



**REQUEST FOR QUOTATION DOCUMENT  
TO PROVIDE SERVICES ON RETAINER**

**PART C – FORMS AND NOTICES**

**Version 1.6  
June 2009**

## LIST OF FORMS

Form 1	Fee Schedule Form
Form 2	Tax Compliance Declaration Form
Form 3A	Certification – No Conflict of Interest
Form 3B	Certification – Conflict of Interest
Form 4	List of Consultant Staff Who Participated in Preparation of the RFQ Submission
Form 5A	Occupational Health & Safety Statutory Declaration
Form 5B	Occupational Health & Safety: Notice To Consultants
Form 5C	Occupational Health & Safety: List of Designated Substances in Ministry Workplaces
Form 5D	Occupational Health & Safety: MOL Orders
Form 6	Check List of Mandatory Documents Required for Quotation
Form 7A	Work Item Order Form
Form 7B	Work Item Quote Form

## FORM 1: FEE SCHEDULE FORM – HIGHWAY ENGINEERING

Assignment #: insert number

**TO:** Her Majesty the Queen in right of Ontario as represented by the Ministry of Transportation (the “Ministry”).

**FROM:** The Service Provider

**ADDRESS:**

### TENDER

The Service Provider hereby tenders and offers to enter into a contract to provide the RETAINER Services specified in the Legal Agreement and this Request for Quotations for the rates of:

		<i>Highway Engineering</i>	<i>Key Individual</i>
\$	/hour	For Engineering/Project Management	
\$	/hour	For Technical Staff	

The Service Provider agrees that upon acceptance of this Tender by the Ministry, this Tender, the RFQ to which this Tender is attached, the successful Service Provider's Quotation and the Retainer Services Legal Agreement shall form a legally binding agreement.

The rates quoted are to be inclusive of all operating costs and disbursements (supplies, equipment, vehicles, fuel, travel, meals, etc.).

This Tender shall be irrevocable and open for acceptance for a period of ninety (90) calendar days following the Quotation Due Date.

\_\_\_\_\_  
Name of Signatory  
(Key Contact/Alternate Contact in RAQS)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Service Provider Firm Name

# FORM 1: FEE SCHEDULE FORM – BRIDGE ENGINEERING

Assignment #: insert number

**TO:** Her Majesty the Queen in right of Ontario as represented by the Ministry of Transportation (the “Ministry”).

**FROM:** The Service Provider

**ADDRESS:**

**TENDER**

The Service Provider hereby tenders and offers to enter into a contract to provide the RETAINER Services specified in the Legal Agreement and this Request for Quotation for the rates of:

		<i>Bridge Engineering</i>	Key Individual
\$	/hour	For Structural Engineer – Bridge Inspection Work (Professional Engineer)	
\$	/hour	For Structural Engineer - Design Work (Professional Engineer)	
\$	/hour	For Structural Engineering Work (Technician)	
		<i>Material Testing (Bridge Deck Condition Survey)</i>	
\$	/each test	For (1) Compressive strength	
\$	/each test	For (2) Chloride content	
\$	/each test	For (3) Air void system	

The Service Provider agrees that upon acceptance of this Tender by the Ministry, this Tender, the RFQ to which this Tender is attached, the successful Service Provider's Quotation and the Retainer Services Legal Agreement shall form a legally binding agreement.

The rates quoted are to be inclusive of all operating costs and disbursements (supplies, equipment, vehicles, fuel, travel, meals, etc.).

This Tender shall be irrevocable and open for acceptance for a period of ninety (90) calendar days following the Quotation Due Date.  
**I HAVE AUTHORITY TO BIND THE SERVICE PROVIDER:**

\_\_\_\_\_  
**Name of Signatory  
 (Key Contact/Alternate Contact in RAQS)**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Title**

\_\_\_\_\_  
**Service Provider Firm Name**

# FORM 1: FEE SCHEDULE FORM – GEOTECHNICAL ENGINEERING

Assignment #: insert number

TO: Her Majesty the Queen in right of Ontario as represented by the Ministry of Transportation (the “Ministry”).

FROM: The Service Provider

ADDRESS:

## TENDER

The Service Provider hereby tenders and offers to enter into a contract to provide the RETAINER Services specified in the Legal Agreement and this Request for Quotation for the rates of:

		<i>Geotechnical</i>	<i>Key Individual</i>
\$	/hr	For Professional Engineer/Management	
\$	/hr	For Technical Staff	
		<i>Material Testing</i>	
		<i>Soil Analysis:</i>	
\$	/ea.	For Proctor	
\$	/ea.	For Grain size analysis –sieve	
\$	/ea.	For Hydrometer	
\$	/ea.	For Field moisture	
\$	/ea.	For Atterberg limits	
		<i>Asphalt Analysis:</i>	
\$	/ea.	For Gradation	
\$	/ea.	For Extraction	
		<i>Investigation:</i>	
		<i>Boreholes:</i>	
\$	/ea.	For Shallow (maximum depth 1.5 m)	
\$	/ea.	For Deep (maximum depth 3.0 mm)	
		<i>Pavement Core Holes (100 mm dia.):</i>	
\$	/ea.	For Maximum depth 200 mm	
\$	/ea.	For Maximum depth 400 mm	
\$	/ea.	For Hand Auger Holes	

The Service Provider agrees that upon acceptance of this Tender by the Ministry, this Tender, the RFQ to which this Tender is attached, the successful Consultant's Quotation and the Retainer Services Legal Agreement shall form a legally binding agreement

**FORM 1: FEE SCHEDULE FORM – GEOTECHNICAL ENGINEERING**

**Assignment #:insert number**

The rates quoted are to be inclusive of all operating costs and disbursements (supplies, equipment, vehicles, fuel, travel, meals, etc.).

