



119 Van Order Drive, Kingston, ON K7M 1B9 🏠 Fax (613) 546-9375 🏠 Phone (613) 546-5591 www.kfhc.ca

REQUEST FOR PROPOSAL

2023 - 01

WATER TESTING, MONITORING & REPORTING

Please submit ONE (1) complete copy of each proposal using the attached forms in a sealed envelope or received electronically stating the above proposal number and closing date:

Kingston & Frontenac Housing Corporation
119 Van Order Drive
Kingston, Ontario K7M 1B9
svanderschoor@kfhc.ca

Site Review Meeting: 2:00 p.m. Friday, December 2nd, 2022
2075 Battersea Road, Glenburnie

Closing Date: 11:00:00 a.m. Thursday, December 15th, 2022
119 Van Order Drive, Kingston

Contact: Scott N. VanderSchoor
Director of Assets & Development
613-546-5591 ext. 1560
svanderschoor@kfhc.ca

TABLE OF CONTENTS

SECTION A – THE PROJECT AND PROPOSALS

Introduction	Page 4
Term of the Project.....	Page 4
RFP Schedule	Page 4
Project Authority and Involvement.....	Page 5
Project Partners and Stakeholders.....	Page 5
Inquiries.....	Page 5
Proposal Content	Page 6
Evaluation of Proposals.....	Page 6
Submission of Proposals.....	Page 7

SECTION B – PROJECT REQUIREMENTS

Introduction	Page 8
Project Costs.....	Page 8
Background of the Project.....	Page 8
Available KFHC Resources.....	Page 9
Scope of Work.....	Page 9
Objectives	Page 10
Assumptions.....	Page 10
Resources Requirements.....	Page 11
Milestones and Results	Page 11
Interim and Final Reporting	Page 11
Formal Contract	Page 11

SECTION C – GENERAL TERMS AND CONDITIONS

Improper Delivery	Page 12
Signing Requirements	Page 12
Applicable Law	Page 12
Corporation not liable for RFP Costs.....	Page 12
Required Warranties	Page 12
No Obligation to Contract.....	Page 13
Contract Payments.....	Page 14
Limitation of Liability	Page 14
Dispute	Page 14
No Assignment.....	Page 14
Fit for Use.....	Page 14
No Implied Waiver.....	Page 14
Governing Law	Page 14
Force Majeur	Page 14
Deemed Satisfaction as to Submission	Page 15
Default under Project.....	Page 15
Title and IP Right to the Work	Page 15

Insurance	Page 15
Enforcement.....	Page 15

SECTION D – FORM OF IRREVOCABLE OFFER	Page 16
--	----------------

APPENDIX A

Required Proposal Responses (one page)	Page 17
--	---------

APPENDIX B

Work Performance Reference (one page)	Page 18
---------------------------------------	---------

APPENDIX C

Water System Conceptual Diagram (one page)	Page 19
--	---------

APPENDIX D

Estimated Consumables for One Year (one page)	Page 20
---	---------

APPENDIX E

Annual Well Water Report 2021 (six pages)	Page 21
---	---------

A. THE PROJECTS AND PROPOSALS

1.0 INTRODUCTION

Kingston & Frontenac Housing Corporation (KFHC) invites Proposals from vendors interested in the testing, monitoring, and reporting on the water conditions for Country Pines at 2075 Battersea Road, Glenburnie. As affected by the *Safe Drinking Water Act, 2002*, the Proposal must meet all Provincial legislative requirements relating to the water system at the above address. The proposal should also include the general maintenance of the water system.

2.0 TERM OF THE PROJECT

It is planned that the term of the contract will commence on January 1, 2023 for a term of twelve (12) months, with the option to renew for two (2) additional one (1) year terms pending the approval of both parties. The awarding of the contract will be subject to final contract negotiations.

3.0 RFP SCHEDULE

No officer, agent or employee of Kingston & Frontenac Housing Corporation, is authorized to alter orally any portion of these documents. Any alterations required will be issued to all Proponents as written addenda. Addenda shall be considered as an integral part of the contract documents. The Proponent shall list in the proposal document all the addenda that were considered when the proposal was prepared. Although every effort will be made to ensure that the proponents receive all the addenda, it is the responsibility of the proponent to ensure all addenda issued have been received.

RFP Sent Out	November 25, 2022
Site Review	2:00 p.m. December 2, 2022
Deadline for Submitting Questions	3:00 p.m. December 9, 2022
Deadline for Responding to Questions	3:00 p.m. December 13, 2022
RFP Closes	11:00:00 a.m. December 15, 2022
Final Selection	week of December 19, 2022

Note: Dates are subject to change at the sole discretion of Kingston & Frontenac Housing Corporation

4.0 PROJECT AUTHORITY AND INVOLVEMENT

The **Director of Assets & Development** will review and evaluate all responses to this RFP. The Director of Assets & Development will make a recommendation to the Public Tender Committee of KFHC.

A **Public Tender Committee** will evaluate responses. The Evaluation Committee is comprised of key departmental representatives from Kingston & Frontenac Housing Corporation.

All inquiries regarding this Request for Proposal must be directed as specified in point 6.0 of this Section.

