

**ONTARIO NORTHLAND**

**TRANSPORTATION COMMISSION**

**Request for Proposals No. RFP 2025 015**

**For**

**Tie Inspection Services**

**REPLY BY DATE: Friday, May 09, 2025 at 2:00:00 p.m.**

**Primary Contact:**

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## Table of Contents

<b>PART 1 REQUEST FOR PROPOSALS</b>	<b>1</b>
SECTION 1 - INTRODUCTION	2
1.1 General	2
1.2 Ontario Northland Transportation Commission	3
SECTION 2 - THE RFP DOCUMENTS	4
2.1 Request for Proposals Documents	4
2.2 Priority of Documents	5
2.3 Distribution of Documents - Electronic Distribution	5
2.4 Information Provided by ONTC	5
SECTION 3 - THE RFP PROCESS	6
3.1 RFP Process	6
3.2 Questions and Communications Related to the RFP Documents	6
3.3 Addenda/Changes to the RFP Documents	7
3.4 Respondents' Meeting	7
3.5 Prohibited Contacts	8
3.6 Media Releases, Public Disclosures, Public Announcements and Copyright	9
3.7 Confidentiality and Disclosure Issues - Respondent Information	9
3.8 Confidential Information	10
3.9 Governing Laws and Attornment	11
3.10 Licenses and Permits	12
3.11 Respondents' Costs	12
3.12 Delay and Costs of Delay	12
3.13 Clarification and Verification of Respondent's Proposal	12
3.14 Two-Envelope Process	13
SECTION 4 - PROPOSAL CONTENT AND FORMAT	14
4.1 Format and Content of Proposal	14
4.2 Proposal Submission Form	15
4.3 References and Past Performance Issues	15
4.4 Conflict of Interest	16
SECTION 5 - PROPOSAL SUBMISSION, WITHDRAWAL, MODIFICATION	16
5.1 Submission of Proposals and Late Proposals	16
5.2 Late Proposals	18
5.3 Withdrawal of Proposals	18
5.4 Amendment of Proposals	19
5.5 Proposal Irrevocability	19
5.6 One Proposal per Person or Entity	19
SECTION 6 - PROPOSAL EVALUATION	19
6.1 Evaluation Team	19

6.2	Evaluation of Proposals .....	20
6.3	Short-Listing .....	21
6.4	Interviews, Site Visits, Demonstrations and Presentations .....	21
	SECTION 7 - GENERAL EVALUATION AND DISQUALIFICATION PROVISIONS .....	21
7.1	ONTC's Discretion .....	21
7.2	Disqualification.....	21
7.3	General Rights of ONTC.....	22
	SECTION 8 - DRAFT AGREEMENT NEGOTIATION, FINALIZATION AND DEBRIEFING AND SUCCESSFUL RESPONDENT .....	23
8.1	Negotiation and Finalization of the Agreement.....	23
8.2	Notification If Successful or Not .....	25
8.3	Debriefing .....	25
	SECTION 9 - LEGAL MATTERS AND RIGHTS OF ONTARIO NORTHLAND .....	25
9.1	Limit on Liability .....	25
9.2	Power of Legislative Assembly .....	26
9.3	RFP Not a "Bidding Contract" or a Tender .....	26
	SECTION 10 - VENDOR PERFORMANCE .....	26
10.1	General.....	26
10.2	Vendor Performance Evaluation .....	27
10.3	Vendor Ratings for Proposal Evaluation Purposes.....	27
	SECTION 11 - TRANSPARENCY AND FAIRNESS.....	27
11.1	General.....	27
	SECTION 12 - INTERPRETATION .....	27
12.1	General.....	27
	<b>PART 2 REQUEST FOR PROPOSALS SUMMARY OF REQUIREMENTS .....</b>	<b>1</b>
	SCHEDULE 2-A RFP DATA SHEET .....	2
	SCHEDULE 2-B PARTICIPATION REGISTRATION FORM .....	7
	<b>PART 3 REQUEST FOR PROPOSALS SPECIFICATIONS .....</b>	<b>1</b>
	SCHEDULE 3-A-1 SCOPE OF WORK .....	2
	SCHEDULE 3-A-2 REFERENCE DOCUMENTS .....	3
	<b>PART 4 REQUEST FOR PROPOSALS FORM OF PROPOSAL .....</b>	<b>1</b>
	<b>PART 5 REQUEST FOR PROPOSALS DRAFT AGREEMENT .....</b>	<b>1</b>



## **PART 1**

# **REQUEST FOR PROPOSALS**

## SECTION 1 - INTRODUCTION

### 1.1 General

- (1) Ontario Northland Transportation Commission ("ONTC") is issuing this Request for Proposals ("**RFP**") to obtain proposals from a vendor/service provider(s) for the provision of the goods and/or services described in the RFP Specifications (the "**Goods and/or Services**").

- (2) In this RFP:

**"Applicable Laws"** means the statutes, regulations, orders, by-laws and other laws of Ontario, Quebec, Manitoba, Canada and any municipal government relevant to the RFP and the subject matter of the RFP;

**"Addendum"** means the written supplementary information provided to potential Respondents prior to the Submission Deadline, which information becomes part of the RFP Documents;

**"Business Day"** means any day except Saturday, Sunday or a statutory holiday;

**"Final Agreement"** means the agreement for the supply of the Goods and/or Services entered into by ONTC and the Successful Respondent;

**"Material"** means a document or information that must be included in the Proposal including without limitation the information requested in the RFP Data Sheet, and is essential to allow ONTC to evaluate a Proposal and that if not included will result in the disqualification of the Proposal;

**"Non-compliant"** means the Proposal or the Respondent does not meet a requirement of the RFP Documents;

**"Proposal"** means the response to the RFP submitted by a Respondent to ONTC;

**"Respondent(s)"** means the entity submitting a Proposal and includes prospective respondents, whether or not that entity submits a Proposal. If the context requires it, "Respondent" includes any of the Respondent's respective shareholders, owners, officers, agents, consultants, partners, contractors, subcontractors, advisors, employees, or representatives;

**"RFP Data Sheet"** means the information and requirements contained in Schedule 2-A of Part 2;

**"RFP Documents"** means the documents listed in RFP Section 2.1 (1) and any additional documents issued through Addenda;

**"Short-listed Respondent"** means a Respondent selected to proceed to the next step in the evaluation process pursuant to section 6.2 (2) of the RFP;

**“Substantially Compliant”** means Proposal does not meet the requirements of the RFP Documents; however, the Proposal includes all of the Material items, as identified in the RFP Data Sheet;

**“Successful Respondent”** means the Respondent selected by ONTC to enter into the Final Agreement.

- (3) The process to select the Short-listed Respondents for the supply of the Goods and/or Services (the **“RFP Process”**) will commence with the issuance of these RFP Documents and will terminate at the earlier of:
- (a) when ONTC and the Successful Respondent execute the Final Agreement; or,
  - (b) upon the termination of the RFP Process in accordance with the terms and conditions of this RFP.

## 1.2 Ontario Northland Transportation Commission

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 900 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.

## **SECTION 2 - THE RFP DOCUMENTS**

### **2.1 Request for Proposals Documents**

- (1) The Request for Proposals documents consist of:

Part 1 - Request for Proposals

Part 2 - Requests for Proposals Summary of Requirements

- (a) Schedule 2-A - RFP Data Sheet
- (b) Schedule 2-B - Participation Registration Form

Part 3 - RFP Specifications

- (a) Schedule 3-A-1 - Scope of Work
- (b) Schedule 3-A-2 - Reference Documents

Part 4 - Form of Proposal

- (a) Proposal Form 1 - Proposal Submission Form
- (b) Proposal Form 1-A - Proposal Submission Form – Schedule of Prices
- (c) Proposal Form 2 - Respondent's General Information
- (d) Proposal Form 3 - Acknowledgment to Comply with Part 3 -  
Request for Proposals Specifications
- (e) Proposal Form 4 - References
- (f) Proposal Form 5 - Compliance with Contract Documents
- (g) Proposal Form 6 - Health, Safety and Environment
- (h) Proposal Form 7 - List of Equipment
- (i) Proposal Form 8 - List of Personnel
- (j) Proposal Form 9 - Schedule and Proposed Approach
- (k) Proposal Form 10 - Schedule of Progress Payments
- (l) Proposal Form 11 - Contractor's Qualification Statement
- (m) Proposal Form 12 - Claims

Part 5 - Draft Agreement

- (2) The RFP Documents shall be read as a whole. The Schedules and Addenda, if any, constitute an integral part of this RFP and are incorporated by reference.
- (3) Each Respondent shall verify the RFP Documents for completeness upon receipt and shall inform the Contact Person (identified in RFP Section 3.2(7)), immediately:
- (a) should any documents be missing or incomplete; or
  - (b) upon finding any discrepancies or omissions.
- (4) Complete sets of the RFP Documents are available at our company website at [www.ontarionorthland.ca](http://www.ontarionorthland.ca) and MERX.

- (5) The RFP Documents are made available only for the purpose of Respondents submitting Proposals. Availability and/or use of the RFP Documents do not confer a license or grant for any other purpose.

## **2.2 Priority of Documents**

- (1) If there are any inconsistencies between the terms, conditions or other provisions of the RFP Documents, the order of priority of RFP Documents, from highest to lowest, shall be:
  - (a) Any Addenda modifying the RFP Documents issued during the RFP Process;
  - (b) The RFP Data Sheet;
  - (c) Part 1 - Request for Proposals;
  - (d) Part 3 - Specifications; and
  - (e) Any other RFP Documents.

## **2.3 Distribution of Documents - Electronic Distribution**

- (1) ONTC will use an online electronic distribution system to distribute all RFP Documents.
- (2) Each Respondent is solely responsible for making appropriate arrangements to receive and access the RFP Documents through that electronic distribution system.

## **2.4 Information Provided by ONTC**

- (1) Respondents are solely responsible for conducting their own independent research, due diligence, and any other work or investigations and seeking any other independent advice necessary for the preparation of its Proposal, negotiation or finalization of the Final Agreement and the subsequent delivery of all the Goods and/or Services to be provided by the Successful Respondent(s). Nothing in the RFP Documents is intended to relieve the Respondents from forming their own opinions and conclusions with respect to the matters addressed in this RFP.
- (2) No guarantee, representation or warranty, express or implied, is made and no responsibility of any kind is accepted by ONTC or its representatives for the completeness or accuracy of any information presented in the RFP Documents, if any, during the RFP Process or during the term of the Final Agreement. By submitting a Proposal, Respondents agree that ONTC and its representatives shall not be liable to any person or entity as a result of the use of any information contained in the RFP Documents or otherwise provided by ONTC or its representatives during the RFP Process or during the term of the Final Agreement.



## SECTION 3 - THE RFP PROCESS

### 3.1 RFP Process

- (1) The deadline for the submission of Proposals (the “**Submission Deadline**”) is set out in the RFP Data Sheet.
- (2) ONTC may amend, extend or shorten any of the dates and/or times prescribed in this RFP, at any time, at its sole discretion, including without limitation the Submission Deadline. If ONTC extends the Submission Deadline, all requirements applicable to Respondents will thereafter be subject to the new, extended Submission Deadline.

### 3.2 Questions and Communications Related to the RFP Documents

- (1) Respondents shall submit all questions, requests for clarifications, and other communications regarding the RFP Documents and the RFP Process by email to the Contact Person set out in section 3.2(7) no later than four (4) full Business Days before the Submission Deadline.
- (2) ONTC will endeavor to provide the Respondents with written responses to questions that are submitted in accordance with this RFP Section 3.2, by no later than two (2) full Business Days before the Submission Deadline. Responses to any questions or requests for clarifications, will be collected and distributed with answers to be delivered to all Respondents who have submitted the Participation Registration Form by way of emailed addenda from ONTC in accordance with the timeline set out in this Section 3.2(2).
- (3) The responses to questions form part of the RFP Documents.
- (4) ONTC may, in its sole discretion:
  - (a) answer questions that ONTC deems to be similar from various Respondents only once;
  - (b) edit any question(s) for the purpose of clarity;
  - (c) respond to questions submitted after the deadline for submission of questions if ONTC believes that such responses would be of assistance to the Respondents generally; and,
  - (d) exclude any questions that, in the sole opinion of ONTC, are ambiguous, incomprehensible, or are deemed by ONTC to be immaterial to the RFP Process, the RFP Documents, or the Goods and/or Services.
- (5) If Respondents find discrepancies, omissions, errors, departures from laws, by-laws, codes or good practice, or information considered to be ambiguous or conflicting, they shall bring them to the attention of the Contact Person in writing, and not less than four (4) full Business Days before the Submission Deadline, so that ONTC may, if ONTC

deems it necessary, issue instructions, clarifications or amendments by addendum to all Respondents prior to the Submission Deadline. ONTC will endeavor to, but is not required to, issue such Addenda at least two (2) full Business Days prior to the Submission Deadline. It is each Respondent's responsibility to seek clarification from ONTC of any matter it considers to be unclear in the RFP Documents or the description of the Goods and/or Services and the Respondent may seek clarification in accordance with this Section 3.2. Neither ONTC nor the Government of Ontario shall be responsible for any misunderstanding by a Respondent of the RFP Documents, the RFP Process or the Goods and/or Services.

- (6) If ONTC gives oral answers to questions at any meeting (Section 3.4), these answers will not be considered final, and may not be relied upon by any of the Respondents, unless and until such answers are provided by way of an addendum in accordance with this Section 3.2.
- (7) The Contact Person designated by ONTC for this RFP is **Brinda Ranpura, Procurement Contracts Specialist, 555 Oak Street East, North Bay, Ontario P1B 8L3 (705) 472-4500 ext. 548, [brinda.ranpura@ontarionorthland.ca](mailto:brinda.ranpura@ontarionorthland.ca)** (the "Contact Person"). The above Contact Person is the sole contact for this RFP. A Respondent may be disqualified where contact is made with any person other than the Contact Person.
- (8) ONTC will not be responsible for statements, instructions, clarifications, notices or amendments communicated orally by ONTC to one or more of the Respondents. Statements, instructions, clarifications, notices or amendments by ONTC, which affect the RFP Documents, may only be made by addendum.

### 3.3 Addenda/Changes to the RFP Documents

- (1) ONTC may, in its sole discretion, amend, supplement, or change the RFP Documents prior to the Submission Deadline. ONTC shall issue amendments, supplements, or changes to the RFP Documents by Addendum only. No other statement or response(s) to questions, whether oral or written, made by ONTC or any ONTC advisors, employees or representatives, including, for clarity, the Contact Person, or any other person, shall amend, supplement or change the RFP Documents. Addenda will be distributed in the same manner as the RFP and shall become part of the RFP Documents.
- (2) Respondents are solely responsible for ensuring that they have received all Addenda issued by ONTC. Respondents may, in writing by email to the Contact Person, seek confirmation of the number of Addenda, issued under this RFP.

### 3.4 Respondents' Meeting

- (1) To assist Respondents in understanding the RFP Documents, and the RFP Process, ONTC may conduct an information meeting (the "**Respondents' Meeting**") for all Respondents. Whether or not ONTC will conduct a Respondents' Meeting is set out in the RFP Data Sheet. If ONTC is conducting a Respondents' Meeting, the meeting will be held on the date and at the time and location set out in the RFP Data Sheet.

- (2) Attendance by Respondents at a Respondents' Meeting may not be mandatory but, if one is held, Respondents are strongly encouraged to attend. Whether or not the Respondents' Meeting is mandatory will be identified on the RFP Data Sheet. When a Respondents' meeting is mandatory, all attending persons or entities will be required to sign the "Site Meeting Log" to confirm their attendance and provide a valid email address for purpose of receiving information.
- (3) If ONTC gives oral answers to questions at the Respondents' Meeting, these answers will not be considered final, and may not be relied upon by any of the Respondents, unless and until such answers are provided by way of an Addendum in accordance with Section 3.2.
- (4) If pre-registration for the Respondents' Meeting is necessary, the deadline for registration will be set out in the RFP Data Sheet and details regarding the registration process will be set out in the RFP Data Sheet.

### **3.5 Prohibited Contacts**

- (1) Respondents and their respective advisors, employees and representatives are prohibited from engaging in any form of political or other lobbying, of any kind whatsoever, to influence the outcome of the RFP Process.
- (2) Without limiting the generality of Section 3.5(1) above, neither Respondents nor any of their respective advisors, employees or representatives shall contact or attempt to contact, either directly or indirectly, at any time during the RFP Process, any of the following persons or organizations on matters related to the RFP Process, the RFP Documents, or their Proposals:
  - (a) any member of the Evaluation Team (as defined in Section 6.1), except the Contact Person;
  - (b) any advisor to ONTC or the Evaluation Team, except the Contact Person; or
  - (c) any directors, officers, employees, agents, representatives or consultants of:
    - (i) ONTC, except the Contact Person;
    - (ii) Ontario Ministry of Transportation;
    - (iii) The Premier of Ontario's office or the Ontario Cabinet office;
    - (iv) A Member of Provincial Parliament (including the Premier); or
    - (v) Any other person or entity listed in the RFP Data Sheet.
- (3) If a Respondent or any of their respective shareholders, owners, officers, agents, consultants, partners, contractors, subcontractors, advisors, employees, representatives, or other third parties acting on behalf or with the knowledge of the Respondent; in the opinion of ONTC, contravenes RFP Section 3.5(1) or 3.5(2), ONTC may, but is not obliged to, in its sole discretion:

- (a) take any action in accordance with RFP Section 7.2; or
- (b) impose conditions on the Respondent's continued participation in the RFP Process that ONTC considers, in its sole discretion, to be appropriate.

### **3.6 Media Releases, Public Disclosures, Public Announcements and Copyright**

- (1) Respondents shall not, and shall ensure that their shareholders, owners, officers, agents, consultants, partners, contractors, subcontractors, advisors, employees, representatives, or other third parties acting on behalf or with the knowledge of the Respondents do not, issue or disseminate 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 RFP Process, the RFP Documents or the Goods and/or Services or any matters related thereto, without the prior written consent of ONTC.
- (2) Neither the Respondents or any of their respective shareholders, owners, officers, agents, consultants, partners, contractors, subcontractors, advisors, employees, representatives, or other third parties acting on behalf or with the knowledge of the Respondent shall make any public comment, respond to questions in a public forum, or carry out any activities to either criticize another Respondent or Proposal or to publicly promote or advertise their own qualifications, interest in or participation in the RFP Process without ONTC's prior written consent, which consent may be withheld, conditioned or delayed in ONTC's sole discretion. Respondents, and their respective advisors, employees and representatives are permitted to state publicly that they are participating in the RFP Process but shall not publicly identify other Respondents without the prior written consent of ONTC.
- (3) Respondents shall not use the name of ONTC or any of ONTC's logos, designs, colours or registered trademarks and names used, owned or registered by ONTC, during the RFP Process, if selected as the Successful Respondent, or at any time prior to, during, or following the supply of the Goods and/or Services, except with the prior written consent of ONTC.

### **3.7 Confidentiality and Disclosure Issues - Respondent Information**

- (1) Respondents are advised that ONTC may be required to disclose the RFP Documents, any other documentation related to the RFP Process and a part or parts of any Proposal pursuant to the *Freedom of Information and Protection of Privacy Act* (Ontario) ("FIPPA"). Respondents are also advised that FIPPA does provide protection for confidential and proprietary business information. Respondents are strongly advised to consult their own legal advisors as to the appropriate way in which confidential or proprietary business information should be marked as such in their Proposals. Subject to the provisions of FIPPA, ONTC will use reasonable commercial efforts to safeguard the confidentiality of any information identified by the Respondent as confidential but shall not be liable in any way whatsoever to any Respondent if such information is disclosed based on an order or decision of the Information and Privacy Commissioner or otherwise as required under the Applicable Laws.

- (2) The Respondent agrees that ONTC may disclose Proposals, and all information submitted in or related to the Proposals, to the Government of Ontario.
- (3) ONTC may provide the Proposals to any person involved in the review and/or evaluation of the Proposals on behalf of ONTC and ONTC may:
  - (a) make copies of the Proposal; and/or
  - (b) retain the Proposal.
- (4) ONTC may disclose any information with respect to the Respondents, the Proposals and the RFP Process as required by the Applicable Laws.
- (5) The Respondent shall not require ONTC or any of its representatives to sign a non-disclosure agreement in respect of any step taken or information provided as part of this RFP Process, provided that if the nature of the subject matter of the RFP is such that, in the opinion of ONTC, it would be appropriate to enter into a non-disclosure agreement with a Respondent or Respondents, ONTC and/or the Respondent shall enter into such agreement in a form and with the content satisfactory to ONTC.

### **3.8 Confidential Information**

- (1) In this RFP, “**RFP Information**” shall mean all material, data, information or any item in any form, whether oral or written, including in electronic or hard-copy format, supplied by, obtained from or otherwise procured in any way, whether before or after the RFP Process, from ONTC or any Ministry or Agency of the Government of Ontario, in connection with the RFP Documents or the Goods and/or Services excluding any item which:
  - (a) is or becomes generally available to the public other than as a result of a disclosure resulting from a breach of this RFP Section 3.8;
  - (b) becomes available to the Respondent on a non-confidential basis from a source other than ONTC, so long as that source is not bound by a non-disclosure agreement with respect to the information or otherwise prohibited from transmitting the information to the Respondent by a contractual, legal or fiduciary obligation; or
  - (c) The Respondent is able to demonstrate was known to it on a non-confidential basis before it was disclosed to the Respondent by ONTC.
- (2) RFP Information:
  - (a) shall remain the sole property of ONTC or the Government of Ontario, as applicable, and the Respondent shall maintain the confidentiality of such information except as required by law;

- (b) shall not be used by the Respondent for any other purpose other than submitting a Proposal or performing obligations under any subsequent agreement with ONTC relating to the Goods and/or Services;
  - (c) shall not be disclosed by the Respondent to any person who is not involved in the Respondent's preparation of its Proposal or in the performance of any subsequent agreement relating to ONTC, or the Government of Ontario, as applicable, without prior written authorization from ONTC;
  - (d) shall not be used in any way detrimental to ONTC or the Government of Ontario; and,
  - (e) if requested by ONTC, shall be returned to the Contact Person or destroyed by the Respondent no later than ten (10) calendar days after such request is received in writing by the Respondent.
- (3) Each Respondent shall be responsible for any breach of the provisions of this RFP Section 3.8 by any person to whom it discloses the RFP Information.
  - (4) Each Respondent or Short-listed Respondent acknowledges and agrees that a breach of the provisions of this RFP Section 3.8 would cause ONTC, the Government of Ontario and/or their related entities to suffer loss which could not be adequately compensated by damages, and that ONTC, the Government of Ontario and/or any related entity may, in addition to any other remedy or relief, enforce any of the provisions of this RFP Section 3.8 upon application to a court of competent jurisdiction without proof of actual damage to ONTC, the Government of Ontario or any related entity.
  - (5) Notwithstanding RFP Section 9.3, the provisions of this RFP Section 3.8 shall be binding and shall survive any cancellation or termination of this RFP and the conclusion of the RFP Process.
  - (6) ONTC may, in its sole discretion, require that Respondents execute a legally binding non-disclosure agreement in a form and substance satisfactory to ONTC prior to receiving the RFP Information.

### **3.9 Governing Laws and Attornment**

- (1) This RFP Process and the Final Agreement entered into pursuant to this RFP Process shall be governed and construed in accordance with the laws of Ontario, the laws of Quebec, the laws of Manitoba, if relevant to the subject matter of this RFP, and the applicable laws of Canada, excluding any conflict of laws principles.
- (2) Each Respondent agrees that 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 RFP process.

### **3.10 Licenses and Permits**

- (1) If a Respondent is required by the Applicable Laws to hold or obtain a license, permit, consent or authorization to carry on an activity contemplated in its Proposal, neither acceptance of the Proposal nor execution of the Final Agreement shall be considered to be approval by ONTC of carrying on such activity without the requisite license, permit, consent or authorization.