This Tender shall be irrevocable and open for acceptance for a period of ninety (90) calendar days following the Quotation Due Date.

**I HAVE AUTHORITY TO BIND THE SERVICE PROVIDER:**

\_\_\_\_\_  
**Name of Signatory**  
**(Key Contact/Alternate Contact in RAQS)**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Title**

\_\_\_\_\_  
**Service Provider Firm Name**

# FORM 1: FEE SCHEDULE FORM – FOUNDATION ENGINEERING

Assignment #: insert number

**TO:** Her Majesty the Queen in right of Ontario as represented by the Ministry of Transportation (the “Ministry”).

**FROM:** The Service Provider

**ADDRESS:**

## TENDER

The Service Provider hereby tenders and offers to enter into a contract to provide the RETAINER Services specified in the Legal Agreement and this Request for Quotation for the rates of:

		Foundations - Geotechnical	Key Individual
\$	/hour	For investigation phase	
\$	/hour	For design phase	

The Service Provider agrees that upon acceptance of this Tender by the Ministry, this Tender, the RFQ to which this Tender is attached, the successful Consultant's Quotation and the Retainer Services Legal Agreement shall form a legally binding agreement.

The rates quoted are to be inclusive of all operating costs and disbursements (supplies, equipment, vehicles, fuel, travel, meals, etc.) .

This Tender shall be irrevocable and open for acceptance for a period of ninety (90) calendar days following the Quotation Due Date.

**I HAVE AUTHORITY TO BIND THE SERVICE PROVIDER:**

\_\_\_\_\_  
Name of Signatory  
(Key Contact/Alternate Contact in RAQS)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Service Provider Firm Name

**FORM 1: FEE SCHEDULE FORM – ELECTRICAL ENGINEERING**  
(Also Includes Requirements for Traffic Engineer)

Assignment #: insert number

**TO:** Her Majesty the Queen in right of Ontario as represented by the Ministry of Transportation (the “Ministry”).

**FROM:** The Service Provider

**ADDRESS:**

**TENDER**

The Service Provider hereby tenders and offers to enter into a contract to provide the RETAINER Services specified in the Legal Agreement and this Request for Quotations for the rates of:

		<i>Electrical Engineering</i>	<i>Key Individual</i>
\$	/hour	For a Project Manager	
\$	/hour	For a Traffic Engineer	
\$	/hour	For an Electrical Designer	
\$	/hour	For an Electrical Quality Control	

The Service Provider agrees that upon acceptance of this Tender by the Ministry, this Tender, the RFQ to which this Tender is attached, the successful Consultant's Quotation and the Retainer Services Legal Agreement shall form a legally binding agreement.

The rates quoted are to be inclusive of all operating costs and disbursements (supplies, equipment, vehicles, fuel, travel, meals, etc.).

This Tender shall be irrevocable and open for acceptance for a period of ninety (90) calendar days following the Quotation Due Date.

**I HAVE AUTHORITY TO BIND THE SERVICE PROVIDER:**

\_\_\_\_\_  
Name of Signatory  
(Key Contact/Alternate Contact in RAQS)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Service Provider Firm Name



# FORM 1: FEE SCHEDULE FORM – FISHERIES SERVICES

Assignment #: insert number

TO: Her Majesty the Queen in right of Ontario as represented by the Ministry of Transportation (the “Ministry”).

FROM: The Service Provider

ADDRESS:

## TENDER

The Service Provider hereby tenders and offers to enter into a contract to provide the RETAINER Services specified in the Legal Agreement and this Request for Quotation for the rates of:

		<i>Environmental - Fisheries</i>	<i>Key Individual</i>
\$	/hour	For Professional Biologist/Management	
\$	/hour	For Technical Staff	
\$	/km	For Equipment rental	

The Service Provider agrees that upon acceptance of this Tender by the Ministry, this Tender, the RFQ to which this Tender is attached, the successful Service Provider's Quotation and the Retainer Services Legal Agreement shall form a legally binding agreement.

The rates quoted are to be inclusive of all operating costs and disbursements (supplies, equipment, vehicles, fuel, travel, meals, etc.).

This Tender shall be irrevocable and open for acceptance for a period of ninety (90) calendar days following the Quotation Due Date.

I HAVE AUTHORITY TO BIND THE SERVICE PROVIDER:

\_\_\_\_\_  
Name of Signatory  
(Key Contact/Alternate Contact in RAQS)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Service Provider Firm Name

# FORM 1: FEE SCHEDULE FORM – ARCHAEOLOGICAL SERVICES

Assignment #: insert number

TO: Her Majesty the Queen in right of Ontario as represented by the Ministry of Transportation (the “Ministry”).

