

**KENT COUNTY WATER AUTHORITY
BID
FOR PROFESSIONAL SERVICES RELATED TO
DESIGN AND PRINTING OF
CONSUMER CONFIDENCE REPORTS**

Invitation

Sealed Bids for Professional Services Related to Design, and Printing of Drinking Water Quality Consumer Confidence Reports, for the Kent County Water Authority will be received by the Kent County Water Authority at their offices located at 1072 Main Street, West Warwick, Rhode Island 02893 until **10:00 a.m. prevailing time, on Tuesday, April 11, 2023**, and at that time and place will be publicly opened and read aloud.

The work consists of providing directly to the Kent County Water Authority all labor, materials and services necessary for the creative development, design, printing and mailing of the Kent County Water Authority Annual Consumer Confidence Report in accordance with the requirements of the U.S. Environmental Protection Agency, R.I. Department of Health regulations and directions given by the Kent County Water Authority. The Kent County Water Authority anticipates production needs of 2,500. The design and printing contractor shall have a minimum of 5 years' experience in design and printing services related to public relations media of this nature, along with the ability to complete the documents within the required timelines.

Detailed Bid submittal requirements and selection criteria can be obtained at the office of the Kent County Water Authority or on the Kent County Water Authority website (<https://kentcountywater.org/rfp-bid.aspx>) on or after **Monday, March 13, 2023**. Bidders will be furnished one set of Bid Documents. Bidders requesting Bid Documents by mail shall forward a non-refundable check (payable to the "Kent County Water Authority") in the amount of \$20.00 per set to cover the costs of handling and mailing. Mailing will be First Class U.S. Postal Rate only.

A pre-bid conference will be held at the offices of the Kent County Water Authority at **10:00 a.m., prevailing time, on Tuesday, March 21, 2023**. It is recommended that all perspective Bidders attend the pre-bid conference, but attendance is not a mandatory requirement to submit a Bid.

Bidders may obtain a copy of the Bid documents at the office of the Kent County Water Authority. Bidders will be furnished one set of Bid Documents.

Each Bid shall be submitted in accordance with the Material Purchase Documents of the Kent County Water Authority.

The offices of the Kent County Water Authority are handicapped accessible. Individuals requesting interpreter services for the hearing impaired must contact the offices of the Kent County Water Authority 72 hours before the meeting at 821-9300. (Telecommunications devices for the hearing impaired available.)

Kent County Water Authority

KENT COUNTY WATER AUTHORITY
BID
FOR PROFESSIONAL SERVICES RELATED TO
DESIGN AND PRINTING OF
CONSUMER CONFIDENCE REPORTS

ARTICLE 1. GENERAL:

1.1 PROJECT DESCRIPTION:

The Kent County Water Authority requests Bids from qualified firms capable of providing all labor, materials and services necessary for the creative development, design, layout, and printing of its annual Consumer Confidence Report. The finished report shall fulfill the Environmental Protection Agency (EPA) and Rhode Island Department of Health (DOH) requirements for informational content and meet the approval of the Kent County Water Authority Board of Directors. The contractor shall have a minimum of 5 years' experience in design and printing services related to public relations media of this nature along with the ability to deliver the documents to the Kent County Water Authority offices located at 1072 Main Street, West Warwick, RI, in no case later than June 28, 2023. The bidder is solely responsible for all work, materials and services related to completion of the project.

ARTICLE 2. QUALIFICATIONS OF BIDDERS:

- 2.1 Bidders may be investigated by Kent County Water Authority to determine if they are qualified to perform the work. All Bidders shall submit with their bid to the Kent County Water Authority, written evidence of such information and data necessary to make this determination. Included within this investigation shall be samples of similar work that most demonstrates the quality of the finished product the Kent County Water Authority will receive. A minimum of five different samples of work shall be submitted with each bid. The qualitative review of the five different samples of work submitted with each bid to represent the quality of product to be expected in the final deliverable by the contractor shall be considered heavily in the bid eligibility evaluation.
- 2.2 The investigation of a Bidder will seek to determine whether the organization is adequate in size, financially sound and has sufficient personnel in the disciplines required to assure Kent County Water Authority that they can complete the assignment ordered by the Kent County Water Authority.
- 2.3 In evaluating Bids, Kent County Water Authority will consider the qualifications of only those Bidders whose Bids are in compliance with the prescribed requirements and the Bid Invitation. Experience shall mean a minimum of five years' experience in document design and printing services related to public information initiatives of this type.
- 2.4 No bidder may be considered if they are indebted to the Kent County Water Authority for

any unresolved issues regarding unpaid invoices issued by the Kent County Water Authority, or any services and materials owed to the Kent County Water Authority.

- 2.5 Kent County Water Authority reserves the right to reject any Bid, or parts thereof, if it is in the best interest of the Kent County Water Authority or the evidence submitted by, or the investigation of, such Bidder fails to satisfy Kent County Water Authority that such Bidder is properly qualified to carry out the obligations of the Bids and any and all assignments from the Kent County Water Authority.

ARTICLE 3. COPIES BID DOCUMENTS:

- 3.1 Complete sets of Bid Documents shall be used in preparing the Bids. Kent County Water Authority assumes no responsibility for errors or misinterpretations resulting from the use of incomplete sets of Bid Documents.
- 3.2 Kent County Water Authority, in making copies of Bid Documents available, do so only for the purpose of obtaining Bids for Professional Services coincident to Development, Design and Printing of Consumer Confidence Reports, and do not confer a license or grant for any other use.

ARTICLE 4. EXAMINATION OF BID DOCUMENTS:

- 4.1 Before submitting a Bid, each Bidder must examine the Bid Documents thoroughly, and familiarize themselves with Federal, State and local laws including but not limited to:
- 4.1.1 United States Environmental Protection Agency regulations regarding Consumer Confidence Reports, 40 CFR 131.
 - 4.1.2 Rhode Island Department of Health Rules and Regulations Pertaining to Public Drinking Water (R46-13-DWQ) Latest edition.
 - 4.1.3 U. S. EPA Guide “Preparing Your Drinking Water Consumer Confidence Report”
 - 4.1.4 All other documents, regulations, publications and guides necessary to complete the work proposed.
- 4.2 The Contractor shall become thoroughly familiar with all pertinent regulations, documents and any written or electronic records pertinent to performing the work. By submitting the bid, the Contractor affirms having carefully examined any records or requirements affecting work under this contract. No claim for additional cost will be allowed due to claims associated with lack of full knowledge of the performance requirements for this project.
- 4.2.1 The submission of a Bid will constitute an incontrovertible representation by the

Bidder that he has complied with every requirement of this Bid Document and all documents contained herein and all state and federal regulations.

ARTICLE 5. INTERPRETATIONS:

- 5.1 All questions about the meaning or intent of the Bid Documents shall be received in writing by Kent County Water Authority either prior to or at the pre-bid conference.
- 5.2 Written clarifications or interpretations will be issued, if requested, by Addenda not later than four (4) calendar days before the Bid opening date. Only questions answered by formal written Addenda will be binding. Oral and other clarifications or interpretations will be without legal effect. Addenda will be mailed via certified mail, with return receipt requested, to all parties recorded as having received the Bid Documents.
- 5.3 Each Bidder shall be responsible for determining that they have received all Addenda issued and so note on the Bid submission.

ARTICLE 6. PRE-BID CONFERENCE:

- 6.1 A pre-bid conference will be held, as described in the advertisement, to discuss project related concerns.
- 6.2 It is recommended that all prospective Bidders attend the pre-bid conference, but attendance is not a mandatory requirement to submit a Bid for consideration.

ARTICLE 7. BID FORM:

- 7.1 Each Bid shall be submitted on the Forms contained in the Documents. All blank spaces for Bid prices must be filled in with the unit price for the item or the lump sum for which the Bid is made.
- 7.2 Bid Forms shall be completed in ink or by typewriter. The Bid price of each item on the Form shall be stated in words, and figures. If unit prices are required on the Bid Form, discrepancies between unit prices and their respective total amounts will be resolved in favor of the unit prices.
- 7.3 Discrepancies between words and figures will be resolved in favor of words. Discrepancies between the indicated sum of any column of figures and the correct sum thereof will be resolved in favor of the correct sum.
- 7.4 Bids by corporations shall be executed in the corporate name by the president or a vice-president (or other corporate officer accompanied by evidence of authority to sign) and the

corporate seal shall be affixed and attested by the secretary or an assistant secretary. The corporate address and state of incorporation shall be shown below the signature.

- 7.5 Bids by partnerships shall be executed in the partnership name and signed by a partner, whose title shall appear under the signature. The official address of the partnership shall be shown below the signature.
- 7.6 All names shall be typed or printed below the signature.
- 7.7 The Bid shall contain an acknowledgment of receipt of all Addenda (the numbers of which shall be filled in on the Bid Form).
- 7.8 The address to which communications regarding the Bid are to be directed shall be shown.

ARTICLE 8. RECEIPT OF BIDS:

- 8.1 Sealed Bids for Professional Services Related to the Design and Printing of the Consumer Confidence Report will be received at the time and place indicated in the Invitation for Bids.
- 8.2 Kent County Water Authority may consider informal any Bid not prepared and submitted in accordance with the provisions hereof.
- 8.3 Bidders are cautioned that it is the responsibility of each individual Bidder to assure that their Bid is in the possession of the responsible official of the Kent County Water Authority or designated alternate prior to the stated time and at the place of the Bid opening. Kent County Water Authority is not responsible for Bids delayed by mail and/or delivery services, of any nature.
- 8.4 All Bids shall be submitted in a sealed opaque envelope. Clearly indicate on the envelope jacket that it is a Bid for Professional Services Related to Design and Printing of Consumer Confidence Reports. Kent County Water Authority will not be responsible for any envelopes opened that are not clearly marked (If forwarded by mail, Bid shall be in a sealed outer envelope marked as described above and shall be enclosed in another "inner" envelope with the notation "BID ENCLOSED" on the face).
- 8.5 Bidders must submit a minimum of five different samples of other reports/brochures germane to this project work for review as part of the Bid evaluation. The samples shall be representative of the material design, production quality and workmanship to be provided if awarded the contract.

ARTICLE 9. MODIFICATION OF BIDS:

- 9.1 Bids may not be modified once they are accepted by a Kent County Water Authority

representative or designated alternate. Prior to the opening, Bidders may withdraw Bid submission in writing. After opening of Bids, modifications will not be allowed.