5.0 PROJECT PARTNERS AND STAKEHOLDERS

The water facilities subject to the *Safe Drinking Water Act, 2002* as well as all applicable updates and amendments, and are located at Country Pines, 2075 Battersea Road, Glenburnie owned by KFHC.

6.0 INQUIRIES

All inquiries regarding this Request for Proposal must be directed as specified. Any clarification of this document or request for additional information must be received by 3:00 p.m., December 9, 2022 in writing by email to:

Scott VanderSchoor
Director of Assets & Development
Kingston & Frontenac Housing Corporation
svanderschoor@kfhc.ca
613-546-5591 ext. 1560

Correspondence can be directed to:

Lori Kidd Velkova
Asset & Project Management Assistant
Kingston & Frontenac Housing Corporation
lvelkova@kfhc.ca
613-546-5591 ext. 1563

7.0 PROPOSAL CONTENT

The work required for the project would include but may not necessarily be limited to the provision of water testing, monitoring, and reporting on the water systems at Country Pines in Glenburnie. Refer to the criterion set out in Appendix A. The main body of the submitted proposal should not exceed 10 pages and must include:

- A brief description of the proponent firm including background and experiences.
- An outline of the personnel that will be assigned to the project work with a brief description of their background and experience.
- A detailed description of the work package and the proponents approach and methodology to carry out the project. The work package will clearly identify each item as outlined in Section B with particular focus on Section B, point 5.0. An outline of the person hours associated with each objective within Section B, point 5.0, must be included.
- A detailed breakdown of the costs for the different services being supplied i.e. cost for testing, cost for monitoring, cost for reporting and cost of regular maintenance.
- A schedule outlining meetings and other critical dates.
- Additional brief facts related to the proponent firm that are deemed relevant to the proposal.

8.0 EVALUATION OF PROPOSALS

The determination of which proponent will be awarded the contract shall be at the sole discretion of Kingston & Frontenac Housing Corporation, and Kingston & Frontenac Housing Corporation reserves the right to accept or to reject any or all submissions. Proponents will be considered for weighted scoring if they meet the **mandatory** criterion set out in Appendix A.

Proponents that meet the mandatory criterion will then be given a weighted scoring based on the following elements:

		Weight
1.	Company and Product Offering	
	- Direct company and principal staff experience with services	15%
	- Compliance with Functional Specifications based on experience elsewhere	15%
	- Appropriate reference information gathered from customer that the vendor has provided like services.	5%
2.	Solutions Approach	
	Quality of overall approach, work methodology, identification of project constraints & opportunities.	15%
	Responsiveness to meet or exceed requirements.	15%
3.	Product and Consultative Services Cost	
	- Estimated Cost of the Product & Consultative services with details as to the method and basis of compensation including a breakdown of the expected cost including all fees and other charges.	35%

9.0 SUBMISSION OF PROPOSALS

One (1) copy of the Proposal Response and Irrevocable Offer (Section D) is required. Proposal responses should be submitted in a straightforward, clear and concise format. Proposal responses shall not exceed ten (10) typed pages excluding corporate literature and addendums.

Proposals in sealed envelopes or sent electronically, clearly marked, will be received no later than 11:00:00 a.m. Local Time, Thursday, December 15, 2022 and shall be addressed to Kingston & Frontenac Housing Corporation, 119 Van Order Drive, Kingston, Ontario, K7M 1B9, Attn: Scott VanderSchoor, Director of Assets & Development, "**Request for Proposal, Water Testing, Monitoring & Reporting**".

Proposals to receive consideration must be received prior to the specified time of closing. Electronic, telegraphic, telephone or facsimile proposals will not be accepted.

Proponents responding to the RFP do so **AT THEIR OWN RISK**. No cost for preparing this request for proposal or receiving of information will be incurred by Kingston & Frontenac Housing Corporation.

B. PROJECT REQUIREMENTS

1.0 INTRODUCTION

The purpose of this RFP is to obtain proposals from suppliers as to their ability and qualification to provide the services related to water testing, monitoring, and reporting as per *the Safe Drinking Water Act, 2002* as well as all applicable updates and amendments. The proposal should also include the general maintenance of the water systems.

2.0 PROJECT COSTS

The total price for supply of services must be plainly identified.
Final selection will be subject to Public Tender Committee approval.

3.0 BACKGROUND OF THE PROJECT – 2075 Battersea Road, Glenburnie

Country Pines Apartments located at 2075 Battersea Road, has forty-eight (48) one-bedroom units, and twelve (12) two-bedroom units. It is a three-story building and is considered a seniors building. Estimated volume of water used in a day is 21,000 liters. The type of treatment used is chlorination with subsequent treatment being water softening and reverse osmosis. Source of water is from a drilled well on site. Under Reg. 170/03, the facilities are not considered “Designated Facilities”. The system is classified as non-Municipal year-round residential. The water is not taken from another facility covered under the safe Drinking Water Act. The contractor would be required to provide their own testing equipment. There is a data logger in place however it is the property of the current contractor.

