

MUNICIPALITY NAME
ADDRESS

Request for Proposal

Safety Codes Services
Building, Plumbing, Gas & Electrical Disciplines

MM/DD/YY

Proposal Closes on *MM/DD/YY*, 2:00 PM mst

1.0 INVITATION TO SUBMIT PROPOSAL

Your organization is hereby invited to submit a proposal for the provision of Safety Codes Services in the Building, Electrical, Plumbing and Gas disciplines to *MUNICIPALITY*, as detailed in this Request for Proposal.

Request for Proposal: # *XXXXXX*

Description: Safety Codes Services in the Building, Electrical,
Plumbing and Gas Disciplines

Date Issued: *MM/DD/YY*

Closing Date: *MM/DD/YY*

Closing Time: 2:00 PM mst

This Request for Proposal does not commit the *MUNICIPALITY* to award a contract or pay any costs incurred in the preparation of a proposal, or attendance at any meetings with municipal staff relative to this proposal.

2.0 INSTRUCTION TO PROPONENTS

2.1 Inquiries

Refer all proposal inquiries to *CONTACT NAME / CONTACT EMAIL ADDRESS*.

2.2 Proposal Return

Request for Proposal submissions shall be sealed and enclosed in envelopes or containers marked with the Request for Proposal number and addressed to:

MUNICIPALITY
ADDRESS

Proposals must be received at the front reception desk of the *MUNICIPALITY* by the closing time and date set forth or they will not be accepted. Proposals received late will be returned to the proponent unopened. Faxed proposals will not be accepted nor considered. Any proposals that are received via facsimile will be returned by mail to the proponent.

2.3 Proposal Copies

The Proponent shall provide 2 copies of the proposal.

3.0 PROPOSAL SUBMISSION INSTRUCTIONS

3.1 Proposal Format

Proponent's submission must be prepared in the same order in which section 3 of this RFP has been prepared.

3.1 Letter of Transmittal

A Letter of Transmittal or covering letter, dated and signed by an official authorized to negotiate, make commitments, and provide any clarifications with respect to the proposal on behalf of the vendor.

3.2 Executive Summary

An Executive Summary which will include, a brief corporate profile which will cover the organization's key attributes, office location, and proof that the organization is in good standing with the Safety Codes Council and the Worker's Compensation Board.

3.3 Response to Requirements

Proponent's bids will be based on the Uniform Quality Management Plan attached as Schedule 'A' and forming part of this Request for Proposal. Proponents are required to detail their organization's ability to satisfy, at minimum, all aspects of the requirements as outlined in this section.

A. Permit Issuance

B. Compliance Monitoring

C. Permit Closure

D. Required Permits: How the proponent will ensure that all development obtains the required Safety Codes Permits.

E. Availability: How the proponent will make Safety Codes Officers available for consultation with Municipal departments including but not limited to the Planning and Development Department, Fire Department, Engineering Department etc.

F. Order Procedures: How the proponent will undertake enforcement action if necessary.

G. Training: Proponent's bids must include information relative to training including but not limited to:

Training to ensure that the proponent's Safety Codes Officers and other organization employees receive all professional development and educational upgrades necessary to maintain their certification and designation.

Training for the proponent's Safety Codes Officers and other organization employees with respect to the *MUNICIPALITY'S* QMP.

Continued training and support for the Planning and Development Services department with respect to the issuance of permits, the proponent's service delivery model and methodologies, etc.

Orientation for the remaining members of the Planning and Development Department, with respect to the Safety Codes Act, the issuance of permits, process, etc.

H. Transition Plan: How will the transition of Safety Code Services to the Agency will be managed.

I. Data Management : How does the proponent propose to manage records and what type of computer equipment and database does the proponent own or employ.

3.4 Proposed Safety Codes Officers

Proponents must provide resumes for the Safety Codes Officers who will be assigned to provide Safety Codes Services to the *MUNICIPALITY*. Resumes must include, for each SCO:

- their level of certification
- background and training,
- years of experience,
- experience in similar municipalities

3.5 Insurance

Proponents are required to submit with their proposal evidence of the following Insurance Coverage:

A. Comprehensive or Commercial General Liability in an amount of not less than two million dollars (\$2,000,000.00) inclusive per occurrence, and annual aggregate, if any, of not less than two million dollars (\$2,000,000.00) insuring against bodily injury or damage to property of others (including loss of use thereof).

B. All Risks Liability to include Valuable Paper and Records Insurance on all such items pertaining to the Services in an amount adequate to enable their reconstruction.

C. Errors and Omissions in an amount not less than two million dollars (\$2,000,000.00) per occurrence.

4.0 FEE SCHEDULE

Proponent's bids must be based on what services will be delivered if the percentage split between the agency and the municipality is *80/20* of the fee schedules that are attached as per Schedule 'B'. Proponent's bids must also specify what additional charges may be incurred by the *MUNICIPALITY* for services over and above the QMP requirements.

5.0 CONTRACT

The term of the contract between the *MUNICIPALITY* and the successful bidder will be three years with an option for extensions if mutually agreed upon by both parties.

6.0 EVALUATION

Proposals will be evaluated in two stages. The first stage will consist of a review of all proposals to ensure that each proposal was received on time and that the proposal is compliant with all other submission requirements. Proposals found to be non-compliant will be returned and given no further consideration. The second stage will consist of an evaluation of the written proposal based on the award of a possible 100 points using the following criteria:

Proposal Format in accordance with RFP	10 points
Executive Summary	10 points
Availability	10 points
Data Management	10 points
Training and Transition	20 points
Proposed Safety Codes Officers	20 points
Compliance Monitoring	<u>20 points</u>
	100 points

7.0 APPROVAL PROCESS

Administration will forward a recommendation on the successful proponent's bid to a meeting of Council for approval.

Schedule A
Insert Municipal QMP

Schedule B
Insert Municipal fee schedules