ARTICLE 10. KENT COUNTY WATER AUTHORITY INVOLVEMENT DURING THE PROJECT:

- 10.1 It is clearly understood that the office staff personnel of the Kent County Water Authority will have limited involvement in the Project. The Bidder is required to provide all field and office services necessary in performing the work related to design, printing, production and mailing of the Consumer Confidence Reports and all other appurtenant services necessary to complete the requirements of the Project.
- 10.2 Kent County Water Authority will provide all existing information to the selected Bidder for review from available company sources.
- 10.3 The Kent County Water Authority will not provide any services for this project, other than, pertinent company information, proposed information, table information, draft and final proof evaluation of the Consumer Confidence Report deliverable. Quality assurance of spelling, grammar, and printable layout designing are solely the responsibility of the contractor. The staff of the Kent County Water Authority will assist in data collection on existing Kent County Water Authority records only and not from any other sources. The Executive Director/Chief Engineer will be available to review, in detail, all aspects of the Project and the like and assist where necessary but, will provide no office work or field work. Direction will be provided as needed.
- 10.3.1 It is clearly understood that the contractor is responsible for the entire Project. By submitting a Bid the contractor accepts sole responsibility for quality assurance. Any defects found in the finished product(s) shall be corrected at no cost to the Kent County Water Authority. This includes, but is not limited to, any and all costs associated with reprinting and delivery.

ARTICLE 11. AWARD OF PURCHASE ORDER

- 11.1 The Purchase Order will be awarded in conformance with the Kent County Water Authority Purchasing Regulations, to the lowest responsible and eligible Bidder (Successful Bidder). Such a Bidder shall possess the skill, proper material, ability, and integrity necessary for the faithful performance of the work. The term "lowest responsible and eligible Bidder" as used herein shall mean the Bidder whose Bid is the lowest of those Bidders possessing the skill, proper material, ability, creativity, experience, requirements, and integrity necessary to the faithful performance of the Work. Experience shall mean a minimum of 5 years' experience in document design and printing services related to public relations information initiatives of this type. The Kent County Water Authority reserves the right to award whole or in part, as indicated, in each of the subpart totals in the Bid Forms.

- 11.2 In the event the successful Bidder cannot fully and timely perform their contractual obligation, the KCWA reserves the right to award the bid to any of the other qualified Bidders.
- 11.3 KCWA reserves the right to reject any and all Bids, or parts thereof, to waive any and all informalities if it is in KCWA's best interest to do so, and the right to disregard all nonconforming, non-responsive, or conditional Bids or portions thereof.
- 11.4 A Bid that includes for any item a Bid Price that is abnormally low or high may be rejected as unbalanced.
- 11.5 KCWA reserves the right to reject the Bid of any Bidder that KCWA considers to be unqualified relative to Article 2 above.
- 11.6 If the Purchase Order is to be awarded, KCWA will give the Successful Bidder the original Purchase Order within 90 days, excluding Saturdays, Sundays, and legal holidays, after the actual date of the opening of the Bids. All Bids shall remain open for 90 days, excluding Saturdays, Sundays, and legal holidays, after the actual date of the opening of the Bids.
- 11.7 Kent County Water Authority may, at their sole discretion, award any portion or portions of the selected successful Bidders Bid. Bidder shall accept the Purchase Order, as written, for all or portions determined as the lowest responsible Bidder by Kent County Water Authority.

ARTICLE 12. SALES TAX:

- 12.1 The materials and supplies to be used in the Work are tax-exempt by R. I. State Law, Section 39.16 of the State Code.

ARTICLE 13. SCOPE OF WORK:

13.1 **GENERAL**

This project involves providing all, labor, materials and services necessary for the development, design, quality assurance and printing of the Kent County Water Authority's annual water quality Consumer Confidence Report. The finished report shall fulfill the Environmental Protection Agency (EPA), Rhode Island Department of Health (DOH) and Kent County Water Authority requirements for informational content, delivery timeline and meet the final approval of the Kent County Water Authority Board of Directors prior to its mailing.

The Kent County Water Authority anticipates production needs of 2,500 copies. The contractor shall furnish all materials, labor, equipment, services and incidental expenses necessary and proper for completion of all phases of this project.

13.2 **SCOPE OF WORK**

13.2.1 The Contractor shall develop a Consumer Confidence Report Quality Assurance checklist from the information requirements contained in the State and Federal regulations.

13.2.2 The Contractor shall designate a responsible member of their organization whose duty shall be the project manager and point of contact for all work under this contract.

13.2.2.1 As necessary, meet with Kent County Water Authority personnel to obtain any pertinent information or necessary instructions for development of the draft report.

13.2.2.2 Provide examples of other reports/brochures germane to this project for selection of a base format, quality, and presentation for the final report.

13.2.2.3 Consistently keep the Kent County Water Authority informed of progress and timelines for completion. Provide written confirmation of mailing and distribution.

13.2.2.4 Review, edit and correct all draft copies. This shall include such things as, but not limited to, grammar, spelling, layout and visual appearance.

13.2.2.5 Provide draft copies and final proof copy for review and comment prior to full scale printing and mailing.

13.2.2.6 Coordinate all activities, services, materials and subcontractors in the completion of the work.

13.2.3 The contractor shall develop, design and layout the report including all required text, tables, and artwork from the basic information and/or instructions provided by the Kent County Water Authority. Kent County Water Authority information may be provided in either, or both, hard copy and Microsoft Office word digital format. Photographs will be in JPEG format.

13.2.3.1 Artwork for the brochure cover shall be provided by the contractor and pertinent to the Kent County Water Authority mission and or water quality theme. The contractor shall meet with the Executive Director/Chief Engineer to discuss artwork options. A minimum of three selections shall be provided for review and final selection.

- 13.2.3.1.1 The contractor shall be responsible to produce or obtain photographs of Kent County Water Authority facilities, mission orientated activities or germane photos to be used for the final cover artwork selection.
 - 13.2.3.1.2 The contractor shall be responsible to produce or obtain a graphic map depicting the overall Kent County Water Authority service area.
 - 13.2.3.1.3 The layout shall be creative, eye catching, colorful and attractively arranged. For bidding purposes a full color scheme shall be used. The Kent County Water Authority shall approve final color selections.
- 13.2.3.2 General informational text will be provided by the Kent County Water Authority. The Contractor shall evaluate the information and make recommended changes and/or additions that will creatively enhance the overall appeal and informational content of the document. Text may contain:
- 13.2.3.2.1 Information as prescribed by Federal and State regulations.
 - 13.2.3.2.2 Public relation information pertinent to the Kent County Water Authority Mission, Commitment, Services, History, Water Quality, Operating Facilities and Capital Improvement Projects.
 - 13.2.3.2.3 Conservation, future endeavors, legislation and general water utility related information.
- 13.2.4 Printing shall be full color for the Consumer Confidence Report. The contractor shall meet with the Executive Director/Chief Engineer to discuss printing options.
- 13.2.4.1 At a minimum the Consumer Confidence Report shall be printed on 100-pound stock, folded, saddle stitched and clear wafer sealed to create a 28 page, 4" X 8 ½", self-mailing booklet. The cover shall be varnished as in the attached sample.
 - 13.2.4.1.1 Color may vary throughout the Consumer Confidence Report pages. Paper shall be of the same style and texture as the attached sample.
 - 13.2.4.1.2 The contractor has the option of printing the document in a different format and graphic design than the attached sample

provided approval is given by the Authority. Creativity is encouraged for clarity of context and message.

13.2.5 Quality control measures shall be implemented by the contractor to proof the draft(s) and final print documents. It is anticipated that no more than three proof reviews of the document may be necessary to produce the final copy meeting the approval of the Kent County Water Authority prior to mailing. This figure is subjective in that the abilities of the contractor are unknown and represent the most important factor in the document production process. The contractor's quality assurance plan shall require review and approval from the Kent County Water Authority at each stage or phase in the printing and mailing process.

13.2.5.1 At a minimum the contractor's quality assurance review process shall examine the draft proof(s) and final copy for:

13.2.5.1.1 Any imperfections in layout, artwork, color, orientation, smudges or alignment.

13.2.5.1.2 Any typographical, spelling or grammatical errors, inconsistency in font or style, accuracy of informational content.

13.2.5.1.3 Proper preparation for delivery including folding, bind, mailing address location, permit number, tape tabs and indicia as required meeting US Postal Service regulations. The documents shall be ready to attach a mailing label should the Authority need to mail copies to customers.

13.2.5.2 Contractor must obtain approval from the Kent County Water Authority prior to proceeding to the next phase or stage in the work process. The contractor is solely responsible for overall quality and accuracy of the finished documents.

13.2.5.3 The Kent County Water Authority will not be responsible for any costs associated with errors or omissions in any phase in the production or mailing of the final documents. By submitting a bid the contractor accepts sole responsibility for quality assurance. Any defects found in the finished printed products shall be corrected at no cost to the Kent County Water Authority. This includes any and all costs associated with reprinting and delivery.

13.2.6 The contractor shall be responsible for all costs and responsibilities associated with every aspect of the design, printing and delivery to the Kent County Water Authority.

- 13.2.6.1 The contractor shall deliver the final printed copies properly folded and sealed that meet the mailing requirements prescribed by the US Postal Service.
- 13.2.7 The contractor shall deliver all copies of the Consumer Confidence Report to the offices of the Kent County Water Authority without cost.
 - 13.2.7.1 Contractor shall provide to the Kent County Water Authority, one electronic copy of the final report in Adobe, Microsoft Word or Microsoft Publisher format along with the shipment of the printed copies.
 - 13.2.7.1.1 Contractor shall provide to the Kent County Water Authority, one electronic copy in PDF format read layout of the printed version suitable for importing to the Kent County Water Authority's web site.
 - 13.2.7.2 The Kent County Water Authority retains possession of all originals including format, artwork, proofs and all production originals.
- 13.2.8 A copy of the 2021 Kent County Water Authority Consumer Confidence Report has been attached to this Request for Bid to provide a basic idea of the type of information used in previous projects of this type. This report is not to be regarded as the specific example of the intended deliverable. The contractor shall be creative in meeting the development, design and layout requirements of this bid.
- 13.2.9 Time of completion of this project shall be 45 days from the start date negotiated between the Kent County Water Authority and the Bidder. In any event all work and final mailing must be completed by June 22, 2023.
 - 13.2.9.1 Final photo proof shall be delivered within 15 business days.
 - 13.2.9.2 Printing and delivery of the copies shall be accomplished within 10 business days after final proofs are approved.