Equipment on site:

- 1 Submersible well pump
- Chlorine injection
- Large cistern tank
- High lift pumps
- Pressure tanks
- Softeners
- RO prefilters
- RO membranes
- RO storage tank
- RO high lift pump

3.1 The Ontario government has enacted a new drinking water regulation under the *Safe Drinking Water Act, 2002* to replace the *Drinking Water Protection Regulation for Larger Waterworks* (O.Reg.459/00) and the *Drinking Water Protection Regulation for Smaller Waterworks Serving Designated Facilities* (O.Reg.505/01).

4.0 AVAILABLE KFHC RESOURCES

Kingston & Frontenac Housing Corporation agree to provide available information and supply the following services:

Make available for viewing and possible copying all appropriate information and documentation relevant to the project. Kingston & Frontenac Housing Corporation will have the sole discretion in determining which information is appropriate to be copied and given to the firm. The firm is responsible for verifying the accuracy of all information provided by Kingston & Frontenac Housing Corporation.

Make available within reasonable time frames and with reasonable notice, staff required for interviews to collect information.

Arrange meetings to undertake necessary consultations including booking facilities and participants, and providing necessary materials in support of such consultations.

5.0 SCOPE OF WORK

It is mandatory that all current required testing and sampling standards as appropriate be maintained in accordance with all current standards at a minimum, as well as making adjustments during the contract as appropriate. This will need to be confirmed within the submitted Proposal.

The minimum acceptable standards have been relaxed in some areas however Country Pines wish to maintain the former standards even if they exceed the minimum allowable levels of maintenance in some areas. As such, the following service and sampling frequency is to be maintained:

1. Daily monitoring of the free chlorine residual using the SCADA system (property of the current water monitoring company, and not owned by KFHC. The successful proponent will need to supply this equipment) with an operator inspecting the data at least every 72 hours.
2. Weekly on-site operations check of all the equipment.
3. Weekly treated water bacteria sampling. This exceeds requirements but required by KFHC.
4. Monthly raw water bacteria sampling.
5. Quarterly sampling for nitrate/nitrite and for trihalomethanes.
6. Lead sampling as per reduced frequency

7. Organic and inorganic sampling every five years (next for both in March 2027).
8. Sampling for sodium (next in March 2027) and fluoride (next in Sept 2023) every five years.
9. Adverse response changes will apply.

6.0 OBJECTIVES

The objective of this project is to ensure compliance with the *Safe Drinking Water Act, 2002* all current applicable regulations and amendments, including but not limited to Reg. 170 amendment concerning the testing of lead, while reducing costs to taxpayers.

This includes the testing, monitoring and reporting on the water at Country Pines in Glenburnie. The proposal should include the supply of consumables and general maintenance of the water systems as separate costs. The proposal should include 24-hour alarm response and the associated costs. The proposal should include repairs performed to the water systems beyond what would be considered general maintenance and the associated hourly costs.

These items are the preferred goals of the RFP. Failure to supply all items will not necessarily exclude the bidder from the selection process but the lack of certain items will be weighed against other submissions.

7.0 ASSUMPTIONS

The standards and requirements for this project are set out in the *Safe Drinking Water Act, 2002, and Regulation 170* including all revisions.

Any reference to prices in the RFP response and subsequent steps in the evaluation are to be exclusive of HST.

The successful Proponent of a proposal in response to this Request for Proposal shall be required to show WSIB coverage and compliance prior to the entering into a contract with Kingston & Frontenac Housing Corporation. KFHC also welcomes proposals structured as clusters of suppliers.

The price submitted is to be considered a maximum beyond which Kingston & Frontenac Housing Corporation will not pay.

Kingston & Frontenac Housing Corporation will administer the overall contract.

There will be a designated contact person for the day-to-day operational issues.

8.0 RESOURCE REQUIREMENTS

Submitters are required to detail the resources they will provide and require as part of their proposal. This includes the proponent's resources, third party consultants or sub-contractors, as well as Kingston & Frontenac Housing Corporation resource requirements.

9.0 MILESTONES AND RESULTS

The contract is expected to commence January 1, 2023 for a period of twelve (12) months, with the option to renew for two (2) additional twelve (12) month periods, if in agreement with both parties.

10.0 INTERIM AND FINAL REPORTING

All reporting required by legislation will be sent to all required bodies in accordance with the *safe Drinking Water Act, 2002*, and copied to Kingston & Frontenac Housing Corporation. Any other reporting will be determined during the Project Engagement Meeting established at a future date and will be subject to change at the discretion of the Contract administrator.

11.0 FORMAL CONTRACT

If a preferred proponent is ultimately selected for service delivery, the proponent shall be prepared to enter into a contract in a form that is satisfactory to the Kingston & Frontenac Housing Corporation, that will allow the Kingston & Frontenac Housing Corporation the use of concepts, products, processes produced or resulting from the services rendered by the proponent in connection with the project or which are otherwise developed or first reduced to practice by the proponent in the performance of the services for this project. This proposal shall constitute part of the terms and conditions of the contract award.

