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## **REQUEST FOR PROPOSAL**

**RFP 26-002**

**BUILDING CONDITION ASSESSMENT, PREVENTATIVE MAINTENANCE PLAN, CAPITAL PLAN,  
RESERVE FUND FORECAST AND FACILITY CONDITION INDEX  
FOR  
KINGSTON & FRONTENAC HOUSING CORPORATION**

Please submit One (1) complete copy of your proposal **online through Biddingo** using the attached forms quoting above proposal number and closing date and forward before 11:00:00 a.m. local time, **Thursday, June 25, 2026** to:

Kingston & Frontenac Housing Corporation  
119 Van Order Drive  
Kingston, ON K7M 1B9

**CLOSING DATE: ONLINE THROUGH BIDDINGO**  
Thursday, June 25, 2026, 11:00:00 a.m. Local Time

Proposals must be received before the above-mentioned time and date, and in accordance with the attached RFP forms, Specifications, Instructions to Vendors, and Standard Terms and Conditions.

**CONTACT:**

Scott VanderSchoor  
Director of Assets & Development  
Phone: 613-546-5591 ext. 1560  
Email: [svanderschoor@kfhc.ca](mailto:svanderschoor@kfhc.ca)

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# BCA, Preventative Maintenance Plan, Capital Plan, FCI and Reserve Fund Forecast Request for Proposal (RFP)

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## 1 Call for Bids

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Kingston & Frontenac Housing Corporation (KFHC) is inviting bids from qualified consultants for a capital plan of all its properties, including a Reserve Fund Forecast, Preventative Maintenance Plan, Building Condition Assessment and FCI analysis of the entire KFHC portfolio, input new data from this BCA into the AssetPlanner, and verify current data in the AssetPlanner database. The detailed Scope of Work is set out in this document.

## 2 The Properties

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KFHC is a rental property owner for 1,651 units located in Kingston, Ontario.

*Note:* A detailed description of the property/properties to be included in the work is included in Appendix A - Description of Properties to be Reviewed.

## 3 Compliance with Applicable Laws

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The selected consultant must comply with and perform all applicable obligations of all applicable laws of Ontario and Canada including the Ontario Occupational Health and Safety Act, the Ontario Workplace Safety and Insurance Act and other applicable labour laws, the Ontario Human Rights Code, the Pay Equity Act.

## 4 Kingston & Frontenac Housing Corporation Representative

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KFHC has appointed a representative who is the sole contact for the consultant selection process. All questions and requests for information by potential bidders during the preparation of their bid must be directed to the KFHC Representative in writing. No other person is authorized to give information.

KFHC's Representative who will be the principal liaison to the consultant during this assignment is Scott VanderSchoor, Director of Assets & Development.

## 5 Asset management software update

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- The KFHC's primary asset management tool is AssetPlanner, a web-based asset management software from Ameresco. AssetPlanner categorizes building and site components according to Unifomat II.
- The audits in AssetPlanner/AuditPlanner are set-up according to the facility level, with one lead assessor per site visit.
- The consultant is required to validate, adjust, and improve and/or add new data, including but not limited to, costs, capital needs, components, descriptions, condition, lifecycles/frequency, work needed and priority questions information in AssetPlanner and any other sources, e.g. Capital Reserve Fund Forecast, so that information reflects current site conditions and captures all components across the life of the site.
- The consultant will use the AuditPlanner mobile application to complete the on-site inspections. AuditPlanner is a free application for Apple and Android devices that allows auditors to download existing data, update that data and/or add new data, and take photographs of the facility and its components while on site. A Wi-Fi or mobile data connection is used to upload the information directly into the AssetPlanner web portal.
  - Consultant must attend required training on AuditPlanner application.
  - The audits in AssetPlanner/AuditPlanner are set-up according to the facility level, with one lead assessor per site visit.

- Updating process: the consultant installs AuditPlanner on mobile phone or tablet. The data for the facility being audited is downloaded to the device. When on site, the auditor reviews and adjusts the data during the inspection using AuditPlanner and takes necessary photos with the device directly in the application. The auditor uses a mobile data or Wi-Fi connection to upload the data back into the AssetPlanner web portal, makes necessary adjustments or improvements to the data, validates the data, and then submits the data as an audit for review to KFHC.
- If you're emailing for help with AssetPlanner, please contact [assetplanner@hscorp.ca](mailto:assetplanner@hscorp.ca) to receive a prompt reply.

## **6 Scope of Work: Building Condition Assessment (BCA)**

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The consultant shall conduct a review of the properties in order to assess the current condition of capital items and to identify the year and ongoing cycle of their replacement. The review will include the need for repair and rehabilitation of the building's systems and components. The consultant team will also create a second report for a Preventative Maintenance Plan for the major building systems. The final reports to KFHC will provide recommendations for a capital plan that combines traditional capital replacement and repair recommendations and cost estimates (both capital and operational).

The recommended capital plan will be used to forecast the capital reserves, in place and required, as listed in Section 11.1 Generating the Reserve Fund Forecast.

## **7 Assessment of Property**

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The consultant's assessment of the property will include a review of the following documents and information, if available.

- All architectural, structural and mechanical and electrical drawings and specifications (PDF's are available for use and review).
- All existing warranties, guarantees and service contracts.
- Existing AssetPlanner database.
- Information on replacement cycles for appliances, flooring and other in-unit items.
- Records of capital repairs or replacements.
- Maintenance and inspections records and schedules.
- Records of capital items added since original construction.
- Any previous building studies and technical reports such as BCA or energy audit or assessments.
- Any compliance orders.
- Any current contractors' quotations for capital repairs or replacements.
- Records of any planned capital repairs or replacement.
- Any other information on known property problems.
- Utility expense reports and/or bills if needed.
- Environmental audits concerning designated substances.

A pre-audit/assessment consultation would deal with these types of considerations at the beginning of the process and manage expectations from the outset. The consultant must meet with KFHC for a pre-audit/assessment consultation. This meeting allows the consultant to outline to KFHC the audit process and lets KFHC give the consultant further instructions on the consultant's approach to the audit.