ARTICLE 14. MATERIALS, WORKMANSHIP AND GUARANTEE:

- 14.1 The Contractor guarantees that the Work and Services to be performed under the Contract, and all workmanship and materials furnished or used, shall be free from defects, errors, flaws or imperfections, and shall be performed, and furnished in strict accordance with the Contract Documents, specifications, directions and instructions given. The Contractor shall promptly correct any discrepancy in noncompliant services or replacements of defective materials. This guarantee shall be fulfilled upon full acceptance of the completed project by the Kent County Water Authority.

ARTICLE 15. QUANTITIES:

- 15.1 The quantities listed on the Bid form are estimated for bidding purposes only. No over-runs, under-runs or defective runs shall be considered for payment; only purchase order quantities shall be subject to payment. Kent County Water Authority reserves the right to purchase additional materials over and above the estimated listed quantities and/or less than the listed quantities on the Bid forms at the prices bid. All quantities shall be approved by the Kent County Water Authority prior to printing of the final documents.

ARTICLE 16. PAYMENTS:

- 16.1 All work must meet the approval of the Kent County Water Authority to be accepted for payments under this contract. Payment shall be made within 45 days of the receipt of written evidence of completion of the work and evidence of contractor payment made to any subcontractors for any materials or services related to the work. In no case shall request for payments exceed the bid price or extension thereof. Payments shall be made on actual quantities delivered to the Kent County Water Authority.

Kent County Water Authority

KENT COUNTY WATER AUTHORITY
BID
FOR PROFESSIONAL SERVICES RELATED TO
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The undersigned declares that the only persons or parties interested in this Bid as principals are as stated; that the Bid is made without any collusion with other persons, firms, or corporations; that he has carefully examined all the Documents and that he has informed himself fully in regard to all conditions pertaining to the Work and from them the undersigned makes this Bid. These prices shall cover all expenses incurred in performing the Work required under the Documents of which this Bid Form is a part.

No bidder may be considered if they are indebted to the Kent County Water Authority for any unresolved issues regarding unpaid invoices issued by the Kent County Water Authority, or any services and materials owed to the Kent County Water Authority.

The undersigned hereby agrees to all items listed in the instructions to Bidders and technical specifications and will provide all material and services as accepted by the KCWA in the Purchase Order to be provided to the lowest respective Bidders.

The undersigned acknowledges and agrees that they are fully capable and shall complete all printing work and mailing services by June 22, 2023.

The undersigned acknowledges receipt of addenda numbered:

In accordance with the above understanding, the undersigned proposes to furnish all services and materials, in its entirety in the manner and under the conditions required at the prices listed as follows:

KENT COUNTY WATER AUTHORITY
 BID SHEET
 FOR PROFESSIONAL SERVICES RELATED TO
 DESIGN AND PRINTING OF
 CONSUMER CONFIDENCE REPORTS

Item No.	Estimated Quantity	Size and Description	Unit Price Bid	Total Amount
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- | | | |
|----|----------|--|
| 1) | Lump sum | All labor, materials and services necessary to design and produce the ready for printing, final photo proof of the Kent County Water Authority Consumer Confidence Report in accordance with the Bid Specifications, Instructions and Directions given by the Kent County Water Authority including all grammatical and spelling quality assurance, design, layout artwork and informational text. |
|----|----------|--|

Lump Sum Price _____

Lump sum Price In Words

- | | | |
|----|-------|--|
| 2) | 2,500 | Price to color print, fold and bind wafer seal 28 page document and deliver the Kent County Water Authority Consumer Confidence Report in accordance with the Bid Specifications, Instructions and Directions given by the Kent County Water Authority and in accordance with Purchase Order Full color print scheme to be used. |
|----|-------|--|

Bid Price in Figures _____

Total Bid Price In Words

Total Bid Items 1 and 2 for 28 pages _____

Total Bid Price in Words Items 1 and 2 for 28 pages

Kent County Water Authority is unsure of the actual number of pages for this document and requires bid prices that also reflect a 24 page document.

Total Bid Items 1 and 2 minus 4 pages _____

Total Bid Price In Words Items 1 and 2 minus 4 pages

The names and residences of all persons and parties interested in the foregoing Bid and principals are as follows:

Give first and last names in full. In the case of a corporation, or partnership, see Article 7 of the Instructions to Bidders.

Notice of acceptance should be mailed, telegraphed, or delivered to the undersigned Bidder at the following address:

(Name)

By: _____
(Title)

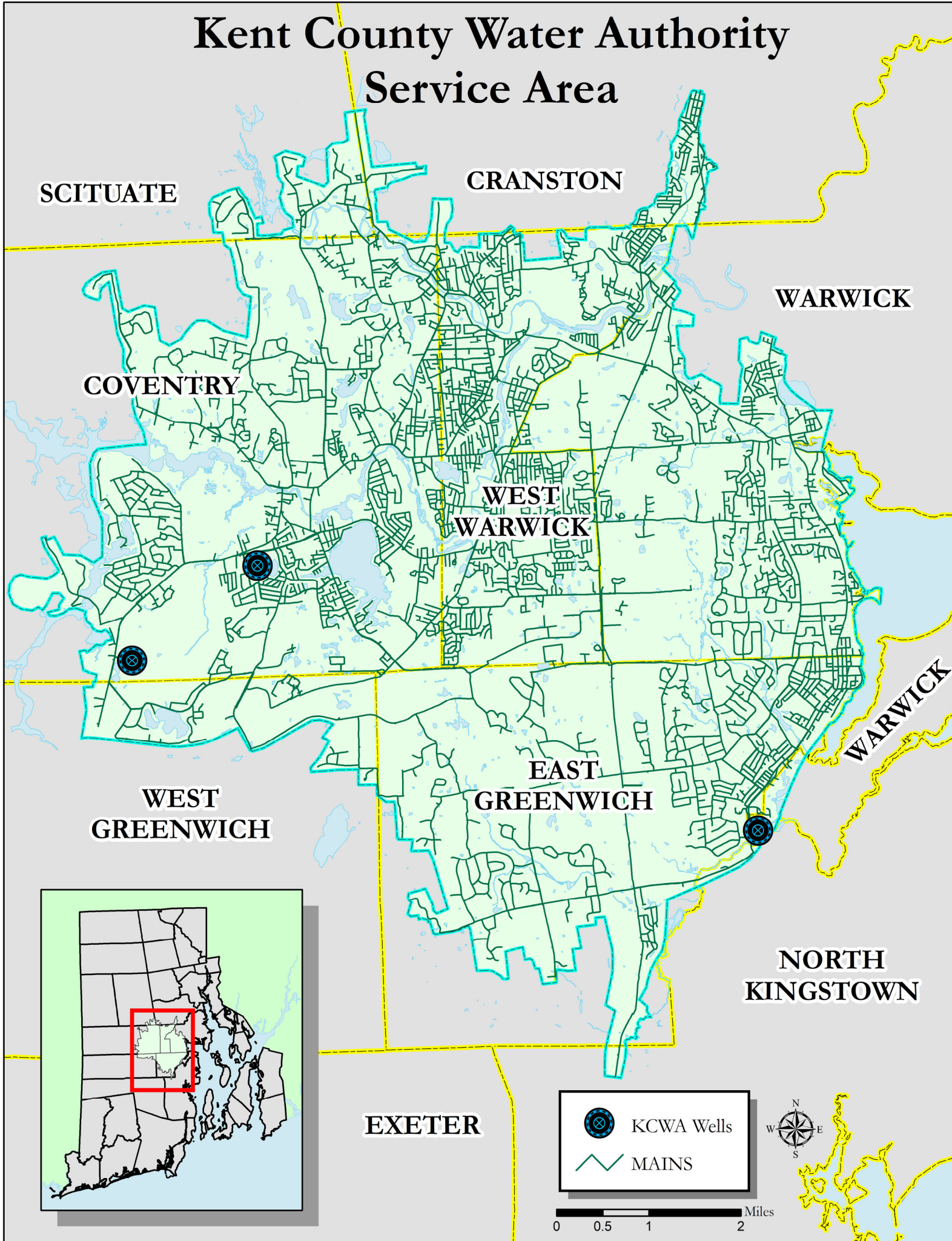
(Business Address)

(City and State)

Date_____

Note: If the Bidder is a corporation, indicate State of incorporation under signature, and affix corporate seal; if a partnership, give full names and residential addresses, if different from business address.

Kent County Water Authority Service Area



KCWA



Kent County Water Authority

**CONSUMER CONFIDENCE
WATER QUALITY**

**ANNUAL REPORT
2021**



KCWA Consumer Confidence Water Quality 2021 Annual Report

This year's report covers all testing completed from January 1, 2021, through December 31, 2021, and fulfills both the Environmental Protection Agency (EPA) and Rhode Island Department of Health (RIDOH) requirements to provide a "Consumer Confidence Report" to our customers. This publication reflects our ongoing efforts to keep you informed about the quality of the water and services we deliver to you every day.

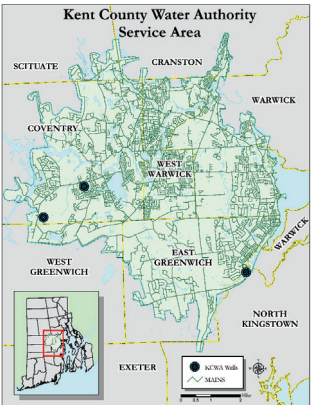
We remain committed to producing drinking water that meets all state and federal drinking water standards. This report includes information related to the origin of your water, what it contains, and how it compares to the quality standards set by the EPA. Be assured, the Kent County Water Authority professional management and staff are committed to providing our customers with the finest, most cost effective and reliable drinking water.

The Kent County Water Authority and its predecessor companies have been delivering safe, dependable water, seven days a week, 24 hours a day for 142 years. We are committed to providing new and better methods for delivering the best quality drinking water to you. As new challenges to drinking water quality and safety emerge, we remain vigilant in meeting these demands while continuing to serve the needs of our customers. It's important to understand the facts about the quality of your drinking water. The information provided in this document reflects the pertinent results from public water system regulatory testing requirements. Through our monitoring and testing efforts we have found that some regulated constituents have been detected. EPA and RIDOH regulatory guidance reflect that your water is SAFE at these levels. This report explains the quality of your drinking water, its sources, and an overview of the water system, our future goals, progress and more. Should you have any questions concerning this information or about your water utility, please contact our Executive Director/Chief Engineer, David L. Simmons, P.E. at 401-821-9300 or customerservice@kentcountywater.org. Customer concerns regarding Providence Water results should be directed to the Customer Service Department of the Providence Water Supply Board at 401-521-6300 or RIDOH Office of Drinking Water Quality 401-222-6867.