C. GENERAL TERMS AND CONDITIONS

The following terms and conditions are deemed accepted by all submitters of proposals in response to this RFP:

1. **Improper Delivery.** Electronic, submissions in response to this RFP will be accepted. However, late submissions in response will not be accepted.
2. **Signing Requirements.** Submissions that are not signed will be rejected. Signing of submissions shall be in the form set out in Appendix A which shall be attached to the proposal. If the submitter of a proposal is an incorporated company, the proposal must be executed by the signing officer(s) of the company with the company seal placed beside the signature(s). If the submitter of a proposal is not an incorporated company, the submitter of a proposal should sign his or her own name in the presence of a witness who should sign beside the submitter of a proposal's name.
3. **Applicable Law.** This RFP, each submission, and the Project itself, are each subject to the provisions of all applicable law, including:
 - the *Municipal Freedom of Information and Privacy Act*, RSO 1990, c. M54,
 - the *Fairness is a Two-Way Street Act (Construction Labour Mobility)*, 1999, S.O. 1999, c. 4 and

In deciding to purchase goods or services through the procurement process for the use of itself, its employees or the public, the council of every municipality shall have regard to the accessibility for persons with disabilities to the goods or services.

4. **Corporations not liable for RFP costs.** Kingston & Frontenac Housing Corporation are not liable for any costs incurred by the submitter of a proposal in responding to this "Request for Proposal".
 5. **Required Warranties.** Each submitter of a proposal is deemed to expressly declare and warrant in the proposal that;
 - i. the prices in this Proposal have been arrived at independently from those of any other submitter of a proposal,
 - ii. the prices in this Proposal have not been knowingly disclosed by the submitter of a proposal, and will not knowingly be disclosed by the submitter of a proposal prior to award, directly or indirectly, to any other submitter of a proposal or competitor,
 - iii. no attempt has been made, nor will be made, to induce any other person to submit or not to submit a proposal for the purpose of restricting competition,
 - iv. this proposal is in all respects fair and without collusion or fraud.
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- v. there has been no violation of copyrights or patent rights in manufacturing, producing, or selling the materials and/or services shipped or ordered as a result of this proposal, and the seller agrees to hold the purchaser harmless from any and all liability, loss, expense, action or suit occasioned by any such violation.
 - vi. all materials and/or services proposed to be supplied to Kingston & Frontenac Housing Corporation conform in all respects to the standards set forth by Federal and Provincial agencies.
 - vii. The submitter of the proposal:
 - a. is competent to perform the work described in this RFP.
 - b. has the necessary qualifications, including knowledge, skill and experience to perform the work, together with the ability to use those qualifications effectively for that purpose;
 - c. shall supply everything necessary for the performance of the work;
 - d. shall carry out the work in a diligent and efficient manner;
 - e. ensure the work is of proper quality, material and workmanship; is in full conformity with the specifications; and meets all other requirements of this RFP and any subsequent contract.
- 6. No Obligation to Contract.** Submissions made in response to this Request for Proposals do not constitute the acceptance of a contract with Kingston & Frontenac Housing Corporation. Submissions constitute offers which KFHC may or may not accept on its sole discretion. Kingston & Frontenac Housing Corporation further reserves the right to accept or reject any or all proposals or parts of proposals or to accept any proposal considered in its best interest, and to request re-proposals on the required materials and/or services. KFHC also reserves the right to waive irregularities and technicalities and to do so in its sole discretion. Kingston & Frontenac Housing Corporation further reserves the right to award the contract on a split-order basis, lump-sum or individual-item basis, or such combination as shall best serve the interests of KFHC in the opinion of the KFHC. Each submission of a signed proposal is deemed an irrevocable offer which may be accepted, at the sole option of the Kingston & Frontenac Housing Corporation and after negotiation, only by entering into a formal contract upon such acceptance the terms, responsibilities, and specifications as required by Kingston & Frontenac Housing Corporation, including but not limited to, those set out herein.
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7. **Contract Payments.** Unless otherwise specified, should Kingston & Frontenac Housing Corporation enter into a contract relating to the Project, it will make payment of accounts within thirty (30) days of either the date on which the materials and/or services have been accepted to the satisfaction of KFHC, or the date on which the invoice is received, whichever is later.

Before tax totals, all applicable taxes and totals must be shown separately on all invoices.

No additional cost will be approved without written confirmation prior to performing the Work.