### **3.11 Respondents' Costs**

- (1) The Respondent(s) shall bear all costs and expenses incurred by the Respondent(s) relating to any aspect of its participation in this RFP Process, including, without limitation, all costs and expenses related to the Respondent's involvement in:
  - (a) the preparation, presentation and submission of its Proposal;
  - (b) due diligence and information gathering processes;
  - (c) attendance at any Respondents' Meeting(s) or presentations;
  - (d) preparation of responses to questions or requests for clarification from ONTC;
  - (e) preparation of the Respondent's own questions during the clarification process;
  - (f) preparation of prototypes, proof of concept and/or demonstrations; and,
  - (g) any discussions or negotiations with ONTC regarding the Final Agreement.
- (2) Without limiting the generality of Section 9.1(2) of this RFP, in no event shall ONTC or the Government of Ontario be liable to pay any costs or expenses or to reimburse or compensate a Respondent under any circumstances for the costs or expenses set out in Section 3.11(1), regardless of the conduct or outcome of the RFP Process.

### **3.12 Delay and Costs of Delay**

- (1) By submitting a Proposal, the Respondent waives all claims against ONTC and the Government of Ontario including any claims arising from any error or omission in any part of the RFP Documents or RFP Information or any delay, or costs associated with delays, in the RFP Process.

### **3.13 Clarification and Verification of Respondent's Proposal**

- (1) Following submission of a Proposal, ONTC may:

- (a) request a Respondent to clarify or verify the contents of its Proposal, including by submitting supplementary documents; and/or,
  - (b) request a Respondent to confirm an ONTC interpretation of the Respondent's Proposal.
- (2) Any information received by ONTC from a Respondent pursuant to a request for clarification or verification from ONTC as part of the RFP Process may, in ONTC's discretion, be considered as an integral part of the Proposal even if such information should have been submitted as part of the Respondent's Proposal and may, in ONTC's discretion, be considered in the evaluation of the Respondent's Proposal.
- (3) ONTC may, in its sole discretion, verify or clarify any statement or claim contained in any Proposal or made subsequently in any interview, presentation, or discussion. That verification or clarification may be made by whatever means that ONTC deems appropriate which may include contacting the persons identified in the contact information provided by the Respondent and contacting persons or entities other than those identified by any Respondent.
- (4) By submitting a Proposal, the Respondent is deemed to consent to ONTC verifying or clarifying any information and requesting additional information from third parties regarding the Respondent) and its directors, officers, shareholders or owners and any other person associated with the Respondent as ONTC may determine is appropriate.
- (5) ONTC is not obliged to seek clarification or verification of any aspect of a Proposal, or any statement or claim made by a Respondent.
- (6) Requests for clarifications shall not be construed as acceptance by ONTC of a Proposal.

### **3.14 Two-Envelope Process**

- (1) ONTC may elect to complete a Two-Envelope Process. Whether Respondents will be required to submit their Proposals using a Two-Envelope Process will be identified on the RFP Data Sheet.
- (2) If ONTC elects to complete a Two-Envelope Process, the Proposal shall be broken down into two components; a technical submission and a financial submission.
- (3) If ONTC elects to complete a Two-Envelope Process, ONTC will identify a minimum score that must be attained on the technical submission on the RFP Data Sheet. Proposals that do not meet the minimum score for the technical submission following evaluation of the technical submission, will not proceed further in the evaluation process, provided that ONTC may, in its sole discretion, based on the overall scores of all the technical submissions, revise the minimum score required to proceed further in the evaluation process. Financial submissions will only be opened and evaluated for the Proposals that meet the minimum score for the technical submission.



## SECTION 4 - PROPOSAL CONTENT AND FORMAT

### 4.1 Format and Content of Proposal

- (1) Respondents shall submit their Proposal in one envelope or, if submitting electronically, one electronic folder. Where required by the RFP Data Sheet to follow the two-envelope process, Respondents shall submit the technical submission and the financial submission in two separate envelopes or, if submitting electronically, two separate electronic folders.
- (2) Unless otherwise specified in the RFP Data Sheet, Respondents shall not submit pre-printed literature with their Proposals. Any unsolicited pre-printed literature submitted as part of a Proposal will not be reviewed by the Evaluation Team.
- (3) Each Respondent will:
  - (a) in a clear, concise and legible manner, complete and submit all documentation and information required by Part 2, Part 3, and Part 4 to the RFP;
  - (b) for a hard copy submission, complete any handwritten portions of the proposal forms in ink;
  - (c) provide all information requested and ensure that an authorized person or persons sign all forms where indicated. Failure to provide all requested information on the proposal forms and failure to fill in all blank spaces may result in a Proposal being determined to be non-compliant; and,
  - (d) use only the proposal forms issued as part of the RFP documents unless otherwise indicated.
- (4) Information provided by Respondents on hard copy proposal forms may be amended prior to the Proposal submission, provided the amendments are initialed by an authorized representative of the Respondent. Un-initialed pre-submission amendments may result in the Proposal being declared non-compliant.
- (5) Proposals that are not originals (if hard copy), are unsigned, improperly signed, incomplete, conditional or illegible, may be declared non-compliant.
- (6) The Harmonized Sales Tax (HST) shall not be included in the price. Any taxes or increases to taxes announced prior to the date of the issuance of the RFP Documents and scheduled to come into effect subsequent to it shall be taken into consideration at time of invoicing.
- (7) Price
  - (a) Price shall be an all-inclusive lump sum price (**excluding HST**), unless otherwise indicated in the RFP Documents; and

- (b) Where the RFP requires the Respondent to provide a breakdown of the price in Proposal Form 1-A, the price as stated in Proposal Form 1 shall govern in the case of conflict or ambiguity between the price and the sum of the breakdown of the price.

(8) Listing of Subcontractors

Each Respondent shall complete the "Subcontractors" section of Proposal Form 2 - Respondent's General Information, naming the Subcontractors which the Respondent will employ to perform an item of the work called for by the RFP Documents. Failure of the Respondent to list Subcontractors where required, may result in the Proposal being declared non-compliant.

#### **4.2 Proposal Submission Form**

- (1) Each Respondent will complete and submit the forms included in Part 4 - Form of Proposal. Failure of the Respondent to complete and submit one or more of the forms included in Part 4 - Form of Proposal, may result in the Proposal being declared non-compliant.
- (2) Respondents shall execute the Proposal Submission Form as follows:
  - (a) in the case of a sole proprietorship, the sole proprietor will sign the Proposal Submission Form and have the signature witnessed;
  - (b) in the case of a corporation, an authorized signing officer will sign the Proposal Submission Form; or,
  - (c) in the case of a partnership, a partner or partners authorized to bind the partnership will sign the Proposal Submission Form and have their signatures witnessed.

#### **4.3 References and Past Performance Issues**

- (1) If specified in the RFP Data Sheet, Respondents shall provide reference information. Unless otherwise set out in the RFP Data Sheet, all references shall be, where possible, with respect to similar goods and/or services, as applicable, during the five (5) years immediately prior to the Submission Deadline. Unless otherwise set out in the RFP Data Sheet, the Respondent shall provide a minimum of three (3) references.
- (2) ONTC may, in its sole discretion, confirm the Respondent's experience and ability to provide the Goods and/or Services by contacting the Respondent's references. However, ONTC is under no obligation to contact references submitted by any Respondent. References and information received from references, if contacted, will be taken into account in the evaluation process as identified in the RFP Data Sheet.

- (3) ONTC may take into account in the evaluation process reliable information received from the Government of Ontario or its Agencies regarding past performance of a Respondent, provided information evidencing past poor performance by a Respondent is provided to the Respondent (subject to any restrictions on disclosure imposed by applicable law) and the Respondent is afforded an opportunity to respond to the information.
- (4) If ONTC receives information from referees of a Respondent's past poor performance, ONTC shall advise the Respondent (subject to any restrictions on disclosure imposed by applicable law) and afford the Respondent an opportunity to respond to the information prior to considering this information as part of the evaluation process.

#### **4.4 Conflict of Interest**

- (1) For the purposes of this Section 4.5, the term "**Conflict of Interest**" includes, but is not limited to, any situation or circumstance where the interests, conduct, other commitments or relationships of a Respondent, a Respondent's family member or an officer, director or employee of the Respondent could or could be perceived to, directly or indirectly, compromise, impair or be in conflict with the integrity of the RFP Process, the subject matter of the RFP or ONTC.
- (2) Each Respondent shall promptly disclose any potential, perceived or actual Conflict of Interest of the Respondent to the Contact Person in writing. If ONTC discovers a Respondent's failure to disclose a Conflict of Interest, ONTC may, in its sole and absolute discretion disqualify the Respondent or terminate the Final Agreement if such Respondent is the Successful Respondent.
- (3) ONTC may, in its sole discretion, and in addition to any other remedy available at law or in equity:
  - (a) waive any Conflict of Interest;
  - (b) impose conditions on a Respondent that require the management, mitigation and/or minimization of the Conflict of Interest; or
  - (c) disqualify the Respondent from the RFP Process if, in the sole and absolute opinion of ONTC, the Conflict of Interest cannot be managed, mitigated or minimized.

### **SECTION 5 - PROPOSAL SUBMISSION, WITHDRAWAL, MODIFICATION**

#### **5.1 Submission of Proposals and Late Proposals**

- (1) Each Respondent shall submit their proposal in the format prescribed in the RFP Data Sheet. ONTC will not accept any proposal submission that is not submitted in the format prescribed in the RFP Data Sheet.

ONTC may elect to accept Electronic Bid Submissions, Physical Bid Submissions or a combination of both.

- (a) If ONTC elects to use Electronic Bid Submissions, submissions shall be submitted on, and in accordance with, forms supplied by ONTC. **All responses are to be submitted to ONTC through the use of MERX Electronic Bid Submission (EBS).** Respondents shall be solely responsible for the delivery of their Proposals in the manner and time prescribed in the RFP Data Sheet.

Questions concerning submitting through MERX should be addressed to:

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

Any Proposal from a Respondent whose name does not appear on the official MERX document request list (i.e., who has not downloaded the documents themselves) will be declared invalid, and the Proposal will not be considered.

**MERX EBS does not allow submissions to be uploaded after the bid submission deadline; therefore, the Respondent should ensure they allow plenty of time to upload the documents.**

Where required by the RFP Data Sheet to use a two-envelope process, Respondents shall include two separate and clearly identifiable attachments: 1) Technical and, 2) Financial. The file names for the technical and financial attachments should be sufficiently distinguishable such that ONTC does not need to open the attachments to differentiate between them.

- (b) If ONTC elects to use Physical Bid Submissions, Respondents shall submit one original and the number of copies of its Proposal (in hard copy) specified in the RFP Data Sheet and the number of electronic copies of its Proposal (on a properly labelled CD or USB key in PDF format) specified in the RFP Data Sheet, at the correct location for submission and on or before the Submission Deadline. If there is any difference whatsoever between the electronic copy of the Proposal and the original hard copy, the original hard copy of the Proposal, as submitted, will govern. The electronic copy of the Proposal is solely for the convenience of ONTC.

Respondents shall submit their Proposals to the attention of the Manager, Public Procurement by prepaid courier or personal delivery at the following address:

Ashley Commanda  
Manager, Public Procurement  
Ontario Northland Transportation Commission  
555 Oak Street East  
North Bay, Ontario P1B 8E3

The Respondent shall place their Proposal Submission in a sealed envelope or package with the Respondent's full legal name and return address, the RFP Number, the Submission Deadline and the label "Proposal Submission" clearly displayed on the outside of the envelope.

Where required by the RFP Data Sheet to use a two-envelope process, Respondents shall have one sealed envelope as prescribed above that contains two individual sealed envelopes inside that are clearly marked "Technical Submission" and "Financial Submission".

- (c) For the convenience of the Respondents, and only when identified in the RFP Data Sheet, ONTC may allow either an Electronic Bid Submission through MERX or a Physical Bid Submission. The Respondent shall only use one method and follow the same procedure prescribed above.
- (2) Proposals must be received before the time noted in the RFP Data Sheet.
- (3) Proposals will be date and time stamped at the place receiving the Proposals. Late Proposals will be returned unopened.
- (4) Proposals which are submitted by facsimile transmission, by email, or by electronic means other than MERX will NOT be considered.
- (5) Respondents are solely responsible for the method and timing of delivery of their Proposals.
- (6) ONTC reserves the right to make copies of the Respondent's Proposals as it may be required for the purpose of conducting a full evaluation of the Proposal submitted.
- (7) The Respondent should identify and mark any trade secret or proprietary intellectual property in its Proposal.

## **5.2 Late Proposals**

- (1) ONTC will reject Proposals that are received after the Submission Deadline.

## **5.3 Withdrawal of Proposals**

- (1) When submitting a Physical Bid Submission, a Respondent may withdraw its Proposal at any time before the Submission Deadline by notifying the Contact Person in writing. ONTC shall return, unopened, a Proposal that has been withdrawn.
- (2) When submitting an Electronic Bid Submission, MERX will allow withdrawal of Proposals up to the Submission Deadline.

#### **5.4 Amendment of Proposals**

- (1) When submitting a Physical Bid Submission, Respondents may amend their Proposals after submission but only if the original Proposal is withdrawn and the amended Proposal is submitted before the Submission Deadline.
- (2) Electronic Bid Submissions through MERX will allow amendments up to the closing date and time; however, **Respondents are responsible for ensuring they allow sufficient time to upload the amended documents.**
- (3) If more than one Proposal is received from the same Respondent before the Submission Deadline, only the last Proposal received before the Submission Deadline will be considered.

#### **5.5 Proposal Irrevocability**

- (1) Subject to the Respondent's right to withdraw or amend the Proposal before the Submission Deadline, the Respondent's Proposal is irrevocable and shall remain in effect and open for acceptance for ninety (90) days after the Submission Deadline.

#### **5.6 One Proposal per Person or Entity**

- (1) Except as set out in the RFP Data Sheet or with ONTC's approval:
  - (a) a person or entity shall submit or participate in only one Proposal either individually or as a Respondent team member; and,
  - (b) a person or entity shall not be a subcontractor of a Respondent and also submit a Proposal individually or as a Respondent team member in the same RFP Process.
- (2) If a person or entity submits or participates in more than one Proposal in contravention of RFP Section 5.6(1), ONTC may, in its sole discretion, disqualify any or all of the Proposals submitted by that person or entity or in which that person or entity is a participant.

### **SECTION 6 - PROPOSAL EVALUATION**

#### **6.1 Evaluation Team**

- (1) ONTC will establish an evaluation team for the purpose of evaluating Proposals (the **"Evaluation Team"**).
- (2) The Evaluation Team may, in its sole discretion, delegate certain administrative functions related to the evaluation of Proposals to a separate team of individuals who are not members of the Evaluation Team, who will be supervised by the Evaluation Team. Without limiting the generality of the foregoing, but for greater particularity, the Evaluation Team may seek the advice and assistance of third-party consultants and the Government of

Ontario. Each Respondent acknowledges that the RFP documents may have been prepared with the assistance of a third-party consultant and that the consultant may participate in the evaluation of the Proposals.

## 6.2 Evaluation of Proposals

- (1) The Respondents' Proposals will be reviewed and evaluated by the Evaluation Team on the basis of the evaluation criteria set out in the RFP Data Sheet (the "**Evaluation Criteria**").
- (2) After selection of the Short-listed Respondent(s), ONTC may, in its sole discretion, negotiate changes, amendments or modifications to the Short-listed Respondent's Proposal or the Final Agreement.
- (3) If ONTC is of the opinion that any of the following apply, then ONTC may, in ONTC's sole discretion, decline to select that Respondent to be a Short-listed Respondent:
  - (a) a Respondent has submitted a price that is clearly insufficient to perform the supply of Goods and/or Services;
  - (b) a Respondent has previously provided poor performance to ONTC or a subsidiary of ONTC;
  - (c) a Respondent is disqualified from participating in the RFP Process per RFP Section 7.2 (1)(i);
  - (d) ONTC cannot, to ONTC's satisfaction, prior to the conclusion of the RFP Process, verify independently or through a third party or parties any and/or all information, statements, representations and/or warranties contained in the Proposal;
  - (e) a Respondent or any subcontractor of the Respondent is not financially sound, or ONTC is unable to obtain from the Respondent or third-party sources reasonable assurances of the financial position of the Respondent or any of its subcontractors;
  - (f) the overall cost to ONTC would be significantly increased with that Respondent;
  - (g) the Respondent failed to meet the mandatory requirements specified in the RFP Data Sheet; or
  - (h) the Respondent failed to attain the minimum score required for the Technical Submission, where the RFP Data Sheet called for a two-envelope process.

### **6.3 Short-Listing**

- (1) The Evaluation Team will establish the list of Short-listed Respondents based on the Evaluation Criteria.
- (2) The number of Respondents short-listed is in the sole discretion of ONTC.

### **6.4 Interviews, Site Visits, Demonstrations and Presentations**

- (1) ONTC may, in its sole discretion, conduct interviews, demonstrations, site visits or presentations as part of the evaluation process if set out in the RFP Data Sheet.
- (2) The evaluation of any interviews, demonstrations, site visits or presentations will be conducted in accordance with the process set out in the RFP Data Sheet.
- (3) ONTC may conduct interviews, demonstrations, site visits or presentations with some or all Respondents, or may restrict participation to only the Short-listed Respondent(s).

## **SECTION 7 - GENERAL EVALUATION AND DISQUALIFICATION PROVISIONS**

### **7.1 ONTC's Discretion**

- (1) ONTC may determine, in its sole discretion:
  - (a) the membership of the Evaluation Team;
  - (b) if a Proposal is compliant with the RFP Documents;
  - (c) if a failure to comply is material;
  - (d) if a Proposal or a Respondent is disqualified;
  - (e) the evaluation results and ranking for each Respondent; and,
  - (f) which Respondent, if any, and how many Respondents, based on the evaluation process, will be Short-listed Respondents.

### **7.2 Disqualification**

- (1) ONTC may, in its sole discretion, disqualify a Respondent or a Respondent's Proposal or cancel its decision to identify a Respondent as a Short-listed Respondent or a Successful Respondent, at any time prior to the execution of the Final Agreement by ONTC, if:
  - (a) The Respondent fails to cooperate in any attempt by ONTC to clarify or verify any information provided by the Respondent in its Proposal;



- (b) The Respondent contravenes RFP Section 3.5, RFP Section 3.6 or RFP Section 5.6(2);
  - (c) The Respondent fails to comply with the Applicable Laws;
  - (d) The Proposal contains false or misleading information, or the Respondent provides false or misleading information in any part of the RFP Process;
  - (e) The Proposal, in the sole discretion of ONTC, reveals a Conflict of Interest that cannot be managed, mitigated or minimized;
  - (f) There is evidence that the Respondent colluded with one or more other Respondents in the preparation or submission of Proposals;
  - (g) The Respondent has previously breached or been in default of compliance with any term of any agreement with ONTC and such breach or default has not been waived by ONTC or the Respondent has not cured the default;
  - (h) The Respondent has been convicted of an offence in connection with any services rendered by the Respondent to ONTC, or to any Ministry, Agency, Board or Commission of the Government of Ontario or the Government of Canada;
  - (i) The Respondent, at the time of issuance of this RFP or any time during the RFP Process, has an outstanding claim or is engaged in an ongoing legal dispute with ONTC, other than an adjudication under the Construction Act;
  - (j) The Proposal is not Substantially Compliant;
  - (k) The Respondent has failed to notify ONTC of, or ONTC has not approved, a post-submission change in the control of the Respondent or in the circumstances of the Respondent that may materially negatively impact the Respondent's ability to perform its obligations if selected as the Successful Respondent; and
  - (l) The Respondent has received a Vendor Performance Evaluation as part of ONTC's Vendor Performance Policy, and received a total rating on the Final Performance Form that disqualifies the Respondent from participating in the RFP Process.
- (2) Notwithstanding Section 7.2(1), ONTC shall retain the right to select as the Successful Respondent, any Respondent(s) which, in ONTC's sole and absolute discretion, has submitted a substantially compliant Proposal(s).

### **7.3 General Rights of ONTC**

- (1) ONTC may, in its sole discretion and at any time during the RFP process:

- (a) reject any or all of the Proposals;
  - (b) accept any Proposal or any portions of any Proposals for any reason whatsoever;
  - (c) reject any Proposals or any portions of Proposals for any reason whatsoever;
  - (d) if only one Proposal is received, elect to either accept it, reject it, or enter into negotiations with the applicable Respondent;
  - (e) elect not to proceed with, cancel, or terminate the RFP;
  - (f) alter the Submission Deadline or any other deadlines associated with the RFP Process;
  - (g) change the RFP Process or any other aspect of the RFP Documents; or
  - (h) cancel this RFP Process and subsequently conduct another competitive process for the same Goods and/or Services that are the subject matter of this RFP or subsequently enter into negotiations with any person or persons with respect to the Goods and/or Services that are the subject matter of this RFP.
- (2) If ONTC, in its sole discretion, is of the opinion that all of Proposals submitted are not substantially compliant, ONTC may:
- (a) take any action in accordance with Section 7.3. (1);
  - (b) carry out a process whereby all Respondents are directed to correct the deficiencies in their Proposals for re-submission; or
  - (c) negotiate an agreement for the whole or any part of the Goods and/or Services with a Respondent which has submitted a Non-compliant Proposal.

## **SECTION 8 - AGREEMENT FINALIZATION AND DEBRIEFING AND SUCCESSFUL RESPONDENT**

### **8.1 Finalization of the Agreement**

- (1) ONTC may, in its sole discretion, retain more than one Respondent to provide the Goods and/or Services.
- (2) ONTC reserves the right in its sole discretion to sub-divide and/or bundle the Goods and/or Services which are the subject of this RFP and award one or any number of separate contracts for the Goods and/or Services.

- (3) ONTC may, in its sole discretion, enter into negotiations with one or more Respondent(s) for the purpose of selecting a Successful Respondent(s) and finalizing an agreement.
- (4) Either ONTC or a Respondent may withdraw from negotiations at any time prior to the Successful Respondent(s) being identified.
- (5) The Successful Respondent is expected to enter into the relevant draft form of Agreement in Part 5. Proposal Form 5 - Compliance with Contract Documents allows a Respondent to submit suggested changes to the draft Agreement. ONTC does not have any obligation to accept any proposed changes to the draft Agreement and will do so in its sole discretion. ONTC may, in ONTC's sole discretion; (i) consider only a minimal number of changes to the draft Agreement; (ii) consider significant material proposed changes to negatively impact the evaluation of the Respondent's proposal; or (ii) disqualify any Respondent where the changes or the number of changes made by the Respondent to the draft Agreement would be, in ONTC's sole discretion, too onerous to successfully negotiate within the timeframe set out in Section 8.1 (6) below or are unacceptable to ONTC.

**In any event, ONTC will not accept any material changes to the clauses in the draft Agreement relating to the Confidentiality, Personal Information, Intellectual Property ownership and infringement, Indemnification, Limitation of Liability or rights of ONTC on termination. ONTC, as an Ontario Crown corporation, is unable to provide indemnities pursuant to s.28 of the *Financial Administration Act* (Ontario).**

If a Respondent does not submit any proposed amendments in Proposal Form 5, it will be deemed to have accepted and will be required to execute the Final Agreement in the form attached to this RFP. If a Respondent has submitted proposed amendments to the Final Agreement, negotiations respecting those amendments shall be conducted within the timeframe set out in Section 8.1(6).