FROM: The Service Provider

ADDRESS:

## TENDER

The Service Provider hereby tenders and offers to enter into a contract to provide the RETAINER Services specified in the Legal Agreement and this Request for Quotation for the rates of:

		<i>Assessment (includes expenses and report)</i>	<i>Key Individual</i>
\$	/hr	For Project archaeologist	
\$	/hr	For Field archaeologist	
\$	/hr	For Field/Lab Technician	
		<i>Excavation (includes expenses and report)</i>	
\$	/square metre	For Hand excavation	
\$	/square metre	For Feature/Settlement pattern excavation	
\$	/square metre	For Burial feature excavation	
\$	/hr	For Heavy equipment rental	

The Service Provider agrees that upon acceptance of this Tender by the Ministry, this Tender, the RFQ to which this Tender is attached, the successful Consultant's Quotation and the Retainer Services Legal Agreement shall form a legally binding agreement.

The rates quoted are to be inclusive of all operating costs and disbursements (supplies, equipment, vehicles, fuel, travel, meals, etc.).

This Tender shall be irrevocable and open for acceptance for a period of ninety (90) calendar days following the Quotation Due Date.

I HAVE AUTHORITY TO BIND THE SERVICE PROVIDER:

\_\_\_\_\_  
Name of Signatory  
(Key Contact/Alternate Contact in RAQS)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Service Provider Firm Name

# FORM 1: FEE SCHEDULE FORM – WASTE MANAGEMENT

Assignment #: insert number

**TO:** Her Majesty the Queen in right of Ontario as represented by the Ministry of Transportation (the “Ministry”).

**FROM:** The Service Provider

**ADDRESS:**

**TENDER**

The Service Provider hereby tenders and offers to enter into a contract to provide the RETAINER Services specified in the Legal Agreement and this Request for Quotation for the rates of:

		<i>Environmental – Waste Management</i>	<i>Key Individual</i>
\$	/hr	For Project Manager / Engineer	
\$	/hr	For Senior Professional / Technical Staff	
\$	/hr	For Technical Staff	
\$	/site	For Geophysical Survey	
\$	/hr	For Backhoe/Excavator Services (including mobilization/demobilization)	
\$	/hr	For Drill Rig Services (including mobilization/demobilization)	
\$	/well	For Monitoring Well Materials	
\$	/day	For Surveying Equipment	
\$	/day	For Gastehtor and other meter rental	

		<i>Laboratory Services for Chemical Analysis</i>	<i>Key Individual</i>
\$	/sample	For Test/Parameter suite	
\$	/search	For Regulatory Request Fees	
\$	/plan	For Regulatory Request Fees	
\$	/report	For Regulatory Request Fees	

# FORM 1: FEE SCHEDULE FORM – WASTE MANAGEMENT

Assignment #: insert number

The Service Provider agrees that upon acceptance of this Tender by the Ministry, this Tender, the RFQ to which this Tender is attached, the successful Consultant's Quotation and the Retainer Services Legal Agreement shall form a legally binding agreement.

The rates quoted are to be inclusive of all operating costs and disbursements (supplies, equipment, vehicles, fuel, travel, meals, etc.).

This Tender shall be irrevocable and open for acceptance for a period of ninety (90) calendar days following the Quotation Due Date.

I HAVE AUTHORITY TO BIND THE SERVICE PROVIDER:

\_\_\_\_\_  
Name of Signatory  
(Key Contact/Alternate Contact in RAQS)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Service Provider Firm Name

# FORM 1: FEE SCHEDULE FORM – PROPERTY APPRAISALS

Assignment #: insert number

TO: Her Majesty the Queen in right of Ontario as represented by the Ministry of Transportation (the “Ministry”).

FROM: The Service Provider

ADDRESS:

## TENDER

The Service Provider hereby tenders and offers to enter into a contract to provide the RETAINER Services specified in the Legal Agreement and this Request for Quotation for the rates of:

		<i>Property – Appraisals</i>	<i>Key Individual</i>
\$	/hour	for Researcher	
\$	/hour	for Junior Appraiser	
\$	/hour	for Planner Services	
\$	/hour	for Senior (Accredited) Appraiser	
\$	/hour	for Supervisory/Management	
\$	/hour	for Clerical Services	

The Service Provider agrees that upon acceptance of this Tender by the Ministry, this Tender, the RFQ to which this Tender is attached, the successful Consultant's Quotation and the Retainer Services Legal Agreement shall form a legally binding agreement.

The rates quoted are to be inclusive of all operating costs and disbursements (supplies, equipment, vehicles, fuel, travel, meals, etc.).

This Tender shall be irrevocable and open for acceptance for a period of ninety (90) calendar days following the Quotation Due Date.

I HAVE AUTHORITY TO BIND THE SERVICE PROVIDER:

\_\_\_\_\_  
Name of Signatory  
(Key Contact/Alternate Contact in RAQS)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Service Provider Firm Name

# FORM 1: FEE SCHEDULE FORM – LEGAL SURVEYS

Assignment #: insert number

**TO:** Her Majesty the Queen in right of Ontario as represented by the Ministry of Transportation (the “Ministry”).

**FROM:** The Service Provider

**ADDRESS:**

**TENDER**

The Service Provider hereby tenders and offers to enter into a contract to provide the RETAINER Services specified in the Legal Agreement and this Request for Quotation for the rates of:

		<i>Surveys – Legal surveys</i>	<i>Key Individual</i>
\$	/hour	for a 3 person Field Crew (1 party chief and 2 technicians)	
\$	/hour	for a CAD Operator/Calculator	
\$	/hour	for a Title Searcher	
\$	/hour	for an OLS Supervisor/Manager	

The Service Provider agrees that upon acceptance of this Tender by the Ministry, this Tender, the RFQ to which this Tender is attached, the successful Consultant's Quotation and the Retainer Services Legal Agreement shall form a legally binding agreement.

