractor shall present to ONTC for its acceptance a description of the change in the work and the Contractor's claim for an adjustment in the Contract Price and/or Contract Time, supported by appropriate documentation, all in a form acceptable to ONTC. If approved by ONTC, a Change Order shall be issued to the Contractor, amending the Contract Price and/or Contract Time, as appropriate.
99. If ONTC requires the Contractor to proceed with a change prior to ONTC and the Contractor agreeing on a Change Order, ONTC shall issue a Change Directive to the Contractor authorizing the change and the Contractor shall proceed with implementation and performance of the change. If at any time after the commencement of the change directed by a Change Directive, ONTC and the Contractor reach agreement with respect to the change, this agreement shall be recorded in a Change Order signed by both the Contractor and ONTC and such Change Order shall supersede the Change Directive.
100. If ONTC and the Contractor do not agree on the proposed adjustment in the Contract Price and/or the Contract Time attributable to the change in the Work, or the method of determining it, the adjustment shall be referred to the dispute resolution process for determination.
101. If, subsequent to the time of deadline for submission of responses for the procurement, changes are made to applicable laws, ordinances, rules, regulations or codes of authorities having jurisdiction, which changes were not, or could not have reasonably been known to ONTC or the Contractor, as applicable, at the time of the deadline for submission of responses to the procurement and which changes did not arise as a result of a public emergency or other Force Majeure event, which affect the cost of the Work, either party may submit a claim for a change in the Contract Price.

### **Delay**

102. If the Contractor is delayed in the performance of the Work by an act or omission of ONTC contrary to the provisions of the Contract Documents, then the Contract Time shall be

extended for such reasonable time as ONTC determines. The Contractor shall be reimbursed by ONTC for the reasonable direct costs directly flowing from the delay but excluding any indirect, consequential or special damages.

103. If the Contractor is delayed in the performance of the Work by a stop work order issued by a court or other public authority on account of a breach, violation, contravention, or a failure to abide by any laws, ordinances, rules, regulations, or codes or the advice, recommendations and instructions of public health officials directly by ONTC or ONTC's other contractor(s) and relating to the Work or the Work Site and providing that such order was not issued as the result of an act or fault of the Contractor or any person employed or engaged by the Contractor directly or indirectly, then the Contract Time shall be extended for such reasonable time as the ONTC determines in consultation with the Contractor. The Contractor shall be reimbursed by ONTC for the reasonable direct costs directly flowing from the delay but excluding any indirect, consequential, or special damages.
104. If the performance of the Work or the performance of any other obligation(s) of a party to this contract is delayed by Force Majeure, then the Contract Time shall be extended for such reasonable time as ONTC and the Contractor shall agree. The extension of time shall not be less than the time lost as a result of the event causing the delay, unless the Contractor and ONTC agree to a shorter extension. Neither party shall be entitled to payment for its costs incurred by such delays. Upon reaching agreement on the extension of the Contract Time attributable to the Force Majeure event, ONTC and the Contractor shall execute a Change Order indicating the length of the extension to the Contract Time and confirming that there are no costs payable by either party to the other for the extension of Contract Time.
105. Notwithstanding the foregoing, ONTC may issue a Change Directive requiring the Contractor to undertake those specific actions identified in the Change Directive as the Contractor can reasonably and safely initiate to remove or relieve either the Force Majeure or its direct or indirect effects on the Project, in which case the Contract Price will be adjusted in accordance with Change Directive provisions of this Agreement. If the Contractor fails within the time period specified in the Change Directive to take such action, then ONTC may, at its sole and absolute discretion and after it has given written notice to the Contractor, take some or all of such actions to partially or wholly remove or relieve such Force Majeure or its direct or indirect effects, and thereafter require the Contractor to resume the performance of the Work.
106. If the Contractor gives notice of a Force Majeure and the non-performance of any obligation affected by such Force Majeure continues for a period longer than 30 days, ONTC may terminate the Agreement by notice in writing to the Contractor. ONTC shall pay the Contractor for the Work performed to the date of termination.
107. No extension of the Contract Time will be approved unless the Contractor notifies ONTC in writing within 3 Working Days of becoming aware of (or when it ought reasonably to have been aware of) or being notified of any potential delay contemplated in sections 102, 103, or 104. For the written notice to be valid under this section it must include specific details about:
  - (a) the cause of the delay;
  - (b) the likely impact the delay will have on the Contract Time and details of the extension of time being requested;

- (c) the likely effect the delay will have on payment; and
  - (d) mitigation efforts, if any, undertaken by the Contractor or, where no mitigation efforts have been undertaken by the Contractor, the reasons why mitigation is either not possible or has not been undertaken by the Contractor.
108. If the Contractor is delayed in the performance of the Work and such delay is for a cause within the Contractor's control, or due to the replacement of a Contractor Party, the Contractor shall pay to ONTC the per diem rate for liquidated damages specified in the Contract Documents for each day of delay. If the per diem rate for liquidated damages is not specified in the Contract Documents, the Contractor shall pay to ONTC the direct and indirect costs incurred by ONTC as a result of the delay.

## **WORK SITE**

### **Access to Work Site**

109. ONTC shall give the Contractor non-exclusive access to the Work Site to enable the Contractor to carry out its obligations under the Contract Documents, subject to the restrictions set out in the Contract Documents.

### **Concealed or Unknown Conditions**

110. The Contractor represents to ONTC that, prior to submitting its proposal in the response to the procurement for the Project, it had the opportunity to carefully investigate the Work Site and examined all reasonably available information relevant to the risks, contingencies and other circumstances having an effect on the Work, the Construction Schedule, the Contract Time or the Contract Price, and applied to that investigation the degree of care and skill described in the Standard of Care. The Contractor is not entitled to compensation or to an extension of the Contract Time for conditions which could reasonably have been ascertained by the Contractor by such careful investigation undertaken prior to the submission of its response.
111. If ONTC or the Contractor discover conditions, including mould or Environmental Contaminants, at the Work Site which are:
- (a) subsurface or otherwise concealed physical conditions which existed before the commencement of the Work which differ materially from those indicated in the Contract Documents; or
  - (b) physical conditions, other than conditions due to weather, that are of a nature which differ materially from those ordinarily found to exist for such Work,
- then the party that discovers such conditions shall give notice to the other party of such conditions before they are disturbed and in no event later than 5 Working Days after first discovering the conditions. The ONTC Representative will investigate the conditions and determine if the conditions differ materially and, if so, will issue a change order for the changes in the Contract Time and/or the Contract Price to complete the Work.
112. The Contractor acknowledges that the Designated Substance Survey, if any, was provided to the Contractor by ONTC for information purposes only prior to submission of the Contractor's proposal. The Contractor shall have no remedy against the author of the reports for any damages suffered by it as a result of decisions made or actions taken by the Contractor based on the report.



113. The Contractor confirms that it has conducted its own investigation of the Work Site and satisfied itself of the exact quantities and conditions of the Environmental Contaminants at the Work Site and included in the Contract Price the cost of all the work procedures and practices needed to comply with the applicable federal and provincial laws.
114. The Contractor acknowledges that it has received the Impact Assessment Reports, if any, for the Project that are described in the procurement documents and that it has considered the mitigation measures described in the Impact Assessment Reports in the Contract Price. If the Impact Assessment Reports are not completed prior to the closing of the procurement, any adjustments required to the Contract Price based on the Impact Assessments shall be determined through a Change Order.

### **Cleanup**

115. The Contractor shall maintain the Work Site in a safe and tidy condition and free from the accumulation of waste Materials and debris, other than that caused by ONTC or other contractors.
116. Prior to commencing the Work, the Contractor shall provide to ONTC for approval a waste management plan, and a waste reduction plan if required by Environmental Laws, for the waste products, debris and any excess soils generated by the Work, which plan shall comply with all Environmental Laws and the Specifications. The costs of disposing of all waste products and debris, including products and debris containing Environmental Contaminants, and excess soil resulting from the Work is included in the Contract Price.
117. Prior to submitting notice for Substantial Performance of the Work, the Contractor shall remove waste Materials and debris, other than that resulting from the work of ONTC or other contractors. The Contractor shall remove Materials, tools, Construction Equipment, and temporary work not required for the performance of the remaining Work.
118. Prior to submitting the application for final payment, the Contractor shall remove from the Work Site the remaining Materials, tools, Construction Equipment, Temporary Work and waste Materials and debris, except those resulting from the work of ONTC or other contractors.
119. The Contractor shall comply with all Environmental Laws in disposing of the waste products, debris and excess soil resulting from the Work. The Contractor shall assume all liability and responsibility for any waste products, debris and excess soil, including any such materials containing Environmental Contaminants, which are removed from the Place of the Work by the Contractor and during the transportation of the waste products, debris and excess soils to the appropriate waste disposal site. The Contractor shall submit landfill weigh bills from a waste disposal site as proof that all waste has been disposed of at a certified waste disposal site.

### **Utilities**

120. The Contractor shall determine the location of all underground utilities and structures indicated in the Contract Documents or that are discoverable by inspection using the degree of care and skills described in the Standard of Care.

### **Damage to the Work Site**

121. The Contractor shall be responsible for the remediation, at its expense, of any damage, including by Environmental Contaminants or mould, to the Work Site, the Work, ONTC's property or third parties' property caused by the Contractor in the performance of the Work.

### **Environmental Liability**

122. The Contractor shall comply with all applicable laws, including Environmental Laws, in the provision of the Work. If the Contractor fails to comply with Environmental Laws relating to the performance of the Work, the Contractor shall be solely responsible for and shall indemnify and hold harmless ONTC from, all costs, claims, fines, fees or other expenses arising from such failure to comply.
123. The Contractor shall not cause or permit any Environmental Contaminants to be located, disposed of, released, discharged or incorporated in, on or under any part of ONTC's land except as required to perform the Work. The Contractor shall remove from ONTC's land, immediately upon demand, at its cost, any Environmental Contaminants introduced thereto by the Contractor that are not required to provide the Work.
124. The Contractor shall have no responsibility for Environmental Contaminants existing in ONTC's land prior to the Contractor performing the Work and entering upon ONTC's land unless the Contractor causes the release or migration of the Environmental Contaminants while performing the Work.
125. As of the date for the commencement of the Work, the Contractor shall be responsible for taking all reasonable steps to ensure that no person's exposure to the Environmental Contaminants or any other toxic or hazardous substances discovered after the commencement of the Work, exceeds the time weighted levels prescribed by the *Occupational Health and Safety Act* (Ontario) at the Work Site and that no property is damaged or destroyed as the result of exposure to, or the presence of the Environmental Contaminants or any other toxic or hazardous substances discovered after the commencement of the Work.
126. The Contractor shall be responsible for taking all necessary steps, in accordance with applicable law to dispose of, store or otherwise render harmless the Environmental Contaminants.
127. Notwithstanding any provision of law to the contrary, any Environmental Contaminants placed or permitted on or under ONTC's land by the Contractor shall remain the property of the Contractor.

### **Environmental Protection for Construction In and Around Waterbodies**

128. The Contractor shall comply with the environmental protection requirements and mitigation measures that apply to construction involving work in and around waterbodies and on waterbody banks as set out in OPSS.PROV 182.
129. Pursuant to section 38(4) of the *Fisheries Act*, the Contractor has an obligation to notify the Department of Fisheries & Oceans ("DFO") when the Work results in the unauthorized death of fish or a harmful alteration, disruption or destruction ("HADD") of fish habitat or where there is imminent danger that the death of fish or HADD of fish habitat could occur. The



Contractor shall also notify ONTC of any such incidents. Failure to notify DFO of such incidents is a federal offence.

130. In accordance with the Fisheries Act, notification must be made without delay to DFO after the Contractor ensures the immediate health and safety risks are managed at the Work Site. Updates to DFO may be provided at a later time, if required.
131. All spills and sediment releases into a waterbody during the Work must be immediately reported by the Contractor to ONTC who must report the release to the Spills Action Centre ("SAC") operated by the Ministry of Environment, Conservation and Parks ("MECP") at 800-288- 6060. If the ONTC Representative is not available, the Contractor shall report the incident to SAC. The Contractor shall take all reasonable measures to mitigate or remedy any adverse effects that result from the occurrence or might reasonably be expected to result from it.

### **Environmental Spills and Releases**

132. All spills and releases of Environmental Contaminants in the course of the Work must be immediately reported by the Contractor to ONTC who will report the spill or release to the MOECP SAC. If the ONTC Representative is not available, the Contractor shall report the incident to the MOECP SAC and the ONTC RTC at 800-558-4129 or X 141.
133. The Contractor shall take immediate steps to mitigate the damage to the environment and contain the spill or release. If the Contractor does not take timely action or, if the Contractor is not available, ONTC may direct others to remedy the situation.
134. If the spill or release was the fault of the Contractor, the remedial work shall be completed at the cost of the Contractor and with no additional cost to ONTC and ONTC shall be entitled to seek reimbursements for all costs associated with the remedial work including the cost of work done by third parties.
135. If the spill or release was not the fault of the Contractor, ONTC shall pay for the remedial work.