- (6) If a Successful Respondent fails or refuses to enter into and execute the Final Agreement within ten (10) Business Days of being notified they are the Successful Respondent (ONTC may extend such period of time in ONTC's sole discretion), or a Successful Respondent fails or refuses to provide the documentation in accordance with Section 8.1(7), ONTC may, in its sole discretion, take any one of the following actions:
  - (a) terminate all negotiations and cancel its identification of that Respondent as a Successful Respondent;
  - (b) select another Respondent or Short-Listed Respondent as the Successful Respondent;
  - (c) take any other action in accordance with Section 7.3; or,
  - (d) pursue any other remedy available to ONTC at law.

- (7) Prior to supplying any Goods and/or Services pursuant to the Contract, the Successful Respondent shall deliver to ONTC:
- (a) Certificates of insurance as specified in the draft Agreement;
  - (b) Executed Contractors Health and Safety Responsibility Agreement;
  - (c) Respondent's Health and Safety, and Environmental Policies; and,
  - (d) A current Clearance Certificate issued by the Workplace Safety and Insurance Board, if applicable.

## **8.2 Notification If Successful or Not**

- (1) The Successful Respondent and unsuccessful Respondents will be notified by ONTC in writing regarding their success or failure in the RFP Process.

## **8.3 Debriefing**

- (1) Respondents may request a debriefing after receipt of a notification pursuant to RFP Section 8.2. All Respondent requests should be in writing to the Contact Person no later than 60 calendar days after receipt of the notification. ONTC will conduct debriefings in the format prescribed by the OPS Procurement Directive.

# **SECTION 9 - LEGAL MATTERS AND RIGHTS OF ONTARIO NORTHLAND**

## **9.1 Limit on Liability**

- (1) The total liability of the Respondent to ONTC for loss and damage arising from the Respondent who is selected as the Successful Respondent but then fails to deliver the evidence of insurance or other documents required under Section 8.1(7) within the time period specified in Section 8.1(6) or fails to execute the Final Agreement shall be limited to ten (10) percent of the value of the Proposal submitted by the Respondent. The liability of the Respondents for any other loss or damage suffered by ONTC as part of this RFP Process shall be without limit.
- (2) By submitting a Proposal,
- (a) each Respondent acknowledges ONTC's rights as stated herein and absolutely waives any right of action against ONTC for ONTC's failure to accept the Respondent's Proposal whether such right of action arises in contract, negligence, bad faith, or any other cause of action;
  - (b) each Respondent covenants and agrees that, under no circumstances, shall ONTC, or any of its employees, officers, representatives, agents or advisors, be liable to any Respondent, whether in contract, tort, restitution, or pursuant

to any other legal theory, for any claim, action, loss, damage, cost, expense or liability whatsoever and howsoever arising from this RFP Process, a Respondent's Proposal in response to this RFP Process, or due to the acceptance or non-acceptance of any Proposal, or as a result of any act or omission by ONTC and/or its employees, officers, representatives, agents or advisors, including any information or advice or any errors or omissions that may be contained in the RFP Documents, or any other documents or information provided to a Respondent, or arising with respect to the rejection or evaluation of any or all of the Proposals, any negotiations with any of the Respondents, or the selection of any Respondent as a Short-listed Respondent or the Successful Respondent; and,

- (c) each Respondent shall indemnify and hold harmless ONTC, its employees, officers, representatives, agents and advisors, from and against any and all claims, demands, actions or proceedings brought by third parties, including but not limited to the Respondent's subcontractors or suppliers, in relation to this RFP Process.

## **9.2 Power of Legislative Assembly**

- (1) No provision of the RFP Documents (including a provision stating the intention of ONTC) 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.

## **9.3 RFP Not a "Bidding Contract" or a Tender**

- (1) Notwithstanding any other provision of this RFP, this RFP is not a tender call, ONTC does not intend to create any contractual relations or obligations with any of the Respondents by virtue of issuing this RFP, and this RFP is not an offer to enter into a contract (often referred to as "Contract A"). Except as provided in RFP Section 3.8 and 9.1, neither this RFP nor the submission of a Proposal by a Respondent shall create any legal or contractual rights or obligations whatsoever on any of the Respondent, ONTC, the Government of Ontario or any Ministry of the Government of Ontario.

# **SECTION 10 - VENDOR PERFORMANCE**

## **10.1 General**

- (1) ONTC has established a Vendor Performance Policy, which provides a framework for ONTC to maximize the value for money of its Vendors by:
  - (a) proactively managing the performance of Vendors in accordance with ONTC's Purchasing Policy; and
  - (b) creating a record of past performance for use by ONTC when selecting Vendors for the supply of goods and services.

## **10.2 Vendor Performance Evaluation**

- (1) Successful Respondents who enter into a Final Agreement with ONTC may be required to participate in the Vendor Performance Evaluation process.

## **10.3 Vendor Ratings for Proposal Evaluation Purposes**

- (1) ONTC may access a Respondent's Vendor Performance Evaluations for previous contracts as part of the Evaluation Process. The manner in which the Respondent's ratings will be used will be identified in the Evaluation Criteria of the RFP Data Sheet.

# **SECTION 11 - TRANSPARENCY AND FAIRNESS**

## **11.1 General**

- (1) ONTC is committed to procuring goods and services through a process that is conducted in a fair and transparent manner, providing equal opportunity to vendors.
- (2) ONTC endeavors to provide specifications that meet the requirements of the procurement without naming specific brands. However, there may be instances where a third-party consultant prepares a specification on behalf of ONTC, and a specific brand is named. In these instances, alternate materials or products may be used if ONTC determines the proposed materials or products are equivalent to the materials or products in the specifications. Respondents shall submit proposed alternate materials or products with their Proposal submission to be considered.

# **SECTION 12 - INTERPRETATION**

## **12.1 General**

- (1) In this RFP, the singular shall include the plural and the plural shall include the singular, except where the context otherwise requires.
- (2) All references in this RFP to "discretion" or "sole discretion" means in the sole and absolute discretion of the party exercising the discretion.
- (3) For clarity, where the expression "Government of Ontario" is used in this RFP, it includes all Ministries and Agencies of the Government of Ontario.



## **PART 2**

# **REQUEST FOR PROPOSALS SUMMARY OF REQUIREMENTS**

**PART 2 - REQUEST FOR PROPOSALS  
SUMMARY OF REQUIREMENTS  
SCHEDULE 2-A  
RFP DATA SHEET**

RFP 2025 015 Tie Inspection Services	
<b>Contact Details</b>	
Contact Person	Brinda Ranpura Procurement Contracts Specialist
Contact Information	555 Oak Street East North Bay, Ontario, P1B 8L3 <a href="mailto:brinda.ranpura@ontarionorthland.ca">brinda.ranpura@ontarionorthland.ca</a> (705) 472-4500 ext. 548
<b>Proposal Detail</b>	
Respondents' Meeting	There will not be a Respondents' Meeting. Respondents shall seek any clarifications up to four (4) Business Days prior to the Submission Deadline Date and Time.
Validity of Proposals	90 days following the Submission Deadline
Format of Submission	Respondents shall submit their Proposal through MERX Electronic Bid Submissions (EBS). Refer to Part 1, Request for Proposals, Section 5.1 (1) (a). <b>MERX EBS does not allow Proposals to be uploaded after the Submission Deadline; therefore, Respondents shall ensure they allow sufficient time to upload the documents.</b>  Proposals which are submitted by facsimile transmission, by email, or by electronic means other than MERX <u>will NOT</u> be considered.
Two-Envelope Process	This procurement will <b><u>not be</u></b> a two-envelope process.
Distribution Method	The RFP Documents will be posted on the ONTC website and MERX. Any addenda to the RFP will be posted in these locations.



**PART 2 - REQUEST FOR PROPOSALS**  
**SUMMARY OF REQUIREMENTS**  
**SCHEDULE 2-A**  
**RFP DATA SHEET *continued***

RFP 2025 015 Tie Inspection Services			
Proposed Detail cont'd			
Submission Requirements	<p>Respondents are required to submit <b><u>all of the material documents</u></b> listed below as part of their Proposal. Respondents shall confirm they have included the documents listed below with their Proposal by placing a checkmark in the column "Included in Proposal". If the Respondent fails to include a document listed below as being "Material", the respondent may be disqualified in accordance with section 6.2 (3) of the RFP.</p>		
	<b>Item</b>	<b>Included in Proposal (indicate with ✓)</b>	<b>Item is classified as Material</b>
	This checklist		
	Proposal Form 1 - Proposal Submission Form		Material
	Proposal Form 1-A – Schedule of Prices		Material
	Proposal Form 2 Respondent's General Information		Material
	Proposal Form 3 Acknowledgment to Comply with Part 3 - Request for Proposals Specifications		Material
	Proposal Form 4 - References		Material
	Proposal Form 5 - Compliance with Contract Documents		
	Proposal Form 6 - Health, Safety and Environment		Material
	Proposal Form 7 – List of Equipment		
	Proposal Form 8 - List of Personnel and Resumes		Material
	Proposal Form 9 - Schedule and Proposed Approach		Material
	Proposal Form 10 – Schedule of Progress Payments		
	Proposal Form 11 - Contractor's Qualification Statement		Material
	Proposal Form 12 - Claims		

**PART 2 - REQUEST FOR PROPOSALS  
SUMMARY OF REQUIREMENTS  
SCHEDULE 2-A *continued*  
RFP DATA SHEET**

RFP 2025 015 Tie Inspection Services			
<b>Important Dates</b>			
Publication Date	Wednesday, April 16, 2025		
Participation Registration Form	Complete and submit to the Contact Person as soon as possible		
Deadline for Additional Information Request	4 full Business Days prior to the Submission Deadline		
Submission Deadline Date and Time	Friday, May 09, 2025 at 2:00:00 p.m. EDT		
Project Timeline	Between June 01, 2025 and September 30, 2025		
<b>Procedure of Selection</b>			
Mandatory Requirements	Respondents must first satisfy that all of the Mandatory Requirements listed below have been met. Respondents will receive a pass/fail for each Mandatory Requirement. Respondents who fail any of the Mandatory Requirements will be disqualified from the RFP Process.		
	<b>Mandatory Requirement</b>	<b>Pass</b>	<b>Fail</b>
	Respondent has submitted all of the documents as specified in the Submission Requirements listed in Part 2, Request for Proposals, Summary of Requirements, RFP Data Sheet		
	Respondent has provided sufficient evidence to pass the Contractor Safety Pre-Qualification (Part 4 - Form of Proposal, Proposal Form 6, Health, Safety and Environment)		

**PART 2 - REQUEST FOR PROPOSALS  
SUMMARY OF REQUIREMENTS  
SCHEDULE 2-A *cont'd*  
RFP DATA SHEET**

RFP 2025 015 Tie Inspection Services		
Procedure of Selection <i>continued</i>		
Evaluation General Procedure	Respondents must score a <u>minimum of 60%</u> for both Experience and Qualifications and Schedule and Proposed Approach to qualify for shortlist consideration. Respondents who fail to score a minimum of 60% in these categories may be disqualified from the RFP Process.	
Evaluation Criteria	Description	Weight
	<p><b><u>Price</u></b> ONTC will use the following to calculate the initial score for price:</p> <p>Lowest price of all Proposals / price of Respondent x 35 = Score</p> <p><i>ONTC reserves the right in its sole discretion to consider the best overall value when evaluating price and adjust the score accordingly. If ONTC, in its sole discretion, is the opinion that the Respondent has submitted a price that is too low to adequately complete the scope of work, then ONTC reserves the right not to use that price as the "Lowers price of all Proposals".</i></p>	35
	<p><b><u>Experience and Qualifications</u></b> ONTC will assess Respondents' experience and qualifications using the information supplied as part of Part 4 of this RFP. The following sub-weights will apply:</p> <ul style="list-style-type: none"> <li>Resumes of Key Personnel (Including Subcontractor(s) if any) – The Respondent shall be able to demonstrate through their resumes that their staff has Tie Inspection experience in Northern Canada – <b>5 points</b></li> <li>Company Profile (Including Subcontractor(s) if any) – <b>5 points</b></li> <li>Project Profile 1 to 3, inclusive – <b>15 points (5 points each)</b></li> </ul> <p><i>(ONTC may or may not contact references as part of the evaluation and may use this information as part of this score)</i></p>	25

**PART 2 - REQUEST FOR PROPOSALS  
SUMMARY OF REQUIREMENTS  
SCHEDULE 2-A *cont'd*  
RFP DATA SHEET**

RFP 2025 015 Tie Inspection Services		
Procedure of Selection <i>continued</i>		
	Description	Weight
Evaluation Criteria	<b>Schedule and Proposed Approach</b> ONTC will assess the Respondent's Schedule and Proposed Approach based on the following: <ul style="list-style-type: none"> <li>Respondent shall provide a written narrative and demonstrate their ability to perform an accurate Tie Inspection using high-resolution imagery, Lidar and an algorithm to assess a condition code for ties - <b>10 Points</b></li> <li>Respondent shall provide a written narrative and demonstrate that they would be able to perform Tie Inspection Services between June 01, 2025 and September 30, 2025 - <b>10 Points</b></li> <li>Respondent shall include the Schedule in the format requested as indicated in Part 4 - Form of Proposal - Proposal Form 9 - Schedule and Proposed and demonstrate that the milestone dates are in conjunction with the deadlines - <b>5 Points</b></li> <li>Is the Project Schedule and Proposed Approach logical and do they have sufficient detail, including durations for each task? - <b>10 points</b></li> </ul>	35
	<b>Proposed Equipment</b>  Respondent shall provide a written narrative and demonstrate that the vehicle responsible for Tie Inspection must be track compatible and capable of performing the required services efficiently - <b>5 Points</b>	5
	<b>Total</b>	<b>100</b>
Point Advantage	<b>Building Ontario Business Initiative (BOBI)</b> Where the value of a procurement is below international trade agreement thresholds and above domestic trade agreement thresholds, ONTC will give preference to Canadian Businesses. There will be a point advantage to all Respondents' who identify as a Canadian Business in Quotation Form 2.	10

**PART 2 - REQUEST FOR PROPOSALS  
SUMMARY OF REQUIREMENTS  
SCHEDULE 2-B  
PARTICIPATION REGISTRATION FORM**

Required in order to register and receive any communications in relation to the requirement referenced below.

Date: \_\_\_\_\_  
Reference Number: RFP 2025 015  
Description of Requirement: Tie Inspection Services

I, the undersigned, am registering to participate in the above referenced requirement and will be the primary contact for any communications in relation to this process and project until further advised.

Company Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_

Name of person registering to represent  
company referenced above (please print): \_\_\_\_\_  
Email Address: \_\_\_\_\_  
Phone Number: (Main Office Number) \_\_\_\_\_  
Cell Number: \_\_\_\_\_

Signature of Primary Contact: \_\_\_\_\_

Return form to the Contact Person as referenced below via email as an attachment:

Thank you.

**Brinda Ranpura**  
**Procurement Contracts Specialist**  
**Ontario Northland Transportation Commission**  
Phone: 1-800-363-7512 or 705-472-4500 Ext. 548  
Email: [brinda.ranpura@ontarionorthland.ca](mailto:brinda.ranpura@ontarionorthland.ca)  
Website: [www.ontarionorthland.ca](http://www.ontarionorthland.ca)



**PART 3**  
**REQUEST FOR PROPOSALS**  
**SPECIFICATIONS**

**PART 3 - RFP SPECIFICATIONS**  
**SCHEDULE 3-A-1**  
**SCOPE OF WORK**

**Introduction**

Ontario Northland Transportation Commission (ONTC) undertakes rail infrastructure upgrade and maintenance programs annually in order to provide a safe and reliable train service across northeastern Ontario and northwestern Quebec.

One part of ONTC's rail and tie maintenance programs is an objective Tie Inspection. This program will require high-resolution imagery, Lidar and an algorithm to assign a condition code for ties.

**ONTC will enter a one (1) year contract with the Successful Respondent.**

This tie inspection will occur on all of ONTC's mainline track between North Bay and Moosonee, Cochrane to Calstock, Porquis to Porcupine and Swastika to Noranda. The estimated total of the program is 677.15 miles of mainline track. The inspection will also occur on all track that is available for testing without delaying the inspection.

<b>Subdivision</b>	<b>Total Miles</b>
Temagami (North Bay to Englehart)	138.5
Ramore (Englehart to Porcupine)	109.7
Devonshire (Porquis to Cochrane)	28.05
Kirkland Lake (Swastika to Noranda)	60.04
Island Falls Sub (Cochrane to Moosonee)	187.88
Kapuskasing Sub (Cochrane to Hearst)	129.08
Pagwa Spur (Hearst to Calstock)	23.9

**Condition of the Place of Work**

The place of the Work is located along all of ONTC's mainline track and rail yards.

## **Scope of Work - Tie Inspection Services**

ONTC anticipates performing a tie inspection on most of its mainline track and available yard and siding tracks.

The Service Provider shall indicate their ability to perform an accurate tie inspection plan using high-resolution imagery, Lidar and an algorithm to assess a condition code for ties. The tie inspection results shall be provided in Microsoft Excel format.

## **Obligation of the Service Provider**

The contractor shall perform the following:

1. Provide one (1) Hi-Rail Vehicle with Onboard Track Inspection Equipment;
2. Provide one (1) Technician who will be responsible for the operation of the Hi-Rail Vehicle and Inspection Equipment;
3. Provide a daily report indicating the technician's work activity at the end of each shift;
4. Provide a report containing the following information and measurement conditions for every tie inspected:
  - a) Tie location
  - b) Track curvature
  - c) Wood Tie Grade
  - d) Wood tie "plate cut" measurements
  - e) Adzed depth
5. Summaries per mile will note:
  - a) Total number of ties per mile
  - b) Total number of ties by grade per mile
  - c) Special ties located in features including turnouts and grade crossings
  - d) Obscured ties
6. Advanced reports will note:
  - a) Rolling 39' wood tie grade condition compared to ONTC's MTR standards
  - b) Clusters of consecutive failed ties
  - c) Tie condition associated with joint bar locations
  - d) Rail joint locations exhibiting rail-end height mismatch.
7. Data analysis will be completed and presented to ONTC within thirty (30) business days following the receipt of the data. Data will be delivered to ONTC in a mutually agreed upon electronic form.

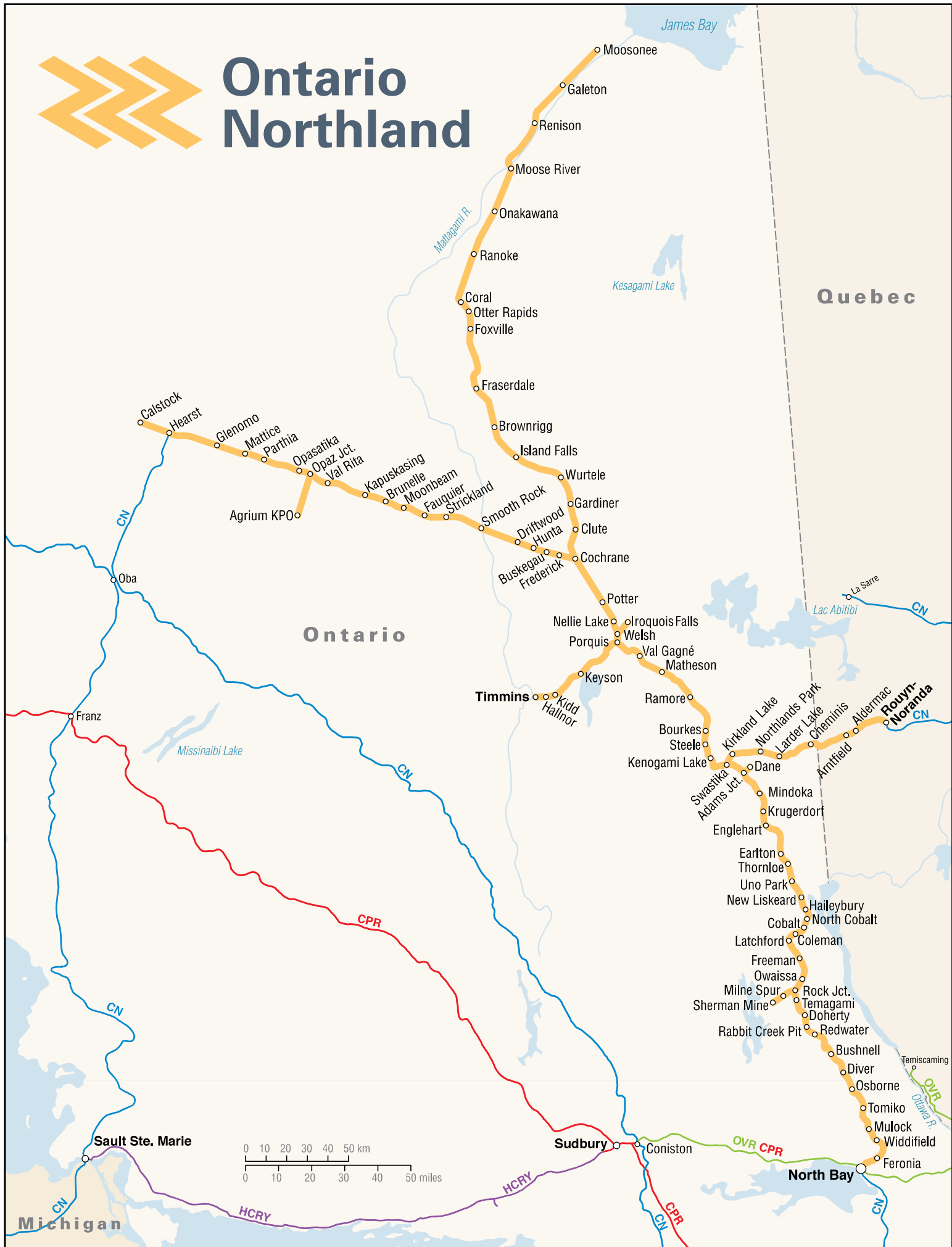


**Obligations of ONTC**

1. Provide full time supervision for flagging protection;
2. Clear the track of any obstruction that would impact the data collection of the tie inspection; and
3. Provide signal maintainer to protect signal systems as required



# Ontario Northland



**PART 3 - RFP SPECIFICATIONS**  
**SCHEDULE 3-A-2**  
**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 Schedule 3-A-2.

TITLE
ONTC - Fire Prevention and Preparedness Plan
ONTC - JP/IS-5 Setting Track Units On/Off Tracks
ONTC - Fit for Duty Policy

# INDUSTRIAL OPERATIONS FIRE PREVENTION AND PREPAREDNESS PLAN

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***April 1, 2024 – March 31, 2029***

***Ontario Northland***

*This plan has been prepared for submission to the Ministry of Northern Development, Mines, Natural Resources and Forestry (MNDMNR), Aviation, Forest Fire and Emergency Services (AFFES) in accordance with the requirement under section 21 of the Outdoor Fires Regulation.*

Company Representative: Paul-Andre Lajeunesse

Issued: 2024-02-28

## Table of Contents

1.0 General .....	3
2.0 Fire Prevention Planning .....	3
3.0 Fire Preparedness .....	8
4.0 Communications .....	10
4.1 Positive Protection .....	10
4.2 Notification and Requests for Information .....	10
5.0 Annual Fire Prevention and Preparedness Plan Update .....	10
5.1 Annual Operations .....	10
5.2 Wildland Fire Reporting .....	10
5.3 Company and MNDMNRF Contacts .....	11
5.4 Contacts for Notification and Requests for Information .....	14
6.0 Fibre Optic Locations .....	15
 Appendix I – “Notification and Request for Information for a Fire on Railway Property Form” .....	24
Appendix II – MNDMNRF Process for Securing Positive Protection .....	26
Appendix III – Railway Positive Protection Request Form .....	27

## 1.0 General

Company: Ontario Northland Transportation Commission

Focus of operations: Railroad

General location of operations: North Bay to Moosonee with connections to Swastika east to Rouyn-Noranda, Porquis Jct. west to South Porcupine, and Cochrane west to Hearst and Calstock

Operations by risk category:

Risk category	Operations
Very high fire risk	Operations that use heavy machinery equipped with metal parts that may come into contact with rocks or similar material in the course of normal operations and cause sparks.
High fire risk	Hot Work; welding, torch or saw cutting of metal and grinding, operations involving open flame. Thermite welding. Rail production grinding. Switch cross grinding.
Moderate fire risk	
Low fire risk	Surfacing, tie installation, under-cutting, gauging, spiking, gophering

## 2.0 Fire Prevention Planning

The following measures will be undertaken to ensure compliance with the *Forest Fires Prevention Act*:

- All camps, mines mills and dumps will have the area surrounding the camp, mine, mill, and dump cleared of flammable debris for a distance of at least 30 metres.
- All brush, debris, non-merchantable timber, and other flammable material resulting from land clearing will be safely disposed of through piling and burning, chipping or other fire safe method.
- Any fire started by the operation will be reported to the MNMNR without undue delay.
- Staff will be instructed on the rules around smoking during the fire season and the proper disposal of smoking materials.
- All burners, chimneys, engines, incinerators, and other spark-emitting outlets will be equipped with an adequate device for arresting sparks.