We value our customer feedback. Public participation adds value to the decision-making process regarding the quality of your water and the service you are provided. If you would like to learn more about your water utility or play a part in its future, please feel free to attend any of our regularly scheduled board meetings held monthly. The meeting schedule can be found on our website <https://kentcountywater.org/kcwa-board-of-directors.aspx>. Meeting agenda information can also be found on the Secretary of State website, http://sos.ri.gov/openmeetings/index.php?page=view_entity&cid=393. Meetings begin at 3:30 p.m. at our office located at 1072 Main Street, West Warwick. We look forward to seeing you there!

Sources of Water

The Kent County Water Authority purchases approximately 50 percent of your water from the Providence Water Supply Board. This supply is treated surface water from the following reservoirs located in the central part of the state: Scituate, Regulating, Moswansicut, Ponaganset, Barden and Westconnaug reservoirs. The remainder of your water is produced from our Mishnock well field and treatment facilities located off Route 3 in Coventry and our East Greenwich well located off Post Road at the Warwick and East Greenwich line. KCWA also wholesales water to the City of Warwick to supply the Potowomut section.



KCWA # OF ACTIVE SERVICES	
WITHIN TOWN/CITY	
TOWN/CITY	TOTAL
COVENTRY (02816)	8,531
WEST GREENWICH (02817)	396
EAST GREENWICH (02818)	4,081
HOPE/SCITUATE (02831, 02823)	556
NORTH KINGSTOWN (20852)	11
WARWICK (02886)	4,529
WEST WARWICK (02893)	8,444
CRANSTON (02920, 02921)	809
TOTALS	27,357

When Selling Your Home or Commercial Property

The standard closing information request must be presented to the Kent County Water Authority for any sale or conveyance of property currently receiving public water service. A copy of this form can be found here: <https://kentcountywater.org/forms.aspx>. Often times we find that this form is completed by your realtor or attorney. The processing of this form provides vital account information to the Kent County Water Authority. This form is also the mechanism to inform the seller and purchaser concerning outstanding billing amounts and identification of any possible service connection compliance defect issues that must be corrected to facilitate compliance with current rules and regulations for service.

Most lending institutions need 45-60 days to process all of the elements of closing on a property transaction. It is imperative that the Kent County Water Authority be notified well in advance of the closing date to conduct an onsite service connection compliance inspection as part of processing the closing form request. The earlier the closing form is received in advance of the closing date the less likely your closing may incur delay due to an unforeseen compliance issue that may need to either be remedied or negotiated between the seller and purchaser for correction as part of the terms of the sale before the lending institution will close on the property.

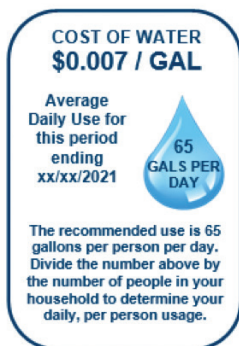
Rules and Regulations

The Kent County Water Authority Rules and Regulations represent the written guidance outlining both the water utility and customer responsibilities concerning things like billing, maintenance, ownership guidelines and other important issues. In responding to customer concerns and inquires we have found that customers often convey that they are unaware of the customer responsibilities delineated in the Rules and Regulations. This can sometimes leave our valued customers in precarious situations when a repair may be required or a change in property ownership is about to occur. The acceptance of public water supply from the Kent County Water Authority represents a contract between the customer and water utility. Each party's responsibilities are described in the applicable sections of the Kent County Water Authority Rules and Regulations. To help better understand each party's responsibilities we strongly recommend that all customers periodically review the Kent County Water Authority Rules and Regulations. A copy of the Kent County Water Authority Rules and Regulations is available at our main office, or online at <https://kentcountywater.org/rulesandregulations.aspx>. During normal work hours you may contact one of our customer service representatives should you have a question or concern regarding the regulations.

Monthly Billing

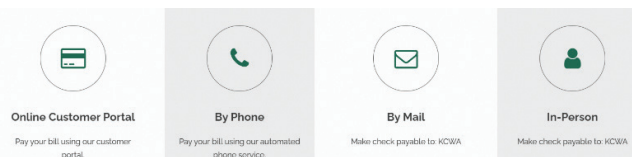
In accordance with Rhode Island Public Utilities Commission Docket No. 5133, Kent County Water Authority began the implementation of monthly billing in August 2021 starting in Coventry. Customers in the West Warwick area received their first monthly bill in September 2021 and the monthly billing implementation was completed in the Warwick and East Greenwich area in October 2021. Monthly billing is an important tool in assisting customers to detect problems associated with high water usage that may have gone unnoticed for months when billed on a quarterly basis. Now these problems can be caught earlier with monthly water meter readings. Monthly billing may also compel customers to practice better water conservation measures. Monthly billing was rolled out in conjunction with the redesigned water statements deployed in

Major Continuous Usage
Your new water meter stores 90 days of hourly usage data, if your meter displays an abnormal use pattern it will be displayed as an alert above.



February of 2021. The redesigned water statement is intended to quickly present the information you need while also providing the valuable details you deserve. Your water statement now includes a Bill Summary where you will find your current consumption and charges, prior balance, past payments, your specific usage period and average daily use in gallons. The "Water Use at a Glance" section includes a graph of your past water usage that provides a comparison view of how current consumption compares to previous billed usage. There are also important messages, alerts and high usage flags displayed on the front of the bill if your meter documented water running continuously for several days or weeks during the billing period. There are also instructions on how to set up an account on our online customer payment portal. Setting up an online account will allow you to view and print your bill online, view your account history and usage, and pay your bill. An informational flyer to help you better understand the elements and layout of your water statement is available online at https://kentcountywater.org/config/docs/KCWA_TrifoldBillInsert_3-24-21_final.pdf.

Multiple Payment Methods Make Payments Easier



ONLINE: Using the customer portal provided by Muni-link, customers may pay their bill online using our online customer portal by going to the Kent County Water Authority website www.kentcountywater.org and clicking "Pay your Bill" (<https://kentcountywater.org/pay-bill.aspx>). Payments are securely deducted from your checking account (ACH) or charged to your credit or debit card with no transaction fees. The online customer portal allows you to create an account where you can set up one-time payments or automatic payments. It is imperative that customers only use the www.kentcountywater.org website when making payments. This requires you to directly type the website address into your search engine. If you generically search Kent County Water Authority you may end up at a third-party website that charges additional fees and often leads to undue delays in receipt of your payment.

PHONE: Customers may also pay their bill using our fee free automated phone service by calling 888-348-7154.

MAIL: The mailing address for your water bill payments is: Kent County Water Authority, P.O. Box 9901, Providence, RI 02940. Make check payable to KCWA and please note your account number on all checks and money orders. Payments sent or delivered to any other address will result in delays in posting to your account. It is imperative that you use the enclosed payment envelope when paying by mail.

IN-PERSON: Customers can continue to make payments in person at our office located at 1072 Main Street, West Warwick, RI, however, for safety reasons, as of September 1, 2018, cash is no longer accepted. Payments made in person at our office must be in the form of check, money order or credit and debit card. All payment methods have no

transaction fees and your account number must be annotated on the check/money order.

ONLINE BANKING: When making a payment through online banking, please contact your bank and provide them with your new 6-digit account number and extension (either -0 or -1) so that your payment is applied properly. What we have recently realized is that when using an online banking payment method, your bank will typically cut a paper check and mail it to our office. If your bank sends a paper check, you must adjust the date of the scheduled bank payment to allow for delays in mailing and processing of the check by the bank. What we have found by investigating late payments is that it can take 10-14 days from the date you execute the payment before a bank processed check reaches the payment processing office. The mailing address for these types of payments must be Kent County Water Authority, P.O. Box 9901, Providence, RI 02940. This is the address where these types of payments are processed.

Your payment must be received by 3:00 p.m. ET on the due date stated on your bill to avoid any late fees.

Information on payment methods can be obtained on www.kentcountywater.org or by contacting any of our customer service representatives at 401-821-9300.

Emergency Mass Notification System

In our continuing effort to keep our customers better informed we implemented the use of the SmartNotice system a few years ago. SmartNotice allows KCWA officials to deliver a prerecorded, tailored message, to either an entire community or a select portion of a community, advising residents about emergency and/or important system maintenance information regarding the drinking water system. SmartNotice allows us to quickly reach customers and area residents using telephone, email, and/or text communication. The SmartNotice system is a product line of the same Emergency Communication Network that handles the familiar CodeRED community notification system, with the exception that SmartNotice has been specially tailored for utility applications. Be prepared to receive a phone call, email, or text from our emergency notification system should a drinking water emergency or important system maintenance arise in your area.

The basic SmartNotice telephone database has its limitations as it is derived from the listings that are in the local printed telephone directories. To ensure you are included in our customer notification database it is imperative that every customer visit our website www.kentcountywater.org and register your cell phones, home phone and any unlisted phone numbers you wish to receive notifications on to ensure you are fully capable of receiving notifications. URL: (<https://public.coderedweb.com/CGE/BF0FB15C3487>) Even if you live in a community that already uses CodeRED you will still need to enroll in SmartNotice so you can receive messages specific to your drinking water. All numbers will remain confidential and will be used only to communicate drinking water emergencies and other important information regarding the public water system.

If you are reading this online follow this link to sign up today:



Infrastructure Improvements

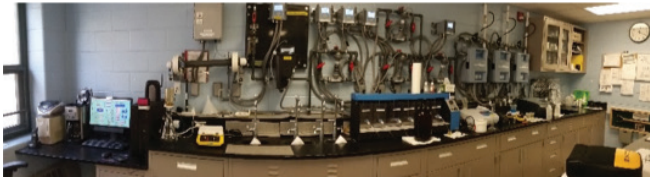
Kent County Water Authority distribution and transmission mains comprise a network of more than 484 miles of underground infrastructure, storage tank facilities, and a multitude of pumps, wells and pressure control stations that must be continually maintained. Rhode Island General Law 46-15.6 requires that all large water suppliers implement an infrastructure replacement program to address such things as aged and failing mains, rehabilitation of tanks and pumping stations. Each water system throughout the state is required by law to provide a funding mechanism to replace and/or rehabilitate identified components at the end of their useful life within the framework of the regulations. We have a number of projects under construction and in the design phases. These contracts will replace underground water infrastructure including mains, service pipe, valves, and hydrants. As you might expect, water rates pay for the replacement of old and failing infrastructure. Costs associated with the infrastructure improvement program are incorporated in the rate structure for your billing. The rate structure and each infrastructure improvement program is fully reviewed and approved by the Public Utilities Commission (PUC) prior to commencing work on the planned improvements. Water is still the best bargain in town in comparison to bottled water or other utility and cable services.