The rates quoted are to be inclusive of all operating costs and disbursements (supplies, equipment, vehicles, fuel, travel, meals, etc.).

This Tender shall be irrevocable and open for acceptance for a period of ninety (90) calendar days following the Quotation Due Date.

**I HAVE AUTHORITY TO BIND THE SERVICE PROVIDER:**

\_\_\_\_\_  
Name of Signatory  
(Key Contact/Alternate Contact in RAQS)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Service Provider Firm Name

# FORM 1: FEE SCHEDULE FORM – ATMS

Assignment #: insert number

TO: Her Majesty the Queen in right of Ontario as represented by the Ministry of Transportation (the “Ministry”).

FROM: The Service Provider

ADDRESS:

## TENDER

The Service Provider hereby tenders and offers to enter into a contract to provide the RETAINER Services specified in the Legal Agreement and this Request for Quotation for the rates of:

		<i>ATMS – Provision Management</i>	<i>Key Individual</i>
\$	/hour	for Project Manager	
\$	/hour	for Technical Staff	

The Service Provider agrees that upon acceptance of this Tender by the Ministry, this Tender, the RFQ to which this Tender is attached, the successful Consultant's Quotation and the Retainer Services Legal Agreement shall form a legally binding agreement.

The rates quoted are to be inclusive of all operating costs and disbursements (supplies, equipment, vehicles, fuel, travel, meals, etc.).

This Tender shall be irrevocable and open for acceptance for a period of ninety (90) calendar days following the Quotation Due Date.

I HAVE AUTHORITY TO BIND THE SERVICE PROVIDER:

\_\_\_\_\_  
Name of Signatory  
(Key Contact/Alternate Contact in RAQS)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Service Provider Firm Name

# FORM 2: TAX COMPLIANCE DECLARATION FORM

**Assignment #:insert number**

The Ontario Government expects all vendors to pay their provincial taxes on a timely basis. In this regard, bidders are advised that any contract with the Ontario Government will require a declaration from the successful bidder that his/her company's provincial taxes are in good standing.

In order for a company to be considered for a contract award, the bidder must complete and submit a signed copy of this Tax Compliance Declaration form along with its bid documentation.

## Declaration

I/We hereby certify that \_\_\_\_\_ at the time of  
(legal name of bidding company)

submitting this Quotation, is in full compliance with all tax statutes administered by the Ministry of Finance for Ontario and that, in particular, all returns required to be filed under all provincial tax statutes have been filed and all taxes due and payable under those statutes have been paid or satisfactory arrangements for their payment have been made and maintained.

## Consent to Disclosure

I/We consent to the Ministry of Finance releasing the taxpayer information described in this declaration to the **Ministry of Transportation** for the purpose of verifying that

\_\_\_\_\_  
(legal name of bidding company)

is in full compliance with all tax statutes administered by the Ministry of Finance.

Dated at \_\_\_\_\_ this \_\_\_\_\_ day of \_\_\_\_\_ 200\_\_

Name of Service Provider Signatory \_\_\_\_\_  
(Key Contact/Alternate Contact in RAQS)

(Title) \_\_\_\_\_

(Telephone Number) \_\_\_\_\_

(Service Provider's Name) \_\_\_\_\_

(Service Provider's Address) \_\_\_\_\_



## FORM 3A: CERTIFICATION - NO CONFLICT OF INTEREST

(Complete 3A or 3B - Do Not Complete Both)

**Assignment #:insert number**

I/we hereby certify that there is not; nor was there any actual or potential conflict of interest or unfair advantage in our submitting the Quotation or performing the Services required by the Agreement.

In submitting the Quotation, our company has no knowledge of or the ability to avail ourselves of confidential information of the Crown (other than confidential information which may be been disclosed by the Minister to the Service Providers in the normal course of the Request for Quotation) where the confidential information would be relevant to the Services, their pricing or the Request for Quotation evaluation process.

---

**Name of Signatory**

---

**Signature**

---

**Position**

---

**Date**

## FORM 3B: CERTIFICATION - CONFLICT OF INTEREST

(Complete 3A or 3B - Do Not Complete Both)

**Assignment #:***insert number*

In submitting our Quotation the Service Provider declares that the attached is a list of situations, each of which may be a conflict of interest, or appears as potentially a conflict of interest in our company submitting the Quotation or performing the contractual obligations of the Service Provider under the Agreement. **(Strike out Paragraph if not Applicable)**

In submitting the Quotation, our company has/has no **(Strike out the inapplicable portion)** knowledge of or the ability to avail ourselves of confidential information of the Crown (other than confidential information which may be been disclosed by the Minister to the Service Providers in the normal course of the Request for Quotation) where the confidential information would be relevant to the Services, their pricing or the Request for Quotation evaluation process and where access to such additional information may prejudice the Crown or be an unfair advantage to the Service Provider.

*(If declaring that the Service Provider has access to additional information that may be confidential, other than confidential information which may be disclosed by the Minister to the Service Providers in the normal course of the Request for Quotation, please attach an explanation describing the additional information and how you have access to it.)*

With the exception of those situations and/or access to additional information disclosed on the list attached, I/we hereby certify that there is not nor was there any other actual or potential conflict of interest or unfair advantage in our submitting the Quotation or performing the Services required by the Agreement.