The following measures will be undertaken to ensure compliance with the *Outdoor Fires Regulation*.

- No fire will be started outdoors unless the conditions will allow the fire to burn safely from start to extinguishment.
- Fires started outdoors will be monitored until extinguished.
- Brush and debris will be burned in accordance with section 2 of Ontario Regulation 207/96 or any issued fire permit.
- Fires burned in an incinerator will comply with section 3 of Ontario Regulation 2017/96.

- Grass and leaf litter will be burned in accordance with section 4 of Ontario Regulation 207/96 or any issued fire permit.
- Burning will cease when fire permits are suspended or during restricted fire zone periods.
- Equipment or machinery being operated for industrial purposes within a forest area will be equipped with a serviceable fire extinguisher rated at least 6A80BC.
- Staff operating chainsaws or brush saws will do so in accordance with section 10 of Ontario Regulation 207/96.
- Staff operating equipment or machinery in a forest area during the fire season will do so in accordance with section 11 of Ontario Regulation 207/96.
- Filled backpack pumps will be carried on or located within 30 metres of every piece of heavy equipment, and whatever else required by Table 1 of the IOP.
- Our operations do not require additional fire suppression equipment.

The following are additional measures that will be undertaken to prevent wildland fires:

**Prior to the next day's operation supervisors / employees will:**

- Determine the minimum fire suppression equipment needed based on the type of operation they are conducting.
- Determine the fire risk category / operational risk.
- Determine the initial forest fire fuel group that they will be working in.
- Determine "leaf on / leaf off" conditions from Fire Intensity Code Reports.
  - Adjust Fuel Group based on "leaf on / leaf off" and other modifications.
- Determine the closest weather station to the area they will be working in.
- Access the MNDMNRF Fire intensity Code Report for the closest weather station for the work location.
  - via the internet @ <https://www.ontario.ca/page/fire-intensity-codes> or;
  - by telephone through the corresponding Fire Management Headquarters responsible for the weather station.
- Determine the fire intensity code for the worksite fuel group they will be working in.
- Determine the work modifications for the next day.
- Modify or mitigate operations as necessary.

Refer to the Field Guide to the Industrial Operations Protocol and Regulation.

**Note:**

- If the work scheduled for the day will involve several different forest fire fuel groups, the highest hazard forest fire fuel group will be utilized.
- If the work for the day will transition across several different weather station areas. The fire intensity codes for the highest reporting weather station will be utilized.

**Rail cutting, Welding or Grinding, Thermite Welding: High Fire Risk Category**

- A Minimum of 1 filled backpack pump will be located within 3 metres of each individual operation.
- If the fire intensity code for the work site is A, B or C a water delivery system with a minimum of 340 litres of water will be on site.
- Vehicles are equipped with fire extinguishers.

The operations will be considered a **MODERATE FIRE RISK** if in addition to the above the following are in place at the time of the operation.

- Prior to operations the worksite will be soaked with water or a fire suppression foam mixture before the operation begins and after the operation are completed for the day and will keep the worksite in a wet condition during the operation.

- At least one worker will be assigned to monitor the worksite while the operation is being carried out to watch for sparks or other signs that a fire has been ignited and to take immediate action to halt the spread of fire if it is safe to do so.
- At least one worker will be employed to actively patrol the worksite for at least one hour after the operation is completed for the day and extinguish any fires they may find if it is safe to do so.
- Workers engaged in monitoring or patrolling will be equipped with a device capable of immediate two-way communication with the local fire management headquarters and ensure that any fires that may occur are immediately reported to the Ministry.
- Workers will put in place non-combustible screens designed and able to catch any and all material capable of producing fire ignition.

#### **Switch Cross Grinding: High Fire Risk Category**

- A minimum of 1 filled backpack pump will be located within 3 metres of each individual operation.
- If the fire intensity code for the work site is A, B or C a water delivery system with a minimum of 340 litres of water will be on site.
- Vehicles are equipped with fire extinguishers.

The operations will be considered a **MODERATE FIRE RISK** if in addition to the above the following are in place at the time of the operation.

- Prior to operations the worksite will be soaked with water or a fire suppression foam mixture before the operation begins and after the operation are completed for the day and worksite will be kept in a wet condition during the operation.
- At least one worker will be assigned to monitor the worksite while the operation is being carried out to watch for sparks or other signs that a fire has been ignited and to take immediate action to halt the spread of fire if it is safe to do so.
- At least one worker will be employed to actively patrol the worksite for at least one hour after the operation is completed for the day and extinguish any fires they may find if it is safe to do so.
- Workers engaged in monitoring or patrolling will be equipped with a device capable of immediate two-way communication with the local fire management headquarters and ensure that any fires that may occur are immediately reported to the Ministry.
- Workers will put in place non-combustible screens designed and able to catch any and all material capable of producing fire ignition.

#### **Rail Production Grinding: High Fire Risk Category**

- A minimum of 4 backpack pumps will be located on site where the production grinder is operating.
- A water delivery system with a minimum of 3,750 litres of water will be on site where the production grinder is operating.
- The production grinding supervisor will notify the administrative Fire Management Headquarters and Regional Prevention Compliance Specialist of its intention to conduct Rail Production Grinding a minimum of 24 hours in advance of the operation taking place. This notification will include;
  - Contact information
  - The hours of operation of the grinding operation.
  - Suppression equipment and manpower resources on hand.
  - Ease of ignition associated with the operation and fire starts during the last operating period.
- At the end of each shift the production grinding supervisor will notify the administrative Fire Management Headquarters and the Regional Fire Prevention Specialist of their;



- Progress during the last shift
- Any operational concerns that they may have including ease of ignition and fire starts during the last operating period.
- Where they expect to be grinding within the next operational period.

### **Mechanical Brushing: Very High Fire Risk Category**

- A minimum of 1 backpack pump will be located within 30 metres of each machine.

### **Other:**

- Local assigned high rails are equipped with a minimum of backpack pumps, foaming agent, pails, shovels, and a fire extinguisher.

In addition to the suppression equipment requirements above;

- A fuel performance catalyst (FPC) is added to the locomotives fuel year-round for the purpose of reducing emissions.
- Ongoing locomotive exhaust screen inspections to be completed prior to and during the fire season each year.

### **Emergencies Due to Exigent circumstances:**

As per section 23(2) of Ontario Regulation 207/96 if operations are immediately necessary to ensure public safety or due to exigent circumstances the company must complete industrial operations outside the provisions of “Part II, Industrial Operations” the company will;

- Immediately notify the appropriate Fire Management Headquarters of the location and type of work being completed as well as the suppression resources on hand.
- Ensure that a “pumping unit” with a minimum of 800 feet of hose is on site.
  - The amount of hose on site must be sufficient to reach and cover the work area.
- Identify a water source of sufficient quantity or ensure that there is enough water on site to meet the requirements of the work being completed.
- Ensure that a minimum 4-person, trained crew is available on-site during operations to wet the work site down or take immediate action should a fire start.
- Ensure that at least one individual with two-way communications is available to monitor operations for fire and immediately report the fire without delay.

Note: Depending on the circumstances a Ministry of Northern Development, Mines, Natural Resources and Forestry Fire Officer may request that additional resources or actions be taken to ensure that all wildland fire concerns are addressed.

### **Definitions of Operational Modifications:**

#### **P = Prevention (Normal Operations)**

Wildfire prevention is a part of normal operations and at a minimum, the requirements identified in the *Forest Fires Prevention Act* and Outdoor Fires Regulation must be followed. These should be identified in the operation’s fire plan if one is required.

#### **SS = Short Shift**

Operations are **not** permitted between 1200 and 1900 hrs local daylight savings time. Prevention measures still apply and a dedicated patrol\* of the area must be carried out for one hour after operations shut down. Workers conducting the dedicated patrol must immediately report fires that are detected.

**RS = Restricted Shift**

Operations are **not** permitted between 0800 and 2200 hrs local daylight savings time. Prevention measures still apply and a dedicated patrol\* of the area must be carried out for one hour after operations shut down. Workers conducting the dedicated patrol must immediately report fires that are detected. Water sources close to operations should be identified prior to commencing any operations.

**SD = Shutdown**

Operations are **not** permitted starting at 0600 hrs local daylight savings time on the first day of shutdown. Operations will remain suspended until conditions change and Prevention, Short Shift or Restricted Shift is indicated. Prevention measures still apply and a dedicated patrol\* of the area must be carried out for one hour after operations cease. Workers conducting the dedicated patrol must immediately report fires that are detected. Once this initial patrol is complete, lower risk operations working in the vicinity can offer dedicated fire patrols during the shutdown period.

\*Personnel assigned to patrol a worksite are expected to move as much as required to continually assess the entire worksite for fires. If a fire is discovered, they are required to first notify MNDMNR of the fire and its location and then, if it is safe to do so, try to extinguish the fire.

For the purposes of this Plan, Railway Subdivisions will be aligned with the following MNRF Fire Weather Stations:

On an annual basis the weather stations and subdivision alignment will be reviewed with MNRF to ensure they are correct.

Subdivision	Mileage Range	Station	Station Name	Fire Management Headquarters
Temagami Sub	0 - 35	TRM	Trout Mills	North Bay
	35 - 78	MTN	Marten River	North Bay
	78 - 134	LOO	Loon Lake	North Bay
	134 – end of sub	KLK	Kirkland Lake	Timmins
Kirkland Lake Sub	0 - 33	KLK	Kirkland Lake	Timmins
Ramore Sub	0 - 51	KLK	Kirkland Lake	Timmins
	51 - 79	ABL	Abitibi Lake	Timmins
	79 – end of sub	TIM	Timmins	Timmins
Iroquois Falls Sub	0 - 2	TIM	Timmins	Timmins
	2 – end of sub	COC	Cochrane	Cochrane
Devonshire Sub	0 – 2	TIM	Timmins	Timmins
	2 – end of sub	COC	Cochrane	Cochrane
Kapusksasing Sub	0 - 25	COC	Cochrane	Cochrane
	25 - 47	OKE	Oke	Cochrane
	47 - 101	KAP	Kapusksasing	Cochrane
	101 – end of sub	HEA	Hearst	Cochrane
Kapusksasing Sub - AGR	0 - 11	KAP	Kapusksasing	Cochrane
	11 – end of sub	RUF	Rufus Lake	Cochrane
Island Falls Sub	0 - 22	COC	Cochrane	Cochrane
	22 – 76	ILF	Island Falls	Cochrane
	76 – 116	SMO	Smokey Falls	Cochrane
	116 - 187	STG	Stringer Lake	Cochrane

### 3.0 Fire Preparedness

Our operations are to be considered trained and capable.

80% of our field staff are trained and proficient to the pertinent fire suppression level.

Training is delivered by in house trainers.

In addition to the backpack bumps and equipment caches identified in section 2.0 we have the following equipment available for fire suppression:

**ONTARIO LOCATION OF FIRE FIGHTING EQUIPMENT – 2024**

<b>LOCATIONS</b>	<i>Shovels</i>	<i>Pails</i>	<i>Crew Cab Hi-Rail</i>	<i>Back Pack Pumps</i>	<i>Foaming Agents</i>	<i>200 Gallons of Water</i>	<i>Spark Shields</i>	<i>Boom Truck Hi-Rail (with 200 gallons of water)</i>	<i>100' Hose</i>	<i>Honda Pump</i>	<i>Wajax Pump (with 800' Hose)</i>
North Bay North Section	X	X	X	X	X		X				
Temagami Section	X	X	X	X	X		X		X		
Temagami MP 72											X
Rouyn Section	X	X	X	X	X		X				
Rouyn MP 60											X
Englehart Section	X	X	X	X	X	Boom Truck	X	X	Boom Truck	Boom Truck	
Englehart MP 0											X
Matheson Section	X	X	X	X	X		X				
Porquis Section	X	X	X	X	X		X				
Cochrane Section	X	X	X	X	X	Boom Truck	X	X	Boom Truck	Boom Truck	
Cochrane MP 0											X
Otter Rapids Section	X	X	X	X	X		X				
Otter Rapids MP 93.5											X
Moose River Section	X	X	X	X	X		X				
Moosonee Section	X	X	X	X	X		X				
Kapuskasing Section	X	X	X	X	X		X				
Hearst Section	X	X	X	X	X		X				
2- Welding Trucks	X	X	X	X	X		X				
Gang #94	X	X		X	X		X		X	X	

This equipment will be checked for serviceability on a yearly basis and maintained in serviceable condition throughout the fire season.

The wildland fire hazard will be monitored daily by accessing forecasted weather conditions, fire indices and the fire intensity codes. Intensity codes representing the operational area will be determined and modification/mitigation will be made as required by the Outdoor Fires Regulation 207/96.

## **4.0 Communications**

The process for field operations to communicate with MNDMNRF staff will be through the RTC's office by radio or telephone. The RTC will contact MNDMNRF. The process for MNDMNRF to contact field operations will be by calling the RTC's office and they will relay the message by radio.

The company will ensure that all employees working in field operations will be aware of the standard fire prevention measures as well as the fire hazard and specific fire prevention processes that may entail. The company will do this by emailing and faxing the information to the locations in the field before the end of the previous business day.

### **4.1 Positive Protection**

When a fire occurs on a railway line works, the Ministry of Northern Development, Mines, Natural Resources and Forestry will request positive protection from the railway following the MNDMNRF Process for Securing Positive Protection along Railway Rights-of-Way which can be found in Appendix I.

To secure positive protection along the right-of-way, the Ministry of Northern Development, Mines, Natural Resources and Forestry Sector Response Officer must contact the RTC office by telephone 705-544-2292 ext. 141.

### **4.2 Notification and Requests for Information**

When a fire occurs on a railway line works the Ministry of Northern Development, Mines, Natural Resources and Forestry will notify the railway of the occurrence using the "**Notification and Request for Information for a Fire on Railway Property**" form found in Appendix II.

## 5.0 Annual Fire Prevention and Preparedness Plan Update

### 5.1 Annual Operations

This update applies to the 2024 fire season for **Ontario Northland**

The following shows the operations being undertaken by area this season.

<u>TASK AND LOCATION</u>	<u>TIMEFRAME</u>	<u>Weather Station Code(s)</u>
<b>Temagami Subdivision</b>		
<ul style="list-style-type: none"> <li>Install 8.8 miles of new continuous welded rail and new 80' rails at the following locations;               <ul style="list-style-type: none"> <li>Miles 3.7 to 4</li> <li>Miles 8.5 to 11.8</li> <li>Miles 131.4 to 136.2</li> </ul> </li> </ul>	May - July	TRM LOO KLK
<ul style="list-style-type: none"> <li>Joint Elimination Program (flash butt welding)</li> </ul>	April - December	TRM MTN LOO KLK
<ul style="list-style-type: none"> <li>Install approximately 10,500 ties between Miles 25 – 46</li> </ul>	May – June	TRM MTN
<ul style="list-style-type: none"> <li>Complete required tie change outs in switches / sidings as required</li> </ul>		
<ul style="list-style-type: none"> <li>Anchoring various locations</li> </ul>		
<ul style="list-style-type: none"> <li>Crop and pull to remove battered joints – various locations</li> </ul>		
<ul style="list-style-type: none"> <li>Gauging as required</li> </ul>		
<ul style="list-style-type: none"> <li>Distribute rock from Rabbit Creek Pit to various locations for surfacing</li> </ul>		

<u>TASK AND LOCATION</u>	<u>TIMEFRAME</u>	<u>Weather Station Code</u>
<b>Ramore Subdivision</b>		
<ul style="list-style-type: none"> <li>Install 12.4 miles of new CWR and 80' bolted rail at the following locations; <ul style="list-style-type: none"> <li>Miles 13.3 to 14</li> <li>Miles 17 to 18</li> <li>Miles 58.4 to 67.4</li> <li>Miles 87.7 to 88</li> <li>Miles 90.9 to 91.2</li> <li>Miles 91.5 to 91.8</li> <li>Miles 95.7 to 95.8</li> <li>Miles 96.2 to 96.5</li> <li>Miles 97.2 to 97.4</li> <li>Miles 98.9 to 99.1</li> </ul> </li> </ul>	July - August	KLK ABL TIM
<ul style="list-style-type: none"> <li>Joint Elimination Program (flash butt welding)</li> </ul>	April - December	KLK ABL TIM
<ul style="list-style-type: none"> <li>Install approximately 14,000 ties between Miles 26 - 54</li> </ul>	June - July	KLK
<ul style="list-style-type: none"> <li>Anchoring various locations</li> </ul>		
<ul style="list-style-type: none"> <li>Crop and pull to remove battered joints – various locations</li> </ul>		
<ul style="list-style-type: none"> <li>Gauging as required</li> </ul>		
<ul style="list-style-type: none"> <li>Distribute rock from Jardine Pit to various locations for surfacing</li> </ul>		

<u>TASK AND LOCATION</u>	<u>TIMEFRAME</u>	<u>Weather Station Code</u>
<b>Kirkland Lake Subdivision</b>		
<ul style="list-style-type: none"> <li>Anchoring various locations</li> </ul>		
<ul style="list-style-type: none"> <li>Crop and Pull to remove battered joints – various locations</li> </ul>		
<ul style="list-style-type: none"> <li>Gauging as required</li> </ul>		
<ul style="list-style-type: none"> <li>Distribute rock from Jardine Pit to various locations for surfacing</li> </ul>		
<b>Devonshire Subdivision</b>		
<ul style="list-style-type: none"> <li>Complete required tie change outs in switches / sidings as required</li> </ul>		
<ul style="list-style-type: none"> <li>Distribute rock from Potter Pit to various locations for surfacing</li> </ul>		



<b><u>TASK AND LOCATION</u></b>	<b><u>TIMEFRAME</u></b>	<b><u>Weather Station Code</u></b>
<b>Kapuskasing Subdivision</b>		
<ul style="list-style-type: none"> <li>• Install approximately 13,500 ties between Mile 0 - 27</li> </ul>	September - October	COC OKE
<ul style="list-style-type: none"> <li>• Complete required tie change outs in switches / sidings as required</li> </ul>		
<ul style="list-style-type: none"> <li>• Joint maintenance at various locations</li> </ul>		
<ul style="list-style-type: none"> <li>• Anchoring various locations</li> </ul>		
<ul style="list-style-type: none"> <li>• Crop and pull to remove battered joints – various locations</li> </ul>		
<ul style="list-style-type: none"> <li>• Gauging as required</li> </ul>		
<ul style="list-style-type: none"> <li>• Distribute rock from Val Rita Pit to various locations for surfacing</li> </ul>		

<u>TASK AND LOCATION</u>	<u>TIMEFRAME</u>	<u>Weather Station Code</u>
<b>Island Falls Subdivision</b>		
<ul style="list-style-type: none"> <li>Install approximately 7.1 miles of relay rail between Miles 34.6 to 37.9 and 41.5 to 45.3</li> </ul>	September - October	ILF
<ul style="list-style-type: none"> <li>Install approximately 17,500 ties between Miles 0 - 27</li> </ul>	September – October	COC ILF
<ul style="list-style-type: none"> <li>Install approximately 6,000 ties between Miles 42 - 54</li> </ul>	September – October	ILF
<ul style="list-style-type: none"> <li>Complete required tie change outs in switches / sidings as required</li> </ul>		
<ul style="list-style-type: none"> <li>Anchoring various locations</li> </ul>		
<ul style="list-style-type: none"> <li>Crop and pull to remove battered joints – various locations</li> </ul>		
<ul style="list-style-type: none"> <li>Gauging as required</li> </ul>		
<ul style="list-style-type: none"> <li>Distribute rock from Coral Pit to various locations for surfacing</li> </ul>		

## 5.2 Wildland Fire Reporting

**Ontario Northland** is responsible for the suppression of wildland fires originating from company operations if it is safe to do so. All fires will be reported immediately to the local fire service using the appropriate MNDMNR Wildland Fire Reporting number.