8. **Limitation of Liability.** Unless otherwise agreed, should Kingston & Frontenac Housing Corporation enter into a contract relating to the Project, the other contracting party shall agree to hold KFHC harmless from any and all liability, claim, loss, expense, action or suit arising from the Project.
9. **Dispute.** In cases of dispute as to whether or not deliverables meet the requirements of Kingston & Frontenac Housing Corporation, the decision of such agent as Kingston & Frontenac Housing Corporation may appoint will be final and binding.
10. **No Assignment.** Unless otherwise agreed, should Kingston & Frontenac Housing Corporation enter into a contract relating to the Project, the other contracting party shall not, without the written consent of KFHC, assign or subcontract any aspect of the Project or the deliverables.
11. **Fit for Use.** All things supplied under the Project shall be fit for the use specified in the governing documents whether or not detailed specifications on the various components are not set out in the documents.
12. **No Implied Waiver.** The failure of either party at any time to require performance by the other party of any provision hereof shall in no way affect his right thereafter to otherwise enforce such provision or to seek damages for the breach thereof.
13. **Governing Law.** All submitters of proposals, including those outside the Province of Ontario, agree that the rights of all parties shall be governed by the laws of the province and that the venue for dispute shall be within the Province of Ontario.
14. **Force Majeur.** Neither party shall be held responsible for any remedy arising from delay or failure to perform obligations under this RFP or the Project when such delay or failure is due to fires, strikes, floods, acts of God or the Queen's enemies, lawful acts of public authorities, or delays or defaults caused by common carriers, which cannot reasonably be foreseen or provided against.
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15. **Deemed Satisfaction as to Submission.** The submission of a proposal shall be deemed conclusive proof that the submitter of a proposal has satisfied itself as to all the requirements set out in the RFP, all the conditions which may be encountered, what materials and/or services he/she will be required to supply, or any other matter which may enter into the carrying out the Project. No claims will be entertained by Kingston & Frontenac Housing Corporation based on the assertion by the submitter of a proposal that it was uninformed as to any of the requirements of the quotation.
 16. **Default under Project.** In case of a default of performance of the Project, Kingston & Frontenac Housing Corporation reserves the right to transfer either or both Projects to another source. All additional expenses arising from such transfer will be charged to the original submitter of a proposal or contractor and due forthwith.
 17. **Title and IP Right to the Work.** Title and intellectual property interest ["IP"] to the work described in this RFP and any part thereof vests in KFHC upon delivery and acceptance thereof by or on behalf of KFHC. The risk of loss or damage to the work or part thereof so vested shall remain with the successful proponent Contractor until its delivery of the work in full. Any vesting of title or IP shall not constitute acceptance by KFHC of the work and shall not relieve the successful proponent of its obligation to perform the work. The successful proponent shall indemnify and save harmless the KFHC and its employees and agents against any claim, action, suit or other proceeding for any payment or enforcement of any right or remedy that results from or is alleged to result from the creation of or provision of the work or the use or disposal of anything furnished in relation to the work.
 18. **Insurance.** Any selected proponent shall be required to take out sufficient Commercial General Liability Insurance, in the amount of no less than five million dollars (\$5,000,000.00), to cover all risks. WSIB coverage shall be provided as required by law. Additional insurance may also be required depending on the nature of proposals submitted. Policies shall be in a form satisfactory to KFHC and shall be kept in full force during the complete period with proof of which provided to the KFHC on demand. Kingston & Frontenac Housing Corporation shall be named as an additional Insured on the policy, and any successful proponent shall provide evidence of all insurance coverage required before the KFHC shall enter into a contract in relation to this RFP. Any successful proponent shall provide proof of WSIB coverage before the KFHC shall enter into a contract in relation to this RFP.
 19. **Enforcement.** Any successful proponent will have to enter into a legally binding agreement with Kingston & Frontenac Housing Corporation. Where any breach of the terms of that agreement should occur, KFHC shall review all legal remedies available to it and use any appropriate remedies to protect the interests of the KFHC including lawsuit or application before the appropriate court or tribunal. All submitters of proposals in response to this RFP hereby acknowledge and to turn over to the jurisdiction of the choice of the KFHC in any such legal process.
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D. FORM OF IRREVOCABLE OFFER

I hereby offer to provide the requirements under this RFP to Kingston & Frontenac Housing Corporation according to the terms set out in this proposal as well as in the RFP including the requirement for and acceptance by a formal contract acceptable to Kingston & Frontenac Housing Corporation. I also agree that this irrevocable offer shall be open to acceptance by the Corporation for a period of one hundred twenty (120) days from the closing date for the receipt of proposals.

WITNESS _____

SIGNED _____

OR

NAME _____

(Affix Company Seal if applicable)

TITLE _____

VENDOR NAME _____

ADDRESS _____

CITY, PROV. _____

POSTAL CODE _____

TELEPHONE _____

REQUIRED SUBMISSION RESPONSES

Company – Mandatory that all aspects are addressed within this section

1. Please confirm the year that your company was incorporated. If not incorporated, please identify the year in which business began.
2. Identify the qualifications of the individuals who will perform the services.
3. Identify relevant experience relating to this RFP.

Support – Mandatory that all aspects are addressed within this section

(Provide comments for clarification)

1. Indicate when live support is available.
2. Describe the on-site pro-active maintenance provided.
3. Describe the level of training, if any available to Kingston & Frontenac Housing Corporation staff.
4. Is 24 hours a day (24/7) incident support available?
5. Are all support calls and incidents tracked using an automated system where clients are provided with reference numbers and can readily obtain updates on the statuses of their calls/incidents?

Functionality – Mandatory that all aspects are addressed within this section

(Provide comments for clarification)

1. Identify the services that will be supplied.
2. Identify the timing of the services being supplied.
3. Identify the costs associated with each service being supplied.

WORK PERFORMANCE REFERENCE

NOTE:

- (1) Reference must be from persons or companies for whom you have performed work within the last twenty-four (24) months. Also reference must be for work of the same nature as that called for in the contract.
- (2) If you have performed work for Kingston & Frontenac Housing Corporation within the past forty-eight months please use them as one of your references. Failure to do so may be cause for disqualification.