I/We hereby acknowledge that the Minister at his/her sole discretion shall have the right to determine whether or not the declared situations do constitute an actual or potential conflict of interest or whether access to additional confidential information does constitute an unfair advantage over other Service Providers.

I/We acknowledge that in the event that the Minister finds the situations to be a conflict of interest or access to the additional confidential information to be an unfair advantage that our Request for Quotation may be rejected.

\_\_\_\_\_  
**Name of Signatory**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Position**

\_\_\_\_\_  
**Date**

**FORM 4: LIST OF SERVICE PROVIDER STAFF WHO PARTICIPATED IN PREPARATION OF THE RFQ SUBMISSION**

<b>Name</b>	<b>Business Address</b>	<b>Business Telephone Number</b>	<b>Contribution Or % Of Work</b>

# FORM 5A: OCCUPATIONAL HEALTH AND SAFETY STATUTORY DECLARATION

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

certify the following:

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

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

- (b) With respect to the services being offered in this Quotation, I/we and our proposed sub-contractors, 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 per 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 every precaution reasonable in the circumstances for the protection of worker health and safety, as required under the OHSA.

Dated at \_\_\_\_\_ this \_\_\_\_\_ day of \_\_\_\_\_ 200\_\_

**I HAVE AUTHORITY TO BIND THE SERVICE PROVIDER:**

**Name of Authorized Signing Officer:** \_\_\_\_\_

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

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

## FORM 5B: OCCUPATIONAL HEALTH AND SAFETY: NOTICE TO SERVICE PROVIDERS

The Ministry of Transportation was issued an Order by the Ministry of Labour. The Order reads **"Except in an emergency the employer shall, by 01 March 96, not permit a worker on a 400-series highway in Central Region to work within 10 feet or 3 metres of moving traffic unless protected by a guard or other device from moving traffic."**

**"Emergency"** is described as assisting an injured person or clearing debris that represents an immediate or *serious* hazard to public safety. *"Serious"* is that which would affect the movement of a vehicle.

**"400-series highway"** has been changed to **"freeway"** as defined by Ontario Traffic Manual Book 7 - Temporary Conditions, i.e., **"any public highway with a continuous dividing median and a posted limit of 90 km/h or greater"**.

**"Guard or other device"** includes a six-ton dump truck or vehicle of similar weight, a guide rail, barrier or other physical barrier or by distance such that a worker cannot be struck by a moving vehicle or another vehicle in motion as a result of being struck.

**"Work"** is not considered to include getting in/out of vehicles nor the removal or replacement of equipment. *If work is being carried out behind a guide rail, barrier or at a distance of greater than 3 metres of a travelled lane, a blocker truck would not be required.*

## FORM 5C: OCCUPATIONAL HEALTH AND SAFETY:

### LIST OF DESIGNATED SUBSTANCES IN MINISTRY WORKPLACES

Assignment #:insert number

In accordance with Section 30 of the OHSA, Service Providers are advised that the Designated Substances silica (O. Reg. 521/92) and arsenic (O. Reg. 508/92) are generally present throughout the project limits, occurring naturally or as a result of vehicle emissions. Exposure to these substances may occur as a result of activities by the Service Provider such as sweeping, grinding, crushing, drilling, blasting, cutting, and abrasive blasting.

In addition, Service Providers are advised of the presence of the following Designated Substances to which the Service Provider may be exposed when working at specified locations or while the specified work activities are being undertaken.

Designated Substance	Location or Work Activity
<i>Silica (O. Reg. 521/92)</i>	<i>Handling sand or gravel. Handling road sweeping materials.</i>
<i>Lead (O. Reg. 519/92)</i>	<i>Bridge Washing or repairs of steel structures with lead coatings.</i>
<i>Asbestos (O. Reg. 510/92)</i>	<i>Patrol yard building materials (i.e. pipe insulation, ceiling/beam insulation, ceiling tiles, acoustic wallboards, floor tiles, etc.).</i>
<i>Mercury (O. Reg. 520/92)</i>	<i>Manometers, thermometers or other pressure or temperature sensing devices may contain mercury. Steel Structure coatings may contain small concentrations of mercury.</i>
<i>Arsenic (O. Reg. 508/92)</i>	<i>Steel Structure coatings may contain small concentrations of arsenic.</i>

**[Note to Draft:** The above table is to reflect project specific conditions. Consult with the Environmental Unit and consider the following:

- Asbestos has been used as hot mix additive in trials on some projects. Check with the Regional Geotechnical Section. Include this Designated Substance when removal or reworking of pavements containing asbestos is anticipated;
- Asbestos can occur as insulation material in existing buildings, which are to be altered or demolished;
- Lead, mercury or arsenic may be present in structural steel coatings. Check with the Regional Structural Section. Include lead in the table when any work with structural steel is required ( i.e., abrasive blasting, coating, welding, or cutting steel);
- Benzene may be present in asphalt cutbacks;
- Mercury vapour lamps contain mercury; and
- Check with Regional Environmental Unit for any known Designated Substances present at the site.]