For example, KFHC might expect that certain things are included in the audit/assessment, such as recommendations for extending the life cycle of building components, possible renewable energy measures (solar panels, PV panels systems, etc.) and whether the buildings could support such measures.

## 7.1 Visual Examination

The consultant must carry out a visual examination of the property's capital items. The Sample List of AssetPlanner Categories, included in Appendix B, can be used as an initial point of reference. The consultant and KFHC will jointly plan the site visits and other field work to efficiently meet the deliverables, including identifying the necessary work to complete the building condition assessment to industry standards. However, the consultant is responsible for creating a comprehensive inventory, appropriate for the property, of all the capital items, as-built and as-installed. The consultant should use the major categories in Appendix B to organize the inventory of capital items.

A review of the capital items on a sample basis is enough, provided all categories of capital items are looked at and the sample size is large enough to give reasonable assurance of the validity of the observations. The consultant is required to examine a minimum of 10% of the interior of the unit of the total number of each type of housing unit. The specific units to be examined will be selected by the consultant and KFHC jointly.

- Digital photographs shall be taken to document the conditions observed during the survey and to highlight deficiencies.
- Elevator inspections must be carried out by a registered elevator inspection contractor.
- The consultant shall prepare a visit survey for tenants.

## 7.2 Arranging for Entry

KFHC is responsible for giving all notices necessary to arrange for entry to specific units. At least one week in advance of any entry, the consultant and KFHC Representative must develop a schedule to allow time to give the adequate notice to affected tenants.

## 7.3 Handling Non-Compliance

Where, during inspection, the consultant finds evidence of non-compliance with current applicable laws and regulations such as the Ontario Building Code, Ontario Occupational Health and Safety Act and fire and safety legislation, the consultant will include this information in the Building Condition Assessment. The consultant, however, is not required to carry out a code compliance review.

## 8 Recommended Building Condition and Energy Improvements

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The recommendations for improvements within each system identifying energy savings and opportunities will include, but not be limited to, the following considerations.

- Identify equipment that should be replaced because it is at the *end of its service life* or there is a legislative requirement to do so. Use a type and size of equipment/system that best meets current energy- and water-efficiency standards as well as other considerations and identify incremental costs between replacing mid-efficiency vs. high-efficiency equipment to maximize energy efficiency options.
- Identify equipment recommended for replacement due to potential energy savings although the components have not reached the end of their service life. Include a cost benefit analysis including an energy savings analysis.
- Identify and explain recommended measures that involve multiple systems resulting in greater overall efficiencies, energy and cost savings as well as resident comfort. Indicate the year(s) that these combined projects appear in the recommended 30-year replacement plan.
- Include in the reporting package an explanation of any assumptions and methodology that KFHC will need to know to assess the recommendations.

### 9.1 Contents of BCA and Preventive Maintenance Plan

The report package to be submitted to KFHC must include all the following.

- Table of contents, including a list of appendices and supporting materials.
- A description of the review undertaken, including its scope, the methodology used, the assumptions made, and the definitions of terms and standards used.
- An executive summary of major findings and recommendations for each category of capital item:
  - overview of existing equipment/systems (including photos where applicable),
  - analysis of available options (where applicable),
  - recommended measures (with justification).
- A Preventative Maintenance Plan for all major equipment using manufacturers recommendations and indicating the following:
  - equipment name, equipment location, building location, building name,
  - manufacture's name, model & serial number,
  - their physical condition,
  - their actual or estimated age, installation date,
  - their service life,
  - when they will next need major repair or replacement (estimated remaining life), and
  - estimated cost of replacement in current dollars.
- A ranking of the replacement priority.
- A storage medium designated by KFHC containing all documents, reports, and the digital photographs taken to document the conditions and deficiencies observed during the survey.
- A 30-year capital replacement plan in Unifomat Code complete with budget cycles and annual projections. The final report should include expenditures by building, by year, and a summary of projects for each year. The plan will include a list of all items to be replaced, the number of each item, the time to the next replacement of each item, the cycle of replacement after that for a 30-year period following the date of the study and the estimated cost of replacement in current dollars. Summary and roll-up sections will be included as directed by KFHC.
- A prioritized remedial work plan that includes:
  - life/health and safety,
  - building code compliance,
  - structural,
  - component failure, and
  - the portion of the report and spreadsheet showing individual items and total estimated costs of replacement (in current dollars) to be provided in two different scenarios as follows: Capital Replacement Program or Capital Replacement and Energy Program, identifying potential incentives/grants to offset potential capital costs.
- A complete Facility Condition Index (FCI), in accordance with Section 11.5 Process for Work on Facilities Condition Index (FCI).

### 9.2 Format of BCA and the Preventive Maintenance Plan

The consultant will give the Housing Provider the following.

- One (1) hard copy and one electronic copy of the reporting package outlined above, including the results of the Building Condition Assessment.
- One (1) hard copy and one electronic copy of the Preventative Maintenance Plan for all major equipment.

- One (1) electronic copy of all parts of the reporting package in a format specified by KFHC.
- One (1) electronic copy of all photographs taken during the assignment.

## **10 Process for Work on Building Condition Assessment**

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KFHC will work with the consultant to carry out the Building Condition Assessment, The Preventative Maintenance Plan, the Capital Plan, and the FCI, as follows.

### **10.1 Role of Housing Provider**

- KFHC will make all the information set out in Section 6 Scope of Work: Building Condition Assessment (BCA) available to the consultant.
- KFHC Corporation will give the consultant comments on the draft Building Condition Assessment report and draft Preventative Maintenance Plan.
- KFHC can change the scope to reduce cost or for any other reason and negotiate lower costs with bidders. KFHC is not required to negotiate lower costs with all bidders.