### **Impact Assessments**

136. The Contractor shall be responsible for:
  - (a) ensuring that any potential impacts and areas of concern identified in the Contract Documents or Impact Assessment Reports, if provided, are mitigated during the Work; and
  - (b) identifying any previously unknown impacts relating to fish, navigable waters, species at risk, vegetation, wildlife, socio-economic and heritage that arise prior to commencing the Work and during the Work.
137. If the Contractor or ONTC observes or reasonably suspects the presence of any impacts described above that are not mentioned or accounted for in the Contract Documents or Impact Assessment Reports, if any, and related mitigation plans,
  - (a) the observing party shall immediately report the circumstances to the other party;

- (b) the Contractor shall immediately take reasonable steps, including stopping the Work if necessary, to ensure that any potential impacts are mitigated; and
  - (c) if ONTC and the Contractor do not agree on the existence, significance or mitigation measures for the impact, ONTC shall retain and pay for an independent qualified expert to investigate and determine the issue and the parties will enter into a Change Order if the mitigation measures will cause an increase or decrease in the Contractor's cost or time to perform the Work.
138. If the Contractor fails to comply with the requirements in section 137, the Contractor shall:
- (a) be responsible for all costs incurred by ONTC or the Contractor to mitigate the damage caused due to the failure;
  - (b) not be entitled to request a Change Order relating to the failure to comply; and
  - (c) indemnify ONTC and hold it harmless from any claims, damages, costs, fines or other expenses, including reasonable legal fees and expenses, relating to or arising from the Contractor's failure to comply with section 137.

## **SUBMITTALS AND INTELLECTUAL PROPERTY**

### **Submittals**

139. All Submittals shall be the sole and absolute property of ONTC as and when created. The Contractor shall provide the Submittals in the form required by ONTC.

### **Contractor's Background IP**

140. ONTC acknowledges that the Contractor remains the owner of all Intellectual Property Rights owned by or licensed to the Contractor prior to and after the date of this Agreement, other than any Intellectual Property Rights arising from the Work ("**Contractor Background IP**").
141. The Contractor grants to ONTC a fully paid, non-exclusive, worldwide, transferable (with the right to assign and sub-license), royalty free, irrevocable, perpetual licence of the Contractor's Background IP to use, make, have made, import and export any of the Contractor's Background IP to the extent necessary for ONTC to fully enjoy the Submittals for the Project, including for the purposes of repairing, maintaining or servicing (including the supply of replacement parts), or alterations, additions or expansions to the Work or the Work Site.
142. ONTC may sub-licence the Contractor's Background IP to any person for the purposes of providing services to, or performing work for, ONTC.

### **Work IP**

143. All Intellectual Property Rights (including the Submittals) arising from and relating to the Work (the "**Work IP**"), from its creation, vests in ONTC and is the sole and absolute property of ONTC as and when created. The Contractor assigns all of its Intellectual Property Rights and waives all moral rights, and shall require Subcontractors to assign their Intellectual Property Rights and waive their moral rights, in and to the Work IP, if any, to ONTC.

144. The Contractor shall maintain the Work IP in confidence unless otherwise agreed in writing by ONTC.

### **CONFIDENTIAL INFORMATION**

#### **Non-Disclosure and Restricted Use**

145. Except as otherwise permitted in the Contract Documents, the Contractor shall keep in confidence, any Confidential Information that it now has or that may come into its possession in the course of the Agreement, including information marked "Confidential", and shall not, without ONTC's prior written consent, disclose the Confidential Information in any manner whatsoever, in whole or in part, and shall not use the Confidential Information for any purpose other than in connection with the Project. The Contractor may reveal or permit access to the Confidential Information only to Contractor Parties who need to know the Confidential Information, who must be advised of the confidential nature of the Confidential Information, who are directed by the Contractor to hold the Confidential Information in confidence and who agree to be bound by and to act in accordance with the terms and conditions of the Agreement. The Contractor shall take all necessary precautions or measures to prevent improper access to, or use or disclosure of, the Confidential Information by such parties and agrees to be jointly and severally responsible for any breach of the Agreement by any Contractor Parties.
146. The Contractor acknowledges that ONTC is subject to the provisions of the *Freedom of Information and Protection of Privacy Act* as amended from time to time.

### **CONFLICT OF INTEREST**

147. The Contractor, all of the Subcontractors, and any of their respective advisors, partners, directors, officers, employees, agents, and volunteers shall not engage in any activity or provide any services where such activity or the provision of such services creates a Conflict of Interest (actually or potentially, in the sole opinion of ONTC) with the provision of the Work pursuant to the Contract.
148. The Contractor shall disclose to ONTC, in writing, without delay, any actual or potential situation that may be reasonably interpreted as either a Conflict of Interest or a potential Conflict of Interest, including the retention of any Subcontractor or Supplier that is directly or indirectly affiliated with or related to the Contractor.

### **AUDITS**

149. ONTC has the right to audit all financial and related records associated with the terms of the Agreement and the Contract Documents, including Submittals, timesheets, reimbursable out of pocket expenses, materials, goods and Construction Equipment claimed by the Contractor.
150. The Contractor shall at all times during the term of the Agreement and for a period of 6 years after the expiration or termination of the Agreement, keep and maintain records of the Work performed pursuant to the Agreement. The Contractor shall at its own expense make such records available for inspection and audit by ONTC at all reasonable times and without prior notice.

### **TITLE, RISK AND INSURANCE**

## **Title and Risk**

151. Title to all Work, including the Submittals and other items supplied by the Contractor or its Subcontractors, completed or in the course of completion and all Materials for this Project, except Construction Equipment shall become the property of ONTC upon the earlier of payment by ONTC on account for such item or delivery to the Work Site. Notwithstanding the foregoing, until final completion of the Work and ONTC taking possession and control of the Work, the Contractor shall retain all risk with respect to and be responsible for: (a) all items supplied by ONTC, the Contractor or its Subcontractors that are to be incorporated into the Work or used in performing the Work; and (b) any Work completed or in progress.

## **Insurance**

152. The Contractor shall obtain, and for as long as this agreement is in effect, maintain, pay for and, upon request by ONTC from time to time, provide evidence, satisfactory to ONTC, of the following insurance coverages, all taken out with insurers licensed to transact insurance business in Ontario and satisfactory to ONTC:

### **(a) Commercial General Liability Insurance:**

- (i) with no limitations on or exclusions from coverage arising from working on or around railway property;
- (ii) including "Ontario Northland Transportation Commission" as an additional insured;
- (iii) to a limit of not less than five million dollars (\$5,000,000) inclusive per occurrence;
- (iv) including bodily injury, personal injury, death, damage to property, including loss of use thereof and product liability;
- (v) without any restriction related to working on or near railway property;
- (vi) including coverage for environmental liability;
- (vii) in a form satisfactory to ONTC; and
- (viii) endorsed to endeavour to provide ONTC with not less than thirty (30) days' notice, in advance, of any cancellation, change or amendment restricting coverage.

### **(b) Automobile Liability Insurance:**

- (i) in respect of licensed vehicles,
- (ii) to a limit of not less than two million dollars (\$2,000,000) inclusive per occurrence,
- (iii) including bodily injury, death and damage to property,
- (iv) endorsed to endeavour to provide ONTC with not less than thirty (30) days' notice, in advance, of any cancellation, change or amendment restricting coverage, and
- (v) in the following forms: standard owner's form automobile policy providing third party liability and accident benefits insurance and covering licensed vehicles owned or operated by or on behalf of the Contractor, and standard non-owned automobile form policy including standard contractual liability endorsement.

### **(c) Pollution Liability Insurance:**

- (i) with coverage for damages to ONTC's property and adjacent land and watercourse due to a contravention of Environmental Laws or the *Fisheries Act*;

- (ii) to a limit of not less than five million dollars (\$5,000,000) inclusive per occurrence; and
  - (iii) endorsed to endeavour to provide ONTC with not less than thirty (30) days' notice, in advance, of any cancellation, change or amendment restricting coverage.
153. If any of the Contractor's insurance policies expire during the term of this agreement, the Contractor shall renew or replace them and, within sixty (60) days after such expiry, provide to ONTC certificates of the renewed/replaced insurance.
154. The Contractor shall ensure that all the insurance is primary and does not call into contribution any other insurance coverage available to ONTC. The Contractor shall not do or omit to do anything which would impair or invalidate the insurance policies.
155. If the Contractor fails to take out or maintain the above-described insurance, ONTC may, in its discretion, terminate this agreement immediately or take over and maintain such insurance, whereupon the Contractor shall immediately pay to ONTC any premium paid by ONTC for such insurance.

### **Workers' Compensation**

156. The Contractor shall ensure all its and its Subcontractors' employees, consultants, representatives and agents and visitors attending at the Work Site, or any of them who perform Work but do not attend at the Work Site, are registered for workers' compensation coverage.
157. The Contractor shall provide to ONTC a current certificate under the WSIA confirming that the Contractor has complied with its obligations under the WSIA and whenever a certificate has expired and been replaced with a new, current, certificate, the new certificate shall be provided to ONTC.

### **WARRANTY**

158. The Contractor warrants the work free from Defect for a warranty period of two years from the date of Substantial Performance of the Work or, if Substantial Performance of the Work was not certified, two years from the date of final completion of the Work (the "**Warranty Period**").
159. ONTC shall promptly give the Contractor notice of observed Defects which arise during the Warranty Period. Following the receipt of the notice, the Contractor shall remedy, at the Contractor's expense, the Defects in the Work within 10 Working Days of receipt of the notice, or such other period directed by ONTC, acting reasonably (the "**Remediation Period**"). The Contractor shall correct or pay for damage resulting from such remediation.
160. If the Contractor fails to remedy a Defect within the Remediation Period, ONTC may upon written notice to the Contractor, in its sole discretion, either proceed to remedy the Defect itself or contract a third party to remedy the Defect (including redesign costs, reconstruction costs and costs related to damages arising from such Defect). ONTC shall be entitled to recover from the Contractor the costs thereof or may deduct the money from any monies due or that become due to the Contractor, including any Warranty Holdback.

161. The Contractor further warrants any and all remedial work it performs for a further period of two years from completion of the remedial work.
162. ONTC may hold back, on each application for payment, advance payment or progress draw, 2.5% of the total amount payable under each such application for payment, advance payment or progress draw as security for the Contractor's performance of its warranty obligations (the "**Warranty Holdback**"). In the event the Contractor fails to correct a Defect during the warranty period within the required time and/or fails to pay for the redesign, reconstruction and other costs related to damages arising from a Defect, ONTC shall have the right to use the Warranty Holdback money, or such part of it still being held by ONTC, to pay for the costs of remedying the Defect and any redesign, reconstruction or other costs relating to the Defect. If the costs are greater than the amount of the Warranty Holdback, the Contractor shall pay the additional costs upon receipt of an invoice from ONTC. The Contractor shall have the right to invoice ONTC for the balance of the Warranty Holdback at the end of the warranty period or extended warranty period.
163. Acceptance of the Work by ONTC shall not relieve the Contractor from any responsibility for Defects.
164. The Contractor shall assign to ONTC all warranties, guarantees or other obligations for Work, services or Materials performed or supplied by any Subcontractor, supplier or other person in connection with the Work and such assignment shall be with the consent of the assigning party where required by law or by the terms of that party's agreement. Such assignment shall be in addition to, and shall in no way limit, the warranty rights of ONTC under the Contract Documents.

## **SUSPENSION AND TERMINATION**

### **Suspension**

165. ONTC may suspend the Work at any time and for any reason upon providing notice to the Contractor and such notice shall have immediate effect, unless stated otherwise. At the end of the suspension period, ONTC and the Contractor may negotiate in good faith any adjustments to the Contract Price, the Contract Time or the Construction Schedule to account for the time in which the Work was suspended. The Contractor shall not be entitled to any adjustment where the suspension was a result of any act or omission of the Contractor.

### **Termination for Convenience**

166. ONTC may terminate this Contract at any time for any or no reason. Such termination shall be effective upon the date specified in ONTC's Notice in writing advising of the termination of the Contract pursuant to this section. In such event, ONTC shall pay for the actual and verifiable Work performed up to the effective date of termination, including demobilization costs, and for such additional costs, if any, directly flowing from and which are a reasonable consequence of the termination, but excluding any consequential, indirect or special damages, termination fees, penalties or levies, and any claims for loss of profit, lost deposits, or lost opportunity. ONTC shall not be liable to the Contractor for any other claims, costs or damages whatsoever arising from such termination of the Contract. Within 3 Working Days of receiving the Notice of termination by ONTC, the Contractor shall deliver a Notice in writing to each of its Subcontractors confirming the effective date of the termination.