1. Name: _____
Address: _____
Telephone: _____

2. Name: _____
Address: _____
Telephone: _____

3. BANK REFERENCE
Name of Branch: _____
Address: _____
Telephone: _____

FIRM: _____

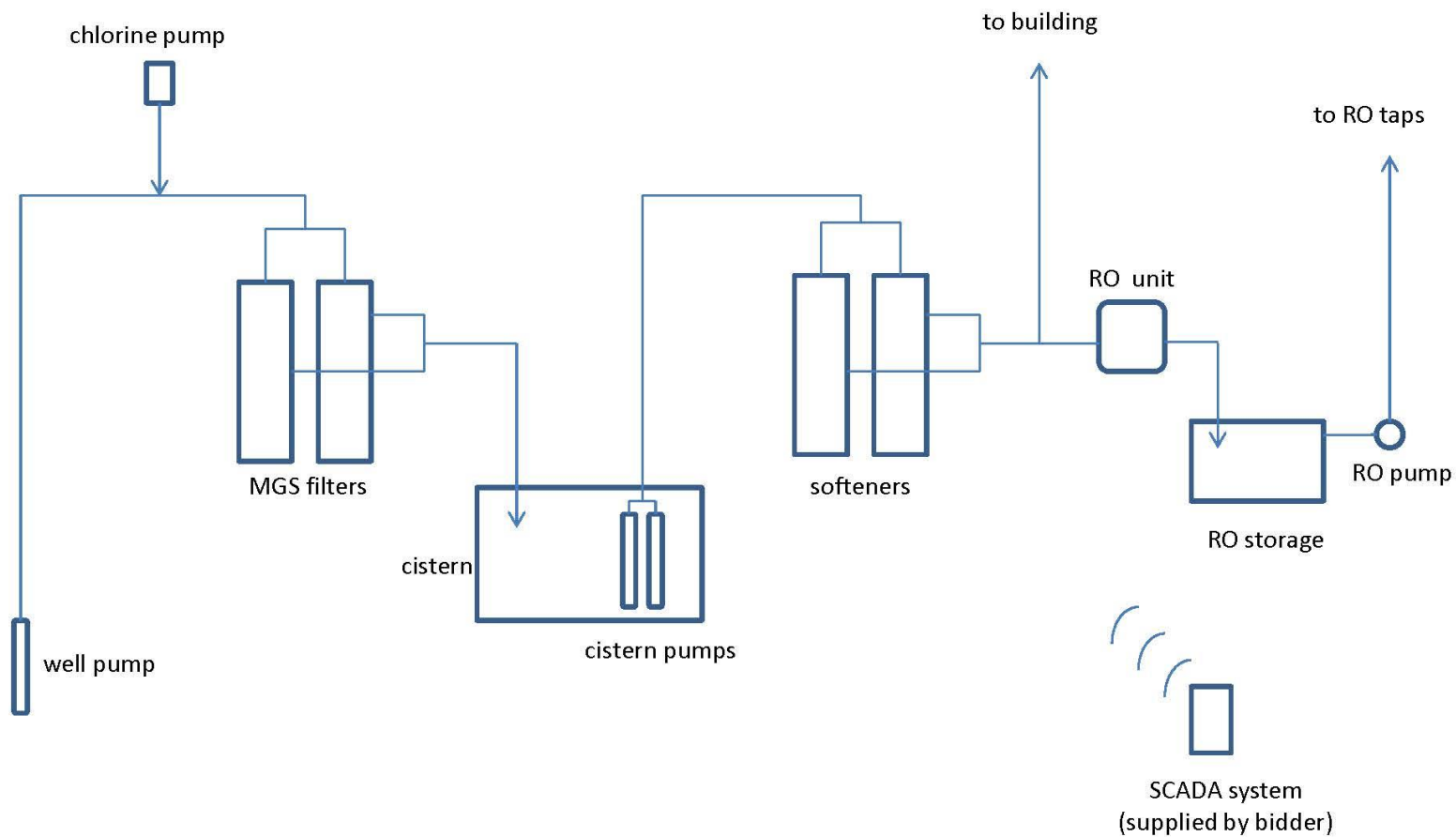
ADDRESS: _____

TELEPHONE: _____

Date

Signature

Country Pines Water System Conceptual Diagram



Estimated Consumables for One Year

2075 Battersea Road, Glenburnie

Softener salt, 20 kg bags =	400 per year
NSF grade 6% sodium hypochlorite, 20 L carboys =	40 carboys
Bottle of 50 DPD strips =	2 per year
#1 Stenner replacement tube =	1 per year
RO Prefilters =	12 per year
RO Membranes =	1 per year

Drinking-Water Systems Regulation O. Reg. 170/03

Part III Form 2

Section 11. ANNUAL REPORT.