Northwest Region – 310-Fire (3473) or (807) 937-5261 (Fire Reporting only)

Northeast Region – 310-Fire (3473) or (705) 564-0289 (Fire Reporting only)

Southern Region – local municipal fire department (911) or MNDMNR at (705) 564-0289

### 5.3 Company and MNDMNRF Contacts

Provincial Fire Contact	
Prevention & Prescribed Burning Coordinator	Mike Pistilli Address: 922 Scott St, Fort Frances, ON, P9A 1J4 Phone Number: Mobile: 807-275-6767
Fire Prevention & Education Program Advisor	Name: TBD Address: TBD Phone Number: TBD
Prevention and Compliance Team Lead	Name: Lori Skitt Address: PO Box 850, 95 Ghost Lake Rd. Dryden , ON P8N 2Z5 Phone Number: 807 937-7410, Mobile: 807-323-1279
NER Regional Fire Contact	
NER Fire Prevention & Compliance Specialist	Name: Jeremy Verdiel Address: 6150 Skyline Drive, Garson, ON, P3L 1W3 Phone Number: 705-564-5389, Mobile: 705-561-6348
NER Fire Intelligence Specialist	Name: Lyle Lacarte/Miguel Berthiaume Address: 6150 Skyline Drive, Garson, ON, P3L 1W3 Phone Number: 705-564-6011/6025 Intel Desk during fire season: 705-564-6075
NER Duty Officer	Dan Leonard/Mike Jackson Address: 6150 Skyline Drive, Garson, ON, P3L 1W3 Phone Number: 705-564-6049/6012 Duty Desk During Fire Season: 705-564-6076

Subdivision and Mileage	MNR Contact Fire Management Supervisor	MNR Contact Sector Response Officer
Temagami Sub Mi 0.0 - 118.3	Name: James Zacher Address: 40 Voodoo Crescent North Bay, ON P1C 0B7 Office: 705-475-5536	Location: North Bay SRO Phone Number: 705-475-5623  <u>Fire Intensity Codes:</u> Phone Number: 705-475-5609 Toll Free: 866-619-5079
Temagami Sub Mi 118.3 - 138.2  Ramore Sub Mi 0.0 - 77.0  Ramore Sub Mi 94.0 - 113.0  Kirkland Lake Sub Mi 0.0 - 33.0	Name: Joel Legasy Address: Ontario Government Complex, Hwy. 101 East, P.O. Bag 3090 South Porcupine, ON P0N 1H0 Office: 705-235-1368	Location: Timmins SRO Phone Number: 705-235-1306  <u>Fire Intensity Codes:</u> Phone Number: 705-235-1374  -
Ramore Sub Mi 77.0 - 94.0  Iroquois Fall Sub Mi 0.0. - 6.0  Devonshire Sub Mi 0.0. - 27.0  Kapusking Sub Mi 0.0. - 128.0 AGR Mi 0.0 - 17  Island Falls Sub 0.0 - 187.0	Name: Richard Perin Address: 3-2 Hwy 11 south, Cochrane, ON P0L 1C0 Office: 705-272-7141	Location: Cochrane SRO Phone Number: 705-272-7135  <u>Fire Intensity Codes:</u> Cochrane - Phone Number: 705-272-7148 Hearst - Phone Number: 705-362-4346  -  -

The following lists the **Ontario Northland** contacts:

Name	Position	Location	Phone number
*Railway Traffic Controller		Englehart	1-800-558-4129 (24 hours per day) <a href="mailto:rtc@ontarionorthland.ca">rtc@ontarionorthland.ca</a> and <a href="mailto:mrtc@ontarionorthland.ca">mrtc@ontarionorthland.ca</a>
Paul-Andre Lajeunesse	Director Infrastructure	Englehart	Office (705) 472-4500 ext. 124 Cell (705) 499-7386 Fax (705) 475-5033 <a href="mailto:paul-andre.lajeunesse@ontarionorthland.ca">paul-andre.lajeunesse@ontarionorthland.ca</a>
Jeremy Girard	Superintendent Maintenance of Way	Cochrane	Office (705) 472-4500 ext. 616 Cell (705) 347-0058 Fax (705) 272-4802 <a href="mailto:jeremy.girard@ontarionorthland.ca">jeremy.girard@ontarionorthland.ca</a>
Chad Martin	District #1 Manager	Temagami Sub Ramore Sub Kirkland Lake Sub Iroquois Falls Sub Devonshire Sub	Office (705) 544-2292 ext. 125 Cell (705) 545-0725 Fax (705) 544-2297 <a href="mailto:chad.martin@ontarionorthland.ca">chad.martin@ontarionorthland.ca</a>
Justin Delarosbel	Track Patrol	North Bay Yard and Customer Tracks Mile 0.0 to Mile 25.1 Temagami Sub	Cell (705) 544-3125 Fax (705) 472-1890 <a href="mailto:justin.delarosbel@ontarionorthland.ca">justin.delarosbel@ontarionorthland.ca</a>
Vince Gagne	Track Patrol	Mile 25.1 to Mile 138.5 Temagami Sub	Cell (705) 545-0927 <a href="mailto:vincent.gagne@ontarionorthland.ca">vincent.gagne@ontarionorthland.ca</a>
Calvin Mills	Track Patrol	Englehart Yard Mile 0.0 to Mile 67.37 Ramore Sub	Cell (705) 545-0680 <a href="mailto:calvin.mills@ontarionorthland.ca">calvin.mills@ontarionorthland.ca</a>
Tyler Chartrand	Track Patrol	Mile 0.0 to Mile 60.04 Kirkland Lake Sub Rouyn-Noranda Yard	Cell (705) 303-7146 <a href="mailto:tyler.chartrand@ontarionorthland.ca">tyler.chartrand@ontarionorthland.ca</a>
Shawn Giroux	Track Patrol	Porquis Yard and Kidd Yard Mile 67.37 to Mile 109.7 Ramore Sub Mile 0.0 to Mile 27.18 Devonshire Sub Mile 0.0 to Mile 6.40 Iroquois Falls Sub	Cell (249) 313-0189 Fax (705) 272-4802 <a href="mailto:shawn.giroux@ontarionorthland.ca">shawn.giroux@ontarionorthland.ca</a>
David Lallier	District #2 Manager	Kapuskasing Sub Agrium Sub Pagwa Sub Island Falls Sub	Office (705) 472-4500 ext. 632 Fax (705) 272-4802 <a href="mailto:dave.lallier@ontarionorthland.ca">dave.lallier@ontarionorthland.ca</a>
Paul Loder	Track Patrol	Cochrane Yard Mile 0.32 to Mile 68.0 - Kapuskasing Sub Mile 27.18 to Mile 28.05 - Devonshire Sub	Cell (705) 498-5291 Fax (705) 272-4802 <a href="mailto:paul.loder@ontarionorthland.ca">paul.loder@ontarionorthland.ca</a>
Pat Duguay	Track Patrol	Kapuskasing Yard and Hearst Yard Mile 68.0 to Mile 129.1 Kapuskasing Sub Agrium Spur Mile 0.0 to Mile 22.5 Pagwa	Cell (705) 272-9445 Fax (705) 272-4802 <a href="mailto:patrice.duguay@ontarionorthland.ca">patrice.duguay@ontarionorthland.ca</a>
Richard Ferguson	Track Patrol	Mile 0.0 to Mile 93.5 Island Falls Sub Otter Rapids - all tracks	Cell (705) 367-6362 Fax (705) 272-4802 <a href="mailto:richard.ferguson@ontarionorthland.ca">richard.ferguson@ontarionorthland.ca</a>
William Solomon	Track Patrol	Moosonee Yard Mile 93.5 to Mile 187.88 Island Falls Sub	Cell (705) 336-8412 Fax (705) 336-2089 <a href="mailto:william.solomon@ontarionorthland.ca">william.solomon@ontarionorthland.ca</a>

\* Designates the main emergency contact in the company for AFFES.

#### 5.4 Contacts for Notification and Request for Information for a Fire on Railway Property

**Ontario Northland** requests that the “Notification and Request for Information for a Fire on Railway Property” forms be emailed to the following individuals:

Name	Phone Number	E-mail Address
Rail Traffic Controller	705-544-2292 ext.141	<a href="mailto:rtc@ontarionorthland.ca">rtc@ontarionorthland.ca</a>
Jeremy Girard	705-347-0058	<a href="mailto:jeremy.girard@ontarionorthland.ca">jeremy.girard@ontarionorthland.ca</a>
Wendy Middaugh	705-544-2292 ext.134	<a href="mailto:wendy.middaugh@ontarionorthland.ca">wendy.middaugh@ontarionorthland.ca</a> and <a href="mailto:mrtc@ontarionorthland.ca">mrtc@ontarionorthland.ca</a>

Information requested by the Ministry of Northern Development, Mines, Natural Resources and Forestry will be provided by Jeremy Girard, Superintendent Maintenance of Way to the Ministry of Northern Development, Mines, Natural Resources and Forestry contact identified on the form.

## 6.0 Fibre Optic Cable Locations

### TEMAGAMI SUBDIVISION

Buried Beside Track		
From Mile	To Mile	Track Side
3.06	3.37	West
3.37	46.05	East
46.05	69.9	West
69.9	110.5	East
110.5	112.43	West
112.43	112.65	Both
113.41	113.5	Both
113.5	138.23	Both

### RAMORE SUBDIVISION

Buried Beside Track		
From Mile	To Mile	Track Side
0.6 (No 5 track North Yard)	1.88	Both
1.88	25.9	Both
26.33	112.36	Both
112.36	116.0 (end of rail)	Both

### KIRKLAND LAKE SUBDIVISION

Buried Beside Track		
From Mile	To Mile	Track Side
North Leg of Wye Switch Swastika	5.19	West
0.3	5.42	East
6.31	10.8	East
10.9	35.55	East
36.05	56.3	East
56.35	57.75	East

Aerial	
From Mile	To Mile
5.42	6.31
10.8	10.9
35.55	36.05
56.3	56.35

### IROQUOIS FALLS SUBDIVISION

Buried Beside Track		
From Mile	To Mile	Track Side
0.08	5.65	West



## DEVONSHIRE SUBDIVISION

Buried Beside Track		
From Mile	To Mile	Track Side
Tool house Porquis	0.78	1 on West (between mainline and No1 Track)
End Ramp Porquis	0.78	2 on East (beside Devonshire Sub siding and Town siding)
0.78	5.05	1 on West
0.78	5.05	1 on East
5.05	28.2	1 only West
Note: At Cochrane follows No 5 Track, Ice House Track and Shed Track and crosses under 4 tracks north of the station through a duct.		

## ISLAND FALLS SUBDIVISION

Buried Beside Track		
From Mile	To Mile	Track Side
0.30	0.31	East
0.64	31.5	East
31.5	93.11	West
93.11	94.5	East
94.5	124.0	West
124.0	186.04	East

## KAPUSKASING SUBDIVISION

Buried Beside Track		
From Mile	To Mile	Track Side
0.4	27.68	East
27.68	67.98	West
67.98	69.46	East
70.5	126.59	West
126.59	128.3	East

The following changes should be considered as amendments to the fire prevention and preparedness plan:

- Production Grinding and Mechanical Brushing information has been updated.
- MNDMNR and ONTC Contacts have been updated as indicated throughout Plan.
- Annual Operations 2023 have been updated to 2024's Annual Operations.
- Location of Fire Suppression / Prevention Equipment 2023 has been updated to be 2024's Location of Fire Suppression / Prevention Equipment.
- Process for Securing Positive Protection along Railway Right of Way is in place as shown in the Appendices.
- Notification and Request for Information for Fire on Railway Property is in place as shown in the Appendices.

## **APPENDICES**

## Appendix I

### Notification and Request for Information for Fire on Railway Property Form

#### 1. Fire Information

MNDMNRF District:

MNDMNRF Fire Number:

Railway Company:

Subdivision:

Mileage:

Date and Time Fire Reported to MNDMNRF:

Detected by:

#### 2. Notification

This is to advise you that the Ministry of Northern Development, Mines, Natural Resources and Forestry is taking action to suppress a fire which occurred along the railway right-of-way. The information is as follows:

Fire Burning on: North ☐ South ☐ West ☐ East ☐ Side of track

Present Fire Condition: Not Under Control

Present Fire Size:            ha

Out Date (if known):

Final Size (if known):            ha

MNDMNRF Resources Used: Yes ☐ No ☐

Railway Resources Used: Yes ☐ No ☐

Personnel:

Personnel:

Equipment:

Equipment:

Aircraft:

Other:

Other:

General Comments/ Recommendations:

#### 3. Information Request

To aid in our investigation of a fire which occurred along the railway right-of-way, please provide the following information to the MNDMNRF Official identified below:

- 1) Identification number of the last 3 trains that passed the above mileage before the fire was reported.
- 2) Direction of travel of each train
- 3) Identification of the locomotive(s) operating under power in each train

Train ID Number	Time	Locomotive(s) under power	Dir. of travel	Video (saved/retained)
_____	_____	_____	_____	<input type="checkbox"/> Y <input type="checkbox"/> N
_____	_____	_____	_____	<input type="checkbox"/> Y <input type="checkbox"/> N
_____	_____	_____	_____	<input type="checkbox"/> Y <input type="checkbox"/> N

4) Identification number of the first train to pass the above mileage **after** the fire was reported.

Train ID Number	Time	Locomotive(s) under power	Dir. of travel	Video (saved/retained)
_____	_____	_____	_____	<input type="checkbox"/> Y <input type="checkbox"/> N

**Name of Railway Company Official:**

Title:  
 Email:  
 P.O. Box or Street Address:  
 City: \_\_\_\_\_, ON  
 Postal Code:  
 Telephone Number:

**Completed information request should be directed to:**

**Name of MNDMNR Official:**

Title:  
 Email:  
 P.O. Box or Street Address:  
 City: \_\_\_\_\_, ON  
 Postal Code:  
 Telephone Number:

Date and Time:

cc. [chelsea.osesky@ontario.ca](mailto:chelsea.osesky@ontario.ca), [jeremy.verdiel@ontario.ca](mailto:jeremy.verdiel@ontario.ca) and [paul.chandler@ontario.ca](mailto:paul.chandler@ontario.ca)

## **Appendix II**

### **Ministry of Northern Development, Mines, Natural Resources and Forestry (MNDMNRF) Process for Securing Positive Protection along Railway Rights of Way**

In order to provide direction to MNDMNRF staff and ensure a consistent approach to engaging in fire suppression activities along railway rights of ways, the following process will be followed by MNDMNRF staff.

Upon the report and confirmation of a fire along a railway right of way the MNDMNRF Sector Response Officer (SRO) for the Sector responsible for the fire will;

- 1) Confirm the location of the fire with the MNDMNRF Incident Commander.
- 2) Contact the railway (RTC / Railway contact) as per the direction provided in the Railway Fire Prevention and Preparedness Plans.
- 3) Advise of a fire on the right of way, location and condition.
- 4) Verbally request Positive Protection.
- 5) Request that (RTC / Railway contact) contact the SRO directly when a TOP / OCS Authority has been issued and be provided with the following information:
  - a. Permit / Authority Reference #;
  - b. Foreman (Permit / Authority Holder) Name;
  - c. Foreman Contact Phone #;
  - d. Location where positive protection has been put in place;
- 6) The SRO will also request that the Foreman (Permit / Authority holder) contact him / her directly to confirm that;
  - a. Positive Protection is in place
  - b. Positive protection is in the correct location.
- 7) Once Positive Protection has been confirmed with the Foreman (Permit / Authority holder) the Sector Response Officer will;
  - a. Contact the Incident Commander (MNDMNRF) onsite.
  - b. Advise that positive protection is in place and location.
  - c. Provide the Incident Commander the contact information for the Foreman (Permit / Authority holder).
- 8) The SRO will document the request on the MNDMNRF "Positive Protection Request form".
- 9) MNDMNRF (Sector Response Officer / Incident Commander) will notify the Foreman (Permit / Authority holder) when positive protection is no longer required.

**Note:**

1. Until such time that the Sector Response Officer (MNDMNRF) has confirmation from the Foreman (Permit / Authority holder) that positive protection is in place, MNDMNRF Fire Personnel will remain a distance of 15 metres (50 ft.) back from the edge of the ties along the rail line. This includes the landing of a helicopter on railway tracks or rights of ways.
2. During this time water bombing / bucketing operations may take place on the ROW, if deemed necessary and safe to do so by the Air Attack Officer or Pilot in Command as per MNDMNRF guidelines.
3. MNDMNRF Staff will abide by standard railway safety procedures and maintain situational awareness even when positive protection is in place.
4. Once the Foreman (authority / permit holder) is on site and has been in contact with the Incident Commander and it is determined safe to do so, trains may be able to access the working area under the protection of the Foreman (authority / permit) holder.

## Appendix III

### Railway Positive Protection Request Form

Railway Company Name: \_\_\_\_\_ Fire #: \_\_\_\_\_

Railway Contact # (RTC – CP Police): \_\_\_\_\_

Positive Protection Request (Time / Date): \_\_\_\_\_

Location of Positive Protection Request (Sub / Mile): \_\_\_\_\_

TOP / OCS (Permit / Authority) reference #: \_\_\_\_\_

Foreman Name: \_\_\_\_\_ Contact #: \_\_\_\_\_

Location of TOP / OCS in place: From Mile: \_\_\_\_\_ to Mile: \_\_\_\_\_

Subdivision: \_\_\_\_\_

Confirmed with Foreman TOP/OCS in place & location (Time / Date): \_\_\_\_\_

Incident Commander (IC) Name: \_\_\_\_\_

Confirmation with I.C. that Positive Protection in place (Time / Date) \_\_\_\_\_

Request for Positive Protection removal by (MNDMNR) name: \_\_\_\_\_

Cancellation (Date / Time / Foreman): \_\_\_\_\_

**Personnel must remain clear of the tracks a distance of 15 meter (50 feet) from the edge of the railway ties until the Sector Response Officer receives confirmation from the Foreman that Positive Protection (TOP / OCS) has been issued and in place. This includes the landing of a helicopter on railway tracks or rights of way.**

#### Steps for SROs to follow:

- 1) Verbally notify the designated railway company contact as per fire plan (RTC / CP Police) of the location, track mileage, and condition of the fire occurrence and request Positive Protection.
  - 2) Verbally request to be contacted by (RTC / CP Police) when TOP / OCS Authority has been issued to get Authority #, Foreman name and contact info and where positive protection will be in place.
  - 3) Verbally request that the Foreman issued the (Permit / Authority) contact you directly.
  - 4) **“SRO’s must communicate directly with the Foreman who holds the permit / authority and confirm that Positive Protection is in place and confirm location.”**
  - 5) Once confirmed by the foreman, contact the Incident Commander, advise that positive protection is in place and where, and provide IC with Foreman contact information.
  - 6) Only after Positive Protection is confirmed with the Foreman can crews work closer to the tracks.  
(Standard rail safety measures must be adhered to by all personnel.)
- Positive Protection Request Form(s) should be completed as required and appended to the Notification of Fires on Railway Rights of Way when submitted to railway.

- When no longer required a request to the foreman should be made to remove positive protection and documented on request form.

### **Terms and Definitions**

**Positive Protection:** A term used by the railway industry to identify that protection is in place for track work or a track condition. Positive protection is provided by a Foreman who has been issued a TOP/OCS Clearance for a specific area of the track and who, once issued a TOP / OSC has complete control of that section of track.

**Track Occupancy Permit (TOP) / Occupancy Control System Clearance (OCS)** is issued by the RTC to an employee of the railway qualified under the Canadian Rail Operation Rules to hold such authority. The authority ensures the limits and tracks identified in the permit are positively protected from allowing train movements to enter the affected limits. In certain circumstances train movements may be allowed into the affected limits ONLY under the direction of the foreman named in the permit. TOP / OSC authority numbers will end with the initial of the RTC who issued the authority.

**Occupancy Control System (OCS)** is a method of control used to move train traffic over a territory. OCS territory uses clearances (permission) issued by the RTC to trains and foreman (usually between whole miles) to allow occupancy of a section of track. Unlike CTC which uses signals.

**Centralized Traffic Control System (CTC)** is a method of control used to move train traffic by the use signal indication and routing. CTC uses signal blocking by ways of a TOP issued by the RTC to protect track work and track machines. Signal indication is the authority required by train into a control block. TOP's are issued mostly between controlled block signals.

**Permit/Authority Holder (Foreman)** – is an individual who works for a railway company and who has/given authority over a specific section or area of a rail line through the issuance of a TOP or OCS. The occupancy holder should be onsite and is a supervisor or foreman.

**RTC:** Rail Traffic Controller.

**Controlled Block Signal** is a signal capable of displaying stop indication.



Reissued: April 7, 2004

To: All Engineering Department Employees

**JP/IS – 5**  
**Job Procedure: Setting Track Units On or Off at**  
**Road Crossings**

## **Preamble**

Setting hi-rail vehicles on/off at public crossings has the potential for an accident to occur with an oncoming highway vehicle. Therefore, the following procedure was developed in an effort to minimize those risks.

## **Job Procedure**

1. Proceed to a suitable safe location (low traffic area and good visibility for road traffic). Activate the track unit's flashing beacon and four-way flashers if so equipped.

Since reflectorized safety vests are to be worn while on duty, they must be worn before getting out of the vehicle at the crossing.

2. If a crossing is so equipped, flashing lights must be activated to warn any oncoming traffic.
3. Before fouling the crossing with the hi-rail vehicle, ensure that there is no oncoming road traffic or that the traffic in the area is stopped. When it is safe to do so, move onto the crossing to raise or lower the hi-rail gear.

Note: If there is more than one person accompanying the hi-rail unit, the second person should stop the traffic using the red flag from the flagging kit. At night the red flag should be replaced with a red fusee.

The following is a list of road crossings that are deemed high risk for setting track units on or off and should be avoided, with the exception of an emergency. When using these crossings, use "Extreme Caution".

### Temagami Subdivision

Mile 1.36 - Hwy 11/17 - Trans Canada/North Bay  
Mile 80.74 - Roosevelt Rd. South  
Mile 105.73 - Lakeview Ave./Haileybury  
Mile 111.56 - Radley Hill Rd.  
Mile 112.65 - Whitewood Ave./New Liskeard  
Mile 113.41 - Hwy 11/New Liskeard

### Sherman Spur

Mile 1.14 - Hwy 11

### Ramore Subdivision

Mile 57.82 - Hwy 572/Road to Holtyre  
Mile 66.36 - 4th Ave./Matheson  
Mile 86.35 - Hwy 11/Porquis  
Mile 94.08 - Hwy 610/Barber's Bay  
Mile 100.44 - Hwy 610/Dugwall

### Kirkland Lake Subdivision

Mile 0.3 - Hwy 66/Swastika  
Mile 6.31 - Hwy 66/Kirkland Lake  
Mile 10.86 - Hwy 66/Morris Kirkland  
Mile 33.50 - Hwy 117/Mount Chemis  
Mile 35.78 - Hwy 117/Copper Creek  
Mile 50.77 - Ranger Rd. 7/Evain  
Mile 56.32 - Hwy 117/101

### Devonshire Subdivision

Mile 0.78 - Hwy 67/Porquis  
Mile 5.04 - Hwy 578/Nellie Lake

### Iroquois Falls Subdivision

Mile 5.65 - Main St./Iroquois Falls  
Mile 6.16 - Hwy 67 (Ambridge Drive)/Iroquois Falls  
Mile 6.21 - Hwy 67 (Ambridge Drive)/Iroquois Falls

### Kapuskasing Subdivision

Mile 17.47 - Hwy 11/Driftwood  
Mile 68.44 - Brunelle Rd./Kapuskasing  
Mile 128.55 - Hwy 11/Hearst

### Mallette Spur

Mile 3.3 - Hwy 11/Smooth Rock Falls  
Mile 3.32 - Main St./Smooth Rock Falls

### Island Falls Subdivision

Mile 0.31 - 3rd Ave./Cochrane

J.H. Huisjes  
Superintendent M/W

<b>DATE FORMALIZED</b> November 21, 2018  <b>Revised:</b>	<b>DRUG AND ALCOHOL POLICY</b>	<b>Policy Reference</b>  <b>6-ZD</b>
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## POLICY STATEMENT

***No person under the influence, or carrying, intoxicating liquor / a drug or narcotic substance, or experiencing the secondary effects of same shall enter or knowingly be permitted to enter and/or use Ontario Northland property, facilities, equipment or vehicles.***

## PURPOSE

Ontario Northland is committed to the safety and well-being of our Employees, our customers, other individuals affected by the actions of our Employees, the public, and the environment. Further, Ontario Northland complies with legislated requirements, and is committed to the prevention of illegal activities within our operations. Every Employee of Ontario Northland has a responsibility to safeguard the trust and safety of the public by ensuring compliance with this Policy.

This Policy is intended to:

- establish Ontario Northland's standards and expectations with respect to fitness for duty;
- clarify the respective responsibilities of Ontario Northland and its Employees to ensure an alcohol and drug-free working environment;
- outline the consequences for non-compliance with this Policy;
- provide consistent guidelines for all Employees to follow;
- identify, assist and where appropriate, accommodate Employees who may have substance use disorders (including for example a drug and/or alcohol related dependency);
- identify, assist and where appropriate, accommodate Employees who may have a medical condition requiring a prescribed medication with the potential to impact fitness to work;
- implement appropriate remedial or corrective action for Employees who violate this Policy, noting that each case will be assessed on its individual merits;
- this policy supplements, but does not modify the General Safety Rule 1.1, Canadian Rail Operating Rules (C.R.O.R) Rule G. Nothing in this policy reduces the requirements of Rule G.

## 1.0 SCOPE

### 1.1 EMPLOYEES

This Policy applies to all Employees, of the Ontario Northland Transportation Commission (ONTC) or Nipissing Central Railway (NCR) (ONTC and NCR hereinafter collectively referred to "Ontario Northland").

## 1.2 CONTRACTORS

All contractors (which include subcontractors) will be notified of the applicable provisions of this Policy. Contractors will be expected to comply with and enforce these requirements in respect of their Employees, subcontractors, etc.

## 2.0 DEFINITIONS

**Alcohol** - The intoxicating agent in beverage alcohol, ethyl alcohol, or other low molecular weight alcohols including methyl and isopropyl alcohol. Beverage alcohol includes but is not limited to beer, wine, distilled spirits and very low alcohol products (e.g. beer with 0.5% alcohol by volume).

**Company Property** – Means equipment, materials, buildings, facilities, machinery and vehicles owned, leased, rented or used by Ontario Northland.