## Contractor Default

167. The Contractor is in default under the Contract Documents if any of the following occurs:

- (a) the Contractor becomes insolvent or makes a general assignment for the benefit of its creditors, enters into a plan of arrangement for the benefit of its creditors or otherwise acknowledges its insolvency or if a bankruptcy or receiving order is filed or made against it;
- (b) the Contractor commits a breach of the health and safety plan applicable to the Work Site;
- (c) the Contractor abandons the Work for a period which exceeds 7 days from receipt by the Contractor of a written request from ONTC to return to the Work Site;
- (d) the Contractor assigns the Contract Documents or any right or obligation under the Contract Documents or subcontracts the Work without the prior written consent of ONTC; or
- (e) the Contractor commits a breach of any of the terms of the Contract Documents (other than a breach already referred to in this section), and upon receiving notice of such breach from ONTC, the Contractor fails to remedy such breach within 7 days after receipt of notice from ONTC of the breach.

If the Contractor is in default, ONTC shall be entitled to immediately terminate this Agreement upon providing notice to the Contractor and/or to exercise any one of its rights in section 168.

## Remedies of ONTC for Default

168. Upon the occurrence of a Contractor default, provided ONTC has given the Contractor notice, ONTC may, without prejudice to any of its other rights and remedies, do any or all of the following in its sole discretion:

- (a) terminate the Agreement in its entirety by written notice having immediate effect and within 5 Working Days publish a notice of termination (Form 8) in accordance with the *Construction Act*;
- (b) take any action ONTC considers appropriate to rectify or attempt to rectify the Contractor's default but shall not be obligated to do so and all costs and expenses incurred by ONTC in rectifying or attempting to rectify the Contractor's default, together with interest thereon, shall be payable by the Contractor on demand. Such action by ONTC shall not be deemed a termination;
- (c) take possession of all goods and the Contractor's Construction Equipment, Materials and plant and shall have the right to use the same to complete, or arrange to have completed, the Work;
- (d) withhold all further payments to the Contractor, subject to ONTC's rights of set off, and use any amounts withheld for any purpose to advance the Project, and upon final completion, recover from the Contractor any liability incurred or suffered by ONTC as a result of, or arising out of, or in any way in connection with, the Contractor default;
- (e) make a claim against any applicable contract security required to be provided by the Contractor; and

- (f) recover all legal costs and expenses on a full indemnity basis that were incurred by ONTC associated with the termination.

### **ONTC Default**

169. ONTC shall be in default under the Contract Documents if any of the following occur:

- (a) ONTC becomes insolvent or makes a general assignment for the benefit of its creditors, enters into a plan of arrangement for the benefit of its creditors or otherwise acknowledges its insolvency or if a bankruptcy or receiving order is filed or made against it upon which time the Contractor may, without prejudice to any other right or remedy the Contractor may have, terminate the Agreement by giving ONTC or receiver or trustee in bankruptcy written notice to that effect and within 5 Working Days publish a notice of termination (Form 8) in accordance with the *Construction Act*; or
- (b) ONTC fails to make an undisputed payment that is due and payable within the payment period in accordance with the Contract Documents and upon receiving notice of such breach from the Contractor, ONTC failing to remedy such breach within 20 Working Days of notice of such breach, in which case, the Contractor, shall be entitled to immediately terminate this Agreement upon providing written notice to ONTC and within 5 Working Days publish a notice of termination (Form 8) in accordance with the *Construction Act*.

### **On Termination**

170. If the Agreement is terminated under sections 166 or 169, ONTC shall pay the Contractor all undisputed applications for payment due to the Contractor for Work performed in the relevant period, together with reasonable and auditable demobilization costs and other direct costs the Contractor reasonably incurs and provides satisfactory evidence for in terminating the Agreement, including reasonable cancellation fees payable to its Subcontractors. The amount to be paid under this section is the Contractor's sole claim for payment for termination.

171. If the Agreement, in whole or in part, is terminated:

- (a) The Contractor shall immediately deliver to ONTC all the Submittals and all other documents and work product arising in connection with the Work, completed or in progress;
- (b) the Contractor shall effect an orderly transition to any contractor replacing the Contractor for the completion of the Work;
- (c) as directed by the ONTC Representative, subject to section 168(c), remove from the Work Site any property of or in the possession or control of the Contractor prior to the effective date of termination other than property belonging to ONTC or to be incorporated in the Work. ONTC may, without any liability whatsoever and at the Contractor's sole expense, remove or dispose of any such property left at the Work Site after such date; and
- (d) all terms and obligations set forth in the Agreement that by their terms or nature continue to apply to the Contractor following termination or expiration of the Agreement shall apply.

### **INDEMNITY AND LIABILITY**



## General Indemnities

172. The Contractor shall indemnify ONTC and its officers, directors, employees, consultants, contractors and agents (collectively the “**ONTC Indemnitees**”) and save them harmless from and against all losses, claims, liabilities, damages and costs (“**Loss**”) which may arise by reason of the exercise of the responsibilities and obligations contained herein by the Contractor or as a result of any breach of the terms of this Agreement by the Contractor or by any act or omission of the Contractor or Contractor Parties or those for whom the Contractor is at law responsible, including all legal costs and expenses reasonably incurred by ONTC in connection with the defence or settlement of any such Loss, unless such Loss is caused by the negligent act or omission of ONTC or those for whom it is in law responsible. For the purpose of enforcement of this indemnity, ONTC is acting as agent and trustee for the ONTC Indemnitees.
173. The Contractor shall indemnify ONTC and ONTC Indemnitees and save them harmless from and against all Loss incurred by ONTC arising from:
- (a) any decision or interpretation by any court or governmental authority that: (i) any of the Contractor Parties is an employee of ONTC; or (ii) ONTC is liable to pay statutory contributions or deductions in respect of any of the Contractor Parties under any Laws, including employment insurance, provincial health insurance, income tax or other employment matters;
  - (b) any health, medical disability or similar claims which the Contractor or Contractor Parties may have during or after the term of this Agreement;
  - (c) a claim by any third party against ONTC alleging that the Work IP and its use by ONTC, infringes any Intellectual Property Rights;
  - (d) safety infractions committed by the Contractor under the *Occupational Health and Safety Act*; and
  - (e) exposure to, or the presence of, toxic or hazardous substances or materials which were either brought on to the Work Site by the Contractor or a Contractor Party and mishandled or handled negligently or improperly.

## Exception

174. The Contractor shall not be liable for any Loss arising from errors or omissions in any of the information which is supplied to the Contractor by ONTC.

## Bodily Injury and Property Damage

175. The Contractor shall make full and complete compensation for any bodily injury or death to any person and for any damage caused to ONTC's physical property by and act or omission of the Contractor or a Contractor Party or those for whom it is at law responsible.

## Waiver

176. The Contractor waives against ONTC and ONTC Indemnitees any claims of any kind whether directly or indirectly arising out of or connected with the existence of this Agreement or for any injury to or death of any person or for any loss of or damage to any property belonging to the Contractor or Contractor Parties and for any loss or damage of the Contractor unless caused by the negligent act or omission of ONTC or ONTC Indemnitees.

## Limitation of Liability

177. Notwithstanding any other provision of this Agreement,

- (a) ONTC shall not be responsible for indirect, consequential, special, incidental or contingent damages of any nature whatsoever, including loss or revenue or profit or damages resulting from interruption of service or transmission. This limitation shall apply regardless of the form of action, damage, claim, liability, cost, expense or loss, whether in contract (including fundamental breach), statute, tort (including negligence), or otherwise, and regardless of whether ONTC has been advised of the possibility of such damages; and
- (b) any express or implied reference to ONTC providing an indemnity or any other form of indebtedness or contingent liability that would directly or indirectly increase the indebtedness or contingent liabilities of ONTC, whether at the time of execution of this Agreement or at any time during the Term or Renewal Term, shall be void and of no legal effect in accordance with s.28 of the *Financial Administration Act*, R.S.O. 1990, c. F.12.

## Survival

178. The provisions in this part – Indemnity and Liability shall survive the expiry or termination of this Agreement.

## DISPUTE RESOLUTION

179. Save and except where the Contractor has given an undertaking, in accordance with the *Construction Act*, to refer a dispute to Adjudication, prior to delivering a notice of Adjudication in a form prescribed by the *Construction Act*, the parties agree to first address all unresolved claims, disputes or controversies of any kind arising out of or in connection with this Agreement or the provision of the services (hereafter referred to as the “**Dispute**”) in a tiered approach as follows:

- (a) A Dispute shall be referred to ONTC’s project manager for the Project and a representative of the Contractor of the equivalent seniority or position for resolution within a period not to exceed thirty (30) days.
- (b) If unresolved, after following the process described in (a), the Dispute shall be referred to the ONTC Director or Vice President who is responsible for the Project and an employee of the Contractor of the equivalent seniority or position for resolution within a period not to exceed thirty (30) days.
- (c) If unresolved after following the process described in (b), and only at the election of ONTC, the Dispute shall be referred to the CEO of ONTC and the most senior executive employee of the Contractor for resolution within a period not to exceed thirty (30) days. If ONTC does not elect, at its sole option, to proceed under this section, the Dispute may proceed under either step described in sections 180, 182 or 183.

180. If the Dispute remains unresolved despite the parties’ attempting to resolve it following the process in section 179(a) to (c), a party may elect to proceed with the Dispute by way of an Adjudication. If a party elects to proceed by way of an Adjudication, the other party shall not be bound to proceed by way of an Adjudication, save and except where the parties are obliged under the *Construction Act*. Where either party has delivered a notice of Adjudication

in a form prescribed by the *Construction Act*, the procedures and rules set out under the *Construction Act* and the regulations thereto shall govern the Adjudication.

181. Other than where the Contractor is obliged to commence an Adjudication pursuant to an undertaking under the Construction Act, neither ONTC nor the Contractor shall commence an Adjudication during the Restricted Period (Adjudication).
182. If the Dispute remains unresolved despite the parties attempting to resolve it following the process in section 179(a) to (c), or following a determination of the Dispute pursuant to an Adjudication, a party may elect to proceed with the Dispute under a mediation model to be agreed upon by the parties. A party shall elect to proceed to mediation no later than: (i) ten (10) days following the expiry of the timeline set out in section 179(b) or (c), whichever is the later, or (ii) ten (10) days following the rendering of the adjudicator's determination following an Adjudication. Where a party elects to proceed with mediation within the timelines prescribed in this section, the other party shall be bound to proceed to mediation. No later than ten (10) days after a party makes an election to proceed to mediation, or such longer period as may be mutually agreed between the parties, the parties shall enter into a mediation agreement which shall set out the mediation process and designate the mediator.
183. If neither party elects to proceed to mediation within the timelines outlined in section 182, or the parties are unable to enter into a mediation agreement within the time limits, the matter shall proceed and be finally resolved by binding arbitration by a single arbitrator in accordance with the Arbitration Act, 1991, S.O. 1991, c. 17 (hereafter referred to as the "Arbitration Act") as amended by an arbitration agreement to be executed by the parties and the arbitrator. The parties shall mutually agree on the selection of the arbitrator, failing which the arbitrator shall be appointed in accordance with the Arbitration Act. The arbitration proceedings shall take place in Toronto, Ontario, Canada. The language of the arbitration shall be English. The parties agree that any arbitration award, including with respect to costs, shall be binding on the parties, may be enforced in any court of competent jurisdiction and shall be final and no appeals or judicial reviews shall be permitted as of right or by application to any court of competent jurisdiction, except on errors of law. The parties shall each bear their own costs and their proportionate share of any joint costs of arbitration, subject to any award of an arbitrator.
184. The timelines in this part – Dispute Resolution may be amended by mutual agreement of the parties.

## **HEALTH AND SAFETY**

185. The Contractor shall be solely responsible for construction safety at the Work Site and for compliance with the rules, regulations and practices required by the applicable laws and shall be responsible for initiating, maintaining and supervising all safety precautions and programs in connection with the performance of the Work.
186. Without limiting the generality of the foregoing, the Contractor shall comply with the occupational health and safety laws and regulations and any orders, recommendations and restrictions made by the federal, provincial or municipal governments and the advice, recommendations and instructions of public health officials as they apply to the Work Site. If the Work Site is located on ONTC's premises, the Contractor shall comply with all ONTC's policies and directions to ensure the health and safety of ONTC's employees and contractors as well as the Contractor Parties. The Contractor shall indemnify and hold harmless ONTC

for any fines, penalties or other costs imposed or assessed on or incurred by ONTC arising from the Contractor's failure to comply with the applicable health and safety laws, any orders, recommendations and restrictions of the federal, provincial or municipal governments or the advice, recommendations and instructions of public health officials.