In the year of this report much of the infrastructure work continued in Coventry and East Greenwich. A total of 9,500 linear feet of water main was replaced as part of the 2021 Infrastructure Replacement Plan. Three critical pressure reducing valve stations were installed in Coventry to replace existing stations that were outdated and not connected to system monitoring equipment. Obsolete pipework was removed to enhance water quality and service on Frenchtown Road and a high service water main was advanced on Division Road to loop areas that are currently serviced at pressures lower than the required 20 PSI. New infrastructure work will begin soon in West Warwick where approximately 10,500 linear feet of new water main will be installed. We strive to achieve the most amount of infrastructure replacement within the rate structure budgetary limits reviewed and approved by the Public Utilities Commission. Infrastructure replacement improves water quality and the service you receive. Aging water mains, tanks and pumping stations must be systematically replaced to extend these costs over the life cycle of the



asset. We are very pleased that the planned projects brought to final completion this past year improved water quality and overall service to our customers. Additionally, the roadways were paved curb to curb as part of the water infrastructure projects without any municipal cost sharing. This represents a great investment in your community without an increased burden on the municipal tax budget.



Capital Improvements

Capital improvement projects are intrinsic components to the future of the water supply system. These types of projects are aimed at improving water quality, regulatory compliance initiatives, and supply improvements that better serve our customers.

Our revised 2017-2022 Capital Improvement Plan (CIP) is available online at <https://kentcountywater.org/config/rpts-tech/Final2016UpdateCIPReport.pdf>. The plan maintains consistency with the principles and strategic goals of the Authority and its commitment to:

- Provide a consistent source of high quality, potable water for public consumption and fire protection;
- Reduce overall short and long-term maintenance costs;
- Coordinate water system improvements to comply with local and federal guidelines for consistent management and operation of a public water supply system;
- Planning to meet future economic and residential growth in the service district.

The CIP consists of a system-wide evaluation to produce a detailed plan for installation of new infrastructure required to improve the water system's operation and maintenance. It provides a planning document with systematic approach to implementing projected short-term (immediate) and long-term (out to 5-year) needs and requirements. The evaluation phase includes essential enhancements that are focused on future improvements in water supply, storage, pumping, treatment, transmission, and distribution systems necessary to meet regulatory requirements and overall water system service needs of the communities we serve. The plan is routinely reviewed in order to re-prioritize, modify, and update projects from previous CIP's based on economic growth patterns and supply needs throughout the service area. As the system grows, supply, service and projected administrative needs are

incorporated into this planning document that is reviewed by several state and municipal entities.

The CIP project for the interconnection between the North and South High Service Zones, including final paving, was completed in the Fall of 2021. This new transmission main connection eliminates the vulnerability that previously existed and now provides a redundant supply capability to both zones.

The design of a new treatment facility for the East Greenwich Well began in 2020. The new treatment facility will remove iron and manganese from the water and include disinfection to ensure source water compliance with the current and proposed Safe Drinking Water Act and RI Department of Health regulations. The preliminary design report and final plans were completed and reviewed by the RI Department of Health and the RI Department of Environmental Management at the end of 2021. Final bid documents will be completed in the Spring of 2022.

In 2019, an Architectural and Engineering firm was engaged to conduct an updated facilities analysis and evaluation study of the Kent County Water Authority's existing office and maintenance facilities located at 1072 Main Street, West Warwick, RI. The facilities analysis and evaluation study concluded that it is not viable for the Kent County Water Authority to remain at the existing facility. Multiple potential properties were identified for the construction of a new facility and a property was purchased in September of 2021. The Kent County Water Authority has secured funding from the RI Infrastructure Bank and has engaged Architectural and Engineering consultants for final design services. Construction on the new office and maintenance facilities is expected to begin in late 2022.



In the Fall of 2021, construction of an interconnection between the Kent County Water Authority and the Quonset Development Corporation was completed. This interconnection will allow the Kent County Water Authority to provide up to 1.7 million gallons of water per day to the Quonset Development Corporation's customers and facilitate the public water supply necessary for expansion of business within the park.

Protecting Your Watershed Protects You and Your Family

Clean, safe potable water starts at the source. Contaminants are mainly introduced to the watershed in what has been termed as point and non-point source contaminates. Point source pollution is that which can be traced to a specific source such as a factory, farm, leaking fuel tank or industrial site. Non-point source contaminants are more difficult to manage because they represent small, but cumulative contributions from each of us such as paint thinner, antifreeze and pesticides. It doesn't take long for our shelves to become cluttered with half-empty containers of chemicals. Chemicals, pharmaceuticals or pollutants inadvertently put down a sink or street drain, or over application of fertilizer or pesticides sprayed around a foundation increase the occurrence of watershed contamination because they leach and travel with rain water to the aquifers that supply your drinking water.

Responsibility in establishing future land use protection strategies, zoning and growth projections for municipalities falls squarely on each city and town through legislative empowerment in Rhode Island General Law 45-22.2-3. We cannot over emphasize that the decisions made by your municipal leaders ultimately affect the quality and overall cost of your drinking water. Public participation is key in the protection of these sensitive drinking water sources. Your input is a critical component to the city and town land use decision making process regarding these sensitive drinking water aquifers and critical recharge areas within your communities.



We have made these areas more visible by installing wellhead protection signs within existing wellhead protection areas as an indicator of the proximity of your drinking water sources located in the towns of Coventry, East Greenwich and West Greenwich. We hope these signs have helped to increase public awareness and appreciation of the vital groundwater resources in these

areas. We have also contacted these municipalities to request that these vital drinking water sources are kept protected as part of the zoning and planning processes. We urge you to contact your city or town council member and zoning official to see what else can be done to protect these resources. Public participation in the zoning decision making process is instrumental to protecting your drinking water resources. We think of our customers who live within these areas as the guardians of these essential resources. Your help to preserve these critical drinking water sources will be eternally appreciated by your future family and friends who must

perpetually rely on them. Please contact us or the RI Department of Environmental Management at 401-222-3070 if you suspect a potential contamination concern exists.

The Pawtuxet, Mishnock and Hunt River aquifers including adjacent lands comprise the watersheds from which groundwater supply is drawn. There has been growing concern that groundwater withdrawal exceeds the recharge from some of these groundwater supplies. It should be noted that ninety to ninety-eight percent of household water use ends up down the drain. The water that goes down the drain ends up in either a septic system or in a public sewer system. Septic systems, or Onsite Wastewater Treatment Systems (OWTS), return water to the underground reservoirs. By contrast, public sewers provide conduits for the conveyance of wastewater to local sewage treatment facilities. The ferrying of water out of any recharge basin via sewers exacerbates groundwater depletion by redirecting critical replenishment supplies out of the basin. Also, these treatment facilities are required to produce an effluent discharge that, in many instances, exceeds drinking water quality standards to protect the highly sensitive flora and fauna in receiving rivers, estuaries, bays and eventually the Atlantic Ocean.

Statewide Water Use and Efficiency Rules

As a reminder the Rhode Island Water Resources Board voted some time ago to approve new water use rules based on language in the authorizing legislation. The regulations, http://www.wrb.ri.gov/policy_rules_wuea.html, require a reduction in customer use, capping it at 65 gallons per person per day. This limit includes all inside and outside water uses such as lawn and garden watering, car washing, pool filling, clothes washing, cleaning, drinking, cooking and any other water use. Some of the intervention highlights include but are not limited to:

- The retrofit installation of conservation plumbing fixtures and “WaterSense” appliances.
- Limits on the size of landscapes that require irrigation, amount of water that can be used and times for operation of irrigation systems.
- Seasonal and inclining block rate structures that increase the cost of use as consumption increases.
- Establishment of new plantings restricted to spring and fall only.
- Public education and water audits.

Many of these initiatives appear to fall under the purview and enforcement authority of city and town building and zoning officials, but so far only the water suppliers will be held accountable if targets are not met. Rate structures will have to change to comply with the adopted regulations. Increased water prices and outside water use moratoriums can be expected if customer use exceeds the 65 gallons per person per day cap. Lifestyle changes are necessary to comply with these mandates. Please take the opportunity to research better ways to curtail and take better control of your everyday water use. Looking for and repairing leaks, reducing the time in the shower and doing full loads in your clothes and dishwasher are all great ways to implement conservation wise strategies in your home.

(continued on page 18)

Kent County Water Authority Water Quality Data

The tables list all of the drinking water constituents detected during the calendar year of this report. The presence of those constituents found in the water at the time of testing does not necessarily indicate that the water poses a health risk. Unless otherwise noted, the data presented in these tables are from testing done in the calendar year of the report. In some cases the EPA and the state may require us to monitor for certain constituents less than once per year because the concentrations of these constituents do not change frequently.

Kent County Water Authority routinely monitors for constituents in your drinking water in compliance with federal and state laws. This table shows the detection results from the numerous monitoring tests conducted for the period January 1, 2021 to December 31, 2021. The tables of “Testing Results” identify those constituents that were “detected” in both the Kent County Water Authority and Providence Water Supply sources. As authorized by the EPA, the state has implemented reduced monitoring requirements for certain contaminants to less often than once per year because the concentrations of these contaminants are not expected to vary significantly from year to year. Some of our data, though representative, is more than one year old.