### **10.2 Role of Consultant**

- The consultant will develop a schedule for the site visits (one, or more if necessary) in collaboration with KFHC Representative.
- The consultant carries out site visits. KFHC Representative or designate will accompany the consultant during the site visits.
- The consultant prepares a list of as-built and as-installed capital items.
- The consultant presents their preliminary findings to KFHC and provides a draft copy of its reporting package, including a complete Building Condition Assessment report, Preventative Maintenance Plan, Capital Planning, FCI and Reserve Fund Forecast for review.
- The consultant reviews all information in the existing asset management data base.
- The consultant inputs all new information resulting from their findings, into the asset management data base.
- The consultant provides a complete FCI analysis on all KFHC properties.
- The consultant finalizes, submits and presents the final reporting package, including final Building Condition Assessment report, Preventative Maintenance Plan, Capital Planning, FCI and Reserve Fund Forecast.
- The final deliverables for the each of the above final reports are to include an electronic version in PDF, one bound hard copy and printout of the asset management software as well as the final inputted version updated in the asset management software.

## **11 Scope of Work: Reserve Fund Forecast**

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### **11.1 Generating the Reserve Fund Forecast**

The Reserve Fund Forecast will be developed from the data in the Building Condition Assessment report and through further consultation with KFHC. In the development of the Reserve Fund Forecast, the consultant will use a format included in the AssetPlanner software and provide a printed version.

KFHC will make the following information available to the consultant where available.

- The most recent audited financial statements (for specific audited financial information related to spending on operations, reserves and other relevant items).
- The latest financial statements and trial balance.
- Records of any capital reserve spending that is not yet on the financial statements.
- The previous Reserve Fund Forecast.
- Information about current investments and the rate of investment return being earned.
- Any future plans for investment of the capital reserves.
- Any plans to make larger contributions to the capital reserve in the future.

The consultant will meet with the KFHC Representative to discuss the assumptions to be used for cost inflation of capital items and investment earnings on capital reserve balances.

## **11.2 Data Gathering**

The Building Condition Assessment report will include a summary replacement and cost schedule presented using the electronic input template described above as applicable.

The consultant must enter the following information into the database.

- The opening balance of the capital reserve at the beginning of the survey period.
- The program-mandated annual capital reserve fund contribution and index for annual increases.
- Any additional annual fund contribution that KFHC plans to make.
- Any lump sum transfers KFHC plans to make to the capital reserve, now or in the future.
- The assumptions for inflation and capital reserve fund earnings supplied by KFHC.
- Any grants or incentives that KFHC will receive or is planning to receive in the next 12 months.

## **11.3 Reserve Fund Forecast Report**

The consultant must provide KFHC with electronic and hard copy versions of the following forecast reports based on the capital replacement plans for the study period.

- Replacement schedule for capital work.
- Detailed capital reserve fund projection.
- Overview of capital reserve fund projection.

These reports are set out in the Reserve Fund Forecast based on the financial data supplied by KFHC but before the addition of any supplementary contributions that may be required.

## **11.4 Process for Work on Reserve Fund Forecast**

The consultant will meet with the KFHC's Representative to:

- explain the results of the forecast and the available options for adjusting the funding levels, as necessary, and/or the scheduling of replacements including the energy conservation initiatives, to cure any deficit in the fund, if possible, over the study period, and
- adjust the assumptions and planned contributions in the forecast to provide alternative scenarios to KFHC to reduce a fund deficit. Options could include increased annual contributions (flat rate or indexed) and lump-sum contributions (single-year or multi-year).

The consultant will confirm KFHC's preferred scenario for adjusting the capital reserve. The consultant will then provide a revised and final version of the forecast reports set out above in PDF format and a schedule of the supplementary contributions required to adjust the forecast according to KFHC's instructions. This will be the consultant's final Reserve Fund Forecast report. The consultant will also provide a copy of the completed forecasting software for KFHC to use in future to update the forecast for management purposes.

## 11.5 Process for Work on Facilities Condition Index (FCI)

It is the intent for KFHC to get a clear understanding of the condition of its entire portfolio and to better determine when the buildings reach a point that it becomes more beneficial to replace the buildings, instead of repairing them. There is an FCI component built into the AssetPlanner software that can be used for this purpose; however, the data and information will need to be verified. It will be important for the final document and presentation to include an interpretation of the data and the graphs in this area.

## 12 Confidentiality

All information concerning KFHC gathered by potential bidders during the Call for Bids process is confidential and remains the property of KFHC.

## 13 Evaluation Criteria

All submissions will be reviewed by KFHC and will be scored using the criteria specified below. At the conclusion of this review, one candidate will be chosen to proceed to the final selection process.

### 13.1 Evaluation Grid

| <b>EVALUATION GRID – Building Condition Assessment</b>                          |                  |   |
|---|------------------|---|
| <b>Part 1 – Evaluation of Consultant’s Response to Mandatory Requirements</b>   |                  |   |
|   | <b>Weighting</b> | <b>Evaluation Criteria</b>  |
| 1   | Yes/No           | Proposal received on time with correct number of copies   |
| 2   | Yes/No           | Selected by Evaluation Committee as successful respondent to RFP  |
| 3   | Yes/No           | Form of Response submitted, information presented in order requested, all mandatory questions confirmed and signed by authorized representative |
| 4   | Yes/No           | Attended mandatory pre bid meeting /site visit  |
| <b>If all mandatory requirements are met, evaluation of submission is made.</b> |                  |   |
| <b>Part 2 – Evaluation of Proposed Solution</b>                                 |                  |   |
|   | <b>Weighting</b> | <b>Evaluation Criteria</b>  |
| 1   | 25%              | Qualifications and Experience   |
| 2   | 25%              | Submission Content  |
| 3   | 50%              | Proposed Fee  |
|   | 100%             | Phase II – Stage One – Total  |

The following is the schedule for the project:

|   |                         |
|---|-------------------------|
| Last date for questions from potential bidders by 4:00 pm   | June 18, 2026           |
| Call for BIDS closes and online submissions due by 11:00:00 am  | June 25, 2026           |
| Evaluation and selection of consultant(s)   | Week of June 29th, 2026 |
| Contract award and execution<br>Initial site visit meeting  | Week of July 6th, 2026  |
| Site visits complete  | August 28, 2026         |
| Draft Building Condition Assessment, Preventative Maintenance Plan,<br>Reserve Fund Forecast, FCI and Capital Plan Report presented submitted | September 30, 2026      |
| Final Building Condition Assessment, Preventative Maintenance Plan,<br>Reserve Fund Forecast, FCI and Capital Plan Report submitted           | October 30, 2026        |
| All data within the AssetPlanner verified and updated   | November 30, 2026       |

KFHC will send the bidders written notice of any change to the deadline for submitting bids.