187. Prior to the commencement of the Work, the Contractor shall submit to ONTC documentation of the Contractor's health and safety policy and programs and a copy of the Notice of Project filed with the Ministry of Labour naming itself as "Constructor" under the *Ontario Occupational Health and Safety Act*.
188. The Contractor shall ensure that it and its employees and Subcontractors are aware of and, while being on ONTC's property, comply with ONTC's policies, including its Drug and Alcohol Policy, and with the Ontario Northland Operating Manual, including the Current Summary Bulletin, current Ontario Northland Time Table, C.R.O.R. 2015, Infrastructure Special Instructions, Dangerous Goods and Ontario Northland General Operating Instructions, as applicable.

### **PRIOR SERVICES OR WORK**

189. Any aspect of the Work provided for herein which has been performed by the Contractor prior to the execution of this Agreement and any payment made by ONTC for such work shall be deemed to be subject to and performed and paid under this Agreement.

### **GENERAL**

190. **No Waiver:** No waiver by a party of any breach by the other party of any of its covenants, agreements or obligations in this Agreement shall be a waiver of any subsequent breach or the breach of any other covenants, agreements or obligations, nor shall any forbearance by a party to seek a remedy for any breach by the other party be a waiver by the party of its rights and remedies with respect to such breach or any subsequent breach. The subsequent acceptance of any remittances from the Contractor by ONTC shall not be deemed a waiver of any preceding breach by the Contractor regardless of ONTC's knowledge of such preceding breach at the time of the acceptance of such compensation.
191. **Relationship:** Nothing contained in this Agreement shall be deemed or construed by the parties nor by any third party as creating the relationship of principal and agent, landlord and tenant, or of partnership or of joint venture between the parties.
192. **Governing Law:** This Agreement shall be governed by and constituted in accordance with the laws in force in the Province of Ontario without regard to conflict of laws principles. The parties hereby irrevocably attorn to the exclusive jurisdiction of the courts of the Province of Ontario for any legal proceedings arising out of this Agreement or the performance of the obligations hereunder.
193. **Severability:** Should any section or part or parts of any section in this Agreement be illegal or unenforceable, it or they shall be considered separate and severable from the Agreement and the remaining provisions of this Agreement shall remain in full force and effect and shall be binding upon ONTC and the Service Provider as though such section or part or parts thereof had never been included in this Agreement.

194. **Entire Agreement:** This Agreement constitutes the entire agreement and understanding of the parties and supersedes any and all prior understandings, discussions, negotiations, commitments, representations, warranties, and agreements, written or oral, express or implied between them with respect to the subject of this Agreement. No amendment, variation or change to this Agreement shall be binding unless the same shall be in writing and signed by the parties.
195. **Survival:** In addition to those provisions which are expressly stated to survive the termination or expiration of this Agreement, the provisions of this Agreement that are by their nature intended to survive termination or expiration of this Agreement shall continue in full force and effect subsequent to and notwithstanding termination or expiration until or unless they are satisfied.
196. **Counterparts and Electronic Delivery:** This Agreement may be executed and delivered by facsimile or electronic transmission and the parties may rely upon all such facsimile or electronic signatures as though such facsimile or electronic signatures were original signatures. This Agreement may be executed in any number of counterparts and all such counterparts shall, for all purposes, constitute one agreement binding on the parties.
197. **Notice:** Any notice, consent, acceptance or approval required or permitted to be given in connection with the Contract Documents shall be in writing and shall be sufficiently given if delivered to the recipient party if sent to the address of the party set out below by personal delivery, courier or email.

**To ONTC:**

Ontario Northland Transportation Commission  
555 Oak Street East  
North Bay, ON P1B 8L3  
Attention: Zoha Chowdhury  
E: [zoha.chowdhury@ontarionorthland.ca](mailto:zoha.chowdhury@ontarionorthland.ca) with copy to [legal@ontarionorthland.ca](mailto:legal@ontarionorthland.ca)  
T: 705-472-4500 Ext. 263

**To Contractor:**

[Contractor]  
[Address]  
Attention:  
E:  
T:

Any notice delivered or transmitted to a party shall be deemed to have been given and received on the day it is delivered or transmitted, provided that if it is delivered or transmitted on a day that is not a Working Day, then the notice shall be deemed to have been given and received on the next Working Day. Any party may, from time to time, change its contact information by giving notice to the other party in accordance with this section.

198. **Assignment and Enurement:** The Contractor may not assign this Agreement (or the proceeds thereof) or subcontract its obligations under this Agreement without the express consent of ONTC, which consent may be withheld or conditioned in ONTC's sole and absolute discretion. This Agreement enures to the benefit of and it is binding upon the parties and their respective successors and permitted assigns.

**[SIGNATURE PAGE FOLLOWS]**

**IN WITNESS WHEREOF**, the parties have executed this Agreement.

**ONTARIO NORTHLAND  
TRANSPORTATION COMMISSION**

Per: \_\_\_\_\_  
Name: Chad Evans  
Title: Chief Executive Officer

Date: \_\_\_\_\_

*I have authority to bind the Corporation.*

**XXX**

Per: \_\_\_\_\_  
Name:  
Title:

Date: \_\_\_\_\_

*I have authority to bind the Corporation.*

## **Schedule A – Scope of Work**



**Schedule B – Contractor's Submission**

### **Schedule C – Project-Specific Requirements for a Proper Invoice**

To satisfy the requirements for a Proper Invoice, the following criteria, as may be applicable in each case, must be included with the Contractor's application for payment:

- (a) Be in the form of a written bill, invoice, application for payment, or request for payment;
- (b) Be in writing;
- (c) Contain the Contractor's name, telephone number and mailing address and contact information of the Contractor's project manager;
- (d) Contain the title of the Project and ONTC's contract number or purchase order number under which the work was performed and the related request for qualification, tender, or request for proposal number, as applicable;
- (e) Contain the date the written bill, invoice, application for payment, or request for payment is being issued by the Contractor;
- (f) Identify the period of time in which the labour and/or materials were supplied to ONTC;
- (g) Reference to the provisions of the Agreement under which payment is being sought (e.g. progress payment / milestone, holdback, final payment, etc.);
- (h) A description, including quantities where appropriate, of the services or materials, or a portion thereof, that were supplied and form the basis of the Contractor's request for payment;
- (i) The amount the Contractor is requesting to be paid by ONTC, set out in a statement based on the schedule of values approved under section 48 of the Agreement, separating out any statutory or other holdbacks, set-offs and HST;
- (j) With each application for payment after the first, a Statutory Declaration, in the form prescribed by ONTC, stating that all accounts for labour, subcontracts, Materials, Construction Equipment and other indebtedness which may have been incurred by the Contractor and for which ONTC might in any way be held responsible have been paid in full up to the previous application for payment, except for amounts properly retained as a holdback or as an identified amount in dispute;
- (k) A current Workplace Safety Insurance Board clearance certificate;
- (l) An updated Construction Schedule in the format(s) required under sections 32 and 33 of the Agreement;
- (m) If requested by ONTC, a current and valid certificate(s) of insurance for the insurance required pursuant to the Agreement;
- (n) The following statement: "Provided this Proper Invoice complies with the requirements of the Agreement and provided no Notice of Non-Payment is issued by ONTC, payment is due within 28 days from the date this Proper Invoice is received by ONTC.";
- (o) The name, title, telephone number and mailing address of the person at the place of business of the Contractor to whom payment is to be directed;
- (p) In the case of the Contractor's application for final payment;
  - (i) Sufficient evidence that the Contractor has delivered all warranties to ONTC;

- (ii) Sufficient evidence that the Work Site has been left in a clean and tidy condition, including evidence that any remaining Materials, tools, Construction Equipment, temporary work, and waste products and debris have been removed from the Work Site;
- (iii) An executed, original, Full and Final Release of all claims that may arise as a result of the Work, which Full and Final Release executed by the Contractor shall be in a form approved by ONTC;
- (q) Information identifying the authority, whether in the Contract Documents or otherwise, under which the services or materials were supplied;
- (r) Any other information that is prescribed in Schedule A or identified by ONTC as required;
- (s) The amount invoiced to date;
- (t) The percentage of the Contract Price invoiced; and
- (u) The individual value of Change Orders approved during the invoice period and the cumulative value of Change Orders for the Project.



# APPENDIX B - RFQ PARTICULARS

## A. THE DELIVERABLES

### Introduction

Ontario Northland Transportation Commission (ONTC) requires full Janitorial Services that will maintain and upkeep the requirements for proper property hygiene. The contractor will follow all safety measures provided in ONTC Standard Operating Procedures.

The contract will be for a period of (3) years with two (2) optional one (1) year terms, at the discretion of ONTC.

The Place of the Work is located at 150 Government Road, Unit WE29, Kirkland Lake, ON.

Each Respondent must form its own opinions and conclusions with respect to the Work addressed in the RFQ Documents. Before submitting a Quotation, investigate the Place of the Work to fully ascertain existing conditions, circumstances and limitations affecting the Work. No allowances will be made for additional costs and no claims will be entertained in connection with conditions which could reasonably have been ascertained by such investigation or other due diligence prior to submitting a bid.

### Scope of Work

The Services required by this Agreement include, but are not limited to, the supply of all labour, material, and equipment required to carry out the following work:

#### 1. Schedule

All cleaning from Monday to Friday shall be done between the hours of 9:00 p.m. and 8:00 a.m. the next morning.

#### 2. Description of Services

Janitorial services will include the following:

##### **A. MAIN ENTRANCE & LOBBY AREA**

1. Dust furniture	Daily
2. Spot clean doors, walls, switches	Daily
3. Vacuum carpets or mats	Daily
4. Sweep and mop floors	Daily
5. Spot Clean Walls	Weekly
6. Vacuum furniture	Monthly
7. Clean all supply and return air vents	Quarterly
8. Wash walls (as required but no less that once yearly)	Yearly
9. Wash light fixtures	Yearly
10. Wash inside and outside of windows of vestibule doors	Daily

## **B. KITCHENETTE**

1. Spot clean doors, walls, switches, cupboards	Daily
2. Damp wipe counter tops	Daily
3. Replenish supplies	Daily
4. Sweep and mop floors	Daily
5. Clean and disinfect fixtures	Daily
6. Vacuum carpet or dry mop tile	Daily
7. Scrub floors	Daily
8. Clean all supply and return air vents	Quarterly
9. Spray buff vinyl tile	Bi-yearly
10. Strip and refinish tile	Yearly
11. Wash walls (as required but no less that once yearly)	Yearly
12. Wash light fixtures	Yearly
13. Defrost refrigerators	As required

## **C. OFFICE AREA**

1. Damp Wipe Counter Tops	Daily
2. Vacuum carpet or mats	Daily
3. Dust furniture	Daily
4. Sweep and Mop floors	Daily
5. Scrub floors	Daily
6. Spot Clean Doors, Walls, Switches	Twice Weekly
7. Spot clean walls	Weekly
8. Dust window ledges and rad covers	Daily
9. Spot clean partition glass	Bi-weekly
10. Damp Wipe and Polish Window Ledge	Weekly
11. Vacuum furniture	Weekly
12. Clean all supply and return air vents	Quarterly
13. Wash walls (as required but no less that once yearly)	Yearly
14. Wash light fixtures	Yearly
15. Wash interior of windows	Yearly

## **D. WASHROOMS**

1. Replenish supplies in all washroom dispensers	Daily
2. Thoroughly clean and disinfect all washroom fixtures	Daily
3. (sinks, faucets, mirrors, dispensers, door plates, bowls, seats, urinals, counter tops, etc.)	Daily
4. Sweep and mop floors	Daily
5. Empty receptacles (including stall areas)	Daily
6. Vacuum or dry mop tile floors	Daily
7. Clean doors, spot clean walls, switches	Daily
8. Wash walls	Monthly
9. Clean all air supply and return vent louvers and grates	Quarterly
10. Spray Buff Tile	Bi-yearly
11. Strip and refinish tile	Bi-yearly
12. Wash light fixtures	Yearly

## **E. WASTE**

- |                              |           |
|------------------------------|-----------|
| 1. Empty waste receptacles   | Daily     |
| 2. Empty recycle receptacles | Bi-weekly |

## **F. OTHER AREAS INCLUDING PARCEL ROOM**

- |  |           |
|--|-----------|
| 1. Empty waste receptacles                                 | Daily     |
| 2. Empty recycle receptacles                               | Bi-weekly |
| 3. Wash walls  | Monthly   |
| 4. Damp Wipe Counter Tops                                  | Daily     |
| 5. Clean all air supply and return vent louvers and grates | Quarterly |
| 6. Spray Buff Tile   | Bi-yearly |
| 7. Strip and refinish tile                                 | Bi-yearly |

## **GENERAL REQUIREMENTS**

### **A. Labour**

1. All work shall be performed by qualified workers.
2. Respondents shall supply cleaning equipment and tools, and all other equipment required to carry out the whole of the Contract.
3. Local labour services, subcontracts, and materials shall be employed and purchased as far as practicable.
4. The hours of work, the rates of wages paid, the terms of employment, and the working conditions shall be in accordance with the Ministry of Labour, governing authorities, and labour agreements.
5. The Service Provider shall bear all costs of employee benefits and penalties. ONTC shall not be responsible for conditions of employment, benefits, penalties, etc. Nothing contained or implied in the fulfilling of this Contract shall create any contractual relation between any of the Service Provider's employees and ONTC.
6. Any of the Service Provider's staff not acceptable to ONTC because of incompetence, improper conduct, or security risk will be removed from the site of the work and replaced forthwith, unless the Service Provider can show good reason to the contrary.
7. Service Provider's employees must be bonded to commence work.
8. The Service Provider must keep in mind that these facilities accommodate public and private offices and businesses, as well as passenger services facilities and, therefore, any work performed by its employees, particularly in the general public areas, must be timed so as not to coincide with peak business hours and must generally not interfere with customers and staff of the ONTC or its Tenants at the facility.
9. The Service Provider shall ensure that Police Checks are submitted to ONTC and will bear all costs of Police Checks for all Service Providers' staff.