REGULATED CONTAMINANT	PERIOD	UNIT	MCL	MCLG	DETECTED	RANGE	MAJOR SOURCES	VIOLATION
Barium (2)	2020	ppm	2	2	0.015	0.004-0.015	Erosion of natural deposits.	NO
Chromium (2)	2020	ppb	100	100	2	N/A	Erosion of natural deposits.	NO
Chlorine (as Cl2), Free Residual	2021	ppm	MRDL=4	MRDLG=4	0.51	0.48-0.55	Water additive used to control microbes.	NO
Combined Radium 226/228 (2)	2017	pCi/l	5	0	1.2	0-1.20	Erosion of natural deposits.	NO
Fluoride (2)	2020	ppm	4	4	0.50	0.26-0.50	Erosion of natural deposits. Water additive which promotes strong teeth.	NO
Haloacetic Acids (HAA5) (5)	2021	ppb	60	0	23	6.1-27.8	By-product of drinking water chlorination.	NO
Total Organic Carbon (TOC) (1) (removal ratio)	2021	N/A	TT	N/A	1.62	1.47-1.81	Naturally present in the environment.	NO
Total Trihalomethanes (TTHM) (5)	2021	ppb	80	0	61.0	25.2-77.2	Byproduct of drinking water chlorination.	NO
Turbidity (4)	2021	NTU	TT	N/A	1.00	0.03-1.00	Soil runoff.	NO
Nitrate (6)	2021	ppm	10	10	4.2	0.32-4.2	Runoff from fertilizer use; leaching from septic tanks; sewage; erosion of natural deposits.	NO
LEAD AND COPPER RULE	PERIOD	UNIT	AL	ACTION LEVEL	90TH PERCENTILE DETECTED	RANGE	MAJOR SOURCES	EXCEEDANCE
Copper	2021	ppm	1.3	1.3	0.022	N/A	Corrosion of household plumbing systems. Erosion of natural deposits. 0 sites out of 30 were above 1.3 ppm.	NO
Lead	2021	ppb	15	0	2.4	N/A	Corrosion of household plumbing systems. Erosion of natural deposits. 1 site out of 30 were above 15 ppb.	NO

Kent County Water Authority Table Footnotes:

- (1) Detection level influenced by Providence Water purchases.
- (2) Reflects sampling at groundwater source before blending with purchased water from Providence Water.
- (3) In order to comply with the EPA standard, the removal ratio must be greater than 1. Detected level is the lowest removal ratio per quarter. Range is the lowest and highest removal ratios per month.
- (4) 1.00 was the highest single turbidity measurement recorded. The lowest monthly percentage of samples meeting the turbidity limit was 99.97%. The average turbidity value for 2021 was < 0.10 NTU.
- (5) Compliance is based upon the highest quarterly local running annual average (LRAA) and range is based upon lowest and highest individual measurement.
- (6) Nitrate was detected in five samples of source water.

Table Unit Descriptions:

AL	Action Level	ppm	Part Per Million
MCL	Maximum Contaminant Level	N/A	Not Applicable
MCLG	Maximum Contaminant Level Goal	ND	None Detected
pCi/L	picocuries per liter (a measure of radioactivity)	HA	Health Advisory
ppb	Parts Per Billion, or micrograms per liter	MRDL	Maximum Residual Disinfection Level
TT	Treatment Technique	MRDLG	Maximum Residual Disinfection Level Goal
NTU	Nephelometric Turbidity Units	ng/l	Nanograms per liter

Definitions:

MCLG: Maximum Contaminant Level Goal; The level of a contaminant in drinking water below which there is no known or expected risk to health. MCLGs allow for a margin of safety.

MCL: Maximum Contaminant Level; The highest level of a contaminant that is allowed in drinking water. MCLs are set as close to the MCLGs as feasible using the best available treatment technology.

TT: Treatment Technique; A required process intended to reduce the level of a contaminant in drinking water.

AL: Action Level; The concentration of a contaminant, which if exceeded, triggers a treatment of other requirements that a water system must follow.

MRDL: Maximum Residual Disinfectant Level: The highest level of a disinfectant allowed in drinking water. There is convincing evidence that addition of a disinfectant is necessary for the control of microbial contaminants.

MRDLG: Maximum Disinfectant Level Goal; The level of drinking water disinfectant below which there is no known or expected risk to health. MRDLGs do not reflect the benefits of the use of disinfectants to control microbial contaminants.

Contaminates Detected That Are Not Regulated:

The USEPA mandated sampling methods performed under the National Primary Drinking Water regulatory requirements provide results that include detection of both regulated and additional monitoring data that includes unregulated contaminants, also known as the UCMR program. Regulatory requirements prohibit including nonregulated contaminants in the main table of regulated contaminants. Questions concerning these contaminants can be best

addressed by calling the Safe Drinking Water Hotline 1-800-426-4791 or RIDOH office of Drinking Water Quality 401-222-6867 or 401-222-7762. The following contaminants were detected during the UCMR4 2021 sample period and may come from a variety of sources such as minerals, agriculture, urban storm water runoff, commercial processes, water treatment and residential uses:

UNREGULATED SUBSTANCES	PERIOD	UNIT	AVERAGE	RANGE	MAJOR SOURCES
Sodium	2021	ppm	56.86	N/A	Runoff from road de-icing operations
Chloroform	2021	ppb	0.61	N/A	Naturally present in the environment

Providence Water Quality Data

The full Providence Water Consumer Confidence Report sampling results are being provided within the Kent County Water Authority report at the request of the RIDOH Office of Drinking Water Quality. The sampling results shown in this table for lead, copper, haloacetic acids, total coliform bacteria and total trihalomethanes reflect sampling taken within the Providence Water distribution system. Some of the sample results in the table below represent results of the testing performed by the Providence Water Supply Board that has been

identified as applicable to the reporting requirements for our Cranston area customers. Results shown on the Kent County Water Authority Quality Data table for lead, copper, haloacetic acids, total coliform bacteria and total trihalomethanes reflect sampling taken within the Kent County Water Authority distribution system and are applicable to all of our customers. Questions regarding Providence Water data should be directed to the RIDOH Office of Drinking Water Quality 401-222-6867.

REGULATED CONTAMINANT	PERIOD	UNIT	MCL	MCLG	DETECTED	RANGE	MAJOR SOURCES	VIOLATION
Barium	2021	ppm	2	2	0.009	N/A	Erosion of natural deposits.	NO
Chlorine (as Cl2), Free Residual	2021	ppm	MRDL=4.0	MRDLG=4.0	0.55	<0.01 - 1.82	Water additive used to control microbes	NO
Fluoride	2021	ppm	4	4	0.88	0.56-0.88	Erosion of natural deposits. Water additive, which promotes strong teeth.	NO
Turbidity (1)	2021	NTU	TT	N/A	1.00	0.03-1.00	Soil runoff.	NO

REGULATED CONTAMINANT	PERIOD	UNIT	MCL	MCLG	DETECTED	RANGE	MAJOR SOURCES	VIOLATION
Haloacetic Acids (HAA5) (2)	2021	ppb	60	0	23.9	11.9-26.1	By-product of drinking water chlorination.	NO
Total Trihalomethanes (TTHM) (2)	2021	ppb	80	0	76.9	33.6-98.5	By-product of drinking water chlorination.	NO
Total Organic Carbon (TOC) (3) (removal ratio)	2021	N/A	TT	N/A	1.62	1.47-1.81	Naturally present in the environment.	NO
Total Coliform Bacteria (4)	2021	% Positive Samples Per Month	Presence of Coliform Bacteria in >5% of Monthly Samples	0%	0.58	N/A	Naturally present in the environment.	NO
LEAD AND COPPER RULE	PERIOD	UNIT	AL	ACTION LEVEL	90TH PERCENTILE DETECTED	RANGE	MAJOR SOURCES	EXCEEDANCE
Copper	2021	ppm	1.3	1.3	0.015	N/A	Corrosion of household plumbing systems. Erosion of natural deposits. 0 sites out of 309 were above 1.3 ppm.	NO
Lead	2021	ppb	15	0	11	N/A	Corrosion of household plumbing systems. Erosion of natural deposits. 15 sites out of 305 were above 15 ppb.	NO

Water Quality Table Footnotes:

- (1) 1.00 NTU was the highest single turbidity measurement recorded. The lowest monthly percentage of samples meeting the turbidity limit was 99.97%. The average turbidity value for 2021 was <0.10 NTU.
- (2) Compliance is based upon the highest quarterly LRAA and range is based upon lowest and highest individual measurement.
- (3) In order to comply with the EPA standard, the removal ratio must be greater than 1. Detected level is the lowest removal ratio per quarter. Range is the lowest and highest removal ratios per month.
- (4) This value refers to the highest monthly percentage of positive samples detected

- during the year. For 2021, Providence Water collected 2,037 samples for Total Coliform Rule compliance monitoring. One of these samples was positive for total coliform bacteria. None were positive for E. Coli.
- (5) Unregulated contaminants are those that don't yet have a primary drinking water standard set by the US EPA. The purpose for monitoring for these contaminants is to help US EPA develop regulatory decisions for these contaminants.

N/A = Not Applicable N/D = Not Detected TT = Treatment Technique

Providence Water Fourth Unregulated Contaminate Monitoring Rule Results (UCMR4). Unregulated contaminants are those that don't yet have a primary drinking water standard set by the US EPA. The purpose of monitoring for these contaminants is to help the US EPA develop regulatory decisions for these contaminants.

UNREGULATED SUBSTANCES			AVERAGE	RANGE	MAJOR SOURCES
Sodium	2021	ppm	14.2	N/A	Runoff from road de-icing operations.
FOURTH UNREGULATED CONTAMINANT MONITORING RULE (UCMR 4) (5)			AVERAGE	RANGE	MAJOR SOURCES
Bromochloroacetic Acid (BCAA)	2018	ppb	1.85	0.4-2.79	By-product of drinking water chlorination
Manganese	2018	ppm	0.0008	0.0005-0.001	Erosion of natural deposits.