Drinking-Water System Number:	260007530
Drinking-Water System Name:	Country Pines Apartments Well Supply
Drinking-Water System Owner:	Town Homes Kingston Inc.
Drinking-Water System Category:	Non-Municipal Year Round Residential
Period being reported:	January 1, 2021 to December 31, 2021

<p><u>Complete if your Category is Large Municipal Residential or Small Municipal Residential</u></p> <p>Does your Drinking-Water System serve more than 10,000 people? Yes [] No [x]</p> <p>Is your annual report available to the public at no charge on a web site on the Internet? Yes [] No [x]</p> <p>Location where Summary Report required under O. Reg. 170/03 Schedule 22 will be available for inspection.</p> <div style="border: 1px solid black; padding: 5px; min-height: 100px;"> <p>At the site</p> </div>	<p><u>Complete for all other Categories.</u></p> <p>Number of Designated Facilities served:</p> <div style="border: 1px solid black; width: 100px; text-align: center; margin: 5px 0;">0</div> <p>Did you provide a copy of your annual report to all Designated Facilities you serve? Yes [] No []</p> <p>Number of Interested Authorities you report to:</p> <div style="border: 1px solid black; width: 100px; text-align: center; margin: 5px 0;">0</div> <p>Did you provide a copy of your annual report to all Interested Authorities you report to for each Designated Facility? Yes [] No []</p>
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Note: For the following tables below, additional rows or columns may be added or an appendix may be attached to the report

List all Drinking-Water Systems (if any), which receive all of their drinking water from your system:

Drinking Water System Name	Drinking Water System Number
None	

Did you provide a copy of your annual report to all Drinking-Water System owners that are connected to you and to whom you provide all of its drinking water?
Yes [] No []

Indicate how you notified system users that your annual report is available, and is free of charge.

- ☐ Public access/notice via the web
☐ Public access/notice via Government Office
☐ Public access/notice via a newspaper
☒ Public access/notice via Public Request
☐ Public access/notice via a Public Library
☐ Public access/notice via other method _____

Describe your Drinking-Water System

Water supply is from a 6 inch drilled well. Water is chlorinated as it enters the building and is directed to a 62,000 imperial gallon covered reservoir located under the building. Chlorination is flow proportional and controlled by a contacting (pulsing) flow meter. Water is pumped from the reservoir via dedicated high-lift pumps to a set of pressure tanks. A component of water from the pressure tanks is directed to a Prominent D1C Dulcometer chlorine analyzer and an ABB Instrumentation series 4670 automated turbidimeter. The Dulcometer and turbidimeter are connected to an SM 500 Videographic Recorder system for remote monitoring and control. Data is viewed on any internet enabled PC at a maximum interval of 72hrs. An audio alarm, triggered by low chlorine residual, is located in a room off the lobby of the building. Water from the pressure tanks is fed through duplex water softeners and delivered through the building's plumbing system. A separate line from the pressure system feeds a reverse osmosis (RO) system which stores water in 2 storage tanks. The RO water is delivered to each unit via a dedicated faucet in the kitchen of each apartment.

List all water treatment chemicals used over this reporting period

Sodium Hypochlorite 6%
 Sodium Chloride (Softener Salt)

Were any significant expenses incurred to?

- ☒ Install required equipment
☒ Repair required equipment
☒ Replace required equipment

Please provide a brief description and a breakdown of monetary expenses incurred

Installed Greensand Filter\$26,000.00
 Replaced old RO with 2400 gpd Vectamaxx RO System\$10,100.00

Drinking-Water Systems Regulation O. Reg. 170/03

Cistern Cleaning\$15,700.00

Rebed Softeners.....\$5,700.00

Provide details on the notices submitted in accordance with subsection 18(1) of the Safe Drinking-Water Act or section 16-4 of Schedule 16 of O.Reg.170/03 and reported to Spills Action Centre

Incident Date	Parameter	Result	Unit of Measure	Corrective Action	Corrective Action Date

Microbiological testing done under the Schedule 10, 11 or 12 of Regulation 170/03, during this reporting period.

	Number of Samples	Range of E.Coli Or Fecal Results (min #)-(max #)	Range of Total Coliform Results (min #)-(max #)	Number of HPC Samples	Range of HPC Results (min #)-(max #)
Raw	12	0 - 0	0 - 0	N/A	0 - 0
Treated					
Distribution	84	0 - 0	0 - 0	84	<10-1320

Operational testing done under Schedule 7, 8 or 9 of Regulation 170/03 during the period covered by this Annual Report.

	Number of Grab Samples	Range of Results (min #)-(max #)
Treated Turbidity	8760	0.16 – 0.55 NTU
Raw Turbidity	12	0.16 – 0.98
Chlorine	8760	0.14 – 1.65 mg/L
Fluoride (If the DWS provides fluoridation)		

***NOTE:** For continuous monitors use 8760 as the number of samples.*

***NOTE:** Record the unit of measure if it is **not** milligrams per litre.*

Summary of additional testing and sampling carried out in accordance with the requirement of an approval, order or other legal instrument.