## **B. Supervision and Coordination**

1. The Service Provider shall appoint an experienced Supervisor to be in charge of the janitorial work required under the contract.
2. This Supervisor must be acceptable to the ONTC and have authority to receive on behalf of the Service Provider, any order of communication relating to the Work.
3. The Service Provider shall supervise and coordinate all work and shall cooperate fully with all supervisory representatives of the ONTC and other Service Providers during the performance of the Work.
4. The Service Provider shall be responsible to the ONTC and take directions necessary to satisfy the needs of the ONTC and its Tenants through the Facilities Management Department for these properties.
5. Regular contact with Facilities Management is expected.
6. The Supervisor shall be readily accessible to the Facilities Management at all times.
7. All work which requires the equipment to be shut down, or decrease in the capacity of the equipment, must be properly coordinated with the Facilities Management to ensure that the least amount of inconvenience is caused to the occupants. Except in emergency, permission must be obtained from the Facilities Management before such work commences.

## **C. Use of Premises**

1. The Service Provider shall execute work to cause minimum interference with the activities in the building and on the Premises.
2. The Service Provider shall take reasonable measures for control of noise during operations while the building is occupied.
3. The Service Provider shall observe all restrictions to parking and entrances to the building at all times.
4. The Service Provider shall, within the scope of work identified, keep the Premises clean at all times.
5. The Service Provider shall promptly remove all surplus supplies, waste, tools, and equipment from the occupied, public areas at the close of each work period, and deposit them in an assigned area or remove them from the building.
6. The Service Provider shall keep interior floors and exterior passenger platform areas free from oils, grease, or other materials likely to discolour them or affect bond of applied surfaces. Take special precautions when moving heavy loads or equipment on floors.
7. The Service Provider shall work within the guidelines and clearance restrictions governing the operation of buses taking the necessary precautions to protect ONTC's employees, property, equipment, and patrons, as well as the safety of its own workers.



#### **D. Workplace Hazardous Materials Information System (WHMIS)**

1. The Service Provider shall comply with the Workplace Hazardous Materials Information Systems (WHMIS) requirements as contained in the Occupational Health & Safety Act (OHSA).
2. The Service Provider shall provide Material Safety Data Sheets (MSDS's) and listings of all hazardous materials intended for use on site by the Service Provider.
3. All hazardous materials used or supplied by the Service Provider shall be labeled in accordance with WHMIS by the Service Provider.
4. The Service Provider shall provide details and procedures for handling, storage and the use of all hazardous materials and list any special precautions and safe cleanup and disposal procedures.
5. The Service Provider shall ensure that his/her employees who handle or are exposed to hazardous materials are instructed and trained in accordance with WHMIS requirements.

#### **E. Cleaning Schedule**

1. In general terms, all ONTC office/station/bunkhouse area cleaning from Monday to Friday will be done as stipulated in the Cleaning Schedule for each location. Cleaning on weekends will be necessary to provide for the significant work necessary to commence each business week.
2. A yearly schedule for the monthly, quarterly, bi-yearly and yearly cleaning shall be submitted to the Facilities Management Department. A detailed monthly report, showing the dates of the performed monthly, quarterly, bi-yearly and yearly cleaning tasks, shall also be provided.

### **ONTC REQUIREMENTS**

#### **A. Janitorial Facilities**

1. ONTC will provide onsite, as available, the following facilities for the use of the Service Provider during the term of the Contract:

(a) Janitorial area at all locations listed herein.

All such facilities/equipment and keys will be turned over to the ONTC, on completion of the Contract, in the same condition as they were received by the Service Provider.

#### **B. MATERIAL DISCLOSURES**

##### **1. Examination of Site**

Respondents are required to satisfy themselves as to existing conditions of the site and must take all site conditions into account in preparing their quotations.

##### **2. Contractor Health and Safety**

The successful Respondent must be familiar and comply with the Occupational Health and Safety Act (OHSA) and ONTC's Policies attached at Appendix G

## C. MANDATORY SUBMISSION REQUIREMENTS

### 1. Submission Form (Appendix C)

Each quotation must include a Submission Form (Appendix C) completed and signed by an authorized representative of the respondent.

### 2. Pricing

Each quotation must include pricing information that complies with the instructions set out below in Section G of this Appendix B.

### 3. Health, Environmental and Sustainability

Each quotation must include the completed and signed Contractor Health and Safety Responsibility Agreement, completed Contractor Pre-Qualification Form, as well all associated supporting documentation.

### 4. Other Mandatory Submission Requirements

Respondents must be an Ontario business as set out and acknowledged in the Submission Form (Appendix C).

## D. MANDATORY TECHNICAL REQUIREMENTS

Not Applicable.

## E. PRE-CONDITIONS OF AWARD

The selected Respondent must satisfy the following conditions and provide the following information with ten (10) days of the notice of selection:

- (a) Certificates of insurance as specified in the draft Agreement; and
- (b) Respondent's Health and Safety, and Environmental Policies.

## F. EVALUATION CRITERIA

The following sets out the categories, weightings, and descriptions of the rated criteria of the RFQ. Respondents who do not meet a minimum threshold score for a category will not proceed to the next stage of the evaluation process.

Item	Criteria	Weighting	Minimum Threshold
<b>1. TECHNICAL QUOTATION</b>			
<b>1.0</b>	<b>Category 1: Experience and Qualifications</b>	<b>20</b>	<b>10</b>
1.1	Company Profile	5	
1.2	Project Team	5	

1.3	References	10	
<b>2.0</b>	<b>Category 2: Schedule and Proposed Approach</b>	<b>15</b>	<b>7.5</b>
2.1	Schedule and Proposed Approach	15	
<b>3.0</b>	<b>Category 3: Health, Environmental and Sustainability</b>	<b>5</b>	<b>n/a</b>
3.1	Health, Safety & Environmental	5	
	<b>Total</b>	<b>40</b>	<b>17.5</b>
<b>50% Minimum Threshold to be obtained in Category 1 (10/20), and Category 2 (7.5/15), to Proceed to Stage 2 - Pricing Quotation. Quotations which do not meet these minimum thresholds may not be considered further.</b>			
<b>3. PRICING QUOTATION</b>			
	<b>Pricing</b>	<b>60</b>	<b>n/a</b>
	<b>Total Points</b>	<b>100</b>	

### Technical Quotation Content Requirements

The Respondent shall provide a written quotation in PDF format.

The quotation to undertake the project shall include a clear outline, including the general items listed below, but also include other considerations based on the Respondent's understanding of the project. Failure to provide the requested information will negatively affect the scoring of the quotation in the evaluation process.

***All submissions shall utilize the headings in the Technical Quotation Requirements table provided below, and in the order presented, which align with the Evaluation Criteria. All submissions shall also address the information requirements under each heading. Pricing is not to be provided in the Technical Quotation.***

ITEM #	DESCRIPTION
	Title Page
	Table of Contents
1.0	Experience and Qualifications
1.1	Respondents shall provide a Company Profile which includes the number of years your company has provided services similar to the scope of work in this RFQ. Please describe your company's history, office locations, and description of the specific

	<p>services and specialties offered. Respondents shall demonstrate one (1) three (3) years' experience in similar industry.</p> <p>Respondents shall include a company profile for any and all Subcontractors being used for the completion of the project.</p>
1.2	Respondents shall provide an organizational chart and full detailed resumes of key personnel, including a Site Supervisor, and any agents, employees, and subcontractors, who will be assigned to this project, including their roles, responsibilities, and relevant certifications.
1.3	<p>Respondents shall provide a minimum of three (3) references which can speak to experience with similar projects in the last three (3) years. The project descriptions shall include:</p> <ul style="list-style-type: none"> <li>a) Client name and contact details</li> <li>b) Project scope and value</li> <li>c) Scheduled vs. actual start/end dates</li> <li>d) Description of work performed and use of subcontractors</li> </ul> <p><i>ONTC may, in its sole discretion, confirm the Respondent's experience in the projects identified by contacting the named contacts above</i></p>
2.0	<b>Schedule and Proposed Approach</b>
2.1	Respondents shall provide a detailed written narrative describing their schedule and proposed approach and demonstrating how they intend on meeting ONTC's requirements.
3.0	<b>Health, Safety and Environmental</b>
3.1	<p>Respondents shall complete the Contractor Health and Safety Responsibility Agreement and the Contractor Safety Pre-Qualification Form attached at <b>Appendix E</b> and provide associated supporting documents (i.e., WSIB Safety Record, Current Clearance Certificate, training and certification records, Past environmental and safety records and Hazardous Material List).</p> <p>Respondents shall provide a copy of their Health, Safety and Environmental Protection Policy.</p> <p><i>Respondents must pass the Contractor Safety Pre-Qualification. Failure to pass may result in disqualification from the procurement process.</i></p>

## **G. PRICE EVALUATION METHOD**

Pricing is worth **60 points** of the total score.

Pricing will be scored based on a relative pricing formula using the rates set out in the pricing form. Each respondent will receive a percentage of the total possible points allocated to price, which will be calculated in accordance with the following formula:

$$\text{lowest price} \div \text{respondent's price} \times \text{weighting} = \text{respondent's pricing points}$$

### **Instructions on How to Provide Pricing**

- (a) Respondents should submit their pricing information by completing the attached pricing form and including it in their quotations.
- (b) Rates must be provided in Canadian funds, inclusive of all applicable duties and taxes except for HST, which should be itemized separately.
- (c) Unless otherwise indicated in the requested pricing information, rates quoted by the Respondent must be all-inclusive and must include all labour and material costs, all travel and carriage costs, all insurance costs, all costs of delivery, all costs of installation and set-up, including any pre-delivery inspection charges, and all other overhead, including any fees or other charges required by law.

### **Required Pricing Information**

Respondents are required to complete the Schedule of Prices located at [Appendix D](#).

## APPENDIX C - SUBMISSION FORM

### 1. Respondent Information

Please fill out the following form, naming one (1) person to be the respondent's contact for the RFQ process and for any clarifications or communication that might be necessary.	
Full Legal Name of Respondent:	
Any Other Relevant Name under which Respondent Carries on Business:	
Street Address:	
City, Province/State:	
Postal Code:	
Phone Number:	
Company Website (if any):	
Respondent Contact Name and Title:	
Respondent Contact Phone:	
Respondent Contact Email:	

### 2. Building Ontario Businesses Initiative

"Ontario business" means a business that meets the requirements below:

1. The business is a supplier, manufacturer or distributor of any business structure that conducts its activities on a permanent basis in Ontario; and
2. The business either,
  - i. has its headquarters or main office in Ontario, or
  - ii. has at least 250 full-time employees in Ontario at the time of the applicable procurement process.

Please select one of the following correct statement/s that describes your organization:

- ☐ Yes, my organization is an "Ontario business" as defined above.
- ☐ No, my organization is not an "Ontario business" as defined above.

### 3. Acknowledgment of Non-Binding Procurement Process

The respondent acknowledges that the RFQ process will be governed by the terms and conditions of the RFQ, and that, among other things, such terms and conditions confirm that this procurement process does not constitute a formal, legally binding bidding process (and for greater certainty, does not give rise to a Contract A bidding process contract), and that no legal relationship or obligation regarding the procurement of any good or service will be created between ONTC and the respondent unless and until ONTC and the respondent execute a written agreement for the Deliverables.

### 4. Ability to Provide Deliverables

The respondent has carefully examined the RFQ documents and has a clear and comprehensive knowledge of the Deliverables required. The respondent represents and warrants its ability to

provide the Deliverables in accordance with the requirements of the RFQ for the rates set out in its quotation.

## **5. Non-Binding Pricing**

The respondent has submitted its pricing in accordance with the instructions in the RFQ. The respondent confirms that the pricing information provided is accurate. The respondent acknowledges that any inaccurate, misleading, or incomplete information, including withdrawn or altered pricing, could adversely impact the acceptance of its quotation or its eligibility for future work.