**Contractor/Subcontractor** – Any person or entity providing services to Ontario Northland, providing services in connection with Ontario Northland's operations or providing services on Ontario Northland's workplace, pursuant to a contract. This includes contractors, subcontractors and the Employees of contractors and subcontractors.

**Drug** – A drug includes recreational drugs and medications:

**Recreational Drug:** Includes controlled drugs and substances, illegal drugs, and legal drugs, including recreational marijuana, taken without the prescription or authorization of a regulated health professional. The intentional misuse of prescription or non-prescription medication comes within the category of recreational drugs.

**Medication:** Prescription and non-prescription drugs used for the treatment of an illness, injury or a medical condition. A prescription drug must be prescribed or authorized by a regulated health practitioner. A non-prescription or "over-the-counter" drug does not require a prescription or authorization, but it must be used for the purpose of treating an illness, injury or a medical condition.

**Employee** – All Employees of Ontario Northland, including full-time, part-time, temporary and spare Employees, individuals employed pursuant to fixed term or indefinite contracts of employment, and, for the purposes of this Policy, all students, volunteers and interns.

**Fit for Duty** - An Employee who is fit for duty is capable of performing his or her duties in a safe, productive and efficient manner, free from the adverse effects of alcohol and drugs. An Employee impaired by alcohol or drugs is not fit for duty. The impairing effects include acute impairment, the after-effects and the withdrawal symptoms associated with alcohol or drug use.

**Extreme Fatigue** – Physical or mental exhaustion that reduces an individual's alertness such that a safety hazard is created or results in the inability to safely perform work.

**Safety Sensitive Position** – Refers to any position, including Safety Critical positions as defined by the Railway Safety Act, or are governed by the Ministry of Transportation of Ontario, in which individuals have a key and direct role in Ontario Northland's operation and where performance impacted by alcohol, drugs (which includes medications) or extreme fatigue could result in a significant incident, or could affect the health, safety, or security of the Employee, other Employees, customers, members of the public, other individuals, property, or the environment.

For a list of positions please see Appendix XX. (this will be added before the policy is released to all employees)

**Substance Abuse Professional (SAP)** – This is an individual with knowledge of and clinical experience in the diagnosis and treatment of alcohol and drug related disorders. The SAP will assess if the Employee has an alcohol or drug dependency, make recommendations regarding education and treatment, and recommend a return-to-duty monitoring program including unannounced testing. If someone holds a safety critical position, this may include an assessment by an Addictions Medicine Physician in accordance with Railway Medical Rules.

**Workplace** - Any land, property, structures, facilities, premises, location, Ontario Northland vehicle and equipment owned, leased, operated or otherwise controlled by Ontario Northland or any other place at, upon, from or near which an Employee works in the course of his or her duties.

### 3.0 RESPONSIBILITIES

#### 3.1 EMPLOYEE

Ontario Northland has standards of performance (Standards) that all Employees must satisfy. Employees must read, understand their responsibilities under and observe this Policy. Each Employee is required to sign the ***Drug and Alcohol Policy Acknowledgement*** which will be placed in his/her Employee file.

#### **Prohibited Conduct**

Employees are prohibited from the following while on duty (which includes working hours and break times) or while they are attending at the Workplace or attending at or operating Company property:

1. Engaging in the use, consumption, distribution, possession or manufacture of alcohol or drugs, subject to the exceptions in this Policy with respect to medications.
2. Being unfit for duty due to the consumption of alcohol or drugs.

#### **Fit For Duty & Reporting Responsibilities**

All Employees are expected to comply with the following:

1. Report to work fit for duty and remain fit for duty during their working hours and break times;
2. Immediately notify a supervisor or manager if the Employee is, or believes he or she is, unable to report for work fit for duty or remain at work fit for duty;
3. Immediately notify a supervisor or manager if the Employee, in good faith, believes that another Employee or contractor who they reasonably believe is under the influence of drugs and/or alcohol or has violated or otherwise believes is violating this Policy;
4. Cooperate with any investigations into breaches or potential breaches of this Policy.

In addition to the above requirements, all Employees are reminded that they have a legal obligation under Part II, Section 126 (1) (g-h) of the Canadian Labour Code to report to his or her employer or supervisor the existence of any hazard of which he or she either knows or suspects.

### **On-Call / Subject to Duty**

Employee's on-call or subject to duty must refrain from alcohol or drug use, and Employees must be fit for duty, while they are on-call or subject to duty. If an Employee is unfit for duty due to alcohol or drug use or any other reason, and the Employee is called in to report for duty, it is the responsibility of the Employee to decline the call to work.

### **Break Times**

Employees must not consume alcohol or drugs during the work day, which includes during break times. This requirement applies to all Employees including telecommuting Employees working from home. Employees are, however, permitted to use medications during the work day, provided that the medication will not affect fitness for duty and the medication is required for a legitimate medical reason. Please see the Medications section below for the applicable rules.

### **Medications**

- If an Employee requires a medication for a legitimate medical reason, the Employee must ensure that the medication will not affect the Employee's ability to report for and remain at work fit for duty. To fulfil that responsibility, it may be necessary for the Employee to determine from their doctor or pharmacist whether the medication has the potential to affect the Employee's ability to be fit for duty.
- If the medication may affect fitness for duty, the Employee has an obligation to report that concern to their supervisor/manager and/or Human Resources for review.
- If an Employee has taken a medication and, as a result, is unable to report for work or remain at work fit for duty, the Employee must immediately report this to a supervisor or manager.
- If accommodation is required, Ontario Northland will accommodate the Employee in accordance with human rights legislation. The Employee will be required to provide medical documentation in accordance with health care information confidentiality and privacy laws to substantiate accommodation requests and facilitate appropriate accommodation.

### **Prevention, Assistance & Treatment**

- Substance use disorders are treatable illnesses. Early prevention and treatment are key to rehabilitation. If an Employee has or believes he or she may have a substance use disorder, the Employee should seek professional assistance. In addition, Employees should encourage co-workers to access professional assistance if the Employee knows or has reason to believe the co-worker has or is developing a substance use disorder.

- Employees are encouraged to use counseling and treatment services available to him or her through the Ontario Northland's Employee & Family Assistance Program (EFAP) and/or the community – 1-888-814-3327.
- If an Employee has a substance use disorder, the Employee should notify a supervisor, manager and/or Human Resources. Prompt disclosure of a known or potential substance use disorder ensures that the Employee will be directed to EFAP, a SAP or other resources, if the Employee has not already accessed such assistance, and it also ensures the facilitation of appropriate accommodation required by the Employee, the Employees' recovery, and the health and safety of the Employee and the workplace.
- An Employee who discloses a substance use disorder will not be disciplined or terminated from employment as a result of the disclosure. However, it is necessary that the Employee make that disclosure promptly and before engaging in any Policy violation. If an Employee refrains from disclosing a substance use disorder and subsequently engages in a Policy violation (e.g., by attending at work unfit due to drug or alcohol use), the Employee cannot avoid the disciplinary consequences of that Policy violation by disclosing a substance use disorder after the fact.
- It is the responsibility of an Employee undergoing treatment for a substance use disorder to actively participate and comply with their treatment and post treatment monitoring programs.

### **Driving Offences**

Employees must:

- Immediately report any loss of driving privileges to their manager or supervisor if driving a vehicle or operating on track equipment is necessary in the performance of their duties;
- Immediately report any charges of intoxicated driving or driving under the influence while operating a company vehicle or equipment.
- Co-operate with any investigation into a violation of this Policy, including testing for drug or alcohol use as allowed for under this Policy.

### **Unfit for Duty Investigations and Investigations of Potential Policy Violations**

- If there are reasonable grounds to believe an Employee is attending at work unfit for duty, the Employee will be relieved of duty pending an investigation. Each situation will be assessed on a case-by-case basis. Consideration will be given to whether there has been a Policy violation and, if so, the appropriate discipline. Consideration will also be given to whether the Employee requires accommodation.
- If there are immediate medical concerns, arrangements will be made for medical attention, as required.

- Depending on individual circumstances, before being permitted to return to work, the Employee may be required to provide medical documentation confirming they are fit for duty and/or medical documentation setting out the individual's medical restrictions, if any.
- The Employee will comply with requests for drug and alcohol testing pursuant to the Alcohol and Drug Testing provisions set out below in this Policy.

### **Searches & Inspections**

- Ontario Northland may conduct searches with or without prior notice for drugs or alcohol when there is a reasonable basis to believe they are present on company premises, or within company owned, leased or operated equipment or vehicles. This includes personal belongings on company premises or within company owned, leased or operated equipment or vehicles.
- All Employees, contractors, subcontractors, and anyone operating company property are subject to inspection on the ground of reasonable suspicion.

### **Consequences of a Policy Violation**

- In all situations involving potential breaches of this Policy, an investigation will be conducted to determine whether a Policy violation has occurred. An Employee suspected of being in violation of this Policy may be removed from duty pending the completion of an investigation.
- If it is determined that an Employee violated this Policy, the Employee may be subject to discipline, up to and including termination of employment.
- Employees with positive alcohol test results, positive drug test results, and Employees that refuse to test are in violation of this Policy and may be subject to discipline, up to and including dismissal. See below for the Alcohol & Drug Testing provisions of this Policy.

### **Confidentiality**

Ontario Northland will maintain Employee confidentiality, including the confidentiality of Employee medical information, as required by law.

## **3.2 MANAGERS & SUPERVISORS**

Managers and supervisors of Ontario Northland are responsible for promoting a workplace free from the safety risks associated with drugs and alcohol, and shall comply and carry out the following responsibilities:

- Managers and supervisors shall work with and support Employees who seek assistance from their health care providers for dealing with substance abuse or dependence issues. Managers and supervisors may also refer the Employee to the Employee and Family Assistance Program (EFAP), while maintaining strict confidentiality.



- Managers and supervisors shall participate and complete any training related to this Policy.
- Managers and supervisors shall seek to identify, investigate and address any situations where an Employee appears to be unfit for duty, under the influence of drugs and/or alcohol in the workplace or appears to be suffering from a potential substance use disorder.
- Managers and supervisors shall immediately deal with and investigate reports of potential impairment or unfit for duty situations in the workplace.
- Following an accident or “near-miss” situation, or when there is reasonable cause to believe an Employee is unfit for duty due to alcohol or drugs, supervisors and managers should consider whether alcohol and drug testing is required under this Policy. This decision will generally be made together with another supervisor or manager of higher authority.
- Managers and supervisors shall decide, based on a reasonable cause standard, in what situations a search of company property for drugs or alcohol is warranted, and are required to contact Human Resources before taking such action when possible.
- Managers and supervisors shall also ensure that all Employees, contractors and subcontractors working on Ontario Northland property read and are aware of this Policy.

### **3.3 HUMAN RESOURCES**

Human Resources shall:

- facilitate, support and assist in the implementation of this Policy;
- work with managers, supervisors, Employees and trade unions to support and implement treatment and return to work programs;
- assist managers and supervisors in investigating and addressing workplace situations involving substance abuse and dependence, and in identifying any necessary accommodation options.

### **3.4 DRUG AND ALCOHOL AWARENESS & ACCOMMODATION**

To help ensure a safe and drug and alcohol free workplace, Ontario Northland shall:

- Provide educational/training to managers and supervisors regarding the signs of impairment and how to perform an observational inspection of Employees' appearance and/or behaviour. Managers and supervisors will also be trained how to evaluate suspicions of the consumption of drugs and/or alcohol;

- Provide copies of and inform all Employees of the Policy, awareness regarding the responsible use of alcohol and other drugs, recognition of alcohol or drug problems, and resources available to assist Employees with alcohol or drug problems;
- Recognize substance use disorders, which may include alcohol and drug dependencies, as disabilities. As part of its commitment to accommodation, Ontario Northland will allow for the Employee and Family Assistance Program to provide assistance for Employees with alcohol and/or drug problems;
- Every effort will be made to provide reasonable accommodation to Employees whose legitimate use of medication may impact their ability to perform their duties;
- Impose corrective action on Employees who violate their responsibilities under this Policy;
- Take reasonable measures to ensure that Employees who are unfit or potentially unfit and unable to drive home safely are provided with alternative transportation.

## **4.0 ALCOHOL & DRUG TESTING**

Below are the circumstances in which Ontario Northland may require an Employee to undergo alcohol and drug testing. The reasonable cause testing, post-incident / near-miss testing provisions apply to Employees in Safety-Sensitive positions. Follow-Up testing provisions apply to all Employees.

### **4.1 REASONABLE CAUSE TESTING**

Reasonable cause testing applies where there are reasonable grounds to suspect an Employee is unfit due to alcohol and/or drugs. This may include, but is not limited to: smelling alcoholic beverages and/or marijuana on breath, slurred speech, glassy and/or red eyes, unsteadiness in walking or standing, flushed face, disorientation or drowsiness and mood changes.

Before being asked to undergo testing, the Employee will be taken to a private area and interviewed. In the event the Employee cannot provide a reasonable explanation for their behaviour, or the supervisor or manager reasonably remains of the belief that the Employee is not fit due to alcohol or drugs, the supervisor will ask the Employee to participate in reasonable cause drug and alcohol testing.

An Employee who is asked to take a reasonable cause test will be relieved of duty pending the results. Should the test results be positive, the Employee will not be paid for the time that the individual would have worked had they not been relieved from duty.

### **4.2 POST-INCIDENT TESTING**

As part of its investigation into an incident, Ontario Northland may require that an Employee submit to alcohol and drug testing. Before requiring a test, there will be a preliminary assessment to determine whether the Employee's acts or omissions may have caused or contributed to the incident. As part of that assessment, the Employee concerned and, if applicable, any witnesses to the incident will be interviewed. Consideration will be given to whether other factors, such as

equipment failure, inclement weather or other environmental factors, clearly caused the incident. If such factors do not appear to be the cause, a supervisor or manager may ask the Employee to submit to post-incident alcohol and drug testing.

### **Transportation Arrangements for Reasonable Cause & Post-Incident Testing**

For reasonable cause and post-incident testing, if an Employee must attend off-site for the test, appropriate transportation will be arranged. If the Employee's test results are not immediately available (e.g., if the Employee's drug test result is pending), arrangements will be made for the Employee's transportation home.

### **Procedure Following Reasonable Cause & Post-Incident Testing**

An Employee who is asked to take a reasonable cause or post-incident test will be relieved from duty pending the results of test. Should the test results be positive, the Employee will not be paid for the time that the individual would have worked had they not been relieved from duty.

### **4.3 CERTIFICATION TESTING (EXCLUDING UNIFORM EMPLOYEES)**

Applicable to Employees when in non-safety sensitive positions transferring into safety-sensitive positions. An offer of a safety-sensitive position to an Employee in a non-safety sensitive position will be conditional upon the Employee passing an alcohol and drug test. The Employee must pass the test in order to transfer into the safety-sensitive position. A positive test result or a refusal to test will render the Employee ineligible for the position.

### **4.4 RANDOM TESTING**

Ontario Northland Employees will not be subject to random testing, unless they are employed as a motor coach operator who operates or could operate a motor coach into the United States.

### **4.5 FOLLOW-UP TESTING**

#### **Post Treatment**

As part of their return to work agreements, an Employee who has completed a treatment program for a substance use disorder may be required to pass a return to work alcohol and drug test and be subject to periodic, unannounced testing for a specified period of time. Such testing will support an Employee's recovery and monitors the individual's progress and commitment towards rehabilitation.

#### **Post-Violation**

As part of their return to work agreements, an Employee who has violated the Policy may be required to pass a return to work alcohol and drug test and be subject to periodic, unannounced testing for a specified period of time.

#### 4.6 REFUSAL TO TEST

Employees are expected to comply and cooperate with requests to undergo alcohol and drug testing. A refusal to do so constitutes a violation of this Policy. Examples of refusals include:

- (a) failing to provide an adequate specimen sample (e.g. urine) for a drug test without a valid medical explanation;
- (b) failing to provide adequate breath for an alcohol test without a valid medical explanation;
- (c) failing to submit to a test when requested to do so;
- (d) adulterating or tampering with a specimen provided for testing;
- (e) engaging in any conduct which obstructs the testing process.

#### 4.7 PROCEDURES & METHODS OF ALCOHOL AND DRUG TESTING

- A positive alcohol breath test is a result of 0.04 Blood Alcohol Concentration (BAC) or higher. If the initial test reports a positive result, Employees will be required to test again 15 minutes after the initial test to confirm results. Any Employee who has a breath alcohol test result of 0.02 to 0.039 BAC will be removed from work until it is safe to return (at least before their next work day or shift) and may be subject to appropriate discipline.
- Drug testing will be administered by a urine sample and/or an oral fluid sample.
- The tables below set out the initial and confirmation cut-off levels applicable to the classes of drugs that will be tested for with urine and oral fluids.

**Table 1 Urine drug concentration limits**

Drugs or classes of drugs	Confirmation concentration equal to or in excess of ng/mL
Marijuana metabolite	15
Cocaine metabolite	100
Opioids	
- Codeine	2000
- Morphine	2000
- Hydrocodone	100
- Hydromorphone	100
- Oxycodone	100
- Oxymorphone	100
6-Acetylmorphine	10
Phencyclidine	25
Amphetamines	-
- Amphetamine	250
- Methamphetamine	250
- MDMA <sup>1</sup>	250
- MDA <sup>2</sup>	250

Table 2 Oral fluid concentration limits

Drugs or classes of drugs	Confirmation concentration equal to or in excess of ng/mL
Marijuana (THC)	10
Cocaine metabolite - Cocaine or Benzoyllecgonine	8
Opioids - Codeine - Morphine - Hydrocodone - Hydromorphone - Oxycodone - Oxymorphone	40 40 40 40 40 40
6-Acetylmorphine	4
Phencyclidine	10
Amphetamines - Amphetamine - Methamphetamine - MDMA <sup>1</sup> - MDA <sup>2</sup>	50 50 50 50

- If the laboratory determines that the specimen provided for drug testing contains drug concentration levels at or above the specified confirmation cut-off level, the result will be considered “non-negative” and will be reviewed by an independent.
- Medical Review Officer (“MRO”). The MRO will provide the Employee with a chance to provide a reasonable, medical explanation for the non-negative result.
- The MRO will then determine whether to report the result to Ontario Northland’s designated individual as a positive result, a negative result, a cancelled result, or a refusal to test. Positive results and refusals to test are considered violations of this Policy. Negative results and cancelled results are not Policy violations.

**APENDIX A**

**Drug and Alcohol Policy Acknowledgement**

You acknowledge that you have reviewed this Policy and you understand that you must comply with the Policy. You further acknowledge that you are committed to protecting yourself, your co-workers and the workplace against safety risks arising from drugs and alcohol.

Employee Name (PRINT): \_\_\_\_\_

Employee Signature: \_\_\_\_\_

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



**PART 4**

**REQUEST FOR PROPOSALS**

**FORM OF PROPOSAL**

Note: Respondent is required to complete Part 4 in its entirety in order to be considered as having submitted a complete Proposal. Part 4 will be provided in Word format to Respondents who return Schedule 2-B - Participation Registration Form.

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

RFP Number: RFP 2025 015

Description: Tie Inspection Services

Submitted To: ONTARIO NORTHLAND TRANSPORTATION COMMISSION

We, \_\_\_\_\_  
(Name of Respondent)

having carefully examined, understood, and completed the Request For Proposals Documents as described in Section 2 - The RFP Documents, and Addendum No. \_\_\_\_\_ to No. \_\_\_\_\_ inclusive, and having familiarized ourselves thoroughly with local conditions, hereby agree to supply the services associated with the Tie Inspection on the following Proposal Form 1-A.

The award of the Contract is subject to budgetary approval.

ONTC reserves the right in its sole discretion to sub-divide and/or bundle the Goods and/or Services which are the subject of this RFP and award one or any number of separate contracts for the Goods and/or Services.

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

Proposal Forms

The information contained in the Proposal Forms, as listed in the Request for Proposals and attached hereto, forms an integral part of this Proposal.

Declarations

We hereby declare that:

- (a) We will execute the Agreement within ten (10) Working Days of receipt of the Final Agreement;
- (b) We agree to perform and fully complete the Work on or before the agreed upon schedule;
- (c) The Work is to start no later than the agreed upon start date in the schedule;
- (d) We will provide the required evidence of insurance, as specified in the ONTC draft Agreement, with our execution of the Final Agreement;
- (e) For the General Liability Insurance, Ontario Northland Transportation Commission is to be included as an additional insured;
- (f) Coverages and limits of insurances will be provided and maintained by all Subcontractors in accordance with subsection (d) above, if applicable;



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

- (g) No person, corporation or other legal entity other than the undersigned has any interest in this Proposal or in the proposed Contract for which this Proposal is made;
- (h) This Proposal is irrevocable for a period of ninety (90) days from the Submission Deadline;
- (i) It is understood and agreed that if this Proposal is accepted, we will not commence the Work until we have executed the Final Agreement and delivered it to ONTC and/or we are advised in writing by ONTC to proceed with the Work;
- (j) All copies of plans and specifications and other said RFP Documents furnished to us for the purpose of this Proposal are the property of ONTC and shall be kept confidential and not divulged in any manner by us. They will not be used on other work by us and will be returned to the issuing office when requested or promptly when not bidding; and
- (k) We have no right to reimbursement by ONTC for expenses, both direct and indirect, which may have been incurred by us in preparing this Proposal or otherwise participating in the RFP Process.

Signed and submitted for and on behalf of:

Contractor:

\_\_\_\_\_  
(Company Name)

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

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

Signature:

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

Name and Title:

\_\_\_\_\_

Email:

\_\_\_\_\_  
\_\_\_\_\_

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

**PART 4 – FORM OF PROPOSAL  
PROPOSAL FORM 1-A  
PROPOSAL SUBMISSION FORM  
SCHEDULE OF PRICES**

Please refer to the separate Schedule A - Schedule of Prices excel worksheet. This form must be completed as part of the Proposal.

**PART 4 - FORM OF PROPOSAL**  
**PROPOSAL FORM 2**  
**RESPONDENT'S GENERAL INFORMATION**

The Respondent must complete this document and submit it as part of his Proposal.

Name <i>Please indicate the complete legal name of the firm</i>	
Tax Registration # (HST)	
Tax Registration # (GST)	
Tax Registration # (QST)	
Address	
Telephone Number	
Fax Number	
Web Address	
Please indicate any other name(s) under which the firm operates <i>(if applicable)</i>	

Owner ☐ Partnership ☐ Corporation ☐

Relationship *(if applicable)*

Parent Company	
Subsidiaries	
Affiliates	

Ontario Business    Yes ☐    No ☐

**“Ontario Business”:** A supplier, manufacturer or distributor of any business structure that conducts its activities on a permanent basis in Ontario. The business either has a headquarters or a main office in Ontario or has at least 250 full-time employees in Ontario at the time of this RFQ.

Canadian Business:    Yes ☐    No ☐

**“Canadian Business”:** A supplier, manufacturer or distributor of any business structure that conducts its activities on a permanent basis in Canada. The business either has its headquarters or a main office in any province or territory within Canada or has at least 250 full-time employees in any one province or territory within Canada at the time of this RFQ.

U.S. Business:    Yes ☐    No ☐

**“U.S. Business”:** A supplier, manufacturer or distributor of any business structure (including a sole proprietorship, partnership, corporation or other business structure) that (i) has its headquarters or main office located in the U.S., and (ii) has fewer than 250 full-time employees in Canada at the time of the applicable procurement process. If a Respondent is a subsidiary of another corporation, part 1 of the definition above is met if that Respondent is controlled by a corporation that has its headquarters or main office located in the U.S.