## FORM 5D: OCCUPATIONAL HEALTH AND SAFETY: MOL ORDERS

1. ORDER # 627339
2. ORDER # 627025

## FORM 6: CHECK LIST OF MANDATORY DOCUMENTS REQUIRED FOR QUOTATION

Each of the following requirements is a part of this RFQ.  
 Service Providers shall indicate that they have included these Required Documents in their Quotation

Document	Included
Cover Letter Signed by Key Contact / Alternate Contact in RAQS	
Service Provider's Organizational Structure	
Occupational Health & Safety Statutory Declaration Form	
Occupational Health and Safety Plan	Submitted by Successful Service Provider (s) upon award
Tax Compliance Declaration Form	
Conflict of Interest Declaration Forms	
Statement of acceptability of the Service Provider Retainer Services Legal Agreement, or a list of all material alterations, which the Respondent requires to execute the Agreement.	
Quality Control of Services Plan	
Fee Schedule	
RAQS Declaration Form	

**I HAVE AUTHORITY TO BIND THE SERVICE PROVIDER:**

\_\_\_\_\_  
**Name of Signatory**  
 (Key Contact/Alternate Contact in RAQS)

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Title**

\_\_\_\_\_  
**Service Provider Firm Name**



# FORM 7A: WORK ITEM ORDER FORM

Purchase Order No.: insert number

Assignment #:insert number

## ORDER

The Ministry hereby issues to the Service Provider an Order to complete assignment no. insert number. The details of the assignment are as follows: insert sufficient details of the assignment to permit the successful Service provider to respond using an Assignment Quote

The Service Provider shall immediately confirm its availability to the Ministry representative, and within two (2) business days of receiving this Order, shall provide the Ministry with an Assignment Quote containing its Lump Sum Price for this assignment.

### SIGNATURES OF AUTHORIZED MINISTRY PERSONNEL:

Project Manager: \_\_\_\_\_

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

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

Functional Head: \_\_\_\_\_

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

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

# FORM 7B: WORK ITEM QUOTE FORM – HIGHWAY ENGINEERING

Assignment #: insert number

## OFFER

The successful Service Provider hereby offers to complete assignment no. insert number, charging the Ministry only for the following at the rates specified in Form 1 of the Quotation:

### Time or Activity

Quantity	Rate	Total	Activity
Hrs	\$ /hour	\$	For engineering/ project management
Hrs	\$ /hour	\$	For technical staff

Activity \_\_\_\_\_ activity @ \$ \_\_\_\_\_ per activity \$ \_\_\_\_\_

TOTAL \$ \_\_\_\_\_

I/We hereby certify that \_\_\_\_\_, at the time of submitting this quote have

(name of company)

no conflict of interest in the performance of this assignment.

I HAVE AUTHORITY TO BIND THE SERVICE PROVIDER:

Name of Authorized Signing Officer: \_\_\_\_\_

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

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

MTO ACCEPTANCE:

Signatures of Authorized Ministry Personnel:

Regional Director: \_\_\_\_\_

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

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

# FORM 7B: WORK ITEM QUOTE FORM – BRIDGE ENGINEERING

Assignment #: insert number

## OFFER

The successful Service Provider hereby offers to complete assignment no. insert number, charging the Ministry only for the following at the rates specified in Form 1 of the Quotation:

**Time or Activity**

Quantity	Rate	Total	Activity
hours	\$ /hour	\$	For Structural Engineer – Bridge Inspection Work (Professional Engineer)
hours	\$ /hour	\$	For Structural Engineer – Design Work (Professional Engineer)
hours	\$ /hour	\$	For Structural Engineering Work (Technician)
km	\$ /km	\$	For Travelling
			<i>Material Testing (Bridge Deck Condition Survey)</i>
tests	\$ /ea.	\$	For Compressive strength
tests	\$ /ea.	\$	For Chloride content
tests	\$ /ea.	\$	For Air void system

Activity \_\_\_\_\_ activity @ \$\_\_\_\_\_per activity \$\_\_\_\_\_

TOTAL \$\_\_\_\_\_

I/We hereby certify that \_\_\_\_\_, at the time of submitting this quote have

(name of company)

no conflict of interest in the performance of this assignment.

**I HAVE AUTHORITY TO BIND THE SERVICE PROVIDER:**

Name of Authorized Signing Officer: \_\_\_\_\_

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

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

**MTO ACCEPTANCE:**

**Signatures of Authorized Ministry Personnel:**

Regional Director: \_\_\_\_\_

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

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

# FORM 7B: WORK ITEM QUOTE FORM- GEOTECHNICAL ENGINEERING

Assignment #: insert number

## OFFER

The successful Service Provider hereby offers to complete assignment no. insert number, charging the Ministry only for the following at the rates specified in Form 1 of the Quotation:

### Time or Activity

Quantity	Rate	Total	Activity
hrs	\$ /hour	\$	For Professional Engineer/Management
hrs	\$ /hour	\$	For Technical Staff
	\$ /ea.	\$	For Proctor
	\$ /ea.	\$	For Grain size analysis –sieve
	\$ /ea.	\$	For Hydrometer
	\$ /ea.	\$	For Field moisture
	\$ /ea.	\$	For Atterberg limits
			<i>Asphalt Analysis:</i>
	\$ /ea.	\$	For Gradation
	\$ /ea.	\$	For Extraction
	\$ /ea.	\$	For Shallow (maximum depth 1.5m)
	\$ /ea.	\$	For Deep (maximum depth 3.0mm)
	\$ /ea.	\$	For Maximum depth 200mm
	\$ /ea.	\$	For Maximum depth 400mm
	\$ /ea.	\$	For Hand Auger Holes

Activity \_\_\_\_\_ activity @ \$\_\_\_\_\_per activity                      \$\_\_\_\_\_

TOTAL \$\_\_\_\_\_

I/We hereby certify that \_\_\_\_\_, at the time of submitting this quote have  
(name of company)  
no conflict of interest in the performance of this assignment.