Lawn Care and Landscaping Tips

Water usage during the summer months increases significantly. This is primarily related to outdoor water use, the majority of which can be directly attributed to lawn watering. You can effectively reduce your summer water use in the following ways:

- **Plant less lawn** - Reduce traditional grass lawns where possible. Grass requires more water than other types of ground covers. Replace lawn with drought tolerant shrubs, perennials and ground cover.
- **When to Plant Lawn** - The best time to plant grass is in the early spring or the early fall. The temperatures promote growth and the watering requirements are significantly less.
- **Grass Selection** - Select a native, drought-resistant, or low-water-use turf grass such as fescue grasses. Many varieties are available for your use that includes blends of drought tolerant varieties.
- **Plant Trees** - Trees help maintain moisture for nearby plants.
- **Odd/Even Policy** - KCWA's year-round odd/even watering policy is in place to help promote conservation and even out the peak demands placed on the available water supplies. This policy does not mean that you are obligated to water your lawn every other day. Watering every other day when soil conditions do not require it can encourage shallow roots, disease and can weaken plants.
- **Water grass only when needed** - Your lawn needs only one inch of water a week to remain actively growing and healthy. Use a rain gauge to measure weekly rainfall and apply only the amount of extra water needed. Depending on the weather and type of grass, your lawn may go naturally dormant turning brown or hay like in color no matter how much you water. A good rule of thumb is to water approximately once every four to five days and use the rain gauge.
- **Best time to water** - Early morning is best. Less water is lost to evaporation and you will also reduce fungus problems with your lawn.
- **Maintain your lawn properly** - Maintain your lawn at three to four inches in length during the summer heat. During a serious, prolonged drought consider allowing lawns to go naturally dormant, because watering can actually stress the grass more by forcing it to grow under such adverse conditions.
- **Limit Fertilizer Use** - Fertilizer increases the plant's thirst for water. Avoid use of fertilizers in the summer.
- **Natural Runoff** - Install cisterns or rain barrels to collect water from downspouts which can later be used for watering plants and flowers or depress your lawn 1" or 2" to capture and hold runoff from your downspouts.
- **Soil Preparation** - Preparing your soil properly is perhaps the most important aspect of a water conservative landscape. Deep cultivation with lots of organic matter such as compost, leaf mold and peat moss will enrich the soil naturally and hold large quantities of water for proper growth of the root system and plants.
- **Using Mulch** - Use of mulch around plantings helps to reduce evaporation and maintain moisture, limit heat stress and discourage weed growth.

For more information visit the URI Home*A*Syst website, www.healthylandscapes.org or call (401) 874-5398.

In-ground Automatic Sprinklers are perhaps the largest contributing factor to seasonal water waste. If used correctly, in-ground sprinklers can

be somewhat water efficient. Unfortunately, many systems are not set up properly, or do not contain necessary moisture/rain sensors to prohibit operation when it is not necessary. In some cases homeowners may not know how to reset the system for maximum efficiency. This results in considerable wasted water. The following general guidelines can help make your sprinkler system more efficient:

- A licensed irrigation professional should inspect and adjust your system each year.
- The point of connection is the supply line for the irrigation system. All connections, fittings and valves should be inspected for leaks and proper operation including the correct operating pressure. Excessive pressure can result in water waste and damaged parts.
- Sprinkler valves open and close to allow for operation of each zone. This is programmed into the controller and should be inspected regularly. Malfunction of these valves can also result in wasted water.
- Sprinkler heads should be checked for proper spacing and alignment, application rates and operating pressure. Move or cap sprinkler heads to avoid watering paved or non-vegetated areas.
- Look for suspicious spots in your landscape that are much greener or consistently wet and muddy. This may be due to an underground leak or other malfunction.
- Learn how to program the system and manage it in manual mode.
- Water once or twice per week. Frequent light watering events encourage disease and shallow roots.
- Water early in the morning to reduce evaporation.
- Do not over water. Use a rain gauge and strive for one inch of water per week (rainfall + irrigation = one inch/week).
- Sprinklers are best suited for grass. Drip irrigation is preferable for plants and shrubs.

Upgrade your system with conservation technology to meet current KCWA Rules and Regulations:

- Install a rain shut-off device to prevent watering when it rains.
- Install a soil moisture sensor that schedules irrigation based on soil moisture conditions.
- Consider installing a "smart" controller that schedules irrigation based on weather conditions. For more information visit the Irrigation Association website, www.irrigation.org.
- Other conservation tips can be found at: <https://kentcountywater.org/learning-center-conservation.aspx>



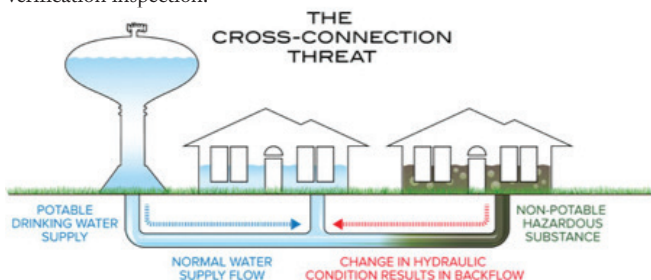
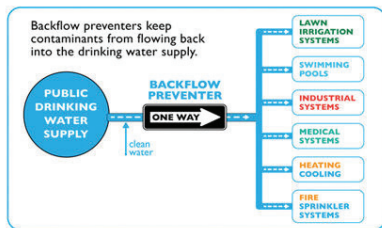
*The grass may be greener on the other side of the fence,
but the water bill is probably higher too.*

Demand Management & Conservation

- The Water Use & Efficiency Act requires water suppliers to manage demand to assure the long-term viability of water resources and water supply, to provide for strategic, prudent, reasonable and necessary use of water supplies, and to control and/or curtail water use during periods of diminished water supply availability including droughts.
- Outdoor water use during the summer months contributes to the increase in the average daily demand on most, if not all, water systems throughout the State.
- The Kent County Water Authority has a continuous outdoor water use restriction program in conjunction with the Kent County Water Authority drought policy.

Cross Connection Control

We are continuing to reach out to our commercial customers that were found noncompliant with RIGL 46-13-22 Cross Connection Control and the RI Department of Health containment backflow device requirement. The regulatory backflow requirements focus on the protection of the public water system through “containment” approach. Containment requires the installation of an appropriate backflow prevention device directly following the meter or service isolation valve in the immediate vicinity where the water service enters the building or meter enclosure. Rhode Island plumbing code also requires the installation of thermal expansion appurtenances in conjunction with the backflow device installation. Our commercial customers have been receiving written notification to provide a schedule for compliance installation of these devices. Overall customer response to installation of the required containment backflow device has been good and the program is waning completion as the remaining customers acquiesce to the law. As a reminder, customers do not need to receive notification to take action towards installation of a containment backflow device. It is advisable though to contact our office prior to accomplishing the installation to assure the full containment backflow requirements will be met. Everyone’s cooperation in this program is essential to assure compliance requirements are completed to meet the merit of the law and the protection of the public water system from the potential of contamination. If the required device has already been installed at your property, please contact us at 401-821-9300 to set up an appointment to have one of our field representatives perform a verification inspection.



Systemwide Residential Meter Change Out Program

Public Utilities Commission Docket 4611 incorporated funding to move forward with a residential meter change out program. The last system wide residential meter change out program occurred more than 20 years ago. Water meters have moving parts that over an extended period of time wear incrementally in relationship to the amount of water that passes through the meter, as clearances between the parts increase, the accuracy of the metered consumption can be compromised. Basically, some water use could be unaccounted for. The Division of Public Utilities and Carriers regulatory guidance requires residential meters less than or equal to 2 inches in size to either be tested or replaced at 20-year intervals. The manufacturer no longer supports the technology of the majority of the residential meters currently in service. The age and technological obsolescence of the existing meters makes the systemwide testing of meters cost prohibitive and would not provide any long-term benefit to our customers. Changing out the existing meters that do not meet current technology is the only viable option that delivers the most benefit to our customers. There is no cost to the customers for the new meter.



- The meters being installed at KCWA are the same mechanical meters that are being removed due to age and technological limitations. The new meters store 90 days of use information and can transmit the information over the air.
- The meters measure using positive displacement (PD) nutating disk.
- A mechanical meter does not move unless water goes through it.
- Mechanical meters do not speed up with time. They either stop working or slow down. New meters read more accurately than old meters. New meters register down to 0.01 cu ft/min.
- All new meters are certified factory tested to AWWA standards before they are installed. Each new meter has a test results tag attached.
- Certified accuracy testing information for every new meter installed in the KCWA system is available at <https://kentcountywater.org/activeprograms.aspx>.

This technology represents a hybrid of mechanical metrology with an analog display coupled with digital meter registering equipment for efficient retrieval and accurate accounting of consumer consumption. The analog display chosen for the new meters was implemented as it was easier for customers to read and understand. Specifically, leak detection and high-water use trending helps provide the information necessary to answer customer questions concerning unusual or abnormal consumption related billing concerns. Radio reading technology reduces labor factors related to the system wide collection of reads.

The meter change out program contract was awarded in 2019. The

majority of the meter change out work was completed at the end of 2021. As of December 31, 2021, more than 24,000 meters have been replaced, which is approximately 99% of the meters slated to be replaced as part of the program. Remaining customers have been contacted by the Kent County Water Authority by mail and door tags to set up appointments to remove the existing meter and install the new meter during one visit to the property. The Kent County Water Authority has put in place Covid-19 protocols to protect both the customers and installation personnel. We greatly appreciate your support and cooperation in the successful completion of this complex program.

Systemwide Large Meter Change Out Program

Public Utilities Commission Docket 5012 expanded the residential meter change out program to include large meters sized 3 inches and above. The goal of the large meter change out program is to apply a uniform metering technology throughout the system to deliver improved service and billing that is in line with current utility standards. The Kent County Water Authority will also be providing certified testing for every large meter checked, updated or installed under the program to ensure baseline accuracy.

Kent County Water Authority will be installing new remote reading registers and endpoints on most large meters. This is a very important program to replace these meter elements that are no longer supported by the manufacturer for repair components and the inability to continue reading the existing meters with our new reading systems. With the exception of a few very old meters in the system, most large meter installations will require a swap of the register that keeps a total of the water that has passed through the meter and bypass meters. This work would be completed at no cost to the customer. All large meters

installed after January 2015 already have the latest generation technology so Kent County Water Authority will be performing the certified accuracy testing required for large meters every 2 years by the Division of Public Utilities and Carriers regulatory guidance at no cost to the customer under funding for this program. All large meters will be outfitted with the same latest generation automatic meter reading (AMR) technology as what was being installed on all residential meters sized 2 inches or less.

The large meter change out contract began in the Spring of 2021. Customers are being contacted by the installation and testing company by mail to set up appointments. The contractor has put in place Covid-19 protocols to protect both the customers and installation personnel. It is anticipated that the large meter change out program will be completed in the Summer of 2022. We greatly appreciate your support and cooperation as we move forward towards the successful completion of this program.

Nonpayment Shutoff

There has been an increase in delinquent accounts during the past two years. We attribute this to the impacts of Covid-19 on everyone's finances. The charge for shutoff of a delinquent account is \$55.00. After payment of the delinquent amount, the turn on charge is \$45.00. This results in an additional \$100.00 added to the delinquent amount before water service can be restored to your property. It is very important that you contact us as soon as you think you may not be able to make payment within the normal 30-day payment period. At that time, we can discuss options for payment and perhaps offer a payment plan to get you through a tough period and avoid the shutoff and turn on charges. If you stay within your payment structure it will save you from the additional \$100.00 charges associated with the shutoff and turn on policy.