*If the Respondent has not demonstrated eligibility with a “No” response to being a U.S. Business, ONTC reserves the right, in its sole discretion, to disqualify the Respondent.*

**PART 4 - FORM OF PROPOSAL**  
**PROPOSAL FORM 2 *cont'd***  
**RESPONDENT'S GENERAL INFORMATION**

Main Contact Person (for the purposes of this Proposal)

Name	
Title	
Telephone #	Fax #
E-mail address	

Bill S-211:

ONTC adheres to, and reports under the Government of Canada's Bill S-211 Fighting Against Forced Labour and Child Labour in Supply Chains Act.

1. Is your company required to report under the Government of Canada's Bill S-211 Fighting Against Forced Labour and Child Labour in Supply Chains Act? Yes ☐ No ☐
2. Is your company compliant with the Government of Canada's Bill S-211 Fighting Against Forced Labour and Child Labour in Supply Chains Act? Yes ☐ No ☐
3. Has your company been involved in forced and/or child labour in the past? Yes ☐ No ☐  
If yes, please provide details including date and action taken to mitigate.

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Indicate below your company/business' invoice terms:

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Does your company/business have the capability to handle Electronic Funds Transfers?

YES \_\_\_\_\_ NO \_\_\_\_\_

If yes, please provide the necessary banking information as part of your submission.

If available, please provide your Dunn & Bradstreet Reference Number:

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How many years of experience does your company have in the provision of goods or services proposed herein?

**PART 4 - FORM OF PROPOSAL**  
**PROPOSAL FORM 2 *cont'd***  
**RESPONDENT'S GENERAL INFORMATION**

**Subcontractors**

The Respondent must indicate where they will use subcontractors for specific services.

Description of Services	Subcontractor's Name	% Contract Value	Telephone Number

**PART 4 - FORM OF PROPOSAL  
PROPOSAL FORM 3  
ACKNOWLEDGMENT TO COMPLY WITH PART 3 - REQUEST FOR PROPOSALS  
SPECIFICATIONS**

Ontario Northland Transportation Commission (ONTC) is committed to procuring goods and services through a process that is conducted in a fair and transparent manner, providing equal opportunity to vendors.

Respondent acknowledges that they can fully comply with Part 3 – Request for Proposals Specifications.

(Check one) YES \_\_\_\_\_; NO \_\_\_\_\_

If the Respondent indicates “NO”, they shall provide details as an attachment to this Proposal Form 3, indicating how they will deviate from the requirements identified in Part 3 – Requests for Proposals – Specifications.

**PART 4 - FORM OF PROPOSAL**  
**PROPOSAL FORM 4**  
**REFERENCES**

The Respondent must supply here the reference information of three (3) customers for which they have provided similar services within the last five (5) years. ONTC is **NOT** to be listed as a Reference.

**Reference #1**

Company name	
Location	
Description of services provided	
Start and end dates	
Value of the contract	
Contact person name and title	
Phone	E-mail

**Reference #2**

Company name	
Location	
Description of services provided	
Start and end dates	
Value of the contract	
Contact person name and title	
Phone	E-mail

**Reference #3**

Company name	
Location	
Description of services provided	
Start and end dates	
Value of the contract	
Contact person name and title	
Phone	E-mail

**PART 4 - FORM OF PROPOSAL**  
**PROPOSAL FORM 5**  
**COMPLIANCE WITH CONTRACT DOCUMENTS**

The Respondent may suggest changes to the draft Agreement included in Part 5 of this RFP using the table below. ONTC does not have any obligation to accept any proposed changes to the draft Agreement and will do so in its sole discretion. Significant material proposed changes to the draft Agreement may impact the evaluation of the Respondent's proposal. ONTC will not accept any material changes to the clauses in the draft Agreement relating to Confidentiality, Personal Information, Intellectual Property ownership and infringement, Indemnification, Limitation of Liability or rights of ONTC on termination. ONTC, as an Ontario Crown corporation, is unable to provide indemnities pursuant to s.28 of the *Financial Administration Act* (Ontario).

Exception	Contract, Schedule, Article, or Sub-Clause	Existing Wording	Respondent's Proposed Wording	Reason for Proposed Change
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				



**PART 4 - FORM OF PROPOSAL  
PROPOSAL FORM 6  
HEALTH, SAFETY AND ENVIRONMENT**

Respondents shall review the attached Health and Safety Policy Statement and include the following with their Proposal:

1. Submit a copy of the most recent version of your Health, Safety, and Environmental Protection Policy. **Include safety documentation, if available, for working near an active railway. Provide evidence of compliance to Ontario's environmental requirements**
2. Submit the attached Contractor Health and Safety Responsibility Agreement.
3. Submit the attached Contractor Safety Pre-Qualification Form and associated supporting documents. The following items must be submitted by the contractor for prequalification:
  - 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.
  - Past environmental, Health and Safety Records: Copies for the last 2 years.
  - Training and Certification Records: Documentation verifying all workers have received the necessary safety training required in relation to the scope of the RFP.
  - Hazardous Material List: List of all hazardous materials that will be brought onto ONTC property, if applicable.
  - ONTC may require a separate work plan detailing higher hazard work activity or any tasks that may tend to produce adverse consequences.

*Respondents must pass the Contractor Safety Pre-Qualification. Failure to pass will result in disqualification from the procurement process.*

<b>DATE FORMALIZED</b> April 2016  <b>REVISED</b> February 2023	<b>Health and Safety Policy</b>
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## **POLICY STATEMENT**

In keeping with our value of *Safety. Full Stop.* Ontario Northland 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.



Chad Evans  
President and CEO

## CONTRACTOR HEALTH AND SAFETY RESPONSIBILITY AGREEMENT

In submitting this Proposal, 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 Proposal, 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)

## 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

8. 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. 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 |

**11. 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 |

**12. 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  |
| 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              | <input type="checkbox"/> Yes | <input type="checkbox"/> Yes |

## Contractor Safety Pre-Qualification Form

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	
13. 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	
14. 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	
15. 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	
16. Do you have First Aid kits available to your staff?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
17. Does your company use a formalized Health and Safety Plan for conducting large projects?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
18. Does the company conduct pre-placement medical examinations?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
19. Is task-adequate PPE provided to workers?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
20. Are employees trained in PPE care, use and maintenance?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
21. Do you have a corrective actions process for addressing individual health and safety performance deficiencies	<input type="checkbox"/> Yes	<input type="checkbox"/> No	

## Contractor Safety Pre-Qualification Form

### 22. 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 |  |
| b. Do you maintain operating equipment in compliance with regulatory requirements?  | <input type="checkbox"/> Yes | <input type="checkbox"/> No |  |
| c. Do you maintain applicable pre-use inspection and maintenance certification records for operating equipment?                           | <input type="checkbox"/> Yes | <input type="checkbox"/> No |  |
| d. Are records available upon request   | <input type="checkbox"/> Yes | <input type="checkbox"/> No |  |

### 23. Subcontractors

- |  |                              |                             |  |
|--|------------------------------|-----------------------------|--|
| a. Do you use health and safety performance criteria in the selection of contractors?  | <input type="checkbox"/> Yes | <input type="checkbox"/> No |  |
| b. Do you require your subcontractor to have a written health and safety program?  | <input type="checkbox"/> Yes | <input type="checkbox"/> No |  |
| c. Are your subcontractors included in   | <input type="checkbox"/> Yes | <input type="checkbox"/> No |  |
|  | <input type="checkbox"/> Yes | <input type="checkbox"/> No |  |
|  | <input type="checkbox"/> Yes | <input type="checkbox"/> No |  |
|  | <input type="checkbox"/> Yes | <input type="checkbox"/> No |  |
|  | <input type="checkbox"/> Yes | <input type="checkbox"/> No |  |
| 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 |  |
| e. Does the company have a progressive discipline policy for employees and subcontractors?   | <input type="checkbox"/> Yes | <input type="checkbox"/> No |  |

### 24. Health and Safety Training

- |   |                              |                             |  |
|---|------------------------------|-----------------------------|--|
| a. Are you aware for the regulatory training requirements for your employees? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |  |
| b. Have your employees received the required health and safety training?      | <input type="checkbox"/> Yes | <input type="checkbox"/> No |  |
| c. Do you have specific health and safety training for supervisors?           | <input type="checkbox"/> Yes | <input type="checkbox"/> No |  |
| d. Do you keep records of health and safety training for employees?           | <input type="checkbox"/> Yes | <input type="checkbox"/> No |  |
| e. Are records of health and safety training available on request?            | <input type="checkbox"/> Yes | <input type="checkbox"/> No |  |

### 25. Job Skills

- |   |                              |                             |  |
|---|------------------------------|-----------------------------|--|
| a. Have employees been trained in appropriate job skills?                               | <input type="checkbox"/> Yes | <input type="checkbox"/> No |  |
| b. Are employee job skills certified where required by regulation or industry standard? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |  |
| c. Are certificates available upon request?   | <input type="checkbox"/> Yes | <input type="checkbox"/> No |  |

### 26. Health and Safety Supervision

- |  |                              |                             |  |
|--|------------------------------|-----------------------------|--|
| a. Does the company have a health & safety coordinator?          | <input type="checkbox"/> Yes | <input type="checkbox"/> No |  |
| b. Who is the highest ranking safety professional in the company |                              |                             |  |

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

**PART 4 - FORM OF PROPOSAL**  
**PROPOSAL FORM 7**  
**LIST OF EQUIPMENT**

List all Equipment, owned or controlled by the Respondent for use on the Work. Such list shall show for each Unit the description of the Unit, capacity, condition, age, present location, the owner's name and all-inclusive hourly rental rates. Such equipment shall be subject to inspection by ONTC to verify the stated information. **In addition, the Respondent shall provide a written narrative and demonstrate that the vehicle responsible for Tie Inspection must be track compatible and capable of performing the required services efficiently. Provide specifications of the proposed vehicle.**

ONTC reserves the right to perform random site inspections in order to ensure the Successful Respondent's equipment used to perform the Work coincides with the information provided below. Any deviations may be subject to the terms of the Final Agreement. Any changes to this proposed list of equipment requires prior approval from ONTC.

<u>Quantity</u>	<u>Description</u>	<u>Capacity</u>	<u>Condition</u>	<u>Age</u>	<u>Location</u>	<u>Owner</u>	<u>Hourly Rental Rate</u>
-----------------	--------------------	-----------------	------------------	------------	-----------------	--------------	-------------------------------



**PART 4 - FORM OF PROPOSAL  
PROPOSAL FORM 8  
LIST OF PERSONNEL**

List the names of the key personnel who will be assigned to the Work and **include their resumes**. This information shall be for the use of ONTC in assessing the Proposal. In the event of a Subcontractor(s) being listed as key personnel, the Respondent shall also include their resume(s).

Roles and Responsibilities of key personnel should include:

- A brief description identifying the role and responsibilities of each key personnel, with respect to the Services requested;
- A statement describing the number of years of related working experience of the individual key personnel in working together on previous relevant projects;
- A statement indicating whether the key personnel is an employee of the Respondent or is a Subcontractor; and,
- A statement of availability of key personnel identified for each role indicating that the individual is available for the required Contract Term.

The Respondent must designate named individuals for each of the following key personnel roles:

<u>Role</u>	<u>Key Responsibilities</u>	<u>Qualifications and Experience</u>	<u>Name of Individual</u>	<u>Actual Years of Experience</u>
-------------	-----------------------------	--------------------------------------	---------------------------	-----------------------------------

**PART 4 - FORM OF PROPOSAL  
PROPOSAL FORM 9  
SCHEDULE AND PROPOSED APPROACH**

**PROJECT SCHEDULE**

Respondents shall include a schedule with their Proposal. The schedule shall be in Gantt chart format, showing all activities of the Work and the critical path. The schedule shall reflect the milestone dates listed below.

Request for Proposal Close	Friday, May 09, 2025
Inspection to be Completed	June 01, 2025
Completion of Report	September 30, 2025

Do you agree to complete the Work by Tuesday, September 30, 2025?

Respondent confirms that they will complete the Work by Tuesday, September 30, 2025.

(Check one) YES\_\_\_\_\_; NO\_\_\_\_\_

**ONTC has established the date for Completion of the Work with consideration for strict project timelines. As such, and subject to ONTC's sole discretion, a failure to confirm that the work will be completed by the identified date may result in disqualification of the Proposal.**

**PROPOSED APPROACH**

The Respondent shall provide a written narrative plan on their proposed approach for the project, demonstrating their ability to complete the project on budget and on schedule within the timelines identified.

The Respondent must provide their proposed method to perform Tie Inspection Services in detail.

Evidence of a thorough review of the RFP Documents should be apparent in the Respondent's Schedule and Proposed Approach.

**PART 4 – FORM OF PROPOSAL**  
**PROPOSAL FORM 10**  
**SCHEDULE OF PROGRESS PAYMENTS**

Indicate below, the estimate of the monthly progress billings (gross before holdback) for the duration of the Agreement.

**PART 4 - FORM OF PROPOSAL**  
**PROPOSAL FORM 11**  
**CONTRACTOR'S QUALIFICATION STATEMENT**

1. The Respondent shall include a company profile that describes the company's background and capabilities, number of years in business and depth of available relevant resources and equipment, and description of the specific services offered and specialties.

*In the event that the Respondent is using a subcontractor(s) for a portion(s) of the scope of work associated with this RFP, they shall also include with this Proposal Form 11, a company profile for each subcontractor.*

2. The Respondent shall supply a minimum of three (3) project descriptions for projects of a similar nature and scope. The project descriptions shall include:
  - a) Company/Client
  - b) Name of contact and contact details
  - c) Project Name and Location
  - d) The scheduled project start and end date
  - e) The actual start and end date
  - f) The project value of the Respondent's scope of work for the project at the beginning of the project
  - g) The project value of the Respondent's scope of work for the project at the end of the project
  - h) Detailed description of the Respondent's scope of work for the project. The description should detail if subcontractors were used to complete part of the scope.
  - i) Outcomes of the project (i.e., completed on schedule and on budget etc.)

ONTC may, in its sole discretion, confirm the Respondent's experience in the projects identified by contacting the named contacts above, in addition to the references provided as part of Proposal Form 4.

ONTC will consider all information submitted in the Respondent's Proposal when evaluating the Respondent's experience.

**PART 4 - FORM OF PROPOSAL**  
**PROPOSAL FORM 12**  
**CLAIMS**

Submit an up to date list of outstanding, pending or anticipated claims, proceedings, liens or other legal claims, actions or proceedings.



**PART 5**

**REQUEST FOR PROPOSALS**

**DRAFT AGREEMENT**

**THIS AGREEMENT FOR SERVICES MADE EFFECTIVE XXX (the “Effective Date”)**

**BETWEEN:**

**ONTARIO NORTHLAND TRANSPORTATION COMMISSION**

**(“ONTC”)**

and

**XXX**

**(“Service Provider”)**

**THE PARTIES AGREE AS FOLLOWS:**

**INTERPRETATION**

**1. Definitions.** In this Agreement,

**“Agreement”** means this agreement and all attached schedules;

**“Applicable Laws”** means means all requirements under or prescribed by the common law, and all applicable federal, provincial, regional, local or municipal laws, statutes, codes, acts, permits, licenses, ordinances, orders, by-laws, rules and regulations, which may now, or at any time hereafter be applicable to and enforceable in relation to the matters to which this Agreement relates;

**“Change Order”** has the meaning set out in Section 19;

**“Confidential Information”** means all information of ONTC that is of a confidential nature, including all confidential information in the custody or control of ONTC, regardless of whether it is identified as confidential or not, and whether recorded or not, and however fixed, stored, expressed or embodied, which comes into the knowledge, possession or control of the Service Provider in connection with the Agreement. For greater certainty, Confidential Information shall:

- (a) include: (i) all new information derived at any time from any such information whether created by ONTC, the Service Provider or any third-party; (ii) all information (including Personal Information) that ONTC is obliged, or has the discretion, not to disclose under provincial or federal legislation or otherwise at law; but
- (b) not include information that: (i) is or becomes generally available to the public without fault or breach on the part of the Service Provider of any duty of confidentiality owed by the Service Provider to ONTC or to any third-party; (ii) the Service Provider can demonstrate to have been rightfully obtained by the Service Provider, without any obligation of confidence, from a third-party who had the right to transfer or disclose it to the Service Provider free of any obligation of confidence; (iii) the Service Provider can demonstrate to have been rightfully known to or in the possession of the Service Provider at the time of disclosure, free of any obligation of confidence when disclosed; or (iv) is independently developed by the Service Provider; but the exclusions in this subparagraph shall in no way limit the meaning of Personal Information or the obligations attaching thereto under the Agreement or at law;

**“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 Service Provider to perform its obligations under the Agreement; and,
- (b) the offer or giving of a benefit of any kind by or on behalf of the Service Provider to anyone employed by or otherwise connected with ONTC.

**“Environmental Laws”** means all applicable federal, provincial, territorial, municipal and local laws, statutes, ordinances, by-laws and regulations, judgments, decrees, common laws and principles thereof, and orders, directives and decisions rendered or issued by any governmental authority relating to Environmental Contaminants or the protection of human health, natural resources or the environment;

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

**“Equipment”** means all machinery and equipment, either operated or not operated, that is required for performing the Services but is not incorporated into the Work Product;

**“FIPPA”** means the *Freedom of Information and Protection of Privacy Act*, R.S.O. 1990, c.F.31, as amended, or any successor or replacement thereof;



**“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, earthquake, flood, act of God, accident, fire, nuclear or other explosion, disease, epidemic, pandemic, quarantine restriction, strike, lockout or other labour disturbance, supply chain disruptions, governmental embargo, or changes to any acts, orders, legislation, regulations, directives, or priorities of any government or other public authority; 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 Services.

**“Intellectual Property”** 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 Services;

**“Loss” or “Losses”** means loss, liability, damage, cost, legal cost and disbursement whatsoever arising out of or related to the Services or this Agreement, whether in contract, tort or otherwise;

**“ONTC Parties”** includes ONTC and its officers, directors, employees, contractors and agents and those for whom ONTC is in law responsible;

**“Personal Information”** means information that relates to an identifiable individual or that identifies or may identify an individual as defined in section 2 of FIPPA and specifically includes Personal Information about ONTC Parties and ONTC’s customers or third parties who interact with ONTC;

**“Privacy Laws”** means any Applicable Law related to privacy or protection of Personal Information, including without limitation FIPPA;

**“Service Provider Parties”** includes the Service Provider and its officers, directors, employees, contractors and agents for whom it is at law responsible;

**“Services”** has the meaning set out in Section 5;

**“Standard of Care”** has the meaning set out in Section 12;

**“Term”** has the meaning set out in Section 8;

**“Work Product”** includes the deliverables and all information in any form prepared by or for the Service Provider as part of the Services;

2. **Construing this Agreement.** This Agreement is to be construed and interpreted with all changes in number and gender as may be required by the context. The obligations of the parties contained in this Agreement have, where applicable, the status of representations, warranties and covenants by the respective obligated party. Time is of the essence of this Agreement, including if any extension of time is permitted.
3. **Precedence.** Subject to any contrary intention elsewhere in this Agreement, in case of any inconsistency or conflict among the Schedules and the body of this Agreement, the documents shall prevail in the following order, but only to the extent necessary to resolve the conflict or inconsistency:
  - (a) the body of this Agreement;
  - (b) Schedule A (Scope of Work);
  - (c) Schedule B (Service Provider’s Submission); and
  - (e) any other documents incorporated by reference in any of the foregoing.

If the Service Provider’s terms and conditions are supplied to ONTC in respect of the Services (including without limitation in any submission in response to a request for proposal or quote) those terms and conditions will be of no legal effect and will not constitute part of this Agreement (even if any representative of ONTC signs those terms and conditions or annexes them to the Agreement) unless ONTC expressly agrees in writing to be bound by all or any of the terms and conditions.

#### **PARTICULARS OF THIS AGREEMENT**

4. **Retainer.** ONTC hereby retains the Service Provider to provide the Services, and the Service Provider shall provide those Services to ONTC under the general direction and control of ONTC and subject to the provisions of this Agreement. This retainer is non-exclusive and ONTC may retain other service providers to provide similar services.
5. **Services.** The Services which are the subject of this Agreement are rail tie inspection services, as more particularly described in Schedule A (the **“Services”**). The parties may amend the Services by agreement in writing. The Services shall be provided as required by ONTC. ONTC is not guaranteeing any minimum level of use of the Services.

6. **Fees.** The fees which are the subject of this Agreement are XXX [as described in Schedule B]. The parties may amend the fees by agreement in writing.
7. **Disbursements.** The fees in Schedule C include all costs, expenses and disbursements required to perform the Services. ONTC will not pay any additional amount for disbursements unless the disbursements are approved in writing in advance by ONTC. The Service Provider acknowledges that travel expenses will only be approved in accordance 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>).
8. **Maximum.** The maximum amount payable by ONTC to the Service Provider under this Agreement, excluding Harmonized Sales Tax, is: \$XXX CAN.
9. **Term.** This Agreement shall commence on the Effective Date and shall continue for a period of one (1) year unless terminated early in accordance with this Agreement (the "Term").

#### **PROVISION OF THE SERVICES**

10. **Equipment.** The Contractor will supply Equipment that is in good repair and meets all safety standards and regulations. The Contractor shall be responsible for all costs and expenses for the Equipment including, but not limited to, repair, maintenance, replacement, insurance and fuel. In the event the Equipment fails to operate correctly during provision of the Services, the Contractor shall be responsible for all costs relating to any delay in the work of the Personnel, including compensation for the Personnel. In no event will ONTC be charged for any costs relating to the Personnel or the Equipment if the Personnel are unable to work due to Equipment failure or breakdown.
11. **Personnel.** The Service Provider shall provide the Services using the Service Provider Parties proposed in their submission attached as Schedule B. The Service Provider shall not change the personnel providing the Services without ONTC's prior written approval. The Service Provider shall coordinate the activities of their personnel and be solely responsible for payment of all costs associated with the personnel. The Service Provider shall be responsible for every act or omission of the personnel providing Services to ONTC.
12. **Standard of Care.** The Service Provider shall carry out the Services in conformity with the standard of care, skill and diligence normally provided by a well-qualified and experienced professional person in the performance of similar services for a similar project at the time and place the Services are being provided. The Service Provider shall

give ONTC the full benefit of its skills, qualification, experience, knowledge and professional expertise (the “**Standard of Care**”). Any Services provided by Service Provider Parties shall meet or exceed the Standard of Care and the Service Provider shall be fully responsible therefor.

13. **Vendor Performance Policy.** ONTC has a Vendor Performance Policy which requires ONTC to complete an evaluation of the Service Provider’s performance of its obligations under this Agreement. The performance evaluation of the Service Provider for the supply of these Services will be used in the assessment of the Service Provider’s proposals in response to future procurements. The performance evaluation may also result in the Service Provider 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>.
14. **Inadequate Services.** ONTC shall be the sole judge of the adequacy of the Services received and their value. If ONTC determines that any Services are not in conformity with the terms and conditions of this Agreement, including the Standard of Care and Environmental Laws, ONTC shall advise the Service Provider who shall, except as other provided in this Agreement, immediately correct at its own cost and expense the inadequate Services, except to the extent such non-conforming Services were caused by a person who is not a Service Provider Party. Provided that if the quality of the Services is such that ONTC determines that the Service Provider is not able to provide the Services in accordance with the Standard of Care or within the terms of this Agreement, ONTC may terminate this Agreement in accordance with the early termination provisions of this Agreement.
15. **Progress Reports.** The Service Provider shall, upon request by ONTC, provide reports to ONTC on the Services, including opinions regarding the progress and resolution of the Services.
16. **Discontinuance of Services.** Despite anything to the contrary contained in this Agreement, ONTC may at any time, for any reason, discontinue part of the Services. ONTC shall pay the Service Provider for the chargeable amounts for the discontinued part of the Services up to the date that ONTC gives the Service Provider notice of its decision to discontinue the Services, or a later date if work, already commenced by the Service Provider, cannot reasonably be discontinued until such later date. This shall be the only remedy of the Service Provider for discontinuance of part of the Services. The Service Provider shall not be entitled to make any claim for loss of profit on the discontinued Services.