## 13.2 Contract Award and Execution

The selected consultant will enter into an agreement with KFHC, within ten days of receiving notice that they have been awarded the contract.

The term of the agreement may be extended, if necessary, with the mutual consent of the consultant and KFHC.

The consultant will maintain liability insurance in the amount not less than 2,000,000.00 prior to execution of the agreement the successful bidder will give KFHC a certificate of the policy of liability insurance listed KFHC as additional insured. This policy must remain in place for the duration of the contract.

A person who conducts a reserve fund study shall be insured under a policy of liability insurance that includes:

- coverage for liability for errors, omissions and negligent acts arising out of conducting or not conducting a reserve fund study, subject to the exclusions, conditions and terms that are consistent with normal insurance industry practice,
- a policy limit for each single claim of not less than \$1 million per occurrence,
- an aggregate policy limit in the amount of not less than \$2 million per year for all claims in the year or an automatic policy limit reinstatement feature, and
- a maximum deductible amount of \$3,500 per occurrence. O. Reg. 48/01, s. 32 (4).

The consultant will always comply with the Ontario Workplace Safety and Insurance Act. The consultant will provide with each request for payment a Clearance Certificate issued by the Workplace Safety and Insurance Board waiving any claim against KFHC.

Both during and following the term of the work, the selected consultant must indemnify and save harmless KFHC from all costs, losses, damages, judgments, claims, demands, suits, actions or other proceedings in any manner based upon, occasioned by or attributed to anything done or omitted from being done by the consultant in connection with this work.

## Appendix A - Description of Properties to be Reviewed

| Address                        | Year Built  | Construction Type <sup>(1)</sup> | Building Type <sup>(2)</sup>       | Structure <sup>(3)</sup> | Funding Program <sup>(4)</sup> | # of Elevators | Type of Heating   | # of Units | # of Floors | Parking Garage <sup>(Y/N)</sup> |
|--------------------------------|-------------|----------------------------------|------------------------------------|--------------------------|--------------------------------|----------------|-------------------|------------|-------------|---------------------------------|
| 381 Bagot Street               | 1980        | Rehabilitation                   | High-rise Apartments               | Concrete                 | Social                         | 2              | Electric/<br>Gas  | 104        | 8           | N                               |
| 205 Bagot Street               | 1977        | Rehabilitation                   | High-rise Apartments               | Concrete                 | Social & Market                | 1              | Electric/<br>Gas  | 51         | 4           | N                               |
| 1130 Montreal Street           | 1960        | Rehabilitation                   | Low-rise Apartments/<br>Townhouses | Wood                     | Social                         |                | Hot Water Boilers | 20/51      | 3/2         | N                               |
| Curtis Crescent Units 1 to 221 | 1968 & 2019 | Rehabilitation                   | Townhouses & Apartments            | Wood                     | Social & Affordable            |                | Gas               | 96         | 1, 2 & 3    | N                               |
| 28 Cliff Crescent              | 1970 & 2018 | Rehabilitation                   | Townhouses & Apartments            | Wood                     | Social & Affordable            |                | Gas               | 62         | 1, 2 & 3    | N                               |
| Weller/Wilson/Compton          | 1974        | Rehabilitation                   | Townhouses                         | Wood                     | Social                         |                | Gas               | 246        | 2/3         | N                               |
| 300 Conacher Drive             | 1974        | Rehabilitation                   | High-rise Apartments               | Concrete                 | Social                         | 2              | Electric/<br>Gas  | 61         | 6           | N                               |
| 312 Conacher Drive             | 1973        | Rehabilitation                   | Townhouses                         | Wood                     | Social                         |                | Gas               | 40         | 2           | N                               |
| 123 Van Order Drive            | 1969        | Rehabilitation                   | Apartments                         | Wood                     | Social & Affordable            |                | Electric/<br>Gas  | 31         | 2           | N                               |
| 111 Van Order Drive            | 1974        | Rehabilitation                   | Apartments                         | Concrete                 | Social                         |                | Electric/<br>Gas  | 51         | 2           | N                               |
| 125 Van Order Drive            | 1970        | Rehabilitation                   | Apartments                         | Wood                     | Social                         |                | Electric/<br>Gas  | 30         | 2           | N                               |
| 36 Cliff Crescent              | 1970        | Rehabilitation                   | Apartments                         | Wood                     | Social & Affordable            |                | Electric/<br>Gas  | 31         | 2           | N                               |
| 176 Wilson Street              | 1974        | Rehabilitation                   | Apartments                         | Wood                     | Social                         |                | Electric/<br>Gas  | 53         | 2           | N                               |