The additional costs associated with shutoff for nonpayment of your monthly bill is a very important consideration. These costs have been reviewed and approved by the Public Utilities Commission. These charges are in addition to the overdue amount and any accumulated interest. They apply at the time service has been shut off. Waiting until the water has been shutoff for nonpayment will cost you more than making a timely payment. We would like to help and payment plans are a great option to get you through a tough period.

Account Contact Information

Keeping your account contact information up to date is an important factor in our ability to communicate with you should a problem arise. Our customer service representatives will be asking for updated phone contact and billing information as part of any interaction with our customers. Feel free to contact our customer service staff at 401-821-9300 to verify your account information anytime your contact information changes. Our customer service representatives will assist you. Thanks for your cooperation.

Tips That Help You Save

Toilet leaks: Does your toilet cycle when no one is in the bathroom? Do you have to jiggle the handle to stop the toilet from running? These are all symptoms of worn or maladjusted components resulting in leaks inside of your toilet. We recommend testing your toilets for leaks at least once a year. The process is very simple and can save you from receiving an unexpected large water bill. Add food coloring or other non-staining dye tablets to your toilet tank. Customers can obtain free dye tablets at our office. Let the toilet stand for twenty minutes. If the water in the bowl changes color, it indicates that toilet tank water is leaking into the bowl and down the drain. Directions are provided for detecting a leaky toilet at <https://kentcountywater.org/water-meter-reading.aspx#leak-test>.

Frozen pipes: Each year during the winter months we respond to increased calls from our customers reporting no water. The findings are almost always associated with frozen pipes and meters during this time of the year. Most often drafts, improperly insulated pipes, failed heaters or failed heat tape devices are found to be the cause. To prevent damage from occurring, the best time to inspect and correct these situations is before the cold weather sets in. Preventive measures are very often less costly than repairs associated with flooding and burst plumbing resultant

from frozen pipes.

Monitoring Your Meter: It is imperative that each customer monitor their meter on a regular basis to identify if leaks or an abnormally high increase in water usage due to seasonal consumption is occurring. The Kent County Water Authority, until August of 2021, presented bills to its customers reflecting the previous “quarterly” consumption. When customers were billed quarterly and an abnormally high bill was received, it was often difficult to pinpoint the probable cause when it potentially occurred two to three months prior. The shift to monthly billing in August of 2021 has alleviated many of these issues by arming the customers with usage data and high usage alerts on their bills monthly. Problems or usage changes can be remedied or modified in as close to “real time” as possible now that the Kent County Water Authority currently bills its customers monthly.



Each meter register is equipped with a leak detection feature and customers should check it regularly. On analog registers it's a red indicator dial or sweep hand. On digital registers it's a blinking faucet that must be activated by waving a flashlight over the register. (<https://kentcountywater.org/water-meter-reading.aspx#leak-test>). The process is simple. Make sure no one is using any plumbing fixture or appliance in the home. During this period observe the register indicator. If the sweep hand or dial is rotating or, the faucet is flashing in the case of a digital register, this indicates a leak. You can further investigate the source of the leak by isolating or shutting the water valve off to each toilet and appliance one at a time. Check the leak detector each time after isolating each plumbing fixture. If the detector stops, you have found the source and a plumber should be able to assist you with the repair. If you have a question about this leak detection process, feel free to call one of our customer service representatives and they will be happy to assist you in this concern.



If you would like to test the accuracy of your meter, instructions found online at <https://kentcountywater.org/meter-accuracy-test.aspx> will guide you on how to check your meter for accuracy using a 5 gallon bucket.

Source Water Assessment

The latest source water assessment and wellhead protection plan for the Kent County Water Authority supply was completed in 2012. This plan includes the Mishnock well field, Spring Lake Well and East Greenwich Well. The susceptibility to contamination for all three wells was determined to be "MODERATE" according to the guidelines used by the Department of Health during the assessment. This ranking is considered to be an average ranking for the water supply. Future risk may be expected to increase with continued development. Copies of this Assessment can be obtained from the RI Department of Health at 401-222-6867.

Hydrant Flushing Program

Twice each year we flush our water mains. We often receive calls from customers asking why we are wasting water. The answer is, it's a common waterworks maintenance practice to remove precipitated minerals and other accumulated sediment to help improve and maintain the quality of your drinking water and flow capacity to hydrants and the system as a whole. This program provides valuable system operating information relative to transmission pump operation, hydrant operation and other operational factors critical to assessing the reliability of a multitude of equipment components comprising the water system. So the next time you see our water system operators performing this function know that we are doing this in the best interest of our customers.



Health Effects Information

Nitrate in drinking water at levels above the MCL of 10 ppm is a health risk for infants of less than six months of age. Infants below the age of six months who drink water containing nitrate in excess of the MCL of 10 ppm could become seriously ill and, if untreated, may die. Symptoms include shortness of breath and blue baby syndrome. Nitrate levels may rise quickly for short periods of time because of rainfall or agricultural activity. If you are caring for an infant, you should ask for advice from your healthcare provider.

Nitrite in drinking water at levels above the MCL of 1 ppm is a health risk for infants of less than six months of age. Infants below the age of six months who drink water containing nitrite in excess of the MCL of 1 ppm could become seriously ill and, if untreated, may die. Symptoms include shortness of breath and blue baby syndrome. Nitrite levels may rise quickly for short periods of time because of rainfall or agricultural activity. If you are caring for an infant, you should ask for advice from your healthcare provider.

E. coli are bacteria whose presence indicates that the water may be contaminated with human or animal wastes. Microbes in these wastes can cause short-term effects, such as diarrhea, cramps, nausea, headaches, or other symptoms. They may pose a special health risk for infants, young children, some of the elderly, and people with severely compromised immune systems.

Some people who drink water containing trihalomethanes in excess of the MCL over many years may experience problems with their liver, kidneys or central nervous system, and may have an increased risk of getting cancer.

MCLs are set at very stringent levels. To understand the possible health effects described for many regulated constituents, a person would have to drink 2 liters of water every day, at the MCL, for a lifetime to have a one-in-one-million chance of having the described health effects.

Additional Health Effects Information

The sources of drinking water (both tap and bottled water) include rivers, lakes, ponds, reservoirs, springs, and wells. As water travels over the land or through the ground, it dissolves naturally occurring minerals, radioactive material and can pick up substances or contaminants resulting from the presence of human or animal activities.

All sources of drinking water are subject to potential contamination from substances that are naturally occurring or manmade such as: microbes, inorganic and organic chemicals, and naturally occurring radioactive substances. All drinking water, including bottled drinking water, may reasonably be expected to contain at least small amounts of some constituents. It's important to remember that the presence of these constituents does not necessarily pose a health risk. More information on contaminants and potential health effects can be obtained by calling the EPA's Safe Drinking Water Hotline 800-426-4791 or visit the EPA website www.epa.gov/safewater.

Some people may be more vulnerable to contaminants in drinking water than the general population. Immuno-compromised persons such as persons with cancer who are undergoing chemotherapy, persons who have undergone organ transplants, people with HIV/AIDS or other immune system disorders, some elderly and infants can be particularly at risk from infections. These people should seek advice from their healthcare providers about drinking water. EPA and CDC guidelines on appropriate means to lessen the risk of infection by Cryptosporidium and other microbial contaminants are available from the Safe Drinking Water Drinking Hotline (800-426-4791).

Lead Informational Statement

If present, elevated levels of lead can cause serious health problems, especially for pregnant women and young children. Lead in drinking water is primarily from materials and components associated with service lines and home plumbing. Kent County Water Authority is responsible for providing high quality drinking water, but cannot control the variety of materials that may have been used in plumbing components. When your water has been sitting for several hours, you can minimize the potential for lead exposure by flushing your tap for 30 seconds to 2 minutes before using water for drinking or cooking. If you are concerned about lead in your water, you may wish to have your water tested. Information on lead in drinking water, testing methods and steps you can take to minimize exposure is available from the Safe Drinking Water Hotline or at <http://www.epa.gov/safewater/lead>.

Frequently Asked Questions

How long does it take for a credit card transaction to process if I pay online?

Credit card transactions typically take 2-3 business days to settle. An authorization is issued immediately; however, it takes 2-3 business days for the money to be moved.

How should I enter my credit card information?

The information you enter on the customer portal payment screen must be exactly the same as it appears on your credit card. This information collected will be used to authorize your payment.

Why am I being charged a late fee?

Late fees/penalties will be assessed on or before the due date of your bill. If you feel that this fee has been assessed in error or you would like more information about late fees/penalty charges, please contact Kent County Water Authority's office.

Will I be able to print a copy of my bill?

Yes, each invoice is presented in PDF format. You can view or print your bill through the customer portal. Electronic storage is recommended because it saves paper and has a beneficial impact on our environment.

How can I pay my bill?

Your bill can be paid in any of the following ways:

- Telephone (IVR payment phone number 1-888-348-7154)
- Web based on line payment - login to on line bill pay via Kent County Water Authority website
- Paper check/money orders (either mailed or in person delivery)
- Credit/Debit card (either online payment portal, telephone or paid in person)

Can I tell if my payment has been posted?

Yes, simply login to your account via the customer portal. Your account balance will decrease once payment is posted.

When is a mailed payment considered received?

A payment mailed via United States Postal Service is considered received when it is physically received in the office. A payment that is post marked but received after the due date of the bill is considered late.

How long does it take for an ACH transaction to process if I pay online?

ACH transactions typically take 2-3 business days to process.

How long will my payment history be maintained?

Payment information will be retained indefinitely.

How will I know that my payment has been accepted?

After you submit your payment successfully, you will see a payment confirmation screen. It will contain your payment confirmation message. You will also receive a confirmation email which includes payment amount, reference number, transaction number and payment method.

If I don't have an email address, can I still process an electronic payment?

No, to complete the online payment process, you will need an email address so that the system can deliver your payment confirmation.

Will I be charged processing fees for making an ACH, credit card or debit card payment?

No, you will not. Kent County Water Authority will absorb all processing fees associated with ACH, credit card and debit card payments.

May a customer link multiple properties to the same email address?

Yes, a customer may link multiple properties to the same email address. If you need assistance, please call the office at 401-821-9300.

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