**17. Obligations of the Service Provider.** The Service Provider shall:

- (a) provide the Services in compliance with all Applicable Laws, as amended from time to time;
- (b) obtain all permits required to provide the Services and provide them to ONTC upon request;
- (c) ensure that it and its personnel have all certifications required to provide the Services, keep such certifications in good standing, and provide evidence of the requisite certifications to ONTC upon request.
- (d) while being on ONTC's property, comply with ONTC's policies, including its Fit for Duty Policy;
- (e) perform and cause the Service Provider Parties to perform the Services with diligence and in a courteous and business-like manner;
- (f) not subcontract the provision of any of the Services without the written consent of ONTC;
- (g) avoid any Conflict of Interest during the performance of the Services; and
- (h) disclose to ONTC any Conflict of Interest the Service Provider has or potentially has that arises during the performance of the Services.

**18. Conflict of Interest.** If a potential or actual Conflict of Interest of the Service Provider arises during the Service Provider's performance of the Services,

- (a) ONTC has the sole right to determine whether any situation or circumstance constitutes a Conflict of Interest;
- (b) ONTC has the right to prescribe the manner in which the Service Provider should resolve the Conflict of Interest; and
- (c) ONTC may terminate the Agreement immediately upon notice to the Service Provider if the Service Provider fails to disclose any actual or potential Conflict of Interest, if the Service Provider fails to resolve its Conflict of Interest as directed by ONTC or if ONTC determines that the Conflict of Interest cannot be resolved.

## **CHANGES**

19. **Changes.** Changes of any kind to the scope of the Services shall only be made by the Service Provider upon receipt of a written change order signed by an authorized member of each Party (each, a “Change Order”) or a Change Directive (as defined below). ONTC may at any time by issuing a Change Order or Change Directive make any change in the Services to be provided by the Service Provider. The Change Order shall specify the details of the change in scope of the Services, any agreed adjustment to the Price in respect of the change in scope of the Services and any agreed adjustment to the time for performance of the Services, whether an increase or reduction. Any changes to the Price shall be determined by using the hourly rates in Schedule C. A Change Order shall represent full payment for all costs and any adjustment to the schedule associated with the change or changes for which it was issued.
20. **Change Directive.** Prior to finalization of a Change Order, ONTC may instruct the Service Provider to proceed with additional or changed work by issuing a directive signed by an authorized member of ONTC (each, a “Change Directive”). Upon receipt of a Change Directive, the Service Provider shall immediately proceed with the changes to the Services as identified therein. The Parties shall then seek to finalize a Change Order as soon as commercially reasonable. Prior to the finalization of the relevant Change Order, the Service Provider shall be entitled to payment for pre-approved, reasonable documented costs incurred in respect of a Change Directive, determined by using the hourly rates in Schedule C with any additional pre-approved proven reasonable expenses incurred pursuant to a Change Directive charged at cost.
21. **Unauthorized Changes.** ONTC shall have no liability whatsoever for any claim for payment for additional services provided or costs incurred by the Service Provider which have not been authorized in advance by ONTC by way of a Change Order or a Change Directive.

## **ENVIRONMENTAL OBLIGATIONS**

22. **Environmental.** The Service Provider shall comply with all Environmental Laws in the provision of the Services. If the Service Provider fails to comply with Environmental Laws relating to the provision of the Services, the Service Provider shall be solely responsible for all costs, claims, fines, fees or other expenses arising from the failure by the Service Provider to comply with the Environmental Laws in the provision of the Services.
23. **Unknown Impacts.** The Service Provider shall be responsible for 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 Services and during performance of the Services. The Service Provider shall immediately report the circumstances to ONTC and shall take reasonable steps, including stopping the work if necessary to ensure that any potential impacts are mitigated.

24. If the Service Provider fails to comply with the requirements in section 22, the Service Provider shall:

(a) be responsible for all costs incurred by ONTC and the Service Provider to mitigate the damage caused due to the failure; and

(b) not be entitled to request a Change Order relating to the failure to comply.

25. **Environmental Contaminants.** The Service Provider shall not cause or permit any Environmental Contaminants to be located, stored, disposed of, produced, processed, deposited, released, discharged or incorporated in, on or under any part of ONTC's land except as required to provide the Services. The Service Provider shall remove from ONTC's land, immediately upon demand, at its cost, any Environmental Contaminants introduced thereto by the Service Provider that are not required to provide the Services. If there is remediation work required on ONTC's land or adjacent land or watercourse due to environmental contamination that occurred as a result of the Service Provider's entry onto ONTC's land to provide the Services, the Service Provider shall be responsible for all costs incurred to complete remediation work on ONTC's land and adjacent land or watercourse and shall reimburse ONTC or any public authority or any third party for any reasonable costs incurred as a result of the requirement to complete the remediation work.

26. **Ownership of Environmental Contaminants.** Notwithstanding any provision of law to the contrary, any Environmental Contaminants placed or permitted on or under ONTC's land by the Service Provider shall remain the property of the Service Provider.

27. **Spills and Releases.** All spills and releases of Environmental Contaminants in the course of the work must be immediately reported by the Service Provider to ONTC and the Ministry of the Environment, Conservation & Parks ("MOECP") Spills Action Centre ("SAC"). If the ONTC Representative is not available, the Service Provider shall report the incident to the MOECP SAC and the ONTC RTC at 800-558-4129 X 141.

28. **Mitigation of Spills.** The Service Provider shall take immediate steps to mitigate the damage to the environment and contain the spill or release. If the Service Provider does not take timely action or, if the Service Provider is not available, ONTC may direct others to remedy the situation.

29. **Expenses for Spills.** If the spill or release was the fault of the Service Provider, the remedial work shall be completed at the cost of the Service Provider 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. If the spill or release was not the fault of the Service provider, ONTC shall pay for the remedial work.

30. **DFO Notification.** Pursuant to section 38(4) of the *Fisheries Act*, the Service Provider has an obligation to notify the Department of Fisheries & Oceans (“DFO”) when the Services result 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 Service provider shall also notify ONTC of any such incidents. In accordance with the *Fisheries Act*, notification must be made without delay to DFO after the Service Provider 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.

### **PAYMENT FOR THE SERVICES**

31. **Invoices.** The Service Provider shall provide invoices to ONTC [monthly/annually]. Invoices shall be sent to the ONTC contact person for the Services and to [pay.inv@ontarionorthland.ca](mailto:pay.inv@ontarionorthland.ca). ONTC shall pay the Service Provider the properly charged amounts incurred by the Service Provider in providing the Services within 30 days of receipt of the invoice, subject to any dispute or right of set off by ONTC.

### **CONFIDENTIAL INFORMATION**

32. **General Confidentiality Requirements.** The Service Provider shall:
- (a) ensure that all Service Provider Parties comply with all the provisions of this Agreement relating to Confidential Information and the Service Provider shall be responsible for any failure by any Service Provider Party to do so;
  - (b) use Confidential Information only for the purposes of providing the Services;
  - (c) not copy or transcribe into another form, any Confidential Information received from ONTC except as reasonably necessary; and,
  - (d) upon the termination of this Agreement, or earlier upon the request of ONTC, promptly destroy or return (as directed by ONTC) all Confidential Information disclosed to the Service Provider.



33. **Keeping Confidential Information Confidential.** Except as provided in this Agreement, the Service Provider shall keep confidential all Confidential Information collected on behalf or ONTC or disclosed to it by ONTC and shall protect the Confidential Information disclosed to it by ONTC, in the same manner and to the same extent that it protects its own Confidential Information. This obligation shall survive the termination of this Agreement.
34. **Disclosing Confidential Information.** The Service Provider may disclose Confidential Information if:
- (a) ONTC approves the disclosure in writing;
  - (b) the Service Provider is required by law to disclose it, in which case it shall promptly notify ONTC to allow ONTC the opportunity to intervene to prevent the disclosure;
  - (c) the Confidential Information is generally and publicly available; or
  - (d) the Confidential Information was disclosed to the Service Provider on a non-confidential basis from a source other than ONTC which the Service Provider believes is not prohibited from disclosing such information as a result of an obligation in favour of ONTC;
  - (e) is developed by the Service Provider independently of, or was known by the Service Provider prior to, any disclosure of such information made by ONTC; or
  - (f) to the extent required by an order of a court of competent jurisdiction, administrative agency or governmental body, or by any law, rule or regulation, or by subpoena, summons or other administrative or legal process, or by applicable regulatory or professional standards or in connection with any judicial or other proceeding relating to Service Provider's Services to ONTC or this Agreement.
35. **FIPPA.** The Service Provider specifically acknowledges that ONTC is subject to FIPPA, and that ONTC may be compelled by law to disclose certain information provided by the Service Provider. Where the Service Provider is collecting Personal Information on behalf of ONTC, the Service Provider must comply with the provisions in FIPPA regarding the collection, retention, use, disclosure and disposal of Personal Information.
36. **Breach of Confidentiality.** The Service Provider acknowledges and expressly agrees that any breach by it of this Agreement which does or may result in loss of confidentiality of the Confidential Information or an unauthorized release of Personal Information would cause ONTC irreparable harm for which damages would not be an adequate remedy. If the Service Provider breaches the confidentiality provisions of this Agreement, ONTC

shall have the right to seek injunctive relief against the continuing or further breach by the Service Provider, without the necessity of proof of actual damages. The right to seek injunctive relief without the necessity of proof of damages shall be in addition to any other right which ONTC may have under this Agreement or otherwise in law or in equity. This section shall continue to bind the Service Provider after the expiry or termination of this Agreement.

## **PERSONAL INFORMATION**

37. **FIPPA.** The Service Provider specifically acknowledges that ONTC is subject to FIPPA, and that ONTC may be compelled by law to disclose certain information provided by the Service Provider. All information, data, records and materials, however recorded, which has been provided by ONTC to the Service Provider in relation to this agreement and which are in the custody or control of ONTC, including Confidential Information and Personal Information are subject to FIPPA (collectively, "FIPPA Records"). For the purposes of this definition, ONTC documents held by the Service Provider in connection with this Agreement are considered to be in the control of ONTC. The Service Provider shall provide to ONTC any and all FIPPA records within seven (7) business days from the date of ONTC's notice to the Service Provider to provide them for the purposes of responding to an access request under FIPPA. ONTC shall in its sole discretion determine what FIPPA records will be disclosed in connection with an access request, in accordance with the requirements of FIPPA. Where the Service Provider is collecting Personal Information on behalf of ONTC, the Service Provider must comply with the provisions in FIPPA regarding the collection, retention, use, disclosure and disposal of Personal Information.
38. **Purpose.** Personal Information may be received by, created, collected, processed, used, maintained, disclosed, or disposed of by the Service Provider only for the purpose of providing the Services under the Agreement, and in strict compliance with Privacy Laws and ONTC policies related to the protection of Personal Information.
39. **Security.** The Service Provider will implement appropriate technical and organizational measures designed to keep Personal Information secure and to prevent any accidental or unlawful destruction, loss, alteration, unauthorized disclosure of, or access to Personal Information. The Service Provider shall advise ONTC promptly of any anticipated or actual loss of Personal Information.
40. **Third Party.** The Service Provider shall not disclose or transfer any records containing Personal Information to a third party except with the informed prior written consent of ONTC.

41. **Return.** The Service Provider shall return all of ONTC's Personal Information when this Agreement ends or earlier if requested by ONTC.

## **INTELLECTUAL PROPERTY**

42. **Intellectual Property.** The Service Provider has developed and uses certain Intellectual Property in respect of the provision of the Services (the "**Background Intellectual Property**"). ONTC acknowledges that the Background Intellectual Property is the sole and exclusive property of the Service Provider and ONTC shall not acquire any right, title or interest therein other than the right to use and access the Background Intellectual Property during the Term. For greater certainty, ONTC is specifically prohibited from reproducing or recreating any such Background Intellectual Property either during the Term or at any time thereafter.
43. **Work Product.** All information in any form prepared by or for the Service Provider as part of the Work Product is, unless approved by ONTC in writing to the contrary, the sole property of ONTC and ONTC shall own all Intellectual Property rights in it. If the Service Provider or any Service Provider Parties owns any Intellectual Property rights in any Work Product, it shall promptly transfer and assign such Intellectual Property rights to ONTC. The Service Provider shall sign all documents and take all actions that may be necessary to ensure that ONTC owns the Work Product and the Intellectual Property rights in the Work Product.

## **INDEMNITY AND LIMITATION OF LIABILITY**

44. **General Indemnity.** The Service Provider shall indemnify and hold harmless ONTC and ONTC Parties from and against all Losses which may arise by reason of the exercise of the responsibilities and obligations contained herein by the Service Provider or as a result of any breach of the terms of this Agreement by the Service Provider or by any act or omission of the Service Provider or Service Provider Parties, 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 ONTC Parties. The Service Provider shall, at ONTC's election, either assume the defence of every proceeding brought in respect of such Loss, or cooperate with ONTC in the defence, including providing ONTC with prompt notice of any possible Loss and providing ONTC with all information and material relevant to the possible Loss. For the purpose of enforcement of this indemnity, ONTC is acting as agent and trustee for the ONTC Parties. **Specific Indemnities.** The Service Provider shall indemnify and hold harmless ONTC and ONTC Parties from and against all Losses incurred by ONTC arising from:

- (a) any decision or interpretation by any court or governmental authority that: (i) any of the Service Provider Parties is an employee of ONTC; or (ii) ONTC is liable to pay statutory contributions or deductions in respect of any of the Service Provider 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 Service Provider or Service Provider Parties may have during or after the Term of this Agreement;
- (c) any claim by any third party against ONTC alleging that the Work Product and its use by ONTC infringes any Intellectual Property rights;
- (d) any claim against ONTC arising from the failure of the Service Provider to protect the confidentiality of Confidential Information;
- (e) any claim against ONTC arising from the failure of the Service Provider to protect Personal Information or to comply with any of its obligations with respect thereto; and
- (f) safety infractions committed by the Service Provider under health and safety legislation, regulations, guidelines or orders, including the *Occupational Health and Safety Act*.

45. **Bodily Injury and Property Damage.** The Service Provider shall make full and complete compensation for any bodily injury or death to any person while providing the Services and for any damage caused to ONTC's physical property by an act or omission of the Service Provider or a Service Provider Party.

46. **Service Provider Losses.** The Service Provider shall be liable for any claims arising from any personal injuries to or death of any of the Service Provider Parties or from any loss of or damage to any property belonging to the Service Provider or Service Provider Parties during the provision of the Services unless caused by the negligent act or omission of ONTC or ONTC Parties.

47. **Waiver.** The Service Provider waives against ONTC and ONTC Parties 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 Service Provider or Service Provider Parties and for any loss or damage of the Service Provider unless caused by the negligent act or omission of ONTC or ONTC Parties.

48. **Limitation of Liability.** 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 Agreement (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, 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.

49. **Survival.** The sections in this part “Indemnity and Limitation of Liability” shall survive the expiry or termination of this Agreement.

## **INSURANCE**

50. **Insurance.** The Service Provider 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, bearing original signatures of authorized insurance representatives and satisfactory to ONTC:

(a) Commercial General Liability Insurance to a limit of not less than five million dollars (\$5,000,000) inclusive per occurrence, including “Ontario Northland Transportation Commission” as an additional insured, with no limitations on or exclusions from coverage arising from working on or around railway property, covering bodily injury, personal injury, death and damage to property, including loss of use of such property, containing cross liability coverage and preclude subrogation claims by the insurer against ONTC and endorsed 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 with a limit of not less than five million dollars (\$5,000,000) inclusive per occurrence, including bodily injury, death and damage to property, endorsed to provide “Ontario Northland Transportation Commission” with not less than thirty (30) days’ notice, in advance, of any cancellation, change or amendment restricting coverage and 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 Service Provider, and standard non-owned automobile form policy including standard contractual liability endorsement; and

- (c) if the Services involve any professional services, Professional Liability Insurance to a limit of not less than five million dollars (\$5,000,000) inclusive per claim and subject to an annual aggregate of five million dollars (\$5,000,000).

51. The Service Provider shall ensure that all the insurance is primary and does not call into contribution any other insurance coverage available to ONTC. The Service Provider shall not do or omit to do anything which would impair or invalidate the insurance policies.

### **FORCE MAJEURE**

52. **Force Majeure.** Whenever and to the extent either party is unable to fulfil, or is delayed or restricted in fulfilling, any of its obligations under this Agreement by reason of a Force Majeure event, the time for fulfilling such obligation is extended for such reasonable time as may be required by that party to fulfil such obligation, provided that any such inability, delay or restriction does not relate to any extent to any act or omission by that party. No extension of time will be given unless the party seeking the extension submits to the other party within five business days after the date on which the party ought reasonably to have been aware of the Force Majeure event a notice requesting the extension of time, the cause of the Force Majeure event, the expected duration of the extension and mitigation efforts being undertaken by the party.

### **TERMINATION**

53. **Early Termination.** This Agreement may be terminated early as follows:

- (a) by the mutual written agreement of the parties;
- (b) by ONTC immediately upon written notice to the Service Provider if the Service Provider is in default or breach in respect of any condition or provision of this Agreement;
- (c) by ONTC, for any reason, upon not less than ten (10) days' prior written notice; or,
- (d) by the Service Provider upon written notice to ONTC, where ONTC has failed to observe or perform any of its obligations under this Agreement, and such failure has not been remedied to the reasonable satisfaction of the Service Provider within thirty

(30) days of providing written notice to ONTC detailing the nature of such failure and requiring that such failure be remedied.

54. **Immediate Termination.** This Agreement will terminate immediately upon:

- (a) the winding up or dissolution of the Service Provider; or
- (b) subject to the provisions of the *Bankruptcy and Insolvency Act*, RSC 1985, c. B-3, the Service Provider making an assignment for the benefit of its creditors, becoming bankrupt or insolvent, undergoing reorganization, making a proposal to its creditors, or otherwise becoming financially unable to perform its obligations under this Agreement.

55. If this Agreement is terminated early for any reason other than those described in section 53 (a) or (d), then:

- (a) ONTC is excused from further performance under this Agreement;
- (b) any money payable by the Service Provider to ONTC is immediately due and payable;
- (c) ONTC shall not be responsible for paying any amount over and above the chargeable amounts, including payment on a pro-rated basis if applicable, incurred up to the effective date of such termination, or a later date if work, already commenced by the Service Provider, cannot reasonably be discontinued until such later date;
- (d) ONTC shall retain any rights, powers and remedies it has or may have against the Service Provider; and
- (e) ONTC may enter an agreement with another person to provide the balance of the Services. The Service Provider shall be liable for all costs incurred by ONTC in having the Services completed by another person(s).

## **GENERAL**

56. **Assignment.** Neither party may assign their respective rights and obligations under this Agreement without first obtaining the written consent of other party, provided, however, that either party may assign this Agreement to an affiliate or the successor of its business upon written notice to the other party. This Agreement shall enure to the benefit of, and be binding upon, the parties and their respective successors (including any successor by reason of amalgamation, merger or statutory arrangement of any party) and permitted assigns.

57. **notice.** Any notice under this Agreement shall be given in writing and delivered personally or by email or prepaid courier addressed as follows:

To ONTC at:  
Ontario Northland Transportation Commission  
555 Oak Street  
North Bay ON P1B 8L3  
**Attention:**

**T:**

**E:**

And to:  
Legal Services & Corporate Governance  
[Legal@ontarionorthland.ca](mailto:Legal@ontarionorthland.ca)

To the Service Provider at:

**Attention:**

**T:**

**E:**

or at such other address or addresses as ONTC and the Service Provider may designate from time to time. The date of receipt of a notice if sent by email or personal delivery shall be the date of delivery and if sent by prepaid courier shall be the second day after pick-up by the courier.

58. **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.

59. **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.

60. **Governing Law.** This Agreement shall be governed by and constituted in accordance with the laws in force in the Province of Ontario, excluding any 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.

61. **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.
62. **Entire Agreement.** This Agreement constitutes the entire agreement and understanding of the parties and supersedes 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.
63. **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.
64. **Counterparts and Electronic Delivery.** This Agreement may be executed and delivered by electronic transmission of a .pdf of the executed Agreement and the parties may rely upon the .pdf document as though the .pdf document was an original hard copy of the Agreement. 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.

[signature page follows]

**IN WITNESS WHEREOF**, the Parties have duly executed this Agreement.

**ONTARIO NORTHLAND  
TRANSPORTATION COMMISSION**

Per \_\_\_\_\_

Name:

Title:

Date \_\_\_\_\_

*I have authority to bind the corporation.*

**XXXX**

Per \_\_\_\_\_

Name:

Title:

Date \_\_\_\_\_

*I have authority to bind the corporation.*

## **Schedule “A”**

### **Scope of the Work / Services to be Provided**

#### **Introduction**

ONTC undertakes rail infrastructure upgrade and maintenance programs annually in order to provide a safe and reliable train service across northeastern Ontario and northwestern Quebec.

One part of ONTC’s rail and tie maintenance programs is an objective tie inspection. This program requires high-resolution imagery, Lidar and an algorithm to assign a condition code for ties.

#### **Tie Inspection Services**

Service Provider shall perform tie inspection on all of ONTC’s mainline track between North Bay and Moosonee, Cochrane to Calstock, Porquis to Porcupine and Swastika to Noranda. The estimated total of the program is 677.15 miles of mainline track as detailed below. Service Provider shall also perform tie inspection on all track that is available for testing without delaying the inspection.

<b>Subdivision</b>	<b>Total Miles</b>
Temagami (North Bay to Englehart)	138.5
Ramore (Englehart to Porcupine)	109.7
Devonshire (Porquis to Cochrane)	28.05
Kirkland Lake (Swastika to Noranda)	60.04
Island Falls Sub (Cochrane to Moosonee)	187.88
Kapuskasing Sub (Cochrane to Hearst)	129.08
Pagwa Spur (Hearst to Calstock)	23.9

The place of work is located along all of Ontario Northland’s mainline track and rail yards. ONTC anticipates performing a tie inspection on most of its mainline track and available yard and siding tracks.

The Service Provider shall perform an accurate tie inspection plan using high-resolution imagery, Lidar and an algorithm to assess a condition code for ties. The tie inspection results shall be provided in Microsoft Excel format.

## **Obligations of the Service Provider**

The Service Provider shall:

1. Provide one (1) Hi-Rail Vehicle with Onboard Track Inspection Equipment;
2. Provide one (1) Technician who will be responsible for the operation of the Hi-Rail Vehicle and Inspection Equipment;
3. Provide a daily report indicating the technician's work activity at the end of each shift;
4. Provide a report containing the following information and measurement conditions for every tie inspected:
  - a) Tie location
  - b) Track curvature
  - c) Wood Tie Grade
  - d) Wood tie "plate cut" measurements
  - e) Adzed depth
5. Provide summaries per mile which detail:
  - a) Total number of ties per mile
  - b) Total number of ties by grade per mile
  - c) Special ties located in features including turnouts and grade crossings
  - d) Obscured ties
6. Provide advanced reports which detail:
  - a) Rolling 39' wood tie grade condition compared to Ontario Northland's MTR standards
  - b) Clusters of consecutive failed ties
  - c) Tie condition associated with joint bar locations
  - d) Rail joint locations exhibiting rail-end height mismatch.
7. Complete and present data analysis to ONTC within thirty (30) business days following the receipt of the data. Data to be delivered to ONTC in a mutually agreed upon electronic format.

## **Obligations of ONTC**

1. Provide full time supervision for flagging protection;

2. Clear the track of any obstruction that would impact the data collection of the tie inspection; and
3. Provide signal maintainer to protect signal systems as required.

**Schedule B**  
**Service Providers Submission**