

May 13, 2021

To Whom It May Concern:

As you are likely aware, the City of Niagara Falls has an active Drinking Water Quality Management System. Under this System, you company/agency has been identified as an essential supplier and/or service provider, as per RFQ110-2021

The products and services you provide play an important role in the provision of safe, high quality water to those who consume drinking water in the City of Niagara Falls.

Please take a moment to review the attached Quality Management System Policy.

Upon your completed review of the Policy, we respectfully request that a company/agency representative fill out the bottom portion of this page and return the completed copy. Please also keep a copy of the completed acknowledgement for you records. This signature confirms that a representative of \_\_\_\_\_ has read the quality management system policy and therefore understands their supplies and/or services provided have an effect on the quality of drinking water delivered within the City of Niagara Falls water distribution system.

Thank you for your cooperation. Should you have any questions or concerns, please do not hesitate to contact me.

Regards,

Jessica Blanchard  
Environmental Services Coordinator  
City of Niagara Falls  
905-356-1355 ext. 6209  
[jblanchard@niagarafalls.ca](mailto:jblanchard@niagarafalls.ca)

-----

As a representative of \_\_\_\_\_, I confirm that I have read the City of Niagara Falls Quality Management System Policy and acknowledge that the supplies and/or services that \_\_\_\_\_ provides has an effect on the drinking water delivered in the City of Niagara Falls. Also, I understand that supplying drinking water is an extremely important duty of the City of Niagara Falls that requires an elevated standard of due diligence.

\_\_\_\_\_  
(Print)

\_\_\_\_\_  
(Sign)

\_\_\_\_\_  
(Date)