Date of legal instrument issued	Parameter	Date Sampled	Result	Unit of Measure

Summary of Inorganic parameters tested during this reporting period or the most recent sample results

Parameter	Sample Date	Result Value	Unit of Measure	Exceedance
Antimony	14-Mar-17	<0.0001	mg/L	No
Arsenic	14-Mar-17	0.0026	mg/L	No
Barium	14-Mar-17	0.001	mg/L	No
Boron	14-Mar-17	0.677	mg/L	No
Cadmium	14-Mar-17	<0.00002	mg/L	No
Chromium	14-Mar-17	<0.002	mg/L	No
*Lead				
Mercury	14-Mar-17	<0.00002	mg/L	No
Selenium	14-Mar-17	<0.007	mg/L	No
Sodium	17-Mar-17	21.8	mg/L	Yes
Uranium	14-Mar-17	0.00042	mg/L	No
Fluoride	18-Dec-18	<0.1	mg/L	No
Nitrite	12-Nov-21	<0.1	mg/L	No
Nitrate	12-Nov-21	<0.1	mg/L	No

Summary of lead testing under Schedule 15.1 during this reporting period
(applicable to the following drinking water systems; large municipal residential systems, small municipal residential systems, and non-municipal year-round residential systems)

Location Type	Number of Samples	Range of Lead Results (min#) – (max #)	Unit of Measure	Number of Exceedances
Plumbing				
Distribution				

***LEAD REDUCTION**

Summary of Organic parameters sampled during this reporting period or the most recent sample results

Parameter	Sample Date	Result Value	Unit of Measure	Exceedance
Alachlor	14-Mar-17	<0.3	ug/l	No
Atrazine + N-dealkylated metabolites	14-Mar-17	<0.5	ug/l	No
Azinphos-methyl	14-Mar-17	<1	ug/l	No
Benzene	14-Mar-17	<0.5	ug/l	No
Benzo(a)pyrene	14-Mar-17	<0.005	ug/l	No
Bromoxynil	14-Mar-17	<0.3	ug/l	No
Carbaryl	14-Mar-17	<3	ug/l	No
Carbofuran	14-Mar-17	<1	ug/l	No
Carbon Tetrachloride	14-Mar-17	<0.2	ug/l	No

Drinking-Water Systems Regulation O. Reg. 170/03

Chlorpyrifos	14-Mar-17	<0.5	ug/l	No
Diazinon	14-Mar-17	<1	ug/l	No
Dicamba	14-Mar-17	<5	ug/l	No
1,2-Dichlorobenzene	14-Mar-17	<0.1	ug/l	No
1,4-Dichlorobenzene	14-Mar-17	<0.2	ug/l	No
1,2-Dichloroethane	14-Mar-17	<0.1	ug/l	No
1,1-Dichloroethene	14-Mar-17	<0.1	ug/l	No
Dichloromethane	14-Mar-17	<0.3	ug/l	No
2-4 Dichlorophenol	14-Mar-17	<0.1	ug/l	No
2,4-Dichlorophenoxy acetic acid (2,4-D)	14-Mar-17	<5	ug/l	No
Diclofop-methyl	14-Mar-17	<0.5	ug/l	No
Dimethoate	14-Mar-17	<1	ug/l	No
Diquat	14-Mar-17	<5	ug/l	No
Diuron	14-Mar-17	<5	ug/l	No
Glyphosate	14-Mar-17	<25	ug/l	No
Malathion	14-Mar-17	<5	ug/l	No
MCPA	14-Mar-17	<0.00012	mg/L	No
Metolachlor	14-Mar-17	<3	ug/l	No
Metribuzin	14-Mar-17	<3	ug/l	No
Monochlorobenzene	14-Mar-17	<0.2	ug/l	No
Paraquat	14-Mar-17	<1	ug/l	No
Pentachlorophenol	14-Mar-17	<0.1	ug/l	No
Phorate	14-Mar-17	<0.3	ug/l	No
Picloram	14-Mar-17	<5	ug/l	No
Polychlorinated Biphenyls(PCB)	14-Mar-17	<0.05	ug/l	No
Prometryne	14-Mar-17	<0.1	ug/l	No
Simazine	14-Mar-17	<0.5	ug/l	No
THM (NOTE: show latest annual average)	17-Nov-21	33.25	ug/l	No
Terbufos	14-Mar-17	<0.3	ug/l	No
Tetrachloroethylene	14-Mar-17	<0.2	ug/l	No
2,3,4,6-Tetrachlorophenol	14-Mar-17	<0.1	ug/l	No
Triallate	14-Mar-17	<10	ug/l	No
Trichloroethylene	14-Mar-17	<0.1	ug/l	No
2,4,6-Trichlorophenol	14-Mar-17	<0.1	ug/l	No
Trifluralin	14-Mar-17	<0.5	ug/l	No
Vinyl Chloride	14-Mar-17	<0.2	ug/l	No

Results of the most recent set of Total Haloacetic Acids samples taken during this reporting period.

Parameter	Sample Date	Result Value	Unit of Measurement	Exceedance
Total Haloacetic Acids	7-Nov-21	6.25	ug/L	No

List any Inorganic or Organic parameter(s) that exceeded half the standard prescribed in Schedule 2 of Ontario Drinking Water Quality Standards.

Drinking-Water Systems Regulation O. Reg. 170/03

Parameter	Result Value	Unit of Measure	Date of Sample
Sodium	21.8	mg/L	17-Mar-17

(Only if DWS category is large municipal residential, small municipal residential, large municipal non residential, non municipal year round residential, large non municipal non residential)