## **6. Addenda**

The respondent is deemed to have read and taken into account all addenda issued by ONTC prior to the Deadline for Issuing Addenda.

## **7. Communication with Competitors**

For the purposes of this RFQ, the word "competitor" includes any individual or organization, other than the respondent, whether or not related to or affiliated with the respondent, who could potentially submit a response to this RFQ.

Unless specifically disclosed below under Disclosure of Communications with Competitors, the respondent declares that:

- (a) it has prepared its quotation independently from, and without consultation, communication, agreement, or arrangement with any competitor, including, but not limited to, consultation, communication, agreement, or arrangement regarding:
  - (i) prices;
  - (ii) methods, factors, or formulas used to calculate prices;
  - (iii) the quality, quantity, specifications, or delivery particulars of the Deliverables;
  - (iv) the intention or decision to submit, or not to submit, a quotation; or
  - (v) the submission of a quotation which does not meet the mandatory technical requirements or specifications of the RFQ; and
- (b) it has not disclosed details of its quotation to any competitor and it will not disclose details of its quotation to any competitor prior to the notification of the outcome of the procurement process.

## **Disclosure of Communications with Competitors**

If the respondent has communicated or intends to communicate with one (1) or more competitors about this RFQ or its quotation, the respondent discloses below the names of those competitors and the nature of, and reasons for, such communications:

---

---

---

---

---

---

---

## 8. No Prohibited Conduct

The respondent declares that it has not engaged in any conduct prohibited by this RFQ.

## 9. Conflict of Interest

The respondent must declare all potential Conflicts of Interest, as defined in Section 3.4.1 of the RFQ. This includes disclosing the names and all pertinent details of all individuals (employees, advisers, or individuals acting in any other capacity) who (a) participated in the preparation of the quotation; **AND** (b) were employees of ONTC within twelve (12) months prior to the Submission Deadline.

If the box below is left blank, the respondent will be deemed to declare that (a) there was no Conflict of Interest in preparing its quotation; and (b) there is no foreseeable Conflict of Interest in performing the contractual obligations contemplated in the RFQ.

Otherwise, if the statement below applies, check the box.

- ☐ The respondent declares that there is an actual or potential Conflict of Interest relating to the preparation of its quotation, and/or the respondent foresees an actual or potential Conflict of Interest in performing the contractual obligations contemplated in the RFQ.

If the respondent declares an actual or potential Conflict of Interest by marking the box above, the respondent must set out below details of the actual or potential Conflict of Interest:

---

---

---

## 10. Disclosure of Information

The respondent hereby agrees that any information provided in this quotation, even if it is identified as being supplied in confidence, may be disclosed where required by law or by order of a court or tribunal. The respondent hereby consents to the disclosure, on a confidential basis, of this quotation by ONTC to the advisers retained by ONTC to advise or assist with the RFQ process, including with respect to the evaluation of this quotation.

## 11. Execution of Agreement

The bidder agrees that in the event its bid is selected by ONTC, in whole or in part, it will finalize and execute the Agreement in the form set out in Appendix A to this RFQ in accordance with the terms of this RFQ.



## 12. Travel

To the extent that travel expenses are expressly provided for under the written agreement for the Deliverables, the bidder hereby acknowledges that travel expenses must be approved in advance by ONTC and must be in compliance with the Management Board of Cabinet Travel, Meal & Hospitality Expenses Directive, January 2020 (<https://www.ontario.ca/page/travel-meal-and-hospitality-expenses-directive-2020>)."

---

Signature of Respondent Representative

---

Name of Respondent Representative

---

Title of Respondent Representative

---

Date

I have the authority to bind the respondent.

## APPENDIX D - SCHEDULE OF PRICES

Respondents must complete the charts below as part of their submission.

***\*\*Prices must be in Canadian Dollars\*\****

***\*\*Prices quoted above shall exclude HST\*\****

**ONTC will add the Total for Services for all five (5) years in order to calculate pricing.**

	Year One (2026)	Year Two (2027)	Year Three (2028)
Total for Services (Excluding HST)			

	Optional Year Four (2029)	Optional Year Five (2030)
Total for Services (Excluding HST)		

***\*\*Respondents must also provide their hourly rates\*\****

Year	Hourly Rate
2026	\$
2027	\$
2028	\$
2029	\$
2030	\$

All expenditures are subject to Budgetary Review.

## APPENDIX E - MANDATORY SITE VISIT

### A. Site Visit Registration Form

**Reference Number:** RFQ 2025 107

**Title:** Commercial Cleaning Services - Kirkland Lake

**Submitted To:** ONTC TRANSPORTATION COMMISSION

Please confirm that you plan to attend the Mandatory Virtual Respondents' Meeting by emailing a completed copy of this **Registration Form** to [nicole.laplante@ontarionorthland.ca](mailto:nicole.laplante@ontarionorthland.ca), prior to Wednesday, December 17, 2025 at 4:00 p.m.

**Failure to submit this form by the time required may result in ONTC not being able to accommodate your attendance. QUOTATIONS SUBMITTED BY RESPONDENTS THAT FAILED TO ATTEND THE RESPONDENTS' MANDATORY MEETING WILL BE DECLARED NON-COMPLIANT AND WILL BE REJECTED.**

**Date of Meeting:** Thursday, December 18, 2025

**Time of Meeting:** 11:00 a.m. EST

**Location:** Teams Conference Call

**COMPANY NAME:** \_\_\_\_\_

**CONTACT NAME:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

**TELEPHONE:** \_\_\_\_\_

**EMAIL:** \_\_\_\_\_

**NUMBER OF PERSONS ATTENDING:** \_\_\_\_\_

ACCOMMODATION: ONTC IS AN EQUAL OPPORTUNITY ORGANIZATION. ACCOMMODATION IS AVAILABLE FOR RESPONDENT'S WITH DISABILITIES THROUGHOUT THE PROCUREMENT PROCESS. IF ACCOMMODATION IS REQUIRED, PLEASE CONTACT [nicole.laplante@ontarionorthland.ca](mailto:nicole.laplante@ontarionorthland.ca).

## APPENDIX F - HEALTH, SAFETY AND ENVIRONMENTAL

### A. Health and Safety Policy



<b>DATE FORMALIZED</b> April 2016  <b>REVISED</b> February 2023	<b>Health and Safety Policy</b>
---	---------------------------------

### POLICY STATEMENT

In keeping with our value of *Safety. Full Stop.* ONTC Transportation Commission (ONTC) / Nipissing Central Railway (NCR) is committed to providing a safe and healthy work environment. Safety is core to everything we do. We don't settle for less, for our people or our customers, even when operating pressures make it difficult to do so.

As part of developing a safety culture, we will collectively strive to prevent accidents and incidents through a risk-based approach with the goal to continuously improve. Employees are required to report safety concerns immediately and can do so without fear of reprisal, while management ensures all employees receive quick follow-up.

We will adopt the latest in systems to improve the reporting, investigation, and implementation of corrective actions, close-out, and trend analysis of accidents and incidents. We will communicate safety and encourage engagement at all levels of the organization, such as during tailgates, briefings, and meetings.

The success of ONTC/NCR safety programs will be ensured through the collective and cooperative efforts of all, including management, employees, unions, and Workplace Health and Safety Committees. All ONTC/NCR members will jointly participate in safety, health and loss prevention initiatives to ensure a safe and healthy workplace for all employees.

A handwritten signature in black ink, appearing to read "Chad Evans".

**Chad Evans**  
**President and CEO**

---

**SAFETY. FULL STOP.**

## B. Contractor Health and Safety Responsibility Agreement

In submitting this Quotation, I/We, on behalf of, \_\_\_\_\_  
(legal name of company)

certify the following:

- (a) I/We have a health and safety policy and will maintain a program to implement such policy as required by clause 25(2) (j) of the *Occupational Health and Safety Act*, R.S.O. 1990, c.O.1, as amended, (the "OHSA").

The requirements in (a) do not apply to employers with five (5) or less employees.

- (b) With respect to the Services being offered in this Quotation, I/We and on behalf of our proposed sub-consultants, acknowledge the responsibility to, and shall:

- (i) fulfill all of the obligations under the OHSA and ensure that all work is carried out in accordance with the OHSA and its regulations;
- (ii) ensure that adequate and competent supervision is provided as required under the OHSA to protect the health and safety of workers; and
- (iii) provide information and instruction to all employees to ensure they are informed of the hazards inherent in the work and understand the procedures for minimizing the risk of injury or illness.

- (c) I/We agree to take precautions reasonable in the circumstances for the protection of worker health and safety, as required under the OHSA.

Dated at \_\_\_\_\_ this \_\_\_\_\_ day of \_\_\_\_\_, 202\_\_.

An Authorized Signing Officer

\_\_\_\_\_

(Key Contact)

(Title)

\_\_\_\_\_

(Telephone Number)

\_\_\_\_\_

(Firm's Name)

\_\_\_\_\_

(Firm's Address)

\_\_\_\_\_

## C. Contractor Safety Pre-Qualification Form

**1. Company Identification:**

Company Name:	Telephone:	ONTC Use
Mailing Address:	Fax:	
	E-mail:	
2. Form of Business:		

☐ Sole Proprietor    
 ☐ Partnership:    
 ☐ Corporation

3. Officers:	Years with the Company
President / CEO	
Vice President	
Treasurer	
Who is the manager most responsible for health and safety?	

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

4. How many years has your business operated under its current name?	
--	--

5. Under Current Management Since (Date)	
--	--

6. Parent Company Information
Parent Name:
City: Province / State: Postal / Zip Code:
Subsidiaries:

7. Insurance Contact Information
Title: Telephone: Fax:

8. Insurance Carriers:	Type of Coverage:	Telephone

**9. Organization:**

Describe the nature of the work your company specialized in:	
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
10 Are any of the above services that you perform normally subcontracted to others?	
<input type="checkbox"/> Yes <input type="checkbox"/> No	

**11. Health and Safety Performance**

- |   |                              |                             |  |
|---|------------------------------|-----------------------------|--|
| a) Are any of the above services that you perform normally subcontracted to others?   | <input type="checkbox"/> Yes | <input type="checkbox"/> No |  |
| b) Can you provide a Workplace Safety & Insurance Clearance Certificate?  | <input type="checkbox"/> Yes | <input type="checkbox"/> No |  |
| c) Is your company experience rated (CAD-7, NEER)? If yes attach CAD-7 reports for the last 3 years and go to item e). If no, complete item d).   | <input type="checkbox"/> Yes | <input type="checkbox"/> No |  |
| d) Has an employee of your company suffered a fatal accident or "critical injury" as defined by the <u>Ontario Occupational Health &amp; Safety Act</u> ? Please provide for the last 3 years: i) total number of lost time accidents by rate group, ii) total number medical aid accidents, iii) total number of hours worked by each rate group | <input type="checkbox"/> Yes | <input type="checkbox"/> No |  |
| e) Has your company ever been subjected to a Workwell Audit? If yes, what was your final score? _____   | <input type="checkbox"/> Yes | <input type="checkbox"/> No |  |
| f) Are there judgements, claims or suits pending or outstanding against your company?   | <input type="checkbox"/> Yes | <input type="checkbox"/> No |  |
| g) Have you received any regulatory (MOL, MOE, etc.) orders and/or prosecutions in the last 3 years? If yes, provide details of all prosecution and fines for the past 3 years on a separate sheet.   | <input type="checkbox"/> Yes | <input type="checkbox"/> No |  |
| h) Do you have involvement in provincial safety associations such as the Infrastructure Health & Safety Association (IHSA) and/or Workplace Safety & Prevention Services (WSPS)? If yes, please name:   | <input type="checkbox"/> Yes | <input type="checkbox"/> No |  |

**12. Health and Safety Program and Procedures:**

- |   |                              |                             |  |
|---|------------------------------|-----------------------------|--|
| a) Do you have a written health and safety policy? If yes, include a copy.      | <input type="checkbox"/> Yes | <input type="checkbox"/> No |  |
| b) Do you have a written health and safety program?                             | <input type="checkbox"/> Yes | <input type="checkbox"/> No |  |
| c) If so, are the following elements addressed?                                 | <input type="checkbox"/> Yes | <input type="checkbox"/> No |  |
| i. Participation by all levels in the organization                              | <input type="checkbox"/> Yes | <input type="checkbox"/> No |  |
| ii. Accountabilities & responsibilities for managers, supervisors and employees | <input type="checkbox"/> Yes | <input type="checkbox"/> No |  |
| iii. Adequate resourcing for meeting health and safety requirements             | <input type="checkbox"/> Yes | <input type="checkbox"/> No |  |
| iv. Hazard identification and control   | <input type="checkbox"/> Yes | <input type="checkbox"/> No |  |
| v. Health and safety performance measurement and evaluation                     | <input type="checkbox"/> Yes | <input type="checkbox"/> No |  |
| vi. Corrective actions implementation   | <input type="checkbox"/> Yes | <input type="checkbox"/> No |  |