| Address                    | Year Built | Construction Type <sup>(1)</sup> | Building Type <sup>(2)</sup> | Structure <sup>(3)</sup> | Funding Program <sup>(4)</sup> | # of Elevators | Type of Heating | # of Units | # of Floors | Parking Garage (Y/N) |
|----------------------------|------------|----------------------------------|------------------------------|--------------------------|--------------------------------|----------------|-----------------|------------|-------------|----------------------|
| 40 Cliff Crescent          | 2016       | New Construction                 | Apartments                   | Wood                     | Social, Affordable & Market    | 1              | Electric/ Gas   | 29         | 4           | N                    |
| 129 Van Order Drive        | 2007       | New Construction                 | Low-rise Apartments          | Wood                     | Social                         | 2              | Electric/ Gas   | 49         | 3           | N                    |
| 233 Queen Mary Road        | 2012       | New Construction                 | Low-rise Apartments          | Wood                     | Affordable                     | 1              | Gas Boilers     | 27         | 4           | N                    |
| Scattered Units (20 Units) | 1967       | Rehabilitation                   | Semi-detached Houses         | Wood                     | Social                         |                | Gas             | 20         | 2           | N                    |
| 645 Brock Street           | 2019       | New Construction                 | Apartments                   | Wood                     | Social, Affordable, & Market   | 1              | Electric/ Gas   | 29         | 4           | N                    |
| 27 Wright Crescent         | 2022       | New Construction                 | Apartments                   | Wood                     | Social, Affordable, & Market   | 1              | Electric/ Gas   | 40         | 3           | N                    |
| 1316 Princess Street       | 2024       | New Construction                 | Apartments                   | Concrete & Steel         | Social, Affordable, & Market   | 2              | Electric/ Gas   | 92         | 7           | N                    |
| 205 Rideau Street          | 1993       | Rehabilitation                   | Apartments                   | Concrete & Steel         | Social, Affordable, & Market   | 2              | Gas             | 73         | 8           | N                    |
| 257 Rideau Street          | 1988       | Rehabilitation                   | Townhouses                   | Wood                     | Social                         |                | Electric        | 39         | 3           | N                    |
| 375 Patrick Street         | 1992       | Rehabilitation                   | Townhouses                   | Wood                     | Social                         |                | Gas             | 80         | 3           | N                    |
| 35 Eldon Hall Place        | 1970       | Rehabilitation                   | Townhouses                   | Wood                     | Social                         |                | Gas             | 44         | 3           | N                    |
| 55 Notch Hill Road         | 1970       | Rehabilitation                   | Townhouses                   | Wood                     | Social                         |                | Gas             | 32         | 3           | N                    |
| 710 Division Street        | 1988       | Rehabilitation                   | Townhouses                   | Wood                     | Social                         |                | Gas             | 11         | 3           | N                    |
| 2075 Battersea Road        | 1993       | Rehabilitation                   | Apartments                   | Concrete & Steel         | Social                         | 1              | Gas             | 60         | 3           | N                    |
| 37 Cassidy Street          | 1993       | Rehabilitation                   | Apartments                   | Wood                     | Social & Affordable            | 1              | Gas             | 62         | 3           | N                    |

<sup>(1)</sup> New Construction, Rehabilitation, Conversion <sup>(2)</sup> Apartments, Townhouses; <sup>(3)</sup> Wood frame, Concrete, etc.; <sup>(4)</sup> Social Housing Reform Act, Section 95, Section

| Template  | Category Name  | Repeat Interval |
|-----------|--|-----------------|
| Apartment | A10 Foundations  | 150             |
| Apartment | A20 Basement Construction  | 150             |
| Apartment | B10 Superstructure   | 150             |
| Apartment | B1013 Balcony Construction   | 150             |
| Apartment | B2010 Exterior Walls   | 75              |
| Apartment | B2020 Exterior Windows   | 32              |
| Apartment | B2030 Exterior Doors   | 27              |
| Apartment | B2040 Industrial Doors   | 40              |
| Apartment | B30 Roofing  | 22              |
| Apartment | C1010 Partitions   | 75              |
| Apartment | C1020 Fittings   | 22              |
| Apartment | C1040 Interior Doors - Units   | 25              |
| Apartment | C1050 Interior Doors - Common Area   | 25              |
| Apartment | C1060 Kitchen Refurbishment  | 10              |
| Apartment | C1070 Bathroom Refurbishment   | 10              |
| Apartment | C20 Stairs   | 43              |
| Apartment | C3050 Wall Finishes - Common Area  | 12              |
| Apartment | C3070 Floor Finishes - Common Area   | 24              |
| Apartment | C3090 Ceiling Finishes - Common Area                                       | 24              |
| Apartment | C3200 Interior Renovations - Units   | 18              |
| Apartment | C3300 Accessibility  | 100             |
| Apartment | D1010 Elevators & Lifts  | 30              |
| Apartment | D2010 Plumbing Fixtures  | 36              |
| Apartment | D2030 Sanitary Waste   | 37              |
| Apartment | D2040 Rain Water Drainage  | 37              |
| Apartment | D2050 Domestic Water Distribution - Units                                  | 37              |
| Apartment | D2060 Domestic Water Distribution - Common Area                            | 37              |
| Apartment | D2070 Domestic Water Distribution - Main                                   | 37              |
| Apartment | D2095 Domestic Water Heaters   | 10              |
| Apartment | D2099 Water Treatment Systems  | 15              |
| Apartment | D3010 Energy Supply  | 25              |
| Apartment | D3012 Gas Supply System  | 35              |
| Apartment | D3014 Steam Supply System  | 45              |
| Apartment | D3016 Solar Energy Supply  | 20              |
| Apartment | D3021 Steam Boilers  | 35              |
| Apartment | D3022 Hot Water Boilers  | 35              |
| Apartment | D3024 Boiler Room Piping And Specialties                                   | 45              |
| Apartment | D3025 Primary HVAC Pumps   | 25              |
| Apartment | D3026 Heating Generating Auxiliary Equipment                               | 30              |
| Apartment | D3027 Heating Generating Equipment & Piping Insulation                     | 45              |
| Apartment | D3031 Chillers   | 26              |
| Apartment | D3032 Cooling Towers & Evaporative Coolers                                 | 25              |
| Apartment | D3033 Condensing Units   | 25              |
| Apartment | D3034 Packaged Air Conditioning Units                                      | 25              |
| Apartment | D3035 Cooling Piping And Fittings  | 45              |
| Apartment | D3036 Cooling Generating Equipment & Piping Insulation                     | 45              |
| Apartment | D3037 Sounds, Vibration And Seismic Control For Cooling Generating Systems | 25              |
| Apartment | D3041 Air Distribution Systems   | 55              |
| Apartment | D3042 Steam Heat Distribution Systems                                      | 45              |
| Apartment | D3043 Hydronic Distribution Systems  | 45              |
| Apartment | D3045 Exhaust Ventilation Systems  | 25              |
| Apartment | D3051 Terminal Self-Contained Units  | 12              |
| Apartment | D3052 Unit Ventilators   | 25              |

