



**CITY OF CHEHALIS
REQUEST FOR PROPOSALS (RFP)**

**FIRE CODE INSPECTIONS AND
ENFORCEMENT SERVICES**

Issued July 15, 2011

**Proposals Due by 3:00 p.m.
August 4, 2011**

Submit Proposals to:

City of Chehalis City Hall
Attn: Judy Schave, City Clerk
350 N Market Boulevard, Room 101
Chehalis, WA 98532

1.0 INTRODUCTION

- 1.1 The City of Chehalis is soliciting requests for proposal to provide Fire Code Inspections and Enforcement services. The City of Chehalis provides plan reviews, fire code and life safety inspection, and enforcement of the International Fire Code and Municipal Code as related to said reviews and inspections. This position provides direction/supervision of the employees of the fire department through the Fire Chief. Permit requirements are included in these functions. The city wishes to continue this service by contracting these duties.

2.0 STATEMENT OF QUALIFICATION REQUIREMENTS

- 2.1 IFC Certified.
- 2.2 Cumulative firefighting experience and Fire code enforcement experience - 5 years minimum.
- 2.3 Knowledge of Fire Prevention Practices.
- 2.4 Respondent must be licensed and insured in the State of Washington, including a city of Chehalis business license.
- 2.5 Respondents must be E-Verify compliant. Awarded contractors shall have 30 calendar days after the execution of a contract to register and enter into a Memorandum of Understanding (MOU) with the Department of Homeland Security (DHS) E-Verify program.
- 2.6 Respondents must provide and maintain their own equipment, and cover all costs associated with providing services.

3.0 SCOPE OF WORK

- 3.1 Respondents must be able to perform the following services in a timely and reasonable manner.
 - a. Provide appropriate training as often as deemed necessary to shift firefighters to enable them to conduct effective Company Fire and Life Safety Inspections.
 - b. Assign Company Inspections to shift personnel. Review and provide feedback and follow-up as necessary on Company Inspections conducted by the fire crews.
 - c. Determine businesses eligible for the Self-Inspection program.

- d. Provide direction to the Fire Department Administrative Assistant as to the mailing, receiving and proper processing of Self-Inspections that are returned.
- e. Conduct follow-up inspections on Self Inspections that have identified a violation to assure compliance.
- f. Follow up on Self Inspections that have not been returned by the date requested to assure an inspection is completed or the building is noted as vacant.
- g. Provide timely replies to inquiries regarding application of the IFC, to include reasonable availability on a consistent basis. Inquiries include walk ins and telephone calls.
- h. Conduct all other required fire and life safety inspections that are not otherwise assigned as Company or Self Inspections. These inspections are to be done during the businesses normal hours of operation.
- i. Verbally advise the business owner or occupant of deficiencies noted that are code violations including corrective actions they are to take and a timeframe for completion and re-inspection.
- j. Provide written documentation to the business owner or occupant regarding your inspection findings and corrective actions needed, if any.
- k. Conduct re-inspections of businesses to assure deficiencies noted have been adequately corrected. Appropriately document such re-inspection.
- l. Provide all completed Fire Inspection documents to Fire Department Administrative Assistant for filing.
- m. Assure all businesses in the City of Chehalis are inspected as frequently as necessary to assure the intent of the IFC is met.
- n. Conduct specialty inspections to include permitting as required. Examples include fireworks stands, temporary displays or businesses activities such as garden, craft, vendor, fairs in malls or other open areas.
- o. May be required to conduct inspections outside of the city limits as required per contract with the Lewis County Fire Marshal.
- p. Review trends and developments in the area of fire and life safety inspections and make recommendations to the Fire Chief.

4.0 CONTRACT PERIOD

- 4.1 The period of performance of the approved and awarded contract shall be for an initial one (1) year period with three (3), one (1) year renewal options.

5.0 GENERAL PROPOSAL INSTRUCTIONS

- 5.1 **Copies** – Respondents must submit one (1) original document and one (1) copy.
- 5.2 **Submission** – Proposals must be enclosed in a sealed envelope and mailed or delivered to the City of Chehalis, Attention: Judy Schave, City Clerk, 350 N Market Boulevard, Room 101, Chehalis, Washington 98532. The outside of the envelope must plainly identify the subject of the proposal and the name and address of the person or firm. Electronic proposals will not be accepted.
- 5.3 **Late Proposals** – Proposals received after the scheduled closing time of filing will not be accepted.
- 5.4 **RFP Clarification.** Respondents who request a clarification of the RFP requirements must submit questions in writing to the City of Chehalis, Attention: Judy Schave, City Clerk. Written questions must be received by the City no later than July 26, 2011, and may be in the form of an e-mail sent to JSchave@ci.chehalis.wa.us. The City may issue a response, in the form of an addendum to the RFP, if a substantive clarification is in order. The addendum will be posted on the City's website at the following URL: <http://www.cityofchehalis.wa.us>.
- 5.5 **Oral Clarification** – Oral instructions or information concerning the RFP given out by the City of Chehalis agents or employees to prospective respondents shall not bind the City and may be cause for disqualification. Only written requests are valid.
- 5.6 **Conflict of Interest** – The City and respondent filing a proposal hereby both certify that no officer, agent or employee of the City, who has pecuniary interest in this RFP, shall participate in any manner in the preparation of this RFP or evaluation of responses to this RFP; furthermore, the respondent certifies that the proposal is made in good faith without fraud, collusion or connection of any kind with any other respondent of the same call for proposals, and that the respondent is competing solely in its own behalf without connection with or obligation to, any undisclosed person or firm. No Chehalis Councilor or employee shall participate in the authorization, approval, or award of a services contract to a respondent in which he or she is beneficially interested.
- 5.7 **Terms and Conditions** - The City of Chehalis reserves the right to reject any and all Proposals and to waive irregularities and informalities in the

submittal and evaluation process. This solicitation for Services does not obligate the City of Chehalis to pay any costs incurred by respondents in the preparation and submission of a Proposal. This solicitation does not obligate the City of Chehalis to accept or contract for any expressed or implied services.

- 5.8 **E-Verification Requirement** - “Effective June 25, 2010, contracts with a value greater than \$1,000 shall require that the awarded contractor register with the DHS E-Verify program. Contractors shall have 30 calendar days after the execution of the contract to register and enter into a MOU with the DHS E-Verify program. After completing the MOU the contractor shall have up to 90 calendar days to begin using E-Verify and provide a written record on the authorized employment status of their employees and those of any sub-contractor(s) currently assigned to the contract. Employees hired during the execution of the contract and after submission of the initial verification will be verified to the City within 30 calendar days of hire, as reported from the E-Verify program. The contractor will continue to update the City on all corrective actions required and changes made during the performance of the contract.”

Contractors who fail to sign an MOU within 30 calendar days or who fail to meet the subsequent 90 calendar day reporting deadline will be considered in breach of contract and will be suspended from bidding on future projects until they meet the E-Verify requirements. Contractors who fail to provide written employment verification prior to the end of the suspension period shall be debarred from all future work with the City of Chehalis until the contractor provides all required documentation.

- 5.9 **Public Disclosure of Proposals** – Any information provided to the City pursuant to this RFP is subject to public disclosure pursuant to public records law, without obligation to the City. Any information that is deemed by the Respondent to be exempt from disclosure should be plainly marked and separated from the remainder of the proposal.
- 5.10 **Ownership of Documents** – Unless otherwise provided, all materials produced under this contract shall be considered “works for hire” as defined by the U.S. Copyright Act and shall be owned by the City.