**FORM 7B: WORK ITEM QUOTE FORM GEOTECHNICAL  
ENGINEERING**

**I HAVE AUTHORITY TO BIND THE SERVICE PROVIDER:**

**Name of Authorized Signing Officer:** \_\_\_\_\_

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

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

**MTO ACCEPTANCE:**

**Signatures of Authorized Ministry Personnel:**

**Regional Director:** \_\_\_\_\_

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

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

# FORM 7B: WORK ITEM QUOTE FORM FOUNDATION ENGINEERING

Assignment #: insert number

## OFFER

The successful Service Provider hereby offers to complete assignment no. insert number, charging the Ministry only for the following at the rates specified in Form 1 of the Quotation:

### Time or Activity

Quantity	Rate	Total	Activity
Hrs	\$ /hour	\$	For investigation phase
Hrs	\$ /hour	\$	For design phase

Activity \_\_\_\_\_ activity @ \$ \_\_\_\_\_ per activity \$ \_\_\_\_\_

TOTAL \$ \_\_\_\_\_

I/We hereby certify that \_\_\_\_\_, at the time of submitting this quote have

(name of company)

no conflict of interest in the performance of this assignment.

I HAVE AUTHORITY TO BIND THE SERVICE PROVIDER:

Name of Authorized Signing Officer: \_\_\_\_\_

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

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

**MTO ACCEPTANCE:**

Signatures of Authorized Ministry Personnel:

Regional Director: \_\_\_\_\_

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

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

# FORM 7B: WORK ITEM QUOTE FORM – FISHERIES SERVICES

Assignment #: insert number

## OFFER

The successful Service Provider hereby offers to complete assignment no. insert number, charging the Ministry only for the following at the rates specified in Form 1 of the Quotation:

### Time or Activity

Quantity	Rate	Total	Activity
hrs	\$ /hour	\$	For Professional Biologist/Management
hrs	\$ /hour	\$	For Technical Staff
km	\$ /km	\$	For Equipment rental

Activity \_\_\_\_\_ activity @ \$\_\_\_\_\_per activity \$\_\_\_\_\_

TOTAL \$\_\_\_\_\_

I/We hereby certify that \_\_\_\_\_, at the time of submitting this quote have

(name of company)

no conflict of interest in the performance of this assignment.

I HAVE AUTHORITY TO BIND THE SERVICE PROVIDER:

Name of Authorized Signing Officer: \_\_\_\_\_

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

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

**MTO ACCEPTANCE:**

Signatures of Authorized Ministry Personnel:

Regional Director: \_\_\_\_\_

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

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

# FORM 7B: WORK ITEM QUOTE FORM – ARCHAEOLOGICAL SERVICES

Assignment #: insert number

## OFFER

The successful Service Provider hereby offers to complete assignment no. insert number, charging the Ministry only for the following at the rates specified in Form 1 of the Quotation:

**Time or Activity**

Quantity	Rate	Total	Activity
Hrs	\$ /hour	\$	For Project archaeologist
Hrs	\$ /hour	\$	For Field archaeologist
Hrs	\$ /hour	\$	For Field/Lab Technician
m <sup>2</sup>	\$ /m <sup>2</sup>	\$	For Hand excavation
m <sup>2</sup>	\$ /m <sup>2</sup>	\$	For Feature/Settlement pattern excavation
m <sup>2</sup>	\$ /m <sup>2</sup>	\$	For Burial feature excavation
Hrs	\$ /hour	\$	For Heavy equipment rental

Activity \_\_\_\_\_ activity @ \$ \_\_\_\_\_ per activity \$ \_\_\_\_\_

TOTAL \$ \_\_\_\_\_

I/We hereby certify that \_\_\_\_\_, at the time of submitting this quote have

(name of company)

no conflict of interest in the performance of this assignment.

**I HAVE AUTHORITY TO BIND THE SERVICE PROVIDER:**

Name of Authorized Signing Officer: \_\_\_\_\_

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

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

**MTO ACCEPTANCE:**

**Signatures of Authorized Ministry Personnel:**

Regional Director: \_\_\_\_\_

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

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



# FORM 7B: WORK ITEM QUOTE FORM – WASTE MANAGEMENT

Assignment #: insert number

## OFFER

The successful Service Provider hereby offers to complete assignment no. insert number, charging the Ministry only for the following at the rates specified in Form 1 of the Quotation:

**Time or Activity**

Quantity	Rate	Total	Activity
hrs	\$ /hour	\$	For Project Manager / Engineer
hrs	\$ /hour	\$	For Senior Professional / Technical Staff
hrs	\$ /hour	\$	For Technical Staff
sites	\$ /site	\$	For Geophysical Survey
hrs	\$ /hour	\$	For Backhoe/Excavator Services (including mobilization/demobilization)
hrs	\$ /hour	\$	For Drill Rig Services (including mobilization/demobilization)
wells	\$ /well	\$	For Monitoring Well Materials
days	\$ /day	\$	For Surveying Equipment
days	\$ /day	\$	For Gastector and other meter rental
samples	\$ /sampl e	\$	For Test/Parameter suite
searches	\$ /searc hes	\$	For Regulatory Request Fees
plans	\$ /plans	\$	For Regulatory Request Fees
reports	\$ /report s	\$	For Regulatory Request Fees

Activity \_\_\_\_\_ activity @ \$ \_\_\_\_\_ per activity \$ \_\_\_\_\_

TOTAL \$ \_\_\_\_\_

I/We hereby certify that \_\_\_\_\_, at the time of submitting this quote have

(name of company)

no conflict of interest in the performance of this assignment.