| Template      | Category Name  | Repeat Interval |
|---------------|--|-----------------|
| Apartment     | D3053 Unit Heaters                                     | 25              |
| Apartment     | D3054 Fan Coil Units                                   | 25              |
| Apartment     | D3055 Fin Tube Radiation                               | 45              |
| Apartment     | D3056 Unit Air Conditioner                             | 15              |
| Apartment     | D3058-D Make-Up AHU                                    | 18              |
| Apartment     | D3060 Controls And Instrumentation                     | 24              |
| Apartment     | D3098 Electric Baseboard Heat                          | 15              |
| Apartment     | D4010 Sprinklers                                       | 47              |
| Apartment     | D4020 Standpipes                                       | 47              |
| Apartment     | D4030 Fire Protection Specialties                      | 20              |
| Apartment     | D5013 Main Electrical Service and Distribution         | 30              |
| Apartment     | D5014 Intermediate Electrical Service and Distribution | 30              |
| Apartment     | D5015 Unit Electrical Service and Distribution         | 30              |
| Apartment     | D5021 Branch Wiring                                    | 25              |
| Apartment     | D5023 Lighting Equipment - Units                       | 25              |
| Apartment     | D5024 Lighting Equipment - Common Area                 | 25              |
| Apartment     | D5032 Intercommunications And Paging                   | 25              |
| Apartment     | D5033 Telephone Systems                                | 25              |
| Apartment     | D5035 Television System                                | 25              |
| Apartment     | D5037 Fire Alarm System                                | 25              |
| Apartment     | D5038 Security Systems                                 | 25              |
| Apartment     | D5091 Exit & Emergency Light Systems                   | 25              |
| Apartment     | D5092 Emergency Power & Generation Systems             | 30              |
| Apartment     | D5094 Ground-Fault System                              | 50              |
| Apartment     | E1010 Commercial Equipment                             | 20              |
| Apartment     | E1041 Residential Appliances                           | 20              |
| Apartment     | E1042 Laundry Room Equipment                           | 20              |
| Apartment     | F1046 Trash Compactors                                 | 15              |
| Apartment     | F2020 Hazardous Components Abatement                   | 150             |
| Single Family | A10 Foundations  | 150             |
| Single Family | A20 Basement Construction                              | 150             |
| Single Family | B10 Superstructure                                     | 150             |
| Single Family | B2010 Exterior Walls                                   | 75              |
| Single Family | B2020 Exterior Windows                                 | 32              |
| Single Family | B2030 Exterior Doors                                   | 27              |
| Single Family | B2040 Industrial Doors                                 | 40              |
| Single Family | B30 Roofing  | 22              |
| Single Family | C1010 Partitions                                       | 75              |
| Single Family | C1020 Fittings   | 22              |
| Single Family | C1040 Interior Doors - Units                           | 25              |
| Single Family | C1060 Kitchen Refurbishment                            | 10              |
| Single Family | C1070 Bathroom Refurbishment                           | 10              |
| Single Family | C20 Stairs   | 43              |
| Single Family | C3200 Interior Renovations - Units                     | 18              |
| Single Family | C3300 Accessibility                                    | 100             |
| Single Family | D2010 Plumbing Fixtures                                | 36              |
| Single Family | D2030 Sanitary Waste                                   | 37              |
| Single Family | D2050 Domestic Water Distribution - Units              | 37              |
| Single Family | D2095 Domestic Water Heaters                           | 10              |
| Single Family | D2099 Water Treatment Systems                          | 15              |
| Single Family | D3010 Energy Supply                                    | 25              |
| Single Family | D3012 Gas Supply System                                | 35              |
| Single Family | D3016 Solar Energy Supply                              | 20              |

| Template      | Category Name                                  | Repeat Interval |
|---------------|--|-----------------|
| Single Family | D3023 Furnaces                                 | 35              |
| Single Family | D3034 Packaged Air Conditioning Units          | 25              |
| Single Family | D3041 Air Distribution Systems                 | 55              |
| Single Family | D3045 Exhaust Ventilation Systems              | 25              |
| Single Family | D3051 Terminal Self-Contained Units            | 12              |
| Single Family | D3053 Unit Heaters                             | 25              |
| Single Family | D3055 Fin Tube Radiation                       | 45              |
| Single Family | D3056 Unit Air Conditioner                     | 15              |
| Single Family | D3060 Controls And Instrumentation             | 24              |
| Single Family | D3098 Electric Baseboard Heat                  | 15              |
| Single Family | D4030 Fire Protection Specialties              | 20              |
| Single Family | D5015 Unit Electrical Service and Distribution | 30              |
| Single Family | D5021 Branch Wiring                            | 25              |
| Single Family | D5023 Lighting Equipment - Units               | 25              |
| Single Family | D5033 Telephone Systems                        | 25              |
| Single Family | D5035 Television System                        | 25              |
| Single Family | D5037 Fire Alarm System                        | 25              |
| Single Family | D5091 Exit & Emergency Light Systems           | 25              |
| Single Family | E1041 Residential Appliances                   | 20              |
| Single Family | F2020 Hazardous Components Abatement           | 150             |
| Single Family | G2020 Parking Lots                             | 22              |
| Single Family | G2030 Pedestrian Paving                        | 22              |
| Single Family | G2040 Site Development                         | 36              |
| Single Family | G2049-B Sheds                                  | 10              |
| Single Family | G2050 Landscaping                              | 23              |
| Single Family | G3010 Water Supply                             | 25              |
| Single Family | G3020 Sanitary Sewer                           | 35              |
| Single Family | G3060 Fuel Distribution                        | 50              |
| Single Family | G4010 Electrical Distribution                  | 45              |
| Townhouse     | A10 Foundations                                | 150             |
| Townhouse     | A20 Basement Construction                      | 150             |
| Townhouse     | B10 Superstructure                             | 150             |
| Townhouse     | B1013 Balcony Construction                     | 150             |
| Townhouse     | B2010 Exterior Walls                           | 75              |
| Townhouse     | B2020 Exterior Windows                         | 32              |
| Townhouse     | B2030 Exterior Doors                           | 27              |
| Townhouse     | B2040 Industrial Doors                         | 40              |
| Townhouse     | B30 Roofing                                    | 22              |
| Townhouse     | C1010 Partitions                               | 75              |
| Townhouse     | C1020 Fittings                                 | 22              |
| Townhouse     | C1040 Interior Doors - Units                   | 25              |
| Townhouse     | C1050 Interior Doors - Common Area             | 25              |
| Townhouse     | C1060 Kitchen Refurbishment                    | 10              |
| Townhouse     | C1070 Bathroom Refurbishment                   | 10              |
| Townhouse     | C20 Stairs                                     | 43              |
| Townhouse     | C3050 Wall Finishes - Common Area              | 12              |
| Townhouse     | C3070 Floor Finishes - Common Area             | 24              |
| Townhouse     | C3090 Ceiling Finishes - Common Area           | 24              |
| Townhouse     | C3200 Interior Renovations - Units             | 18              |
| Townhouse     | C3300 Accessibility                            | 100             |
| Townhouse     | D2010 Plumbing Fixtures                        | 36              |
| Townhouse     | D2030 Sanitary Waste                           | 37              |
| Townhouse     | D2040 Rain Water Drainage                      | 37              |