**13. Health and Safety Program: Does the health and safety program include procedures and practice documents such as:**

- |   |                              |                             |  |
|---|------------------------------|-----------------------------|--|
| a) Hazardous Energy Control, Lock-out – Tag-out | <input type="checkbox"/> Yes | <input type="checkbox"/> No |  |
|---|------------------------------|-----------------------------|--|



## Contractor Safety Pre-Qualification Form

b) Confined Space Entry	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
c) Working at Heights, Fall Protection	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
d) Personal Protective Equipment (PPE)	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
e) Portable / Electric Power Tools			
f) Vehicle Safety	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
g) Compressed Gas Cylinders	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
h) Electrical Equipment Grounding Assurance	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
i) Powered Industrial Vehicles (forklifts, cranes, etc.)	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
j) Heavy Construction Equipment (excavators, backhoes, bulldozers, etc.)	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
k) Excavation and Trenching	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
l) Housekeeping	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
m) Accident / Incident Reporting and Investigation	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
n) Hazard / Unsafe Condition Identification, Reporting and Communication	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
o) Workplace Hazardous Materials information System (WHMIS)	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
p) Emergency Action Plan / Evacuation Plan	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
q) Spill Response / Reporting	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
r) Respiratory Protection	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
s) Designated Substances Management	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
t) Waste Staging / Disposal	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
u) Traffic Control	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
v) Hearing Conservation	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
14. Do you have a policy/procedure for terminating contracts of subcontractors who do not comply with the requirements of the <u>Occupational Health &amp; Safety Act</u> , associated regulations and / or company safety rules?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
15. Do your employees read, write and understand English to the degree that they can safely perform their tasks without the aid of an interpreter? ( <i>If no, provide a description of your plan to assure that they can safety perform their tasks</i> )	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
16. Do you have personnel certified in Emergency First Aid and CPR on site? If yes, provide copies of certificates of training for site personnel proposed for the project?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
17. Do you have First Aid kits available to your staff?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
18. Does your company use a formalized Health and Safety Plan for conducting large projects?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
19. Does the company conduct pre-placement medical examinations?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
20. Is task-adequate PPE provided to workers?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	

21. Are employees trained in PPE care, use and maintenance?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<div style="border: 1px solid black; height: 30px; width: 100%;"></div>
22. Do you have a corrective actions process for addressing individual health and safety performance deficiencies	<input type="checkbox"/> Yes <input type="checkbox"/> No	<div style="border: 1px solid black; height: 60px; width: 100%;"></div>
23. Equipment and Manuals:		
a. Do you conduct inspections on operating equipment (e.g. excavators, cranes, forklifts, vehicles, etc.) as per regulatory requirements?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<div style="border: 1px solid black; height: 30px; width: 100%;"></div>
b. Do you maintain operating equipment in compliance with regulatory requirements?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<div style="border: 1px solid black; height: 30px; width: 100%;"></div>
c. Do you maintain applicable pre-use inspection and maintenance certification records for operating equipment?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<div style="border: 1px solid black; height: 30px; width: 100%;"></div>
d. Are records available upon request	<input type="checkbox"/> Yes <input type="checkbox"/> No	<div style="border: 1px solid black; height: 30px; width: 100%;"></div>
24. Subcontractors		
a. Do you use health and safety performance criteria in the selection of contractors?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<div style="border: 1px solid black; height: 30px; width: 100%;"></div>
b. Do you require your subcontractor to have a written health and safety program?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<div style="border: 1px solid black; height: 30px; width: 100%;"></div>
c. Are your subcontractors included in	<input type="checkbox"/> Yes <input type="checkbox"/> No	<div style="border: 1px solid black; height: 30px; width: 100%;"></div>
i. health and safety orientation	<input type="checkbox"/> Yes <input type="checkbox"/> No	<div style="border: 1px solid black; height: 30px; width: 100%;"></div>
ii. health and safety meetings	<input type="checkbox"/> Yes <input type="checkbox"/> No	<div style="border: 1px solid black; height: 30px; width: 100%;"></div>
iii. workplace inspections	<input type="checkbox"/> Yes <input type="checkbox"/> No	<div style="border: 1px solid black; height: 30px; width: 100%;"></div>
iv. health and safety audits	<input type="checkbox"/> Yes <input type="checkbox"/> No	<div style="border: 1px solid black; height: 30px; width: 100%;"></div>
d. Does the company have a policy for the termination of contracts of subcontractors who do not comply with the Occupation Health and Safety Act, regulations under the Act, contractor rules, programs, protocols policies or procedures?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<div style="border: 1px solid black; height: 60px; width: 100%;"></div>
e. Does the company have a progressive discipline policy for employees and subcontractors?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<div style="border: 1px solid black; height: 30px; width: 100%;"></div>
25. Health and Safety Training		
a. Are you aware for the regulatory training requirements for your employees?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<div style="border: 1px solid black; height: 30px; width: 100%;"></div>
b. Have your employees received the required health and safety training?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<div style="border: 1px solid black; height: 30px; width: 100%;"></div>
c. Do you have specific health and safety training for supervisors?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<div style="border: 1px solid black; height: 30px; width: 100%;"></div>
d. Do you keep records of health and safety training for employees?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<div style="border: 1px solid black; height: 30px; width: 100%;"></div>
e. Are records of health and safety training available on request?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<div style="border: 1px solid black; height: 30px; width: 100%;"></div>
26. Job Skills		
a. Have employees been trained in appropriate job skills?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<div style="border: 1px solid black; height: 30px; width: 100%;"></div>
b. Are employee job skills certified where required by regulation or industry standard?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<div style="border: 1px solid black; height: 30px; width: 100%;"></div>

**Contractor Safety Pre-Qualification Form**

- c. Are certificates available upon request? ☐ Yes ☐ No
27. Health and Safety Supervision
- a. Does the company have a health & safety coordinator? ☐ Yes ☐ No
- b. Who is the highest ranking safety professional in the company ☐ Yes ☐ No
- \_\_\_\_\_

*I agree that the above information is true and correct to the best of my knowledge. I also agree to follow all terms and conditions of the Contractor Safety Program at all times while performing work for ONTC. I understand that supporting documentation may be requested for due diligence verification purposes.*

Name: (Please  
print) \_\_\_\_\_  
Signature: \_\_\_\_\_

Title: \_\_\_\_\_  
Date: \_\_\_\_\_

## APPENDIX G - POLICIES AND PROCEDURES

The Successful Respondent will be required to adhere to the following ONTC Policies and Procedures while under contract with ONTC, and which are attached to this Appendix G.

TITLE
ONTC Contractor / Subcontractor Policy

<b>DATE FORMALIZED</b> February 2019  <b>REVISED</b> September 17, 2024	<b>CONTRACTOR/SUBCONTRACTOR HEALTH AND SAFETY POLICY</b>
---	--

## **POLICY STATEMENT**

In keeping with our values of Safety Full Stop, Go Beyond, Lead the Way, and Never Stop Caring, Ontario Northland Transportation Commission (ONTC) adheres to the requirements of the Canada Labour Code and all applicable Regulations by ensuring that all selected contractors and subcontractors meet the set health and safety standards associated with each project.

All work shall be done safely no matter how urgent the job is and ONTC will assure that all contractors and subcontractors working on any ONTC property and/or project will follow this policy, adhering to all health and safety legislation and working in a manner that puts the safety of each employee/worker and the environment as the top priority.

## **PURPOSE**

The purposes of this policy are to:

- Ensure that the health and safety of all Ontario Northland Transportation Commission (ONTC) employees, equipment, property, and environment are protected when work is being performed by an outside agency.
- Ensure that all contractors retained by the ONTC are compliant with ONTC policies, procedures, standards, and applicable legislation.
- Ensure that all contractor employees and ONTC employees are provided with a safe and healthy work environment.
- Eliminate or minimize the risk of loss to employees, equipment, property, and environment.
- Minimize corporate liabilities.

## **APPLICATION AND SCOPE**

This procedure applies to all ONTC divisions and departments that engage the services of an outside agency to perform work at any level.

## **DEFINITIONS**

**Adequate:** in relation to a procedure, plan, material, device, object, or thing, means

- a) Sufficient for both its intended use and actual use; and
- b) Sufficient to protect a worker from occupational illness or occupational injury.

**Competent Person:** a person who is:

- a) qualified because of knowledge, training, and experience to organize the work and its performance,
- b) familiar with the Occupational Health and Safety Act and/or the Canada Labour Code and the regulations that apply to the work, and
- c) has knowledge of any potential or actual danger to health or safety in the workplace.

**Construction:** includes erection, alteration, repair, dismantling, demolition, structural maintenance, painting, land clearing, earth moving, grading, excavating, trenching, digging, boring, drilling, blasting, or concreting, the installation of any machinery or plant, and any work or undertaking in connection with a project, but does not include any work or undertaking in a mine.

**Constructor:** a person who undertakes a project for an owner and includes an owner who undertakes all or part of a project by himself/herself or by more than one employer.

**Consultant:** a person who is retained by ONTC to provide professional non-construction services.

**Contractor:** any person or entity contracted to provide service to ONTC.

**Employer:** a person who employs one or more workers, or contracts for the services of one or more workers, and includes a contractor or subcontractor who performs work or supplies services and a contractor or subcontractor who undertakes with an owner, constructor, contractor, or subcontractor, to perform work or supply services.

**Lead Employer:** an employer who contracts for the services of one or more other employers or independent contractors in relation to one or more confined spaces that are located,

- a) in the lead employer's own workplace, or
- b) in another employer's workplace.

**Prescribed:** means established in a Regulation made under the Occupational Health and Safety Act or Canada Labour Code

**Project:** a construction project, whether public or private, including:

- a) the construction of a building, bridge, structure, industrial establishment, mining plant, shaft, tunnel, caisson, trench, excavation, highway, railway, street, runway, parking lot, cofferdam, conduit, sewer, watermain, service connection, telegraph, telephone or electrical cable, pipeline, duct or well, or any combination thereof,
- b) the moving of a building or structure, and
- c) any work or undertaking, or any lands or appurtenances, used in connection with construction.

**Project Administrator:** a person who leads/coordinates a project.

**Regulation:** the regulations made under the Occupational Health and Safety Act or the Canada Labour Code.

**Subcontractor:** a person or company that a contractor pays to do part of a job that the contractor has agreed to do and is responsible for.

## **SUPPORTING MATERIAL REQUIRED**

Contractor Safety Checklist and Orientation Form  
ONTC Contractor Health and Safety Responsibility Agreement  
Project Hazard Assessment  
Contractor Orientation Training Package

## **PROCEDURE**

Once it has been determined that a contractor will be required, a lead must be immediately established regardless of the size of the project. That lead will become the Project Administrator for the purposes of this policy, ensuring that all requirements of this policy are met.

Before Contractors/Subcontractors begin work/project ensure the following are adhered to:

- All Contractors on the property are compliant and current with all legislative licensing requirements.
- All Contractors provide a valid WSIB Clearance Certificate and/or liability insurance before beginning any work on ONTC property.
- Orientation training is provided to contractors prior to commencement of work.
- Contractors understand their contractual obligations under this standard.
- Provide a designated ONTC contact person to ensure Contractors' compliance to ONTC policies, procedures and standards through ongoing work site inspections, communications and reported safety concerns.
- Ensure that application of this standard is delivered and used consistently throughout ONTC operations.
- Where the work/project is occurring in an area where there may be ONTC employees, inform those employees of potential risk and communicate all restrictions and responsibilities.

The Project Administrator shall establish practices so that all Contractors, subcontractors, or contract workers perform their work in a safe and effective manner and meet all the requirements of the Occupational Health and Safety Act, the Canada Labour Code, and the Construction Regulations. The Project Administrator must be adequately familiar with all applicable laws, codes and regulations and be capable of applying them.

### **Construction Work that meets Provincial “Project” Definition**

Where ONTC retains a Contractor with provincial jurisdiction, and the work meets the definition of “project” per the Provincial Construction Regulations, the Contractor will assume the position of Constructor. Under these circumstances:

- ONTC is not responsible for ensuring that Contractors meet their provincial obligations as they relate to applicable Regulations.
- Contractors will assume control of all work at the construction site.
- ONTC will ensure that any Contractor is pre-qualified before awarding any contract and will monitor work activity to ensure work is being done safely and meets expectations.

ONTC will ensure that:

- all Contractors/Subcontractors are properly trained,
- contractors/Subcontractors are monitored and requirements for safety are observed, and

- procedures for safe conduct of the work are in place and known to Contractor's employees.

The Project Administrator shall direct the Contractor in completion of all applicable documentation, as described by the Contractor Safety Prequalification Procedure. The Project Administrator shall ensure that the Constructor maintains full responsibility for safety.

Where the Project Administrator identifies unsafe situations, they are responsible for bringing this forward to the Contractor and shall stop work if deemed necessary.

