


CONTRACTOR'S INFRACTION REPORT

Ontario 	<u>Number</u>	CONTRACTOR'S INFRACTION REPORT	<u>Area name</u>
<u>Record ID</u>			
<u>Contract No.</u>	<u>Number</u>	<u>Highway No.</u>	<u>Number</u>
<u>Location</u>	<u>Contract name/description</u>		
<u>Contractor</u>	<u>Contractor name</u>		
<u>Report Date</u>	<u>Ministry</u> <u>Date</u> of <u>Transportation</u> <u>report</u>		

CONTRACTOR: _____ CONTRACT NO.: _____

REGION: _____ HWY NO: _____ LOCATION: _____

INSTRUCTIONS

TO REGION THE MINISTRY:

1. Complete the form by marking "X" in the applicable boxes.
2. Provide supporting evidence of the infraction, in the form of a chronological summary as an attachment.
3. The following should be addressed to support the Contractor's Infraction Report:
 - Description of subject activity of the Contractor, date Date, and location Location.
 - What is the Which contract clause(s) is violated?
 - When did the Contractor violate the clause(s)?
 - Explanation of how the subject activity is contrary to the contract requirements.
 - What action did the ministry ministry take (e.g., verbal and/or written warnings, Warning of Infraction)? List of previous verbal warnings or/and written warnings and to whom it was it given and Warning of Infraction (attach copies as applicable).
 - Photographs with descriptions, if available
 - Explanation of any corrective action taken by the Contractor to modify their operations, as applicable.

- Cost description of [the](#) impact of subject conduct, if applicable and if known.
 - State and attach copies of Contractor written responses to prior notices, if applicable.
 - Statement of whether the matter constituted a reportable event to any corresponding ministry (i.e., labour, health, environmental etc.), federal agency (i.e., fisheries, etc.), Conservation Authorities, or other governing/regulating authorities (attach a copy of the incident report from the governing/regulatory authority, if applicable).
 - State if the subject of the Contractor’s Infraction Report (Infraction Report) is also the subject of a pre-existing claim; if yes, state the status of the claim.
4. All supporting evidence must be made available to the Contractor upon issuing the infraction.
 5. Hold [a](#) meeting with Contractor to present Infraction Report.
 6. [Upload the Infraction Report onto Contract Management System \(CMS\)](#)
 7. Send [a](#) copy of ~~infraction report~~[the Infraction Report](#) electronically to the Secretary, Qualification Committee at qualificationcommittee@ontario.ca, qualificationcommittee@ontario.ca, together with the minutes of the meeting to present the Infraction Report.

TO THE CONTRACTOR:

The Qualification Committee will assess this Infraction Report. Any response or comments are to be sent to the Secretary, Qualification Committee at qualificationcommittee@ontario.ca qualificationcommittee@ontario.ca within 15 business days of the receipt of this Infraction Report, with a copy to the Manager in the applicable Office Manager.

TYPE OF INFRACTION:

- (A) Failure to abide by the tendering requirements. _____
- _____ (B) _____
- ~~(B) Tender declarations that are incomplete, inaccurate, or are not adhered to.~~ _____
- (C) Offering inducements to Contract Administration staff. _____
- _____
- (D) Failure to meet the warranty requirements of the contract. _____
- _____
- (E) ~~Willful~~[Willful](#) disregard of written instruction to correct/adjust work or work practices. _____
- _____
- (F) Serious defects in quality of work. _____

- (G) Failure to adhere to the General Conditions of Contract.
- (H) Severe contract breaches, including contract default
- (I) Failure to adhere to the specifications, special provisions, or any contract specific clause.
- (J) Failure to complete the contract in a timely manner.
- (K) Failure to follow [the](#) direction given by the Contract Administrator or [ministry](#).
[the](#) ministry
- (L) Other circumstances which may lead to a deteriorated working relationship.
- (M) [Action or inaction that causes a serious, reportable event](#) including any corresponding ministry (i.e., labour, health, environmental etc.), federal agency (i.e., fisheries, etc.), Conservation Authorities, or other governing/regulating authorities (attach a copy of the incident report from the governing/regulatory authority, if applicable).
- (N) [Fraud, Collusion, Conflict of Interest, Deceit or Falsifying Documents](#)
- (O) [Safety – Worker Safety or Public Safety](#)
- (P) [Conduct that conflicts with the role of Agent or Representative of the Ministry of Transportation](#)

Specify: _____

Prepared by: _____ Title: _____ Date: _____

Office Manager: _____ Date: _____

Date Presented to [the](#) Contractor: _____