| Template  | Category Name  | Repeat Interval |
|-----------|--|-----------------|
| Townhouse | D2050 Domestic Water Distribution - Units              | 37              |
| Townhouse | D2060 Domestic Water Distribution - Common Area        | 37              |
| Townhouse | D2070 Domestic Water Distribution - Main               | 37              |
| Townhouse | D2095 Domestic Water Heaters                           | 10              |
| Townhouse | D2099 Water Treatment Systems                          | 15              |
| Townhouse | D3010 Energy Supply                                    | 25              |
| Townhouse | D3012 Gas Supply System                                | 35              |
| Townhouse | D3014 Steam Supply System                              | 45              |
| Townhouse | D3016 Solar Energy Supply                              | 20              |
| Townhouse | D3021 Steam Boilers                                    | 35              |
| Townhouse | D3022 Hot Water Boilers                                | 35              |
| Townhouse | D3023 Furnaces   | 35              |
| Townhouse | D3024 Boiler Room Piping And Specialties               | 45              |
| Townhouse | D3025 Primary HVAC Pumps                               | 25              |
| Townhouse | D3026 Heating Generating Auxiliary Equipment           | 30              |
| Townhouse | D3027 Heating Generating Equipment & Piping Insulation | 45              |
| Townhouse | D3034 Packaged Air Conditioning Units                  | 25              |
| Townhouse | D3041 Air Distribution Systems                         | 55              |
| Townhouse | D3042 Steam Heat Distribution Systems                  | 45              |
| Townhouse | D3043 Hydronic Distribution Systems                    | 45              |
| Townhouse | D3045 Exhaust Ventilation Systems                      | 25              |
| Townhouse | D3051 Terminal Self-Contained Units                    | 12              |
| Townhouse | D3052 Unit Ventilators                                 | 25              |
| Townhouse | D3053 Unit Heaters                                     | 25              |
| Townhouse | D3054 Fan Coil Units                                   | 25              |
| Townhouse | D3055 Fin Tube Radiation                               | 45              |
| Townhouse | D3056 Unit Air Conditioner                             | 15              |
| Townhouse | D3058-D Make-Up AHU                                    | 18              |
| Townhouse | D3060 Controls And Instrumentation                     | 24              |
| Townhouse | D3098 Electric Baseboard Heat                          | 15              |
| Townhouse | D4010 Sprinklers                                       | 47              |
| Townhouse | D4030 Fire Protection Specialties                      | 20              |
| Townhouse | D5013 Main Electrical Service and Distribution         | 30              |
| Townhouse | D5014 Intermediate Electrical Service and Distribution | 30              |
| Townhouse | D5015 Unit Electrical Service and Distribution         | 30              |
| Townhouse | D5021 Branch Wiring                                    | 25              |
| Townhouse | D5023 Lighting Equipment - Units                       | 25              |
| Townhouse | D5024 Lighting Equipment - Common Area                 | 25              |
| Townhouse | D5032 Intercommunications And Paging                   | 25              |
| Townhouse | D5033 Telephone Systems                                | 25              |
| Townhouse | D5035 Television System                                | 25              |
| Townhouse | D5037 Fire Alarm System                                | 25              |
| Townhouse | D5038 Security Systems                                 | 25              |
| Townhouse | D5091 Exit & Emergency Light Systems                   | 25              |
| Townhouse | D5092 Emergency Power & Generation Systems             | 30              |
| Townhouse | E1041 Residential Appliances                           | 20              |
| Townhouse | E1042 Laundry Room Equipment                           | 20              |
| Townhouse | F1046 Trash Compactors                                 | 30              |
| Townhouse | F2020 Hazardous Components Abatement                   | 150             |
| Site      | G2010 Roadways   | 22              |
| Site      | G2020 Parking Lots                                     | 22              |
| Site      | G2030 Pedestrian Paving                                | 22              |
| Site      | G2040 Site Development                                 | 36              |

| Template | Category Name                            | Repeat Interval |
|----------|--|-----------------|
| Site     | G2046 Fountains, Pools, And Watercourses | 20              |
| Site     | G2049-A Garbage Area & Structure         | 10              |
| Site     | G2049-B Sheds                            | 10              |
| Site     | G2050 Landscaping                        | 23              |
| Site     | G2080 Site Equipment                     | 15              |
| Site     | G3010 Water Supply                       | 25              |
| Site     | G3020 Sanitary Sewer                     | 35              |
| Site     | G3030 Storm Sewer                        | 44              |
| Site     | G3040 Heating Distribution               | 50              |
| Site     | G3050 Cooling Distribution               | 50              |
| Site     | G3060 Fuel Distribution                  | 50              |
| Site     | G4010 Electrical Distribution            | 45              |
| Site     | G4020 Site Lighting                      | 30              |
| Site     | G4030 Site Communications And Security   | 25              |

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**Appendix C – Reference Form**

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Two clients for whom the consultant has provided similar services (Building Condition Assessments, Preventative Maintenance Plan, Capital Plan, FCI Analysis, and Reserve Fund Forecasts) in the past three years are requested as references.