### **Non-Construction Work where ONTC is Acting as the “Employer”**

The Project Administrator shall review the ONTC's applicable policies and procedures with the contractors/subcontractors. It is recommended that all contractor/subcontractor workers undergo this training orientation, but it is mandatory that at least the contractor's supervisor or site superintendent receive the orientation and then have a method to ensure that this information is passed on to all employees under their direct control.

**NOTE:** The requirement of “Lead Employer” must be fulfilled if the work is Confined Space Entry work.

It is the responsibility of the Project Administrator to ensure the contractor is aware that project specific training is to be conducted.

The Project Hazard Assessment form shall be completed by the Project Administrator and reviewed with all contractors prior to commencement of work.

Contractors/subcontractors who regularly perform services at ONTC must complete a Contractor Training Orientation on an annual basis or whenever there is a change in personnel or applicable and safety conditions which may affect the contractor's/subcontractor's workers. For project contracts, a Hazard Safety Assessment form will be completed each time the contractor performs a new project, unless the same contract personnel have performed project work of a similar nature within the previous 12 months.

### **Prequalification**

Pre-Qualification of a contractor is designed to ensure that the contractor has:

- Appropriate current and sufficient insurance,
- WSIB Coverage,
- An appropriate and compliant health and safety policy,
- Competent supervisors, and
- A program to completely undertake and control the construction work being conducted at ONTC.

When pre-qualifying a contractor who will not act as “Constructor,” ONTC shall determine whether the contractor has the specific policies, procedures, training, and supervision to perform the job safely and in compliance with all provisions of the Occupational Health and Safety Act and the applicable Regulations. Use the Contractor Safety Prequalification form to fulfill this policy obligation.



If the Procurement department is completing the prequalification procedure, input may be required from the Manager of Health and Safety or the Project Administrator if there are specific requirements for a project.

The following items must be submitted by the contractor for prequalification:

- Certificates of insurance – general liability insurance (Minor projects \$2,000,000 minimum, Major Projects \$5,000,000 minimum).
- WSIB Safety Record – submit a copy for the last 3 years or equivalent accident/injury data.
- Current Clearance certificate – Confirms Contractor has met reporting and payment obligations to WSIB. ONTC requires the Contractor to submit a copy of the clearance certificate every 2 months and before the final payment on the contract has been made.
- Contractor's Health and Safety Policy.
- Past environmental, Health and Safety Records – a copy for the last 2 years.
- Training and Certification Records – Documentation verifying all workers have received the necessary safety training required for the specific job.
- Hazardous material list – List of all hazardous materials that will be brought onto ONTC property.
- ONTC may require a separate work plan detailing higher hazard work activity or any tasks that may tend to produce adverse consequences.

Procurement or the Project Administrator will ensure that the Contractor Health and Safety Responsibility Agreement has been completed by the Contractor.

Procurement or the Project Administrator will ensure current copies of insurance, WSIB clearance certificates, and annual safety reviews are maintained for pre-qualified contractors.

Contractors who have already been prequalified should be reasonably favoured and used for OTNC projects.

### **Project Management**

In all circumstances except where a Contractor has assumed the role of Constructor, the Project Administrator is responsible for health and safety on the project and must halt the project if there are health and safety concerns. The Project Administrator must maintain communication with the Contractor throughout the project.

The Project Administrator is responsible to ensure that all health and safety documentation for the project is completed and maintained.

The Project Administrator is responsible to create an ONTC Project Assessment Folder and complete it with Contractor prior to any work beginning. The folder includes the following documents:

- Signed Contractor Safety Responsibility Agreement,
- Certificates of Insurance – General Liability Insurance,
- WSIB Safety Record,
- Current Clearance Certificate,
- Contractor's health and safety policy and procedures applicable to the work being conducted,
- Training, licensing, and certification records,

- Hazardous materials list and current SDS for material brought onto ONTC property and already onsite that will be used during or encountered during the project,
- Completed Contractor Orientation Training Records,
- Copies of any applicable ONTC procedures that have been reviewed,
- Completed Contractor Prequalification form.

The Project Hazard Assessment form must be filed once the project has been completed and made available for review if required for auditing purposes.

The Project Administrator must ensure that the Contractor Orientation Training is completed for all workers on the project.

On-Site Safety: All ONTC safety procedures (Fall protection, Confined Space Entry, Lockout/Tagout, Ladder Safety, WHMIS, Personal Protection Equipment, Respiratory Protection, etc.) apply to all construction work on ONTC projects, unless the Contractor's procedures exceed ours.

The Project Administrator shall review all applicable safety procedures with contractors/subcontractors at the site. Copies of the ONTC procedures can be obtained through MyPolicies.

The Project Administrator will ensure that daily safety briefings are conducted prior to the beginning of each project workday, as well as regularly inspect the work site as the project requires.

If the Contractor or subcontractor has a question or concern regarding safety on the project, they should speak to the Project Administrator or their immediate supervisor.

All contractor(s) or subcontractor(s) supervisors must report to the Project Administrator:

- Any unsafe actions or conditions,
- Contraventions of the Occupational Health and Safety Act, Canada Labour Code and Regulations or any ONTC safety procedure, or
- Existence of any hazard at the project.

Any incident (first aid, near miss, etc.) on the project must be immediately reported to the Project Administrator.

**NOTE:** Workers and their supervisors shall be held accountable for violations of health and safety rules, regulations, and procedures. Disciplinary action, where necessary, will be dictated by the ONTC disciplinary procedure and will be based on the merits of the specific case.

## **RESPONSIBILITIES**

To ensure clarity of responsibility, where a Contractor is hired to conduct work for ONTC and the provincial Occupational Health and Safety Act applies in respect of that work, the Contractor will assume the position of Constructor.

No ONTC employee will be assigned to work on the same project as the general contractor unless there is an agreement between the Contractor and ONTC determining the contractor as the Constructor.

Where a project requires more than one Employer, ONTC may enter into an agreement before the commencement of the project to determine control over the project identifying who will be the Constructor.

### **Employer**

The Employer is responsible to:

- Ensure contractors, employees, supervisors, and managers are adequately aware of the provisions and requirements of the Purchasing Policy and Procedure.
- Ensure that contractors, subcontractors, and project worker companies are adequately prequalified in accordance with the Contractor Safety Prequalification Form for large projects or projects where the combined value of the project exceeds \$50,000.00 and where ONTC is the Constructor.
- Ensure contractors, subcontractors and project worker companies have agreed with and endorsed in writing the terms of the Contractor Health and Safety Responsibility Agreement.
- Properly implement and periodically audit the Contractor prequalification and safety procedure.
- Ensure that authorized staff comply within the Contractor Prequalification and Safety Procedure.
- Discipline and or remove from the authorized contractors list any contractor that fails to comply with this procedure.

### **Procurement**

The Procurement Department is responsible to:

- Conduct prequalification in conjunction with the Project Administrator for consultants and service providers and ensure completion of the Contractor Health and Safety Responsibility Agreement.
- Where required ensure the Contractor completes the Prequalification Form before any construction work is initiated on any of the ONTC properties.
- Maintain a list of all service agreements, memoranda of understanding, and service contracts.
- Obtain a current copy of WSIB Clearance Certificates and Insurance Certificate for pre-qualified consultants and service providers.

### **Project Administrator**

The Project Administrator is responsible to:

- Contract a prequalified contractor.
- Ensure contractors, subcontractors and project worker companies are prequalified in accordance with the Contractor Safety Prequalification Form.
- Ensure the Contractor completes the Contractor Orientation Training with the Contractor's workers prior to the beginning of a project.
- Complete with the Contractor and maintain the Project Hazard Assessment.
- Request applicable training records, certificates, licenses, and written procedures and measures from the Contractor as required.
- Ensure the Contractor Health and Safety Responsibility Agreement is completed by the Contractor prior to the beginning of work.

- Conduct safety briefings with the Contractor(s) prior to the work beginning and as required by the project.
- Periodically view the work areas to ensure compliance with the Occupational Health and Safety Act, associated Regulations and the relevant ONTC safety procedures.
- Respond to safety concerns from contractors and others impacted by a project.
- Ensure all relevant ONTC safety procedures are being implemented at the project.
- Ensure all contractors have provided SDS for all hazardous product used and that the SDS are readily available if stored on ONTC property.
- Inform the supervisor and employees in the area where the work/project is occurring of potential risk, including restrictions and responsibilities needed to ensure their safety.

Where a Contractor is hired to perform work for ONTC and the work is subject to the requirements of the Occupational Health and Safety Act, the Contractor will assume the position of Constructor. The aforementioned duties or similar must then be completed by the Contractor.

**Note:** The Contractor – Constructor will be required to utilize their own prequalification and safety contract documents for any and all subcontractors hired to perform work on the project.

### **Contractors**

Contractors are responsible to:

- Employ competent Supervisors and Workers.
- Comply with the Contractor Prequalification and Safety Procedure.
- Complete the ONTC Project Hazard Assessment and Contractor Health and Safety Responsibility Agreement.
- Furnish the ONTC with hard copies of applicable training records, certificates, licenses and written procedures and measures as required.
- Ensure that the Contractor Safety Checklist and Orientation form are completed and signed.
- Notify the Project Administrator of any questions or concerns with Contractor Prequalification and Safety Policies.
- Notify the Project Administrator of any contraventions of the Act or ONTC's Procedures.
- Participate in required safety training.
- Provide WSIB documentation and/or liability insurance confirming the Contractor is registered and their account is in good standing.
- Have all products used in their process evaluated by ONTC personnel prior to the products being brought onto ONTC property. This will be done through the evaluation of Safety Data Sheets (SDS) provided by the Contractor/subcontractor.
- Ensure copies of all SDS are readily available.
- Immediately inform designated ONTC contact person of there are any changes in their process or products used in their operation.
- Prior to entering ONTC property, register with Security, appropriate supervisor or designated ONTC contact person for direction.
- Ensure that all equipment and vehicles are properly maintained and meet prescribed safety standards, e.g., no loose pins on backhoe extensions or arms, safety pins and safety features are working properly.

### **Workplace/Policy Health and Safety Committees**

The WHSC/PHSC are responsible to:

- Participate in the development and review of the Contractor/Subcontractor Health and Safety Policy, procedure, and applicable forms.
- Serve as a resource to employees regarding the Contractor/Subcontractor Health and Safety Policy, procedure, and applicable forms.

### **Manager Health and Safety**

The Health and Safety Department is responsible to:

- Provide assistance if needed with prequalification process of contractors as required by the Procurement Department and/or the Project Administrator.
- Approve/disapprove exceptions to the Contractor Safety Prequalification process.
- Facilitate the development and review of the Contractor/Subcontractor Health and Safety Policy, procedure, and applicable forms.
- Apply and audit compliance, and discharge discipline when required, specific to the Contractor/ Subcontractor Health and Safety Policy, procedure, and applicable forms.

### **TRAINING**

ONTC is responsible to ensure that those ONTC employees who have duties and responsibilities to act under this procedure are adequately trained in these duties as applicable.

The training shall reinforce the hazard control hierarchy as follows:

- **Elimination:** activities or practices that involve the complete removal of the hazard from the worker in the workplace.
- **Substitution:** involves the replacement of high hazard task or workplace circumstance with a lower hazard task or workplace circumstance.
- **Engineering Controls:** involves creating and using designed infrastructure or equipment to minimize a hazard.
- **Administrative Controls:** involves creating protocols involving stated obligations and prohibitions that change the way people work.
  - E.g., **Warning Signs:** postings and placards that communicate the presence of a hazard as well as hazard control directives.
- **Personal Protective Equipment (PPE):** involves the use of gear that is worn by the worker to create a barrier between the hazard and the worker. PPE can include gloves, respirators, hard hats, safety glasses, high-visibility clothing, and safety footwear.

The Manager, Health and Safety will ensure that the training is refreshed at adequate frequency.

Retraining will be provided for all authorized workers or contractors whenever there is a change in their job assignments, a change in condition, equipment or processes that presents a new hazard, or when there is a change in the Contractor Safety Prequalification Process.

Additional retraining shall also be conducted whenever a periodic inspection reveals, or whenever there is reason to believe, that there are deviations from or inadequacies in workers' knowledge or use of the Contractor Safety Prequalification Process. The Project Hazard Assessment will be updated to add any additional hazards and corresponding controls, as required.

### **APPENDICES/EDUCATIONAL MATERIAL**

- Contractor Safety Prequalification Form
- Contractor Health and Safety Responsibility Agreement
- Contractor Safety Checklist and Orientation
- Project Hazard Assessment

## **REFERENCES**

- Ontario Occupational Health and Safety Act R.S.O 1990
- O.Reg 213/91 Construction Projects
- Canada Labour Code R.S.C., 1985 c L-2
- Canada Occupational Health and Safety Regulations SOR/86-304
- Contractors Subcontractors Safety NBRHC OH&S4-017