**I HAVE AUTHORITY TO BIND THE SERVICE PROVIDER:**

Name of Authorized Signing Officer: \_\_\_\_\_

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

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

# FORM 7B: WORK ITEM QUOTE FORM – WASTE MANAGEMENT

## MTO ACCEPTANCE:

### Signatures of Authorized Ministry Personnel:

Regional Director: \_\_\_\_\_

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

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

# FORM 7B: WORK ITEM QUOTE FORM – PROPERTY APPRAISALS

Assignment #: insert number

## OFFER

The successful Service Provider hereby offers to complete assignment no. insert number, charging the Ministry only for the following at the rates specified in Form 1 of the Quotation:

### Time or Activity

Quantity	Rate	Total	Activity
hrs	\$ /hour	\$	For Researcher
hrs	\$ /hour	\$	For Junior Appraiser
hrs	\$ /hour	\$	For Planner Services
hrs	\$ /hour	\$	For Senior (Accredited) Appraiser
hrs	\$ /hour	\$	For Supervisory/Management
hrs	\$ /hour	\$	For Clerical Services

Activity \_\_\_\_\_ activity @ \$ \_\_\_\_\_ per activity \$ \_\_\_\_\_

TOTAL \$ \_\_\_\_\_

I/We hereby certify that \_\_\_\_\_, at the time of submitting this quote have

(name of company)

no conflict of interest in the performance of this assignment.

I HAVE AUTHORITY TO BIND THE SERVICE PROVIDER:

Name of Authorized Signing Officer: \_\_\_\_\_

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

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

MTO ACCEPTANCE:

Signatures of Authorized Ministry Personnel:

Regional Director: \_\_\_\_\_

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

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

**FORM 7B: WORK ITEM QUOTE FORM – LEGAL SURVEYS**

Assignment #: insert number

**OFFER**

The successful Service Provider hereby offers to complete assignment no. insert number, charging the Ministry only for the following at the rates specified in Form 1 of the Quotation:

**Time or Activity**

Quantity	Rate	Total	Activity
hrs	\$ /hour	\$	For a 3 person Field Crew (1 party chief and 2 technicians)
hrs	\$ /hour	\$	For a CAD Operator/Calculator
hrs	\$ /hour	\$	For a Title Searcher
hrs	\$ /hour	\$	For an OLS Supervisor/Manager

Activity \_\_\_\_\_ activity @ \$ \_\_\_\_\_ per activity \$ \_\_\_\_\_

TOTAL \$ \_\_\_\_\_

I/We hereby certify that \_\_\_\_\_, at the time of submitting this quote have  
(name of company)

no conflict of interest in the performance of this assignment.

**I HAVE AUTHORITY TO BIND THE SERVICE PROVIDER:**

Name of Authorized Signing Officer: \_\_\_\_\_

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

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

**MTO ACCEPTANCE:**

**Signatures of Authorized Ministry Personnel:**

Regional Director: \_\_\_\_\_

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

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

# FORM 7B: WORK ITEM QUOTE FORM – ATMS

Assignment #: insert number

## OFFER

The successful Service Provider hereby offers to complete assignment no. insert number, charging the Ministry only for the following at the rates specified in Form 1 of the Quotation:

### Time or Activity

Quantity	Rate	Total	Activity
hrs	\$ /hour	\$	For Project Manager
hrs	\$ /hour	\$	For Technical Staff

Activity \_\_\_\_\_ activity @ \$ \_\_\_\_\_ per activity \$ \_\_\_\_\_  
TOTAL \$ \_\_\_\_\_

I/We hereby certify that \_\_\_\_\_, at the time of submitting this quote have  
(name of company)

no conflict of interest in the performance of this assignment.

**I HAVE AUTHORITY TO BIND THE SERVICE PROVIDER:**

Name of Authorized Signing Officer: \_\_\_\_\_

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

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

**MTO ACCEPTANCE:**

**Signatures of Authorized Ministry Personnel:**

Regional Director: \_\_\_\_\_

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

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

**FORM 7B: WORK ITEM QUOTE FORM – ELECTRICAL/TRAFFIC**

Assignment #: insert number

**OFFER**

The successful Service Provider hereby offers to complete assignment no. insert number, charging the Ministry only for the following at the rates specified in Form 1 of the Quotation:

**Time or Activity**

Quantity	Rate	Total	Activity
hrs	\$ /hour	\$	For Project Manager
hrs	\$ /hour	\$	For a Traffic Engineer
hrs	\$ /hour	\$	For an Electrical Designer
hrs	\$ /hour	\$	For an Electrical Quality Control

Activity \_\_\_\_\_ activity @ \$\_\_\_\_\_per activity \$\_\_\_\_\_

TOTAL \$\_\_\_\_\_

I/We hereby certify that \_\_\_\_\_, at the time of submitting this quote have  
(name of company)

no conflict of interest in the performance of this assignment.

**I HAVE AUTHORITY TO BIND THE SERVICE PROVIDER:**

Name of Authorized Signing Officer: \_\_\_\_\_

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

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

**MTO ACCEPTANCE:**

**Signatures of Authorized Ministry Personnel:**

Regional Director: \_\_\_\_\_

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

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