**REFERENCE # 1**

Client: \_\_\_\_\_

Telephone: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Nature of Project: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Date of Project: \_\_\_\_\_

**REFERENCE # 2**

Client: \_\_\_\_\_

Telephone: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Nature of Project: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Date of Project: \_\_\_\_\_

**D. FORM OF IRREVOCABLE OFFER**

I hereby offer to provide the requirements under this RFP to the 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 the Kingston & Frontenac Housing Corporation. I also agree that this irrevocable offer shall be open to acceptance by the Corporation for a period of twenty (20) days from the closing date for the receipt of proposals.

|  |                 |
|--|-----------------|
| Building Condition Assessment Cost         | \$ _____        |
| Preventative Maintenance Plan              | \$ _____        |
| Capital Plan                               | \$ _____        |
| Reserve Fund Forecast & FCI Analysis       | \$ _____        |
| Asset management software input and review | \$ _____        |
| <b>Total Price</b>                         | <b>\$ _____</b> |

**WITNESS** \_\_\_\_\_

OR

(Affix Company Seal if applicable)

**SIGNED** \_\_\_\_\_

**NAME** \_\_\_\_\_

**TITLE** \_\_\_\_\_

**VENDOR NAME** \_\_\_\_\_

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

**CITY/PROV** \_\_\_\_\_

**POSTAL CODE** \_\_\_\_\_

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

**EMAIL ADDRESS** \_\_\_\_\_

**Appendix E – Agreement for Building Condition Assessment, Preventative Maintenance Plan, Capital Plan, FCI Analysis and Reserve Fund Forecast**

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

**Agreement for Building Condition Assessment, Preventative Maintenance Plan, Capital Plan, FCI Analysis and Reserve Fund Forecast**

This agreement made on [\* date] \_\_\_\_\_

BETWEEN

Kingston & Frontenac Housing Corporation \_\_\_\_\_  
(the Client)

AND

[\* name of the Consultant] \_\_\_\_\_  
(the Consultant)

**1. Acceptance of Bid**

The Kingston & Frontenac Housing Corporation (the Client) accepts the bid dated \_\_\_\_\_ [\*date of Bid] submitted by \_\_\_\_\_ [\*name of the Consultant] (the Consultant) to provide the Client with a Building Condition Assessment and a Reserve Fund Forecast for the Client's property situated at \_\_\_\_\_ [\* address(es)], subject to the following changes:

- [list changes or insert "none"] \_\_\_\_\_

The Consultant's Bid and the Client's Call for Bids are attached to this Agreement as Schedules 1 and 2 and form part of it. The Consultant agrees to perform the obligations under this Agreement and agrees to perform them within the timelines stated in the Call for Bids.

**2. Fees**

The Client agrees to pay the Consultant the sum of \$ \_\_\_\_\_ Dollars (\$CDN). This price includes Goods and Services Tax and all expenses and disbursements. One half of the fee will be paid within 30 days of submission by the Consultant to the Client of a satisfactory first draft of the Building Condition Assessment report together with the invoice. The balance will be paid within 30 days of the submission by the Consultant to the Client a satisfactory final Building Condition Assessment and Reserve Fund Forecast reports and a copy of the completed AMC Capital Reserve Forecasting Software.

### **3. Client's Representative(s)**

The Client's representative for the purpose of the Building Condition Assessment (BCA) will be Kingston & Frontenac Housing Corporation's representative.

The Client's representative for the purpose of the Reserve Fund Forecast (RFF) will be Kingston & Frontenac Housing Corporation's representative.

### **4. Consultant's Personnel**

The persons named in the Consultants Bid as the persons who will have responsibility for the project and the individuals who will carry out the work may not be changed without the written consent of the Client.

### **5. Relationship of the Parties**

Nothing in this Agreement will create any partnership, joint venture, agency, trust or other relationship between the parties. It is agreed that their relations are entirely contractual as set out in this Agreement. Neither of the parties has the authority to bind the other or to commit in any way, except as specifically stated in this Agreement.

### **6. Entire Agreement**

This Agreement and the documentation and materials referred to in this Agreement contain the entire agreement between the parties. No change or waiver under this Agreement will be binding unless it is in writing and signed by the party that is bound by it.

### **7. Assignment**

This Agreement may not be assigned or subcontracted by either party without the prior written consent of the other.

### **8. Confidentiality**

The Consultant will, both during the term of this Agreement and after completion or termination of this Agreement, keep confidential any information about the Client, the Client's property, activities, and business and the Client's residents and their units, which the Consultant may learn about during the term of this Agreement. All such information will remain the property of the Client or the Client's residents.

### **9. Termination**

If either party is in default under this agreement, the other may give them one week's written notice of default. Unless the default is cured within the one-week period, the party that gave the default notice, in addition to any other remedy it may have, may terminate the Agreement by a written termination notice on delivery of the termination notice.

**10. Consultant's Insurance**

Prior to signing this Agreement, the Consultant will provide the Client with a Certificate of Liability Insurance required under the Call for Bids.

**11. Signing this Agreement**

This Agreement may be signed electronically. Each party can sign a separate copy of this Agreement.

**SIGNED:**

**BY CONSULTANT**

\_\_\_\_\_

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

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

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

**I have the authority to bind the Corporation**

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

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

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

**I have the authority to bind the Corporation**

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

**BY CLIENT**

**Kingston & Frontenac Housing Corporation**

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

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

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

**I have the authority to bind the Corporation**

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

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

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

**I have the authority to bind the Corporation**

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

